



Windom Area Schools

District Office:
PO Box 177
Windom MN 56101
Phone: 507-831-6901
Fax: 507-831-6919

An Equal Opportunity Employer
Windom Area Elementary
1200 17th Street
PO box 177
Windom MN 56101
Phone: 507-831-6925

Windom Area
Middle /High School
1400 17th Street
PO Box 177
Windom MN 56101
Phone: 507-831-6910

Windom Schools will create a safe, responsive , and nurturing environment where every learner receives a high-quality, challenging education that empowers them with the skills and knowledge needed for a successful future.

WWW.WINDOM.K12.MN.US

August 10, 2026 Regular Meeting

Windom City Council Chamber

444 9th Street

Windom, MN 56101

August 10, 2026

5:30 PM

Live at [Media SB22](#) on youtube

1. Call to order
Angie Klassen
 2. The Pledge of Allegiance
Angie Klassen
 3. Approval of Agenda (revise as necessary)
Angie Klassen
 4. Acceptance of Donations
Angie Klassen
 5. Open Forum
 6. Approval of Consent Agenda
Angie Klassen
- Minutes from June 22nd, July 13th, and July 27th, 2026
 - Bills and Wires Transfers
 - Treasurer Report
 - Activity Assignments List
 - Approve resignation of Natalie Plagman as 6.75 Paraprofessional, effective July 1st, 2026.
 - Approve resignation of Patricia Jack, Business and FACS teacher, effective July 16th, 2026.
 - Approve resignation of Ashley Murray as 7.75 Paraprofessional, effective August 24, 2026.
 - Approve resignation of Sarah Shepherd as 7.5 Paraprofessional, effective August 24, 2026.
 - Approve resignation of Cathy Martinsen as 8.0 Paraprofessional, effective August 24, 2026.
 - Approve hiring April Myers as 7.25 Cafe Helper, effective August 25, 2026.
 - Approve hiring Xyla Kolander as 7.25 Paraprofessional, effective August 25, 2026.
 - Approve hiring Rachel Hawn as the MSHS Business & FACS teacher, effective August 20, 2026.
 - Approve hiring Cynthia Laxen as 7.5 Paraprofessional, effective September 8, 2026.
 - Approve hiring Ashley Murray as Infant Room Teacher at Soaring Eagles Child Care Center, effective August 25, 2026.
 - Approve hiring Sarah Shepherd as Infant Room Teacher at Soaring Eagles Child Care Center, effective August 25, 2026.

- **Approve hiring Cathy Martinsen as Preschool Assistant Teacher at Soaring Eagles Child Care Center, effective August 25, 2026.**
- **Approve hiring Morgan Frederickson as Infant Room Aide at the Soaring Eagles Child Care Center, effective August 25, 2026.**
- **Approve hiring Jenna Lehmann as Toddler Room Teacher at the Soaring Eagles Child Care Center, effective August 25, 2026.**
- **Approve hiring Katelyn Swenhaugen as Toddler Room Assistant Teacher at the Soaring Eagles Child Care Center, effective August 25, 2026.**
- **Approve hiring Olivia Maras as Toddler Room Aide at the Soaring Eagles Child Care Center, effective August 25, 2026.**
- **Approve hiring Katelin Power as Preschool Room Teacher at the Soaring Eagles Child Care Center, effective August 25, 2026**
- **Increase Preschool Behavior Intervention Position from 6.5 hours per day to 7.5 hours per day**

7. Administrative Report - Preschool - Elementary
Corey Barfknecht

8. Administrative Report Middle School - Grades 5-8
Dane Nielsen

9. Administrative Report - High School - Grades 9-12
Bryan Joyce

10. Administrative Report Special Education
Amanda Wilson

11. Superintendent Report
Jamie Frank

12. Board of Education Report

13. Approve the 2026-2028 MSEA Contract for Paraprofessionals - Action
Jamie Frank

On July 14, in a single meeting, the district and the MSEA Para Union reached a tentative agreement for 7.1%, or \$138,673, over two years.

On August 5, the union ratified the contract.

This settlement included a 5% increase in health insurance, a \$100 increase in 403(b) contributions, a \$1-per-hour increase for Setting III room paras, and the rest in salary.

Thank you to Board Members Jones and Steffens as well as the MSEA Negotiations team for a collaborative, and enjoyable negotiation session.

14. Approve Policies 203.5, 404, 405, 406, 422, 427, 505, 516, 530, and 807.
Bri Miller

15. Approve Adult Meal Prices for the 2026-2027 Regular School Year - Action
Holly Anderson

Each year, the School Board is required to review and approve adult meal prices for the upcoming school year. For the 2026-2027 school year, we are recommending that the adult meal prices remain unchanged from the 2025-2026 school year at \$3.00 for breakfast and \$6.00 for lunch. These rates continue to exceed the minimum adult meal prices established by MDE.

16. Review Estimated Cash Flow report for FY2027 (2026-2027) - Informational

Holly Anderson

This is the preliminary cash flow report for FY2027 - this is brought to the board for review approximately 3 times per year - but is monitored monthly by the Business Manager. At this time, unless something major happens, our cash flow is adequate to meet all of our obligations and there is no need to have any Aid of Anticipation Certificates (AAC). Last time an AAC was done was back in 2011. This shows good financial strength for our district.

17. Adjourn

Member introduced the following resolution and moved its adoption:

WHEREAS, the following donations were received

BE IT RESOLVED by the Board of Education to accept the donations on behalf of Independent School District No. 177 to be used for the benefit of the students of Windom School District.

Member seconded the motion. Upon voting, the resolution passed unanimously.

Elementary Backpack Program:

- \$55.00 Bethany Lutheran Church

Miscellaneous:

- \$3,000 from the Robert & Helen Remick Charitable Foundation for the Robotics and Aerial Drone Teams
- \$3,000 from Cottonwood County Game & Fish League Charitable Gaming for the Trap Team

FFA

- \$100 from West Fork LLC
- \$500 from James Richert- DBA CJ Farms
- \$100 from Cory & Stacy Hillesheim
- \$500 from Scott & Aimee Veenker- Scott Veenker Farms
- \$250 from Hass Ag Seed & Service INC
- \$250 from Staples Oil Company
- \$100 from Miller Sellner

Minutes – Regular Meeting – June 22, 2026

The Windom Board of Education met in regular session on Monday June 22, 2026, at 5:30 p.m. in the Windom City Council Chambers.

Members present: Lynn Liepold, Barb Jones, Joel Bordewyk, Bruce Mews and Brianne Miller

Absent: Angie Klassen and Matt Steffen

Joel Bordewyk opened the meeting with the Pledge of Allegiance.

MSP Miller/Liepold to approve the agenda. Motion carried.

MSP Mews/miller to approve the Food Service Department position changes. Motion carried.

Superintendent Frank along with members of the administration team shared updates on the Windom Area Schools Strategic Plan.

The meeting was adjourned at 6:14pm.

Brianne Miller, Clerk

Angie Klassen, Chair

Attest Brianne Miller, Clerk

Minutes – Regular Meeting – July 13, 2026

The Windom Board of Education met in regular session on Monday July 13, 2026, at 5:30 p.m. in the Windom City Council Chambers.

Members present: Lynn Liepold, Barb Jones, Angie Klassen, Brianne Miller, Bruce Mews and Matt Steffen

Absent: Joel Bordewyk

Angie Klassen opened the meeting with the Pledge of Allegiance.

MSP Miller/Jones to approve the agenda. Motion carried.

MSP Liepold/Mews to accept the list of donations with gratitude. Motion carried.

No one for Open Forum.

MSP Steffen/Jones to approve the Consent Agenda. Motion carried.

Corey Barfknecht presented the PreK & Elementary report. All state reporting has been submitted for the 2025-26 School Year. A couple of updates are being suggested for the Student Handbook. New Teacher Bootcamp will be on July 21, 2026.

Dane Nielsen shared the Middle School report.

Bryan Joyce presented the High School report. We will be looking to hire a few Paraprofessionals. Fall Activity eligibility meeting will be held on Monday, August 10th at 7pm.

Amanda Wilson shared the Special Education report.

Jamie Frank presented information for her Superintendent report. District enrollment is holding steady as expected. Rickway is currently completing the replacement of carpet in the circle. The construction at the Soaring Eagles Childcare Center is well on the way. Principal Evaluations were completed this past month.

Principal Bryan Joyce shared updates to the Middle School High School Student Handbook.

Principal Corey Barfknecht shared updates to the Elementary School Student Handbook.

Superintendent Jamie Frank presented the Board of Education Report. The Finance Committee has been working with the SWWC Administration to plan facility maintenance for the Winfair Building.

Minutes – Regular Meeting – July 13, 2026

MSP Steffen/Mews to approve Resolution 071326B for the FY2028 Long-Term Facilities Maintenance application. Motion carried with a roll call vote: Liepold, Jones, Miller, Mews, Steffen and Klassen all in favor.

MSP Miller/Jones to approve the Facilities and Conditions Inventory by Kraus Anderson. Motion carried with 5 Yes votes and 1 no vote.

MSP Miller/Mews to approve the Substitute Rate for the 2026-2027 school year.

Policies 506, 513, 516.5, 533, 721, 722 and 806 were presented to the board for review.

Since there were no other items for the board the meeting was adjourned at 6:29pm and brought into closed session to discuss Negotiation Strategies per M.S. 13D.03 and Superintendent Evaluation. The closed session was adjourned at 7:42pm.

Brianne Miller, Attest

Angie Klassen, Chair

Attest Brianne Miller, Clerk

Minutes - Work Session – July 27, 2026

The Windom Board of Education met on Monday, July 27, 2026, at 5:30 p.m. in the Windom City Council Chambers.

Members present: Lynn Liepold, Angie Klassen, Bruce Mews, Brianne Miller and Matt Steffen

Absent: Barb Jones and Joel Bordewyk

Angie Klassen opened the meeting with the Pledge of Allegiance.

MSP Steffen/Miller to approve the agenda. Motion carried.

MSP Miller/Mews to approve one 12-month Food Service Cook Manager position at 7 hours per day, effective at the beginning of the 2026-2027 school year. Motion carried.

MSP Mews/Steffen to approve Cardiac Emergency Response Plan. Motion carried.

MSP Miller/Mews to approve the purchase of Avigilon Software for our camera system. Motion carried.

Angie Klassen shared information from the Superintendent Evaluation.

MSP Steffen/Miller to approve the MSHS Handbook. Motion carried.

MSP Steffen/Mews to approve the Elementary Handbook. Motion carried.

MSP Miller/Liepold to approve the Milk/Dairy products quote from Prairie Farms for the 2026-2027 school year. Motion carried.

MSP Mews/Steffen to approve Resolution 072726A Relating to the Election of School Board members and Calling the School District General Election. Motion carried.

MSP Mews/Miller to approve Policies 506, 513, 516.5, 533, 721, 722 and 806. Motion carried.

Brianne Miller reviewed Policies 203.5, 404, 405, 406, 422, 427, 505, 516, 530 and 807.

The meeting was adjourned at 6:32pm.

Brianne Miller, Attest

Angie Klassen, Chair

Attest Brianne Miller, Clerk

WINDOM AREA SCHOOLS			DETAIL REGISTER - ACTIVITY ACCOUNT									JULY - AUGUST 2026		
Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description				
21		00948	BANK MIDWEST	8/5/2026 0:00	\$181.41	110690	E	21	300	301	Fall Musical- Schwalbach ACE- Set Supplies			
21		00948	BANK MIDWEST	8/5/2026 0:00	\$416.40	110693	E	21	300	301	Fall Musical- Menards- Set Supplies			
21	8662	9176	Minnesota FFA Association	7/8/2026 0:00	\$100.00	110560	E	21	300	301	FFA- State Convention			
21	8663	9176	Minnesota FFA Association	7/8/2026 0:00	\$105.00	110561	E	21	300	301	FFA- Student Registration Winter Leadership Summit			
21	8663	9176	Minnesota FFA Association	7/8/2026 0:00	\$10.00	110561	E	21	300	301	FFA- Adult Pre-Registration			
21	8663	9176	Minnesota FFA Association	7/8/2026 0:00	\$5.00	110561	E	21	300	301	Parking Fee			
21	8664	00975	WINDOM PUBLIC SCHOOL	7/8/2026 0:00	\$62.78	110556	E	21	100	301	Elem Yearbook- Sales Tax Reimbursement			
21	8664	00975	WINDOM PUBLIC SCHOOL	7/8/2026 0:00	\$119.78	110559	E	21	100	301	Elem Eagle Depot- Sales Tax Reimbursement			
21	8664	00975	WINDOM PUBLIC SCHOOL	7/8/2026 0:00	\$25.09	110557	E	21	300	301	MS Yearbook- Sales Tax Reimbursement			
21	8664	00975	WINDOM PUBLIC SCHOOL	7/8/2026 0:00	\$15.39	110558	E	21	300	301	Eagles Nest- Sales Tax Reimbursement			
21	8665	04322	VEX ROBOTICS, INC	7/13/2026 0:00	\$599.99	110602	E	21	300	301	26/27 VEX V5 Competition Field Element Kit			
21	8665	04322	VEX ROBOTICS, INC	7/13/2026 0:00	\$159.74	110602	E	21	300	301	Shipping & Handling			
21	8666	8651	CJ NELSON	7/20/2026 0:00	\$225.00	110643	E	21	300	301	Boys Basketball- Varsity Worthington Tournament			
21	8666	8651	CJ NELSON	7/20/2026 0:00	\$225.00	110643	E	21	300	301	Boys Basketball- JV Worthington Tournament			
21	8667	00948	BANK MIDWEST	7/28/2026 0:00	\$300.00	110673	E	21	300	301	START UP CASH-FAIR POP STAND			
21	8668	9505	ELITE SPORTSWEAR	7/28/2026 0:00	\$324.75	110671	E	21	300	301	Cheerleading- Metallic Royal Pom			
21	8668	9505	ELITE SPORTSWEAR	7/28/2026 0:00	\$324.75	110671	E	21	300	301	Cheerleading- Metallic Gold Pom			
21	8669	03382	IXL LEARNING	7/28/2026 0:00	\$1,375.00	110672	E	21	100	301	IXL Personalized Learning Platform Grades K-4			
21	8670	9685	SAMANTHA UNTIEDT	8/4/2026 0:00	\$2,115.00	110689	E	21	300	301	Team Camp 7/27/26			
21	8670	9685	SAMANTHA UNTIEDT	8/4/2026 0:00	\$30.00	110689	E	21	300	301	Individual Session- A. Lund			
21	8671	00975	WINDOM PUBLIC SCHOOL	8/5/2026 0:00	\$3,410.39	110692	E	21	005	301	Deposited in wrong account			
				TOTAL:	\$10,130.47									
WINDOM AREA SCHOOLS			DETAIL REGISTER - TRANSFERS									JULY - AUGUST 2026		
Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description				
4		7386	MSDLAF	7/10/2026 0:00	\$400,000.00	110581	B	01	101	TRANSFER TO BANK MIDWEST ACCOUNT MAX				
4		7386	MSDLAF	7/15/2026 0:00	\$315,000.00	110628	B	01	101	TRANSFER TO BANK MIDWEST ACCOUNT MAX				
4		7386	MSDLAF	7/17/2026 0:00	\$300,000.00	110630	B	01	101	TRANSFER TO BANK MIDWEST ACCOUNT MAX				
4		7386	MSDLAF	7/24/2026 0:00	\$100,000.00	110656	B	01	101	TRANSFER TO BANK MIDWEST ACCOUNT MAX				
4		7386	MSDLAF	7/27/2026 0:00	\$50,000.00	110670	B	01	101	TRANSFER TO BANK MIDWEST ACCOUNT MAX				
4		7386	MSDLAF	7/27/2026 0:00	\$15,000.00	110670	B	01	101	TRANSFER TO BANK MIDWEST ACCOUNT LIQUID				
				TOTAL:	\$1,180,000.00									
WINDOM AREA SCHOOLS			DETAIL REGISTER - GENERAL JOURNAL									JULY - AUGUST 2026		
Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description				
7	241539	05164	AT & T MOBILITY	7/8/2026 0:00	\$142.90	110548	E	01	005	000	JUNE 2026			
7	241540	9131	Dell Inc.	7/8/2026 0:00	\$0.00	110549	E	01	005	000	QUOTE NO 3000203351640.1			
7	241540	9131	Dell Inc.	7/8/2026 0:00	\$1,848.07	110549	E	01	005	000	NEW DELL PRO PRECISION 5 SERIES 14S LAPTOP			
7	241540	9131	Dell Inc.	7/8/2026 0:00	\$184.99	110549	E	01	005	000	DELL PRO DOCK - WD25			
7	241540	9131	Dell Inc.	7/8/2026 0:00	\$0.00	110549	E	01	005	000	J FRANK LAPTOP			
7	241540	9131	Dell Inc.	7/8/2026 0:00	\$0.00	110549	E	01	005	000	FOR 2026-2027 SCHOOL YEAR			
7	241540	9131	Dell Inc.	7/8/2026 0:00	\$0.00	110549	E	01	005	000	INVOICE AFTER JULY 1, 2026			
7	241541	00356	EAST SIDE JERSEY DAIRY INC	7/8/2026 0:00	\$1,075.41	110550	E	02	005	709	SUMMER MILK			
7	241542	9676	FINK, ISAAC	7/8/2026 0:00	\$3,000.00	110547	E	04	005	321	BEGREAT SPORTS TRAINING LLC			
7	241543	02350	KINECT ENERGY INC	7/8/2026 0:00	\$634.00	110551	E	01	005	000	ENERGY MGMT FEE-MONTHLY			
7	241544	04475	PALMER BUS SERVICE	7/8/2026 0:00	\$591.00	110552	E	01	005	723	JUNE ELC ESY ROUTE			
7	241544	04475	PALMER BUS SERVICE	7/8/2026 0:00	\$108.40	110552	E	01	005	723	TRANSPORT KH(08) HOME FROM ELC ESY			
7	241544	04475	PALMER BUS SERVICE	7/8/2026 0:00	\$130.08	110552	E	01	005	723	TRANSPORT BM(02) TO ESY CLASSES			
7	241544	04475	PALMER BUS SERVICE	7/8/2026 0:00	\$130.08	110552	E	01	005	723	TRANSPORT BM TO ESY CLASSES			
7	241544	04475	PALMER BUS SERVICE	7/8/2026 0:00	\$86.72	110552	E	01	005	723	TRANSPORT AA (3) TO ESY CLASSES			
7	241544	04475	PALMER BUS SERVICE	7/8/2026 0:00	\$43.36	110552	E	01	005	723	TRANSPORT SA(8) TO ESY CLASSES			
7	241544	04475	PALMER BUS SERVICE	7/8/2026 0:00	\$32.52	110552	E	01	005	723	TRANSPORT LB(6) TO ESY CLASSES			
7	241544	04475	PALMER BUS SERVICE	7/8/2026 0:00	\$1,652.53	110552	E	01	005	733	JUNE VAN MILES			
7	241544	04475	PALMER BUS SERVICE	7/8/2026 0:00	\$1,279.08	110552	E	01	005	733	JUNE EXTRACURRICULAR BUS HOURS			

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description
7	241544	04475	PALMER BUS SERVICE	7/8/2026 0:00	\$1,944.80	110552	E	01	005	733 JUNE EXTRACURRICULAR BUS MILES
7	241544	04475	PALMER BUS SERVICE	7/8/2026 0:00	\$422.06	110552	E	01	005	720 JUNE DIESEL SHARE REGULAR
7	241544	04475	PALMER BUS SERVICE	7/8/2026 0:00	\$73.83	110552	E	01	005	720 JUNE GAS SHARE REGULAR
7	241544	04475	PALMER BUS SERVICE	7/8/2026 0:00	\$4.52	110552	E	01	005	723 JUNE GAS SHARE SPED
7	241544	04475	PALMER BUS SERVICE	7/8/2026 0:00	-\$457.37	110552	E	01	005	720 JUNE VAN GAS REIMBURSEMENT
7	241544	04475	PALMER BUS SERVICE	7/8/2026 0:00	-\$1,300.00	110552	E	01	005	302 JUNE TERMINAL RENT
7	241545	00716	RUNNINGS	7/8/2026 0:00	\$27.98	110554	E	01	005	000 GENERAL MAINTENANCE SUPPLIES
7	241545	00716	RUNNINGS	7/8/2026 0:00	\$48.71	110553	E	01	005	000 GENERAL MAINTENANCE
7	241545	00716	RUNNINGS	7/8/2026 0:00	\$488.90	110555	E	01	005	000 SPRINKLER PASTIC, SEED, FERTILIZER
7	241546	03764	SVE,LLC / SCOTT'S SNOW REMOVAL	7/8/2026 0:00	\$359.04	110562	E	01	005	000 BLACK DIRT
7	241546	03764	SVE,LLC / SCOTT'S SNOW REMOVAL	7/8/2026 0:00	\$160.00	110562	E	01	005	000 MATERIAL HAULING
7	241546	03764	SVE,LLC / SCOTT'S SNOW REMOVAL	7/8/2026 0:00	\$18,815.35	110563	E	01	005	000 TRACK PROJECT-6 9.26-6.10.26
7	241547	01631	SYSCO MINNESOTA	7/8/2026 0:00	\$738.25	110564	E	02	005	709 SUMMER MEALS
7	241547	01631	SYSCO MINNESOTA	7/8/2026 0:00	\$210.36	110564	E	02	005	709 SUMMER SUPPLIES
7	241548	9483	TWOTREES TECHNOLOGIES	7/8/2026 0:00	\$19,500.00	110565	E	01	005	000 NEWLINE Q PRO ELITE 65 INCH
7	241548	9483	TWOTREES TECHNOLOGIES	7/8/2026 0:00	\$0.00	110565	E	01	005	000 NEWLINE WALL MOUNT FOR DISPLAY, INTERACTIVE DISPLAY - HEIGHT ADJUSTABLE - 55" TO 86" SCREEN SUPPORT - 1000 X 600 - VESA MOUNT COMPATIBLE
7	241548	9483	TWOTREES TECHNOLOGIES	7/8/2026 0:00	\$125.00	110565	E	01	005	000 LIFTGATE & INSIDE DELIVERY
7	241548	9483	TWOTREES TECHNOLOGIES	7/8/2026 0:00	\$0.00	110565	E	01	005	000 FOR 2026-2027 SCHOOL YEAR
7	241548	9483	TWOTREES TECHNOLOGIES	7/8/2026 0:00	\$0.00	110565	E	01	005	000 INVOICE AFTER JULY 1 2026
7	241548	9483	TWOTREES TECHNOLOGIES	7/8/2026 0:00	\$129,698.25	110566	E	01	005	302 ASUS CHROMEBOOK CR11 11.6" RUGGED CHROMEBOOK
7	241548	9483	TWOTREES TECHNOLOGIES	7/8/2026 0:00	\$12,442.50	110566	E	01	005	302 GOOGLE LICENSING
7	241548	9483	TWOTREES TECHNOLOGIES	7/8/2026 0:00	\$8,366.10	110566	E	01	005	302 UZBL RUGGED HARD SHELL STYLE CASE FOR ASUS CHROMEBOOK CR11
7	241549	9657	WOLD	7/8/2026 0:00	\$210.98	110567	E	01	005	000 REIMB. MILEAGE
7	241549	9657	WOLD	7/8/2026 0:00	\$627.76	110567	E	01	005	000 CONSTRUCTION ADMIN
7	241550	04896	BRAINPOP	7/13/2026 0:00	\$0.00	110584	E	01	330	000 QUOTE # Q-55316-3
7	241550	04896	BRAINPOP	7/13/2026 0:00	\$4,446.02	110584	E	01	330	000 BRAINPOP ELEMENTARY SCHOOL BUNDLE
7	241550	04896	BRAINPOP	7/13/2026 0:00	\$0.00	110584	E	01	330	000 INVOICE AFTER JULY 1, 2026
7	241551	00140	CITIZEN PUBLISHING CO INC	7/13/2026 0:00	\$163.50	110586	E	01	005	000 PUBLIC NOTICE OF FILING: JUNE 24TH CITIZEN
7	241551	00140	CITIZEN PUBLISHING CO INC	7/13/2026 0:00	\$15.00	110586	E	01	005	000 DIGITAL UPLOAD
7	241551	00140	CITIZEN PUBLISHING CO INC	7/13/2026 0:00	\$223.45	110585	E	01	005	000 BOARD MINUTES 5.11.26
7	241552	00327	COOPERATIVE PURCHASING CONNEC	7/13/2026 0:00	\$400.00	110587	E	02	005	701 2025-2026 SCHOOL YEAR CPC FOOD SERVICE PROGRAM PARTICIPATION
7	241553	8516	EREFLECT	7/13/2026 0:00	\$0.00	110588	E	01	060	000 PRICE QUOTE #BR-030526-1
7	241553	8516	EREFLECT	7/13/2026 0:00	\$407.70	110588	E	01	060	000 TYPESY (RENEWAL)
7	241553	8516	EREFLECT	7/13/2026 0:00	\$0.00	110588	E	01	060	000 1 YEAR SUBSCRIPTION
7	241553	8516	EREFLECT	7/13/2026 0:00	\$0.00	110588	E	01	060	000 INVOICE AFTER JULY 1, 2026
7	241554	7211	GDF ENTERPRISES	7/13/2026 0:00	\$125.00	110589	E	01	005	000 RSCE SOIL CONDITIONER RENTAL
7	241555	8369	GENERATION GENIUS	7/13/2026 0:00	\$0.00	110590	E	01	330	000 QUOTE 189685
7	241555	8369	GENERATION GENIUS	7/13/2026 0:00	\$1,995.00	110590	E	01	330	000 1 SCHOOL (SCIENCE & MATH) LICENSE
7	241555	8369	GENERATION GENIUS	7/13/2026 0:00	\$0.00	110590	E	01	330	000 INVOICE AFTER JULY 1, 2026
7	241556	03250	HUDL/AGILE SPORTS TECHNOLOGIES	7/13/2026 0:00	\$6,000.00	110592	E	01	050	000 HUDL PACKAGE -LEVEL 4
7	241556	03250	HUDL/AGILE SPORTS TECHNOLOGIES	7/13/2026 0:00	\$3,000.00	110592	E	01	050	000 HUDL PACKAGE -LEVEL 4
7	241556	03250	HUDL/AGILE SPORTS TECHNOLOGIES	7/13/2026 0:00	\$17,500.00	110592	E	01	050	000 HUDL PACKAGE -LEVEL 4
7	241556	03250	HUDL/AGILE SPORTS TECHNOLOGIES	7/13/2026 0:00	\$0.00	110592	E	01	050	000 2-YEAR SUBSCRIPTION
7	241556	03250	HUDL/AGILE SPORTS TECHNOLOGIES	7/13/2026 0:00	\$0.00	110592	E	01	050	000 YEAR 2 (2027-2028): \$26,500
7	241556	03250	HUDL/AGILE SPORTS TECHNOLOGIES	7/13/2026 0:00	-\$4,510.51	110592	E	01	050	000 CREDIT FOR SUBSCRIPTIONS
7	241557	05191	JAMF SOFTWARE	7/13/2026 0:00	\$4,171.20	110593	E	01	005	000 SCH-EDU-SUB
7	241558	03068	MN DEPT OF LABOR	7/13/2026 0:00	\$145.00	110594	E	01	005	000 ELEVATOR ANNUAL
7	241559	9644	OZO EDU, INC.	7/13/2026 0:00	\$1,690.00	110595	E	01	330	000 REPLACEMENT PROGRAM - EVO CLASSROOM KIT (12 BOTS)
7	241560	8512	QUAVERED, INC.	7/13/2026 0:00	\$0.00	110596	E	01	330	000 QUOTE 16628-1
7	241560	8512	QUAVERED, INC.	7/13/2026 0:00	\$1,800.00	110596	E	01	330	000 MINNESOTA MUSIC CURRICULUM - GRADE K-5, 1-YEAR LICENSE
7	241560	8512	QUAVERED, INC.	7/13/2026 0:00	\$0.00	110596	E	01	330	000 INVOICE AFTER JULY 1, 2026
7	241561	8490	RICKWAY CARPET	7/13/2026 0:00	\$0.00	110597	E	01	005	000 ENGINEERED FLOORS J & J - OPTION 1 KINETEX
7	241561	8490	RICKWAY CARPET	7/13/2026 0:00	\$0.00	110597	E	01	005	000 TO BE INCLUDED: DEMO SYNERGY KINETEX CARPT TILE WITH ADHESIVE, VINYL BASE, TRANSITIONS, PREP
7	241561	8490	RICKWAY CARPET	7/13/2026 0:00	\$13,550.00	110597	E	01	005	000 LABOR
7	241561	8490	RICKWAY CARPET	7/13/2026 0:00	\$29,416.72	110597	E	01	005	000 MATERIAL

