

**VISITOR AGENDA
MAHNOMEN PUBLIC SCHOOLS
12-15-25 REGULAR MEETING
MONDAY, DECEMBER 15, 2025
6:00 PM SCHOOL BOARD CONFERENCE ROOM**

1. CALL TO ORDER
2. PLEDGE OF ALLEGANCE
3. ROLL CALL:
Board Members Present: _____Chris Otto, _____Nicole Ose, _____Ashley Neis,
_____Kimberly Scott-Neisen, _____Traci Turner, _____Craig Bower
4. ADOPTING THE AGENDA
As presented or modified
5. VISITORS AND GUEST COMMENTS
6. MONTHLY ROUTINE CONSENT BUSINESS
Minutes from previous School Board Meetings
Bills
Financial Reports
Donations
7. COMMUNICATION
*A board member may participate virtually in this meeting.
A board member may participate virtually in this meeting.
8. COMMITTEE AND SCHOOL BOARD REPORTS
9. ADMINISTRATION REPORTS
10. ACTION ITEMS
 - 10.1. Acknowledgment of Annual CACR Public Hearing Meeting
This meeting took place at 4:30 PM this evening. The purpose was to discuss the district's Comprehensive Achievement and Civic Readiness (formerly World's Best Workforce) plan and progress.
 - 10.2. Acknowledgment of Annual Truth in Taxation Public Hearing
Acknowledgment of the Annual Truth in Taxation Public Hearing that occurred at 5 PM this evening.
 - 10.3. Setting Date, Time and Location for the 2026 Organizational and January Regular Board Meetings.
 - 10.4. Resolution directing the Administration to make Recommendations for Reductions in Programs and Positions and Reasons therefore.
 - 10.5. Approve Mahnomen MN Paid Leave Employee Handbook DRAFT
Approve Mahnomen MN Paid Leave Employee Handbook DRAFT

10.6. Certification of the 2025 Payable 2026 Levy

10.7. Overnight Field Trip Request - Baseball 4/17-4/18

11. PERSONNEL TOPICS

Resignations

Hiring

Lane Change

Other

11.1. Permission to post for a clerical para for 25-26 school year.

Looking for permission to post for a clerical para to assist in non-instructional areas including the nurse/health office, lunchroom, and other office areas.

11.2. Unpaid Leave Request - Jess Goodwin 1/11-1/15

Jess Goodwin is requesting unpaid leave for 1/11-1/15

Dear Members of the Mahnomen Public School Board and Superintendent Dr. Andrea Simon,

I hope you are doing well. I am writing to formally request unpaid leave for the week of January 11-15, 2026. My husband has a scheduled business trip to Phoenix, Arizona during that time, and I will be accompanying him.

This leave will not result in any additional cost for substitutes, and all home visits and related duties can be covered by my coworkers during my absence. Additionally, I will be able to keep up with attendance responsibilities and other work remotely through my laptop, ensuring that no disruptions occur in daily reporting.

I will make sure all responsibilities are up to date prior to my leave and will prepare anything needed to support a smooth workflow while I am gone. If there are any forms or additional steps required to process this request, please let me know and I will complete them promptly.

Thank you for your consideration. I appreciate your time, support, and understanding.

Sincerely,

Jessica M. Goodwin

AIE

Truancy/ District Homeless Liaison

JOM Committee

Anishinaabe Circle Advisor

Mahnomen District #432

218-935-2212 Ext 244



11.3. Permission to post for CTE positions

Permission to post for CTE positions in light of many anticipated need areas.

11.4. Termination of Probationary Employment for Paraprofessional

11.5. Resignation of MARSS Coordinator and Administrative Assistant effective December 31, 2025.

11.5.1. Permission to post for MARSS Coordinator/Clerical position.

11.6. Resignation of teacher Darla Warren, effective December 1, 2025

11.7. Approval of resignation of Jacob Melby effective 12/31/25 per agreement.

Board has access to the agreement in BoardBook.

