

**AGENDA**  
**BOLD BOARD OF EDUCATION REGULAR MEETING**  
**BIRD ISLAND-OLIVIA-LAKE LILLIAN**  
**INDEPENDENT SCHOOL DISTRICT #2534**  
**MONDAY, APRIL 28, 2025**  
**7:00 PM**  
**BOLD MEDIA CENTER**

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**Mission Statement:** Provide all learners in the BOLD community an education designed to develop the creativity, character, confidence, and skills essential to flourish in a changing global society.

- I. Call to Order and Roll Call  
Chair Frank
- II. Pledge of Allegiance
- III. Approval of Agenda
- IV. Recognition of Visitors to the School Board
- V. Public Forum  
**Public Forum will be placed on the agenda for regular board meetings. During this part of each regular school board meeting time will be allowed for district constituents to address the school board. Pursuant to Policy 206 Section VI the board will make every effort to allow district constituents to speak, but may limit discussion to ensure all business is addressed for the interest of the district. This is a time of "listening" by the school board.**
- VI. Consent Items  
**Only one motion is needed to approve all consent items. Any item that is requested to be removed from the consent agenda by a school board member will be discussed and acted on for independent consideration immediately following approval of the consent agenda.**
  - **Approve Bills for Payment**
  - **Approve minutes**
    - **March 24 Regular School Board Meeting**
  - **Approve Personnel**
- VII. Reports
  - A. **Superintendent Report**
    1. Board Report

2. Construction Update

3. graduation

**B. PK-6 Principal Report**

**C. 7-12 Principal Report**

**D. Activities Report**

**E. Community Education Report**

**F. Pool Report**

**G. Facilities Report**

**H. School Board Committee Reports**

**VIII. New Business**

A. Statement on closed session

B. Approve a Resolution to Recognize Outstanding Student Achievement.  
Chair Frank

Read the resolution. Will need a board member to introduce and to second the resolution as it is read.

C. Assign two ISD 2534-01 Board members to assist creating the District Advisory Committee per Policy 603, Curriculum Development. They will be appointed by the chair. (Action)

These board members will work with the Superintendent and Principals to establish an advisory committee to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.

The District Advisory Committee, to the extent possible, must reflect the diversity of the district and its school sites, include teachers, parents, support staff, students, and other community residents, and provide translation to the extent appropriate and practicable. Whenever possible, parents and other community residents must comprise at least 25% of committee members.

D. Approve donation of the flagpole from the Bird Island campus to the Bird Island Baseball Association.

Member Sheehan

The flag pole is on the east side of the section of the school which will be torn down. The Bird Island Baseball Association will be responsible for all expenses to remove and install the pole at the Bird Island baseball field.

E. Approve an MoU between BOLD Schools and the City of Bird Island.

The facilities committee was asked to allow a batting cage to be built as an Eagle Scout project by Kole Uhlenkamp. After some discussion the

committee recommended we first donate the land to the City of Bird Island. The City is willing to accept the land; however, they are in the process of grant writing and are worried that this could have a negative impact on their ability to win the grant. This MoU is an agreement between BOLD Schools and the City of Bird Island that they will accept the land in exchange for one dollar once the grant process is over. This will allow Mr. Uhlenkamp to begin the project which must be completed before his 18th birthday this summer.

F. Approve the following fundraisers:

- Trap Shooting Team's Build-a-Burger fundraiser - held in April, 2025
- BOLD Warriors Volleyball Boosters selling Heggies Pizza in May to raise money for the purchase of uniforms.

G. Approve a Resolution accepting donations to BOLD Schools.  
Chair Frank

H. Approve a change to the 2024-2025 calendar.

The administration team met on Tuesday. One of the topics discussed was that the teachers are going to need more time to get things moved out of their classrooms.

One issue is the palleting of their classrooms. We can't fit a pallet through the classroom doors and can't fill the halls with them while there are kids in the building.

Another issue is that we can't wait to do it until Monday the 19th as that is their day for grading, finishing reports and other work that comes at the end of each year. I can't add a day after the 19th as the construction folks are scheduled to begin and they can't have us in their way.

I would like to propose changing May 16, 2025 into a work day for staff to allow them to move.

I. Third and Final Reading of Policy of 208 Development, Adoption, and Implementation of Policies

Member Frank

Discussion of policies listed for annual review.

J. Second Reading of Policy 511, Student Fundraising. (Enclosure)

Member Clouse

Recommendation for three readings prior to a tentative adoption of the policy at the May 19, 2025 board meeting. Policy has many changes under Section III and to the Legal and Cross References. Suggest any changes to the Policy Committee or to Mr. Menton.

K. Second Reading of Policy 613, Graduation Requirements. (Enclosure)

Member Frank

Recommendation for three readings prior to a tentative adoption of the policy at the May 19, 2025 board meeting. Melissa Bodiin is researching and working with the Policy Committee to update and understand. Due to the significant changes, we may not be able to approve until the June 2025 meeting. Policy has many changes throughout due to changes in MN State Law. A red-line version was not generated as this has significant changes from the existing posted policy. This will also allow the administration adequate time for review and input. Suggest any changes to the Policy Committee or to Mr. Menton.

- L. Second Reading of Policy 701, Establishment and Adoption of School District Budget. (Enclosure)

Member Frank

Recommendation for three readings prior to a tentative adoption of the policy at the May 19, 2025 board meeting. The current policy was last adopted in August 2004. A red-line version was not generated as this has significant changes from the existing posted policy. Suggest any changes to the Policy Committee or to Mr. Menton.

- M. Second Reading of Policy 701.1, Modification of School District Budget. (Enclosure)

Member Frank

Required for three readings prior to a tentative adoption of the policy at the May 19, 2025 board meeting as this is a new policy to implement and is a companion to Policy 701. Suggest any changes to the Policy Committee or to Mr. Menton.

- N. Second Reading of Policy 702, Accounting. (Enclosure)

Member Frank

Recommendation for three readings prior to a tentative adoption of the policy at the May 19, 2025 board meeting. The current policy was last adopted in August 2004. The policy has many changes in Legal and Cross References. Suggest any changes to the Policy Committee or to Mr. Menton.

- O. First Reading of Policy 404, Employment Background Checks. (Attachment)

Member Clouse and Member Frank

This is the first reading to update policy 404, which was last looked at in April 2022. There are substantial changes to the model policy, hence we will do three readings and it would be scheduled for adoption at our June 2025 meeting.

One area that is not included in the policy that should be discussed by the board is the inclusion of language around "mandating credit checks

when hiring staff that will be handling money or finances". This language does not currently exist in any policies adopted by the board and is part of standard hiring practice by businesses for individuals being hired that handle money or finances.

- P. First Reading of Policy 418, Drug-Free Workplace/Drug-Free School. (Attachment)

Member Clouse

First reading of three. Policy 418 adoption would tentatively be approved at our June 2025 meeting. The last update to this policy was in February 2020 and it was last reviewed in August 2022. Due to the many changes in cannabis in Minnesota law there are significant updates to this policy, which is why it is needing three readings.

- Q. First Reading of Policy 522, Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process **AND** Policy 522.1, Title IX Sex Nondiscrimination Report Form. (Attachments)

Member Clouse

Both Policy 522 and Policy 522.1 (Form) are scheduled for annual review. There are enough updates to Policy 522 that we will do three readings and it would be up for tentative adoption at our June 2025 meeting. We last adopted these policies in April 2024 based on a 2021 revision. Last recommended revisions by MSBA are dated in June 2022.

- R. First Reading of Policy 601, School District Curriculum and Instructional Goals. (Attachment)

Member Clouse

Policy 601 was last adopted and reviewed in February 2019. Due to significant changes in the past six years from our current posted policy to the current MSBA suggested model policy we will conduct three readings. No redline version will be created. Please compare this updated policy version to a printed version from our website. This policy would be tentatively adopted at our June 2025 regular board meeting.

- S. First Reading of Policy 611, Home Schooling. (Attachment)

Member Clouse

Policy 611, Home Schooling, was originally adopted by the BOLD Board in August 2012. The policy will require three readings as it is over 13 years old and not current with state law. The suggested revision was updated in 2022 by MSBA and would be tentatively adopted in June 2025.

- T. Form committee to negotiate Superintendent Contract. (Action)

IX. **Upcoming dates:**

May 16, 2025 7:00 Graduation at BOLD Large Gym in Olivia

May 19, 2025 7:00 Regular Board Meeting in BOLD Media Center  
June 23, 2025 7:00 Regular Board Meeting in BOLD Media Center

X. **Adjourn**

**BOLD BOARD OF EDUCATION**  
**REGULAR MEETING**  
Monday, March 24, 2025 7:00 PM Central

BOLD Media Center  
701 South 9th Street  
Olivia, MN 56277

**I. Call to Order and Roll Call**

Meeting was called to order at 7:00 PM

**II. Pledge of Allegiance**

Pledge of Allegiance was recited.

**III. Approval of Agenda**

Action. This motion, made by Brad Aaseth and seconded by Greg Peppel, Carried.

Brad Aaseth: Yea, Sandy Benson: Yea, Mary Ella Clouse: Yea, Dr. Todd Frank: Yea, Greg Peppel: Yea, Brad Retterath: Yea, Todd Sheehan: Yea

Yea: 7, Nay: 0

**IV. Recognition of Visitors to the School Board**

**V. Public Forum**

Christina Svoboda Ojeda presented the Costa Trip for her Spanish Class in 2026 school year.

**VI. Consent Items**

Action. This motion, made by Greg Peppel and seconded by Sandy Benson, Carried.

Brad Retterath: Abstain (With Conflict), Brad Aaseth: Yea, Sandy Benson: Yea, Mary Ella Clouse: Yea, Dr. Todd Frank: Yea, Greg Peppel: Yea, Todd Sheehan: Yea

Yea: 6, Nay: 0, Abstain (With Conflict): 1

**VII. Reports**

**VII.A. Superintendent Report**

VII.A.1. Legislative update

VII.A.2. Building update

**VII.B. PK-6 Principal Report**

**VII.C. 7-12 Principal Report**

**VII.D. Activities Report**

**VII.E. Community Education Report**

**VII.F. Pool Report**

**VII.G. Facilities Report**

**VII.H. School Board Committee Reports**

VII.H.1. Facilities Committee Report

**VIII. New Business**

VIII.A. Superior Transportation presentation (discussion)

Superior Transportation clarified that our cost overrun for this year was due to a budgeting error and not due to their pricing. They also discussed bussing costs and rates for the upcoming 2025-2026 school year.

**VIII.B. Authorize the Superintendent and district legal counsel to take the following actions regarding the Work Scope 24 Air Handling Unit (AHU) project and the bid submitted by Johnson Controls, Inc. (JCI)**

Approve resolution. This motion, made by Brad Aaseth and seconded by Mary Ella Clouse, Carried.

Brad Aaseth: Yea, Sandy Benson: Yea, Mary Ella Clouse: Yea, Dr. Todd Frank: Yea, Greg Peppel: Yea, Brad Retterath: Yea, Todd Sheehan: Yea  
Yea: 7, Nay: 0

VIII.C. Approve SWWC Service Cooperative Contracts for FY26

Approve resolution. This motion, made by Mary Ella Clouse and seconded by Greg Peppel, Carried.

Brad Aaseth: Yea, Sandy Benson: Yea, Mary Ella Clouse: Yea, Dr. Todd Frank: Yea, Greg Peppel: Yea, Brad Retterath: Yea, Todd Sheehan: Yea  
Yea: 7, Nay: 0

VIII.D. Approve the Memorandum of Understanding (MOU) between ISD 2534 and BOLD Education Association.

Approve the Memorandum of Understanding (MOU) between ISD 2534 and BOLD EA. This motion, made by Todd Sheehan and seconded by Brad Aaseth, Carried.

Brad Aaseth: Yea, Sandy Benson: Yea, Mary Ella Clouse: Yea, Dr. Todd Frank: Yea, Greg Peppel: Yea, Brad Retterath: Yea, Todd Sheehan: Yea  
Yea: 7, Nay: 0

VIII.E. Approve the proposed calendar for the 2025-2026 school year.

Motion. This motion, made by Mary Ella Clouse and seconded by Greg Peppel, Carried.

Brad Aaseth: Yea, Sandy Benson: Yea, Mary Ella Clouse: Yea, Dr. Todd Frank: Yea, Greg Peppel: Yea, Brad Retterath: Yea, Todd Sheehan: Yea  
Yea: 7, Nay: 0

VIII.F. Third and Final Reading of Policy 101.1, Name of the School District

Motion. This motion, made by Brad Aaseth and seconded by Sandy Benson, Carried.

Brad Aaseth: Yea, Sandy Benson: Yea, Mary Ella Clouse: Yea, Dr. Todd Frank: Yea, Greg Peppel: Yea, Brad Retterath: Yea, Todd Sheehan: Yea  
Yea: 7, Nay: 0

VIII.G. First and Final Reading of Policy 214, Out of State Travel by School Board Members. (Enclosure) (Action)

Approve Policy 214, Out of State Travel by School Board Members, as published in the board packet. This motion, made by Greg Peppel and seconded by Todd Sheehan, Carried.

Brad Aaseth: Yea, Sandy Benson: Yea, Mary Ella Clouse: Yea, Dr. Todd Frank: Yea, Greg

Peppel: Yea, Brad Retterath: Yea, Todd Sheehan: Yea  
Yea: 7, Nay: 0

VIII.H. First and Final Reading of Policy 303, Superintendent Selection. (Enclosure) (Action)

Approve Policy 303, Superintendent Selection, as published in the board packet. This motion, made by Sandy Benson and seconded by Mary Ella Clouse, Carried.

Brad Aaseth: Yea, Sandy Benson: Yea, Mary Ella Clouse: Yea, Dr. Todd Frank: Yea, Greg Peppel: Yea, Brad Retterath: Yea, Todd Sheehan: Yea  
Yea: 7, Nay: 0

VIII.I. First and Final Reading of Policy 401, Equal Employment Opportunity. (Enclosure) (Action)

Approve Policy 401, Equal Employment Opportunity, as published in the board packet. This motion, made by Sandy Benson and seconded by Brad Aaseth, Carried.

Brad Aaseth: Yea, Sandy Benson: Yea, Mary Ella Clouse: Yea, Dr. Todd Frank: Yea, Greg Peppel: Yea, Brad Retterath: Yea, Todd Sheehan: Yea  
Yea: 7, Nay: 0

VIII.J. First and Final Reading of Policy 402, Disability Nondiscrimination Policy (Enclosure) (Action)

Approve Policy 402, Disability Nondiscrimination Policy, as published in the board packet. This motion, made by Sandy Benson and seconded by Greg Peppel, Carried.

Brad Aaseth: Yea, Sandy Benson: Yea, Mary Ella Clouse: Yea, Dr. Todd Frank: Yea, Greg Peppel: Yea, Brad Retterath: Yea, Todd Sheehan: Yea  
Yea: 7, Nay: 0

VIII.K. Second Reading of Policy of 208 Development, Adoption, and Implementation of Policies  
No Action

VIII.L. First Reading of Policy 511, Student Fundraising. (Enclosure)  
No Action

VIII.M. First Reading of Policy 613, Graduation Requirements. (Enclosure)

No Action

VIII.N. First Reading of Policy 701, Establishment and Adoption of School District Budget. (Enclosure)

No Action

VIII.O. First Reading of Policy 701.1, Modification of School District Budget. (Enclosure)

No Action

VIII.P. First Reading of Policy 702, Accounting. (Enclosure)

No Action

VIII.Q. Adopt a Resolution to Recognize Outstanding Achievement of Students.  
(Enclosure)(Action)

Member Clouse introduced the following resolution and moved its adoption. The motion for the adoption of the foregoing resolution was duly seconded by Member Peppel.

And upon vote being taken thereon, the following vote in favor thereof: Retterath, Aaseth, Peppel, Benson, Clouse, Sheehan, and Frank

And the following voted against: None

And the following was absent: None

And the resolution was declared adopted this 24th day of March, 2025

VIII.R. Move to enter closed session, under MN Statute 13.D.03, to discuss labor negotiations strategy for upcoming negotiations; and also under MN Statute 13.D.05 Subd. 3 to discuss a personnel evaluation of Superintendent James Menton. (Action).

Motion. This motion, made by Sandy Benson and seconded by Mary Ella Clouse, Carried.

Brad Aaseth: Yea, Sandy Benson: Yea, Mary Ella Clouse: Yea, Dr. Todd Frank: Yea, Greg Peppel: Yea, Brad Retterath: Yea, Todd Sheehan: Yea

Yea: 7, Nay: 0

Moved to close session at 8:45 PM.

Closed session for part 13.D.03 started at 8:52 PM and ended at 9:41 PM.

Allowed Nicole V. to leave the room.

Closed session for part 13.D.05 Subd. 3 started at 9:42 PM and ended at 10:35 PM.

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VIII.S. Reopen the meeting

Reopened session at 10:39 PM

#### **IX. Upcoming dates:**

Regular School Board Meeting April 28, at 7:00 PM in Media Center.

#### **X. Adjourn**

Motion. This motion, made by Brad Aaseth and seconded by Greg Peppel, Carried.

Brad Aaseth: Yea, Sandy Benson: Yea, Mary Ella Clouse: Yea, Dr. Todd Frank: Yea, Greg Peppel: Yea, Brad Retterath: Yea, Todd Sheehan: Yea

Yea: 7, Nay: 0

Adjourned meeting at 10:40 PM

Bird Island - Olivia - Lake Lillian District #2534

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 3/21/2025-4/23/2025

Pay/Void

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
HOME	52502	CH	1	4500	B & D MARKET # 2500(FOOD SERVICE)	03/25/2025	\$59.32	95972	E 02 005 770 000 701 490	tct#0022	
<b>Check Total:</b>								<b>\$59.32</b>			
HOME	52503	CH	1	4488	B & D MARKET ACCT#2501/1278 (COMM)	03/25/2025	\$139.74	95969	E 01 020 640 000 316 366	Staff Dev 1277	
HOME	52503	CH	1	4488	B & D MARKET ACCT#2501/1278 (COMM)	03/25/2025	\$3.89	95971	E 04 005 582 000 337 490	tct#0132	
HOME	52503	CH	1	4488	B & D MARKET ACCT#2501/1278 (COMM)	03/25/2025	\$5.25	95971	E 04 005 582 000 337 490	tct#0030	
HOME	52503	CH	1	4488	B & D MARKET ACCT#2501/1278 (COMM)	03/25/2025	\$5.38	95971	E 04 005 582 000 337 490	tct#0042	
HOME	52503	CH	1	4488	B & D MARKET ACCT#2501/1278 (COMM)	03/25/2025	\$10.18	95971	E 04 005 582 000 337 490	tct#0151	
HOME	52503	CH	1	4488	B & D MARKET ACCT#2501/1278 (COMM)	03/25/2025	\$27.56	95971	E 04 005 582 000 337 490	tct#0128	
HOME	52503	CH	1	4488	B & D MARKET ACCT#2501/1278 (COMM)	03/25/2025	\$26.77	95971	E 04 005 582 000 337 490	tct#0038	
HOME	52503	CH	1	4488	B & D MARKET ACCT#2501/1278 (COMM)	03/25/2025	\$26.77	95968	E 02 005 770 000 701 490	Food Service 2500	
HOME	52503	CH	1	4488	B & D MARKET ACCT#2501/1278 (COMM)	03/25/2025	\$178.40	95966	E 01 020 331 000 830 490	Facs 2511	
HOME	52503	CH	1	4488	B & D MARKET ACCT#2501/1278 (COMM)	03/25/2025	\$11.53	95967	E 04 005 582 000 337 490	Preschool food 2501	
<b>Check Total:</b>								<b>\$435.47</b>			
HOME	52504	CH	1	4487	B & D MARKET ACCT#2511(FACS)	03/25/2025	\$4.07	95970	E 01 020 331 000 830 490	tct#0126	
HOME	52504	CH	1	4487	B & D MARKET ACCT#2511(FACS)	03/25/2025	\$26.95	95970	E 01 020 331 000 830 490	tct#0090	
HOME	52504	CH	1	4487	B & D MARKET ACCT#2511(FACS)	03/25/2025	\$67.08	95970	E 01 020 331 000 830 490	tct#0170	
HOME	52504	CH	1	4487	B & D MARKET ACCT#2511(FACS)	03/25/2025	(\$1.20)	95970	E 01 020 331 000 830 490	Refund	
<b>Check Total:</b>								<b>\$96.90</b>			
HOME	52505	CH	1	00061	CHAPPELL CENTRAL	03/25/2025	\$4,515.00	95975	E 01 005 865 000 381 305	Repaired steam trap that was sending stea	
HOME	52505	CH	1	00061	CHAPPELL CENTRAL	03/25/2025	\$1,578.95	95976	E 01 005 865 000 380 350	Overheating rooms, ran new air line across	
HOME	52505	CH	1	00061	CHAPPELL CENTRAL	03/25/2025	\$1,362.12	95977	E 01 005 865 000 380 350	Replacement of leaking flush valve	
HOME	52505	CH	1	00061	CHAPPELL CENTRAL	03/25/2025	\$1,539.62	95978	E 01 005 865 000 380 350	Repair of condensate leaks in tunnel	
<b>Check Total:</b>								<b>\$8,995.69</b>			
HOME	52506	CH	1	6191	Denny Spielmann	03/25/2025	\$1,500.00	95973	E 01 020 810 000 000 350	Boiler	
HOME	52506	CH	1	6191	Denny Spielmann	03/25/2025	\$388.50	95973	E 01 020 810 000 000 350	Pool	
<b>Check Total:</b>								<b>\$1,888.50</b>			
HOME	52507	CH	1	6139	DGS Sports, Inc	03/25/2025	\$5,954.15	95950	E 01 020 292 000 302 530	36 Chairs, shipping, cart	
<b>Check Total:</b>								<b>\$5,954.15</b>			
HOME	52508	CH	1	02501	FARMER'S CO-OP OIL COMPANY OF REI	03/25/2025	\$175.12	95974	E 01 005 760 000 733 442	vehicle supplies	
HOME	52508	CH	1	02501	FARMER'S CO-OP OIL COMPANY OF REI	03/25/2025	\$16.22	95974	E 01 020 301 000 830 433	Van der Hagen supplies	
<b>Check Total:</b>								<b>\$191.34</b>			
HOME	52509	CH	1	5238	FORUM COMMUNICATIONS COMPANY	03/25/2025	\$980.00	95951	E 01 005 110 000 000 380	custodial/maitenance WCTRIB	
<b>Check Total:</b>								<b>\$980.00</b>			

