

**Superintendent**

Lee Westrum
218.632.2176

Board Members

Dan Lawson, *Chair* · Brandon Kern, *Vice Chair*
Melissa Seelhammer, *Treasurer* · Barb Tumberg, *Clerk*
Julie Bushinger, *Director* · Amanda Schmidt, *Director*

218.632.2155 * FAX: 218.632.2399 * 600 COLFAX AVE SW WADENA MN 56482

INDEPENDENT SCHOOL DISTRICT #2155**School Board Meeting Agenda****Monday, August 18, 2025 | 5:30 p.m.****Robertson Theatre**

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF THE AGENDA
- IV. STUDENT, STAFF, COMMUNITY RECOGNITION: Introduce New Teachers
- V. TRANSPORTATION REPORT AND 2024-2025 DRIVER OF THE YEAR
- VI. PUBLIC FORUM PERIOD
- VII. PART A
 - 1. Board Business
 - a. Minutes
 - i. Regular Meeting of the School Board on July 8, 2025
 - b. Personnel Items
 - i. Hires: Ryan Elfering, Head Boys' Golf Coach; Nette Nelson, FCCLA Advisor; Madeline Irsfeld, (C) VB; Hannah Dosdall, Elem. Paraprofessional; Rachelle Kern, Elem. Paraprofessional; Daryn Kirscht, Elem. Paraprofessional; Michelle Moyer, Elem. Paraprofessional; Cory Oehlke and Adam Wagner, Asst. Football; Alane Barthel, Elem. Paraprofessional; Dani Betterman, JH Volleyball; Ridge Hunstad, Elem. Paraprofessional
 - ii. Retirements/Resignations: Gerard Lehmkuhl, MS/HS Custodian; Dean Ness, Bus Driver; Holly Johnson, Elem. Paraprofessional; Linda McGrane, Elem. Paraprofessional; Dominique Browne, MS/HS Paraprofessional; Brenda Fischer, Van Driver; Maria Calix, Elem. Paraprofessional
 - 2. Finance
 - a. Business Manager's Report
 - b. Journal Entries
 - c. Disbursements
 - d. Donations

VIII. PART B

1. Request for Approval of Varsity Softball Spring Training Trip to Orlando
2. 2025-2026 General Fund Budget Revision
3. Language Access Plan
4. Substitute Teacher Pay
5. MREA Membership Renewal
6. eLearning Plan
7. Policy Review: 413, 414, 418, 425, 501, 512, 514, 515, 516, 516.5, 534, 602, 621, 704, 707, 709, 802

IX. BOARD COMMITTEE REPORTS

X. ADMINISTRATION REPORTS

1. Elementary Principal
2. 5-12 Principal
3. Activities Director
4. Superintendent

XI. ADJOURNMENT



Business Manager Report

August 14, 2025

Current Update –

Treasurers report – The June report with associated items is included in this packet. Student Activities have been reconciled through June and are also included with the rest of the June Activity, including Journal Entries for approval since the last meeting.

There will be more JE pages in the coming months as there will be YE adjustments to adjust our books to modified accrual. During the school year we just record all items on the cash basis, receipts go in the period they are received, and disbursements (checks) go in the period they are written.

Budget comparisons with summary account totals and budget are included this month. These will be revised as receivables are recorded and final payrolls are posted. A rough estimate of State Aids receivable includes general education aid of about \$1.15 million and Special Ed of about \$250,000.

The Budget revision is an adjustment to Gen Ed aid based on lowering the projected ADM's from 1,100 to 1,080 – which is just over \$150,000. The final legislation reduced the school library aid by \$20,000. These items make up the adjustments for the revised budget.

The Food Service Fund still needs accrual adjustments and the MState cafeteria services will be billed shortly. A rough estimate of the revenue for the MState deficit is between \$30,000 and \$40,000, which will eliminate the deficit for that portion of FS, and increase cash in that fund by this amount when received.

If you would like more information or have questions on the specifics of these year end processes, feel free to reach out or stop by.

If there is any additional information you would like to see monthly or at a different interval, please let me know. If there are other priorities you would like on my list or if you have any questions or concerns, please contact me at: bjacobson@wdc2155.k12.mn.us or 218-632-2412.

WADENA-DEER CREEK PUBLIC SCHOOL
WADENA, MN.

TREASURER'S REPORT TO SCHOOL BOARD

FOR MONTH ENDING

June 2025

This Month Pooled Interest: 15,992.01

FUNDS	BEGINNING BALANCE	RECEIPTS & other Credits	DISBURSEMENTS & other Debits	Pooled Interest Alloc	ENDING BALANCE
GENERAL FUND	3,001,696.43	2,019,017.69	2,635,828.77	(7,458.85)	2,377,426.50
GENERAL FUND - TORNADO	1,293,797.79			4,205.58	1,298,003.37
FOOD SERVICE FUND	27,912.50	127,899.66	114,420.84	112.37	41,503.69
COMMUNITY SERVICE FD	179,338.94	124,976.34	164,722.48	517.51	140,110.31
BUILDING FUND	3,307.64	-	-		3,307.64
BUILDING FUND - TORNADO	192,608.63	-	-	635.80	193,244.43
DEBT SERVICE FUND	576,318.34	55.21	950.00	1,817.22	577,240.77
STUDENT ACTIVITY, part of GF	242,329.06	3,030.77	35,838.73		209,521.10
CUSTODIAL FUND	361,914.38	3,578.81	624.00	170.37	365,039.56
	5,879,223.71	2,278,558.48	2,952,384.82	-	5,205,397.37
Tornado Total Funds, included in above numbers					1,491,247.80

BANK RECONCILIATION

DESCRIPTION	STATEMENT BALANCE	OUTSTANDING CHECKS/SHR	DEPOSITS IN TRANSIT	OTHER ITEMS	TREASURER'S BALANCE
WADENA STATE BANK - General acct	656,940.79	208,486.49			448,454.30
WADENA STATE BANK - Student acct	149,884.99	4,272.32			145,612.67
MSDLAF - Student Activity	126,086.40	-			126,086.40
MSDLAF GENERAL	1,109,096.22			-	1,109,096.22
MSDLAF 2017A DSF	15,939.03				15,939.03
MN TRUST	3,048,704.35				3,048,704.35
MSDLAF CUSTODIAL FUND	311,434.40				311,434.40
Change Boxes - Cash on Hand	70.00		-	-	70.00
TREASURER'S BALANCE					5,205,397.37

Wire Transfers / ACH's

Pyrl taxes & ded

Net payroll

Gross payroll

Payroll Calendar

Payroll 6-13-2025 FY25 Regular

273,411.41

437,653.88

657,572.08

S202523

Payroll 6-30-2025 FY25 Regular

195,182.10

278,166.26

426,242.59

S202524-1

Total Payroll items for month

468,593.51

715,820.14

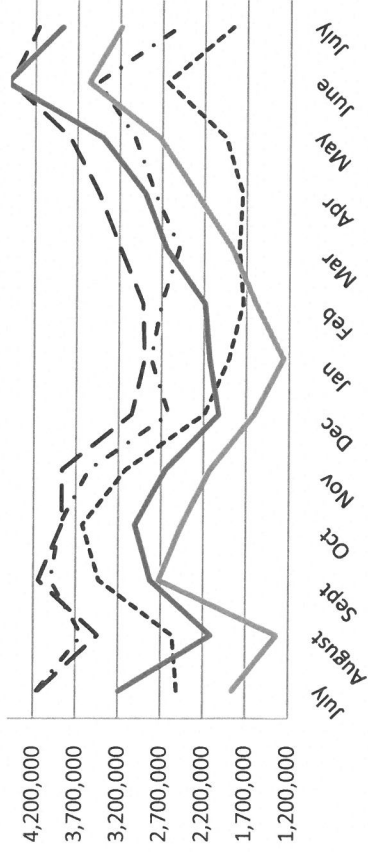
1,083,814.67

Wadena-Deer Creek Cash Balances

(Beginning FY21 to present - June 30, 2025)