12. Adjournment

High School Report-November 2025

- Students of the month: Emily Abdo, Thor Askelson, Jordan Brown, and Ayden Johnson
- Winter activities underway
- Thanksgiving break and Christmas soon here
- Excellent classroom observations

Discipline report:

2025-26-134

2024-25-184

2023-24- 180

2022-23- 216

Attendance Percentages:

7th grade-92%

8th grade- 85%

9th grade-88%

10th grade-87%

11th grade-87%

12th grade- 81%

Total-87%

Class sizes as of 11.30.25:

7-54

8-56

9-53

10-41

11-49

12-46

Total: 299



Mahnommen Secondary
Discipline Summary by Grade
11/01/2025 - 11/28/2025

Year: 2025-2026
Report: IDS601

Description	07			08			09			10			11			12			Total
	Female	Male	Total	Female	Male	Total	Female	Male	Total	Female	Male	Total	Female	Male	Total	Female	Male	Total	
Academic Dishonesty (30)								1	1				2	2					3
Alcohol (01)																			
Amorous Activity (Am Act)																			
Arson (02)																			
Assault (03)																			
Attendance (24)																			
Back Talk (b talk)																			
Bomb (04)																			
Bomb Threat (05)																			
Bullying/Harassment (Includes CyberBullying) (31)																			
Bus Referral (Bus)																			
Cannabis (35)																			
Controlled Substances (prescription) (06)																			
Disruptive/Disorderly/Insubordination (08)	3	3	6	6	17	23		7	7				1	8	9				45
Extortion (09)																			
Fighting (10)																			
Gang Activity (11)																			
Hazing (26)																			
Hit Push Shove (HPS)		1	1		1	1													2
Homicide (28)																			
Illegal Drugs (13)																			
Inappropriate Language/Actions (lang)		12	12	1	8	9	1		1		1	1	1	4	5				28
Noon Restriction Redo (Redo)																			
Not Participating (NP)																			
On School Property without Permission (34)																			
Other (23)																			
Over-the-Counter Medications (14)																			



Mahnommen Secondary Discipline Summary by Grade

11/01/2025 - 11/28/2025

Year: 2025-2026
Report: IDS601

Description	07			08			09			10			11			12			Total
	Female	Male	Total	Female	Male	Total	Female	Male	Total	Female	Male	Total	Female	Male	Total	Female	Male	Total	
Physical Contact (32)																			
Profanity (Prof)																			
Pyrotechnics (15)																			
Robbery (using force) (29)																			
Skipping (Skip)	2		2	2	2	4		1	1		3	3		2	6		1	1	11
Tardies (Tar)	3	2	5	1	2	3	5		5	4	3	7		6	8	1		1	29
Teacher Referral (TCH)				3		3													3
Technology (33)	1		1		1	1							1		1				3
Terroristic Threats (16)																			
Theft (17)																			
Threat/Intimidation (18)																			
Tobacco (19)					1	1													1
Unassigned Area (UN Area)				1		1							1	4	5				6
Vandalism/Property Related (20)																			
Verbal Abuse (21)		1	1		2	2													3
Weapon (22)																			
Totals	9	19	28	14	34	48	6	9	15	4	7	11	6	24	30	1	1		134