Bird Island - Olivia - Lake Lillian District #2534

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 3/21/2025-4/23/2025

Pay/Void

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
HOME	52510	CH	1	5470	Indianhead Foodservice Distributor, Inc.	03/25/2025	\$12.70	95955	E 02 005 770 000 705 490	SY - Breakfast
HOME	52510	CH	1	5470	Indianhead Foodservice Distributor, Inc.	03/25/2025	\$114.30	95956	E 02 005 770 000 701 490	SY - Lunch
<b>Check Total:</b>								<b>\$127.00</b>		
HOME	52511	CH	1	6109	LAKELAND MEDIA	03/25/2025	\$490.00	95957	E 01 005 110 000 000 380	advertising
HOME	52511	CH	1	6109	LAKELAND MEDIA	03/25/2025	\$225.20	95958	E 01 005 110 000 000 380	advertising
<b>Check Total:</b>								<b>\$715.20</b>		
HOME	52512	CH	1	5214	MAC'S HARDWARE	03/25/2025	\$24.90	95962	E 01 005 110 000 000 401	keys
HOME	52512	CH	1	5214	MAC'S HARDWARE	03/25/2025	\$59.98	95963	E 21 020 292 921 301 401	Alum Flat Bar Mill BU
HOME	52512	CH	1	5214	MAC'S HARDWARE	03/25/2025	\$53.99	95964	E 01 020 810 000 000 401	5/8"x75ft hose
HOME	52512	CH	1	5214	MAC'S HARDWARE	03/25/2025	\$15.18	95965	E 01 020 810 000 000 350	Insect spray
<b>Check Total:</b>								<b>\$154.05</b>		
HOME	52513	CH	1	1883	MARCO TECHNOLOGIES, LLC	03/25/2025	\$295.00	95961	E 01 005 110 000 000 305	Copier move
HOME	52513	CH	1	1883	MARCO TECHNOLOGIES, LLC	03/25/2025	\$57.50	95960	E 01 005 110 000 000 305	shred service
<b>Check Total:</b>								<b>\$352.50</b>		
HOME	52514	CH	1	5385	NATIONAL FFA ORGANIZATION	03/25/2025	\$445.18	95949	E 21 020 298 902 301 401	Balloons, String, Pins for FFA
HOME	52514	CH	1	5385	NATIONAL FFA ORGANIZATION	03/25/2025	\$8.00	95947	E 21 020 298 902 301 401	Metallic Blue Backdrop
HOME	52514	CH	1	5385	NATIONAL FFA ORGANIZATION	03/25/2025	\$66.00	95948	E 21 020 298 902 301 401	Mens Official Jacket
<b>Check Total:</b>								<b>\$519.18</b>		
HOME	52515	CH	1	4185	NISSEN'S DAIRY DELIVERY	03/25/2025	\$1,397.80	95954	E 02 005 770 000 701 495	Olivia-Lunch-Milk
<b>Check Total:</b>								<b>\$1,397.80</b>		
HOME	52516	CH	1	00439	OLIVIA MACHINE SHOP	03/25/2025	\$156.90	95952	E 01 020 301 000 830 433	Argon refill
<b>Check Total:</b>								<b>\$156.90</b>		
HOME	52517	CH	1	1801	RAMBOW INC	03/25/2025	\$1,370.43	95946	E 04 005 505 500 321 401	Baseball hats
<b>Check Total:</b>								<b>\$1,370.43</b>		
HOME	52518	CH	1	3836	REGION 2A	03/25/2025	\$475.00	95959	R 01 020 294 976 000 060	Admission/Gate-Section 2A
<b>Check Total:</b>								<b>\$475.00</b>		
HOME	52519	CH	1	2196	RENCO PUBLISHING, INC.	03/25/2025	\$448.80	95953	E 01 005 110 000 000 380	advertising
<b>Check Total:</b>								<b>\$448.80</b>		
HOME	52520	CH	1	00063	AFLAC	03/28/2025	\$1,610.56	95980	B 01 215 031	AFLAC, Mn Mut, NCPERS, HoraceMannLif
<b>Check Total:</b>								<b>\$1,610.56</b>		
HOME	52521	CH	1	01474	BOLD EDUCATION ASSOCIATION	03/28/2025	\$2,718.48	95984	B 01 215 040	B.O.L.D. Ed Asso Dues
<b>Check Total:</b>								<b>\$2,718.48</b>		

Bird Island - Olivia - Lake Lillian District #2534

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 3/21/2025-4/23/2025

Pay/Void

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
HOME	52522	CH	1	4345	BREMER BANK, NATIONAL ASSOCIATIO	03/28/2025	\$518.75	95996	B 01 215 028	Payroll Deductions - HSA	
<b>Check Total:</b>							<b>\$518.75</b>				
HOME	52523	CH	1	4924	F&M BANK MINNESOTA	03/28/2025	\$30.00	95997	B 01 215 028	Payroll Deductions - HSA	
<b>Check Total:</b>							<b>\$30.00</b>				
HOME	52524	CH	1	5552	Greater Community Credit Union	03/28/2025	\$75.00	95992	B 01 215 028	Payroll Deductions - HSA	
<b>Check Total:</b>							<b>\$75.00</b>				
HOME	52525	CH	1	2812	HOMETOWN BANK	03/28/2025	\$1,493.84	95991	B 01 215 028	Payroll Deductions - HSA	
<b>Check Total:</b>							<b>\$1,493.84</b>				
HOME	52526	CH	1	4158	KENSINGTON BANK	03/28/2025	\$75.00	95995	B 01 215 028	Payroll Deductions - HSA	
<b>Check Total:</b>							<b>\$75.00</b>				
HOME	52527	CH	1	5963	Magnifi Financial	03/28/2025	\$40.00	95994	B 01 215 028	Payroll Deductions - HSA	
<b>Check Total:</b>							<b>\$40.00</b>				
HOME	52528	CH	1	5581	Mid Country Bank	03/28/2025	\$185.00	95993	B 01 215 028	Payroll Deductions - HSA	
<b>Check Total:</b>							<b>\$185.00</b>				
HOME	52529	CH	1	3630	MN CHILD SUPPORT PMT CENTER	03/28/2025	\$128.50	95998	B 01 215 079	Garnish 1	
<b>Check Total:</b>							<b>\$128.50</b>				
HOME	52530	CH	1	02290	MN COUNCIL 65 AFSCME	03/28/2025	\$444.17	95981	B 01 215 044	Union Dues	
<b>Check Total:</b>							<b>\$444.17</b>				
HOME	52531	CH	1	4847	UNITED WAY OF WEST CENTRAL MN	03/28/2025	\$15.00	96003	B 01 215 000	Payroll Deductions	
<b>Check Total:</b>							<b>\$15.00</b>				
HOME	52532	CH	1	5957	AGiRepair, Inc.	04/01/2025	\$1,345.00	96004	E 01 005 630 257 000 352	Ipad repairs	
HOME	52532	CH	1	5957	AGiRepair, Inc.	04/01/2025	\$200.00	96004	E 01 005 630 257 000 352	Ipad repairs	
<b>Check Total:</b>							<b>\$1,545.00</b>				
HOME	52533	CH	1	4502	Apple Store	04/01/2025	\$479.00	96018	E 01 020 294 974 000 401	I-Pad for Sports	
<b>Check Total:</b>							<b>\$479.00</b>				
HOME	52534	CH	1	5933	CENTURYLINK	04/01/2025	\$291.42	96009	E 01 020 810 000 000 320	Communications/Phone	
<b>Check Total:</b>							<b>\$291.42</b>				
HOME	52535	CH	1	00178	Cooperative Purchasing Connection	04/01/2025	\$729.20	96015	E 01 020 211 000 000 401	20 cases of copy paper	
HOME	52535	CH	1	00178	Cooperative Purchasing Connection	04/01/2025	\$729.20	96015	E 01 015 200 000 000 401	20 cases of copy paper	
<b>Check Total:</b>							<b>\$1,458.40</b>				
HOME	52536	CH	1	5874	ECKROTH MUSIC CO.	04/01/2025	\$133.00	96020	E 01 020 258 233 000 350	Jupiter Bass Clarinet Repair	
<b>Check Total:</b>							<b>\$133.00</b>				

Bird Island - Olivia - Lake Lillian District #2534

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 3/21/2025-4/23/2025

Pay/Void

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
HOME	52537	CH	1	4477	EDUCATORS BENEFIT CONSULTANTS, L	04/01/2025	\$68.20	96007	E 01 005 160 000 000 305	ACS TPA Monthly Fee	
<b>Check Total:</b>								<b>\$68.20</b>			
HOME	52538	CH	1	00118	ELECTRIC MOTOR CO.	04/01/2025	\$69.80	96016	E 01 020 301 000 000 430	Starter repair	
HOME	52538	CH	1	00118	ELECTRIC MOTOR CO.	04/01/2025	\$77.10	96017	E 01 020 301 000 000 430	Motor repair Drill Press	
<b>Check Total:</b>								<b>\$146.90</b>			
HOME	52539	CH	1	5470	Indianhead Foodservice Distributor, Inc.	04/01/2025	\$203.70	96032	E 02 005 770 000 701 490	SY - Lunch	
HOME	52539	CH	1	5470	Indianhead Foodservice Distributor, Inc.	04/01/2025	\$29.11	96033	E 02 005 770 000 701 490	SY - Lunch	
HOME	52539	CH	1	5470	Indianhead Foodservice Distributor, Inc.	04/01/2025	\$23.58	96035	E 02 005 770 000 701 490	School Year - Warrior Cafe - Lunch	
HOME	52539	CH	1	5470	Indianhead Foodservice Distributor, Inc.	04/01/2025	(\$23.58)	96035	E 02 005 770 000 701 490	School Year - Warrior Cafe - Lunch	
HOME	52539	CH	1	5470	Indianhead Foodservice Distributor, Inc.	04/01/2025	\$23.58	96035	E 02 005 770 000 707 490	School Year - Warrior Cafe	
HOME	52539	CH	1	5470	Indianhead Foodservice Distributor, Inc.	04/01/2025	\$200.29	96034	E 02 005 770 000 701 401	SY - SUPPLIES	
HOME	52539	CH	1	5470	Indianhead Foodservice Distributor, Inc.	04/01/2025	\$78.26	96030	E 02 005 770 000 701 490	School Year - Warrior Cafe - Lunch	
HOME	52539	CH	1	5470	Indianhead Foodservice Distributor, Inc.	04/01/2025	(\$78.26)	96030	E 02 005 770 000 701 490	School Year - Warrior Cafe - Lunch	
HOME	52539	CH	1	5470	Indianhead Foodservice Distributor, Inc.	04/01/2025	\$78.26	96030	E 02 005 770 000 707 490	School Year - Warrior Cafe	
HOME	52539	CH	1	5470	Indianhead Foodservice Distributor, Inc.	04/01/2025	\$1,070.52	96026	E 02 005 770 000 705 490	SY - Breakfast	
HOME	52539	CH	1	5470	Indianhead Foodservice Distributor, Inc.	04/01/2025	\$1,739.54	96027	E 02 005 770 000 701 490	SY - Lunch	
HOME	52539	CH	1	5470	Indianhead Foodservice Distributor, Inc.	04/01/2025	\$381.35	96028	E 02 005 770 000 701 490	SY - Lunch	
HOME	52539	CH	1	5470	Indianhead Foodservice Distributor, Inc.	04/01/2025	\$2,986.30	96036	E 02 005 770 000 701 490	SY - Lunch	
HOME	52539	CH	1	5470	Indianhead Foodservice Distributor, Inc.	04/01/2025	\$25.40	96029	E 02 005 770 000 701 490	SY - Lunch	
HOME	52539	CH	1	5470	Indianhead Foodservice Distributor, Inc.	04/01/2025	\$208.32	96031	E 02 005 770 000 701 401	SY - SUPPLIES	
<b>Check Total:</b>								<b>\$6,946.37</b>			
HOME	52540	CH	1	00334	KONE CHICAGO	04/01/2025	\$882.24	96019	E 01 005 860 000 347 305	BI and Olivia maitenance (elevator)	
<b>Check Total:</b>								<b>\$882.24</b>			
HOME	52541	CH	1	6192	MAELC Attn: Kari Schwab	04/01/2025	\$266.42	96010	E 01 020 301 301 000 430	Unspent grant funds on MAELC Strategic	
<b>Check Total:</b>								<b>\$266.42</b>			
HOME	52542	CH	1	00219	MARCO TECHNOLOGIES LLC	04/01/2025	\$2,330.50	96024	E 01 005 110 000 000 560	contract payment	
<b>Check Total:</b>								<b>\$2,330.50</b>			
HOME	52543	CH	1	5835	NAPA Auto Parts	04/01/2025	\$43.99	96011	E 01 020 301 000 000 430	fuel pump	
HOME	52543	CH	1	5835	NAPA Auto Parts	04/01/2025	\$34.69	96012	E 01 020 301 000 000 430	Ball Joint	
HOME	52543	CH	1	5835	NAPA Auto Parts	04/01/2025	\$16.14	96021	E 01 020 301 000 000 430	spark plugs	
HOME	52543	CH	1	5835	NAPA Auto Parts	04/01/2025	\$12.34	96021	E 01 020 301 000 000 430	battery cable ends	
HOME	52543	CH	1	5835	NAPA Auto Parts	04/01/2025	\$6.98	96013	E 01 020 301 000 000 430	spark plugs	
HOME	52543	CH	1	5835	NAPA Auto Parts	04/01/2025	\$11.99	96014	E 01 020 301 000 000 430	oil filter	

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Pay/Void

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
HOME	52543	CH	1	5835	NAPA Auto Parts	04/01/2025	\$3.99	96014	E 01 020 301 000 000 430	sparkplug	
HOME	52543	CH	1	5835	NAPA Auto Parts	04/01/2025	\$11.98	96014	E 01 020 301 000 000 430	oil	
<b>Check Total:</b>								<b>\$142.10</b>			
HOME	52544	CH	1	4185	NISSEN'S DAIRY DELIVERY	04/01/2025	(\$484.00)	96037	E 02 005 770 000 701 495	Credit for dup payment CN-39039	
HOME	52544	CH	1	4185	NISSEN'S DAIRY DELIVERY	04/01/2025	\$518.35	96025	E 02 005 770 000 701 495	Olivia-Lunch-Milk	
<b>Check Total:</b>								<b>\$34.35</b>			
HOME	52545	CH	1	1887	PITNEY BOWES PURCHASE POWER	04/01/2025	\$51.81	96023	E 01 005 110 000 000 329	Postage, Activity charge	
<b>Check Total:</b>								<b>\$51.81</b>			
HOME	52546	CH	1	02504	SOUTHWEST MN STATE UNIVERSITY	04/01/2025	\$3,300.00	96022	E 01 020 211 020 000 305	Spring Semester 2025 Concurrent Enrollm	
<b>Check Total:</b>								<b>\$3,300.00</b>			
HOME	52547	CH	1	6111	The Hanover Insurance Group	04/01/2025	\$77.00	96008	E 01 005 940 000 000 340	Policy Adjustment	
<b>Check Total:</b>								<b>\$77.00</b>			
HOME	52548	CH	1	02546	WEST CENTRAL SANITATION	04/01/2025	\$611.82	96005	E 01 015 810 000 000 332	sanitation services BI	
HOME	52548	CH	1	02546	WEST CENTRAL SANITATION	04/01/2025	\$738.80	96006	E 01 015 810 000 000 332	sanitation services BI	
<b>Check Total:</b>								<b>\$1,350.62</b>			
HOME	52549	CH	1	5933	CENTURYLINK	04/08/2025	\$253.27	96071	E 01 020 810 000 000 320	Communications/Phone	
<b>Check Total:</b>								<b>\$253.27</b>			
HOME	52550	CH	1	5315	HERC-U-LIFT INC	04/08/2025	\$157.00	96081	E 01 005 865 000 369 305	Planned Maintenance: Annual Inspection	
<b>Check Total:</b>								<b>\$157.00</b>			
HOME	52551	CH	1	01045	I.S.D. #0347 WILLMAR	04/08/2025	\$200.00	96063	E 01 020 292 971 000 369	4/10 Golf Entry Fee	
<b>Check Total:</b>								<b>\$200.00</b>			
HOME	52552	CH	1	6097	IMPERIAL DADE	04/08/2025	\$504.60	96080	E 01 020 810 000 000 401	can liners	
<b>Check Total:</b>								<b>\$504.60</b>			
HOME	52553	CH	1	5470	Indianhead Foodservice Distributor, Inc.	04/08/2025	\$2,932.38	96069	E 02 005 770 000 701 490	SY - Lunch	
HOME	52553	CH	1	5470	Indianhead Foodservice Distributor, Inc.	04/08/2025	\$802.49	96066	E 02 005 770 000 705 490	SY - Breakfast	
HOME	52553	CH	1	5470	Indianhead Foodservice Distributor, Inc.	04/08/2025	\$83.01	96070	E 02 005 770 000 701 401	SY - SUPPLIES	
HOME	52553	CH	1	5470	Indianhead Foodservice Distributor, Inc.	04/08/2025	\$64.59	96067	E 02 005 770 000 701 490	School Year - Warrior Cafe - Lunch	
HOME	52553	CH	1	5470	Indianhead Foodservice Distributor, Inc.	04/08/2025	(\$64.59)	96067	E 02 005 770 000 701 490	School Year - Warrior Cafe - Lunch	
HOME	52553	CH	1	5470	Indianhead Foodservice Distributor, Inc.	04/08/2025	\$64.59	96067	E 02 005 770 000 707 490	Warrior Cafe	
HOME	52553	CH	1	5470	Indianhead Foodservice Distributor, Inc.	04/08/2025	\$1,037.30	96068	E 02 005 770 000 705 490	SY - Breakfast	
<b>Check Total:</b>								<b>\$4,919.77</b>			
HOME	52554	CH	1	00453	J. W. PEPPER & SON, INC	04/08/2025	\$6.00	96076	E 01 020 258 233 000 350	10373860E - Earth and Sky additional part	

Bird Island - Olivia - Lake Lillian District #2534

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 3/21/2025-4/23/2025

Pay/Void

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
HOME	52554	CH	1	00453	J. W. PEPPER & SON, INC	04/08/2025	\$6.00	96075	E 01 015 258 231 000 430	Earth and Sky EPrint	
<b>Check Total:</b>								<b>\$12.00</b>			
HOME	52555	CH	1	4735	LAKEVIEW HIGH SCHOOL	04/08/2025	\$100.00	96064	E 01 020 292 972 000 369	4/11 Junior High Track Meet	
HOME	52555	CH	1	4735	LAKEVIEW HIGH SCHOOL	04/08/2025	\$150.00	96065	E 01 020 292 972 000 369	4/10 Varsity Track Meet	
<b>Check Total:</b>								<b>\$250.00</b>			
HOME	52556	CH	1	5214	MAC'S HARDWARE	04/08/2025	\$22.48	96077	E 01 020 810 000 000 401	hose faucet 6ft, hose connectors	
<b>Check Total:</b>								<b>\$22.48</b>			
HOME	52557	CH	1	5835	NAPA Auto Parts	04/08/2025	\$4.29	96079	E 01 020 301 000 000 430	oil filter	
HOME	52557	CH	1	5835	NAPA Auto Parts	04/08/2025	\$4.19	96078	E 01 020 301 000 000 430	gasket	
<b>Check Total:</b>								<b>\$8.48</b>			
HOME	52558	CH	1	00765	PAN-0-GOLD BAKING CO	04/08/2025	\$59.80	96074	E 02 005 770 000 701 490	Bread	
HOME	52558	CH	1	00765	PAN-0-GOLD BAKING CO	04/08/2025	\$202.65	96073	E 02 005 770 000 701 490	Bread	
<b>Check Total:</b>								<b>\$262.45</b>			
HOME	52559	CH	1	00113	SW/WC SERVICE COOP	04/08/2025	\$4,215.54	96084	E 01 005 110 000 000 316	RMIC Bus/SMART Systems	
HOME	52559	CH	1	00113	SW/WC SERVICE COOP	04/08/2025	\$666.14	96084	E 01 005 110 000 000 316	RMIC MARSS	
HOME	52559	CH	1	00113	SW/WC SERVICE COOP	04/08/2025	\$2,610.00	96084	E 01 005 865 000 352 305	EOHSM Program	
HOME	52559	CH	1	00113	SW/WC SERVICE COOP	04/08/2025	\$7,083.34	96084	E 01 005 640 000 316 305	Teaching & Learning Custom	
HOME	52559	CH	1	00113	SW/WC SERVICE COOP	04/08/2025	\$5,650.00	96084	E 01 005 640 000 316 305	Teaching & Learning Shared Curriculum	
HOME	52559	CH	1	00113	SW/WC SERVICE COOP	04/08/2025	\$100.00	96086	E 01 015 203 000 000 401	Spelling Bee 2025	
HOME	52559	CH	1	00113	SW/WC SERVICE COOP	04/08/2025	\$6,107.14	96082	E 01 005 110 000 000 305	Business Management Services - Finance	
HOME	52559	CH	1	00113	SW/WC SERVICE COOP	04/08/2025	\$3,325.00	96082	E 01 005 110 000 000 305	Business Management Services - Payroll	
HOME	52559	CH	1	00113	SW/WC SERVICE COOP	04/08/2025	\$4,367.30	96083	E 01 005 400 000 372 405	MA Forms Billing	
HOME	52559	CH	1	00113	SW/WC SERVICE COOP	04/08/2025	\$9,048.75	96085	E 01 005 210 000 514 304	Technology Support	
HOME	52559	CH	1	00113	SW/WC SERVICE COOP	04/08/2025	\$491.21	96085	E 01 005 630 257 302 305	Cybersecurity Service	
<b>Check Total:</b>								<b>\$43,664.42</b>			
HOME	52560	CH	1	01474	BOLD EDUCATION ASSOCIATION	04/15/2025	\$2,718.48	96091	B 01 215 040	B.O.L.D. Ed Asso Dues	
<b>Check Total:</b>								<b>\$2,718.48</b>			
HOME	52561	CH	1	4345	BREMER BANK, NATIONAL ASSOCIATIO	04/15/2025	\$518.75	96103	B 01 215 028	Payroll Deductions - HSA	
<b>Check Total:</b>								<b>\$518.75</b>			
HOME	52562	CH	1	4924	F&M BANK MINNESOTA	04/15/2025	\$30.00	96104	B 01 215 028	Payroll Deductions - HSA	
<b>Check Total:</b>								<b>\$30.00</b>			
HOME	52563	CH	1	5552	Greater Community Credit Union	04/15/2025	\$75.00	96099	B 01 215 028	Payroll Deductions - HSA	
<b>Check Total:</b>								<b>\$75.00</b>			

