

Regular Meeting

Thursday, July 22, 2021 6:30 PM

Middle School Student Center, 601 Minnesota Ave, Big Lake, MN 55309

I. Call to Order	Presenter: Chair, Tonya Reasoner
II. Roll Call	Presenter: Chair, Tonya Reasoner
III. Approve Agenda	Presenter: Chair, Tonya Reasoner
IV. Pledge of Allegiance	Presenter: Chair, Tonya Reasoner
V. Recognition of High School Assistant Principal, Angie Charboneau-Folch, for being named 2020-2021 Minnesota Assistant Principal of the Year.	Presenter: Superintendent, Tim Truebenbach
VI. Open Forum	Presenter: Chair, Tonya Reasoner
VII. Consent Agenda	Presenter: Chair, Tonya Reasoner
A. Previous Minutes	
B. Claims and Accounts	
C. Credit Card Report	
D. Personnel	
VIII. Donations	Presenter: Chair, Tonya Reasoner
IX. Financial Report (<i>C. Strong Financial Foundation</i>)	Presenter: Director of Business Services, Angie Manuel
X. Approve 10 year LTFM plan (<i>E. Facilities and Infrastructure Design</i>)	Presenter: Buildings and Grounds Manager, TJ Zerwas and Director of Business Services, Angie Manuel
XI. Review and Comment Discussion (<i>F. Expand and Strengthen Public Support</i>)	Presenter: Superintendent, Tim Truebenbach
XII. Resolution Relating to Determining the Necessity of Issuing General Obligation Bonds and Calling a Special Election (<i>E. Facilities and Infrastructure Design</i>)	Presenter: Director of Business Services, Angie Manuel and Superintendent, Tim Truebenbach
XIII. Resolution Calling Special Election to Fill School Board Vacancy (<i>F. Expand and Strengthen Public Support</i>)	Presenter: Chair, Tonya Reasoner
XIV. Implementation of Youth Service Program and Approval of Youth Development Coordinator Position (<i>F. Expand and Strengthen Public Support</i>)	Presenter: Director of Community Education & Communication Services, Allen Berg
XV. Resolution for 2021-2022 MSHSL Membership (<i>F. Expand and Strengthen Public Support</i>)	Presenter: Superintendent, Tim

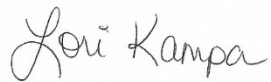
<p>XVI. School Board Policy Annual Review (A. Implement Practices for Exceptional Learning)</p>	<p>Truebenbach Presenter: Superintendent, Tim Truebenbach</p>
<p>XVII. Superintendent Report (F. Expand and Strengthen Public Support)</p>	<p>Presenter: Superintendent, Tim Truebenbach</p>
<p>XVIII. Adjournment</p>	<p>Presenter: Chair, Tonya Reasoner</p>

July 13, 2021

Big Lake School District,

It is with mixed feelings that I need to inform you that my husband and I have sold our home and are planning to move to South Carolina by the end of summer. This was not our immediate plan when I filed and ran for my school board position. But the market and other opportunities have opened the way for us to do this now instead of in a few years. Our closing date is September 1st so the last meeting in August will be my last meeting.

Thank you so much for making me feel welcome, and teaching me the other side of things within the school.

A handwritten signature in cursive script that reads "Lori Kampa". The signature is written in black ink on a white background.

**ISD 727 SCHOOL BOARD
PERSONNEL ACTIONS
07/22/21**

Employee	Position	Effective Date
HIRE		
Herrlin, Macie	Classroom Teacher - Independence Elementary	08/30/2021
Pietrzak, Kimberly	Special Education Teacher - Middle School	08/30/2021
*Chowen, Amanda	Classroom Teacher - High School	08/30/2021
*Dukowitz, Chad	Industrial Tech Classroom Teacher - Middle School	08/30/2021
*Hardman, Brooke	Social Worker/Counselor - Liberty Elementary	08/30/2021
Employee	Position	Effective Date
*Lehman, Jennifer - Resignation	Classroom Teacher - High School	06/04/2021
*Peterson, Kimberly - Retirement	Office Specialist - Liberty Elementary	10/05/2021
*Ebanks, Mary - Resignation	Music Teacher - High School	06/04/2021

***Changes added after original form distributed**

07/20/2021 3:25 PM

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)
Coborn’s Inc.	\$549.08	Help students in need at Liberty

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted on July 22, 2021.

CASH REPORT FOR SCHOOL BOARD

BIG LAKE PUBLIC SCHOOLS
Independent School District # 727
for month: June 2021

101 - CASH ACCOUNTS					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$ 526,214	\$ 8,091,939	\$ (7,837,843)		\$ 780,310
Food Service	\$108,275	16,491	(138,341)		(\$13,575)
Community Service	\$1,403	282,253	(226,595)		\$57,061
Building Fund	\$0	46,712	(46,712)		\$0
Debt Service	\$57,872	-	-		\$57,872
Project fund- HVAC (Fund 15)	\$0	446,731	(446,731)		\$0
Custodial Fund (Fund 18)	\$1,443	-	-		\$1,443
OPEB Trust Fund	(\$19,311)	-	(250)		(\$19,561)
TOTAL PER BOOKS	675,896	8,884,126.00	(\$8,696,472)	\$0	863,550
				General Checking Account	\$863,550
				TOTAL PER BANK	\$863,550

102 - PETTY CASH ACCOUNT					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$2,000	3,627	(\$3,747)	-	\$1,880
				Petty Cash Checking Account	\$1,880
				TOTAL PER BANK	\$1,880

104 - INVESTMENT ACCOUNTS					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	\$2,122,328	\$ 7,876,494	\$ (8,899,200)		\$1,099,622
General Fd Operating Investments	\$13,063,062	5,499,200	(5,002,668)		\$13,559,594
Food Service	\$251,406	169,062	-		\$420,468
Community Service	\$818,345	82,572	-		\$900,917
Debt Service	\$2,617,639	1,382,222	-		\$3,999,861
Facilities Investments 2017A	\$52,942	-	(5,184)		\$47,758
Facilities Investments 2019A (Fd 06)	\$112,206	1	(41,528)		\$70,679
Facility Maintenance Invest. 2020A (Fd 07)	\$362,000	-	-		\$362,000
Facility Maintenance Invest. 2020A (Fd 15)	\$24,192	-	-		\$24,192
Facility Maintenance Invest. 2021A (Fd 07)	\$180,140	-	-		\$180,140
Facility Maintenance Invest. 2021A (Fd 15)	\$7,189,824	141	(446,731)		\$6,743,234
OPEB Trust Fund	\$1,130,130	-	(338)		\$1,129,792
OPEB Trust Equities	\$599,427	10,949	-		\$610,376
TOTAL PER BOOKS	\$28,523,641	\$15,020,641	(\$14,395,649)	\$0	\$29,148,633
				MN Trust	\$6,420,868
				Operating Investments	\$13,559,594
				Building Fund Investments	\$7,428,003
				OPEB Trust	\$1,740,168
				TOTAL PER BANK	\$29,148,633

CASH AND INVESTMENT BALANCE SUMMARY BY FUND					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	\$ 15,713,602	\$ 21,471,260	\$ (21,743,458)	\$ -	\$ 15,441,406
Food Service	\$359,681	185,553	(138,341)	-	\$406,893
Community Service	\$819,748	364,825	(226,595)	-	\$957,978
Debt Service	\$3,217,651	1,382,222	-	-	\$4,599,873
Project Fund HVAC- Fund 15	\$7,214,016	446,872	(893,462)	-	\$6,767,426
Custodial Fund (Fund 18)	\$1,443	-	-	-	\$1,443
Bond Account Investments (fund 06)	\$165,148	\$46,713	(\$93,424)	-	\$118,437
OPEB Trust Fund	\$1,110,819	-	(588)	-	\$1,110,231
OPEB Trust Equities	\$599,427	10,949	-	-	\$610,376
TOTAL PER BOOKS	29,201,535	\$23,908,394	(\$23,095,868)	\$0	30,014,061
				Cash	\$863,550
				Petty Cash	\$1,880
				Investments	\$29,148,633
				TOTAL PER BANK	\$30,014,063

PETTY CASH EXPENDITURES
BIG LAKE PUBLIC SCHOOLS
Independent School District # 727
for month: June 2021

Date	Ck #	Vendor	Description	Amount
06/03/21	19651	Merrill Sakry	Meals Refund	\$ 12.00
06/03/21	19652	Aya Delong	Meals Refund	\$ 15.50
06/03/21	19653	Jennifer Jost	Meals Refund	\$ 9.05
06/03/21	19654	Aaron Morrison	Meals Refund	\$ 35.05
06/16/21	19655	Melissa Heitz-Goetze	Meals Refund	\$ 13.00
06/16/21	19656	Kelly Duchene	Meals Refund	\$ 79.85
06/16/21	19657	McKayla Cleveland	Meals Refund	\$ 17.37
06/16/21	19658	Dion Bellor	Meals Refund	\$ 19.65
06/16/21	19659	Now Vang	Meals Refund	\$ 348.85
06/16/21	19660	Jason Sandberg	Meals Refund	\$ 164.35
06/16/21	20000	Joni Fick	Meals Refund	\$ 108.70
06/16/21	20001	Lori Martin	Meals Refund	\$ 71.35
06/16/21	20002	Vivian Windhorst	Meals Refund	\$ 59.65
06/16/21	20003	Michelle Fendrich	Meals Refund	\$ 55.65
06/16/21	20004	Janine Renslow	Meals Refund	\$ 53.75
06/16/21	20005	James Grangroth	Meals Refund	\$ 51.10
06/16/21	20006	Joni Hogan	Meals Refund	\$ 50.95
06/16/21	20007	Amber Anderson	Meals Refund	\$ 50.65
06/16/21	20008	Kara Huberty	Meals Refund	\$ 50.60
06/16/21	20009	Danielle Dostal	Meals Refund	\$ 49.30
06/16/21	20010	Nancy Evans	Meals Refund	\$ 46.20
06/16/21	20011	Edwin Pedersen	Meals Refund	\$ 44.80
06/16/21	20012	Mark Iverson	Meals Refund	\$ 44.10
06/16/21	20013	Tonya Reasoner	Meals Refund	\$ 43.00
06/16/21	20014	Matthew Johansen	Meals Refund	\$ 42.60
06/16/21	20015	Miranda Forgey	Meals Refund	\$ 41.00
06/16/21	20016	Robert Sheehy	Meals Refund	\$ 38.25
06/16/21	20017	Kerri Turenne	Meals Refund	\$ 34.45
06/16/21	20018	Sandy McClurg	Meals Refund	\$ 33.40
06/16/21	20019	Margaret Flaten	Meals Refund	\$ 31.95
06/16/21	20020	Sarah Anderson	Meals Refund	\$ 31.50
06/16/21	20021	Sandy Tobolt	Meals Refund	\$ 30.30
06/16/21	20022	Mary Switter	Meals Refund	\$ 30.15
06/16/21	20023	Kelli Riebel	Meals Refund	\$ 29.40
06/16/21	20024	Steve Featherston	Meals Refund	\$ 29.35
06/16/21	20025	Christopher DeLorenzo	Meals Refund	\$ 29.00
06/16/21	20026	Mark Monson	Meals Refund	\$ 27.55
06/16/21	20027	Rich Berg	Meals Refund	\$ 26.90
06/16/21	20028	Cain Murray	Meals Refund	\$ 26.85
06/16/21	20029	James Rootes	Meals Refund	\$ 26.15
06/16/21	20030	Stacie Boeckman	Meals Refund	\$ 26.15
06/16/21	20031	Jake Dudley	Meals Refund	\$ 25.90
06/16/21	20032	Jason Tighe	Meals Refund	\$ 24.15
06/16/21	20033	Kristina Ruppelius	Meals Refund	\$ 23.45
06/16/21	20034	Fred Cox	Meals Refund	\$ 23.35