DOB	New/drop	Add	Drop	Start date	Leave date	grade	To/From	Notes	Tech Accounts
	drop		1		summer		7 Waubun		
	drop		1		summer		9 Waubun		
	drop		1		summer		7 Waubun		
	drop		1		summer		8 Waubun		
	Return	1			9/2		9 from ALC		
	Return	1			9/2		7 from ALC		
1/17/13	drop		1		summer		7 NCE		
7/28/09	Return	1			9/2		11 from ALC		
	Return	1			9/2		9 from ALC		
7/11/2013	New	1			9/2		7 from COLA	records received	
10/21/2009	New	1			9/2		10 From Trek North	records received	
9/25/09	drop		1		summer		9 to Waubun		
1/21/10	return	1			9/2		10 from ALC		
	return	1			9/2		9 from COLA	records received	
5/8/09	return	1			9/2		10 from COLA	records received	
7/27/13	new	1			9/2		7 from COLA	records received	
08/10/11	new	1			9/2		9 from COLA	records received	
08/24/11	new	1			9/2		9 from NCE	records received	
	drop		1		summer		7 to COLA		
2/19/09	return	1			9/3		11 From Bagley	records received	
	drop		1		summer		7 to Fosston		
	return	1			9/2		11 from Bagley	records received	
	return	1			9/3		9 from ALC		
	return	1			9/3		8 from COLA	records received	
	return	1			9/3		8 from ALC		
	return	1			9/3		12 From ND	records received	
	return	1			9/3		11 From ND	record received	
	return	1			9/3		8 From ALC		
	New	1			9/4		9 From Waubun	records received	
	New	1			9/4		8 From Waubun	records received	
	drop		1		9/2		to ALC		
	drop		1		9/2		8 to ALC		
	drop		1		9/2		10 to ALC		
	drop		1		9/2		8 Online		
	drop		1		9/2		9 to Red Lake		
	drop		1		9/4		8 to ALC		
	Return	1			9/5		12 from ALC		
	Return	1			9/5		12 from ALC		
	drop		1		summer		7 to Waubun		
	drop		1		summer		8 To Red Lake		
	drop		1		9/4		9 to ALC		
	return	1			9/9		8 from online		
	return	1			9/19		10		
	new	1			9/10		11 from Perham	records received	
	drop		1		9/5		8 to ALC		
	No show		1		9/2		7 no show		
	No show		1		9/2		9 no show		
	drop		1		8/16		8 to ALC		
	No show		1		9/2		8 no show		
	return	1			9/25		10 from Medical leave		
	drop		1		9/23		7 15 day drop		
	drop		1		10/2		9 to ALC		
	drop		1		10/3		12 to aLC		
	drop		1		10/10		7 to Waubun		
	drop		1		10/10		11 to ALC		
	drop		1		10/13		10 To online		
	drop		1		10/23		11 15 day drop		
	drop		1		10/24		8 15 day drop		
	drop		1		10/28		9 to ALC		
	drop		1		10/28		11 to ALC		
	drop		1		10/28		7 to COLA		
	New	1			11/4		9 from COLA		
	return	4			11/17		11 From Grand Rapids		
	drop		1		11/17		8 to ALC		
	drop		1		11/25		7 to MN Connections		
	drop		1		11/26		7 to West Fargo		
	drop		1		12/2		10 15 day drop		
totals		30	37						

[illegible]



December - Assistant Elementary Principal's Report

Activities & Highlights

Jingle Bell Shoppe

Our Mahnomen PTSO created an amazing Christmas shopping experience for our students. Organizing and hosting this event is a huge undertaking and we are thankful to EVERYONE who contributed in any way! The faces of our students, as they walked out the door at the end of the day with gifts for their families, were priceless!

Elementary Christmas Program

This special event will be hosted on December 18th in the Small Gym, weather permitting, with a back up date of December 22, 2020. We are trying a new format this year. The schedule is included at the end of the report.

Door Decorating Contest

The Mahnomen PTSO is sponsoring its annual door decorating contest for teachers. Prizes will be awarded to the top three winners from the elementary and high school.

Perfect Attendance - November

Grade	Students with Perfect Attendance
Kindergarten	16/40
First	13/27
Second	11/30
Third	20/48
Fourth	13/39
Fifth	5/44
Sixth	15/44

Overall Classroom Attendance Average: 91.59%

Top Classrooms:

- **Ms. Woods - 98.85%**
- **Mrs. Miller - 98.03%**

Mahnomen Elementary Christmas Program
Mahnomen Small Gym
Thursday, December 18th (Make up day – December 22nd)

12:45–12:55 4's Alone

12:55–1:00 Transition

1:00–1:10 Kindergarten

1:10–1:15 Transition

1:15–1:25 First Grade

1:25–1:30 Transition

1:30–1:40 Second Grade

1:40–1:45 Transition

1:45–1:55 Third Grade

1:55–2:00 Transition

2:00–2:10 Fourth Grade

2:10–2:15 Transition

2:15– 2:25 Fifth Grade

2:25–2:30 Transition

2:30–2:40 Sixth Grade

2:45–2:55 Fifth Grade Band

2:55–3:05 Sixth Grade Band

Each grade level will enter, perform and then return to their classrooms

*** Family members, please park in the south parking lot. After your child/children perform, if you are wanting to check them out for the day, then you will need to go around to the Elementary Office to sign out your child/children.**



American Indian Education Program
School Board Report
Date: December 15th, 2025

Budget Updates

- AIEA Funds Spend Down: \$76,586.67
 - Estimated to receive \$336,500.00 for 25/26 school year
- Title VI Funds Spend Down: \$34,632.15
 - Estimated to receive \$119,146.00 for 25/26 school year

Program Updates

- We are still seeking to hire a full-time High School Ojibwe Language, American Indian Culture & History Teacher.
 - This position will support language revitalization, cultural education, and secondary-level Indigenous studies.

