



**Board of Education  
Big Lake School District #727  
Regular Meeting**

**Wednesday, February 24, 2021  
6:30 PM  
Virtual  
601 Minnesota Ave  
Big Lake, MN 55309**

**Mission Statement**

Our mission is to challenge, educate, & inspire all students to reach their highest level of achievement in academics, athletics, & the arts.

|   |    |
|---|----|
| I. Call to Order  |    |
| Chair, Tonya Reasoner   |    |
| II. Roll Call   |    |
| Chair, Tonya Reasoner   |    |
| III. Approve Agenda   |    |
| Chair, Tonya Reasoner   |    |
| IV. Pledge of Allegiance  |    |
| Chair, Tonya Reasoner   |    |
| V. Open Forum   |    |
| Chair, Tonya Reasoner   |    |
| VI. Consent Agenda  |    |
| Chair, Tonya Reasoner   |    |
| A. Previous Minutes   |    |
| Minutes from the January 28, 2021 Regular Board Meeting, the February 10, 2021 Special Meeting, and the February 10, 2021 Work Session. |    |
| B. Claims and Accounts  |    |
| Claims and Accounts for the month of February   |    |
| C. Credit Card Report   |    |
| D. Personnel  | 3  |
| E. Fundraisers  | 4  |
| VII. Donations  | 5  |
| Chair, Tonya Reasoner   |    |
| VIII. Financial Report ( <i>C. Strong Financial Foundation</i> )  | 6  |
| Treasurer, Amber Sixberry   |    |
| January report will be presented.   |    |
| IX. 2021-2022 School Start Times ( <i>A. Implement Practices for Exceptional Learning</i> )   |    |
| Superintendent, Tim Truebenbach   |    |
| X. Approve 2021-2022 Calendar ( <i>F. Expand and Strengthen Public Support</i> )  | 23 |
| Superintendent, Tim Truebenbach   |    |
| XI. Second Reading of Policy 707 Transportation of Public School Students ( <i>B. Accountability for Student Success</i> )              | 24 |
| Superintendent, Tim Truebenbach   |    |
| XII. School Board Recognition ( <i>F. Expand and Strengthen Public Support</i> )  |    |
| Superintendent, Tim Truebenbach   |    |
| XIII. Student Representative Report ( <i>F. Expand and Strengthen Public Support</i> )  |    |

Student Representative, Ella Dotzler  
XIV. Superintendent Report (*F. Expand and Strengthen Public Support*)  
Superintendent, Tim Truebenbach  
Monthly Superintendent's Report  
XV. Adjournment  
Chair, Tonya Reasoner

**Strategic Directions**

- A. Implement practices that ensure all learners achieve at exceptional levels
- B. Ensure that staff, students, and families share in the accountability for the educational success of each student
- C. Establish a strong financial foundation that supports achievement of school district goals
- D. Seamlessly integrate technology as both a tool and a catalyst to maximize daily learning opportunities for students and staff
- E. Ensure that the facilities and infrastructure of Big Lake Schools are designed to optimize student learning in a safe, sustainable, and attractive environment
- F. Expand and strengthen public support for the school district



**ISD 727 SCHOOL BOARD  
FUNDRAISERS ACTION  
02/24/2021**

Early Childhood, Roll and Stroll, June 2, 2021, proceeds for Early Childhood education programs

Early Childhood, sell flower buckets and hanging baskets, March 1-15, 2021, proceeds for Early Childhood education programs

02/23/2021

The following resolution was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_:

**RESOLUTION ACCEPTING DONATIONS**

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: “The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

WHEREAS, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Big Lake Schools, ISD 727, gratefully accepts the following donations as identified below:

| Donor                  | Item       | Designated Purpose (if any)  |
|------------------------|------------|--|
| Melissa Calgaro        | \$140.00   | \$70.00 Liberty, \$70.00 Independence                                    |
| Old National Bank      | \$500.00   | Scholarship Fund   |
| Eddy Family Foundation | \$2,000.00 | Community Education  |
| Bob and Marion Lageson | \$100.00   | In memory of Roland Olson, to be used in the nature classroom at Liberty |

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted on February 24, 2021.

**SUMMARY OF YTD 20-21 BUDGET ADJUSTMENTS**

*\*Denotes Specific School Board Approval*

**GENERAL FUND:**

**REVENUE:**

|  |              |   |        |
|--|--------------|---|--------|
| Original Budget  | \$36,364,281 | * | Jun-20 |
| -Adjust gen ed aid for decrease in enrollment  | (\$724,625)  | * | Dec-20 |
| -Establish budget for CRF federal funds  | \$766,916    | * | Dec-20 |
| -Revenue rec'd from Big Lake Township and Sherburne County for COVID relief                      | \$300,569    | * | Dec-20 |
| -Transfer eligible CRF funds to food service and community service funds; rev=exp                | (\$23,891)   | * | Jan-21 |
| -Close out of Fall activities and athletics = reduced revenue and expenses                       | (\$31,966)   | * | Jan-21 |
| -Adjust Title budget estimates   | \$4,149      | * | Jan-21 |
| -Adjust CARES ACT Round I budgets: Transfer eligible revenue & expenditures to food service fund | (\$5,451)    |   |        |

| AMOUNT | DATE |
|--------|------|
|--------|------|

**NET CURRENT REVENUE BUDGET**

\$36,649,982

**GENERAL FUND:**

**EXPENSE:**

|  |              |   |        |
|--|--------------|---|--------|
| Original Budget  | \$37,519,840 | * | Jun-20 |
| -Establish budget for CRF COVID related expenses   | \$766,916    | * | Dec-20 |
| -Edgenuity costs (Big Lake Online)   | \$139,000    | * | Dec-20 |
| -Transfer part of CRF budgeted expenditures to food service and community service funds; rev=exp | (\$23,891)   | * | Jan-21 |
| -Close out of Fall activities and athletics = reduced revenue and expenses                       | (\$31,966)   | * | Jan-21 |
| -Fall staffing revision - revise estimates based on actual hiring through December               | \$26,023     | * | Jan-21 |
| -Adjust Title budget estimates   | (\$10,146)   | * | Jan-21 |
| -Added budget for copier replacement (from Assigned for Copiers fund balance)                    | \$14,279     | * | Jan-21 |
| -Amend budget revision in December for CRF related expenses                                      | (\$215,563)  | * | Jan-21 |
| -Adjust CARES ACT Round I budgets: Transfer eligible revenue & expenditures to food service fund | (\$5,451)    |   |        |

| AMOUNT | DATE |
|--------|------|
|--------|------|

**NET CURRENT EXPENSE BUDGET**

\$38,179,041

## SUMMARY OF YTD 20-21 BUDGET ADJUSTMENTS

*\*Denotes Specific School Board Approval*

### FOOD SERVICE FUND:

#### REVENUE:

|  | AMOUNT      | DATE     |
|--|-------------|----------|
| Original Budget  | \$1,655,850 | * Jun-20 |
| -Establish budget for eligible CRF expenses; rev=exp   | \$7,261     | * Jan-21 |
| -Adjust CARES ACT Round I budgets: Transfer eligible revenue & expenditures to food service fund | \$5,451     |          |

#### NET CURRENT REVENUE BUDGET

\$1,668,562

#### EXPENSE:

|  |             |          |
|--|-------------|----------|
| Original Budget  | \$1,655,850 | * Jun-20 |
| -Establish budget for eligible CRF expenses; rev=exp   | \$7,261     | * Jan-21 |
| -Adjust CARES ACT Round I budgets: Transfer eligible revenue & expenditures to food service fund | \$5,451     |          |

