

Wrenshall Board of Education  
Monday, May 12, 2025 6:00 PM Central

Wrenshall School Music Room  
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.a.1. Formation of Ad Hoc Student Drop-Off and Pick-Up Safety Committee
  - 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. Fiscal Year 2026 Budget Adoption
    - 7.a.1. Proposed Fiscal Year 2026 Budget
  - 7.b. Approve Specialist Contracts for Service
  - 7.c. Approval of Copier Service Contract
  - 7.d. Raptor Cooperative Pay Before Play Guidelines
  - 7.e. Policy Review Cycle
    - 7.e.1. Revised Policy
    - 7.e.2. New Policy
  - 7.f. Acceptance of Donations
  - 7.g. Hiring Requests
8. Future Meetings
9. Adjournment

# Wrenshall Board of Education

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3. **Roll Call**
4. **Adoption of Agenda**
5. **Regular Business**

- a. Approval of Minutes
- b. Accept Business Office Report
- c. Approval of Consent Agenda

6. **Informational Items**

- a. Board Committee Reports
  1. Formation of Ad Hoc Student Drop-Off and Pick-Up Safety Committee
- b. Principal's Report
- c. Community Education Report
- d. American Indian Cultural Liaison Report
- e. Enrollment Report
- f. Superintendent's Report

7. **Action Items**

- a. Fiscal Year 2026 Budget Adoption
- b. Approve Specialist Contracts for Service
- c. Approval of Copier Service Contract
- d. Raptor Cooperative Pay Before Play Guidelines
- e. Policy Review Cycle
  1. New Policy
- f. Acceptance of Donations
- g. Hiring Requests

8. **Future Meetings**

9. **Adjournment**

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

Chair Carlson called the meeting to order at 6:00 p.m. There was no public comment received in the open forum prior to the meeting.

#### 2. Pledge of Allegiance

#### 3. Roll Call

#### 4. Adoption of Agenda

Motion to approve. This motion, made by Ben Johnson 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. Regular Business

##### 5.a. Approval of Minutes

Motion to approve official minutes. 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.b. Accept Business Office Report

Motion to accept business report as presented. 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.c. Approval of Consent Agenda

Motion to approve. This motion, made by Eric Ankrum 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

## 6. Informational Items

### 6.a. Board Committee Reports

Northern LIghts Academy - Director Beck attended the April 4 Board meeting and shared that NLA will continue its lobbying effort for a new site by selecting two possible locations to focus upon.

Negotiations - Director Ankrum shared that an initial meeting was conducted with Education Minnesota-Wrenshall on April 7 to set ground rules and dates for future negotiation on the master agreement with licensed staff.

### 6.b. Principal's Report

### 6.c. Community Education Report

Community Education Coordinator Katie Beck submitted a written report summarizing March and April activities and events.

### 6.d. American Indian Cultural Liaison Report

American Indian Cultural Liaison Kevin Kot provide an update including recent attendance at the Minnesota Indian Education Conference and upcoming cultural projects featuring a sample of syrup processed thus far. AIPAC continues to prepare the annual state plan document for June submission and has scheduled an Honors Banquet for May 13.

### 6.e. Enrollment Report

### 6.f. Superintendent's Report

All probationary instructional staff evaluations have been completed. The observations highlighted exceptional teachers and tremendous potential within the staff. A power surge caused by the April 2 snowstorm damaged a network server. It took two days for Citon to restore reliable service. The next generation network will consider moving servers to cloud based services to potentially prevent a recurrence.

## 7. Action Items

### 7.a. Approve Revised Fiscal Year 2025 Budget

Motion to approve revised annual budget as presented. This motion, made by Ashley Laveau and seconded by Eric Ankrum, Carried.

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

Yea: 6, Nay: 0

The Fiscal Year 2025 budget is trending favorably and is predicted to add to the fund balance beyond projections.

### 7.b. Reduction of Probationary Teaching Staff

Motion to introduce and approve resolution discontinuing instructional positions which were related to large class cohorts this school year. This motion, made by Mary Carlson 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

The Board will consider adding additional sections for the 2025-2026 School Year during the May meetings to align with cohorts that are moving up a grade level.

7.b.1. Resolutions Nonrenewing Probationary Teachers

Motion to introduce and approve the resolutions for nonrenewing identified probationary teachers. This motion, made by Mary Carlson and seconded by Eric Ankrum, 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. Resolution to Close Identified Grade Levels for Open Enrollment in the 2025-2026 School Year

Motion to introduce and approve the resolution to close open enrollment for 5th grade in the 2025-2026 school year. This motion, made by Ben Johnson 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

5th grade enrollment will remain open next year for resident students, children of staff members, and students who already have a member of their household currently enrolled in Wrenshall. A waiting list will be established for all other enrollment requests served in order of the application completion date.

7.d. Approve Purchase of Service Agreement for Substitute Principal

Motion to engage services under the terms 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

Carlton Secondary School Principal Warren Peterson will provide administrative services to Wrenshall while Principal Blanchard is away supervising the senior trip.

7.e. Policy Review Cycle

7.e.1. Annual Policy Review

Motion to approve revised policies 802 and 806 to reflect state legislative changes, reference citations or local public safety collaboration. 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.e.2. New Policy

Motion to move Policy 419.1 to a second reading. 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

This is the first reading for the Smudging Policy 419.1. The practice of smudging is protected by Minnesota Statute 121A.08.

#### 7.f. Acceptance of Donations

##### 7.g. Hiring Requests

Motion to approve hiring requests as presented. This motion, made by Erin Riley 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

#### 8. Closed Session to Review Details of School Crisis Plan

Motion to temporarily close the meeting to the public under Minnesota Statute 13D.05 to review details of the school crisis plan which are not classified as public for safety reasons. This motion, made by Ashley Laveau and seconded by Eric Ankrum, Carried.

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

Yea: 6, Nay: 0

A summary of the closed session discussion will be provided when the meeting resumes its public forum prior to adjournment. The following statement was made following a return to open session at 8:47 p.m. "During the closed session, the Board edited a draft of the addendum to Policy 806. This document is the detailed school crisis plan which covers emergency response to all predictable events. Some details of the plan are considered nonpublic to enhance campus security and the most efficient response by public safety officials."

#### 9. Future Meetings

The next work session will be May 7 and the next business meeting will be May 12. An opportunity for public comment will precede the business meeting in the same location at 5:30 p.m.

#### 10. Adjournment

Motion to adjourn. This motion, made by Ashley Laveau and seconded by Eric Ankrum, Carried.

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

Yea: 6, Nay: 0

The meeting was adjourned by Chair Carlson at 8:49 p.m.

Wrenshall Board of Education Work  
Session  
Wednesday, May 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.

Superintendent Jeff Pesta participated remotely through Zoom.

#### 1. Call to Order

The work session was called to order by Chair Carlson at 6:03 p.m.

#### 2. Preview of Regular Meeting Agenda for May 12.

##### 2.a. Board Committee Reports

Negotiations - Director Ankrum reported that discussions to date with the licensed staff bargaining team have been related to contract language. The next meeting will be May 12.

CTE Ad-Hoc - Director Ankrum shared that Wrenshall will not be a recipient of the affordable housing grant for Fiscal Year 2026.

Building and Grounds - Director Ankrum provide a summary of the April 30 meeting featuring recommendations for Long Term Facilities Maintenance and Capital Projects that have been forwarded to the business office for inclusion in the proposed Fiscal Year 2026 budget.

Safety - Director Beck reported that IEA has provided suggested edits for the final crisis plan document.

Northern Lights Special Education Cooperative - Director Beck attended Board meetings for both the Cooperative and the Academy. One highlight was the discussion about the potential for using Artificial Intelligence tools to assist with goal-setting in Individualized Education Plans. The Cooperative and Academy's proposed Fiscal Year 2026 budgets were approved.

Grants - Director Johnson provided an update on potential grants and timelines along with a report regarding completion of the MDE Computer Science Grant. He also inquired about the possibility of changing the Request for Proposals specifications for bus fuel.

Wellness - Director Riley has provided a proposed revision of Policy 533 based on the recommendation of the Wellness Committee.

Curriculum - The committee has requested additional time to prepare a recommendation for the next step in curriculum improvements. The Board may consider adding additional resources to a revised Fiscal Year 2026 budget.

Consolidation - Director Carlson shared a summary of the April 28 joint meeting with Carlton. There is consensus of the joint Boards to set a goal for a July 1, 2026, consolidation and a back-up date of 2027. These recommendations are not binding on either Board. The fiscal/administrative host agreement is not ready for consideration on May 12. A Pay Before

Play document may be ready to add to the agenda for approval.

PIE - Director Laveau submitted PIE meeting minutes.

AIPAC - Director Riley indicated that recent meeting minutes will be posted within the business meeting agenda.

#### 2.a.1. Recommendation for Parent Aware Preschool Curriculum

Community Services Coordinator Katie Beck and Preschool Teacher Jillian Engstrom Brula presented a request to upgrade the preschool curriculum to meet Parent Aware rating standards. The consensus of the Board was to park the request and consider adding it to a potential Fiscal Year 2026 budget revision in June or July.

#### 2.a.2. Disposition of Historic Scoreboard from Knutson Field

The historic scoreboard has been removed and is currently stored behind the CTE building. The consensus of the Board was to feature a story in Images about its history and the availability of any party to bid for ownership of the sign. If there is no interest, the sign will be offered to an electronics recycler in accordance with Policies 802 and 805.

### 3. Strategic Planning

#### 3.a. Proposed Fiscal Year 2026 Budget

Following a presentation on the Proposed Fiscal Year 2026 Budget, the consensus of the Board was to bring the recommendation forward for adoption unchanged on May 12. The Board's philosophy will be to adopt a balanced budget early and park items that it may wish to add through future revisions as additional revenue sources are confirmed as a result of enrollment or legislative action.

#### 3.b. Board Retreat and New Strategic Plan

The Chair has asked the directors to reserve four hours in their calendars for an offsite Board Retreat on July 15 at 4:30 p.m. Details will be forthcoming.

### 4. Adjournment

Chair Carlson adjourned the meeting at 8:55 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
3723	0100		12243	Credit	1	0009519005	04/08/25	Check	1	1002	State of MN	Applied	3,895.63
<b>Deposit Control Total:</b>												<b>3,895.63</b>	
3724	0100		12244	Credit	1	0009528646	04/08/25	Check	1	1002	State of MN	Applied	19,707.17
<b>Deposit Control Total:</b>												<b>19,707.17</b>	
3725	0100		12245	Credit	1		04/08/25	Check	1	1006	Northeast Service Coop	Applied	8,565.06
	0100		12246	Credit	1		04/08/25	Check	1	1015	ISD 704 - Proctor	Applied	250.00
	0100		12247	Credit	1		04/08/25	Check	1	1046	Community Ed	Applied	680.00
	0100		12248	Credit	1		04/08/25	Check	1	1042	LATCH KEY	Applied	200.00
	0100		12249	Credit	1		04/08/25	Check	1	1044	PreSchool	Applied	416.88
	0100		12250	Credit	1		04/08/25	Check	1	1500	Miscellaneous	Applied	1,411.50
<b>Deposit Control Total:</b>												<b>11,523.44</b>	
3726	0100		12251	Credit	1	0009542582	04/15/25	Check	1	1002	State of MN	Applied	188,368.11
<b>Deposit Control Total:</b>												<b>188,368.11</b>	
3727	0100		12252	Credit	1		04/16/25	Check	1	1110	Lunch Program	Applied	5.00
	0100		12253	Credit	1		04/16/25	Check	1	1046	Community Ed	Applied	480.00
	0100		12254	Credit	1		04/16/25	Check	1	1042	LATCH KEY	Applied	1,241.25
	0100		12255	Credit	1		04/16/25	Check	1	1044	PreSchool	Applied	575.00
	0100		12256	Credit	1		04/16/25	Check	1	1500	Miscellaneous	Applied	12,373.11
<b>Deposit Control Total:</b>												<b>14,674.36</b>	
3728	0100		12257	Credit	1	0009552492	04/22/25	Check	1	1002	State of MN	Applied	31.08
<b>Deposit Control Total:</b>												<b>31.08</b>	
3729	0100		12258	Credit	1	0009563312	04/23/25	Wire	1	1002	State of MN	Applied	3,855.37
<b>Deposit Control Total:</b>												<b>3,855.37</b>	
3730	0100		12259	Credit	1		04/24/25	Check	1	1046	Community Ed	Applied	2,825.00
<b>Deposit Control Total:</b>												<b>2,825.00</b>	
3731	0100		12260	Credit	1	12237	04/25/25	Check	1	1110	Lunch Program	Applied	42.25
	0100		12261	Credit	1		04/25/25	Check	1	1500	Miscellaneous	Applied	108.02
<b>Deposit Control Total:</b>												<b>150.27</b>	
3732	0100		12262	Credit	1	0009570691	04/30/25	Check	1	1002	State of MN	Applied	325,284.31
<b>Deposit Control Total:</b>												<b>325,284.31</b>	

# 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
3733		0100	12263	Credit	1		04/30/25	Check	1	1045	BRIGHTWHEEL	Applied	5,126.90
<b>Deposit Control Total:</b>												<b>5,126.90</b>	
<b>Report Total:</b>												<b>575,441.64</b>	

# EXPENSE SUMMARY -- APRIL 2025

Check No.	Vendor	Amount	Date	Description
57149	ACME TOOLS - DULUTH	\$27.35	4/11/2025 0:00	Instru Supplies-Industrial Ed
57150	CENTURY LINK	\$328.66	4/11/2025 0:00	Communication Svc-Telephone
57151	CHLOE SWANSON	\$861.63	4/11/2025 0:00	Amer Indian Ed- Staff Dev Travel
57152	CHLOE SWANSON	\$163.66	4/11/2025 0:00	Library Club - Expense
57153	CHLOE SWANSON	\$7.99	4/11/2025 0:00	General Supplies-3 Act Play
57154	CLOQUET SANITARY SERVICE	\$965.68	4/11/2025 0:00	Contr Svc- Garbage
57155	COMO OIL AND PROPANE	\$468.61	4/11/2025 0:00	Fuel For Vehicles
57156	COMO OIL AND PROPANE	\$636.80	4/11/2025 0:00	Fuel For Vehicles
57157	COMO OIL AND PROPANE	\$1,123.05	4/11/2025 0:00	Fuel For Vehicles
57158	CONSTELLATION NEW ENERGY	\$4,279.44	4/11/2025 0:00	Fuel For Bldgs
57159	DSC COMMUNICATIONS	\$70.00	4/11/2025 0:00	Comm Svc-Telephone
57160	DSC COMMUNICATIONS	\$140.00	4/11/2025 0:00	Communications Serv
57161	DSC COMMUNICATIONS	\$460.00	4/11/2025 0:00	Communications Serv
57162	DULUTH PLAYHOUSE THEATRE	\$408.00	4/11/2025 0:00	Elementary Field Trip
57163	FIRST WITNESS CHILD ADV CTR	\$225.00	4/11/2025 0:00	Fees-Elem Assemblies
57164	ISD #0099 ESKO	\$219.18	4/11/2025 0:00	Reimb to MN Dist
57165	L & M SUPPLY INC	\$13.63	4/11/2025 0:00	Supplies-Ops & Maint
57166	MASMS	\$150.00	4/11/2025 0:00	Dues, Lic & Permits-B&G
57167	MASSP	\$350.00	4/11/2025 0:00	Travel-Admin Staff Dev
57168	MELANIE HUMMEL Ed S	\$3,506.25	4/11/2025 0:00	To Non-Ed Agency-SpEd Gen
57169	MENARDS - WEST DULUTH	\$399.00	4/11/2025 0:00	Local Grant Expense-District
57170	METRO SALES INC	\$116.47	4/11/2025 0:00	General Supplies-Admin
57171	MICHELLE DEFOE	\$1,750.00	4/11/2025 0:00	American Indian Ed- Consult
57172	MINNESOTA GRAD SERVICES	\$473.70	4/11/2025 0:00	Graduation Expense
57173	MN PEIP	\$34,193.40	4/11/2025 0:00	Health Insurance
57174	MN TELECOMMUNICATIONS	\$403.00	4/11/2025 0:00	Svc Purch - MN Joint-Powers
57175	MRI SOFTWARE	\$35.00	4/11/2025 0:00	Legal Fees
57176	NATL INSURANCE SVCS OF WI INC	\$863.07	4/11/2025 0:00	Life Insurance
57177	NORTHLAND FIRE & SAFETY	\$195.50	4/11/2025 0:00	Prof - Tech Svcs-FIRE SAFETY
57178	PER MAR SECURITY SERVICES	\$21.62	4/11/2025 0:00	Security System Fees
57179	PINE KNOT LLC	\$811.56	4/11/2025 0:00	Communication / Mktg-Board
57180	RENAE HOUSE	\$155.00	4/11/2025 0:00	General Supplies-Food Svc
57181	SCHMITT MUSIC DULUTH	\$39.58	4/11/2025 0:00	Repairs-Band Instruments
57182	SCHMITT MUSIC DULUTH	\$135.00	4/11/2025 0:00	Repairs-Band Instruments
57183	SCHOLASTIC BOOK FAIRS	\$1,356.39	4/11/2025 0:00	Misc Rev from Local
57184	TASC	\$62.26	4/11/2025 0:00	Consulting Fees/Serv-Admin
57185	UNITED TRUCK BODY CO INC	\$706.10	4/11/2025 0:00	Repairs & Maint Serv
57186	UNITED TRUCK BODY CO INC	\$1,752.62	4/11/2025 0:00	Repairs & Maint Serv
57187	UNITED TRUCK BODY CO INC	\$810.21	4/11/2025 0:00	Repairs & Maint Serv
57188	UNITED TRUCK BODY CO INC	\$1,068.75	4/11/2025 0:00	Principal Bus Lease
57189	UPPER LAKES FOODS INC	\$4,715.68	4/11/2025 0:00	Food -- Suppls -- Food PreK
57190	WIEDIGER SPEECH & LANGUAGE	\$11,198.00	4/11/2025 0:00	To Non-Ed Agency
57191	ACME TOOLS - DULUTH	\$4,657.68	4/17/2025 0:00	Suppls -- PERKINS Suppls
57192	COMO OIL AND PROPANE	\$512.71	4/17/2025 0:00	Fuel For Vehicles
57193	COMO OIL AND PROPANE	\$1,022.35	4/17/2025 0:00	Fuel For Vehicles
57194	COMO OIL AND PROPANE	\$588.58	4/17/2025 0:00	Fuel For Vehicles
57195	EMC INSURANCE COMPANIES	\$6,622.24	4/17/2025 0:00	Insurance
57196	ERIN RILEY	\$254.60	4/17/2025 0:00	Amer Indian Ed- Staff Dev Travel
57197	GUARDIAN PEST SOLUTIONS, INC	\$57.91	4/17/2025 0:00	Fees for Svc-Food Svc
57198	JOSIAH DAVEY	\$247.80	4/17/2025 0:00	Travel-Admin Staff Development
57199	MASON MALLON	\$69.99	4/17/2025 0:00	Supplies-Operations & Maint
57200	MESPA	\$175.00	4/17/2025 0:00	Travel-Admin Staff Development
57201	METRO SALES INC	\$482.00	4/17/2025 0:00	Lease Principal
57202	MINNESOTA POWER	\$6,329.34	4/17/2025 0:00	Electricity
57203	MN ENERGY RESOURCES	\$545.68	4/17/2025 0:00	METER 20123480
57204	MN ENERGY RESOURCES	\$141.43	4/17/2025 0:00	METER 20111857
57205	MN INDIAN EDUCATION ASSN MIEA	\$560.00	4/17/2025 0:00	Amer Indian Ed- Staff Dev Travel
57206	MOLLY KIDD	\$63.66	4/17/2025 0:00	Elem Art Supplies
57207	PAN-O-GOLD BAKING	\$359.60	4/17/2025 0:00	Food-Lunch

57208	SAM'S CLUB	\$50.00	4/17/2025	0:00	Dues and Membership-Admin
57209	UHL / ABE	\$9,692.00	4/17/2025	0:00	Repairs - Maint - Mech Systems
57210	UHL / ABE	\$1,316.11	4/17/2025	0:00	Repairs - Maint - Mech Systems
57211	UHL / ABE	\$2,237.69	4/17/2025	0:00	Repairs - Maint - Mech Systems
57212	UHL / ABE	\$1,320.31	4/17/2025	0:00	Repairs - Maint - Mech Systems
57213	UNITED TRUCK BODY CO INC	\$100.69	4/17/2025	0:00	Repairs & Maint Serv
57214	UNITED TRUCK BODY CO INC	\$84.65	4/17/2025	0:00	Repairs & Maint Serv
57215	UNITED TRUCK BODY CO INC	\$109.20	4/17/2025	0:00	Repairs & Maint Serv
57216	UNITED TRUCK BODY CO INC	\$109.20	4/17/2025	0:00	Repairs & Maint Serv
57217	UPPER LAKES FOODS INC	\$4,229.30	4/17/2025	0:00	Food -- Supls
57218	AT ENTERTAINMENT	\$1,600.00	4/25/2025	0:00	Father/Daughter Ball Supplies
57219	BEN JOHNSON	\$40.00	4/25/2025	0:00	Services-LATCHKEY
57220	BLACK BEAR CASINO AND RESORT	\$4,803.07	4/25/2025	0:00	Father/Daughter Ball Supplies
57221	CARLTON COUNTY HUMAN SVCS	\$50.00	4/25/2025	0:00	Communication Srvc-Telephone
57222	CITY OF WRENSHALL	\$627.41	4/25/2025	0:00	Water & Sewage
57223	COMO OIL AND PROPANE	\$380.59	4/25/2025	0:00	Fuel For Vehicles
57224	CONSTELLATION NEW ENERGY	\$2,775.16	4/25/2025	0:00	Fuel For Bldgs
57225	DELTA DENTAL OF MINNESOTA	\$3,218.65	4/25/2025	0:00	Dental Insurance
57226	EDUCATORS BENEFIT CONSULT	\$74.36	4/25/2025	0:00	Consulting Fees/Serv-Bus Office
57227	HOLY SMOKES CATERING CO	\$556.35	4/25/2025	0:00	American Indian Ed-Food
57228	INTEGRATED FOOD SERVICE	\$822.40	4/25/2025	0:00	Food-Lunch
57229	JEFF PESTA	\$27.30	4/25/2025	0:00	Travel-Administration
57230	KEMPS LLC	\$504.05	4/25/2025	0:00	Milk-Lunch
57231	LISA JUREK	\$16.16	4/25/2025	0:00	Travel/Training-Transportation
57232	NATL INSURANCE SVCS OF WI INC	\$865.05	4/25/2025	0:00	Life-LTD Insurance
57233	NORTHEAST SERVICE CO-OP	\$640.73	4/25/2025	0:00	Pay For Edu Pur MN S
57234	NORTHEAST SERVICE CO-OP	\$225.00	4/25/2025	0:00	Prof & Tech Svcs-ENVIR MGMT
57235	TASC	\$62.26	4/25/2025	0:00	Consulting Fees/Serv-Admin
57236	TESS MARIE PHOTOGRAPHY	\$525.00	4/25/2025	0:00	Father/Daughter Ball Supplies
	<b>TOTAL</b>	<b>\$135,420.10</b>			

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

<b>Fund</b>	<b>Description</b>	<b>Total</b>
01	General Fund	\$89,847.59
02	Food Services Fund	\$10,747.19
03	Transportation (Sub of 01)	\$12,128.23
04	Community Service	\$7,064.82
05	Capital Outlay (Sub of 01)	\$15,468.61
21	Student Activities	\$163.66
<b>Report Total</b>		<b>\$135,420.10</b>

**Wrenshall School ISD #100**  
**Exp/Rev Summary - Fd**  
**Period Ending April 30, 2025**

Sequence: L, Fd

Description		Revised25 Annual Budget	Period 202510	Year To Date	% YTD	Encumbrances	% YTD + Enc	Remaining Balance
E	Expenditure							
01	General Fund	5,060,636.76	390,932.73	3,493,512.98	69%	6,786.59	69%	1,560,337.19
02	Food Services Fund	190,973.00	19,805.78	158,626.16	83%	0.00	83%	32,346.84
03	Transportation (Sub of 01)	428,166.00	36,322.83	322,292.06	75%	140,975.90	108%	(35,101.96)
04	Community Service	187,304.00	23,377.55	138,724.64	74%	0.00	74%	48,579.36
05	Capital Outlay (Sub of 01)	159,232.00	15,468.61	162,805.33	102%	986.00	103%	(4,559.33)
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	6,918.67	30,696.23	0%	0.00	0%	(30,696.23)
E	<b>Expenditure</b>	<b>6,970,081.76</b>	<b>492,826.17</b>	<b>5,253,402.40</b>	<b>75%</b>	<b>148,748.49</b>	<b>78%</b>	<b>1,567,930.87</b>
R	Revenue							
01	General Fund	(5,304,127.00)	(531,183.11)	(4,267,302.61)	80%	0.00	80%	(1,036,824.39)
02	Food Services Fund	(217,700.00)	(19,838.94)	(161,280.20)	74%	0.00	74%	(56,419.80)
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)	(15,315.88)	(135,497.12)	70%	0.00	70%	(57,176.88)
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	(10,685.61)	(16,242.81)	0%	0.00	0%	16,242.81
R	<b>Revenue</b>	<b>(7,091,951.00)</b>	<b>(577,023.54)</b>	<b>(4,687,662.47)</b>	<b>66%</b>	<b>0.00</b>	<b>66%</b>	<b>(2,404,288.53)</b>
	<b>Report Totals:</b>	<b>(121,869.24)</b>	<b>(84,197.37)</b>	<b>565,739.93</b>	<b>(464%)</b>	<b>148,748.49</b>	<b>(586%)</b>	<b>(836,357.66)</b>

**Wrenshall School ISD #100**  
**Receipt Listing Report with Detail by Deposit**  
**Fund Summary**

<b>Fund</b>	<b>Total</b>
01	\$529,590.21
02	\$19,838.94
04	\$15,315.88
21	\$10,696.61
<b>Report Total</b>	<b>\$575,441.64</b>

# Rising Tide School Board Services



## Jeff Pesta

39539 Krantz Drive  
Deer River, MN 56636  
Phone (612)282-3700  
jeff.pesta@icloud.com

**INVOICE #** 2522  
**DATE** April 29, 2025

**TO**  
ISD 100  
Wrenshall Public School  
207 Pioneer Drive  
Wrenshall, MN 55797

**P.O. #**

Description	Amount
Roundtrip Mileage from Deer River Township, MN to Wrenshall on 3/21/25 for teacher coaching sessions (202 miles X .70)	\$141.40
Roundtrip Mileage from Deer River Township, MN to Wrenshall on 3/31/25 for teacher observations (202 miles X .70)	\$141.40
Roundtrip Mileage from Peace Township, MN to Wrenshall on 4/1/25 for teacher observations (140 miles X .70)	\$98.00
Roundtrip Mileage from Peace Township, MN to Wrenshall on 4/2/25 for teacher observations (140 miles X .70)	\$98.00
Roundtrip Mileage from Deer River Township, MN to Wrenshall on 4/28/25 for teacher coaching sessions (202 miles X .70)	\$141.40
Professional Teacher Evaluation Services (10 probationary evaluations including pre and post-evaluation cognitive coaching sessions)	\$2000.00
<b>TOTAL</b>	<b>\$2620.20</b>

Make all checks payable to Jeff Pesta  
Payment is due within 30 days.

THANK YOU FOR YOUR BUSINESS!



# Wrenshull Public Schools

Superintendent- Jeff Pesta  
Principal- Michelle Blanchard

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May 12, 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. Jolene Johnson, Cheerleading Coach, on behalf of the Raptor Sports Cooperative, EdMN-Wrenshull CBA Schedule C stipend of \$1046, retroactive to November 18, 2024.
2. Avery Kuklinski, Summer Wrens Club Childcare Adult Assistant up 20 hours per week at \$15.50 per hour effective May 30, 2025.



# ...The Leader in Educational Transformation

## School Board Members

Julianne Emerson - School Board Chair  
Sam Ojibway - School Board Vice Chair

Ryan Leonzal - School Board Member  
Sue Karp - School Board Clerk

Eryn Szymczak - School Board Treasurer  
Laura Nilsen - School Board Member

### **SCHOOL BOARD MEETING AGENDA**

**Carlton Independent School District 93  
Monday November 18th, 2024 – 7:00 p.m.  
Carlton Middle/High School Library**

\_\_\_\_\_ Julianne Emerson, Board Chair  
\_\_\_\_\_ Susan Karp, Board Clerk  
\_\_\_\_\_ Laura Nilsen, Board Member  
\_\_\_\_\_ Donita Stepan, Superintendent

\_\_\_\_\_ Sam Ojibway, Board Vice Chair  
\_\_\_\_\_ Eryn Szymczak, Board Treasurer  
\_\_\_\_\_ Ryan Leonzal, Board Member  
\_\_\_\_\_ Lexi Coy, Student Representative  
\_\_\_\_\_ Lily Ojibway, Student Representative

- 1.0 Call meeting to order
  - 1.1. Pledge of Allegiance
- 2.0 Approve Meeting Agenda\*
- 3.0 Recognition of Public
  - 3.1. Notice regarding Public Comment
    - Please state your name and resident district.
    - Comments must be limited to the item listed on the Regular Meeting Agenda.
    - Public comments will occur in accordance with established Carlton School Board Policies and Protocols.
    - Please limit comments to three (3) minutes.
    - All members of the public who wish to speak will be recognized first before second turn at speaking will be recognized by the Chair
  - 3.2. Public Comment
- 4.0 Presentations
  - 4.1. None
- 5.0 Congratulations and Commendations
  - 5.1. Shout out to Kari Solarz, principal at South Terrace, for completing her administrative licensure program.
  - 5.2. Shout out to Warren Peterson for his willingness to oversee the Applied Learning Academy and CTE programming. CHS was awarded a \$5,000.00 grant (each semester) to get this program started.
- 6.0 Reports - Attachment A
  - 6.1. Student Report: Lily Ojibway & Lexi Coy (no attachment)
  - 6.2. Community Education Director: Daisy Rose
  - 6.3. American Indian Education Coordinator: Gracie Evans
  - 6.4. South Terrace Principal: Kari Solarz
  - 6.5. Finance Director: Angela Lind
  - 6.6. Superintendent: Donita Stepan
  - 6.7. Board Committee Reports
    - Policy Committee
    - Finance Committee
    - Facilities Committee



# ...The Leader in Educational Transformation

## School Board Members

Julianne Emerson - School Board Chair  
Sam Ojibway - School Board Vice Chair

Ryan Leonzal - School Board Member  
Sue Karp - School Board Clerk

Eryn Szymczak - School Board Treasurer  
Laura Nilsen - School Board Member

### 7.0 Approve the consent Agenda\*

- 7.1. Approve the September payroll for a total of \$331,683.31 and wires summative at \$108,417.54
- 7.2. Approve the September finance checks in the amount of \$233,401.80
- 7.3. Approve the minutes from September 16, 2024 Regular Board Meeting.

