Wrenshall Board of Education

Monday, April 7, 2025 6:00 PM Central

Wrenshall School Library Media Center
207 Pioneer Drive
Wrenshall, MN 55797

Eric Ankrum:	Present
Jon Beck:	Present
Mary Carlson:	Present
Ben Johnson:	Present
Ashley Laveau:	Present
Erin Riley:	Present

Present: 6.

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Adoption of Agenda
5. Regular Business
   - 5.a. Approval of Minutes
   - 5.b. Accept Business Office Report
   - 5.c. Approval of Consent Agenda
6. Informational Items
   - 6.a. Board Committee Reports
   - 6.b. Principal's Report
   - 6.c. Community Education Report
   - 6.d. American Indian Cultural Liaison Report
   - 6.e. Enrollment Report
   - 6.f. Superintendent's Report
7. Action Items
   - 7.a. Approve Revised Fiscal Year 2025 Budget
   - 7.b. Reduction of Probationary Teaching Staff
     - 7.b.1. Resolutions Nonrenewing Probationary Teachers
   - 7.c. Resolution to Close Identified Grade Levels for Open Enrollment in the 2025-2026 School Year
   - 7.d. Approve Purchase of Service Agreement for Substitute Principal
   - 7.e. Policy Review Cycle
     - 7.e.1. Annual Policy Review
     - 7.e.2. New Policy
   - 7.f. Acceptance of Donations
   - 7.g. Hiring Requests
8. Closed Session to Review Details of School Crisis Plan
9. Future Meetings
10. Adjournment

Wrenshall Board of Education

Monday, April 7, 2025 6:00 PM
Wrenshall School Library Media Center, 207 Pioneer Drive, Wrenshall, MN 55797

1.	**Call to Order**	**Speaker(s):** Chairperson
2.	**Pledge of Allegiance**	**Speaker(s):** Chairperson
3.	**Roll Call**	**Speaker(s):** Chairperson
4.	**Adoption of Agenda**	**Speaker(s):** Chairperson
5.	**Regular Business**	**Speaker(s):** Chairperson
5.a.	Approval of Minutes	**Speaker(s):** Chairperson
5.b.	Accept Business Office Report	**Speaker(s):** Jeff Pesta
5.c.	Approval of Consent Agenda	**Speaker(s):** Jeff Pesta
6.	**Informational Items**	**Speaker(s):** Chairperson
6.a.	Board Committee Reports	**Speaker(s):** Mary Carlson
6.b.	Principal's Report	**Speaker(s):** Michelle Blanchard
6.c.	Community Education Report	**Speaker(s):** Michele Carlson
6.d.	American Indian Cultural Liaison Report	**Speaker(s):** Kevin Kot
6.e.	Enrollment Report	**Speaker(s):** Jeff Pesta
6.f.	Superintendent's Report	**Speaker(s):** Jeff Pesta
7.	**Action Items**	**Speaker(s):** Chairperson
7.a.	Approve Revised Fiscal Year 2025 Budget	**Speaker(s):** Jeff Pesta
7.b.	Reduction of Probationary Teaching Staff	**Speaker(s):** Jeff Pesta
7.b.1.	Resolutions Nonrenewing Probationary Teachers	**Speaker(s):** Jeff Pesta
7.c.	Resolution to Close Identified Grade Levels for Open Enrollment in the 2025-2026 School Year	**Speaker(s):** Jeff Pesta
7.d.	Approve Purchase of Service Agreement for Substitute Principal	**Speaker(s):** Mary Carlson
7.e.	Policy Review Cycle	**Speaker(s):** Mary Carlson
7.e.1.	Annual Policy Review	**Speaker(s):** Mary Carlson
7.e.2.	New Policy	**Speaker(s):** Mary Carlson
7.f.	Acceptance of Donations	**Speaker(s):** Chairperson
7.g.	Hiring Requests	**Speaker(s):** Jeff Pesta
8.	**Closed Session to Review Details of School**	**Speaker(s):** Ben

	Crisis Plan	Johnson and Jon Beck
9.	**Future Meetings**	**Speaker(s):** Chairperson
10.	**Adjournment**	**Speaker(s):** Chairperson

Wrenshall Board of Education
Wednesday, March 12, 2025 6:00 PM Central

Wrenshall School Commons
207 Pioneer Drive
Wrenshall, MN 55797

Eric Ankrum:	Present
Jon Beck:	Present
Mary Carlson:	Present
Ben Johnson:	Present
Ashley Laveau:	Present
Erin Riley:	Present

Present: 6.

1. Call to Order
Chair Carlson called the meeting to order at 6:00 p.m. There was no public comment received prior to the meeting.

2. Pledge of Allegiance

3. Roll Call
All directors were present.

4. Adoption of Agenda
Motion to approve. This motion, made by Erin Riley and seconded by Ashley Laveau, Carried.
Eric Ankrum: Yea, Jon Beck: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Ashley Laveau: Yea, Erin Riley: Yea
Yea: 6, Nay: 0

5. Regular Business

5.a. Approval of Minutes
Motion to approve official minutes as presented. This motion, made by Eric Ankrum and seconded by Erin Riley, Carried.
Eric Ankrum: Yea, Jon Beck: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Ashley Laveau: Yea, Erin Riley: Yea
Yea: 6, Nay: 0

5.b. Accept Business Office Report
Motion to accept business report as presented. This motion, made by Ashley Laveau and seconded by Jon Beck, Carried.
Eric Ankrum: Yea, Jon Beck: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Ashley Laveau: Yea, Erin Riley: Yea
Yea: 6, Nay: 0

5.c. Approval of Consent Agenda
Motion to approve. This motion, made by Eric Ankrum and seconded by Erin Riley, Carried.
Eric Ankrum: Yea, Jon Beck: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Ashley Laveau:

Yea, Erin Riley: Yea
Yea: 6, Nay: 0

6. Informational Items

6.a. Principal's Report
Per statute, the superintendent is required to complete a formal evaluation of each principal annually. Wrenshall has utilized a cognitive coaching format over the past two years. The method features SMART goal-setting and regular coaching sessions to plan, problem solve, and reflect.

6.b. Community Education Report

6.c. American Indian Cultural Liaison Report

6.d. Enrollment Report

6.e. Superintendent's Report

6.f. Board Director or Committee Reports
MDE Tech Grant - Director Johnson provided an update. The ad-hoc committee met on March 12 as part of the state grant cohort. The required progress report was submitted.
PIE - Director Laveau reported that the recent pizza fundraiser collected $153.
Wellness - Director Riley reported that the committee met on March 12 and provided a orientation for members.
Legislative Advocacy - Directors Carlson, Ankrum, Riley, and Laveau attended the MSBA Day at the Capitol to lobby legislators on behalf of the District.

7. Action Items

7.a. Approve 2025-2026 School Year Calendar
Motion to approve calendar as presented. This motion, made by Eric Ankrum and seconded by Ashley Laveau, Carried.
Eric Ankrum: Yea, Jon Beck: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Ashley Laveau: Yea, Erin Riley: Yea
Yea: 6, Nay: 0

7.b. Approve Revised Raptor Activities Cooperative Agreement
Motion to approve as presented. This motion, made by Ashley Laveau and seconded by Jon Beck, Carried.
Eric Ankrum: Yea, Jon Beck: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Ashley Laveau: Yea, Erin Riley: Yea
Yea: 6, Nay: 0

7.c. Northern Lights Special Education Cooperative Annual Renewal

7.d. Approve Committee Acknowledgments
Motion to acknowledge the committees as presented. This motion, made by Erin Riley and seconded by Ben Johnson, Carried.
Eric Ankrum: Yea, Jon Beck: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Ashley Laveau:

Yea, Erin Riley: Yea
Yea: 6, Nay: 0
The Board will request that Safety and Curriculum Advisory Committees make their annual reports to the Board on April 7.

7.e. Approve Purchase of Service Agreement for Teacher Evaluation
Motion to engage services under the terms presented. This motion, made by Eric Ankrum and seconded by Erin Riley, Carried.
Eric Ankrum: Yea, Jon Beck: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Ashley Laveau: Yea, Erin Riley: Yea
Yea: 6, Nay: 0

7.f. Policy Review Cycle

7.f.1. Annual Policy Review
Motion to approve revised policies 701, 707, 708, 709 and 721 to reflect state legislative changes or reference citations. This motion, made by Ben Johnson and seconded by Ashley Laveau, Carried.
Eric Ankrum: Yea, Jon Beck: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Ashley Laveau: Yea, Erin Riley: Yea
Yea: 6, Nay: 0

7.g. Acceptance of Donations
Motion to accept donation with gratitude. This motion, made by Eric Ankrum and seconded by Ashley Laveau, Carried.
Eric Ankrum: Yea, Jon Beck: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Ashley Laveau: Yea, Erin Riley: Yea
Yea: 6, Nay: 0

7.h. Hiring Requests
Motion to approve request as presented. This motion, made by Eric Ankrum and seconded by Ben Johnson, Carried.
Eric Ankrum: Yea, Jon Beck: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Ashley Laveau: Yea, Erin Riley: Yea
Yea: 6, Nay: 0

8. Future Meetings
The April 3 work session and April 7 regular meetings were confirmed. Public meetings regarding consolidation exploration will be determined and posted.

9. Adjournment
Motion to adjourn. This motion, made by Ashley Laveau and seconded by Ben Johnson, Carried.
Eric Ankrum: Yea, Jon Beck: Yea, Mary Carlson: Yea, Ben Johnson: Yea, Ashley Laveau: Yea, Erin Riley: Yea
Yea: 6, Nay: 0
Chair Carlson adjourned the meeting at 7:28 p.m.

Wrenshall Board of Education Work Session
Thursday, April 3, 2025 6:00 PM Central

Wrenshall School Library Media Center
207 Pioneer Drive
Wrenshall, MN 55797

Eric Ankrum:	Present
Jon Beck:	Present
Mary Carlson:	Present
Ben Johnson:	Present
Ashley Laveau:	Present
Erin Riley:	Present

Present: 6.
The meeting was not video recorded due to storm related temporary internet outage.

1. Call to Order
The work session was called to order by Chair Carlson at 6:04 p.m.

2. Preview of Regular Meeting Agenda for April 7.

2.a. Board Committee Reports
Negotiations - Director Ankrum shared that the first session with the teachers' bargaining group will be April 7. Director Johnson shared that an intent to negotiate was also received by the support staff bargaining group.
Safety - A draft revision of Policy 806 has been recommended for its first read on April 7. The Board will enter closed session on April 7 to review nonpublic action plans under that proposed policy.
NLSEC - Director Beck is now the voting member representing Wrenshall. He has attended one NLSEC Board meeting and will attend the NLA meeting on April 4.
PIE - Director Laveau shared that there will be a garden committee meeting on May 14.
Grants - Director Johnson is seeking staff and community members interested in participating on the Grants Committee.
Wellness - Director Riley indicated that there are several revisions necessary for policy and procedures based on review feedback.
Raptor Sports - Director Carlson shared that the next Cooperative Committee meeting will be April 16.
Consolidation - Director Carlson provided an update about lobbying efforts at the State Capitol. The joint public listening session on April 2nd was postponed due to weather.

3. Strategic Planning

3.a. Revised Fiscal Year 2025 Budget and Proposed Fiscal Year 2026 Budget
Superintendent Pesta advised the Board to focus on the approval of the revised Fiscal Year 2025 budget during April meetings and to transition to work on the proposed Fiscal Year 2026 budget during the May meetings. The approval of the Fiscal Year 2026 budget will occur in May if enough information is available from the legislative session. It will be postponed until the June meeting if necessary.

3.b. Strategic Governmental Partnerships
The Board explored possible options for expanding strategic partnerships with other local governmental entities. They reinforced that any official communication expressing interest for partnerships should initially occur between the Superintendent and the appropriate leadership position of the governmental body. Individual Board directors or staff members should not represent the Board in conversations or engage in sharing staff or materials in advance of formal Board approval.

3.c. Administrative Substitutes
The Board reviewed a list of possible options for obtaining a substitute for Principal Blanchard on April 14-17. The consensus of the Board was seek a purchase of service agreement with the Carlton School District.

3.d. Analysis of Career and Technical Education Processes and Procedures
No further progress taken.

4. Adjournment
Chair Carlson adjourned the work session at 8:30 p.m.

Wrenshall School ISD #100
Receipt Listing Report

Deposit Ctrl No	Batch	Co	Receipt No	Receipt Type	Bank	Check No	Date	Pmt Type	Grp	Code	Customer	Status	Amount
3708		0100	12214	Credit	1		03/06/25	Check	1	1007	ISD 093 - Carlton	Applied	208.95
		0100	12215	Credit	1		03/06/25	Check	1	1033	ISD #577 Willow River	Applied	232.63
		0100	12216	Credit	1		03/06/25	Check	1	1018	ISD 700 - Hermantown	Applied	579.38
		0100	12217	Credit	1		03/06/25	Check	1	1046	Community Ed	Applied	35.00
		0100	12218	Credit	1		03/06/25	Check	1	1042	LATCH KEY	Applied	640.00
		0100	12219	Credit	1		03/06/25	Check	1	1044	PreSchool	Applied	208.34
		0100	12220	Credit	1		03/06/25	Check	1	1500	Miscellaneous	Applied	1,335.10
											Deposit Control Total:		**3,239.40**
3709		0100	12221	Credit	1	0009466072	03/11/25	Check	1	1002	State of MN	Applied	25,009.77
											Deposit Control Total:		**25,009.77**
3710		0100	12222	Credit	1	0009456266	03/11/25	Check	1	1002	State of MN	Applied	2,547.93
											Deposit Control Total:		**2,547.93**
3711		0100	12223	Credit	1		03/12/25	Check	1	1002	State of MN	Applied	16,662.71
											Deposit Control Total:		**16,662.71**
3712		0100	12224	Credit	1		03/12/25	Check	1	1034	Federal Dept of Education	Applied	3,907.51
											Deposit Control Total:		**3,907.51**
3713		0100	12225	Credit	1	0009476985	03/15/25	Check	1	1002	State of MN	Applied	243,790.66
											Deposit Control Total:		**243,790.66**
3714		0100	12226	Credit	1		03/13/25	Check	1	1042	LATCH KEY	Applied	240.00
		0100	12227	Credit	1		03/13/25	Check	1	1046	Community Ed	Applied	257.96
											Deposit Control Total:		**497.96**
3715		0100	12228	Credit	1		03/13/25	Check	1	1110	Lunch Program	Applied	50.00
		0100	12229	Credit	1		03/13/25	Check	1	1046	Community Ed	Applied	220.00
		0100	12230	Credit	1		03/13/25	Check	1	1042	LATCH KEY	Applied	330.00
											Deposit Control Total:		**600.00**
3716		0100	12231	Credit	1	0009484016	03/19/25	Check	1	1002	State of MN	Applied	3,770.85
											Deposit Control Total:		**3,770.85**
3717		0100	12232	Credit	1		03/24/25	Check	1	1007	ISD 093 - Carlton	Applied	13,729.98
		0100	12233	Credit	1		03/24/25	Check	1	1015	ISD 704 - Proctor	Applied	538.23
		0100	12234	Credit	1		03/24/25	Check	1	1008	ISD 094 - Cloquet	Applied	1,050.30
		0100	12235	Credit	1		03/24/25	Check	1	1110	Lunch Program	Applied	50.00
		0100	12236	Credit	1		03/24/25	Check	1	1046	Community Ed	Applied	200.00

Wrenshall School ISD #100
Receipt Listing Report

Deposit Ctrl No	Batch	Co	Receipt No	Receipt Type	Bank	Check No	Date	Pmt Type	Grp	Code	Customer		Status	Amount
3717		0100	12237	Credit	1		03/24/25	Check	1	1500	Miscellaneous		Applied	1,047.91
												Deposit Control Total:		**16,616.42**
3718		0100	12238	Credit	1	0009491222	03/25/25	Check	1	1002	State of MN		Applied	218.43
												Deposit Control Total:		**218.43**
3719		0100	12239	Credit	1	0009501771	03/26/25	Check	1	1002	State of MN		Applied	111.28
												Deposit Control Total:		**111.28**
3720		0100	12240	Credit	1	0009503889	03/28/25	Wire	1	1002	State of MN		Applied	297,036.81
												Deposit Control Total:		**297,036.81**
3721		0100	12241	Credit	1		03/31/25	Wire	1	1045	BRIGHTWHEEL		Applied	5,759.94
												Deposit Control Total:		**5,759.94**
3722		0100	12242	Credit	1		03/31/25	Check	1	1037	Infinite Campus		Applied	14.63
												Deposit Control Total:		**14.63**
												Report Total:		619,784.30