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
7	241561	8490	RICKWAY CARPET	7/13/2026 0:00	\$18,050.00	110597	E	01	005	000	LABOR
7	241561	8490	RICKWAY CARPET	7/13/2026 0:00	\$9,200.00	110597	E	01	005	000	MATERIAL
7	241561	8490	RICKWAY CARPET	7/13/2026 0:00	\$4,500.00	110597	E	01	005	000	LABOR
7	241562	04802	SEESAW LEARNING INC. LOCKBOX	7/13/2026 0:00	\$3,025.00	110598	E	01	330	401	SEESAW FOR SCHOOLS
7	241563	03973	SFM	7/13/2026 0:00	\$107,972.00	110599	E	01	005	000	INSTALLMENT 7.1.26-7.1.27
7	241563	03973	SFM	7/13/2026 0:00	\$3,396.00	110599	E	01	005	000	MN SPICAL COMP FUND ASSESSMENT 7.1.26-7.1.27
7	241564	05152	SMITH AUTO SUPPLY	7/13/2026 0:00	\$10.49	110583	E	01	005	000	REAR OUTPUT SHAFT SEAL
7	241564	05152	SMITH AUTO SUPPLY	7/13/2026 0:00	\$11.99	110583	E	01	005	000	OIL SEAL
7	241564	05152	SMITH AUTO SUPPLY	7/13/2026 0:00	\$19.99	110583	E	01	005	000	FREIGHT
7	241565	00723	STAPLES OIL CO INC/EXPRESSWAY W	7/13/2026 0:00	\$457.37	110600	E	01	005	720	STUDENT VANS
7	241565	00723	STAPLES OIL CO INC/EXPRESSWAY W	7/13/2026 0:00	\$731.75	110600	E	01	005	000	MAINTENANCE VANS
7	241566	00944	WORTHINGTON GLASS CO	7/13/2026 0:00	\$950.82	110601	E	01	005	000	REPLACEMENT THEROMPANE
7	241567	7338	240201-NCPERS MINNESOTA	7/20/2026 0:00	\$64.00	110619	B	01	215		PERA LIFE INSURANCE
7	241568	8588	SCHOOL SPECIALTY LLC.	7/15/2026 0:00	\$12.54	110632	E	01	330	000	1502914 Pres-a-ply Laser/Inkjet Labels, 1 x 2-5/8 Inches, Pack of 3000 Item Number 1502914
7	241568	8588	SCHOOL SPECIALTY LLC.	7/15/2026 0:00	\$13.60	110632	E	01	330	000	059952 School Smart Fastener, 1 Inch, Size 4, Brass Plated, Pack of 100 Item Number 059952
7	241568	8588	SCHOOL SPECIALTY LLC.	7/15/2026 0:00	\$20.79	110632	E	01	330	000	2041205 Astrobrights Premium Color Paper, 8-1/2 x 11 Inches, Sprinkle Assortment, 500 Sheets Item Number 2041205
7	241568	8588	SCHOOL SPECIALTY LLC.	7/15/2026 0:00	\$16.57	110632	E	01	330	000	079517 BIC Intensity Low Odor Dry Erase Markers, Fine Tip, Black, Pack of 12 Item Number 079517
7	241568	8588	SCHOOL SPECIALTY LLC.	7/15/2026 0:00	\$53.68	110632	E	01	330	000	1277261 School Smart Laminating Film Roll, 25 Inches x 500 Feet, 1.5 Mil Thick, 1 Inch Core, High Gloss Item Number 1277261
7	241568	8588	SCHOOL SPECIALTY LLC.	7/15/2026 0:00	\$8.31	110632	E	01	330	000	2086836 EXPO Vis-A-Vis Wet Erase Markers, Fine Point, Assorted Colors, Set of 4 Item Number 2086836
7	241568	8588	SCHOOL SPECIALTY LLC.	7/15/2026 0:00	\$27.90	110632	E	01	330	000	1473706 Hammond & Stephens 6-Subject Lesson Plan Book, 8-1/2 x 11 Inches, 40 Week, Green/ Blue Item Number 1473706
7	241568	8588	SCHOOL SPECIALTY LLC.	7/15/2026 0:00	\$6.30	110632	E	01	330	000	1481859 Daily Memo Book, 5-7/8 x 9-3/8 Inches, White Item Number 1481859
7	241568	8588	SCHOOL SPECIALTY LLC.	7/15/2026 0:00	\$56.80	110632	E	01	330	000	015741 School Smart Manila File Folders, Letter Size, 1/3 Cut Tabs, Pack of 100 Item Number 015741
7	241568	8588	SCHOOL SPECIALTY LLC.	7/15/2026 0:00	\$18.16	110632	E	01	330	000	040617 School Smart Weighted Tape Dispenser with 1 Inch Core, Black Item Number 040617
7	241568	8588	SCHOOL SPECIALTY LLC.	7/15/2026 0:00	\$12.41	110632	E	01	330	000	1473632 Hammond & Stephens 1032-03-10 Tardy Slip Pad, 3 x 5 Inches, Pack of 10 Item Number 1473632
7	241568	8588	SCHOOL SPECIALTY LLC.	7/15/2026 0:00	\$10.00	110632	E	01	330	000	085328 School Smart Zaner-Bloser Handwriting Paper, 10-1/2 x 8 Inches, Grade K, 500 Sheets Item Number 085328
7	241568	8588	SCHOOL SPECIALTY LLC.	7/15/2026 0:00	\$9.94	110632	E	01	330	000	085370 Pacon Multi-Program Handwriting Paper, 1/2 Inch Rule, 8 x 10-1/2 Inches, Pack of 500 Item Number 085370
7	241568	8588	SCHOOL SPECIALTY LLC.	7/15/2026 0:00	\$4.50	110632	E	01	330	000	1506456 Prang Medium Weight Construction Paper, 9 x 12 Inches, White, 50 Sheets Item Number 1506456
7	241568	8588	SCHOOL SPECIALTY LLC.	7/15/2026 0:00	\$5.64	110632	E	01	330	000	201183 Prang Medium Weight Construction Paper, 9 x 12 Inches, Black, 50 Sheets Item Number 201183
7	241568	8588	SCHOOL SPECIALTY LLC.	7/15/2026 0:00	\$2.98	110632	E	01	330	000	053991 Tru-Ray Sulphite Construction Paper, 9 x 12 Inches, Salmon, 50 Sheets Item Number 053991
7	241568	8588	SCHOOL SPECIALTY LLC.	7/15/2026 0:00	\$10.20	110632	E	01	330	000	1506484 Prang Medium Weight Construction Paper, 12 x 18 Inches, White, Pack of 50 Item Number 1506484
7	241568	8588	SCHOOL SPECIALTY LLC.	7/15/2026 0:00	\$9.15	110632	E	01	330	000	1506461 Prang Medium Weight Construction Paper, 12 x 18 Inches, Black, 50 Sheets Item Number 1506461
7	241568	8588	SCHOOL SPECIALTY LLC.	7/15/2026 0:00	\$8.50	110632	E	01	330	000	201217 Prang Medium Weight Construction Paper, 12 x 18 Inches, Blue, 50 Sheets Item Number 201217
7	241568	8588	SCHOOL SPECIALTY LLC.	7/15/2026 0:00	\$6.21	110632	E	01	330	000	299528 Prang Medium Weight Construction Paper, 12 x 18 Inches, Orange, 50 Sheets Item Number 299528
7	241568	8588	SCHOOL SPECIALTY LLC.	7/15/2026 0:00	\$4.45	110632	E	01	330	000	201234 Prang Medium Weight Construction Paper, 9 x 12 Inches, Blue, 50 Sheets Item Number 201234
7	241568	8588	SCHOOL SPECIALTY LLC.	7/15/2026 0:00	\$5.10	110632	E	01	330	000	201202 Prang Medium Weight Construction Paper, 12 x 18 Inches, Yellow, 50 Sheets Item Number 201202
7	241568	8588	SCHOOL SPECIALTY LLC.	7/15/2026 0:00	\$4.45	110632	E	01	330	000	201192 Prang Medium Weight Construction Paper, 9 x 12 Inches, Yellow, 50 Sheets Item Number 201192
7	241570	00915	A & B BUSINESS EQUIPMENT	7/16/2026 0:00	\$421.98	110634	E	01	005	302	CONTRACT USAGE CHARGE FOR 6.5.26-7.4.26
7	241571	00140	CITIZEN PUBLISHING CO INC	7/16/2026 0:00	\$72.00	110638	E	01	050	000	WAMHS
7	241571	00140	CITIZEN PUBLISHING CO INC	7/16/2026 0:00	\$72.00	110638	E	01	330	000	WINDOM ELEMENTARY SCHOOL LIBRARY
7	241572	9492	JONTI-CRAFT	7/16/2026 0:00	\$334.00	110639	E	04	005	321	ACCORDION PANEL T-HEIGHT
7	241572	9492	JONTI-CRAFT	7/16/2026 0:00	\$167.30	110639	E	04	005	321	PANEL T-HEIGHT 36" WIDE MAGNETIC WRITE N WIPE
7	241572	9492	JONTI-CRAFT	7/16/2026 0:00	\$167.30	110639	E	04	005	321	PANEL T-HEIGHT 36" WIDE MIRROR
7	241572	9492	JONTI-CRAFT	7/16/2026 0:00	\$139.10	110639	E	04	005	321	PANEL T-HEIGHT 36" WIDE WRITE N WIPE
7	241572	9492	JONTI-CRAFT	7/16/2026 0:00	\$334.60	110639	E	04	005	321	PANEL T-HEIGHT 36" WIDE SEE THRU
7	241572	9492	JONTI-CRAFT	7/16/2026 0:00	\$500.00	110639	E	04	005	321	HUB T-HEIGHT
7	241572	9492	JONTI-CRAFT	7/16/2026 0:00	\$103.20	110639	E	04	005	321	WALL CONNECTOR
7	241572	9492	JONTI-CRAFT	7/16/2026 0:00	\$585.10	110639	E	04	005	321	WELCOME GATE WITH ARCH
7	241572	9492	JONTI-CRAFT	7/16/2026 0:00	\$1,434.60	110639	E	04	005	321	PANEL A HEIGHT SEE THRU
7	241572	9492	JONTI-CRAFT	7/16/2026 0:00	\$167.00	110639	E	04	005	321	ACCOORDION PANEL A -HEIGHT
7	241572	9492	JONTI-CRAFT	7/16/2026 0:00	\$500.00	110639	E	04	005	321	HUB A -HEIGHT
7	241572	9492	JONTI-CRAFT	7/16/2026 0:00	\$103.20	110639	E	04	005	321	WALL CONNECTOR A-HEIGHT
7	241572	9492	JONTI-CRAFT	7/16/2026 0:00	\$289.70	110639	E	04	005	321	DIAPER ORGANIZER
7	241572	9492	JONTI-CRAFT	7/16/2026 0:00	\$1,017.50	110639	E	04	005	321	QUIETTIME DAYCARE COT FOUR PACK
7	241572	9492	JONTI-CRAFT	7/16/2026 0:00	\$40.90	110639	E	04	005	321	QUIETTIME DAYCARE COT RTA
7	241572	9492	JONTI-CRAFT	7/16/2026 0:00	\$2,360.00	110639	E	04	005	321	QUIETTIME PRESCHOOL COT FOUR PACK

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
7	241572	9492	JONTI-CRAFT	7/16/2026 0:00	\$90.80	110639	E	04	005	321	QUITTIME PRESCHOOL COT CART RTA
7	241572	9492	JONTI-CRAFT	7/16/2026 0:00	\$42.50	110639	E	04	005	321	QUITTIME DAYCARE COT CART RTA
7	241572	9492	JONTI-CRAFT	7/16/2026 0:00	\$236.80	110639	E	04	005	321	RECTANGULAR ACTIVITY TABLE 30X60 FRECKLED GRAY/BLUE/GRAY
7	241572	9492	JONTI-CRAFT	7/16/2026 0:00	\$236.80	110639	E	04	005	321	RECTANGULAR ACTIVITY TABLE 30X60 FRECKLED GRAY/YELLOW/GRAY
7	241572	9492	JONTI-CRAFT	7/16/2026 0:00	\$236.80	110639	E	04	005	321	RECTANGULAR ACTIVITY TABLE 30X60 FRECKLED GRAY/RED/GRAY
7	241572	9492	JONTI-CRAFT	7/16/2026 0:00	\$704.40	110639	E	04	005	321	SQUARE ACTIVITY TABLE 48X48 FRECKLED GRAY/GRAY/GRAY
7	241572	9492	JONTI-CRAFT	7/16/2026 0:00	\$234.80	110639	E	04	005	321	SQUARE ACTIVITY TABLE 48X48 FRECKLED GRAY/TEAL/GRAY
7	241572	9492	JONTI-CRAFT	7/16/2026 0:00	\$234.80	110639	E	04	005	321	SQUARE ACTIVITY TABLE 48X48 FRECKELD GRAY/KEY LIME/GRAY
7	241572	9492	JONTI-CRAFT	7/16/2026 0:00	\$437.20	110639	E	04	005	321	CASCADE PANEL SEE THRU
7	241573	00719	RIDDELL- ALL AMERICAN SPORTS COR	7/16/2026 0:00	\$81.00	110641	E	04	005	321	TI-MBY-COMP-TEAM ISSUE COMPOSITE - YOUTH
7	241573	00719	RIDDELL- ALL AMERICAN SPORTS COR	7/16/2026 0:00	\$18.05	110641	E	04	005	321	FREIGHT
7	241574	7317	RON'S ELECTRIC	7/16/2026 0:00	\$2,706.11	110640	E	01	005	000	MATERIALS
7	241574	7317	RON'S ELECTRIC	7/16/2026 0:00	\$3,311.00	110640	E	01	005	000	LABOR
7	241575	00780	SCHWALBACH HDWE	7/16/2026 0:00	\$7,362.00	110635	E	01	005	000	WALL MOUNTED INDOOR UNIT: 1 BOSCH 24,000 BTU 23 SEER 2 OUTDOOR UNIT WITH BOSCH 24,000 WALL MOUNTED INDOOR UNIT
7	241575	00780	SCHWALBACH HDWE	7/16/2026 0:00	\$0.00	110635	E	01	005	000	ROOM A118 (AC)
7	241575	00780	SCHWALBACH HDWE	7/16/2026 0:00	\$14,370.00	110635	E	01	005	000	2 OUTDOOR UNITS AND 2 WALL MOUNTED INDOOR UNITS: 2 BOSCH 24,000 BTU 23 SEER 2 OUTDOOR UNITS WITH 2 BOSCH 24,000 BTU WALL MOUNTED INDOOR UNITS & CONDPU
7	241575	00780	SCHWALBACH HDWE	7/16/2026 0:00	\$0.00	110635	E	01	005	000	ROOMS A108 AND A107 (DAYCARE)
7	241576	03428	SQUIRES, WALDSPURGER & MACE PA	7/16/2026 0:00	\$87.00	110636	E	01	005	000	CONSULTATION
7	241577	7408	SUSSNER CONSTRUCTION	7/16/2026 0:00	\$1,606.40	110637	E	01	005	000	BUILDING PERMIT
7	241578	8537	Alpha Wireless	7/21/2026 0:00	\$724.00	110646	E	01	005	000	ICLASS CONTACTLESS SMART CARD
7	241579	00973	CITY OF WINDOM	7/21/2026 0:00	\$1,125.17	110648	E	01	330	000	ELEMENTARY WATER
7	241579	00973	CITY OF WINDOM	7/21/2026 0:00	\$9,288.26	110648	E	01	330	000	ELEMENTARY ELECTRICITY
7	241579	00973	CITY OF WINDOM	7/21/2026 0:00	\$107.20	110648	E	01	030	000	WINFAIR WATER
7	241579	00973	CITY OF WINDOM	7/21/2026 0:00	\$2,330.03	110648	E	01	030	000	WINFAIR ELECTRICITY
7	241579	00973	CITY OF WINDOM	7/21/2026 0:00	\$68.81	110648	E	01	020	000	HIGHLAND WATER
7	241579	00973	CITY OF WINDOM	7/21/2026 0:00	\$564.28	110648	E	01	020	000	HIGHLAND ELECTRICTY
7	241579	00973	CITY OF WINDOM	7/21/2026 0:00	\$8,575.06	110648	E	01	020	000	MSHS WATER
7	241579	00973	CITY OF WINDOM	7/21/2026 0:00	\$16,867.47	110648	E	01	020	000	MSHS ELECTRICITY
7	241579	00973	CITY OF WINDOM	7/21/2026 0:00	\$44.55	110648	E	01	020	000	ENVIORNMENTAL CENTER TRAIL
7	241580	00973	CITY OF WINDOM	7/21/2026 0:00	\$639.62	110647	E	01	005	000	COMMERCIAL VOICE
7	241580	00973	CITY OF WINDOM	7/21/2026 0:00	\$244.45	110647	E	01	005	363	H&S
7	241580	00973	CITY OF WINDOM	7/21/2026 0:00	\$0.33	110647	E	02	005	701	FOOD SERVICE
7	241580	00973	CITY OF WINDOM	7/21/2026 0:00	\$0.07	110647	E	04	005	321	COMMUNITY ED
7	241581	8341	Cottonwood County Agricultural Society %	7/21/2026 0:00	\$1,300.00	110649	E	01	005	302	BUS BARN RENT
7	241582	9423	FROG STREET PRESS, LLC	7/21/2026 0:00	\$0.00	110650	E	01	330	000	QUOTE 0047170
7	241582	9423	FROG STREET PRESS, LLC	7/21/2026 0:00	\$3,999.00	110650	E	01	330	000	FROG STREET PRE-K ENGLISH - 2 YEARS: INCLUDES DIGITAL ACCESS, 1 USER
7	241582	9423	FROG STREET PRESS, LLC	7/21/2026 0:00	\$124.99	110650	E	01	330	000	PRE-K PATTERNS ENGLISH
7	241582	9423	FROG STREET PRESS, LLC	7/21/2026 0:00	\$618.60	110650	E	01	330	000	SHIPPING AND HANDLING
7	241582	9423	FROG STREET PRESS, LLC	7/21/2026 0:00	\$0.00	110650	E	01	330	000	INVOICE AFTER JULY 1, 2026
7	241582	9423	FROG STREET PRESS, LLC	7/21/2026 0:00	\$0.00	110650	E	01	330	000	SHIP AFTER JULY 1, 2026
7	241583	04076	JOHNSON CONTROLS BUILDING SOLUT	7/21/2026 0:00	\$0.00	110652	E	01	005	363	WINDOM ISD #177 3 YEAR AGREEMENT FOR ROC MONITORING SERVICES FIRE AND SECURITY (ELEM)
7	241583	04076	JOHNSON CONTROLS BUILDING SOLUT	7/21/2026 0:00	\$1,280.00	110652	E	01	005	363	WINDOM ISD #177 1 FY2027 - \$1,280
7	241583	04076	JOHNSON CONTROLS BUILDING SOLUT	7/21/2026 0:00	\$0.00	110652	E	01	005	363	WINDOM ISD #177 1 FY2028 - \$1,357
7	241583	04076	JOHNSON CONTROLS BUILDING SOLUT	7/21/2026 0:00	\$0.00	110652	E	01	005	363	WINDOM ISD #177 1 FY2029 - \$1,439
7	241584	9683	JOHNSON, BONNIE	7/21/2026 0:00	\$3,290.00	110651	E	04	005	321	TOYS
7	241585	8494	SAVVAS LEARNING COMPANY	7/21/2026 0:00	\$6,180.00	110653	E	01	050	302	ECONOMICS 2022 STUDENT EDITION
7	241585	8494	SAVVAS LEARNING COMPANY	7/21/2026 0:00	\$494.40	110653	E	01	050	302	SHIPPING AND HANDLING
7	241585	8494	SAVVAS LEARNING COMPANY	7/21/2026 0:00	\$0.00	110653	E	01	050	302	QUOTE NUMBER Q-250176
7	241585	8494	SAVVAS LEARNING COMPANY	7/21/2026 0:00	\$0.00	110653	E	01	050	302	DO NOT SHIP UNTIL AFTER JULY 1 2026
7	241585	8494	SAVVAS LEARNING COMPANY	7/21/2026 0:00	\$0.00	110653	E	01	050	302	INVOICE AFTER JULY 1, 2026
7	241586	04393	SCHOOLSIN	7/21/2026 0:00	\$2,700.00	110654	E	04	005	321	SAFETYCRAFT CRIB - FIXED SIDES - CLEAR END PANELS
7	241586	04393	SCHOOLSIN	7/21/2026 0:00	\$515.88	110654	E	04	005	321	SHIPPING
7	241587	04317	THIRTYSEVEN4	7/21/2026 0:00	\$0.00	110655	E	01	005	000	QUOTE #ss-03122026-WSD
7	241587	04317	THIRTYSEVEN4	7/21/2026 0:00	\$2,237.50	110655	E	01	005	000	THIRTYSEVEN4 ANTIVIRUS 1 YEAR SUBSCRIPTION
7	241587	04317	THIRTYSEVEN4	7/21/2026 0:00	\$0.00	110655	E	01	005	000	THIRTYSEVEN4 ADMIN CONSOLE 1 YEAR SUBSCRIPTION

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
7	241587	04317	THIRTYSEVEN4	7/21/2026 0:00	\$0.00	110655	E	01	005	000	THIRTYSEVEN4 LIVE SUPPORT (8AM-5PM EST)
7	241587	04317	THIRTYSEVEN4	7/21/2026 0:00	\$0.00	110655	E	01	005	000	FOR 2026-2027 SCHOOL YEAR
7	241588	9682	GREATAMERICA BANK NATIONAL ASSC	7/23/2026 0:00	\$1,522.13	110657	E	01	005	302	STANDARD PAYMENT
7	241588	9682	GREATAMERICA BANK NATIONAL ASSC	7/23/2026 0:00	\$125.00	110657	E	01	005	302	ONE TIME-ORINATION FEE
7	241589	05105	J.H. LARSON ELECTRICAL CO.	7/23/2026 0:00	\$1,961.83	110658	E	01	005	370	LED LIGHTS
7	241589	05105	J.H. LARSON ELECTRICAL CO.	7/23/2026 0:00	\$2,746.56	110659	E	01	005	370	LED LIGHTS
7	241590	8490	RICKWAY CARPET	7/23/2026 0:00	\$45,868.28	110660	E	01	005	000	BALANCE ON CARPET FOR THE CIRCLE
7	241591	7115	RIVERSIDE INSIGHTS, LLC	7/23/2026 0:00	\$1,543.10	110661	E	01	005	740	WJV-UNLIMITED SUBSCRIPTION
7	241591	7115	RIVERSIDE INSIGHTS, LLC	7/23/2026 0:00	\$89.00	110661	E	01	005	740	WJV-NONVERBAL FOR UNLIMITED MODEL
7	241591	7115	RIVERSIDE INSIGHTS, LLC	7/23/2026 0:00	\$0.00	110661	E	01	005	740	SALES QUOTE #QH48651
7	241592	05152	SMITH AUTO SUPPLY	7/23/2026 0:00	\$2.29	110662	E	01	005	000	O-RINGS
7	241593	03764	SVE,LLC / SCOTT'S SNOW REMOVAL	7/23/2026 0:00	\$42.50	110663	E	01	005	000	EXCAVATOR
7	241593	03764	SVE,LLC / SCOTT'S SNOW REMOVAL	7/23/2026 0:00	\$97.50	110663	E	01	005	000	TRANSPORATION/MOBILIZATION
7	241593	03764	SVE,LLC / SCOTT'S SNOW REMOVAL	7/23/2026 0:00	\$50.00	110663	E	01	005	000	MANUAL LABOR
7	241594	00412	SW/WC SERVICE COOPERATIVE	7/23/2026 0:00	\$860.00	110664	E	01	998	000	ALC-W-AC
7	241594	00412	SW/WC SERVICE COOPERATIVE	7/23/2026 0:00	\$161.22	110664	E	01	998	000	ALC-W-AG
7	241594	00412	SW/WC SERVICE COOPERATIVE	7/23/2026 0:00	\$752.20	110664	E	01	998	000	ALC-W-KH
7	241594	00412	SW/WC SERVICE COOPERATIVE	7/23/2026 0:00	\$800.00	110664	E	01	998	000	STARRS OL - KH
7	241594	00412	SW/WC SERVICE COOPERATIVE	7/23/2026 0:00	\$860.00	110664	E	01	998	000	ALC-W-CJ
7	241594	00412	SW/WC SERVICE COOPERATIVE	7/23/2026 0:00	\$602.00	110664	E	01	998	000	ALC-W-JJ
7	241594	00412	SW/WC SERVICE COOPERATIVE	7/23/2026 0:00	\$301.00	110664	E	01	998	000	ALC-W-AK
7	241594	00412	SW/WC SERVICE COOPERATIVE	7/23/2026 0:00	\$150.50	110664	E	01	998	000	ALC-W-EM
7	241594	00412	SW/WC SERVICE COOPERATIVE	7/23/2026 0:00	\$602.00	110664	E	01	998	000	ALC-W-MT
7	241594	00412	SW/WC SERVICE COOPERATIVE	7/23/2026 0:00	\$376.18	110664	E	01	998	000	ALC-W-KW
7	241594	00412	SW/WC SERVICE COOPERATIVE	7/23/2026 0:00	\$82.50	110665	E	01	005	000	1 CASE OF BLUE CHECK STOCK
7	241595	01631	SYSCO MINNESOTA	7/23/2026 0:00	\$94.96	110666	E	02	005	709	SUMMER SUPPLIES
7	241595	01631	SYSCO MINNESOTA	7/23/2026 0:00	\$492.03	110666	E	02	005	709	SUMMER FOOD
7	241595	01631	SYSCO MINNESOTA	7/23/2026 0:00	\$180.88	110667	E	02	005	709	SUMMER SUPPLIES
7	241595	01631	SYSCO MINNESOTA	7/23/2026 0:00	\$624.84	110667	E	02	005	709	SUMMER FOOD
7	241595	01631	SYSCO MINNESOTA	7/23/2026 0:00	\$672.63	110668	E	02	005	709	SUMMER FOOD
7	241596	04220	UNITED COMMUNITY ACTION PARTNEF	7/23/2026 0:00	\$195.00	110669	E	01	005	721	TRANSPORTATION JUNE 2026
7	241597	01535	CENGAGE LEARNING	7/31/2026 0:00	\$0.00	110688	E	01	050	302	QUOTE NUMBER 00144361
7	241597	01535	CENGAGE LEARNING	7/31/2026 0:00	\$4,560.00	110688	E	01	050	302	WORLD CULTURES AND GEOGRAPHY SURVEY: STUDENT EDITION
7	241597	01535	CENGAGE LEARNING	7/31/2026 0:00	\$1,340.00	110688	E	01	050	302	WORLD CULTUREES AND GEOGRAPHY SURVEY: STUDENT EDITION, SPANISH
7	241597	01535	CENGAGE LEARNING	7/31/2026 0:00	\$230.00	110688	E	01	050	302	WORLD CULTURES AND GEOGRAPHY SURVEY: TEACHER EDITION
7	241597	01535	CENGAGE LEARNING	7/31/2026 0:00	\$4,560.00	110688	E	01	050	302	U.S. HISTORY AMERICAN STORIES BEGINNINGS TO 1877, STUDENT EDITION
7	241597	01535	CENGAGE LEARNING	7/31/2026 0:00	\$1,340.00	110688	E	01	050	302	U.S. HISTORY AMERICAN STORIES, SURVEY, STUDENT EDITION, SPANISH
7	241597	01535	CENGAGE LEARNING	7/31/2026 0:00	\$230.00	110688	E	01	050	302	U.S. HISTORY AMERICAN STORIES BEGINNINGS TO 1877, UPDATED TEACHER'S EDITION
7	241597	01535	CENGAGE LEARNING	7/31/2026 0:00	\$5,960.00	110688	E	01	050	302	K12 ESSENTIAL PACKAGE: NATIONAL GEOGRAPHIC U.S. HISTORY AMERICAN THROUGH THE LENS, UPDATED STUDENT EDITION + MINDTAP 6 YEAR ACCESS
7	241597	01535	CENGAGE LEARNING	7/31/2026 0:00	\$7,200.00	110688	E	01	050	302	U.S. HISTORY AMERICAN THROUGH THE LENS, UPDATED STUDENT EDITION, 1ST K12 MINDTAP (6 YEAR ACCESS)
7	241597	01535	CENGAGE LEARNING	7/31/2026 0:00	\$1,340.00	110688	E	01	050	302	U.S. HISTORY AMERICA THROUGH THE LENS, STUDENT EDITION, SPANISH
7	241597	01535	CENGAGE LEARNING	7/31/2026 0:00	\$230.00	110688	E	01	050	302	U.S. HISTORY AMERICA THROUGH THE LENS 1877 TO THE PRESENT, UPDATED TEACHER'S EDITION
7	241597	01535	CENGAGE LEARNING	7/31/2026 0:00	\$5,960.00	110688	E	01	050	302	BUNDLE: NATIONAL GEOGRAPHIC WORLD HISTORY VOYAGES OF EXPLORATION, 1ST STUDENT EDITION + MINDTAP (6 YEAR ACCESS)
7	241597	01535	CENGAGE LEARNING	7/31/2026 0:00	\$7,320.00	110688	E	01	050	302	K12 MINDTAP FOR NATIONAL GEOGRAPHIC WORLD HISTORY VOYAGES OF EXPLORATION SURVEY (6 YEAR ACCESS)
7	241597	01535	CENGAGE LEARNING	7/31/2026 0:00	\$1,340.00	110688	E	01	050	302	NATIONAL GEOGRAPHIC WORLD HISTROY VOYAGES OF EXPLORATION STUDENT EDITION, SPANISH
7	241597	01535	CENGAGE LEARNING	7/31/2026 0:00	\$230.00	110688	E	01	050	302	NATIONAL GEOGRAPHIC WORLD HISTORY VOYAGES OF EXPLORATION TEACHER'S EDITION
7	241597	01535	CENGAGE LEARNING	7/31/2026 0:00	\$5,760.00	110688	E	01	050	302	K12 ESSENTIAL PACKAGE: NATIONAL GEOGRPAHIC AMERICAN GOVERNMENT, 3RD STUDENT EDITION + MINDTAP 6 YEAR ACCESS
7	241597	01535	CENGAGE LEARNING	7/31/2026 0:00	\$7,320.00	110688	E	01	050	302	NATIONAL GEOGRAPHIC AMERICAN GOVERNMENT MINDTAP (6 YEAR ACCESS)
7	241597	01535	CENGAGE LEARNING	7/31/2026 0:00	\$220.00	110688	E	01	050	302	NATIONAL GEOGRAPHIC AMERICAN GOVERNMENT TEACHER'S GUIDE
7	241597	01535	CENGAGE LEARNING	7/31/2026 0:00	\$997.50	110688	E	01	050	302	K-12 VIRTUAL PRODUCT TRAINING
7	241597	01535	CENGAGE LEARNING	7/31/2026 0:00	\$5,534.51	110688	E	01	050	302	SHIPPING AND HANDLING
7	241597	01535	CENGAGE LEARNING	7/31/2026 0:00	\$0.00	110688	E	01	050	302	DO NOT SHIP UNTIL AFTER JULY 1, 2026
7	241597	01535	CENGAGE LEARNING	7/31/2026 0:00	\$0.00	110688	E	01	050	302	INVOICE AFTER JULY 1, 2026
7	241597	01535	CENGAGE LEARNING	7/31/2026 0:00	-\$1,316.67	110688	E	01	050	302	DIFFERENCE
7	241598	01631	SYSCO MINNESOTA	7/31/2026 0:00	\$331.20	110687	E	02	005	709	SUMMER MEALS

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description
7	241598	01631	SYSKO MINNESOTA	7/31/2026 0:00	\$37.79	110687	E	02	005	709 SUMMER SUPPLY
7	241599	05164	AT & T MOBILITY	8/5/2026 0:00	\$164.35	110721	E	01	005	000 JULY 2026
7	241600	05110	BARGEN INC	8/5/2026 0:00	\$8,835.00	110722	E	01	005	384 INFRARED PATCHING PROJECT - 31 HEATS
7	241601	8855	BLUUM OF MINNESOTA, LLC	8/5/2026 0:00	\$5,707.50	110723	E	01	005	000 GOGUARDIAN FOR ADMINISTRATORS SUBSCRIPTION LICENSE 12 MONTHS FOR QUANTITIES: 1-2999
7	241601	8855	BLUUM OF MINNESOTA, LLC	8/5/2026 0:00	\$5,707.50	110723	E	01	005	000 GOGUARDIAN FOR TEACHERS SUBSCRIPTION LICENSE 12 MONTHS QUANTITIES: 1-1499
7	241601	8855	BLUUM OF MINNESOTA, LLC	8/5/2026 0:00	\$0.00	110723	E	01	005	000 QUOTE #413533
7	241601	8855	BLUUM OF MINNESOTA, LLC	8/5/2026 0:00	\$0.00	110723	E	01	005	000 CONTRACT 25.3 BLU COOPERATIVE PURCHASING CONNECTION (CPC)
7	241602	04713	BRUGMAN FENCING	8/5/2026 0:00	\$841.00	110724	E	01	005	000 ADD AND MOVE GATES FOR SIDEWALK ACCESS
7	241603	03813	BSN SPORTS	8/5/2026 0:00	\$0.00	110725	E	01	050	000 CART #15974292
7	241603	03813	BSN SPORTS	8/5/2026 0:00	\$599.98	110725	E	01	050	000 HEX SOCCER NET BLACK/WHITE-8X24X3X8.5
7	241603	03813	BSN SPORTS	8/5/2026 0:00	\$86.34	110725	E	01	050	000 FREIGHT
7	241603	03813	BSN SPORTS	8/5/2026 0:00	\$0.00	110725	E	01	050	000 JJOHNSON REQUEST
7	241604	02020	CDW-G COMPUTING SOLUTIONS	8/5/2026 0:00	\$398.48	110726	E	04	005	321 TRIPP LITE DISPLAY TV WALL MONITOR MOUNT SWIVEL TILT 37"-70" FLAT SCREEN
7	241604	02020	CDW-G COMPUTING SOLUTIONS	8/5/2026 0:00	\$1,022.88	110726	E	04	005	321 SAMSUNG UN65M70HAF M70H SERIES - 65" CLASS LED-BACKLIT LCD
7	241605	04681	CRISISGO	8/5/2026 0:00	\$1,562.00	110727	E	01	005	342 SAFETY IRESP. RENEWAL
7	241606	03659	ELITE MECHANICAL SYSTEMS, LLC.	8/5/2026 0:00	\$125.22	110728	E	01	005	000 SOCKET UNION
7	241606	03659	ELITE MECHANICAL SYSTEMS, LLC.	8/5/2026 0:00	\$125.00	110728	E	01	005	000 SPECIAL ORDER FREIGHT
7	241607	9690	FEDEX FREIGHT	8/5/2026 0:00	\$210.00	110729	E	01	005	000 AIR FILTERS
7	241608	7211	GDF ENTERPRISES	8/5/2026 0:00	\$505.47	110730	E	01	005	000 HANDLE SWITCH
7	241608	7211	GDF ENTERPRISES	8/5/2026 0:00	\$400.00	110730	E	01	005	000 SERVICE-LABOR
7	241609	9629	GRUVY EDUCATION LLC	8/5/2026 0:00	\$5,500.00	110731	E	01	005	308 STAFF TRAINING
7	241609	9629	GRUVY EDUCATION LLC	8/5/2026 0:00	\$1,629.22	110731	E	01	050	000 STUDENT TRAINING
7	241610	8867	HEALTH-E PRO	8/5/2026 0:00	\$2,220.00	110732	E	02	005	701 HEALTH-E PRO MENU PLANNING SOFTWARE
7	241610	8867	HEALTH-E PRO	8/5/2026 0:00	\$448.00	110732	E	02	005	701 MENU PLANNING SITE
7	241610	8867	HEALTH-E PRO	8/5/2026 0:00	\$240.00	110732	E	02	005	701 PRODUCTION MODULE
7	241610	8867	HEALTH-E PRO	8/5/2026 0:00	\$448.00	110732	E	02	005	701 PRODUCTION SITE
7	241610	8867	HEALTH-E PRO	8/5/2026 0:00	\$240.00	110732	E	02	005	701 ONLINE MENUS
7	241610	8867	HEALTH-E PRO	8/5/2026 0:00	\$244.00	110732	E	02	005	701 ONLINE MENUS SITE
7	241611	00112	HILLYARD/SIOUX FALLS	8/5/2026 0:00	\$206.91	110733	E	01	005	000 HOSE SOLUTION
7	241611	00112	HILLYARD/SIOUX FALLS	8/5/2026 0:00	\$110.68	110733	E	01	005	000 HOSE RECOVERY DRAIN
7	241612	9193	INFINITE CAMPUS	8/5/2026 0:00	\$1,788.00	110734	E	01	005	000 SIS HOSTING CAMPUS CLOUD CHOICE
7	241612	9193	INFINITE CAMPUS	8/5/2026 0:00	\$2,384.00	110734	E	01	005	000 CAMPUS LEARNING
7	241613	02367	INSTITUTE FOR ENVIRMTL ASSMT	8/5/2026 0:00	\$30.00	110735	E	01	005	352 UFARS 352-EHS MANAGEMENT SERVICES
7	241614	05105	J.H. LARSON ELECTRICAL CO.	8/5/2026 0:00	\$2,968.83	110736	E	01	005	370 SYL LED LIGHTS FROSTED GLASS
7	241615	02350	KINECT ENERGY INC	8/5/2026 0:00	\$45.00	110738	E	01	020	000 HIGHLAND NATURAL GAS
7	241615	02350	KINECT ENERGY INC	8/5/2026 0:00	\$765.82	110738	E	01	330	000 ELEMENTARY NATURAL GAS
7	241615	02350	KINECT ENERGY INC	8/5/2026 0:00	\$190.06	110738	E	01	030	000 WINFAIR NATURAL GAS
7	241615	02350	KINECT ENERGY INC	8/5/2026 0:00	\$2,313.34	110738	E	01	050	000 MSHS NATURAL GAS
7	241616	02350	KINECT ENERGY INC	8/5/2026 0:00	\$634.00	110737	E	01	005	000 ENERGY MGMT FEE-MONTHLY
7	241617	9068	LEXIA LEARNING SYSTEMS LLC	8/5/2026 0:00	\$0.00	110739	E	01	005	740 QUOTE #Q-724524-3
7	241617	9068	LEXIA LEARNING SYSTEMS LLC	8/5/2026 0:00	\$11,050.00	110739	E	01	005	740 LEXIA POWERUP UNLIMITED SCHOOL SUBSCRIPTION
7	241617	9068	LEXIA LEARNING SYSTEMS LLC	8/5/2026 0:00	\$0.00	110739	E	01	005	740 7/1/2026 TO 6/30/2027
7	241618	00373	LINDE GAS AND EQUIPMENT INC.	8/5/2026 0:00	\$13.34	110740	E	01	050	000 GAS
7	241618	00373	LINDE GAS AND EQUIPMENT INC.	8/5/2026 0:00	\$40.01	110740	E	01	050	830 GAS
7	241619	9677	MASOP	8/5/2026 0:00	\$50.00	110741	E	01	050	000 MASOP MEMEBERSHIP SONJA PIOTTER
7	241620	00719	RIDDELL- ALL AMERICAN SPORTS COR	8/5/2026 0:00	\$1,742.00	110742	E	04	005	321 FOOTBALL JERSEY STRETCH MESH REV YOUTH
7	241620	00719	RIDDELL- ALL AMERICAN SPORTS COR	8/5/2026 0:00	\$504.00	110742	E	04	005	321 FOOTBALL JERSEY STRETCH MESH REV YOUTH
7	241620	00719	RIDDELL- ALL AMERICAN SPORTS COR	8/5/2026 0:00	\$133.48	110742	E	04	005	321 FREIGHT
7	241621	00716	RUNNINGS	8/5/2026 0:00	\$36.99	110743	E	01	005	000 BOLTS ETC
7	241621	00716	RUNNINGS	8/5/2026 0:00	\$376.97	110743	E	01	005	000 FERTILIZER
7	241622	00780	SCHWALBACH HDWE	8/5/2026 0:00	\$608.58	110744	E	01	005	000 GENERAL MAINTENANCE SUPPLIES
7	241622	00780	SCHWALBACH HDWE	8/5/2026 0:00	\$874.89	110744	E	01	005	380 ELEVATOR EQUIPMENT ROOM AC UNIT-ELEMENTARY
7	241623	02165	SCHWICKERT'S TECTA AMERICA	8/5/2026 0:00	\$1,703.82	110745	E	01	005	383 REPAIR ROOF LEAK
7	241624	03764	SVE,LLC / SCOTT'S SNOW REMOVAL	8/5/2026 0:00	\$169.92	110747	E	01	005	000 BLACK DIRT
7	241624	03764	SVE,LLC / SCOTT'S SNOW REMOVAL	8/5/2026 0:00	\$80.00	110747	E	01	005	000 MATERIAL HAULING, SIDE DUMP