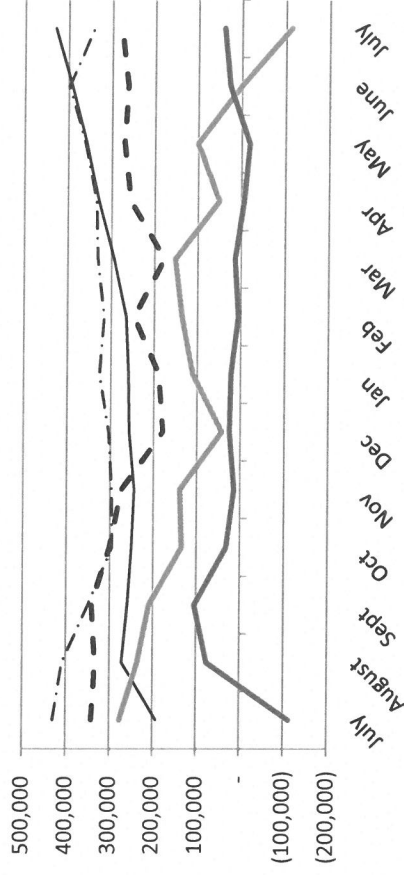
Cash & Eq Fund 01 - General

— FY21 - - - FY22 - - - - FY23
— FY24 — FY25



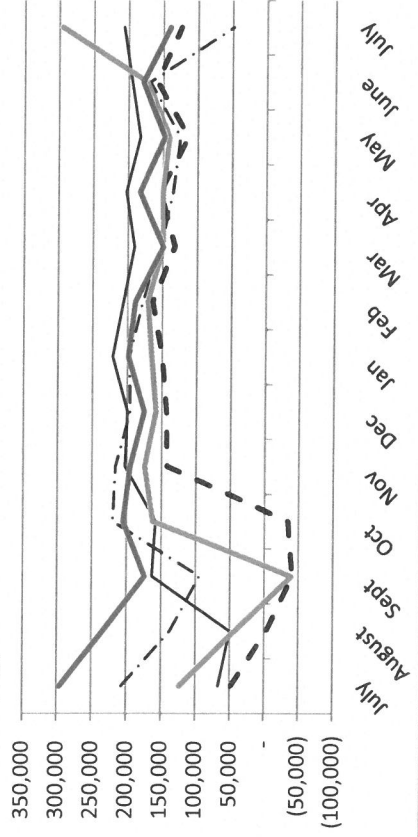
Cash & Eq Fund 02 - Food

— FY21 - - - FY22 - - - - FY23
— FY24 — FY25



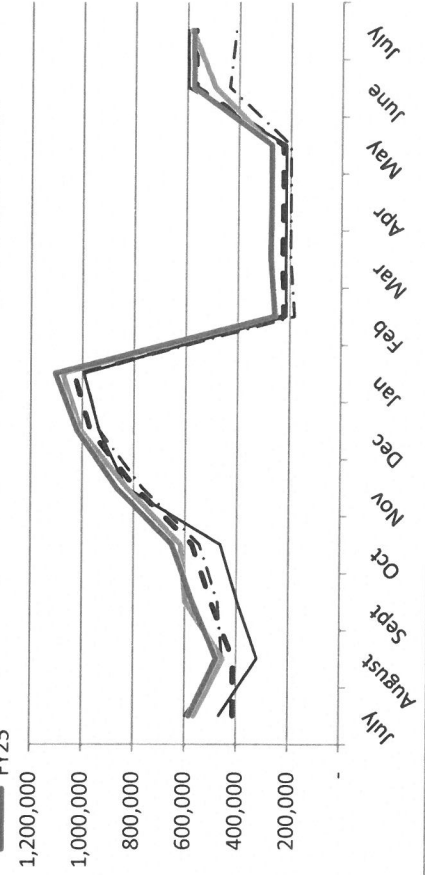
Cash & Eq - Fund 04 Community Service

— FY21 - - - FY22 - - - - FY23
— FY24 — FY25



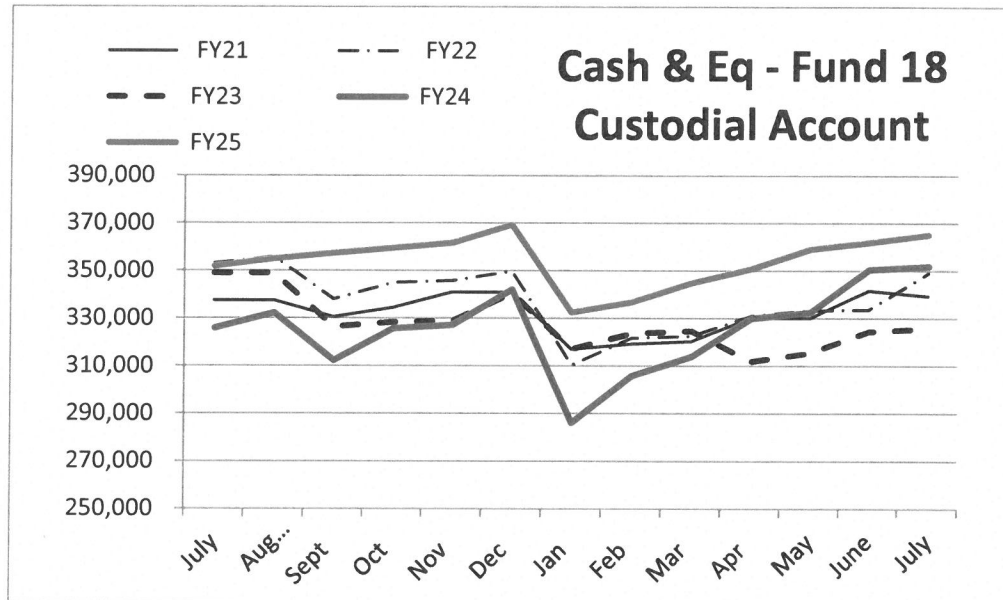
Cash & Eq - Fund 07 Debt Service

— FY21 - - - FY22 - - - - FY23
— FY24 — FY25



Custodial & Tornado Funds

(Beginning FY21 to present - June 30, 2025)



Tornado Funds

In General Fund	1,298,003.37
In Building Fund	193,244.43

Total Tornado Funds Cash **1,491,247.80**

Building Fund

Restricted for Auditorium Repairs	
WDC ISD 2155	1,852.28
City of Wadena	1,455.36
Restricted - Tornado Funds in Building	193,244.43
Total Building Fund:	<u>196,552.07</u>

INDEPENDENT SCHOOL DISTRICT NO. 2155
COMBINING STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS
OF THE STUDENT ACTIVITY ACCOUNTS
MONTH ENDED JUNE 30, 2025