EXPENSE SUMMARY - March 2025

Check No.	Vendor	Amount	Date	Description
57063	AYDEN BERGLIND	$39.48	3/7/2025 0:00	Supplies-Ops & Maintenance
57064	BRADY STAPLES FAIRBANKS	$1,300.00	3/7/2025 0:00	American Indian Ed- Cnslt
57065	CENTURY LINK	$328.66	3/7/2025 0:00	Telephone
57066	CHRIS GUSTAFSON	$126.00	3/7/2025 0:00	Travel-PERKINS Staff Dev
57067	CMH RAITER FAMILY CLINIC	$247.00	3/7/2025 0:00	Physicals/Drug Testing
57068	CMH RAITER FAMILY CLINIC	$284.00	3/7/2025 0:00	Physicals/Drug Testing
57069	CMH RAITER FAMILY CLINIC	$50.00	3/7/2025 0:00	Physicals/Drug Testing
57070	COMO OIL AND PROPANE	$556.46	3/7/2025 0:00	Fuel For Vehicles
57071	COMO OIL AND PROPANE	$599.20	3/7/2025 0:00	Fuel For Vehicles
57072	COOPERATIVE PURCHASING	$1,496.80	3/7/2025 0:00	General Supplies-Paper
57073	DANIEL ADKINS	$25.88	3/7/2025 0:00	Repairs & Maint Serv
57074	DSC COMMUNICATIONS	$140.00	3/7/2025 0:00	Communications Serv
57075	DSC COMMUNICATIONS	$70.00	3/7/2025 0:00	Telephone
57076	DSC COMMUNICATIONS	$460.00	3/7/2025 0:00	Communications Serv
57077	KARLSBURGER FOODS INC	$54.00	3/7/2025 0:00	Food-Lunch
57078	LAKE SUPERIOR COLLEGE	$7,755.04	3/7/2025 0:00	Pay For Edu Pur MN S
57079	MDE MCIS ACCT 621892	$526.80	3/7/2025 0:00	Software Lic Agree-HS
57080	MELANIE HUMMEL Ed S	$5,100.00	3/7/2025 0:00	School Psych Services
57081	MENARDS - WEST DULUTH	$242.37	3/7/2025 0:00	Supplies- Industrial Ed
57082	MN TELECOMMUNICATIONS	$403.00	3/7/2025 0:00	Svc Purch - MN Joint-Powers
57083	MRI SOFTWARE	$5.00	3/7/2025 0:00	Legal Fees
57084	NORTHERN OUTDOORS CLUB	$80.00	3/7/2025 0:00	Com Ed Instructor Fee
57085	NORTHLAND LAWN & SPORT LLC	$745.94	3/7/2025 0:00	Repairs & Maint Serv-Maint
57086	PITNEY BOWES GLOBAL	$174.00	3/7/2025 0:00	Postage & Express
57087	RENAE HOUSE	$296.94	3/7/2025 0:00	Dues/License-Food Svc
57088	SCHMITT MUSIC DULUTH	$95.45	3/7/2025 0:00	Repairs-Band Instruments
57089	SECTION 7A MUSIC	$75.00	3/7/2025 0:00	Music Activities-Expense
57090	SKUTEVIKS FLORAL	$202.90	3/7/2025 0:00	Class of 2026- Expense
57091	UHL / ABE	$1,623.50	3/7/2025 0:00	Repair/Maint-MECH SYSTEMS
57092	UHL / ABE	$794.00	3/7/2025 0:00	Repair/Maint-MECH SYSTEMS
57093	UHL / ABE	$827.00	3/7/2025 0:00	Repair/Maint-MECH SYSTEMS
57094	UNITED TRUCK BODY CO INC	$614.57	3/7/2025 0:00	Repairs & Maint Serv
57095	UPPER LAKES FOODS INC	$4,512.64	3/7/2025 0:00	Food
57096	WALMART / CAPITAL ONE	$282.15	3/7/2025 0:00	Amer Indian Ed- Gen Supplies
57097	WIEDIGER SPEECH & LANGUAGE	$12,056.00	3/7/2025 0:00	To Non-Ed Agency
57098	MN PEIP	$33,569.10	3/7/2025 0:00	Health Insurance
57099	ARCC	$100.00	3/14/2025 0:00	Dues & Membership
57100	ASHLEY LAVEAU	$182.00	3/14/2025 0:00	Travel-Admin Staff Dev
57101	CHLOE SWANSON	$150.71	3/14/2025 0:00	General Supplies-NHS
57102	CHRIS GUSTAFSON	$37.80	3/14/2025 0:00	Travel-PERKINS Staff Dev
57103	CLOQUET SANITARY SERVICE	$918.89	3/14/2025 0:00	Contr Svc- Garbage
57104	COMO OIL AND PROPANE	$580.21	3/14/2025 0:00	Fuel For Vehicles
57105	EMC INSURANCE COMPANIES	$6,622.24	3/14/2025 0:00	Insurance
57106	ERIC ANKRUM	$355.92	3/14/2025 0:00	Travel-Admin Staff Dev
57107	GUARDIAN PEST SOLUTIONS, INC	$57.91	3/14/2025 0:00	Fees for Svc-Food Svc
57108	ISD #0099 ESKO	$512.86	3/14/2025 0:00	Reimb to MN Dist
57109	LAGOM BUILDERS SUPPLY	$3,677.04	3/14/2025 0:00	HS Local Grant Expense
57110	METRO SALES INC	$482.00	3/14/2025 0:00	Lease Principal
57111	MINNESOTA POWER	$7,017.95	3/14/2025 0:00	Electricity
57112	MN ENERGY RESOURCES	$973.40	3/14/2025 0:00	Fuel For Bldgs
57113	MSBA	$230.00	3/14/2025 0:00	Travel-Admin Staff Dev

57114	MSBA	$210.00	3/14/2025 0:00	Travel-Admin Staff Dev
57115	MSBA	$210.00	3/14/2025 0:00	Travel-Admin Staff Dev
57116	MSBA	$230.00	3/14/2025 0:00	Travel-Admin Staff Dev
57117	NORTHEAST SERVICE CO-OP	$1,230.00	3/14/2025 0:00	Knowledge Bowl fees
57118	NORTHERN DOOR & HARDWARE	$335.00	3/14/2025 0:00	Supplies-Ops & Maint
57119	PAN-O-GOLD BAKING	$304.80	3/14/2025 0:00	Food-Lunch
57120	PER MAR SECURITY SERVICES	$21.62	3/14/2025 0:00	Security System Fees
57121	PETERSEN'S DOOR SERVICE	$142.50	3/14/2025 0:00	Repairs & Maint - BLDG
57122	218 SUPPLY LLC	$42.04	3/21/2025 0:00	General Supplies-Food Svc
57123	ANNE SAARI	$240.00	3/21/2025 0:00	Com Ed Instructor Fee
57124	CARDMEMBER SERVICE	$10,019.90	3/21/2025 0:00	Supplies-Travel-Staff Dev
57125	CARLTON COUNTY HUMAN SVCS	$50.00	3/21/2025 0:00	Telephone
57126	CITY OF WRENSHALL	$681.39	3/21/2025 0:00	Water & Sewage
57127	COMO OIL AND PROPANE	$359.06	3/21/2025 0:00	Fuel For Vehicles
57128	COMO OIL AND PROPANE	$427.08	3/21/2025 0:00	Fuel For Vehicles
57129	DELTA DENTAL OF MINNESOTA	$3,174.16	3/21/2025 0:00	Dental Insurance
57130	EDUCATORS BENEFIT CONS	$74.36	3/21/2025 0:00	Cnslt Fees/Serv-Bus Office
57131	GLENN ANDERSON	$34.00	3/21/2025 0:00	Repairs & Maint Serv
57132	JASON CRISP	$164.00	3/21/2025 0:00	Com Ed Instructor Fee
57133	KATIE BECK	$185.43	3/21/2025 0:00	W C General Supplies
57134	KATIE BECK	$535.84	3/21/2025 0:00	Meetings/Travel-Elem SD
57135	KIRK HILL	$40.72	3/21/2025 0:00	General Supplies
57136	KRIS ANDERSON	$43.40	3/21/2025 0:00	Travel-PERKINS Staff Dev
57137	L & M SUPPLY INC	$419.39	3/21/2025 0:00	Supplies-Ops & Maint
57138	MENARDS - WEST DULUTH	$914.06	3/21/2025 0:00	HS Local Grant Expense
57139	MENARDS - WEST DULUTH	$63.14	3/21/2025 0:00	HS Local Grant Expense
57140	MIEA	$560.00	3/21/2025 0:00	Amer Ind Ed- Staff Dev Travel
57141	MSBA	$75.00	3/21/2025 0:00	Travel-Admin Staff Dev
57142	MSBA	$75.00	3/21/2025 0:00	Travel-Admin Staff Dev
57143	MSBA	$75.00	3/21/2025 0:00	Travel-Admin Staff Dev
57144	MSBA	$75.00	3/21/2025 0:00	Travel-Admin Staff Dev
57145	RENAE HOUSE	$191.94	3/21/2025 0:00	General Suppls-Food Svc
57146	SCHMITT MUSIC DULUTH	$46.38	3/21/2025 0:00	Instru Supplies-Music
57147	UPPER LAKES FOODS INC	$4,375.50	3/21/2025 0:00	Food
57148	UNITED TRUCK BODY CO INC	$7,973.34	3/31/2025 0:00	Bus/Van Purchase
	TOTAL	**$131,256.86**		

Wrenshall School ISD #100
Exp/Rev Summary - Fd
Period Ending March 31, 2025

Sequence: L, Fd

		Description	Adopted25 Annual Budget	Period 202509	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
E		Expenditure							
	01	General Fund	4,697,696.00	396,067.01	3,102,580.25	66%	6,786.59	66%	1,588,329.16
	02	Food Services Fund	185,838.00	19,051.93	138,820.38	75%	0.00	75%	47,017.62
	03	Transportation (Sub of 01)	416,410.00	39,523.71	285,969.23	69%	140,975.90	103%	(10,535.13)
	04	Community Service	247,317.00	16,157.88	115,347.09	47%	0.00	47%	131,969.91
	05	Capital Outlay (Sub of 01)	159,232.00	4,395.80	147,336.72	93%	986.00	93%	10,909.28
	07	Debt Redemption Fund	943,770.00	0.00	943,545.00	100%	0.00	100%	225.00
	18	Custodial	0.00	0.00	3,200.00	0%	0.00	0%	(3,200.00)
	21	Student Activities	0.00	1,738.94	23,777.56	0%	0.00	0%	(23,777.56)
E		Expenditure	6,650,263.00	476,935.27	4,760,576.23	72%	148,748.49	74%	1,740,938.28
R		Revenue							
	01	General Fund	(4,898,170.00)	(576,523.72)	(3,736,119.50)	76%	0.00	76%	(1,162,050.50)
	02	Food Services Fund	(201,100.00)	(25,235.68)	(141,441.26)	70%	0.00	70%	(59,658.74)
	03	Transportation (Sub of 01)	(233,582.00)	0.00	0.00	0%	0.00	0%	(233,582.00)
	04	Community Service	(268,752.00)	(19,878.57)	(120,181.24)	45%	0.00	45%	(148,570.76)
	05	Capital Outlay (Sub of 01)	(131,776.00)	0.00	0.00	0%	0.00	0%	(131,776.00)
	07	Debt Redemption Fund	(986,897.00)	0.00	(105,639.73)	11%	0.00	11%	(881,257.27)
	18	Custodial	0.00	0.00	(1,700.00)	0%	0.00	0%	1,700.00
	21	Student Activities	0.00	(1,173.14)	(5,557.20)	0%	0.00	0%	5,557.20
R		Revenue	(6,720,277.00)	(622,811.11)	(4,110,638.93)	61%	0.00	61%	(2,609,638.07)
		Report Totals:	(70,014.00)	(145,875.84)	649,937.30	(928%)	148,748.49	(1141%)	(868,699.79)

Wrenshall School ISD #100

Receipt Listing Report with Detail by Deposit

Fund Summary

Fund	Total
01	$573,809.95
02	$25,235.68
04	$19,878.57
21	$860.10
Report Total	**$619,784.30**

Wrenshall School ISD #100
Detail Payment Register By Check
Fund Summary

Fund	Description	Total
01	General Fund	$99,938.33
02	Food Services Fund	$10,202.31
03	Transportation (Sub of 01)	$14,288.05
04	Community Service	$1,006.47
05	Capital Outlay (Sub of 01)	$4,395.80
21	Student Activities	$1,425.90
Report Total		**$131,256.86**

FAMILY-OWNED AND OPERATED

UPPER LAKES FOODS

EST 1967

March 10, 2025

Jeff Pesta
Superintendent
Wrenshall Schools, ISD 100
207 Pioneer Drive
Wrenshall, MN 55791

Dear Jeff:

Upper Lakes Foods is pleased to renew with Wrenshall Schools, ISD 100 for the upcoming 2025-2026 school year. The mark-up is based on our school/distributor partnership, current market costs, and changes in the economy since the conception of our agreement currently in place.

12.50% Mark-up Per Case - Grocery

Upper Lakes Foods, Inc. shall not be charged with liquidated damages when delay in delivery is due to unforeseeable cause beyond the control of Upper Lakes Foods, Inc., including but not restricted to Acts of God, acts of the public enemy, epidemics, quarantine restrictions, strikes, and freight embargoes.

Please sign below and return via email or mail.

Sincerely,

Renee Parks

Renee Parks, Upper Lakes Foods, Inc.
800-879-1265 Ext 4208
rparks@ulfoods.com

3/10/2025
Date

Purchasing Agent

Date

•FAMILY-OWNED AND OPERATED•

UPPER LAKES FOODS

EST 1967

TO: School Food Authority –Wrenshall Schools, ISD 100
FROM: Denise Sorensen
DATE: March 10, 2025
SUBJECT: USDA Donated Foods (Commodities)

Upper Lakes Foods will deliver and charge the following:

Commodity fee per district dry or frozen $4.25 per case
Plus, handling and storage pass through fee charged by Wissota/Soldier Trucking and Storage per case.

Diverted/processed commodities:
Commodity fee per district dry or frozen $4.25 per case
Diverted/processed commodities shall be removed from ULF warehouse within 10 days after such time; a monthly fee may be discussed if storage is necessary.

- Delivery Schedule to be determined per individual School Food Authorities.
- ULF will not provide storage for USDA Donated Foods for extended periods of time.
- ULF reserves the right to review the contract addendum January 1, 2026.
- In the event there are mandated changes in the Distribution of USDA Foods, Upper Lakes Foods reserves the right to adjust the commodity fee.

DISTRIBUTOR: UPPER LAKES FOODS, INC.
CONTACT PERSON: DENISE SORENSEN
ADDRESS: 801 INDUSTRY AVENUE
CITY/STATE/ZIP: CLOQUET, MN 55720
TELEPHONE: (218) 879-1265 Ext. 4379
EMAIL: denisesorensen@ulfoods.com

SCHOOL FOOD AUTHORITY: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE: _____

EMAIL: _____

SFA REPRESENTATIVE SIGNATURE: _____

DISTRIBUTOR REPRESENTATIVE SIGNATURE: Renee Parks

Wrenshall Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

April 7, 2025

Consent Agenda

- *Any Director may request to remove any item from this consent agenda and place it on the regular meeting agenda for individual consideration.*

Appointments:

1. Janet Anderson, Class 5 Special Education Paraprofessional, 7.5 hours per week, effective March 31, 2025.
2. Mason Mallon, Grade 5 Custodian, 40 hours per week, effective April 8, 2025.

Resignations

1. Taylor Moermond, Elementary Special Education Teacher, effective June 3, 2025.

Advancement From Probationary to Continuing Contract Status:

1. Kris Anderson
2. Jillian Engstrom Brula
3. Madeline Jensen

Advancement From Year 2 Probationary to Year 3 Probationary Status:

1. Danielle Arneson

Advancement From Year 1 Probationary to Year 2 Probationary Status:

1. Kaitlyn Hellman

Nonrenewal of Probationary Teachers:

1. Jon Bartczak
2. Deanna Fosness
3. Chloe Olesen

Wrenshall Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

Board of Education
Committee Acknowledgement

Date: March 12, 2025

Committee Title: **Safety**

Statutory Reference:

Minnesota Statute 182.676 **Safety Committee**
Employers with 25+ employees must have a safety committee which meets a minimum of once per quarter.

Minnesota Statute 121A.037 **School Safety Drills**

Minnesota Statute 299F.30 **Fire Drills**

Minnesota Statute 123B. 57 **Radon**

Minnesota Statute 326B.112 **Bleacher Safety**

Minnesota Statute 121A.335 **Lead in Water**

EPA Asbestos Hazard Emergency Response Act (AHERA)

Additional Reference: Minnesota School Safety Center
https://dps.mn.gov/divisions/hsem/mn-school-safety-center/Pages/policy-minnesota-statutes.aspx

Members: Jon Beck and Ben Johnson, Board Liaisons
Taylor Dickinson and Tyler Peterson, IEA Safety Consultants

Josie Hlava, Kirk Hill, Lisa Jurek, Chris Gustafson, Michelle Blanchard, Danielle Arneson, Josiah Davey, Renae House, additional staff representatives as assigned.

Participant Compensation:

- Community members are volunteers.
- Staff compensation options - meetings during school hours, Schedule D for instructional staff outside of school hours.
- School Board Directors - committee time is included in their compensation.

Budget: Restricted School Safety and Long-Term Facilities Management Funds and zero-based budgeting for capital expenses or targeted projects.

Annual Reporting Date: February Each Year.

Mission:

The safety committee is charged with statutory and federal safety compliance which is coordinated with the staff development plan, District budget, and Building and Grounds Committee.

The School Board shall establish a **District Safety Committee** to develop and maintain:

1. **Campus Crisis Plan**

2. **OSHA and Other Safety Compliance**

3. **Environmental Health and Safety Management**

Wrenshall School District #100
February 11th AIPAC Minutes

Start Time 4:40 pm.
Present in attendance.
Jeff Pesta, Erin Riley, Carol Kot, Jeff Blanchard, Syndy Seliskar, Michelle Blanchard, Kevin Kot

State timelines discussed.

Closed meeting with only voting members present for discussion. The group went through measurable goals and voted concurrence by all members. The vote was shared with all in attendance. A vote of concurrence will include further recommendations when presented to the school board.
Recommendations

- Larger room size as current room only accommodates 6 in a small area. Report from parents students not utilizing the room because not enough space.
- District to include goals in the 6 focus areas. This way AIE AIPAC recommendations and goals can help support the district goals for American Indian Students and not supplant what the district should be doing to help us all work together for the good of AIE students.
- Priority to join Dream Catchers

Cultural Liaison role clarification and communication need improvement from Special Education to Liaison. Principle Blanchard will notify the Cultural liaison if an American Indian student was listed in the SST and CST meetings for additional academic support. Cultural Liaison Mr Kot will gather information about the Liaison role to help clarify the position.

Dream Catcher meeting needs to be set up to help staff understand American Indian culture and SPED and to involve Liaison in Special Education as part of the team.

Larger room
Adjorn 5:36 pm

WRENSHALL PUBLIC SCHOOL DISTRICT

Wellness Committee
Meeting Summary

Meeting Summary of the Wellness Committee
3-12-2025
3:15 p.m.

Members present: Jon Bartczak, Renee Duncan, Beth Peterson, Renae House, Erin Riley

1. The purpose of the Wellness Committee was explained by Beth Peterson and Renae House: The Wellness Committee exists to participate in the development, implementation, and periodic review and update of policy 533. The Wellness Committee is also responsible for the completion of the triennial assessment (WellSAT assessment).
2. The committee discussed policy 533.
    - Staff members shared notes from an initial review of policy 533.
    - The committee plans to include the “Healthy Snack and Beverage Ideas” list found on the school website within the Back-to-School packets as per policy 533, IV. D. Sections A and B.
3. Renae House updated the committee that she has provided key employees with the WellSAT assessment.

Wrenshall PIE

Wrenshall School District 207 Pioneer Drive Wrenshall, MN 55797
wrenshall.pie@gmail.com

Meeting Notes: Thursday, March 19th, 2025 @ 5:15 pm

1. **Attendance:** Renee Duncan, Tricia Hackensmith, Jodi Christensen, Katie Beck, Karola Dahlen, Misty
2. **Treasurer/Secretary Report**: Secretary report posted, treasurer report given, balance of $4,768.10. There were some debits and a credit in December that Karola will ask Heather about.
3. **Cards for a Cause**: Katie says that we still have some, will maybe make a post about them for Mother's Day gift ideas or at other events.
4. **Valentines Candy Gram Update**: 465 sold
    a. 465 sold plus 5 more from Ashle, did have one that was missed that Jodi supplied suckers for
    b. 365 lollipops sold, 50 pencils, 77 pencils donated to classes, 232 paper orders, 133 cheddar app
    c. 198 pencils left over for next year, 34 candy gram prints
5. **Papa Murphy's Fundraiser February 26th**
    a. A little less than we have made previously but $153.02 profit.
6. **End of School Year Picnic:**
    a. Renee is going to reach out to Renee House to see if we could help with a picnic that last week of school. We would like to make it a learning experience about composting, recycling and trash.
7. **Garden Committee: Weeding will be done prior to May 14th meeting, bring gloves, trowel**
    a. Jodi wrote an article for us to use to educate the community on what we are trying to accomplish with the native plantings on the south and west side of the school. PIE would like to keep this a learning space for students and a nice space to visit.
    b. Looking for some volunteers throughout the summer to help with weeding and watering.
    c. Looking for a name to call this Garden Club.
    d. Karola will reach out to Mr. G to see about getting a nice wood fence to replace the rope fence.
    e. Creating a walking path with pavers, placing our recycled benches for seating and laying down mulch/wood chips from Grovers, will be on the list of things to do.
    f. Flower boxes need to be solarized to be ready for planting. Would also like to get the other side of the entrance doors ready for a no mow native flower bed too.
    g. Cages for the fruit trees by the parking lot are needed.
8. **PLC group request**:
    a. Request for two sets of IRIS boxes at $58.61 each was made for the teachers working on outdoor classroom curriculum. Motion made by Tricia, second by Renee, approved by voice

vote to approve. Renee let Miss V. know that it was approved and to let Rosey know to give us the receipt to reimburse them for this purchase.