#### NET CURRENT EXPENSE BUDGET

\$1,668,562

### COMMUNITY SERVICE FUND:

#### REVENUE:

|   | AMOUNT      | DATE     |
|---|-------------|----------|
| Original Budget   | \$1,940,459 | * Jun-20 |
| -Revenue rec'd from Big Lake Township and Sherburne County for COVID relief   | \$107,761   | * Dec-20 |
| -Establish budget for eligible CRF expenses; rev=exp  | \$16,631    | * Jan-21 |
| -Reduced revenue budget for driver's ed and Hive Time tuition   | (\$85,850)  | * Jan-21 |
| -Reduce revenue budget for cancelled programs due to COVID: Musical, Robotics, Ski Club, no field trips in Kid's club | (\$63,160)  |          |

#### NET CURRENT REVENUE BUDGET

\$1,915,841

#### EXPENSE:

|   |             |          |
|---|-------------|----------|
| Original Budget   | \$2,173,632 | * Jun-20 |
| -Establish budget for eligible CRF expenses; rev=exp  | \$16,630    | * Jan-21 |
| -Fall staffing revision - revise estimates based on actual hiring through December  | (\$101,313) | * Jan-21 |
| -Reduce expenses for decreased programming (driver's ed)  | (\$42,300)  | * Jan-21 |
| -Reduce expenditure budget for cancelled programs due to COVID: Musical, Robotics, Ski Club, no field trips in Kid's club | (\$54,906)  |          |

#### NET CURRENT EXPENSE BUDGET

\$1,991,743

### BUILDING CONSTRUCTION FUND

#### REVENUE:

|                 |         |          |
|-----------------|---------|----------|
| Original Budget | \$9,950 | * Jun-20 |
|-----------------|---------|----------|

#### NET CURRENT REVENUE BUDGET

\$9,950

#### EXPENSE:

|                 |             |          |
|-----------------|-------------|----------|
| Original Budget | \$6,881,788 | * Jun-20 |
|-----------------|-------------|----------|

#### NET CURRENT EXPENSE BUDGET

\$6,881,788

**SUMMARY OF YTD 20-21 BUDGET ADJUSTMENTS**

*\*Denotes Specific School Board Approval*

**DEBT SERVICE FUND**

**REVENUE:**

|  |             |          |
|--|-------------|----------|
| Original Budget  | \$5,516,400 | * Jun-20 |
| Transfer in from closing out of OPEB Debt Service fund; Board approved in December | \$100,573   | * Jan-21 |

| AMOUNT | DATE |
|--------|------|
|--------|------|

**NET CURRENT REVENUE BUDGET**

\$5,616,973

**EXPENSE:**

|                 |             |          |
|-----------------|-------------|----------|
| Original Budget | \$5,807,280 | * Jun-20 |
|-----------------|-------------|----------|

**NET CURRENT EXPENSE BUDGET**

\$5,807,280

**OPEB Irrevocable Trust Fund**

**REVENUE:**

|                 |        |          |
|-----------------|--------|----------|
| Original Budget | 45,000 | * Jun-20 |
|-----------------|--------|----------|

| AMOUNT | DATE |
|--------|------|
|--------|------|

**NET CURRENT REVENUE BUDGET**

45,000

**EXPENSE:**

|   |           |          |
|---|-----------|----------|
| Original Budget   | \$248,355 | * Jun-20 |
| -Fall staffing revision; adjust OPEB benefits based on updated health information | \$787     | * Jan-21 |

**NET CURRENT EXPENSE BUDGET**

\$249,142

**ISD #727 2020-2021 Revised Budget**  
**February 24th, 2021**

|  | Audited<br>Fund Balance<br>June 30,2020 | Revenue<br>Budget<br>20-21 | Expenditure<br>Budget<br>20-21 | Projected<br>Net Change<br>Incr(Decr)<br>in Fund Balance | Transfers | Budgeted<br>Fund Balance<br>June 30,2021 |
|--|---|----------------------------|--------------------------------|--|-----------|--|
| <b>General:</b>                        |   |                            |                                |  |           |  |
| Restricted -                           |   |                            |                                |  |           |  |
| Long Term Facilities Maintenance       | \$ 81,783                               | \$ 452,080                 | \$ 345,484                     | \$ 106,596   | \$ -      | \$ 188,379                               |
| Operating Capital                      | \$ 455,306                              | \$ 720,022                 | \$ 1,028,199                   | \$ (308,177)   | \$ -      | \$ 147,129                               |
| Capital Projects Levy                  | \$ 226,670                              | \$ 519,531                 | \$ 530,835                     | \$ (11,304)  | \$ -      | \$ 215,366                               |
| Basic Skills Programs                  | \$ 76,094                               | \$ 612,211                 | \$ 688,305                     | \$ (76,094)  | \$ -      | \$ -                                     |
| Staff Development                      | \$ 92,814                               | \$ 434,814                 | \$ 434,538                     | \$ 276   | \$ -      | \$ 93,090                                |
| Third Party/Medical Assistance         | \$ 230,996                              | \$ 100,000                 | \$ 169,737                     | \$ (69,737)  | \$ -      | \$ 161,259                               |
| Area Learning Center (ALC)             | \$ 33,648                               | \$ 267,086                 | \$ 300,734                     | \$ (33,648)  | \$ -      | \$ -                                     |
| Scholarships                           | \$ 16,650                               | \$ 12,000                  | \$ 12,000                      | \$ -   | \$ -      | \$ 16,650                                |
| Student Activities                     | \$ 10,386                               | \$ 14,870                  | \$ 14,577                      | \$ 293   | \$ -      | \$ 10,679                                |
| Committed for Severance                | \$ 620,191                              | \$ -                       | \$ 107,420                     | \$ (107,420)   | \$ -      | \$ 512,771                               |
| Committed for Liberty Shelter          | \$ 29,120                               | \$ -                       | \$ 29,120                      | \$ (29,120)  | \$ -      | \$ -                                     |
| Assigned for Q Comp                    | \$ 138,190                              | \$ 801,115                 | \$ 804,184                     | \$ (3,069)   | \$ -      | \$ 135,121                               |
| Assigned for Athletics and Activities  | \$ 179,525                              | \$ 957,409                 | \$ 957,409                     | \$ -   | \$ -      | \$ 179,525                               |
| Assigned for Building Level Activities | \$ 122,937                              | \$ 15,700                  | \$ 15,844                      | \$ (144)   | \$ -      | \$ 122,793                               |
| Other Assigned Fund Balances           | \$ 156,348                              | \$ 11,000                  | \$ 14,279                      | \$ (3,279)   | \$ -      | \$ 153,069                               |
| Nonspendable for Prepaid Items         | \$ 118,522                              | \$ -                       | \$ -                           | \$ -   | \$ -      | \$ 118,522                               |
| Unassigned                             | \$ 7,548,558                            | \$ 31,732,144              | \$ 32,726,376                  | \$ (994,232)   | \$ -      | \$ 6,554,326                             |
| Subtotal                               | \$ 10,137,738                           | \$ 36,649,982              | \$ 38,179,041                  | \$ (1,529,059)   | \$ -      | \$ 8,608,679                             |
| <b>Food Service:</b>                   |   |                            |                                |  |           |  |
| Restricted                             |   |                            |                                |  |           |  |
| Restricted                             | \$ 38,923                               | \$ 1,668,562               | \$ 1,668,562                   | \$ -   | \$ -      | \$ 38,923                                |
| Nonspendable for Inventory             | \$ 227,522                              | \$ -                       | \$ -                           | \$ -   | \$ -      | \$ 227,522                               |
| Subtotal                               | \$ 266,445                              | \$ 1,668,562               | \$ 1,668,562                   | \$ -   | \$ -      | \$ 266,445                               |
| <b>Community Service:</b>              |   |                            |                                |  |           |  |
| Restricted -                           |   |                            |                                |  |           |  |
| Community Education                    | \$ 359,366                              | \$ 1,302,559               | \$ 1,365,004                   | \$ (62,445)  | \$ -      | \$ 296,921                               |
| ECFE                                   | \$ 52,390                               | \$ 243,857                 | \$ 243,472                     | \$ 385   | \$ -      | \$ 52,775                                |
| School Readiness                       | \$ (23,826)                             | \$ 351,485                 | \$ 367,430                     | \$ (15,945)  | \$ -      | \$ (39,771)                              |
| Preschool Screening                    | \$ 7,917                                | \$ 17,940                  | \$ 15,837                      | \$ 2,103   | \$ -      | \$ 10,020                                |
| Subtotal                               | \$ 395,847                              | \$ 1,915,841               | \$ 1,991,743                   | \$ (75,902)  | \$ -      | \$ 319,945                               |
| <b>Building Construction Fund</b>      |   |                            |                                |  |           |  |
| Restricted -                           |   |                            |                                |  |           |  |
| Long-Term Facilities Maintenance       | \$ 4,762,317                            | \$ 9,900                   | \$ 6,819,823                   | \$ (6,809,923)   | \$ -      | \$ (2,047,606)                           |
| Referendum Projects                    | \$ 75,464                               | \$ 50                      | \$ 61,965                      | \$ (61,915)  | \$ -      | \$ 13,549                                |
|  | \$ 4,837,781                            | \$ 9,950                   | \$ 6,881,788                   | \$ (6,871,838)   | \$ -      | \$ (2,034,057)                           |
| <b>Debt Service - Restricted</b>       | \$ 1,805,961                            | \$ 5,617,219               | \$ 5,807,280                   | \$ (190,061)   | \$ -      | \$ 1,615,900                             |
| <b>OPEB Irrevocable Trust Fund</b>     | \$ 1,606,793                            | \$ 45,000                  | \$ 249,142                     | \$ (204,142)   | \$ -      | \$ 1,402,651                             |
| <b>OPEB Bonds Debt Service Fund</b>    | \$ 100,819                              | \$ -                       | \$ 100,819                     | \$ (100,819)   | \$ -      | \$ -                                     |
| <b>Total</b>                           | \$ 19,151,384                           | \$ 45,906,554              | \$ 54,878,375                  | \$ (8,971,821)   | \$ -      | \$ 10,179,563                            |