Date	Ck #	Vendor	Description	Amount
06/16/21	20035	Veronica Sanchez	Meals Refund	\$ 23.10
06/16/21	20036	Carla Daniels	Meals Refund	\$ 22.80
VOID	20037	VOID	VOID	\$ -
06/16/21	20038	Michael Bauer	Meals Refund	\$ 20.55
06/16/21	20039	Patrick Carlin	Meals Refund	\$ 20.65
06/30/21	20040	Rich Berg	Meals Refund	\$ 40.00
06/30/21	20041	Michael Akerman	Meals Refund	\$ 45.70
06/30/21	20042	Elizabeth Berry	Meals Refund	\$ 24.95
06/30/21	20043	Jessica Capes	Meals Refund	\$ 36.75
06/30/21	20044	Rebecca Chmielewski-Young	Meals Refund	\$ 41.20
06/30/21	20045	Amanda Conrad	Meals Refund	\$ 30.30
06/30/21	20046	Kasey Devine	Meals Refund	\$ 53.80
06/30/21	20047	Tracia Dower	Meals Refund	\$ 34.90
VOID	20048	VOID	VOID	\$ -
06/30/21	20049	Debbie Duryee	Meals Refund	\$ 53.45
06/30/21	20050	Peter Erickson	Meals Refund	\$ 23.40
06/30/21	20051	Chelsea Gauthier	Meals Refund	\$ 17.70
06/30/21	20052	Jeremy Gross	Meals Refund	\$ 40.00
06/30/21	20053	Lisa Hansen	Meals Refund	\$ 23.05
06/30/21	20054	Jodi Fischer	Meals Refund	\$ 45.65
06/30/21	20055	Karly Latour	Meals Refund	\$ 22.85
06/30/21	20056	Jennifer Linn	Meals Refund	\$ 28.95
06/30/21	20057	Christina Massena	Meals Refund	\$ 64.85
06/30/21	20058	Rebecca Niemela	Meals Refund	\$ 87.60
06/30/21	20059	Craig McAdams	Meals Refund	\$ 101.35
06/30/21	20060	Helen Parks	Meals Refund	\$ 48.20
06/30/21	20061	Lyndsey Pouliot	Meals Refund	\$ 22.60
06/30/21	20062	Nicholas Siemsen	Meals Refund	\$ 59.70
06/30/21	20063	Kimberly Spoden	Meals Refund	\$ 41.70
06/30/21	20064	Mai Yang	Meals Refund	\$ 68.95
06/30/21	20065	Derek Wellberg	Meals Refund	\$ 22.80
06/30/21	20066	Tanya Wheeler	Meals Refund	\$ 30.00
06/30/21	20067	Nicole Williams	Meals Refund	\$ 20.00
06/30/21	20068	Jennifer Winter	Meals Refund	\$ 36.15
06/30/21	20069	Amber Anderson	Meals Refund	\$ 45.00
06/30/21	20070	Sandy Tobolt	Meals Refund	\$ 30.00
06/30/21	20071	Margaret Freund	Meals Refund	\$ 18.75
06/30/21	20072	Melvin Bier	Meals Refund	\$ 16.60
06/30/21	20073	Marie Schuelke	Meals Refund	\$ 18.45
06/30/21	20074	Holly Swanson	Meals Refund	\$ 39.10
06/30/21	20075	Andrew Carlson	Meals Refund	\$ 99.25
06/25/21	20076	Michael McAlpin	Meals Refund	\$ 50.00
06/25/21	20077	Janae Stern	Meals Refund	\$ 30.00
06/25/21	20078	Dawn Holthues	Meals Refund	\$ 20.00

\$ 3,747.07

WIRE TRANSFER SUMMARY
Big Lake Public Schools
Independent School District #727
June 30, 2021

DATE	FROM	TO	AMOUNT	PURPOSE
6/1/2021	Old National-Checking	Neopost	\$ 201.00	DO Postage
6/1/2021	Old National-Checking	Heartland Pmt System	\$ 385.74	Nutri Kids Credit Card Fees
6/3/2021	Old National-Checking	Further	\$ 2,308.68	Flex Claim Pymts
6/4/2021	MN Trust-PMA	Old National-Checking	\$ 1,200,000.00	Payroll and Payroll AP
6/7/2021	Old National-Checking	Neopost	\$ 201.00	DO Postage
6/7/2021	Old National-Checking	BLEM	\$ 8,173.57	Teacher Unions Dues
6/8/2021	Old National-Checking	Bankcard Service	\$ 2,353.96	ELEYO Credit Card Fees
6/8/2021	Old National-Checking	Delta Dental	\$ 26,674.18	Dental Insurance
6/9/2021	Old National-Checking	Further	\$ 1,380.00	Flex Claim Pymts
6/9/2021	Old National-Checking	Further	\$ 25,016.36	H.S.A Contributions
6/9/2021	Old National-Checking	EBC	\$ 48,709.10	403b & 457 contributions
6/10/2021	Old National-Checking	Transfirst/TSYS	\$ 254.45	Affinity Credit Card fees
6/10/2021	Old National-Checking	ELEYOmonthlysoft	\$ 1,275.00	ELEYO User Fees
6/11/2021	Old National-Checking	Neopost	\$ 100.00	CE Postage
6/11/2021	Old National-Checking	CIGNA	\$ 9,577.59	Life & LTD Insurance
6/16/2021	Old National-Checking	Neopost	\$ 201.00	DO Postage
6/16/2021	Old National-Checking	Further	\$ 2,142.19	Flex Claim Pymts
6/16/2021	Old National-Checking	Old National-Petty Cash	\$ 2,213.37	Gen Fund Transfer to Petty Cash
6/17/2021	MN Trust-PMA	Old National-Checking	\$ 1,700,000.00	Payroll and Payroll AP
6/21/2021	Old National-Checking	BLEM	\$ 8,126.30	Teacher Unions Dues
6/22/2021	Old National-Checking	EBC	\$ 31,998.34	403b & 457 contributions
6/23/2021	Old National-Checking	Further	\$ 317.60	Further Fee
6/23/2021	Old National-Checking	Further	\$ 1,102.34	Flex Claim Pymts
6/23/2021	Old National-Checking	Further	\$ 20,707.25	H.S.A Contributions
6/24/2021	Old National-Checking	Old National-Petty Cash	\$ 1,413.25	Gen Fund Transfer to Petty Cash
6/25/2021	CC Choices ACH	Old National-Checking	\$ 3,881.29	Pathway I
6/25/2021	Retiree Accounts	Old National-Checking	\$ 10,579.82	Auto Transfers for COBRA/Retiree Ins
6/28/2021	Old National-Checking	Neopost	\$ 201.00	DO Postage
6/29/2021	MN Trust-PMA BONDS	Old National-Checking	\$ 5,184.00	2017A Bond Draw
6/29/2021	MN Trust-PMA BONDS	Old National-Checking	\$ 41,528.15	2019A Bond Draw
6/29/2021	MN Trust-PMA BONDS	Old National-Checking	\$ 446,730.95	HVAC Draw 2021A
6/30/2021	Old National-Checking	Old National Bank	\$ 94.37	Old National Service Charge
6/30/2021	Old National-Checking	Bremer Bank	\$ 160.20	ACH Charge
6/30/2021	Old National-Checking	Further	\$ 2,401.11	Flex Claim Pymts
6/30/2021	Old National-Checking	Vision Transportation	\$ 191,747.78	June Transportation billing
6/30/2021	MN Trust-PMA	Old National-Checking	\$ 500,000.00	Payroll and Payroll AP

School Board Financial Report

July 22nd, 2021

Presented by Angie Manuel, Director of Business Services

Transportation Walking Zones

For Liberty and Independence only, there will no longer be walking zones. All elementary students will be bussed.

- Because of change in start times, students would be walking in the dark in the winter months
- Safety of our students is the District's top priority
- Elimination of elementary walking zones is supported by the transportation sub-committee

Debt Refunding Opportunity

- 2012B Refunding Bonds: \$8,730,000
 - 2012B Refunding Bonds refunded the 1995 HS Capital Loan
 - At time of 2012B refunding, all interest was forgiven on capital loan
 - Timeline: Call for sale at the August 26th School Board meeting. Sale Date to occur October 14th, 2021. Special meeting to approve sale.
 - Presale report will outline estimated savings on refunding. Current interest rate on bonds is 5%.

Update on ESSER III Application

- FIN 160 money: \$1,502,010
 - FIN 161 money: \$ 375,502
- Applications are due October 1st, 2021
 - Expected to spend in 22-23 and 23-24
 - Meeting for public input held prior to July 22nd meeting
 - Application to be sent after gathering of public input

School Board Action

No School Board action required

Extract of School Board Meeting Minutes

Independent School District No. 727

Big Lake Schools

State of Minnesota

Pursuant to due call and notice thereof, a School Board meeting of Independent School District No. 727, Big Lake, State of Minnesota, was held on July 22nd, 2021, 6:30 p.m., for the purpose in part, of approving the District's Fiscal Year (FY) 23 Long-Term Facility Maintenance Ten-Year Plan as established in Minnesota Statutes, section 123B.595.

School Board Member _____ introduced the following resolution and moved its adoption.

Resolution Adopting Independent School District No. 727

FY 23 Long-Term Facilities Maintenance Ten-Year Plan

Be it resolved that the School Board of Independent School District No. 727, Big Lake, State of Minnesota, approves the attached FY 23 Long-Term Facilities Maintenance Ten-Year Plan.

The motion for the adoption of the foregoing resolution was duly seconded by School Board Member _____ and, upon vote being thereon, the following voted in favor of the motion:


And the following voted against _____

Whereupon the resolution was declared duly passed and adopted the 22nd day of July, 2021.