**Bird Island - Olivia - Lake Lillian District #2534**

**Payment Reg by Check-No Voids**

Check Number: 0-2147483647 Payment Date: 3/21/2025-4/23/2025

Pay/Void

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
HOME	52564	CH	1	2812	HOMETOWN BANK	04/15/2025	\$1,493.84	96098	B 01 215 028	Payroll Deductions - HSA	
<b>Check Total:</b>							<b>\$1,493.84</b>				
HOME	52565	CH	1	4158	KENSINGTON BANK	04/15/2025	\$75.00	96102	B 01 215 028	Payroll Deductions - HSA	
<b>Check Total:</b>							<b>\$75.00</b>				
HOME	52566	CH	1	5963	Magnifi Financial	04/15/2025	\$40.00	96101	B 01 215 028	Payroll Deductions - HSA	
<b>Check Total:</b>							<b>\$40.00</b>				
HOME	52567	CH	1	5581	Mid Country Bank	04/15/2025	\$185.00	96100	B 01 215 028	Payroll Deductions - HSA	
<b>Check Total:</b>							<b>\$185.00</b>				
HOME	52568	CH	1	3630	MN CHILD SUPPORT PMT CENTER	04/15/2025	\$128.50	96105	B 01 215 079	Garnish 1	
<b>Check Total:</b>							<b>\$128.50</b>				
HOME	52569	CH	1	02290	MN COUNCIL 65 AFSCME	04/15/2025	\$500.60	96088	B 01 215 044	Union Dues	
<b>Check Total:</b>							<b>\$500.60</b>				
HOME	52570	CH	1	5894	Rodenburg Law Firm	04/15/2025	\$136.53	96107	B 01 215 079	Garnish 1	
<b>Check Total:</b>							<b>\$136.53</b>				
HOME	52571	CH	1	4847	UNITED WAY OF WEST CENTRAL MN	04/15/2025	\$15.00	96111	B 01 215 000	Payroll Deductions	
<b>Check Total:</b>							<b>\$15.00</b>				
HOME	52572	CH	1	5430	AL FLOR	04/15/2025	\$260.00	96137	E 01 020 294 976 000 305	4/15 Baseball Umpires	
<b>Check Total:</b>							<b>\$260.00</b>				
HOME	52573	CH	1	6139	DGS Sports, Inc	04/15/2025	\$184.50	96115	E 01 020 292 000 302 530	Chair Cart Cover	
<b>Check Total:</b>							<b>\$184.50</b>				
HOME	52574	CH	1	6056	Dusty Mangen	04/15/2025	\$260.00	96131	E 01 020 294 976 000 305	4/17 Baseball Umpires	
<b>Check Total:</b>							<b>\$260.00</b>				
HOME	52575	CH	1	6196	FLORIDA FRUIT ASSOCIATION	04/15/2025	\$2,250.00	96118	E 21 020 298 902 301 401	Strawberry Fundraiser	
<b>Check Total:</b>							<b>\$2,250.00</b>				
HOME	52576	CH	1	5798	Gophermods, LLC	04/15/2025	\$349.00	96126	E 01 005 630 257 000 352	MacBook Display repair	
<b>Check Total:</b>							<b>\$349.00</b>				
HOME	52577	CH	1	2899	I.S.D. #0108 NYA/Central Public Schools	04/15/2025	\$200.00	96123	E 01 020 296 974 000 401	GBB Entry Fee	
<b>Check Total:</b>							<b>\$200.00</b>				
HOME	52578	CH	1	01200	I.S.D. #2396 ACGC	04/15/2025	\$100.00	96136	E 01 020 292 972 000 369	4/17 Track Meet	
<b>Check Total:</b>							<b>\$100.00</b>				
HOME	52579	CH	1	5321	Instrumentalist Awards	04/15/2025	\$168.00	96119	E 01 020 298 959 000 401	Band/Choir Awards	
<b>Check Total:</b>							<b>\$168.00</b>				

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Pay/Void

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
HOME	52580	CH	1	6201	John McRaith	04/15/2025	\$220.00	96135	E 01 020 296 980 000 305	4/15 SB Umpire	
<b>Check Total:</b>							<b>\$220.00</b>				
HOME	52581	CH	1	6073	Joshua Seidl	04/15/2025	\$260.00	96138	E 01 020 294 976 000 305	4/15 Baseball Umpires	
<b>Check Total:</b>							<b>\$260.00</b>				
HOME	52582	CH	1	5214	MAC'S HARDWARE	04/15/2025	\$14.74	96116	E 01 020 292 972 000 401	Track Shot Put	
<b>Check Total:</b>							<b>\$14.74</b>				
HOME	52583	CH	1	5309	MARSHALL PUBLIC SCHOOLS	04/15/2025	\$100.00	96112	E 01 020 292 971 000 369	4/14 Boys Golf	
HOME	52583	CH	1	5309	MARSHALL PUBLIC SCHOOLS	04/15/2025	\$100.00	96112	E 01 020 292 971 000 369	4/15 Girls Golf	
<b>Check Total:</b>							<b>\$200.00</b>				
HOME	52584	CH	1	5554	MN Public Employees Insurance Program	04/15/2025	\$46,759.44	96125	B 01 215 030	BCBS-Payroll Deductions	
<b>Check Total:</b>							<b>\$46,759.44</b>				
HOME	52585	CH	1	5385	NATIONAL FFA ORGANIZATION	04/15/2025	\$27.00	96117	E 21 020 298 902 301 369	Invoice MDS346516	
<b>Check Total:</b>							<b>\$27.00</b>				
HOME	52586	CH	1	5198	PAT MORIARTY	04/15/2025	\$260.00	96130	E 01 020 294 976 000 305	4/17 Baseball Umpires	
<b>Check Total:</b>							<b>\$260.00</b>				
HOME	52587	CH	1	4397	PAUL RETTMANN	04/15/2025	\$220.00	96134	E 01 020 296 980 000 305	4/15 SB Umpire	
<b>Check Total:</b>							<b>\$220.00</b>				
HOME	52588	CH	1	6197	Rachelle Jacobson	04/15/2025	\$550.00	96120	E 21 020 298 902 301 401	FFA Banquet Meals X50	
<b>Check Total:</b>							<b>\$550.00</b>				
HOME	52589	CH	1	4741	RANDALL POPP	04/15/2025	\$220.00	96133	E 01 020 296 980 000 305	4/15 SB Umpire	
<b>Check Total:</b>							<b>\$220.00</b>				
HOME	52590	CH	1	6160	RUDIS	04/15/2025	\$1,261.40	96122	E 01 020 292 000 302 530	Wrestling Singlets-Boosters Reimbursed	
<b>Check Total:</b>							<b>\$1,261.40</b>				
HOME	52591	CH	1	3166	STATE INDUSTRIAL PRODUCTS	04/15/2025	\$1,322.36	96113	E 01 020 810 000 000 401	sureshot complete	
<b>Check Total:</b>							<b>\$1,322.36</b>				
HOME	52593	CH	1	5957	AGiRepair, Inc.	04/22/2025	\$1,040.00	96194	E 01 005 630 257 000 352	Ipad repair	
<b>Check Total:</b>							<b>\$1,040.00</b>				
HOME	52594	CH	1	6074	Baker Tilly Muncipal Advisors, LLC	04/22/2025	\$5,775.00	96150	E 06 005 870 000 000 305	BOLD Monitoring Bond- Project Monitoring	
<b>Check Total:</b>							<b>\$5,775.00</b>				
HOME	52595	CH	1	5018	BRUCE KAARDAL	04/22/2025	\$130.00	96174	E 01 020 292 972 000 305	Track 4/24	
<b>Check Total:</b>							<b>\$130.00</b>				
HOME	52596	CH	1	00061	CHAPPELL CENTRAL	04/22/2025	\$247.50	96160	E 01 005 865 000 380 350	122315 checked steam leak by concessio	

Bird Island - Olivia - Lake Lillian District #2534

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 3/21/2025-4/23/2025

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
HOME	52596	CH	1	00061	CHAPPELL CENTRAL	04/22/2025	\$465.98	96185	E 01 005 865 000 380 350	Repaired condensate line leaking in boys t
HOME	52596	CH	1	00061	CHAPPELL CENTRAL	04/22/2025	\$492.27	96184	E 01 005 865 000 380 350	Replaced solenoid valve on flush valve
HOME	52596	CH	1	00061	CHAPPELL CENTRAL	04/22/2025	\$173.25	96164	E 01 005 865 000 380 350	122406 checked library overheating, chec
HOME	52596	CH	1	00061	CHAPPELL CENTRAL	04/22/2025	\$1,038.81	96159	E 01 005 865 000 380 350	122305 checked 2 classrooms overheatin
HOME	52596	CH	1	00061	CHAPPELL CENTRAL	04/22/2025	\$519.75	96155	E 01 005 865 000 380 350	122301 checked and located steam leak
HOME	52596	CH	1	00061	CHAPPELL CENTRAL	04/22/2025	\$99.00	96163	E 01 005 865 000 380 350	122402 replaced gasket in leaking steam t
HOME	52596	CH	1	00061	CHAPPELL CENTRAL	04/22/2025	\$685.80	96161	E 01 005 865 000 380 350	122318 steam leak on coil by cafeteria, re
HOME	52596	CH	1	00061	CHAPPELL CENTRAL	04/22/2025	\$702.51	96158	E 01 005 865 000 380 350	122303 checked condensated pump due t
HOME	52596	CH	1	00061	CHAPPELL CENTRAL	04/22/2025	\$1,476.29	96156	E 01 005 865 000 380 350	122299 boiler repair, installed circuit boar
HOME	52596	CH	1	00061	CHAPPELL CENTRAL	04/22/2025	\$693.00	96162	E 01 005 865 000 380 350	122341 checked rooms not heating filled s
HOME	52596	CH	1	00061	CHAPPELL CENTRAL	04/22/2025	\$245.23	96157	E 01 005 865 000 380 350	122297 checked on air handler, quoted re
HOME	52596	CH	1	00061	CHAPPELL CENTRAL	04/22/2025	\$665.41	96186	E 01 005 865 000 380 350	Steam heat exchanger ruptured internally
<b>Check Total:</b>							<b>\$7,504.80</b>			
HOME	52597	CH	1	00887	CITY OF BIRD ISLAND	04/22/2025	\$1,991.69	96140	E 01 015 810 000 000 330	utilities
<b>Check Total:</b>							<b>\$1,991.69</b>			
HOME	52598	CH	1	00435	CITY OF OLIVIA	04/22/2025	\$254.64	96142	E 02 005 770 000 701 330	utilities
HOME	52598	CH	1	00435	CITY OF OLIVIA	04/22/2025	\$4,838.15	96142	E 01 020 810 000 000 330	utilities
HOME	52598	CH	1	00435	CITY OF OLIVIA	04/22/2025	\$8.75	96143	E 02 005 770 000 701 330	utilities
HOME	52598	CH	1	00435	CITY OF OLIVIA	04/22/2025	\$166.23	96143	E 01 020 810 000 000 330	utilities
HOME	52598	CH	1	00435	CITY OF OLIVIA	04/22/2025	\$453.19	96141	E 02 005 770 000 701 330	utilities
HOME	52598	CH	1	00435	CITY OF OLIVIA	04/22/2025	\$8,610.66	96141	E 01 020 810 000 000 330	utilities
<b>Check Total:</b>							<b>\$14,331.62</b>			
HOME	52599	CH	1	6191	Denny Spielmann	04/22/2025	\$1,500.00	96154	E 01 020 810 000 000 350	Boiler
HOME	52599	CH	1	6191	Denny Spielmann	04/22/2025	\$314.50	96154	E 01 020 810 000 000 350	Pool
<b>Check Total:</b>							<b>\$1,814.50</b>			
HOME	52600	CH	1	4477	EDUCATORS BENEFIT CONSULTANTS, L	04/22/2025	\$68.20	96183	E 01 005 160 000 000 305	ACS TPA Monthly Fee
<b>Check Total:</b>							<b>\$68.20</b>			
HOME	52601	CH	1	02501	FARMER'S CO-OP OIL COMPANY OF REI	04/22/2025	\$145.51	96149	E 01 005 760 000 733 442	vehicle supplies
HOME	52601	CH	1	02501	FARMER'S CO-OP OIL COMPANY OF REI	04/22/2025	\$7.78	96149	E 01 020 301 000 830 433	Van der Hagen supplies
<b>Check Total:</b>							<b>\$153.29</b>			
HOME	52602	CH	1	5238	FORUM COMMUNICATIONS COMPANY	04/22/2025	\$915.01	96196	E 01 005 110 000 000 380	Sped, EBD Teacher ad
<b>Check Total:</b>							<b>\$915.01</b>			

Bird Island - Olivia - Lake Lillian District #2534

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 3/21/2025-4/23/2025

Pay/Void

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
HOME	52603	CH	1	6061	Granite Telecommunications, LLC	04/22/2025	\$196.29	96153	E 01 020 810 000 000 320	communications	
<b>Check Total:</b>								<b>\$196.29</b>			
HOME	52604	CH	1	5470	Indianhead Foodservice Distributor, Inc.	04/22/2025	\$155.88	96170	E 02 005 770 000 701 401	SY - SUPPLIES	
HOME	52604	CH	1	5470	Indianhead Foodservice Distributor, Inc.	04/22/2025	\$183.37	96201	E 02 005 770 000 701 401	SY - SUPPLIES	
HOME	52604	CH	1	5470	Indianhead Foodservice Distributor, Inc.	04/22/2025	\$2,454.55	96200	E 02 005 770 000 701 490	SY - Lunch	
HOME	52604	CH	1	5470	Indianhead Foodservice Distributor, Inc.	04/22/2025	\$569.11	96167	E 02 005 770 000 705 490	SY - Breakfast	
HOME	52604	CH	1	5470	Indianhead Foodservice Distributor, Inc.	04/22/2025	\$3,295.36	96168	E 02 005 770 000 701 490	SY - Lunch	
HOME	52604	CH	1	5470	Indianhead Foodservice Distributor, Inc.	04/22/2025	\$13.16	96171	E 02 005 770 000 707 490	SY - Warrior Cafe	
HOME	52604	CH	1	5470	Indianhead Foodservice Distributor, Inc.	04/22/2025	\$446.84	96199	E 02 005 770 000 705 490	SY - Breakfast	
HOME	52604	CH	1	5470	Indianhead Foodservice Distributor, Inc.	04/22/2025	\$161.34	96169	E 02 005 770 000 701 490	SY - Lunch	
<b>Check Total:</b>								<b>\$7,279.61</b>			
HOME	52605	CH	1	5895	ISD# 2165 HINCKLEY-FINLAYSON PUBLI	04/22/2025	\$330.00	96187	E 01 020 230 000 000 391	24-25 2nd Semester ITV Billing German	
<b>Check Total:</b>								<b>\$330.00</b>			
HOME	52606	CH	1	00090	JAHNKE WATER INC	04/22/2025	\$660.75	96144	E 01 020 810 000 000 401	bottled water, cooler rental	
<b>Check Total:</b>								<b>\$660.75</b>			
HOME	52607	CH	1	6201	John McRaith	04/22/2025	\$110.00	96177	E 01 020 296 980 000 305	4/25 Softball Umpire	
<b>Check Total:</b>								<b>\$110.00</b>			
HOME	52608	CH	1	6109	LAKELAND MEDIA	04/22/2025	\$225.20	96188	E 01 005 110 000 000 380	advertising	
<b>Check Total:</b>								<b>\$225.20</b>			
HOME	52609	CH	1	5764	LORI CACKA	04/22/2025	\$110.00	96175	E 01 020 296 980 000 305	4/25 Softball Umpire	
<b>Check Total:</b>								<b>\$110.00</b>			
HOME	52610	CH	1	5214	MAC'S HARDWARE	04/22/2025	\$24.37	96148	E 21 020 292 921 301 401	sockets, metric bolts	
<b>Check Total:</b>								<b>\$24.37</b>			
HOME	52611	CH	1	00219	MARCO TECHNOLOGIES LLC	04/22/2025	\$2,158.00	96180	E 01 005 110 000 000 560	contract payment	
<b>Check Total:</b>								<b>\$2,158.00</b>			
HOME	52612	CH	1	1883	MARCO TECHNOLOGIES, LLC	04/22/2025	\$97.50	96172	E 01 005 110 000 000 305	shred service	
<b>Check Total:</b>								<b>\$97.50</b>			
HOME	52613	CH	1	5835	NAPA Auto Parts	04/22/2025	\$20.99	96190	E 01 020 301 000 000 430	oil filter	
HOME	52613	CH	1	5835	NAPA Auto Parts	04/22/2025	\$5.99	96191	E 01 020 301 000 000 430	dust caps	
HOME	52613	CH	1	5835	NAPA Auto Parts	04/22/2025	\$11.99	96192	E 01 020 301 000 000 430	oil filter	
HOME	52613	CH	1	5835	NAPA Auto Parts	04/22/2025	\$7.99	96193	E 01 020 301 000 000 430	Gas cleaner	
<b>Check Total:</b>								<b>\$46.96</b>			

Bird Island - Olivia - Lake Lillian District #2534

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 3/21/2025-4/23/2025

Pay/Void

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
HOME	52614	CH	1	4185	NISSEN'S DAIRY DELIVERY	04/22/2025	\$1,298.55	96165	E 02 005 770 000 701 495	Olivia-Lunch-Milk	
HOME	52614	CH	1	4185	NISSEN'S DAIRY DELIVERY	04/22/2025	\$1,441.70	96166	E 02 005 770 000 701 495	Olivia-Lunch-Milk	
<b>Check Total:</b>							<b>\$2,740.25</b>				
HOME	52615	CH	1	00089	OLIVIA TIRE & SERVICE INC.	04/22/2025	\$17.00	96147	E 01 020 301 000 000 430	fixed tire/tube	
<b>Check Total:</b>							<b>\$17.00</b>				
HOME	52616	CH	1	00765	PAN-0-GOLD BAKING CO	04/22/2025	\$141.00	96198	E 02 005 770 000 701 490	Bread	
HOME	52616	CH	1	00765	PAN-0-GOLD BAKING CO	04/22/2025	\$152.70	96197	E 02 005 770 000 701 490	Bread	
<b>Check Total:</b>							<b>\$293.70</b>				
HOME	52617	CH	1	5754	RANDY POPP	04/22/2025	\$110.00	96176	E 01 020 296 980 000 305	4/25 Softball Umpire	
<b>Check Total:</b>							<b>\$110.00</b>				
HOME	52618	CH	1	2196	RENCO PUBLISHING, INC.	04/22/2025	\$203.85	96195	E 01 005 110 000 000 380	advertising	
<b>Check Total:</b>							<b>\$203.85</b>				
HOME	52619	CH	1	00478	RENVILLE CO PUBLIC HEALTH	04/22/2025	\$595.00	96151	E 04 005 583 000 354 401	April 4, 2025 Early Childhood Screening	
<b>Check Total:</b>							<b>\$595.00</b>				
HOME	52620	CH	1	02219	SHEEHAN'S GAS CO	04/22/2025	\$20.34	96146	E 01 015 810 000 000 440	monthly meter	
HOME	52620	CH	1	02219	SHEEHAN'S GAS CO	04/22/2025	\$10,830.68	96145	E 01 015 810 000 000 440	monthly meter, refill	
<b>Check Total:</b>							<b>\$10,851.02</b>				
HOME	52621	CH	1	4721	SQUIRES, WALDSPURGER, & MACE, PA.	04/22/2025	\$3,644.00	96152	E 01 005 150 000 000 305	Legal Correspondence	
<b>Check Total:</b>							<b>\$3,644.00</b>				
HOME	52622	CH	1	5217	SUPERIOR TRANSPORTATION SERVICES	04/22/2025	\$133,121.49	96173	E 01 005 760 000 720 360	April Routes	
HOME	52622	CH	1	5217	SUPERIOR TRANSPORTATION SERVICES	04/22/2025	\$8,873.27	96173	E 01 005 760 000 720 360	March/April Extra Curricular	
HOME	52622	CH	1	5217	SUPERIOR TRANSPORTATION SERVICES	04/22/2025	\$0.00	96173	E 01 005 760 000 720 441	March Fuel - Gas	
HOME	52622	CH	1	5217	SUPERIOR TRANSPORTATION SERVICES	04/22/2025	\$979.27	96173	E 01 005 760 000 720 441	March Fuel - Diesel	
<b>Check Total:</b>							<b>\$142,974.03</b>				
HOME	52623	CH	1	00113	SW/WC SERVICE COOP	04/22/2025	\$300.00	96139	E 01 020 331 000 628 366	Schwans Food Culinary Skills Challenge E	
<b>Check Total:</b>							<b>\$300.00</b>				
HOME	52624	CH	1	3282	THE MCDOWELL AGENCY, INC	04/22/2025	\$240.30	96189	E 01 005 110 000 000 305	Backround Verification Fees	
<b>Check Total:</b>							<b>\$240.30</b>				
HOME	52625	CH	1	6200	Thomas Breu	04/22/2025	\$130.00	96178	E 01 020 294 976 000 305	4/17 Baseball Umpires	
<b>Check Total:</b>							<b>\$130.00</b>				
HOME	52626	CH	1	6042	WATSON Refrigeration& Heating	04/22/2025	\$1,710.00	96179	E 01 005 865 000 369 305	Condenser fan	
<b>Check Total:</b>							<b>\$1,710.00</b>				