**CASH REPORT FOR SCHOOL BOARD**

**BIG LAKE PUBLIC SCHOOLS**

Independent School District # 727

for month: January 2021

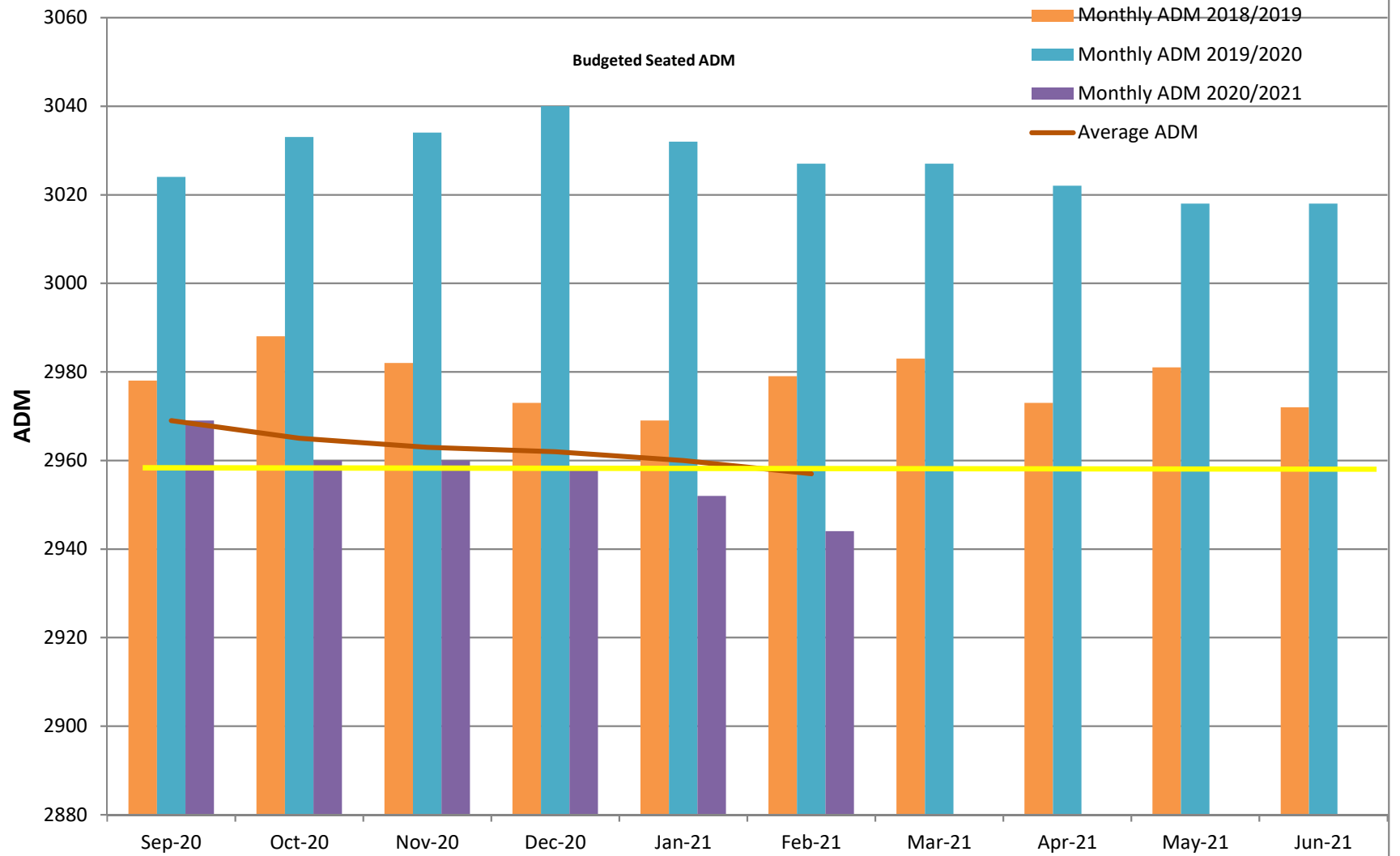
| <b>101 - CASH ACCOUNTS</b>         |                    |                     |                      |                          |                    |
|------------------------------------|--------------------|---------------------|----------------------|--------------------------|--------------------|
|                                    | <b>Beg Balance</b> | <b>Receipts</b>     | <b>Checks</b>        | <b>Adjustments</b>       | <b>End Balance</b> |
| General Fund                       | 4,735,043          | 3,299,240           | (3,221,546)          |                          | \$4,812,737        |
| Food Service                       | (\$913,371)        | 17,995              | (97,488)             |                          | (\$992,864)        |
| Community Service                  | (\$932,104)        | 115,049             | (123,393)            |                          | (\$940,448)        |
| Building Fund                      | \$0                | 56,892              | (56,892)             |                          | \$0                |
| Debt Service                       | (\$2,237,378)      | -                   | (950)                |                          | (\$2,238,328)      |
| Parking Lot Construction (Fund 14) | \$0                |                     |                      |                          | \$0                |
| Project fund- HVAC (Fund 15)       | \$0                | 67,021              | (67,021)             |                          | \$0                |
| Custodial Fund (Fund 18)           | \$1,553            | -                   | -                    |                          | \$1,553            |
| OPEB Trust Fund                    | (\$17,548)         | -                   | (422)                |                          | (\$17,970)         |
| OPEB Debt Service Fund             | \$0                |                     |                      |                          | \$0                |
| <b>TOTAL PER BOOKS</b>             | <b>636,195</b>     | <b>3,556,197.00</b> | <b>(\$3,567,712)</b> | <b>\$0</b>               | <b>624,680</b>     |
|                                    |                    |                     |                      | General Checking Account | \$624,680          |
|                                    |                    |                     |                      | <b>TOTAL PER BANK</b>    | <b>\$624,680</b>   |