Student Events & Activities

November Events

- **All Month – Ribbon Skirt/Shirt Competition**

Students and staff are encouraged to wear their ribbon skirts or shirts throughout November.

 - Winners are -
 - Elementary - Jorja Leslie
 - High School - Charlie Hanks
 - Staff - Kelly Phillips
- **11/3 – Tribal Consultation**

Went extremely well — the strongest and most productive consultation to date.

- **11/11–11/13 – Marcie Rendon Writers Workshop**
A select group of 12 students participated.
- **11/12 – Native American Heritage Month Fall Feast**
Featured White Earth enrolled author Marcie Rendon and included cultural teachings and a community meal.
- **11/13 – Detroit Lakes School Powwow**
Our Cultural Pathways class and all MHS Royalty were in attendance and participated.
- **11/14 – Mashkiki Cohort at WETCC**
23 students (grades 10–12) signed up and attended.
- **11/17–11/21 – Native American Heritage Month Celebration Days**
 - **Boarding School Monday:** Every Child Matters – Wear Orange
 - **Tradition Tuesday:** Represent Indigenous-owned brands
 - **Rock Your Mocs Wednesday:** Wear moccasins
 - **MMIP Thursday:** Missing & Murdered Indigenous People – Wear Red
 - **Fancy Friday:** Ribbon skirts, ribbon shirts, or beadwork
- **11/20 - Native Pathways to College Site Visit**
 - **All seniors attended**

Liaison Staff Updates

The American Indian Education Program currently employs five liaison staff members who support students across the district:

- **Meredith McArthur-Thorpe** – Part-Time AIE Districtwide Liaison
 - 125 daily student contacts
 - 23 parent contacts
 - 0 home visit
 - Participated in 22 meetings
 - Part-Time ADSIS grant work
- **Jessica Goodwin** – Full-Time Attendance & Truancy Liaison
 - 192 daily student contacts
 - 62 parent contacts

- 7 home visits
- 87 attendance letters
- Participated in 54 meetings
- Regular meetings with the county, ICW, and collaborative partners
- **Kelly Phillips** – Full-Time Grades 10–12 Liaison
 - 204 daily student contacts
 - 26 parent contacts
 - 7 home visits
 - Participated in 3 meetings
 - Member of our Crisis Response Team
- **Curt Uran** – Full-Time Grades 7–9 Liaison
 - 166 daily student contacts
 - 14 parent contacts
 - 7 home visits
 - Participated in 2 meetings
 - Member of our Crisis Response Team
- **Lakeisha Londo** – Works with Elementary Liaison Students
 - 29 daily student contacts
 - 23 parent contacts
 - Participated in 18 meetings

Upcoming Meetings

- **AIPAC:** December 17 at 6:00 PM
- **Title VI:** Directly following AIPAC
- **JOM:** December 8th at 6:00 PM via Zoom

Upcoming Events

- **December:**
 - AIE Winter Workshop - Wednesday, December 10th 6-8 PM
 - Stations include (need to register for, limited spaces available in each)
 - Woodworking - Christmas Tree with Kelly Phillips & Brent Miller
 - Ribbon Skirt/Shirt with LaKeisha Londo
 - Beaded Earrings with Courtney Stueness
 - Hand Drums with Craig Bower
 - Moccasin Earrings with Morrissa Fanning

- Tie Blankets with Curt Uran
- Dreamcatchers/Traditional Medicine Ornaments with Jess Goodwin
- Christmas movie & Popcorn with IYC for younger students
- Dinner will be served (Soup & Bread by Janice Chilton)

Summary for the Board

November was a busy but very successful month for the AIE program. We received many positive comments and compliments about the activities and events we hosted. It's been nice to slow down a bit in December, with just one larger event on the calendar — the AIE Winter Workshop. This workshop invites our AIE students and families into the school to handcraft a traditional Christmas gift. We continue to see strong growth and support in our efforts to maintain an environment where our AI students and families feel welcomed and comfortable.



Superintendent's Report

December 15, 2025

1. Highlights

- The **Jingle Bell Shoppe** in the elementary was a highlight this month — a joyful community event with high turnout and many volunteers.

2. Operations & Facility Updates

- We have now issued our **first winter weather-related alerts**, and our communication systems are performing as expected across phone, text, and email platforms.
- Thank you to the Board for your support in approving a **1:00 PM early dismissal on December 23** in light of the holiday season.
- **Construction punchlist walkthrough** 12/4 and extensive work scheduled over holiday break.