# Bird Island - Olivia - Lake Lillian District #2534

## Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 3/21/2025-4/23/2025

Pay/Void

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
HOME	52627	CH	1	02546	WEST CENTRAL SANITATION	04/22/2025	\$621.00	96181	E 01 015 810 000 000 332	sanitation services BI	
HOME	52627	CH	1	02546	WEST CENTRAL SANITATION	04/22/2025	\$749.88	96182	E 01 015 810 000 000 332	sanitation services BI	
<b>Check Total:</b>							<b>\$1,370.88</b>				
HOME	52628	CH	1	5883	Jim's Clothing and Sporting Goods	04/23/2025	\$501.75	96202	E 01 020 211 920 000 401	Shirts	
<b>Check Total:</b>							<b>\$501.75</b>				
<b>Bank HOME Total:</b>							<b>\$373,058.04</b>				
REFC	5108	CH	1	6127	Breth-Zenzen Fire Protection,LLC	04/23/2025	\$4,949.00	96212	E 06 005 870 000 000 305	BOLD BP01 Summer 2024 Building Improv	
<b>Check Total:</b>							<b>\$4,949.00</b>				
REFC	5109	CH	1	00061	CHAPPELL CENTRAL	04/23/2025	\$18,564.63	96206	E 06 005 870 000 000 530	HRV for Pool Area	
<b>Check Total:</b>							<b>\$18,564.63</b>				
REFC	5110	CH	1	6178	COLLINS PRECAST	04/23/2025	\$300,200.00	96216	E 06 005 870 000 000 305	BOLS BP02 Olivia and Bird Island Addition	
REFC	5110	CH	1	6178	COLLINS PRECAST	04/23/2025	\$214,546.10	96217	E 06 005 870 000 000 305	BOLD BP02 Olivia and Bird Isand Addition:	
<b>Check Total:</b>							<b>\$514,746.10</b>				
REFC	5111	CH	1	6195	Design Electric Inc.	04/23/2025	\$47,500.00	96218	E 06 005 870 000 000 305	BOLD BP02 Olivia and Bird Island Addition	
<b>Check Total:</b>							<b>\$47,500.00</b>				
REFC	5112	CH	1	6188	Evenson Concrete Systems	04/23/2025	\$1,090.76	96223	E 06 005 870 000 000 305	BOLD BP02 Olivia Bird Island Additions an	
<b>Check Total:</b>							<b>\$1,090.76</b>				
REFC	5113	CH	1	6167	FORD METRO , Inc.	04/23/2025	\$114,000.00	96224	E 06 005 870 000 000 305	BOLD BP02 Olivia and BI Additions and Re	
<b>Check Total:</b>							<b>\$114,000.00</b>				
REFC	5114	CH	1	2970	HORIZON ROOFING & SHEET METAL	04/23/2025	\$48,467.34	96214	E 06 005 870 000 000 305	BOLD BP02 Olivia and Bird Island Addition	
<b>Check Total:</b>							<b>\$48,467.34</b>				
REFC	5115	CH	1	6165	Innovative Masonry Restoration	04/23/2025	\$29,701.21	96215	E 06 005 870 000 000 305	BOLD Schools - Olivia Exterior	
<b>Check Total:</b>							<b>\$29,701.21</b>				
REFC	5116	CH	1	1962	INNOVATIVE OFFICE SOLUTIONS LLC	04/23/2025	\$14,795.00	96203	E 06 005 870 000 000 305	Storage Fees (trailer, fees, pick up) trailer	
<b>Check Total:</b>							<b>\$14,795.00</b>				
REFC	5117	CH	1	5394	INSTITUTE FOR ENVIRONMENTAL ASSES	04/23/2025	\$659.00	96204	E 06 005 870 000 000 305	Olivia High School Classroom Flooring	
REFC	5117	CH	1	5394	INSTITUTE FOR ENVIRONMENTAL ASSES	04/23/2025	\$23,282.39	96207	E 06 005 870 000 000 305	Project#202510196 Bird Island West Reno	
REFC	5117	CH	1	5394	INSTITUTE FOR ENVIRONMENTAL ASSES	04/23/2025	\$6,115.13	96205	E 06 005 870 000 000 305	Olivia High School 2025 Renovation and S	
<b>Check Total:</b>							<b>\$30,056.52</b>				
REFC	5118	CH	1	6158	Masters Plumbing, Heating & Cooling LLC	04/23/2025	\$239,970.00	96226	E 06 005 870 000 000 305	BOLD BP02 Olivia and Bird Island Addition	
<b>Check Total:</b>							<b>\$239,970.00</b>				

**Bird Island - Olivia - Lake Lillian District #2534**

**Payment Reg by Check-No Voids**

Check Number: 0-2147483647 Payment Date: 3/21/2025-4/23/2025

Pay/Void

Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description
REFC	5119	CH	1 5040	MCDOWALL COMPANY	04/23/2025	\$58,896.20	96227	E 06 005 870 000 000 305	BOLD BP02 Olivia and Bird Island Addition
<b>Check Total:</b>						<b>\$58,896.20</b>			
REFC	5120	CH	1 6054	Nexus Solutions LLc	04/23/2025	\$169,892.71	96211	E 06 005 870 000 000 305	Project Development and Management
<b>Check Total:</b>						<b>\$169,892.71</b>			
REFC	5121	CH	1 3995	RAPIDS FOODSERVICE CONTRACT & DE	04/23/2025	\$30,036.15	96225	E 06 005 870 000 000 305	BOLD BP02 Olivia and Bird Island Addition
<b>Check Total:</b>						<b>\$30,036.15</b>			
REFC	5122	CH	1 6118	Robert W. Carlstrom Co., Inc	04/23/2025	\$268,436.28	96219	E 06 005 870 000 000 305	BOLD BP02 Olivia and Bird Island Addition
REFC	5122	CH	1 6118	Robert W. Carlstrom Co., Inc	04/23/2025	\$318,603.87	96220	E 06 005 870 000 000 305	BOLD BP02 Olivia and Bird Island Additon:
REFC	5122	CH	1 6118	Robert W. Carlstrom Co., Inc	04/23/2025	\$4,598.00	96221	E 06 005 870 000 000 305	BOLD BP02 Olivia and Bird Island Additon:
<b>Check Total:</b>						<b>\$591,638.15</b>			
REFC	5123	CH	1 6203	Summit Companies	04/23/2025	\$20,900.00	96210	E 06 005 870 000 000 305	BOLD BP02 Olivia and Bird Island Additon
REFC	5123	CH	1 6203	Summit Companies	04/23/2025	\$19,736.25	96209	E 06 005 870 000 000 305	BOLD BP02 Olivia and Bird Island Additon:
<b>Check Total:</b>						<b>\$40,636.25</b>			
REFC	5124	CH	1 6189	UHL Company	04/23/2025	\$119,343.75	96208	E 06 005 870 000 000 305	BOLD BP02 Olivia and Bird Island Additio
<b>Check Total:</b>						<b>\$119,343.75</b>			
REFC	5125	CH	1 6099	Weidner Plumbing & Heating Co.	04/23/2025	\$23,701.05	96222	E 06 005 870 000 000 305	BOLD BP01 Summer 2024 Building Improv
<b>Check Total:</b>						<b>\$23,701.05</b>			
REFC	5126	CH	1 6166	WILLMAR ELECTRIC	04/23/2025	\$361,475.00	96213	E 06 005 870 000 000 305	BOLD BP02 Olivia and Bird Island Addition
<b>Check Total:</b>						<b>\$361,475.00</b>			

Bank REFC Total: \$2,459,459.82

Report Total: \$2,832,517.86

Bird Island - Olivia - Lake Lillian District #2534

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 3/21/2025-4/23/2025

Pay/Void

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
HOME		NX	1	01320	AMERIPRISE FINANCIAL SERVICES	03/28/2025	\$382.54	95983	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	01321	HORACE MANN INS CO	03/28/2025	\$887.54	95990	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	02250	EDUCATION OF MINNESOTA/ ESI	03/28/2025	\$818.34	95986	B 01 215 000	Payroll Deductions
HOME		NX	1	02250	EDUCATION OF MINNESOTA/ ESI	03/28/2025	\$558.39	95986	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	1677	AMERICAN FUNDS GROUP	03/28/2025	\$3,172.67	95982	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	2484	THRIVENT FINANCIAL	03/28/2025	\$835.05	96001	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	3531	Farm Bureau Financial Services	03/28/2025	\$116.68	95987	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	4419	TASC	03/28/2025	\$708.32	95985	B 01 215 095	Flex-Dep Care Odd Year
HOME		NX	1	4419	TASC	03/28/2025	\$406.24	95985	B 01 215 096	Flex-Med Care Odd Year
HOME		NX	2	3093	IRS USA DEPARTMENT OF TREASURY	03/28/2025	\$30,943.24	95988	B 01 215 010	Payroll Deductions FICA W/H-Brd Share
HOME		NX	2	3093	IRS USA DEPARTMENT OF TREASURY	03/28/2025	\$11,674.31	95989	B 01 215 011	Payroll Deductions Fed W/H
HOME		NX	2	3094	PUBLIC EMPLOYEES RETIREMENT	03/28/2025	\$6,479.36	95999	B 01 215 017	Payroll Deductions PERA W/H-Brd Share
HOME		NX	2	3094	PUBLIC EMPLOYEES RETIREMENT	03/28/2025	(\$132.15)	95999	B 01 215 017	Cr-C.Elfering
HOME		NX	2	3095	MN DEPT. OF REVENUE	03/28/2025	\$6,754.74	96000	B 01 215 013	Payroll Deductions MN St W/H
HOME		NX	2	3096	TEACHERS RETIREMENT ASSN.	03/28/2025	\$27,291.46	96002	B 01 215 018	Payroll Deductions TRA W/H-Brd Share
HOME		NX	1	00064	BREMER BANK, NA10	03/31/2025	\$90.40	96039	E 01 005 110 000 000 305	ACH Billing
HOME		NX	1	1772	XCEL ENERGY	03/31/2025	\$1,601.79	96043	E 01 015 810 000 000 330	Electrical Statement
HOME		NX	1	2390	CENTERPOINT ENERGY	03/31/2025	\$19,367.48	96038	E 01 020 810 000 000 331	Fuel for Buildings
HOME		NX	1	2812	HOMETOWN BANK	03/31/2025	\$113.97	96041	E 01 005 110 000 000 305	Merchant Bank Billing
HOME		NX	1	4419	TASC	03/31/2025	\$366.50	96040	E 01 005 160 000 000 305	Admin fees
HOME		NX	1	4671	DELTA DENTAL MINNESOTA	03/31/2025	\$1,433.10	96042	B 01 215 032	Feb Dental Ins
HOME		NX	1	3683	Amazon	03/31/2025	\$128.55	96048	E 01 020 301 000 000 430	carb kits, recoil pull start, silicone o-rings,
HOME		NX	1	3683	Amazon	03/31/2025	\$35.99	96049	E 01 005 630 257 302 555	lpad case
HOME		NX	1	3683	Amazon	03/31/2025	\$13.99	96049	E 01 005 630 257 302 555	19V power adapter
HOME		NX	1	3683	Amazon	03/31/2025	\$90.00	96049	E 01 005 630 257 302 555	usb-c to hdmi adapter
HOME		NX	1	3683	Amazon	03/31/2025	\$28.79	96049	E 02 005 770 000 701 401	sharpie markers
HOME		NX	1	3683	Amazon	03/31/2025	\$21.16	96050	E 01 020 298 951 000 401	Audio video connector speaker wire to ad
HOME		NX	1	3683	Amazon	03/31/2025	\$31.98	96051	E 01 005 640 000 316 401	Menton - PD
HOME		NX	1	3683	Amazon	03/31/2025	\$172.74	96052	E 01 005 630 257 302 555	Keyboard case for l pads
HOME		NX	1	3683	Amazon	03/31/2025	\$49.99	96052	E 01 005 630 257 302 555	monitor stand
HOME		NX	1	3683	Amazon	03/31/2025	\$399.98	96052	E 01 005 630 257 302 555	LG monitors
HOME		NX	1	3683	Amazon	03/31/2025	\$107.80	96052	E 01 005 630 257 302 555	hdmi cables
HOME		NX	1	3683	Amazon	03/31/2025	\$75.98	96053	E 01 020 301 000 000 430	carb kits
HOME		NX	1	3683	Amazon	03/31/2025	\$15.29	96054	E 01 005 630 257 000 465	HDMI splitter

**Bird Island - Olivia - Lake Lillian District #2534**

**Payment Reg by Check-No Voids**

Check Number: 0-2147483647 Payment Date: 3/21/2025-4/23/2025

Pay/Void

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
HOME		NX	1	3683	Amazon	03/31/2025	\$25.99	96054	E 01 005 630 257 000 465	cable
HOME		NX	1	3683	Amazon	03/31/2025	\$144.15	96055	E 01 020 301 000 830 433	screws, tie plates,
HOME		NX	1	3683	Amazon	03/31/2025	\$98.05	96056	E 01 020 294 974 000 401	Jump Ropes X 15
HOME		NX	1	3683	Amazon	03/31/2025	\$15.33	96057	E 01 020 292 969 000 401	Extension Cord Cover, Photo Item
HOME		NX	1	3683	Amazon	03/31/2025	\$25.00	96058	E 01 020 301 000 000 430	piston ring
HOME		NX	1	3683	Amazon	03/31/2025	\$14.99	96058	E 01 020 301 000 000 430	carb kit
HOME		NX	1	3683	Amazon	03/31/2025	\$300.93	96058	E 01 020 301 000 000 430	cylinger head kit
HOME		NX	1	3683	Amazon	03/31/2025	\$19.80	96059	E 01 005 630 257 000 352	phone dongle
HOME		NX	1	3683	Amazon	03/31/2025	\$9.87	96059	E 01 005 630 257 000 352	dc adapter cord
HOME		NX	1	3683	Amazon	03/31/2025	\$43.98	96060	E 01 005 630 257 000 465	Tech supplies for board meeting setup
HOME		NX	1	3683	Amazon	03/31/2025	\$33.99	96046	E 01 005 865 000 380 350	Oven door handle
HOME		NX	1	3683	Amazon	03/31/2025	\$28.99	96047	E 01 020 211 908 000 401	snacks variety pack (donation
HOME		NX	1	3683	Amazon	03/31/2025	\$22.43	96047	E 01 020 211 908 000 401	snacks variety pack (donation)
HOME		NX	1	3683	Amazon	03/31/2025	\$291.68	96047	E 01 020 211 908 000 401	supplies
HOME		NX	2	3614	HARRIS MASTERCARD	03/31/2025	\$34.34	95850	E 21 020 292 921 301 401	Casey's (Meal Robotics)
HOME		NX	2	3614	HARRIS MASTERCARD	03/31/2025	\$176.29	95850	E 21 020 292 921 301 401	WCP ORDER#25-29459 rope, pulley
HOME		NX	2	3614	HARRIS MASTERCARD	03/31/2025	\$1,246.69	95851	E 21 020 292 921 301 401	Swing Design
HOME		NX	2	3614	HARRIS MASTERCARD	03/31/2025	\$166.35	95852	E 01 020 211 908 000 401	Misc. items for REACH closet
HOME		NX	2	3614	HARRIS MASTERCARD	03/31/2025	\$730.00	95853	E 01 005 400 000 372 305	DHS Revalidation Fee
HOME		NX	2	3614	HARRIS MASTERCARD	03/31/2025	\$44.17	95854	E 02 005 770 000 701 490	Food
HOME		NX	2	3614	HARRIS MASTERCARD	03/31/2025	\$20.78	95855	E 02 005 770 000 701 490	Food
HOME		NX	2	3614	HARRIS MASTERCARD	03/31/2025	\$17.56	95856	E 01 020 292 964 000 401	Supplies
HOME		NX	2	3614	HARRIS MASTERCARD	03/31/2025	\$14.97	95857	E 01 020 292 964 000 401	Photos
HOME		NX	2	3614	HARRIS MASTERCARD	03/31/2025	\$33.29	95858	E 01 020 292 964 000 401	Supplies
HOME		NX	2	3614	HARRIS MASTERCARD	03/31/2025	\$17.97	95859	E 01 020 292 964 000 401	Ice
HOME		NX	2	3614	HARRIS MASTERCARD	03/31/2025	\$8.05	95860	E 01 020 292 964 000 401	Supplies
HOME		NX	2	3614	HARRIS MASTERCARD	03/31/2025	\$21.65	95861	E 01 020 292 964 000 401	Supplies
HOME		NX	2	3614	HARRIS MASTERCARD	03/31/2025	\$127.79	95862	E 01 020 640 000 316 366	Christy Staff Deb
HOME		NX	2	3614	HARRIS MASTERCARD	03/31/2025	\$190.28	95863	E 01 020 640 000 316 366	Staff Dev Hotel
HOME		NX	2	3614	HARRIS MASTERCARD	03/31/2025	\$190.28	95863	E 01 020 640 000 316 366	Staff Dev Hotel
HOME		NX	2	3614	HARRIS MASTERCARD	03/31/2025	\$375.02	95864	E 01 020 640 000 316 366	Marriott Hotel - Room
HOME		NX	2	3614	HARRIS MASTERCARD	03/31/2025	\$6.87	95864	E 01 020 640 000 316 366	Marriott Hotel - Parking
HOME		NX	2	3614	HARRIS MASTERCARD	03/31/2025	\$6.87	95864	E 01 020 640 000 316 366	Marriott Hotel - Parking
HOME		NX	2	3614	HARRIS MASTERCARD	03/31/2025	\$111.69	95865	E 21 020 292 921 301 401	Andy Mark - Robotics

Bird Island - Olivia - Lake Lillian District #2534

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 3/21/2025-4/23/2025

Pay/Void

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
HOME		NX	2	3614	HARRIS MASTERCARD	03/31/2025	\$69.59	95866	E 21 020 292 921 301 401	Robotics
HOME		NX	2	3614	HARRIS MASTERCARD	03/31/2025	\$217.35	95867	E 01 020 292 964 000 401	Supplies
HOME		NX	2	3614	HARRIS MASTERCARD	03/31/2025	\$600.00	95868	E 01 020 640 000 316 366	Baker Staff Dev - (credited in following mc
HOME		NX	2	3614	HARRIS MASTERCARD	03/31/2025	\$201.18	95869	E 01 020 810 000 000 401	Menards Supplies
HOME		NX	2	3614	HARRIS MASTERCARD	03/31/2025	\$73.86	95870	E 01 020 640 000 316 366	Early Out Training food
HOME		NX	2	3614	HARRIS MASTERCARD	03/31/2025	\$34.34	95871	E 21 020 292 921 301 401	Casey's (Meal Robotics)
HOME		NX	2	3614	HARRIS MASTERCARD	03/31/2025	\$927.08	96061	E 01 020 292 969 000 366	State Wrestling Hotel
HOME		NX	2	3614	HARRIS MASTERCARD	03/31/2025	\$177.47	96062	E 01 005 020 000 000 366	Meetings with Legislators @ Capitol
HOME		NX	2	3614	HARRIS MASTERCARD	03/31/2025	\$9.67	95848	E 01 020 270 000 000 430	Budgeting Activity- Financial Literacy- Sup
HOME		NX	2	3614	HARRIS MASTERCARD	03/31/2025	\$165.33	95849	E 21 020 292 921 301 401	Foam Factory - mincel
HOME		NX	2	3614	HARRIS MASTERCARD	03/31/2025	(\$11.35)	95849	E 21 020 292 921 301 401	Foam Factory - mincel credit
HOME		NX	2	3614	HARRIS MASTERCARD	03/31/2025	\$474.96	95849	E 21 020 292 921 301 401	West Coast Products - radio heatsink, wal
HOME		NX	2	3614	HARRIS MASTERCARD	03/31/2025	\$394.97	95849	E 21 020 292 921 301 401	CTR Electronics- cancoader
HOME		NX	2	3614	HARRIS MASTERCARD	03/31/2025	\$130.69	95849	E 21 020 292 921 301 401	Rev Robotics
HOME		NX	1	1022	MN DEPT. OF REVENUE	04/09/2025	\$131.00	96087	B 01 212 000	Sales Tax
HOME		NX	1	1022	MN DEPT. OF REVENUE	04/09/2025	(\$0.23)	96087	B 01 215 000	Rounding
HOME		NX	1	1022	MN DEPT. OF REVENUE	04/09/2025	\$0.23	96087	E 01 005 110 000 000 305	Rounding
HOME		NX	1	1022	MN DEPT. OF REVENUE	04/09/2025	\$0.23	96087	B 01 215 000	Rounding
HOME		NX	1	1022	MN DEPT. OF REVENUE	04/09/2025	(\$0.23)	96087	B 01 212 000	Rounding
HOME		NX	1	01320	AMERIPRISE FINANCIAL SERVICES	04/15/2025	\$382.54	96090	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	01321	HORACE MANN INS CO	04/15/2025	\$887.54	96097	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	02250	EDUCATION OF MINNESOTA/ ESI	04/15/2025	\$818.34	96093	B 01 215 000	Payroll Deductions
HOME		NX	1	02250	EDUCATION OF MINNESOTA/ ESI	04/15/2025	\$558.39	96093	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	1677	AMERICAN FUNDS GROUP	04/15/2025	\$3,172.67	96089	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	2484	THRIVENT FINANCIAL	04/15/2025	\$835.05	96109	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	3531	Farm Bureau Financial Services	04/15/2025	\$116.68	96094	B 01 215 005	Payroll Deductions Annuity W/H
HOME		NX	1	4419	TASC	04/15/2025	\$708.32	96092	B 01 215 095	Flex-Dep Care Odd Year
HOME		NX	1	4419	TASC	04/15/2025	\$406.24	96092	B 01 215 096	Flex-Med Care Odd Year
HOME		NX	2	3093	IRS USA DEPARTMENT OF TREASURY	04/15/2025	\$32,828.52	96095	B 01 215 010	Payroll Deductions FICA W/H-Brd Share
HOME		NX	2	3093	IRS USA DEPARTMENT OF TREASURY	04/15/2025	\$12,435.22	96096	B 01 215 011	Payroll Deductions Fed W/H
HOME		NX	2	3094	PUBLIC EMPLOYEES RETIREMENT	04/15/2025	\$7,437.90	96106	B 01 215 017	Payroll Deductions PERA W/H-Brd Share
HOME		NX	2	3094	PUBLIC EMPLOYEES RETIREMENT	04/15/2025	(\$254.39)	96106	B 01 215 017	Credit Kathy Miller
HOME		NX	2	3095	MN DEPT. OF REVENUE	04/15/2025	\$7,217.83	96108	B 01 215 013	Payroll Deductions MN St W/H

# Bird Island - Olivia - Lake Lillian District #2534

## Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 3/21/2025-4/23/2025

Pay/Void

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
HOME		NX	2	3096	TEACHERS RETIREMENT ASSN.	04/15/2025	\$27,628.71	96110	B 01 215 018	Payroll Deductions TRA W/H-Brd Share

Check Total: \$218,434.00

Bank HOME Total:

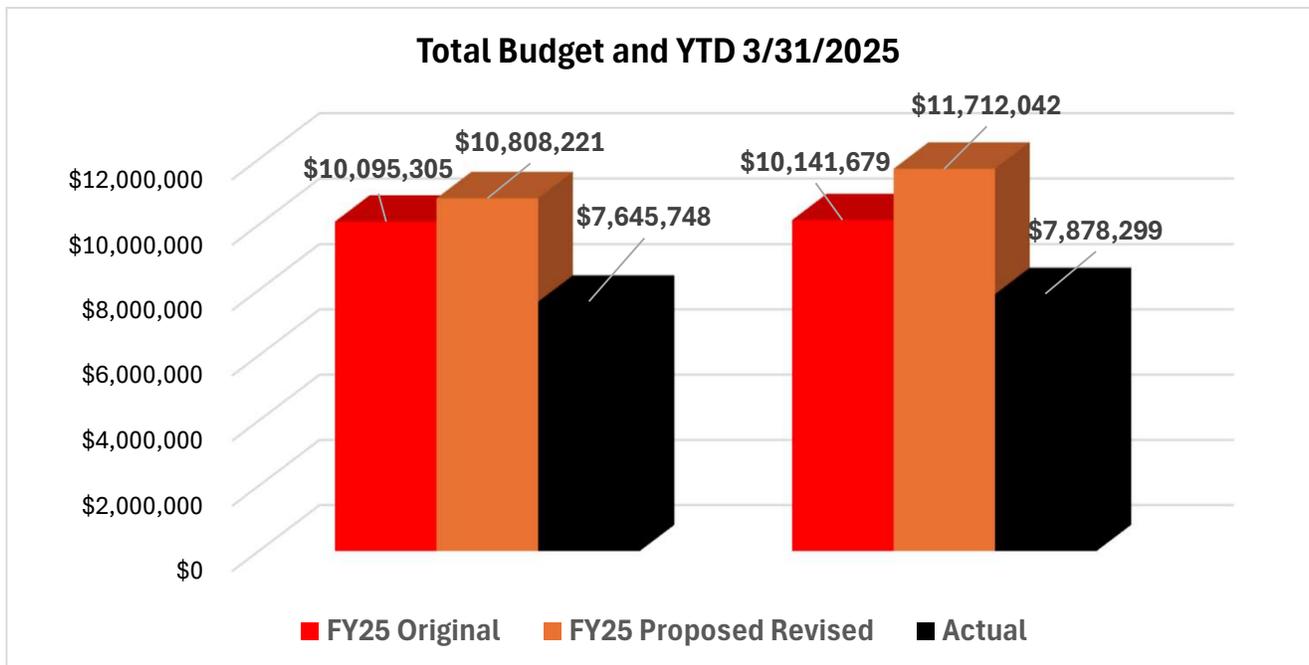
Report Total:

## BOLD ISD #2534

### Monthly Operating Budget Report March 31, 2025

	<u>Revenue</u>	<u>Expense</u>
<b>Budget FY25 ORIG</b>	\$10,095,305	\$10,141,679
<b>Budget FY25 Proposed Revised (as of 3/20/25)</b>	\$10,808,221	\$11,712,042

<b>Month Ending:</b>		<u>% of Total FY25 ORIG</u>	<u>% of Total FY25 Proposed</u>		<u>% of Total FY25 ORIG</u>	<u>% of Total FY25 Proposed</u>
7/31/2024	\$177,987	1.8%	1.6%	\$335,364	3.3%	2.9%
8/31/2024	\$906,739	9.0%	8.4%	\$464,781	4.6%	4.0%
9/30/2024	\$1,044,672	10.3%	9.7%	\$1,103,118	10.9%	9.4%
10/31/2024	(\$23,871)	-0.2%	-0.2%	\$1,106,650	10.9%	9.4%
11/30/2024	\$1,001,371	9.9%	9.3%	\$869,157	8.6%	7.4%
12/31/2024	\$2,658,863	26.3%	24.6%	\$1,098,533	10.8%	9.4%
1/31/2025	\$895,840	8.9%	8.3%	\$1,026,936	10.1%	8.8%
2/28/2025	(\$56,017)	-0.6%	-0.5%	\$901,297	8.9%	7.7%
3/31/2025	\$1,040,164	10.3%	9.6%	\$972,463	9.6%	8.3%
4/30/2025		0.0%	0.0%		0.0%	0.0%
5/31/2025		0.0%	0.0%		0.0%	0.0%
6/30/2025		0.0%	0.0%		0.0%	0.0%
<b>Total YTD</b>	\$7,645,748	75.7%	70.7%	\$7,878,299	77.68%	67.3%



BIRD ISLAND - OLIVIA - LAKE LILLIAN ISD #2534  
Referendum Construction Cash Balance  
3/31/2025

Bank Name	Account Name	Account Type	Account No.	Interest Rate	Balance
Home Town Bank	ISD #2534	Referendum Checking	1607	4.07%	(\$601,711.45)
Home Town Bank	Independent School Dist 2534	Referendum IntraFi Sweep	607	4.00%	\$5,079,911.04
UMB	Independent School Dist 2534	Construction CDARS	22941	5.05%	\$29,646,138.52

Construction Balance                    \$34,124,338.11

**BIRD ISLAND - OLIVIA - LAKE LILLIAN ISD #2534**  
**Operating Cash Balance**  
**3/31/2025**

Bank Name	Account Name	Account Type	Account No.	Interest Rate	Balance
Minnesota School District Liquid Asset Fund	Bird Island-Olivia- Lake Lillian #2534	General Fund	600380	n/a	\$554.01
		Payroll Account	601345	n/a	\$19.20
Citizens Alliance Bank, Lake Lillian Branch	I S D #2534 Bold Public School	14 Mo. CD			\$ -
		Money Market - MMDA	471224	0.70%	\$255,362.29
		Checking - Regular DDA	471160	0.00%	\$1,966.40
Home Town Bank	ISD 2534	CD Marnold Ostby Estate	209216944	2.75%	\$83,436.48
		Marnold Ostby Savings	201002552	3.03%	\$9,701.54
		Lentz Music Department	2426	3.04%	\$7,843.78
		Lentz Scholarships	2440	3.04%	\$30,456.11
		Money Market	202000939	0.25%	\$990.17
		IntraFi Cash for premium checking	282	3.00%	\$3,240,882.14
		Value Checking (Petty Cash)	2300846	0.00%	\$965.76
		Premium Checking	2701282	3.04%	\$630,817.34
F&M Bank Minnesota, Olivia	Independent School Dist 2534	Robert Remsberg Scholar Savings Fund	1905418	0.50%	\$6,031.37
		Zetah Scholarship Savings Fund	1905143	0.50%	\$13,112.23
		Robert Remsberg Scholarship 24 Mo. CD	7793	2.23%	\$19,000.00
		Zetah Scholarship 24 Mo. CD	7775	2.23%	\$23,090.00
		Robertson Scholarship Savings Fund	6321	0.50%	\$5,141.13
		Robertson Scholarship CD	20271	1.77%	\$5,000.00
Frandsen Financial Corporation, BI	ISD #2534	Sheila Madsen Mem. Scholarship 12 Mo. CD	111690	0.50%	\$819.28
<b>Total Cash Deposits</b>					<b>\$4,335,718.31</b>

Fund Summary:

District Funds	\$ 4,132,086.39
Trust Funds	_ \$ 203,631.92
<b>Total</b>	<b>\$ 4,335,718.31</b>

NEW HIRES:

- 1.

RESIGNATIONS:

1. Dan Gross - Football and Boys Basketball Coach effective end of 2025 season
2. Tim Holden - Retiring effective 5/28/2025
3. Madeline Wilkins - 5-12 Music Director effective end of 2024-2025 school year.

Non-renewed: 2025-2026 School Year

1. Michael Palm - 5th & 6th Grade Math
- 2.
- 3.

LEAVES OF ABSENCES:

1. None

## Legislative Update:

### Senate Education Finance Bill Advances

The Minnesota Senate passed the Education Policy Omnibus bill last Thursday. It will now likely go to a conference committee with the House to reconcile any differences between the two chambers' versions before a final bill can be sent to the Governor.

## Negotiations Update:

We will meet for the second time with the AFSCME units on Tuesday, **Apr 29, 2025** to give our counter proposal to them.

We received a letter from the EA stating that the Teachers are ready to begin negotiations and they proposed a date of May 7. The first meeting is simply to discuss our expectations and meeting norms for negotiating. It is not typically a long meeting, simply informational.

## Strategic Planning

Our strategic plan is up for reviewing this summer. We feel our current plan is still very good but continuing input is vital for a strong plan. This summer we will have a team of people get together to gather input so we can keep this a strong guiding document.

## FY26 Budgeting plan

Nicole and Christine have been working to gather as much information as possible so we can create a very accurate budget for next year. Once this is ready we will schedule a meeting with the Finance Committee to go over things. The reality is that there are so many unknowns for next year at both the State and Federal levels. In MN, a hold harmless compensatory bill will help districts immensely by not reducing much expected income. The non public transportation aid, while not BOLD revenue, does help operate buses that work for public schools as well as private schools. We are hoping this does not get left out of the Governor's budget once that comes to pass.



# BOLD Public Schools

CONSTRUCTION UPDATE | April 28, 2025

BOLD SCHOOL

**nexus**  
SOLUTIONS®



CONSTRUCTION UPDATE | April 28, 2025

# BOLD Public Schools

## Bird Island Renovations

### Ongoing Work

- › Mechanical Underground Work Underway
- › Mechanical Demo Nears Completion
  - Saw cutting
  - Floor x-ray

### Up Next

- › New Dance Floor Scheduled to begin 5/5
  - CMU wall infills
  - Steel stud walls





CONSTRUCTION UPDATE | April 28, 2025

# BOLD Public Schools

## Olivia Renovations

### Ongoing Work

#### › Storm Shelter

- Pre-cast walls are finished
- Below grade rough in
- Roof topping

#### › Zone 3 (District Office)

- Structural lintel work is complete
- Doors and frames 20% complete
- Finish steel wall studs 4/22

### Up Next

#### › Storm Shelter

- Slab on grade begins 5/5
- Joist and deck begins 5/5

#### › Zone 3

- Mechanical and electrical inspections coming soon

#### › Summer Prep Work

- Preparing for electrical service swap



# BOLD Elementary School Board Reports

[BOLD Public School Strategic Plan 2022-2025](#)

**Mission Statement**

"The mission of the BOLD School District is to: Provide all learners in the BOLD community an education designed to develop the creativity, character, confidence, and skills essential to flourish in a changing global society."

**Vision Statement**

The BOLD School District: United to achieve excellence and expecting the best – Be BOLD.

## April 2025

ENROLLMENT	<b>Grade</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>
	<b>K</b>	48	48	49	49	49	50	50	51	50
	<b>1</b>	35	33	33	33	33	33	33	33	33
	<b>2</b>	47	48	48	48	48	48	46	46	47
	<b>3</b>	55	53	53	52	52	51	51	52	52
	<b>4</b>	38	36	36	36	36	36	37	36	35
	<b>5</b>	41	39	39	38	38	39	38	38	38
	<b>6</b>	56	56	55	53	53	53	52	55	55
	<b>ELEM TOTAL</b>	320	313	313	309	309	310	307	311	310

<p><b>ACHIEVEMENT &amp; OPPORTUNITY</b></p> <p>GOAL: Build a diverse range of academic and extracurricular opportunities that the BOLD community can access.</p>	<p><u>Field Trips</u>                      Now is a busy time of the year when classes will be enjoying some educational experiences outside of our school walls. We want to thank families, community members, and local businesses for supporting our students.</p>
	<p><u>Testing season</u>                      We are finishing up our MCA testing and starting FastBridge testing. Just a reminder that these assessments help us to make data-based decisions to improve student achievement. These assessments can help us determine what supports are needed and whether any instructional changes need to be made.</p>
	<p><u>Science 6</u>                      The 6th grade students have been working on putting together some "cars". They recently took three of the finished products outside to try them out. Here is a picture of the first completed car. Ms. Walz took it out for a cruise down the hall!</p>
	

**ReadAct Update**  
 The ReadAct requires school districts to provide training to all support staff on evidence-based reading instruction. This training is offered through the Regional Literacy Network. It consists of 8 hours of training. Our paras will receive the first part of the training during our August workshop week. The remaining hours will be completed virtually throughout the school year.

**CNA (Comprehensive Needs Assessment) process**  
 Our advocacy team is helping us understand the gaps between our current state and the desired state. This process helps us to identify and prioritize the needs of our students and the school. It will help inform the development of improvement plans. We have one final meeting with the team in May. We hope to present the results to the school board this summer!

**Upcoming Spring Concerts**  
 May 2 at 1:45 - K-4 Concert in the big gym  
 May 9 at 1:00 - 5-8 Concert in the big gym

**RECRUITMENT & RETENTION**

GOAL: Build an environment in which our employees thrive. Hire, train, and retain high quality staff.

**LETRS training**  
 Teachers will be completing the final unit in May, which completes the first volume of LETRS! During the 2025-26 school year, they will participate in the second and final volume. They will receive the training in a similar manner to this year.

**Summer Planning**  
 There are two new reading programs that will be implemented this fall. Classroom teachers in Grades K-6 will participate in professional learning this summer to prepare for this fall. Both programs are high-aligned curricula based on research. These programs and the professional learning were purchased last fall with ESSER funds.

**Appreciation for our Admin Assistants**  
 We celebrated our Administrative Assistants this past week. They are a vital part of our school community.

**SAFETY & WELLNESS**

GOAL: Build an environment that prioritizes safety by promoting physical and mental wellness for all.

**Earth Day**  
 The Elementary Student Council organized a plan for cleaning up our school grounds. Students were excited to help make our school grounds look great!



# BOLD High School Board Report

## [BOLD Public School Strategic Plan 2022-2025](#)

### Mission Statement

"The mission of the BOLD School District is to:  
Provide all learners in the BOLD community an education designed to develop the creativity, character, confidence, and skills essential to flourish in a changing global society."

### Vision Statement

The BOLD School District: United to achieve excellence and expecting the best – Be BOLD.

### BOLD Pillars of Engagement

Engaged BOLD students are: problem solvers, feel respected and respect others, are empathetic human beings, and engaged BOLD students want to learn, they are responsible and take ownership of their learning.

## April 2025 Report

<b>ACHIEVEMENT &amp; OPPORTUNITY</b> GOAL: Build a diverse range of academic and extracurricular opportunities that the BOLD community can access.	<ul style="list-style-type: none"><li>❖ 📅 24-25 Attendance and Behaviors</li><li>❖ <a href="#">Cell Phone Policy</a></li><li>❖ Prom</li><li>❖ MCA Testing</li><li>❖ Awards Ceremony May 9</li><li>❖ May 9 5-8 Concert</li><li>❖ Graduation May 16</li><li>❖ Master Scheduling</li><li>❖ Literacy focus</li></ul>
<b>RECRUITMENT &amp; RETENTION</b> GOAL: Build an environment in which our employees thrive. Hire, train, and retain high quality staff.	<ul style="list-style-type: none"><li>❖ Recruiting for choir position</li><li>❖ Comprehensive Needs Assessment wrapping up on May 20</li><li>❖</li></ul>
<b>SAFETY &amp; WELLNESS</b> GOAL: Build an environment that prioritizes safety by promoting physical and mental wellness for all.	<ul style="list-style-type: none"><li>❖ LADC Funding Cut by Federal Government</li><li>❖ Traffic Safety Event</li><li>❖ Field Day</li></ul>
<b>FACILITIES &amp; MAINTENANCE</b> GOAL: Build a facilities plan to help maintain and enhance our educational and technological infrastructure.	<ul style="list-style-type: none"><li>❖ Keying Meetings-Complete</li><li>❖ Furniture meeting- 2nd tier</li><li>❖ Moving stuff out</li></ul>

April High School Enrollment Report [📅 K-12 Enrollment by Month](#)

[📅 7-12 24-25 Enrollment by Month](#)

<b>Grade</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>
<b>7</b>	58	58	56	55	56	57	57	57	56
<b>8</b>	36	35	34	33	33	33	32	32	32
<b>9</b>	53	54	54	54	54	53	54	56	55
<b>10</b>	52	50	48	48	47	48	47	47	47
<b>11</b>	50	51	53	52	52	52	52	52	52
<b>12</b>	51	49	50	49	48	47	47	46	46
<b>TOTAL</b>									
<b>L</b>	300	297	295	291	290	290	289	290	288

# BOLD ACTIVITIES REPORT – 4/28/25

## 1. WINTER PROGRAM SURVEYS

- A. This winter we had 85 student-athletes complete our participation survey out of 137 total winter participants. This is a 62.0% completion rate for the survey in the first iteration to the full group of seasonal participants. The survey completion rate for each team is below:
- i. Dance:  $21/29 = 72.4\%$
  - ii. Girls Basketball:  $19/28 = 67.9\%$
  - iii. Boys Basketball:  $38/55 = 69.1\%$
  - iv. Wrestling:  $12/21 = 57.1\%$
- B. The feedback from the surveys was overwhelmingly positive about our coaches and programs. Each participant responded to 17 positive statements by answering if they “strongly agree”, “agree”, “disagree”, or “strongly disagree”. We received 92.4% positive feedback on what our coaches and programs are doing. It is worth noting that, according to Dairy Food Magazine, ice cream only gets 97% positive feedback. We aren’t going to please everybody, but positive feedback over 90% is really amazing. Here is the individual breakdown for each winter sport in terms of the % of positive feedback:
- i. Dance: 96.1%
  - ii. Girls Basketball: 90.4%
  - iii. Boys Basketball: 89.1%
  - iv. Wrestling: 98.0%
- C. The most significant question on the survey, in my opinion, is the last question, which reads, “If a returning student next year, do you plan to play this sport again? The response options are “yes”, “no” & “undecided”. Out of 85 surveys conducted we received 5 responses of “no” and 11 responses of “undecided”. When I looked at this further, I found that 2 “no” and 3 “undecided” were from seniors, which makes these answers irrelevant. Within the individual surveys there were some student-athletes that were clearly frustrated with their seasons and were considering moving in another direction. We know that some kids, as they get older, will drop activities they have participated in, but it is our goal that this is due to finding other interests, rather than frustration with the program. However, if we keep half of the undecided group, we will retain 91.1% of our athletes & I would be very happy with that. By grade level, these were the indications that the student-athlete is considering not returning to their sport:
- i. Juniors:  $2/14 = 14.3\%$  Undecided
  - ii. Sophomores:  $2/10 = 20\%$  Undecided
  - iii. Freshmen:  $3/21 = 14.3\%$  Undecided &  $2/21 = 9.5\%$  No
  - iv. 8th Grade:  $1/20 = 5\%$  Undecided
  - v. 7th Grade:  $1/13 = 7.7\%$  No

## BOLD Community Pool – Report 4-2025

We are balancing the water and getting close, unexpected repairs delayed our opening and now the pool is closer to opening. More cleaning is happening as well as reorganizing equipment now that the storage room is a hallway and soon to be entrance.

The class for Lifeguarding in April was canceled and WSI will be happening in May. The opportunity for another Lifeguarding class at the end of May may be possible.

We have a JPA/Pool Board meeting scheduled for the end of April.

Summer information went out to kids before the break and is available at several other locations. Summer information is on the websites of the City of Olivia, Bold Schools and the City of Bird Island. Registration for Summer will be Thursday, May 1st.

Information for the reopening will be on both websites as well as facebook and other means of communication.

Thank you

Please let me know if you have any questions  
Tracey Johnson, Pool Coordinator BOLD Community Pool  
[Tracey.johnson@bold.k12.mn.us](mailto:Tracey.johnson@bold.k12.mn.us) 320-523-1031 ext3152

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION TO RECOGNIZE OUTSTANDING ACHIEVEMENT**

WHEREAS, the School Board of Bird-Island-Olivia-Lake Lillian Public School District 2534-01 wishes to recognize students in our district that have exhibited outstanding achievement and brought recognition to the district;

WHEREAS, Cree Garcia earned a Superior rating and two Excellent ratings at the Regional Visual Arts Competition;

WHEREAS, Catherine Fank earned a Superior rating and one Excellent rating at the Regional Visual Arts Competition;

WHEREAS, Adler Watson earned an Excellent rating at the Regional Visual Arts Competition

WHEREAS, Lokara Knott earned a Superior rating and one Excellent rating while being named BEST IN SHOW with her large-scale painting “Renavito” at the Regional Visual Arts Competition and earning a trip to compete in the next round at the Perpich Center for Arts Education with “Renavito”;

WHEREAS, the Board of Education commends you on your hard work and dedication to your community and BOLD;

THEREFORE, BE IT RESOLVED by the School Board of Bird-Island-Olivia-Lake Lillian Public School District 2534-01 that students Cree Garcia, Catherine Fank, Adler Watson, and Lokara Knott are recognized for their outstanding achievements representing BOLD.

The motion for the adoption of the foregoing resolution was duly seconded by Member

\_\_\_\_\_.

And upon vote being taken thereon, the following voted in favor thereof:

And the following voted against:

And the following was absent:

And the resolution was declared adopted this 28th day of April, 2025.

\_\_\_\_\_  
Greg Peppel, School Board Clerk

# Memorandum of Understanding

**Between:**

BOLD Public Schools (hereinafter referred to as "the School District")

The City of Bird Island (hereinafter referred to as "the City")

**Regarding:**

The transfer of a parcel of land for the purpose of constructing a batting cage (hereinafter referred to as "the Property").

Date: April 14, 2025

**WHEREAS:**

- A Scout has proposed the construction of a batting cage on the School District's property at the baseball field in Bird Island.
- The School District wishes to transfer ownership of the Property to the City to avoid maintenance and liability responsibilities.
- The City is willing to accept ownership of the Property for the purpose of maintaining the batting cage.
- The City is currently pursuing grant opportunities that may be negatively impacted by the immediate transfer of the Property.
- Both parties desire to complete the transfer of the property when the grant work of the city is completed.

**NOW, THEREFORE,** in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

**1. Intent to Transfer:**

- The School District agrees to transfer ownership of the Property to the City for the nominal sum of one dollar (\$1.00).
- The City agrees to accept the transfer of the property.

**2. Deferred Transfer:**

- The transfer of the Property shall be deferred until the City has completed its current grant projects, or until such time as the City determines that the transfer will not negatively impact its grant applications or awards.
- The city will give the school district notice when the transfer can proceed.

3. Property Description:

PARCEL NUMBER

28-00247-00

LEGAL DESCRIPTION

300'X 580' TRACT LYING SOUTH OF ATHLETIC FIELD -EX E 215'- (SM BASEBALL FIELD)

4. Due Diligence:

- o Prior to the final transfer, the City shall have the opportunity to conduct any necessary due diligence regarding the Property.

5. Good Faith:

- o Both parties agree to act in good faith and cooperate with each other to facilitate the transfer of the Property.

6. Non-Binding Agreement:

- o This MoU is intended to express the current intentions of the parties and does not constitute a legally binding agreement for the transfer of the Property.
- o A formal purchase agreement shall be created and executed by both parties prior to the final transfer.

7. Termination:

- o This MoU may be terminated by mutual written agreement of the parties.

8. Governing Law:

- o This MoU shall be governed by and construed in accordance with the laws of the State of Minnesota.