### 8.0 Old Business

- 8.1. Long Range Planning

### 9.0 New Business - Attachment B

- 9.1. Approve the MS/HS student handbook for the 2024-25 school year.
- 9.2. Approve the 2024 Organizational Meeting to be held on Monday, January 6, 2025, at 7:00 p.m. in the MS/HS Library.
- 9.3. Approve the Memorandum of Understanding (MOU) by and between Carlton Education Association and ISD 93 for e-learning days.
- 9.4. Approve the Extracurricular Assignments per Schedule C of the Master Contract for the 2024-2025 academic year:
  - Boys Basketball JV & Varsity Head Coach - Shawn Filipiak
  - Boys Basketball JV & Varsity Assistant Coach - Ross Korpela
  - Cheerleading Head Coach - Jolene Johnson
  - Girls Basketball JV & Varsity Head Coach - Emma Grover
  - Girls Basketball JV & Varsity Assistant Coach - Ryan Leonzal
  - Girls Basketball Junior High Coach - Kayla Spender

### 9.5. Approve Policies

- Policies - Only Reading
  - [MSBA Policy 501](#)
  - [MSBA Policy 504](#)
  - [MSBA Policy 508](#)
  - [MSBA Policy 510](#)
  - [MSBA Policy 514](#)
  - [MSBA Policy 517](#)
- Policies - First reading
  - None
- Policies - Second Reading
  - None
- Policies - Final Reading
  - None

### 10.0 Personnel\* - Attachment C

- 10.1. Approve the hire of Alyce Ostby, as MS/HS Cook's Helper, at Step 1, \$15.83 per hour, effective October 1st, 2024.
- 10.2. Approve the hire of Dustin McLeod, Custodian, at Step 4, \$22.64 per hour, effective November 18th, 2024.
- 10.3. Approve the hire of Hannah Mitchell as Elementary Secretary 1, at step 1, \$20.20 per hour, effective November 18th, 2024.
- 10.4. Approve the hire of Bethany Thompson as Jail Parent Educator, with a TIER 1 License, for \$26.00 per hour, effective November 11, 2024, pending successful approval from PELS.B.
- 10.5. Accept the resignation of Lea Barrett, Elementary Secretary, effective November 26th, 2024.
- 10.6. Accept the resignation of Megan Sherman, Elementary Paraprofessional, effective November 26, 2024.
- 10.7. Rescind the job offer for Samantha Peterson, Elementary Paraprofessional, effective October 25, 2024.



# ...The Leader in Educational Transformation

## School Board Members

Julianne Emerson - School Board Chair  
Sam Ojibway - School Board Vice Chair

Ryan Leonzal - School Board Member  
Sue Karp - School Board Clerk

Eryn Szymczak- School Board Treasurer  
Laura Nilsen - School Board Member

### 11.0 Reminders

- 11.1. Coop meeting- Tuesday, November 19th, 2024 - 5:30 pm - Carlton Board Room
- 11.2. AIPAC/LIEC meeting- Wednesday, November 29, 2023, 5:00 p.m. - Sawyer Center
- 11.3. Truth and Taxation Hearing-December 16th, 2024, 7:00 p.m. - MS/HS Library
- 11.4. MSBA Conference- January 14-17, 2024
- 11.5. Organizational Board Meeting- Monday, January 6th, 2025
- 11.6. Board Vouchers- December 20th deadline

### 12.0 Future Meetings

- 12.1. Facilities Committee Meeting, Monday December 9th, 2024, 4:30 pm- District Board Room
- 12.2. School Board Work Session, Monday, December 9th, 2024, 7:00 pm- District Board Room
- 12.3. Finance Committee Meeting, Wednesday, December 11th, 2024, 4:30 pm- District Board Room
- 12.4. Truth and Taxation Hearing, December 16th, 2024, 7:00 p.m. - MS/HS Library
- 12.5. Regular School Board Meeting, Monday, December 16th, 2024, 7:00 p.m. - MS/HS Library

### 13.0 Adjourn\*

**\*Unless objection is raised following the call for motion and support, an affirmative vote is presumed.**



# Attachment A



## **Community Education Report-November 2024**

### **1. ECFE/School Readiness**

- a. School Readiness- November is Megan's 9-year hire anniversary for Early Childhood Coordinator. Congratulations Megan, we are so thankful to have her in this position!
- b. ECFE-The weekly Little Bulldogs class continues to meet weekly.
- c. The search for a new Jail ECFE Parent Educator is completed, the approval for this position is on the agenda for this meeting.

### **2. Bulldog Kids Care**

- a. Nothing to update at this time. Staffing and student numbers remain consistent.

### **3. Events**

- a. No major events to report on at this time.

### **4. Community Education Classes**

- a. Pickleball, Yoga and Green House classes continue to have strong attendance numbers.
- b. A few other classes were added for December but more to come in 2025.

### **5. Miscellaneous**

- a. MCEA(Minnesota Community Education Association) State Conference was held in Duluth this year-October 23-25. Five staff members, including myself were able to attend. It was an awesome conference; filled with great keynote speakers and numerous, quality breakout sessions throughout the three days. There were about 500 Community Education professionals from across the state in attendance which leads to lots of great networking, sharing and celebrating!
- b. The 5<sup>th</sup> annual South Terrace Scarecrow Contest is complete. Four classrooms participated this year and Mrs. Nelson's 3<sup>rd</sup> grade class won!

### **6. Community News**

- a. Deadlines: December 20, 2024

Submitted November 11, 2024 by Daisy Rose



**American Indian Education Report**

**Gracie Studier**

**November, 2024**

**NATIVE AMERICAN HERITAGE MONTH  
CELEBRATE NATIVE AMERICAN HERITAGE  
MONTH AND PARTICIPATE IN OUR EVENTS  
THROUGHOUT NOVEMBER!**

---

**ROCK YOUR MOCS WEEK**

**NOVEMBER 10TH-14TH**

**WEAR YOUR MOCCASINS AND/OR THE COLOR TURQUOISE!**

**BEADING CLASS**

**NOVEMBER 15TH**

**JOIN US AT SOUTH TERRACE 1-3PM FOR BEADING WITH  
TASHEANA AND BENSON RULE**

**RIBBON SKIRT DAY**

**NOVEMBER 21ST**

**WEAR A RIBBON SKIRT OR SHIRT**

**REGALIA WEAR DAY**

**NOVEMBER 19TH**

**WEAR JEWELRY OR MEDALLIONS**

**LACROSSE DEMO AND TEACHING**

**DECEMBER 6TH**

**TOM HOWES WILL BE AT THE HIGH SCHOOL TO TEACH US  
EVERYTHING ABOUT OJIBWE LACROSSE**



## **South Terrace November Board Report**

### **Elementary Principal: Kari Solarz**

**Enrollment Update:** As of this month, our enrollment stands at 154 students, which reflects an increase of 1 student from last month.

**Recent Events:** Events that foster community engagement and student involvement:

1. **Veterans Day Event:** Our 3rd-5th grade students attended the Veteran's Day Ceremony at the high school. It was a wonderful ceremony honoring all who have served.
2. **World Kindness Week:** Students responded daily to questions or thoughts related to kindness on our white board in the main lobby in recognition of world kindness week Monday, November 11th-14th.

**Bulldog Pride Recognition:** In October, we celebrated our monthly Bulldog Pride winners, recognizing students who exemplified our core values. Their achievements have been honored on our Bulldog Pride Wall of Fame. We are excited to continue this recognition at the end of November.

**Bulldog Bucks:** Our first school store cart visited each class the first week of November. Students had the opportunity to trade their "bulldog bucks" for valued prizes. Some examples included small popcorn bag treats or small desirable prizes as recognition for "above and beyond" positive behaviors in our core areas of responsible, respectful, safe and kind."



**INDEPENDENT SCHOOL DISTRICT 93 CARLTON  
PAYROLL INFORMATION**

**October 2024**

Fund	15th	Gross Pay by Fund	Benefit by Fund
FUND 01	GENERAL	\$116,331.97	\$35,056.36
FUND 02	FOOD SERVICE	\$2,234.90	\$848.68
FUND 03	TRANSPORTATION	\$0.00	\$0.00
FUND 04	COMMUNITY SERVICE	\$7,260.99	\$1,087.14
FUND 05	CAPITAL	\$455.72	\$138.96
FUND 45	OPEB	\$200.00	\$0.00
ALL	TOTAL	\$126,483.58	\$37,131.14

Wire Transfers	
\$12,483.80	MN Teachers Retirement Assoc
\$27,345.27	Internal Revenue Service
\$4,745.16	MN Department of Revenue
\$254.13	MN State Retirement System
\$2,574.14	Employee Benefit Consultants
\$5,455.38	Public Employees Retirement Assoc
\$52,857.88	TOTAL WIRES

Fund	30th	Gross Pay by Fund	Benefit by Fund
FUND 01	GENERAL	\$118,097.48	\$34,546.44
FUND 02	FOOD SERVICE	\$3,689.27	\$1,069.09
FUND 03	TRANSPORTATION	\$0.00	\$0.00
FUND 04	COMMUNITY SERVICE	\$8,574.32	\$1,297.31
FUND 05	CAPITAL	\$455.72	\$138.96
FUND 45	OPEB	\$200.00	\$0.00
ALL	TOTAL	\$131,016.79	\$37,051.80

Wire Transfers	
\$12,597.87	MN Teachers Retirement Assoc
\$28,360.12	Internal Revenue Service
\$4,805.91	MN Department of Revenue
\$254.13	MN State Retirement System
\$2,324.14	Employee Benefit Consultants
\$5,994.29	Public Employees Retirement Assoc
\$1,223.20	Garnishments
\$55,559.66	TOTAL WIRES

Fund	Total for the Month	Gross Pay by Fund	Benefit by Fund
FUND 01	GENERAL	\$234,429.45	\$69,602.80
FUND 02	FOOD SERVICE	\$5,924.17	\$1,917.77
FUND 03	TRANSPORTATION	\$0.00	\$0.00
FUND 04	COMMUNITY SERVICE	\$15,835.31	\$2,384.45
FUND 05	CAPITAL	\$911.44	\$277.92
FUND 45	OPEB	\$400.00	\$0.00
ALL	TOTAL	\$257,500.37	\$74,182.94

Total for the Month Wire Transfers	
\$25,081.67	MN Teachers Retirement Assoc
\$55,705.39	Internal Revenue Service
\$9,551.07	MN Department of Revenue
\$508.26	MN State Retirement System
\$4,898.28	Employee Benefit Consultants
\$11,449.67	Public Employees Retirement Assoc
\$108,417.54	TOTAL WIRES

**\$331,683.31 Total Payroll (Salary & Benefits)**



**Carlton Independent School District 93**  
**Detail Payment Register By Check**  
**Fund Summary**

<b>Fund Description</b>	<b>Total</b>
01 General Fund	\$189,636.63
02 Food Service Fund	\$11,067.15
03 Transportation Fund	\$8,567.30
04 Community Service Fund	\$3,562.61
05 Capital Outlay Fund	\$18,855.81
11 Student Activities	\$1,712.30
<b>Report Total</b>	<b>\$233,401.80</b>







**Carlton Independent School District 93**  
**Multi Year - Exp Fd, Obj Series**

Sequence: Fd, O/S

	Description	202304		202404		202504	
		Budget Revised23	Year to Date %	Budget Revised24	Year to Date %	Budget Adopted25	Year to Date %
05 Capital Outlay Fund							
100 Salaries & Wages		11,537.00	5,430.80 47%	11,805.00	3,395.56 29%	12,068.00	5,305.12 44%
200 Employee Benefits		2,682.00	1,413.36 53%	4,282.00	1,432.91 33%	4,480.00	1,994.30 45%
300 Purchased Services		71,850.00	39,496.45 55%	90,421.00	61,843.65 68%	80,549.00	40,532.91 50%
400 Supplies & Materials		31,550.00	1,232.26 4%	4,200.00	2,950.00 70%	12,900.00	883.62 7%
500 Capital Expenditures		35,529.00	33,813.76 95%	256,672.00	19,691.88 8%	36,375.00	28,276.39 78%
05 Capital Outlay Fund		153,148.00	81,386.63 53%	367,380.00	89,314.00 24%	146,372.00	76,992.34 53%
07 Debt Service Fund							
700 Debt Service		700,150.00	74,225.00 11%	657,650.00	60,475.00 9%	335,900.00	47,100.00 14%
07 Debt Service Fund		700,150.00	74,225.00 11%	657,650.00	60,475.00 9%	335,900.00	47,100.00 14%
	<b>Report Totals:</b>	<b>6,813,185.00</b>	<b>1,405,489.41 21%</b>	<b>6,911,633.00</b>	<b>1,551,833.91 22%</b>	<b>6,245,756.00</b>	<b>1,368,243.17 22%</b>

# Superintendent Board Report: Donita Stepan Carlton Schools

## November

**Audits** - Shout out to Angela Lind for her work related to all the audits that she was required to do this school year. She completed four audits-- two Federal Audits, one state audits and one workman's comp audit- taking an enormous amount of time, energy and effort. This, along with all the other duties assigned to her.

**Veteran's Day**: Shout out to Ryan Schmidt for his work putting together the Veterans Day Program. Nicely done!

## Enrollment:

- May of last year - 296 students
- September - 291 students
- October - 298 students
- November - 300 students

**5th Day ART Options** - We'll be looking for community members willing to offer some Arts classes for our students on the 5th day. Anyone interested should contact me to work out any details.

**Yearly Review**: We are so proud of the work we've done over the past year and want to thank the board for the leadership they've brought to the table. Thank you to our school board and staff for helping to make these things happen. Special thank you to Julianne Emerson and Eryn Szymczak for your service to our students and our community.

- Created and Implemented a new Strategic Plan
- Built and designed an Outdoor Classroom at ST and HS
- Implemented Project Based Learning
- Embedded American Indian Standards
- Embedded Interdisciplinary STEAM
- Gifted Tennis Courts to City (pickleball courts)
- Redesigned the Library/Front Foyer at ST
- Implemented New Curriculum at ST
- Restructured the District Office
- Partnered with area schools on courses
- Became the Fiscal Host for Coop
- Implemented a Four Day Week for students
  - Exploratory Options
- Designed new Applied Learning Academy
- Awarded the School of Excellence Award
- Awarded \$169,000 grant for solar panels
- Awarded 3 new 3D Printers and Training for staff
- Started a Gifted and Talented 5th day option for students







Finance Committee Meeting

Monthly

Wednesday November, 13th 4:30 p.m.

Board Room at DSC

**Present:** Sue Karp, Julianne Emerson, Donita Stepan, Angela Lind, Eryn Szymczak

Agenda Item

Notes for Board Meeting

Financial Update from Angela

Angela gave us an update and you can see those numbers in the board report

Moody's Credit Rating

Downgraded due to declining enrollment - watching consolidation decisions

Mid Year Adjustments

Costs have risen. Especially special education costs. Donita will look for ways to make some mid year adjustments so it will lessen the budget reductions that will need to happen next year

Eleanor Hanon Funds

Donita and the admin team will look for ways to provide fifth day options for kids related to the Arts.



**Facilities Committee Meeting  
Monthly - 2nd Monday of the month  
4:30 p.m. - 5:30 p.m.  
Board Room at DSC**

Attachment \_\_\_\_\_

**Present: Donita Stepan, Laura Nilsen, Sam Ojibway Absent: Scott Bodin, Ryan Leonzal**

**Agenda Item**

**Notes for the Board Meeting**

**NEW ITEMS**

The MS/HS building is in major need of updates. Safety and Security and electrical being a few of the immediate needs. Possible additional needs:

- LED Lighting - new legislation
- Small Gym upgrade - Asbestos
- HVAC (North Wing)
- Windows (North Wing)
- Locker Room Heating
- 2nd Boiler upgrade
- New Roof
- Kitchen remodel and update
- Security
- sidewalks
- parking lot
- electrical

**MS/HS upgrades**

Loss Control Report - Donita met with the insurance company. There are some immediate needs at the HS that require updates in order to be insured. Scott will work on what can be done immediately. A plan will need to be submitted to the insurance company, within the next couple of weeks, that include an action plan.

**Insurance - Loss Control Report**

ICS Contract for Services - \$2500.00 - Donita will invite ICS to the December 9th Board meeting to present a proposal. Donita will add the Professional Services Agreement to the board agenda for approval to move forward with Phase 1 of the project: Gathering information.

**ICS Proposal**

**Facilities Report**

Scott to fill out Facilities Report for MDE



# Attachment B



# STUDENT HANDBOOK

## Carlton Middle/High School



2024-25

405 School Avenue, PO Box 310  
Carlton, MN 55718  
Phone: 384-4225  
Fax: 384-3607

[www.carlton.k12.mn.us](http://www.carlton.k12.mn.us)

## STATEMENT OF NON-DISCRIMINATION

It is the policy of ISD #93 to comply with federal and state law prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no person in the school district shall on grounds of race, color, national origin, creed, religion, sex, marital status, age, status with regard to public assistance, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program, or in employment, or recruitment, consideration or selection, therefore, whether full time or part time under an education program or activity for which the school district is responsible. The following persons have been designated to handle inquiries regarding the non discrimination policies:

<b>Human Rights Officer</b> Donita Stepan Superintendent <a href="mailto:dstepan@carlton.k12.mn.us">dstepan@carlton.k12.mn.us</a> (218) 384-4225	<b>504 Coordinator</b> Donita Stepan Principal <a href="mailto:dstepan@carlton.k12.mn.us">dstepan@carlton.k12.mn.us</a> (218) 384-4225	<b>Title IV Coordinator</b> Donita Stepan Superintendent <a href="mailto:dstepan@carlton.k12.mn.us">dstepan@carlton.k12.mn.us</a> (218) 384-4225
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### DISTRICT PHONE NUMBERS

Superintendent Office: 384-4225

High School Office: 384-4225

H.S. Fax: 384-3607

South Terrace: 384-4225

S.T. Fax: 384-4039

Bus Garage: 384-4225

Custodians: 384-4225

Community Education: 384-4225

## General Information

### WELCOME TO CARLTON HIGH SCHOOL

Dear Students and Parents:

Welcome to the Carlton High School 2024-25 school year! The guidelines set forth by the student handbook promote the common understanding essential for a positive and productive school experience. The Carlton education team looks forward to assisting students in fulfilling their educational goals. Students can benefit from everything Carlton High School has to offer by actively engaging in courses, clubs, programs and extracurricular and co-curricular opportunities. The administration, faculty and staff welcome the opportunity to support student success throughout their academic career. Please feel encouraged to contact the school with any questions (218) 384-4225. Parents, students and the community can also check our Website: [www.carlton.k12.mn.us](http://www.carlton.k12.mn.us). The administration strongly recommends school families review together and keep it as a reference during the school year. Thank you for your partnership as we continue to strengthen the Carlton School Community.

### ISD #93 CARLTON MISSION STATEMENT AND VISION

*Our mission is to educate, empower and inspire all learners.*

We will be recognized for:

1. Real World Authentic Opportunities
2. Voice and Choice
3. Community Partnerships
4. Welcoming, Inclusive, Safe, and Secure Environment
5. Student and Staff Growth
6. Strong Fiscal Management

Priorities:

1. Employee support and professional development
2. Mental Health support, climate, culture, and accountability
3. Make improvements to facilities while developing larger facility goals
4. Communication, marketing, and public relations
5. Academic Excellence
6. Applied Learning Academy Opportunities
7. Implementing a Successful 4 Day School Week

## **CLASS / PASSING SCHEDULE**

### **DAILY SCHEDULE**

8:05-8:15	Advisory Period
8:15-9:09	1st Hour Class
9:13-10:07	2nd Hour Class
10:11-11:05	3rd Hour Class
11:08-11:38	Jr High Lunch
11:42-12:36	Jr. High 4th Hour Class
11:08-12:02	Sr. High 4th Hour Class
12:06-12:36	Sr. High Lunch
12:40-1:34	5th Hour Class
1:38-2:32	6th Hour Class
2:36-3:30	7th Hour Class

### **AFTER SCHOOL HOURS**

Students are not to be at school after hours unless they are here for a specific purpose under the direct supervision of an advisor. This also applies to before 7:45 AM.

## **ANNOUNCEMENTS**

Announcements must be submitted to the office prior to 8:30 AM to go on the daily announcements. Daily announcements will be displayed on school LCD screens and shared electronically via Schoology.

## **BUSSING**

Any changes in daily bus riding must contact the high school office by 1:30

## **DANCES**

Senior high dances (grades 9-12) Junior high dances (grades 6-8)

1. Any visitors must be signed up (in advance) in the high school office.
2. Doors close at 10:00 PM! (NO ONE will be admitted after 10:00 PM)
3. Once you have paid, you are to stay in the dance. Students will not be allowed to reenter the dance after leaving.
4. If a chaperone has any trouble with students drinking, using drugs, etc., or other illegal behavior, the sheriff's department will be immediately contacted.

Dances will run from 8:30-11:30 PM, unless otherwise scheduled.

Any Carlton student wanting to bring a guest to any school dance will need to get a permission slip from the advisor of the event. The guest needs to be in good standing at the high school they attend and signed by that school administration/counselor. No guest will be allowed to attend a Carlton dance that has graduated from high school. This policy may be changed at the discretion of the principal.

\*Students with unserved detention time will not be admitted to school dances

## **DATA PRIVACY**

If your child is referred to special education for an assessment, the district will enter your child's name and date of birth into the Minnesota Medicaid System to find out if your child is receiving medical assistance or Minnesota Care. If you do not want the district to enter your child's name and date of birth into the Minnesota Medicaid System, please contact Carlton High School at 384-4225 and communicate your request to the high school principal.

## **EMERGENCY SCHOOL CLOSING/EARLY DISMISSAL**

Before School: During severe winter storms when the superintendent deems it unsafe for our buses to run, school will be closed or will have a later starting time. Our official radio station for school closing is WKLK, 1230 AM in Cloquet. Please listen (DO NOT CALL THEM) any morning the weather looks severe. If we are having any problems at school (power outage, water problems, etc.) we will announce closing or delays on the above mentioned radio station. Infinite Campus Messenger will also call, text and/or send you an email.

During School: When serious storms develop during the school day and the superintendent feels it would be better to send students home early, we will send out an Infinite Campus Message Alert. We will also have the radio stations announce the closing. The same will occur if we need

to close due to other problems such as power or electrical failures. IT IS CRUCIAL THAT YOUR CHILD KNOW WHERE TO GO IF THIS SITUATION ARISES so that we are not sending the child to a locked or empty house.

If the weather looks threatening and no one is home, discuss with your child ahead of time a safe alternative plan if no one will be home.

Please do not call the school to see if we are letting out early. This ties up phone lines and we are unable to call parents of children who may have concerns.

**FEES (\*May be updated or adjusted~~ Please refer to Activities Director or Business Office for Official Costs/Fees)**

**Athletic:**

- Grades 6-8 - \*\$70.00 per sport with a cap of \$175.00 per child, per year.
- Grades 9-12 - \*\$100.00 per sport with a cap of \$250 per child, per year.
- Students with free/reduced lunches pay ½ price for sports fees. All sport fees need to be paid in full by the first game of each season. Anyone with an outstanding sport fee will not play until the fee is paid. Anyone who can't make a timely payment should contact the AD or principal.

**Band:**

- Grades 6-12 (who use a school instrument) - \$50 Instrument Rental

**Chromebooks:**

- \$45 Optional Insurance to cover accidental breakage and Chromebook Charger

**Co-Curricular:**

- Activities included, but not limited to: Play, Robotics, Math Team, Knowledge Bowl
- Grades 6-8- \$20
- Grades 9-12- \$30

Families are encouraged to pay fees through the Parent Portal or by check to the high school office. All cash payments require a receipt from the high school office.

**ONLINE PAYMENTS**

Parents can make online payments for athletic fees, course fees. Families are encouraged to pay fees through the parent portal or by check to the high school office. All cash payments require a receipt from the high school office

**FIRE DRILLS**

Fire drills will take place periodically. Leave the room quickly, quietly, and in good order. Leave the building by the route indicated on the instruction sheet for the particular room from which you are evacuating.

**GUIDANCE PROGRAM**

The school counseling program is set up for the purpose of giving the student help in planning his/her high school program, to give aid and encouragement in choosing and planning a vocation,

and to assist the student in countless other matters. Whenever you want to talk with someone about anything that troubles or bothers you, the counselor is available to help you try to find an answer to your questions. Your contact with the counselor will be private and matters brought to his/her attention will be treated with strict confidence.

## **ILLNESS AT SCHOOL**

Should a student become ill while at school and be unable to attend classes, the student is to report to the high school office for referral to the nurse. Under no circumstances should a student leave for home without checking out through the office. **If this procedure is not followed it will be considered an unexcused absence.**

## **LOCKERS**

Each student is assigned a locker. Students are to use only the locker assigned. The student who is assigned to a locker is responsible for keeping his/her locker orderly and neat. **The school is not responsible for any valuables which are placed in the lockers and are lost.** Locks are recommended. Locker posters are to be of good taste. The school may hold locker inspections for safety reasons. Students may **ONLY** use school locks. The cost is \$5 – reimbursed at the end of the year.

\*Students who fail to clean their lockers or have damaged the lockers may be assessed a fee

## **LOCKER POLICY**

It is the policy of the State of Minnesota, and therefore, the Carlton Public Schools, that school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of the locker provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to the students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

### Policy 502: Search of Student's Lockers

This is a shortened version of the unabridged policy which may be found on the school's website under School District Policy 500 Series.

## **LOST AND FOUND**

Lost and found is located in the high school office. Report any loss of articles and valuables to the high school office. The lost and found will be emptied quarterly.

## **MEDICATIONS/PRESCRIPTIONS**

If your child needs to take a non-prescription medication, you **MUST**:

1. Send the medication in the original bottle.
2. Send a note with the parent's signature requesting the school to give the medication. If the student needs Tylenol or Ibuprofen, the student can keep it in their lockers in the original bottle.

If your child needs to take prescription medications, you **MUST**:

1. Send a written order from our doctor.

2. Send a note with the parent's signature requesting the school to give the medication in a pharmacy container.

### **MOTOR VEHICLE PARKING**

Any student who must drive a motorized vehicle to school is to park his/her vehicle when he/she arrives at school and leave it parked until school is dismissed for the day, unless specifically approved by the student's parents/guardians. **Students are not permitted to drive cars during the noon hour nor ride with friends without administrative approval. Students are not permitted to bring other students with them over the noon hour without permission of school administration.** Students are not encouraged to drive to school, but those who must, are encouraged to park on black top on the north side of the school in designated areas.

### **PARENT PORTAL**

Parent portal allows families to view the academic progress of their student at any time, from any computer or mobile phone with internet access.

To access the parent portal, please refer to the school website: [www.carlton.k12.mn.us](http://www.carlton.k12.mn.us)

### **PLEDGE OF ALLEGIANCE**

Minnesota Statutes 121A.11 mandates that the Pledge of Allegiance be recited once a week in public schools. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

### **TELEPHONE**

The telephone in the high school office must be kept available for school matters. Permission to use phones will be granted only as a matter of necessity or urgency to call parents on school related matters. Students will be called from class for a phone call only upon parent request and when necessary. Cell phone calls home will be permitted with administration or office approval.

### **VISITORS DURING THE SCHOOL DAY**

For the safety of our students, all persons who are non-registered students of Carlton Public Schools are required to check in at the office upon arrival in the building. All doors to the school will be locked throughout the day. Access to the school building during the school day will be through **DOOR 1**.

To maintain an environment conducive to learning, students are not allowed to bring a visitor to school during the academic day. Exceptions may be made by the high school office for prospective students.

## ACADEMICS

### GENERAL REQUIREMENTS

- Credits earned in grades 9-10-11-12 are used for determining graduation.
- A minimum of 23 credits are required for graduation.

### MINIMUM REQUIREMENTS – CREDITS

**ENGLISH:** 4 credits – 1 credit each year

English 9, 10, 11, 12 or College Comp/Advanced Composition

**SOCIAL STUDIES:** 4 credits – 1 credit each year

Civics; Modern American History; World History/Geography or College Western Civilization; Govt/Econ... and Social 12 or General Psychology.