9. **Reindeer Lane:**
    a. Jodi reached out to them to see what they had to offer and she is waiting to hear back from them. We would like quality items.
10. **Fireman Bingo for 2025:**
    a. Ashley gave them the check and thank you card which Karola does not think it has been cashed yet. She will confirm. We will need to know if this will be an event for us this year.
11. **Brickyard Days: August 1-3**
    a. There is a new committee of five that the city has put together.
    b. Bulk of the events will be held on Saturday, August 2nd.
    c. PIE could sponsor an event - 50/50 Bingo, Cow Patty Bingo, Bake Sale, we will discuss at the next meeting. PIE could have a float. Dunk tank? VB tournament, pickleball tournament? Movie night in the park? Evening activities for families since the bar will have outdoor music.
    d. Events for the event scheduled are: Farmers market from 9-3 by the general Store. Parade at 11, kids zone (free) with petting zoo and inflatables, corn/coin dig, Silent Auction at the Silver Brook town hall, Cribbage tournament at City building, Bricks will have Bean Bag Tournament, Car show in the city hall parking lot. More to come as the planning is in the works.
12. **DQ Spirit Night: April 16th 4pm PIE meeting at DQ**
    a. Images has it, facebook event created, get flyers out to families
13. **Book Bingo and Puzzle Races:**
    a. Will partner with Community Ed to get some of these events going. There is a puzzle championship judge in our community to reach out to for advice.We would like to help sponsor more family friendly events, especially during our long winter months.
14. **Other:**
    a. Softball team is missing some equipment, Renee reached out to the coach to see if we can help.
    b. Cross country team - would they be interested in a pop up tent? Karola will ask the coach.
15. **Next Meeting Dates:** April 16th at 4pm at DQ & Wednesday May 14th at 5:15 with garden weeding at 3:30 pm prior to the meeting. Bring gloves, garden tools, vinegar for the weeds in sidewalk cracks, leaf blower, weed whips and water.

Meeting adjourned 6:54 pm

Wrenshall PIE
Wrenshall School District 207 Pioneer Drive Wrenshall, MN 55797
wrenshall.pie@gmail.com

Community Education Report
4/7/2025

Programing

- ECFE
  - March recap
    - Highlights:
  - Dates left for this year
    - April 7th & 21st, May 5th
  - ECFE open house/celebration May19th 5:30-7:00 pm
  - Kick-off in September 2025

- Youth enrichment
  - Dungeons and Dragons Club -7th grade - graduates
    - Mondays 3:15 - 4:30 PM
    - Ends in April
  - Leadership program (service project) 3rd - 12th grade
    - Fall 2025

- After school enrichment
  - Northern outdoors club NOC last class - Life is a seed
    - April 24th (1st - 6th grade)

  - Young book dragons club with Girl scout troop 4337
    - April 8th & 22nd
- CEAC
  - Meeting recap
  - Last meeting/celebration
    - May 14th 6:00 PM

- Events
  - Early Childhood Screening
    - Thursday April 17th
  - Family Ball with Carlton Community Education
    - Saturday April 26th
  - Wrenshall City Garage Sales
    - Friday - Saturday June 6 & 7th
  - Brickyard Days
    - Friday - Sunday August 1-3rd

- [ ] Summer Child Care - 24 (cap 27)
    - [ ] 1 day a week child care (field trip days) - 3 students
    - [ ] 3 days a week - 12 students
    - [ ] Full days - 9 students

School Readiness - Preschool 3-5 year olds

- [ ] Hatchling 2025-26 (Tuesday/Thursday 8:30 - 12:30) - 3 Students
- [ ] Little Wrens 2025-26 - 10 students
- [ ] Wrap around 2025-26 (Tuesday/Thursday 12:30-3:00) - 2 students
- [ ] Open house for programs in the Spring 2026

- [ ] Before/After school child care Fall/Spring 2025-26
    - [ ] Before school - 8 students
    - [ ] After school - 8 students

Facilities

- [ ] School documents & scheduling with rSchools
    - [ ] Profile/user that can put scheduling on website
- [ ] New Document - Communicated to coaches & staff
    - [ ] Email sent / on website

Grants

- [ ] Wetherby (should hear something by May)
- [ ] Kwik Trip
- [ ] Irving Community

Staff Development & Training

- [ ] April 5th DHS Training Wrens Club
    - [ ] Recap:
- [ ] April 9th-11th MNAFEE (Preschool teacher, assistant, child care coordinator)

2025 - 2026 School Year					Updated 4/1/2025
Grade	Projection	Target	Variance	Waitlist	Inquiries
K	18	20	-2		1
1	29	23	+6		
2	23	23	0		1
3	26	25	+1		2
4	21	25	-4		
5	28	25	+3		
6	24	25	-1		
7	27	28	-1		1
8	23	28	-5		
9	29	30*			2
10	21	30*			
11	28	30*			
12	27	30*			
TOTAL	**324**				**7**

0100 WRENSHALL District	Student Enrollment Summary Report
207 PIONEER DRIVE, WRENSHALL, MN 55797-0068	Effective Date: 04/01/2025 Enrollment Types: P, S, N
Generated on 04/01/2025 02:30:58 PM Page 1 of 1	Total Race/Ethnicities: 5 of 7 Total Schools: 2
	Race/Ethnicity Source: Federal Male/Female/Total: 172/170/342

Student Population by Race/Ethnicity and Grade Level (Male/Female/Total)

Wrenshall Elementary

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
01	1/0/1	1/0/1	-	-	-	7/11/18	1/2/3	10/13/23
02	1/0/1	-	-	-	-	14/9/23	0/2/2	15/11/26
03	-	1/0/1	-	-	-	6/9/15	2/3/5	9/12/21
04	0/1/1	0/1/1	-	-	-	14/14/28	-	14/16/30
05	0/1/1	-	-	-	-	10/13/23	-	10/14/24
06	-	0/1/1	-	-	-	12/12/24	1/1/2	13/14/27
EC	-	-	-	-	-	4/1/5	-	4/1/5
KA	4/2/6	1/0/1	-	-	-	9/13/22	-	14/15/29
All Grades	6/4/10	3/2/5	-	-	-	76/82/158	4/8/12	89/96/185

Wrenshall High School

Grade	1:Hispanic/Latino	2:American Indian or Alaska Native	3:Asian	4:Black or African American	5:Native Hawaiian or Other Pacific Islander	6:White	7:Two or more races	Total
07	-	1/0/1	-	-	-	12/10/22	0/1/1	13/11/24
08	-	0/1/1	-	0/1/1	-	14/11/25	0/3/3	14/16/30
09	-	-	-	-	-	11/9/20	1/1/2	12/10/22
10	1/0/1	0/1/1	-	-	-	15/10/25	0/1/1	16/12/28
11	1/1/2	1/0/1	-	-	-	10/12/22	2/0/2	14/13/27
12	-	1/0/1	-	0/1/1	-	10/9/19	3/2/5	14/12/26
All Grades	2/1/3	3/2/5	-	0/2/2	-	72/61/133	6/8/14	83/74/157

Student Population Excluding White not of Hispanic Origin

School	Total	Percentage
Wrenshall Elementary	27	14.59%
Wrenshall High School	24	15.29%
Total	51	14.91%

Run 4/2/2024

Expected Fund Balance Projection FY25 based on budget:

01 General Fund	Estimated 30-Jun-24	Revenue	Expenditure	30-Jun-25
Operating Capital	$ 18,706.00	$ 78,420.00	$ 87,364.00	$ 9,762.00
LTFM	$ 8,650.00	52,056.80	74,400.00	$ (13,693.20)
Medical Assistance	$ 20,851.66	15,000.00	750.00	$ 35,101.66
Gifted & Talented	$ -	4,433.00	4,433.00	$ -
Learning & Development	$ -	64,593.00	64,593.00	$ -
Student Activities	$ 40,870.00			$ 40,870.00
Safe Schools	$ -	12,730.00	12,730.00	$ -
Staff Development	$ 16,804.00	49,656.42	21,976.00	$ 44,484.42
Basic Skills	$ 52.00	400,910.87	400,960.00	$ 2.87
Non-spendable	$ 4,100.00			$ 4,100.00
Assigned	$ 14,633.00			$ 14,633.00
Unassigned	$ 29,433.34	4,625,452.53	5,009,386.39	$ (354,500.52)
Total General Fund	154,100.00	5,303,252.62	5,676,592.39	**(219,239.77)**

02 Food Service	Estimated 30-Jun-24	Revenue	Expenditure	30-Jun-25
Unassigned	-			$ -
Restricted/Non-spendable	23,991.00	172,100.00	200,576.00	$ (4,485.00)
Total food service	23,991.00	172,100.00	200,576.00	**(4,485.00)**

04 Community Service	Estimated 30-Jun-24	Revenue	Expenditure	30-Jun-25
Community Education	(10,553.00)	156,199.00	140,083.00	5,563.00
ECFE	28,918.00	24,769.00	-	53,687.00
School Readiness/Pathways	10,315.00	79,367.00	87,106.00	2,576.00
	-			-
	-			-
Restricted	8,932.00	6,653.44	3,084.00	12,501.44
Total community services	$ 37,612.00	$ 266,988.44	$ 230,273.00	**$ 74,327.44**

07 Debt Service	Estimated 30-Jun-24	Revenue	Expenditure	30-Jun-25
bond refunding	$ -			
Restricted	147,870.00	989,397.59	943,770.00	193,497.59
Total Debt Service	$ 147,870.00	989,397.59	943,770.00	**193,497.59**

	Adopted FY25				FY25 Revised Budget			
	Revenues	Expenses	Surplus (Deficit)		Revenues	Expenses	Surplus (Deficit)	
General Fund								
Fund 1 General	4,898,170	4,697,696	200,474		5,304,127	$ 5,061,099	243,028	
Fund 3 Transportation	233,582	416,410	(182,828)		252,543	$ 428,166	(175,623)	
Fund 5 Capital Expenditures	131,776	159,232	(27,456)		138,011	$ 159,232	(21,221)	
Total General Fund	5,263,528	5,273,338	(9,810)		5,694,681	5,648,497	46,184	0.82%
Food Service Fund	201,100	185,838	15,262		217,700	$ 190,973	26,727	
Community Service Fund	268,752	247,317	21,435		192,674	187,304	5,370	
Debt Service Fund	986,897	943,770	43,127		986,896	943,770	43,126	
	6,720,277	6,650,263	70,014	1.05%	7,091,951	6,970,544	121,407	1.74%
Net Change in Surplus (Deficit)					371,674	320,281	51,393	

Changes:

Revenues

	Fund 1			
001	Levies	29,488		
019	Misc. County Tax Rev			
021	Tuition from MN Districts	(20,000)		
022	Re Fr MN D For Sped Salary			
050	Image Sponsorship & Gate Receipts	9,000		
071	MA	(15,000)		
092	Interest earnings	(15,000)		
098	Participation Fees	7,400	Removed Sports Fees	
096	Misc. Rev, Donations	(8,100)		
099	Local Grant Revenue	(16,654)	NESC	
201	Endowment Fund	(2,626)		
211	Gen Ed Aid	(118,803)	25 kids	
229	Disparity Reduction	(424)		
234	Homestead Market Value	(1,090)		
300	Rev State	(74,604)		
360	Sped	(28,498)		
369	Hourly Unemployment	(6,776)		
400	Fed Aids & Grants	(4,078)		
401	Title ESEA	4,540		
405	Flow thru - Perkins			
500	REAP	(13,857)		
621	Chromebook Ins	(1,295)		
625	Insurance Recovery	(83,577)		
	American Indian Education	(42,000)		(401,954)
	Fund 2			
300	State Lunch			
471	Federal Lunch	8,200		
472	Federal F/R	(13,300)		
601	Lunch Sales			
319	State Breakfast	(6,000)		
471	Supply Chain Assistance			
474	Commodities	(2,000)		
476	Federal Breakfast	(2,500)		
477	CACFP	(1,000)		(16,600)
	Fund 3			
211	Gen Ed Aid- Transportation	(18,961)		(18,961)
	Fund 4			
001	Levies	176		
050	Fees	75,375		
227	Abatement			
229	Disparity Reduction			
234	Homestead Market Value			
300	ECFE, SR, Preschool Screening	1,703		
369	Misc State Rev (Wrens Club)			77,254
	Fund 5			

001	Levies			
211	Gen Ed Aid	(6,235)	op cap	(6,235)
	Fund 7			
001	Levies	88,587		
229	Disparity Reduction	(1,835)		
234	Homestead Market Value	(4,712)		
258	Reduced Assessment	(82,040)		
317	LTFM Aid	1		1
	Total increase/ (decrease)	**371,674**		
	<u>Expenses</u>			
	Fund 1			
1%,2%	Wages & Benefits	91,001	Unemployment included in benefits	
303	Fed Subaward <$25,000	2,852	Federal Special Education	
305	Consulting Fees/Services	20,179	Website/Citon, American Indian Ed	
311	Prof & Tech Services	3,591	Audit , legal fees, boardbook	
314	MN Telecommunications	(2,800)		
315	Repairs & Maint- Computer/Tech	6,530	Serverbackups, maintenance	
335	Short Term Lease	1,832	Hillyard Equipment	
340	Property Insurance	12,457		
341	Liability Insurance	2,194		
350	Repairs & Maint- Maintenance	85,500		
365	American Ind Ed Travel Staff Dev	600		
366	Travel	4,700	American Ind Ed	
369	Entry Fees/Student Travel	(11,950)	Raptors	
391	Reimbursement to MN Districts	82,363	Raptors, C.E. Director	
394	To Non-Ed Agency	(6,000)	Switch in psych services	
396,397	Sped Sal Pur From Other Districts	(6,700)		
401	General Supplies	21,359	SPED, Maintenance, American Indian Ed Expenses (Salary is included above)	
401	NESC Grants	15,800		
405	Non-Instructional Software	(1,298)		
406	Instructional Software	594		
430	Instructional Supplies	300	KA, 4th	
440	Fuel for Buildings			
455,456	Inst & Non-Inst Tech Supplies	625		
465	Non-Inst Tech Devices			
490	Food	3,025	American Indian Ed	
530	Equipment			
535	Capital Leases			
555	Tech Equip- School Admin			
570	Land Leases	79		
740	Loan Interest	1,330		
826	Officiating Expense	(13,700)		
896	Taxes, Assessments, Fees	(1,700)	No late fees	
	Computer Science Grant	47,810		357,633
	Misc	(2,940)		
	Fund 2			
1%,2%	Wages & Benefits	4,735		
350	Repairs/Maintenance			
495	Milk			
490	Food- Supply Chain Assistance			4,735
	Fund 3			
1%,2%	Wages & Benefits	19,344	*Transportation Aid, Lead Bus driver	
305	Consulting	1,226		
320	Communication Services			
340	Property Insurance	2,153		
344	Transp. Insurnace	800		
360	SPED Transp Contract	(1,000)		
444	Fuel for Vehicles	(5,000)		
548	Bus/Van Purchase	(12,000)		
580	Bus Lease	8,091		
581	Bus Lease- Interest	(1,858)		11,756
	Fund 4			
1%,2%	Wages & Benefits	(58,974)		
305	Consutling Fees			
319	Community Ed Instructor Fee			

329	Postage			
365	Wrens Club Charge Back			
366	Travel	(500)		
369	Entry Fees			
401	Supplies			
405	Non-Instructional Software	(750)	Brightwheel discount first year	
430	Instructional Supplies			
461	Early Childhood Assessments			
465	Non Instr. Tech Devices (ipad)			
490	Food			
820	Dues & Memberships			(60,224)
	Fund 5			
305	Consulting/Contracted Services			
311	Prof & Tech Services			
314	ARCC			
350	Repairs & Maintenance			
401	Supplies			
406	Instructional Software			
460	Curriculum			
520	Building Construction			
522	Building Improvements			
530	Equipment- Operations			
535	Capital Leases			
560	Principal LT Tech Leases			
580	Lease Principal			0
	Fund 7			
710	Bond Redemption			
720	Bond Interest			0
	Total Increase	**320,281**		
	Net increase (decrease)	51,393		

Wrenshall School ISD #100
Exp/Rev Summary - Fd
Period Ending March 31, 2025

Sequence: L, Fd

		Description	InProc25 Annual Budget	Period 202509	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
E		Expenditure							
	01	General Fund	5,061,099.00	71,854.44	2,778,367.68	55%	330,295.07	61%	1,952,436.25
	02	Food Services Fund	190,973.00	10,202.31	129,970.76	68%	8,849.62	73%	52,152.62
	03	Transportation (Sub of 01)	428,166.00	6,314.71	252,760.23	59%	166,211.56	98%	9,194.21
	04	Community Service	187,304.00	1,006.47	100,195.68	53%	15,151.41	62%	71,956.91
	05	Capital Outlay (Sub of 01)	159,232.00	4,395.80	147,336.72	93%	986.00	93%	10,909.28
	07	Debt Redemption Fund	943,770.00	0.00	943,545.00	100%	0.00	100%	225.00
	18	Custodial	0.00	0.00	3,200.00	0%	0.00	0%	(3,200.00)
	21	Student Activities	0.00	1,738.94	23,777.56	0%	0.00	0%	(23,777.56)
E		**Expenditure**	6,970,544.00	95,512.67	4,379,153.63	63%	521,493.66	70%	2,069,896.71
R		Revenue							
	01	General Fund	(5,304,127.00)	(20,706.60)	(3,180,302.38)	60%	0.00	60%	(2,123,824.62)
	02	Food Services Fund	(217,700.00)	(25,009.77)	(141,215.35)	65%	0.00	65%	(76,484.65)
	03	Transportation (Sub of 01)	(252,543.00)	0.00	0.00	0%	0.00	0%	(252,543.00)
	04	Community Service	(192,674.00)	(883.34)	(101,186.01)	53%	0.00	53%	(91,487.99)
	05	Capital Outlay (Sub of 01)	(138,011.00)	0.00	0.00	0%	0.00	0%	(138,011.00)
	07	Debt Redemption Fund	(986,896.00)	0.00	(105,639.73)	11%	0.00	11%	(881,256.27)
	18	Custodial	0.00	0.00	(1,700.00)	0%	0.00	0%	1,700.00
	21	Student Activities	0.00	(1,173.14)	(5,557.20)	0%	0.00	0%	5,557.20
R		**Revenue**	(7,091,951.00)	(47,772.85)	(3,535,600.67)	50%	0.00	50%	(3,556,350.33)
		Report Totals:	(121,407.00)	47,739.82	843,552.96	(695%)	521,493.66	(1124%)	(1,486,453.62)