| <b>102 - PETTY CASH ACCOUNT</b> |                    |                 |               |                             |                    |
|---------------------------------|--------------------|-----------------|---------------|-----------------------------|--------------------|
|                                 | <b>Beg Balance</b> | <b>Receipts</b> | <b>Checks</b> | <b>Adjustments</b>          | <b>End Balance</b> |
| General Fund                    | \$1,999            | -               | \$0           | -                           | \$1,999            |
|                                 |                    |                 |               | Petty Cash Checking Account | \$1,999            |
|                                 |                    |                 |               | <b>TOTAL PER BANK</b>       | <b>\$1,999</b>     |

| <b>104 - INVESTMENT ACCOUNTS</b>        |                     |                    |                       |                           |                     |
|---|---------------------|--------------------|-----------------------|---------------------------|---------------------|
|   | <b>Beg Balance</b>  | <b>Deposits</b>    | <b>Withdrawals</b>    | <b>Adjustments</b>        | <b>End Balance</b>  |
| General Fund                            | (\$5,003,348)       | \$7,700,131        | (\$3,600,000)         |                           | (\$903,217)         |
| General Fd Operating Investments        | \$10,959,856        | \$1,000,300        | (\$4,669,600)         |                           | \$7,290,556         |
| Food Service                            | \$1,270,006         | \$44,019           | \$0                   |                           | \$1,314,025         |
| Community Service                       | \$1,624,637         | \$9,545            | \$0                   |                           | \$1,634,182         |
| Debt Service                            | \$8,395,221         | \$185,955          | (\$5,052,557)         |                           | \$3,528,619         |
| Facilities Investments 2017A            | \$61,989            | \$1                | \$0                   |                           | \$61,990            |
| Facilities Investments 2019A (Fd 06)    | \$451,466           | \$11               | (\$56,892)            |                           | \$394,585           |
| Tax Abatement Invest. 2019A (Fd 14)     | \$0                 | \$0                | \$0                   |                           | \$0                 |
| Facility Maintenance Invest. 2020A (Fc) | \$452,500           | \$0                | (\$90,500)            |                           | \$362,000           |
| Facility Maintenance Invest. 2020A (Fc) | \$150,977           | \$1,305            | (\$67,021)            |                           | \$85,261            |
| OPEB Trust Fund                         | \$1,129,962         | \$136              | (\$21)                |                           | \$1,130,077         |
| OPEB Trust Equities                     | \$563,004           | \$0                | (\$3,010)             |                           | \$559,994           |
| OPEB Debt Service                       | \$0                 |                    |                       |                           | \$0                 |
| <b>TOTAL PER BOOKS</b>                  | <b>\$20,056,270</b> | <b>\$8,941,403</b> | <b>(\$13,539,601)</b> | <b>\$0</b>                | <b>\$15,458,072</b> |
|   |                     |                    |                       | MN Trust                  | \$5,573,607         |
|   |                     |                    |                       | Operating Investments     | \$7,290,556         |
|   |                     |                    |                       | Building Fund Investments | \$903,838           |
|   |                     |                    |                       | OPEB Trust                | \$1,690,071         |
|   |                     |                    |                       | <b>TOTAL PER BANK</b>     | <b>\$15,458,072</b> |

| <b>CASH AND INVESTMENT BALANCE SUMMARY BY FUND</b> |                    |                     |                       |                       |                     |
|--|--------------------|---------------------|-----------------------|-----------------------|---------------------|
|  | <b>Beg Balance</b> | <b>Deposits</b>     | <b>Withdrawals</b>    | <b>Adjustments</b>    | <b>End Balance</b>  |
| General Fund                                       | \$10,693,550.00    | 11,999,671          | (11,491,146)          | -                     | \$11,202,075        |
| Food Service                                       | \$356,635          | 62,014              | (97,488)              | -                     | \$321,161           |
| Community Service                                  | \$692,533          | 124,594             | (123,393)             | -                     | \$693,734           |
| Debt Service                                       | \$6,610,343        | \$185,955           | (\$5,144,007)         | -                     | \$1,652,291         |
| Parking Lot Construction (Fund 14)                 | \$0                | -                   | \$0                   | -                     | \$0                 |
| Project Fund HVAC- Fund 15                         | \$150,977          | \$68,326            | (\$134,042)           | -                     | \$85,261            |
| Custodial Fund (Fund 18)                           | \$1,553            | \$0                 | \$0                   | -                     | \$1,553             |
| Bond Account Investments (fund 06)                 | \$513,455          | \$56,904            | (\$113,784)           | -                     | \$456,575           |
| OPEB Trust Fund                                    | \$1,112,414        | 136                 | (443)                 | -                     | \$1,112,107         |
| OPEB Trust Equities                                | \$563,004          | -                   | (3,010)               | -                     | \$559,994           |
| OPEB Debt Service                                  | \$0                | -                   | -                     | -                     | \$0                 |
| <b>TOTAL PER BOOKS</b>                             | <b>20,694,464</b>  | <b>\$12,497,600</b> | <b>(\$17,107,313)</b> | <b>\$0</b>            | <b>16,084,751</b>   |
|  |                    |                     |                       | Cash                  | \$624,680           |
|  |                    |                     |                       | Petty Cash            | \$1,999             |
|  |                    |                     |                       | Investments           | \$15,458,072        |
|  |                    |                     |                       | <b>TOTAL PER BANK</b> | <b>\$16,084,751</b> |

## 20-21 Monthly, Average, and Budgeted Daily Membership





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# School Board Financial Report

February 24th, 2021

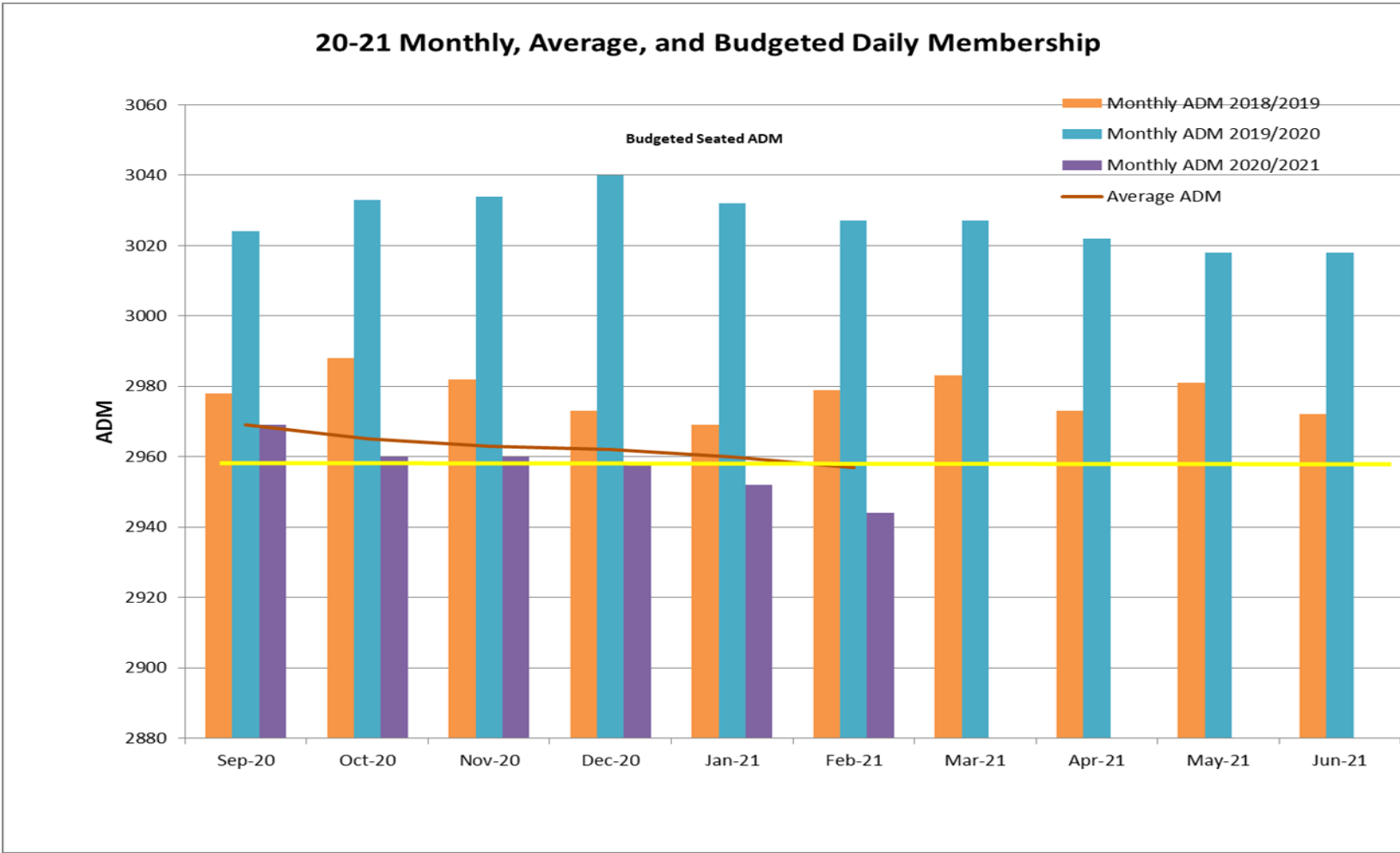
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*Big Lake Schools. Challenge. Educate. Inspire.*