3. Staffing & Personnel

- We have several **Positions Posted**, including: Special Education teacher, Ojibwe Language/Native Studies Teacher, paraprofessionals, and substitutes.
- Looking to hire another clerical para due to needs in a multitude of non-instructional settings.

4. Committee Meetings Summary

25-26 Committee Meeting Cycle - As part of our district goal to enhance transparency and encourage community involvement, committee meeting dates and materials will be posted on BoardBook moving forward.

- **Finance Committee** – Met in November and reviewed the FY26 revised budget in comparison to the preliminary June budget.
- **Pairing Committee** - Met 12/8 virtually to reflect on a strong fall season and prepare for the transition to winter activities. Topics included volunteer support, Bound scheduling updates, and communication alignment between both districts to support families effectively.

Minnesota Paid Leave

Effective January 1, 2026, the State of Minnesota will implement the Minnesota Paid Leave Program (MNPL), providing eligible employees with paid time off for family and medical leave reasons. Mahanomen Public Schools is a participant in the State of Minnesota's Paid Leave program. MNPL benefits are funded through premium contributions payable to the State of Minnesota.

Premium Split

The program is funded by payroll premiums shared between the District and employees. The total premium rate is subject to the terms of the state policy. The District pays 50% of the total premium. The Employee pays 50% of the total premium through automatic payroll deduction starting January 1, 2026. This rate may be adjusted annually by the State. Any changes will be communicated in advance.

Eligibility

Eligibility determinations for MNPL benefits are made State of Minnesota pursuant to Minnesota Statutes, Chapter 268B. Generally, to be eligible for MNPL, you must:

- Meet the requirements for the reasons for leave.
- Work at least 50% of the time from a location in Minnesota, including employees who work from home or spend time in other states occasionally.
- Meet the financial eligibility requirements by having earned over a specific amount of wages as defined by Minnesota law at the time of your requested leave.

Benefit Amount

An employee's weekly MNPL benefits are calculated and determined by the State of Minnesota, pursuant to Minnesota Statutes, Chapter 268B. The amount is based on the employee's income level and the maximum employees will receive will be between 55% and 90% of their regular wages while on MNPL, with a maximum weekly benefit set at the state average wage.

Benefit Year

The benefit year is a 12-month period measured forward from an employee's first day of leave taken.

Leave Entitlement and Usage

The State of Minnesota may approve MNPL leave for the following conditions in a benefit year:

- Up to 12 weeks of medical leave (for yourself) to take care of yourself for a serious health condition, including pregnancy, childbirth, recovery, or surgery.
- Up to 12 weeks of family leave to:
 - Bond with a child through birth, adoption, or foster placement
 - Care for a family member with a serious health condition
 - Support a military family member called to active duty
 - Receive covered types of care for yourself or a family member because of domestic abuse, sexual assault, or stalking

You can take both types of leave in the same year, but you cannot exceed 20 weeks total within a single benefit year. Your benefit year starts the first day you take Paid Leave. There is no waiting period for MNPL if you are granted the benefit.

Definitions

- **Family member** includes:
 - Spouse or partner

- Child (including biological, adopted, step, or foster children, or a child you raise even if you are not legally related)
 - Parent or person who raised you
 - Sibling
 - Grandchild or grandparent
 - In-laws (including son, daughter, father, or mother)
 - Anyone close to you who depends on you like family, even if not related by blood
- A **serious health condition** means a physical or mental illness, injury, impairment, condition, or substance use disorder. Taking care of yourself for this serious condition may involve evaluation, treatment, inpatient care, recovery, or not being able to perform regular work, attend school, or do regular daily activities. This includes childbirth, conditions related to pregnancy, or surgery.

Supplementing Pay

Employees are not permitted to use accrued paid leave (such as sick leave, vacation, or personal leave) to supplement or “top off” the paid leave benefit. Employees will receive wage replacement directly from the State of Minnesota based on the statutory formula, which provides a percentage of regular wages up to the program maximum. During periods when employees receive Minnesota Paid Leave benefits, no additional pay from District-provided leave balances may be used to increase earnings. Accrued leave balances will remain available for use after the Paid Leave period ends, in accordance with District policy.

Accrual of Vacation and Sick Leave During Paid Leave

In accordance with MNPL, benefits paid directly by the State (or the District’s approved equivalent plan provider) are not considered wages paid by the employer. Accordingly, employees will not accrue vacation, sick leave, or personal leave, for any hours or days during which they are receiving MNPL benefits.