Prog-Crs		Balance 6/1/25	Receipts and Transfers	Disbursements and Transfers	Balance 6/30/25
292-054	Track	\$ 7,365.79	\$ (3.00)	\$ -	\$ 7,362.79
292-057	Golf	\$ 1,962.28	\$ -	\$ 101.65	\$ 1,860.63
292-059	Cross Country	\$ 2,849.73	\$ 60.00	\$ -	\$ 2,909.73
294-050	JH Baseball	\$ 983.43	\$ -	\$ -	\$ 983.43
294-051	Football	\$ 25,346.00	\$ 980.00	\$ -	\$ 26,326.00
294-052	Boys Basketball	\$ 2,284.36	\$ -	\$ -	\$ 2,284.36
294-053	Youth Football	\$ -	\$ -	\$ -	\$ -
294-056	Boys' Hockey	\$ 3,542.31	\$ -	\$ -	\$ 3,542.31
296-052	Girls Basketball	\$ 3,311.81	\$ -	\$ -	\$ 3,311.81
296-055	Volleyball	\$ 3,188.14	\$ -	\$ -	\$ 3,188.14
296-060	Girls Tennis	\$ 7,834.52	\$ (664.00)	\$ -	\$ 7,170.52
296-061	Softball	\$ 9,707.18	\$ -	\$ -	\$ 9,707.18
298-000	School Store	\$ 7,162.35	\$ (1,205.67)	\$ 8.03	\$ 5,948.65
298-001	Concessions	\$ 40,309.15	\$ (377.99)	\$ -	\$ 39,931.16
298-002	Interest Account /	\$ 17,583.66	\$ 443.80	\$ -	\$ 18,027.46
298-064	Weightlifting	\$ -	\$ -	\$ -	\$ -
298-104	4th Grade	\$ 274.16	\$ -	\$ 60.21	\$ 213.95
298-105	5th Grade	\$ 109.39	\$ -	\$ -	\$ 109.39
298-106	6th Grade	\$ 1,384.36	\$ -	\$ -	\$ 1,384.36
298-108	8th Grade	\$ -	\$ -	\$ -	\$ -
298-109	9th Grade	\$ -	\$ -	\$ -	\$ -
298-110	10th Grade	\$ 450.05	\$ -	\$ -	\$ 450.05
298-111	Jr. Class	\$ 896.63	\$ -	\$ -	\$ 896.63
298-112	Sr. Class	\$ 3,549.91	\$ -	\$ -	\$ 3,549.91
298-201	Advisory	\$ 2,075.30	\$ -	\$ 246.51	\$ 1,828.79
298-202	HS Student Counc	\$ 5,690.13	\$ -	\$ 61.74	\$ 5,628.39
298-203	Yearbook	\$ 10,931.41	\$ (9,298.31)	\$ -	\$ 1,633.10
298-204	H.S. Music	\$ 32,472.16	\$ -	\$ 20,000.00	\$ 12,472.16
298-205	Fishing Team	\$ 3,515.76	\$ -	\$ 499.00	\$ 3,016.76
298-206	Drama Club	\$ 15,495.65	\$ -	\$ -	\$ 15,495.65
298-207	Trap	\$ 977.25	\$ -	\$ 79.48	\$ 897.77
298-208	FCCLA	\$ 2,900.12	\$ 273.82	\$ 19.88	\$ 3,154.06
298-209	BPA	\$ 4,019.44	\$ -	\$ 878.49	\$ 3,140.95
298-210	NHS Day of Caring	\$ 1,793.73	\$ -	\$ 606.45	\$ 1,187.28
298-211	Letterwinners	\$ (199.00)	\$ -	\$ (199.00)	\$ (0.00)
298-212	France 2020	\$ -	\$ -	\$ -	\$ -
298-213	National Honor Sc	\$ 872.24	\$ -	\$ 33.21	\$ 839.03
298-214	Prom	\$ 10,130.82	\$ -	\$ 297.08	\$ 9,833.74
298-215	SH Knowledge Bo	\$ 1,513.30	\$ -	\$ -	\$ 1,513.30
298-216	LEO's Club	\$ -	\$ -	\$ -	\$ -
298-217	Robotics	\$ -	\$ -	\$ -	\$ -
298-218	FFA	\$ 6,825.44	\$ -	\$ 323.88	\$ 6,501.56
298-219	Wolverine Explore	\$ 284.32	\$ -	\$ -	\$ 284.32
298-220	REACH	\$ 1,757.42	\$ -	\$ -	\$ 1,757.42
298-221	Book Fair	\$ -	\$ -	\$ -	\$ -
298-305	Cheerleading	\$ 1,107.04	\$ -	\$ -	\$ 1,107.04
298-310	Danceline	\$ 71.32	\$ -	\$ -	\$ 71.32
Totals		\$ 247,329.06	\$ (9,701.35)	\$ 23,016.61	\$ 200,571.10

ISD 2155 budget to actual comparisons by month FY23 & FY24 & FY25
as of 4.30.25

EXPENDITURES	FY23		FY24		FY25	
	budget	actual	budget	actual	budget	actual
July	15,116,934	369,730		367,262	16,555,581	536,254
August	15,116,934	914,752	* 15,568,355	821,832	16,555,581	1,133,384
September	15,116,934	2,187,225	* 15,568,355	2,150,718	16,555,581	2,396,824
October	15,116,934	3,532,190	* 15,568,355	3,715,342	16,555,581	3,982,357
November	15,116,934	5,071,915	* 15,568,355	5,110,583	16,555,581	5,432,050
December	15,116,934	6,563,680	* 15,568,355	6,541,918	16,555,581	6,785,237
January	15,116,934	7,819,745	* 15,568,355	7,897,740	16,555,581	8,166,065
February	15,116,934	9,365,489	* 15,568,355	9,327,774	16,555,581	9,576,629
March	16,224,905	10,849,550	* 15,568,355	10,706,828	17,091,227	10,974,116
April	16,224,905	12,108,191	16,901,760	11,949,573	17,091,227	12,299,261
May	16,224,905	13,611,420	16,901,760	13,384,823	17,091,227	13,663,627
June	16,224,905	16,765,632	16,901,760	16,897,039	17,091,227	16,181,514
		103.33%		99.97%		94.68%

* This budget does not

have any changes for new

employee bargaining agreements

REVENUES	FY23		FY24		FY25	
	budget	actual	budget	actual	budget	actual
July	14,654,963	384,504	17,183,273	478,521	16,925,499	418,432
August	14,654,963	1,820,558	17,183,273	2,161,209	16,925,499	2,060,576
September	14,654,963	2,408,803	17,183,273	2,894,941	16,925,499	2,878,622
October	14,654,963	2,792,242	17,183,273	3,372,646	16,925,499	3,362,028
November	14,654,963	3,174,030	17,183,273	4,010,433	16,925,499	3,938,487
December	14,654,963	4,367,839	17,183,273	5,216,490	16,925,499	5,256,266
January	14,654,963	6,711,465	17,183,273	8,125,255	16,925,499	6,605,695
February	14,654,963	8,175,324	17,183,273	9,832,163	17,431,152	8,576,882
March	15,011,116	9,620,557	17,183,273	11,643,165	17,431,152	10,237,548
April	15,011,116	11,103,070	17,959,700	13,393,372	17,431,152	12,024,781
May	15,011,116	12,545,630	17,959,700	15,049,897	17,431,152	13,488,847
June	15,011,116	15,532,940	17,959,700	17,528,631	17,431,152	15,902,494
		103.48%		97.60%		91.23%

Wadena-Deer Creek Schools #2155

Journal Entry Listing

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8/13/2025
22:34:36

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
14992	202512	06/30/2025	P	JE	monthly	Record May Int	MSDLAF stdt Record May Int	B	12	104	000				MSDLAF Student Activities	436.76	0.00
							Record May Int	R	12	300	298	002	000	092	Interest - Int Acct	0.00	436.76
15012	202512	06/30/2025	P	JE	rpct 32:reclass	Video Board Revenue	M&L Nervig - MN Spt Paul FucR	01	300	290	000	000	000	099	Misc Revenues / playoffs /	\$436.76	\$436.76
							M&L Nervig - MN Spt Paul FucR	01	300	298	131	001	001	099	Video Board Partner Spons	0.00	5,000.00
15026	202512	06/30/2025	P	JE		Recognize loss - trade home	Recognize loss - trade home	B	01	130	001				Inventory - Trades Home	\$5,000.00	\$5,000.00
						I would have handled this in receipts, but needed the thoughts of our Auditors and how to record the loss.	Recognize loss - trade home	R	01	300	351	000	000	620	Sales - Construction Home	0.00	11,269.70
15056	202512	08/05/2025	P	JE		2024-25 WOMENADE CHAR	womenade- Sci Fair Brd/lib fin	B	01	101	000				Cash WSB	\$11,269.70	\$11,269.70
						These are year end entries to recognize womenade donations to students for Fee's etc	womenade- BTW (2 students)	B	04	101	000				Cash WSB	85.00	0.00
							womenade- sci/libr/btw	B	18	101	000				Cash WSB	300.00	0.00
							womenade- BTW (2 students)	E	18	005	211	127	000	401	Womenade Expenditures	0.00	385.00
							womenade- Science Fair Boar	E	18	005	211	127	000	401	Womenade Expenditures	300.00	0.00
							womenade- Library Book Fine:	E	18	005	211	127	000	401	Womenade Expenditures	4.00	0.00
							womenade- Library Book Fine:	R	01	110	622	000	000	099	Library Misc Revenue	81.00	0.00
							womenade- Science Fair Boar	R	01	150	203	000	000	099	Misc Local Revenue	0.00	81.00
							womenade- BTW (2 students)	R	04	500	522	000	321	050	Driver Ed BTW Fee's	0.00	4.00
																0.00	300.00
15057	202512	08/06/2025	U	JE		2024-25 Chargebacks	Transfer Lunch \$ to SB Regist	B	01	101	000				Cash WSB	\$770.00	\$770.00
						These items are charges to various activities throughout the year. This is the best way to handle these adjustments, otherwise we would need to write checks to WDC 2155 with the expenses and then receipt the deposits to the correct account. This is the most efficient way and there is supporting documents for each of the charges, which I have reviewed and approved bkj.	ECFE Mailings	B	01	101	000			Cash WSB	75.00	0.00	
							Popcorn- all sch wrestling day	B	01	101	000				Cash WSB	239.43	0.00
							Concession worker food- G.Sc	B	01	101	000				Cash WSB	0.00	214.10
							Gen Fund transf. to FS- uncoll	B	01	101	000				Cash WSB	0.00	78.00
							Transfer Lunch \$ to SB Regist	B	02	101	000				Cash WSB	0.00	25.95
							Gen Fund transf. to FS- uncoll	B	02	101	000				Cash WSB	0.00	75.00
							ECFE Mailings	B	04	101	000				Cash WSB	25.95	0.00
							Popcorn- all sch wrestling day	B	12	101	000				Cash	0.00	239.43
							Concession worker food- G.Sc	B	12	101	000				Cash	214.10	0.00
							ECFE Mailings	E	01	005	111	000	000	329	Postage	78.00	0.00
							Gen Fund transf. to FS- uncoll	E	01	110	203	000	000	899	Miscellaneous Exp	0.00	239.43
							Popcorn- all sch wrestling day	E	01	300	298	131	000	401	Golf Scramble	25.95	0.00
							Concession worker food- G.Sc	E	01	300	298	131	000	401	Golf Scramble	214.10	0.00
							ECFE Mailings	E	04	500	580	000	325	329	Postage	78.00	0.00
							Popcorn- BBB parents night	E	12	300	294	052	301	401	Boy's Basketball - Supplies	239.43	0.00
							Transfer Lunch \$ to SB Regist	R	01	300	296	061	000	050	Softball Fees	70.00	0.00
							Transfer Lunch \$ to SB Regist	R	02	000	000	000	701	601	NSLP - Sales-Student Lun	0.00	75.00