# Enrollment

- February 1st Seated Enrollment (ADM): 2,944
  - Decrease of 7 ADM's from January 4<sup>th</sup>
    - 36 students left the District:*
      - 21 students moved
        - 6 students transferred to homeschool or nonpublic schools
        - 9 students transferred to other districts
      - 29 students transferred into the District:*
        - 23 students moved or transferred into the District from other schools
        - 6 students returned from homeschools
- Average Daily Membership (ADM) below enrollment budget
  - 2 ADM's below budget

### 20-21 Monthly, Average, and Budgeted Daily Membership



*Big Lake Schools. Challenge. Educate. Inspire.*

# Financial Update

- Budget Revisions to be Approved

**General Fund Revenues: -\$5,451**

- Transfer eligible Round I CARES Act funding to Food Service

**General Fund Expenditures: -\$5,451**

- Transfer eligible Round I CARES Act expenditures to Food Service

**Food Service Fund Revenues: +\$5,451**

- Transfer eligible Round I CARES Act funding to Food Service

**Food Service Fund Expenditures: +\$5,451**

- Transfer eligible Round I CARES Act funding to Food Service

# Budget Revisions

- Budget Revisions to be Approved (Continued)

**Community Service Fund Revenues: -\$63,160**

- Reduced revenue for programs cancelled due to COVID  
Musical, Robotics, Ski Club, Kid's Club field trips

**Community Service Fund Expenditures: -\$54,906**

- Reduced expenditures for programs cancelled due to COVID  
Musical, Robotics, Ski Club, Kid's Club field trips

# Fund Balance Update

- General Fund Unassigned Fund Balance: \$6,554,326
  - No change from January update
- Total Community Service Fund Balance: \$319,945
  - Fund balance decrease of \$8,254 from January update due to cancelled programming as a result of COVID

**ISD #727 2020-2021 Revised Budget**  
**February 24th, 2021**

|  | <b>Audited<br/>Fund Balance<br/>June 30,2020</b> | <b>Revenue<br/>Budget<br/>20-21</b> | <b>Expenditure<br/>Budget<br/>20-21</b> | <b>Projected<br/>Net Change<br/>Incr(Decr)<br/>in Fund Balance</b> | <b>Transfers</b> | <b>Budgeted<br/>Fund Balance<br/>June 30,2021</b> |
|--|--|-------------------------------------|---|--|------------------|---|
| <b>General:</b>                        |  |                                     |   |  |                  |   |
| Restricted -                           |  |                                     |   |  |                  |   |
| Long Term Facilities Maintenance       | \$ 81,783  | \$ 452,080                          | \$ 345,484                              | \$ 106,596   | \$ -             | \$ 188,379  |
| Operating Capital                      | \$ 455,306                                       | \$ 720,022                          | \$ 1,028,199                            | \$ (308,177)   | \$ -             | \$ 147,129  |
| Capital Projects Levy                  | \$ 226,670                                       | \$ 519,531                          | \$ 530,835                              | \$ (11,304)  | \$ -             | \$ 215,366  |
| Basic Skills Programs                  | \$ 76,094  | \$ 612,211                          | \$ 688,305                              | \$ (76,094)  | \$ -             | \$ -  |
| Staff Development                      | \$ 92,814  | \$ 434,814                          | \$ 434,538                              | \$ 276   | \$ -             | \$ 93,090   |
| Third Party/Medical Assistance         | \$ 230,996                                       | \$ 100,000                          | \$ 169,737                              | \$ (69,737)  | \$ -             | \$ 161,259  |
| Area Learning Center (ALC)             | \$ 33,648  | \$ 267,086                          | \$ 300,734                              | \$ (33,648)  | \$ -             | \$ -  |
| Scholarships                           | \$ 16,650  | \$ 12,000                           | \$ 12,000                               | \$ -   | \$ -             | \$ 16,650   |
| Student Activities                     | \$ 10,386  | \$ 14,870                           | \$ 14,577                               | \$ 293   | \$ -             | \$ 10,679   |
| Committed for Severance                | \$ 620,191                                       | \$ -                                | \$ 107,420                              | \$ (107,420)   | \$ -             | \$ 512,771  |
| Committed for Liberty Shelter          | \$ 29,120  | \$ -                                | \$ 29,120                               | \$ (29,120)  | \$ -             | \$ -  |
| Assigned for Q Comp                    | \$ 138,190                                       | \$ 801,115                          | \$ 804,184                              | \$ (3,069)   | \$ -             | \$ 135,121  |
| Assigned for Athletics and Activities  | \$ 179,525                                       | \$ 957,409                          | \$ 957,409                              | \$ -   | \$ -             | \$ 179,525  |
| Assigned for Building Level Activities | \$ 122,937                                       | \$ 15,700                           | \$ 15,844                               | \$ (144)   | \$ -             | \$ 122,793  |
| Other Assigned Fund Balances           | \$ 156,348                                       | \$ 11,000                           | \$ 14,279                               | \$ (3,279)   | \$ -             | \$ 153,069  |
| Nonspendable for Prepaid Items         | \$ 118,522                                       | \$ -                                | \$ -                                    | \$ -   | \$ -             | \$ 118,522  |
| Unassigned                             | \$ 7,548,558                                     | \$ 31,732,144                       | \$ 32,726,376                           | \$ (994,232)   | \$ -             | \$ 6,554,326                                      |
| Subtotal                               | \$ 10,137,738                                    | \$ 36,649,982                       | \$ 38,179,041                           | \$ (1,529,059)   | \$ -             | \$ 8,608,679                                      |
| <b>Food Service:</b>                   |  |                                     |   |  |                  |   |
| Restricted                             | \$ 38,923  | \$ 1,668,562                        | \$ 1,668,562                            | \$ -   | \$ -             | \$ 38,923   |
| Nonspendable for Inventory             | \$ 227,522                                       | \$ -                                | \$ -                                    | \$ -   | \$ -             | \$ 227,522  |
| Subtotal                               | \$ 266,445                                       | \$ 1,668,562                        | \$ 1,668,562                            | \$ -   | \$ -             | \$ 266,445  |
| <b>Community Service:</b>              |  |                                     |   |  |                  |   |
| Restricted -                           |  |                                     |   |  |                  |   |
| Community Education                    | \$ 359,366                                       | \$ 1,302,559                        | \$ 1,365,004                            | \$ (62,445)  | \$ -             | \$ 296,921  |
| ECFE                                   | \$ 52,390  | \$ 243,857                          | \$ 243,472                              | \$ 385   | \$ -             | \$ 52,775   |
| School Readiness                       | \$ (23,826)                                      | \$ 351,485                          | \$ 367,430                              | \$ (15,945)  | \$ -             | \$ (39,771)                                       |
| Preschool Screening                    | \$ 7,917   | \$ 17,940                           | \$ 15,837                               | \$ 2,103   | \$ -             | \$ 10,020   |
| Subtotal                               | \$ 395,847                                       | \$ 1,915,841                        | \$ 1,991,743                            | \$ (75,902)  | \$ -             | \$ 319,945  |
| <b>Building Construction Fund</b>      |  |                                     |   |  |                  |   |
| Restricted -                           |  |                                     |   |  |                  |   |
| Long-Term Facilities Maintenance       | \$ 4,762,317                                     | \$ 9,900                            | \$ 6,819,823                            | \$ (6,809,923)   | \$ -             | \$ (2,047,606)                                    |
| Referendum Projects                    | \$ 75,464  | \$ 50                               | \$ 61,965                               | \$ (61,915)  | \$ -             | \$ 13,549   |
|  | \$ 4,837,781                                     | \$ 9,950                            | \$ 6,881,788                            | \$ (6,871,838)   | \$ -             | \$ (2,034,057)                                    |
| <b>Debt Service - Restricted</b>       | \$ 1,805,961                                     | \$ 5,617,219                        | \$ 5,807,280                            | \$ (190,061)   | \$ -             | \$ 1,615,900                                      |
| <b>OPEB Irrevocable Trust Fund</b>     | \$ 1,606,793                                     | \$ 45,000                           | \$ 249,142                              | \$ (204,142)   | \$ -             | \$ 1,402,651                                      |
| <b>OPEB Bonds Debt Service Fund</b>    | \$ 100,819                                       | \$ -                                | \$ 100,819                              | \$ (100,819)   | \$ -             | \$ -  |
| <b>Total</b>                           | \$ 19,151,384                                    | \$ 45,906,554                       | \$ 54,878,375                           | \$ (8,971,821)   | \$ -             | \$ 10,179,563                                     |