Signatures:

BOLD Public Schools:

\_\_\_\_\_  
Greg Peppel, Clerk

Date: \_\_\_\_\_

City of Bird Island:

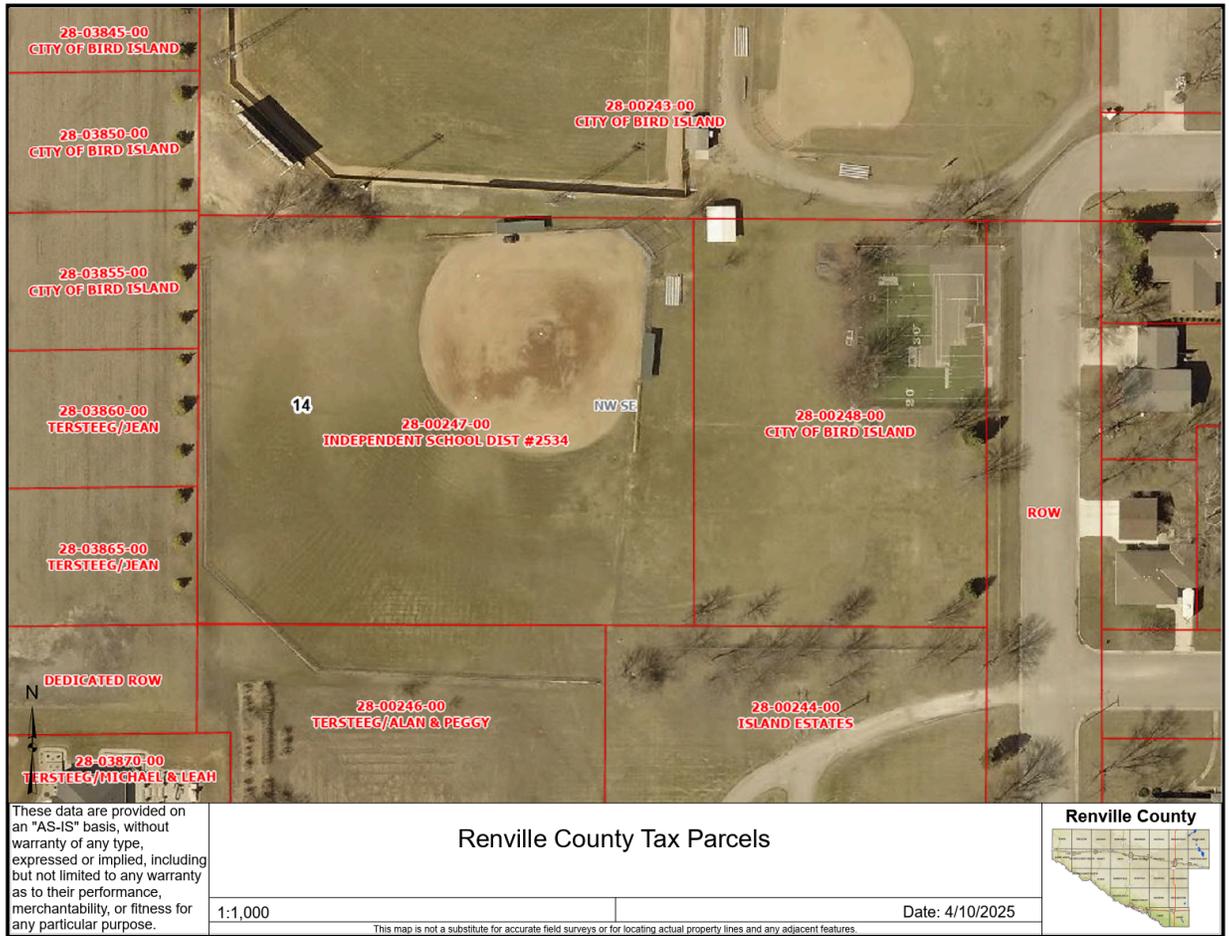
*Tracey Ahl*, City Administrator  
\_\_\_\_\_

Tracey Ahl, Bird Island City Administrator,

Date: 4/28/25

**Exhibit A:**

Map of the property.



Resolution for Acceptance of Gifts

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

WHEREAS Casey's has generously donated 5 dozen donuts to the NHS Banquet;

WHEREAS FM Bank has generously donated \$300.00 from the Mascot Card Program to **BOLD School**;

THEREFORE, BE IT RESOLVED by the Bird Island-Olivia-Lake Lillian Public School District 2534-01 Board to gratefully accept these gifts.

The motion for adoption of the foregoing resolution was duly seconded by Member \_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

And the following against the same:

And the following was absent:

The foregoing resolution was approved this 28th day of April, 2025.

---

Greg Peppel, School Board Clerk

# 2024-2025 CALENDAR

## August

Aug 12th- New Teacher Day  
 Aug 13-15 Staff Development  
**Aug 19th 5-12 1st day of school**  
 Aug 19th- K-4 Parent teacher conferences  
 Aug 20th- K-4 Parent teacher conferences  
**Aug 21st- K-4 1st day of school**  
 Aug 30th-No school

AUGUST 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

## February

Feb 12th-PLCs Early Out(1pm)  
 Feb 13th- K-4 Conferences(4-7:30)  
 Feb 14th- K-4 Conferences(8-11:30)/K-12 Staff Development  
**Feb 17th- Presidents' Day- No school**  
 Feb 19th- 5-12 Conferences(4-7:30)

## September

Sept 2nd - **Labor Day- No School**  
 Sept 11th- PLCs Early Out(1pm)  
 Sept 25th- 5-12 Conferences(4-7:30)

SEPTEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MARCH 2025						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## March

March 12th-PLCs Early Out(1pm)  
 March 13th- End of Quarter 3  
**March 14th- Staff Development- No School**

## October

Oct 9th -PLCs Early Out(1pm)  
 Oct 16th End of Quarter 1  
**Oct 17-18 MEA- No School**

OCTOBER 2024						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL 2025						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## April

April 9th- PLCs Early Out(1pm)  
**April 18-21 Easter- No School**

## November

Nov 13th-PLCs Early Out(1pm)  
 Nov 26th- K-4 Conferences (4-7:30)  
 Nov 27th- K-4 Conferences(8-11:30)  
**Nov 27-Nov 29 Thanksgiving- No School**

NOVEMBER 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2025						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## May

May 16th- Last day of school  
 May 16th- End of Quarter 4  
 May 16th- Graduation  
 May 19th- Staff Development  
 May 26 Memorial Day

## December

Dec 11th-PLCs Early Out(1pm)  
 Dec 20th End of Quarter 2  
 December 20th- Students Early out 1pm/1/2 Staff Development  
**December 23- Jan 3- Christmas Break- No School**

DECEMBER 2024						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## Key

Start of school  
 Holiday Breaks  
 End of Quarter  
 PLCs- Early outs  
 Staff Development  
 Conferences

## January

**Jan 1-3 Christmas Break- No School**  
 Jan 15th- PLCs Early Out(1pm)  
**Jan 20 MLK Jr Day**

JANUARY 2025						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Adopted: 04-28-25

MSBA/MASA Model Policy 208

Orig. 1995

Revised: 06/07/2022

Rev. 2022

## **208 DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES**

**[NOTE: The provisions of this policy are recommendations. The procedures for policy development, adaption, and implementation are not specifically provided by statute.]**

### **I. PURPOSE**

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to be an ongoing effort.

### **II. GENERAL STATEMENT OF POLICY**

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policies shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form that is sufficiently explicit to guide administrative action.

### **III. DEVELOPMENT OF POLICY**

- A. The school board has jurisdiction to legislate policy with the force and effect of law for the school district. School district policy provides the school board's general direction for the school district while delegating policy implementation to the administration.
- B. The school district's policies provide guidelines and goals to the school community. The policies are the basis for guidelines and directives created by the administration. The school board shall determine the effectiveness of policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a school board member, employee, student, or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

### **IV. ADOPTION AND REVIEW OF POLICY**

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a meeting after the two meetings at which public input was received. The policy will be effective on the latter of the date of passage or the date stated in the motion.

- C. In an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board in a single meeting. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The policy adopted in an emergency shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency.
- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

**V. IMPLEMENTATION OF AND ACCESS TO POLICY**

- A. The superintendent shall be responsible for implementing school board policies, other than the policies that cover how the school board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.
- B. Each school board member shall have access to school district policies. A copy of the school district policies shall be placed in the office of each school attendance center and in the central school district office and shall be available for reference purposes to other interested persons.
- C. The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for keeping the policies current.
- D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the school board shall review the following policies annually: 506 Student Discipline; 722 Public Data Requests; and 806 Crisis Management Policy.
- E. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the mission, educational philosophy, and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

**Legal References:** Minn. Stat. § 123B.02, Subd. 1 (~~General Powers of Independent School District Powers~~)  
Minn. Stat. § 123B.09, Subd. 1 (~~Boards of Independent School Districts School Board Powers~~)

**Cross References:** MSBA/MASA Model Policy 305 (Policy Implementation)

Adopted: May 19, 2025

MSBA/MASA Model Policy 511

Orig. 1995

Revised: January 1, 2003

Rev. 2003

## **511 STUDENT FUNDRAISING**

### **I. PURPOSE**

The purpose of this policy is to address student fundraising efforts.

### **II. GENERAL STATEMENT OF POLICY**

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.

### **III. RESPONSIBILITY**

- A. ~~It shall be the responsibility of the building administrators to develop~~ The building administrators shall be responsible for developing recommendations to the superintendent that will result in a level of activity deemed acceptable by employees, parents, and students. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees, or the school.
- B. All fundraising activities must be approved, in advance, by the administration. Participation in non-approved activities shall be considered a violation of school district policy.
- C. ~~It shall be the responsibility of~~ The superintendent shall be responsible for providing coordination of student fundraising throughout the school district as deemed appropriate.
- D. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization, and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
- E. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests

of the students and to represent the school, the student organization, and the community in a responsible manner.

#### **IV. ANNUAL REPORT**

The superintendent shall report to the school board, at least annually, on the nature and scope of student fundraising activities approved pursuant to this policy.

**Legal References:** Minn. Stat. § 120A.20 (Age Limitations; Pupils)

Minn. Stat. § 123B.09, Subd. 8 (Duties)

Minn. Stat. § 123B.36 (Authorized Fees)

**Cross References:** MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 713 (Student Activity Accounting)

Adopted: May 19, 2025 ~~2-4-19~~

**BOLDMSBA/MASA Model Policy 613**

**Orig. 1997**

Revised: November 14, 2024

Rev. 2024 (Nov.)

## **613 GRADUATION REQUIREMENTS**

**[NOTE: The requirements set forth in this policy govern the graduation standards that Minnesota public schools must require for a high school diploma for all students.]**

### **I. PURPOSE**

The purpose of this policy is to set forth requirements for graduation from the school district.

### **II. GENERAL STATEMENT OF POLICY**

The policy of the school district is that all students must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

### **III. DEFINITIONS**

- A. "Credit" means a student's successful completion of an academic year of study or a student's mastery of the applicable subject matter, as determined by the school district.
- B. "English language learners" or "ELL" student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.
- C. "Individualized Education Program" or "IEP" means a written statement developed for a student eligible by law for special education and services.
- D. "Required standard" means a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, health, and the arts. Locally developed academic standards in health apply until statewide rules implementing statewide health standards under Minnesota Statutes, section 120B.021, subdivision 3, are required to be implemented in the classroom.

**[NOTE: The 2024 Minnesota legislature enacted this change. Paragraphs B and C are flipped to create alphabetical order.]**

- E. "Section 504 Accommodation" means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.

#### IV. DISTRICT ASSESSMENT COORDINATOR

Principal(s) shall be named the District Assessment Coordinator. Said person shall be in charge of all test procedures and shall bring recommendations to the school board annually for approval.

#### V. ASSESSMENT GRADUATION REQUIREMENTS

##### A. Graduation Requirements

Students' state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:

1. Achievement and career and college readiness in mathematics, reading, and writing, consistent with paragraph (k) and to the extent available, to monitor students' continuous development of and growth in requisite knowledge and skills; analyze students' progress and performance levels, identifying students' academic strengths and diagnosing areas where students require curriculum or instructional adjustments, targeted interventions, or remediation; and, based on analysis of students' progress and performance data, determine students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student; and
2. Consistent with this paragraph and Minnesota Statutes, section 120B.125 (see Policy 604, Section II.H.), age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.
3. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.

**[NOTE: Minnesota Statutes 120B.303 includes the reference to paragraph (k) found in subparagraph 1. above. This statute no longer has a paragraph (k). MSBA has informed the Minnesota Revisor's Office, which replied that it will seek correction during the 2025 legislative session.]**

##### B. Targeted Instruction Plan

1. A student must receive targeted, relevant, academically rigorous, and resourced instruction, which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.
2. Consistent with Minnesota Statutes, sections 120B.13, 124D.09, 124D.091, 124D.49, and related sections, an enrolling school or district must actively encourage a student in grade 11 or 12 who is identified as academically ready for a career or college to participate in courses and programs awarding college

credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment under this subdivision to graduate from high school.

3. As appropriate, students through grade 12 must continue to participate in targeted instruction, intervention, or remediation and be encouraged to participate in courses awarding college credit to high school students.

**[NOTE: The revisions in Paragraphs A and B align the model policy language with Minnesota Statutes 120B.303.]**

- C. A student's progress toward career and college readiness must be recorded on the student's high school transcript.

## VI. GRADUATION CREDIT REQUIREMENTS

Students must successfully complete, as determined by the school district, the following high school level credits for graduation:

### A. Credit Requirements

1. Four credits of language arts sufficient to satisfy all academic standards in English language arts;
2. Three credits of mathematics sufficient to satisfy all of the academic standards in mathematics;
3. Three credits of science, including one credit to satisfy all the earth and space science standards for grades 9 through 12, one credit to satisfy all the life science standards for grades 9 through 12, and one credit to satisfy all the chemistry or physics standards for grades 9 through 12;
4. Three and one-half credits of social studies, encompassing at least United States history, geography, government and citizenship in either grade 11 or 12 for students beginning in grade 9 in the 2025-2026 school year and later or an advanced placement, international baccalaureate, or other rigorous course on government and citizenship under Minnesota Statutes, section 120B.21, subdivision 1a, and a combination of other credits encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies;

**[NOTE: This revision includes the 2024 change on implementation of the government and citizenship requirement to the 2025-26 school year.]**

5. One credit in the arts sufficient to satisfy all of the academic standards in the arts;
6. Credit sufficient to satisfy the state standards in physical education; and
7. A minimum of seven elective credits.
8. Students who begin grade 9 in the 2024-2025 school year and later must successfully complete a course for credit in personal finance in grade 10, 11, or 12. A teacher of a personal finance course that satisfies the graduation

requirement must have a field license or out-of-field permission in agricultural education, business, family and consumer science, social studies, or math.

**[NOTE: The revisions above align the policy language with Minnesota law, including changes enacted by the 2024 Minnesota legislature concerning physical education credit and state standards in health. Paragraph 8 was enacted in 2023; it affects students who begin grade 9 in the 2024-25 school year.]**

B. Credit equivalencies

1. A one-half credit of economics taught in a school's agricultural, food, and natural resources education or business education program or department may fulfill a one-half credit in social studies under Paragraph A.4, above, if the credit is sufficient to satisfy all of the academic standards in economics.
2. An agriculture science or career and technical education credit may fulfill the elective science credit required under Paragraph A.3, above, if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required under Paragraph A.3, above, if the credit meets the state chemistry or physics academic standards as approved by the school district. A student must satisfy either all of the chemistry academic standards or all of the physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit under Paragraph A.3, above.
3. A career and technical education credit may fulfill a mathematics or arts credit requirement under Paragraph A.2 or Paragraph A.5, above.
4. A computer science credit may fulfill a mathematics credit requirement under Paragraph A.2, above, if the credit meets state academic standards in mathematics.
5. A Project Lead the Way credit may fulfill a mathematics or science credit requirement under Paragraph A.2 or Paragraph A.3, above, if the credit meets the state academic standards in mathematics or science.
6. An ethnic studies course may fulfill a social studies, language arts, arts, math, or science credit if the course meets the applicable state academic standards. An ethnic studies course may fulfill an elective credit if the course meets applicable local standards or other requirements.

**[Note: The revisions above align the policy language with Minnesota law, including changes enacted by the 2024 Minnesota legislature. Starting in the 2026-27 school year, a high school must offer an ethnic studies course; in elementary and middle schools by the 2027-28 school year.]**

## **VII. GRADUATION STANDARDS REQUIREMENTS**

- A. All students must demonstrate their understanding of the following academic standards:
1. School District Standards, Health (K-12);
  2. School District Standards, Career and Technical Education (K-12); and
  3. School District Standards, World Languages (K-12).
- B. Academic standards in health, world languages, and career and technical education will be reviewed on an annual basis.\* A school district must use the current world languages standards developed by the American Council on the Teaching of Foreign Languages.
- \* Reviews are required to be conducted on a periodic basis. Therefore, this time period may be changed to accommodate individual school district needs.
- C. All students must satisfactorily complete the following required Graduation Standards in accordance with the standards developed by the Minnesota Department of Education (MDE):
1. Minnesota Academic Standards, English Language Arts K-12;
  2. Minnesota Academic Standards, Mathematics K-12;
  3. Minnesota Academic Standards, Science K-12;
  4. Minnesota Academic Standards, Social Studies K-12; and
  5. Minnesota Academic Standards, Physical Education K-12.
- D. State standards in the Arts K-12 are available, or school districts may choose to develop their own standards.
- E. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

## **VIII. EARLY GRADUATION**

Students may be considered for early graduation, as provided for within Minnesota Statutes, section 120B.07, upon meeting the following conditions:

- A. All course or standards and credit requirements must be met;
- B. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and
- C. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

**Legal References:** Minn. Stat. § 120B.018 (Definitions)  
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)  
Minn. Stat. § 120B.021 (Required Academic Standards)  
Minn. Stat. § 120B.023 (Benchmarks)  
Minn. Stat. § 120B.024 (Credits)  
Minn. Stat. § 120B.07 (Early Graduation)  
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)  
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)  
Minn. Stat. § 120B.30 (General Requirements; Statewide Assessments)  
Minn. Stat. § 120B.303 (Assessment Graduation Requirements)  
Minn. Stat. § 120B.307 (College and Career Readiness)  
Minn. Rules Part 3501.0660 (Academic Standards For Kindergarten through Grade 12)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Part 3501.0820 (Academic Arts Standards for Kindergarten through Grade 12)  
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)  
Minn. Rules Parts 3501.1200-1210 (Academic Standards for English Language Development)  
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)  
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)  
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

**Cross References:** MSBA/MASA Model Policy 104 (School District Mission Statement)  
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
MSBA/MASA Model Policy 616 (School District System Accountability)

## 701 ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET

[NOTE: The provisions of this policy substantially reflect the requirements of Minnesota Statutes.]

### I. PURPOSE

The purpose of this policy is to establish lines of authority and procedures for the establishment of the school district's revenue and expenditure budgets.

### II. GENERAL STATEMENT OF POLICY

The policy of the school district is to establish its revenue and expenditure budgets in accordance with the applicable provisions of law. Budget planning is an integral part of program planning so that the annual budget will effectively express and implement school board goals and the priorities of the school district.

### III. REQUIREMENT

- A. The superintendent or such other school official as designated by the superintendent or the school board shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected. When projected expenditures exceed projected revenues, the school board may consider use of an available fund balance, if one exists.
- B. The school district must maintain separate accounts to identify revenues and expenditures for each building. Expenditures shall be reported in compliance with Minnesota Statutes, section 123B.76.
- C. Prior to July 1 of each year, the school board shall approve and adopt its initial revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the school board's expenditure authorization for that school year. No funds may be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.

- D. Each year, the school district shall publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures, and fund balances for the prior year, and the projected fund balances for the current year in the form prescribed by the Commissioner of the Minnesota Department of Education (Commissioner) within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement shall be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent. A summary of this information and the address of the school district's official website where the information can be found must be published in a newspaper of general circulation in the school district. At the same time as this publication, the school district shall publish the other information required by Minnesota Statutes section, 123B.10.
- E. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year.
- F. The school district must also post the materials specified in Paragraph III.D. above on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

#### **IV. IMPLEMENTATION**

- A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but the superintendent maintains the ultimate responsibility for this function.
- B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).
- C. The superintendent or the superintendent's designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.
- D. Supplies and capital equipment can be ordered prior to budget adoption only by authority of the school board. If additional personnel are provided in the proposed budget, actual hiring may not occur until the budget is adopted unless otherwise approved by the school board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically approved by the school board.

- E. The school district shall make such reports to the Commissioner as required relating to initial allocations of revenue, reallocations of revenue, and expenditures of funds.

**Legal References:** Minn. Stat. § 123B.10 (Publication of Financial Information)  
Minn. Stat. § 123B.76 (Expenditures; Reporting)  
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirements)

**Cross References:** MSBA/MASA Model Policy 701.1 (Modification of School District Budget)  
MSBA/MASA Model Policy 702 (Accounting)

## **701.1 MODIFICATION OF SCHOOL DISTRICT BUDGET**

[NOTE: The provisions of this policy substantially reflect the requirements of Minnesota Statutes.]

### **I. PURPOSE**

The purpose of this policy is to establish procedures for the modification of the school district's adopted revenue and expenditure budgets.

### **II. GENERAL STATEMENT OF POLICY**

The policy of this school district is to modify its revenue and expenditure budgets in accordance with the applicable provisions of law.

### **III. REQUIREMENT**

- A. The school district's adopted expenditure budget shall be considered the school board's expenditure authorization for that school year.
- B. If revisions or modifications in the adopted expenditure budget are determined to be advisable by the administration, the superintendent shall recommend the proposed changes to the school board. The proposed changes shall be accompanied by sufficient and appropriate background information on the revenue and policy issues involved to allow the school board to make an informed decision. A school board member may also propose modifications on that board member's own motion, provided, however, the school board member is encouraged to review the proposed modifications with the superintendent prior to their being proposed so that the administration may prepare necessary background materials for the school board prior to its consideration of those proposed modifications.
- C. If sufficient funds are not included in the expenditure budget in a particular fund to allow the proposed expenditure, funds for this purpose may not be expended from that fund prior to the adoption of an expenditure budget amendment by the school board to authorize that expenditure for that school year. An amended expenditure shall not exceed the projected revenues available for that purpose in that fund.
- D. The school district's revenue budget shall be amended from time to time during a fiscal year to reflect updated or revised revenue estimates. The superintendent shall make recommendations to the school board for appropriate revisions. If necessary, the school board shall also make necessary revisions in the expenditure budget if it appears that expenditures would otherwise exceed revenues and fund balances in a fund.

**Legal References:** Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirements)

**Cross References:** MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)

Adopted May 19, 2025 ~~August 2, 2004~~

MSBA/MASA Model Policy 702

Orig. 1995

Revised June 26, 2022

Rev. 2022

## **702 ACCOUNTING**

**[NOTE: The provisions of this policy reflect the applicable statutes and are not discretionary in nature.]**

### **I. PURPOSE**

The purpose of this policy is to adopt the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in guidelines adopted by the Minnesota Department of Education.

### **II. GENERAL STATEMENT OF POLICY**

It is the policy of this school district to comply with the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts.

### **III. MAINTENANCE OF BOOKS AND ACCOUNTS**

The school district shall maintain its books and records and do its accounting in compliance with the Uniform Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in the guidelines adopted by the Minnesota Department of Education and in compliance with applicable state laws and rules relating to reporting of revenues and expenditures.

### **IV. PERMANENT FUND TRANSFERS**

Unless otherwise authorized pursuant to Minnesota Statutes section 123B.80, as amended, or any other law, fund transfers shall be made in compliance with UFARS and permanent fund transfers shall only be made in compliance with Minnesota Statutes ~~section~~ §123B.79, as amended, or other applicable statute.