**MATHEMATICS:** 3.5 credits are required in grades 9-12

Algebra II, Geometry, Probability and Statistics and another full math credit is the minimum requirement. In addition to the high school credits, students must also complete an Algebra I credit by the end of eighth grade.

**SCIENCE:** 3 credits are required in grades 9-12

Physical Science, Biology, and either Physics or Chemistry.

### PHYSICAL EDUCATION – HEALTH

.5 credit Health in grades 9-12

1 credit Physical Education grades 9-12

**ART and THE ARTS** 1 credit in grades 9-12

Band, Visual Arts, Music, Media Arts

**ELECTIVES:** 6 credits in grades 9-12

**Total Credits: 23**

### GRADUATION CEREMONY:

- Students attending the ALC, must have earned a minimum of 12 credits from CHS
- 22 ½ credits must be completed before you are allowed to participate in graduation.

### Middle School – Required Classes and Credits

<u>Department</u>	<u>Grade 6</u>	<u>Grade 7</u>	<u>Grade 8</u>
English	1	1	1
Social Studies	1	1	1
Mathematics	1	1	1
Science	1	1	1
Physical Education	.5	.5	.5
Health	NA	.5	NA
<b>Total:</b>	<b>6(7)</b>	<b>6(7)</b>	<b>6(7)</b>

## HIGH SCHOOL GRADING SCALE

A+	100
A	94
A -	90
B+	87
B	84
B-	80
C+	77
C	74
C-	70
D+	67
D	64
D-	60

**\*Please note that college level courses are also given the same value as above.**

## HONOR ROLL

Honor roll will be calculated and published each quarter. An "A" Honor Roll student must have a term GPA of 3.75 or higher. A "B" Honor Roll student must have a term GPA of 3.0 or higher. To be recognized a student must receive an overall GPA of 3.0. These will be posted at the time transcripts are provided from our local college partners.

The following is the value of each letter grade:

A+ = 4.33	C+ = 2.333	F = .00
A = 4.00	C = 2.00	P = .00
A- = 3.67	C- = 1.67	
B+ = 3.33	D+ = 1.33	
B = 3.00	D = 1.00	
B- = 2.67	D- = .67	

Transfer student credits will be evaluated by a counselor upon enrollment.

Regardless of total credits, Carlton High School does not graduate students prior to May graduation date unless specified by special education services.

Transfer and homeschool students' credits will be evaluated upon enrollment; a transfer student who has spent more time in the other school than at Carlton High School will have the credits evaluated according to the graduation requirements of Carlton High School and the previous schools attended.

Homeschool students must be a full time student at Carlton High School for three years to be considered for Valedictorian, Salutatorian, Honors of Distinction, or in the class rank.

Exchange students who are participating in an approved program such as AFS, Youth for Understanding, etc. will receive a Certificate of Attendance upon successful completion of their senior year. No diploma will be awarded.

An Individual Educational Program (I.E.P.) Limited English Proficiency (L.E.P.) plan, or Federal 504 Modification may modify requirements when individual student situations necessitate such modifications.

### **Grading with Pass/No Pass**

**Student Aide:** A Junior or Senior student has the option to become a student aid, with teacher and guidance office approval. A student aide will be graded Pass or No Pass based on their participation as a student aide. A Pass will receive no point value toward a student's GPA calculation, but will receive high school credit. A grade of NO Pass will not receive high school credit. A student aide may choose a no credit option

### **STUDENTS RECEIVING INCOMPLETES**

Any student with an incomplete at the end of the quarter will have until the mid quarter of the following grading period to resolve the incomplete with the instructor. At mid quarter an unresolved incomplete grade will be calculated using the existing grades in the teacher's campus gradebook. Students receiving incompletes will receive an academic plan from the teacher on what needs to be completed.

**Credit Recovery:** Credit recovery courses are graded on the following scale.

A+	100
A	94
A-	90
B+	87
B	84
B-	80
C+	77
C	74
C-	70
D+	67
D	64
D-	60
P	50

F	0
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**\*A Pass/Fall can be given as a grade for credit recovery when agreed on by the Instructor and Student, or principal if needed.**

#### TESTING & ASSESSMENTS

While the Minnesota Department of Education strives to ensure this testing schedule remains unaltered, it is subject to change based on assessment decisions made by the state or federal Legislature.

- Minnesota Comprehensive Assessments (MCAs)
- Minnesota Test of Academic Skills (MTAS)
- ACCESS for ELLs
- Alternate ACCESS for ELLs

TBD

- MCA Reading grades 3–8 and 10

TBD

- Mathematics grades 3–8 and 11 & 10th grade Science

TBD

- MCA Science grades 5 & 8

Minnesota Statutes, section 120B.31, subdivision 4a, requires the Minnesota Department of Education (MDE) to publish a form for parents/guardians to complete if they refuse to have their student participate in state-required standardized assessments.

- **OUTSIDE SCHOOL EXPERIENCES/COURSES CREDIT**

This policy provides guidelines regarding school credit for student experiences or courses taken Outside the regular school day and /or school year.

1. No more than one (1) high school credit may be earned by a student during an academic year (ie, no more than four (4) high school credits in four years).
2. Prior to the beginning of the experience or course, the student is to request approval from the department in which the credit is being considered by completing the appropriate form. Final prior approval from the building principal is required.
3. The written request will be approved or disapproved by the department head/representative after a decision within the department. After a department decision, the request must be forwarded to the building principal for final decision.
4. A completed copy of the form will be given to the student's advisor and the Counseling Office by the department head/representative.
5. Credit is to be evaluated in relation to what a student would do in a regular CHS course.
6. No credit will be granted unless the proper procedure has been followed.
7. Courses/credits from the Cloquet Area Alternative Education Programs (CAAEP) will be exempted from this policy.
8. Confirmation of successful completion of the experience/course must be given to the counseling office.

9. Nothin in the handbook will supersede Minnesota State Law regarding courses/credits.

## ATTENDANCE

Regular attendance is an important requirement for all students. When it is necessary for the student to be absent, parents are to notify the school by calling 384-4226 before 9:00 AM. Following any absence, a student must present an excuse from a parent stating the reason for the absence and the date(s) of the absence.

### TYPES OF ABSENCES:

1. **Excused** – Any absence falling into the categories of personal illness or family emergency. Examples include medical appointments, dentist appointments, counseling appointments, court appearances, driver license exam, death in the family and prearranged family vacations. All incomplete assignments may be made up if proper procedures have been followed. **All appointments need to have an excuse from the appointment office or it will be an unexcused absence.**
2. **Advanced Make-Up** – May be obtained from the office with a parent request before the date of absence. All work can be made up. Examples would include medical appointments, family trips, driver's exam, court appearance, etc.
3. **Unexcused** – Any absence not directly covered by the preceding excused absences will be considered an unexcused absence. Examples of unexcused absences include errands and appointments with no further explanation, truancy, leaving school without proper clearance, forgery on excused, babysitting, luncheons, work, missed bus, car trouble, shopping, hair appointments, tanning appointments, oversleeping, behind the wheel driving, etc. In the case of a student being needed at home, parental contact by phone is necessary to explain the extenuating circumstances. A decision will then be made as to whether an absence is excused or unexcused. Make up work will be provided with the option for full credit upon administrative approval. **Attendance issues can be determined at the discretion of the principal.**
4. **Excessive Excused Absences** – Students and parents/guardians must understand that each school has the right to not give credit or promote to the next grade due to inadequate seat time. It must also be understood that each school reserves the right to request physicians notes for a student who has had excessive excused absences (if a note has been requested and not provided, the school can determine that day to be absent unexcused).

In the circumstance that your son/daughter has accumulated 20 days of excused or unexcused absences, increased absence documentation is required. After the 15th day, you are required to provide a signed note from a Medical Professional or our School's Nurse indicating your child had a medical reason for his or her absences." The truancy officer will send home a letter notifying the parent/guardian that their son/daughter is truant according to Minnesota Statute 250A.02, subdivision 3 and request a meeting to address the issue further. Other school officials may be requested

to attend this meeting. School services or other outside services will be offered to assist with the problem when appropriate. A parent/student contract may be ordered.

The truancy office will become officially involved in a student's truant behavior when the number of unexcused absences approaches eight (8). However, the principal meets with the officer on a weekly basis to discuss students in trouble with truancy issues. The officer may begin working with the student and family on a preventative program.

5. **Tardiness** – The fourth accumulated unexcused tardy in a grading quarter and each additional unexcused tardy thereafter.
  - a. Students will be notified by the principal or his designee of any detentions issued for tardies. Parents will receive a copy of the infraction in the mail.

It is the responsibility of each student and parent/guardian to read attendance policies within their school's handbook. Refer to school administration for questions or clarification.

All policies and procedures listed pertain to K-12 students enrolled in Carlton County Schools.

## **CARLTON COUNTY TRUANCY PROCEDURES**

Three unexcused or a combination of eight total unexcused/excused absences.

1. Initial letter of notification sent to parents by school officials.

Five unexcused or a combination of ten total unexcused/excused absences 1. Referral sent to the truancy officer, the district truancy office may take the following actions (in cooperation with school administration):

- a. Meet with the student and/or parent/guardian to explain Minnesota state attendance laws and consequences.
- b. Sign and individual attendance contract with student and/or parent.
- c. Contact and arrange assistance for family with any needed support services (i.e. school nurse, school counselor)

Ten unexcused absences or more, referral to Carlton County District Attorney (habitual truant under Minnesota Statute 260C.007 sub 19)

1. Truancy petition filed with Carlton County Attorney
  - a. The District Attorney will file as a child in need of protection with District Court
  - b. Depending on the age of the student, the District Attorney, Truancy Officer and Carlton County Human Services will make a determination whether or not if it is a case of truancy or educational neglect.

## **STUDENTS RIGHTS & RESPONSIBILITIES**

### **STUDENT RIGHTS**

All students have the right to an education and the right to learn.

## **STUDENT RESPONSIBILITIES**

All students have the responsibility:

- For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- To attend school daily, except when excused, and to be on time to all classes and other school functions;
- To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- To make necessary arrangements for making up work when absent from school;
- To assist the school staff in maintaining a safe school for all students;
- To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- To be aware of and comply with federal, state, and local laws;
- To respect and maintain the school's property and the property of others;
- To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- To conduct themselves in an appropriate physical or verbal manner; and
- To recognize and respect the rights of others.

## **BEHAVIOR EXPECTATIONS OF CARLTON STUDENTS 6-12**

Be Prompt and Prepared

1. Be on time
2. Come with appropriate materials
3. Come with assignments completed

Respect Authority

1. Listen to authority
2. Follow directions promptly
3. Accept responsibility for your behavior

Respect the Rights of Others

1. Use appropriate voices
2. Listen to the speaker
3. Respect the opinion and point of view of others
4. Respect individual differences and sensitivities

Respect Property

1. Respect personal property of others
2. Respect school property

Display a Concern for Learning

1. Remain on task
2. Respect the rights of others to learn

Display Appropriate Social Skills

1. Accept disagreement, consequences, criticism and compliment gracefully
2. Display courtesy and tact.

## Other

1. It is the discretion of each instructor if hats may be worn in the classroom
2. Chains and other potentially dangerous accessories are prohibited
3. Nuisance devices (laser-pointers, electronic toys, airpods/headphones) are prohibited
4. Cell phones
  - A. It is the discretion of the instructor if cell phones are to be permitted or used in the classroom.
  - B. If a student's cell phone has become a distraction, nuisance or safety concern, it is the discretion of the HS administration to determine if the phone stays in the locker, the office, or at home. The HS administration will have the final decision on cell phone issues.
5. It is the discretion of each instructor if coats and bulky jackets are not permitted in classrooms during the school day
6. Backpacks will not be permitted to be in classrooms without administrative approval.

If you have a legitimate reason to have any of these in school, please see the Principal. Approved

## CLASS OFFICERS

Each class will select members for President, Vice-President, Secretary and Treasurer. The high school office shall designate an advisor.

## CLOSED CAMPUS REGULATIONS

Campus is completely closed for all 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders. All middle school students must stay on school property at all times during the school day, which begins at the time they arrive at school in the morning and ends when they leave for home after the 3:30 dismissal. Students who must leave campus must bring a note from home requesting permission for them to leave campus. The note should specify a legitimate reason, a specific date, and be signed by the student's parent/guardian.

Campus will continue to be closed for all students in grades 6-12. Once a student arrives at school, they are to remain on school campus. However grades 9-12 are allowed to leave during their noon lunch break. **DRIVING OR RIDING IS PROHIBITED DURING LUNCH BREAK WITHOUT ADMINISTRATIVE APPROVAL, AND IS AT THE SOLE RISK OF THE STUDENTS, AND IS NOT ADVISED BY THE SCHOOL.** Students must have an open campus form signed by a parent/guardian prior to leaving. Students entering or exiting during open lunch must use Door 1 (door by the high school office).

9th-12th Grade students who are tardy for classes following designated lunch periods or fail to follow the Open Campus Policy will have the following consequences for tardy infractions and Open Campus Violations:

**1st Offense-** 1 Day Lunch Detention

**2nd Offense-** 1 Week Lunch Detention

**3rd Offense-** Loss of Open Campus Privileges Indefinitely or until agreed upon by school and home.

The campus boundaries are the edge of the sidewalk on the south, the blacktop driveway on the

east, the fence between the school and county property on the west. Students will not be allowed to loiter in the area north of the building or be in the school parking lot during the school day.

Students are encouraged to use cafeteria facilities. (Closed Campus Violation – ISS)

## **DRESS CODE**

Students are to be dressed in good taste and in a socially approved manner in accordance with the guidelines established to promote health, safety and student learning in school.

- Health – Cleanliness of body and dress.
- Safety – Grooming and dress that exposes students to accidents must be avoided – this includes chains.
- Student Learning – Grooming and dress styles that create a disruption of the learning process within the classroom must be avoided. This includes:
  1. Clothing that is not in keeping the community standards, including hats.
  2. Clothing which bears a message determined as lewd, vulgar or obscene.
  3. Apparel promoting products or activities that are illegal for use by minors
  4. Objectionable emblems, signs, words, objects or pictures on clothing communicating a message that is racist, sexist or otherwise derogatory to a protected minority group.
  5. Any known gang related apparel/objects
  6. Objectionable clothing, includes but is not limited to, low-cut shirts, exposed midriffs, low-riding slacks, see-through blouses, extremely short skirts or shorts, sagging pants that expose the top of boxers, and spaghetti strap tops.

Faculty members directing extra-curricular activities have the authority to decide how students should be dressed when representing the school.

Students whose dress and grooming do not conform to these standards will be referred to the principal. The student will be warned and advised as to adjustments that must be made. If the student fails to remedy the problem, the student will be removed from the class or activity involved until the student corrects the situation. Students may be sent home to change.

## **HONOR CODE**

Carlton High School is committed to providing a positive learning environment in which all students can do their best to succeed. In order to achieve this environment, academic honesty is essential. Simply stated cheating in any form jeopardizes the quality of any educational program and minimizes the genuine achievement of others.

CHS policy on cheating and academic dishonesty can include but not limited to:

**CHEATING:** Possessing a “cheat sheet” (including use of a cell phone or electronic device) or other notes for use on a quiz or test. Copying work from another student in or out of the classroom (see plagiarism) getting answers or information about a quiz or test that another student has already taken.

**PLAGIARISM:** Intentionally taking/copying someone else’s words or ideas and presenting them as your own. Doing another student’s work for him/her.

**FABRICATION:** Making up information or pretending to do something that you did not. (i.e. inventing information for a lab experiment or submitting a book report on a book you did not read).

## **GUIDELINES FOR STUDY HALL**

Students need to understand that study hall is, first and foremost, a “work” hour. Students need to be “taking care of business” in the classroom. Students need to bring assignments to work on or reading materials to their study hall.

**LASER LIGHTS, CELL PHONES, AIRPODS, SKATEBOARDS/RIP-STICKS** Laser lights of any type are prohibited in school buildings, on school grounds, or at school sponsored activities both on and off campus. Unless school issued, mobile devices are not to be used during class time this includes calls or video taking, and watching of inappropriate videos and sites. Use of cell phones or ear buds are at the sole discretion of the classroom teacher. Any use of them will result in them being taken to the office and may be picked up by parents.

No riding of skateboards or rip-sticks on school grounds. When a device has been confiscated from a student, the device will be held in the school office and the student or student’s parent/guardian will be asked to pick up the confiscated device, depending on the incident.

## **STUDENT BEHAVIOR & CONSEQUENCES**

### **STATEMENT OF POLICY**

It is the position of Carlton Public Schools that a fair and equitable district-wide school discipline policy will contribute to the quality of a student’s educational experience. Without discipline in the schools, learning cannot occur. We believe that teachers have a right to teach and students have a right to learn. Therefore, this district-wide school discipline policy has been adopted.

It is the responsibility of the school board, administrators, and teachers to safeguard the health and safety of each student. The school board and district administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with state statute, state board of education regulations and this policy.

The following school board policies apply district wide.

### **RULES OF CONDUCT**

Disciplinary action will be taken against students for any behavior which is disruptive of good order or violates the rights of others. The following acts are unacceptable behavior subject to disciplinary action in the school district.

#### **Truancy and unauthorized absences**

As required by current statutes, regulations of the State Department of Education and the school board of this district, students shall be in attendance each day school is in session. The authority to decide whether an absence is excused or unexcused rests with the high school office.

Following any absence a student must present an excuse from a parent stating the reason for the absence and the date(s) of the absence. Students returning to school following an absence will be expected to complete all missed assignments within a reasonable period of time.

Truancy, for the purpose of this policy, is the absence of one's self from school or class without the approval of the school and parent.

If a student develops a pattern of tardiness to school or class, disciplinary action will be taken.

### **Damage to School or Personal Property**

**Vandalism:** Damage to or destruction of school property or property of others by students is vandalism.

**Theft:** Theft is the act of intentionally and without claim of right taking, using, transferring, concealing, or retaining possession of movable property of another without his/her consent and with intent to deprive the owner permanently of the property, or the finding of lost property and not making a reasonable effort to find the owner.

**Physical Assault:** Physical assault is an act which intentionally inflicts or attempts to inflict bodily harm upon another.

**Harassment:** Any intentionally abusive, threatening, profane or obscene written message or image (including those that are electronically transmitted) or verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, creed, ancestry, national origin, sex, gender, sexual orientation, including gender expression or identity, marital status, age, mental or physical disability or other distinguishing characteristics.

### **Threats and Disruptions**

- **Dangerous Threats:** Threats to normal school operations or school activities, including but not limited to the reporting of dangerous or hazardous situations that do not exist will be subject to disciplinary action.
- **School Disruptions:** Any student who disrupts or interrupts the peace and good order of the school or school-sponsored activities will be subject to disciplinary action.

### **Dangerous, Harmful, and Nuisance Substances & Articles**

- **Alcohol:** Students are prohibited from using, possessing, or being under the influence of beverages containing alcohol at school, on school grounds, or at school-sponsored activities.
- **Drugs:** Students are prohibited from using, possessing, distributing, or being under the influence of illegal drugs or narcotics at school, school-sponsored activities, or on school grounds.
- **Use of Tobacco:** Tobacco use is prohibited at school, school-sponsored activities, and on school grounds. This statement does not apply to tobacco used by adults for ceremonial or educational purposes.
- **Harmful or Nuisance Articles:** The possession or use of articles that are nuisances, illegal, or that may cause harm to persons or property is prohibited at school and school sponsored activities.
- **Failure to Identify Oneself:** Failure to provide proper identification upon request of a

staff member is unacceptable behavior.

- **The Violation of State or Local Law:** The violation of any state or local law or the violation of any federal law is unacceptable behavior.

The following Constitutes Unacceptable Behavior:

1. Willful conduct which materially and substantially disrupts the right of others to an education.
2. Willful conduct which endangers school district employees, the pupil or other pupils, or the property of the school; or
3. Willful violation of any rule of conduct specified in this discipline policy.
4. Excessive display of affection on school property.

### **DISCIPLINARY ACTION**

Third Parties such as the Carlton County Restorative Justice Program may be permitted to provide assistance in regards to restorative practices for situations including but not limited to: suspension and detention deterrent, behavior issues, community building, and conflict resolution.

#### **Disciplinary Actions**

Disciplinary action may include but is not limited to:

1. Meeting with the teacher, or counselor
2. After school detention
3. Loss of school privileges
4. Parental conference with school staff
5. Modified school programs or additional educational programming
6. Removal from class: Suspension, Exclusion, and Expulsion

#### **Removal from Class**

Removal from class is the short-term dismissal of a student from school during which the school retains custody of the student. Students removed from class shall be the responsibility of the principal and his/her lawful designee.

After an informal administrative conference with the pupil, the decision as to removal shall ultimately be up to the administrator. The removal from class may be imposed without an informal administrative conference where it appears that the student will create an immediate and substantial danger to himself/herself or to persons or property around him/her. The length of time of the removal from class shall be at the discretion of the principal after consultation with the teacher. Students shall be returned to class upon completion of the terms of the removal established at the informal administrative conference including but not limited to the completion of any make-up work.

Suspension is the short-term exclusion of the student from school during which the school is relieved of custody of the child. Suspension, exclusion and expulsion shall be utilized in accord with The Pupil Fair Dismissal Act as amended.

\*Parents will be notified by the teacher who removed the student from the class

### **Copies of Policy**

Copies of this policy, together with The Pupil Fair Dismissal Act, are available on the website. Nothing in this policy is intended to conflict with The Pupil Fair Dismissal Act.

### **Parent Notification**

Parents shall be notified in writing of violation of the rules on conduct and resulting disciplinary actions by first class mail as provided otherwise by The Pupil Fair Dismissal Act.

In cases of suspected or diagnosed special education needs, the Northern Lights Special Education Cooperative guidelines will apply.

## **DISCIPLINE CONSEQUENCES**

### **Lunch Detention**

After School Detention ASD

In School Suspension ISS

Out of School Suspension OSS

In order to establish consistency in discipline, the following shall apply:

MINOR OFFENSES – 1<sup>st</sup>– may result in a warning or ASD

1. HALLS – Swearing (accidental), jostling, hats, arguing, smart mouthing, not following directions, over-affection, unsupervised (before/after school).
2. LUNCHROOM – Throwing food, roughhousing, insubordination.
3. EVENTS - (Athletics, Dances, etc.) unsportsmanlike/disrespectful behavior, not following school rules.
4. EXCESSIVE TARDINESS – ASD; The fourth tardy per quarter and increments of 3 thereafter. Conference with student, parent and administration if tardy count reaches 10 in a quarter.
5. LEAVING SCHOOL GROUNDS WITHOUT AUTHORIZATION – ISS Closed campus regulations. Campus is completely closed for all 6, 7, & 8<sup>th</sup> graders. They must remain on school property at all times during the school day, beginning when they arrive in the morning and ending at dismissal. Students who must leave campus MUST bring a note from home requesting permission to leave. The note should specify a legitimate reason, a specific date, and be signed by the student's parent/guardian. PLEASE do not send students on needless errands. Campus is closed for all students 9-12 before school with the exception of the lunch break.
8. CLASS CUT (1 CLASS PERIOD) – ASD
9. TRUANT (MORE THAN 1 CLASS, UP TO A FULL DAY) – ISS
10. FORGED OR FALSE NOTES – ASD
11. USE OR POSSESSION OF ANY TOBACCO PRODUCTS, E-CIGS, VAPING, OR LIKE PRODUCTS - ISS – Plus referral to law enforcement
12. WILLFUL DISOBEDIENCE, DISRESPECT, SWEARING, CLASS DISRUPTION, GAMBLING, PETTY THEFT, FAILURE TO IDENTIFY SELF – ASD
13. USE OR POSSESSION OF ALCOHOL OR NARCOTICS – OSS (1-3 days) – Plus referral to law enforcement
14. VIOLENCE (FIGHTING), VANDALISM, STEALING, HAZING, USE OF INCENDIARY DEVICES, POSSESSION OF WEAPONS - \*1-3 days ISS or OSS (possible expulsion) – Restitution required when stealing and vandalism occur

15. HARASSING SCHOOL PERSONNEL OR SUBSTITUTE – ISS or id determined by administration.
16. ILLEGAL USE OR POSSESSION OF FIREARMS - \*Expulsion and referral to law enforcement
17. EXCESSIVE DISPLAYS OF AFFECTION – ASD or ISS to be determined by the principal.

\*Extra Curricular Penalty

Excessive violations of any school rules may lead to an expulsion hearing by the Board of Education.

Explanations of:

#### **After School Detention (ASD)**

ASD takes place when arranged. Students are to serve their detention within one week of being assigned detention. ASD will not be postponed as a result of conflicts with after school activities. A letter will be mailed home to parents of any student's assigned detention. **RULES:**

1. Must be in the detention room by 3:20 and stay until 4:10
2. Must have homework, etc. to keep busy, can read a book
3. Students are expected to remain quiet and in the room for the duration of ASD
4. Food, beverages and cell phones are not permitted in detention w/o permission. (water may be allowed)

If any of the above rules are broken, you will be required to make-up another detention. It is the student-parent responsibility to arrange transportation home.

#### **In School Suspension (ISS)**

ISS will be assigned as per discipline code or as determined appropriate by the high school principal. Assignment is usually for one to three days and parents are notified by letter. **ISS Rules:** (Remember: Your actions landed you in ISS. Serve the penalty and move on)

1. Students need to work quietly
2. No sleeping or laying head down on desk
3. No Cellphone or other electronic devices w/o permission from administration
4. While in ISS, students will not be allowed to attend their regular classes. Students on IEPs will be allowed to attend their special education classes.
5. One washroom break AM and one PM
6. Supervised lunch in the cafeteria
7. Students who misbehave in ISS or can't follow the rules will be sent home for the day and complete their work in ISS upon return
8. Students need to stay in assigned seats

#### **Out of School Suspension (OSS)**

Parents will be notified, by mail, if a student is assigned a suspension. Phone calls will be made when a student is suspended during the school day.

### POLICY:

The administration has the power to suspend students when it is judged that their conduct does in fact undermine good order, threatens the welfare of the school, disrupts the educational process, or deprives other students of an effective opportunity to pursue their own education. All suspensions are of short duration and readmission may require a meeting between the parents and the administration.

### NOTE:

Students who get suspended are responsible to get all of their assignments for the day they are out of school. All work is DUE on the day the student returns to school unless arrangements are made with HS staff. Any tests missed will be made-up on the day the student returns to school unless arrangements are made with HS staff. Failure to get assignments and/or have assignments completed (upon return to school) may result in the student receiving zeros for the work.

### POLICY 506: Student Discipline

This is a shortened version of the unabridged policy which may be found on the school's website under School District Policy 500 Series.

## **POLICIES, PROCEDURES AND PROGRAMS**

### **BULLYING**

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, is prohibited on school property or at school related functions.

#### POLICY: 514 Bullying Prohibition Policy.

This is a shortened version of the unabridged policy which may be found on the school's website under School District Policies.

### **BUS INCIDENT REPORT PROCEDURE**

1. The bus driver fills out the bus incident report and turns it into the appropriate school office at the end of the route, or the following morning.
2. The principal or superintendent follows policy outlined below.
3. Once the "disciplinary action taken by school" portion is filled out, the original is sent to parents/guardians, one copy is returned to the bus driver, and one copy is filed in the office for the remainder of the year.

\*\*\*\*\*

Part of the discipline policy regarding bus riding involves the number of reported offenses by the bus driver.

Procedures below pertain to ALL K-12 students:

First written report -discuss with student  
-report sent home

Second written report -discuss with student  
-parent is called  
-report sent home  
-bus riding privileges may be revoked for for up to two (2) days

Third written report -discuss with student  
-parent is called  
-report sent home  
-bus riding privileges may be revoked for up to one (1) week  
-conference before reinstatement with parent, student, superintendent, bus driver, bus supervisor

Fourth written report  
-bus riding privileges may be revoked for up to one (1) month  
-immediate conference with parent, superintendent, bus driver

Fifth written report  
-bus riding privileges revoked for remainder of year -parent/guardian must come before the school board  
-student may lose bus privileges for a minimum of two (2) months

**\*\* Severe Clause:** In case of a severe disruption immediate suspension may be determined necessary. Incidents of this nature will be decided upon after consultation with the bus driver, bus supervisor, and principal or superintendent. Bus riding privileges will be suspended. A conference, involving the bus driver, bus supervisor, principal and/or superintendent, will determine whether bus riding privileges will be reinstated/suspended for the remainder of the school year.

**HARASSMENT AND VIOLENCE**

The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, and marital status, status with regard to public assistance, sexual orientation, or disability.

### POLICY 413: Harassment and Violence

This is a shortened version of the unabridged policy which may be found on the school's website under School District Policy 400 Series.

### **HAZING**

This policy is to maintain a safe learning environment for students and staff that are free from hazing. Hazing activities of any type are prohibited at all times. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, permit, condone, or engage in or tolerate hazing. This policy applies to behavior that occurs on or off school property and during and after school hours.

### POLICY 526: Hazing Prohibition

This is a shortened version of the unabridged policy which may be found on the school's website under School District Policy 500 Series.

**SEXUAL, RACIAL, RELIGIOUS HARASSMENT AND VIOLENCE POLICY** Everyone at Carlton Public Schools has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.

Approved by School Board July 2022

A harasser may be a student or an adult. Harassment may include the following when related to race, color, national origin, creed, religion, sex, marital status, age, status with regard to public assistance, or disability:

1. Name calling, jokes or rumors
2. Pulling on clothing
3. Graffiti
4. Notes or cartoons
5. Unwelcome touching of a person or clothing
6. Offensive or graphic posters or book covers
7. Cyber Bullying

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the human rights officer, Donita Stepan, Superintendent.