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
7	241624	03764	SVE,LLC / SCOTT'S SNOW REMOVAL	8/5/2026 0:00	\$85.00	110747	E	01	005	000	EXCAVATOR TIME
7	241624	03764	SVE,LLC / SCOTT'S SNOW REMOVAL	8/5/2026 0:00	\$97.50	110747	E	01	005	000	TANSPORTATION/MOBILIZATION
7	241624	03764	SVE,LLC / SCOTT'S SNOW REMOVAL	8/5/2026 0:00	\$690.00	110746	E	01	005	000	EXCAVATOR TIME
7	241624	03764	SVE,LLC / SCOTT'S SNOW REMOVAL	8/5/2026 0:00	\$97.50	110746	E	01	005	000	TRANSPORTATION/MOBILIZATION
7	241624	03764	SVE,LLC / SCOTT'S SNOW REMOVAL	8/5/2026 0:00	\$75.00	110746	E	01	005	000	MANUAL LABOR
7	241625	8574	ULINE	8/5/2026 0:00	\$395.00	110748	E	01	005	000	48X27 STANDARD PALLET TRUCK
7	241625	8574	ULINE	8/5/2026 0:00	\$84.69	110748	E	01	005	000	FREIGHT
7	241626	9657	WOLD	8/5/2026 0:00	\$988.89	110749	E	01	005	000	HIGHLAND EARLY CHILDHOOD CENTER RENOVATIONS
			TOTAL:		\$728,002.06						
			TOTAL BY FUND:								
			FUND 1		\$695,199.14						
			FUND 2		\$8,698.68						
			FUND 4		\$24,104.24						
			FUND 7		\$0.00						
			TOTAL:		\$728,002.06						
WINDOM AREA SCHOOLS			DETAIL REGISTER - P CARD REGISTER							JULY - AUGUST 2026	
Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
BMOC		02162	MCDOWELL AGENCY	8/3/2026 0:00	\$26.40	110683	E	01	005	000	BACKGROUND CHECKS
BMOC		02210	COLE PAPERS INC	8/3/2026 0:00	\$26.91	110679	E	01	005	000	GENERAL CLEANING SUPPLIES
BMOC		02210	COLE PAPERS INC	8/3/2026 0:00	\$82.56	110680	E	01	005	000	GENERAL CLEANING SUPPLIES
BMOC		02306	GRAINGER	8/3/2026 0:00	\$1,490.84	110678	E	01	005	381	FAUCETS
BMOC		02306	GRAINGER	8/3/2026 0:00	\$77.34	110677	E	01	005	370	FUSE 250 VAC
BMOC		1491	AMAZON.COM	8/3/2026 0:00	\$27.16	110686	E	04	005	321	CRAYOLA AIR DRY CLAY
BMOC		1491	AMAZON.COM	8/3/2026 0:00	\$18.29	110676	E	01	005	000	2 INCH 3 RING BINDERS
BMOC		1491	AMAZON.COM	8/3/2026 0:00	\$12.59	110676	E	01	005	000	AMAZON BASICS STURDY FILE FOLDERS
BMOC		1491	AMAZON.COM	8/3/2026 0:00	\$14.64	110676	E	01	005	000	BIC GELOCITY QUICK DRY ACCORTED COLORS GEL PENS
BMOC		1491	AMAZON.COM	8/3/2026 0:00	\$7.36	110676	E	01	005	000	ORANGE HIGHLIGHTERS
BMOC		1491	AMAZON.COM	8/3/2026 0:00	\$10.49	110676	E	01	005	000	PURPLE HIGHLIGHTERS
BMOC		1491	AMAZON.COM	8/3/2026 0:00	\$8.08	110676	E	01	005	000	BIC GLIDE BLACK PENS
BMOC		1491	AMAZON.COM	8/3/2026 0:00	\$45.00	110675	E	01	005	370	DIDESY SHUNTED TURN TYPE T8 LAMP PUSH UP SOCKET
BMOC		1491	AMAZON.COM	8/3/2026 0:00	\$54.32	110681	E	04	005	321	CRAYOLA AIR DRY CLAY FOR KIDS
BMOC		1491	AMAZON.COM	8/3/2026 0:00	\$40.74	110682	E	04	005	321	CRAYOLA AIR DRY CLAY
BMOC		8588	SCHOOL SPECIALTY LLC.	8/3/2026 0:00	\$228.53	110685	E	01	050	302	NYSTROM MINNESOTA PULL DOWN ROLLER CLASSROOM MAP
BMOC		8588	SCHOOL SPECIALTY LLC.	8/3/2026 0:00	\$0.00	110685	E	01	050	302	2026-2027 SCHOOL YEAR
BMOC		8611	SMARTCARE	8/3/2026 0:00	\$83.33	110750	E	04	005	321	MONTHLY SMARTCARE FEE
BMOC		8850	MARRIOTT	8/3/2026 0:00	\$1,054.74	110684	E	01	005	307	QCOMP-ACT SQUIRES
BMOC		9161	ADOBE INC.	8/3/2026 0:00	\$21.36	110752	E	01	005	000	ADOBE SUBSCRIPTION
BMOC		9182	MICROSOFT CORPORATION	8/3/2026 0:00	\$107.25	110751	E	01	005	000	OFFICE 365 A3 FOR FACULTY
BMOC		9182	MICROSOFT CORPORATION	8/3/2026 0:00	\$3.15	110751	E	01	005	000	OFFICE 365 A3 FOR FACULTY - LICENSE CHANGE ADJ
BMOC		9684	ARAMSCO, INC	8/3/2026 0:00	\$480.00	110674	E	01	005	000	PRO-LINK SANDING SCREEN
BMOC		8025	TEACHERS PAY TEACHERS/TEACHERS	8/3/2026 0:00	\$3.00	110754	E	01	330	000	POETRY VOCABULARY CARDS
BMOC		8025	TEACHERS PAY TEACHERS/TEACHERS	8/3/2026 0:00	\$3.00	110754	E	01	330	000	PERSONAL NARRATIVE VOCABULARY CARDS
BMOC		9691	BUILD A SIGN	8/3/2026 0:00	\$35.06	110755	E	01	330	000	PARKING SIGN PFP PRODUCT
BMOC		00013	HOLIDAY INN ST. CLOUD	8/5/2026 0:00	\$359.36	110702	E	01	005	307	ROOM AND TAX
BMOC		00205	GOPHER SPORT SDS 12-1069	8/5/2026 0:00	\$259.80	110696	E	01	050	000	GOPHER LANDMINE ANCHOR
BMOC		00205	GOPHER SPORT SDS 12-1069	8/5/2026 0:00	\$16.65	110696	E	01	050	000	SHIPPING
BMOC		00729	WM OF WI-MN	8/5/2026 0:00	\$389.47	110700	E	01	005	000	ELEMENTARY
BMOC		00729	WM OF WI-MN	8/5/2026 0:00	\$89.32	110700	E	01	005	000	MSHS
BMOC		01446	REALLY GOOD STUFF	8/5/2026 0:00	\$44.99	110716	E	01	330	000	CADDIES
BMOC		01446	REALLY GOOD STUFF	8/5/2026 0:00	\$6.95	110716	E	01	330	000	SHIPPING
BMOC		02020	CDW-G COMPUTING SOLUTIONS	8/5/2026 0:00	\$279.14	110765	E	01	005	000	DELL 24 USB-C HUB MONITOR - P2425HE
BMOC		02020	CDW-G COMPUTING SOLUTIONS	8/5/2026 0:00	\$0.00	110765	E	01	005	000	THAKEN MONITOR
BMOC		02020	CDW-G COMPUTING SOLUTIONS	8/5/2026 0:00	\$129.31	110764	E	01	005	000	FARGO - 1- PRINT RIBBON

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description
BMOC		02306	GRAINGER	8/5/2026 0:00	\$606.72	110708	E 01	005	381	FLUSH VALVE
BMOC		04930	EVERYDAY SPEECH LLC	8/5/2026 0:00	\$300.00	110758	E 01	330	740	EVERYDAY SPEECH SUBSCRIPTION
BMOC		04930	EVERYDAY SPEECH LLC	8/5/2026 0:00	\$299.99	110758	E 01	330	740	EVERYDAY SPEECH SUBSCRIPTION
BMOC		05026	TEACHER CREATED MATERIALS PUBLI	8/5/2026 0:00	\$849.99	110699	E 01	005	417	LANGUAGE POWER: GRADES 6-8 LEVEL A 2ND EDITION
BMOC		05026	TEACHER CREATED MATERIALS PUBLI	8/5/2026 0:00	\$849.99	110699	E 01	005	417	LANGUAGE POWER: GRADES 6-8 LEVEL B 2ND EDITION
BMOC		05026	TEACHER CREATED MATERIALS PUBLI	8/5/2026 0:00	\$849.99	110699	E 01	005	417	LANGUAGE POWER: GRADES 6-8 LEVEL C 2ND EDITION
BMOC		05026	TEACHER CREATED MATERIALS PUBLI	8/5/2026 0:00	\$255.00	110699	E 01	005	417	SHIPPING
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$44.99	110704	E 01	005	000	PVC PIPE REAMER
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$7.99	110719	E 01	050	740	PROTRACTORS MATH 24 PACK
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$25.99	110718	E 01	330	000	REGELETO 24 POCKET FILE STORAGE CHART
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$9.49	110718	E 01	330	000	SUNEE FILE FOLDERS
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$25.99	110720	E 01	330	000	REGELETO 24 POCKET FILE STORAGE CHART
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$11.39	110720	E 01	330	000	FILE FOLDERS
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$7.99	110715	E 01	330	000	HUNDRED TABLE
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$6.63	110715	E 01	330	000	BUZZ WORTHY BEE CUTOUTS
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$24.95	110715	E 01	330	000	LAMINATING POUCHES
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$13.49	110715	E 01	330	000	CARPET SPOTS MARKERS
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$26.99	110715	E 01	330	000	PENCIL SHARPENER
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$22.95	110715	E 01	330	000	PIXY STIX
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$16.99	110715	E 01	330	000	60 MIN VISUAL TIMER
BMOC		1491	AMAZON.COM	8/5/2026 0:00	-\$2.40	110715	E 01	330	000	DISCOUNT
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$20.41	110695	E 04	005	321	ICE PACKS
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$12.34	110695	E 04	005	321	ASSORTED BANDAGES VARITY PACK
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$5.59	110695	E 04	005	321	ALCOHOL PREP PADS
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$16.99	110695	E 04	005	321	FOREHEAD THERMOMETER
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$17.82	110695	E 04	005	321	WET ONES HAND AND FACE WIPES
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$2.43	110695	E 04	005	321	KLEENEX ON THE GO PACKS
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$21.99	110707	E 04	005	325	SQUISHY TOYS
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$6.29	110707	E 04	005	325	TEMPORARY TATOOS
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$7.98	110707	E 04	005	325	DINOSAUR PENCILS
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$17.95	110711	E 01	330	000	IPHONE CASE
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$28.47	110712	E 01	005	369	CABINET HINGE REPAIR KIT
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$27.99	110713	E 01	330	000	WOOD CRAFT STICKS
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$19.79	110713	E 01	330	000	PIPE CLEANERS
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$3.87	110713	E 01	330	000	HOOK AND LOOP TAPE STICKY BACK
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$19.99	110713	E 01	330	000	KID'S GLOVES
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$8.98	110713	E 01	330	000	PLASTIC STIR STRAW
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$7.99	110713	E 01	330	000	PLASTIC RULERS
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$20.00	110713	E 01	330	000	PAPER PLATES
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$9.49	110713	E 01	330	000	DINNER SPOONS
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$9.12	110713	E 01	330	000	COTTON BALLS
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$12.99	110713	E 01	330	000	REPTILE CORK BARK
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$18.99	110713	E 01	330	000	NEON PLASTIC CUPS
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$15.88	110713	E 01	330	000	KOSHER SALT
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$5.69	110713	E 01	330	000	INDEX CARDS
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$9.99	110713	E 01	330	000	INDEX CARDS WITH RING
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$24.99	110713	E 01	330	000	CHALK
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$16.72	110713	E 01	330	000	X-RAY HUMAN ANATOMY AND BONE PARTS
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$17.00	110713	E 01	330	000	15 PCS HUMAN XRAY SCIENCE KIT
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$18.10	110713	E 01	330	000	SOLAR SYSTEM ASTRONOMY SCIENCE CONSTELLATIONS
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$7.95	110713	E 01	330	000	MINI HUMAN BODY MODEL FOR KIDS
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$17.09	110713	E 01	330	000	ORGAN APRON
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$13.99	110713	E 01	330	000	SKYLETY GLOW IN THE DARK PARTY BALLONS
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$22.98	110713	E 01	330	000	GLOW STICKS
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$11.39	110717	E 01	330	000	FILE FOLDERS

Bank	Check #	Vendor #	Vendor Name	Date	Amount	Voucher #	Fd	Org	Fin	Description	
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$9.97	110714	E	01	050	000	EXPO DRY ERASE MARKERS
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$18.89	110714	E	01	050	000	HANGING FILE ORGANIZER
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$9.99	110714	E	01	050	000	GRAPH PAPER STICKY NOTES
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$9.99	110714	E	01	050	000	GEOMETRY MANIPULATIVES
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$5.70	110714	E	01	050	000	ME PEN STICKY INDEX TABS
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$13.31	110714	E	01	050	000	AMAZON DISINFECTING WIPES
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$7.64	110714	E	01	050	000	SANDWICH CRACKERS
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$11.23	110714	E	01	050	000	RICE KRISPIE TREATS
BMOC		1491	AMAZON.COM	8/5/2026 0:00	\$6.97	110714	E	01	050	000	MOTTS FRUIT SNACKS
BMOC		7087	COUNTRY INN SUITES	8/5/2026 0:00	\$132.45	110710	E	01	050	000	MN CROSS COUNTRY COACHES CLINIC - ROOM AND TAX
BMOC		7653	NATIONAL HONOR SOCIETY/NASSP	8/5/2026 0:00	\$385.00	110706	E	01	050	000	7.1.2026-6.30.27 NATIONAL HONOR SOCIETY AFFILIATION
BMOC		8025	TEACHERS PAY TEACHERS/TEACHERS	8/5/2026 0:00	\$69.95	110703	E	01	330	302	MINNESOTA 3RD GRADE SOCIAL STUDIES: CURRICULUM BUNDLE
BMOC		8025	TEACHERS PAY TEACHERS/TEACHERS	8/5/2026 0:00	\$84.95	110705	E	01	330	302	LITTLE 2ND GRADE SOCIAL STUDIES THINKERS-CURRICULUM BUNDLE
BMOC		8265	KULLY SUPPLY	8/5/2026 0:00	\$169.92	110694	E	01	005	000	ELKAY 682 CARTRIDGE
BMOC		8265	KULLY SUPPLY	8/5/2026 0:00	\$8.50	110694	E	01	005	000	FREIGHT
BMOC		8906	WONDER WORKSHOP INC.	8/5/2026 0:00	\$99.00	110760	E	01	330	000	MAKE WONDER STEM CLASSROOM
BMOC		9161	ADOBE INC.	8/5/2026 0:00	\$15.99	110757	E	01	005	000	CREATIVE CLOUD PRO
BMOC		9555	TABWRITE LLC	8/5/2026 0:00	\$90.00	110759	E	01	050	000	REVISION HISTORY PLUS - SOCIAL STUDIES TEACHER LICENSE
BMOC		9555	TABWRITE LLC	8/5/2026 0:00	\$60.00	110759	E	01	050	000	REVISION HISTORY PLUS - HS ENGLISH TEACHER LICENSE
BMOC		9555	TABWRITE LLC	8/5/2026 0:00	\$30.00	110759	E	01	060	000	REVISION HISTORY PLUS - MS ENGLISH TEACHER LICENSE
BMOC		9655	CARE COURSES	8/5/2026 0:00	\$350.00	110763	E	04	005	321	CARE COURSES - DAYCARE
BMOC		9686	HIGH NOON BOOKS	8/5/2026 0:00	\$180.00	110697	E	01	330	317	PHONIC BOOKS: MOON DOGS SERIES SET 1
BMOC		9686	HIGH NOON BOOKS	8/5/2026 0:00	\$180.00	110697	E	01	330	317	PHONIC BOOKS: MOON DOGS SERIES SET 2
BMOC		9686	HIGH NOON BOOKS	8/5/2026 0:00	\$225.00	110697	E	01	330	317	PHONIC BOOKS: MOON DOGS SERIES SET 3
BMOC		9686	HIGH NOON BOOKS	8/5/2026 0:00	\$104.00	110697	E	01	330	317	EARTH AND SPACE SCIENCE SET GRADES 4-8
BMOC		9686	HIGH NOON BOOKS	8/5/2026 0:00	\$108.00	110697	E	01	330	317	PLAY SPORTS SERIES
BMOC		9686	HIGH NOON BOOKS	8/5/2026 0:00	\$108.00	110697	E	01	330	317	IT'S ALL TRUE!
BMOC		9687	ORCA BOOK PUBLISHERS	8/5/2026 0:00	\$16.95	110698	E	01	330	317	MEG AND GREG: MOOSE ON THE LOOSE
BMOC		9687	ORCA BOOK PUBLISHERS	8/5/2026 0:00	\$101.70	110698	E	01	330	317	MED AND GREG: DECODABLE COLLECTION
BMOC		9687	ORCA BOOK PUBLISHERS	8/5/2026 0:00	\$10.00	110698	E	01	330	317	SHIPPING
BMOC		9688	THE WILD CLOTHING COMPANY	8/5/2026 0:00	\$220.88	110701	E	01	050	000	NEW STAFF ITEMS-HIGH SCHOOL
BMOC		9688	THE WILD CLOTHING COMPANY	8/5/2026 0:00	\$220.89	110701	E	01	060	000	NEW STAFF ITEMS-MIDDLE SCHOOL
BMOC		9688	THE WILD CLOTHING COMPANY	8/5/2026 0:00	\$220.89	110701	E	01	330	000	NEW STAFF ITEMS-ELEMENTARY
BMOC		9693	PROCARE SOLUTIONS	8/5/2026 0:00	\$2.00	110762	E	04	005	321	PROCARE SOLUTIONS -ADV CLUB
BMOC		9693	PROCARE SOLUTIONS	8/5/2026 0:00	\$2.00	110761	E	04	005	321	PROCARE SOLUTIONS-SOARING EAGLES
				TOTAL:	\$13,581.23						

**WINDOM AREA SCHOOLS, ISD 177
WINDOM, MN
TREASURER'S REPORT TO SCHOOL BOARD**

Date of report August 5, 2026

For the Month Ending July 31, 2026

FUNDS	Cash Balance Beginning of Month	Receipts	Interest	Payroll	Disbursements/ Expenses	Cash Balance End of Month	Adjustments	Cash Balance End of Month
General Fund (01)	9,419,230.79	593,628.23	31,132.66	206,513.25	1,107,857.31	8,729,621.12	(46,331.56)	8,683,289.56
Food Service Fund (02)	195,324.21	125,619.44		11,821.78	8,782.02	300,339.85	(27,203.87)	273,135.98
Community Service Fund (04)	368,465.21	19,366.00		20,909.13	28,577.72	338,344.36	33,410.75	371,755.11
Sub-Total Funds 01/02/04	9,983,020.21	738,613.67	31,132.66	239,244.16	1,145,217.05	9,368,305.33	(40,124.68)	9,328,180.65
Debt Service Fund (07)	1,209,924.69	155,160.45			385,131.25	979,953.89	39,568.04	1,019,521.93
Scholarship Fund (18)	5,671.82					5,671.82	556.64	6,228.46
Activity Account (21)	293,304.26	10,290.39	753.53		11,846.46	292,501.72		292,501.72
Sub-Total Funds 07/08/21	1,508,900.77	165,450.84	0.00	0.00	396,977.71	1,278,127.43	40,124.68	1,318,252.11
TOTALS	\$ 11,491,920.98	\$ 904,064.51	\$ 31,132.66	\$ 239,244.16	\$ 1,542,194.76	\$ 10,646,432.76	\$ -	\$ 10,646,432.76

RECONCILEMENT OF TREASURER'S BALANCE WITH BANK(S)

Description	Current Rate Of Interest (info. only)	Balance Per Bank Statement			Outstanding Checks & Wires	Deposits Not Bank Statement	Other Reconciling Items	Balance Per Treasurer's Books
BANK MIDWEST-GENERAL	1.20%	605,273.59			243,007.41	263.50	-3,023.03	359,506.65
CASH ON HAND, misc		75.00						75.00
CASH ON HAND, food service		60.00						60.00
MSDLAF+ LIQUID	3.51%	1,992.09						1,992.09
MSDLAF+ MAX	3.60%	5,492,297.30						5,492,297.30
MSDLAF+ TERM	3.69%-3.87%	4,500,000.00						4,500,000.00
BANK MIDWEST-ACTIVITY ACCOUNT	3.04%	296,381.22			3,879.50			292,501.72
Treasurer's Bal. Per Books		\$ 10,896,079.20			\$ 246,886.91	\$ 263.50	\$ (3,023.03)	\$ 10,646,432.76

Other Reconciling Items - ICS Sweep Adjustment, Vision Insurance Adjustment



2026-2027 ACTIVITY ASSIGNMENTS

Fall Athletics:

Football	Head Coach	Wyatt Minion
	Assistant Coach	Zach Steen
	Assistant Coach	Devin Homer
	Volunteer Assistant Varsity	Ryan Zamzow
	9 th Grade Coach	Mason Anderson
	9 th Grade Coach	Tyler Morgan
	7th/8th Grade Coach	TBD
	7 th /8 th Grade Coach	Jake Tauer
Fall Cheerleading	7 th /8 th Grade Coach	Dylan Colbert
	Advisor	Alyssa Schroeder
Cross Country	Volunteer	Rachel Minion
	Head Coach	Melissa Pletcher
	Assistant Coach	Kylie Nielsen
	Assistant Co-Coach	Les Knutson
	Assistant Co-Coach	Gracie Bucher
Volleyball	Head Coach	Crystal Fast
	B Squad Coach	Leah Lovell
	C Squad Coach	Samantha Flatgard
	8 th Grade Coach	Rebecca Hacker
	7 th Grade Coach	Paige Pigman
	Volunteer Coach	Cierra Fast
	Volunteer Coach	Dane Nielsen

Winter Athletics:

Girls Basketball	Head Coach	Jacob Johnson
	Volunteer Assistant Varsity	Lance Jackson
	B Squad Coach	Halle Jackson
	C Squad Coach	Autumn Hauge
	8 th Grade Coach	Lindsey Power
	7 th Grade Coach	Leah Hauge
Boys Basketball	Head Coach	Kobe Lovell
	Volunteer Assistant Varsity	Collin Lovell
	Volunteer Assistant Varsity	Dane Nielsen
	B Squad Coach	Jake Tauer
	C Squad Coach	Dylan Colbert
	8th Grade Coach	TBD
	7 th Grade Coach	Jacob Olson
Wrestling	Head Coach	Nick Kulseth
	Asst. Coach	Joe Fischenich
	JH Coach	Branden Schultz
	CO-JH Coach	Dave Fischenich
	CO-JH Coach	Kevin Walzak
	Volunteer Assistant	Blake Spinks
	Volunteer Assistant	Zach Spinks
Boys Hockey	Head Coach	Travis Janssen
	Assistant Coach	Kyle Espenson
	Assistant Coach	TBD

	Volunteer Assistant Volunteer Assistant Volunteer Assistant	Justin Espenson Jason Espenson Todd Janssen
Girls Hockey	Head Coach Assistant Coach Volunteer Assistant Volunteer Assistant	Emilee Anderson Ryan Evers Jerome Robillard Annie Tippin
Gymnastics	Head Coach Assistant Coach	Mareah Roman Parada Courtney Haglund
Robotics	Advisor JH Advisor	Susan Buss David Hutar
Winter Cheerleading	Advisor	Alyssa Schroeder

Spring Athletics:

Baseball	Head Coach Assistant Coach B Squad Coach 8 th Grade Coach 7 th Grade Coach Volunteer Assistant Volunteer Assistant Volunteer Assistant	Alex Fink Mike Jackson Kobe Lovell Jacob Olson Jake Tauer Collin Lovell Joel Riordan Travis Janssen
Softball	Head Coach Assistant Coach B Squad Coach 8 th Grade Coach 7 th Grade Coach	Jessica Smith Jeff Huska Eric Hanson Kelly Homer Brianna Mischke
Track and Field	Head Coach Assistant Coach Assistant Coach JH Coach JH Coach	Craig Taylor Erin Elder Les Knutson Amanda Smith TBD
Golf	Head Coach Volunteer Assistant	Paige Pigman Glenn Lund
Clay Target League	Volunteer Coach Volunteer Assistant	Travis Hodkin Jerome Robillard

Other Activities:

Knowledge Bowl	Head Coach	TBD
JH Knowledge Bowl	Head Coach Assistant Coach	Charlotte Suess Britney Schwing
High School Yearbook	Advisor	Rachel Hawn
Middle School Yearbook	Advisor	Jamie Pohlmann
Elementary Yearbook	Advisor	Sam Melkert

High School Student Council	Co-Advisors Co-Advisors	Emily Riordan James Burton
Middle School Student Council	Advisor	Sydney Mortenson
National Honor Society	Co-Advisor Co-Advisor	Jennifer Eberhard Sonja Piotter
Strength & Conditioning	Fall Coach Winter Coach Spring Coach	Erin Elder Erin Elder Erin Elder
Speech	Head Coach Assistant Coach JH Coach	Elsa Mendoza TBD Erin Sebring
FFA	Advisor Assistant Volunteer Assistant	Betsy Harwood Jace Harwood Jaclyn Engen
Fall Musical	Director Vocal Assistant Set/Technical Assistant Director	Emily Riordan Rachel Axford Sarah Theesfeld
Winter Play	Director Instrumental Assistant Director Assistant Director	Emily Riordan Rachel Axford Sarah Theesfeld
Middle School Play	Co-Director Co-Director	Dana Wallace Jackie Jurgens
Band for Athletic Events	Director	Jamie Pohlmann
Senior High Band	Advisor	Jamie Pohlmann
Stage (Jazz) Band	Director	Jamie Pohlmann
Marching Band	Advisor Flag Coordinator	Jamie Pohlmann TBD
Pop Group	Advisor	Rachel Axford
Senior High Vocal	Advisor	Rachel Axford
Video Board Electronic & Event Technician	Advisor	Jacob Johnson
Prom	Advisor	Sara Barfknecht
Literacy Coach	Windom Elementary	Sam Melkert
ECFE Coordinator		Angela Geesman



JUL 06 2026

Marcie Blouin <mblouin@isd177.com>

Fwd: Resignation

1 message

Jana Raverty <jraverty@isd177.com>
To: Marcie Blouin <mblouin@isd177.com>

Mon, Jul 6, 2026 at 8:40 AM

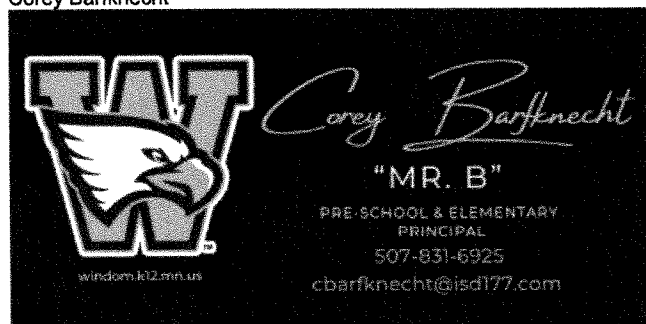
Jana Raverty
Payroll/Human Resources Coordinator
Windom Area Schools
PH: 507-832-8733 (Direct)
PH: 507-831-6901 ext.503
FAX:507-831-6919



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

From: **Corey Barfknecht** <cbarfknecht@isd177.com>
Date: Mon, Jul 6, 2026 at 8:25 AM
Subject: Fwd: Resignation
To: Jana Raverty <jraverty@isd177.com>

Corey Barfknecht



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

From: **Natalie Plagman** <nplagman@isd177.com>
Date: Thu, Jul 2, 2026 at 4:27 PM
Subject: Resignation
To: Corey Barfknecht <cbarfknecht@isd177.com>

Dear Corey,

I am writing to formally notify you of my resignation from my position as a paraprofessional at Windom Elementary . My final day of work will be a July 1st 2026.

Thank you for the opportunities I have had during my time with the school district. I intend to wrap up my current responsibilities and help make the transition as smooth as possible for the students before my departure.

I wish the school and the district all the best moving forward.

Sincerely,

Natalie Plagman



JUL 17 2026

Jana Raverty <jraverty@isd177.com>

Fwd:

Bryan Joyce <bjoyce@isd177.com>

To: Marcie Blouin <mblouin@isd177.com>, Jana Raverty <jraverty@isd177.com>, Holly Anderson <handerson@isd177.com>, Jamie Frank <jfrank@isd177.com>, Sonja Pottter <spottter@isd177.com>, Teresa Haken <thaken@isd177.com>, Les Knutson <mhormig@isd177.com>, Dane Nielsen <dnielsen@isd177.com>, jsquires <jsquires@isd177.com>, Elianib Gonzalez <egonzalez@isd177.com>, Heather Van Dyke <hvandyke@isd177.com>

Fri, Jul 17, 2026 at 6:36 AM

Good morning -
Unfortunate news to share. Hopefully we can re-post the business position that we had posted this spring. Heather - I believe it was posted 60 days so I'm hoping we can hire as soon as we have a strong candidate?
Thanks everyone.

Begin forwarded message:

From: Patricia Jack <pjack@isd177.com>
Date: July 17, 2026 at 12:14:26 AM CDT
To: Bryan Joyce <bjoyce@isd177.com>

July 16th, 2026

Dear Bryan,

Please accept this letter as my formal resignation from my teaching position at Windom Area High School.

Sincerely,
Patricia Jack

JUL 02 2026

July 2, 2026

To the Windom Area school board:

I am writing to officially resign from my 7.75 paraprofessional position effective August 24, 2026, and Adventure Club Teacher position effective September 1, 2026 to take the Soaring Eagles Childcare Center teaching position. I am thankful for the five years I have worked as a para in the Windom school district and I am so excited for this opportunity.

Sincerely,
Ashley Murray



Jana Raverty <jraverty@isd177.com>

JUN 22 2026

Resignation-Paraprofessional Position

Sarah Shepherd <:sshepherd@isd177.com>

Thu, Jun 18, 2026 at 8:21 PM

To: Dane Nielsen <dnielsen@isd177.com>

Cc: Jana Raverty <jraverty@isd177.com>, Jamie Frank <jfrank@isd177.com>, Marcie Blouin <mblouin@isd177.com>

Dear Dane Nielsen

Please accept this email as my formal resignation from my position as Paraprofessional, effective August 24, 2026.

I have accepted a position as a Toddler Teacher with Soaring Eagles Childcare and am excited to begin this new opportunity. I am grateful for the experience, support, and opportunities I have received during my time here.

Thank you for the opportunity to be part of the team. I wish you, the staff, and the students all the best in the future.

Sincerely,

Sarah Shepherd
Paraprofessional

July 1, 2026

JUL 02 2026

Dear Mrs. Frank,

Please accept this letter as my formal resignation from my position as a Paraprofessional at Windom Elementary School, effective August 24, 2026.

I am sincerely grateful for the opportunity to have worked with the students, staff, and families at Windom Elementary School. It has been a privilege to support our students' learning and growth, and I appreciate the experiences and relationships I have gained during my time here.