# School Board Action

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**Approve budget revisions and financial report**



**COMPLIANCE ISSUES**

- |    |   |               |
|----|---|---------------|
| 1) | Preliminary UFARS data loaded to MDE by September 15th, 2020  | In compliance |
| 2) | Revenue and Expenditure Budget published by earlier of one week after school board accepts final audit or November 30, 2020 | In compliance |
| 3) | Final UFARS data to MDE by November 30, 2020  | In compliance |
| 4) | The 2019/2020 audit (electronic copy) received at MDE by December 31st, 2020  | In compliance |
| 5) | Board members having received training in financial matters per statute   | In compliance |

**FISCAL HEALTH - INCOME STATEMENT PARAMETERS**

- 1) Revenue/Expenditure Monitor - *Exp/Rev Summary - FD Report*

|                                   | <b>REVENUE</b> |               |              | <i>(Calculated)</i> | <b>EXPENDITURES</b> |               |              | <i>(Calculated)</i> |
|-----------------------------------|----------------|---------------|--------------|---------------------|---------------------|---------------|--------------|---------------------|
|                                   | Budget         | Actual \$ YTD | Actual % YTD |                     | Budget              | Actual \$ YTD | Actual % YTD |                     |
| General Fund (01,05,09,11 &12)    | \$ 36,649,982  | \$ 14,155,227 | 39%          | \$ 38,179,041       | \$ 17,084,681       | 45%           |              |                     |
| Food Service (02)                 | \$ 1,668,562   | \$ 586,401    | 35%          | \$ 1,668,562        | \$ 536,707          | 32%           |              |                     |
| Community Service (04)            | \$ 1,915,841   | \$ 868,960    | 45%          | \$ 1,991,743        | \$ 980,152          | 49%           |              |                     |
| Building Construction (06)        | \$ 9,950       | \$ 6,944      | 70%          | \$ 6,881,788        | \$ 4,433,690        | 64%           |              |                     |
| Debt Service (07)                 | \$ 5,617,219   | \$ 433,606    | 8%           | \$ 5,807,280        | \$ 5,803,118        | 100%          |              |                     |
| OPEB Irrevocable Trust Fund (45)  | \$ 45,000      | \$ 83,424     | 185%         | \$ 249,142          | \$ 18,116           | 7%            |              |                     |
| OPEB Bonds Debt Service Fund (47) | \$ -           | \$ -          | 0%           | \$ 100,819          | \$ 100,819          | 100%          |              |                     |

- 2) ADM Monitor - *Principals' monthly reporting*

|                     | Original | Revision (1) | Revision (2) |
|---------------------|----------|--------------|--------------|
| Budgeted Seated ADM | 3062     | 2959         |              |
| Tuition ADM         | 58       | 58           |              |
| Budgeted ADM        | 3120     | 3017         |              |

**NOTES**

See budget revisions

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**WIRE TRANSFER SUMMARY**  
**Big Lake Public Schools**  
**Independent School District #727**  
**January 31, 2021**

| <b>DATE</b> | <b>FROM</b>           | <b>TO</b>             | <b>AMOUNT</b>   | <b>PURPOSE</b>                       |
|-------------|-----------------------|-----------------------|-----------------|--------------------------------------|
| 1/4/2021    | Sherburne County      | Old National-Checking | \$ 73,002.32    | Forfeited land sale                  |
| 1/5/2021    | Old National-Checking | BLEM                  | \$ 8,213.01     | Teacher Unions Dues                  |
| 1/6/2021    | Old National-Checking | Further               | \$ 867.82       | Flex Claim Pymts                     |
| 1/6/2021    | Old National-Checking | Delta Dental          | \$ 26,411.58    | Dental Insurance                     |
| 1/6/2021    | Old National-Checking | Further               | \$ 27,210.28    | H.S.A Contributions                  |
| 1/8/2021    | Old National-Checking | Neopost               | \$ 50.00        | Postage Fee                          |
| 1/8/2021    | Old National-Checking | ELEYOmonthlysoft      | \$ 1,250.00     | ELEYO User Fees                      |
| 1/8/2021    | Old National-Checking | Bankcard Service      | \$ 1,533.54     | ELEYO Credit Card Fees               |
| 1/11/2021   | Old National-Checking | Neopost               | \$ 100.00       | Indep Postage                        |
| 1/11/2021   | Old National-Checking | Transfirst/TSYS       | \$ 451.71       | Affinity Credit Card fees            |
| 1/13/2021   | Old National-Checking | Further               | \$ 4,186.95     | Flex Claim Pymts                     |
| 1/14/2021   | Old National-Checking | CIGNA                 | \$ 9,619.53     | Life & LTD Insurance                 |
| 1/14/2021   | MN Trust-PMA          | Old National-Checking | \$ 1,400,000.00 | Payroll and Payroll AP               |
| 1/19/2021   | Old National-Checking | MN Dept of Rev        | \$ 9.00         | Sales Tax                            |
| 1/19/2021   | Old National-Checking | Neopost               | \$ 201.00       | DO Postage                           |
| 1/20/2021   | Old National-Checking | BLEM                  | \$ 8,180.93     | Teacher Unions Dues                  |
| 1/20/2021   | Old National-Checking | EBC                   | \$ 55,863.64    | 403b & 457 contributions             |
| 1/21/2021   | Old National-Checking | Further               | \$ 5,480.42     | Flex Claim Pymts                     |
| 1/21/2021   | Old National-Checking | Further               | \$ 24,097.76    | H.S.A Contributions                  |
| 1/25/2021   | Old National-Checking | Further               | \$ 274.64       | Further Fee                          |
| 1/25/2021   | Retiree Accounts      | Old National-Checking | \$ 12,685.78    | Auto Transfers for COBRA/Retiree Ins |
| 1/26/2021   | MN Trust-PMA          | Bond Trust/US Bank    | \$ 5,052,557.00 | Bond Principal and Interest Payments |
| 1/27/2021   | Old National-Checking | Neopost               | \$ 201.00       | DO Postage                           |
| 1/27/2021   | Old National-Checking | Further               | \$ 5,299.84     | Flex Claim Pymts                     |
| 1/28/2021   | MN Trust-PMA          | Old National-Checking | \$ 1,200,000.00 | Payroll and Payroll AP               |
| 1/29/2021   | Old National-Checking | Old National Bank     | \$ 22.01        | Old National Service Charge          |
| 1/29/2021   | Old National-Checking | Neopost               | \$ 201.00       | DO Postage                           |
| 1/29/2021   | Old National-Checking | Bremer Bank           | \$ 229.30       | ACH Charge                           |
| 1/29/2021   | Old National-Checking | BLEM                  | \$ 8,213.01     | Teacher Unions Dues                  |
| 1/29/2021   | MN Trust-PMA BONDS    | Old National-Checking | \$ 56,892.00    | 2019A Draw                           |
| 1/29/2021   | MN Trust-PMA BONDS    | Old National-Checking | \$ 67,021.00    | HVAC Draw 2020A                      |