You may also make a written report. It should be given to a teacher, counselor, the principal or the human rights officer.

Your right to privacy will be respected as much as possible.

We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.

The school district will also take action if anyone tries to intimidate you or take action to harm you because you have reported.

This is a summary of the school district policy against religious, racial and sexual harassment

and violence. Complete policies are available on the school website.

**RELIGIOUS, RACIAL AND SEXUAL HARASSMENT, VIOLENCE AND DISCRIMINATION ARE AGAINST THE LAW.**

Contact:

<b>Human Rights Officer</b>	<b>504 Coordinator</b>	<b>Title IV Coordinator</b>
Donita Stepan	Donita Stepan	Donita Stepan
Superintendent	Superintendent	Superintendent
dstepan@carlton.k12.mn.us		

### **WEAPONS POLICY**

Possession of a firearm or other weapon on one's person, or in an area subject to one's control, on any school property (including transportation), or off school grounds at any school related activity may result in the immediate expulsion of the student. As per state statute, a school board may expel for a period of at least one year a pupil who is determined to have brought a firearm, or other weapon, to school; except that the board may modify this expulsion requirement for a pupil on a case by case basis.

Steps taken will be as follows:

Approved by School Board July 2022

1. Confiscation of weapon with reasonable effort.
2. Immediate notification of sheriff/police department, CALL 911.
3. Immediate notification of superintendent of schools.
4. Immediate notification of parent/guardian to pick up student.
5. Review of federal law 504.

"Weapon" means any firearm (whether loaded or unloaded), any device or instrument which through its use is capable of threatening or causing injury or great bodily harm. Examples shall include, but not limited to, guns (including pellet guns and look-alikes), knives, martial arts instruments, mace, explosive devices, ammunition, or any device or instrument designed as a weapon.

A student, who finds a weapon on the way to school or in the school building and takes the weapon immediately to a school office, shall not be considered in possession of a weapon.

### POLICY 501: SCHOOL WEAPONS POLICY

This is a shortened version of the unabridged policy which may be found on the school's website under School District Policy.

### **COMPUTER/INTERNET USE**

See Internet Computer Use Regulations

## **EXTRACURRICULARS**

### **Please See Extracurricular Handbook for Penalties and Recommendations Related to Activities and Participation**

**PHYSICAL EXAMINATION AND PARENT'S PERMISSION** – Any student who intends to participate in high school interscholastic athletics must have on file in the school a record of a physical examination performed by a physician within the previous three years. A health questionnaire shall be completed annually and could indicate the need for a physical examination prior to participation. The signature of the parent or guardian approving participation is required.

**ENROLLMENT, ATTENDANCE, AND REQUIRED SUBJECT LOAD** – a student must be registered; attending classes regularly, and be enrolled in the required number of credits. In order to practice or play in a game, student must be in attendance for ½ of school day. (Exceptions to be cleared by high school principal.)

NOTE: This is only a partial listing of the ISD #93 extracurricular eligibility policy. For details regarding amateurism, all-star teams, camps and clinics, transfers, etc. contact the athletic director.

## **DIGITAL INITIATIVE PROGRAM**

The goal of the digital initiative program at Carlton Public Schools is to facilitate a student centered initiative to aid in student creativity, engagement and enhanced student learning for all

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students. The ability to use, manipulate and work with technology has become increasingly important for 21<sup>st</sup> century learners. Increased access to technology tools allows students of all backgrounds equal access to information, digital tools and enhanced communication. One of these technology tools is a Chromebook. Access to these laptops will empower students to reach their full potential and prepare them for the future.

Learning occurs through continuous, ever changing interaction among students, educators and the community at large. Teaching and learning with technology promotes technology integration to enhance and extend educational opportunities.

Procedures and information can be found in its entirety on our district policy page. The policy applies to all internet enabled devices used at Carlton Public Schools, including other touch-screen and computer devices considered by the administration.

## **INTERNET/COMPUTER USE REGULATIONS**

### **Rights and responsibilities**

Internet access is a privilege offered each academic year to the staff and students of Carlton Public Schools. On a global network, it is impossible to effectively control the content of data. The district will employ appropriate means available to attempt to limit access to inappropriate or offensive material. The school board believes that the benefits to students from access to

internet information resources and opportunities for collaboration exceed the disadvantages. Parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Parents or guardians must sign the acceptable use of technology agreement for their child/children to access the internet.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. General school rules for behavior and communications shall apply to all students. The network is provided for students to conduct research. Access to network services will be provided to students who agree to act in a considerate and responsible manner.

### **Ethical Use Expectations**

- Use of Carlton Public School's internet access is limited to educational purposes such as research, professional development, instruction and collaborative educational projects. ● Users will protect individual accounts by keeping passwords secure, not using another person's account and reporting any security problems to a teacher, principal, supervisor or other appropriate authority.
- Carlton Public Schools is not responsible for unauthorized financial obligations resulting from staff or student users of the district or internet access accounts.
- Carlton Public School's internet access or accounts for unauthorized commercial use and/or financial gain of the user is prohibited.

Users storing information on district hard drives or servers do so at their own risk.

Users will respect the legal protection provided by copyright, trademark, licensors and other laws to programs, data and documents.

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All users will use Carlton Public School's services and facilities in a manner that does not interfere with or disrupt other network users, services or equipment. Such prohibited interference or disruption includes, but is not limited to:

1. Propagation of computer viruses or worms.
2. Use of the network to make unauthorized entry into other computational, information or communication devices or resources. This includes unauthorized security probing activities or other attempts of evaluating the security integrity of a network or host system.

Vandalism and harassment will not be tolerated. This is defined as any intentional attempt to harm, modify, or destroy data of another user or other networks that are connected to the Carlton Public School's network. This includes, but is not limited to, the uploading or creating of computer viruses, cyber bullying. Harassment is defined as the persistent annoyance of another user, or the interference in any way of another user's work.

Carlton Public School's computer system may not be used for illegal or criminal purposes.

Obstructing other users' work by consuming excessively large amounts of system resources (disk

space, CPU time) or by deliberately crashing the machine(s) will not be tolerated and is subject to discipline.

Users will not:

1. Attempt to gain unauthorized access to the district's system or any other system through the computer system
2. Attempt to log in through another person's account, or use computer accounts, access codes
3. Network identification other than those assigned to the user

If a user inadvertently accesses unacceptable materials or an unacceptable internet site; the user shall immediately disclose the inadvertent access to an appropriate district official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this regulation.

#### **Limited expectation of Privacy**

By authorizing use of the Carlton Public School's system, the district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the district system.

Routine maintenance and monitoring of the district's computer system may lead to a discovery that a user has violated a policy or the law.

The telecommunication network is owned and operated by Carlton Public Schools for the expressed use of staff and students in education related activities. The district retains the right to monitor activity of users consistent with the law.

Data maintained on Carlton Public School's system may be subject to review, disclosure or discovery under Minnesota Statutes, Chapter 13 (Minnesota Government Data Practices Act).

Parents have the right to request to review the contents of their child's files.

#### **Web Publishing**

Students should not be easily identifiable from materials they might publish on the internet. Only the student's first name will be used in published student work.

Pictures that are a part of student publishing should not include identifying information and under no circumstances will the student's home address or telephone number be included.

If student-identifying information is required, a parent-signed release form will be kept on file for two years.

All students' web pages will be posted under the district home page for that student's school.

The sponsoring staff member will review all student web pages prior to authorizing publication, to assure compliance with this regulation.

#### **Internet Use Agreement**

The purpose of the internet, and educational value to be gained from proper internet use, is the joint responsibility of students, parents and employees of Carlton Public Schools. The Internet Use Agreement form must be read and signed by district employees and returned to the high school office. The district will require your child/children to have your permission to use the internet. The form must then be filed at the high school office.

#### **Limitation of School District Liability**

Use of Carlton Public School's computer system is at the user's own risk. The system is provided on an "as is, as available" basis. The district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on the district's tapes, hard drives or servers. The district is not responsible for the accuracy or quality of any device or information obtained through or stored on the district's computer system. The district will not be responsible for financial obligations arising through the unauthorized use of the district's system or internet. The district does not promise that any particular level or method of access will be given or continued and retains the authority to qualify, limit or terminate any or all internet and computer use. The district network is a private network used as an educational tool by Carlton Public School employees and students. The network is monitored electronically.

#### **Violations of Policy**

Any student violation of the above may constitute a 30 school day suspension from internet access. A second student violation may remove the student from any type of computer use for the remainder of the school year. Adult violations will be referred to the administration for disciplinary action. Any student violation that involves misuse of a computer (non-internet violation) may involve a day of in-school suspension. A second violation may remove the student from any type of computer use for 30 school days. A third violation may remove the student from any type of computer use for the remainder of the school year.

POLICY 524: ACCEPTABLE USE OF TECHNOLOGY RESOURCES & THE INTERNET This is a shortened version of the unabridged policy which may be found on the school's website under School District Policy 500 Series.

#### **PSEO TEXTBOOKS**

All post secondary enrollment option students are to return all textbooks from classes taken at Lake Superior College or Fond du Lac Tribal and Community College to the guidance office as soon as class is completed. The books are the property of Carlton High School. You are responsible for these textbooks.

#### **SCHOOL ACTIVITIES**

All classes, clubs or organizations are to submit their requests for class parties, dances, or other class sponsored events to the principal, and an advisor during the first month of school or as soon as possible. Requests should include date, time, and details or even, facilities or transportation needed and faculty consent to chaperone event.

All school organizations must have advisors and they, or substitute faculty chaperones, will be present at organization events. It will be the responsibility of the advisors to get substitute chaperones if they are unable to attend the function of tier group.

It will be the responsibility of the organization's president to acquire two additional faculty chaperones when there is only a single advisor assigned to the organization.

## **TOBACCO, ALCOHOL OR DRUGS**

The school prohibits students from using or having in possession on school grounds tobacco, alcohol or drugs. Any Carlton student who violates the above regulations will be subject to the school's discipline policy and referral to the proper authorities. Carlton High School is a tobacco free high school. Everyone is prohibited from smoking on Carlton Public School's properties. **This includes Vaping!**

## **CLUBS AND ACTIVITIES**

Math Team Basketball – boys & girls  
Cross Country Running – boys & girls  
Knowledge Bowl  
Football  
Student Council  
Volleyball  
School Play  
Swimming  
Tennis – girls  
National Honor Society

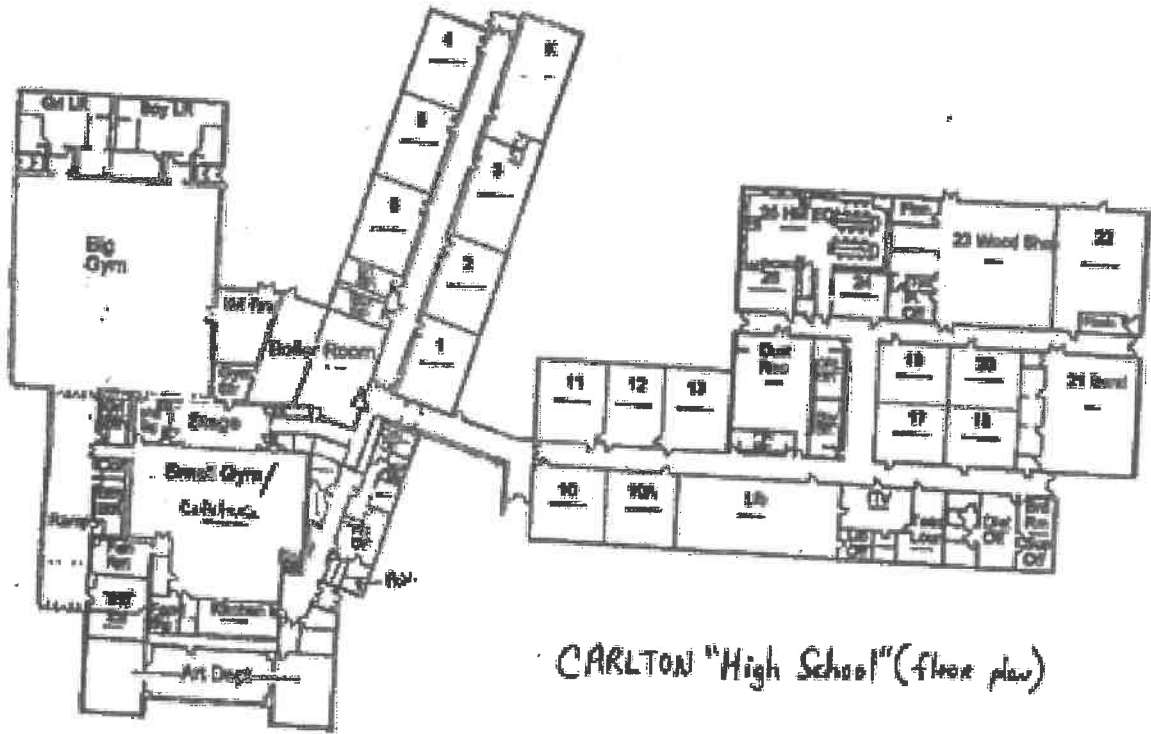
Hockey – boys & girls  
Soccer – boys & girls  
Alpine & Nordic Ski  
Softball – girls  
PEER Helpers  
Baseball – boys  
Golf  
Band  
Yearbook  
Track – boys & girls

## **SCHOOL SONG**

Oh, here we are, the gang and all,  
To cheer our team to victory.  
Come on and yell with all your might,  
to show your high school loyalty, Rah, Rah.

For Carlton High we sing this song,  
To help our team keep fighting strong,  
Come on let's go and let them know,  
That we're from Carlton High!

Blue and White – Fight! Fight!  
Fight with all your fame!  
Blue and White – Fight! Fight!  
Come on let's win this game!  
Yeah team, yea team! Fight! Fight! Fight!



CARLTON "High School" (floor plan)



# The Pupil Fair Dismissal Act

## *Pupil Suspension, Exclusion and Expulsion Revised 2024*

*Updating to Current Revision found on MASSP*

### **121A.40 Citation**

Minnesota Statutes Sections 121A.40 to 121A.56 may be cited as "The Pupil Fair Dismissal Act."

### **121A.41 Definitions**

Subdivision 1. **Applicability.** As used in sections 121A.40 to 121A.56, the terms defined in this section shall have the meanings assigned them.

Subd. 2. **Dismissal.** "Dismissal" means the denial of the current educational program to any pupil, including exclusion, expulsion, and suspension. It does not include removal from class.

Subd. 3. **District.** "District" means any school district.

Subd. 4. **Exclusion.** "Exclusion" means an action taken by the school board to prevent enrollment or reenrollment of a pupil for a period that shall not extend beyond the school year.

Subd. 5. **Expulsion.** "Expulsion" means a school board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled.

Subd. 6. **Parent.** "Parent" means (a) one of the pupil's parents, (b) in the case of divorce or legal separation, the parent or parents with physical custody of the pupil, including a noncustodial parent with legal custody who has provided the district with a current address and telephone number, or (c) a legally appointed guardian. In the case of a pupil with a disability under the age of 18, parent may include a district-appointed surrogate parent.

Subd. 7. **Pupil.** "Pupil" means any student:

(1) without a disability under 21 years of age; or

(2) with a disability under 21 years old who has not received a regular high school diploma or for a child with a disability who becomes 21 years old during the school year but has not received a regular high school diploma, until the end of that school year; and

(3) who remains eligible to attend a public elementary or secondary school.

(b) A "student with a disability" or a "pupil with a disability" has the same meaning as a "child with a disability" under section 125A.02.

Subd. 8. **School.** "School" means any school defined in section 120A.05, subdivisions 9, 11, 13, and 17.

Subd. 9. **School board.** "School board" means the governing body of any school district.

Subd. 10. **Suspension.** "Suspension" means an action by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than ten school days. If a suspension is longer than five days, the suspending administrator must provide the superintendent with a reason for the longer suspension. This definition does not apply to dismissal from school for one school day or less, except as provided in federal law for a student with a disability. Each suspension action may include a readmission plan. The readmission plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission and may not be used to extend the current suspension. Consistent with section 125A.091, subdivision 5, the

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readmission plan must not obligate a parent to provide a sympathomimetic medication for the parent's child as a condition of readmission. The school administration may not impose consecutive suspensions against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to self or to surrounding persons or property, or where the district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of 15 school days.

Subd. 11. **Alternative educational services.** "Alternative educational services" may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessment, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under section 123A.05 selected to allow the pupil to progress toward meeting graduation standards under section 120B.02 although in a different setting.

#### ***121A.42 Policy***

No public school shall deny due process or equal protection of the law to any public school pupil involved in a dismissal proceeding which may result in suspension, exclusion, or expulsion.

#### ***121A.43 Exclusion and expulsion of pupils with a disability***

(a) Consistent with federal law governing days of removal and section 121A.46, school personnel may suspend a child with a disability. When a child with a disability has been suspended for more than five consecutive school days or 10 cumulative school days in the same school year, and that suspension does not involve a recommendation for expulsion or exclusion or other change of placement under federal law, relevant members of the child's individualized education program team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's individualized education program. That meeting must occur as soon as possible, but no more than 10 days after the sixth consecutive day of suspension or the tenth cumulative day of suspension has elapsed.

(b) A dismissal for one school day or less is a day or a partial day of suspension if the child with the disability does not receive regular or special education instruction during that dismissal period. The notice requirements under section 121A.46 do not apply to a dismissal of one day or less. (c) A child with a disability shall be provided alternative educational services to the extent a suspension exceeds five consecutive school days.

(d) Before initiating an expulsion or exclusion under sections 121A.40 to 121A.56, the district, relevant members of the child's individualized education program team, and the child's parent shall, consistent with federal law, determine whether the child's behavior was caused by or had a direct and substantial relationship to the child's disability and whether the child's conduct was a direct result of a failure to implement the child's individualized education program. When a child with a disability who has an individualized education program is excluded or expelled under sections 121A.40 to 121A.56 for misbehavior that is not a manifestation of the child's disability, the district shall continue to provide special education and related services during the expulsion or exclusion.

#### ***121A.44 Expulsion for possession of firearm***

(a) Notwithstanding the time limitation in section 121A.41, subdivision 5, a school board must expel for a period of at least one year a pupil who is determined to have brought a firearm to school except the board may modify this expulsion requirement for a pupil on a case-by-case basis. For the purposes of this section, firearm is as defined in United States Code, title 18, section 921.

(b) Notwithstanding chapter 13, a student's expulsion or withdrawal or transfer from a school after an expulsion action is initiated against the student for a weapons violation under paragraph (a) may be disclosed by the school district initiating the expulsion proceeding. Unless the information is otherwise

public, the disclosure may be made only to another school district in connection with the possible admission of the student to the other district.

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***121A.45 Grounds for dismissal***

**Subdivision 1. Provision of alternative programs.** No school shall dismiss any pupil without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property.

**Subd. 2. Grounds for Dismissal.** A pupil may be dismissed on any of the following grounds: (a) willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements; (b) willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or (c) willful conduct that endangers the pupil or other pupils, or surrounding persons, including school district employees, or property of the school.

**Subd. 3. Parent Notification and Meeting.** If a pupil's total days of removal from school exceeds 10 cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the pupil and the pupil's parent or guardian prior to subsequently removing the pupil from school, and with the permission of the parent or guardian, arrange for a mental health screening for the pupil. The district is not required to pay for the mental health screening. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the pupil assessed or diagnosed to determine whether the pupil needs treatment for a mental health disorder.

***121A.46 Suspension procedures***

**Subdivision 1. Informal administrative conference before suspension.** The school administration shall not suspend a pupil from school without an informal administrative conference with the pupil. The informal administrative conference shall take place before the suspension, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension.

**Subd. 2. Administrator notifies pupil of grounds for suspension.** At the informal administrative conference, a school administrator shall notify the pupil of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the pupil may present the pupil's version of the facts.

**Subd. 3. Written notice of grounds for suspension.** A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of sections 121A.40 to 121A.56, shall be personally served upon the pupil at or before the time the suspension is to take effect, and upon the pupil's parent or guardian by mail within 48 hours of the conference. The district shall make reasonable efforts to notify the parents of the suspension by telephone as soon as possible following suspension. In the event a pupil is suspended without an informal administrative conference on the grounds that the pupil will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the pupil and the pupil's parent or guardian within 48 hours of the suspension. Service by mail is complete upon mailing.

**Subd. 4. Suspension pending expulsion or exclusion.** Notwithstanding the provisions of subdivisions 1 and 3, the pupil may be suspended pending the school board's decision in the expulsion or exclusion hearing; provided that alternative educational services are implemented to the extent that suspension exceeds five days.

### **121A.47 Exclusion and expulsion procedures**

Subdivision 1. **Requiring a hearing; pupil may waive hearing.** No exclusion or expulsion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the pupil and parent or guardian. The action shall be initiated by the school board or its agent.

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Subd. 2. **Written notice.** Written notice of intent to take action shall:

(a) be served upon the pupil and the pupil's parent or guardian personally or by mail; (b) contain a complete statement of the facts, a list of the witnesses and a description of their testimony; (c) state the date, time, and place of the hearing;

(d) be accompanied by a copy of sections 121A.40 to 121A.56;

(e) describe alternative educational services accorded the pupil in an attempt to avoid the expulsion proceedings; and

(f) inform the pupil and parent or guardian of the right to:

(1) have a representative of the pupil's own choosing, including legal counsel, at the hearing. The district shall advise the pupil's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the department of education; <sup>1</sup>

The list may be found electronically at <http://education.state.mn.us>.

(2) examine the pupil's records before the hearing;

(3) present evidence; and

(4) confront and cross-examine witnesses.

Subd. 3. **Hearing schedule.** The hearing shall be scheduled within ten days of the service of the written notice unless an extension, not to exceed five days, is requested for good cause by the school board, pupil, parent or guardian.

Subd. 4. **Convenient time and place of hearing.** The hearing shall be at a time and place reasonably convenient to pupil, parent or guardian.

Subd. 5. **Closed or open hearing.** The hearing shall be closed unless the pupil, parent or guardian requests an open hearing.

Subd. 6. **Impartial hearer.** The hearing shall take place before:

(1) an independent hearing officer;

(2) a member of the school board;

(3) a committee of the school board; or

(4) the full school board;

as determined by the school board. The hearing shall be conducted in a fair and impartial manner.

Subd. 7. **Creating hearing record.** The school board shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense. Testimony shall be given under oath. The hearing officer or a member of the school board shall have the power to issue subpoenas and administer oaths.

Subd. 8. **Access to pupil's records.** At a reasonable time prior to the hearing, the pupil, parent or guardian, or representative, shall be given access to all public school system records pertaining to the pupil, including any tests or reports upon which the proposed action may be based.

Subd. 9. **Pupil's right to compel testimony.** The pupil, parent or guardian, or representative, shall have the right to compel the attendance of any official employee or agent of the public school system or any public employee or any other person who may have evidence upon which the proposed action may be based, and to confront and to cross-examine any witness testifying for the public school system.

Subd. 10. **Pupil's right to present evidence and testimony.** The pupil, parent or guardian, or

representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

**Subd. 11. Pupil not compelled to testify.** The pupil cannot be compelled to testify in the dismissal proceedings.

**Subd. 12. Hearer's recommendation limited to evidence at hearing; service within two days.** The recommendation of the hearing officer or school board member or committee shall be based solely upon

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substantial evidence presented at the hearing and must be made to the school board and served upon the parties within two days of the end of the hearing.

**Subd. 13. Basis of school board decision; opportunity for comment.** The school board shall base its decision upon the recommendation of the hearing officer or school board member or committee and shall render its decision at a meeting held within five days after receiving the recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's recommendations provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the commissioner of education of the basis and reason for the decision.

**Subd. 14. Admission or readmission plan.**

(a) A school administrator shall prepare and enforce an admission or readmission plan for any pupil who is excluded or expelled from school. The plan may include measures to improve the pupil's behavior, including completing a character education program, consistent with section 120B.225, Sub. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the pupil of not improving the pupil's behavior.

(b) The definition of suspension under Minnesota Statute Section 121A.41, subdivision 10, does not apply to a student's dismissal from school for one school day or less, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. A readmission plan must provide, where appropriate, alternative educational services, which must not be used to extend the student's current suspension period. Consistent with Minnesota Statute Section 125A.091, subdivision 5, a readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of the administration of a psychotropic drug or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect or medical or education neglect. **Effective Date.** This section is effective the day following final enactment.

#### ***121A.48 Good faith exception***

A violation of the technical provisions of the Pupil Fair Dismissal Act, made in good faith, is not a defense to a disciplinary procedure under the act unless the pupil can demonstrate actual prejudice as a result of the violation.

#### ***121A.49 Appeal***

A party to an exclusion or expulsion decision made under sections 121A.40 to 121A.56 may appeal the decision to the commissioner of education within 21 calendar days of school board action. Upon being served with a notice of appeal, the district shall provide the commissioner and the parent or guardian with a complete copy of the hearing record within five days of its receipt of the notice of appeal. All written submissions by the appellant must be submitted and served on the respondent within ten days of its actual receipt of the transcript. All written submissions by the respondent must be submitted and served on the appellant within ten days of its actual receipt of the written submissions of the appellant. The decision of the school board must be implemented during the appeal to the commissioner. In an appeal

under this section, the commissioner may affirm the decision of the agency, may remand the decision for additional findings, or may reverse or modify the decision if the substantial rights of the petitioners have been prejudiced because the administrative findings, inferences, conclusions, or decisions are:

- (1) in violation of constitutional provisions;
- (2) in excess of the statutory authority or jurisdiction of the school district;
- (3) made upon unlawful procedure, except as provided in section 121A.48;
- (4) affected by other error of law;
- (5) unsupported by substantial evidence in view of the entire record submitted; or
- (6) arbitrary or capricious.

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The commissioner or the commissioner's representative shall make a final decision based upon the record. The commissioner shall issue a decision within 30 calendar days of receiving the entire record and the parties' written submission on appeal. The commissioner's decision shall be final and binding upon the parties after the time for appeal expires under section 121A.50.

#### ***121A.50 Judicial review***

The decision of the commissioner of education made under sections 121A.40 to 121A.56 is subject to judicial review under sections 14.63 to 14.69. The decision of the commissioner is stayed pending an appeal under this section.

#### ***121A.51 Reports to service agency***

The school board shall report any action taken pursuant to sections 121A.40 to 121A.56 to the appropriate public service agency, when the pupil is under the supervision of such agency.

#### ***121A.52 Nonapplication of compulsory attendance law***

The provisions of section 120A.22, subdivision 5, shall not apply to any pupil during a dismissal pursuant to sections 121A.40 to 121A.56.

#### ***121A.53 Report to the commissioner of education***

Subdivision 1. **Exclusions and expulsions.** The school board must report through the department electronic reporting system each exclusion or expulsion within 30 days of the effective date of the action to the commissioner of education. This report must include a statement of alternative educational services given the pupil and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race and special education status.

Subd. 2. **Report.** The school board must include state student identification numbers of affected pupils on all dismissal reports required by the department. The department must report annually to the commissioner summary data on the number of dismissals by age, grade, gender, race, and special education status of the affected pupils. All dismissal reports must be submitted through the department electronic reporting system.

#### ***121A.54 Notice of right to be reinstated***

Whenever a pupil fails to return to school within ten school days of the termination of dismissal, a school administrator shall inform the pupil and the pupil's parents by mail of the pupil's right to attend and to be reinstated in the public school.

**121A.55 Policies to be established**

(a) The commissioner of education shall promulgate guidelines to assist each school board. Each school board shall establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of sections 121A.40 to 121A.56. The policies shall emphasize preventing dismissals through early detection of problems and shall be designed to address students' inappropriate behavior from recurring. The policies shall recognize the continuing responsibility of the school for the education of the pupil during the dismissal period. The alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress towards meeting the graduation standards adopted under section 120B.02 and help prepare the pupil for readmission. (b) An area learning center under section 123A.05 may not prohibit an expelled or excluded pupil from enrolling solely because a district expelled or excluded the pupil. The board of the area learning center may use the provisions of the Pupil Fair Dismissal Act to exclude a pupil or to require an admission plan.

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(c) Each school district shall develop a policy and report it to the commissioner on the appropriate use of peace officers and crisis teams to remove students who have individualized education plans from school grounds.

**121A.56 Application**

Subdivision 1. **Prohibition against discrimination remains in effect.** Sections 121A.40 to 121A.56 shall not be deemed to amend or otherwise affect or change section 363.03, subdivision 5, clause (2).

Subd. 2. **Portions of school program for credit.** Sections 121A.40 to 121A.56 shall apply only to those portions of the school program for which credit is granted.

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St. Paul, MN 55108-2131  
651-999-7333

**August 2024**

**Nothing included, or excluded, in this Handbook shall supercede or override MN State Law**

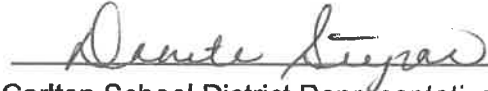


Memorandum of Understanding  
MOU  
e-Learning Days

This memorandum serves as an agreement between Independent School District #93 and the Carlton Education Association regarding E-Learning Days. This agreement shall be effective immediately.

In the event of inclement weather or other school emergencies the district may choose to implement e-learning days as allotted by the Minnesota Department of Education. Teachers would be expected to post in an online format academic work for their students. In the event that the teacher does not have or loses access to the internet, the work can be given the next day. Teachers must be accessible, from 8:15-3:30 p.m., via email, to students and parents on e-learning days.

By signing below, the representatives of The District and EM-C acknowledge that they have read and understood the terms and conditions outlined in this MOU and agree to abide by them.