Sincerely,

Cathy Martinsen



JUL 16 2026

Holly Anderson <handerson@isd177.com>

(no subject)

1 message

April Myers <amyers@isd177.com>

Thu, Jul 16, 2026 at 8:22 AM

To: Holly Anderson <handerson@isd177.com>

Im interested in the 7.25 for the Cafe helper position at the middle/high school

Thanks april

Xyla Kolander

SUMMARY

Motivated and dependable professional with experience managing an online video editing service, customer communications, and digital content organization. Strong attention to detail, computer skills, and a reputation for being punctual, a fast learner, and highly determined. Seeking an entry level position where I can contribute, learn new skills and grow professionally.

SKILLS

- Customer Service
- Data Entry
- Cash and Payment Handling
- Written Communication
- Microsoft Word and Excel / Google Docs
- Adobe Premiere, Encoder, and Photoshop
- Record Keeping and Organization
- Time Management
- Problem Solving
- Attention to Detail

EXPERIENCE

Self-Employed Digital Media Editor

2023-Present

- Managed an online video editing service, managing customers and processing orders.
- Maintained accurate records of sales, payments, and customer requests.
- Communicated professionally with customers regarding purchases and questions.
- Organized and managed a large digital inventory of products.
- Met deadlines and fulfilled custom orders while maintaining quality standards.
- Independently handled scheduling, pricing, and service operations.

EDUCATION

High School Diploma

Graduated: 2023

Windom Area High School

- GPA: 3.8+
- Relevant Coursework: College Algebra, College Statistics, College Speech, College Economics, Medical Terminology, Anatomy

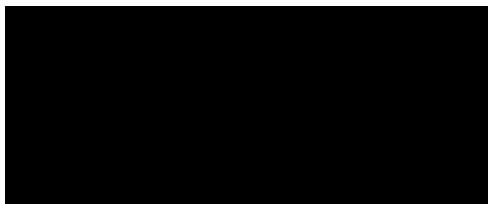
ADDITIONAL INFORMATION

- Punctual and dependable.
- Fast learner who adapts quickly to new software and procedures.
- Strong organizational and administrative skills.
- Available for full-time or part-time work.

RACHEL HAWN

MBA

CONTACT



EDUCATION

2019-2021

CAMPBELLSVILLE UNIVERSITY

- Master of Business Administration

2011-2017

UNIVERSITY OF MINNESOTA

- Bachelors of Manufacturing Management; Bachelors of Quality Management

2005-2007

MINNESOTA WEST CTC

- AS Law Enforcement

SKILLS

- Curriculum Development
- Data Analysis
- Cross functional collaboration
- Project Management
- Strategy development

REFERENCES

- Paula Wolter Mattson | Instructional Coach | 507.822.1595
- Craig Miller | Lecturer | 952.334.2357
- Barb Tvinnereim | Teacher | 507.840.1068

PROFILE SUMMARY

Dynamic and dedicated educator with a strong background in business and science instruction. Passionate about fostering student success, I actively mentored students as a DECA advisor in the 2022-2023 academic year, focusing on leadership and business strategies. Experienced in teaching diverse and underserved populations, I seek to incorporate methods that enhance learning and improve retention rates. Committed to continuous professional development, I prioritize equity, student-centered teaching, and collaboration.

WORK EXPERIENCE

Jackson County Central High School

AUGUST 2024 -

Science Teacher

PRESENT

- Experienced educator teaching 9th grade Earth & Space Science and 11th grade Chemistry in Our World, managing classes of up to 28 students. Proficient in differentiation, including accommodating multiple IEPs and 504s in a general education setting, and skilled in developing courses from scratch with a brand new curriculum.

University of Minnesota

2022-2024

Program Director & Lecturer | Manufacturing and Quality Management

- Deliver high-quality online instruction in manufacturing and quality management programs, covering courses such as Manufacturing Processes, Lean Six Sigma, Product Development Management, Project Management, Sustainability & Compliance and Industrial Safety. Manage an average course load of 19 credits per semester while serving as a program and professional advisor to over 120 students. DECA Faculty Advisor for 2022-2023 School Year.

AGCO Corporation

2008-2022

IT Analyst II | SAP EAS | Material & Logistics

- Dynamic professional with 15 years of diverse experience at AGCO Corporation, specializing in supply chain management and IT analysis. As an IT Analyst II, I translated business needs into functional designs and coordinated software deployment. In various supply chain analyst roles, I developed material strategies, led global SAP integrations, and managed teams to optimize logistics and production processes. Recognized for data analysis proficiency, I implemented cost-saving initiatives, created operational handbooks, and contributed to New Product Introductions (NPI). My extensive experience in project management and strategic planning equips me with practical insights to teach business concepts effectively.

Cynthia Laxen

Special Education Paraprofessional | Support Staff Paraprofessional |
Teacher Assistant | Child Care Lead Teacher | Early Education

Summary

Hello! I am Cynthia Laxen, and I am looking for a full-time position in education starting in September of 2026.

I have three years of experience of working as a Middle School Special Education Paraprofessional, working with children between the ages of 10 and 14 years old. Working in special education I also have experience working with students with various disabilities such as ASD, Cerebral Palsy, Epilepsy, Speech and Language Impairments, EBD, SLD, ADHD, TBI, those with Intellectual Disability's and Developmental Delays. At the end of August, I will also have three summers of experience working as a Child Care Lead Teacher working with children aged three to eight years old.

Since May of 2026, I have had an Associates of the Arts Degree in Liberal Arts and Sciences gearing most of my courses toward Early Education and Special Education. I have also maintained High Honors through my college journey. I also hold various certifications and training's such as CPR and First Aid certification, Paraprofessional certification, Read Act training, and De-Escalation training. Although the experience, certifications, and training's all come in handy, I genuinely enjoy working as part of a team and with children providing them with the best support that I can.

Experience

**Howard Lake - Waverly - Winsted Middle School | Special Education
Paraprofessional**

01 / 2024 – 06 / 2026

- Managing and Monitoring Students Behavior
- Assisting Students Learning Process
- Enforcing and Following IEP Goals
- Supporting Students and their Individual Needs
- Working Within a Team and Fostering Strong Relationships

Charger Kids Club | K-1st Lead Child Care Teacher

Summer 2024

- Managed a Classroom Setting for Kindergarten through 1st Grade

Windom School District 177 Online Application

Frederickson, Morgan - AppNo: 2592

Date Submitted: 6/29/2026

Personal Data

Name: Morgan R Frederickson
(First) (Middle Initial) (Last)

Other name(s) under which transcripts, certificates, and former applications may be listed:

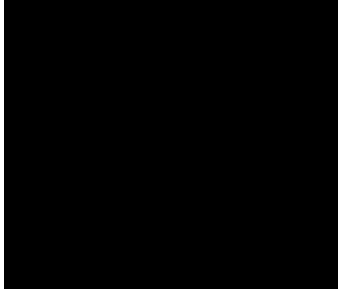
Other:
(First) (Middle Initial) (Last)

Email Address:

Postal Address

Permanent Address

Number & Street:
Apt. Number:
City:
State/Province:
Zip/Postal Code:
Country:
Daytime Phone:
Home/Cell Phone:



Present Address

Number & Street:
Apt. Number:
City:
State/Province:
Zip/Postal Code:
Country:
Phone Number:

Employment Desired

Open Vacancy Desired:

JobID: 2039

Day Care Center: Assistant Teacher-Soaring Eagles Child Care at Early
Childhood Learning Center

**Date Last
Submitted**
6/29/2026

**Experience in
Similar Positions**
3 years

Position Desired:

Day Care Center

1. Childcare Asst Teacher Position
2. Childcare Center Aide

**Experience in
Similar Positions**
3 years
-

Experience

Please list ALL relevant work experience
beginning with the most recent.

Current or Most Recent Position		Employer Contact Information		Supervisor/Reference Contact Information	
St. John's Lutheran Home Circle of Care Daycare Teacher-aide		Springfield, Mn 56087		Lisa Anderson	
Date From - Date To:	-	Full or Part Time:			
Reason for Leaving:					
May we contact this employer?					
Responsibilities/Accomplishments at this Position	Get meals ready, circle time, diaper changes, cleaning and sanitizing, laundry, parent communication.				

Windom School District 177 Online Application

Lehmann, Jenna - AppNo: 2596

Date Submitted: 6/23/2026

Personal Data

Name: Jenna N Lehmann
(First) (Middle Initial) (Last)
Other name(s) under which transcripts, certificates, and former applications may be listed:

Other: (Middle Initial) (Last)

Email Address:

Postal Address

Permanent Address

Number & Street:
Apt. Number:
City:
State/Province:
Zip/Postal Code:
Country:
Daytime Phone:
Home/Cell Phone:

Present Address

Number & Street:
Apt. Number:
City:
State/Province: MN
Zip/Postal Code:
Country: United States of America
Phone Number:

Employment Desired

Open Vacancy Desired:	Date Last Submitted	Experience in Similar Positions
JobID: 2040 Day Care Center: Aide-Soaring Eagles Child Care at Early Childhood Learning Center	6/23/2026	3 years
JobID: 2039 Day Care Center: Assistant Teacher-Soaring Eagles Child Care at Early Childhood Learning Center	6/23/2026	3 years
JobID: 2038 Day Care Center: Teacher-Soaring Eagles Child Care at Early Childhood Learning Center	6/23/2026	3 years

Position Desired:	Experience in Similar Positions
Day Care Center	
1. Childcare Asst Teacher Position	3 years
2. Childcare Center Aide	3 years
3. Childcare Teacher	3 years

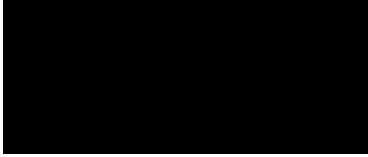
Experience

Please list ALL relevant work experience beginning with the most recent.

Current or Most Recent Position		Employer Contact Information		Supervisor/Reference Contact Information	
Noah's Ark Daycare & Preschool Lead Toddler Teacher		223 First St NE Madelia, MN 56062 5076423626		Katie Visher 5079956429 noahsarkmadelia@gmail.com	
Date From - Date To:	01/2026 -	Full or Part Time:	Full		
Reason for Leaving:	NA				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	Plan and implement developmentally appropriate lessons Observe and record developmental progress and milestones. Manage a clean and safe environment.				

Hello

My Name is Katelyn Swenhaugen



Skills

Computer skills, Writing, reading, Planning activities, being a team player, Complaint resolution, Account updating, Scheduling, Member account management, Verbal and written communication, Filing, working with kids, working on activities, crafts, lesson planning for gymnastics

Experience

April 2025- Present

First Independent bank, Customer Service Representative

- Handle money
- Open new accounts
- Answer the Phones
- Do paper work and filling

September 2024- April 2025

Marshall Public Schools, ECCE Assistant teacher

- Plan activities for the kids
- Read and sing with the kids
- Play and do crafts with the kids

June 2024- November 2025

Marshall area ymca, Front desk receptionist, Gymnastic coach, After School program, and child watch

- Help people check in
- Answer the phones
- File paperwork
- Plan activities for after school program
- Do crafts with the kids
- Help with homework
- Read and sign to the kids
- Plan games
- Work on gymnastic lesson plans

Hello

I'm Olivia Maras



Skills

I am very outgoing, organized, very dependable, I like to learn new things, I work well with others.

Experience

May 2024-Present

Fortune Transportation, Windom, MN- *Customer Service Representative*

- Communicate to dispatchers when they would like to book appointments
- Communicate with customers via phone and email to book appointments
- Invoiced loads for them to be billed

February 2022-May2024

Great Clips, Sioux Falls, Sd - *Hairstylist*

- Communicate to customers what they would like for a hairstyle.
- Work with other coworkers to keep the salon clean.
- Working with software to check people in and out.

April 2021-September 2021

Key Largo, Slayton, Mn - *Waitress*

- Work with kitchen staff and other waitresses to know what tables I have and what I need for food.
- Working with a computer system to put orders in.
- Communicate with patrons to take their order and get exactly what they would like..

January 2018-June 2019

Shapko, Windom, Mn - *Cashier*

- Worked with computer software to check customers out with their merchandise..
- Organized and put merchandise on shelves.
- Assembled and faced product shelving

Windom School District 177 Online Application

Power, Katelin - AppNo: 1263

Date Submitted: 6/9/2026

Personal Data

Name: Katelin C Power
(First) (Middle Initial) (Last)

Other name(s) under which transcripts, certificates, and former applications may be listed:

Other: Katelin C Power
(First) (Middle Initial) (Last)

Email Address:

Postal Address

Permanent Address

Number & Street:

Apt. Number:

City:

Zip/Postal Code:

Country:

Daytime Phone:

Home/Cell Phone:

Present Address (until 08/02/2024)

Number & Street:

Apt. Number:

City:

State/Province:

Zip/Postal Code:

Country:

Phone Number:

Employment Desired

Open Vacancy Desired:

JobID: 2038

Day Care Center: Teacher-Soaring Eagles Child Care at Early Childhood Learning Center

Date Last Submitted
6/9/2026

Experience in Similar Positions
5 years

Position Desired:

Day Care Center

1. Childcare Teacher

Experience in Similar Positions

5 years

Support Staff

1. Special Education Paraprofessional

2 years

Experience

Please list ALL relevant work experience beginning with the most recent.

Current or Most Recent Position		Employer Contact Information		Supervisor/Reference Contact Information	
Heidi VanderHagen Paraprofessional		1454 6th Ave Windom, MN 56101 (507) 831-6935		Breanne Powers (507) 822-1653 breanne.powers@swwc.org	
Date From - Date To:	09/2025 - 06/2026	Full or Part Time:	Full		
Reason for Leaving:	I didn't want to renew my contract.				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position					



August 10, 2026

Please find the August Elementary and PreK Newsletter [here](#) or on the district live feed.

What has Happened:

- New Teacher Bootcamp Jul 21, 2025 New Teacher Inservice will be August 20.
- Night to Unite-The elementary and Bridges gave books to families to promote literacy in our community. Thanks to ECFE and the Elementary PTO for sponsoring books.
- Elementary Welcome Letters went out last week.
- Custodians and maintenance have the buildings looking great with every area meticulously cleaned, repaired, or painted as needed.

What will Happen:

- Staff return August 25 with new teachers attending Inservice on August 20.
- Preschool Early Childhood Screenings will be August 27.
- Elementary and Preschool entrance conferences September 1-2 during regular school hours. This is also picture day for the elementary and preschool.
- Windom Elementary PTO has organized sibling care for K-4 students during entrance conferences so families can talk to teachers with their child.
- More preschool screenings in October.

Other News:

- We are still looking for some amazing people to support the young Eagles at the Elementary and Preschool levels as paraprofessionals. Anyone who loves working with kids is encouraged to apply.

Thank you for supporting our youngest Eagles!

Windom Area Middle School Board Report

2026-2027



August 10, 2026

As we prepare for the start of the 2026-2027 school year, the MSHS office has been open to assist families with registration, scheduling, enrollment, and general back-to-school needs. Regular office hours will begin on Tuesday, August 11, from 7:30 a.m. to 3:30 p.m.

Summer Preparation

The administrative team continues preparing for a successful school year through planning, scheduling, and state reporting. Current work includes:

- Completing the Annual ADSIS (Alternative Delivery of Specialized Instructional Services) Report for submission to the Minnesota Department of Education by September 15.
- Finalizing student schedules and preparing for new student enrollment.
- Coordinating staffing, classroom readiness, and back-to-school logistics.

Professional Learning

August 10, members of the district data team attended the Regional Data Mine Workshop in Marshall. During the workshop, district assessment data was analyzed to identify trends, celebrate areas of growth, and determine next instructional steps to improve student achievement across the district.

Upcoming Events

- August 20: New Teacher Inservice (8:00 a.m.–3:00 p.m.)
- August 20: New Student Orientation (Middle School, 2:00–3:00 p.m.)
 - Thank you, Leah, Jenni, and Kyle for organizing this.
- August 25: Staff Workshop

- August 26: Staff Workshop
- August 26: Grades 5–12 Orientation Night (3:30–8:30 p.m.)
- August 27: Staff Workshop
- August 31: Staff Workshop
- September 1: First Day of School for Grades 5–12 - MS grade-level expectations meetings will be held.
- September 7: Labor Day – No School

We are excited to welcome students and families back for another successful school year and appreciate the continued support of the School Board and our community.



8/10/2026

From the Desk of High School Principal Bryan Joyce

Vision: All students graduate with the knowledge and skills needed to be productive and engaged citizens

Purpose: All students learn the academic standards and we provide as much time and support as needed to help each student learn

- Enjoy the August Edition of the Eagle Eye
 - In English: <https://app.smores.com/n/9p367w>
 - In Spanish: <https://app.smores.com/n/z3ynb>
- Fall sports eligibility meeting Monday, August 10th 7:00 PM
- Regular office hours at the MSHS office begin tomorrow
- Data mining will take place tomorrow, thanks to those attending
- Fall activities start Monday, August 17th
- 26-27 CEO Orientation Tuesday, August 18th - LaCanne Family Celebration of Life Center
- New student orientation August 20th:
 - 9-12 Grades 1-2 PM
- We are looking forward to inviting all our favorite people back for:
 - August 20th - New Teacher In-Service
 - August 25th - All Staff in-Service
 - September 1st - 5-12 grade first day of school
 - We will have handbook meetings for all grades the first week of school as we welcome back all Windom Eagles for a successful 2026-2027 school year!
- Orientation for students in grades 9-12 Wednesday, August 26th:
 - 3:30-6:30 PM 10-12 Grade Open House
 - 7-8:30 PM 9th Grade Orientation - Lecture Hall
- Our HS enrollment for fall 2026-2027 is projected to be the highest in the HS since the 2003-2004 school year, 357 students
- Hiring update
 - Still seeking a couple qualified paraprofessionals to add to our staff



**Windom Area School District
Special Education Board Report
08/10/2026**

What's Happened:

- It feels as though I blinked and suddenly it was August! Summer has flown by, and it's going to be great to welcome our students and staff back to the buildings in just a few short weeks.
- Our last round of summer special education services will wrap up the week of August 17th. Huge thanks to our teachers and support staff who gave up part of their summer to work with students: Janelle Mickelson, Hannah Bevers (SWWC), Heather Wachal, Santanna Shover, Kaylan Donchez, Colin Wilson, and Jeremiah Huff.
- New special education teachers were in the building at the end of July for new teacher bootcamp and are taking time before the start of the year to get familiar with their caseloads, students, and teaching resources so they're ready to go on day one.
- I've developed a set of behavior support plan resources for our special education teams to use, both in terms of complying with the legal and paperwork requirements for formal behavior plans and having teaching and reinforcement plans that lead to genuinely good outcomes for students.
- Working with families who are new to the district and need to access special education services for their students to ensure that we're ready to meet their needs.
- Scheduling, scheduling, scheduling, with occasional interviews for open paraprofessional positions mixed in. At the time of this report, we've got 10 positions open district-wide.

Looking Ahead:

- My focus will be entirely on getting things ready for the opening of the new school year - finalizing staff schedules, inservice training plans, supply orders, and getting our team the information and resources they need to start the year off smoothly.

Respectfully submitted,

Amanda Wilson
Director of Special Education
Windom Area Schools



School Board Report

By Superintendent Jamie Frank

August 10, 2026

2026-2027

The first day of school is September 1st for grades 5-12 and September 3 for Preschool -4th grade. Grades PreK-4 have Entrance Conferences on September 1&2. Grades 5-12 have orientation on August 26.

We have teacher in-service on August 24, 25, 26, and 31 with a speaker, Eric Hudspeth, on August 24 for all staff. His presentation is entitled, *"Own the Change. The Mindset that Changes Everything.!"* Other events taking place during fall in-service include CPR Training, Morphology and Vocabulary professional development for grades 4-12, Capti Training, AI training for secretaries, paras, and teachers, staff meetings, leadership team meetings, and worktime for teachers. It will be a great week!

What a Summer! It's a GREAT Time to be a Windom Eagle!

Night to Unite!



State Baseball



Riverfest Parade



Soaring Eagles Childcare Center Update

- Construction is complete except for the installation of fire doors. These are expected to arrive any day.
- A visit from the fire marshal, building inspector, and health inspector is expected within the next week. Once these are completed, the licenser from the MN Dept. of Children, Youth, and Families will visit and issue the license.
- Staff training is complete except for CPR, which is scheduled for August 19.
- The WAS maintenance team has put the furniture together. Thank you to Josh, Dustin, and Zach!
- Thank you to Doug Holtz for his leadership throughout this project. Wold and Sussner have been very good to work with as well as the subcontractors that Sussner hired, including Schwalbachs, Ron's Electric, and Nathan Brugman Fencing.
- Entrance Conferences on September 27 with each family. There are currently 36 children who are on the registration list, but only
- Open House in September!

Summer Cleaning

Thank you to the custodians for their hard work this summer. Cleaning an entire district is no small task.

Capital Projects

The flooring in the circle is complete. Lockers in the circle are scheduled to be replaced next summer.



The lockers for junior and senior hall are being installed this week.



The track will be resurfaced in September.

AGREEMENT

between

**INDEPENDENT SCHOOL DISTRICT NO. 177
WINDOM, MINNESOTA**

and

THE MINNESOTA SCHOOL EMPLOYEES ASSOCIATION

representing

PARAPROFESSIONALS

~~Effective July 1, 2024 through June 30, 2026~~

Effective July 1, 2026 through June 30, 2028

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**MASTER AGREEMENT
ARTICLE I
PURPOSE**

Section 1. Parties: THIS AGREEMENT is entered into between Independent School District No. 177, Windom, Minnesota hereinafter referred to as the School District, and the Minnesota School Employees Association (MSEA), hereinafter referred to as exclusive representative, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971 as amended, hereinafter referred to as the P.E.L.R.A., to provide the terms and conditions and employment for paraprofessionals, excluding confidential employees, supervisor employees, essential employees, part-time employees whose services do not exceed the lesser of 14 hours per week or 35% of the normal work week in the employees bargaining unit, employees who hold positions of a temporary or seasonal character for a period not in excess of 67 working days in any calendar year, emergency employees, the District Office Staff, during the duration of this Agreement.

**ARTICLE II
RECOGNITION OF EXCLUSIVE REPRESENTATIVE**

Section 1. Recognition: In accordance with the P.E.L.R.A., the School District recognizes the MSEA as the exclusive representative for paraprofessionals, employed by the School District, which exclusive representative, shall have those rights and duties as prescribed by the P.E.L.R.A. and as described in the provisions of this Agreement.

Section 2. Appropriate Unit: The exclusive representative shall represent all such employees of the district contained in the appropriate unit as defined in Article III, Section 2 of this Agreement and the P.E.L.R.A. and in certification by the Director of Mediation Services.

**ARTICLE III
DEFINITIONS**

Section 1. Terms and Conditions of Employment: Shall mean the hours of employment, the compensation therefor including fringe benefits except retirement contributions or benefits, and the employer's personnel policies affecting the working conditions of the employees.

Section 2. Description of Appropriate Unit: For purposes of this Agreement the term paraprofessionals shall mean an employee within the appropriate unit employed by the School District in such classification excluding the following: confidential employees, supervisor employees, essential employees, part-time employees whose services do not exceed the lesser of 14 hours per week or 35% of their normal work week in the employees bargaining unit, employees who hold positions of a temporary or seasonal character for a period not in excess of 67 working days in any calendar year, emergency employees, the district office staff and such other employees excluded by law.

Subd. 1. Normal Work Week Defined: For the purposes of this Agreement, the normal workweek for paraprofessionals is thirty-four point one-five (34.15) hours. Thirty-five percent of the normal workweek is eleven point ninety-five (11.95) hours for paraprofessionals.

Section 3. School District: For purposes of administering this Agreement, the term "School District" shall mean the School Board or its designated representative.

Section 4 Full-time Employees: A regular workweek for full-time employees shall consist of 40 hours, exclusive of meal period. Employees working less than such regular workweek shall not be considered full-time.

Section 5. Permanent Part-time Employees: A permanent part-time employee is an employee who works a regular schedule of less than 8 hours per day 5 days per week.

Section 6. Temporary/Casual Employees: The School District reserves the right to employ such personnel as it deems desirable or necessary on a temporary or casual basis.

Section 7. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by the P.E.L.R.A.

ARTICLE IV SCHOOL BOARD RIGHTS

Section 1. Inherent Managerial Rights: The exclusive representative recognizes that the School Board is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and director and number of personnel.

Section 2. Management Responsibility: The exclusive representative recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the School District.

Section 3. Effect of Laws, Rules and Regulations: The exclusive representative recognizes that all employees covered by this Agreement shall perform the services and duties prescribed by the School Board and shall be governed by the laws of the State of Minnesota, and by school board rules, regulations, directives, and orders, issued by properly designated officials of the School District. The exclusive representative also recognizes the rights, obligation and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School board insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement and recognizes that the School Board, all employees covered by this Agreement, and all provisions of this Agreement are subject to the laws of the State. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

Section 4. Reservations of Managerial Rights: The foregoing enumeration of rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this Agreement are reserved to the School District.

ARTICLE V EMPLOYEE RIGHTS

Section 1. Rights to Views: Nothing contained in this Agreement shall be construed to limit, impair or effect the right of any employee or his representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the

conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative, if there be one; nor shall it be construed to require any public employee to perform labor or services against his/her will.

Section 2. Right to Join: Employees shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Employees in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for employees of such unit with the School District.

Section 3. Request for Dues Check Off:

Payroll Deductions. Pursuant to Minn. Stat. 179A.06, the Employer will deduct from the regular payroll: Association dues for those employees in the bargaining unit who are members of the Association and who have requested in writing to have their regular Association dues paid by payroll deduction.

Subd 1. Employers must commence deductions within 30 days of notice of authorization from the exclusive representative and must remit the deductions to the exclusive representative within 30 days of the deduction. The failure of an employer to comply with the provisions of this paragraph shall be an unfair labor practice under section 179A.13, the relief for which shall be reimbursement by the employer of deductions that should have been made or remitted based on a valid authorization given by the employee or employees.

Subd 2. Remission of Withheld Funds. The aggregate of funds deducted and withheld from all employees in the bargaining unit shall be remitted by the Employer together with an itemized statement to the Minnesota School Employees Association no later than thirty (30) days following the end of each payroll period.

Subd 3. Bargaining unit information. Within 20 calendar days from the date of hire of a bargaining unit employee, a public employer must provide the following contact information to an exclusive representative in an Excel file format or other format agreed to by the exclusive representative: name; job title; worksite location, including location within a facility when appropriate; home address; work telephone number; home and personal cell phone numbers on file with the public employer; date of hire; and work email address and personal email address on file with the public employer.

Subd 4. Every 120 calendar days, a public employer must provide to an exclusive representative in an Excel file or similar format agreed to by the exclusive representative the following information for all bargaining unit employees: name; job title; worksite location, including location within a facility when appropriate; home address; work telephone number; home and personal cell phone numbers on file with the public employer; date of hire; and work email address and personal email address on file with the public employer.

Subd 5. A public employer must notify an exclusive representative within 20 calendar days of the separation of employment or transfer out of the bargaining unit of a bargaining unit employee.

Section 4. Financial Information: The School District shall provide, upon request of the exclusive representative, information pertaining to the School District's budget, both present fiscal year and proposed fiscal years revenues and other financial information. The exclusive representative shall indicate in writing which financial information it is requesting. All costs of duplication of the information shall be borne by the exclusive representative.

Section 5. Personnel File: No material shall be kept in the employee personnel file without a copy being provided to the employee within ten (10) days of its receipt or creation by the District. Any material not provided to an employee shall not be allowed in any disciplinary action against the employee. Any employee shall have the right to inspect his/her personnel file during regular business hours. The employee may reproduce contents of the file at his/her own expense and may attach a statement of explanation or rebuttal to any information contained in such file.

Section 6. New Employee Access: The School District will provide the Union steward with the name and work location of each new employee when that employee begins work with the school district. The School District will also provide thirty (30) minutes of paid time to the Union to meet with the new employee.

ARTICLE VI RATES OF PAY

Section 1. Rates of Pay:

Subd. 1. The wages and salaries in the schedules attached hereto shall be a part of the Agreement for the period commencing July 1, 2024 2026 through June 30, 2026 2028.

For any new hires and employees who do not work during the summer months and do not receive a paycheck in the month of August, any hours worked from September 1st to the 10th of the month will be paid prior to September 30th. Hours worked from September 11th to the 30th will be paid on the normal October 20th payroll. For any new hires who start during the school year will then have any hours worked from the 1st to the 10th of the month paid prior to the last day of the month. All future paychecks will be on the regular 20th of the month payroll.

Subd. 2. Paraprofessionals who have not reached the top step will be eligible for step increases on July 1 of each year providing they have been continuously employed in the bargaining unit for the preceding six months.

Subd. 3. New employees will be paid at the entry classification rate as indicated on the attached Schedules. When circumstances require, the superintendent may allow a new employee to be paid at a higher rate of step/pay based on their prior work experience or qualifications listed below. Work experience or qualifications to be required:

- Work experience as a paraprofessional or teacher in a school district
- Work experience as a paraprofessional or teacher in a service cooperative
- Work experience with disabled students or adults as a LPN (Licensed Practical Nurse), CNA (Certified Nursing Assistant) or PCA (Personal Care Attendant) in a private or public setting
- Individuals who meet the Minnesota Department of Education (MDE) requirements to be classified as Highly Qualified may be granted up to two (2) additional years of experience for placement on the schedule.

- Work experience will be based on only actual years worked as listed above, no extra work experience years will be allowed **except as provided for employees qualifying as Highly Qualified above**

Subd. 4. Paraprofessionals who work as **supervisors for large groups of students such as:** Bus **Loading/Unloading Area** Monitor, Hall Monitor, In School Suspension, Noon Hour Supervisor, Lunchroom Supervisor, Playground and Morning Supervisor shall receive a stipend of \$2.00 per hour in addition to their regular hourly rate of pay for all time worked in said position. **This excludes any special education services for students that are listed in their IEPs.** This stipend doesn't carryover from one year to the next and is not assigned by seniority but rather based on student needs at the school districts discretion.

Subd. 5. Employees who sub in a unit position will receive their current rate of pay no matter what time of the year it is.

Section 2. Overtime:

All work performed by employees in excess of forty (40) hours in any work week shall be compensated at the rate of one and one-half (1 1/2) times the employee's regular hourly rate of pay.

Section 3. Mileage: Employees who are required to use their personal vehicles when performing their job duties, or who are required to commute between buildings, will be reimbursed at the IRS rate.

Section 4. Severance Pay: No employee hired after July 1, 2000, shall be eligible for severance pay. Employees who retire from the School District, or resign, shall be granted the following percentage of their accumulated sick leave days with pay:

Length of Employment:	0-9 years	No withdrawal
	10-14 years	25%
	15 plus years	50%

The rate of pay for each day to be calculated on the average daily salary of the employee at the time they terminate their employment. In the event of the death of the employee before all or a portion of the severance pay has been disbursed, the balance due shall be paid as a lump sum into the Special Pay Deferral Plan (SPDP) for access by the employee's estate.

On behalf of any person covered by the agreement, the School District will deposit 100% into the Health Care Savings Plan (HCSP) and 0% into the Special Pay Deferral Plan (SPDP) of the amount of severance calculated above. This severance/retirement deposit plan is authorized and permitted under the Internal Revenue Code. Employees will not be entitled to receive this amount in the form of taxable cash compensation unless the severance amount is under the minimum amounts allowed for the HCSP and SPDP or if the bargaining unit members decide not to participate in the HCSP or SPDP.

All administrative fees incurred at the time of initial set up will be borne by the School District, subsequent fees including any and all transactions fees will be borne by the employee.

Section 5. Matching Deferred Compensation Plan:

Subd. 1. Matching deferred compensation is available to all regular employees covered by this Agreement. The District will match contributions as outlined below for all employees who work half time or more in their classification not to exceed a total contribution of \$30,000.00. Part-time employees who work less than fifty percent (50%) of the full time equivalent in their classification shall be eligible to participate on a prorated basis to the percentage of time they are employed.

Years of Service	Yearly dollar match by the District
0 - 5 years	\$0
6 - 10 years	\$315 \$415
11 – 15 years	\$515 \$615
16 – 20 years	\$915 \$1,015
21 plus years	\$1,215 \$1,315

Subd. 2. Any employee with less than 10 years of service experience July 1, 2000 will not be eligible for severance pay, but may participate in the Matching deferred compensation plan.

Subd. 3 Any employee with 10 years of service or more as of July 1, 2000 may participate in both the Matching deferred compensation plan and the Severance Plan. Upon retirement an employees' severance pay will be calculated and all matching contributions under the provision of the matching deferred compensation plan contributed by the District will be subtracted from the qualifying severance amount.

Subd. 4. Participants must designate the carrier and the amount of the matched annuity by September 1 and March 1 to establish or make any changes in carrier and amount. The employees must complete a salary reduction authorization prior to any authorization/agreement for tax-sheltered annuity purposes may be made in any fiscal year. Changes will be allowed by contacting the District Office.

All vendors must be listed in the "Plan Document" as approved investment providers prior to receiving any funds. The list of these vendors is available from the School District. Any contributions, rollovers, loans, distributions, hardship withdrawals, transfers, and plan administration must follow the "Plan Document" and the third-party administrator's policies.

Subd. 5. Employees on an unpaid leave of absence for more than thirty (30) days shall not be eligible to receive the District's contribution toward the match in the Matching Deferred Compensation Plan. The Districts contribution towards match shall resume once the employee reports back to duty.

Subd. 6. This program shall be subject to the regulations of the State of Minnesota, Statute 356.24 and IRS code 457.