School Board Clerk Signature

FY 23 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/12/2021												
727 <= Type in School District Number																
BIG LAKE PUBLIC SCHOOL DISTRICT																
				Change only												
				if requiring levy	Payable 2021											
Calculations for Ten Year Projection				Pay 21	LLC Certification	Current Estimate										
	LLC #			FY 2021	FY 2022	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	
1		Type your district number in cell A2 (Minneapolis = 1.2)														
2		Type APU, health and safety and alternative facilities project, and bond estimates in lines 6a, 14, 16b to 18, 20, 21, 26, 27 and 50b														
3		Type debt excess, intermediate/coop district, and revenue reduction data in lines 13, 15, 23, 31, and 33														
4		Look-up data from following tabs														
5		Initial Formula Revenue														
6	57	Current year APU		3,331.60	3,362.80	3,362.80	3,362.80	3,362.80	3,362.80	3,362.80	3,362.80	3,362.80	3,362.80	3,362.80	3,362.80	
6a		Additional Pre-K Pupil Units (line 19 of Pre-K application)														
6b		Total Adjusted Pupil Units = (6) + (6a)			3,362.80	3,362.80	3,362.80	3,362.80	3,362.80	3,362.80	3,362.80	3,362.80	3,362.80	3,362.80	3,362.80	
7	451	District average building age (uncapped)		28.54	28.54	29.54	30.54	31.54	32.54	33.54	34.54	35.54	36.54	37.54		
8		Formula allowance		\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	\$ 380.00	
9	452	Building age ratio = (Lesser of 1 or (7) / 35)			0.81543	0.84400	0.87257	0.90114	0.92971	0.95829	0.98686	1.00000	1.00000	1.00000	1.00000	
10	453	Initial revenue = (6) * (8) * (9)		1,032,339	1,042,007	1,078,517	1,115,028	1,151,538	1,188,048	1,224,559	1,261,069	1,277,864	1,277,864	1,277,864	1,277,864	
11		Added revenue for Eligible H&S Projects > \$100,000 / site														
12	702	Debt service for existing Alt facilities H&S bonds (1B) - gross before debt excess			-	-	-	-	-	-	-	-	-	-	-	
13	756	Debt Excess related to Debt service for existing Alt facilities H&S bonds (1B)			-	-	-	-	-	-	-	-	-	-	-	
14	701	Debt service for portion of existing Alt facilities bonds from line (22) attributable to eligible H&S Projects > \$100,000 per site (1A)			-	-	-	-	-	-	-	-	-	-	-	
15	755	Debt Excess related to Debt service for portion of existing Alt facilities bonds attributable to eligible H&S Projects > \$100,000 per site (1A)			-	-	-	-	-	-	-	-	-	-	-	
16a		Existing Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue from "IAQFAA Bonds" tab			-	88,371	237,261	793,761	1,078,521	967,956	970,371	987,276	980,871	984,756	984,756	
16b		New debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue			-	-	-	-	-	-	-	-	-	-	-	
17	767	Net debt service for LTFM bonds for eligible new H&S projects > \$100,000 / site = (principal + interest)*1.05 - portion of bond paid by initial revenue = (16a) + (16b)			-	88,371	237,261	793,761	1,078,521	967,956	970,371	987,276	980,871	984,756	984,756	
18	455	Pay as you go revenue for eligible new H&S projects > \$100,000 / site			-	1,300,000	-	-	-	-	-	-	-	-	-	
19	456	Total additional revenue for eligible H&S projects > \$100,000 / site (12) - (13) + (14) - (15) + (17) + (18)			-	1,388,371	237,261	793,761	1,078,521	967,956	970,371	987,276	980,871	984,756	984,756	
Added revenue for Pre-K remodeling (for VPK approvals only)																
20a	768	Net debt service for bonds approved for Pre-K remodeling			-	-	-	-	-	-	-	-	-	-	-	
20b	457	Pay as you go for projects approved for Pre-K remodeling			-	-	-	-	-	-	-	-	-	-	-	
20c		Total Pre-K revenue			-	-	-	-	-	-	-	-	-	-	-	
20d	458	Total New Law Revenue (10) + (19) + (20c)			1,042,007	2,466,888	1,352,288	1,945,299	2,266,569	2,192,514	2,231,440	2,265,140	2,258,735	2,262,620	2,262,620	

FY 23 Long-Term Facilities Maintenance (LTFM) Ten-Year Revenue Projection				Revised 5/12/2021											
727 <= Type in School District Number															
BIG LAKE PUBLIC SCHOOL DISTRICT															
				Change only											
				if requiring levy	Payable 2021										
Calculations for Ten Year Projection				Pay 21	LLC Certification	Current Estimate									
	LLC #	FY 2021	FY 2022	FY 2022	FY 2023	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031		
21	459		148,525	173,525	-	-	-	-	-	-	-	-	-		
22	701			-	-	-	-	-	-	-	-	-	-		
23	765			-	-	-	-	-	-	-	-	-	-		
24	766			-	-	-	-	-	-	-	-	-	-		
25	460			-	-	-	-	-	-	-	-	-	-		
26	463			-	-	-	-	-	-	-	-	-	-		
27a	767			-	88,371	237,261	793,761	1,078,521	967,956	970,371	987,276	980,871	984,756		
27b	769			-	-	-	-	-	-	-	-	-	-		
28	466			175,496	181,645	187,794	193,943	200,092	206,241	212,391	215,219	215,219	215,219		
29	467		322,393	349,021	270,016	425,055	987,704	1,278,613	1,174,197	1,182,761	1,202,495	1,196,090	1,199,975		
30	468		1,032,339	1,042,007	2,466,888	1,352,288	1,945,299	2,266,569	2,192,514	2,231,440	2,265,140	2,258,735	2,262,620		
31	469			-	-	-	-	-	-	-	-	-	-		
32	470		1,032,339	1,042,007	2,466,888	1,352,288	1,945,299	2,266,569	2,192,514	2,231,440	2,265,140	2,258,735	2,262,620		
33	471		17,769	17,769	-	-	-	-	-	-	-	-	-		
34	472		1,050,108	1,059,776	2,466,888	1,352,288	1,945,299	2,266,569	2,192,514	2,231,440	2,265,140	2,258,735	2,262,620		
Aid and Levy Shares of Total Revenue															
35	33	2019	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028			
36	54	19,214,408	19,214,408	20,270,447	21,081,265	21,924,516	22,801,497	23,713,556	24,662,099	25,648,583	26,674,526	27,741,507			
37	474	3,301.46	3,301.47	3,375.52	3,325.61	3,379.34	3,412.48	3,412.48	3,412.48	3,412.48	3,412.48	3,412.48			
38	475	5,819.97	5,819.95	6,005.14	6,339.07	6,487.81	6,681.80	6,949.07	7,227.04	7,516.12	7,816.76	8,129.43			
39	476	9,105.95	9,105.95	9,556.02	10,153.52	10,452.22	10,870.00	11,305.00	11,757.00	12,227.00	12,716.00	13,225.00			
40	477	11,200.32	11,200.32	11,753.90	12,488.83	12,856.23	13,370.10	13,905.15	14,461.11	15,039.21	15,640.68	16,266.75			
41	478	51.96%	51.96%	51.09%	50.76%	50.46%	49.98%	49.97%	49.98%	49.98%	49.98%	49.98%			
42	478	48.04%	48.04%	48.91%	49.24%	49.54%	50.02%	50.03%	50.02%	50.02%	50.02%	50.02%			
43	473	1,032,339	1,059,776	1,277,864	1,277,864	1,277,864	1,277,864	1,277,864	1,277,864	1,277,864	1,277,864	1,277,864			
44	479	495,910	509,091	624,995	629,247	632,999	639,243	639,254	639,243	639,228	639,224	639,242			
45	481	-	-	-	-	-	-	-	-	-	-	-			
46	482	495,910	509,091	624,995	629,247	632,999	639,243	639,254	639,243	639,228	639,224	639,242			
47	485	554,198	550,684	1,841,892	723,041	1,312,300	1,627,326	1,553,260	1,592,197	1,625,912	1,619,510	1,623,378			
Debt Service Portion of Revenue (non-grandfather districts)															
49	765+766+767+768			88,371	237,261	793,761	1,078,521	967,956	970,371	987,276	980,871	984,756			
50	769			760,384	794,771	858,139	940,354	974,269	1,009,076	1,047,559	979,414	980,805			
50b				-	-	-	-	-	-	-	-	-			
51	770			760,384	883,142	1,095,399	1,734,114	2,052,789	1,977,032	2,017,929	1,966,689	1,961,676			
52	486			760,384	883,142	1,095,399	1,277,864	1,277,864	1,277,864	1,277,864	1,277,864	1,277,864			
53	488			365,270	431,939	539,397	632,999	639,243	639,254	639,243	639,228	639,224			
54	489			395,113	451,203	556,002	644,865	638,621	638,610	638,621	638,636	638,640			
55	490			-	-	-	456,250	774,925	699,168	740,065	688,825	683,812			
General Fund Portion of Revenue (non-grandfather districts)															
57	491			299,392	1,583,746	256,889	211,184	213,780	215,483	213,510	298,450	297,059			
58	492			299,392	394,722	182,465	-	-	-	-	-	-			
59	493			143,821	193,056	89,849	-	-	-	-	-	-			
60	494			155,571	201,666	92,615	-	-	-	-	-	-			
61	495			-	1,189,024	74,424	211,184	213,780	215,483	213,510	298,450	297,059			
62	496			155,571	1,390,690	167,039	211,184	213,780	215,483	213,510	298,450	297,059			