### **V. REPORTING**

The school board shall provide for an annual audit of the books and records of the school district to assure compliance of its records with UFARS. ~~Each year, the school district shall also on or before October 1 of each year provide for the publication of the financial information specified in Minnesota Statutes section §123B.10 in the manner specified therein.~~

**Legal References:**

Minn. Stat. § 123B.02 ~~(School District Powers)~~ (General Powers of Independent School Districts)

Minn. Stat. § 123B.09 ~~School Board Powers~~ (Boards of Independent School Districts)

Minn. Stat. § 123B.10 (Publication of Financial Information)

Minn. Stat. § 123B.14, Subd. 7 ~~(Duties of School Board Clerk)~~ (Officers of Independent School Districts)

Minn. Stat. § 123B.75 (Revenue; Reporting)

Minn. Stat. § 123B.76 (Expenditures: Reporting)

Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)

Minn. Stat. § 123B.78 (Cash Flow; School District Revenues; Borrowing for Current Operating Costs; Capital Expenditure Deficits)

Minn. Stat. § 123B.79 (Permanent Fund Transfers)

Minn. Stat. § 123B.80 (Exceptions for Permanent Fund Transfers)

**Cross References:**

~~MSBA Service Manual, Chapter 7, Education Funding~~

MSBA/MASA Model Policy 703 (Annual Audit)

## **404 EMPLOYMENT BACKGROUND CHECKS**

**[NOTE: The provisions of this policy substantially reflect statutory requirements.]**

### **I. PURPOSE**

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district ~~or such other background checks as provided by this policy~~ and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district.

### **II. GENERAL STATEMENT OF POLICY**

- A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, ~~or~~ applicants, or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants,

volunteers, ~~service providers~~, independent contractors, and student employees.

### III. PROCEDURES

A Normally an ~~individual applicant~~ will not commence employment ~~or provide services~~ until the school district receives the results of the criminal history background check. The school district may conditionally hire an applicant ~~or allow an individual to provide services~~ pending completion of the background check but shall notify the ~~applicant-individual~~ that the ~~applicant's individual's~~ employment ~~or opportunity to provide services~~ may be terminated based on the result of the background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (~~hereinafter the~~ BCA). The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.

B ~~An applicant who is offered employment~~ In order for an individual to be eligible for employment or to provide athletic coaching services or other extracurricular academic coaching services to the school district, except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to the school district at the election of the school district, in an amount equal to the actual cost to the BCA and the school district of conducting the criminal history background check. ~~If the applicant fails to provide the school district with a signed Informed Consent form and fee at the time the applicant receives a job offer, the applicant will be considered to have voluntarily withdrawn the application for employment.~~ The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the ~~individual applicant~~ fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer, ~~or permission to provide services~~, the ~~applicant individual~~ will be considered to have voluntarily withdrawn the application for employment ~~or request to provide services~~.

**[NOTE: If the school district elects to receive payment, it may, at its discretion, accept payment in the form of a negotiable instrument other than a money order or check and then pay the superintendent of the BCA directly to conduct the background check.]**

C. The school district, in its discretion, may elect not to request a criminal history background check on an ~~applicant~~ individual who holds an initial entrance license issued by the ~~state board of teaching or the~~

~~state board of education~~ Minnesota Professional Educator Licensing and Standards Board or the commissioner of education within the 12 months preceding an offer of employment or permission to provide services.

- D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:
1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
  2. the other school hiring authority conducted a criminal background check within the previous 12 months;
  3. the individual executes a written consent form giving the school district access to the results of the check; and
  4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.
- E. For all non-state residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such ~~applicants~~ individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. Such ~~applicants~~ individuals must provide an executed criminal history consent form.
- F. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
- G. Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.

- H. The ~~applicant individual~~ will be informed of the results of the criminal background check(s) to the extent required by law.
- I. If the criminal history background check precludes employment with, ~~or provision of services to,~~ the school district, the ~~applicant individual~~ will be so advised.
- J. The school district may apply these procedures to ~~other~~ volunteers, independent contractors, or student employees ~~as though they were applicants for employment.~~
- K. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

**IV. CRIMINAL HISTORY CONSENT FORM**

A form to obtain consent for a criminal history background check is included with this policy.

**Legal References:** Minn. Stat. § 13.04, Subd. 4 (~~Rights of Subjects of Data Inaccurate or Incomplete Data~~)  
~~Minn. Stat. § 13.87, Subd. 1 (Criminal Justice Data)~~  
Minn. Stat. § 123B.03 (Background Checks)  
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child, ~~Elder, and Individuals with Disabilities~~ Protection Background Check Act)  
Minn. Stat. § 364.09(b) (Exception for School Districts)

**Cross References:** None

## **418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL**

**[NOTE: School districts are required by statute to have a policy addressing these issues.]**

### **I PURPOSE**

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, **non-intoxicating cannabinoids, edible cannabinoid products**, and controlled substances without a physician's prescription.

### **II. GENERAL STATEMENT OF POLICY**

- A. Use or possession of **controlled substances, alcohol**, toxic substances, medical cannabis, **non-intoxicating cannabinoids, edible cannabinoid products**, and **controlled substances alcohol** before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, **controlled substances**, medical cannabis, **non-intoxicating cannabinoids, edible cannabinoid products**, or controlled substances in any school location.
- C. **An individual may not use or possess cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13, including all facilities, whether owned, rented, or leased, and all vehicles that the school district owns, leases, rents, contracts for, or controls.**
- D. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

### III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage ~~malt beverage, fortified wine, or other intoxicating liquor~~ containing more than one-half of one percent alcohol by volume.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 ~~U.S.C.~~ United States Code, section 812, including analogues and look-alike drugs.
- C. "Edible cannabinoid product" means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.
- D. "Nonintoxicating cannabinoid" means substances extracted from certified hemp plants that do not produce intoxicating effects when consumed by injection, inhalation, ingestion, or by any other immediate means.
- E. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; (4) ~~combustion with use of dried raw cannabis; or~~ (5) any other method, ~~excluding smoking~~ approved by the Commissioner of the Minnesota Department of Health ("Commissioner").
- F. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- G. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.
- H. "Sell" means to sell, give away, barter, deliver, exchange, distribute or dispose of to another, or to manufacture; or to offer or agree to perform such an act, or to possess with intent to perform such an act.
- I. "Toxic substances" includes: (1) glue, cement, aerosol paint, containing toluene, benzene, xylene, amyl nitrate, butyl nitrate,

nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item; (2) butane or a butane lighter; or (3) any similar ~~other~~ substances ~~used or possessed with the intent of inducing intoxication or excitement of the~~ declared to be toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the Commissioner.

- J. "Use" ~~includes means~~ to sell, buy, manufacture, distribute, dispense, use, be under the influence of ~~alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.~~ or consume in any manner, including, but not limited to, consumption by injection, inhalation, ingestion, or by any other immediate means.

#### IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person's own use, a controlled substance, except medical cannabis, **non-intoxicating cannabinoids, or edible cannabinoid products**, which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minnesota Statutes, section 624.701, **Subd.**subdivision 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).
- C. ~~A violation of this policy does not occur when a person uses or possesses a toxic substance unless they do so with the intent of inducing or intentionally aiding another in inducing intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor.~~
- D. ~~The school district may not refuse to enroll or otherwise penalize a patient or person enrolled in the Minnesota Patient Registry Program as a pupil solely because the patient or person is enrolled in the registry program, unless failing to do so would violate federal law or regulations or cause the school to lose a monetary or licensing-related benefit under federal law or regulations.~~

**[NOTE: The 2024 Minnesota legislature amended this law to add this protection.]**

## V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, **non-intoxicating cannabinoids, or edible cannabinoid products**, must comply with the school district's student medication policy.

**[NOTE: School districts are required by Minnesota Statutes, section 121A.22 to develop procedures for the administration of drugs and medicine. If the school district does not have a student medication policy such as MSBA/MASA Model Policy 516, this Paragraph A. can be modified to provide: "Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, non-intoxicating cannabinoids, or edible cannabinoid products, must provide a copy of the prescription and the medication to the school nurse, principal, or other designated staff member. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer the prescribed medication except medical cannabis, non-intoxicating cannabinoids, or edible cannabinoid products, in accordance with school district procedures."]**

- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, **non-intoxicating cannabinoids, or edible cannabinoid products**, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.

**[NOTE: The Drug-Free Workplace Act requires that school district employees be notified by a published statement of the prohibition of the use of controlled substances and actions that will be taken against employees for violations of such prohibition (41 United States Code, section 8103; 34 Code of Federal Regulations, Part 84). An acknowledgment will document satisfaction by the school district of this federal requirement.]**

- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances, **intoxicating cannabinoids, or edible cannabinoid products**

in a school location except with the express permission of the superintendent.

- F. No person is permitted to possess or use medical cannabis, non-intoxicating cannabinoids, or edible cannabinoid products on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility. This prohibition includes (1) vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the general public or place of employment; and (2) operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis, non-intoxicating cannabinoids, or edible cannabinoid products.
- G. Possession of alcohol on school grounds pursuant to the exceptions of ~~Minn. Stat.~~ Minnesota Statutes, § section 624.701, subdivision 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

## **VI. SCHOOL PROGRAMS**

- A. Starting in the 2026-2027 school year, the school district must implement a comprehensive education program on cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, for students in middle school and high school. The program must include instruction on the topics listed in Minnesota Statutes, section 120B.215, subdivision 1 and must:
  - 1. respect community values and encourage students to communicate with parents, guardians, and other trusted adults about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl; and
  - 2. refer students to local resources where students may obtain medically accurate information about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, and treatment for a substance use disorder.
- B. School district efforts to develop, implement, or improve instruction or curriculum as a result of the provisions of this section must be consistent with Minnesota Statutes, sections 120B.10 and 120B.11.
- C. Notwithstanding any law to the contrary, the school district shall have a procedure for a parent, a guardian, or an adult student 18 years of age or older to review the content of the instructional materials to be

provided to a minor child or to an adult student pursuant to this article. The district must allow a parent or adult student to opt out of instruction under this article with no academic or other penalty for the student and must inform parents and adult students of this right to opt out.

## **VII. ENFORCEMENT**

### **A. Students**

1. Students may be required to participate in programs and activities that provide education against the use of alcohol, tobacco, marijuana, smokeless tobacco products, electronic cigarettes, and nonintoxicating cannabinoids, and edible cannabinoid products.
2. Students may be referred to drug or alcohol assistance or rehabilitation programs; school based mental health services, mentoring and counseling, including early identification of mental health symptoms, drug use and violence and appropriate referral to direct individual or group counselling service. which may be provided by school based mental health services providers; and/or referral to law enforcement officials when appropriate.
3. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.

### **B. Employees**

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension,

termination, or discharge as deemed appropriate by the school board.

3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

- Legal References:**
- Minn. Stat. § 120B.215 (Education on Cannabis Use and Substance Use)
  - Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
  - Minn. Stat. § 121A.40-§ 121A.56 (Pupil Fair Dismissal Act)
  - Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)
  - Minn. Stat. § 152.01, Subd. 15a (Definitions)
  - Minn. Stat. § 152.0264 (Cannabis Sale Crimes)
  - Minn. Stat. § 152.22, Subd. 6 (Definitions; Medical Cannabis)
  - Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
  - Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
  - Minn. Stat. § 340A.101 (Definitions; Alcoholic Beverage)
  - Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
  - Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
  - Minn. Stat. § 342.09 (Personal Adult Use of Cannabis)
  - Minn. Stat. § 342.56 (Limitations)
  - Minn. Stat. § 609.684 (Sale of Toxic Substances to Children; Abuse of Toxic Substances)
  - Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)
  - ~~20 U.S.C. § 7101-7165 (Safe and Drug-Free Schools and Communities Act)~~
  - 20 U.S.C. § 7101-7122 (Student Support and Academic Enrichment Grants)

21 U.S.C. § 812 (Schedules of Controlled Substances)  
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)  
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)  
34 C.F.R. Part 84 (Government-Wide Requirements for  
Drug-Free Workplace)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and  
Dismissal of School District Employees)  
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)  
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)  
MSBA/MASA Model Policy 419 (Tobacco-Free Environment;  
Possession and use of Tobacco, Tobacco-Related Devices,  
and Electronic Delivery Devices; Vaping Awareness and  
Prevention Instruction)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 516 (Student Medication)

Adopted: June 23, 2025

MSBA/MASA Model Policy 522

Orig. 1995

Revised: June 25, 2022

Rev. 2022

**\*This model policy is based upon the 2020 Final Rule on Title IX Regulations**

## **522 TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS**

~~[Note: On May 6, 2020, the U.S. Department of Education, Office for Civil Rights (OCR), released the long-awaited final rule amending Title IX regulations at 34 Code of Federal Regulations part 106. These regulations, which went into effect on August 14, 2020, are the first Title IX regulations applicable to sexual harassment and are applicable to complaints by both school district students and employees. The extensive regulations will require districts to revise their policies and procedures with respect to sexual harassment and ensure that administration and staff are trained on the new requirements.~~

~~The final rule requires school districts to provide notice of its nondiscrimination policy and grievance procedures, including how to file or report sexual harassment and how the school district will respond to the following groups: applicants for admission and employment; students; parents or legal guardians; and unions or professional organizations holding agreements with the school district. 34 Code of Federal Regulations section 106.8(b). The provisions of this policy generally conform to the requirements of the new regulations].~~

### **I. GENERAL STATEMENT OF POLICY**

- A. The school district does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.
- B. The school district prohibits sexual harassment that occurs within its education programs and activities. When the school district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.
- C. This policy applies to sexual harassment that occurs within the school district's education programs and activities and that is committed by a school district employee, student, or other members of the school

community. This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the school district's education programs or activities.

- D. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinator(s) is/are:

James Menton, Superintendent  
701 South 9th Street, Olivia, MN 56277  
Phone: 320-523-1031  
Email: jim.menton@bold.k12.mn.us

Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

- E. The effective date of this policy is August 14, 2020, and applies to alleged violations of this policy occurring on or after August 14, 2020.

## **II. DEFINITIONS**

- A. "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to the school district's Title IX Coordinator or to any employee of the school district. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the school district with actual knowledge is the respondent.
- B. "Complainant" means a person who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A Title IX Coordinator who signs a formal complaint is not a complainant unless the Title IX Coordinator is alleged to be the victim of the conduct described in the formal complaint.
- C. "Day" or "days" means, unless expressly stated otherwise, business days (i.e. day(s) that the school district office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).
- D. "Deliberately indifferent" means clearly unreasonable in light of the known circumstances. The school district is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.
- E. "Education program or activity" means locations, events, or circumstances for which the school district exercises substantial control over both the

respondent and the context in which the sexual harassment occurs and includes school district education programs or activities that occur on or off of school district property.

- F. "Formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school district investigate the allegation of sexual harassment.
  - 1. A formal complaint filed by a complainant must be a physical document or an electronic submission. The formal complaint must contain the complainant's physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint, and must be submitted to the Title IX Coordinator in person, by mail, or by email.
  - 2. A formal complaint shall state that, at the time of filing the formal complaint, the complainant was participating in, or attempting to participate in, an education program or activity of the school district with which the formal complaint is filed.
- G. "Informal resolution" means options for resolving a formal complaint that do not involve a full investigation and adjudication. Informal resolution may encompass a broad range of conflict resolution strategies, including mediation or restorative justice.
- H. "Relevant questions" and "relevant evidence" are questions, documents, statements, or information that are related to the allegations raised in a formal complaint. Relevant evidence includes evidence that is both inculpatory and exculpatory. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
- I. "Remedies" means actions designed to restore or preserve the complainant's equal access to education after a respondent is found responsible. Remedies may include the same individualized services that constitute supportive measures, but need not be non-punitive or non-disciplinary, nor must they avoid burdening the respondent.
- J. "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.
- K. "Sexual harassment" means any of three types of misconduct on the basis

of sex that occurs in a school district education program or activity and is committed against a person in the United States:

1. *Quid pro quo* harassment by a school district employee (conditioning the provision of an aid, benefit, or service of the school district on an individual's participation in unwelcome sexual conduct);
  2. Unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; or
  3. Any instance of sexual assault (as defined in the Clery Act, 20 United States Code section 1092(f)(6)A(v)), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act, 34 United States Code section 12291).
- L. "Supportive measures" means individualized services provided to the complainant or respondent without fee or charge that are reasonably available, non-punitive, non-disciplinary, not unreasonably burdensome to the other party, and designed to ensure equal educational access, protect safety, and deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, alternative educational services as defined under Minnesota Statutes section 121A.41, as amended, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the school district buildings or property, and other similar measures.
- M. "Title IX Personnel" means any person who addresses, works on, or assists with the school district's response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions. The following are considered Title IX Personnel:
1. "Title IX Coordinator" means an employee of the school district that coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator is responsible for acting as the primary contact for the parties and ensuring that the parties are provided with all notices, evidence, reports, and written determinations to which they are entitled under this policy and grievance process. The Title IX Coordinator is also responsible for effective implementation of any supportive measures or remedies. The Title IX Coordinator must be free from conflicts of interest and bias when administering the grievance process.
  2. "Investigator" means a person who investigates a formal complaint. The investigator of a formal complaint may not be the same person as the Decision-maker or the Appellate Decision-maker. The Investigator may be a school district employee, school district

official, or a third party designated by the school district.

3. "Decision-maker" means a person who makes a determination regarding responsibility after the investigation has concluded. The Decision-maker cannot be the same person as the Title IX Coordinator, the Investigator, or the Appellate Decision-maker.
4. "Appellate Decision-maker" means a person who considers and decides appeals of determinations regarding responsibility and dismissals of formal complaints. The Appellate Decision-maker cannot be the same person as the Title IX Coordinator, Investigator, or Decision-maker. The Appellate Decision-maker may be a school district employee, or a third party designated by the school district.
5. The superintendent of the school district may delegate functions assigned to a specific school district employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes, to any suitably qualified individual and such delegation may be rescinded by the superintendent at any time. The school district may also, in its discretion, appoint suitably qualified persons who are not school district employees to fulfill any function under this policy, including, but not limited to, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes.

~~***[NOTE: It is recommended that school districts designate a primary Title IX Coordinator and at least one alternate Title IX Coordinator so that the alternate can undertake Title IX Coordinator responsibilities in the event the primary Title IX Coordinator is a party to a complaint or is otherwise not qualified under this policy to serve in that role in a particular case.]***~~

### **III. BASIC REQUIREMENTS FOR GRIEVANCE PROCESS**

#### **A. Equitable Treatment**

1. The school district shall treat complainants and respondents equitably. However, equality or parity with respect to supportive measures provided to complainants and respondents is not required.
2. The school district will not impose any disciplinary sanctions or take any other actions against a respondent that do not constitute supportive measures until it has completed this grievance process and the respondent has been found responsible.
3. The school district will provide appropriate remedies to the complainant any time a respondent is found responsible.

#### **B. Objective and Unbiased Evaluation of Complaints**

1. Title IX Personnel, including the Title IX Coordinator, Investigator, Decision-maker, and Appellate Decision-maker, shall be free from conflicts of interest or bias for or against complainants or respondents generally or a specific complainant or respondent.
  2. Throughout the grievance process, Title IX Personnel will objectively evaluate all relevant evidence, inculpatory and exculpatory, and shall avoid credibility determinations based solely on a person's status as a complainant, respondent, or witness.
- C. Title IX Personnel will presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

D. Confidentiality

The school district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 United States Code section 1232g, FERPA regulations, 34 Code of Federal Regulations part 99, Minnesota law under Minnesota Statutes section 13.32, or as required by law, or to carry out the purposes of 34 Code of Federal Regulations part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the school district's obligation to maintain confidentiality shall not impair or otherwise affect the complainants and respondents receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility).

E. Right to an Advisor; Right to a Support Person

Complainants and respondents have the right, at their own expense, to be assisted by an advisor of their choice during all stages of any grievance proceeding, including all meetings and investigative interviews. The advisor may be, but is not required to be, an attorney. In general, an advisor is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

A complainant or respondent with a disability may be assisted by a support person throughout the grievance process, including all meetings and investigative interviews, if such accommodation is necessary. A support person may be a friend, family member, or any individual who is not otherwise a potential witness. The support person is not permitted to

speaking for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

F. Notice

The school district will send written notice of any investigative interviews or meetings to any party whose participation is invited or expected. The written notice will include the date, time, location, participants, and purpose of the meeting or interview, and will be provided to allow sufficient time for the party to prepare to participate.

G. Consolidation

The school district may, in its discretion, consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

H. Evidence

1. During the grievance process, the school district will not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
2. The school district shall not access, consider, disclose, or otherwise use a party's medical, psychological, and similar treatment records unless the school district obtains the party's voluntary, written consent.

I. Burden of Proof

1. The burden of gathering evidence and the burden of proof shall remain upon the school district and not upon the parties.
2. The grievance process shall use a preponderance of the evidence standard (i.e. whether it is more likely than not that the respondent engaged in sexual harassment) for all formal complaints of sexual harassment, including when school district employees are respondents.

J. Timelines

~~**[NOTE: The Title IX regulations require reasonably prompt timeframes for conclusion of the grievance process, but do not specify any particular timeframes. The time periods below are suggested. School districts may establish their own district-specific timeline, although it is recommended that legal counsel be consulted before adjusting time periods.]**~~

1. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.
2. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by the school district within five (5) days of the date the determination of responsibility or dismissal was provided to the parties.
3. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by the school district.
4. The school district will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by the School District.
5. Although the school district strives to adhere to the timelines described above, in each case, the school district may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening school district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.

K. Potential Remedies and Disciplinary Sanctions

1. The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.
2. If the Decision-maker determines a student-respondent is responsible for violating this policy, the Decision-maker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the superintendent of the recommended remedies, such that an authorized administrator can consider the recommendation(s) and implement appropriate remedies in compliance with MSBA Model

Policy 506 – Student Discipline. The discipline of a student-respondent must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

#### **IV. REPORTING PROHIBITED CONDUCT**

- A. Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment toward a student should report the alleged acts as soon as possible to the Title IX Coordinator.
- B. Any employee of the school district who has experienced, has actual knowledge of, or has witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations.
- C. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during non-business hours, and may be made in person, by mail, by telephone, or by e-mail using the Title IX Coordinator’s contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report.
- D. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the School District may report the alleged conduct to law enforcement authorities. The school district encourages complainants to report criminal behavior to the police immediately.

#### **V. INITIAL RESPONSE AND ASSESSMENT BY THE TITLE IX COORDINATOR**

- A. When the Title IX Coordinator receives a report, the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant’s wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
- B. The school district will offer supportive measures to the complainant whether or not the complainant decides to make a formal complaint. The school district must maintain as confidential any supportive measures

provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the school district's ability to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

- C. If the complainant does not wish to file a formal complaint, the allegations will not be investigated by the school district unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the complainant's wishes is not clearly unreasonable in light of the known circumstances.
- D. Upon receipt of a formal complaint, the school district must provide written notice of the formal complaint to the known parties with sufficient time to prepare a response before any initial interview. This written notice must contain:
  - 1. The allegations of sexual harassment, including sufficient details known at the time, the identities of the parties involved in the incident (if known), the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;
  - 2. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
  - 3. A statement explaining that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
  - 4. A statement that the parties may inspect and review evidence gathered pursuant to this policy;
  - 5. A statement informing the parties of any code of conduct provision that prohibits knowingly making false statements or knowingly submitting false information; and
  - 6. A copy of this policy.