ARTICLE VII LEAVES OF ABSENCE

Section 1. Sick and Safe Leave:

Subd. 1. Paraprofessional employees shall earn sick leave at the rate of one day for each month of service in the employ of the School District. Annual sick leave shall accrue monthly as it is earned on a proportionate basis to the employee's work year. One day shall be equivalent to the normal standard workday of the employee based in hours.

Subd. 2. Unused sick leave days will be allowed to accumulate to a maximum credit of 140 days of sick leave per employee.

Subd. 3. Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to illness which prevented their attendance and performance of duties on that day or days. A paraprofessional may use his/her accumulated sick leave and the school board limits use as permissible as all state statutes will be followed. Sick leave pay shall be approved once entered into Absence Management or any electronic system provided by the district prior to the absence.

Subd. 4. Sick leave with pay may also be granted an employee due to the serious illness of a member of the immediate family when such illness requires the presence of the employee. Immediate family shall be defined as spouse or registered domestic partner, children, and parents, spouse's parents, siblings, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparents of employee and grandchildren. Leaves in excess of three consecutive days will require medical certificate as indicated in Subd. 5, except in the case of minor children pursuant to state statute.

Subd. 5. The School District may require a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to eligibility for sick leave is reserved to the School District. In the event that a medical certificate will be required, the employee will be so advised.

The School Board or its designee may require that the employee undergo a physical examination by the licensed physician designated by the Superintendent. Such physician's opinion shall be determined as to the period of disability. The cost of such physical examination shall be borne by the School District.

Subd. 6. Sick leave allowed shall be deducted on an hourly basis from the accrued sick leave days earned by the employees.

Subd. 7. Reduced Hours and Unused Sick Leave Accumulation Maximums: If an employee's regular hours are reduced and their unused sick leave exceeds the new maximum number of hours allowed, no hours of unused sick leave already accumulated will be deducted from the employee's unused sick leave balance. Once the level of unused sick leave accumulation falls below the new maximum allowed, new hours of unused sick leave will begin to accumulate the next pay period.

Section 2. Worker's Compensation:

Subd. 1. Upon the request of an employee who is absent from work as a result of a compensable injury incurred in the service of the School District, under the provisions of

the Worker's Compensation Act, the School District will pay the difference between the compensation received pursuant to the worker's Compensation Act by the employee and the employee's regular rate of pay to the extent of the employee's earned accrual of sick leave and/or vacation pay.

Subd. 2. A deduction shall be made from the employee's accumulated vacation or sick leave accrual time according to the pro rata portions of days of sick leave or vacation time which is used to supplement Worker's Compensation.

Subd. 3. Such payment shall be paid by the School District to the employee during the period of disability.

Subd. 4. In no event shall the additional compensation paid to the employee by virtue of sick leave or vacation pay result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the employee.

Subd. 5. An employee who is absent from work as a result of an injury compensable under the Worker's Compensation Act who elects to receive sick leave or vacation pay pursuant to this policy shall submit their Worker's Compensation check, endorsed to the School District, prior to receiving payment from the School District for her absence.

Section 3. Jury Duty: Employees who serve as jurors, shall do so without loss of salary. However, any per diem, excluding mileage or other reimbursed expenses received for such jury service, shall be paid to the School District.

Section 4. Personal Leave:

Subd. 1. A school year paraprofessional may be granted paid personal leave at the discretion of the School District of no more than three (3) days per year, which can be carried over to the next school year for a maximum of five (5) days that can be used for personal leave, for situations that arise requiring the employee's attention which cannot be attended to outside of the employee's duty day, and which are not covered under other provisions of this Agreement.

Subd. 2. Request for personal leave must be made in Absence Management or any electronic system provided by the district at least three (3) days in advance, except in the event of an emergency. The School District reserves the right to refuse to grant such leave. All leaves must have prior approval.

Subd. 3. A personal leave day may be granted for the day preceding or the day following holidays or vacations, with prior approval of the supervisor.

Subd. 4. The district will allow up to 3 unpaid personal leave days per year. Any additional unpaid personal leave days needed for emergency situations will be approved by the superintendent on a case by case situation. These unpaid personal leave days are non-cumulative.

Section 5. Bereavement Leave: Up to five (5) days of bereavement leave per occurrence with full pay shall be allowed in the event of the death in the employees' immediate family. Immediate family shall include: spouse or registered domestic partner, children, parents, grandparents, grandchildren, brothers, sisters, aunts, uncles, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-

in-law, and spouse's grandparents. These days are to be taken from accumulated sick leave days. An additional 5 days of bereavement leave with full pay may be allowed in the event of a death not covered in the definition of immediate family above with the Superintendent's approval. These days are to be taken from accumulated sick leave days. Any additional bereavement leave days will be subject to the discretion of the superintendent depending on the circumstances.

Section 6. Exclusive Representative Leave:

Subd. 1. Exclusive representative leave will be granted to the exclusive representative for 3 days without deduction in any school year for the purpose of conducting organizational business.

Subd. 2. The exclusive representative must notify the Superintendent of his/her designated representative at least five (5) days prior to the use of such leave.

Section 7. Leave of Absence: Employees may be granted a leave of absence of up to one year without pay at the discretion of the board.

Section 8. Miscellaneous Leave Provisions:

Subd. 1. Generally, employees will be notified of the granting or denial of leaves within three (3) days after the leave request was submitted.

Subd. 2. All decisions to grant or deny leave requests may be appealed to the Superintendent.

Section 9. Family and Medical Leave: In accordance with the Family Medical Leave Act of 1993, (FMLA), as amended, employees shall be eligible for twelve (12) work weeks of leave in a twelve (12) month period under the following conditions:

1. Birth of a child or the placement of a child for adoption or foster care;
2. To care for a family member (child, spouse or parent) with a serious health condition; or
3. An employee's own serious health condition that prevents the employee from doing his/her job.

Subd. 1. An employee may take this leave on an intermittent basis rather than all at once, or the employee may work a part-time schedule.

Subd. 2. All health insurance benefits shall be maintained while an employee is on this leave with the District and employee continuing their contribution requirements towards the premiums. This right to continue participation in such insurance programs will terminate if the employee does not return to the District pursuant to this Section. If the employee terminates their employment in the District, the employee shall have all rights to continue insurance benefits under C.O.B.R.A. laws.

Subd. 3. Employee's shall provide the District with a thirty (30) calendar day notice of any foreseeable leaves under this Section. If a medical emergency prevents an employee from giving the thirty (30) calendar day notice, a notice is required as soon as practical.

Subd. 4. Employee's shall provide the District with verification or certification of qualifying condition or need for leave, when requested, by a health care provider/agency.

Subd. 5. Employee's shall have the right to return to the same position or an equivalent position, with equivalent pay, benefits and working conditions at the conclusion of the leave. Employee's who passed their probationary period, shall retain all seniority benefits while on leave. Employee's still in their probationary period at the commencement of leave, shall not have actual leave time count towards the probationary period requirement.

Subd. 6. Employees shall be allowed to use any accumulated sick, vacation or personal time to offset any unpaid leave with paid leave.

Subd. 7. Failure of the employee to return pursuant to the date determined as the end of their leave shall constitute a resignation of the employees position in the District.

Subd. 8. An employee may be allowed additional unpaid leave, not to exceed twelve (12) months, provided the employee follow the procedure outlined in this section.

Subd. 9: Eligibility: To be eligible for the benefits of this section, a paraprofessional must have been employed by the School District for the previous 12 months and must have been employed for at least 1,250 hours during such 12-month period.

Section 10. Voting Leave: This leave will be granted pursuant to current Minnesota statute.

Subd. 1: The District must also provide an employee paid time off to serve as an election judge, provided the employee gives the District at least twenty (20) days advance written notice. The District may reduce the employee's pay by the amount the employee is paid to serve as an election judge.

Section 11. Good Attendance Incentive:

Subd. 1. Any employee who has used Sick Leave, Worker's Compensation, Personal Leave, Bereavement Leave, Leave of Absence, Miscellaneous Leave, Family and Medical Leave and Leave Without Pay will receive at the end of the school year the following stipend:

0 hours/days* = \$400
1-3 days* or less = \$300
4 days* or less = \$200
5 days* or less = \$100

*Days above are based on the hours per day listed on the seniority list.

Hired between July 1 and October 31 gets full amount
Hired between Nov 1 and December 31 gets 75%
Hired between Jan 1 and February 28 get 50%
Hired after March 1 and April 30 get 25%
Hired after May 1 not eligible

Subd. 2. Personal leave days used for Bad Weather School Closing Days, as stated in Article IX, Section 5, Jury Duty Leave, as stated in Article VII, Section 3 and Voting Leave as stated in Article VII, Section 10 will not apply to the days listed above. Any other leaves not listed in Subd. 1 above will be counted as an absence.

Section 12. Minnesota Paid Leave

All state statutes will be followed. **Refer to Employee handbook for more information.**

ARTICLE VIII GROUP INSURANCE

Section 1. Selection of Carrier: The selection of the insurance carrier and policy shall be made by the School District as provided by law.

Subd. 1. Any recommendations from the School District's Insurance Committee regarding health insurance plan changes (change in aggregate value) does not need full union approval, just Insurance Committee approval. Insurance Committee voting structure is: Teachers – 3, Paraprofessionals – 2, Custodian/Secretarial/Food Service – 2, Administrators – 1, School Board (represented by Superintendent or Business Manager) – 1.

Section 2. Health and Hospitalization Insurance:

Subd. 1. Eligibility and Qualification: Eligibility and qualification shall be in accordance with the health insurance plan document. All employees whose regular work assignment is twenty (20) hours or more per week are eligible for enrollment in the group as provided by the plan document.

Subd. 2. District Contribution: The District shall contribute up to the following dollar amount toward but not to exceed the premiums for full-time regularly assigned eligible employees who qualify for and are enrolled in the District group health plan. Permanent part-time employees working twenty (20) hours or more per week will be allowed District contributions on the basis proportional to the percent of time they are regularly employed. Any additional cost of the premium shall be borne by the permanent part-time or permanent full-time employee and paid by payroll deduction.

The District reserves the right to increase the contribution on an individual basis in order to avoid any fines or penalties imposed by the Affordable Care Act (ACA). This is due to the W-2 affordability 9.5% test. The Chief Steward will be notified of the number of people affected by this.

Premium Allowance

~~2024-2025~~
~~\$10,422.34~~
~~(\$868.53 per month)~~

~~2025-2026~~
~~\$10,922.34~~
~~(\$910.20 per month)~~

~~2026-2027~~
~~\$11,468.46~~
~~(\$955.71 per month)~~

~~2027-2028~~
~~\$12,041.88~~
~~(\$1,003.49 per month)~~

Any employee who is not a 12 month employee who is on the district's single health insurance plan their monthly premium allowance will be figured for the year and spread out to pay for 12 months of premium first. Any contribution in excess of the monthly premium will be put into a VEBA/HSA account.

Subd. 3. Married Couples Employed by District: Married couples who are both employed by the District and eligible for insurance may pool their insurance premium allowance to purchase one family plan versus two individual plans. The District contribution will not exceed the premium allowance each employee would be eligible to receive on an individual basis.

Subd. 4. Retirement: Upon retirement, employees who are enrolled in the group health insurance plan, who are at least 55 years of age or older, may continue to remain a part of the health insurance group if they agree to pay all premiums at their own expense.

Subd. 5. Group Health Plans: The School District shall also make available group health insurance plans, to its employees and eligible retirees.

With respect to all qualified bargaining unit members, the School District shall contribute up to the dollar amount listed in Subd. 2 towards the monthly premium costs of these group health plans. If a “Voluntary Employee Benefit Arrangement” (VEBA/HRA Plan) or “Health Savings Account” (HSA Plan) is chosen, Subd. 6. below will apply.

All insurance carrier plans offered by the school district must meet the insurance carrier’s policies and minimum qualification.

Subd. 6 Establishment of VEBA/HRA and HSA: The School District adopted the Minnesota Service Cooperative VEBA Plan, HSA Plan and the Employee Benefits Trust Agreement for the benefit of qualifying employees who are members of this Collective Bargaining Agreement. Employer and employees assent to and ratify the appointment of the trustee and plan administrator in place on the adoption date of this agreement. It is intended that this arrangement constitute a voluntary employee’s beneficiary association under Section 501 (c)(9) of the Internal Revenue Code.

If the School District maintains a cafeteria plan with a health flexible spending account (an FSA), the School District will specify the Adoption Agreement for the VEBA Plan document, before the first day of the FSA plan year, the eligible health expenses will be paid from the FSA first, until an individual’s FSA account is exhausted, and from the VEBA plan second. If an employee chooses the HSA plan/account, the employee will follow all IRS regulations regarding having a HSA and how it works with an employee (and their spouse) if they have a Flexible Spending Account (FSA) or a VEBA account. All HSA contribution amounts will not exceed the amount as set by the IRS per year for individual or family coverage.

1. **Benefits provided through the VEBA/HRA and HSA:** The School District shall provide the following welfare benefit arrangement through the VEBA/HRA and HSA Plan:

The Health Reimbursement and Savings Arrangement for Active Employees.

2. **Payment of Administrative Fees:** Administrative and investment fees allocable to individual accounts of active employees shall be paid from the account. Administrative and investment fees allocable to individual accounts of active employee, who have accrued a balance in the VEBA/HRA or HSA Plan but change coverage, so that they are no longer entitled to employer contributions, shall be paid from the account. Administrative and investment fees allocable to the individual

accounts of former employees, including retirees, shall be paid from the account. If the VEBA/HRA or HSA Plan is terminated, or if Employer Contributions cease by agreement between the parties, administrative and investment fees shall be paid from the account.

3. **High Deductible Group Health Plan:** The School District shall make available VEBA/HRA and HSA group health plans, the School District shall contribute the difference between the premium allowance listed in Subd. 2 and the monthly premium cost for each qualified employee (ie. a 10 month employee would receive the above amount for 10 months, a 9 month employee would receive the above amount for 9 months) who elects coverage under the group health plan described in this subdivision.

In the event that two School District bargaining unit employees are either married or a bargaining unit employee marries another school employee the School District who is eligible for School District provided health and hospitalization insurance, the School District shall contribute an amount on the health insurance plan equal to the above contribution for each employee but not to exceed full family health insurance coverage if family coverage is selected by the married couple in only one (1) of the members name. Employees who are employed less than full time shall be eligible to participate on a prorated basis to the percentage of the time they are employed with the School District.

- A. In addition the employer contribution listed above, any grant available from the SWWC Service Cooperative will be deposited into the employee's VEBA/HRA or HSA account until the grant expires.
 - B. All contributions on behalf of a VEBA/HRA or HSA Plan participant shall cease on the date the participant is no longer covered under the high deductible health plan/ VEBA/HRA or HSA Plan or from separation of employment.
4. The district will apply the collectively bargained health insurance amount to insurance premium first and the remainder will be funded, on a monthly basis, to an HSA or VEBA/HRA account. This amount will be prorated on an annual basis as a result of insurance premium changes or collective bargaining levels. All HSA contribution amount will not exceed the amount as set by the IRS per year for individual or family coverage.

Subd. 7. Statewide Health Plan: Should a statewide health insurance plan become available during the course of this agreement, then both parties agree that bargaining may reopen on the health insurance provision.

Section 3. Long Term Disability (LTD) Insurance: The School District will pay 100% of the premium for long term disability insurance for each employee meeting the insurance carrier's minimum qualifications. Benefits shall be payable according to the insurance carrier's schedule of benefits.

Section 4. Life Insurance: The District shall provide a group life insurance program and shall pay the premium for ten thousand dollars (\$10,000) of coverage, with an Accidental Death & Dismemberment feature, for each eligible employee. To be eligible for this coverage an employee must work an average of twenty (20) hours per week in a position or positions covered

by this agreement meeting the insurance carrier's minimum qualifications. The School District will not be held responsible for the regulations of the carrier.

Section 5. Claims against the School District: It is understood that the School District's only obligations to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 6. Duration of Insurance Contribution: An employee is eligible for School District contribution as provided in this Article as long as the employee is employed by the School District. Upon termination of employment, all District contribution shall cease.

Section 7. Flexible Benefits Plan: The District shall adopt a payroll-system flexible benefits plan from a Flexible Benefits Plan vendor agreed upon by the parties, provided that in all events such vendor shall have substantial experience with School Districts, shall take legal responsibility for the Plan, shall give the employees tax advice with respect to their participation in the plan, shall have comprehensive orientation services for employees including 24-hour per day consultation for employees and opportunity for the employees spouses to have their questions answered about the plan. The School District shall assume all financial costs for the operation of the Flexible Benefit Plan.

Effective December 31, 2016 the medical flexible benefits plan will be terminated or changed to a limited flexible benefit plan for dental and vision only due to Affordable Care Act (ACA) rules. Dependent flexible benefits plan will still be an option.

ARTICLE IX HOURS OF SERVICE

Section 1. Shifts and Starting Time: All employees will be assigned starting time and shifts as determined by the School District.

Section 2. Meal Period: Employees shall be provided a duty free meal period of at least 30 minutes.

Section 3. Break Times: Employees working at least four (4) hours per day will receive one (1) fifteen minute break; employees working six (6) or more hours per day will receive two (2) fifteen minute breaks.

Section 4. Extra Work: Regular part-time employees shall have the first option to work any additional hours (bringing their total weekly hours up to 40), which are due to school functions for which they are qualified. Employees shall have the first option to work any extra hours created by non-school organizations functions. First option to work extra assignments will be given to the building crew where the extra work exists.

Section 5. Economic Security/Emergency Closing Language

In the event the building is closed or a day of school is cancelled (e.g. distance learning day, weather related closing, government order, other emergency closing, etc.), the school district will provide one of the following options on an individual basis:

- a. Work remotely as assigned by the District,

- b. Take the day unpaid or use personal time
- c. Make up the time as assigned by their building supervisor or administrator, or
- d. Refer to Article XII regarding Seniority, Reduction, Layoff and Reemployment

Refer to current Windom e-Learning Plan shared with all employees; all state statutes will be followed.

Section 6. Late Start/Early Dismissal: If school starts late, or is closed after employees report for work, they will be paid for all regularly scheduled hours for that day.

Section 7. Inservice Training: All paraprofessionals will be required to work all student contact days and hours as presented on the school calendar which is board approved each year. One (1) week notice will be given for any training's that must be attended by the employee. Employees will be paid their regular hourly rate of pay for all inservices they attend.

ARTICLE X HOLIDAYS

Section 1. Paid Holidays:

Persons employed nine or more months shall be granted the following paid holidays:

New Year's Day	Memorial Day	Day following Thanksgiving
Good Friday	Labor Day	Christmas Day
Easter Monday	Thanksgiving Day	Christmas Eve Day

Note: Memorial Day will continue to be paid during the Flexible Learning Year application.

The District agrees to pay paraprofessionals for Memorial Day and Labor Day if they work their scheduled day before Memorial Day and/or after Labor Day (unless on excused illness, leave or vacation).

Section 2. Weekends: Holidays that fall on weekends will be observed on a day established by the School District.

Section 3. School in Session: The School District reserves the right, if school is in session, to cancel any of the above holidays and establish another holiday in lieu thereof. Upon mutual agreement between the District and the Exclusive Representative, the District shall pay each employee their holiday pay equivalent in the event another holiday day off cannot be established. The establishment of the new holiday and employee notification of such, or the determination of pay for the holiday will be completed within one (1) week of the original cancellation of holiday. Any legal holiday or holiday, which falls within an employee's vacation period, shall not be counted as a vacation day.

Section 4. Eligibility: In order to be eligible for holiday pay, an employee must have worked his/her scheduled work day before and after the holiday unless he or she is on excused illness, leave, or on personal leave under these provisions.

ARTICLE XI DISCIPLINE, DISCHARGE AND PROBATIONARY PERIOD

Section 1. Probationary Period: An employee under the provisions of this Agreement shall serve a probationary period of six months of actual time worked in the School District during which time the School District shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee; and during this probationary period, the employee shall have no recourse to the grievance procedure, insofar as suspension, discharge or other discipline is concerned. However, a probationary employee shall have the right to bring a grievance on any other provisions of the contract alleged to have been violated. The parties agree any time period an employee is on unpaid leave shall not be counted in determining the completion of the probationary period.

Section 2. Just Cause: Disciplinary action may be imposed upon an employee who has satisfactorily completed the initial probationary period only for just cause. Discipline shall be imposed in a timely manner.

Section 3. Progressive Discipline: Disciplinary action shall normally include only the following measures and shall normally be administered progressively in the following order:

Subd. 1. Reprimands, either oral or written;

Subd. 2. Suspension from duty without pay;

Subd. 3. Demotion in position and pay;

Subd. 4. Discharge from employment.

The District reserves the right to move directly to a higher level of discipline based on the seriousness of the offense and other relevant factors.

Section 4. Meetings to Discuss Discipline Measures: If a supervisor meets with an employee to discuss written reprimand, suspension, or discharge, the employee has the right to have a union representative present.

Section 5. Discharge Due Process: No employee who has completed the probationary period, shall be discharged without having been afforded an opportunity to hear the reason(s) for the discharge and without an opportunity to offer an explanation of the relevant facts and circumstances surrounding the events which preceded the discharge and/or any extenuating or mitigating circumstances which the employee believes is relevant to the discharge decision. Whenever possible and practical, such opportunities shall be provided in a conference with the District which shall be conducted after advance notice to the employee and his/her Union representative who shall be permitted to attend the conference.

Section 6. Disciplinary Action Records: A written record of all disciplinary actions within the meaning of this article, shall be provided to the involved employee(s) and may be entered into the employee's personnel record. Investigations into conduct, which do not result in disciplinary action, however, shall not be entered into the employee's personnel record. The disciplined employee or Union representative shall be entitled to submit a written response to be included in the employee's personnel record.

Section 7. Probationary Period: Change of Classification: In addition to the initial probationary period an employee transferred, promoted, or otherwise occupying a different classification shall serve a new probationary period of three (3) calendar months in any such new

classification. During this three (3) month probationary period if it is determined by the School District that the employee's performance in the new classification is unsatisfactory, the School District shall have the right to reassign the employee to his/her former classification. Provided however, if an employee is placed in a new position as a result of the exercise of seniority rights in respect to layoff or recall the School District may place such employee on layoff if her/his performance is unsatisfactory. The Superintendent or such person(s) as designated by the Superintendent shall determine whether an employee's performance is unsatisfactory. The decision of the School Board shall be final and binding and shall not be subject to arbitration.

Section 8. Supervision and Evaluation: The District reserves the right to evaluate an employee. A meeting will be held with the employee to discuss the evaluation, and then a written report of the evaluation will be placed in the employee's personnel file with a copy provided to the employee.

Section 9. Conditions Of Employment. All paraprofessional staff must maintain training and have the ability to pass all safety and health trainings required by state statute or district policy. (ie Blood Borne Pathogen, chemical, etc.).

Paraprofessionals must meet qualifications to be eligible for special education funding as well as other state and federal funded programs that have special requirements (ie Title). Within 30 days of hire date paraprofessionals will provide documentation of college credits or associate's or higher degree or take a state-approved assessment. Testing dates will be set by the school district and the paraprofessionals will be required to attend these testing dates until qualifications are met. The school district will pay for the state-approved assessment test. If a paraprofessional does not attend the required testing sessions and/or does not make adequate progress towards the passing of the assessment test, the district has the right to take disciplinary action.

ARTICLE XII SENIORITY, REDUCTION, LAYOFF AND REEMPLOYMENT

Section 1. Recognition: The parties recognize the principle of seniority in the application of this Agreement within classification concerning reduction or increase in force and assignment of vacation period. For application there is one classification: Paraprofessionals.

Section 2. Seniority Date:

An employee's seniority commences on the first day of service with the District for the determination of benefits within the District. If more than one (1) employee begins work on the same day, seniority ranking for such employee shall be determined by lot.

Section 3. Layoff and Reduction of Hours:

Subd. 1. In the event the School District reduces the work force covered by the agreement within the School District, such layoff shall occur as follows:

For paraprofessionals, layoff shall occur in reverse seniority order of District Seniority with the most recent hired employee the first to be put on layoff status.

Subd. 2. Notice of such layoffs or reduction in hours shall be given two (2) weeks before the scheduled layoff or reduction in hours except in the case of work stoppages or other unforeseen circumstances.

Subd. 3. Procedure:

A senior paraprofessional will have seniority rights in regard to layoff or reduction of hours over the most junior paraprofessionals with equal or closest to equal number of hours. A paraprofessional who is displaced by the exercise of seniority by a more senior paraprofessional pursuant to this section may in turn exercise seniority in the same fashion if qualified.

Subd. 4. Reduction:

If the number of hours an employee is assigned to work is reduced, he or she shall be assigned to that position that is held by the least senior employee whose assignment is closest to, but not greater than, the assignment originally held by the employee whose hours are being reduced. The employee displaced by this reassignment may accept the assignment of the person whose hours are being reduced, or may request reassignment based on a reduction in hours. Any employee so affected may, at his or her discretion, be placed on layoff in lieu of accepting an assignment to a position with fewer hours. If a reduction of hours results in an employee not working enough hours for unit inclusion, such employee shall be considered on layoff status. Any employee with reduced hours shall retain his/her seniority and right to an equivalent increase of hours as the reduction in seniority order for a period of one (1) year after the date of the reduction.

Subd. 5. An employee shall notify the School District of his or her intent to exercise seniority rights to a position in writing during the regular school year within 5 calendar days excluding Saturday, Sunday and holidays. If said notice is not given within the applicable time period, the right to exercise seniority is waived.

Subd. 6. An employee shall notify the School District of his or her intent to exercise seniority rights to a position in writing during the summer break within ten (10) calendar days excluding Saturday, Sunday, and holidays. If said notice is not given within the applicable time period, the right to exercise seniority is waived.

Section 4. Recall:

Subd. 1. Employees will be recalled in seniority order. An employee recalled to his/her former position shall receive the current rate of pay for such position.

Subd. 2. Employees may be recalled to positions within classification provided the employee is qualified for the position.

Subd. 3. Notice of recall shall be made by certified mail to the last known address of the employee being recalled. The employee shall forfeit rights to recall if the employee fails to return to an offered position within seven (7) calendar days after notice of recall, and in such event the employee's name shall be removed from the seniority and recall list. It is the responsibility of the employee on layoff to keep the School District advised of his/her current mailing address.

Subd. 4. An employee on layoff or reduction shall retain his/her seniority and right to recall for a period of one year after the date of layoff or reduction.

Subd. 5. No new employee will be hired in any position covered by this agreement while qualified employees are on layoff or reduction subject to the limitations set forth in subdivisions 3 and 4 of this section.

Section 5. Qualified: The Superintendent or such person(s) as designated by the Superintendent shall determine whether an employee is qualified to exercise seniority for layoff or recall. An employee may grieve, to the School Board level only the determination by the Superintendent or designee that an employee is not qualified. The decision of the School Board shall be final and binding and shall not be subject to arbitration.

Section 6. Seniority List: A current seniority list shall be emailed out to all employees, with one paper copy to each Chief Steward. Date to contest the seniority list will be included in email and given to each Chief Steward. Said listing shall be updated as of January 1 of each year.

Section 7. Voluntary Termination and Re-employment: In the event that an employee voluntarily terminates his/her employment from a bargaining unit position and is subsequently re-employed by the District under this bargaining unit within a time period of no greater than twelve (12) months after the date of termination, the employee shall:

Subd. 1. Be reinstated without loss of seniority or benefits and the years of service credit earned and accumulated as of the date of termination.

Subd. 2. Be reinstated without having to serve a new probationary period notwithstanding any other provision to the contrary.

Subd. 3. Be reinstated to a similar vacant position at the same rate of pay the employee last earned as of the date of termination.

The above subdivision does not apply if the employee retires from the school district and is receiving retirement benefits from PERA or is doing a Phased Retirement Option Agreement with PERA. These individuals will directly negotiate their re-employment terms with the district.

ARTICLE XIII VACANCIES, JOB POSTING AND ASSIGNMENTS

Section 1. Posting and Filling Vacancies:

Subd. 1. All permanent vacancies in regular positions or newly created positions will be posted for a period of five (5) working days prior to filling the vacancy. A permanent vacancy is defined as one anticipated to last more than six months. A temporary vacancy is defined as one anticipated to last six months or less. Vacancy positions shall contain, at a minimum, the anticipated duration of the job, hours, classification, and job duties.

Subd. 2. Application of Vacancies. All employees under this Agreement may submit a written application to the Office of the Superintendent for any vacancy or for any new regular position, which is posted pursuant to this article.

Subd. 3. Filling Vacancies: Notice of the candidate selected to fill the vacancy or the new regular position shall be given within five (5) working days after the filling of the position.

Subd. 4. The final decision as to the successful application shall be in the discretion of the Superintendent or such person(s) designated by the Superintendent. A vacancy or new position may be filled by either a current employee or by hiring a new employee except as otherwise specified in Subd. 5.

Subd. 5. A permanent vacancy or new position shall be filled from existing staff if all the following conditions are met as follows:

- i. At least one member of the existing staff must apply in a timely manner as specified in this Article.
- ii. At least one applicant seeking promotion must be qualified to satisfactorily perform the duties and responsibilities of the position.
- iii. If the conditions set forth above are met then the position shall be filled as follows:

Subd. 6. If more than one applicant is equally qualified, seniority rights shall be exercised.

Subd. 7. The filling of vacancies shall not be subject to the grievance procedure except as follows:

- i. An employee may grieve a failure of the School District to follow the posting procedure.
- ii. An employee may grieve to the School Board level only the failure of the School District to award a position to said employee pursuant to Subd. 5. The decision of the School Board shall be final and binding and shall not be subject to arbitration.

Subd. 8. The requirement of posting shall apply only to permanent vacancies and newly created positions. Posting is not required for transfers under Section 2 of this Article.

Subd. 9. The public employer shall provide a copy of each posting of vacancies to the Chief Stewards of the Local Association and the MSEA office.

Subd. 10. Notification of the filling of vacancies, containing the employee's name and date of employment, shall be provided to the Local Association Unit Leadership and the MSEA office. The District shall provide all new employees with a copy of the current negotiated Agreement at the time of hiring.

Subd. 11. Multiple Staff Assignment Changes: When vacancies and unit employees' applications occur resulting in multiple staff assignment changes, the District may utilize the following procedure:

- A. Vacancies will be posted pursuant to Section 1 above.
- B. Normally, any assignments resulting from the original vacancy will not be officially filled until the entire vacancy process resulting from the original vacancy has been completed.

Section 2. Transfers:

Subd. 1. A transfer shall mean assignment of employees between occupied positions.

Subd. 2. The Superintendent or such person(s) as designated by the Superintendent shall have the discretion to transfer employees to different positions including transfers between classifications.

Subd. 3. The School District may not transfer an employee to a position with a lower hourly rate of pay or fewer hours without the consent of the employee except for just cause.

Subd. 4. The transfer of an employee shall not be subject to the grievance procedure except that an employee may grieve an involuntary transfer to a position with a lower hourly rate of pay.

Subd. 5. Loss of supervisory stipend shall not be subject to grievance procedure.

Section 3. Summer Employment

Subd. 1. Employees shall have seniority rights in regard to summer employment as specified in this section.

Subd. 2. Each year prior to the commencement of summer school the employer shall provide written notice to each employee that summer jobs may be available and that employees in order to retain their seniority rights must notify the School District in writing that they are available for summer employment. The School District must receive the written notice from the employees on or before April 1st of each year provided, however, the return date shall allow employees a minimum of fourteen days time to respond.

Subd. 3. Received by the School District shall mean personally delivered to the School District offices. If return is by U.S. Mail received shall mean the date the notice is delivered to the designated School District office.

Subd. 4. The notice to the School District shall be in the form designated by the School District and shall include a statement signed by the employee agreeing to accept a summer school position if offered.

Subd. 5. If an employee fails to comply with the requirements as set forth herein the employee waives any seniority rights in respect to summer employment.

Subd. 6. Employees shall be notified of the availability of employment by the School District at the earliest practicable date.

Subd. 7. Regular, school year, employees who work during summer school will receive the school year rate of pay for the classification of the summer position. Substitute pay may be paid to summer school employees who are not employed during the normal school year. Summer school paraprofessionals will be paid the wage received at the time (fiscal year) summer school begins.

Subd. 8. If the District, due to a student's needs and IEP or medical recommendation request the same paraprofessional for the summer school session as the student had for the regular school year, the District shall meet and confer with the unit leadership. The paraprofessional must be willing to work the summer assignment. The unit leadership

will have the authority to grant a waiver of the normal summer employment procedure to the District for specific incidents that meet these criteria.

Subd. 9. Regular, school year, employees who work during summer school will receive the 4th of July as a paid holiday.

Section 4. Increases in Hours: If the District determines it's necessary to increase the number of hours of service to a position covered by the Agreement, it may do so, at its discretion, by offering the assignment to the most senior employee holding such a position, who is available for that particular time frame.

Subd. 1. Permanent Increases: When an increase in hours of an employee lasts for more than sixty-seven (67) calendar days in any school year, that increase shall be considered permanent and the increased assignment shall be subject to the terms and conditions of this Agreement.

Subd. 2. Effects on Benefits: Once an increase in hours has become permanent, all benefits shall be recalculated based on the new hours. Changes to benefits shall become effective on the first scheduled workday following the 67th calendar day and shall be prorated when appropriate.

ARTICLE XIV GRIEVANCE PROCEDURE

Section 1. A claim by an employee or the Association that there has been an alleged violation, misinterpretation or misapplication of any provisions of this Contract may be processed as a grievance as hereinafter provided.

Section 2. The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties. In the event a grievance is filed after May 15 of any school year and strict adherence to the time limits may result in hardships to any party, the Board and Association shall use their best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible. The employee, administrator, or School Board may be represented during any step of the procedure by any person or agent designated by such party, to act in his or her behalf.