 Division of School Finance 1500 Highway 36 West Roseville, MN 55113-4266		Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only										ED - 02478-07
Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.												
District Info.		Enter Information		District Info.		Enter Information						
District Name:	Big Lake Schools	Date:	7/23/2021									
District Number:	727	Email:	a.manuel@biglakeschools.org									
District Contact Name:	Angie Manuel											
Contact Phone #	763-262-5185											
Fiscal Year (FY) Ending June 30												
Expenditure Categories		2021 (base year)	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.												
Finance Code	Category (1)											
347	Physical Hazards	\$29,880	\$29,685	\$26,105	\$14,750	\$28,870	\$14,315	\$29,435	\$39,580	\$30,900	\$16,045	\$30,165
349	Other Hazardous Materials	\$10,912	\$24,900	\$12,500	\$10,550	\$14,400	\$12,200	\$10,750	\$3,750	\$13,250	\$12,850	\$12,950
352	Environmental Health and Safety Management	\$75,225	\$81,640	\$84,350	\$77,450	\$78,400	\$81,100	\$79,200	\$79,550	\$82,450	\$80,350	\$80,550
358	Asbestos Removal and Encapsulation	\$26,535	\$17,350	\$1,175	\$2,350	\$2,350	\$1,175	\$2,350	\$2,350	\$1,200	\$2,400	\$2,400
363	Fire Safety	\$40,805	\$64,550	\$62,100	\$35,050	\$38,600	\$30,550	\$28,100	\$47,550	\$29,100	\$31,950	\$41,500
366	Indoor Air Quality	\$15,010	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Health and Safety Capital Projects		\$198,367	\$218,125	\$186,230	\$140,150	\$162,620	\$139,340	\$149,835	\$172,780	\$156,900	\$143,595	\$167,565
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year												
Finance Code	Category (2)											
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$5,816,453	\$2,908,729	\$1,300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Health and Safety Capital Projects \$100,000 or More		\$5,816,453	\$2,908,729	\$1,300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151												
Finance Code	Category (3)											
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Remodeling for Approved Voluntary Pre-K Projects		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Accessibility												
Finance Code	Category (4)											
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Accessibility Projects		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Deferred Capital Expenditures and Maintenance Projects												
Finance Code	Category (5)											
368	Building Envelope	\$41,260	\$64,000	\$38,000	\$0	\$0	\$0	\$30,000	\$0	\$0	\$60,000	\$0
369	Building Hardware and Equipment	\$84,523	\$19,172	\$12,000	\$2,500	\$6,500	\$52,500	\$0	\$0	\$0	\$50,000	\$0
370	Electrical	\$4,688	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000	\$80,000	\$0	\$0
379	Interior Surfaces	\$763,000	\$426,315	\$145,000	\$262,895	\$232,895	\$232,895	\$272,895	\$125,399	\$7,500	\$25,000	\$7,500
380	Mechanical Systems	\$1,011,755	\$347,415	\$70,000	\$90,000	\$0	\$0	\$0	\$0	\$0	\$15,000	\$0
381	Plumbing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
382	Professional Services and Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
383	Roof Systems	\$279,590	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$125,000
384	Site Projects	\$39,422	\$11,510	\$0	\$14,000	\$9,000	\$14,000	\$5,000	\$16,500	\$48,500	\$16,500	\$9,000
Total Deferred Capital Expense and Maintenance		\$2,224,238	\$873,412	\$265,000	\$369,395	\$278,395	\$299,395	\$307,895	\$166,899	\$136,000	\$166,500	\$141,500
Total Annual 10-Year Plan Expenditures		\$8,239,058	\$4,000,266	\$1,751,230	\$509,545	\$441,015	\$438,735	\$457,730	\$339,679	\$292,900	\$310,095	\$309,065
Fund Balance Section												
Fund 01												
Beginning Fund Balance 01-467-XX		\$81,784	\$138,777	\$136,301	\$83,817	\$64,055	\$67,119	\$75,059	\$65,707	\$57,437	\$62,987	\$49,951
LTFM Fiscal Year Revenue - Levy		\$276,375	\$155,571	\$1,390,690	\$167,039	\$211,184	\$213,780	\$215,483	\$213,510	\$298,450	\$297,059	\$297,348
LTFM Fiscal Year Revenue - AID if Applicable		\$133,756	\$143,821	\$193,056	\$89,849	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Fiscal Year Revenue Other		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Transfer OUT if applicable - Special Legislation FY 20 and FY 21		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Estimated Fiscal Year Expenditures		\$353,138	\$301,868	\$1,636,230	\$276,650	\$208,120	\$205,840	\$224,835	\$221,780	\$292,900	\$310,095	\$309,065
Ending Fiscal Year Fund Balance 01-467-XX		\$138,777	\$136,301	\$83,817	\$64,055	\$67,119	\$75,059	\$65,707	\$57,437	\$62,987	\$49,951	\$38,234
Fund 06												
Beginning Fund Balance 06-467-XX		\$4,762,317	\$4,858,877	\$1,164,479	\$1,049,479	\$816,584	\$583,689	\$350,794	\$117,899	\$0	\$0	\$0
LTFM Fiscal Year Bonded Revenue		\$7,969,480	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Fiscal Year Revenue Other		\$13,000	\$4,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Transfers		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
LTFM Estimated Fiscal Year Expenditures		\$7,885,920	\$3,698,398	\$115,000	\$232,895	\$232,895	\$232,895	\$232,895	\$117,899	\$0	\$0	\$0
Ending Fiscal Year Fund Balance 06-467-XX		\$4,858,877	\$1,164,479	\$1,049,479	\$816,584	\$583,689	\$350,794	\$117,899	\$0	\$0	\$0	\$0
End of worksheet												



LTFM (Long-Term Facilities Maintenance) Budget

Fiscal Year 2022



What is LTFM or Long-Term Facilities Maintenance?

LTFM or Long-term Facilities Maintenance was established under Minnesota State Statute 123B.595 and went into effect in the 2017 fiscal year. This revenue source replaced the aging Health and Safety/Deferred Maintenance revenue that school districts received.

- LTFM revenue provides up to \$380.00 per adjusted pupil unit.
- Eligible projects are deferred capital expenditures and maintenance projects that prevent the further erosion of existing facilities.
- The function of spaces must remain the same after maintenance projects funded with this revenue source.
- Construction of new facilities or additions/alterations, violence prevention, facility security, finance lease purchase, installment purchases and energy efficiency projects do not qualify for funding under this revenue source.

To qualify districts must submit an annual 10 year plan that is approved by the school board. The plan must include provisions for implementation of Health and Safety programs that comply with Health and Safety Environmental Management regulations, best practices and Indoor Air Quality standards. The attached 10 year plan as submitted allows for the completion of current maintenance projects, has budget allowances to fund the required health and safety programs while maintaining a positive fund balance.



10 Year LTFM Plan

[Link to Spreadsheet](#)



Division of School Finance
1500 Highway 36 West
Roseville, MN 55113-4266

Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only

ED - 02478-07

Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.

District Info.	Enter Information	District Info.	Enter Information
District Name:	Big Lake Schools	Date:	7/23/21
District Number:	727	Email:	a.manuel@biglakeschools.org
District Contact Name:	Angie Manuel		
Contact Phone#	763-262-5185		

Expenditure Categories		Fiscal Year (FY) Ending June 30										
		2021 (base year)	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.												
Finance Code	Category (1)											
347	Physical Hazards	\$29,880	\$29,685	\$26,105	\$14,750	\$28,870	\$14,315	\$29,435	\$39,580	\$30,900	\$16,045	\$30,165
349	Other Hazardous Materials	\$10,912	\$24,900	\$12,500	\$10,550	\$14,400	\$12,200	\$10,750	\$3,750	\$13,250	\$12,850	\$12,950
352	Environmental Health and Safety Management	\$75,225	\$81,640	\$84,350	\$77,450	\$78,400	\$81,100	\$79,200	\$79,550	\$82,450	\$80,350	\$80,550
358	Asbestos Removal and Encapsulation	\$26,535	\$17,350	\$1,175	\$2,350	\$2,350	\$1,175	\$2,350	\$2,350	\$1,200	\$2,400	\$2,400
363	Fire Safety	\$40,805	\$64,550	\$62,100	\$35,050	\$38,600	\$30,550	\$28,100	\$47,550	\$29,100	\$31,950	\$41,500
366	Indoor Air Quality	\$15,010	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Health and Safety Capital Projects		\$198,367	\$218,125	\$186,230	\$140,150	\$162,620	\$139,340	\$149,835	\$172,780	\$156,900	\$143,595	\$167,565
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year												
Finance Code	Category (2)											
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$5,816,453	\$2,908,729	\$1,300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Health and Safety Capital Projects \$100,000 or More		\$5,816,453	\$2,908,729	\$1,300,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151												
Finance Code	Category (3)											
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Remodeling for Approved Voluntary Pre-K Projects		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Accessibility												
Finance Code	Category (4)											
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total Accessibility Projects		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Deferred Capital Expenditures and Maintenance Projects												
Finance Code	Category (5)											
368	Building Envelope	\$41,260	\$64,000	\$38,000	\$0	\$0	\$0	\$30,000	\$0	\$0	\$60,000	\$0
369	Building Hardware and Equipment	\$84,523	\$19,172	\$12,000	\$2,500	\$6,500	\$52,500	\$0	\$0	\$0	\$50,000	\$0
370	Electrical	\$4,688	\$0	\$0	\$0	\$0	\$0	\$0	\$25,000	\$80,000	\$0	\$0
379	Interior Surfaces	\$763,000	\$426,315	\$145,000	\$262,895	\$262,895	\$232,895	\$272,895	\$125,399	\$7,500	\$25,000	\$7,500
380	Mechanical Systems	\$1,011,755	\$347,415	\$70,000	\$90,000	\$0	\$0	\$0	\$0	\$0	\$15,000	\$0
381	Plumbing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
382	Professional Services and Salary	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
383	Roof Systems	\$279,590	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$125,000
384	Site Projects	\$39,422	\$11,510	\$0	\$14,000	\$9,000	\$14,000	\$5,000	\$16,500	\$48,500	\$16,500	\$9,000
Total Deferred Capital Expense and Maintenance		\$2,224,238	\$873,412	\$265,000	\$369,395	\$278,395	\$299,395	\$307,895	\$166,899	\$136,000	\$166,500	\$141,500
Total Annual 10-Year Plan Expenditures		\$8,239,058	\$4,000,266	\$1,751,230	\$509,545	\$441,015	\$438,735	\$457,730	\$339,679	\$292,900	\$310,095	\$309,065



FY 2022 Projects (Pay as you go)

- Parking Lot/Drives Maintenance - Crack Sealing of School drives and parking lots \$11,510
- Fire Code required updates (door hardware) Independence Elementary and Middle School = \$24,500
- Roof Access Ladders (maintenance access and OSHA compliance) = \$15,500
- Gymnasium Divider Curtain Replacement (Middle School) = \$8,000
- Clock system replacements (High School, Independence and Liberty) = \$11,172
- Asbestos floor tile removal and replacement of flooring(Middle School) = \$23,500
- Exterior door system replacements (Middle School and Independence) = \$64,000

Other Projects Completed this spring/summer with remaining previous LTFM Bond proceeds:

- Exterior door system replacements (Middle School) = \$41,260
- Pool area repairs and replacements (Pool deck surface, Pool Epoxy Coating, Bleacher renovation, Pool Ventilation Compressors, Heat Exchangers and Piping) = \$140,130
- Roofing replacement (High School Pool section - included new vapor barrier and insulation) = \$268,790



Middle School/Independence Construction Project Budget Update

Original Budget w/allowances*	\$13,952,962.00
Current projected expenses**	\$13,753,233.00
Remaining Contingency Balance	\$ 199,729.00

* Allowance include contingency, professional fees, allowances for additional finishes that were removed from the base bid.

** Projected expenses include all current change orders for unforeseen conditions and additional dehumidification of additional spaces.