Carlton School District Representative

Donita Stepan

Superintendent

10/18/24

Carlton School District Representative

Julianne Emerson

School Board Chair

10/18/24

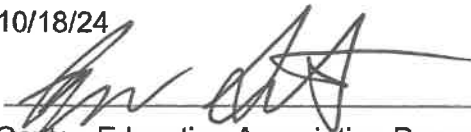


Carlton Education Association Representative

Shawn Filipiak

EM-C Vice President

10/18/24



Carlton Education Association Representative

Ryan Schmidt

EM-C President

10/18/24



## **501 SCHOOL WEAPONS POLICY**

### **I. PURPOSE**

The purpose of this policy is to assure a safe school environment for students, staff and the public.

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

No student or nonstudent, including adults and visitors, shall possess, use, or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

### **III. DEFINITIONS**

#### **A. "Weapon"**

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use, or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

- B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of

entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

- C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.
- D. "Dangerous Weapon" means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, "flammable liquid" means any liquid having a flash point below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, "combustible liquid" is a liquid having a flash point at or above 100 degrees Fahrenheit.

#### **IV. EXCEPTIONS**

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
  - 1. active licensed peace officers;
  - 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
  - 3. persons authorized to carry a pistol under Minnesota Statutes, section 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
  - 4. persons who keep or store in a motor vehicle pistols in accordance with Minnesota Statutes sections 624.714 or 624.715 or other firearms in accordance with Minnesota Statutes, section 97B.045;

- a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possessed as curiosities or for their historical significance or value.”
  - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with Sections 624.714 and 624.715.
- 5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
  - 6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
  - 7. a gun or knife show held on school property;
  - 8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
  - 9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools

While the school district does not allow the possession, use, or distribution of weapons by students or nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used, and stored, shall not be considered in violation of the rule against the possession, use, or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minnesota Statutes, section 624.714 to carry a pistol in the interior of a vehicle or outside the

motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder's vehicle shall constitute a violation of this policy.

**V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION**

- A. The school district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students willfully possessing, using, or distributing weapons shall include:
  - 1. immediate out-of-school suspension;
  - 2. confiscation of the weapon;
  - 3. immediate notification of police;
  - 4. parent or guardian notification; and
  - 5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
- C. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully.
- D. Administrative Discretion

While the school district does not allow the possession, use, or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

**VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS**

- A. Employees
  - 1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as

deemed appropriate by the school board.

2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

B. Other Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

**VII. REPORTS OF DANGEROUS WEAPON INCIDENTS IN SCHOOL ZONES**

- A. The school district must electronically report to the Commissioner of Education incidents involving the use or possession of a dangerous weapon in school zones, as required under Minnesota Statutes, section 121A.06.

**Legal References:** Minn. Stat. § 97B.045 (Transportation of Firearms)  
Minn. Stat. § 121A.05 (Referral to Police)  
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)  
Minn. Stat. § 152.01, subd. 14(a) (Definition of a School Zone)  
Minn. Stat. § 609.02, subd. 6 (Definition of Dangerous Weapon)  
Minn. Stat. § 609.605 (Trespass)  
Minn. Stat. § 609.66 (Dangerous Weapons)  
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)  
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)  
18 U.S.C. § 921 (Definition of Firearm)  
*In re C.R.M.*, 611 N.W.2d 802 (Minn. 2000)  
*In re A.D.*, 883 N.W.2d 251 (Minn. 2016)

**Cross References:** ISD 93 Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
ISD 93 Policy 506 (Student Discipline)  
ISD 93 Policy 525 (Violence Prevention)  
ISD 93 Policy 903 (Visitors to School District Buildings and Sites)



Adopted: March 17, 1997

MSBA/MASA Model Policy 504

Orig. 1995

Revised: July 17, 2023

Rev. 2023

## **504 STUDENT DRESS AND APPEARANCE**

### **I. PURPOSE**

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

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

- A. The policy of the school district is to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).
- B. Appropriate clothing includes, but is not limited to, the following:
  - 1. Clothing appropriate for the weather.
  - 2. Clothing that does not create a health or safety hazard.
  - 3. Clothing appropriate for the activity (i.e., physical education or the classroom).
- C. Inappropriate clothing includes, but is not limited to, the following:
  - 1. "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
  - 2. Clothing bearing a message that is lewd, vulgar, or obscene.
  - 3. Apparel promoting products or activities that are illegal for use by minors.
  - 4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in MSBA/MASA Model Policy 413.
  - 5. Any apparel or footwear that would damage school property.

- D. Headgear, including hats or head coverings, are not allowed in the building except with the approval of the building principal (e.g., student undergoing chemotherapy, medical situations, student religious practice or belief).
- E. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, or do not advocate violence or harassment against others.
- F. “Gang,” as defined in this policy, means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. “Pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

### III. PROCEDURES

- A. When, in the judgment of the administration, a student’s appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.
- B. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.
- C. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

**Legal References:** U. S. Const., amend. I  
*Tinker v. Des Moines Indep. Sch. Dist.*, 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)  
*B.W.A. v. Farmington R-7 Sch. Dist.*, 554 F.3d 734 (8<sup>th</sup> Cir. 2009)  
*Lowry v. Watson Chapel Sch. Dist.*, 540 F.3d 752 (8<sup>th</sup> Cir. 2008)  
*Stephenson v. Davenport Cmty. Sch. Dist.*, 110 F.3d 1303 (8<sup>th</sup> Cir. 1997)  
*B.H. ex rel. Hawk v. Easton Area School Dist.*, 725 F.3d 293 (3<sup>rd</sup> Cir. 2013)  
*D.B. ex rel. Brogdon v. Lafon*, 217 Fed.Appx. 518 (6<sup>th</sup> Cir. 2007)  
*Hardwick v. Heyward*, 711 F.3d 426 (4<sup>th</sup> Cir. 2013)  
*Madrid v. Anthony*, 510 F.Supp.2d 425 (S.D. Tex. 2007)

*McIntire v. Bethel School, Indep. Sch. Dist. No. 3*, 804 F.Supp. 1415 (W.D. Okla. 1992)  
*Hicks v. Halifax County Bd. of Educ.*, 93 F.Supp.2d 649 (E.D. N.C. 1999)  
*Olesen v. Bd. of Educ. of Sch. Dist. No. 228*, 676 F.Supp. 820 (N.D. Ill. 1987)

***Cross References:*** MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 525 (Violence Prevention)



**508 EXTENDED SCHOOL YEAR FOR CERTAIN STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS**

**I. PURPOSE**

The purpose of this policy is to ensure that the school district complies with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary to provide a free appropriate public education (FAPE).

**II. GENERAL STATEMENT OF POLICY**

A. Extended School Year Services Must Be Available to Provide a FAPE. The school district shall provide extended school year (ESY) services to a student who is the subject of an IEP if the student's IEP team determines the services are necessary during a break in instruction in order to provide a FAPE.

B. Extended School Year Determination. At least annually, the IEP team must determine that a student is in need of ESY services if the student meets any of the following conditions:

1. There will be significant regression of a skill or acquired knowledge from the student's level of performance on an annual goal that requires more than the length of the break in instruction to recoup unless the IEP team determines a shorter time for recoupment is more appropriate; OR
2. Services are necessary for the student to attain and maintain self-sufficiency because of the critical nature of the skill addressed by an annual goal, the student's age and level of development, and the timeliness for teaching the skill; OR
3. The IEP team otherwise determines, given the student's unique needs, that ESY services are necessary to ensure the pupil receives a FAPE.

C. Required Factors Schools Must Consider in Making ESY Determinations. The IEP team must decide ESY eligibility using information including:

1. Prior observations of the student's regression and recoupment over the summer;
2. Observations of the student's tendency to regress over extended breaks in instruction during the school year; and
3. Experience with other students with similar instructional needs.

D. Additional Factors to Consider, Where Relevant. In making its determination of ESY needs, the following factors must be considered, where relevant:

1. The student's progress and maintenance of skills during the regular school year.
2. The student's degree of impairment.

3. The student's rate of progress.
4. The student's behavioral or physical problems.
5. The availability of alternative resources.
6. The student's ability and need to interact with nondisabled peers.
7. The areas of the student's curriculum which need continuous attention.
8. The student's vocational needs.

E. No Unilateral Decisions.

In the course of providing ESY services to children with disabilities, the school district may not unilaterally limit the type, amount, or duration of those services.

F. Services to Nonresident Students Temporarily Placed in School District.

A school district may provide ESY services to nonresident children with disabilities temporarily placed in the school district in accordance with applicable state law.

**Legal References:** Minn. Stat. § 125A.14 (Extended School Year)  
Minn. Rules Part 3525.0755  
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)  
34 C.F.R. Part 300 (Assistance to States for the Education of Children with Disabilities)

**Cross References:** None

*Adopted: March 17, 1997*

*Carlton Independent School District 93 Policy 510*

*Orig. 1995*

*Revised: January 21, 2020*

*Rev. 2020*

## **510 SCHOOL ACTIVITIES**

### **I. PURPOSE**

The purpose of this policy is to impart to students, employees, and the community the school district's policy related to the student activity program.

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

School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental, and emotional well-being. They are of secondary importance in relationship to the formal instructional program; however, they complement the instructional program in providing students with additional opportunities for growth and development.

### **III. RESPONSIBILITY**

- A. The school board expects all students who participate in school-sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.
- B. The school board expects all spectators at school sponsored activities, including parents, employees, and other members of the public, to behave in an appropriate manner at those activities. Students and employees may be subject to discipline and parents and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal, or unsportsmanlike behavior at these activities or events.
- C. The superintendent shall be responsible for disseminating information needed to inform students, parents, staff, and the community of the opportunities available within the school activity program and the rules of participation.
- D. Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. Those employees who conduct MSHSL activities shall be responsible for familiarizing students and parents with all applicable rules, penalties, and opportunities.
- E. The superintendent shall be responsible for conducting an annual evaluation of school activity programs and presenting the results and any recommendations to the school board.
- F. The school board will ensure that any funds raised for extracurricular activities will be spent only on extracurricular activities.

***Legal References:*** Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)

***Cross References:*** ISD 93 Policy 503 (Student Attendance)  
ISD 93 Policy 506 (Student Discipline)  
ISD 93 Policy 713 (Student Activity Accounting)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 514

Orig. 2003

Revised: \_\_\_\_\_

Rev. 2023

## **514 BULLYING PROHIBITION POLICY**

***[Note: School districts are required by statute to have a policy addressing bullying.]***

### **I. PURPOSE**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

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

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:
  - 1. on the school premises, at the school functions or activities, on the school transportation;
  - 2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
  - 3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.
- C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.
- D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual

harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

- E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- H. False accusations or reports of bullying against another student are prohibited.
- I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
  - 1. The developmental ages and maturity levels of the parties involved;
  - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
  - 3. Past incidences or past or continuing patterns of behavior;
  - 4. The relationship between the parties involved; and
  - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- J. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### **III. DEFINITIONS**

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term "bullying" specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation.

- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
  2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
  3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.
- F. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- G. "Prohibited conduct" means bullying, cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or

providing information about such conduct or knowingly making a false report about prohibited conduct. .

- H. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- I. "Student" means a student enrolled in a public school or a charter school.

#### **IV. REPORTING PROCEDURE**

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s)

against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

#### **V. SCHOOL DISTRICT ACTION**

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

#### **VI. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited

conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

## **VII. TRAINING AND EDUCATION**

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minnesota Statutes section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  4. The incidence and nature of cyberbullying; and
  5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it

may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
  2. Partner with parents and other community members to develop and implement prevention and intervention programs;
  3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
  4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
  5. Teach students to advocate for themselves and others;
  6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
  7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

#### **VIII. NOTICE**

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy must be conspicuously posted throughout each school building in the administrative offices
- . This policy must be distributed to each school district or school employee and independent contractor at the time of
- . Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- . This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- . Each school must develop a process for discussing this policy with students, parents of students, independent contractors, and school employees.
- . The school district shall provide an electronic copy of its most recently amended policy to the Minnesota Commissioner of Education.

## **IX. POLICY REVIEW**

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes, sections 121A.031 and 121A.0312 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.03 (Model Policy)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)  
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.69 (Hazing Policy)  
Minn. Stat. Ch. 124E (Charter Schools)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 423 (Employee-Student Relationships)  
MSBA/MASA Model Policy 501 (School Weapons Policy)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 507 (Corporal Punishment)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 711 (Video Recording on School Buses)  
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

**517 STUDENT RECRUITING**

**I. PURPOSE**

The purpose of this policy is to prevent school district employees from exerting undue influence for purposes of securing or retaining the attendance of a student in a school.

**II. GENERAL STATEMENT OF POLICY**

- A. It is the policy of the school district to encourage employees to make available to all interested people information regarding the school district, its schools, programs, policies, and procedures. The purpose of such activity is to assist in the process of fully informed decision making regarding school enrollment and to enhance the visibility and image of the school district.
- B. At the same time, the school district recognizes that the scope of such activity is limited by statutory authority and bylaws of the Minnesota State High School League. Accordingly, it shall be a violation of this policy for employees to exert undue influence for purposes of securing or retaining the attendance of a student in a school or to compete with another school district for the enrollment of students.
- C. Employees are further prohibited from encouraging others to engage in such conduct on behalf of the school district.

**III. DEFINITION**

- A. The terms "undue influence" or "competing for enrollment" shall include initiating any oral or written contact with a student from another school district who participates in a school-sponsored sport or activity which solicits the student's transfer to participate in a sport or activity.
- B. The terms shall also include the awarding of tuition, allowance for board and/or room, allowance for transportation, priority in assignments of jobs, cash or gifts in any form, or any other privilege or consideration if not similarly available to all students.

**IV. PROCEDURES**

- A. The school board shall adopt, by resolution, specific standards for acceptance and rejection of applications for open enrollment. Standards may include the capacity of a program, class, school building, or the statutory limits to nonresident enrollment in a particular grade level, or whether the student is currently expelled for (1) possessing a dangerous weapon, as defined under federal law, at a school or school function; (2) possession or using an illegal drug at school or at a school function; (3) selling or soliciting the sale of a controlled substance while at school or a school function; or committing a first, second or third degree assault as described in state law. Standards for acceptance and rejection of open-enrollment applications are subject to the Graduation Incentives Program and 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.
- B. Employees who violate the provisions of the policy shall be subject to disciplinary action

as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, school district policies, and the bylaws of the Minnesota High School League, as applicable.

**Legal References:** Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.68 (Graduation Incentives Program)  
Minnesota State High School League Bylaws

**Cross References:** ISD 93 Policy 509 (Enrollment of Nonresident Students)

# Attachment C



**CARLTON ISD 93**  
**AT-WILL EMPLOYEE LETTER OF ASSIGNMENT**  
**School Year 2024-2025**

Employee At-Will. The person referenced herein as the Early Childhood Family Education (ECFE) Parent Educator, employed as an at-will employee and serves at the discretion of the Carlton Public School District (The District) Board.

The purpose of this document is meant to set forth the wages and benefits for the position held.

Employee: Bethany Thompson

Position: Early Childhood Family Education Parent Educator - Family Friendly Jail Initiative

Job Description: See attached

Salary: The hourly pay will be \$26.00, for an estimated 8 hours per week while the program is in session for the time period stated below. These hours are dependent on program participants. This amount is subject to deductions for taxes and other withholdings as required by law or the policies of the Carlton Public School District. This is a non-supervisory, non-exempt position. Employee must document hours of work and submit a timecard for payment.

Benefits: This position is not eligible for any District paid benefits or any paid time off.

Beginning Date of Employment\*: November 11, 2024

Ending Date of this contract\*: June 30, 2025

\*The dates listed above identify the projected beginning and ending dates of employment under this contract. The contract is subject to annual review and renewal.

Basic Work Week and Basic Work Year: 8 hours per week for ECFE Program Family Friendly Jail Initiative.

Your employment with the District is at-will, and either party can terminate the working relationship at any time with or without just cause.

You acknowledge that this at-will letter of assignment represents the entire agreement between you and the District and that no verbal or written agreements, promises, or representations that are not specifically stated in this letter of assignment are or will be binding upon the District. This at-will letter of assignment shall only be effective after it has been authorized by the Board in appropriate action, recorded in its minutes, and executed by the parties. If you are in agreement with the above outline, please sign below.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Board Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## AIPAC meeting 4/8/25

The meeting started at 4:37 p.m.

Members present: Carol Kot, Kevin Kot, Rachel Kot, Syndy Seliskar, Jeff Blanchard,

Admin present: Jeff Pesta, Michelle Blanchard

School Board rep: Erin Riley

Kevin summarized the meeting minutes for March

Liaison monthly update: no report at this meeting

\*Kevin called about 600 transportation costs (not approved)

\*Over budget on supplies on number 39, over budget and take the 600 and cover the loss in line #39.

\*See April Budget at a glance

\*\$2186.84 left over waiting for the school card balance

\*\$148.84 left over for supplies

\*\$598.30 Remaining balance if we shifted everything over to supplies

Possibly looking at graduation blankets, wool or fleece, depending on price

Banquet May 13th in the commons at 5:30, Catering by Holy Smokes

Dinner includes smoked turkey, pork gouda mac and cheese, rolls, coleslaw, serving utensils, buy beverages, and cookie tray plates, flatware. For 60 people. Carol will formally invite students to invite up to 9 people. Carol will make a program including a menu and honor students.

Mural project, an invoice was sent to Michelle Defoe-Woodland Floral theme?  
Starting TBD

Ribbing skirts, family night, April 25th @3:30-Information will go out to students

Will do the last boil on Friday and pull the last taps next Thursday. Kevin shared the maple syrup, and the maple syrup turned out excellent. Syndy suggested maple syrup for seniors.

The construction class is building a shed for AIPAC storage, and it will be done in a few weeks

Discussed a project for next year. Seed keepers from Fond du Lac  
Discussed building a medicine garden. Phasing it in the science curriculum

How to get different schools together- Look at the snow snakes project

Spirit pole ceremony in the fall, located by the shed

Smudging policy, the board did the first meeting of the draft on 4/7/25, and they will vote on it at the June board meeting.

Students are still allowed to smudge before the policy is formalized

Jeff explained that the strategic plan is expiring this summer. The world's Best workforce and current strategic plan will be sent to Kevin.

Plans to carry over: Invite the reservation for a meal in the plan, he will keep the shadow puppets in the plan, and the seed keeper project in the plan.

- Dream Catchers rep for elementary and one from high school Kevin will find out the dates on training.
- Principal Blanchard talked about a student management system and will plan a meeting with the team to look at Jostens Renaissance character development program.
- May 6th will be the next meeting at 4:30 p.m. to talk about the plan.
- Carol suggested that AIPAC should meet throughout the summer to start planning for a new school year.
- Asked if Jeff Pesta could consult with AIPAC if needed in the future. He said he would leave his card.
- Syndy brought up a possibility with the Language camp and will send Kevin an email.
- Kevin brought up Staff development, taking a cultural tour

Meeting adjourned at 5:42 p.m



## Wrenshall PIE

Wrenshall School District 100  
207 Pioneer Drive Wrenshall, MN 55797  
wrenshall.pie@gmail.com

### Meeting Notes: Thursday, April 16th, 2025 @ 4:00 pm at Dairy Queen in Cloquet

1. **Attendance:** Renee Duncan, Tricia Hackensmith, Jodi Christensen, Katie Beck, Ashley Laveau, 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. Estimates there are 14 boxes left.
4. **End of school year Picnic:**
  - a. Principal Blanchard was going to reach out to kitchen staff to see if they could put this together.  
**\*\*Reach out to Michelle to for follow up on this\*\***
5. **Garden Committee Updates: Jodi**
  - a. The Garden Club will be called Community Roots and Jodi will be adding an article to Images to explain the club and to recruit members to help keep it going.
6. **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. 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. They have not been ordered yet per Rosey 4/16.
7. **Reindeer Lane**
  - a. We will not be doing this
8. **Fireman's Bingo 2025:**
  - a. Ashley said that she could ask about PIE being a part of this next year
9. **Brickyard Days: August 1- 3**
  - a. The Brickyard Committee has asked PIE to hold a bake sale during the Farmers Market over by the general store from 8am - 12pm August 2nd. They would also like us to host the Cow Patty Bingo to be at the same spot as in 2023 on the 2nd. We will need to order stuff for the Cow Patty Bingo which Misty will bring to the meeting in May of what she used before. The flyer should be coming out soon to get a more definitive time of events.
10. **Hanging Basket Fundraiser:**
  - a. A little too late this year on this but Ahsley did reach out to Heather at Hillside acres to see if next year she would like to partner with us on something.
11. **DQ Spirit Night April 16th:**



## Wrenshall PIE

Wrenshall School District 100  
207 Pioneer Drive Wrenshall, MN 55797  
wrenshall.pie@gmail.com

- a. We held our PIE meeting there and saw a few familiar faces come through, and will update on turnout at our May meeting. The cashier was asking if customers would like to contribute.

### 12. Teacher Appreciation Week: May 5th-9th

- a. \*Will need to follow up with Michelle on this\*

### 13. Track and field day:

- a. Jodi is going to email John B about this to see if he would like our assistance.

### 14. New bins for plastic recycling:

- a. New bins are here and put together. The old ones we will keep in our PIE storage room.

### 15. City Wide Garage Sale:

- a. Katie B. is going to think about this, Misty could help on Friday but not Saturday. We could deal with cleaning up on Sunday to remove anything left over.

### 16. Collaborating/Partnering with Community Education In 2025 - 2026 School year

- a. Community Education would like us to partner with them for the Halloween Family event, a November Family movie night and in April 2026 a family book ingo event.

### 17. Other:

- a. Katie B. said that there was a canopy tent found in storage that she wanted to share with the Track and Field team and Cross Country if they would like to use it. Reach out to Katie if someone would like to use it.

### 18. Next Meeting Dates:

- a. **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.
- b. June meeting TBD

**Meeting adjourned 5:30 pm**

# Buildings & Grounds

April 30, 2025 / 4:00 PM / CONFERENCE ROOM

## Attendees

Eric Ankrum, Ben Johnson(virtual), Jon Beck, Josiah Davey, Beth Peterson

## Agenda

- Minutes from last meeting
  - Any followup?
    - Recommended projects moved to capitol outlay (except sidewalks)
- Garland Company presentation
  - Ian McIntosh gave presentation on roof and building envelope inspections
- Budget Review
  - LTFM
  - Capitol Projects
  - Grant Ideas
    - Drinking Fountains
- Facilities Manager Report
  - NVR will need a software update soon
  - Fire marshall inspection went well
    - Need emergency lights in main office
      - Waiting on quote from ARS
    - Upstairs elementary drinking fountain needs to be repaired, removed or replaced
  - 3 toilets replaced by AG Obrien
    - Getting parts to repair remaining sinks/toilets
  - Boiler 1 still down
    - Working with UHL to remedy
  - Working with ARS to get all security and monitoring systems under one vendor
    - Cameras, door access, fire alarm and possibly security alarms.
  - Request to hire out gym floor resurfacing to Hillyard



## AIPAC Meeting 5/6/25

Meeting started at 4:33 p.m

Members present: Kevin Kot, Carol Kot, Syndy Seliskar,  
Admin present: Jeff Pesta, Michelle Blanchard

- Hand outs include: March meeting minutes, list of events planned for school year 25-26, SY2024-25 AIE program plan, WBWF
- Handed out today's agenda for review
- Kevin discussed his MDE training from Boise Forte-May 3rd.
- May 2nd students met with the mural artist Michelle Defoe to discuss the mural project and shared a story with students and some chose to draw plants, rocks, sky and Michelle will compile the images and will draw next Wednesday and project it on the wall.
- Ribbon skirts family night 4 students attended until 8:00 p.m.
- 3 students replied to Honor Banquet, with drum and blanket ceremony
  - Gifts for Seniors: Blankets, smudge kits, maple syrup
  - Cloquet Boys drum kit
  - Pipe Ceremony
  - Food will be delivered between 5:00-5:30
  - Carol will make the cedar centerpieces
- Shed will be complete soon needs a roof with a ramp attached
- Jeff will load minutes in the Board Book for public access and Kevin will report at the May 12th meeting.
- Kevin shared a list of events for the school year 25-26.
- MDE approved to rearrange leftover funding. The funding went to supplies and MIEA balance
- We discussed a medicine garden located by the shed placement and will ask Kaylee Krogstad about integrating some lessons.
- List of events were discussed and put in the areas they best fit on the program plan.
  - Kevin will look into Sugar Bus curriculum.
  - Zenith is willing to support a storytelling event, parents can order books and proceeds can come back to the school.
  - Would like to bring in a guest to teach students about dancing, it was suggested to talk to Mr.Bartczak to integrate this into his classes.

-Talk to the outdoor teaching group regarding the lodge shelter.

MDE AIE state plan:All areas are reviewed and Kevin will edit the plan that is due June 1st, 2025

Next meeting- June 17th, 2025 10:00 a.m.



# WRENSHALL PUBLIC SCHOOLS

Superintendent-Jeff Pesta, Ed.D  
Principal-Michelle Blanchard

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5/12/25

## Principal Report

- Boston Senior Class Trip experience:** presented by Seniors Andrew Johnson and Charlie Hoglund
- May Activities:**
  - May 10th- Wrenshall/Carlton Prom Mont Du Lac Resort
  - May 13th-AIPAC Senior Honor Night
  - May 15th- Music/Art show
  - May 16th- OZ 3 Act Play @6:30 p.m.& May 17th@11:00 a.m.
  - May 22nd- 1st Grade Readers Theater
  - May 28th- Kindergarten Graduation 1:30 Main Gym
  - May 28th-Elementary Track and Field Day (May 29th rain date)
- End of year Field trips:**
  - 1st and 2nd grade attended the Duluth Playhouse (April)
  - 6th Grade-Osprey Wilds (last week)
  - 4th Grade- May 23rd Richard Bong museum/bowling
  - 3rd Grade- May 21st Duluth Aquarium

*A small school where WE cultivate big futures.*

-May 28th/29th Preschool picnic

**Seniors Schedule** (has been set and shared with staff)

-May 27th- Last regular Day

-May 28th-Senior Grades are due/ get checklist signed off

-May 29th-Grad Rehearsal,Class lunch, Senior Awards Night -5:00

-May 30th-4:00 Class of 2025 Graduation

Crisis Plan- committee will meet Thursday to re-look at suggested edits made by IEA

School drills update- fire drills are complete, tornado drill complete, Lockdown ( $\frac{4}{5}$ ) complete

Community Education Report  
5/12/2025

Programing

- ECFE
  - April/May Recap/Highlights:
  - ECFE open house/celebration May 19th 5:30-7:00 pm
  - Offering again starting September 2025

Youth enrichment

- Leadership program (service project) 3rd - 12th grade  
Fall 2025 (CEAC Members volunteering)

After school enrichment

- Young Book Dragons Club with Girl Scout Troop 4337

CEAC

- Last Meeting/Celebration May 14th 2025 6:00 PM Library

Event Recap

- Early Childhood Screening April 17th
- Family Ball with Carlton Community Education April 26th
- Wrenshall City Wide Garage Sales June 6-7th
- Brickyard Days August 2-3rd

Summer Wrens Club Child Care

- Completely full - waiting list started for full time spots (2)
- 37 kids/24 families

School Readiness - Preschool 3-5 year olds

- End of the year picnic (Families invited)
- Hatchling 2025-26 (Tuesday/Thursday 8:30 - 12:30 PM) - 7 Students
- Little Wrens 2025-26 (Monday/Wednesday/Friday 8:30-3:00 PM) - 12 students
- Wrap around 2025-26 (Tuesday/Thursday 12:30-3:00 PM) - 4 students

Before/After school Wrens Club child care Fall/Spring 2025-26

- Before school (Every day 6:30-8:00 am) - 12 students
- After school (Every day 3:05 - 5:30 pm) - 13 students

Fun days 2025-26

- Early Dismissal
- Teacher In-Service Days

Dates will be used for other families that need care that do not currently use our programs - extra income to the programs - no other fundraisers can be offered

Facilities

- School documents & scheduling with rSchools
- Profile/user that can put scheduling on website

Grants

- Wetherby (should hear something by end of May)
- Irving Community

Marketing

- Images
- Facebook
- Flyers

# **Wrenshall School District #100**

## **May 2025 Liaison Report.**

- MDE approved the reallocation of funding to spend down before the school year is over.
- The mural project started on May 2nd with students drawing what they wanted to see in their mural. This included animals, plants, and rocks.  
On May 14th, the artist will be projecting and drawing the mural pictures on the wall in the commons area. The students, starting on Friday, the 16th, can participate in painting.
- Ribbon Skirts' family night had four students participating. It lasted 4 hours. One student completed the skirt the following day and danced out with it at the Cloquet pow wow.
- Honor banquet for Seniors update. Three of five students replied.
- Shed construction is almost completed.
- MDE Cultural Liaison in Boise Forte on May 3rd. Training centered around Functional Behaviour Assessment. Going beyond the ABC of behaviour, collecting baseline data, and what to collect data on.
- Collaboration discussions between Carlton, Proctor, and possibly Esko for a snow snake cultural event.

## List of Events,activities next year.

1. Garden, including working with Wise farm.
2. Joint school district winter event, snow snakes with Wrenshall hosting event. Proctor and Carlton joined. Fry Bread Taco truck shared cost.
3. Sugar Bush culture camp with weekend lock in at school. Purchase a Kettle and set up a camp in the woods for weekend boiling.
4. Family nights include Ojibwe game night.ribbon skirt making,beading, winter storytelling nights. Wild rice process demonstration,
5. Making an outdoor teaching lodge shelter.
6. Two times a year there is a ceremony celebration feasting sacred items.
7. Ojibwe signage.
8. MIEA
9. Incentive for reading.
10. Shadow puppets
11. Spirit Pole
12. Pow wow trip, dancing demonstration to prepare for summer pow wows.
13. Wild rice process demonstration, wild rice learning game, cooking demonstration, have curriculum for this need teacher input to make it.
14. Fall plant gathering. Sage trip.