15059 202512 08/06/2025 U JE 24-25 SPED CHRGBCB-
Food Service Director prepares billing for various classroom requests for food and milk used during the year, This entry transfers the expenses to the Special Ed supplies account, while recognizing revenue in FS.

Wadena-Deer Creek Schools #2155

Journal Entry Listing

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22:34:36

JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
15059	202512	08/06/2025	U	JE		24-25 SPED CHRGBCK- FS	24-25 SPED CHRGBCK- FS I'R	02	000	000	000	000	707	608	SPECIAL FUNCTION FOC	0.00	481.99
							24-25 SPED CHRGBCK- FS I'R	02	000	000	000	000	707	608	SPECIAL FUNCTION FOC	0.00	4.00
																\$5,155.50	\$5,155.50
15060	202512	08/06/2025	U	JE		2024-25 FS CHARGEBACKS	SUPERINT MEETING- FS ITEB	01	101	000					Cash WSB	0.00	13.80
							STAFF WORKSHOP- FS ITEB	01	101	000					Cash WSB	0.00	511.65
							MS/HSOPEN HOUSE- FS ITEB	01	101	000					Cash WSB	0.00	1,270.00
							ELEM OPEN HOUSE- FS ITEB	01	101	000					Cash WSB	0.00	1,750.00
							HS COLLEGE FAIR- FS ITEB	01	101	000					Cash WSB	0.00	28.75
							PTC- EL&MS/HS FS ITEMS 1 B	01	101	000					Cash WSB	0.00	275.89
							VETERAN'S BRK- FS ITEMS B	01	101	000					Cash WSB	0.00	187.83
							SCH BRD- FS ITEMS 12/16 B	01	101	000					Cash WSB	0.00	9.75
							STAFF DEV. MEETINGS- FS B	01	101	000					Cash WSB	0.00	307.07
							KG DONUT DAY- FS ITEMS 4B	01	101	000					Cash WSB	0.00	472.84
							MAUD HART ACTIV- FS ITEB	01	101	000					Cash WSB	0.00	91.38
							4TH GRD PICNIC- FS ITEMS B	01	101	000					Cash WSB	0.00	739.91
							MEALS KG ROUNDUP- 3/14 B	01	101	000					Cash WSB	0.00	407.40
							SENIOR AWARDS- FS ITEMS B	01	101	000					Cash WSB	0.00	96.69
							TITLE I- FS ITEMS 4/15 B	01	101	000					Cash WSB	0.00	324.16
							ACADEMIC BRKF- FS ITEMS B	01	101	000					Cash WSB	0.00	144.00
							KG CLASSES- FS ITEMS 5/2B	01	101	000					Cash WSB	0.00	51.66
							24-25 FSTR GRP MEALS B	01	101	000					Cash WSB	0.00	390.00
							SUPERINT MEETING- FS ITEB	02	101	000					Cash WSB	13.80	0.00
							STAFF WORKSHOP- FS ITEB	02	101	000					Cash WSB	511.65	0.00
							MS/HSOPEN HOUSE- FS ITEB	02	101	000					Cash WSB	1,270.00	0.00
							ELEM OPEN HOUSE- FS ITEB	02	101	000					Cash WSB	1,750.00	0.00
							HS COLLEGE FAIR- FS ITEB	02	101	000					Cash WSB	28.75	0.00
							PTC- EL&MS/HS FS ITEMS 1 B	02	101	000					Cash WSB	275.89	0.00
							VETERAN'S BRK- FS ITEMS B	02	101	000					Cash WSB	187.83	0.00
							SCH BRD- FS ITEMS 12/16 B	02	101	000					Cash WSB	9.75	0.00
							STAFF DEV. MEETINGS- FS B	02	101	000					Cash WSB	307.07	0.00
							PREK REG- FS ITEMS 3/13 B	02	101	000					Cash WSB	322.32	0.00
							KG DONUT DAY- FS ITEMS 4B	02	101	000					Cash WSB	472.84	0.00
							MAUD HART ACTIV- FS ITEB	02	101	000					Cash WSB	91.38	0.00
							NHS D.O.C- FS ITEMS 4/30 B	02	101	000					Cash WSB	418.45	0.00
							4TH GRD PICNIC- FS ITEMS B	02	101	000					Cash WSB	739.91	0.00
							MEALS KG ROUNDUP- 3/14 B	02	101	000					Cash WSB	407.40	0.00
							SENIOR AWARDS- FS ITEMS B	02	101	000					Cash WSB	96.69	0.00
							TITLE I- FS ITEMS 4/15 B	02	101	000					Cash WSB	324.16	0.00

Food Service Director prepares billing for food items requested for special events during the year. I believe most of these items are self explanatory, but let me know if you have questions. I have reviewed the FS invoices and the corresponding entries and have approved them. This entry transfers the expenses to the Special Ed supplies account, while recognizing revenue in FS.