Future Projects

Independence Elementary

- HVAC System replacements/dress up costs
- Replacement of exterior doors and windows
- Floor covering replacements
- Tuckpointing/Exterior Surface Maintenance

Middle School

- Replacement of exterior doors and windows
- Tuckpointing/Exterior Surface Maintenance
- Roofing system replacements

High School

- Roofing system replacements
- Replacement of exterior doors
- Installation of seasonal boiler for pool heating
- Replacement of restroom stalls
- Floor covering replacements
- Tuckpointing/Exterior Surface Maintenance

Liberty Elementary

- Replacement of restroom flooring
- Replacement of restroom stalls
- Floor covering replacements
- Domestic water heating and softener system replacements
- Tuckpointing/Exterior Surface Maintenance

Facilities

- Track replacement
- ADA access route for 4-Plex fields
- Additional Irrigation of sites/facilities
- Additional Fencing / Fencing Replacements
- Pavement surface maintenance
- Periodic Tennis court resurfacing (every 6-8 years)



ISD #727
BIG LAKE SCHOOLS

2021 Referendum Projects

REVIEW AND COMMENT SUBMITTAL

Presented to:

Minnesota Department of
Education

DRAFT: July 19, 2021

July 23, 2021



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In accordance with Minnesota Statute 123B.71, (2000) the School Board of Independent School District #727 Big Lake Schools submits the following educational facility proposal for Review and Comment. The projects presented are the result of extensive District and Community review of facility conditions, capacity of buildings compared to enrollment projections, program initiatives, and equity within the District. The specific information is as follows:

Key Information:

- **Address:** **Independent School District #727**
Big Lake Schools
501 Minnesota Avenue
Big Lake, MN 55309
Contact: Tim Truebenbach, Superintendent of Schools
t.truebenbach@biglakeschools.org
Phone: 763-262-2536
communications@biglakeschools.org
- **School Board**
Tonya Reasoner, Chair
Amber Sixberry, Treasurer
Tony Scales, Clerk
Lenette Brown, Member
Lori Kampa, Member
Dan Nygaard, Member
- **Financing:** **Q1: \$30,000,000 General Obligation Bonds**
- **Referendum:** **November 2, 2021**
- **Architect/Planner:** **Wold Architects and Engineers**
332 Minnesota Street, Suite W2000
St. Paul, MN 55101
Contact: Vaughn Dierks, AIA
vdierks@woldae.com
Phone: (651) 227-7773
- **Fiscal Consultant:** **Ehlers**
3060 Centre Pointe Drive
Roseville, MN 55113
Contact: Jodie Zesbaugh
JZesbaugh@ehlers-inc.com
Phone: (651) 697-8526

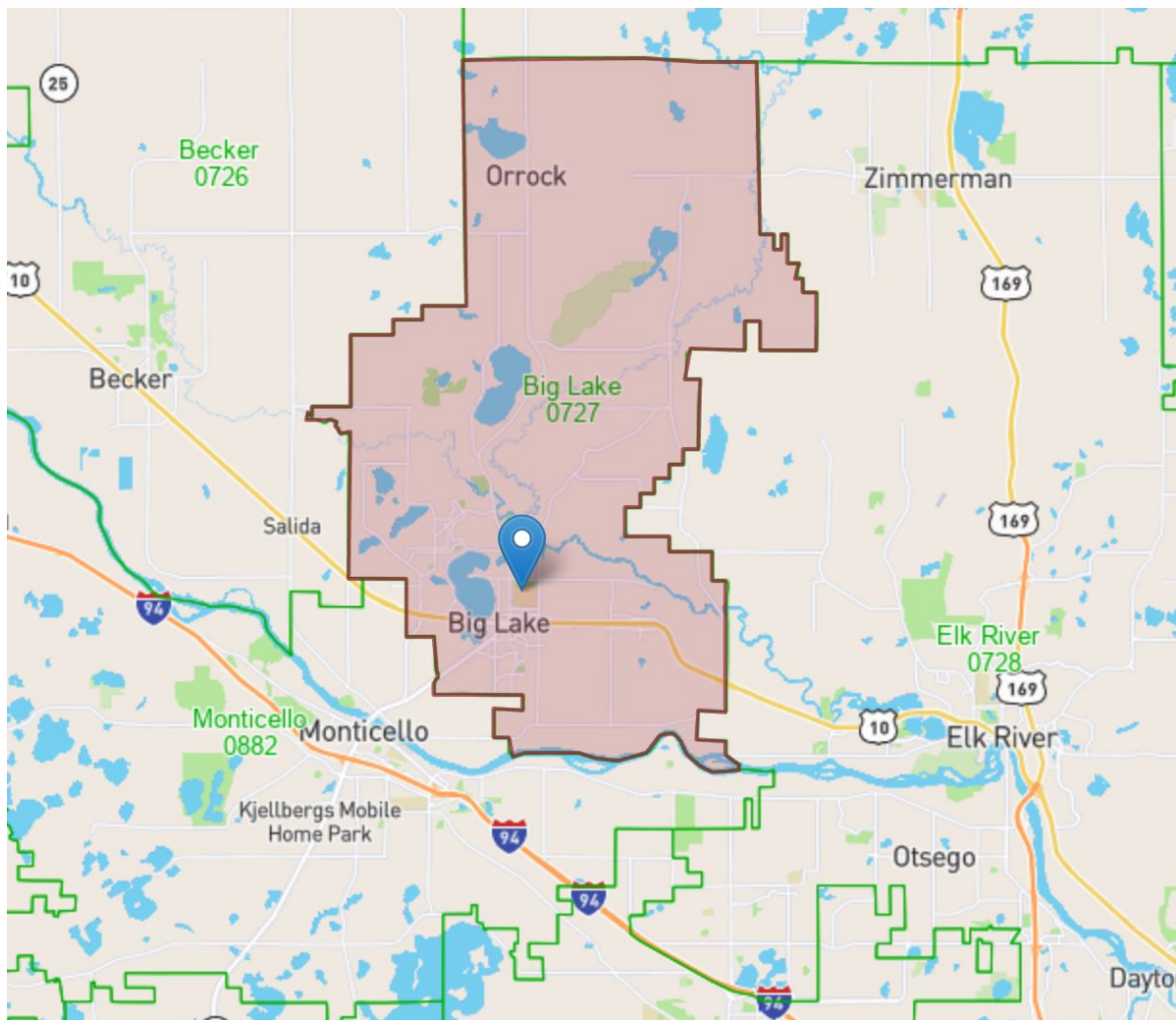
I. The Geographic Area and Population to be served

- a. Preschool through Grade 12 - Student enrollments for the past five years,**
- b. Current student enrollment and student enrollment projections for the next five years.**

Geographic Area Served

Big Lake Schools, ISD #727 consists of approximately 206 square miles and is home to approximately 3,000 pre-K thru 12 students and families. The District is located approximately 42 miles northwest of the Metro Area. The District serves portions of Sherburne County, and has a population of approximately 18,000. The population to be served by this project are the students, staff and associated community in the Big Lake Schools attendance area.

Map of ISD #727



Neighboring School Districts
with contiguous borders include:

- ISD #477 Princeton
- ISD #726 Becker
- ISD #728 Elk River
- ISD #882 Monticello

I. The Geographic Area and Population to be served (continued)**Population Served: Enrollment History and Projections****ADM SERVED**

	2016	2017	2018	2019	2020	2021
K	234	209	225	223	236	220
1	227	228	207	218	231	217
2	252	228	227	212	215	207
3	265	246	224	234	221	197
4	247	269	250	220	239	206
5	262	241	276	240	234	232
6	252	259	237	256	248	227
7	252	247	259	234	262	236
8	219	252	241	256	236	263
9	218	210	247	239	258	235
10	251	206	217	238	224	250
11	240	236	188	193	214	210
12	167	188	203	175	170	205
	<u>3086</u>	<u>3019</u>	<u>3001</u>	<u>2938</u>	<u>2988</u>	<u>2905</u>

	2022	2023	2024	2025	2026
K	235	235	235	235	235
1	220	233	233	233	233
2	225	214	227	227	227
3	215	224	213	226	226
4	205	214	223	212	225
5	210	208	217	227	215
6	235	213	210	220	230
7	232	234	212	209	219
8	241	235	238	215	212
9	264	241	235	238	215
10	237	262	239	233	236
11	254	231	255	233	227
12	200	254	231	255	233
	<u>2973</u>	<u>2998</u>	<u>2968</u>	<u>2963</u>	<u>2933</u>

After experiencing several years of declining enrollment, the District increased 50 ADM's in fiscal year 19-20. However, as a result of the COVID-19 pandemic, the District lost approximately 2.8% of its student population in fiscal year 20-21. It is anticipated enrollment will increase in fiscal year 21-22 with a larger kindergarten class than graduating seniors and the return of 50% of students lost from the pandemic. After fiscal year 21-22, it is anticipated enrollment will remain relatively stable with only changes occurring between incoming kindergarten students and graduating seniors.

2. List of Existing School Facilities

a. By Year Constructed

b. Facility Use

c. Assessment of the extent to which alternate facilities are available within the School District boundaries and in adjacent School Districts.

Description of Existing Facilities and Utilization

Big Lake Schools is currently operating two Elementary Schools, one Middle School and one High School. The District Office is located within the High School. Community Education and Early Childhood are located within Liberty Elementary School.

Schools	Grade Org.	Original Building	Additions	Site Size in Acres	Adjacent Public Acres	Building Area SF
<i>Liberty School</i>	<i>EC - 2</i>	<i>2002</i>	<i>-</i>	<i>36.08***</i>	<i>-</i>	<i>172,500</i>
<i>Independence School*</i>	<i>3 - 5</i>	<i>1981</i>	<i>1987, 1998</i>	<i>Shared*</i>	<i>-</i>	<i>153,100</i>
<i>Middle School*</i>	<i>6 - 8</i>	<i>1966</i>	<i>1974, 1984, 1987, 1998, 2002</i>	<i>Shared*</i>	<i>-</i>	<i>150,900</i>
<i>High School*</i>	<i>9 - 12</i>	<i>1994</i>	<i>1997, 2002</i>	<i>Shared*</i>	<i>-</i>	<i>261,681</i>
<i>Maintenance Building*</i>	<i>-</i>	<i>1983</i>	<i>-</i>	<i>Shared*</i>	<i>-</i>	<i>5,750</i>
<i>Other District Owned Land**</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>40**</i>	<i>-</i>	<i>-</i>

* Shared: Common Site Total = 129.53 Acres

** Other District Owned Land - Liberty Fields and Open Parcel = 40 Acres

*** Site Size: Liberty School (Building Parcel Only) = 36.08 Acres

Available Alternate Facilities

The current facilities within the District have some capacity and could accommodate increases in additional student population. At this time, there is no need for the District to pursue alternate facilities.