Section 3. Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all weekdays not designated as holidays by state law.

Section 4. In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default of which the designated period of time begins to run shall not be included. The last day of the period so computed shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

Section 5. In the event that an employee believes there is a basis for a grievance, they shall first discuss the grievance with their Building Principal either personally or accompanied by this Association representatives.

Section 6. Grievances shall not be valid for consideration unless the grievance is submitted in writing to the School District's designee, setting forth the facts and the specific provisions of the

Agreement allegedly violated and the particular relief sought within thirty calendar days after the date of the first event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereinafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the employee and the School District's designee.

Section 7. Within five (5) working days of receipt of the grievance, the Principal shall meet with the grievant in an effort to resolve the grievance. The Principal shall indicate his disposition of all grievance, in writing within five (5) days of such meeting, and shall furnish a copy thereof to the grievant and the Exclusive Representative.

Section 8. If the grievant is not satisfied with the disposition of the grievance, or if no disposition has been made within five (5) working days or such meeting (or ten (10) working days from the date of filing, whichever shall be later) the grievance may be appealed to the Superintendent, provided such appeal is made in writing within ten (10) calendar days of receipt of the decision. Within seven (7) working days, the Superintendent or his designee shall meet with the grievant on the grievance and shall indicate his disposition of the grievance in writing within five (5) working days of such meeting and shall furnish a copy thereof to the grievant and the Exclusive Representative.

Section 9. If the grievant is not satisfied with the disposition of the grievance by the Superintendent or his designee, or if no disposition has been made within five (5) working days or such meeting (or ten (10) working days from the date of filing, whichever shall be later) the grievance may be appealed to the Board by filing a written copy thereof with the clerk or other designee of the Board provided such appeal is made in writing within ten (10) calendar days of receipt of the decision. Disposition of the grievance in writing by the Board shall be made no later than the next regular board meeting or twenty (20) calendar days, whichever is later. A copy of such disposition shall be furnished to the grievant and the Association.

Section 10. If the grievant is not satisfied with the disposition of the grievance by the Board, or if no disposition has been made within the period above provided, the grievance may be submitted to arbitration before an impartial arbitrator. A request to submit a grievance to arbitration must be in writing signed by the aggrieved party or the Exclusive Representative, and such request must be filed with the Superintendent within ten (10) working days following the decision of the Board.

Section 11. Upon the proper submission of the grievance under the terms of this procedure, the parties shall, within ten days after the request to arbitrate, attempt to agree upon the selection of any arbitrator. If no agreement on an arbitrator is reached, either party may request the Bureau of Mediation Services ("BMS") to appoint an arbitrator, pursuant to current MINN. STAT., providing such request is made within thirty days after request for arbitration. The request shall ask that the appointment be made within thirty days after the receipt of said request. Failure to request an arbitrator from the Bureau of Mediation Services ("BMS") with the time periods provided herein shall constitute a waiver of the grievance.

Section 12. The arbitrator shall have no power to alter, add to or subtract from the terms of this Contract.

Section 13. The fees and expenses of the arbitrator shall be shared equally by the parties. Any transcription costs at any step in the procedure shall be paid for by the party making that request.

Section 14. No grievance shall be considered by the arbitrator that has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Section 15. No reprisals of any kind will be taken by the Board or the School Administration against any employee because of his participation in the grievance procedure.

ARTICLE XV PUBLIC OBLIGATION

The parties mutually recognize that their first obligation is to the public and that the right of students and residents of the School District to the continuous and uninterrupted operation of the schools are of paramount importance.

ARTICLE XVI DURATION

Section 1. Terms and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing on July 1, 2024 2026, through June 30, 2026 2028, and thereafter until modifications are made pursuant to the P.E.L.R.A. If either party desires to modify or amend this Agreement commencing at its expiration, they shall give written notice of such intent pursuant to P.E.L.R.A. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 90 days prior to the expiration of this Agreement.

Section 2. Effect: This Agreement constitutes the full and complete Agreement between the School District and the exclusive representative representing the employees. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, School District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

Section 3. Finality: Any matters relating to the terms and conditions of employment, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement unless mutually agreed.

Subd. 1. Pay Equity Compliance: The parties agree to meet and discuss if needed for the sole purpose of negotiating necessary changes to put the School District in compliance with the Minnesota Pay Equity Statute. Only areas requiring modification for compliance purposes, as identified by the Department of Employee Relations, will be open for negotiations.

Section 4. Severability: The provisions of this Agreement shall be severable, and if any provision thereof of the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provision thereof.

Section 5. Copies of Agreement: The School District shall provide a copy of the Agreement to all employees. This copy will be emailed to all employees and available on the schools website. Two copies shall be provided to the exclusive representative for its use. The MSEA shall be charged for any additional copies.

FOR:
MINNESOTA SCHOOL EMPLOYEES
ASSOCIATION

FOR:
INDEPENDENT SCHOOL
DISTRICT NO. 177

Chairman

Clerk

Dated this _____ day of _____ **2024** **2026**

Schedule A Wages

2024-2025

Years	1	2	3	4	5	6	7	8	10	15	20	25
Paraprofessional	\$ 16.66	\$ 17.00	\$ 17.33	\$ 17.66	\$ 18.00	\$ 18.33	\$ 18.66	\$ 19.00	\$ 19.55	\$ 19.90	\$ 20.23	\$ 20.34
Bi-Lingual	\$ 19.03	\$ 19.36	\$ 19.70	\$ 20.03	\$ 20.36	\$ 20.70	\$ 21.03	\$ 21.36	\$ 21.95	\$ 22.29	\$ 22.62	\$ 22.74
Supervision	\$ 18.66	\$ 19.00	\$ 19.33	\$ 19.66	\$ 20.00	\$ 20.33	\$ 20.66	\$ 21.00	\$ 21.55	\$ 21.90	\$ 22.23	\$ 22.34

2025-2026

Years	1	2	3	4	5	6	7	8	10	15	20	25
Paraprofessional	\$ 17.04	\$ 17.36	\$ 17.69	\$ 18.03	\$ 18.38	\$ 18.71	\$ 19.06	\$ 19.40	\$ 20.20	\$ 20.55	\$ 20.89	\$ 21.01
Bi-Lingual	\$ 19.43	\$ 19.76	\$ 20.11	\$ 20.45	\$ 20.79	\$ 21.13	\$ 21.47	\$ 21.81	\$ 22.68	\$ 23.03	\$ 23.37	\$ 23.49
Supervision	\$ 19.04	\$ 19.36	\$ 19.69	\$ 20.03	\$ 20.38	\$ 20.71	\$ 21.06	\$ 21.40	\$ 22.20	\$ 22.55	\$ 22.89	\$ 23.01

2026-2027

Years	1	2	3	4	5	6	7	8	10	15	20	25
Paraprofessional	\$ 17.18	\$ 17.53	\$ 17.87	\$ 18.21	\$ 18.56	\$ 18.90	\$ 19.25	\$ 19.59	\$ 20.90	\$ 21.26	\$ 21.60	\$ 21.72
Bi-Lingual	\$ 19.62	\$ 19.96	\$ 20.31	\$ 20.65	\$ 21.00	\$ 21.34	\$ 21.68	\$ 22.03	\$ 23.41	\$ 23.76	\$ 24.10	\$ 24.22
Setting 3 Room	\$ 18.18	\$ 18.53	\$ 18.87	\$ 19.21	\$ 19.56	\$ 19.90	\$ 20.25	\$ 20.59	\$ 21.90	\$ 22.26	\$ 22.60	\$ 22.72
Supervision	\$ 19.18	\$ 19.53	\$ 19.87	\$ 20.21	\$ 20.56	\$ 20.90	\$ 21.25	\$ 21.59	\$ 22.90	\$ 23.26	\$ 23.60	\$ 23.72

2027-2028

Years	1	2	3	4	5	6	7	8	10	15	20	25
Paraprofessional	\$ 17.35	\$ 17.71	\$ 18.05	\$ 18.39	\$ 18.75	\$ 19.09	\$ 19.44	\$ 19.79	\$ 21.11	\$ 21.47	\$ 21.81	\$ 21.94
Bi-Lingual	\$ 19.82	\$ 20.16	\$ 20.51	\$ 20.86	\$ 21.21	\$ 21.55	\$ 21.90	\$ 22.25	\$ 23.64	\$ 24.00	\$ 24.34	\$ 24.47
Setting 3 Room	\$ 18.35	\$ 18.71	\$ 19.05	\$ 19.39	\$ 19.75	\$ 20.09	\$ 20.44	\$ 20.79	\$ 22.11	\$ 22.47	\$ 22.81	\$ 22.94
Supervision	\$ 19.35	\$ 19.71	\$ 20.05	\$ 20.39	\$ 20.75	\$ 21.09	\$ 21.44	\$ 21.79	\$ 23.11	\$ 23.47	\$ 23.81	\$ 23.94

AGREEMENT

between

**INDEPENDENT SCHOOL DISTRICT NO. 177
WINDOM, MINNESOTA**

and

THE MINNESOTA SCHOOL EMPLOYEES ASSOCIATION

representing

PARAPROFESSIONALS

Effective July 1, 2026 through June 30, 2028

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**MASTER AGREEMENT
ARTICLE I
PURPOSE**

Section 1. Parties: THIS AGREEMENT is entered into between Independent School District No. 177, Windom, Minnesota hereinafter referred to as the School District, and the Minnesota School Employees Association (MSEA), hereinafter referred to as exclusive representative, pursuant to and in compliance with the Public Employment Labor Relations Act of 1971 as amended, hereinafter referred to as the P.E.L.R.A., to provide the terms and conditions and employment for paraprofessionals, excluding confidential employees, supervisor employees, essential employees, part-time employees whose services do not exceed the lesser of 14 hours per week or 35% of the normal work week in the employees bargaining unit, employees who hold positions of a temporary or seasonal character for a period not in excess of 67 working days in any calendar year, emergency employees, the District Office Staff, during the duration of this Agreement.

**ARTICLE II
RECOGNITION OF EXCLUSIVE REPRESENTATIVE**

Section 1. Recognition: In accordance with the P.E.L.R.A., the School District recognizes the MSEA as the exclusive representative for paraprofessionals, employed by the School District, which exclusive representative, shall have those rights and duties as prescribed by the P.E.L.R.A. and as described in the provisions of this Agreement.

Section 2. Appropriate Unit: The exclusive representative shall represent all such employees of the district contained in the appropriate unit as defined in Article III, Section 2 of this Agreement and the P.E.L.R.A. and in certification by the Director of Mediation Services.

**ARTICLE III
DEFINITIONS**

Section 1. Terms and Conditions of Employment: Shall mean the hours of employment, the compensation therefor including fringe benefits except retirement contributions or benefits, and the employer's personnel policies affecting the working conditions of the employees.

Section 2. Description of Appropriate Unit: For purposes of this Agreement the term paraprofessionals shall mean an employee within the appropriate unit employed by the School District in such classification excluding the following: confidential employees, supervisor employees, essential employees, part-time employees whose services do not exceed the lesser of 14 hours per week or 35% of their normal work week in the employees bargaining unit, employees who hold positions of a temporary or seasonal character for a period not in excess of 67 working days in any calendar year, emergency employees, the district office staff and such other employees excluded by law.

Subd. 1. Normal Work Week Defined: For the purposes of this Agreement, the normal workweek for paraprofessionals is thirty-four point one-five (34.15) hours. Thirty-five percent of the normal workweek is eleven point ninety-five (11.95) hours for paraprofessionals.

Section 3. School District: For purposes of administering this Agreement, the term "School District" shall mean the School Board or its designated representative.

Section 4 Full-time Employees: A regular workweek for full-time employees shall consist of 40 hours, exclusive of meal period. Employees working less than such regular workweek shall not be considered full-time.

Section 5. Permanent Part-time Employees: A permanent part-time employee is an employee who works a regular schedule of less than 8 hours per day 5 days per week.

Section 6. Temporary/Casual Employees: The School District reserves the right to employ such personnel as it deems desirable or necessary on a temporary or casual basis.

Section 7. Other Terms: Terms not defined in this Agreement shall have those meanings as defined by the P.E.L.R.A.

ARTICLE IV SCHOOL BOARD RIGHTS

Section 1. Inherent Managerial Rights: The exclusive representative recognizes that the School Board is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and director and number of personnel.

Section 2. Management Responsibility: The exclusive representative recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunity for the students of the School District.

Section 3. Effect of Laws, Rules and Regulations: The exclusive representative recognizes that all employees covered by this Agreement shall perform the services and duties prescribed by the School Board and shall be governed by the laws of the State of Minnesota, and by school board rules, regulations, directives, and orders, issued by properly designated officials of the School District. The exclusive representative also recognizes the rights, obligation and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School board insofar as such rules, regulations, directives and orders are not inconsistent with the terms of this Agreement and recognizes that the School Board, all employees covered by this Agreement, and all provisions of this Agreement are subject to the laws of the State. Any provision of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

Section 4. Reservations of Managerial Rights: The foregoing enumeration of rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this Agreement are reserved to the School District.

ARTICLE V EMPLOYEE RIGHTS

Section 1. Rights to Views: Nothing contained in this Agreement shall be construed to limit, impair or effect the right of any employee or his representative to the expression or communication of a view, grievance, complaint or opinion on any matter related to the

conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties of employment or circumvent the rights of the exclusive representative, if there be one; nor shall it be construed to require any public employee to perform labor or services against his/her will.

Section 2. Right to Join: Employees shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations. Employees in an appropriate unit shall have the right by secret ballot to designate an exclusive representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for employees of such unit with the School District.

Section 3. Request for Dues Check Off:

Payroll Deductions. Pursuant to Minn. Stat. 179A.06, the Employer will deduct from the regular payroll: Association dues for those employees in the bargaining unit who are members of the Association and who have requested in writing to have their regular Association dues paid by payroll deduction.

Subd 1. Employers must commence deductions within 30 days of notice of authorization from the exclusive representative and must remit the deductions to the exclusive representative within 30 days of the deduction. The failure of an employer to comply with the provisions of this paragraph shall be an unfair labor practice under section 179A.13, the relief for which shall be reimbursement by the employer of deductions that should have been made or remitted based on a valid authorization given by the employee or employees.

Subd 2. Remission of Withheld Funds. The aggregate of funds deducted and withheld from all employees in the bargaining unit shall be remitted by the Employer together with an itemized statement to the Minnesota School Employees Association no later than thirty (30) days following the end of each payroll period.

Subd 3. Bargaining unit information. Within 20 calendar days from the date of hire of a bargaining unit employee, a public employer must provide the following contact information to an exclusive representative in an Excel file format or other format agreed to by the exclusive representative: name; job title; worksite location, including location within a facility when appropriate; home address; work telephone number; home and personal cell phone numbers on file with the public employer; date of hire; and work email address and personal email address on file with the public employer.

Subd 4. Every 120 calendar days, a public employer must provide to an exclusive representative in an Excel file or similar format agreed to by the exclusive representative the following information for all bargaining unit employees: name; job title; worksite location, including location within a facility when appropriate; home address; work telephone number; home and personal cell phone numbers on file with the public employer; date of hire; and work email address and personal email address on file with the public employer.

Subd 5. A public employer must notify an exclusive representative within 20 calendar days of the separation of employment or transfer out of the bargaining unit of a bargaining unit employee.

Section 4. Financial Information: The School District shall provide, upon request of the exclusive representative, information pertaining to the School District's budget, both present fiscal year and proposed fiscal years revenues and other financial information. The exclusive representative shall indicate in writing which financial information it is requesting. All costs of duplication of the information shall be borne by the exclusive representative.

Section 5. Personnel File: No material shall be kept in the employee personnel file without a copy being provided to the employee within ten (10) days of its receipts or creation by the District. Any material not provided to an employee shall not be allowed in any disciplinary action against the employee. Any employee shall have the right to inspect his/her personnel file during regular business hours. The employee may reproduce contents of the file at his/her own expense and may attach a statement of explanation or rebuttal to any information contained in such file.

Section 6. New Employee Access: The School District will provide the Union steward with the name and work location of each new employee when that employee begins work with the school district. The School District will also provide thirty (30) minutes of paid time to the Union to meet with the new employee.

ARTICLE VI RATES OF PAY

Section 1. Rates of Pay:

Subd. 1. The wages and salaries in the schedules attached hereto shall be a part of the Agreement for the period commencing July 1, 2026 through June 30, 2028.

For any new hires and employees who do not work during the summer months and do not receive a paycheck in the month of August, any hours worked from September 1st to the 10th of the month will be paid prior to September 30th. Hours worked from September 11th to the 30th will be paid on the normal October 20th payroll. For any new hires who start during the school year will then have any hours worked from the 1st to the 10th of the month paid prior to the last day of the month. All future paychecks will be on the regular 20th of the month payroll.

Subd. 2. Paraprofessionals who have not reached the top step will be eligible for step increases on July 1 of each year providing they have been continuously employed in the bargaining unit for the preceding six months.

Subd. 3. New employees will be paid at the entry classification rate as indicated on the attached Schedules. When circumstances require, the superintendent may allow a new employee to be paid at a higher rate of step/pay based on their prior work experience or qualifications listed below. Work experience or qualifications to be required:

- Work experience as a paraprofessional or teacher in a school district
- Work experience as a paraprofessional or teacher in a service cooperative
- Work experience with disabled students or adults as a LPN (Licensed Practical Nurse), CNA (Certified Nursing Assistant) or PCA (Personal Care Attendant) in a private or public setting
- Individuals who meet the Minnesota Department of Education (MDE) requirements to be classified as Highly Qualified may be granted up to two (2) additional years of experience for placement on the schedule.

- Work experience will be based on only actual years worked as listed above, no extra work experience years will be allowed except as provided for employees qualifying as Highly Qualified above

Subd. 4. Paraprofessionals who work as supervisors for large groups of students such as: Bus Loading/Unloading Area Monitor, Hall Monitor, In School Suspension, Noon Hour Supervisor, Lunchroom Supervisor, Playground and Morning Supervisor shall receive a stipend of \$2.00 per hour in addition to their regular hourly rate of pay for all time worked in said position. This excludes any special education services for students that are listed in their IEPs. This stipend doesn't carryover from one year to the next and is not assigned by seniority but rather based on student needs at the school districts discretion.

Subd. 5. Employees who sub in a unit position will receive their current rate of pay no matter what time of the year it is.

Section 2. Overtime:

All work performed by employees in excess of forty (40) hours in any work week shall be compensated at the rate of one and one-half (1 1/2) times the employee's regular hourly rate of pay.

Section 3. Mileage: Employees who are required to use their personal vehicles when performing their job duties, or who are required to commute between buildings, will be reimbursed at the IRS rate.

Section 4. Severance Pay: No employee hired after July 1, 2000, shall be eligible for severance pay. Employees who retire from the School District, or resign, shall be granted the following percentage of their accumulated sick leave days with pay:

Length of Employment:	0-9 years	No withdrawal
	10-14 years	25%
	15 plus years	50%

The rate of pay for each day to be calculated on the average daily salary of the employee at the time they terminate their employment. In the event of the death of the employee before all or a portion of the severance pay has been disbursed, the balance due shall be paid as a lump sum into the Special Pay Deferral Plan (SPDP) for access by the employee's estate.

On behalf of any person covered by the agreement, the School District will deposit 100% into the Health Care Savings Plan (HCSP) and 0% into the Special Pay Deferral Plan (SPDP) of the amount of severance calculated above. This severance/retirement deposit plan is authorized and permitted under the Internal Revenue Code. Employees will not be entitled to receive this amount in the form of taxable cash compensation unless the severance amount is under the minimum amounts allowed for the HCSP and SPDP or if the bargaining unit members decide not to participate in the HCSP or SPDP.

All administrative fees incurred at the time of initial set up will be borne by the School District, subsequent fees including any and all transactions fees will be borne by the employee.

Section 5. Matching Deferred Compensation Plan:

Subd. 1. Matching deferred compensation is available to all regular employees covered by this Agreement. The District will match contributions as outlined below for all employees who work half time or more in their classification not to exceed a total contribution of \$30,000.00. Part-time employees who work less than fifty percent (50%) of the full time equivalent in their classification shall be eligible to participate on a prorated basis to the percentage of time they are employed.

Years of Service	Yearly dollar match by the District
0 - 5 years	\$0
6 - 10 years	\$415
11 – 15 years	\$615
16 – 20 years	\$1,015
21 plus years	\$1,315

Subd. 2. Any employee with less than 10 years of service experience July 1, 2000 will not be eligible for severance pay, but may participate in the Matching deferred compensation plan.

Subd. 3 Any employee with 10 years of service or more as of July 1, 2000 may participate in both the Matching deferred compensation plan and the Severance Plan. Upon retirement an employees' severance pay will be calculated and all matching contributions under the provision of the matching deferred compensation plan contributed by the District will be subtracted from the qualifying severance amount.

Subd. 4. Participants must designate the carrier and the amount of the matched annuity by September 1 and March 1 to establish or make any changes in carrier and amount. The employees must complete a salary reduction authorization prior to any authorization/agreement for tax-sheltered annuity purposes may be made in any fiscal year. Changes will be allowed by contacting the District Office.

All vendors must be listed in the "Plan Document" as approved investment providers prior to receiving any funds. The list of these vendors is available from the School District. Any contributions, rollovers, loans, distributions, hardship withdrawals, transfers, and plan administration must follow the "Plan Document" and the third-party administrator's policies.

Subd. 5. Employees on an unpaid leave of absence for more than thirty (30) days shall not be eligible to receive the District's contribution toward the match in the Matching Deferred Compensation Plan. The Districts contribution towards match shall resume once the employee reports back to duty.

Subd. 6. This program shall be subject to the regulations of the State of Minnesota, Statute 356.24 and IRS code 457.

ARTICLE VII LEAVES OF ABSENCE

Section 1. Sick and Safe Leave:

Subd. 1. Paraprofessional employees shall earn sick leave at the rate of one day for each month of service in the employ of the School District. Annual sick leave shall accrue monthly as it is earned on a proportionate basis to the employee's work year. One day shall be equivalent to the normal standard workday of the employee based in hours.

Subd. 2. Unused sick leave days will be allowed to accumulate to a maximum credit of 140 days of sick leave per employee.

Subd. 3. Sick leave with pay shall be allowed whenever an employee's absence is found to have been due to illness which prevented their attendance and performance of duties on that day or days. A paraprofessional may use his/her accumulated sick leave and the school board limits use as permissible as all state statutes will be followed. Sick leave pay shall be approved once entered into Absence Management or any electronic system provided by the district prior to the absence.

Subd. 4. Sick leave with pay may also be granted an employee due to the serious illness of a member of the immediate family when such illness requires the presence of the employee. Immediate family shall be defined as spouse or registered domestic partner, children, and parents, spouse's parents, siblings, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparents of employee and grandchildren. Leaves in excess of three consecutive days will require medical certificate as indicated in Subd. 5, except in the case of minor children pursuant to state statute.

Subd. 5. The School District may require a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to eligibility for sick leave is reserved to the School District. In the event that a medical certificate will be required, the employee will be so advised.

The School Board or its designee may require that the employee undergo a physical examination by the licensed physician designated by the Superintendent. Such physician's opinion shall be determined as to the period of disability. The cost of such physical examination shall be borne by the School District.

Subd. 6. Sick leave allowed shall be deducted on an hourly basis from the accrued sick leave days earned by the employees.

Subd. 7. Reduced Hours and Unused Sick Leave Accumulation Maximums: If an employee's regular hours are reduced and their unused sick leave exceeds the new maximum number of hours allowed, no hours of unused sick leave already accumulated will be deducted from the employee's unused sick leave balance. Once the level of unused sick leave accumulation falls below the new maximum allowed, new hours of unused sick leave will begin to accumulate the next pay period.

Section 2. Worker's Compensation:

Subd. 1. Upon the request of an employee who is absent from work as a result of a compensable injury incurred in the service of the School District, under the provisions of the Worker's Compensation Act, the School District will pay the difference between the compensation received pursuant to the worker's Compensation Act by the employee and the employee's regular rate of pay to the extent of the employee's earned accrual of sick leave and/or vacation pay.

Subd. 2. A deduction shall be made from the employee's accumulated vacation or sick leave accrual time according to the pro rata portions of days of sick leave or vacation time which is used to supplement Worker's Compensation.

Subd. 3. Such payment shall be paid by the School District to the employee during the period of disability.

Subd. 4. In no event shall the additional compensation paid to the employee by virtue of sick leave or vacation pay result in the payment of a total daily, weekly, or monthly compensation that exceeds the normal compensation of the employee.

Subd. 5. An employee who is absent from work as a result of an injury compensable under the Worker's Compensation Act who elects to receive sick leave or vacation pay pursuant to this policy shall submit their Worker's Compensation check, endorsed to the School District, prior to receiving payment from the School District for her absence.

Section 3. Jury Duty: Employees who serve as jurors, shall do so without loss of salary. However, any per diem, excluding mileage or other reimbursed expenses received for such jury service, shall be paid to the School District.

Section 4. Personal Leave:

Subd. 1. A school year paraprofessional may be granted paid personal leave at the discretion of the School District of no more than three (3) days per year, which can be carried over to the next school year for a maximum of five (5) days that can be used for personal leave, for situations that arise requiring the employee's attention which cannot be attended to outside of the employee's duty day, and which are not covered under other provisions of this Agreement.

Subd. 2. Request for personal leave must be made in Absence Management or any electronic system provided by the district at least three (3) days in advance, except in the event of an emergency. The School District reserves the right to refuse to grant such leave. All leaves must have prior approval.

Subd. 3. A personal leave day may be granted for the day preceding or the day following holidays or vacations, with prior approval of the supervisor.

Subd. 4. The district will allow up to 3 unpaid personal leave days per year. Any additional unpaid personal leave days needed for emergency situations will be approved by the superintendent on a case by case situation. These unpaid personal leave days are non-cumulative.

Section 5. Bereavement Leave: Up to five (5) days of bereavement leave per occurrence with full pay shall be allowed in the event of the death in the employees' immediate family. Immediate family shall include: spouse or registered domestic partner, children, parents, grandparents, grandchildren, brothers, sisters, aunts, uncles, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, and spouse's grandparents. These days are to be taken from accumulated sick leave days. An additional 5 days of bereavement leave with full pay may be allowed in the event of a death not covered in the definition of immediate family above with the Superintendent's approval. These days are to be taken from accumulated sick leave days. Any additional bereavement leave days will be subject to the discretion of the superintendent depending on the circumstances.

Section 6. Exclusive Representative Leave:

Subd. 1. Exclusive representative leave will be granted to the exclusive representative for 3 days without deduction in any school year for the purpose of conducting organizational business.

Subd. 2. The exclusive representative must notify the Superintendent of his/her designated representative at least five (5) days prior to the use of such leave.

Section 7. Leave of Absence: Employees may be granted a leave of absence of up to one year without pay at the discretion of the board.

Section 8. Miscellaneous Leave Provisions:

Subd. 1. Generally, employees will be notified of the granting or denial of leaves within three (3) days after the leave request was submitted.

Subd. 2. All decisions to grant or deny leave requests may be appealed to the Superintendent.

Section 9. Family and Medical Leave: In accordance with the Family Medical Leave Act of 1993, (FMLA), as amended, employees shall be eligible for twelve (12) work weeks of leave in a twelve (12) month period under the following conditions:

1. Birth of a child or the placement of a child for adoption or foster care;
2. To care for a family member (child, spouse or parent) with a serious health condition; or
3. An employee's own serious health condition that prevents the employee from doing his/her job.

Subd. 1. An employee may take this leave on an intermittent basis rather than all at once, or the employee may work a part-time schedule.

Subd. 2. All health insurance benefits shall be maintained while an employee is on this leave with the District and employee continuing their contribution requirements towards the premiums. This right to continue participation in such insurance programs will terminate if the employee does not return to the District pursuant to this Section. If the employee terminates their employment in the District, the employee shall have all rights to continue insurance benefits under C.O.B.R.A. laws.

Subd. 3. Employee's shall provide the District with a thirty (30) calendar day notice of any foreseeable leaves under this Section. If a medical emergency prevents an employee from giving the thirty (30) calendar day notice, a notice is required as soon as practical.

Subd. 4. Employee's shall provide the District with verification or certification of qualifying condition or need for leave, when requested, by a health care provider/agency.

Subd. 5. Employee's shall have the right to return to the same position or an equivalent position, with equivalent pay, benefits and working conditions at the conclusion of the leave. Employee's who passed their probationary period, shall retain all seniority benefits while on leave. Employee's still in their probationary period at the commencement of leave, shall not have actual leave time count towards the probationary period requirement.

Subd. 6. Employees shall be allowed to use any accumulated sick, vacation or personal time to offset any unpaid leave with paid leave.

Subd. 7. Failure of the employee to return pursuant to the date determined as the end of their leave shall constitute a resignation of the employees position in the District.

Subd. 8. An employee may be allowed additional unpaid leave, not to exceed twelve (12) months, provided the employee follow the procedure outlined in this section.

Subd. 9: Eligibility: To be eligible for the benefits of this section, a paraprofessional must have been employed by the School District for the previous 12 months and must have been employed for at least 1,250 hours during such 12-month period.

Section 10. Voting Leave: This leave will be granted pursuant to current Minnesota statute.

Subd. 1: The District must also provide an employee paid time off to serve as an election judge, provided the employee gives the District at least twenty (20) days advance written notice. The District may reduce the employee's pay by the amount the employee is paid to serve as an election judge.

Section 11. Good Attendance Incentive:

Subd. 1. Any employee who has used Sick Leave, Worker's Compensation, Personal Leave, Bereavement Leave, Leave of Absence, Miscellaneous Leave, Family and Medical Leave and Leave Without Pay will receive at the end of the school year the following stipend:

0 hours/days* = \$400
1-3 days* or less = \$300
4 days* or less = \$200
5 days* or less = \$100

*Days above are based on the hours per day listed on the seniority list.

Hired between July 1 and October 31 gets full amount
Hired between Nov 1 and December 31 gets 75%
Hired between Jan 1 and February 28 get 50%
Hired after March 1 and April 30 get 25%
Hired after May 1 not eligible

Subd. 2. Personal leave days used for Bad Weather School Closing Days, as stated in Article IX, Section 5, Jury Duty Leave, as stated in Article VII, Section 3 and Voting Leave as stated in Article VII, Section 10 will not apply to the days listed above. Any other leaves not listed in Subd. 1 above will be counted as an absence.

Section 12. Minnesota Paid Leave

All state statutes will be followed. Refer to Employee handbook for more information.

ARTICLE VIII GROUP INSURANCE

Section 1. Selection of Carrier: The selection of the insurance carrier and policy shall be made by the School District as provided by law.

Subd. 1. Any recommendations from the School District's Insurance Committee regarding health insurance plan changes (change in aggregate value) does not need full union approval, just Insurance Committee approval. Insurance Committee voting structure is: Teachers – 3, Paraprofessionals – 2, Custodian/Secretarial/Food Service – 2, Administrators – 1, School Board (represented by Superintendent or Business Manager) – 1.

Section 2. Health and Hospitalization Insurance:

Subd. 1. Eligibility and Qualification: Eligibility and qualification shall be in accordance with the health insurance plan document. All employees whose regular work assignment is twenty (20) hours or more per week are eligible for enrollment in the group as provided by the plan document.

Subd. 2. District Contribution: The District shall contribute up to the following dollar amount toward but not to exceed the premiums for full-time regularly assigned eligible employees who qualify for and are enrolled in the District group health plan. Permanent part-time employees working twenty (20) hours or more per week will be allowed District contributions on the basis proportional to the percent of time they are regularly employed. Any additional cost of the premium shall be borne by the permanent part-time or permanent full-time employee and paid by payroll deduction.

The District reserves the right to increase the contribution on an individual basis in order to avoid any fines or penalties imposed by the Affordable Care Act (ACA). This is due to the W-2 affordability 9.5% test. The Chief Steward will be notified of the number of people affected by this.

Premium Allowance	<u>2026-2027</u>	<u>2027-2028</u>
	\$11,468.46	\$12,041.88
	(\$955.71 per month)	(\$1,003.49 per month)

Any employee who is not a 12 month employee who is on the district's single health insurance plan their monthly premium allowance will be figured for the year and spread out to pay for 12 months of premium first. Any contribution in excess of the monthly premium will be put into a VEBA/HSA account.

Subd. 3. Married Couples Employed by District: Married couples who are both employed by the District and eligible for insurance may pool their insurance premium allowance to purchase one family plan versus two individual plans. The District contribution will not exceed the premium allowance each employee would be eligible to receive on an individual basis.

Subd. 4. Retirement: Upon retirement, employees who are enrolled in the group health insurance plan, who are at least 55 years of age or older, may continue to remain a part of the health insurance group if they agree to pay all premiums at their own expense.

Subd. 5. Group Health Plans: The School District shall also make available group health insurance plans, to its employees and eligible retirees.

With respect to all qualified bargaining unit members, the School District shall contribute up to the dollar amount listed in Subd. 2 towards the monthly premium costs of these group health plans. If a “Voluntary Employee Benefit Arrangement” (VEBA/HRA Plan) or “Health Savings Account” (HSA Plan) is chosen, Subd. 6. below will apply.

All insurance carrier plans offered by the school district must meet the insurance carrier’s policies and minimum qualification.

Subd. 6 Establishment of VEBA/HRA and HSA: The School District adopted the Minnesota Service Cooperative VEBA Plan, HSA Plan and the Employee Benefits Trust Agreement for the benefit of qualifying employees who are members of this Collective Bargaining Agreement. Employer and employees assent to and ratify the appointment of the trustee and plan administrator in place on the adoption date of this agreement. It is intended that this arrangement constitute a voluntary employee’s beneficiary association under Section 501 (c)(9) of the Internal Revenue Code.