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JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
15060	202512	08/06/2025	U	JE		2024-25 FS CHARGEBACKS	ACADEMIC BRKF- FS ITEMS	B	02	101	000				Cash WSB	144.00	0.00
							KG CLASSES- FS ITEMS 5/2:B	B	02	101	000				Cash WSB	51.66	0.00
							24-25 FSTR GRP MEALS	B	02	101	000				Cash WSB	390.00	0.00
							PREK REG- FS ITEMS 3/13	B	04	101	000				Cash WSB	0.00	322.32
							NHS D.O.C- FS ITEMS 4/30	B	12	101	000				Cash	0.00	418.45
							SCH BRD- FS ITEMS 12/16	E	01	005	010	000	000	401	General Supplies & Expens	9.75	0.00
							SUPERINT MEETING- FS ITEE	01	005	020	000	000	000	401	General Supplies	13.80	0.00
							STAFF WORKSHOP- FS ITEE	01	005	640	000	316	401	401	General Supplies & Expens	511.65	0.00
							KG DONUT DAY- FS ITEMS 4E	01	110	201	000	000	000	401	General Supplies & Expens	472.84	0.00
							MEALS KG ROUNDUP- 3/14	E	01	110	201	000	000	401	General Supplies & Expens	407.40	0.00
							KG CLASSES- FS ITEMS 5/2:E	01	110	201	000	000	000	401	General Supplies & Expens	51.66	0.00
							ELEM OPEN HOUSE- FS ITEE	01	110	203	000	000	000	401	General Supplies	1,750.00	0.00
							PTC- EL&MS/HS FS ITEMS 1E	01	110	203	000	000	000	401	General Supplies	199.10	0.00
							4TH GRD PICNIC- FS ITEMS E	01	110	203	000	000	000	401	General Supplies	739.91	0.00
							TITLE I- FS ITEMS 4/15	E	01	110	203	000	000	401	General Supplies	324.16	0.00
							24-25 FSTR GRP MEALS	E	01	110	203	000	000	401	General Supplies	390.00	0.00
							MAUD HART ACTIV- FS ITEVE	01	110	622	000	000	000	401	General Supplies	43.16	0.00
							STAFF DEV. MEETINGS- FS E	01	110	640	000	316	401	401	General Supplies & Expens	18.30	0.00
							MS/HSOPEN HOUSE- FS ITEE	01	300	211	000	000	000	401	General Supplies	1,270.00	0.00
							PTC- EL&MS/HS FS ITEMS 1E	01	300	211	000	000	000	401	General Supplies	76.79	0.00
							VETERAN'S BRK- FS ITEMS E	01	300	211	000	000	000	401	General Supplies	187.83	0.00
							SENIOR AWARDS- FS ITEMSE	01	300	211	000	000	000	401	General Supplies	96.69	0.00
							ACADEMIC BRKF- FS ITEMSE	01	300	211	000	000	000	401	General Supplies	144.00	0.00
							MAUD HART ACTIV- FS ITEVE	01	300	622	000	000	000	401	General Supplies	48.22	0.00
							STAFF DEV. MEETINGS- FS E	01	300	640	000	316	401	401	General Supplies & Expens	288.77	0.00
							HS COLLEGE FAIR- FS ITEVE	01	300	710	000	000	000	401	General Supplies & Expens	28.75	0.00
							ADJ EXP TO FIN 707	E	02	005	770	000	701	401	General Supplies	0.00	2.50
							ADJ EXP TO FIN 707	E	02	005	770	000	701	401	General Supplies	0.00	4.00
							ADJ EXP TO FIN 707	E	02	005	770	000	701	401	General Supplies	0.00	15.00
							ADJ EXP TO FIN 707	E	02	005	770	000	701	401	General Supplies	0.00	4.75
							ADJ EXP TO FIN 707	E	02	005	770	000	701	401	General Supplies	0.00	13.80
							ADJ EXP TO FIN 707	E	02	005	770	000	701	401	General Supplies	0.00	21.10
							ADJ EXP TO FIN 707	E	02	005	770	000	701	401	General Supplies	0.00	44.97
							ADJ EXP TO FIN 707	E	02	005	770	000	701	401	General Supplies	0.00	40.30
							ADJ EXP TO FIN 707	E	02	005	770	000	701	490	Food	0.00	13.80
							ADJ EXP TO FIN 707	E	02	005	770	000	701	490	Food	0.00	511.65
							ADJ EXP TO FIN 707	E	02	005	770	000	701	490	Food	0.00	1,270.00
							ADJ EXP TO FIN 707	E	02	005	770	000	701	490	Food	0.00	1,750.00

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15060	202512	08/06/2025	U	JE	2024-25 FS CHARGEBACKS	ADJ EXP TO FIN 707	E	02	005	770	000	701	490	Food	0.00	26.25
						ADJ EXP TO FIN 707	E	02	005	770	000	701	490	Food	0.00	271.89
						ADJ EXP TO FIN 707	E	02	005	770	000	701	490	Food	0.00	172.83
						ADJ EXP TO FIN 707	E	02	005	770	000	701	490	Food	0.00	5.00
						ADJ EXP TO FIN 707	E	02	005	770	000	701	490	Food	0.00	293.27
						ADJ EXP TO FIN 707	E	02	005	770	000	701	490	Food	0.00	322.32
						ADJ EXP TO FIN 707	E	02	005	770	000	701	490	Food	0.00	451.74
						ADJ EXP TO FIN 707	E	02	005	770	000	701	490	Food	0.00	91.38
						ADJ EXP TO FIN 707	E	02	005	770	000	701	490	Food	0.00	418.45
						ADJ EXP TO FIN 707	E	02	005	770	000	701	490	Food	0.00	694.94
						ADJ EXP TO FIN 707	E	02	005	770	000	701	490	Food	0.00	407.40
						ADJ EXP TO FIN 707	E	02	005	770	000	701	490	Food	0.00	96.69
						ADJ EXP TO FIN 707	E	02	005	770	000	701	490	Food	0.00	299.26
						ADJ EXP TO FIN 707	E	02	005	770	000	701	490	Food	0.00	144.00
						ADJ EXP TO FIN 707	E	02	005	770	000	701	490	Food	0.00	51.66
						ADJ EXP TO FIN 707	E	02	005	770	000	701	490	Food	0.00	390.00
						ADJ EXP TO FIN 707	E	02	005	770	000	707	401	General Supplies	2.50	0.00
						ADJ EXP TO FIN 707	E	02	005	770	000	707	401	General Supplies	4.00	0.00
						ADJ EXP TO FIN 707	E	02	005	770	000	707	401	General Supplies	15.00	0.00
						ADJ EXP TO FIN 707	E	02	005	770	000	707	401	General Supplies	4.75	0.00
						ADJ EXP TO FIN 707	E	02	005	770	000	707	401	General Supplies	13.80	0.00
						ADJ EXP TO FIN 707	E	02	005	770	000	707	401	General Supplies	21.10	0.00
						ADJ EXP TO FIN 707	E	02	005	770	000	707	401	General Supplies	44.97	0.00
						ADJ EXP TO FIN 707	E	02	005	770	000	707	401	General Supplies	40.30	0.00
						ADJ EXP TO FIN 707	E	02	005	770	000	707	490	Food	13.80	0.00
						ADJ EXP TO FIN 707	E	02	005	770	000	707	490	Food	511.65	0.00
						ADJ EXP TO FIN 707	E	02	005	770	000	707	490	Food	1,270.00	0.00
						ADJ EXP TO FIN 707	E	02	005	770	000	707	490	Food	1,750.00	0.00
						ADJ EXP TO FIN 707	E	02	005	770	000	707	490	Food	26.25	0.00
						ADJ EXP TO FIN 707	E	02	005	770	000	707	490	Food	271.89	0.00
						ADJ EXP TO FIN 707	E	02	005	770	000	707	490	Food	172.83	0.00
						ADJ EXP TO FIN 707	E	02	005	770	000	707	490	Food	5.00	0.00
						ADJ EXP TO FIN 707	E	02	005	770	000	707	490	Food	293.27	0.00
						ADJ EXP TO FIN 707	E	02	005	770	000	707	490	Food	322.32	0.00
						ADJ EXP TO FIN 707	E	02	005	770	000	707	490	Food	451.74	0.00
						ADJ EXP TO FIN 707	E	02	005	770	000	707	490	Food	91.38	0.00
						ADJ EXP TO FIN 707	E	02	005	770	000	707	490	Food	418.45	0.00
						ADJ EXP TO FIN 707	E	02	005	770	000	707	490	Food	694.94	0.00