WRENSHALL PUBLIC SCHOOL DISTRICT

Jeff Pesta – Superintendent
Michelle Blanchard – Principal

April 7, 2025

2024-2025 Revised BUDGET SUMMARY

Budget Timeline

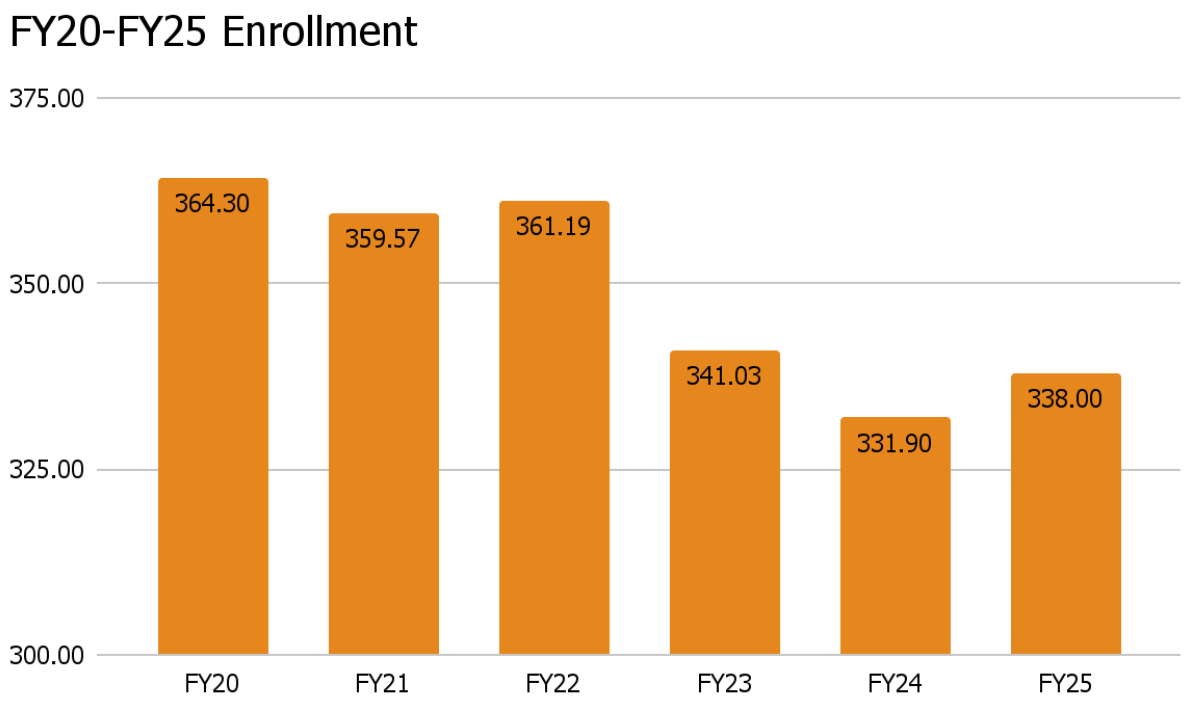
- February 5th- Board identifies proposed budget assumptions for FY26
- February 10th- Administration presents revised budget projections for FY25 and capital outlay recommendations for FY26
- March 3rd- Administration develops preliminary budget proposal for FY26
- March 5th- School Board work session to preview preliminary budget for FY26
- **April 7th- School Board approves revised budget for FY25**
- May 7th- Goal for School Board to approve final budget for FY26

FY 25 Enrollment

The revised budget is based off of 338 students. Average adjusted pupil unit (APU) is 369.4.

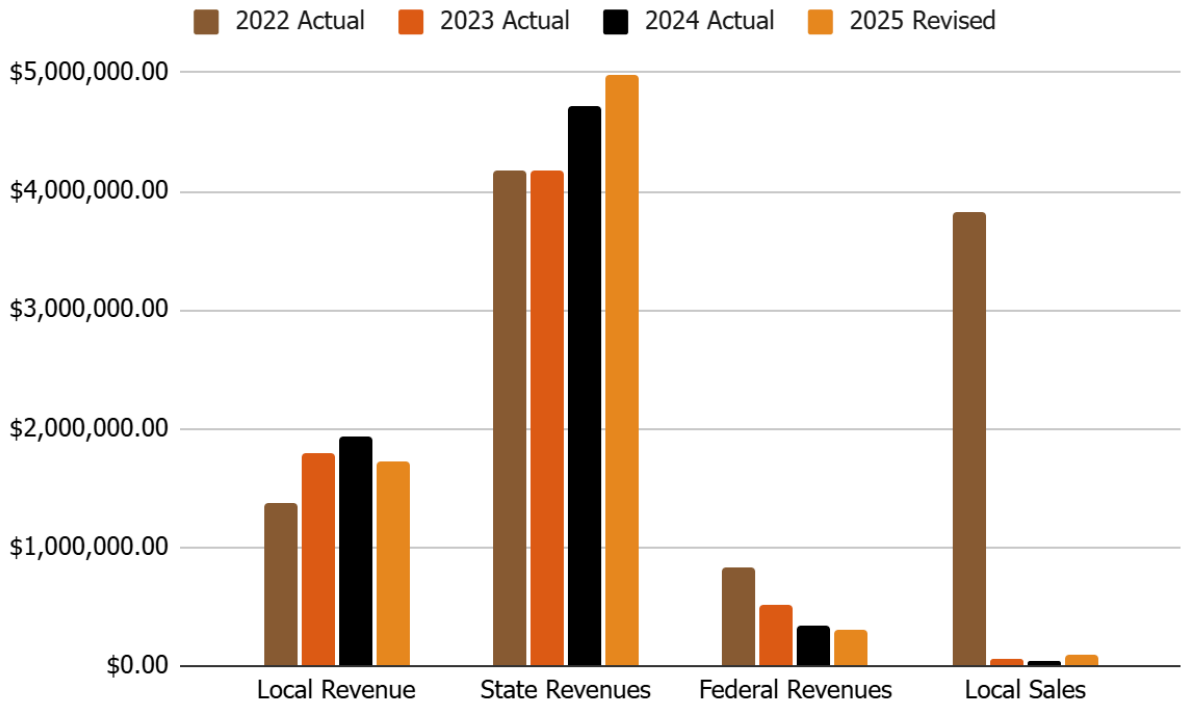
- APU: K-6= 1 Pupil Unit, 7-12=1.2 Pupil Units.

24-25 Enrollment			
	K-6	7-12	Total
Budget	157	158	315
Sept	183	160	343
Oct	182	161	343
Nov	182	158	340
Dec	181	158	339
Jan	180	157	337
Feb	179	157	336
March	179	157	336
April	179	157	336
May	179	157	336
	Average		**338**



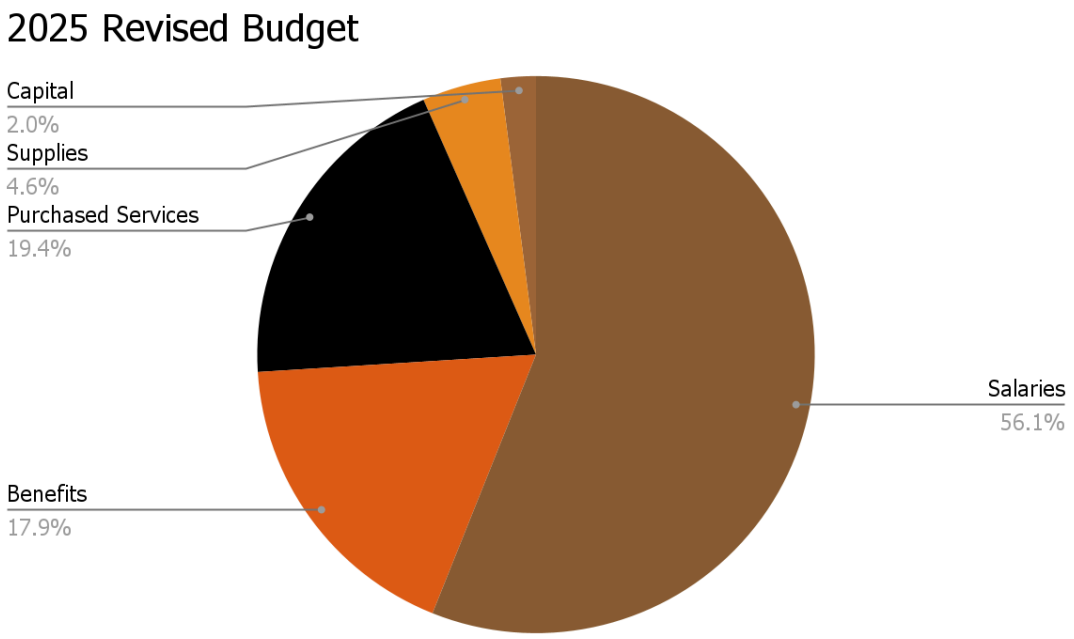
Revenue

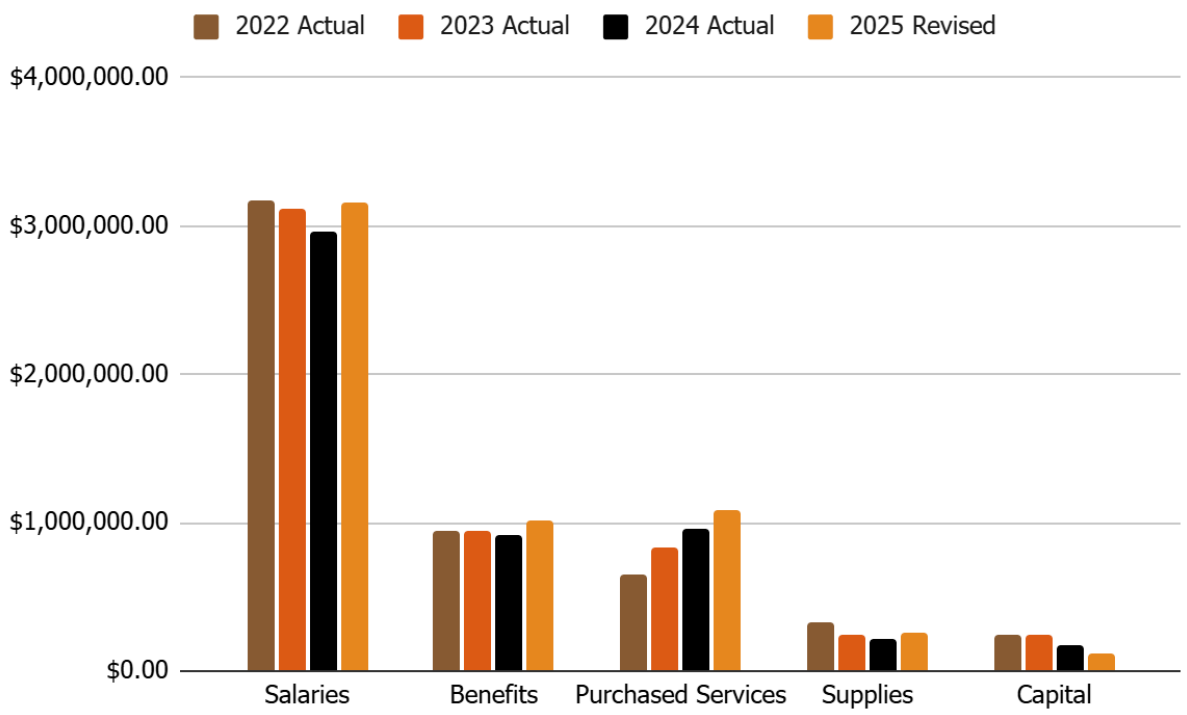
- Our greatest source of revenue is from General Education Aid.
    - FY 2025 GenEd Formula Allowance is $7,281/APU
- Below is a chart comparing revenue from 2022-2025 Revised Budget
    - Local Revenue: Property Tax Levy, Tuition and Reimbursement from other school districts, Patron Fees (latchkey, school readiness, sports), MA, Interest, donations
    - State Revenues: GenEd Aid, State Lunch/Breakfast, State Aid, LTFM, State SPED
    - Federal Revenues: REAP, Title I, Federal SPED, Federal Lunch/Breakfast
    - Local Sales: Insurance Recovery, Lunch Sales, Sale of Bonds
        - 2022 local sales are high due to the sale of bonds for the construction project



EXPENDITURES

- Salaries and benefits make up the largest portion of the District's expenditures in the general fund (74%)
- General Fund expenditure composition for FY25 Revised Budget:





FY25 Budget Summary

- Highlighted amount is what you are approving:

	Adopted FY25			FY25 Revised Budget		
	Revenues	Expenses	Surplus (Deficit)	Revenues	Expenses	Surplus (Deficit)
General Fund						
Fund 1 General Fund	4,898,170	4,697,696	200,474	5,304,127	$ 5,061,099	243,028
Fund 3 Transportation	233,582	416,410	(182,828)	252,543	$ 428,166	(175,623)
Fund 5 Capital Expenditures	131,776	159,232	(27,456)	138,011	$ 159,232	(21,221)
Total General Fund	5,263,528	5,273,338	(9,810)	5,694,681	5,648,497	46,184
Food Service Fund	201,100	185,838	15,262	217,700	$ 190,973	26,727
Community Service Fund	268,752	247,317	21,435	192,674	187,304	5,370
Debt Service Fund	986,897	943,770	43,127	986,896	943,770	43,126
	6,720,277	6,650,263	70,014	7,091,951	6,970,544	121,407

Updated Expected Fund Balance Projection FY25:

01 General Fund	30-Jun-24	Revenue	Expenditure	30-Jun-25
Operating Capital	$ 18,389.16	$ 85,954.00	$ 98,526.00	$ 5,817.16
LTFM	$ 8,650.00	52,056.80	60,706.00	$ 0.80
Medical Assistance	$ 1,340.66	30,000.00	422.00	$ 30,918.66
Gifted & Talented	$ -	4,828.00	4,828.00	$ -
Learning & Development	$ -	79,197.00	79,197.00	$ -
Student Activities	$ 34,254.07			$ 34,254.07
Safe Schools	$ -	12,730.00	12,730.00	$ -
Staff Development	$ 19,759.24	54,083.00	27,000.00	$ 46,842.24
Basic Skills	$ 476.27	400,910.87	400,960.00	$ 427.14
Literacy Incentive Aid	$ 13,474.83	14,456.00	1,500.00	$ 26,430.83
Student Support Personnel	$ 570.66	40,000.00	40,202.00	$ 368.66
Non-spendable	$ 5,295.01	-		$ 5,295.01
Assigned	$ 5,832.75	4,280.00	9,944.90	$ 167.85
Unassigned	$ 298,826.28	4,916,185.33	4,912,481.10	$ 302,530.51
Total General Fund	406,868.93	5,694,681.00	5,648,497.00	**453,052.93**

02 Food Service	30-Jun-24	Revenue	Expenditure	30-Jun-25
Non Spendable	$ 8,277.69	-	-	$ 8,277.69
Restricted	$ 62,083.59	217,700.00	190,973.00	$ 80,532.90
Total Food Service	70,361.28	208,100.00	190,573.00	**88,810.59**

04 Community Service	30-Jun-24	Revenue	Expenditure	30-Jun-25
Community Education	(4,897.75)	16,804.00	30,183.00	(8,680.04)
Wrens Club	302.71	70,400.00	61,106.00	9,596.71
ECFE	25,446.00	25,141.00	11,289.00	39,298.00
School Readiness	6,599.69	70,197.00	76,048.00	748.69
Restricted	2,819.12			2,819.12
Total Community Services	$ 30,269.77	$ 191,673.53	$ 187,304.00	**$ 43,782.48**

07 Debt Service	30-Jun-24	Revenue	Expenditure	30-Jun-25
Restricted	151,465.31	986,896.00	943,770.00	194,591.31
Total Debt Service	$ 151,465.31	986,896.00	943,770.00	**194,591.31**

Wrenshall Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

April 7, 2025

Resolution Reducing and Discontinuing
Educational Programs and Positions

_____ introduced the following resolution and moved its adoption:

WHEREAS, the School Board of Independent District No.100 adopted a resolution on February 10, 2025 directing the Administration to make recommendations regarding the reduction and/or discontinuance of programs and positions, and

WHEREAS, said recommendations have been received and considered by the School Board,

BE IT RESOLVED, by the School Board of Independent District No.100, as follows:

That the following programs and positions, or portions thereof, be discontinued:

1. 1.0 Full-Time Equivalency (FTE), kindergarten teacher
2. 1.0 FTE, 4th grade teacher

VOTING RECORD

The motion for the adoption of the preceding resolution was duly seconded by _____ and upon vote being taken thereon,

the following voted in favor thereof,

the following voted against the same:

whereupon said resolution was declared duly passed and adopted on April 7, 2025

Wrenshall Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

April 7, 2025

Resolution Nonrenewing a Probationary Teacher

_____ introduced the following resolution and moved its adoption:

WHEREAS, Jon Bartczak is a probationary teacher in Independent District No.100

BE IT RESOLVED, by the School Board of Independent District No.100 that pursuant to Minn. Stat. 122A.40, subd. 5[1] and the District master agreement, the teaching contract of Jon Bartzcak, a probationary teacher in Independent District No.100 shall be nonrenewed at the end of the 2024-2025 school year effective June 30, 2025.

BE IT FURTHER RESOLVED, that written notice be sent to said teacher regarding the nonrenewal of the teacher's teaching contract.

VOTING RECORD

The motion for the adoption of the preceding resolution was duly seconded by _____ and upon vote being taken thereon,

the following voted in favor thereof,

the following voted against the same:

whereupon said resolution was declared duly passed and adopted on April 7, 2025

Wrenshall Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

April 7, 2025

Resolution Nonrenewing a Probationary Teacher

_____ introduced the following resolution and moved its adoption:

WHEREAS, Deanna Fosness is a probationary teacher in Independent District No.100

BE IT RESOLVED, by the School Board of Independent District No.100 that pursuant to Minn. Stat. 122A.40, subd. 5[1] and the District master agreement, the teaching contract of Deanna Fosness, a probationary teacher in Independent District No.100 shall be nonrenewed at the end of the 2024-2025 school year effective June 30, 2025.

BE IT FURTHER RESOLVED, that written notice be sent to said teacher regarding the nonrenewal of the teacher's teaching contract.