If the School District maintains a cafeteria plan with a health flexible spending account (an FSA), the School District will specify the Adoption Agreement for the VEBA Plan document, before the first day of the FSA plan year, the eligible health expenses will be paid from the FSA first, until an individual’s FSA account is exhausted, and from the VEBA plan second. If an employee chooses the HSA plan/account, the employee will follow all IRS regulations regarding having a HSA and how it works with an employee (and their spouse) if they have a Flexible Spending Account (FSA) or a VEBA account. All HSA contribution amounts will not exceed the amount as set by the IRS per year for individual or family coverage.

1. **Benefits provided through the VEBA/HRA and HSA:** The School District shall provide the following welfare benefit arrangement through the VEBA/HRA and HSA Plan:

The Health Reimbursement and Savings Arrangement for Active Employees.

2. **Payment of Administrative Fees:** Administrative and investment fees allocable to individual accounts of active employees shall be paid from the account. Administrative and investment fees allocable to individual accounts of active employee, who have accrued a balance in the VEBA/HRA or HSA Plan but change coverage, so that they are no longer entitled to employer contributions, shall be paid from the account. Administrative and investment fees allocable to the individual

accounts of former employees, including retirees, shall be paid from the account. If the VEBA/HRA or HSA Plan is terminated, or if Employer Contributions cease by agreement between the parties, administrative and investment fees shall be paid from the account.

3. **High Deductible Group Health Plan:** The School District shall make available VEBA/HRA and HSA group health plans, the School District shall contribute the difference between the premium allowance listed in Subd. 2 and the monthly premium cost for each qualified employee (ie. a 10 month employee would receive the above amount for 10 months, a 9 month employee would receive the above amount for 9 months) who elects coverage under the group health plan described in this subdivision.

In the event that two School District bargaining unit employees are either married or a bargaining unit employee marries another school employee the School District who is eligible for School District provided health and hospitalization insurance, the School District shall contribute an amount on the health insurance plan equal to the above contribution for each employee but not to exceed full family health insurance coverage if family coverage is selected by the married couple in only one (1) of the members name. Employees who are employed less than full time shall be eligible to participate on a prorated basis to the percentage of the time they are employed with the School District.

- A. In addition the employer contribution listed above, any grant available from the SWWC Service Cooperative will be deposited into the employee's VEBA/HRA or HSA account until the grant expires.
 - B. All contributions on behalf of a VEBA/HRA or HSA Plan participant shall cease on the date the participant is no longer covered under the high deductible health plan/ VEBA/HRA or HSA Plan or from separation of employment.
4. The district will apply the collectively bargained health insurance amount to insurance premium first and the remainder will be funded, on a monthly basis, to an HSA or VEBA/HRA account. This amount will be prorated on an annual basis as a result of insurance premium changes or collective bargaining levels. All HSA contribution amount will not exceed the amount as set by the IRS per year for individual or family coverage.

Subd. 7. Statewide Health Plan: Should a statewide health insurance plan become available during the course of this agreement, then both parties agree that bargaining may reopen on the health insurance provision.

Section 3. Long Term Disability (LTD) Insurance: The School District will pay 100% of the premium for long term disability insurance for each employee meeting the insurance carrier's minimum qualifications. Benefits shall be payable according to the insurance carrier's schedule of benefits.

Section 4. Life Insurance: The District shall provide a group life insurance program and shall pay the premium for ten thousand dollars (\$10,000) of coverage, with an Accidental Death & Dismemberment feature, for each eligible employee. To be eligible for this coverage an employee must work an average of twenty (20) hours per week in a position or positions covered

by this agreement meeting the insurance carrier's minimum qualifications. The School District will not be held responsible for the regulations of the carrier.

Section 5. Claims against the School District: It is understood that the School District's only obligations to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

Section 6. Duration of Insurance Contribution: An employee is eligible for School District contribution as provided in this Article as long as the employee is employed by the School District. Upon termination of employment, all District contribution shall cease.

Section 7. Flexible Benefits Plan: The District shall adopt a payroll-system flexible benefits plan from a Flexible Benefits Plan vendor agreed upon by the parties, provided that in all events such vendor shall have substantial experience with School Districts, shall take legal responsibility for the Plan, shall give the employees tax advice with respect to their participation in the plan, shall have comprehensive orientation services for employees including 24-hour per day consultation for employees and opportunity for the employees spouses to have their questions answered about the plan. The School District shall assume all financial costs for the operation of the Flexible Benefit Plan.

Effective December 31, 2016 the medical flexible benefits plan will be terminated or changed to a limited flexible benefit plan for dental and vision only due to Affordable Care Act (ACA) rules. Dependent flexible benefits plan will still be an option.

ARTICLE IX HOURS OF SERVICE

Section 1. Shifts and Starting Time: All employees will be assigned starting time and shifts as determined by the School District.

Section 2. Meal Period: Employees shall be provided a duty free meal period of at least 30 minutes.

Section 3. Break Times: Employees working at least four (4) hours per day will receive one (1) fifteen minute break; employees working six (6) or more hours per day will receive two (2) fifteen minute breaks.

Section 4. Extra Work: Regular part-time employees shall have the first option to work any additional hours (bringing their total weekly hours up to 40), which are due to school functions for which they are qualified. Employees shall have the first option to work any extra hours created by non-school organizations functions. First option to work extra assignments will be given to the building crew where the extra work exists.

Section 5. Economic Security/Emergency Closing Language

In the event the building is closed or a day of school is cancelled (e.g. distance learning day, weather related closing, government order, other emergency closing, etc.), the school district will provide one of the following options on an individual basis:

- a. Work remotely as assigned by the District,

- b. Take the day unpaid or use personal time
- c. Make up the time as assigned by their building supervisor or administrator, or
- d. Refer to Article XII regarding Seniority, Reduction, Layoff and Reemployment

Refer to current Windom e-Learning Plan shared with all employees; all state statutes will be followed.

Section 6. Late Start/Early Dismissal: If school starts late, or is closed after employees report for work, they will be paid for all regularly scheduled hours for that day.

Section 7. Inservice Training: All paraprofessionals will be required to work all student contact days and hours as presented on the school calendar which is board approved each year. One (1) week notice will be given for any training's that must be attended by the employee. Employees will be paid their regular hourly rate of pay for all inservices they attend.

ARTICLE X HOLIDAYS

Section 1. Paid Holidays:

Persons employed nine or more months shall be granted the following paid holidays:

New Year's Day	Memorial Day	Day following Thanksgiving
Good Friday	Labor Day	Christmas Day
Easter Monday	Thanksgiving Day	Christmas Eve Day

Note: Memorial Day will continue to be paid during the Flexible Learning Year application.

The District agrees to pay paraprofessionals for Memorial Day and Labor Day if they work their scheduled day before Memorial Day and/or after Labor Day (unless on excused illness, leave or vacation).

Section 2. Weekends: Holidays that fall on weekends will be observed on a day established by the School District.

Section 3. School in Session: The School District reserves the right, if school is in session, to cancel any of the above holidays and establish another holiday in lieu thereof. Upon mutual agreement between the District and the Exclusive Representative, the District shall pay each employee their holiday pay equivalent in the event another holiday day off cannot be established. The establishment of the new holiday and employee notification of such, or the determination of pay for the holiday will be completed within one (1) week of the original cancellation of holiday. Any legal holiday or holiday, which falls within an employee's vacation period, shall not be counted as a vacation day.

Section 4. Eligibility: In order to be eligible for holiday pay, an employee must have worked his/her scheduled work day before and after the holiday unless he or she is on excused illness, leave, or on personal leave under these provisions.

ARTICLE XI

DISCIPLINE, DISCHARGE AND PROBATIONARY PERIOD

Section 1. Probationary Period: An employee under the provisions of this Agreement shall serve a probationary period of six months of actual time worked in the School District during which time the School District shall have the unqualified right to suspend without pay, discharge or otherwise discipline such employee; and during this probationary period, the employee shall have no recourse to the grievance procedure, insofar as suspension, discharge or other discipline is concerned. However, a probationary employee shall have the right to bring a grievance on any other provisions of the contract alleged to have been violated. The parties agree any time period an employee is on unpaid leave shall not be counted in determining the completion of the probationary period.

Section 2. Just Cause: Disciplinary action may be imposed upon an employee who has satisfactorily completed the initial probationary period only for just cause. Discipline shall be imposed in a timely manner.

Section 3. Progressive Discipline: Disciplinary action shall normally include only the following measures and shall normally be administered progressively in the following order:

Subd. 1. Reprimands, either oral or written;

Subd. 2. Suspension from duty without pay;

Subd. 3. Demotion in position and pay;

Subd. 4. Discharge from employment.

The District reserves the right to move directly to a higher level of discipline based on the seriousness of the offense and other relevant factors.

Section 4. Meetings to Discuss Discipline Measures: If a supervisor meets with an employee to discuss written reprimand, suspension, or discharge, the employee has the right to have a union representative present.

Section 5. Discharge Due Process: No employee who has completed the probationary period, shall be discharged without having been afforded an opportunity to hear the reason(s) for the discharge and without an opportunity to offer an explanation of the relevant facts and circumstances surrounding the events which preceded the discharge and/or any extenuating or mitigating circumstances which the employee believes is relevant to the discharge decision. Whenever possible and practical, such opportunities shall be provided in a conference with the District which shall be conducted after advance notice to the employee and his/her Union representative who shall be permitted to attend the conference.

Section 6. Disciplinary Action Records: A written record of all disciplinary actions within the meaning of this article, shall be provided to the involved employee(s) and may be entered into the employee's personnel record. Investigations into conduct, which do not result in disciplinary action, however, shall not be entered into the employee's personnel record. The disciplined employee or Union representative shall be entitled to submit a written response to be included in the employee's personnel record.

Section 7. Probationary Period: Change of Classification: In addition to the initial probationary period an employee transferred, promoted, or otherwise occupying a different classification shall serve a new probationary period of three (3) calendar months in any such new classification. During this three (3) month probationary period if it is determined by the School District that the employee's performance in the new classification is unsatisfactory, the School District shall have the right to reassign the employee to his/her former classification. Provided however, if an employee is placed in a new position as a result of the exercise of seniority rights in respect to layoff or recall the School District may place such employee on layoff if her/his performance is unsatisfactory. The Superintendent or such person(s) as designated by the Superintendent shall determine whether an employee's performance is unsatisfactory. The decision of the School Board shall be final and binding and shall not be subject to arbitration.

Section 8. Supervision and Evaluation: The District reserves the right to evaluate an employee. A meeting will be held with the employee to discuss the evaluation, and then a written report of the evaluation will be placed in the employee's personnel file with a copy provided to the employee.

Section 9. Conditions Of Employment. All paraprofessional staff must maintain training and have the ability to pass all safety and health trainings required by state statute or district policy. (ie Blood Borne Pathogen, chemical, etc.).

Paraprofessionals must meet qualifications to be eligible for special education funding as well as other state and federal funded programs that have special requirements (ie Title). Within 30 days of hire date paraprofessionals will provide documentation of college credits or associate's or higher degree or take a state-approved assessment. Testing dates will be set by the school district and the paraprofessionals will be required to attend these testing dates until qualifications are met. The school district will pay for the state-approved assessment test. If a paraprofessional does not attend the required testing sessions and/or does not make adequate progress towards the passing of the assessment test, the district has the right to take disciplinary action.

ARTICLE XII

SENIORITY, REDUCTION, LAYOFF AND REEMPLOYMENT

Section 1. Recognition: The parties recognize the principle of seniority in the application of this Agreement within classification concerning reduction or increase in force and assignment of vacation period. For application there is one classification: Paraprofessionals.

Section 2. Seniority Date:

An employee's seniority commences on the first day of service with the District for the determination of benefits within the District. If more than one (1) employee begins work on the same day, seniority ranking for such employee shall be determined by lot.

Section 3. Layoff and Reduction of Hours:

Subd. 1. In the event the School District reduces the work force covered by the agreement within the School District, such layoff shall occur as follows:

For paraprofessionals, layoff shall occur in reverse seniority order of District Seniority with the most recent hired employee the first to be put on layoff status.

Subd. 2. Notice of such layoffs or reduction in hours shall be given two (2) weeks before the scheduled layoff or reduction in hours except in the case of work stoppages or other unforeseen circumstances.

Subd. 3. Procedure:

A senior paraprofessional will have seniority rights in regard to layoff or reduction of hours over the most junior paraprofessionals with equal or closest to equal number of hours. A paraprofessional who is displaced by the exercise of seniority by a more senior paraprofessional pursuant to this section may in turn exercise seniority in the same fashion if qualified.

Subd. 4. Reduction:

If the number of hours an employee is assigned to work is reduced, he or she shall be assigned to that position that is held by the least senior employee whose assignment is closest to, but not greater than, the assignment originally held by the employee whose hours are being reduced. The employee displaced by this reassignment may accept the assignment of the person whose hours are being reduced, or may request reassignment based on a reduction in hours. Any employee so affected may, at his or her discretion, be placed on layoff in lieu of accepting an assignment to a position with fewer hours. If a reduction of hours results in an employee not working enough hours for unit inclusion, such employee shall be considered on layoff status. Any employee with reduced hours shall retain his/her seniority and right to an equivalent increase of hours as the reduction in seniority order for a period of one (1) year after the date of the reduction.

Subd. 5. An employee shall notify the School District of his or her intent to exercise seniority rights to a position in writing during the regular school year within 5 calendar days excluding Saturday, Sunday and holidays. If said notice is not given within the applicable time period, the right to exercise seniority is waived.

Subd. 6. An employee shall notify the School District of his or her intent to exercise seniority rights to a position in writing during the summer break within ten (10) calendar days excluding Saturday, Sunday, and holidays. If said notice is not given within the applicable time period, the right to exercise seniority is waived.

Section 4. Recall:

Subd. 1. Employees will be recalled in seniority order. An employee recalled to his/her former position shall receive the current rate of pay for such position.

Subd. 2. Employees may be recalled to positions within classification provided the employee is qualified for the position.

Subd. 3. Notice of recall shall be made by certified mail to the last known address of the employee being recalled. The employee shall forfeit rights to recall if the employee fails to return to an offered position within seven (7) calendar days after notice of recall, and in such event the employee's name shall be removed from the seniority and recall list. It is the responsibility of the employee on layoff to keep the School District advised of his/her current mailing address.

Subd. 4. An employee on layoff or reduction shall retain his/her seniority and right to recall for a period of one year after the date of layoff or reduction.

Subd. 5. No new employee will be hired in any position covered by this agreement while qualified employees are on layoff or reduction subject to the limitations set forth in subdivisions 3 and 4 of this section.

Section 5. Qualified: The Superintendent or such person(s) as designated by the Superintendent shall determine whether an employee is qualified to exercise seniority for layoff or recall. An employee may grieve, to the School Board level only the determination by the Superintendent or designee that an employee is not qualified. The decision of the School Board shall be final and binding and shall not be subject to arbitration.

Section 6. Seniority List: A current seniority list shall be emailed out to all employees, with one paper copy to each Chief Steward. Date to contest the seniority list will be included in email and given to each Chief Steward. Said listing shall be updated as of January 1 of each year.

Section 7. Voluntary Termination and Re-employment: In the event that an employee voluntarily terminates his/her employment from a bargaining unit position and is subsequently re-employed by the District under this bargaining unit within a time period of no greater than twelve (12) months after the date of termination, the employee shall:

Subd. 1. Be reinstated without loss of seniority or benefits and the years of service credit earned and accumulated as of the date of termination.

Subd. 2. Be reinstated without having to serve a new probationary period notwithstanding any other provision to the contrary.

Subd. 3. Be reinstated to a similar vacant position at the same rate of pay the employee last earned as of the date of termination.

The above subdivision does not apply if the employee retires from the school district and is receiving retirement benefits from PERA or is doing a Phased Retirement Option Agreement with PERA. These individuals will directly negotiate their re-employment terms with the district.

ARTICLE XIII VACANCIES, JOB POSTING AND ASSIGNMENTS

Section 1. Posting and Filling Vacancies:

Subd. 1. All permanent vacancies in regular positions or newly created positions will be posted for a period of five (5) working days prior to filling the vacancy. A permanent vacancy is defined as one anticipated to last more than six months. A temporary vacancy is defined as one anticipated to last six months or less. Vacancy positions shall contain, at a minimum, the anticipated duration of the job, hours, classification, and job duties.

Subd. 2. Application of Vacancies. All employees under this Agreement may submit a written application to the Office of the Superintendent for any vacancy or for any new regular position, which is posted pursuant to this article.

Subd. 3. Filling Vacancies: Notice of the candidate selected to fill the vacancy or the new regular position shall be given within five (5) working days after the filling of the position.

Subd. 4. The final decision as to the successful application shall be in the discretion of the Superintendent or such person(s) designated by the Superintendent. A vacancy or new position may be filled by either a current employee or by hiring a new employee except as otherwise specified in Subd. 5.

Subd. 5. A permanent vacancy or new position shall be filled from existing staff if all the following conditions are met as follows:

- i. At least one member of the existing staff must apply in a timely manner as specified in this Article.
- ii. At least one applicant seeking promotion must be qualified to satisfactorily perform the duties and responsibilities of the position.
- iii. If the conditions set forth above are met then the position shall be filled as follows:

Subd. 6. If more than one applicant is equally qualified, seniority rights shall be exercised.

Subd. 7. The filling of vacancies shall not be subject to the grievance procedure except as follows:

- i. An employee may grieve a failure of the School District to follow the posting procedure.
- ii. An employee may grieve to the School Board level only the failure of the School District to award a position to said employee pursuant to Subd. 5. The decision of the School Board shall be final and binding and shall not be subject to arbitration.

Subd. 8. The requirement of posting shall apply only to permanent vacancies and newly created positions. Posting is not required for transfers under Section 2 of this Article.

Subd. 9. The public employer shall provide a copy of each posting of vacancies to the Chief Stewards of the Local Association and the MSEA office.

Subd. 10. Notification of the filling of vacancies, containing the employee's name and date of employment, shall be provided to the Local Association Unit Leadership and the MSEA office. The District shall provide all new employees with a copy of the current negotiated Agreement at the time of hiring.

Subd. 11. Multiple Staff Assignment Changes: When vacancies and unit employees' applications occur resulting in multiple staff assignment changes, the District may utilize the following procedure:

- A. Vacancies will be posted pursuant to Section 1 above.
- B. Normally, any assignments resulting from the original vacancy will not be officially filled until the entire vacancy process resulting from the original vacancy has been completed.

Section 2. Transfers:

Subd. 1. A transfer shall mean assignment of employees between occupied positions.

Subd. 2. The Superintendent or such person(s) as designated by the Superintendent shall have the discretion to transfer employees to different positions including transfers between classifications.

Subd. 3. The School District may not transfer an employee to a position with a lower hourly rate of pay or fewer hours without the consent of the employee except for just cause.

Subd. 4. The transfer of an employee shall not be subject to the grievance procedure except that an employee may grieve an involuntary transfer to a position with a lower hourly rate of pay.

Subd. 5. Loss of supervisory stipend shall not be subject to grievance procedure.

Section 3. Summer Employment

Subd. 1. Employees shall have seniority rights in regard to summer employment as specified in this section.

Subd. 2. Each year prior to the commencement of summer school the employer shall provide written notice to each employee that summer jobs may be available and that employees in order to retain their seniority rights must notify the School District in writing that they are available for summer employment. The School District must receive the written notice from the employees on or before April 1st of each year provided, however, the return date shall allow employees a minimum of fourteen days time to respond.

Subd. 3. Received by the School District shall mean personally delivered to the School District offices. If return is by U.S. Mail received shall mean the date the notice is delivered to the designated School District office.

Subd. 4. The notice to the School District shall be in the form designated by the School District and shall include a statement signed by the employee agreeing to accept a summer school position if offered.

Subd. 5. If an employee fails to comply with the requirements as set forth herein the employee waives any seniority rights in respect to summer employment.

Subd. 6. Employees shall be notified of the availability of employment by the School District at the earliest practicable date.

Subd. 7. Regular, school year, employees who work during summer school will receive the school year rate of pay for the classification of the summer position. Substitute pay may be paid to summer school employees who are not employed during the normal school year. Summer school paraprofessionals will be paid the wage received at the time (fiscal year) summer school begins.

Subd. 8. If the District, due to a student's needs and IEP or medical recommendation request the same paraprofessional for the summer school session as the student had for the regular school year, the District shall meet and confer with the unit leadership. The paraprofessional must be willing to work the summer assignment. The unit leadership

will have the authority to grant a waiver of the normal summer employment procedure to the District for specific incidents that meet these criteria.

Subd. 9. Regular, school year, employees who work during summer school will receive the 4th of July as a paid holiday.

Section 4. Increases in Hours: If the District determines it's necessary to increase the number of hours of service to a position covered by the Agreement, it may do so, at its discretion, by offering the assignment to the most senior employee holding such a position, who is available for that particular time frame.

Subd. 1. Permanent Increases: When an increase in hours of an employee lasts for more than sixty-seven (67) calendar days in any school year, that increase shall be considered permanent and the increased assignment shall be subject to the terms and conditions of this Agreement.

Subd. 2. Effects on Benefits: Once an increase in hours has become permanent, all benefits shall be recalculated based on the new hours. Changes to benefits shall become effective on the first scheduled workday following the 67th calendar day and shall be prorated when appropriate.

ARTICLE XIV GRIEVANCE PROCEDURE

Section 1. A claim by an employee or the Association that there has been an alleged violation, misinterpretation or misapplication of any provisions of this Contract may be processed as a grievance as hereinafter provided.

Section 2. The time limits provided in this Article shall be strictly observed but may be extended by written agreement of the parties. In the event a grievance is filed after May 15 of any school year and strict adherence to the time limits may result in hardships to any party, the Board and Association shall use their best efforts to process such grievance prior to the end of the school term or as soon thereafter as possible. The employee, administrator, or School Board may be represented during any step of the procedure by any person or agent designated by such party, to act in his or her behalf.

Section 3. Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all weekdays not designated as holidays by state law.

Section 4. In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default of which the designated period of time begins to run shall not be included. The last day of the period so computed shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

Section 5. In the event that an employee believes there is a basis for a grievance, they shall first discuss the grievance with their Building Principal either personally or accompanied by this Association representatives.

Section 6. Grievances shall not be valid for consideration unless the grievance is submitted in writing to the School District's designee, setting forth the facts and the specific provisions of the

Agreement allegedly violated and the particular relief sought within thirty calendar days after the date of the first event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereinafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the employee and the School District's designee.

Section 7. Within five (5) working days of receipt of the grievance, the Principal shall meet with the grievant in an effort to resolve the grievance. The Principal shall indicate his disposition of all grievance, in writing within five (5) days of such meeting, and shall furnish a copy thereof to the grievant and the Exclusive Representative.

Section 8. If the grievant is not satisfied with the disposition of the grievance, or if no disposition has been made within five (5) working days or such meeting (or ten (10) working days from the date of filing, whichever shall be later) the grievance may be appealed to the Superintendent, provided such appeal is made in writing within ten (10) calendar days of receipt of the decision. Within seven (7) working days, the Superintendent or his designee shall meet with the grievant on the grievance and shall indicate his disposition of the grievance in writing within five (5) working days of such meeting and shall furnish a copy thereof to the grievant and the Exclusive Representative.

Section 9. If the grievant is not satisfied with the disposition of the grievance by the Superintendent or his designee, or if no disposition has been made within five (5) working days or such meeting (or ten (10) working days from the date of filing, whichever shall be later) the grievance may be appealed to the Board by filing a written copy thereof with the clerk or other designee of the Board provided such appeal is made in writing within ten (10) calendar days of receipt of the decision. Disposition of the grievance in writing by the Board shall be made no later than the next regular board meeting or twenty (20) calendar days, whichever is later. A copy of such disposition shall be furnished to the grievant and the Association.

Section 10. If the grievant is not satisfied with the disposition of the grievance by the Board, or if no disposition has been made within the period above provided, the grievance may be submitted to arbitration before an impartial arbitrator. A request to submit a grievance to arbitration must be in writing signed by the aggrieved party or the Exclusive Representative, and such request must be filed with the Superintendent within ten (10) working days following the decision of the Board.

Section 11. Upon the proper submission of the grievance under the terms of this procedure, the parties shall, within ten days after the request to arbitrate, attempt to agree upon the selection of any arbitrator. If no agreement on an arbitrator is reached, either party may request the Bureau of Mediation Services ("BMS") to appoint an arbitrator, pursuant to current MINN. STAT., providing such request is made within thirty days after request for arbitration. The request shall ask that the appointment be made within thirty days after the receipt of said request. Failure to request an arbitrator from the Bureau of Mediation Services ("BMS") with the time periods provided herein shall constitute a waiver of the grievance.

Section 12. The arbitrator shall have no power to alter, add to or subtract from the terms of this Contract.

Section 13. The fees and expenses of the arbitrator shall be shared equally by the parties. Any transcription costs at any step in the procedure shall be paid for by the party making that request.

Section 14. No grievance shall be considered by the arbitrator that has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Section 15. No reprisals of any kind will be taken by the Board or the School Administration against any employee because of his participation in the grievance procedure.

ARTICLE XV PUBLIC OBLIGATION

The parties mutually recognize that their first obligation is to the public and that the right of students and residents of the School District to the continuous and uninterrupted operation of the schools are of paramount importance.

ARTICLE XVI DURATION

Section 1. Terms and Reopening Negotiations: This Agreement shall remain in full force and effect for a period commencing on July 1, 2026, through June 30, 2028, and thereafter until modifications are made pursuant to the P.E.L.R.A. If either party desires to modify or amend this Agreement commencing at its expiration, they shall give written notice of such intent pursuant to P.E.L.R.A. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 90 days prior to the expiration of this Agreement.

Section 2. Effect: This Agreement constitutes the full and complete Agreement between the School District and the exclusive representative representing the employees. The provisions herein relating to terms and conditions of employment supersede any and all prior Agreements, resolutions, practices, School District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

Section 3. Finality: Any matters relating to the terms and conditions of employment, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement unless mutually agreed.

Subd. 1. Pay Equity Compliance: The parties agree to meet and discuss if needed for the sole purpose of negotiating necessary changes to put the School District in compliance with the Minnesota Pay Equity Statute. Only areas requiring modification for compliance purposes, as identified by the Department of Employee Relations, will be open for negotiations.

Section 4. Severability: The provisions of this Agreement shall be severable, and if any provision thereof of the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provision thereof.

Section 5. Copies of Agreement: The School District shall provide a copy of the Agreement to all employees. This copy will be emailed to all employees and available on the schools website. Two copies shall be provided to the exclusive representative for its use. The MSEA shall be charged for any additional copies.

Schedule A Wages

2026-2027

Years		1	2	3	4	5	6	7	8	10	15	20	25
Paraprofessional	\$	17.18	\$ 17.53	\$ 17.87	\$ 18.21	\$ 18.56	\$ 18.90	\$ 19.25	\$ 19.59	\$ 20.90	\$ 21.26	\$ 21.60	\$ 21.72
Bi-Lingual	\$	19.62	\$ 19.96	\$ 20.31	\$ 20.65	\$ 21.00	\$ 21.34	\$ 21.68	\$ 22.03	\$ 23.41	\$ 23.76	\$ 24.10	\$ 24.22
Setting 3 Room	\$	18.18	\$ 18.53	\$ 18.87	\$ 19.21	\$ 19.56	\$ 19.90	\$ 20.25	\$ 20.59	\$ 21.90	\$ 22.26	\$ 22.60	\$ 22.72
Supervision	\$	19.18	\$ 19.53	\$ 19.87	\$ 20.21	\$ 20.56	\$ 20.90	\$ 21.25	\$ 21.59	\$ 22.90	\$ 23.26	\$ 23.60	\$ 23.72

2027-2028

Years		1	2	3	4	5	6	7	8	10	15	20	25
Paraprofessional	\$	17.35	\$ 17.71	\$ 18.05	\$ 18.39	\$ 18.75	\$ 19.09	\$ 19.44	\$ 19.79	\$ 21.11	\$ 21.47	\$ 21.81	\$ 21.94
Bi-Lingual	\$	19.82	\$ 20.16	\$ 20.51	\$ 20.86	\$ 21.21	\$ 21.55	\$ 21.90	\$ 22.25	\$ 23.64	\$ 24.00	\$ 24.34	\$ 24.47
Setting 3 Room	\$	18.35	\$ 18.71	\$ 19.05	\$ 19.39	\$ 19.75	\$ 20.09	\$ 20.44	\$ 20.79	\$ 22.11	\$ 22.47	\$ 22.81	\$ 22.94
Supervision	\$	19.35	\$ 19.71	\$ 20.05	\$ 20.39	\$ 20.75	\$ 21.09	\$ 21.44	\$ 21.79	\$ 23.11	\$ 23.47	\$ 23.81	\$ 23.94

203.5 SCHOOL BOARD MEETING AGENDA

I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

II. GENERAL STATEMENT OF POLICY

The policy of the school board is that school board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

III. PROCEDURES

- A. While all school board members may provide input, it shall be the responsibility of the school board chair and superintendent to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent in a timely manner. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired, and pertinent background information. The chair and superintendent shall determine whether to place the matter on the tentative agenda.

[Note: The [Minnesota Commissioner of Administration](#) has issued an opinion that a government entity is limited to acting only on those matters specifically included in the notice of a special meeting.]

- C. The tentative agenda and supporting documents shall be sent to the school board members _____ (4) days prior to the scheduled school board meeting.
- D. Items may only be added to the agenda by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter.
- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

Legal References: Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 7 ([Boards of Independent School Districts](#)~~School~~)

[Board Powers\)](#)

Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)

Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)

[Dept. of Admin. Advisory Op. No. 13-015 \(December 23, 2013\)](#)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)
MSBA/MASA Model Policy 203.6 (Consent Agendas)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 207 (Public Hearings)

404 EMPLOYMENT BACKGROUND CHECKS

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. PROCEDURES

- A. Normally an individual will not commence employment or provide services until the school district receives the results of the criminal history background check. The school district may hire or otherwise allow an individual to provide a service to a school pending completion of a background check under Minnesota Statutes, section 123B.03, subdivision 1 or obtaining notice of a Professional Educator Licensing and Standards Board action under subdivision 1a but shall notify the individual that the individual's employment or other service may be terminated based on the result of the background check or Professional Educator Licensing and Standards Board action. The school district is not liable for failing to hire or for terminating an individual's employment or other service based on the result of a background check or Professional Educator Licensing

~~and Standards Board action. The school district may conditionally hire an applicant or allow an individual to provide services pending completion of the background check but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check.~~

Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (BCA). The BCA shall conduct the background check by retrieving criminal history data as defined in Minnesota Statutes, section 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.

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

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

- C. The school district, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the Minnesota Professional Educator Licensing and Standards Board or the [Minnesota Commissioner of the Minnesota Department of Education](#) within the twelve (12) months preceding an offer of employment or permission to provide services.
- D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:
1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
 2. the other school hiring authority conducted a criminal background check within the previous twelve (12) months;
 3. the individual executes a written consent form giving the school district access to the results of the check; and
 4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.
- E. For all nonstate residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the

school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. Such individuals must provide an executed criminal history consent form.

- F. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
- G. Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.
- H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- I. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.
- J. The school district may apply these procedures to other volunteers, independent contractors, or student employees.
- K. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

IV. CRIMINAL HISTORY CONSENT FORM

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

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

Cross References: None

405 VETERAN'S PREFERENCE

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

I. PURPOSE

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process.

II. GENERAL STATEMENT OF POLICY

- A. The school district's policy is to comply with the VPA regarding veteran's preference rights and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice, upon stated charges, and in writing. This paragraph does not apply to the position of teacher.
- C. Veteran's preference points will be applied pursuant to applicable law as follows:
 - 1. A credit of ten (10) points shall be added to the competitive open examination rating of a non-disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 2. A credit of fifteen (15) points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 3. A credit of five (5) points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.
 - 4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.
- D. Eligibility for and application of veteran's preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.
- E. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran's preference.
- F. The school district's policy is to use a 100-point hiring system to enable allocation of veteran's preference points. The school district may or may not use a 100-point hiring

system for filling teaching positions. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.

- G. If the school district ~~rejects~~ **does not select** a member of the finalist pool who has claimed veteran's preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district's personnel officer.

[NOTE: A school district may require a veteran to complete an initial hiring probationary period as defined in Minnesota Statutes, section 43A.16.]

- H. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
 2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration provisions set forth in a collective bargaining agreement in the event of a discharge.
- I. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

Legal References: Minn. Stat. § 43A.11 (Veteran's Preference)
Minn. Stat. § 197.455 (Veteran's Preference Applied)
Minn. Stat. § 197.46 (Veterans Preference Act)
Hall v. City of Champlin, 463 N.W.2d 502 (Minn. 1990)
Young v. City of Duluth, 410 N.W.2d 27 (Minn. Ct. App. 1987)

Cross References: MSBA/MASA Model Policy 401 (Equal Employment Opportunity)

406 PUBLIC AND PRIVATE PERSONNEL DATA

[NOTE: The provisions of this policy accurately reflect the Minnesota Government Data Practices Act and are not discretionary in nature.]

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its employees, volunteers, independent contractors, and applicants ("personnel").