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15060	202512	08/06/2025	U	JE		2024-25 FS CHARGEBACKS	ADJ EXP TO FIN 707	E	02	005	770	000	707	490	Food	407.40	0.00
							ADJ EXP TO FIN 707	E	02	005	770	000	707	490	Food	96.69	0.00
							ADJ EXP TO FIN 707	E	02	005	770	000	707	490	Food	299.26	0.00
							ADJ EXP TO FIN 707	E	02	005	770	000	707	490	Food	144.00	0.00
							ADJ EXP TO FIN 707	E	02	005	770	000	707	490	Food	51.66	0.00
							ADJ EXP TO FIN 707	E	02	005	770	000	707	490	Food	390.00	0.00
							PREK REG- FS ITEMS 3/13	E	04	500	582	000	344	401	General Supplies- preschool	322.32	0.00
							NHS D.O.C- FS ITEMS 4/30	E	12	300	298	210	301	401	NHS Day of Caring - Suppl	418.45	0.00
							24-25 FSTR GRP MEALS	R	02	000	000	000	707	606	Ala Carte Sales - Adults	0.00	390.00
							SUPERINT MEETING- FS ITER	02	000	000	000	000	707	608	SPECIAL FUNCTION FOC	0.00	13.80
							STAFF WORKSHOP- FS ITER	02	000	000	000	000	707	608	SPECIAL FUNCTION FOC	0.00	511.65
							MS/HSOPEN HOUSE- FS ITER	02	000	000	000	000	707	608	SPECIAL FUNCTION FOC	0.00	1,270.00
							ELEM OPEN HOUSE- FS ITER	02	000	000	000	000	707	608	SPECIAL FUNCTION FOC	0.00	1,750.00
							HS COLLEGE FAIR- FS ITEM	02	000	000	000	000	707	608	SPECIAL FUNCTION FOC	0.00	28.75
							PTC- EL&MS/HS FS ITEMS 1 R	02	000	000	000	000	707	608	SPECIAL FUNCTION FOC	0.00	275.89
							VETERAN'S BRK- FS ITEMS R	02	000	000	000	000	707	608	SPECIAL FUNCTION FOC	0.00	187.83
							SCH BRD- FS ITEMS 12/16 R	02	000	000	000	000	707	608	SPECIAL FUNCTION FOC	0.00	9.75
							STAFF DEV. MEETINGS- FS R	02	000	000	000	000	707	608	SPECIAL FUNCTION FOC	0.00	307.07
							PREK REG- FS ITEMS 3/13 R	02	000	000	000	000	707	608	SPECIAL FUNCTION FOC	0.00	322.32
							KG DONUT DAY- FS ITEMS 4R	02	000	000	000	000	707	608	SPECIAL FUNCTION FOC	0.00	472.84
							MAUD HART ACTIV- FS ITEM	02	000	000	000	000	707	608	SPECIAL FUNCTION FOC	0.00	91.38
							NHS D.O.C- FS ITEMS 4/30 R	02	000	000	000	000	707	608	SPECIAL FUNCTION FOC	0.00	418.45
							4TH GRD PICNIC- FS ITEMS R	02	000	000	000	000	707	608	SPECIAL FUNCTION FOC	0.00	739.91
							MEALS KG ROUNDUP- 3/14 R	02	000	000	000	000	707	608	SPECIAL FUNCTION FOC	0.00	407.40
							SENIOR AWARDS- FS ITEM	02	000	000	000	000	707	608	SPECIAL FUNCTION FOC	0.00	96.69
							TITLE I- FS ITEMS 4/15 R	02	000	000	000	000	707	608	SPECIAL FUNCTION FOC	0.00	324.16
							ACADEMIC BRKF- FS ITEMS R	02	000	000	000	000	707	608	SPECIAL FUNCTION FOC	0.00	144.00
							KG CLASSES- FS ITEMS 5/2 R	02	000	000	000	000	707	608	SPECIAL FUNCTION FOC	0.00	51.66
15061	202601	07/31/2025	P	JE	monthly	Record July Int MSDLAF stdt	Record July Int MSDLAF stdt	B	12	104	000				MSDLAF Student Activities	\$23,456.05	\$23,456.05
							Record July Int MSDLAF stdt	R	12	300	298	002	000	092	Interest - Int Acct	453.95	0.00
15062	202601	06/30/2025	P	JE	Sumr	Reclass Summer rec rcpts	Reclass Koenig Tennis rcpts	B	04	230	002				Summer Rec Registrations	\$453.95	\$453.95
							Reclass Volleyball rcpts	B	04	230	002				Summer Rec Registrations	110.00	0.00
							Reclass Track & Field rcpts	B	04	230	002				Summer Rec Registrations	60.00	0.00
							Reclass Flag FB rcpts	B	04	230	002				Summer Rec Registrations	20.00	0.00
															Summer Rec Registrations	60.00	0.00

Some receipts for summer rec are for programs offered after June 30, which is FY26. This entry recognizes the revenue in FY26. When looking at entries over the next few months, it is important to see the period (yellow above) to know if it is for FY25 (2025xx) or FY26 (2026xx)

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JE Cd	Period	Date	St	Src	Ref	Description	Detail Desc	L	Fd	Org	Pro	Crs	Fin	O/S	Account Description	Debit Amount	Credit Amount
15062	202601	06/30/2025	P	JE	Sumr	FReclass Summer rec rcpts	Reclass Summer rec rcpts	R	04	500	527	000	321	050	SUMMER REC Fees	0.00	250.00
																\$250.00	\$250.00
15067	202512	06/30/2025	P	JE	Int Allo	Allocate interest June - '25	Allocate interest June - '25	B	01	101	000				Cash WSB	0.00	3,253.27
							Allocate interest June - '25	B	02	101	000				Cash WSB	112.37	0.00
							Allocate interest June - '25	B	04	101	000				Cash WSB	517.51	0.00
							Allocate interest June - '25	B	06	101	000				Cash WSB	635.80	0.00
							Allocate interest June - '25	B	07	101	000				Cash WSB	1,817.22	0.00
							Allocate interest June - '25	B	18	101	000				Cash WSB	170.37	0.00
							Allocate interest June - '25	R	01	000	000	000	000	092	Earnings-Investment	3,253.27	0.00
							Allocate interest June - '25	R	02	000	000	000	707	092	Earnings-Investment	0.00	112.37
							Allocate interest June - '25	R	04	000	000	000	000	092	Earnings-Investment	0.00	517.51
							Allocate interest June - '25	R	06	008	870	000	000	092	Earnings-Investment	0.00	635.80
							Allocate interest June - '25	R	07	000	000	000	000	092	Earnings-Investment	0.00	1,817.22
							Allocate interest June - '25	R	18	000	000	000	000	092	Earnings-Investment	0.00	170.37
																\$6,506.54	\$6,506.54

Disney Softball Spring Training 2026 Proposal

Who: The WDC Varsity Softball Roster (approx. 14 girls)

When: Tuesday, March 17th – Saturday, March 21st

*Students would be in school until 1:10pm on Tuesday



Why: WDC varsity softball players would participate in Disney Spring Training at the ESPN Wide World of Sports Complex in Walt Disney World. This event would offer a unique and enriching opportunity for our team to experience world-class facilities to start their softball season. Participation in Disney Spring Training would be an incredible opportunity for our athletes to enhance their softball skills while build team camaraderie, and of course, making lifelong memories.

**March is typically the time our athletes practice inside waiting for the snow to melt and frost to come out of the ground – this opportunity would get our athletes out of the gym and onto the fields during their first week of practice.

Sample Training Schedule: WDC softball players would have three training days at the ESPN Wide World of Sports. Here is a sample schedule of what they would experience:

Day 1 – 2 hour softball practice and Speed & Agility Clinic

Day 2 – 2 hour softball practice and scrimmage another team

Day 3 – 2 hour softball practice and live-streamed unofficial game

*Our athletes would also get unlimited access to batting cages

Other Details: When they are not training on the field, WDC softball players will get to spend time at the Walt Disney World Theme Parks! Student athletes would stay at a Walt Disney World resort. Transportation to and from the resort to the sports complex and theme parks would be provided by Disney.

Cost: The cost for this incredible experience would come from the softball account, fundraising, and student athletes. The school would not be responsible for any costs.

The approximate cost per student would be \$1250...we won't know exact costs until we book flights. Cost would cover each student's softball training, admission to 3 Disney theme parks, 4-night stay at a Disney resort (All Star Sports Resort), bus transportation to and from the resort, flights from MSP.

WDC Softball Sample Itinerary

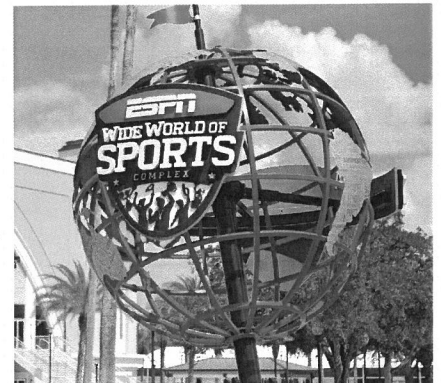
Tuesday, March 17th – Evening flight from MSP to Orlando

Wednesday, March 18th – Spring Training Day 1

- 2 hour practice + Speed and Agility session
- Lunch at the resort food court
- Visit Magic Kingdom

Thursday, March 19th – Spring Training Day 2

- 2 hour practice + scrimmage another team
- Lunch at the resort
- Visit Hollywood Studios

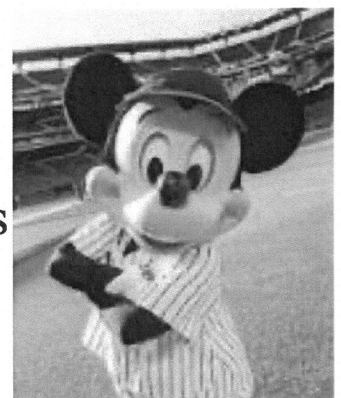


Friday, March 20th – Spring Training Day 3

- 2 hour practice + unofficial game (*game will be live streamed*)
- Lunch at the resort
- Visit Animal Kingdom

Saturday, March 21st – Last Day in Florida

- Pool Time at the Resort or Visit Disney Springs
- Evening flight back to MSP



Wadena-Deer Creek ISD 2155

Language Access Plan to Ensure Effective Communication with Multilingual Students and Families

Section 1: Policy Directives

This section sets forth the laws, standards, and operating principles that will govern the implementation of Wadena-Deer Creek's language access plan.