VOTING RECORD

The motion for the adoption of the preceding resolution was duly seconded by _____ and upon vote being taken thereon,

the following voted in favor thereof,

the following voted against the same:

whereupon said resolution was declared duly passed and adopted on April 7, 2025

Wrenshall Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

April 7, 2025

Resolution Nonrenewing a Probationary Teacher

_____ introduced the following resolution and moved its adoption:

WHEREAS, Chloe Olesen is a probationary teacher in Independent District No.100

BE IT RESOLVED, by the School Board of Independent District No.100 that pursuant to Minn. Stat. 122A.40, subd. 5[1] and the District master agreement, the teaching contract of Chloe Olesen, a probationary teacher in Independent District No.100 shall be nonrenewed at the end of the 2024-2025 school year effective June 30, 2025.

BE IT FURTHER RESOLVED, that written notice be sent to said teacher regarding the nonrenewal of the teacher's teaching contract.

VOTING RECORD

The motion for the adoption of the preceding resolution was duly seconded by _____ and upon vote being taken thereon,

the following voted in favor thereof,

the following voted against the same:

whereupon said resolution was declared duly passed and adopted on April 7, 2025

Minnesota Statewide Enrollment Options Program
Questions and Answers for School Districts

General Questions

1. Are districts required to use the Minnesota Department of Education (MDE) application(s)?

Yes, Minnesota Statutes, section 124D.03, subdivision 3, requires all school districts to use the application (General Application or VPK/SRP Application) provided by the Minnesota Department of Education (MDE). The application may not be modified.

Please note: Minnesota school districts may not solicit information from the families, current schools or others to obtain information about the applicant student that is not on the MDE-provided application. This includes discussions about a student's disciplinary history, special education status or needs, birth date, gender, race, ethnicity, and academic or other student records.

2. What enrollment options form should a family use?

The General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education (General Application) is the required application for all Minnesota districts. A family should use this application for inter-district K-12 open enrollment and inter-district enrollment in ECSE. Please note that in some districts, Early Childhood Special Education is called Help Me Grow.

The Statewide Enrollment Options Application for State-funded Voluntary Pre-Kindergarten (VPK) or School Readiness Plus (SRP) Application (VPK/SRP Application) is the required application for participating Minnesota school districts. Families should use this application for voluntary pre-kindergarten or school readiness plus open enrollment.

The School District Non-resident Agreement for Inter-district Enrollment (Non-resident Agreement)
Districts may use this form, or other formats, to document Non-resident Agreements to allow enrollment when the January 15 deadline is missed and no exception in law applies.

3. What if the district needs more information from the family before enrollment?

School districts may obtain additional information from the family after a classroom seat is offered in writing and before attendance starts.

4. Does a district need to provide application(s) to families if it does not seek open enrollees?

Yes, Minnesota Statutes, section 124D.03, subdivision 10, requires districts make information about the district, school(s), programs, policies and procedures available to all interested people.

5. What are acceptance, rejection and site preference decisions based on?

The board must adopt, by resolution, specific standards for acceptance and rejection of applications. Standards may include the capacity of a program, excluding special education services; class; or school building. The school board may not reject applications for enrollment in a particular grade level if the nonresident enrollment at that grade level does not exceed the limit set by the board under Minnesota Statutes, section 124D.03, subdivision 2. Standards may not include previous academic achievement, athletic or other extracurricular ability, disability conditions, proficiency in the English language, previous disciplinary proceedings, or the student's district of residence, except where the district of residents is directly included in an enrollment options strategy included in an approved Achievement and Integration program. Minn. Stat. § 124D.03, subd. 6

6. Can a district limit enrollment of nonresident pupils?

Per Minnesota Statutes, section 124D.03, subdivision 2, a board may limit, by resolution, the enrollment of nonresident pupils in its schools or programs according to this section to a number not less than the lesser of:

- One percent of the total enrollment at each grade level in the district; or
- The number of district residents at that grade level enrolled in a nonresident district according to this section.

7. What must a district do when it denies an open enrollment application?

When denying an open enrollment application, the district must notify the parent or guardian in writing of the legal basis for the denial by February 15 or within 90 days for applications submitted after January 15 in the case of Achievement and Integration district transfers whether the application has been accepted or rejected. Minn. Stat. § 124D.03, subd. 5. Further, the district must report to the commissioner of education by July 15 on the number of nonresident pupils denied admission due to the limitations on the enrollment of nonresident pupils. Minn. Stat. § 124D.03, subd. 2

8. Is an open enrollment application valid without a parent or guardian signature?

No, the application must include a signature from at least one parent or guardian. Generally, students age 18 or older can sign their own paperwork. Minn. Stat. § 124D.03, subd. 3

9. Does the January 15 deadline always apply?

No, deadlines may be waived in two circumstances. First**,** state law waives all deadlines for students moving in or out of any district that participates in the Achievement and Integration Program. In these districts, students

may apply at any time and start school immediately or in the subsequent school year. Of Minnesota's 327 districts, 116 receive integration revenue and are designated as Achievement and Integration districts. Because this includes almost all large districts, many students have no deadline and may open enroll at any time. Minn. Stat. § 124D.03, subd. 4

Second, state law also extends deadlines when families have recently moved. Minn. Stat. § 124D.03, subd. 7

State-approved online learning providers may agree to enroll full-time online students beyond the deadline. Check directly with the online providers for enrollment information.

10. How do early childhood special education students access statewide enrollment options?

After a student has been evaluated and found eligible for, and in need of, special education and related services by their resident district, the child's parent uses the General Application (General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education).

11. Can a district use the VPK/SRP Application for other early childhood initiatives?

No, please do not use the VPK/SRP Application for any other initiative, even if nonresident students are welcomed.

12. Can open enrollment be terminated?

Open enrolled students who have disciplinary issues are disciplined in the same manner as resident students; enrollment is not revoked. (Minn. Stat. §§ 121A.41-121A.575.) A district may terminate the enrollment of a nonresident student enrolled under Minnesota Statutes, section 124D.03 or section 124D.08 at the end of a year if the student meets the definition of a habitual truant under section 260C.007, subdivision 19, the student has been provided appropriate services under chapter 260A, and the student's case has been referred to juvenile court. A district may also terminate the enrollment of a nonresident student over the age of 17 enrolled under Minnesota Statutes, section 124D.03 if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under section 120A.22, subdivision 8. Minn. Stat. § 124D.03, subd. 12 Please note the student's case must be referred to the county attorney before a district may terminate enrollment.

For students with disabilities, the student's IEP team should consider whether the truancy is a behavior that impedes the student's learning and if so, address the student's behavior via the IEP team process. 34 C.F.R. § 300.324(a)(2)(i)

13. How can a resident student that moves out of district during the school year stay enrolled (i.e., change of address, foster care placement, homeless)

If the student moves to a new resident district, the student retains the seat in the nonresident district, but must submit a new General Statewide Enrollment Options application to update the student's information. Minn. Stat. § 124D.03, subd. 13

An 11th- or 12th-grade student who has been enrolled in a district and whose parent or guardian moves to another district may continue to enroll in the nonresident district upon approval of the board of the nonresident district. The approval of the board of the pupil's resident district is not required. Minn. Stat. § 124D.08, subd. 3

A student who has been open enrolled in a district, who is identified as homeless and whose parent or legal guardian moves to another district may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required. Minn. Stat. § 124D.08, subd. 2a

A student who has been enrolled in a district who is placed in foster care in another district may continue to enroll in the prior district without the approval of the board of the prior district. The approval of the board where the student's foster home is located is not required. Minn. Stat. § 124D.08, subd. 2b

14. Can a student enrolled in Postsecondary Enrollment Options (PSEO) full-time at a postsecondary institution (no courses at the high school) be denied open enrollment due to their PSEO participation?

No, a student's participation in PSEO can have no bearing in the decision to admit or place a student on a waitlist. Districts must make open enrollment decisions solely on the information on the required General Statewide Enrollment Options application form, which limits denials to situations involving grade level capacity and, in certain situations, to currently expelled students. Minn. Stat. § 124D.03, subds. 1-2

Civil Rights Questions

15. What legal and human rights issues would arise with a modified application?

Modifying and adding fields to the application(s) presents civil rights concerns. The MDE-approved General and VPK/SRP applications comply with the Minnesota Human Rights Act (Minn. Stat. § 363A.13, subds. 2–4) which specifically protects the rights of Minnesota students in educational settings, including the ways in which schools select, exclude and admit students related to race, color, creed, religion, national origin, sex, age, material status, status with regard to public assistance, sexual orientation or disability.

16. Can a district limit enrollment or close some special education services to nonresidents?

No, districts may not close special education services. Doing so causes federal civil rights issues related to discrimination against students with disabilities and violates the state open enrollment options law. 29 U.S.C. § 794(a) and Minn. Stat. § 124D.03, subd. 6. Districts may close grade levels at grades kindergarten-12 but may not keep a grade level open and then close off certain special education services for that grade.

17. Can open-enrolled students qualify for homebound instruction?

Open enrolled students may receive homebound instruction when students are placed in the home, such as for medical or disciplinary reasons. At times, the nonresident district may contract with another district to serve the student with appropriately licensed teachers. There are multiple laws that would require a district to continue a student's education when placed at home. For guidance, please contact MDE's Compliance and Assistance division at mde.compliance-assistance@state.mn.us or 651-582-8689.

18. Can a student's location be reassigned when special needs are identified?

The student may be reassigned to a different location, one where the district routinely serves resident students with the same needs and as determined by district policies. If the district alters the student's education program when reassigning the student, this may constitute a change in placement that must be addressed by the student's IEP team. Placement decisions are made on a case-by-case basis, depending on the unique educational needs and circumstances of the student, and based on the student's IEP. 34 C.F.R. §§ 300.114-300.116; Comments to the federal register, 71 Fed. Reg. 46587-46588.

19. Can we gender balance applications in admission lotteries?

No. Taking into account a student's gender – or even having it on the application – violates the Minnesota Human Rights Act. Minn. Stat. § 363A.13, subds. 1-4.

Capacity Questions

20. Can our district close a school site to open enrollment?

Yes. School boards may set capacities for how many students at a particular grade level may be served by a site. Minn. Stat. § 124D.03, subd. 6. Applications received before capacity is reached must be accepted without regard to the individual characteristics of the student, other than grade level. School boards may not close special education services related to any special needs that open enrolled students have.

21. If our district runs into unexpected crowding issues, could we move already-enrolled open-enrolled students to other sites so that none of our resident students have to change attendance zones?

Minnesota Statutes, section 124D.03, subd. 3, explains that when families open enroll they may do so with the understanding of an assignment and acceptance at a particular school or program. The subdivision reads in part, *". . . A particular school or program may be requested by the parent. Once enrolled in a nonresident district, the pupil may remain enrolled and is not required to submit annual or periodic applications. . ."* Districts accept open enrollment applications with a long-term view in mind that the student will be there until graduation from high school. Before accepting the application, the district is planning on the student staying at the school site that was requested. If the district is not confident that space will be available to allow this, then before offering an open enrollment spot the district would go to the *parent* preference for second choice. The assumption is also that these students will matriculate with peers into middle and high schools as if they resided in the attendance zone of the school that served them for the lower grade levels.

22. When are lotteries needed and how do they work?

If a school district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. The district must give enrollment priority to siblings of currently enrolled students, students whose applications are related to an approved integration and achievement plan, children of the school district's staff, and students residing in that part of a municipality, defined under section 469.1812, subdivision 3, where:

(1) the student's resident district does not operate a school building;
(2) the municipality is located partially or fully within the boundaries of at least five school districts;
(3) the nonresident district in which the student seeks to enroll operates one or more school buildings within the municipality; and
(4) no other nonresident, independent, special, or common school district operates a school building within the municipality.

The process for the school district lottery must be established in school district policy, approved by the school board, and posted on the school district's website. Minn. Stat. § 124D.03, subd. 5a

23. How long can a waiting list last and how soon are students placed on one?

This is a local decision based on the district's board approved policy. The board must adopt, by resolution, specific standards for acceptance and rejection of applications.

Transportation Questions

24. What transportation rights come with open enrollment?

If requested by the parent of a pupil, the nonresident district shall provide transportation within the district. The resident district is not required to provide or pay for transportation between the pupil's residence and the border of the nonresident district. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the pupil is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week.

At the time a nonresident district notifies a parent or guardian that an application has been accepted under Minnesota Statues, section 124D.03, subdivision 4 or 5, the nonresident district must provide the parent or guardian with information about where it will transport the nonresident student. Minn. Stat. § 124D.03, subd. 8

If requested, a nonresident district shall transport a nonresident pupil within its borders and may transport a nonresident pupil within the pupil's resident district. If a nonresident district decides to transport a nonresident pupil within the pupil's resident district, the nonresident district must notify the pupil's resident district of its decision, in writing, prior to providing transportation. Minn. Stat. § 123B.88, subd. 6

For students who have special transportation written in their Individualized Education Program (IEP), students must receive transportation in conformity with the IEP, which may include transporting the student to and from home, over the district boundary. Special education transportation is a related service and an IEP team decision. 34. C.F.R. §§ 300.17, 300.34 and 300.101.

Nonresident Agreements Questions

25. When are nonresident agreements required?

A student may enroll in a district where the pupil is not a resident outside the open enrollment process through a nonresident agreement. Minn. Stat. §124D.03, subd. 7(a) Nonresident agreements differ from regular open enrollment in that a nonresident agreement must be approved first by the school boards of both the resident district and the nonresident district. Minn. Stat. § 124D.08, subd. 2

MDE provides an optional Nonresident Agreement form. Districts may use the form, or establish a non-resident agreement in another format, such as an e-mail between superintendents that indicates board approval by both the resident and nonresident districts.

Other exceptions to open enrollment pupil application procedures outlined under Minnesota Statutes, section 124D.03, subdivision 3 also apply:

- If, as a result of entering into, modifying, or terminating an agreement between boards, a pupil is assigned after December 1 to a different school for enrollment beginning at any time, the pupil, the

pupil's siblings, or any other pupil residing in the pupil's residence may submit an application to a nonresident district at any time before July 1 for enrollment beginning the following school year.

- A pupil who becomes a resident of a district after December 1 may submit an application to a nonresident district on January 15 or any time after that date for enrollment beginning any time before the following December 1.
- If the commissioner of education and the commissioner of human rights determine that the policies, procedures, or practices of a district are in violation of Title VI of the Civil Rights Act of 1964 (Public Law 88-352) or chapter 363A, any pupil in the district may submit an application to a nonresident district at any time for enrollment beginning at any time.

In the case of these exceptions, the applicant, the applicant's parent or guardian, the district of residence, and the district of attendance must observe open enrollment procedures outlined in Minnesota Statutes, section 124D.03, subdivisions 3 and 5, except that the application and notice deadlines do not apply. Minn. Stat. § 124D.03, subd. 7

A family is eligible to complete a General or VPK/SRP Open Enrollment application at the same time they submit a Nonresident Agreement; open enrollment would be effective in the school year following the next January 15 deadline. If applications for that school year exceed spots available, then the family's application would be included in the lottery.

26. When are nonresident agreements not used?

Nonresident agreements cannot be used if either the sending or receiving district participates in the Achievement and Integration Program. There are two exceptions. First, if the district makes an exception to allow enrollment of a student who has not kept a one-year enrollment commitment to another district. Minn. Stat. § 124D.03, subd. 5. Second, if the family's – not the district's – stated preference is a short-term open enrollment in the non-resident district with no interest on the part of the family to stay for subsequent school years.

27. Can the nonresident agreement application substitute for the General or VPK/SRP application?

No, if incorrect paperwork is submitted, it should be re-completed on the correct application.

28. Can nonresident agreements circumvent the restrictions on data fields on General or VPK/SRP applications?

No. Minnesota's Human Rights Act, Minnesota Statutes, section 363A.13, subdivisions 2-4, applies to non-resident agreements as well as standard open enrollment. Minnesota Statutes, section 124D.03, subdivision 6, further limits factors that may be considered in a Minnesota inter-district enrollment options program.

29. Can our district limit students enrolled through open enrollment and admit more on Nonresident Agreements?

Based on interpretation, MDE practice is that nonresident agreements are only appropriate for short-term enrollments of a year or less. They may not be used as a way to circumvent the protections and processes outlined in the enrollment options statute or as a means of a year-to-year enrollment of the same student. Minn. Stat. § 124D.08

30. What happens if a district enrolls a student without a Nonresident Agreement when one was required?

If the student is not enrolled in the district under any of the listed statutes, e.g., open enrollment, agreements between boards, graduation incentives or being placed by the resident district, the student is not eligible to generate funding for the enrolling district. Please note, there may be funding implications if your district does not have a nonresident agreement yet enrolls a student who missed a deadline that did not have a waiver.

Other Questions

31. Can non-state residents participate in the Minnesota Statewide Enrollment Options Program?

The Statewide Enrollment Options Program is a program that allows transfer of students who reside in one Minnesota school district into another Minnesota district. Please note that student residency is determined by parent residency, regardless of where the student is housed. If the student lives in Minnesota, but the parent does not, then residency is most often not going to be in Minnesota. Minn. Stat. § 120A.22, subd. 3 (Some exceptions exist under the federal McKinney-Vento Act and Minnesota Statutes, section 124D.08, subdivision 2a, for homeless children and youth.) A student must be a resident of Minnesota to transfer to a Minnesota school district through open enrollment or a Nonresident Agreement. Districts may email marss@state.mn.us with questions.

Iowa and South Dakota residents. Students who live in South Dakota-Minnesota and Iowa-Minnesota border districts may fall under specific border agreements that allow inter-state enrollment other than through the Statewide Enrollment Options Program. See memorandums of understanding and applications as well as Minnesota Statutes, sections 124D.04 and 124D.05.

Tuition Students. Any district may voluntarily choose to admit students who are not Minnesota residents if the family pays tuition. Districts may not allow students, including those of staff, who reside in other states to attend without payment of tuition or a border agreement. Minn. Stat. § 124D.04, subd. 6

32. Can families who are seeking early entrance to kindergarten open enroll?

Unless a student meets district-established policies for early entrance, children must be age five by September 1 to enroll in Minnesota public school kindergarten programs (Minn. Stat. § 120A.22, subd. 5). Families who are interested in early entrance need to work with the nonresident district to learn the locally established requirements. Only when the nonresident district determines that those requirements are met, may the General or VPK/SRP application or Nonresident Agreement be used.

33. How does an integration district code a student for MARSS?

All open enrolled students, whether or not either district receives integration funding, are reported with a MARSS State Aid Category (SAC) 01. Students enrolled under a Nonresident Agreement are reported with SAC 11. If the family also completes a General or VPK/SRP application, the students' SAC would change from 11 to 01 in the year that the statewide enrollment option is effective. A student must be a resident of Minnesota to transfer to a Minnesota school district through open enrollment or a Nonresident Agreement. Districts may email marss@state.mn.us with questions.

34. Does Minnesota Statutes, section 124D.03, the Enrollment Options Program statue, apply to charter schools?

No. Charter schools are governed by Minnesota Chapter 124E, "Charter Schools." Minnesota statutes, section 124E.03, specifically identifies Minnesota laws applicable to charter schools, and Minnesota Statutes, section 124D.03, is not included.