Benefit Contributions During Leave

Unless the employee revokes coverage while on MNPL, Mahnomon Public Schools will continue to provide group health insurance coverage for an employee on MNPL under the same conditions as the coverage was provided before the employee took leave.

When employees are approved for leave under the Minnesota Paid Leave Program, they will receive wage replacement directly from the State of Minnesota. As a result, employees will not receive regular pay from the District during the period they are receiving Paid Leave benefits.

Because no payroll is processed through the District during this time, normal payroll deductions (such as health insurance premiums, retirement contributions (TRA/PERA), HAS/VEBA’s, union dues, or other elected deductions) will not occur automatically.

Employees are responsible for making arrangements in advance with the District’s Payroll / HR Department to ensure continued coverage of any benefits that require employee contributions during their leave period. Payment arrangements must be made before the leave begins whenever possible to avoid interruption of benefits.

Coordination with Other Leave Programs

The Minnesota Paid Leave program runs concurrently, where applicable, with other leave laws and district benefits, including:

FMLA (Family and Medical Leave Act): Paid Leave and FMLA will generally run concurrently when the reason for leave qualifies under both laws.

PPL (Paid Parental Leave): MNPL will run concurrently with Minnesota pregnancy and parenting leave.

The District's HR Department will assist employees in coordinating benefits to ensure compliance and prevent duplication of pay.

Intermittent Leave Increments

Intermittent leave through the Minnesota Paid Leave program may be taken in increments as small as one day. Employees must schedule intermittent leave in a manner that does not unduly disrupt District operations, subject to reasonable notice requirements.

Employees may apply for intermittent leave in most cases, provided the leave is reasonable and appropriate to the needs of the individual requiring care.

1. **Eligibility.** In addition to the other eligibility requirements under the MN Paid Leave law, employees seeking intermittent leave must have at least eight hours of accumulated leave (unless more than 30 days have lapsed since taking the initial leave).
2. **Notice.** In situations where employees seek MNPL on an intermittent basis, employees must make a reasonable effort to provide written notice to the Payroll / HR Department of the need for intermittent leave *before* applying for MNPL benefits.

As part of the notice, employees must provide Mahnomen Public Schools with the following:

1. Proposed intermittent leave schedule; and
2. A completed certification from a health care provider identifying the leave as necessary and a reasonable estimate of the frequency and duration and treatment schedule for the leave.
3. **Increments of Leave & Maximum Number of Hours.** Consistent with other forms of leave provided by Mahnomen Public Schools, employees may take intermittent leave in increments of **a full day**. If eligible for intermittent leave, Mahnomen Public Schools allows a maximum of 480 hours of intermittent leave in any 12-month period. After reaching the maximum amount of allowed intermittent leave, employees may request continuous MNPL provided the continuous leave does not exceed the maximum amount of MNPL allowed by law.

Intermittent and Continuous Leave Limitations

After an employee has used 480 hours (12 weeks) of intermittent leave within a benefit year for the same qualifying reason, any additional leave for that reason may be required to be taken on

a continuous basis for the remainder of the leave period. Employees should work with HR to plan and schedule any extended or ongoing leave.

Attendance and Call-Out Procedures

Employees are required by law to begin their Paid Leave application through their employer before filing with the State or private plan provider.

Employees must:

- Notify their supervisor and HR as soon as possible when a qualifying event occurs;
- Follow the District's normal call-out procedures for any absences; and
- Complete the required Leave of Absence form located on the staff site.

Failure to provide required notice may result in a delay of benefit approval or pay.

The District will provide employees with all necessary forms and information for completing the application process.

Notice

Prior to starting a claim with the State, employees should reach out to Human Resources to notify your intention to take leave. If the need is foreseeable, we ask that you provide at least two-weeks notice prior to taking leave. If the leave is not foreseeable you will still be able to take leave under MNPL and we ask that you provide as much notice as possible.

Claim Submission and Completion

It is the employee's responsibility to initiate a claim and to provide all necessary supporting information and documents in a timely manner as required. If the employee fails to initiate a claim and/or provide all requested information within the required timelines, the claim may be denied or closed.

Determination of Claim Approval or Denial

Mahnomen Public Schools does not make the determination of whether or not an employee's claim is approved or denied. Mahnomen Public Schools will provide information to the State of Minnesota as requested; however, Mahnomen Public Schools does not determine the outcome of the claim.