2. List of Existing School Facilities (continued)

Liberty ES Capacity Diagrams

For reference - no current capacity issues

Key:

- Teaching Station
- Potential Station
- ▲ SPED
- ▣ Cafeteria Seating Area

Student Capacity:

EC:	(13) x 22 =	286
K:	(17) x 22 =	374
1:	(5) x 24 =	120
2:	(9) x 27 =	243
Total EC-2:		1,023

Additional Capacity:

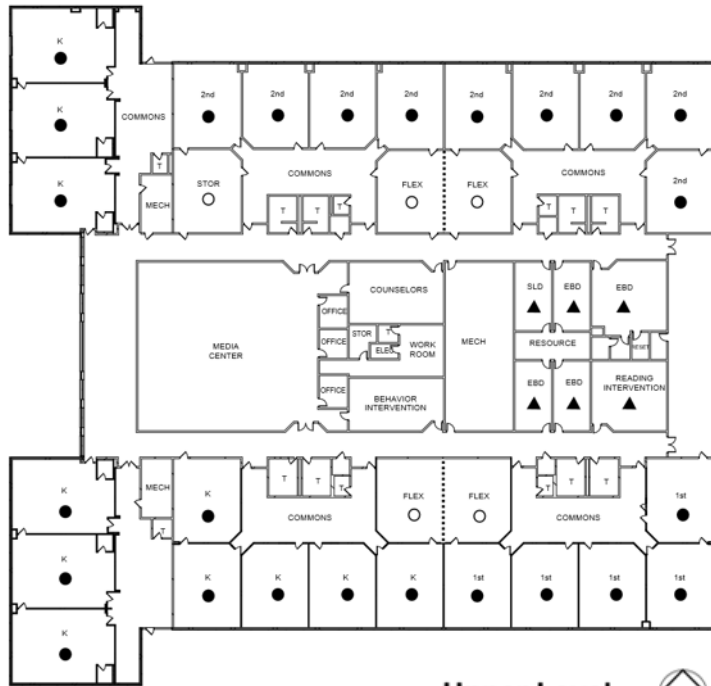
Potential	(6) x 22 =	132
Potential Capacity		1,155

Cafeteria Analysis

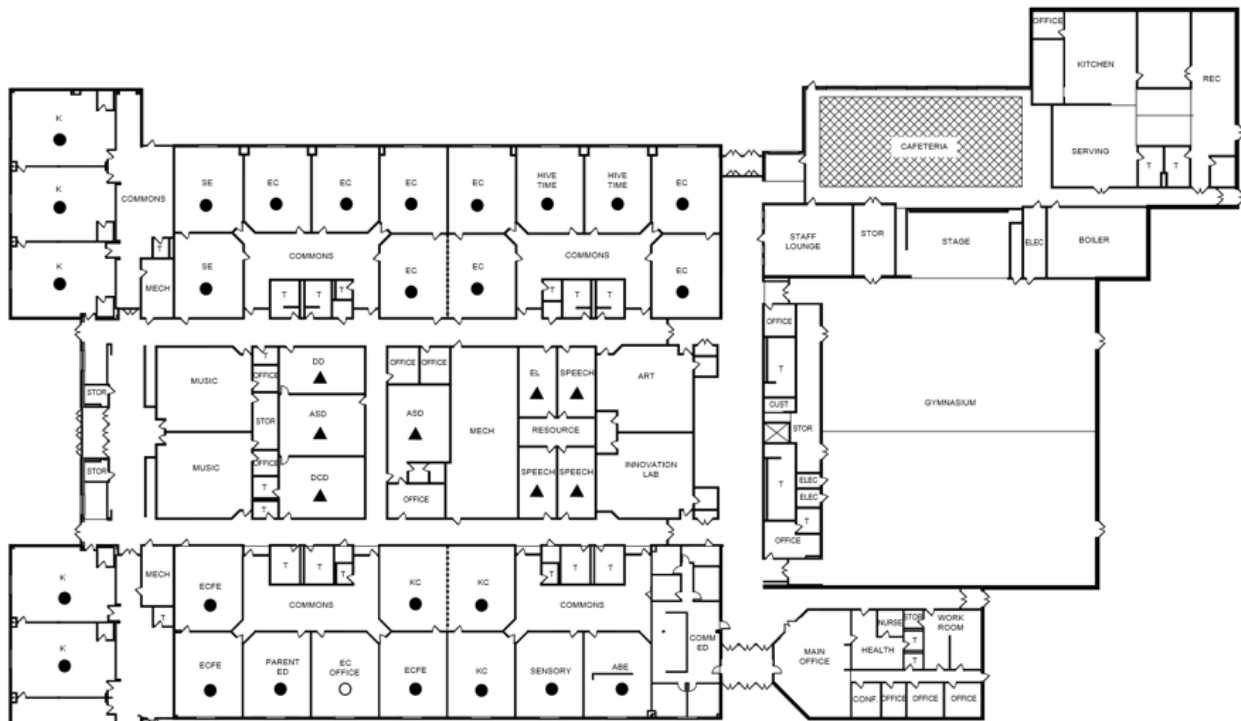
2020-21	1225/10 x 12 =	1,470 SF
Potential	1350/10 x 12 =	1,620 SF
Existing SF		3,500 SF

Notes:

- 2019 - 2020 Enrollment: 804
- Capacity Analysis does not include Kid's Club, Community Ed or Hive Time



Upper Level



Main Level

2. List of Existing School Facilities (continued)

Independence ES Capacity Diagrams

For reference - no current capacity issues

Key:

- Teaching Station
- Potential Station
- ▲ SPED
- ▣ Cafeteria Seating Area

Student Capacity:

3:	(9) x 27 =	243
4:	(9) x 27 =	243
5:	(9) x 27 =	243
Total 3-5:		729

Additional Capacity:

Potential	(11) x 27 =	297
Potential Capacity		1,026

Cafeteria Analysis

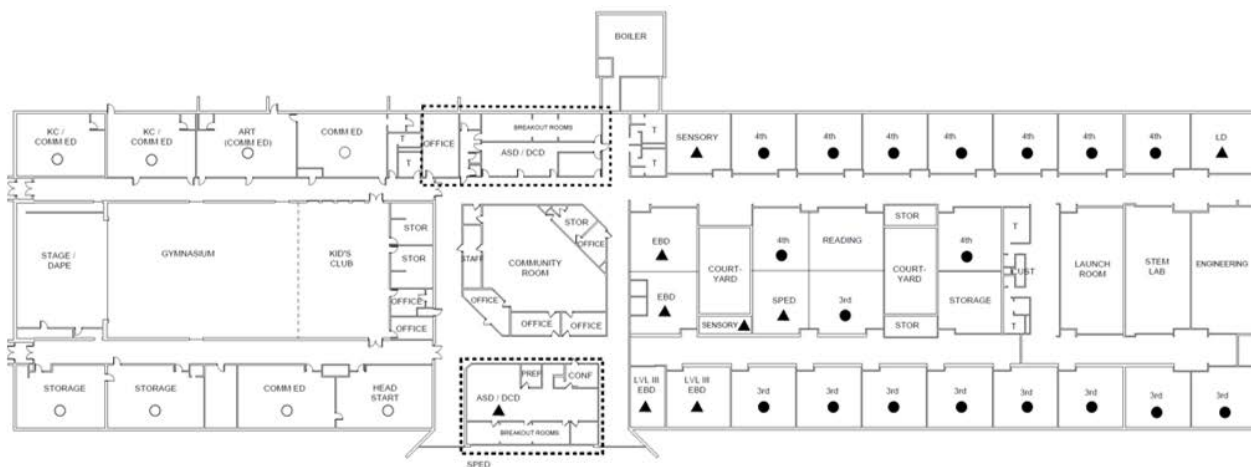
2020-21	675/6 x 12 =	1,344 SF
Potential	950/6 x 12 =	1,900 SF
Existing SF		4,300 SF

Notes:

- 2019 - 2020 Enrollment: 725
- 6 lunch periods
- Community Ed, Head Start, and Kid's Club not included in this capacity analysis



Main Level - East



Main Level - West

2. List of Existing School Facilities (continued)

Middle School Capacity Diagrams

For reference - no current capacity issues

Key:

- Teaching Station
- Potential Station
- ▲ SPED
- ▣ Cafeteria Seating Area

Student Capacity:

(29)	Stations
x 85%	Utilization
x 30	Students
<hr/>	
740	Students

Additional Capacity:

(15)	Stations
x 85%	Utilization
x 30	Students
<hr/>	
383	Students

Cafeteria Analysis

2020-21 740/# x 12 =
 Potential 1,123/# x 12 =
 Existing SF = 4,300 SF

Notes:

- 2019/2020 Enrollment 769
- 4 Total PE classes



2. List of Existing School Facilities (continued)

High School Capacity Diagrams

For reference - no current capacity issues

Key:

- Teaching Station
- Potential Station
- ▲ SPED
- ☒ Cafeteria Seating Area

Student Capacity:

	(41) Stations
x 85% Utilization	
x 30 Students	
Total 9-12:	1,046 Students

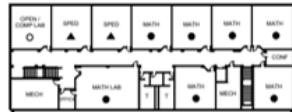
Additional Capacity:

	(8) Stations
x 85% Utilization	
x 30 Students	
	240 Students
Total Potential 9-12:	1,286 Students

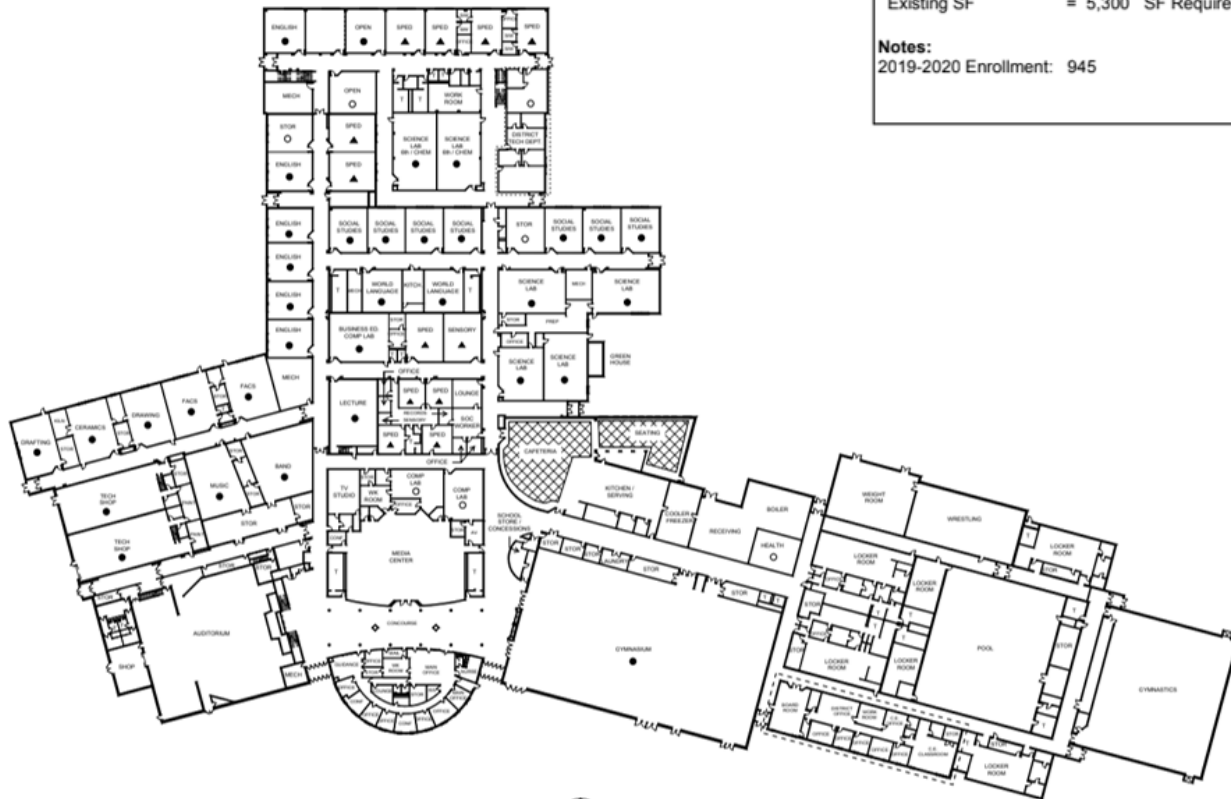
Cafeteria Analysis

2020-21	1,046/3 x 12 = 4,194 SF Required
Potential	1,286/3 x 12 = 5,144 SF Required
Existing SF	= 5,300 SF Required