**0100 WRENSHALL District**207 PIONEER DRIVE, WRENSHALL, MN 55797-0068  
Generated on 05/09/2025 11:11:38 AM Page 1 of 1**Student Enrollment Summary Report**

Effective Date: 05/09/2025 Enrollment Types: P, S, N

Total Race/Ethnicities: 5 of 7 Total Schools: 2

Race/Ethnicity Source: Federal Male/Female/Total: 172/168/340

**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	-	-	-	6/8/14	2/4/6	9/12/21
04	0/1/1	0/1/1	-	-	-	14/14/28	-	14/16/30
05	0/1/1	-	-	-	-	9/13/22	1/0/1	10/14/24
06	-	0/1/1	-	-	-	12/11/23	1/1/2	13/13/26
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	-	-	-	75/80/155	5/9/14	89/95/184

**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	-	-	-	13/11/24	1/3/4	14/15/29
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	-	0/1/1	-	71/61/132	7/8/15	83/73/156

**Student Population Excluding White not of Hispanic Origin**

School	Total	Percentage
Wrenshall Elementary	29	15.76%
Wrenshall High School	24	15.38%
Total	53	15.59%

## 2025 - 2026 School Year

Updated 5/5/2025

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		1
6	23	25	-2		
7	27	28	-1		3
8	24	28	-4		1
9	30	30*			2
10	21	30*			
11	28	30*			
12	27	30*			
<b>TOTAL</b>	<b>325</b>				<b>11</b>



# 2024-25 Special Education Program Monitoring Report

Date: 5/2/2025

District Name/Number: Wrenshall Public School District, 0100-01

District Contacts: Jeff Pesta, Superintendent

Billie Jo Steen, Director of Special Education

MDE Program Monitor: Rachel Kuha

## Authority

The Minnesota Department of Education (MDE) is required by federal law to monitor the education of children and students with disabilities pursuant to the Individuals with Disabilities Education Act (IDEA). 20 U.S.C. § 1412(a)(11); 34 C.F.R. § 300.600. Additionally, state law requires every public school district to ensure all students with disabilities are provided specialized instruction and services appropriate to their needs. Minnesota Statute § 125A.08(b)(1). Each public school district within the state, including educational programs administered by any public agency, is under the general supervision of MDE. In order to evaluate each public school district's special education programs for compliance with federal and state laws, MDE staff has the authority to review all relevant information necessary to carry out the department's oversight responsibilities.

## Scope

The primary focus of the state's monitoring activities includes improving educational results and functional outcomes for all children with disabilities and ensuring that public school districts meet the program requirements, with a particular emphasis on those requirements that are most closely related to improving educational results for children with disabilities. The program monitor considered district special education data submitted to MDE, including Indicator Data Collection (IDC) and Topical Record Review (TRR) data, previous program monitoring reports, restrictive procedures usage data and special education complaint history.

# Program Monitoring Summary

**Table 1** Summarizes the results of the district’s special education program monitoring review.

Monitoring Area	Next Steps
Governance	<b>No further action required</b>
Staffing and Professional Development	<b>No further action required</b>
Child Find, Assessment and Evaluation and Due Process Procedures	<b>No further action required</b>
Individualized Family Service Plan (IFSP) and Individualized Education Program (IEP) Development and Implementation, Behavior and Due Process Procedures	<b>Required:</b> Correct Student and District Level Noncompliance, due January 31, 2026. See Stepwell MN: TRR Findings Letter
Facilities and Equipment	<b>No further action required</b>
Free and appropriate public education (FAPE)	<b>No further action required</b>

## Conclusion

MDE has completed its review of the district’s special education programming. MDE recognizes the district’s ability and commitment to implementing special education programs that meet or exceed minimum compliance requirements, which is reflective of its administration, teachers, staff and community. MDE appreciates the district’s efforts on behalf of children and students with disabilities and their families. For questions regarding this report, please contact the district’s lead monitor, Rachel Kuha, at 651-582-8438 or [rachel.kuha@state.mn.us](mailto:rachel.kuha@state.mn.us).



Jeff Pesta &lt;jpesta@isd100.org&gt;

---

**Fwd: CSS - FEDERAL FUNDING UPDATE for UB**

1 message

---

**MICHELLE BLANCHARD** <mblanchard@isd100.org>

Wed, May 7, 2025 at 12:38 PM

To: High School Teachers &lt;highschool@isd100.org&gt;

Brandon wanted me to share this information with all of you.

----- Forwarded message -----

From: **Brandon Vang** <bvang3@css.edu>

Date: Wed, May 7, 2025 at 12:20 PM

Subject: CSS - FEDERAL FUNDING UPDATE for UB

To: Michelle Blanchard &lt;mblanchard@isd100.org&gt;

Hi Michelle,

I'm wondering if you'd be willing to share the following information/update to your staff regarding the program?

Thank you,

Brandon

On Friday, May 2, the President released his [Fiscal Year 2026 budget proposal](#). The proposal calls for the complete elimination of the CSS Upward Bound and Upward Bound Math & Science as part of a broader plan to reduce federal spending by \$163 billion, or 22.6%. The Council for Opportunity in Education (COE) is our advocacy group in DC. COE's official press statement on the budget proposal is available [here](#).

We are closely monitoring any developments and will communicate promptly if official changes occur. At this point in time, the UB and UBMS program staff will continue to run our programs. We will have our 2025 summer program at CSS as we wait for further guidance.

Additionally, while our program must adhere to federal non-lobbying restrictions, we want to ensure you know that, as citizens, you always have the option to reach out to your local, state, or federal elected officials to express your support for programs that matter to our students and schools.

Thank you for your continued partnership and for supporting the success of our students.

--

Brandon Vang (He/Him/His)  
Academic Advisor & Career Development Coordinator  
TRIO Upward Bound  
bvang3@css.edu  
(218) 723-7071  
Science Building Room 1223E



The College of  
**St. Scholastica**

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## FY26 CAPITAL PROJECTS

Revised 5/6/2025

**Revenue:**

Levy	\$	58,310.97	*based on 338 ADM
Aid	\$	25,491.96	
Reserve FE	\$	5,817.16	*Estimated
	<b>\$</b>	<b>89,620.09</b>	

**Expenses:**

Consulting Svc-Admin Tech	\$	-	
Non-Instr Software Lic Agree	\$	8,500.00	Securly, E-Hallpass, Microsoft, Library Book System, screen castify
Capital Leases	\$	-	
Lease Principal	\$	5,784.00	Metro Sales- Copy machines- Need RFP
Textbooks-Elementary	\$	9,000.00	Math Curriculum Only
Textbooks-High School	\$	-	
Library Books			
Instr Software Lic Agree-ELEM	\$	-	IXL Quote- 3281
Instr Software Lic Agree-HS	\$	-	IXL Quote- 2875
Principal LT Tech Leases	\$	5,006.00	*Laptop/smart board lease (Final Payment)
Non Instr tech Hdw	\$	30,200.00	Tech Plan- Laptops & Desktops
Non-Instr Tech Devices	\$	8,500.00	Tech plan- devices and printers
Equipment-Facilities	\$	10,000.00	Hillyard (may be less- not keeping all vacuums)
Contracted Services-Facilities			
Svc Purch from MN Joint-Pow	\$	12,100.00	ARCC

Total Expenses: \$89,090.00

Amount Remaining \$ 530.09

FY25	6/30/2024	Revenue	Expenditure	Est. 6/30/25
LTFM	\$ 8,650.00	\$ 52,056.80	\$ 60,706.00	\$ 0.80

	2024 Budget	2024 Actual	2025 Budget	2025 YTD
Physical Hazards	\$9,500	\$5,895	\$9,500	\$5,932
Other Hazardous Materials	\$5,350	\$750	\$3,350	\$5,321
Environmental Health and Sa	\$12,650	\$12,157	\$13,150	\$8,428
Asbestos Removal and Encap	\$0	\$0	\$0	\$0
Fire Safety	\$6,900	\$8,368	\$7,900	\$10,991
Indoor Air Quality	\$0	\$0	\$0	\$0
<b>Total Health and Safety Capit</b>	<b>\$34,400</b>	<b>\$27,170</b>	<b>\$33,900</b>	<b>\$30,672</b>
Building Envelope	\$35,000	\$22,742	\$0	\$4,565
Building Hardware and Equip	\$0	\$0	\$0	\$0
Electrical	\$2,500	\$0	\$2,500	\$0
Interior Surfaces	\$2,300	\$0	\$2,000	\$0
Mechanical Systems	\$16,000	\$23,549	\$16,000	\$42,398
Plumbing	\$4,500	\$9,739	\$4,500	\$0
Professional Services and Sale	\$0	\$3,250	\$0	\$0
Roof Systems	\$0	\$0	\$1,306	\$0
Site Projects	\$34,000	\$42,249	\$500	\$0
<b>Total Deferred Capital Expen</b>	<b>\$94,300</b>	<b>\$101,530</b>	<b>\$26,806</b>	<b>\$46,963</b>

					<b>Over Budget</b>
<b>Total Expenses</b>	<b>\$128,700</b>	<b>\$128,700</b>	<b>\$60,706</b>	<b>\$77,635</b>	<b>\$16,929</b>

FY 26 LTFM Notes			
FIN	Description	Amount	Notes:
<b>Health and Safety Capital Projects</b>			
347	Physical Hazards	\$3,012.00	Elevator Contract: 628/Quarter + 500 lift inspection,
349	Other Hazardous Materials		
352	Environmental Health and Safety Management	\$9,900.00	IEA Contract: 10 Site visits @ \$950/visit + \$400 online training
358	Asbestos Removal and Encapsulation		
363	Fire Safety	\$3,350.00	ESC & Northland Fire & Safety or Summit? Inspection only
366	Indoor Air Quality		
<b>Deferred Capital Expense and Maintenance</b>			
368	Building Envelope		
369	Building Hardware and Equipment	\$15,680.00	PA System 6700, Bleachers 8980
370	Electrical	\$1,500.00	Emergency Lights- Main Office
379	Interior Surfaces		
380	Mechanical Systems	\$19,234.00	UHL Contract
381	Plumbing	\$5,300.00	4000 Lead in water, 1300 replace section of drain
382	Professional Services and Salary		
383	Roof Systems		
384	Site Projects		
		\$57,976.00	

Revenue \$66,105.72

Amount Left \$8,129.72

\*Included in budget

**Questions:**

- 347 Is the lift inspection yearly?- Yes
- Any other inspections for FY26?
- 349 Lead in Water, any chemicals to get rid of?
- 380 Budget more? Always go over.

**3 Year Cycle- where are we**

- 2022 Fire Marshall Inspections
- Asbestos Inspection

**5 Year Cycle- Where are we**

- Radon
- Hvac Recommissioning
- 2025 Lead in Water
- 2025 Bleachers

**Top Priorities**

Pa System- CTE	\$6,700.00	
Lead in Water	\$4,000.00	
Bleachers	\$8,980.00	
Side walk Repairs		
Drinking Fountains		
Lift Inspection	\$500.00	
Emergency Lighting- Main Office	\$1,500.00	Estimate

General Community Education				
<b>Expenditures FY 2026</b>				
<b>General CE -321</b>				28750
04 500 505 000 321 120	CE Coordinator	23,574	1250 - Coordinator	
04 500 505 000 321 189	CE Instructors	1050		
04 500 505 000 321 195	Salary Chargeback	-12,000	Wrens Club Revenue	
04 500 505 000 321 210	FICA	1884		
04 500 505 000 321 214	PERA	1847		
04 500 505 000 321 218	TRA	0		
04 500 505 000 321 220	Group Hospitalization	0	Katie - get off?	
04 500 505 000 321 235	Group Dental	0	Katie - get off?	
04 500 505 000 321 230	Group Life	36		
04 500 505 000 321 270	Workmen's Comp	108		
04 500 505 000 321 305	Contracted Services	0		
04 500 505 000 321 329	Postage	0		
04 500 505 000 321 366	Travel/Training	0		
04 500 505 000 321 398	Ineterdepartment Chargeback			
04 500 505 000 321 401	General Supplies	200		
04 500 505 000 321 404	Office Supplies	50		
04 500 505 000 321 405	Non inststructional Software	450	rschool	
04 500 505 000 321 455	Non Instruc. Tech Supplies	0	ipad for brightwheel	
<b>321 Community Ed General Total</b>		17,199		
<b>State Levy</b>		11814		
<b>Fees</b>		<b>04 500 505 000 321 040</b>	1000	
		12814		-\$4,385.00
<b>Disabled Child Care- School Age care 570</b>				
04 500 570 000 798 195	Salary Chargeback			
04 500 570 000 798 295	Benefit Chargeback			
<b>Early Childhood Family Education 325</b>				
04 500 580 000 325 110	ECFE Admin	1438		5%
04 500 580 000 325 140	Instructional Salary	1050	Esko rate	160 hours
04 500 580 000 325 144	Classroom Assts	1110	Esko rate	65 hours
04 500 580 000 325 145	ECFE Sub Teacher	0		
04 500 580 000 325 210	FICA	275		
04 500 580 000 325 214	PERA	191		
04 500 580 000 325 218	TRA	100		
04 500 580 000 325 220	Group Hospitalization	0		
04 500 580 000 325 230	Group life	0		
04 500 580 000 325 235	Group Dental	0		
04 500 580 000 325 250	TSA Def Comp Match	0		
04 500 580 000 325 270	Workmen's Comp	16		

04 500 580 000 325 357	Sign Language	0		
04 500 580 000 325 398	Interdept Chargeback	0		
04 500 580 000 325 401	General Supplies	500		
04 500 580 000 325 430	Instructional Supplies	500		
04 500 580 000 325 490	Food	2400		
04 500 580 000 325 820	Dues & Membership	350	Mnafee/Peachjar	
<b>325 Early Childhood Total</b>		<b>\$7,930</b>		
<b>State Aid</b>		15322.53		14950.85
<b>Levy</b>		11640		9317.64
<b>Fees</b>	04 500 580 000 325 040	500		
		27462.53		\$19,532
<b>Pathway II 337</b>				
04 500 582 000 337 110	Salary Admin			
04 500 582 000 337 140	Pathway Instruct Salary	10277	20%	
04 500 582 000 337 144	Pathway Non Licensed Staff	3118	15%	
04 500 582 000 337 210	FICA Pathway II	1025		
04 500 582 000 337 214	PERA Pathway II	234		
04 500 582 000 337 218	TRA- Pathway II	976		
04 500 582 000 337 220	Pathway Group Hosp.	0		
04 500 582 000 337 230	Pathway Group Life	10		
04 500 582 000 337 199	LTD	115		
04 500 582 000 337 250	TSA Def Comp Match	0		
04 500 582 000 337 270	Pathway Workmen's Comp	59		
04 500 582 000 337 430	Pathways Instruct. Supplies	0		
04 500 582 000 337 490	Pathways Food	0		
<b>337 Pathways Total</b>		<b>15814</b>		
<b>State Aid</b>		16000		
				\$186.18
<b>School Readiness 344</b>				
04 500 582 000 344 110	Admin			
04 500 582 000 344 140	Instructional Salary	39770		
04 500 582 000 344 144	Classroom Assistant	17667		
04 500 582 000 344 210	FICA	4394		
04 500 582 000 344 214	PERA	1325		
04 500 582 000 344 218	TRA	3778		
04 500 582 000 344 230	Group Life	25		
04 500 582 000 344 270	Workmen's Comp	253		
04 500 582 000 344 199	LTD	146		Need code
04 500 582 000 344 305	Contracted Services			
04 500 582 000 344 366	Training/Travel	500		
04 500 582 000 344 401	General Supplies	500		

04 005 582 000 344 430	Instructional Supplies	250		
<b>344 School Readiness Total</b>		<b>68608</b>		
<b>State Aid</b>		11373		
<b>Tuition</b>	04 500 582 000 344 040	45000		
		56373		-\$12,234.83
<b>Early Childhood Screening 354</b>				
<b>State Aid</b>				
<b>Youth Enrichment 332</b>				
04 500 585 000 332 120	Coordinator	2300	100 hours- Coordinator	
04 500 585 000 332 185	Other Salaries	1000	after school clubs	
04 500 585 000 332 210	FICA	252		
04 500 585 000 332 214	PERA	248		
04 500 585 000 332 218	TRA	0		
04 500 585 000 332 270	Workmen's Comp	15		
04 500 585 000 332 398	Interdepartment chargeback	0		
04 500 585 000 332 401	General Supplies	500		
04 500 585 00 332 490	Food	500		
<b>332 Youth Enrichment Total</b>		<b>4815</b>		
<b>State Aid</b>		3439		
<b>Tuition</b>	04 500 585 000 3432040	2000		
		5439		\$624.00
<b>Youth Development 362</b>				
04 500 585 000 362 120	Coordinator	1438	65 hours- Coordinator	
04 500 585 000 362 210	FICA	110		
04 500 585 000 362 214	PERA	108		
04 500 585 000 362 270	Workmen's Comp	6		
04 500 585 362 000 401	General Supplies	50		
04 500 585 000 362 490	Food	50		
<b>362 Youth Development Total</b>		<b>1762</b>		
<b>State Aid</b>		1859		
<b>Tuition</b>	04 500 585 000 362 040	0		
		1859		\$97.00
<b>Wrens Club School Age Care 570</b>				

04 500 570 000 321 120	Coordinator	18870	1000 hours	
04 500 570 000 321 141	Aides	3787	225	
04 500 570 000 321 144	Student Workers	8262	600	
04 500 570 000 321 198	Salary Chargeback	12000	Katie	
04 500 570 000 321 210	FICA	3528		
04 500 570 000 321 214	PERA	2318		
04 500 570 000 321 218	TRA	0		
04 500 570 000 321 230	Group Life	0		
04 500 570 000 321 270	Workmen's Comp	150		
04 500 570 000 321 305	Consultant Services	500	???	
04 500 570 000 321 365	Bus/Transportation	750		
04 500 570 000 321 366	Training/Travel	1000		
04 500 570 000 321 369	Student Entry Fees	1500	??	
04 500 570 000 321 401	General Supplies	1000		
04 500 570 000 321 405	Software/Licensing	1750	brightwheel	
04 500 570 000 321 490	Food	14000		14000
04 500 570 000 321 820	Dues & membership	0	YIPA	
	<b>TOTAL</b>	69415		
	<b>Compensation Grant</b>	10800		
	<b>FEES</b>	52814		-\$5,801.00
		63614		

	FY25 Revised Budget			FY26 Proposed			
	Revenues	Expenses	Surplus (Deficit)	Revenues	Expenses	Surplus (Deficit)	
General Fund							
Fund 1 General	5,304,127	\$ 5,061,099	243,028	4,999,462	4,857,681	141,781	
Fund 3 Transportation	252,543	\$ 428,166	(175,623)	253,307	432,272	(178,965)	
Fund 5 Capital Expenditures	138,011	\$ 159,232	(21,221)	149,909	155,196	(5,287)	
Total General Fund	5,694,681	\$ 5,648,497	46,184	5,402,678	5,445,149	(42,471)	-0.78%
Food Service Fund	217,700	\$ 190,973	26,727	216,700	215,346	1,354	
Community Service Fund	192,674	187,304	5,370	188,427	190,043	(1,616)	
Debt Service Fund	986,896	943,770	43,126	966,060	947,210	18,850	
	7,091,951	\$ 6,970,544	121,407	1.74% 6,773,865	6,797,748	(23,883)	-0.35%
Net Change in Surplus (Deficit)				(318,086)	(172,796)	(145,290)	

**Changes:**

**Revenues**

**Fund 1**

001 Levies	\$ (41,852.00)		
019 Misc. County Tax Rev			
021 Tuition from MN Districts			
022 Re Fr MN D For Sped Salary	\$ 20,000.00	No longer hosting Co-op Staff	
071 MA			
092 Interest earnings	\$ 5,000.00		
096 Misc. Rev, Donations	\$ 7,880.00	Budget for Donations	
099 Local Grant Revenue	\$ 18,169.00		
201 Endowment Fund			
211 Gen Ed Aid	\$ 93,576.00		
229 Disparity Reduction	\$ 424.00		
234 Homestead Market Value	\$ 1,090.00		
300 Rev State	\$ 73,346.00	Computer Science Grant, Read Act	
360 Sped	\$ 14,000.00		
369 Hourly Unemployment	\$ 16,310.00	Budgeted 50% of Summer Unemployment Expense	
400 Fed Aids & Grants	\$ 9,884.00		
401 Title ESEA			
405 Flow thru - Perkins			
500 REAP	\$ 3,166.00		
621 Chromebook Ins	\$ 95.00		
625 Insurance Recovery	\$ 83,577.00	CTE Roof	
		304,665	

**Fund 2**

300 State Lunch			
471 Federal Lunch			
472 Federal F/R			
601 Lunch Sales			
319 State Breakfast			
471 Supply Chain Assistance			
476 Federal Breakfast			
477 CACFP	1,000	1,000	No longer running CACFP

**Fund 3**

211 Gen Ed Aid- Transportation	(764)	(764)	
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**Fund 4**

001 Levies	(2,545)		
050 Fees	(13,489)		
229 Disparity Reduction	51		
234 Homestead Market Value	130		
300 ECFE, SR, Preschool Screening	21,500		
369 Misc State Rev (Wrens Club)	(2,400)	3,247	

**Fund 5**

099 Misc			
001 Levies	\$ (23,860.00)		
211 Gen Ed Aid	\$ 11,962.00	(11,898)	

**Fund 7**

001 Levies	(66,086)	
229 Disparity Reduction	1,835	
234 Homestead Market Value	4,712	
258 Reduced Assessment	82,040	
317 LTFM Aid	(1,665)	20,836

**Total increase/ (decrease)                    (318,086)**

**Expenses**

**Fund 1**

1%,2% Wages & Benefits	\$ (110,540.00)	
303 Fed Subaward <\$25,000	\$ 266.00	
305 Consulting Fees/Services	\$ 80,461.00	Superintendent, Increased Citon
311 Prof & Tech Services	\$ (136.00)	Audit increase
314 MN Telecommunications	\$ 2,800.00	Internet (70% E-rate refund instead of 80%)
315 Repairs & Maint- Computer/Te	\$ (1,410.00)	
340 Property Insurance	\$ 4,246.00	10% Increase
341 Liability Insurance	\$ 1,420.00	10% Increase
350 Repairs & Maint- Maintenance	\$ (85,500.00)	CTE Roof
365 American Ind Ed Travel Staff D	600	
366 Travel	(450)	
369 Entry Fees/Student Travel		
391 Reimbursement to MN District	\$ (7,363.00)	Removed Business Manager & CE Director
394 To Non-Ed Agency	\$ (9,000.00)	LCTS
396,397 Sped Sal Pur From Other Distr	\$ 6,700.00	
401 General Supplies	\$ (25,717.00)	Removed NASC Grant Expenses
405 Non-Instructional Software	\$ 698.00	Estimated MAP increase- no quote yet
406 Instructional Software	\$ (4,594.00)	Removed Software Expenses until we receive guidance from Curr. committee
430 Instructional Supplies	\$ 50.00	Subtracted elem class budget for extra 4th grade \$150. Added \$200 for STEM (has not been budgeted for previously)
440 Fuel for Buildings	\$ (7,000.00)	Based on expenses- have decreased with new HVAC system
455 Non-Inst Tech Supplies	\$ 575.00	Tech Plan
490 Food	\$ 1,537.00	American Indian Ed
530 Equipment		
556 Instructional Tech Hdware	\$ (44,890.00)	Computer Science Grant
570 Land Leases		
740 Loan Interest	\$ (6,329.17)	No short term borrowing
896 Taxes, Assessments, Fees		
		(203,576)

**Fund 2**

1%,2% Wages & Benefits	\$ 7,673.00	
350 Repairs/Maintenance		
495 Milk		
401 Supplies	\$ 400.00	New Lunch Trays
530 Equipment	\$ 16,300.00	Dishwasher Quote
		\$ 24,373.00

**Fund 3**

1%,2% Wages & Benefits	\$ 3,068.00	
305 Consulting	\$ (1,226.00)	Transportation Consulting
320 Communication Services		
340 Property Insurance	\$ 1,415.00	10% Increase
344 Transp. Insurnace	\$ 700.00	10% Increase
359 Physicals/Drug Testing		
532 Bus Equip- Purchased		
580,581 Bus Lease & Interest	\$ 149.00	
		4,106

**Fund 4**

1%,2% Wages & Benefits	5,239	
305 Consutling Fees		
319 Community Ed Instructor Fee	(1,050)	
329 Postage	(100)	
365 Wrens Club Charge Back		
366 Travel	500	
369 Entry Fees	(750)	
401 Supplies	(3,200)	
405 Non-Instructional Software	750	
430 Instructional Supplies	(1,000)	
461 Early Childhood Assessments		
465 Non Instr. Tech Devices (ipad)	(300)	
490 Food	14,200	
820 Dues & Memberships	(300)	13,989

**Fund 5**

305 Consulting/Contracted Service	(12,923)	
311 Prof & Tech Services	(17,638)	
350 Repairs & Maintenance	26,844	
401 Supplies	(2,000)	
406 Instructional Software	(7,350)	Removed from budget until presented from Curriculum Committee
460 Curriculum	(13,030)	Only includes new math
520 Building Construction	(500)	
522 Building Improvements	(1,306)	
530 Equipment- Operations	10,000	
535 Capital Leases	\$ (20,000.00)	
580 Lease Principal	\$ (4,533.00)	(42,436)

**Fund 7**

710 Bond Redemption	\$ 25,000.00	
720 Bond Interest	\$ (21,560.00)	3,440

**Total Increase** (172,796)

Net increase (decrease) (145,290)



WRENSHALL PUBLIC SCHOOL DISTRICT

Jeff Pesta – Superintendent  
Michelle Blanchard – Principal

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# PROPOSED BUDGET 2025-2026 BUDGET

First Reading: May 7, 2025

# District Financial Timeline

Wrenshall Public School District, along with all other Minnesota school districts, operates on a fiscal year from July 1 – June 30. The budget is presented to the School Board for approval each May. Management of the school district’s budget is a process that includes important steps that occur throughout the year. The life cycle of the 2025-26 budget began last fall and will conclude with the final audit scheduled for November 2026.

<b>September 2024</b>	The school board reviewed and approved the preliminary property tax levy for fiscal year 2025-26.
<b>November 2024</b>	The school board reviewed and approved the final 2023-24 audit.
<b>December 2024</b>	The school board reviewed and approved the final property tax levy for fiscal year 2025-26.
<b>February 2025</b>	The school board began the 2025-26 budget planning process by identifying the budget assumptions.
<b>March 2025</b>	The school board previews the preliminary 2025-2026 budget.
<b>April 2025</b>	The school board reviews and approves the revised 2024-2025 budget.
<b>May 2025</b>	Goal for school board approval of the 2025-2026 budget.
<b>June 2025</b>	Back up date for final budget approval.
<b>September 2025</b>	The school board will review and approve the final property tax levy for fiscal year 2026-27.
<b>November 2025</b>	The school board is scheduled to review and approve the final 2024-2025 audit.
<b>December 2025</b>	The school board will review and approve the final property tax levy for fiscal year 2026-27.

## District Financial Overview

Minnesota school districts are required by law to prepare financial reports and annual budgets. For school districts, these financial reports include the detailed tracking of revenues and expenditures within a structure known as the Uniform Financial Accounting and Reporting Standards (UFARS). The Minnesota Legislature mandated that school districts use the UFARS reporting system. This system allows school districts to meet legislative requirements, establish greater accuracy in reporting, and provide financial accountability of public funds.

A school district's operating budget is comprised of different revenue and expenditure categories called 'funds'. These funds are established within UFARS in accordance with statutory requirements and Generally Accepted Accounting Principles (GAAP). Each fund maintains its own separate revenues, expenditures and fund balances. Wrenshall Public Schools currently uses five funds:

Fund #	Fund Title	Common Purpose
01	General	Used to account for the general operating costs, such as educational activities, district instructional and student support programs, student support services, operations and maintenance costs and building and district administration.
02	Food Service	Record financial activities of a school district's food service program. Food service includes activities for the purpose of preparation and service of meals, snacks and milk in connection with school and community service activities.
03	Transportation	We record transportation expenses separately, but they are a part of the general fund.
04	Community Service	Used to record all financial activities of the Community Service program, including Early Childhood Family Education (ECFE) and School Readiness.
05	Capital	We record capital expenses separately, but they are a part of the general fund. Includes operating capital and LTFM.
07	Debt Service	Account for revenues and expenditures for a school district's outstanding bonded indebtedness.