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained, or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. "Confidential" means the data are not public and are not accessible to the subject.
- B. "Finalist" means an individual who is selected to be interviewed by the school board for a position.
- C. "Parking space leasing data" means the following government data on an applicant for, or lessee of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- D. "Personnel data" means government data on individuals maintained because they are or were employees, applicants for employment, volunteers or independent contractors for the school district. Personnel data include data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations.
- E. "Private" means the data is not public and is accessible only to the following: the subject of the data, as limited by any applicable state or federal law; individuals within the school district whose work assignments reasonably require access; entities and agencies as determined by the responsible authority who are authorized by law to gain access to that specific data; and entities or individuals given access by the express written direction of the data subject.
- F. "Protected health information" means individually identifiable health information as defined in 45 Code of Federal Regulations, section 160.103, that is transmitted by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium by a health care provider, in connection with a transaction covered by 45 Code of Federal Regulations, Parts 160, 162 and 164. "Protected health information" excludes individually identifiable health information in education records

covered by the Family Educational Rights and Privacy Act, employment records held by a school district in its role as employer¹⁷ and records regarding a person who has been deceased for more than fifty (50) years.

- G. "Public" means that the data is available to anyone who requests it.
- H. "Public officials" means business managers; human resource directors; athletic directors whose duties include at least fifty (50) percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals under Minnesota Rules, part 3512.0100.

IV. PUBLIC PERSONNEL DATA

- A. The following information on current and former employees, volunteers and independent contractors of the school district, is public:
 - 1. name;
 - 2. employee identification number, which may not be the employee's Social Security number;
 - 3. actual gross salary;
 - 4. salary range;
 - 5. terms and conditions of employment relationship;
 - 6. contract fees;
 - 7. actual gross pension;
 - 8. the value and nature of employer-paid fringe benefits;
 - 9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
 - 10. job title;
 - 11. bargaining unit;
 - 12. job description;
 - 13. education and training background;
 - 14. previous work experience;
 - 15. date of first and last employment;
 - 16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
 - 17. the final disposition of any disciplinary action, as defined in Minnesota Statutes, section 13.43, subdivision 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;

18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
 19. work location;
 20. work telephone number;
 21. badge number;
 22. work-related continuing education;
 23. honors and awards received; and
 24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.
- B. The following information on current and former applicants for employment by the school district is public:
1. veteran status;
 2. relevant test scores;
 3. rank on eligible list;
 4. job history;
 5. education and training; and
 6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the school board to be finalists for public employment.
- D. Applicants for appointment to a public body.
1. Data about applicants for appointment to a public body collected by the school district as a result of the applicant's application for employment are private data on individuals except that the following are public:
 - a. name;
 - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
 - c. education and training;
 - d. employment history;

- e. volunteer work;
 - f. awards and honors;
 - g. prior government service;
 - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minnesota Statutes, section 15.0597; and
 - i. veteran status.
2. Once an individual is appointed to a public body, the following additional items of data are public:
- a. residential address;
 - b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
 - c. first and last dates of service on the public body;
 - d. the existence and status of any complaints or charges against an appointee; and
 - e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.
3. Notwithstanding ~~Paragraph 2.~~, any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.
- E. Regardless of whether there has been a final disposition as defined in Minnesota Statutes, section 13.43, subdivision 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minnesota Statutes, section 13.43, subdivision 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources. Data relating to a complaint or charge against a public official is public only if:
- 1. the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or
 - 2. potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement

Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data not listed in ~~Section p~~Article IV. are private data will not be

otherwise released unless authorized by law.

- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected, or maintained by the school district to administer employee assistance programs are private.
- D. Parking space leasing data with regard to data on individuals are private.
- E. An individual's checking account number is private when submitted to a government entity.
- F. Notwithstanding classification by any other provision of Minnesota Statutes, chapter 13, upon request from an exclusive representative, personnel data must be disseminated to labor organizations to the extent necessary to conduct elections, investigate and process grievances, and implement the provisions of Minnesota Statutes, chapters 179 and 179A. Personnel data shall be disseminated to labor organizations and the Bureau of Mediation Services ("BMS") to the extent the dissemination is ordered or authorized by the Commissioner of the BMS. Employee Social Security numbers are not necessary to implement the provisions of chapters 179 and 179A.

The home addresses, nonemployer issued phone numbers and email addresses, dates of birth, and emails or other communications between exclusive representatives and their members, prospective members, and nonmembers are private data on individuals.

Dissemination of personnel data to a labor organization pursuant to Minnesota Statutes, section 13.43, subdivision 6, shall not subject the school district to liability under Minnesota Statutes, section 13.08.

Personnel data described under Minnesota Statutes, section 179A.07, subdivision 8, must be disseminated to an exclusive representative under the terms of that subdivision.

- G. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- H. The school district may, if its responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
 - 1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 - 2. a prepetition screening team conducting an investigation of the employee under Minnesota Statutes, section 253B.07, subdivision 1; or
 - 3. a court, law enforcement agency, or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of a crime or alleged crime committed by an employee.
- J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.

K. When allegations of sexual or other types of harassment are made against an employee, the employee does not have access to data that would identify the complainant or other witnesses if the responsible authority determines that the employee's access to that data would:

1. threaten the personal safety of the complainant or a witness; or
2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.

L. The school district must report to the Minnesota Professional Educator Licensing and Standards Board ("PELSB") or the Board of School Administrators ("BOSA"), whichever has jurisdiction over the teacher's or administrator's license, as required by Minnesota Statutes, section 122A.20, subdivision. 2, and shall, upon written request from the licensing board having jurisdiction over the license, provide the licensing board with information about the teacher or administrator from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minnesota Statutes, section 122A.20, subdivision 2.

M. Private personnel data shall be disclosed to the Minnesota Department of Employment and Economic Development for the purpose of administration of the unemployment insurance program under Minnesota Statutes, chapter 268.

N. When a report of alleged maltreatment of a student in an elementary, middle school, high school or charter school is made to the Commissioner of the Minnesota Department of Education ("MDE") under Minnesota Statutes, chapter 260E, data that are relevant and collected by the school facility about the person alleged to have committed maltreatment must be provided to the MDE Commissioner ("Commissioner") on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of providing information to a parent, legal guardian, or custodian of a child in accordance with MDE Screening Guidelines.

O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if

1. an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or
2. the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minnesota Statutes, chapter 13.

Data that are released under this paragraph must not include data on the student.

- P. Data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or improve the school district operations is private data. An employee who is identified in a suggestion, however, shall have access to all data in the suggestion except the identity of the employee making the suggestion.
- Q. Protected health information, as defined in 45 Code of Federal Regulations, Parts 160 and 164, on employees is private and will not be disclosed except as permitted or required by law.
- R. Personal home contact information for employees may be used by the school district to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of school district operations and may be shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- T. When a continuing contract teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual offenses involving a child as set forth in Minnesota Statutes, section 122A.40, subdivision 13(b), or when the Commissioner ~~of the MDE~~ makes a final determination of child maltreatment involving a teacher under Minnesota Statutes, section 260E.21, subdivision 4, or 260E.35, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minnesota Statutes, section 13.41, subdivision. 5, and must provide PELSB and the licensing division at MDE with the necessary and relevant information to enable PELSB and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minnesota Statutes, section 123B.03, a school board or other school hiring authority must contact PELSB and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minnesota Statutes, chapter 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with either judicial or administrative rules pertaining to the conduct of legal actions

or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated **Jamie, Superintendent, 507-831-6910** as the authority responsible for personnel data.

The responsible authority, or a school district employee if so designated, shall serve as the school district's data practices compliance official and, as such, shall be the employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.03 (Access to Government Data)
Minn. Stat. § 13.05 (Duties of Responsible Authority)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 13.39 (Civil Investigation)
Minn. Stat. § 13.41 (Licensing Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, subd. 3 (Elected and Appointed Officials)
Minn. Stat. § 15.0597 (Appointment to Multimember Agencies)
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)
Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment; Contracts; Termination)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.143, subd. 2 (Disclose Past Buyouts)
Minn. Stat. Ch. 179 (Minnesota Labor Relations Act)
Minn. Stat. Ch. 179A (Minnesota Public Labor Relations Act)
Minn. Stat. § 253B.07 (Judicial Commitment: Preliminary Procedures)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. Ch. 268 (Unemployment Insurance)
Minn. R. Pt. 1205 (Data Practices)
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160, 162, and 164 (HIPAA Regulations)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 722 (Public Data Requests)
MSBA Law Bulletin "I" (School Records – Privacy – Access to Data)

Adopted: _____

MSBA/MASA Model Policy 422

Orig. 1995

Revised: 7/10/2026

Rev. 202220

422 POLICIES INCORPORATED BY REFERENCE

PURPOSE

Certain policies as contained in this policy reference manual are applicable to employees as well as to students. ~~In order to~~To avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies ~~which that~~ also apply to employees:

Model Policy 102	Equal Educational Opportunity
Model Policy 103	Complaints – Students, Employees, Parents, Other Persons
Model Policy 206	Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations
Model Policy 211	Criminal or Civil Action Against School District, School Board Member, Employee, or Student
Model Policy 305	Policy Implementation
Model Policy 505	Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees
Model Policy 507	Corporal Punishment
Model Policy 510	Student Activities
Model Policy 511	Student Fundraising
Model Policy 517	Student Recruiting
Model Policy 518	DNR-DNI Orders
Model Policy 519	Interviews of Students by Outside Agencies
Model Policy 522	Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process
Model Policy 524	Internet Acceptable Use and Safety Policy
Model Policy 525	Violence Prevention
Model Policy 535	Service Animals in Schools
Model Policy 610	Field Trips
Model Policy 710	Extracurricular Transportation
Model Policy 711	Video Recording on School Buses
Model Policy 712	Video Surveillance Other Than on Buses
Model Policy 802	Disposition of Obsolete Equipment and Material

Employees are charged with notice that the above cited policies are also applicable to employees; however, employees are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

Legal References: None

Cross References: None

427 WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

[NOTE: School districts are required by Minnesota Rules 3525.2340, subpart 4.B, to have a policy for determining the workload limits of special education staff who provide services to students who receive direct special education services sixty (60) percent or less of the instructional day.]

[NOTE: Minnesota Statutes, section 179A.07, subdivision 1, of the Public Employment Labor Relations Act (PELRA) provides that a public employer is not required to meet and negotiate on matters of inherent managerial policy. Matters of inherent managerial policy include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, selection of personnel, and direction of personnel. MSBA's position is that this policy is not a mandatory subject of bargaining. School districts, therefore, are cautioned to not relinquish their inherent managerial right to determine workload limits for special education ~~teachers~~ staff.]

I. PURPOSE

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services sixty (60) percent or less of the instructional day.

II. DEFINITIONS

[NOTE: MSBA arranged these paragraphs in alphabetical order in February 2026.]

A. Direct Services

"Direct services" means special education services provided by a ~~special education teacher~~ or a related service professional when the services are related to instruction, including cooperative teaching.

B. Indirect Services

"Indirect services" means special education services ~~provided by a special education teacher or a related service professional~~ which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with the pupil to monitor and observe. Indirect services may be provided by a teacher or related services professional to another regular education, special education teacher, related services professional, paraprofessional, support staff, parents, and public and nonpublic agencies to the extent that the services are written in the pupil's IEP and IFSP.

C. Special Education Staff; Special Education Teacher

"Special education staff" and "special education teacher" both mean a teacher employed by the school district who is licensed under the rules of the Minnesota Professional Educator Licensing and Standards Board to instruct children with specific disabling conditions.

D. Workload

“Workload” means a special education teacher’s total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

III. GENERAL STATEMENT OF POLICY

- A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent.
- B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers’ exclusive representative, nor shall it be construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public Employment Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers’ exclusive representative.

Legal References: Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)
Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 (Definitions)
Minn. Rule 3525.2340, Subp. 4.B. (Case Loads for School-Age Educational Service Alternatives)

Cross References: MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)
MSBA/MASA Model Policy 608 (Instructional Services – Special Education)

505 DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES

I. PURPOSE

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the charter school.

II. GENERAL STATEMENT OF POLICY

- A. The charter school recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material.
- B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the charter school, the school board adopts the following regulations and procedures regarding distribution of nonschool-sponsored material on school property and at school activities.

III. DEFINITIONS

A. "Distribute" or "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.

B. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.

A.C. "Material and substantial disruption" of a normal school activity means:

- 1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
- 2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

For expression to be considered disruptive, specific facts must exist upon which the likelihood of disruption can be forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

D. "Minor" means any person under the age of eighteen (18).

E. "Nonschool-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.

B.F. "Obscene to minors" means:

1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

G.G. "School activities" means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.

IV. GUIDELINES

- A. Students and employees of the charter school have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, nonschool-sponsored material.
- B. Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
 1. is obscene to minors;
 2. is libelous or slanderous;
 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
 4. advertises or promotes any product or service not permitted to minors by law;
 5. advocates violence or other illegal conduct;
 6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious, or ethnic origin);

7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Distribution by students and employees of nonschool-sponsored materials on charter school property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:
1. whether the material is educationally related;
 2. the extent to which distribution is likely to cause disruption of or interference with the charter school's educational objectives, discipline, or school activities;
 3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
 4. the quantity or size of materials to be distributed;
 5. whether distribution would require assignment of charter school staff, use of charter school equipment, or other resources;
 6. whether distribution would require that nonschool persons be present on the school grounds;
 7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

- A. No nonschool-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of nonschool-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.
- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any student or employee wishing to distribute (as defined in this policy) nonschool-sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:
 1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.

2. Date(s) and time(s) of day intended for distribution.
 3. Location where material will be distributed.
 4. If material is intended for students, the grade(s) of students to whom the distribution is intended.
- B. Within one school day, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
 - C. If the person submitting the request does not receive a response within one school day, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.
 - D. If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the executive director. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays, and holidays) of submitting the appeal, the person shall contact the office of the executive director to verify that the lack of response is not due to an inability to locate the person.
 - E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

VII. DISCIPLINARY ACTION

- A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the charter school's Student Discipline Policy.
- B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, charter school policies and procedures, and/or governing statute.
- C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

A copy of this policy will be published in student handbooks and posted in school buildings.

IX. IMPLEMENTATION

The charter school administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

[Note: Charter schools are encouraged to consider additional guidelines ~~which~~ that reflect varied local practices relating to this subject matter, including addressing the subject of consistency and uniformity for approving or disapproving practices under this policy.]

- Legal References:** U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260 (1988)
Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675 (1986)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503 (1969)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)
Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)
Victory Through Jesus Sports Ministry Foundation v. Lee’s Summit R-7 School Dist., 640 F.3d 329 (8th Cir. 2011), cert. denied 565 U.S. 1036 (2011)
- Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

516 STUDENT MEDICATION AND TELEHEALTH

[NOTE: The necessary provisions for complying with Minnesota Statutes, sections 121A.22, Administration of Drugs and Medicine, 121A.221, Possession and Use of Asthma Inhalers by Asthmatic Students, and 121A.222, Possession and Use of Nonprescription Pain Relievers by Secondary Students are included in this policy. The statutes do not regulate administration of drugs and medicine for students aged 18 and over or other nonprescription medications. Please note that section 121A.22 does not require school districts to apply the administration of medication rule to drugs or medicine used off school grounds, drugs or medicines used in connection with athletics or extra-curricular activities, and drugs and medicines that are used in connection with activities that occur before or after the regular school day.]

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication or telehealth during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

III. DRUG AND MEDICATION REQUIREMENTS

[NOTE: The June 2024 Model Policy 516 revisions included ^d insertion of headings and rearrangement of paragraphs so that similar content is grouped together. School boards can choose whether to make these revisions.]

A. Administration of Drugs and Medicine

1. The administration of medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
2. Drugs and medicine subject to Minnesota Statutes, 121A.22 must be administered, to the extent possible, according to school board procedures that must be developed in consultation with:
 - a. with a licensed nurse, in a district that employs a licensed nurse under Minnesota Statutes, section 148.171;
 - b. with a licensed school nurse, in a district that employs a licensed school nurse licensed under Minnesota Rules, part 8710.6100;
 - c. with a public or private health-related organization, in a district that

contracts with a public or private health or health-related organization, according to Minnesota Statutes, 121A.21; or

- d. with the appropriate party, in a district that has an arrangement approved by the Commissioner of the Minnesota Department of Education, according to Minnesota Statutes, 121A.21.

[NOTE: Paragraph III.A.2 had appeared in a different spot in previous versions of this model policy. In June 2024, the paragraph is located here and is updated to reflect 2024 legislative changes.]

3. Exclusions

[Note: The provisions of III.A.3 are optional. The school board may choose to include or exclude any of the provisions specified. These exclusions appeared in previous versions of this model policy.]

The provisions on administration of drugs and medicine above do not apply to drugs or medicine that are:

- a. purchased without a prescription;
- b. used by a pupil who is 18 years old or older;
- c. used in connection with services for which a minor may give effective consent;
- d. used in situations in which, in the judgment of the school personnel, including a licensed nurse, who are present or available, the risk to the pupil's life or health is of such a nature that drugs or medicine should be given without delay;
- e. used off the school grounds;
- f. used in connection with athletics or extracurricular activities;
- g. used in connection with activities that occur before or after the regular school day;
- h. provided or administered by a public health agency to prevent or control an illness or a disease outbreak as provided under Minnesota law;
- i. prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - (1) the school district has received a written authorization each school year from the pupil's parent permitting the student to self-administer the medication;
 - (2) the inhaler is properly labeled for that student; and
 - (3) the parent has not requested school personnel to administer the medication to the student.

In a school that does not have a school nurse or school nursing services,

the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers.

- j. epinephrine ~~delivery systems~~auto-injectors, consistent with Minnesota Statutes, section 121A.2205, if the parent and prescribing medical professional annually inform the pupil's school in writing that
 - (1) the pupil may possess the epinephrine or
 - (2) the pupil is unable to possess the epinephrine and requires immediate access to epinephrine ~~delivery systems~~ auto-injectors that the parent provides properly labeled to the school for the pupil as needed.

[NOTE: The 2025 Minnesota legislature replaced "auto-injectors" with "delivery systems" in Minnesota Statutes, sections 121A.22, 121A.2205, and 121A.2207.]

- k. For the purposes of Minnesota Statutes, 121A.22, special health treatments and health functions, such as catheterization, tracheostomy suctioning, and gastrostomy feedings, do not constitute administration of drugs or medicine.
- l. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy.

B. Prescription Medication

- 1. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minnesota Statutes, section 152.22, subdivision 6.
- 2. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law and must be administered in a manner consistent with the instructions on the label.
- 3. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- 4. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Paragraph III.A.3(i) above), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP

(individualized education program), Section 504 plan, or IHP (individual health plan).

5. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
6. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
7. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.

[NOTE: This paragraph is moved to Paragraph III.A.3 above, where it is updated to reflect 2024 legislative changes.]

8. If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.

[NOTE: Starting in June 2024, the exceptions appear under Article III.A.3 above.]

C. Nonprescription Medication

A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

[NOTE: School districts should consult with licensed medical and nursing personnel to address whether nonprescription medications will be allowed at elementary schools and whether and under what conditions school personnel will participate in storing or administering nonprescription medications.]

D. Possession and Use of Epinephrine ~~Delivery Systems~~ Auto-Injectors

1. Definitions

- a. "Administer" means the direct application of an epinephrine delivery system to the body of an individual.
- b. "Epinephrine delivery system" means a medication product approved by the United States Food and Drug Administration that automatically delivers a single, premeasured dose of epinephrine to prevent or treat a life-threatening allergic reaction.
- c. "School" means a public school under Minnesota Statutes, section 120A.22, subdivision 4, or a nonpublic school, excluding a home school, under section 120A.22, subdivision 4, that is subject to the federal Americans with Disabilities Act.

2. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine ~~auto-injectors~~delivery systems that enables the student to:

~~a1.~~ possess epinephrine delivery systems ~~auto-injectors~~; or

~~b2.~~ if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine delivery systems ~~auto-injectors~~ in close proximity to the student at all times during the instructional day.

For the purposes of this policy, "instructional day" is defined as eight hours for each student contact day.

[NOTE: Minnesota law states that "the school board of the school district must define instructional day for the purposes of Minnesota Statutes, 121A.2205." A sample definition appears above. School districts can create a definition that fits their circumstances.]

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine ~~auto-injectors~~delivery systems when required, consistent with state law. This health plan may be included in a student's Section 504 plan.

Districts and schools may obtain and possess epinephrine ~~auto-injectors~~delivery systems to be maintained and administered by school personnel, including a licensed nurse, to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine delivery system~~auto-injector~~. The administration of an epinephrine delivery system~~auto-injector~~ in accordance with Minnesota Statutes, section 121A.2207 is not the practice of medicine.

~~Effective July 1, 2024, r~~Registered nurses may administer epinephrine ~~auto-injectors~~delivery systems in a school setting according to a condition-specific protocol as authorized under Minnesota Statutes, section 148.235, subdivision 8. Notwithstanding any limitation in Minnesota Statutes, sections 148.171 to 148.285, licensed practical nurses may administer epinephrine ~~auto-injectors~~delivery systems in a school setting according to a condition-specific protocol that does not reference a

specific patient and that specifies the circumstances under which the epinephrine ~~delivery system~~auto-injector is to be administered, when caring for a patient whose condition falls within the protocol.

~~[NOTE: The paragraph above was signed into law in May 2024. It is new model policy language.]~~

A district or school may enter into arrangements with manufacturers of epinephrine ~~auto-injectors~~delivery systems to obtain epinephrine ~~auto-injectors~~delivery systems at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine ~~auto-injectors~~delivery systems.

The Commissioner of the Minnesota Department of Health must provide a district or school with a standing order for distribution of epinephrine delivery systems under Minnesota Statutes, sections 148.235, subdivision 8 and 151.37, subdivision 2.

[NOTE: The 2025 Minnesota legislature amended Minnesota Statutes, section 121A.2207 to include the changes above.]

E. Sunscreen

A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

F. Procedure regarding unclaimed drugs or medications.

1. The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district.
2. If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes, section 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district.
3. If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes, section 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs.

IV. ACCESS TO SPACE FOR MENTAL HEALTH CARE THROUGH TELEHEALTH

- A. Beginning October 1, 2024, to the extent space is available, the school district must provide an enrolled secondary school student with access during regular school hours, and to the extent staff is available, before or after the school day on days when students receive instruction at school, to space at the school site that a student may use to receive mental health care through telehealth from a student's licensed mental health provider. A secondary school must develop a plan with procedures to receive requests for access to the space.
- B. The space must provide a student privacy to receive mental health care.
- C. A student may use a school-issued device to receive mental health care through telehealth if such use is consistent with the district or school policy governing acceptable use of the school-issued device.
- D. A school may require a student requesting access to space under this section to submit to the school a signed and dated consent from the student's parent or guardian, or from the student if the student is age 16 or older, authorizing the student's licensed mental health provider to release information from the student's health record that is requested by the school to confirm the student is currently receiving mental health care from the provider. Such a consent is valid for the school year in which it is submitted.

[NOTE: The Minnesota legislature enacted Article IV in the spring 2024.]

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.21 (School Health Services)
Minn. Stat. § 121A.216 (Access to Space for Mental Health Care through Telehealth)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine ~~Auto-Injectors~~Delivery systems; Model Policy)
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine ~~Auto-Injectors~~Delivery systems)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)
Minn. Stat. § 148.171 (Definitions; Title)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.22 (Definitions)
Minn. Stat. § 152.23 (Limitations)
Minn. Rule 8710.6100 (School Nurse)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

Cross References: MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

530 IMMUNIZATION REQUIREMENTS

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

I. PURPOSE

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students.

II. GENERAL STATEMENT OF POLICY

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

III. STUDENT IMMUNIZATION REQUIREMENTS

- A. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:
 - 1. a statement from a physician, advanced practice registered nurse, physician assistant, or a public clinic which provides immunizations (hereinafter "medical statement"), affirming that the student received the immunizations required by law, consistent with medically acceptable standards; or
 - 2. a medical statement affirming that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month and year each immunization was administered, consistent with medically acceptable standards.
- B. The statement of a parent or guardian of a student or an emancipated student may be substituted for the medical statement. If such a statement is substituted, this statement must indicate the month and year each immunization was administered. Upon request, the designated school district administrator will provide information to the parent or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.
- C. The parent or guardian of persons receiving instruction in a home school shall submit one of the statements set forth in [Paragraph III.A.](#) or [III.B.](#), above, or statement of immunization set forth in [Article IV.](#), below, to the superintendent of the school district by October 1 of the first year of their home schooling in Minnesota and the grade 7 year.
- D. When there is evidence of the presence of a communicable disease, or when required by any state or federal agency and/or state or federal law, students and/or their parents or guardians may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any

communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted the required data.

- E. The school district may allow a student transferring into a school a maximum of thirty (30) days to submit a statement specified in Paragraph III.A. or III.B., above, or Article IV., below. Students who do not provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization within the specified time frames shall be excluded from school until such time as the appropriate proof of immunizations or exemption documentation has been provided.
- F. If a person who is not a Minnesota resident enrolls in a school district online learning course or program that delivers instruction to the person only by computer and does not provide any teacher or instructor contact time or require classroom attendance, the person is not subject to the immunization, statement, and other requirements of this policy.

IV. EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS

Students will be exempt from the foregoing immunization requirements under the following circumstances:

- A. The parent or guardian of a minor student or an emancipated student submits a signed medical statement affirming that the immunization of the student is contraindicated for medical reasons or that laboratory confirmation of the presence of adequate immunity exists; or
- B. The parent or guardian of a minor student or an emancipated student submits ~~this or her~~ notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian, or emancipated student.

V. NOTICE OF IMMUNIZATION REQUIREMENTS

- A. The school district will develop and implement a procedure to:
 - 1. notify parents and students of the immunization and exemption requirements by use of a form approved by the Minnesota Department of Health;
 - 2. notify parents and students of the consequence for failure to provide required documentation regarding immunizations;
 - 3. review student health records to determine whether the required information has been provided; and
 - 4. make reasonable arrangements to send a student home when the immunization requirements have not been met and advise the student and/or the student's parent or guardian of the conditions for re-enrollment.

[Note: See Attachments A, B, C, and D.]

- B. The notice provided shall contain written information describing the exemptions from immunization as permitted by law. The notice shall be in a font size at least equal to the font size and style as the immunization requirements and on the same page as the immunization requirements.

VI. IMMUNIZATION RECORDS

- A. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five (5) years after the student attains the age of majority.
- B. ~~Student immunization records maintained by the school district are generally considered education records subject to the Family Education Records and Privacy Act (FERPA). The school district may not disclose personally identifiable information (PII), including immunization records, without parent or eligible student consent unless a permissible exception applies. Upon request, the school district may exchange immunization data with persons or agencies providing services on behalf of the student. Immunization data is private student data and disclosure of such data shall be governed by Policy 515 Protection and Privacy of Pupil Records.~~
- C. The designated school district administrator will assist a student and/or the student's parent or guardian in the transfer of the student's immunization file to the student's new school within thirty (30) days of the student's transfer.
- D. Upon request of a public or private post-secondary educational institution as defined in Minnesota Statutes, section 135A.14, the designated school district administrator ~~will~~ shall assist in the transfer of the student's immunization file to the post-secondary educational institution.

VII. OTHER

Within sixty (60) days of the commencement of each new school term, the school district will forward a report to the Commissioner of the Minnesota Department of Education stating the number of students attending each school in the school district, including the number of students receiving instruction in a home school, the number of students who have not been immunized, and the number of students who received an exemption. The school district also will forward a copy of all exemption statements received by the school district to the Commissioner of the Minnesota Department of Health.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 121A.17 (School Board Responsibilities)
Minn. Stat. § 144.29 (Health Records; Children of School Age)
Minn. Stat. § 144.3351 (Immunization Data)
Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)
Minn. Stat. § 144.442 (Testing in Schools)
Minn. Rules Parts 4604.0100-4604.1020 (Immunization)
20 U.S.C. § 1232g (Family Educational and Privacy Rights Act)
McCarthy v. Ozark Sch. Dist., 359 F.3d 1029 (8th Cir. 2004)
Op. Atty. Gen. 169-W (July 23, 1980)
Op. Atty. Gen. 169-W (Jan. 17, 1968)

Cross References: MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Resources: MN Department of Health: School Health Personnel Immunization and Disease Reporting (accessed 12/15/25)

807 HEALTH AND SAFETY POLICY

~~[NOTE: To receive health and safety revenue for any fiscal year, school districts must submit an application to the Minnesota Commissioner of Education, along with a health and safety budget adopted and confirmed by the school board as being consistent with the school district's health and safety policy. This policy has been approved by the Minnesota Department of Education. The subdivisions of Minnesota Statutes Section 123B.57 that relate to a school district's ability to apply for health and safety revenue have been repealed effective fiscal year 2017. The provisions of this policy substantially reflect statutory requirements.]~~

I. PURPOSE

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.
- B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district may form a health and safety advisory committee to be appointed by the superintendent. The health and safety advisory committee will be composed of employees and other individuals with specific knowledge of related issues. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. The superintendent may request that the safety committee established under Minnesota Statutes, section 182.676 carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under Minnesota Statutes, section 182.676.

III. PROCEDURES

- A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by

the school board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.

- B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.
- C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

IV. PROGRAM AND PLANS

- A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:

- 1. Asbestos
- 2. Fire and Life Safety
- 3. Employee Right to Know
- 4. Emergency Action Planning
- 5. Combustible and Hazardous Materials Storage
- 6. Indoor Air Quality
- 7. Mechanical Ventilation
- 8. Mold Cleanup and Abatement
- 9. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools
- 10. Infectious Waste/Bloodborne Pathogens
- 11. Community Right to Know
- 12. Compressed Gas Safety
- 13. Confined Space Standard
- 14. Electrical Safety
- 15. First Aid/CPR/AED
- 16. Food Safety Inspection
- 17. Forklift Safety
- 18. Hazardous Waste
- 19. Hearing Conservation
- 20. Hoist/Lift/Elevator Safety
- 21. Integrated Pest Management
- 22. Laboratory Safety Standard/Chemical Hygiene Plan
- 23. Lead
- 24. Control of Hazardous Energy Sources (Lockout/Tagout)
- 25. Machine Guarding
- 26. Safety Committee
- 27. Personal Protection Equipment (PPE)
- 28. Playground Safety
- 29. Radon
- 30. Respiratory Protection
- 31. Underground and Above Ground Storage Tanks
- 32. Welding/Cutting/Brazing
- 33. Fall Protection
- 34. National Emission Standards for Hazardous Air Pollutants for School Generators established by the United States E.P.A.
- 35. Other areas determined to be appropriate by the health and safety advisory committee.

If a risk is not present in the school district, the preparation of a plan or procedure for

that risk will not be necessary.

- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action will be taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.
- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.
- E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.
- F. In the event of an accident or a near miss, the school district shall promptly cause an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

V. BUDGET

The superintendent shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent, or such other school official as designated by the superintendent, each year shall prepare preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

VI. ENFORCEMENT

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

Legal References: Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)
Minn. Stat. § 123B.57 (Health and Safety Projects)
Minn. Stat. § 182.676 (Safety Committees)
Minn. Rules Part 5208.0010 (Accident and Injury Reduction Program; Applicability)
Minn. Rules Part 5208.0070 (Accident and Injury Reduction Program; Alternative Forms of Committee)

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 806 (Crisis Management Policy)

Estimated Cash Flow Schedule for FY2027 Aid Anticipation Certificates

Please enter the appropriate data into the highlighted cells below.

School District Name: **Windom ISD#177** Contact Name: **Holly Anderson** Phone: **507-831-6901**

Funds Included in Cash Flow (may be any combination of funds 1-4): **1-4**

Est. **Cash and Investment** Balance for these funds, 06/30/2026 **\$9,983,020** only Fund 01, 08,21, 02 and 04

(Please include proceeds from outstanding anticipation certificates in this balance)

Total Est. Expenditures for these funds, 2026-2027: **\$23,501,343** only Fund 01, 08,21, 02 and 04

Month	Estimated Receipts				Estimated Disbursements				Ending Balance
	Property Taxes	State Aids	Other	Total	Payroll	Other	Certificate Pmt. (if any)	Total	
Jul-26		400,034	325,000	725,034	335,000	873,000		1,208,000	9,500,055
Aug-26		2,549,354	275,000	2,824,354	365,011	584,000		949,011	11,375,397
Sep-26		1,477,611	237,000	1,714,611	1,347,000	537,000		1,884,000	11,206,008
Oct-26	87,000	805,267	332,000	1,224,267	1,565,000	607,000		2,172,000	10,258,275
Nov-26	420,000	377,618	273,000	1,070,618	1,460,000	599,032		2,059,032	9,269,861
Dec-26	518,000	1,440,721	525,700	2,484,421	1,548,000	507,000		2,055,000	9,699,282
Jan-27	18,000	1,550,296	369,000	1,937,296	1,413,000	464,500		1,877,500	9,759,078
Feb-27		1,538,729	317,000	1,855,729	1,389,000	501,000		1,890,000	9,724,807
Mar-27		1,864,463	358,000	2,222,463	1,412,800	529,000		1,941,800	10,005,470
Apr-27		1,917,282	435,000	2,352,282	1,424,000	503,000		1,927,000	10,430,751
May-27		1,585,500	376,000	1,961,500	1,457,000	486,000		1,943,000	10,449,251
Jun-27	1,330,000	748,634	489,000	2,567,634	3,122,000	473,000		3,595,000	9,421,885
FY2027 TOTALS	2,373,000	16,255,508	4,311,700	22,940,208	16,837,811	6,663,532		23,501,343	
Jul-27		375,000	305,000	680,000	353,000	824,000		1,177,000	8,924,885
Aug-27		2,525,000	270,000	2,795,000	372,000	606,000		978,000	10,741,885
Sep-27		1,460,000	218,000	1,678,000	1,402,000	567,000		1,969,000	10,450,885

Term Rates/Amount with MSLAF

Term Rates with MSLAF	RATE	DUE DATE
\$1,500,000 90 DAYS	3.69%	7/20/2026
\$1,500,000 90 DAYS	3.69%	8/19/2026
\$1,500,000 90 DAYS	3.69%	9/15/2026