Notes:
2019-2020 Enrollment: 945



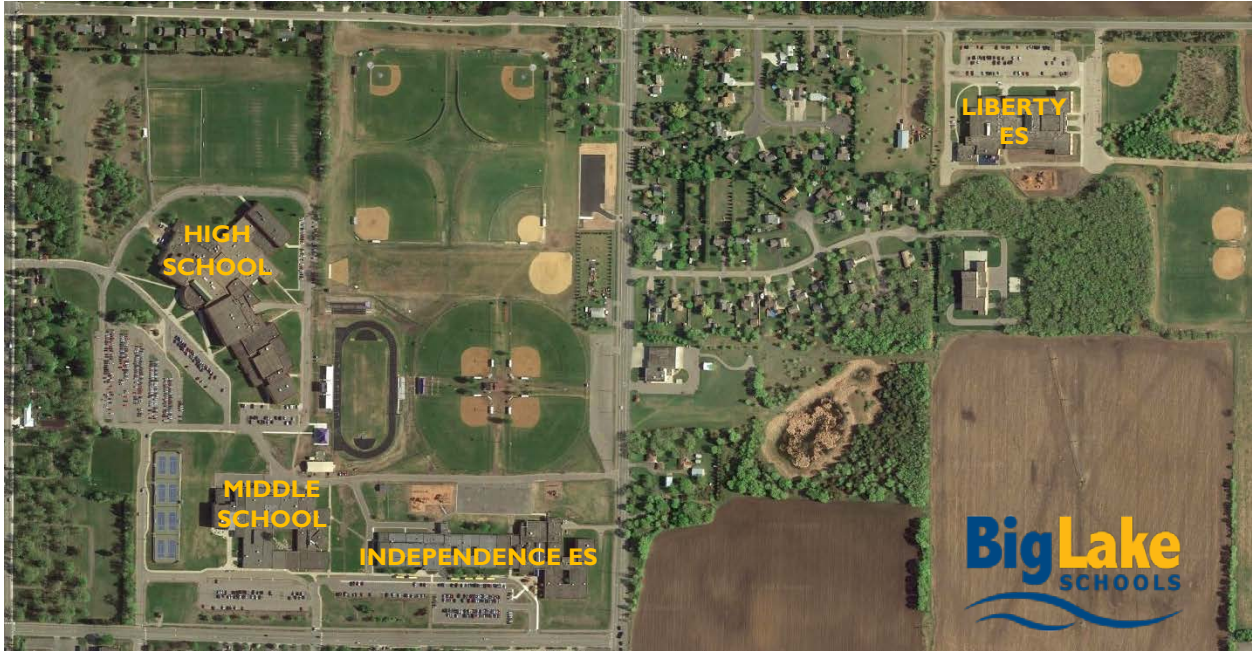
Upper Level



Main Level

2. List of Existing School Facilities (continued)

District Aerial Map



High School Aerial Map



2. List of Existing School Facilities (continued)

Liberty ES Aerial Map



Independence ES Aerial Map



2. List of Existing School Facilities (continued)

Middle School Aerial Map



3. List of the Specific Deficiencies of the Facilities

- a) Demonstrating Need
- b) Process Used to Determine Deficiencies
- c) List of How Deficiencies will be Addressed
- d) Specific Benefits to Students, Teachers and Community

Process Used to Determine Deficiencies

The District has a history of working with the community and facility committees to assist in determining appropriate strategic direction for their facilities.

Starting in early 2021, the District worked collaboratively with Wold Architects and Engineers to study the Capacity and Physical Conditions of the buildings. With data prepared, multiple community meetings took place to develop criteria and review issues for prioritization and assessment in determining next steps. Items the group reviewed included:

- Physical Conditions (*LTFM vs. an additional investment*)
- Educational Criteria (*Including enrollment, capacity and functionality for PK-12 Students, and what spaces / facilities needs to be addressed to meet the needs of today and the future*)
- Extra-Curricular and Community Use (*amenities and access*)

Task Forces

- 1) Buildings and Grounds
- 2) Teaching and Learning, and Technology
- 3) Activities, Athletics, and Community

These task forces informed the Community Committee. This Committee focused on developing needs, criteria, options, and financial impacts. The Committee involved over (25) members over the course of the process. Each task force met at least twice, and the Committee met four times. The Committee developed criteria around each of the task forces, and considered options to address and prioritize needs. Financing was also reviewed, and the potential tax impact to determine fiscal viability for the community. The final recommendations of the Committee were presented to the Board.

In addition to Board discussions at various stages during the process, the Board voted to move forward with the following option for a November 2, 2021 vote. The criteria outlining the deficiencies, and the subsequent prioritizations of the facilities work is included on the following pages.

3. List of the Specific Deficiencies of the Facilities (continued)

PHYSICAL CONDITIONS

General Overview:

- The District and Design Team reviewed existing physical conditions and updated a facility analysis.
- Task forces and Committee members toured the facilities and reviewed existing physical conditions.
- Understand and develop criteria and approach to prioritizing addressing the most critical needs.

Givens:

- A long term approach for addressing physical needs must be developed by the District to assist with future decisions.
- ALL District facilities should be reviewed and considered
- Continue to make an investment in LTFM.
- Accessibility, functionality, and other compounded factors should be considered when developing maintenance approaches, prioritizations, and schedules.
- Protect existing assets.
- Work at the facilities should coincide with other District initiatives.

Priorities:

- The District has prioritized the following facility infrastructure investments:
 - Independence Elementary School HVAC system replacements and updates
 - District-wide facility controls system replacements
 - District-wide roof section replacements
 - Dehumidification of High School activity spaces

Site Overview:

- There is no need to purchase additional land or to acquire/develop a different site.

High Priority (Must Do):

- Improve awareness and safety through signage for notifications, wayfinding, and self-promotion on and off campus (around the community and on major adjacent roads).

Medium Priority (Consider If Possible):

- Parking should be provided in proximity to all fields.

Low Priority (Consider With Future / Long Range Planning):

- District maintenance facilities should meet modern operational standards and contain appropriate maintenance amenities and utilities.

Potential Priority (To Consider If and When Possible):

- *The stadium track should provide a quality running surface, and be scheduled for replacement when appropriate (higher priority but NOT a short-term option).*

3. List of the Specific Deficiencies of the Facilities (continued)

Security Overview:

- Review the District as a whole, and consider security impacts at all buildings. There is a balance between the quality of environment and experience vs. total security, approach must consider the subjective requirements.

Givens:

- Secure vestibules at all buildings
- Safe and efficient parent pick-up and drop-off with separated bus traffic at all buildings

Priorities:

- Queuing and parking issues at Liberty Elementary School.

High Priority (Must Do):

- Improve efficiency, safety, traffic flow, and add parking stalls at Liberty Elementary School.
- Other traffic safety should be reviewed at all sites and addressed as needed. Bussing, pick up and drop off, queuing, pedestrians, traffic control and flow. The general criteria is to improve site safety.

Medium Priority (Consider If Possible):

- N/A

Low Priority (Consider With Future / Long Range Planning):

- Provide card access at additional exterior doors at all schools.

EDUCATIONAL CRITERIA

Enrollment vs. Capacity Information

General Overview:

- Based on the *Capacity* of the buildings for the K-12 student population, and the *Enrollment Projections*, the buildings are able to accommodate the upcoming student population - there is not a **Classroom capacity need** to resolve.

District Givens:

- Must continue to provide capacity to meet enrollment, and maintain current class sizes.
- Core capacity (cafeteria, lockers, etc.) must accommodate students and be age appropriate.
- Be future ready.

Priorities:

- N/A

3. List of the Specific Deficiencies of the Facilities (continued)

Curriculum Initiatives and Delivery

General Overview:

- Educational adequacy and alignment with the District Strategic Plan, Programs, and Initiatives.

District Givens:

- Align with the District Strategic Plan and other District initiatives.
- Look for efficiencies and shared resource opportunities.
- FFE [Furniture, Fixtures, & Equipment] needs must be explored at all buildings.

Priorities:

- Special Education - By Building
 - High:** Middle School | **Medium/Low:** Independence ES & Liberty ES | **Low:** High School
 - Materials and finishes in poor physical condition should be replaced
 - Spaces should be reconfigured to operate more efficiently
 - Environments (lights & HVAC) should be improved and equitable across buildings
 - Spaces should be right-sized per MDE guidelines, and designed to meet program needs.
 - Spaces should contain dedicated storage areas

High Priority (Must Do):

- CTE and Future Ready Environments
 - Should contain multi-purpose spaces with emphasis on collaboration and flexibility
 - Should reflect the current market needs to better prepare students
 - Include separate 'clean' and 'dirty work areas
 - Should have open and handicap accessible floor plans
- Media Centers
 - Should meet 21st Century Learning needs
 - Should contain multi-purpose rooms, makerspaces, areas for small-medium-large groups
 - Include high-density storage where appropriate
 - Right-size quantity of book stacks per grade level(s)
 - Should account for 1:1 and repurpose computer labs where appropriate
 - Include space that can be used for building wide staff meetings at Liberty
- Renovated areas should include contemporary amenities and equipment [FFE].
- Include a large gathering space at each school - could be in the Media Center, and should be in addition to the gym(s).
- Spaces for independent, flexible, and personalized learning should be part of any option and include space for students in-between classes and when online learners are in-person.
- All storage items should be located within 'their own' building.

Medium Priority (Consider If Possible):

- Existing storage rooms should be right-sized to meet building needs.

Low Priority (Consider With Future / Long Range Planning):

- Increase capacity in the High School Auditorium.

3. List of the Specific Deficiencies of the Facilities (continued)

Activities and Extra Curricular

District Givens:

- Leverage existing assets and partnerships.
- Explore partnerships throughout the Community.

High Priority (Must Do):

- The High School Weight Room should be a comparable size per student compared to other High Schools with similar enrollment.
- Renovated areas should include contemporary amenities and equipment [FFE] - including fitness equipment in the High School Weight Room and replacement of old scoreboards at the High School and Middle School.

Medium Priority (Consider If Possible):

- Parking should be provided in proximity to all fields.

Low Priority (Consider With Future / Long Range Planning):

- Address any scheduling conflicts for activities (Gyms, Fields, etc.)

COMMUNITY USE

Givens:

- Explore partnerships with local businesses and the Community.
- Consider overlaps of use and other efficiencies.

High Priority (Must Do):

- Improve / Increase community access and use to activity spaces and Media Centers.

Medium Priority (Consider If Possible):

- N/A

Low Priority (Consider With Future / Long Range Planning):

- N/A

3. List of the Specific Deficiencies of the Facilities (continued)

Utilizing this Criteria, the Committee considered how to best resolve the needs identified as Highest Priority first, etc.

Deficiencies that will be addressed:

- Physical Conditions will be improved by providing renovations at the highest priority locations and areas that have seen minimal re-investment to this point.
 - This will also allow the District to allocate future LTFM funds across the District to address additional physical needs.
- Educational spaces will be updated to meet current program needs, MDE guidelines, District standards and initiatives, and improve overall functionality of each school.