**Wrenshall Public School District**  
**ALL FUNDS**  
**Proposed 2025-2026 Budget**

	General Fund	Food Service Fund	Comm Serv Fund	Debt Service Fund	TOTAL
<b>Revenue</b>					
Local Sources	748,193	0	134,234	966,060	1,848,487
State Sources	4,482,505	93,000	54,193		4,629,698
Federal Sources	170,780	120,600			291,380
Local Sales	1,200	3,100			4,300
Total Revenue	5,402,678	216,700	188,427	966,060	6,773,865
<b>Expenditures</b>					
Salaries	3,022,583	86,998	134,857		3,244,438
Employee Benefits	1,035,060	22,848	23,386		1,081,294
Purchased Services	1,080,563	3,100	4,250		1,087,913
Supplies and Materials	200,340	84,100	27,200		311,640
Other Expenditures	13,975	2,000	350		16,325
Debt Service				947,210	947,210
Capital Outlay	92,628	16,300			108,928
Total Expenditures	5,445,149	215,346	190,043	947,210	6,797,748
Net Change in Fund Balances	\$ (42,471)	\$ 1,354	\$ (1,616)	\$ 18,850	\$ (23,883)

# GENERAL FUND - FUND 01

## Budget Assumptions

### Revenue

1. Local Revenue – The primary source of revenue in this area is property taxes. Property taxes are budgeted based on the 2024 Payable 2025 Levy that was approved by the Board of Education on December 10, 2024. Other local revenue includes tuition and reimbursement from other school districts, patron fees, third party billing (MA), interest, and donations.
2. State Sources – The following primary state funding sources have been budgeted:
  - a. General Education Revenue – the budget is based on \$7,481 per pupil unit, which is a 2.74% increase over the 2024-25 level of \$7,281.
  - b. Compensatory Revenue – the budget is based on the MDE’s entitlement report, which is based on the October 1, 2024 direct certification student count. This is \$129,260.89 less than FY25. This may increase with legislative changes.
  - c. Special Education Revenue – the budget is based on the special education formula and projected operating expenditures.
  - d. Other State Funding – budgets have been projected based on the approved levy, projected enrollment and MDE estimates.
3. Federal Sources – The district receives funding for Title I, Title IV, REAP, and Special Education. The district has budgeted for all federal programs at a similar or slightly lower level as 2024-25.
4. Enrollment – The table below shows the actual Average Daily Membership (ADM) for 2023-24, the revised budgeted ADM for 2024-25 and the projected ADM for 2025-26.

Grade	2023-2024 Actual	2024-2025 Revised Budget	2025-2026 Projected
EC	4.68		
K-6	158.81	181	173
7-12	168.41	157	157
Total	331.9	338	330

## **Expenditures**

1. General Expenditures – Administration proposed budget assumptions at the February 5, 2025 work session meeting.
2. Salaries and Employee Benefits – Employee compensation is based on current collective bargaining agreements. Unratified contracts received step and lane increases and 0% salary increases. TRA is increasing .75%.
3. Other Budgets – Budgets were held constant to the extent possible. A 10% increase was added to liability, property, and transportation insurance.
4. Capital – A meeting was held by department heads to discuss needs. Budget assumes expenses will match revenue and fund balance. The only curriculum currently in this budget (including software) is the new math curriculum.

**Wrenshall Public School District**  
**General Fund**  
**Proposed 2025-2026 Budget**

	2023-2024 Actual	2024-2025 Rev. Budget	2025-2026 Proposed
<b>Revenue</b>			
Local Sources	904,439	733,530	748,193
State Sources	4,465,734	4,692,449	4,482,505
Federal Sources	206,115	183,830	170,780
Local Sales	32,577	84,872	1,200
Total Revenue	5,608,865	5,694,681	5,402,678
<b>Expenditures</b>			
Salaries	2,965,268	3,154,929	3,022,583
Employee Benefits	918,302	1,010,186	1,035,060
Purchased Services	957,364	1,090,787	1,080,563
Supplies and Materials	222,603	257,282	200,340
Other Expenditures	49,919	20,305	13,975
Capital Outlay	174,151	115,008	92,628
Total Expenditures	5,287,607	5,648,497	5,445,149
Net Change in Fund Balances	\$ 321,258	\$ 46,184	\$ (42,471)

# FOOD SERVICE FUND - FUND 02

## Budget Assumptions

### Revenue

The district operates under the National School Lunch Program and the School Breakfast Program.

1. Other-Primarily Meal Sales – Meal sales have decreased significantly with the implementation of the Free School Meals bill. Primary meal sales consist of ala carte and adult meals.
2. State Sources – State Sources have increased significantly with the additional state reimbursements to provide free meals to all students.
3. Federal Sources- Federal reimbursements are based off of historical revenue data.

### Expenditures

1. Salaries and Benefits – Employee compensation is based on current employment agreements.
2. Other Costs – Other costs are based on projected supplies, materials and food related costs.
  - a. \$16,300 was added for a new dishwasher.
  - b. Supply budget increased for purchase of new lunch trays.
  - c. I will look into recoding the costs of lunchroom supervision, and lunchroom custodial services for the proposed budget (estimated \$20,000). This will help with general fund expenditures.

In recent years, there has been a temporary increase in the net cash resource limitation in Fund 02 from three months of operating expenses to six months, due to the increased funds available during the pandemic. The six-month limitation will continue for School Year 24-25 but will revert to three months of operating expenses in SY 25-26. At the end of FY24 we were a little over three months operating expenses.

**Wrenshall Public School District**  
**Food Service Fund**  
**Proposed 2025-2026 Budget**

	2023-2024 Actual	2024-2025 Rev. Budget	2025-2026 Proposed
<b>Revenue</b>			
Local Sources	653	0	0
State Sources	94,371	93,000	93,000
Federal Sources	142,981	121,600	120,600
Local Sales	1,728	3,100	3,100
Total Revenue	239,733	217,700	216,700
<b>Expenditures</b>			
Salaries	81,002	80,545	86,998
Employee Benefits	21,158	21,628	22,848
Purchased Services	1,734	3,100	3,100
Supplies and Materials	95,260	83,700	84,100
Other Expenditures	210	2,000	2,000
Capital Outlay	179	0	16,300
Total Expenditures	199,543	190,973	215,346
 Net Change in Fund Balances	 \$ 40,190	 \$ 26,727	 \$ 1,354

# COMMUNITY SERVICE FUND - FUND 04

<b>Budget Assumptions</b>
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### Revenue

1. Property Taxes – Property taxes are budgeted based on the 2024 Payable 2025 Levy that was approved by the Board of Education on December 10, 2024. The district levies for General Community Education, Early Childhood Family Education (ECFE), Youth Services, After School Enrichment, and Home Visiting.
2. Other Sources – Primarily Tuition and Fees- The district collects fees in the following areas: Preschool, School Age Care, After School Enrichment, and Community Education Classes.
3. State Sources – State funding for General Community Education, ECFE, and School Readiness are based on Minnesota Department of Education (MDE) projections. The school district also receives funding from Pathways Scholarships.

### Expenditures

1. Salaries and Benefits – Employee compensation is based on independent agreements and board approved compensation. Estimates are used for staff adjustments.
2. Other Costs – Other costs are based on projected supplies, software, materials, and other related costs.

**Wrenshall Public School District**  
**Community Service Fund**  
**Proposed 2025-2026 Budget**

	2023-2024 Actual	2024-2025 Rev. Budget	2025-2026 Proposed
<b>Revenue</b>			
Local Sources	107,518	119,200	134,234
State Sources	58,085	73,474	54,193
Federal Sources			
Local Sales	25		
Total Revenue	165,628	192,674	188,427
<b>Expenditures</b>			
Salaries	119,129	126,867	134,857
Employee Benefits	17,811	26,137	23,386
Purchased Services	2,186	16,900	4,250
Supplies and Materials	15,100	16,750	27,200
Other Expenditures	0	650	350
Total Expenditures	154,226	187,304	190,043
Net Change in Fund Balances	\$ 11,402	\$ 5,370	\$ (1,616)

# DEBT SERVICE FUND - FUND 07

<b>Budget Assumptions</b>
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**Revenue**

- 1. Property Taxes – Property taxes are budgeted based on the 2024 Payable 2025 Levy that was approved by the Board of Education on December 10, 2024. The district is required to levy 105% of the scheduled bond principal and interest payments.

**Expenditures**

- 1. Principal and Interest – The district makes payments based on the scheduled bond principal and interest payments.
- 2. Fiscal Charges and Other – The district incurs trustee costs related to the payments on the bonds.

**Wrenshall Public School District**  
**Debt Service Fund**  
**Proposed 2025-2026 Budget**

	2023-2024 Actual	2024-2025 Rev. Budget	2025-2026 Proposed
<b>Revenue</b>			
Local Sources	871,841	870,510	936,596
State Sources	104,686	116,386	29,464
Local Sales			
Total Revenue	976,527	986,896	966,060
<b>Expenditures</b>			
Principal	600,000	620,000	645,000
Interest	340,120	318,770	297,210
Fiscal charges and other	7,845	5,000	5,000
Total Expenditures	947,965	943,770	947,210
Net Change in Fund Balances	\$ 28,562	\$ 43,126	\$ 18,850

## AGREEMENT FOR THE PROVISION OF FAMILY SCHOOL SUPPORT WORKER SERVICES

### Introduction

This agreement is between Carlton County Public Health and Human Services, Wrenshall School District, and the Carlton County Children's Mental Health and Family Service Collaborative for the provision of 1.0 FTE Family School Support Worker services for the period of 7/01/25-6/30/2026. The Carlton County Children and Family Services Collaborative was developed to create a community environment and service delivery network that promotes family health, stability, and self-sufficiency through an easily accessible, integrated human service delivery system. A Family School Support Worker position was one of the early endeavors in the development of programs and services that has substantially impacted service delivery, while focusing on early Identification of potential problems and the movement toward providing less expensive preventative services.

### Program Description

The Family School Support Worker program is a family focused, early intervention service offered in partnership by Carlton County Public Health and Human Services and the Public School Districts of Carlton County and supported by the Carlton County Children and Family Service Collaborative. This program provides support to families and children within their home, school, and community. The program is staffed by Social Workers hired by Carlton County Public Health and Human Services to serve as a liaison between resource agencies, schools, and surrounding communities. This position provides a continuum of service from early intervention to intensive case management. A primary function of this position is to provide short term, in-home assessment, intervention, and referral; improve communication between human services, school and resource agencies; and provide early identification of student/family issues requiring additional services. The positions will work in conjunction and not supplant the duties as performed by school personnel such as school social workers or counselors.

### Program Site/Mailing Address

Wrenshall Public Elementary and Secondary School  
207 Pioneer Drive  
Wrenshall, MN 55797

### Target Population

The primary focus of these positions is K-12 with participation in activities involving youth who are birth to five years old when possible.

### Services Provided

- Help families find and access services related to improving their child's functioning within the school setting.
- Act as a liaison in resolving difficulties and/or differences that may occur between the home and the school.
- Participate in interdisciplinary teams to review intervention strategies for families in need. Interdisciplinary teams include school administration, school staff, child study teams, crisis reviews, etc.
- Provide home visiting support and services for families and children experiencing difficulties within the home that are not directly related to school performance or planning (i.e. basic needs, family dynamic issues, mental health issues, etc.)
- Coordinate referrals to services that may be beneficial to the youth and family. Ability to monitor and provide follow up on these services.
- Build connections between parents, service providers, and the school in order to comprehensively plan for a youth's needs and success.
- Provide Children's Mental Health Case Management and Child Welfare Case Management Services to eligible children and families.

### Services not provided

These positions will work in conjunction with and not supplant the duties of similar school staff positions such as school social workers and counselors.

### Employer

Carlton County Public Health and Human Services

### Supervision

These positions are supervised by Carlton County Public Health and Human Services. Strong relationships are also formed with each respective building principal to foster a clear and open communication process and to meet the unique needs of individual school districts.

### Funding

Schools will provide:

- Office space
- Phone
- Cell phone expense
- Email access
- Special Education reimbursement funding
- Training opportunities (*as requested by the schools*) that positively affect the children in their respective districts
- Cost share funding (1 FTE = \$14,752.26)

County will provide:

- Annual budgeting process to include salary, benefits, travel, computers, staff development, and supplies
- Targeted Case Management Funding reimbursement (Child Welfare and Children's Mental Health)
- County funding
- Training opportunities within budget that meet staff development criteria

Collaborative will provide:

- Funding needed to meet expenses — as per the annual budget for the FSSW unit that is not met with other sources of funding such as TCM, Special Education, etc. and as approved by the Collaborative Board.

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Director  
Carlton County Public Health & Human Services

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Superintendent  
Wrenshall Public Schools, ISD # 100  
Jeff Pesta

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Director  
Carlton County Children & Family Service Collaborative

**2025-2026**  
**CONTRACT FOR LICENSED SCHOOL PSYCHOLOGIST SERVICES**

THIS INDEPENDENT CONTRACTOR AGREEMENT entered into this 12th day of May, 2025 by and between Wrenshall ISD #100 (herein referred to as the District) and Melanie A. Hummel, Independent Contractor (herein referred to as the Contractor), with an office at 7862 West Irlo Bronson Highway, #200, Kissimmee, FL 34747, for the purpose of setting forth the exclusive terms and conditions by which Wrenshall ISD #100 desires to acquire school psychologist services during the 2026 Fiscal Year defined as July 1, 2025 through June 30, 2026.

In consideration of the mutual obligations specified in this Agreement, the parties, intending to be legally bound hereby, agree to the following:

**A. Services**

The District retains and the Contractor agrees to perform for the District:

1. To obtain psychological and other evaluative information necessary for students to make progress on Individual Education Program (IEP) goals and/or access the general education curriculum.

To complete all student evaluations in a timely manner (within timelines established by the State of Minnesota) unless both parties agree on extended timelines.

2. To participate in all Child Study Team meetings, evaluation results meetings, and IEP meetings and contribute information as needed for Medical Assistance billing when appropriate, unless excused by mutual agreement.
3. Maintain State of Minnesota Educator Licensure as a School Psychologist (Contractor's License #1000916, currently valid through June 30, 2028).
4. Maintain Professional Liability Insurance (\$1,000,000/\$3,000,000 limits)
5. Provide monthly itemized billing invoices to District at the end of each month.

*Whereas, the Contractor is duly qualified to perform these services and whereas personnel will hold appropriate licensure by MN Professional Educator Licensing and Standards Board for the necessary service for which they provide. If neither issue a license for the necessary service, the professionals will be members of good standing*

*in their professional organization. Furthermore, a copy of the licensure or appropriate board certification for each person who will be providing services will be submitted to the district prior to the initiation date of the contract and on an annual basis thereafter.* NOW, THEREFORE, the parties agree as follows:

1. The Contractor shall provide a licensed school psychologist upon mutual agreement between parties, to meet the objectives stated above.
2. The Contractor shall provide services to students with disabilities as defined in the Individuals with Disabilities Education Act.
3. Services will be provided through a remote platform that is essentially equivalent to the regular education setting.
4. The District shall provide an employee to serve as a point of contact for scheduling student assessments and as an onsite support person during test administration. The District shall provide an atmosphere conducive to assessment or learning and shall meet the needs of the students' special physical, sensory and emotional needs.
5. The District shall pay a flat rate fee of \$750 per student evaluation (to include completion of evaluation, plan PWN, all necessary assessments, record review, interpretation of results and report writing, and entry of results into SPED Forms).

The District shall pay a rate of \$75 per hour (billed in quarter hour increments) for Contractor's participation in meetings or any consultation/training requested by a District administrator or administrative designee.

The District shall pay \$300 per month during the school year (September through May) to Contractor for fixed expenses related to the District's access to testing platforms, testing protocols, response books, rating scales, and scoring platforms

6. The Contractor will submit billings on a monthly basis which will reflect service hours by date, initials of students served, the name of the licensed school psychologist providing the service, and the total number of service hours provided for the month.
7. The District shall make payments for services based upon receipt of invoice (within 30 days of submission).

8. The Contractor shall maintain appropriate liability coverage commensurate with the services provided and submit a copy of the policy prior to providing services.
9. This agreement shall be in force from July 1, 2025 through June 30, 2026.

Either party shall provide a written notice regarding reduction/discontinuation of services or hours with a 30-day written notice.

## **B. Independent Contractor**

The District and Contractor expressly agree and understand that the Contractor is an independent contractor and nothing in this Agreement shall be construed in any way or manner, to create between them a relationship of employer and employee, principal and agent, partners or any other relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the provisions of the Agreement. Accordingly, Contractor acknowledges that Contractor and Contractor's Employees are not eligible for any of the District's benefits, including, but not limited to, health insurance or retirement plans.

## **C. General**

This Agreement does not create an obligation on the District to continue to retain Contractor beyond this Agreement's termination. This Agreement may not be changed unless mutually agreed upon in writing by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this Independent Contractor Agreement.

District  
Wrenshall ISD #100  
207 Pioneer Drive  
Wrenshall, MN 55797

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

Contractor  
Melanie A. Hummel  
7862 West Irlo Bronson Highway, #200  
Kissimmee, FL. 34747  
[Hummel814@aol.com](mailto:Hummel814@aol.com)  
(304)280-6249

By: \_\_\_\_\_

—

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

—

**2025-2026**  
**CONTRACT FOR SPEECH LANGUAGE THERAPIST**

THIS INDEPENDENT CONTRACTOR AGREEMENT entered into this 12th day of May, 2025 by and between Wrenshall ISD #100 (herein referred to as the District) and Wiediger Speech and Language Services, LLC (herein referred to as the Contractor), with an office at 210 East Locust Street, Duluth, MN 55811, for the purpose of setting forth the exclusive terms and conditions by which Wrenshall ISD #100 desires to acquire Wiediger Speech and Language Services, LLC's services.

In consideration of the mutual obligations specified in this Agreement, the parties, intending to be legally bound hereby, agree to the following:

**I. Services.**

The District retains and the Contractor agrees to perform for the District:

1. Speech therapy to meet the needs of students with disabilities, as defined under the Individuals with Disabilities Education Act as deemed necessary by the child study process and documented in the students' Individual Education Plans (IEP), Individual Family Service Plans (IFSP), or Individual Interagency Intervention Plans (IIIP).
2. Evaluations, evaluation reports and creation of IFSPs and IEPs for students who meet entrance eligibility criteria for speech and language disorders.
3. Provide services that are necessary for the students(s) to make progress on IEP, IFSP, or IIIP goals and/or access the general education curriculum.
4. Billing of Medical Assistance for those students receiving Medical Assistance.

*Whereas, the Contractor is duly qualified to perform these services and whereas personnel will hold appropriate licensure by MN Professional Educator Licensing and Standards Board for the necessary service for which they provide. If neither issue a license for the necessary service, the professionals will be members of good standing in their professional organization. Furthermore, a copy of the licensure or appropriate board certification for each person who will be providing services will be submitted to the district prior to the initiation date of the contract and on an annual basis thereafter.* NOW, THEREFORE, the parties agree as follows:

1. The Contractor shall provide a licensed speech language therapist upon mutual agreement between parties, to meet the objectives stated above.

2. The Contractor shall provide services to students with disabilities as defined in the Individuals with Disabilities Education Act.
3. Services will be provided in an environment (classroom, facility in the district buildings or in students' home, or students' childcare environments) that is essentially equivalent to the regular education program.
4. The District shall provide an atmosphere conducive to learning and shall meet the needs of the students' special physical, sensory and emotional needs.
5. Starting July 1, 2025 the Contractor will provide 40 hours per week of speech therapy @ \$88.00 per hour. Estimated contract total is \$121,088.00
6. The Contractor will submit billings on a monthly basis which will reflect service hours by date, initials of students served, the name of the therapist providing the service, total number of service hours provided for the month.
7. The District shall make payments for services based upon receipt of invoice.
8. The Contractor shall maintain appropriate liability coverage commensurate with the services provided and submit a copy of the policy upon request to the District.
9. This agreement shall be in force from July 1, 2025 through June 3, 2026. Either party shall provide a written notice regarding reduction/discontinuation of services hours with a 30-day written notice.

## **II. Independent Contractor:**

1. The District and Contractor expressly agree and understand that the Contractor is an independent contractor and nothing in this Agreement shall be construed in any way or manner, to create between them a relationship of employer and employee, principal and agent, partners or any other relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the provisions of the Agreement. Accordingly, Contractor acknowledges that Contractor and Contractor's Employees are not eligible for any of the District's benefits, including, but not limited to, health insurance or retirement plans.

**III. General:**

This Agreement does not create an obligation on the District to continue to retain Contractor beyond this Agreement's termination. This Agreement may not be changed unless mutually agreed upon in writing by both parties.

IN WITNESS WHEREOF, the parties hereto have executed this Independent Contractor Agreement.

Wrenshall ISD #100  
207 Pioneer Drive  
Wrenshall, MN 55797

By:\_\_\_\_\_

Title:\_\_\_\_\_

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

Wiediger Speech and Language Services,  
LLC Speech Language Therapist  
210 East Locust Street  
Duluth, MN 55811  
[joleekw@wiedigerspeech.org](mailto:joleekw@wiedigerspeech.org)  
(218) 591-6752

By:\_\_\_\_\_

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

**PROFESSIONAL SERVICE AGREEMENT  
BETWEEN  
NORTH HOMES, INC. AND INDEPENDENT SCHOOL DISTRICT 100**

This Agreement is entered into by and between Independent School District #100, 207 Pioneer Drive, Wrenshall, MN55797 (hereafter District) and North Homes, Inc., 303 SE First Street, Grand Rapids, MN 55744 (hereafter "Contractor").

**RECITALS**

The parties hereto recite and declare:

- A. The **District** is a legal entity created and established pursuant to Minn. Stat. 471.51 having the status of an independent school district with a purpose and mission to provide services and programs within the geographical limits and boundaries of its members.
- B. **Contractor** is a provider of mental health and related services under the Minnesota Department of Human Services CTSS (Children's Therapeutic Support Service) certification.
- C. The **District** desires to purchase the services of Contractor for Mental Health services and supports to students and indirect/consultative support into planning pre-interventions;
- D. **Contractor** is duly qualified to provide the desired services.
- E. The parties desire to set forth the terms and conditions of their relationship in written form.

**NOW THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, the District, and the Contractor agree as follows:**

**1. TERM AND COST OF THE AGREEMENT**

This contract shall be in effect from the date of execution by all parties, or from commencement of services hereunder, whichever is first, and shall continue in effect until June 30, 2026. This Agreement shall be renewed automatically for succeeding terms of one (1) year each unless either party gives written notice to the other at least thirty (30) days prior to the expiration of any term.

All of the agreed upon services are available to the District at the same rate with or without the service being included in an individual educational plan (IEP).

NHCFS will bill services provided to District students to appropriate 3<sup>rd</sup> party funding sources. No service will be billed to the District without their prior written approval. These could include but are not limited to:

Medical Assistance – Primary Funder CTSS  
 School Linked Grant – Crisis, Ancillary and Uninsured  
 3<sup>rd</sup> Party Plans – Mental Health Therapy  
 Payment Waiver (Guardian Sliding Fee Scale)  
 In-Kind - Necessary Unfunded Activity  
 School District (with appropriate referral and prior approval)

## **2. CORE SERVICES OF THE AGREEMENT**

### **CTSS – Standard**

School-based CTSS services strengthen students and their families through prevention, intervention and skill building within the school setting. NHCFS professionals and/or practitioners work with the school professional, student and family to formulate goals and objectives identified by the team.

CTSS Services Include:

- Individual, family and group skills training to improve functioning at school, home and in the community.
- Psychotherapy directed towards changing or reducing symptoms of a mental health condition.
- Diagnostic assessments and treatment planning by a licensed Mental Health Professional.
- Student specific consultations with parents and school staff.

### **CTSS – Intensive**

This level incorporates all of the elements in the Standard CTSS but increases the amount of service to the student. Typically, this service works in conjunction with the EBD rooms providing a seamless and intensive mental health component to student's experiencing significant emotional and behavioral challenges.

### **Crisis Intervention**

NHCFS school-based practitioners and professionals remain at the ready to respond to any student experiencing a crisis. This would include early intervention and a course of action to ensure ongoing support.

### **Day Treatment**

When Day Treatment Services are being provided for the District, those services will be addressed under a separate contract.

**Diagnostic Assessments**

As a Rule 29 provider NHCFS has numerous qualified Mental Health Professionals who will make it a priority to provide high quality and timely Diagnostic Assessments. Please note that NHCFS professionals take this very seriously and do not diagnose unless clearly indicated.

**Therapy**

NHCFS School Practitioners work under the direction of the Mental Health Professional. They are well-trained and supervised to conduct group, individual and/or family skills work. Mental Health Professionals are also available to do therapy at our clinic or in the school if requested.

**Ancillary Services and Other Functions****(a) Parent and Child Study Sessions**

NHCFS feels it is very important to create a team with the school and family. Therefore, our Practitioners and Mental Health Professionals (when requested) will participate in the child and family study, IEP meetings, etc.

**(b) Suicide Prevention and Intervention Services**

NHCFS has therapists at our clinics with extensive training in suicide prevention and intervention. At the time this contract was written, NHCFS has over 20 therapists that have completed Trauma Based Cognitive Behavioral Treatment training, with some becoming nationally certified.

**(c) On-going Behavioral Health Consultation**

As stated above, when working in the schools we are one team. NHCFS work with very behaviorally challenging children throughout our continuum. Our effectiveness is dependent on our ability in this regard.

**(d) Training (Behavioral Management, Mental Health)**

NHCFS trains our staff in the behavioral management model Life Space Crisis Intervention (LSCI). Upon request of the District, NHCFS would offer cross training of these skills to the district staff. NHCFS staff working in the School District locations are not trained in CPI and are instructed not to do physical interventions or holds unless there is no other option for ensuring the immediate safety of the student. School staff are to take lead in any physical interventions or hold.

(e) Tragic Event Response Services

Whenever a tragedy occurs within a school (i.e. suicide, car accident, etc.) NHCFS commits to put our collective resources on-site to assist, counsel and support. NHCFS professionals are trained and skilled in Informed Trauma Therapy and we commit to assisting your staff and students in coping with tragic events.

(f) Wrap Around Services and Coordination with Community Resources

NHCFS has a comprehensive service continuum and strong connections with community resources, as such, we have at our disposal resources and consultants to address the often complex needs of students. Our multi-disciplinary team in our Rule 29 Clinic can staff difficult cases and come up with intervention strategies.

### **Summer Programming**

NHCFS will provide quality outdoor programming for the CTSS students in the summer months. Programming will focus on outdoor skill building and healthy recreation. NHCFS will seek to partner with other community resources such as the Boys and Girls Club for summer programming at the Middle School level.

### **3. SERVICES TO BE PROVIDED**

Contractor shall utilize best efforts to:

- a. Provide licensed mental health professionals and qualified mental health practitioners that meet the guidelines of Minnesota Department of Human Services certification for Children's Therapeutic Support Services (CTSS). Upon request by the District, the Contractor will provide license, background and supporting professional and practitioner documentation for Contractor staff working in their District.
- b. Provide appropriate mental health services on a regular basis according to DA (Diagnostic Assessment) specifications.
- c. Provide appropriate documentation required by the school.
- d. Bill all appropriate third-party payer sources.
- e. Participate in student's educational meetings and appropriate conferences in person, via computer, or by phone. If the Provider cannot attend a meeting by one of these means, a written update will be provided for the team's review.

### **4. PAYMENT FOR SERVICES**

Payment for services shall be made directly to the Contractor by Third Party Payor source. It will be the Contractors responsibility to bill and collect for services provided.

The District will provide referral data to the Contractor and will aid in obtaining Consent Authorizations as deemed necessary and appropriate.

If payment under this Agreement is dependent upon the availability of federal, state, District or other funds and such funds are reduced or terminated, this Agreement may be renegotiated or terminated at the sole discretion of the District.

Contractor certifies that payment for purchased services will be in accordance with rates of payment which do not exceed amounts reasonable and necessary to assure quality of services.

## **5. INDEPENDENT CONTRACTOR**

- A. Contractor is to be and shall remain an independent contractor with respect to any and all work performed under this Contract. Nothing contained in this Agreement is intended or should be construed as creating the relationship of co-partners or joint ventures with the Contractor. No tenure or any rights including worker's compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available Contractor's employees, including indemnification for third party personal injury/property damage claims, shall accrue to the Contractor or employees of the Contractor performing services under this Agreement.
- B. Contractor acknowledges and agrees that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or other, will be made from the payments due Contractor and it is Contractor's sole obligation to comply with all federal and state tax laws.
- C. Contractor shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services identified in this Agreement.
- D. Contractor is responsible for hiring sufficient workers to perform the services required by this Agreement and withholding taxes and paying all other employment tax obligation on their behalf.
- E. The Contractor is solely responsible for supervision, control and direction of the Contract personnel utilized to provide the services under this agreement.

## **6. INDEMNIFICATION AND INSURANCE**

Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other, its officers and employees may hereafter sustain, incur or be

required to pay, arising out of or by reason of any negligent act or omission of the party, its agents, servants or employees, in the execution or performance or failure to adequately perform its obligations pursuant to this Agreement.

It is understood and agreed that the District's and the Contractor's liability shall be limited by the provisions of Minnesota Statute § 466 and/or other applicable law.

Contractor further agrees that in order to protect itself as well as the District under the indemnity provision set forth above, it will at all times during the term of this Agreement keep in force liability limits in compliance with Minnesota Statutes, Section 466 or:

- A. Commercial General Liability Insurance Policy with minimum limits of \$1,500,000 combined single limit (CSL), with coverage pertaining premise operations. In the event Combined Single Limits Coverage is not secured by the Contractor, the minimum limits apply:
  - \$3,000,000 Aggregate
  - \$2,000,000 Each Occurrence
- B. Automobile Liability Insurance including owned, non-owned, and hired vehicles in an amount not less than \$2,000,000 combined single limit (CSL) for total bodily injuries and/or damages arising from any one accident.
- C. Professional Liability Insurance (when required) the following minimum limits apply:
  - \$3,000,000 Aggregate
  - \$2,000,000 Each Occurrence
- D. Excess Umbrella Liability Policy will be additionally required if any of the above policies have lower limits than stated.
- E. Worker's Compensation Insurance.
- F. At the request of the District, the Contractor will furnish the District with an original Certificate of Insurance providing proof of the coverage areas.