124D.03 ENROLLMENT OPTIONS PROGRAM.

Subdivision 1. **Establishment.** (a) An enrollment options program is established to enable any pupil to attend a school or program in a district in which the pupil does not reside, subject to the limitations in this section.

(b) A district may refuse to allow a pupil who is expelled under section 121A.45 to enroll during the term of the expulsion if the student was expelled for:

(1) possessing a dangerous weapon, as defined by United States Code, title 18, section 930, paragraph (g)(2), at school or a school function;

(2) possessing or using an illegal drug at school or a school function;

(3) selling or soliciting the sale of a controlled substance while at school or a school function; or

(4) committing a third-degree assault as described in section 609.223, subdivision 1.

Subd. 2. **Limited enrollment of nonresident pupils.** (a) A board may, by resolution, limit the enrollment of nonresident pupils in its schools or programs according to this section to a number not less than the lesser of:

(1) one percent of the total enrollment at each grade level in the district; or

(2) the number of district residents at that grade level enrolled in a nonresident district according to this section.

(b) A district that limits enrollment of nonresident pupils under paragraph (a) shall report to the commissioner by July 15 on the number of nonresident pupils denied admission due to the limitations on the enrollment of nonresident pupils.

Subd. 3. **Pupil application procedures.** (a) In order that a pupil may attend a school or program in a nonresident district, the pupil's parent or guardian must submit an application to the nonresident district. The pupil's application must identify a reason for enrolling in the nonresident district. The parent or guardian of a pupil must submit a signed application by January 15 for initial enrollment beginning the following school year. The application must be on a form provided by the Department of Education. A particular school or program may be requested by the parent. Once enrolled in a nonresident district, the pupil may remain enrolled and is not required to submit annual or periodic applications. If the student moves to a new resident district, the student retains the seat in the nonresident district, but must submit a new enrollment options form to update the student's information. To return to the resident district or to transfer to a different nonresident district, the parent or guardian of the pupil must provide notice to the resident district or apply to a different nonresident district by January 15 for enrollment beginning the following school year.

(b) A school district may require a nonresident student enrolled in a program under section 125A.13, or in a preschool program, except for a program under section 124D.151 or Laws 2017, First Special Session chapter 5, article 8, section 9, to follow the application procedures under this subdivision to enroll in kindergarten. A district must allow a nonresident student enrolled in a program under section 124D.151 or Laws 2017, First Special Session chapter 5, article 8, section 9, to remain enrolled in the district when the student enters kindergarten without submitting annual or periodic applications, unless the district terminates the student's enrollment under subdivision 12.

Subd. 4. **Achievement and integration district transfers.** (a) This subdivision applies to a transfer into or out of a district that has an achievement and integration plan approved by the commissioner of education under sections 124D.861 and 124D.862.

(b) An application to transfer may be submitted at any time for enrollment beginning at any time.

(c) A pupil enrolled in a nonresident district under an achievement and integration plan approved by the commissioner of education is not required to make annual or periodic application for enrollment but may remain enrolled in the same district. A pupil may transfer to the resident district at any time.

(d) Subdivision 2 applies to a transfer into or out of a district with an achievement and integration plan.

Subd. 5. **Nonresident district procedures.** A district shall notify the parent or guardian in writing by February 15 or within 90 days for applications submitted after January 15 in the case of achievement and integration district transfers whether the application has been accepted or rejected. If an application is rejected, the district must state in the notification the reason for rejection. The parent or guardian must notify the nonresident district by March 1 or within ten business days whether the pupil intends to enroll in the nonresident district. Notice of intent to enroll in the nonresident district obligates the pupil to attend the nonresident district during the following school year, unless the boards of the resident and the nonresident districts agree in writing to allow the pupil to transfer back to the resident district. If the pupil's parents or guardians change residence to another district, the student does not lose the seat in the nonresident district but the parent or guardian must complete an updated enrollment options form. If a parent or guardian does not notify the nonresident district by the January 15 deadline, if it applies, the pupil may not enroll in that nonresident district during the following school year, unless the boards of the resident and nonresident district agree otherwise. The nonresident district must notify the resident district by March 15 or 30 days later of the pupil's intent to enroll in the nonresident district. The same procedures apply to a pupil who applies to transfer from one participating nonresident district to another participating nonresident district.

Subd. 5a. **Lotteries.** If a school district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. The district must give priority to enrolling siblings of currently enrolled students, students whose applications are related to an approved integration and achievement plan, children of the school district's staff, and students residing in that part of a municipality, defined under section 469.1812, subdivision 3, where:

(1) the student's resident district does not operate a school building;

(2) the municipality is located partially or fully within the boundaries of at least five school districts;

(3) the nonresident district in which the student seeks to enroll operates one or more school buildings within the municipality; and

(4) no other nonresident, independent, special, or common school district operates a school building within the municipality.

The process for the school district lottery must be established in school district policy, approved by the school board, and posted on the school district's website.

Subd. 6. **Basis for decisions.** The board must adopt, by resolution, specific standards for acceptance and rejection of applications. Standards may include the capacity of a program, excluding special education services; class; or school building. The school board may not reject applications for enrollment in a particular grade level if the nonresident enrollment at that grade level does not exceed the limit set by the board under

subdivision 2. Standards may not include previous academic achievement, athletic or other extracurricular ability, disabling conditions, proficiency in the English language, previous disciplinary proceedings, or the student's district of residence, except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program.

Subd. 7. **Exceptions to deadlines.** Notwithstanding subdivision 3, the following pupil application procedures apply:

(a) Upon agreement of the resident and nonresident districts, a pupil may submit an application to a nonresident district after January 15 for enrollment beginning the following school year.

(b) If, as a result of entering into, modifying, or terminating an agreement between boards, a pupil is assigned after December 1 to a different school for enrollment beginning at any time, the pupil, the pupil's siblings, or any other pupil residing in the pupil's residence may submit an application to a nonresident district at any time before July 1 for enrollment beginning the following school year.

(c) A pupil who becomes a resident of a district after December 1 may submit an application to a nonresident district on January 15 or any time after that date for enrollment beginning any time before the following December 1.

(d) If the commissioner of education and the commissioner of human rights determine that the policies, procedures, or practices of a district are in violation of Title VI of the Civil Rights Act of 1964 (Public Law 88-352) or chapter 363A, any pupil in the district may submit an application to a nonresident district at any time for enrollment beginning at any time.

For exceptions under this subdivision, the applicant, the applicant's parent or guardian, the district of residence, and the district of attendance must observe, in a prompt and efficient manner, the application and notice procedures in subdivisions 3 and 5, except that the application and notice deadlines do not apply.

Subd. 8. **Transportation.** If requested by the parent of a pupil, the nonresident district shall provide transportation within the district.

The resident district is not required to provide or pay for transportation between the pupil's residence and the border of the nonresident district. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the pupil is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week.

At the time a nonresident district notifies a parent or guardian that an application has been accepted under subdivision 4 or 5, the nonresident district must provide the parent or guardian with the following information regarding the transportation of nonresident pupils under section 123B.88, subdivision 6.

Subd. 9. **Credits toward graduation.** A nonresident district shall accept credits toward graduation that were awarded by another district. The nonresident district shall award a diploma to a nonresident pupil if the pupil meets its graduation requirements.

Subd. 10. **Information.** A district shall make information about the district, schools, programs, policies, and procedures available to all interested people.

Subd. 11. **General education aid.** Adjustments to general education aid for the resident and nonresident districts shall be made according to section 127A.47, subdivision 7.

Subd. 12. **Termination of enrollment.** A district may terminate the enrollment of a nonresident student enrolled under this section or section 124D.08 at the end of a school year if the student meets the definition of a habitual truant under section 260C.007, subdivision 19, the student has been provided appropriate services under chapter 260A, and the student's case has been referred to juvenile court. A district may also terminate the enrollment of a nonresident student over the age of 17 enrolled under this section if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under section 120A.22, subdivision 8.

History: *1988 c 718 art 7 s 8; 1989 c 222 s 1,2; 1989 c 329 art 9 s 1-3; 1990 c 562 art 6 s 1,2; 1991 c 130 s 1,2; 1991 c 265 art 2 s 1; art 3 s 38; art 9 s 1; 1992 c 499 art 9 s 1; 1993 c 224 art 2 s 1; art 13 s 1; 1Sp1995 c 3 art 16 s 13; 1997 c 7 art 1 s 43; 1Sp1997 c 4 art 1 s 1; art 5 s 1-4; 1998 c 397 art 1 s 9-14,58; art 11 s 3; 1998 c 398 art 5 s 55; 1999 c 139 art 4 s 2; 1999 c 241 art 9 s 25; 2000 c 489 art 6 s 16; 1Sp2001 c 6 art 2 s 19; 2003 c 130 s 12; 1Sp2003 c 9 art 12 s 8; 2013 c 116 art 3 s 21; 2014 c 272 art 3 s 24-28; 2016 c 189 art 25 s 32; 1Sp2017 c 5 art 2 s 27; 2023 c 55 art 2 s 43,44*

Member _____introduced the following Resolution and moved its adoption:

RESOLUTION LIMITING OPEN ENROLLMENT AND ADOPTING STANDARDS FOR ACCEPTING AND REJECTING OPEN ENROLLMENT APPLICATIONS

WHEREAS, pursuant to Minnesota Statutes section 124D.03, subdivisions 2 and 6, the Board may reject applications for enrollment based on the number of students in a particular grade level if the Board adopts a resolution limiting the number of nonresident students enrolling at that grade level to a number that is not less than the lesser of one percent of the total enrollment at that grade level in District 100, or the number of District 100 residents at that grade level who are enrolled in a nonresident district under the Enrollment Options Act; and

WHEREAS, the School Board considers pre-kindergarten instructional programs that are provided as part of a free public education to be a grade level for purposes of Minnesota Statutes section 124D.03, subdivisions 2 and 6;

BE IT RESOLVED by the School Board of Independent School District No. 100, Wrenshall as follows:

1. For the 2025-2026 school year, the number of nonresident students who may enroll under the Enrollment Options Program in Grade Five (5) may not cause the total enrollment in Grade Five (5) to exceed 25 students. This restriction shall not be applied in a manner that limits the number of nonresident students who may enroll under the Enrollment Options Program in Grade Five (5) to less than one percent (1%) of the total enrollment in Grade Five (5) in District 100, or the number of District 100 residents in Grade Five (5) who are enrolled in a nonresident district under the Enrollment Options Act, whichever is less.

2. In accordance with Minnesota Statutes section 124D.03, subdivision 2(b), the Superintendent or his/her designee must report to the Minnesota Department of Education (MDE) on the number of nonresident students who are denied admission as a result of the limitations established in the first paragraph of this Resolution. The report must be submitted to the MDE by July 15, 2026.

3. This Resolution is not intended to impact the School District's right to accept or reject nonresident students who seek to enroll in the District pursuant to a non-resident tuition agreement and in compliance with Minnesota Statutes section 124D.08.

The motion for the adoption of the foregoing Resolution was duly seconded by

Member _____

thereof:

and upon a vote being taken thereon, the following voted in favor:

And the following voted against the same:

Whereupon said Resolution was declared duly passed and adopted.

_____

Board Clerk

WRENSHALL PUBLIC SCHOOL DISTRICT

Jeff Pesta – Superintendent
Michelle Blanchard – Principal

Agreement between Carlton Public Schools and Wrenshall Public Schools
For Principal Coverage

This Agreement ("Agreement") is made and entered into between Carlton Public Schools ("Carlton") and Wrenshall Public Schools ("Wrenshall") effective as of 4/14/25 and shall continue in effect until 4/17/25 ("Term").

Services: Wrenshall agrees to contract with Carlton to provide a licensed principal during school hours (8:00 a.m. to 3:10 p.m.) April 14-17th 2025.

Payment: Wrenshall shall pay Carlton the sum of $431 per day for the principal services provided by Carlton. Carlton will invoice Wrenshall at the end of this agreement, at which time payment will be required.

Termination: This Agreement shall commence on 4/14/2025 and shall continue in effect until 4/17/2025, unless earlier terminated by mutual agreement of the Parties or as otherwise provided herein. Either Party may terminate this Agreement upon request.

Governing Law: This Agreement shall be governed by and construed in accordance with the laws of the State of MN, without regard to its conflict of law provisions.

Entire Agreement: This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements and understandings, whether written or oral, relating to such subject matter.

Amendment: This Agreement may be amended only by a written instrument executed by both Parties.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date first above written.

_____ Date_____

Donita Stepan - Carlton Public Schools
Carlton Superintendent of Schools

_____ Date _____

Jeff Pesta - Wrenshall Public Schools

Wrenshall Superintendent of Schools

802 DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

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

I. PURPOSE

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

II. GENERAL STATEMENT OF POLICY

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsolete equipment and material.

III. DEFINITIONS

A. "Contract" means an agreement entered into by the school district for the sale of supplies, materials, or equipment.

B. "Official newspaper" is a regular issue of a qualified legal newspaper.

IV. MANNER OF DISPOSITION

A. Authorization

The superintendent shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

B. Contracts Over $175,000

1. If the value of the equipment or materials is estimated to exceed $175,000, sealed bids shall be solicited by two weeks' published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the school board shall deem necessary.

2. The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.

3. A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.

4. In the case of identical high bids from two or more bidders, the school board may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the school board may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the board may readvertise.

5. All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.

6. Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After completion of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until resolicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From $25,000 to $175,000

If the amount of the sale is estimated to exceed $25,000 but not to exceed $175,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts $25,000 or Less

If the amount of the sale is estimated to be $25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the school board. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers

1. A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment, including a tablet device, by conveying the property and title to:

   a. another school district;

   b. the state department of corrections;

   c. the board of trustees of Minnesota State Colleges and Universities;

   d. the family of a student residing in the district whose total family income meets the federal definition of poverty; or

   e. a charitable organization under section 501(c)(3) of the Internal Revenue Code that is registered with the attorney general's office for educational use.

2. If surplus school computers are not disposed of as described in Paragraph 1., upon adoption of a written resolution of the school board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the school board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-price meals and then dispose of the remaining computers or tablets by lottery.

Legal References: Minn. Stat. § 13.591 (Business Data)
Minn. Stat. § 15.054 (Sale or Purchase of State Property; Penalty)
Minn. Stat. § 123B.29 (Sale at Auction)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 471.85 (Property Transfer; Public Corporations)
Minn. Stat. § 645.11 (Published Notice)

Cross References: MSBA School Law Bulletin "F" (School District Contract and Bidding Procedures)

Adopted: April 2008

DRAFT

Revised: MSBA 2024

806 CRISIS MANAGEMENT POLICY

I. PURPOSE

The purpose of this Model Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

II. GENERAL INFORMATION

A. The Policy and Plans

The school district's Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building's specific situation and needs.

The school district's administration and/or the administration of each building shall present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated on an annual basis.

B. Elements of the District Crisis Management Policy

1. General Crisis Procedures

The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to

convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Comprehensive School Safety Guide (2011 Edition) to assist in the development of building-specific crisis management plans.

All general crisis procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

a. Lock-Down Procedures

Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.

b. Evacuation Procedures

Evacuations of classrooms and buildings–shall be implemented at the discretion of the building administrator or his or her designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

c. Sheltering Procedures

Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.

i. In the event of a **Tornado Warning,** where a tornado is occurring or is expected to occur soon, Wrenshall School will serve as a Community Tornado Shelter.

ii. In the event of a **Tornado Warning** during staffed times- announcements will be made for students to take shelter. The following doors will be unlocked:the main parking lot doors off of Pioneer Drive, and the old Pool lot doors on the East end of the school. Coaches will be responsible for carrying a device to notify them of approaching severe weather. They will be responsible for getting student athletes into shelter. Community members will follow labeled routes to the cafeteria to take shelter.

a. Once an "all-clear" has been issued, students will be allowed to return to class. After the hallways have emptied, community members will be allowed to leave. All attempts possible will be made to keep community members separate from students.

iii. In the event of a **Tornado Warning** outside of staffed hours, designated community members will have access to a lock box mounted to the exterior of the building at the front entry. The lock box will contain an "M" key, a "GMA" key, and a laminated copy of the school security code with instructions on how to disarm the alarm system. The main parking lot doors off Pioneer Drive, fire doors to cafeteria, multi-purpose gym fire doors, and old pool parking lot doors on the East end of the school will all be unlocked. The old pool parking lot door on the East end of the building will serve as an entry point for handicapped accessibility. Community members will be instructed to take cover in the cafeteria. If power to the building is lost, the media center hallway and multipurpose gym hallway may be used in lieu of the cafeteria. The Facilities Manager will work with the Mayor of Wrenshall to determine who will be allowed access to this lock box.

a. After an "all-clear" has been given, community members will be instructed that they may leave the school. Whoever opened the school as a shelter will contact the buildings and grounds director. The buildings and grounds director, or his/her appointee will respond to the school, and check over the building to assess for damage and do a security sweep. When it is determined that there are no hazards or security risks, the building will be locked, and the alarm system armed. Keys and alarm code will be returned to the lock box.

2. Crisis-Specific Procedures

The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.

3. School Emergency Response Teams

a. Composition

The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts.

b. Leaders

The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. District Employees

Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.

2. Students and Parents

Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.)

2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.

3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.

4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.

5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minnesota Statutes, section 299F.30. See Minnesota Statutes, section 121A.035.

6. A record of fire drills conducted at the building will be maintained in the building administrator's office.

7. The school district will have prearranged sites for emergency sheltering and transportation as needed.

8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the

names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts and will be updated annually.

School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

E. Warning and Notification Systems

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings. The school district should consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure

for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.

2. Designate specific rooms as private counseling areas.

3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.

4. Prohibit media from interviewing or questioning students or staff.

5. Provide follow-up services to students and staff who receive counseling.

6. Resume normal school routines as soon as possible.

I. Long-Term Recovery Intervention Procedures

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery.

2. Fiscal recovery.

3. Academic recovery.

4. Social/emotional recovery.

IV. ACTIVE SHOOTER DRILL

A. Definitions

1. "Active shooter drill" means an emergency preparedness drill designed to teach students, teachers, school personnel, and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school. An active shooter drill is not an active shooter simulation, nor may an active shooter drill include any sensorial components, activities, or elements which mimic a real life shooting.

2. "Active shooter simulation" means an emergency exercise including full-scale or functional exercises, designed to teach adult school personnel and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school which also incorporates sensorial components, activities, or elements mimicking a real life shooting. Activities or elements mimicking a real life shooting include, but are not limited to, simulation of tactical response by law enforcement. An active shooter simulation is not an active shooter drill.

3. "Evidence-based" means a program or practice that demonstrates any of the following:

a. a statistically significant effect on relevant outcomes based on any of the following:

i. strong evidence from one or more well designed and well implemented experimental studies;

ii. moderate evidence from one or more well designed and well implemented quasi-experimental studies; or

iii. promising evidence from one or more well designed and well implemented correlational studies with statistical controls for selection bias; or

b. a rationale based on high-quality research findings or positive evaluations that the program or practice is likely to improve relevant outcomes, including the ongoing efforts to examine the effects of the program or practice.