# Big Lake Public Schools 2021-2022 School Calendar

**Student Days.....170**  
**Teacher Days.....183**

**Important Dates:**

**SEPTEMBER**

Sep 6—Labor Day—No School  
Sep 7—School begins 6-9<sup>th</sup> only  
Sep 7 & 8 (Grade K-5 Assess. by appt)  
Sep 8—School begins grades 10-12  
Sep 9—School begins grades K-5

**OCTOBER**

Oct 20—K-5 PD Day—No School  
Elementary Students  
Oct 21-22—MEA--No School

**NOVEMBER**

Nov 5—No School Students—MS &  
HS PD, K-5 PT Conferences  
Nov 24—PD Day—No School Students  
Nov 25-26—Thanksgiving—No School

**DECEMBER**

Dec 3—End Tri 1  
Dec 6—No School Students—PD/TW  
Dec 23-Jan 2—Winter Break

**JANUARY**

Jan 17—No School  
Jan 18—PD Day—No School Students

**FEBRUARY**

Feb 17—K-5 PD—No School  
Elementary Students  
Feb 18-21—No School

**MARCH**

Mar 10—End Tri 2  
Mar 11—No School Students—PD/TW  
Mar 14-- No School Students—MS &  
HS PD, K-5 PT Conferences

**APRIL**

Apr 15-18--No School

**MAY**

May 30—Memorial Day—No School

**JUNE**

June 1—Seniors Last Day  
June 2—Last Day  
June 3—Teacher PD/TW  
June 3--Graduation

**P/T Conferences**

Nov 5—K-5  
Mar 14—K-5

**Trimester End dates**

December 3  
March 10  
June 2

| July 2021 |     |     |    |     | August 2021 |       |     |    |     | September 2021 |                        |                          |             |      |
|-----------|-----|-----|----|-----|-------------|-------|-----|----|-----|----------------|------------------------|--------------------------|-------------|------|
| Mon       | Tue | Wed | Th | Fri | Mon         | Tue   | Wed | Th | Fri | Mon            | Tue                    | Wed                      | Th          | Fri  |
|           |     |     | 1  | 2   | 2           | 3     | 4   | 5  | 6   |                |                        | 1 PD                     | 2 PD        | 3 NS |
| 5         | 6   | 7   | 8  | 9   | 9           | 10    | 11  | 12 | 13  | 6 NS           | 7 K-5 Assess 6-9 start | 8 K-5 Assess 10-12 start | 9 K-5 Start | 10   |
| 12        | 13  | 14  | 15 | 16  | 16          | 17    | 18  | 19 | 20  | 13             | 14                     | 15                       | 16          | 17   |
| 19        | 20  | 21  | 22 | 23  | 23          | 24    | 25  | 26 | 27  | 20             | 21                     | 22                       | 23          | 24   |
| 26        | 27  | 28  | 29 | 30  | 30 PD       | 31 PD |     |    |     | 27             | 28                     | 29                       | 30          |      |

| October 2021 |     |           |           |        | November 2021 |     |       |       |                           | December 2021 |       |       |       |              |
|--------------|-----|-----------|-----------|--------|---------------|-----|-------|-------|---------------------------|---------------|-------|-------|-------|--------------|
| Mon          | Tue | Wed       | Th        | Fri    | Mon           | Tue | Wed   | Th    | Fri                       | Mon           | Tue   | Wed   | Th    | Fri          |
|              |     |           |           | 1      | 1             | 2   | 3     | 4     | 5 MS & HS PD K-5 PT conf. |               |       | 1     | 2     | *3 End Tri 1 |
| 4            | 5   | 6         | 7         | 8      | 8             | 9   | 10    | 11    | 12                        | 6 NS PD/TW    | 7     | 8     | 9     | 10           |
| 11           | 12  | 13        | 14        | 15     | 15            | 16  | 17    | 18    | 19                        | 13            | 14    | 15    | 16    | 17           |
| 18           | 19  | 20 K-5 PD | 21 TC MEA | 22 MEA | 22            | 23  | 24 PD | 25 NS | 26 NS                     | 20            | 21    | 22    | 23 NS | 24 NS        |
| 25           | 26  | 27        | 28        | 29     | 29            | 30  |       |       |                           | 27 NS         | 28 NS | 29 NS | 30 NS | 31 NS        |

| January 2022 |       |     |    |     | February 2022 |     |     |           |       | March 2022                 |     |     |               |             |
|--------------|-------|-----|----|-----|---------------|-----|-----|-----------|-------|----------------------------|-----|-----|---------------|-------------|
| Mon          | Tue   | Wed | Th | Fri | Mon           | Tue | Wed | Th        | Fri   | Mon                        | Tue | Wed | Th            | Fri         |
| 3            | 4     | 5   | 6  | 7   |               | 1   | 2   | 3         | 4     |                            | 1   | 2   | 3             | 4           |
| 10           | 11    | 12  | 13 | 14  | 7             | 8   | 9   | 10        | 11    | 7                          | 8   | 9   | *10 End Tri 2 | 11 NS PD/TW |
| 17 NS        | 18 PD | 19  | 20 | 21  | 14            | 15  | 16  | 17 K-5 PD | 18 NS | 14 MS & HS PD K-5 PT conf. | 15  | 16  | 17            | 18          |
| 24           | 25    | 26  | 27 | 28  | 21 NS         | 22  | 23  | 24        | 25    | 21                         | 22  | 23  | 24            | 25          |
| 31           |       |     |    |     | 28            |     |     |           |       | 28                         | 29  | 30  | 31            |             |

| April 2022 |     |     |    |       | May 2022 |     |     |    |     | June 2022 |     |                    |             |                       |
|------------|-----|-----|----|-------|----------|-----|-----|----|-----|-----------|-----|--------------------|-------------|-----------------------|
| Mon        | Tue | Wed | Th | Fri   | Mon      | Tue | Wed | Th | Fri | Mon       | Tue | Wed                | Th          | Fri                   |
|            |     |     |    | 1     | 2        | 3   | 4   | 5  | 6   |           |     | 1 Seniors Last Day | *2 Last Day | 3 NS PD/TW Graduation |
| 4          | 5   | 6   | 7  | 8     | 9        | 10  | 11  | 12 | 13  | 6         | 7   | 8                  | 9           | 10                    |
| 11         | 12  | 13  | 14 | 15 NS | 16       | 17  | 18  | 19 | 20  | 13        | 14  | 15                 | 16          | 17                    |
| 18 NS TC   | 19  | 20  | 21 | 22    | 23       | 24  | 25  | 26 | 27  | 20        | 21  | 22                 | 23          | 24                    |
| 25         | 26  | 27  | 28 | 29    | 30 NS    | 31  |     |    |     | 27        | 28  | 29                 | 30          |                       |

NS = No School  
N = New Teacher Work Day  
PD = Professional Dev. Teacher  
TC = Teacher Comp Day  
PT = Parent/Teacher Conf.  
\* = End of Trimester