Policy Foundation

Federal

- Title VI of the Civil Rights Act of 1964 was enacted as part of the landmark Civil Rights Act of 1964. It prohibits discrimination on the basis of race, color, and national origin in programs and activities receiving federal financial assistance.
- Equal Educational Opportunity Act (EEOA) requires states and school districts to provide equal educational opportunity to students learning English by taking appropriate actions to overcome language barriers.
- Individuals with Disabilities Education Act (IDEA) upholds language access rights for bilingual families by requiring that students be tested in their home language and Individual Educational Plans (IEP) be written in the appropriate home language. IEP meetings must be conducted in the family's home language using a highly trained and qualified interpreter.

State

Minnesota Statutes, section 123B.32 states:

- Subd. 1. Language access plan required. Starting in the 2025-2026 school year, during a regularly scheduled public board hearing, a school board must adopt a language access plan that specifies the district's process and procedures to render effective language assistance to students and adults who communicate in a language other than English. The language access plan must be available to the public and included in the school's handbook.
- Subd. 2. Plan requirements. The language access plan must include how the district and its schools will use trained or certified spoken language interpreters for communication related to academic outcomes, progress, determinations, and placement of students in specialized programs and services; and how families and communities will be notified of their rights under this plan.
- Subd. 3. Regular review. The board must review the plan every two years and update the plan as appropriate.
- Minnesota Learning for English Academic Proficiency (LEAPS) Act of 2014, Chapter 272, H.F. No. 2397, Article 1. The law has three principal goals for all English Learner (EL) students: 1) academic English proficiency; 2) grade-level content knowledge; and 3) multilingual skills development.

Definitions

American Sign Language (ASL) – A visually perceived language based on a naturally evolved system of articulated hand gestures and their placement relative to the body, along with non-manual markers such as facial expressions, head movements, shoulder raises, mouth morphemes, and movements of the body.

Relay – Telephone accessibility services to people who are deaf, deafblind, hard of hearing, or speech disabled.

Screen Reader – Software programs that allow blind or visually impaired users to read the text that is displayed on the computer screen with a speech synthesizer or braille display.

Interpretation – The act of listening to a communication in one language (source language) and orally converting it to another language (target language). The interpreter must retain the same meaning as the original message without omitting information, summarizing or otherwise altering the message and without adding the interpreter's own thoughts or opinions.

Interpreter – A person who provides interpreting services.

Simultaneous Interpretation Equipment – Equipment that allow a group of people to listen through headsets to information interpreted into their primary language. This method is most appropriate for large group settings and meetings where multiple languages are being interpreted simultaneously.

Language Assistance Services – Oral, expressive, written, and technological supportive services that help students and families communicate effectively with school staff. These services ensure students and families can participate fully in school services, activities, and programs.

Limited English Proficient (LEP) – Individuals whose primary language is not English and who have limited ability to communicate effectively in English, including writing, reading, speaking, and listening comprehension. Federal law uses this term to refer to the intended beneficiaries of language access services.

Emergent Multilingual Speakers – Individuals whose primary language is not English and who have limited ability to communicate effectively in English but are in the process of developing their English language proficiency. Language access industry leaders and advocates prefer the use of this term when referring to the intended beneficiaries of language access services.

English Learner (EL) – A status assigned to students whose primary language is not English, who lacks the necessary skills to understand, speak, read, and write in English but are receiving English language development instructions in a public school or charter setting.

Home Language – The language that is most commonly used in the home by members of a family, or the language that parents use when speaking with their children.

Primary Language – An individual's native tongue or the language in which an individual most effectively communicates.

Sight Translation – The oral interpretation of a written document. This occurs when an interpreter reads a document and then provides a complete oral interpretation of the information that it contains.

Remote Interpreting – Interpreting that is provided via telephone or video call.

Translator – A person who provides translation services.

Translation – The restating of written text from one language (source language) into an equivalent written text in another language (target language).

Vital Document – Materials deemed vital to ensuring access to educational services, programs, and activities, or contain information required by law to translate or provide in audio format.

Code of Ethics and Standards of Practice

The Minnesota Department of Education (MDE) provides guidance on the Codes of Ethics and Standards of Practice for Educational Interpreters of Spoken Language that can be viewed on the [English Learner Disability Resources](#) webpage. This guide is only available in English because it was intended for language access practitioners.

Section 2: The Plan

Overview

Wadena-Deer Creek's language access plan provides a blueprint for bringing the district or charter into compliance with state and federal language access requirements, including how the district or charter will increase its capacity to address language service and resource needs identified in its self-assessment.

This plan is also a roadmap that will help staff navigate the process of setting deadlines, priorities, and identifying responsible personnel for policy and procedures development; hire, contract, assess, and ensure quality control of language assistance services; provide notice of services; provide training of staff; and conduct ongoing monitoring and evaluation.

Language Access Plan

Description of Services

SpEd Forms - translation of IEPs and IFSPs

866-796-1848

Freshwater Education District - Deaf/Hard of Hearing, Blind/Visually Impaired

218-631-3505

Toni Kraska - Spanish language interpretation

218-632-2171

Google Translation Services - written communications

Minnesota Department of Education (MDE) - Spoken language interpreters, American Sign language interpreters, and other supportive services

651-785-4064.

Implementation

The Superintendent and members of the Language Access Committee will be responsible for overseeing, developing, and modifying the language access plan, and establishing and implementing operational procedures. The Superintendent will work with Building staff (Secretaries/ Administration), MARSS, EL staff, and staff within the Student Support Services to implement operations and procedures.

Identification and Assessment of Language Assistance Needs

The EL staff and Freshwater Education Deaf and Hard of Hearing staff will work with the Building Principals to determine language assistant needs of students in written translation, oral interpretation, or remote versus in-person assistance. The EL staff will work with the Building Principals to assess students' language levels and further work with the Superintendent to meet needs. The Deaf and Hard of Hearing staff will work with individual education planning teams (IEP teams) and the staff within Student Support Services to meet the needs of students identified as needing American Sign Language (ASL). In addition, community resources within Wadena County will be utilized to assess additional support for families.

Timeline

This plan will be reviewed annually and will be revised as necessary. This Language Access Plan is available on the Wadena-Deer Creek Public Schools website.

Funding and Procurement

General education funding will be utilized for services to meet the needs of students identified as EL. In addition, state and federal special education funding will be utilized per students' individual education plans (IEPs), per qualification for services.

Notice of Services

It is a requirement of Minnesota Statutes, section 123B.32, Language Access Plan Required, that a district or charter's summary plan be included in their Parent Handbook. A complete copy of Wadena-Deer Creek's Language Access Plan is available on the Wadena-Deer Creek Schools website.

Training for Staff

Staff are trained in district policies at the beginning of each school year and when completing new staff on-boarding within the Wadena-Deer Creek Public Schools.

Plan Maintenance

The district will update the plan on a yearly basis and examine policies and procedures that are relevant to the plan.

Community Engagement and Partnership

Wadena-Deer Creek Public Schools will engage community partners through school board meetings, site teams, PTO groups, connections through families and EL staff, and partnerships with Wadena County Human Services.

Emergency Communication Protocol

Wadena-Deer Creek Public Schools communicates emergency situations through JMC messages that can be translated into other languages. In addition, information is provided to local broadcasting agencies for weather-related emergencies.

Artificial Intelligence (AI) Translation Services

AI is used to translate documents and flyers; the documents will include a call-back number for additional clarification of information.

Section 3: Procedures

Overview

This section sets forth guidelines and steps for staff to coordinate, gather data, and deliver uniform services to students, families, and community members.