Reinstatement

Upon return from covered MNPL, you will be reinstated to your previous position or to an equivalent position, with the same status, pay, employment benefits, length-of-service credit, and seniority credit as of the date of leave as long as you have worked for Mahnomen Public Schools for a minimum of 90 calendar days. Upon return to work, if it becomes evident that the employee is unable to perform the key essential functions of their position (with or without reasonable accommodation), Mahnomen Public Schools may engage in an interactive process, consistent with the American with Disability Act (ADA) and/or Minnesota Human Rights Act (MHRA) and other applicable workplace policies, including workplace safety protocols, to determine appropriate next steps.

Retaliation

Mahnomen Public Schools will not interfere or retaliate against employees who request or take leave in accordance with the MN Paid Leave law.

Extended (Overnight) Fieldtrip Request

Extended trips involve one or more overnight stay(s) and must be requested **well in advance of the planned activity**. This form must be completed and approved at each level: principal, superintendent, and school board. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g. tournament competition).

Requested by: Dan Kohler Date: 12-11-25
Group: Baseball Date of Fieldtrip: April 17 & 18, 2026
Number of Students: 35+ Number of Chaperones: 3
Event/Destination: Attend a Twins game one day, Play LPTA @ Delano the other
Purpose/Benefit to Student:
Give student-athletes the opportunity to play at the Municipal Ballpark in Delano & watch a professional baseball game.
Mode of Transportation: School Bus - Rich Zima

Estimated Allowable District Expenses: (Advisor/Chaperone only)

Transportation: Ø
Lodging: Ø
Meals: Ø
Registration/Fees: Ø
Substitute: Ø
Total: Ø

Approved by: [Signature] (Principal)

Approved by: _____ (Superintendent)

Date of Board Approval: _____

Checklist items to be completed prior to departure:

1. Travel itinerary information submitted to and approved by administration. (Page 2)
2. Chaperone list with cell phone numbers submitted to and approved by administration.
3. Itinerary & contact information disseminated to parent/guardian & chaperone(s).
4. Student/Chaperone fees paid.
5. Permission & Rules of Conduct Forms signed by student & parent/guardian.
6. Chaperone expectation meeting conducted.
7. Luggage & personal belongings searched for banned substances.

Extended Fieldtrip Itinerary Information

Complete detailed information below and submit to Building Principal for approval:

Date of Board Approval: _____

Dates gone: _____ through _____

Days of the week gone: _____

Substitute name: _____

Travel timeline:

Travel route: _____

Lodging: _____ Lodging phone#: _____

Bus Driver or Transportation Company: _____

Chaperone(s) name & cell#: _____

_____, _____

_____, _____

Checklist:

_____ Itinerary information disseminated to parent/guardian including chaperone contact info.

_____ Student/Chaperone fees paid.

_____ Permission/Rules of Conduct Form signed by student & parent guardian.

_____ Chaperone expectation meeting scheduled.

_____ Luggage & personal belongings search for contraband conducted.

_____ Substitute lesson plans developed.

Principal Signature: _____ Date: _____

December 9, 2025

Andrea Simon, Superintendent
Mahnomen Public Schools

Dear Andrea,

Please accept this letter as formal notice of my resignation from my position as MARSS Coordinator at Mahnomen Public Schools. My last day of employment will be **December 31, 2025**.

I appreciate the opportunities for growth and experience I have gained during my time with the district.

I will ensure that all reporting documentation and timelines are organized prior to my departure.

Sincerely,

A handwritten signature in cursive script, reading "Nikki McCollum".

Nikki McCollum

Resignation

External

Inbox

Hello,

I never received confirmation of resignation. I wanted to resend this email to ensure confirmation. I resign effective Monday, December 1st, 2026.

Thanks,

Darla Warren

Get [Outlook for iOS](#)

From: Darla Warren <darla.warren12@hotmail.com>

Sent: Monday, December 1, 2025 4:36 PM

To: andrea.simon@mahnomen.k12.mn.us <andrea.simon@mahnomen.k12.mn.us>

Subject: Resignation

Good afternoon,

After careful consideration of events that took place today, I think it is best I resign effective today. I do not think this will be a desirable working relationship. The lack of consideration for my son and I during one of the most difficult times of our lives is alarming.

Regards,

Darla Warren