Tri 1=58  
Tri 2=57  
Tri 3=55      23

## TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

### I. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

### II. DEFINITIONS

- A. “Child with a disability” includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of Education. A licensed physician, an advanced practice nurse, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district’s discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability. (Minn. Stat. § 125A.02)
- B. “Home” is the legal residence of the child. In the discretion of the school district, “home” also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student’s parent or guardian as the home of a student for part or all of the day, if requested by the student’s parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district. (Minn. Stat. § 123B.92, Subd. 1(b)(1); Minn. Stat. § 127A.47, Subd. 2)
- C. “Homeless student” means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned

buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances. (42 U.S.C. § 11434a)

- D. “Nonpublic school” means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minn. Stat. §120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d, *et seq.*). (Minn. Stat. §123B.41, Subd. 9)
- E. “Nonresident student” is a student who attends school in the school district and resides in another district, defined as the “nonresident district.” In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student’s parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides. (Minn. Stat. § 123B.88, Subd. 6; Minn. Stat. § 125A.51; Minn. Stat. § 127A.47, Subd. 3)
- F. “Pupil support services” are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located. (Minn. Stat. § 123B.41, Subd. 4)
- G. “School of origin,” for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled. (42 U.S.C. § 11432(g)(3)(G))
- H. “Shared time basis” is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minn. Stat. § 120A.22 by attendance at a nonpublic school. (Minn. Stat. § 126C.01, Subd. 8)
- I. “Student” means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota. (Minn. Stat. § 123B.41, Subd. 11)

### III. ELIGIBILITY

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student’s parent or guardian. (Minn. Stat. § 123B.88, Subd. 1)
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.
  - 1. Transportation State Requirement  
In accordance with Minnesota Statute 123B.88, bus transportation to and from school is required to be provided by the district to students residing two miles or more from their assigned school. However, the Big Lake School Board has approved

free transportation for students in grades K-5 who live one or more miles from their assigned school.

2. District Provided Transportation

In calculating district-provided transportation eligibility, the distance is measured from the school building entrance, designated by the district for student use, and the distance to the student's resident property (where the front of the property meets the street) along public roadways. If any portion of the front of the resident property as identified by the street address that meets the street is outside this distance, the student will be provided bus transportation to and from school.

3. Non-Public and Charter School Students

Non-public and charter school students attending schools within the district boundary will follow the same eligibility.

4. Assigned Bus

Students may only ride their assigned bus. Other arrangements may be accommodated on an emergency basis if/when a parent contacts the transportation company to secure approval. Legal Reference: 123B.88

C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district's expenditures for transportation. (Minn. Stat. § 123B.88, Subd. 10, 11, 12, and 13)

D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

#### IV. TRANSPORTATION OF NONRESIDENT STUDENTS

A. The school district will provide transportation from home to school to nonresident students who open enroll to the Big Lake School District and who live within five miles of the district boundary. All other open enrolled students must find transportation to the nearest bus stop within one mile of the district boundary or to a location directed them by the Superintendent or his designee. If requested by the parent of a nonresident student, the school district shall provide transportation to a nonresident student within its borders at the same level of service that is provided to resident students. For the 2020-2021 school year: If a non-resident student is already receiving transportation outside of five miles, that transportation will continue for the remainder of the 2020-21 school year. Beginning in the 2021-2022 school year, transportation for non-resident students will only be provided within five miles of the district boundary. B. If the school district decides to transport a nonresident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation. (Minn. Stat. § 123B.88, Subd. 6)

C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be

responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the nonresident school district. (Minn. Stat. § 127A.47, Subd. 3(b))

- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program. (Minn. Stat. § 123B.92, Subd. 3(b))

## **V. TRANSPORTATION OF RESIDENT STUDENTS TO NONDISTRICT SCHOOLS**

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a nonresident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the nonresident district for the costs of transportation from the pupil's residence to the border of the nonresident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8). Applications for reimbursement must be received in writing at the school business office prior to November 30 of the forthcoming school year. Exceptions to this date will be made for special cases such as move-ins. The application must include the names of the children and the name of the non-public school.
- B. Resident students shall be eligible for transportation to and from a nonresident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district. (Minn. Stat. § 123B.88, Subds. 1 and 4)
- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion. (Minn. Stat. § 124D.041)

## **VI. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/ STUDENTS WITH TEMPORARY DISABILITIES**

- A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minn. Stat. § 123B.92, Subd. 1(b)(4), for a resident child with a disability not yet enrolled in kindergarten for the provision of special instruction and services. Special instruction and services for a child with a disability not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs. (Minn. Stat. § 123B.88, Subd. 1)
- B. Resident students with a disability whose handicapped conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when

the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the handicapping condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district. (Minn. Stat. § 123B.88, Subd. 19; Minn. Rules Part 7470.1600)

- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district. (Minn. Stat. § 125A.65)
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary. (Minn. Stat. § 125A.12)
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district. (Minn. Stat. § 125A.15(b); Minn. Stat. § 125A.51(d))
- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation. (Minn. Stat. § 125A.15(c) and (d); Minn. Stat. § 125A.51(e))
- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law. (Minn. Rules Part 7470.1700)
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the

## **VII. HOMELESS STUDENTS**

- A. Homeless students shall be provided with transportation services comparable to other students in the school district. (42 U.S.C. § 11432(e)(3)(C)(i)(III)(cc) and (g)(4)(A))
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
  - 1. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district. (42 U.S.C. § 11432(g)(1)(J)(iii)(I))
  - 2. A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation. (Minn. Stat. § 125A.51(f); 42 U.S.C. § 11432(g)(1)(J)(iii)(II))
  - 3. If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located. (Minn. Stat. § 125A.51(f))
  - 4. A homeless nonresident student enrolled under Minn. Stat. § 124D.08, Subd. 2a, must be provided transportation from the student's district of residence to and from the school of enrollment. (Minn. Stat. § 123B.92, Subd. 3(c)).

## **VIII. AVAILABILITY OF SERVICES**

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days. (Minn. Stat. § 123B.88, Subd. 21)

## **IX. MANNER OF TRANSPORTATION**

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means. (Minn. Stat. § 123B.88, Subd. 1)

## **X. RESTRICTIONS**

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 U.S.C. § 1415 (Individuals with Disabilities Act), 29 U.S.C. § 794 (the Rehabilitation Act), and 42 U.S.C. § 12132, (Americans with Disabilities Act) are governed by these provisions. (Minn. Stat. § 121A.59)

## **XI. FEES**

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional. (Minn. Stat. § 123B.36, Subd. 1(10))
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minn. Stat. § 190.05. (Minn. Stat. § 123B.36, Subds. 1(11) and 6)
- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee. (Minn. Stat. § 123B.36, Subd. 1(13))
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs. (Minn. Stat. § 123B.36, Subd. 3)

***Rationale:*** *The purpose of this policy is to provide for the transportation of students consistent with the requirements of law.*

***Legal References:*** Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.59 (Bus Transportation is a Privilege Not a Right)  
Minn. Stat. § 123B.36 (Authorized Fees)  
Minn. Stat. § 123B.41 (Educational Aids for Nonpublic School Children; Definitions)  
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)

Minn. Stat. § 123B.88 (Independent School Districts, Transportation)  
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.04 (Enrollment Options Programs in Border States)  
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)  
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District)  
Minn. Stat. Ch. 125A (Children With a Disability)  
Minn. Stat. § 125A.02 (Children With a Disability, Defined)  
Minn. Stat. § 125A.12 (Attendance in Another District)  
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)  
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)  
Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)  
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)  
Minn. Stat. § 126C.01 (General Education Revenue - Definitions)  
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)  
Minn. Stat. § 190.05 (Definitions)  
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)  
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disabilities)  
20 U.S.C. § 1415 (Individuals with Disabilities Education Improvement Act of 2004)  
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)  
42 U.S.C. § 2000d (Prohibition Against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)  
42 U.S.C. § 11431 *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)  
42 U.S.C. § 12132 *et seq.* (Americans With Disabilities Act)

***Cross References:*** MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 710 (Extracurricular Transportation)  
MSBA Service Manual, Chapter 2, Transportation