4. "Full-scale exercise" means an operations-based exercise that is typically the most complex and resource-intensive of the exercise types and often involves multiple agencies, jurisdictions, organizations, and real-time movement of resources.

5. "Functional exercises" means an operations-based exercise designed to assess and evaluate capabilities and functions while in a realistic, real-time environment, however, movement of resources is usually simulated.

B. Criteria

An active shooter drill conducted according to Minnesota Statutes, section 121A.037 with students in early childhood through grade 12 must be:

1. accessible;

2 developmentally appropriate and age appropriate, including using appropriate safety language and vocabulary;

3. culturally aware;

4. trauma-informed; and

5. inclusive of accommodations for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

C. Student Mental Health and Wellness

Active shooter drill protocols must include a reasonable amount of time immediately following the drill for teachers to debrief with their students. The opportunity to debrief must be provided to students before regular classroom activity may resume. During the debrief period, students must be allowed to access any mental health services available on campus, including counselors, school psychologists, social workers, or cultural liaisons. An active shooter drill must not be combined or conducted consecutively with any other type of emergency preparedness drill. An active shooter drill must be accompanied by an announcement prior to commencing. The announcement must use

concise and age-appropriate language and, at a minimum, inform students there is no immediate danger to life and safety.

D. Notice

1. The school district must provide notice of a pending active shooter drill to every student's parent or legal guardian before an active shooter drill is conducted. Whenever practicable, notice must be provided at least 24 hours in advance of a pending active shooter drill and inform the parent or legal guardian of the right to opt their student out of participating.

2. If a student is opted out of participating in an active shooter drill, no negative consequence must impact the student's general school attendance record nor may nonparticipation alone make a student ineligible to participate in or attend school activities.

3. The Commissioner must ensure the availability of alternative safety education for students who are opted out of participating or otherwise exempted from an active shooter drill. Alternative safety education must provide essential safety instruction through less sensorial safety training methods and must be appropriate for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.

E. Participation in Active Shooter Drills

Any student in early childhood through grade 12 must not be required to participate in an active shooter drill that does not meet the Criteria set forth above.

F. Active Shooter Simulations

A student must not be required to participate in an active shooter simulation. An active shooter simulation must not take place during regular school hours if a majority of students are present, or expected to be present, at the school. A parent or legal guardian of a student in grades 9 through 12 must have the opportunity to opt their student into participating in an active shooter simulation.

G. Violence Prevention

1. A school district or charter school conducting an active shooter drill must provide students in middle school and high school at least one hour, or one standard class period, of violence prevention training annually.

2. The violence prevention training must be evidence-based and may be delivered in-person, virtually, or digitally. Training must, at a minimum, teach students the following:

   a. how to identify observable warning signs and signals of an individual who may be at risk of harming oneself or others;

   b. the importance of taking threats seriously and seeking help; and

   c. the steps to report dangerous, violent, threatening, harmful, or potentially harmful activity.

3. A school district or charter school must ensure that students have the

opportunity to contribute to their school's safety and violence prevention planning, aligned with the recommendations for multihazard planning for schools, including but not limited to:

a. student opportunities for leadership related to prevention and safety;

b. encouragement and support to students in establishing clubs and programs focused on safety; and

c. providing students with the opportunity to seek help from adults and to learn about prevention connected to topics including bullying, sexual harassment, sexual assault, and suicide.

H. Board Meeting

At a regularly scheduled school board meeting, a school board of a district that has conducted an active shooter drill must consider the following:

1. the effect of active shooter drills on the safety of students and staff; and

2. the effect of active shooter drills on the mental health and wellness of students and staff.

V. SAMPLE PROCEDURES INCLUDED IN THIS POLICY

Sample procedures for the various hazards/emergencies listed below are attached to this Policy for use when drafting specific crisis management plans. Additional sample procedures may be found in the Response section of the *Comprehensive School Safety Guide* (2011 Edition). After approval by the school board, an adopted procedure will become an addendum to the Crisis Management Policy.

A. Fire

B. Hazardous Materials

C. Severe Weather: Tornado/Severe Thunderstorm/Flooding

D. Medical Emergency

E. Fight/Disturbance

F. Assault

G. Intruder

H. Weapons

I. Shooting

J. Hostage

K. Bomb Threat

L. Chemical or Biological Threat

M. Checklist for Telephone Threats

N. Demonstration

O. Suicide

P. Lock-down Procedures

Q. Shelter-In-Place Procedures

R. Evacuation/Relocation

S. Media Procedures

T. Post-Crisis Procedures

U. School Emergency Response Team

V. Emergency Phone Numbers

W. Highly Contagious Serious Illness or Pandemic Flu

VI. MISCELLANEOUS PROCEDURES

A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

B. Visitors

The school district shall implement procedures mandating visitor sign in and visitors in school buildings. See MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

D. Radiological Emergencies at Nuclear Generating Plants [OPTIONAL]

School districts within a 10-mile radius of the Monticello or Prairie Island nuclear power plants will implement crisis plans in the event of an accident or incident at the power plant.

Questions relative to the creation or implementation of such plans will be directed to the Minnesota Department of Public Safety.

Legal References:
Minn. Stat. Ch. 12 (Emergency Management)
Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
Minn. Stat. § 121A.035 (Crisis Management Policy)
Minn. Stat. § 121A.038 (Students Safe at School)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. § 299F.30 (Fire Drill in School; Doors and Exits)
Minn. Stat. § 326B.02, Subd. 6 (Powers)
Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)

Minn. Stat. § 609.605, Subd. 4 (Trespasses)
Minn. Rules Ch. 7511 (Fire Code)
20 U.S.C. § 1681, *et seq.* (Title IX)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)
20 U.S.C. § 7912 (Unsafe School Choice Option)
42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites
Comprehensive School Safety Guide
Minnesota School Safety Center - Resources (mn.gov)

121A.08 SMUDGING PERMITTED.

An American Indian student or staff member may use tobacco, sage, sweetgrass, and cedar to conduct individual or group smudging in a public school. The process for conducting smudging is determined by the building or site administrator. Smudging must be conducted under the direct supervision of an appropriate staff member, as determined by the building or site administrator.

History: *2024 c 109 art 2 s 19*

419.1 SMUDGING

I. PURPOSE

It is the purpose of this policy to establish a standard for smudging ceremonies to be followed in the Wrenshall Public School District. This policy allows for students, staff, elders, and cultural teachers who identify as members of an American Indian Tribe to conduct individual or group smudging.

II. GENERAL STATEMENT

Wrenshall Public School District is committed to creating an open and respectful campus climate for all. The district recognizes plants such as sage, sweetgrass, traditional tobacco, and cedar as traditional American Indian medicines and essential elements of purification and cultural ceremony.

(MN Statute 144.4167) It shall not be a violation of policy for an American Indian adult to light tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices.

This policy provides direction to the school community for respectful engagement in these traditions.

III. DEFINITIONS

The smudging or cleansing ceremony is a cultural practice among American Indian communities. It is a traditional practice that is intended to help ground people in mindfulness and center them in their daily activities. It involves burning sacred plant medicines. Commonly used plants in this practice include sage, sweetgrass, traditional tobacco, and cedar. These plants medicines can be used for smudging either individually or in combination.

Smudging is voluntary and people are never forced or pressured to engage in the ceremony.

Smudging is a tradition common to many American Indian people including those in the Wrenshall Public School District.

IV. PROCUDURE

1. A smudge is to be led by a person who has an understanding of what a smudge is and why it is done. That person may be a cultural teacher or another staff person who is knowledgeable about the tradition of smudging.
2. Upon appropriate notification to the building principal, American Indian staff and/or cultural teachers will be able to use plants such as sage, sweetgrass, traditional tobacco, and cedar to conduct individual or group smudging.
3. Giving notice recognizes the importance of smudging as a cultural practice.
4. Advanced notice also reduces the number of inquiries regarding the smell of smoke.
5. Responsibility for the safe and appropriate use of traditional American Indian medicines rests with the lead participant(s) of the event.
6. The adult supervisor responsible for the smudge must know the location of the nearest fire extinguisher and be aware of nearby combustible materials. The smudge bowl must rest in an area with non-combustible materials. The smudge bowl used must be capable of withstanding the heat of the smudge bundles and never left unattended. Embers must be kept in a heat/fire proof container until cold to the touch before discarding. *Note: Contents of the container are to be returned to Mother Earth as is traditional custom once the risk of fire has been eliminated*.
7. The area being used and students attending must be supervised by program staff during the smudging ceremony.

Legal References: Minn. Stat.§ 144.4167 Subd. 2. (Traditional Native American ceremonies)

Minn. Stat. § 1201. 08. Smudging Allowed

Cross References: MSBA/MASA Model Policy 419 (Tobacco-Free Environment)

Wrenshall Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

April 7, 2025

Request to Post Anticipated Vacancies

1. Secondary Physical Education and Health Teacher, effective August 25, 2025.
2. Secondary Math Teacher, effective August 25, 2025.
3. Elementary Special Education Teacher, effective August 25, 2025.

April 3 2025

To: Wrenshall Board of Education

From: Michele Carlson: Director of Community Education
Katie Beck: Community Education Coordinator

RE: Wrens Club Student Aids

I would like to request approval to post job openings for Wrens Club Student Aids for the Fall/Spring 2025-26 academic year. We currently have three seniors who will be leaving after summer 2025. The position pays $13.50/hour, and plans to hire three new student aids, with an estimated weekly work schedule of 8-12 hours per person.

Wrens Club

Cool Kids Student Worker

(Revised 2024)

Agency:
Wrenshall Community Education

General Description:
Assist Wrens Club Program Assistants in providing quality school age care program. Provide activities that offer a fun, safe, caring environment that fosters recreational, social, educational, and developmentally appropriate experiences that compliment a child's school day.

Job Qualifications:
CPR & First aid certification recommended. Will need to go through training for CPR/ first aid, head trauma injuries, and mandatory reporting once hired. Must complete Indentigo background check. Must complete 6 hours of training prior to working directly with students.

Job Duties:
85 % of time

- Direct work with school age children.
- Ensure safety of children in the program by monitoring their environment and activities.
- Interact and build relationships with children attending the program.
- Positively interact with students and participate in their play when appropriate.
- Provide feedback to children on their positive and negative behaviors and help them develop social/ emotional skills.
- Ability to spend time sitting on the floor with children.
- Ability to spend up to an hour or more per day outdoors with students.
- Must be able to stand/ walk for many hours.
- Able to lift up to 20 pounds, bend, and kneel.
- Ability to work in a busy and sometimes noisy environment.
- Communicate with other assistants about activities, students, or schedules.

10 % of time

- Responsible for room preparation, project material, art and craft supplies, toys, and resources, and handing out snacks for each day.
- Effectively communicate with parents/guardians at drop off and pick up.
- Responsible for cleaning/resetting the room at the end of a program day.
- Field questions from parents about program, billing, or policies, or refer them to the proper source.

5% of time

- Attend required trainings ie: CPR/First Aid certification and Mandatory Reporting
- Attend additional training as they become available each year.
- Work at community events provided by community education and attend scheduled meetings.

Supervisor: Wrens Club Coordinator
Community Education Coordinator

Evaluation: 1 week, 2 weeks, 30 days, 90 days, then annually

CHAPTER 13D

OPEN MEETING LAW

13D.001	DEFINITION.
13D.01	MEETINGS MUST BE OPEN TO THE PUBLIC; EXCEPTIONS.
13D.015	STATE ENTITY MEETINGS BY TELEPHONE OR INTERACTIVE TECHNOLOGY.
13D.02	OTHER ENTITY MEETINGS BY INTERACTIVE TECHNOLOGY.
13D.021	MEETINGS DURING PANDEMIC OR CHAPTER 12 EMERGENCY.
13D.03	CLOSED MEETINGS FOR LABOR NEGOTIATIONS STRATEGY.
13D.04	NOTICE OF MEETINGS.
13D.05	MEETINGS HAVING DATA CLASSIFIED AS NOT PUBLIC.
13D.06	CIVIL FINES; FORFEITURE OF OFFICE; OTHER REMEDIES.
13D.065	USE OF SOCIAL MEDIA.
13D.07	CITATION.
13D.08	OPEN MEETING LAW CODED ELSEWHERE.

13D.001 DEFINITION.

Subdivision 1. **Applicability.** For the purposes of this chapter, the term defined in this section has the meaning given.

Subd. 2. **Interactive technology.** "Interactive technology" means a device, software program, or other application that allows individuals in different physical locations to see and hear one another.

History: *2021 c 14 s 1*

13D.01 MEETINGS MUST BE OPEN TO THE PUBLIC; EXCEPTIONS.

Subdivision 1. **In executive branch, local government.** All meetings, including executive sessions, must be open to the public

(a) of a state

(1) agency,

(2) board,

(3) commission, or

(4) department,

when required or permitted by law to transact public business in a meeting;

(b) of the governing body of a

(1) school district however organized,

(2) unorganized territory,

(3) county,

(4) statutory or home rule charter city,

(5) town, or

(6) other public body;

(c) of any

(1) committee,

(2) subcommittee,

(3) board,

(4) department, or

(5) commission,

of a public body; and

(d) of the governing body or a committee of:

(1) a statewide public pension plan defined in section 356A.01, subdivision 24; or

(2) a local public pension plan governed by sections 424A.091 to 424A.096, or chapter 354A, or Laws 2013, chapter 111, article 5, sections 31 to 42.

Subd. 2. **Exceptions.** This chapter does not apply

(1) to meetings of the commissioner of corrections;

(2) to a state agency, board, or commission when it is exercising quasi-judicial functions involving disciplinary proceedings; or

(3) as otherwise expressly provided by statute.

Subd. 3. **Subject of and grounds for closed meeting.** Before closing a meeting, a public body shall state on the record the specific grounds permitting the meeting to be closed and describe the subject to be discussed.

Subd. 4. **Votes to be kept in journal or minutes.** (a) The votes of the members of the state agency, board, commission, or department; or of the governing body, committee, subcommittee, board, department, or commission on an action taken in a meeting required by this section to be open to the public must be recorded in a journal or minutes.

(b) The vote of each member must be recorded on each appropriation of money, except for payments of judgments, claims, and amounts fixed by statute.

Subd. 5. **Public access to journal and minutes.** The journal or any minutes used to record votes of a meeting subject to this chapter must be open to the public during all normal business hours where records of the public body are kept.

Subd. 6. **Public copy of members' materials.** (a) In any meeting which under subdivisions 1, 2, 4, and 5, and section 13D.02 must be open to the public, at least one copy of any printed materials relating to the agenda items of the meeting prepared or distributed by or at the direction of the governing body or its employees and:

(1) distributed at the meeting to all members of the governing body;

(2) distributed before the meeting to all members; or

(3) available in the meeting room to all members;

shall be available in the meeting room for inspection by the public while the governing body considers their subject matter.

(b) This subdivision does not apply to materials classified by law as other than public as defined in chapter 13, or to materials relating to the agenda items of a closed meeting held in accordance with the procedures in section 13D.03 or other law permitting the closing of meetings.

History: *1957 c 773 s 1; 1967 c 462 s 1; 1973 c 123 art 5 s 7; 1973 c 654 s 15; 1973 c 680 s 1,3; 1975 c 271 s 6; 1981 c 174 s 1; 1983 c 137 s 1; 1983 c 274 s 18; 1984 c 462 s 27; 1987 c 313 s 1; 1990 c 550 s 2,3; 1991 c 292 art 8 s 12; 1991 c 319 s 22; 1994 c 618 art 1 s 39; 1997 c 154 s 2; 1Sp2001 c 10 art 4 s 1; 2010 c 359 art 12 s 3; 1Sp2011 c 8 art 8 s 2,14; 2013 c 111 art 5 s 4,80; 2021 c 14 s 2,3*

13D.015 STATE ENTITY MEETINGS BY TELEPHONE OR INTERACTIVE TECHNOLOGY.

Subdivision 1. **Application.** This section applies to:

(1) a state agency, board, commission, or department, and a statewide public pension plan defined in section 356A.01, subdivision 24; and

(2) a committee, subcommittee, board, department, or commission of an entity listed in clause (1).

Subd. 2. **Conditions.** An entity listed in subdivision 1 may conduct a meeting governed by this section and section 13D.01, subdivisions 1, 2, 4, and 5, by telephone or interactive technology so long as the following conditions are met:

(1) all members of the entity participating in the meeting, wherever their physical location, can hear one another and can hear all discussion and testimony;

(2) members of the public present at the regular meeting location of the entity can hear all discussion and all votes of members of the entity and participate in testimony;

(3) at least one member of the entity is physically present at the regular meeting location; and

(4) all votes are conducted by roll call, so each member's vote on each issue can be identified and recorded.

Subd. 3. **Quorum; participation.** Each member of the entity participating in a meeting by telephone or interactive technology is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

Subd. 4. **Monitoring from remote site.** If telephone or interactive technology is used to conduct a meeting, the entity, to the extent practical, shall allow a person to monitor the meeting electronically from a remote location.

Subd. 5. **Notice.** If telephone or interactive technology is used to conduct a regular, special, or emergency meeting, the entity shall provide notice of the regular meeting location, of the fact that some members may participate by interactive technology, and of the provisions of subdivision 4. The timing and method of providing notice is governed by section 13D.04. In addition, the entity must post the notice on its website at least ten days before any regular meeting as defined in section 13D.04, subdivision 1.

History: *2009 c 80 s 1; 2012 c 290 s 63; 2021 c 14 s 4*

13D.02 OTHER ENTITY MEETINGS BY INTERACTIVE TECHNOLOGY.

Subdivision 1. **Conditions.** (a) A meeting governed by section 13D.01, subdivisions 1, 2, 4, and 5, and this section may be conducted by interactive technology so long as:

(1) all members of the body participating in the meeting, wherever their physical location, can hear and see one another and can hear and see all discussion and testimony presented at any location at which at least one member is present;

(2) members of the public present at the regular meeting location of the body can hear and see all discussion and testimony and all votes of members of the body;

(3) at least one member of the body is physically present at the regular meeting location;

(4) all votes are conducted by roll call so each member's vote on each issue can be identified and recorded; and

(5) each location at which a member of the body is present is open and accessible to the public.

(b) A meeting satisfies the requirements of paragraph (a), although a member of the public body participates from a location that is not open or accessible to the public, if the member has not participated more than three times in a calendar year from a location that is not open or accessible to the public, and:

(1) the member is serving in the military and is at a required drill, deployed, or on active duty; or

(2) the member has been advised by a health care professional against being in a public place for personal or family medical reasons.

Subd. 1a. **Meeting exception.** This section applies to meetings of entities described in section 13D.01, subdivision 1, except meetings of:

(1) a state agency, board, commission, or department, and a statewide public pension plan defined in section 356A.01, subdivision 24; and

(2) a committee, subcommittee, board, department, or commission of an entity listed in clause (1).