## **VI. STATUS OF RESPONDENT DURING PENDENCY OF FORMAL COMPLAINT**

- A. Emergency Removal of a Student
  - 1. The school district may remove a student-respondent from an education program or activity of the school district on an emergency basis before a determination regarding responsibility is made if:
    - a. The school district undertakes an individualized safety and risk analysis;
    - b. The school district determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies

removal of the student-respondent; and

- c. The school district determines if the student-respondent poses such a threat, it will so notify the student-respondent and the student-respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related school district policies, including MSBA Model Policy 506 – Student Discipline. The school district must take into consideration applicable requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, prior to removing a special education student or Section 504 student on an emergency basis.

~~***[NOTE:—The interrelationship between the Title IX regulations authorizing the emergency removal of student and the Minnesota Pupil Fair Dismissal Act (MPFDA) is unclear at this time. School districts should consult with legal counsel regarding the emergency removal of a student. At a minimum, it is recommended that school districts provide alternative educational services, as defined in the MPFDA, to any student so removed under the Title IX regulations.]***~~

B. Employee Administrative Leave

The school district may place a non-student employee on administrative leave during the pendency of the grievance process of a formal complaint. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements. The school district must take into consideration applicable requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prior to removing an individual with a qualifying disability.

## VII. INFORMAL RESOLUTION OF A FORMAL COMPLAINT

- A. At any time prior to reaching a determination of responsibility, informal resolution may be offered and facilitated by the school district at the school district's discretion, but only after a formal complaint has been received by the school district.
- B. The school district may not require as a condition of enrollment or continued enrollment, or of employment or continued employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.
- C. The informal resolution process may not be used to resolve allegations that a school district employee sexually harassed a student.
- D. The school district will not facilitate an informal resolution process without

both parties' agreement, and will obtain their voluntary, written consent. The school district will provide to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, the parties' right to withdraw from the informal resolution process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

- E. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

### **VIII. DISMISSAL OF A FORMAL COMPLAINT**

- A. Under federal law, the school district must dismiss a Title IX complaint, or a portion thereof, if the conduct alleged in a formal complaint or a portion thereof:
  - 1. Would not meet the definition of sexual harassment, even if proven;
  - 2. Did not occur in the school district's education program or activity; or
  - 3. Did not occur against a person in the United States.
- B. The school district may, in its discretion, dismiss a formal complaint or allegations therein if:
  - 1. The complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein;
  - 2. The respondent is no longer enrolled or employed by the school district; or
  - 3. Specific circumstances prevent the school district from gathering sufficient evidence to reach a determination.
- C. The school district shall provide written notice to both parties of a dismissal. The notice must include the reasons for the dismissal.
- D. Dismissal of a formal complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems appropriate.

~~***{NOTE: For example, school districts are reminded of the obligation under Minnesota Statutes section 122A.20, subdivision 2, to make a mandatory report to the Minnesota Professional Educator Licensing and Standards Board concerning any teacher who resigns during the course of an investigation of misconduct.}***~~

### **IX. INVESTIGATION OF A FORMAL COMPLAINT**

- A. If a formal complaint is received by the School District, the school district will assign or designate an Investigator to investigate the allegations set forth in the formal complaint.
- B. If during the course of the investigation the school district decides to investigate any allegations about the complainant or respondent that were not included in the written notice of a formal complaint provided to the parties, the school district must provide notice of the additional allegations to the known parties.
- C. When a party's participation is invited or expected in an investigative interview, the Investigator will coordinate with the Title IX Coordinator to provide written notice to the party of the date, time, location, participants, and purposes of the investigative interview with sufficient time for the party to prepare.
- D. During the investigation, the Investigator must provide the parties with an equal opportunity to present witnesses for interviews, including fact witnesses and expert witnesses, and other inculpatory and exculpatory evidence.
- E. Prior to the completion of the investigative report, the Investigator, through the Title IX Coordinator, will provide the parties and their advisors (if any) with an equal opportunity to inspect and review any evidence directly related to the allegations. The evidence shall be provided in electronic format or hard copy and shall include all relevant evidence, evidence upon which the school district does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or another source. The parties will have ten (10) days to submit a written response, which the Investigator will consider prior to completion of the investigative report.
- F. The Investigator will prepare a written investigative report that fairly summarizes the relevant evidence. The investigative report may include credibility determinations that are not based on a person's status as a complainant, respondent or witness. The school district will send the parties and their advisors (if any) a copy of the report in electronic format or hard copy, for their review and written response at least ten (10) days prior to a determination of responsibility.

## **X. DETERMINATION REGARDING RESPONSIBILITY**

~~***[NOTE: The Title IX regulations do not require school districts to conduct live hearings as part of the decision-making phase of the grievance process. Accordingly, this Policy does not include procedures for a live hearing. If a school district desires to create such procedures, legal counsel should be consulted.]***~~

- A. After the school district has sent the investigative report to both parties and before the school district has reached a determination regarding responsibility, the Decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness.
- B. The Decision-maker must provide the relevant questions submitted by the parties to the other parties or witnesses to whom the questions are offered, and then provide each party with the answers, and allow for additional, limited follow-up questions from each party.
- C. The Decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.
- D. When the exchange of questions and answers has concluded, the Decision-maker must issue a written determination regarding responsibility that applies the preponderance of the evidence standard to the facts and circumstances of the formal complaint. The written determination of responsibility must include the following:
  - 1. Identification of the allegations potentially constituting sexual harassment;
  - 2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
  - 3. Findings of fact supporting the determination;
  - 4. Conclusions regarding the application of the school district's code of conduct to the facts;
  - 5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the school district to the complainant; and
  - 6. The school district's procedures and permissible bases for the complainant and respondent to appeal and the date by which an appeal must be made.
- E. In determining appropriate disciplinary sanctions, the Decision-maker should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incident occurred.
- F. The written determination of responsibility must be provided to the

parties simultaneously.

- G. The Title IX Coordinator is responsible for the effective implementation of any remedies.
- H. The determination regarding responsibility becomes final either on the date that the school district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

## **XI. APPEALS**

- A. The school district shall offer the parties an opportunity to appeal a determination regarding responsibility or the school district's dismissal of a formal complaint or any allegations therein, on the following bases:
  - 1. A procedural irregularity that affected the outcome of the matter (e.g., a material deviation from established procedures);
  - 2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
  - 3. The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- B. If notice of an appeal is timely received by the school district, the school district will notify the parties in writing of the receipt of the appeal, assign or designate the Appellate Decision-maker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
- C. After reviewing the parties' written statements, the Appellate Decision-maker must issue a written decision describing the result of the appeal and the rationale for the result.
- D. The written decision describing the result of the appeal must be provided simultaneously to the parties.
- E. The decision of the Appellate Decision-maker is final. No further review beyond the appeal is permitted.

## **XII. RETALIATION PROHIBITED**

- A. Neither the school district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or

complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, constitutes a violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

- B. Any person may submit a report or formal complaint alleging retaliation in the manner described in this policy and it will be addressed in the same manner as other complaints of sexual harassment or sex discrimination.
- C. Charging an individual with violation of school district policies for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

### **XIII. TRAINING**

- A. The school district shall ensure that Title IX Personnel receive appropriate training. The training shall include instruction on:
  - 1. The Title IX definition of sexual harassment;
  - 2. The scope of the school district's education program or activity;
  - 3. How to conduct an investigation and grievance process, appeals, and informal resolution processes, as applicable;
  - 4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
  - 5. For Decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's prior sexual behavior are not relevant; and
  - 6. For Investigators, training on issues of relevance, including the creation of an investigative report that fairly summarizes relevant evidence.
- B. The training materials will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints.

- C. Materials used to train Title IX Personnel must be posted on the school district's website. If the school district does not have a website, it must make the training materials available for public inspection upon request.

#### **XIV. DISSEMINATION OF POLICY**

- A. This policy shall be made available to all students, parents/guardians of students, school district employee, and employee unions.
- B. The school district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work e-mail address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.
- C. The school district must provide applicants for admission and employment, students, parents or legal guardians of secondary school students, employees, and all unions holding collective bargaining agreements with the school district, with the following:
  - 1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator;
  - 2. Notice that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner;
  - 3. A statement that the requirement not to discriminate in the education program or activity extends to admission and employment, and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the United States Department of Education, or both; and
  - 4. Notice of the school district's grievance procedures and grievance process contained in this policy, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the school district will respond.

#### **XV. RECORDKEEPING**

**~~[NOTE:—School districts should consider amending their respective retention schedules to reflect the recordkeeping requirements discussed below].~~**

- A. The school district must create, and maintain for a period of seven calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the school district must document:
  - 1. The basis for the school district's conclusion that its response to the report or formal complaint was not deliberately indifferent;

2. The measures the school district has taken that are designed to restore or preserve equal access to the school district's education program or activity; and
  3. If the school district does not provide a complainant with supportive measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. Such a record must be maintained for a period of seven years.
  4. The documentation of certain bases or measures does not limit the recipient in the future from providing additional explanations or detailing additional measures taken.
- B. The school district must also maintain for a period of seven calendar years records of:
1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;
  2. Any appeal and the result therefrom;
  3. Any informal resolution and the result therefrom; and
  4. All materials used to train Title IX Personnel.

**Legal References:** Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)  
Minn. Stat. §§ 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments)  
34 C.F.R. Part 106 (Implementing Regulations of Title IX)  
20 U.S.C § 1400, *et seq.* (Individuals with Disabilities Education Act)  
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act)  
42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)  
20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act ("Clery Act"))

**Cross References:** MSBA/MASA Model Policy 102 (Equal Educational Opportunity)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

**INDEPENDENT SCHOOL DISTRICT NO. 2534  
TITLE IX SEX NONDISCRIMINATION REPORT FORM**

**General Statement of Policy Prohibiting Sex Discrimination, Including Harrassment**

Independent School District No. 2534 maintains a firm policy prohibiting all forms of ~~The~~ the school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment. The school district prohibits sexual harassment that occurs within its education programs and activities. When the school district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent. The policy applies to sexual harassment that occurs within the school district's education programs and activities and that is committed by a school district employee, student, or other members of the school community. The policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the school district's education programs and activities. The policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the school district's education programs or activities.

Complainant: \_\_\_\_\_

Home Address: \_\_\_\_\_

Work Address: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Date(s) of Alleged Incident(s): \_\_\_\_\_

Name(s) of person you believe bullied you or another person or group:  
\_\_\_\_\_

If the alleged bullying was toward another person or group, identify that person or group:  
\_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where and when did the incident(s) occur?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any witnesses that were present:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

Complainant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Adopted: June 23, 2025

MSBA/MASA Model Policy 601

Orig. 1995

Revised: May 30, 2024

Rev. 2024

## **601 SCHOOL DISTRICT CURRICULUM AND INSTRUCTION GOALS**

**[NOTE: Minnesota Statutes section 120B.11 requires school districts to adopt a comprehensive long-term strategic plan that addresses the review of curriculum, instruction, student achievement, and assessment. MSBA/MASA Model Policies 601, 603, and 616 address these statutory requirements. In addition, MSBA/MASA Model Policies 613-615 and 617-620 provide procedures to further implement the requirements of Minnesota Statutes section 120B.11.]**

### **I. PURPOSE**

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota Standards and federal law and are aligned with comprehensive achievement and civic readiness.

### **II. GENERAL STATEMENT OF POLICY**

The policy of the school district is to strive for comprehensive achievement and civic readiness in which all learning in the school district should be directed and for which all school district learners should be held accountable.

### **III. DEFINITIONS**

- A. "Academic standard" means a summary description of student learning in a required content area or elective content area.
- B. "Antiracist" means actively working to identify and eliminate racism in all forms in order to change policies, behaviors, and beliefs that perpetuate racist ideas and actions.
- C. "Benchmark" means specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- D. "Comprehensive Achievement and Civic Readiness" means striving to: meet school readiness goals; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; have all students graduate from high school; and prepare students to be lifelong learners.

- E. "Culturally sustaining" means integrating content and practices that infuse the culture and language of Black, Indigenous, and People of Color communities who have been and continue to be harmed and erased through the education system.
- F. "Curriculum" means district or school adopted programs and written plans for providing students with learning experiences that lead to expected knowledge, skills, and career and college readiness.
- G. "Ethnic studies" as defined in Minnesota Statutes, section 120B.25, has the same meaning for purposes of this section. Ethnic studies curriculum may be integrated in existing curricular opportunities or provided through additional curricular offerings.
- H. "Experiential learning" means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, other cooperative work experience, youth apprenticeship, or employment.
- I. "Institutional racism" means structures, policies, and practices within and across institutions that produce outcomes that disadvantage those who are Black, Indigenous, and People of Color.
- J. "Instruction" means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements including applied and experiential learning.
- K. "Performance measures" are measures to determine school district and school site progress in striving to create for comprehensive achievement and civic readiness and must include at least the following:
  - 1. the size of the academic achievement gap; rigorous course taking, including college-level advanced placement, international baccalaureate, postsecondary enrollment options, including concurrent enrollment, other rigorous courses of study or industry certification courses or programs, and enrichment experiences by student subgroup;
  - 2. student performance on the Minnesota Comprehensive Assessments;
  - 3. high school graduation rates; and
  - 4. career and college readiness under Minnesota Statutes, section 120B.30, subdivision 1.

**[Note: Definitions B, E, G, and I were added to Minnesota Statutes, section 120B.11—the Comprehensive Achievement and Civic Readiness law—effective August 1, 2023. The definitions apply to revisions to the Comprehensive Achievement and Civic Readiness law regarding strategic plans; these revisions are effective “for all strategic plans reviewed and updated after June 30, 2024.”]**

#### **IV. LONG-TERM STRATEGIC PLAN**

A. The school board, at a public meeting, must adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with striving for comprehensive achievement and civic readiness and includes the following:

1. clearly defined school district and school site goals and benchmarks for instruction and student achievement for all student categories identified in Minnesota Statutes, section 120B.35, subdivision 3, paragraph (b)(2);

**[NOTE: MSBA/MASA Model Policy 601, Section IV.B. and MSBA/MASA Model Policy 616 address this requirement.]**

2. a process to assess and evaluate each student's progress toward meeting state and local academic standards, assess and identify students for participation in gifted and talented programs and services and accelerate their instruction, adopt early-admission procedures for identifying the strengths and weaknesses of instruction in pursuit of student and school success and curriculum affecting students' progress and growth toward career and college readiness and leading to the world's best workforce/**Comprehensive Achievement and Civic Readiness (CACR)**;

**[NOTE: MSBA/MASA Model Policy 618 addresses this requirement.]**

3. a system to periodically review and evaluate the effectiveness of all instruction and curriculum, taking into account strategies and best practices, student outcomes, principal evaluations under Minnesota Statutes, section 123B.147, subdivision 3, students' access to effective teachers who are members of populations underrepresented among the licensed teachers in the district or school and who reflect the diversity of enrolled students under Minnesota Statutes, section 120B.35, subdivision 3(b)(2), and teacher evaluations under Minnesota Statutes, section 122A.40, subdivision. 8, or 122A.41, subdivision 5;

**[NOTE: MSBA/MASA Model Policy 616 addresses this requirement.]**

4. strategies for improving instruction, curriculum, and student achievement, including the English and, where practicable, the native language development and the academic achievement of English learners;

**[NOTE: MSBA/MASA Model Policy 616 addresses this requirement.]**

5. a process to examine the equitable distribution of teachers and strategies to ensure children in low-income families, children in families of People of Color, and children in American Indian families are not taught at higher rates than other children by inexperienced, ineffective, or out-of-field teachers;
  6. education effectiveness practices that
    - a. integrate high-quality instruction, rigorous curriculum, technology, and a curriculum that is rigorous, accurate, antiracist, and culturally sustaining;
    - b. ensure learning and work environments validate, affirm, embrace, and integrate cultural and community strengths for all students, families, and employees;
    - c. provide a collaborative professional culture that seeks to retain qualified, racially and ethnically diverse staff effective at working with diverse students while developing and supporting teacher quality, performance, and effectiveness; and
  7. an annual budget for continuing to implement the school district plan; and
  8. identifying a list of suggested and required materials, resources, sample curricula, and pedagogical skills for use in kindergarten through grade 12 that accurately reflect the diversity of the state of Minnesota.
- B. The school district is not required to include information regarding literacy in a plan or report required under this section, except with regard to the academic achievement of English learners.
- C. Every child is reading at or above grade level every year, beginning in kindergarten, and multilingual learners and students receiving special education services are receiving support in achieving their individualized reading goals pursuant to Policy 621 (Literacy and the Read Act).

**Legal References:** Minn. Stat. § 120B.018 (Definitions)  
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)  
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for Comprehensive Achievement and Civic Readiness)  
Minn. Stat. § 120B.12 (Read Act Goal and Interventions)  
Minn. Stat. § 120B.30, Subd. 1 (Statewide Testing and Reporting System)  
Minn. Stat. § 120B.35, Subd. 3 (Student Academic Achievement and Growth)  
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)  
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)  
Minn. Stat. § 123B.147, Subd. 3 (Principals)  
Minn. Stat. § 125A.56, Subd. 1 (Alternate Instruction Required before Assessment Referral)  
20 U.S.C. § 5801, *et seq.* (National Education Goals)  
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

**Cross References:** MSBA/MASA Model Policy 104 (School District Mission Statement)  
MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
MSBA/MASA Model Policy 616 (School District System Accountability)  
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)

Adopted: June 23, 2025

MSBA/MASA Model Policy 611

Orig. 1996

Revised: January 20, 2022

Rev. 2022

## **611 HOME SCHOOLING**

**[NOTE: The provisions of this policy substantially reflect statutory requirements.]**

### **I. PURPOSE**

The purpose of this policy is to recognize and provide guidelines in accordance with state law for parents who wish to have their children receive education in a home school that is an alternative to an accredited public or private school.

### **II. GENERAL STATEMENT OF POLICY**

The Compulsory Attendance Law (Minnesota Statutes, section 120A.22) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship

### **III. CONDITIONS FOR HOMESCHOOLING**

The person in charge of a home school and the school district must provide instruction and meet the requirements specified in Minnesota Statutes, section 120A.22.

### **IV. IMMUNIZATION**

The parent or guardian of a home-schooled child shall submit statements as required by ~~Minn. Stat. §~~ Minnesota Statutes, section 121A.15, ~~Subds~~ subdivisions 1, 2, 3, 4, and 12, on the appropriate Minnesota Department of Education form, to the superintendent of the school district in which the child resides by October 1 of the first year of homeschooling in Minnesota and the grade 7 year. (~~Minn. Stat. § 121A.15, Subd. 80~~)

### **V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS**

Upon formal request, as required by law, the school district will provide textbooks (including a teacher's edition, guide, or other materials that accompany a textbook when the edition, guide, or materials are packaged physically or electronically with textbooks for student use), individualized instructional or cooperative learning materials (including teacher materials that accompany pupil materials), software or other educational technology, and standardized tests and loan or provide them for use by a home-schooled child as provided in ~~Minn. Stat. § 123B.42 and Minn Rules Ch. 3540~~ under state law. The school district is not required to expend any amount for this

purpose that exceeds the amount it receives pursuant to ~~Minn. Stat. §§ 123B.40-123B.48~~ state law for this purpose. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that the school district does not incur more than an incidental cost as a result of providing access electronically.

## **VI. PUPIL SUPPORT SERVICES**

Upon formal request, as required by law, the school district will provide pupil support services in the form of health services and counseling and guidance services to a home-schooled child as provided by ~~Minn. Stat § 123B.44 and Minn. Rules Ch. 3540~~ under state law. The school district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to ~~Minn. Stat. §§ 123B.40-123.48~~ state law.

## **VII. EXTRACURRICULAR ACTIVITIES**

Resident pupils who receive instruction in a home school (in which five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public school students. ~~(Minn. Stat. §§ 123B.36, Subd. 1, and 123B.49, Subd. 4)~~

## **VIII. SHARED TIME PROGRAMS**

Enrollment in class offerings of the school district.

- A. A home-schooled child who is a resident of the school district may enroll in classes in the school district as a shared time pupil on the same basis as other nonpublic school students. The provisions of this policy shall not be determinative of whether the school district allows the enrollment of any pupils on a shared-time basis.
- B. The school district may limit enrollment of shared-time pupils in such classes based on the capacity of a program, class, grade level, or school building. The school board and administration retain sole discretion and control over scheduling of all classes and assignment of shared time pupils to classes.

**[NOTE: The provisions of Article VIII. - Shared Time Programs do not determine whether Shared Time Programs should be offered to any pupil. However, ~~it is required that~~ home-schooled children are required to be treated the same as all other nonpublic school children.]**

## IX. OPTIONAL COOPERATIVE ARRANGEMENTS

### A. Activities

1. Minnesota State High School League-sponsored activities (~~where~~ in which six or more students receive instruction in the home school or the home school students are not residents of the school district).

A home school that is a member of the Minnesota State High School League may request that the school district enter into a cooperative sponsorship arrangement as provided in Minnesota State High School League ~~Bylaw 403.00~~ bylaws. The approval of such an arrangement shall be at the discretion of the school board.

- a. The home school must become a member of the Minnesota State High School League in accordance with the rules of the Minnesota State High School League.
  - b. The home school is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.
  - c. The home school is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.
2. Non-Minnesota State High School League activities ~~where-in which~~ six or more students receive instruction in the home school.

A home-schooled child may participate in non-Minnesota State High School League activities offered by the school district upon application and approval from the school board to participate in the activity and the payment of any activity fees associated with the activity. However, home school students may not be charged higher activity fees than other public school students. An approval shall be granted at the discretion of the school board.

### B. Transportation Services

1. The school district may provide nonpublic non-regular transportation services to a home-schooled child.
2. The school board of the school district retains sole discretion and control and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

**Legal References:** Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. § 120A.24 (Reporting)  
Minn. Stat. § 120A.26 (Enforcement and Prosecution)  
Minn. Stat. § 121A.15 (Health Standards; Immunizations;  
School Children)  
Minn. Stat. § 123B.36 (~~School Boards may require~~ Authorized  
Fees)  
Minn. Stat. § 123B.41 (Definitions)  
Minn. Stat. § 123B.42 (Textbooks; Individual Instruction  
~~Material~~ or Cooperative Learning Material; Standard Tests)  
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)  
Minn. Stat. § 123B.49 (~~Cocurricular and~~ Extracurricular  
Activities; Insurance)  
Minn. Stat. § 123B.86 (Equal Treatment - Transportation)  
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Rules Ch. 3540 (~~Textbooks, Individualized Instruction  
Materials, Standardized Tests~~ Nonpublic Schools)

**Cross References:** ~~MSBA/MASA Model Policy 102 (Equal Educational Opportunity)~~  
~~MSBA/MASA Model Policy 413 (Harassment and Violence)~~  
~~MSBA/MASA Model Policy 506 (Student Discipline)~~  
~~MSBA/MASA Model Policy 528 (Student Parental, Family, and  
Marital Status Nondiscrimination)~~  
MSBA/MASA Model Policy 509 (Enrollment of Nonresident  
Students)  
MSBA/MASA Model Policy 510 (School Activities)