Procedures

Verbal Correspondance

Building Front Desk staff:

1. Identify the customer's primary language. Ask the individual to identify his/her language with a language Identification Card provided by the front desk staff.
2. Move the customer to a place where he/she can communicate without interruption. Escort the individual into an available conference room.
3. Determine appropriate point of contact for translation services (i.e.: internal staff, Freshwater or MDE)

Calls from Non-English-Speaking Customers:

1. Identify the customer's primary language. When a non-English speaking individual calls in, ask him or her if they can identify the language they are speaking for you.
2. Let the caller know you will be connecting them to a translation resource (i.e.: internal staff, Freshwater, MDE), and it may take a few moments, during which time they will be placed on hold.

Written Correspondence

District written communication (emails, letters, correspondence) will be translated into the identified language per customer (family, student, staff, community members, etc.) request.

Interpreter Services

Building-level staff will procure interpreter students with the assistance of the Superintendent.

Translation of Documents

Documents will be translated per customer request with the assistance of the district's contracted agencies, AI within SPED Forms, and language access through the website.

Concerns/Complaints

Concerns or complaints can be directed to the Superintendent.

Programs

Wadena-Deer Creek Public Schools has an English Learner program available at each building. The district has one part-time teacher. In addition, the district collaborates with the Freshwater Education District for part-time teacher and paraprofessional support. Each student identified as EL has an individual plan identifying needs, accommodations, and services. The plans are accessible through the student management system and provided to parents/guardians yearly.

Contact Information

Lee Westrum, Superintendent 218-632-2176

Resources

Access the website for additional resources: wdc2155.k12.mn.us

Wadena-Deer Creek eLearning Plan

In the event of a school closure due to inclement weather, expectations for all WDC students may continue through an eLearning day. This day refers to a school day where, instead of coming to a school, teachers and students communicate online or set up prior learning expectations, and students continue their learning from home. On an eLearning day, teachers will share assignments and hold office hours in which they are available to provide learning support to students. An eLearning day counts as a student contact day. This plan has been developed in cooperation with EMWDC. MN State Statute 120A.41

How will a Flexible eLearning Day be communicated to parents and students?

Parents/Guardians will receive an automated phone call, email and text via the JMC notification service and announcements will be made on radio Superstation 105.9 FM, and KWAD 920 AM and television stations WCCO, KSTP, KARE, and FOX9, and the school district Facebook page, prior to 6:30 a.m. on the day that school will be closed. Students should not report to school but should engage in flexible eLearning activities as assigned.

How will teachers communicate eLearning instructions and expectations?

Teachers will communicate eLearning expectations by 9:30am. These instructions will be communicated through email, Google Classroom and SeeSaw or learning packets as applicable by grade-level. Teachers will communicate general eLearning expectations to families prior to the winter season.

When will teachers be available?

Teachers will communicate with parents/guardians regarding how students can get help (or ask questions) about their eLearning day assignments. Teachers will be available to students from 10am-3pm by phone, email, or online (SeeSaw or Google Classroom). The only time staff are not available is during their 30-minute lunchtime. Teachers can opt to deliver eLearning instruction from off-campus or their classroom. Specialists and case managers will also be available via phone (not personal cell phone or home phone), email, or online for support. All licensed staff are required to work on an eLearning day or take personal or sick leave as appropriate, subject to supervisor approval.

What are students expected to do in order to participate in a Flexible eLearning Day?

Students are expected to spend 2-3 hours of active learning and to complete assignments within one week of the eLearning day. This allows for those who need modifications or adjustments due to individual circumstances the ability to complete requirements.

Is attendance taken for an eLearning Day?

Yes.

- K- 6 Attendance - students will be marked present by completing the assigned learning options.
- 7-12 Attendance - students will be marked present by completing the assigned learning options. Attendance must be verified for each class. Students who do not participate in planned activities are considered absent for those class(es) and are reported as absent just

as if they were not present for an on-campus class. Can families choose to opt out of eLearning days? Students whose family chooses not to participate in the eLearning day are reported as absent. Absences reasons that fall under current policy as excused will be marked as excused (Policy 503 Student Attendance). All other absences will be considered unexcused unless the student completes the eLearning assignments within one week. If there are extenuating circumstances, the principal may review the absence.

How will students be expected to “make-up” their learning if not in attendance?

Students will be responsible for completing the required work on their own as they would in any situation in which they may have been absent from school. Students will have one week to complete eLearning assignments.

What if the Governor cancels schools across MN on an eLearning Day?

If the Governor cancels school statewide, there will not be an eLearning day, and teaching staff will not report to work.

Is technology required for eLearning days?

Teachers will be posting student assignments and expectations on either SeeSaw or Google Classroom and via email. However, if a family has indicated they do not have access to the internet from their residence, accommodations will be made in order for students to submit the required assignments and meet the expectations. Students have one week to complete their eLearning Day assignments.

What are the expectations for Preschool?

Preschoolers will not be required to complete any activities on an eLearning day.

How will the eLearning day affect activities?

Decisions will be on a case by case basis and will be announced as early as possible.

How should eLearning days be reported in Minnesota Automated Reporting Student System (MARSS)?

eLearning days are reported as regular instructional days on the MARSS A School File. Students enrolled on an eLearning day would generate one day of membership. The length of the school day will be reported as the same length that was originally scheduled had the students attended at the school site.

5-12 Board Report

8/18/25

-Things are ready to go. Student schedules went out on Wednesday, August 13th. Toni will be in this week. This should give students plenty of time to call or visit with her to make schedule changes over the next two weeks.

-August has been busy with conferences and updates for us. Alyssa Morlock, Mike Ortmann, Kevin Tumberg and I attended Sourcewell's Educator Summit on August 6th and 7th. This was a good chance to hear great keynote speakers focusing on being positive heading into the school year. We also attended a variety of breakout sessions, with a focus on PLC implementation (one of our staff focuses this year). Louis, Lee, and I also attended our administrators' update through Freshwater. On Tuesday, August 19th, Toni, Karli Savaloja, and I will be attending a Career Pathways Conference at Sourcewell. It's been a busy August.

-Teacher Workshop will start next Monday, August 25th. We will once again give teachers all day to work in their rooms and get things ready to go without having to worry about meetings on Day 1. We will do our all-staff program on Tuesday, August 26th. This will be a full morning of information and welcoming back all staff.

-5th Grade/New Student Orientation will be held at 6:00 on Monday, August 25th. This gives our new 5th graders a chance to get in the building and meet their teachers before the chaos of Wednesday's Open House. It also gives the students a chance to meet with their homerooms, ask questions about the being in a new building, etc. We are adding a time for our new students to come in as well this year.

-K-12 Open House on Wednesday, August 27th, from 4-7. It will be great to see the building full as kids get their lockers ready and visit with their teachers.

-A reminder as we start the year. School breakfast/lunch is free to everyone this year. However, we will still have a la carte, so parents may want to put money into their children's accounts. Students will also be allowed to go back for seconds or another entrée, but they will have to be charged for that. Sue has created a cost list that she will post on the website. Direct parents to me if they have questions about it.

-We are still making hires as the school year approaches. We are still in need of another paraprofessional in the 5-12 building. We are also still looking for a special education and EL Teacher. We will do our best to have everything filled before September 2nd.



WADENA-DEER CREEK ELEMENTARY SCHOOL

215 S.W. Colfax Avenue

Wadena, Minnesota 56482

Phone: 218-632-2400 Fax: 218-632-2499

Building a legacy of excellence ... one student at a time.

WDC Elementary

Board Report 8-18-25

- Class of 2038 registrations are up to 79 so far
- A big thank you to our custodial staff for all their work this summer getting the building cleaned and moving of several programs and classrooms, in addition to hosting Boosters and Summer Food Program.
- PreK numbers are lower this year. Jan Bernu will teach 2 sections of morning classes for 3 year olds. Alicia Johnson and Sara Steinkoph will teach 4 sections of 4 year olds.
- New teachers and their mentors are meeting to review district policies, procedures, and curriculum.
 - We have 5 new staff (Sarah Grabe-SSW, Jeff Mehl-4th, Hope Shepersky-3rd, Madeline Irsfeld 1st, and Rachel London-EBD).
 - We also have 5 teachers in "new" assignments (Mary Ellenson, Kevin Tumberg, Missy Stevens, Lisa Dreyer-LTS, and Kristin Schock-para)
- Our new support staff include:
 - Paras-Ridge Hunstad, Daryn Kirstch, Michelle Moyer, Hannah Dosdahl, Rachelle Kern, and Alane Barthel
 - Cooks-Carrie Goeden (Head cook), Amy Schmitz