Subd. 2. **Members are present for quorum; participation.** Each member of a body participating in a meeting by interactive technology is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

Subd. 3. **Monitoring from remote site.** If interactive technology is used to conduct a meeting, to the extent practical, a public body shall allow a person to monitor the meeting electronically from a remote location.

Subd. 4. **Notice of regular and all member locations.** If interactive technology is used to conduct a regular, special, or emergency meeting, the public body shall provide notice of the regular meeting location and notice of any location where a member of the public body will be participating in the meeting by interactive technology, except for the locations of members participating pursuant to subdivision 1, paragraph (b). The timing and method of providing notice must be as described in section 13D.04.

Subd. 5. MS 2020 [Repealed by amendment, 2021 c 14 s 5]

Subd. 6. **Record.** The minutes for a meeting conducted under this section must reflect the names of any members appearing by interactive technology and state the reason or reasons for the appearance by interactive technology.

History: *1957 c 773 s 1; 1967 c 462 s 1; 1973 c 123 art 5 s 7; 1973 c 654 s 15; 1973 c 680 s 1,3; 1975 c 271 s 6; 1981 c 174 s 1; 1983 c 137 s 1; 1983 c 274 s 18; 1984 c 462 s 27; 1987 c 313 s 1; 1990 c 550 s 2,3; 1991 c 292 art 8 s 12; 1991 c 319 s 22; 1994 c 618 art 1 s 39; 1997 c 154 s 2; 1Sp2011 c 11 art 2 s 1; 2019 c 33 s 1-3; 2020 c 74 art 1 s 1; 2021 c 14 s 5; 2023 c 62 art 3 s 1*

13D.021 MEETINGS DURING PANDEMIC OR CHAPTER 12 EMERGENCY.

Subdivision 1. **Conditions.** A meeting governed by this section and section 13D.01, subdivisions 1, 2, 4, and 5, may be conducted by telephone or interactive technology so long as the following conditions are met:

(1) the presiding officer, chief legal counsel, or chief administrative officer for the affected governing body determines that an in-person meeting or a meeting conducted under section 13D.015 or 13D.02 is not practical or prudent because of a health pandemic or an emergency declared under chapter 12;

(2) all members of the body participating in the meeting, wherever their physical location, can hear one another and can hear all discussion and testimony;

(3) members of the public present at the regular meeting location of the body can hear all discussion and testimony and all votes of the members of the body, unless attendance at the regular meeting location is not feasible due to the health pandemic or emergency declaration;

(4) at least one member of the body, chief legal counsel, or chief administrative officer is physically present at the regular meeting location, unless unfeasible due to the health pandemic or emergency declaration; and

(5) all votes are conducted by roll call, so each member's vote on each issue can be identified and recorded.

Subd. 2. **Members are present for quorum; participation.** Each member of the body participating in a meeting by telephone or interactive technology is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

Subd. 3. **Monitoring from remote site.** If telephone or interactive technology is used to conduct a meeting, to the extent practical, the body shall allow a person to monitor the meeting electronically from a remote location.

Subd. 4. **Notice of regular and all member sites.** If telephone or interactive technology is used to conduct a regular, special, or emergency meeting, the public body shall provide notice of the regular meeting location, of the fact that some members may participate by telephone or interactive technology, and of the provisions of subdivision 3. The timing and method of providing notice is governed by section 13D.04.

Subd. 5. **Public comment period during health pandemic or emergency.** If attendance at the regular meeting location is not feasible due to the health pandemic or emergency declaration and the public body's practice is to offer a public comment period at in-person meetings, members of the public shall be permitted to comment from a remote location during the public comment period of the meeting, to the extent practical.

History: *2007 c 110 s 1; 2021 c 14 s 6*

13D.03 CLOSED MEETINGS FOR LABOR NEGOTIATIONS STRATEGY.

Subdivision 1. **Procedure.** (a) Section 13D.01, subdivisions 1, 2, 4, 5, and section 13D.02 do not apply to a meeting held pursuant to the procedure in this section.

(b) The governing body of a public employer may by a majority vote in a public meeting decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25.

(c) The time of commencement and place of the closed meeting shall be announced at the public meeting.

(d) A written roll of members and all other persons present at the closed meeting shall be made available to the public after the closed meeting.

Subd. 2. **Meeting must be recorded.** (a) The proceedings of a closed meeting to discuss negotiation strategies shall be tape-recorded at the expense of the governing body.

(b) The recording shall be preserved for two years after the contract is signed and shall be made available to the public after all labor contracts are signed by the governing body for the current budget period.

Subd. 3. **If violation claimed.** (a) If an action is brought claiming that public business other than discussions of labor negotiation strategies or developments or discussion and review of labor negotiation proposals was transacted at a closed meeting held pursuant to this section during the time when the tape is not available to the public, the court shall review the recording of the meeting in camera.

(b) If the court finds that this section was not violated, the action shall be dismissed and the recording shall be sealed and preserved in the records of the court until otherwise made available to the public pursuant to this section.

(c) If the court finds that this section was violated, the recording may be introduced at trial in its entirety subject to any protective orders as requested by either party and deemed appropriate by the court.

History: *1957 c 773 s 1; 1967 c 462 s 1; 1973 c 123 art 5 s 7; 1973 c 654 s 15; 1973 c 680 s 1,3; 1975 c 271 s 6; 1981 c 174 s 1; 1983 c 137 s 1; 1983 c 274 s 18; 1984 c 462 s 27; 1987 c 313 s 1; 1990 c 550 s 2,3; 1991 c 292 art 8 s 12; 1991 c 319 s 22; 1994 c 618 art 1 s 39; 1997 c 154 s 2*

13D.04 NOTICE OF MEETINGS.

Subdivision 1. **Regular meetings.** A schedule of the regular meetings of a public body shall be kept on file at its primary offices. If a public body decides to hold a regular meeting at a time or place different from the time or place stated in its schedule of regular meetings, it shall give the same notice of the meeting that is provided in this section for a special meeting.

Subd. 2. **Special meetings.** (a) For a special meeting, except an emergency meeting or a special meeting for which a notice requirement is otherwise expressly established by statute, the public body shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the public body, or if the public body has no principal bulletin board, on the door of its usual meeting room.

(b) The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings with the public body. This notice shall be posted and mailed or delivered at least three days before the date of the meeting.

(c) As an alternative to mailing or otherwise delivering notice to persons who have filed a written request for notice of special meetings, the public body may publish the notice once, at least three days before the meeting, in the official newspaper of the public body or, if there is none, in a qualified newspaper of general circulation within the area of the public body's authority.

(d) A person filing a request for notice of special meetings may limit the request to notification of meetings concerning particular subjects, in which case the public body is required to send notice to that person only concerning special meetings involving those subjects.

(e) A public body may establish an expiration date for requests for notices of special meetings pursuant to this subdivision and require refiling of the request once each year.

(f) Not more than 60 days before the expiration date of a request for notice, the public body shall send notice of the refiling requirement to each person who filed during the preceding year.

Subd. 3. **Emergency meetings.** (a) For an emergency meeting, the public body shall make good faith efforts to provide notice of the meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.

(b) Notice of the emergency meeting shall be given by telephone or by any other method used to notify the members of the public body.

(c) Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the members.

(d) Notice shall include the subject of the meeting. Posted or published notice of an emergency meeting is not required.

(e) An "emergency" meeting is a special meeting called because of circumstances that, in the judgment of the public body, require immediate consideration by the public body.

(f) If matters not directly related to the emergency are discussed or acted upon at an emergency meeting, the minutes of the meeting shall include a specific description of the matters.

(g) The notice requirement of this subdivision supersedes any other statutory notice requirement for a special meeting that is an emergency meeting.

Subd. 4. **Recessed or continued meetings.** (a) If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

(b) For purposes of this subdivision, the term "meeting" includes a public hearing conducted pursuant to chapter 429 or any other law or charter provision requiring a public hearing by a public body.

Subd. 5. **Closed meetings.** The notice requirements of this section apply to closed meetings.

Subd. 6. **State agencies.** For a meeting of an agency, board, commission, or department of the state required or permitted by law to transact public business in a meeting:

(1) the notice requirements of this section apply only if a statute governing meetings of the agency, board, or commission does not contain specific reference to the method of providing notice;

(2) all provisions of this section relating to publication are satisfied by publication in the State Register or posting on the website of the agency, board, commission, or department; and

(3) a schedule of the regular meetings shall be kept on file at the primary offices or posted on the website of the agency, board, commission, or department.

Subd. 7. **Actual notice.** If a person receives actual notice of a meeting of a public body at least 24 hours before the meeting, all notice requirements of this section are satisfied with respect to that person, regardless of the method of receipt of notice.

History: *1957 c 773 s 1; 1967 c 462 s 1; 1973 c 123 art 5 s 7; 1973 c 654 s 15; 1973 c 680 s 1,3; 1975 c 271 s 6; 1981 c 174 s 1; 1983 c 137 s 1; 1983 c 274 s 18; 1984 c 462 s 27; 1987 c 313 s 1; 1990 c 550 s 2,3; 1991 c 292 art 8 s 12; 1991 c 319 s 22; 1994 c 618 art 1 s 39; 1997 c 154 s 2; 2014 c 274 s 1*

13D.05 MEETINGS HAVING DATA CLASSIFIED AS NOT PUBLIC.

Subdivision 1. **General principles.** (a) Except as provided in this chapter, meetings may not be closed to discuss data that are not public data.

(b) Data that are not public data may be discussed at a meeting subject to this chapter without liability or penalty, if the disclosure relates to a matter within the scope of the public body's authority and is reasonably necessary to conduct the business or agenda item before the public body.

(c) Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

(d) All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the public body. Unless otherwise provided by law, the recordings must be preserved for at least three years after the date of the meeting.

Subd. 2. **When meeting must be closed.** (a) Any portion of a meeting must be closed if expressly required by other law or if the following types of data are discussed:

(1) data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;

(2) active investigative data as defined in section 13.82, subdivision 7, or internal affairs data relating to allegations of law enforcement personnel misconduct collected or created by a state agency, statewide system, or political subdivision;

(3) educational data, health data, medical data, welfare data, or mental health data that are not public data under section 13.32, 13.3805, subdivision 1, 13.384, or 13.46, subdivision 2 or 7; or

(4) an individual's medical records governed by sections 144.291 to 144.298.

(b) A public body shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting.

Subd. 3. **What meetings may be closed.** (a) A public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting.

(b) Meetings may be closed if the closure is expressly authorized by statute or permitted by the attorney-client privilege.

(c) A public body may close a meeting:

(1) to determine the asking price for real or personal property to be sold by the government entity;

(2) to review confidential or protected nonpublic appraisal data under section 13.44, subdivision 3; and

(3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.

Before holding a closed meeting under this paragraph, the public body must identify on the record the particular real or personal property that is the subject of the closed meeting. The proceedings of a meeting closed under this paragraph must be tape recorded at the expense of the public body. The recording must be preserved for eight years after the date of the meeting and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the governing body has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of members and all other persons present at the closed meeting must be made available to the public after the closed meeting. If an action is brought claiming that public business other than discussions allowed under this paragraph was transacted at a closed meeting held under this paragraph during the time when the tape is not available to the public, section 13D.03, subdivision 3, applies.

An agreement reached that is based on an offer considered at a closed meeting is contingent on approval of the public body at an open meeting. The actual purchase or sale must be approved at an open meeting after the notice period required by statute or the governing body's internal procedures, and the purchase price or sale price is public data.

(d) Meetings may be closed to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures and to discuss security deficiencies in or recommendations regarding public services, infrastructure and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting. Before closing a meeting under this paragraph, the public body, in describing the subject to be discussed, must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting. A closed meeting must be tape recorded at the expense of the governing body, and the recording must be preserved for at least four years.

History: *1957 c 773 s 1; 1967 c 462 s 1; 1973 c 123 art 5 s 7; 1973 c 654 s 15; 1973 c 680 s 1,3; 1975 c 271 s 6; 1981 c 174 s 1; 1983 c 137 s 1; 1983 c 274 s 18; 1984 c 462 s 27; 1987 c 313 s 1; 1990 c 550 s 2,3; 1991 c 292 art 8 s 12; 1991 c 319 s 22; 1994 c 618 art 1 s 39; 1997 c 154 s 2; 1999 c 227 s 22; 2002 c 379 art 1 s 5; 2004 c 276 s 1; 2004 c 290 s 18; 2007 c 110 s 2; 2007 c 147 art 10 s 15; 2008 c 335 s 1; 2010 c 365 art 1 s 8*

13D.06 CIVIL FINES; FORFEITURE OF OFFICE; OTHER REMEDIES.

Subdivision 1. **Personal liability for $300 fine.** Any person who intentionally violates this chapter shall be subject to personal liability in the form of a civil penalty in an amount not to exceed $300 for a single occurrence, which may not be paid by the public body.

Subd. 2. **Who may bring action; where.** An action to enforce the penalty in subdivision 1 may be brought by any person in any court of competent jurisdiction where the administrative office of the governing body is located.

Subd. 3. **Forfeit office if three violations.** (a) If a person has been found to have intentionally violated this chapter in three or more actions brought under this chapter involving the same governing body, such person shall forfeit any further right to serve on such governing body or in any other capacity with such public body for a period of time equal to the term of office such person was then serving.

(b) The court determining the merits of any action in connection with any alleged third violation shall receive competent, relevant evidence in connection therewith and, upon finding as to the occurrence of a separate third violation, unrelated to the previous violations, issue its order declaring the position vacant and notify the appointing authority or clerk of the governing body.

(c) As soon as practicable thereafter the appointing authority or the governing body shall fill the position as in the case of any other vacancy.

Subd. 4. **Costs; attorney fees; requirements; limits.** (a) In addition to other remedies, the court may award reasonable costs, disbursements, and reasonable attorney fees of up to $13,000 to any party in an action under this chapter.

(b) The court may award costs and attorney fees to a defendant only if the court finds that the action under this chapter was frivolous and without merit.

(c) A public body may pay any costs, disbursements, or attorney fees incurred by or awarded against any of its members in an action under this chapter.

(d) No monetary penalties or attorney fees may be awarded against a member of a public body unless the court finds that there was an intent to violate this chapter.

(e) The court shall award reasonable attorney fees to a prevailing plaintiff who has brought an action under this section if the public body that is the defendant in the action was also the subject of a prior written opinion issued under section 13.072, and the court finds that the opinion is directly related to the cause of action being litigated and that the public body did not act in conformity with the opinion. The court shall give deference to the opinion in a proceeding brought under this section.

History: *1957 c 773 s 1; 1967 c 462 s 1; 1973 c 123 art 5 s 7; 1973 c 654 s 15; 1973 c 680 s 1,3; 1975 c 271 s 6; 1981 c 174 s 1; 1983 c 137 s 1; 1983 c 274 s 18; 1984 c 462 s 27; 1987 c 313 s 1; 1990 c 550 s 2,3; 1991 c 292 art 8 s 12; 1991 c 319 s 22; 1994 c 618 art 1 s 39; 1997 c 154 s 2; 2008 c 335 s 2*

13D.065 USE OF SOCIAL MEDIA.

The use of social media by members of a public body does not violate this chapter so long as the social media use is limited to exchanges with all members of the general public. For purposes of this section, email is not considered a type of social media.

History: *2014 c 274 s 2*

13D.07 CITATION.

This chapter may be cited as the "Minnesota Open Meeting Law."

History: *1957 c 773 s 1; 1967 c 462 s 1; 1973 c 123 art 5 s 7; 1973 c 654 s 15; 1973 c 680 s 1,3; 1975 c 271 s 6; 1981 c 174 s 1; 1983 c 137 s 1; 1983 c 274 s 18; 1984 c 462 s 27; 1987 c 313 s 1; 1990 c 550 s 2,3; 1991 c 292 art 8 s 12; 1991 c 319 s 22; 1994 c 618 art 1 s 39; 1997 c 154 s 2*

13D.08 OPEN MEETING LAW CODED ELSEWHERE.

Subdivision 1. **Board of Animal Health.** Certain meetings of the Board of Animal Health are governed by section 35.0661, subdivision 1.

Subd. 2. **Minnesota Life and Health Guaranty Association.** Meetings of the Minnesota Life and Health Guaranty Association Board of Directors are governed by section 61B.22.

Subd. 3. **Comprehensive Health Association.** Certain meetings of the Comprehensive Health Association are governed by section 62E.10, subdivision 4.

Subd. 4. **Health Technology Advisory Committee.** Certain meetings of the Health Technology Advisory Committee are governed by section 62J.156.

Subd. 5. **Health Coverage Reinsurance Association.** Meetings of the Health Coverage Reinsurance Association are governed by section 62L.13, subdivision 3.

Subd. 5a. **MNsure.** Meetings of MNsure are governed by section 62V.03, subdivision 2.

Subd. 6. **Self-insurers' security fund.** Meetings of the self-insurers' security fund and its board of trustees are governed by section 79A.16.

Subd. 7. **Commercial self-insurance group security fund.** Meetings of the commercial self-insurance group security fund are governed by section 79A.28.

Subd. 8. **Lessard-Sams Outdoor Heritage Council.** Certain meetings of the Lessard-Sams Outdoor Heritage Council are governed by section 97A.056, subdivision 5.

Subd. 9. **Enterprise Minnesota, Inc.** Certain meetings of the board of directors of Enterprise Minnesota, Inc. are governed by section 116O.03.

Subd. 10. **Minnesota Business Finance, Inc.** Certain meetings of Minnesota Business Finance, Inc. are governed by section 116S.02.

Subd. 11. **Northern Technology Initiative, Inc.** Certain meetings of Northern Technology Initiative, Inc. are governed by section 116T.02.

Subd. 12. **Agricultural Utilization Research Institute.** Certain meetings of the Agricultural Utilization Research Institute are governed by section 116V.01, subdivision 10.

Subd. 13. **Hospital authorities.** Certain meetings of hospitals established under section 144.581 are governed by section 144.581, subdivisions 4 and 5.

Subd. 14. **Advisory Council on Workers' Compensation.** Certain meetings of the Advisory Council on Workers' Compensation are governed by section 175.007, subdivision 3.

Subd. 15. **Electric cooperatives.** Meetings of a board of directors of an electric cooperative that has more than 50,000 members are governed by section 308A.327.

Subd. 16. **Town boards.** Certain meetings of town boards are governed by section 366.01, subdivision 11.

Subd. 17. **Hennepin County Medical Center and HMO.** Certain meetings of the Hennepin County Board on behalf of the HMO or Hennepin Healthcare System, Inc. are governed by section 383B.217.

Subd. 18. **Hennepin Healthcare System, Inc.** Certain meetings of the Hennepin Healthcare System, Inc. are governed by section 383B.917.

Subd. 19. **Real Estate Appraisal Advisory Board.** Certain meetings of the Real Estate Appraisal Advisory Board are governed by section 82B.073, subdivision 5.

History: *2012 c 290 s 64; 2013 c 9 s 2; 2013 c 108 art 1 s 67; 2018 c 173 s 1*