## 7. DATA PRIVACY/DATA OWNERSHIP

### A. Data Practices.

All data collected, created, received, maintained, or disseminated in any form, for any purposes by the activities of Contractor because of this contract is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules promulgated pursuant to Chapter 13 and the Federal Health Insurance Portability and Accountability Act (45 C.F.R. §§160,162,164) The Contractor will be responsible for release of all data under this Agreement and will abide by all governing State and Federal laws.

- B. Health Insurance Portability and Accountability Act (HIPAA - 45 C.F.R. §§160,162,164)  
If under this Agreement the exchange of Protected Health Information in any form is anticipated the Contractor shall comply with all regulatory obligations including signing any required agreements (e.g., Business Associate Agreement). Such Agreements shall be attached to and incorporated into this Agreement.
- C. Release.  
No educational data may be released by the Contractor to a third party without the express consent of the District's representative as indicated below – this includes any media relations.
- D. Ownership.  
Ownership of all data prepared by the Contractor for the District under this contract, whether having commercial value or not shall be owned by the Contractor. Any reports, studies, photographs, negatives or other documents or any other form of data prepared by the Contractor in the performance of its obligations under this contract shall be maintained by the Contractor as part of the mental health records. Contractor shall not use, allow, or cause to have such materials used for any purpose other than performance of the Contractor's obligations under this contract without the prior written consent of the District.

**8. RECORDS: AVAILABILITY AND RETENTION**

Pursuant to Minnesota Statute §16C.05, subd. 5, the Contractor agrees that the District, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the Contractor and involve transactions relating to this Agreement. Contractor agrees to maintain these records for a period of six years from the date of termination of this Agreement. Any educational data may be retained for a longer period, as the District may determine in accordance with applicable law and policy.

**9. MERGER AND MODIFICATION**

- A. It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items referred to in this Agreement are presumed to be incorporated or attached and are deemed to be part of this Agreement. Where the incorporated terms differ with the terms of this Agreement, the terms of this Agreement shall control.

- B. Any material alteration, modification, or variation shall be reduced to writing as an amendment and signed by the parties.

**10. DEFAULT AND CANCELLATION**

- A. If the Contractor fails to perform any of the provisions of this Agreement or so fails to administer the work as to endanger the performance of the Agreement, this shall constitute default. Unless the Contractor's default is excused by the District, the District may, upon written notice to the Contractor's representative listed herein, cancel this Agreement in its entirety as indicated in (10 B.) below.

- B. This Agreement may be cancelled with or without cause by either party upon thirty (30) days written notice.

- C. Representatives for each of the parties to this Agreement are as listed below:

**District**

Jeff Pesta, Superintendent  
ISD #100  
207 Pioneer Drive  
Wrenshall, MN 55797  
218.384-4274

**Contractor**

James C. Christmas, President & CEO  
North Homes, Inc.  
303 SE First Street  
Grand Rapids, MN 55744  
218.327.3000

- D. The District and the Contractor agree to attempt to resolve quickly all matters related to uncontrollable circumstances and use all reasonable efforts to mitigate its effects.

**11. SUBCONTRACTING AND ASSIGNMENT**

- A. Contractor shall not enter into any subcontract for the performance of any services contemplated under this Agreement without the prior written approval of the District and subject to such conditions and provisions as the District may deem necessary. The Contractor shall be responsible for the performance of all Subcontracts. Any agreement between the Contractor and any subcontractor shall obligate the subcontractor with the general terms of this Contract.

- B. No party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other parties and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors.

**12. NONDISCRIMINATION**

During the performance of this Agreement, the Contractor agrees to the following:  
No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, sexual orientation, public assistance status, criminal record, creed or national origin be excluded from full employment rights in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable Federal and State laws against discrimination.

**13. HEALTH AND SAFETY**

The Contractor shall be solely responsible for the health and safety of its employees and subcontractor's employees in connection with the services performed in accordance with this Agreement. The Contractor shall ensure that all employees, including those of all subcontractors, have received training required to properly and safely perform services outlined in this Agreement. Upon the request of the District, the Contractor shall provide copies of any licenses and/or training records for Contractor and/or Contractor's employees or subcontractor's employees who perform services pursuant to this Agreement.

**14. NONWAIVER, SEVERABILITY & APPLICABLE LAWS**

- A. Nonwaiver.  
Nothing in this Agreement shall constitute a waiver by the District of any statute of limitations or exceptions on liability. If the District does not enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.
- B. Severability.  
If any part of this Agreement is rendered void, invalid or unenforceable, by a court of competent jurisdiction, such rendering shall not affect the remainder of this Agreement unless it shall substantially impair the value of the entire Agreement with respect to either party. The parties agree to substitute for the invalid provision a valid provision that most closely approximates the intent of the invalid provision.
- C. Applicable Laws.  
The Laws of the State of Minnesota shall apply to this Agreement. The Contractor shall abide by all Federal, State, or local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to this Contract or to the facilities, programs and staff for which Contractor is responsible.

**15. SECTION HEADINGS**

The section headings contained in this Agreement are for reference purposes only and shall not affect the meaning or interpretation of this Agreement.

**16. THIRD PARTIES**

This Agreement does not create any rights, claims or benefits inuring to any person that is not a party hereto nor create or establish any third-party beneficiary.

**17. CONFLICT OF INTEREST**

Contractor agrees that it will not contract for or accept employment for the performance of any work or services with any individual, business, partnership, corporation, government, governmental unit or any other organization that would create a conflict of interest in the performance of its obligations under this Contract.

District and Contractor, having signed this Agreement and pursuant to the proper District and Contractor officials having signed this Agreement, the parties hereto agree to be bound by the provisions herein and attached.

NORTH HOMES, INC.

ISD #100

\_\_\_\_\_  
Contractor Date

J. Post 4/24/25  
\_\_\_\_\_  
Superintendent Date

\_\_\_\_\_  
Chairperson, School Board Date



# Wrenshall Public Schools

Superintendent- Jeff Pesta  
Principal- Michelle Blanchard

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March 13, 2025

## **Request For Proposals:**

Independent School District 100 is requesting proposals for a three-year lease of four black and white copier/scanners, one of which should be capable of transmitting secure facsimile copies of private medical records. The lease start date will be June 10, 2025 or soon as practicable thereafter. Proposals should include quotation for a three-year lease of appropriate equipment and service agreement to adequately serve a one campus K-12 public school. Best value evaluation criteria of proposals will include total lease cost, the contractor's past performance if relevant, technical capabilities, and qualifications of key support personnel.

Proposals will be considered if received before 12:00 p.m., May 2, 2025. Questions regarding the specifications should be directed to Rosy Bradley [rbradley@isd100.org](mailto:rbradley@isd100.org)

Please address proposals to:  
Copier Lease Proposals  
Wrenshall Public School  
207 Pioneer Drive  
Wrenshall, MN. 55797-9000

# FY 26 COPY MACHINE BID EVALUATION RUBRIC

**Product Specifications:**

- 4 black and white copier/scanners
- 1 machine must include a fax machine

**Qualifying Bid Requirements:**

- Must include 3-year lease

**Bid Weighting Factors:**

Price of the eligible products and services	40%
Prior experience with vendor	35%
Technical capabilities	15%
Personnel qualifications	10%

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Total score	100%
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**Bid Evaluation Matrix:**

Factor	Points Available	Metro	Great Lakes
Price of the eligible products and services	40	35	40
Prior experience with vendor	35	35	0
Technical capabilities	15	15	15
Personnel qualifications	10	10	10
<b>TOTAL</b>	<b>100</b>	<b>95</b>	<b>65</b>

**Disqualified Bids Received:**

1. Loffler- Not matching product specifications

**Summary**

Metro had the highest score on the rubric and has been selected as the preferred vendor. Metro is currently the Wrenshall Public Schools' vendor. Therefore, past contract performance and familiarity with Richoh machines are extremely important factors.



# METRO

SALES INC.

*Copier Proposal for ISD 100*



Serving the Tri-State Region

MN, WI and ND

## Get to know MSI

As an employee-owned company, every associate at Metro Sales has a vested interest in providing the highest quality of customer service. It's because of this effort we continue to be named one of the largest independent office technology providers in the United States. With our managed office approach, we are ready to partner with you in the following areas:

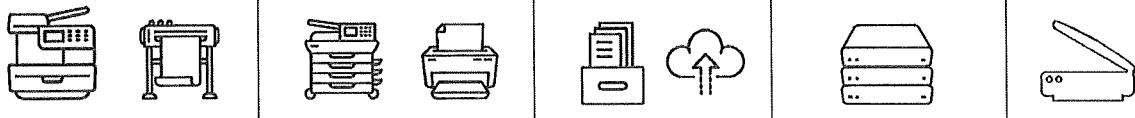
Copier

Printer Fleet  
Management

Document Services

Managed  
Technical Services

Scanning  
Solutions



## Company Information

Metro Sales is an Employee-Owned Company that has been in the Document Management industry for over 50 years. Metro Sales has around 12,000 customers throughout our service area that includes the full state of Minnesota, most of North Dakota and Western Wisconsin.

Metro Sales is the largest Ricoh dealer in the US with over 300 employees, of which 92 are field technicians. We are a one-line dealer, which allows us to focus on parts and knowledge for one manufacturer. Metro offers remote monitoring of all machines, meters, service calls and supplies. Other items of note are a full time Help Desk, reporting done at any interval, 4 Hour service response with an average of 1.62 hours, and \$8,000.00 of parts in every tech vehicle.

Metro also offers software solutions such as Docuware Software for scan, indexing, retrieval, HR, AP and AR workflow software. We specialize in Papercut software for follow me printing and scanning. We also offer Managed Print Services for any print fleet. (MPS) Full Network Services:

With MSI's full service Managed Technical Services we take the entirety of IT management off your plate and allow you to be assured that your IT initiatives are in good hands. With our additional inclusion of our security solutions and business continuity planning, you can count on the fact that you'll have a comfortable security posture as well as a highly reliable technology environment. We'll follow that up with a top to bottom environmental review to discover imperfections and convert those conversations into non-technical terms to help you best determine whether it is important within your business to address these gaps or not.

## Local Representation

Your assigned Senior Technology Advisor (David Leslie) has an 8-year track record at MSI supporting businesses of all sizes with an emphasis on Major Accounts, Education (K-12) and State & Local Governments.

## Account Management & Technical Service

**4 Hour Guaranteed Response Time**



Metro Sales guarantees that we will arrive on-site within four hours from the time you place your call and you will receive a call from the technician within 30 minutes of placing your call.

## **Factory Support**

Metro Sales represents Ricoh Corporation, the world's leading manufacturer of digital office products. As a direct manufacturer, Ricoh builds and supplies copiers directly to its dealer network. Metro Sales also has access to Manufacturer Technical Online Support, providing our technician with troubleshooting information from Ricoh's national technical database.

## **Centralized/Computerized Dispatch**

Our centralized dispatched system allows you to place just one call regardless of location. This allows for fast coordination of dispatching for our entire technical force.

## **Instant Communications**

Our technicians carry Smart phones to provide communication with those technicians outside of their area. This creates a Network of Communications, integrating dispatch, the technician, and you!

## **About our service:**

- Metro Sales is able to provide the most thorough training to our technicians, and the most comprehensive in-house parts inventory available.
- All of our technicians are factory certified; insuring excellence in service.
- We stock over \$2,294,000 in Ricoh copier parts, so you know that we will have the right part in the right place at the right time, with the properly trained technician to repair your equipment.
- Our Service Department has been a Ricoh Service Excellence Certified Dealership since 2013 (first year of inception of this program).

Metro Sales provides FM audit and Papercut software for asset management containing output devices. Your sales representative would be the main point of contact for any asset management activities, moves, installs or removals.

Our service technicians perform a Total Call on every call which avoids unnecessary service calls. The customer would initiate a service call for any breaks or fixes on their machine. Metro Sales has 92 trained field service technicians.



## Environmental

All of Metro's devices are EnergyStar compliant. Through implementing solutions such as Papercut, we can limit the use of paper. We recycle our toner and use biodegradable packing peanuts.

## Support & Service Call Escalation Process

Metro Sales guarantees that we will arrive on-site within four hours from the time you place your call and you will receive a call from the technician within 30 minutes of placing your call.

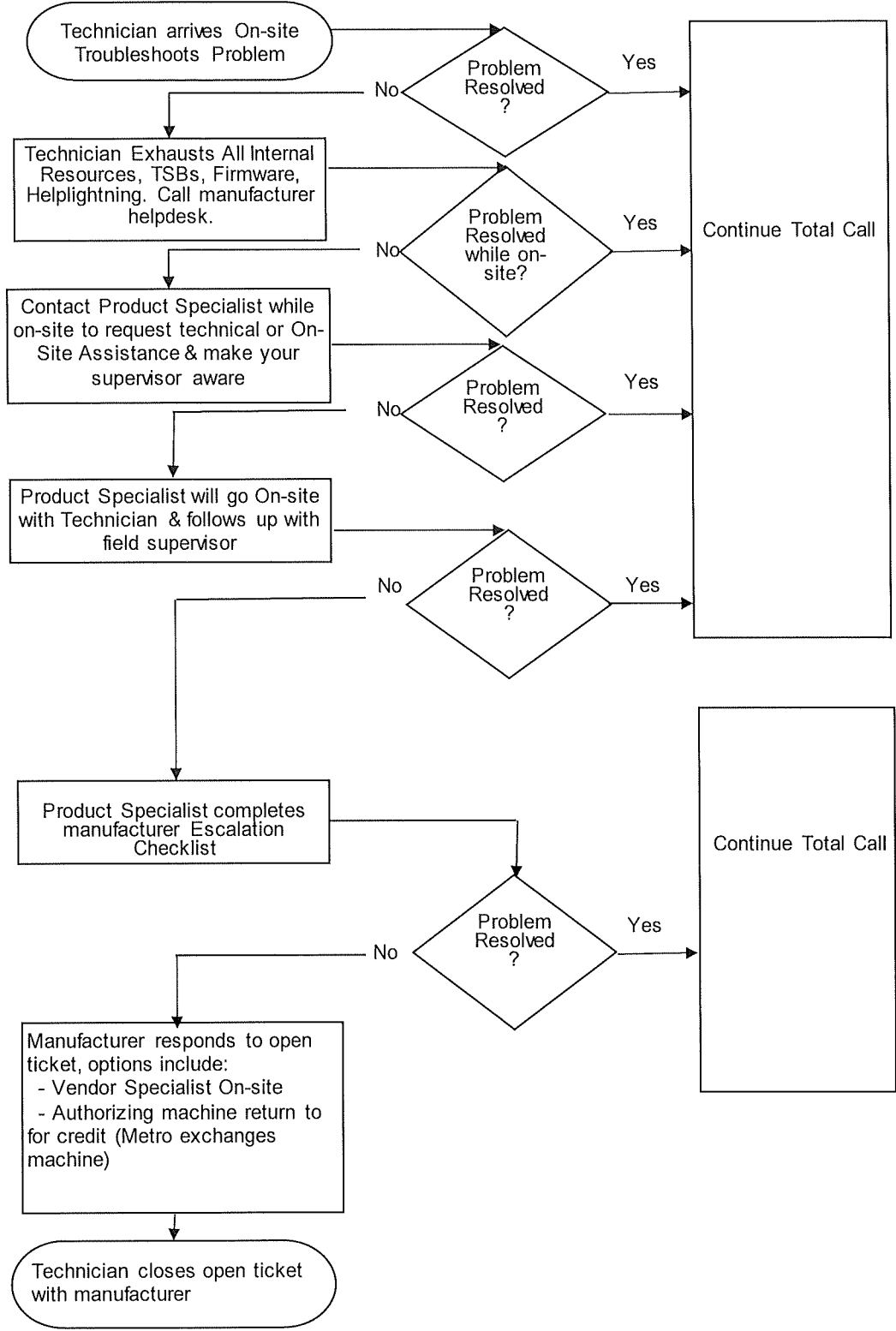
First level of support is our helpdesk. Second level will be the field service. Third level is our Product Specialist. 98% of our calls are handed within 3 hours for the Twin Cities area, and 4 hours for our Outstate customers. Hours of support are 730a-515p Mon-Thurs, 730a-5p Fri. After hours service is available (billable) if needed.

## Accountability Guarantee

For problematic devices, Metro uses a call back report for monitoring. We consider 3 calls within 30 days to be a problematic device.

Regarding loaner or permanent replacement devices we review the circumstances for each situation individually. As few as (1) service call could necessitate an equipment swap depending on the severity of the issue and customer needs. As an employee-owned company and Ricoh's #1 privately held dealership in North America we have the freedom to address these rare (but critical) situations with as much urgency as the circumstances require.

## Call Escalation Process Flowchart





### **Experienced Service Management**

- (5) Managers with a total of 118 years of experience here at Metro Sales
- Average Tenure for Service Management 24 years
- (10) Field Supervisor's with 186 years of experience here at Metro Sales
- Average Tenure for Service Supervisors 18.2 years

### **Well Trained Technicians**

- The average technician received 151 hours of new product or refresher classes last year
- 77 Products were trained on; of these products that were graded 57% of our technicians scored 95% or better
- Average Tenure of 13 years
- We are the home to 6% of the nation's top certified Ricoh technicians

### **Accessible Technical Support for Technicians On-Site as Well as Telephone Assistance Certified Technical Instructors**

- (3) Trainers with 75 years of experience
- Average Tenure of over 25 years

### **Vendor Hot Line accessible by telephone and web site**

### **Local Manufacturer's Support**

- Manufacturer has Technical Manager support in Twin Cities and surrounding areas

### **Automatic Call Dispatching System**

- Zero Hold Time if you choose:
  - [www.metrosales.com](http://www.metrosales.com) - service calls can be placed 24/7 and with confirmation, for the next business day
  - Our E-Info program - allows you to enter service calls and place supply orders for the next business day and update meter readings 24 hours a day. It also allows you to track the status of your service call or supply order. Contact us to sign up!
  - Automating the entry process allowing for instantaneous communication
- Efficient and timely service call placement
- All technicians have Smart phones where they can view current calls and receive information instantaneously

We offer secure online services for each user in your company by request. This will allow you to enter service calls, order supplies and update meter readings 24 hours a day with zero delay!

### **Well trained connectivity/network support staff**

Macintosh/OSX	Novell	A+ Certified	Citrix	Network+
Server+	Security+	Linux+	CDIA+	PDI+
CTT+	MCSE	MCP		

**All technicians are provided with late model reliable company vehicles.  
Over \$2,294,000 in spare parts stocked locally and in technician vehicles.**

## Your Investment (RFP Specs)

4 – New Ricoh Multifunction Copiers with 36/mo Lease – Total → \$778.00/mo

(1) Ricoh IM 7000 High-Volume B&W Multifunction Copiers

(3) Ricoh IM 4000 Mid-Volume B&W Multifunction Copiers

Logistics → Delivery/installation of new devices, return of current Leased devices

All B/W Copies/Prints: \$ .0055 /each\* – includes Staples (Rate locked for term)

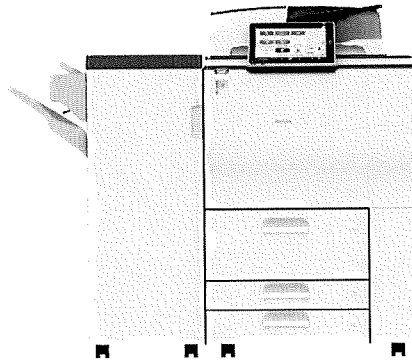
Pricing includes parts, labor, toner & staples. Paper or other media is NOT included.

*\*This is a 18% reduction in cost per copy over the current rates of \$.0065*

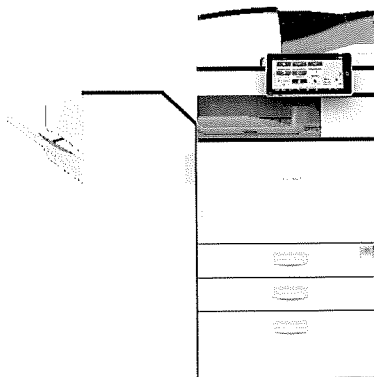
## New Equipment Details

*Proposed as configured below (identical to current configurations)*

**1 x Ricoh IM 7000**  
70 Pages Per Minute  
Staple Finisher



**3 x Ricoh IM 4000**  
40 Pages Per Minute  
Staple Finisher (main office only)  
Fax Option (main office only)





## *Additional Options*

- Longer lease term lengths of all-new equipment to reduce overall costs:
  - 48/mo = \$634/mo
  - 60/mo = \$532/mo

# Wrenshall Schools

## 12-Month Average Cost Study

Current Situation	<i>Annual</i> Monthly Cost Black	Monthly Cost Color	60 Month Lease	Total Annual Cost
<b>Ricoh MP 6503, MP 4055 (3)</b>	\$4,651 <i>715,509 annual avg</i>	\$0 <i>0/mo average</i>	\$482	\$10,435
Proposed	<i>Annual</i> Monthly Cost Black	Monthly Cost Color	60 Month Lease	Total Annual Cost
<b>Ricoh IM 7000, IM 4000 (3)</b>	\$3,935 <i>715,509 annual avg</i>	\$0 <i>0/mo average</i>	\$532	\$10,319

David F Leslie

Senior Account Executive

Metro Sales Inc

4602 Airpark Blvd.

Duluth, MN 55811

218-831-2027

[dleslie@metroales.com](mailto:dleslie@metroales.com)

[www.metroales.com](http://www.metroales.com)

Current Service Rates: B&W .0065

Proposed Service Rates: B&W .0055

Savings:  
\$116/yr

*Includes delivery, installation, and return of old devices*

## **533 WELLNESS**

### **I. PURPOSE**

The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards.

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

- A. The school board recognizes that nutrition promotion and education, physical activity, and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and learning.
- B. The school environment should promote students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages the involvement of parents, students, representatives of the school food authority, teachers, school health professionals, the school board, school administrators, and the general public in the development, implementation, and periodic review and update of the school district's wellness policy.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

### **III. WELLNESS GOALS**

- A. Nutrition Promotion and Education
  - 1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:
    - a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
    - b. part of health education classes, as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and

- c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
2. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte/snack lines, vending machines, fundraising events, concession stands, and student stores.
3. Farm to School programs enhance the nutritional and educational experience of school children by providing nutritious, locally grown food as a part of the school food program. Farm to School programs provide students with the opportunity to eat healthy, locally grown foods and be exposed to a variety of fresh produce that reflects the ethnic and cultural diversity of the student population. The school district will support the development of Farm to School programs to help students eat more nutritious foods and promote healthier lifelong eating patterns; support the local economy and local farmers; and teach students about the origins of their foods and how their food is grown.

B. Physical Activity

1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health and physical education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities, such as watching television;
2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and
3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

C. Communications with Parents

1. The school district recognizes that parents and guardians have a primary role in promoting their children's health and well-being.
2. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.
3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. The school district will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

#### **IV. STANDARDS AND NUTRITION GUIDELINES**

A. School Meals

1. The school district will provide healthy and safe school meal programs that comply with all applicable federal, state, and local laws, rules, and regulations.

2. Food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
3. Water cups will be present in the cafeteria and supervisory staff will allow students to access water throughout the meal period.
4. Food service personnel will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.
5. Food service personnel will provide clean, safe, and pleasant settings and adequate time for students to eat.
6. Food service personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all applicable federal, state, and local laws, rules, and regulations and that reimbursable school meals meet USDA nutrition standards.
7. Food service personnel shall adhere to all applicable federal, state, and local food safety and security guidelines.
8. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
9. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
10. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
11. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities.

B. School Food Service Program/Personnel

1. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA guidelines.
2. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools. The USDA Professional Standards for State and Local Nutrition Programs are followed to ensure that professional development in the area of food and nutrition is provided for food service directors, managers, and staff. New and current food service directors must have at least 12 hours; new and current managers must have at least 10 hours; new and current staff must have at least 6 hours.

C. Competitive Foods and Beverages

1. All foods and beverages sold on school grounds to students, outside of reimbursable meals, are considered "competitive foods." Competitive foods include items sold a la carte in the cafeteria, from vending machines, school stores, and for in-school fundraisers.

2. All competitive foods will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits.
3. Before and Aftercare (child care) programs must also comply with the school district's nutrition standards unless they are reimbursable under USDA school meals program, in which case they must comply with all applicable USDA standards.

D. Other Foods and Beverages Made Available to Students

1. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:
  - a. Celebrations and parties. The school district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
  - b. Classroom snacks brought by parents. The school district will provide to parents a list of suggested foods and beverages that meet Smart Snacks nutrition standards.
2. Rewards and incentives. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.
3. Fundraising. The school district will make available to parents and teachers a list of suggested healthy fundraising ideas.

E. Food and Beverage Marketing in Schools

1. School-based marketing will be consistent with nutrition education and health promotion.
2. Schools will restrict food and beverages marketing to the promotion of only those foods and beverages that meet the Smart Snacks nutrition standards.

**V. WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT**

A. Wellness Coordinator

1. The superintendent will designate a school district official to oversee the school district's wellness-related activities (Wellness Coordinator). The Wellness Coordinator will ensure that each school implements the policy.
2. The principal of each school, or a designated school official, will ensure compliance within the school and will report to the Wellness Coordinator regarding compliance matters upon request.

B. Public Involvement

1. The Wellness Coordinator will permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the wellness policy.

2. The Wellness Coordinator will hold meetings, from time to time, for the purpose of discussing the development, implementation, and periodic review and update of the wellness policy. All meeting dates and times will be posted on the school district's website and will be open to the public.

## **VI. POLICY IMPLEMENTATION AND MONITORING**

### **A. Implementation and Publication**

1. After approval by the school board, the wellness policy will be implemented throughout the school district.
2. The school district will post its wellness policy on its website, to the extent it maintains a website.

### **B. Annual Reporting**

The Wellness Coordinator will annually inform the public about the content and implementation of the wellness policy and make the policy and any updates to the policy available to the public.

### **C. Triennial Assessment**

1. At least once every three years, the school district will evaluate compliance with the wellness policy to assess the implementation of the policy and create a report that includes the following information:
  - a. the extent to which schools under the jurisdiction of the school district are in compliance with the wellness policy;
  - b. the extent to which the school district's wellness policy compares to model local wellness policies; and
  - c. a description of the progress made in attaining the goals of the school district's wellness policy.
2. The Wellness Coordinator will be responsible for conducting the triennial assessment.
3. The triennial assessment report shall be posted on the school district's website or otherwise made available to the public.

### **D. Recordkeeping**

The school district will retain records to document compliance with the requirements of the wellness policy. The records to be retained include, but are not limited to:

1. The school district's written wellness policy.
2. Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public.
3. Documentation of the triennial assessment of the local school wellness policy for each school under the school district's jurisdiction efforts to review and update the wellness policy (including an indication of who is involved in the

update and methods the school district uses to make stakeholders aware of their ability to participate on the Wellness Committee).

**Legal References:** Minn. Stat. § 121A.215 (Local School District Wellness Policy; Website)  
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)  
42 U.S.C. § 1758b (Local School Wellness Policy)  
42 U.S.C. § 1771 *et seq.* (Child Nutrition Act)  
7 U.S.C. § 5341 (Establishment of Dietary Guidelines)  
7 C.F.R. § 210.10 (School Lunch Program Regulations)  
7 C.F.R. § 220.8 (School Breakfast Program Regulations)

**Local Resources:** Minnesota Department of Education, [www.education.state.mn.us](http://www.education.state.mn.us)  
Minnesota Department of Health, [www.health.state.mn.us](http://www.health.state.mn.us)  
County Health Departments  
Action for Healthy Kids Minnesota, [www.actionforhealthykids.org](http://www.actionforhealthykids.org)  
United States Department of Agriculture, [www.fns.usda.gov](http://www.fns.usda.gov)

**704 DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM**

**I. PURPOSE**

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

**II. GENERAL STATEMENT OF POLICY**

The policy of the school district is that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

**III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM**

The superintendent or such other school official as designated by the superintendent or the school board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS) with a capitalization level that equals or exceeds \$5,000.00. Group purchases for technology, furniture or other equipment that is purchased as a per quantity that otherwise may be below the individual item threshold, the total threshold is \$20,000. In addition, the inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district.

**IV. REPORT**

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board.

**Legal References:**

Minn. Stat. § 123B.02 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.09 (Boards of Independent School Districts)  
Minn. Stat. § 123B.51 (Schoolhouse and Sites; Uses for School and Nonschool Purposes; Closings)

**Cross References:**

MSBA/MASA Model Policy 702 (Accounting)

**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. PROCEDURE

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)



# Wrenshull Public Schools

Superintendent- Jeff Pesta  
Principal- Michelle Blanchard

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May 12, 2025

I, \_\_\_\_\_, introduce the following resolution and move for its adoption:

## RESOLUTION FOR ACCEPTANCE OF DONATIONS

WHEREAS the following have been generously donated:

<u>Amount/Value of Item</u>	<u>Donor</u>
\$100 for Family Ball \$100 for Family Ball \$100 for Family Ball	Brickyard Restaurant Del Zotto Products General Store - Wrenshull
\$1500 for Summer Wrens Club supplies	Irving Community Association

\_\_\_\_\_ duly seconded the motion for adoption of the foregoing resolution.

**Voting in favor of the resolution:**

**THEREFORE, BE IT RESOLVED** by the Wrenshall Board of Education to gratefully accept these gifts.

**The foregoing resolution was approved on:  
May 12, 2025**

**SCHOOL BOARD OF INDEPENDENT DISTRICT 100**

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**District Clerk**



# Wrenshaw Public Schools

Superintendent- Jeff Pesta  
Principal- Michelle Blanchard

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May 12, 2025

## Request to Post Vacancies

1. Secondary Chemistry Teacher, .2 FTE effective August 26, 2025