Benefits to Students, Teachers and Community:

- Expanded extra-curricular spaces both internally and externally for all to use (including community)
- Improved physical conditions including indoor air quality for all building users.
- Improved equity in programming across the District.

4. Description of the Projects including:

- a) Sites and Outdoor Acreage
- b) Square Footage Allocations
- c) Estimated Expenditures
- d) Schedule

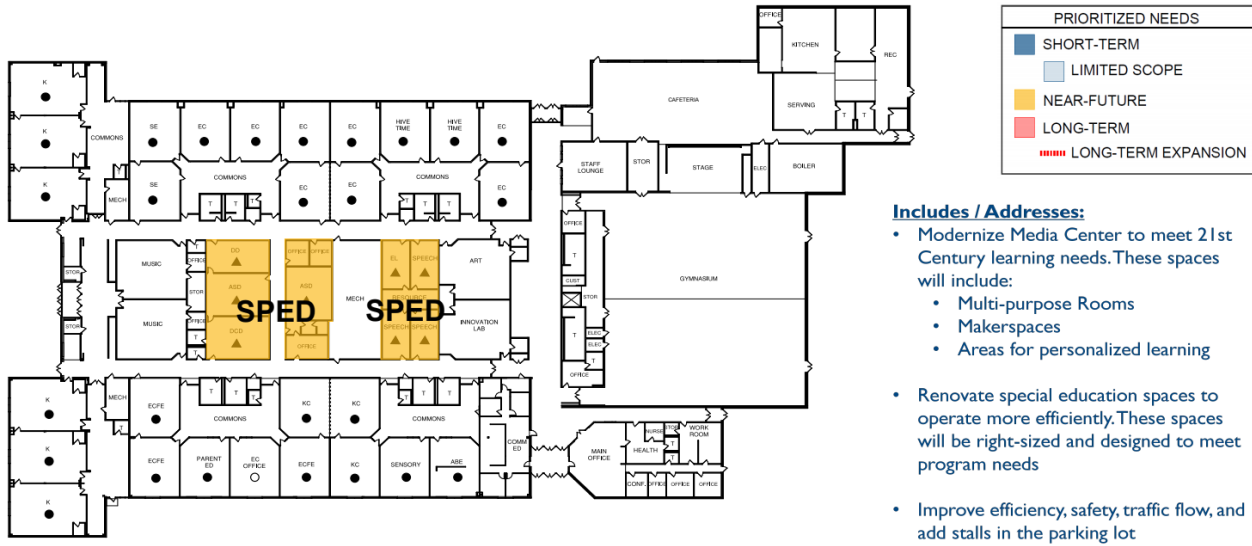
a) Sites and Outdoor Acreage

- Site acreage for all District properties, as well as Site Plans of buildings that would be impacted by this Referendum are included in Section 2 of this Review and Comment.
- Proposed Site Modifications:
 - Liberty Elementary School
 - Modifications will increase parking, and improve efficiency, safety, and traffic flow on-site. No additional site acreage is needed.
 - Remainder of Campus
 - Modifications are easily accommodated with minimal impacts and no additional site acreage is needed.

b) Square Footage Allocations

- All Buildings
 - There are no additions or additional square footage added as part of this Referendum.
 - All proposed building work consists of interior or building envelope modifications.

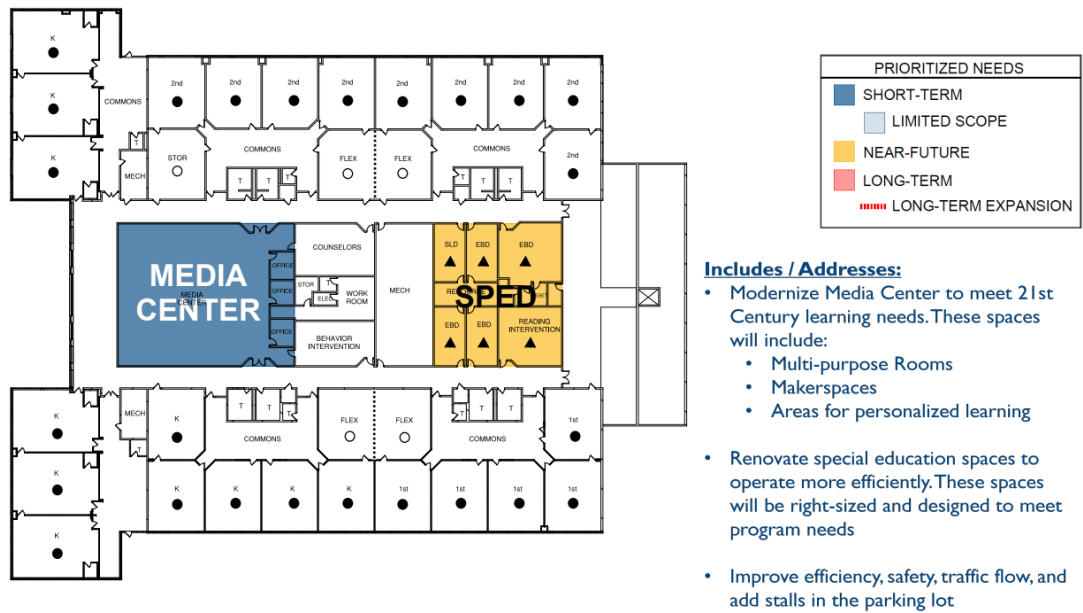
4. Description of the Project (continued)



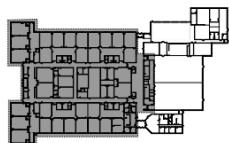
- Includes / Addresses:**
- Modernize Media Center to meet 21st Century learning needs. These spaces will include:
 - Multi-purpose Rooms
 - Makerspaces
 - Areas for personalized learning
 - Renovate special education spaces to operate more efficiently. These spaces will be right-sized and designed to meet program needs
 - Improve efficiency, safety, traffic flow, and add stalls in the parking lot

LIBERTY ELEMENTARY SCHOOL

Main Level 



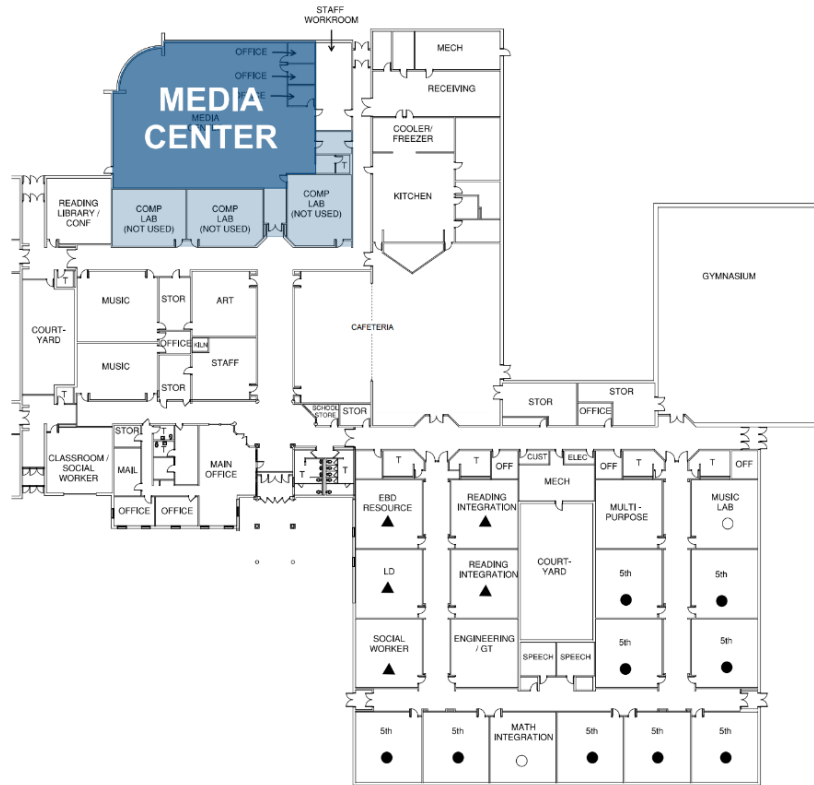
- Includes / Addresses:**
- Modernize Media Center to meet 21st Century learning needs. These spaces will include:
 - Multi-purpose Rooms
 - Makerspaces
 - Areas for personalized learning
 - Renovate special education spaces to operate more efficiently. These spaces will be right-sized and designed to meet program needs
 - Improve efficiency, safety, traffic flow, and add stalls in the parking lot



LIBERTY ELEMENTARY SCHOOL

Upper Level 

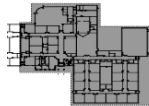
4. Description of the Project (continued)



PRIORITIZED NEEDS	
	SHORT-TERM
	LIMITED SCOPE
	NEAR-FUTURE
	LONG-TERM
	LONG-TERM EXPANSION

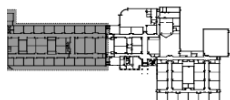
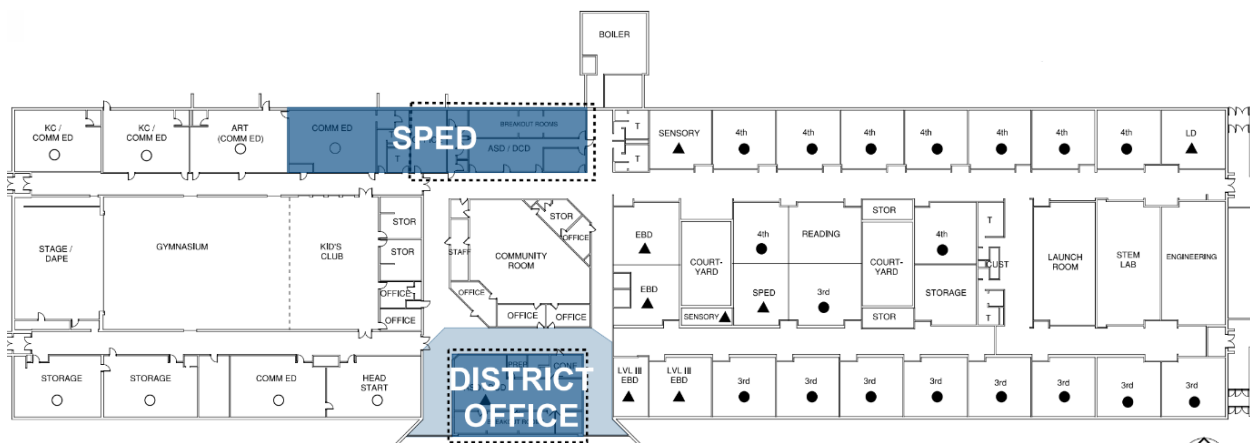
Includes / Addresses:

- Modernize Media Center to meet 21st Century learning needs. These spaces will include:
 - Multi-purpose rooms
 - Makerspaces
 - Areas for personalized learning
- Renovate special education spaces to operate more efficiently. These spaces will be right-sized and designed to meet program needs
- HVAC system replacements and updates (similar to the current Middle School project)



INDEPENDENCE ELEMENTARY SCHOOL

Main Level - East

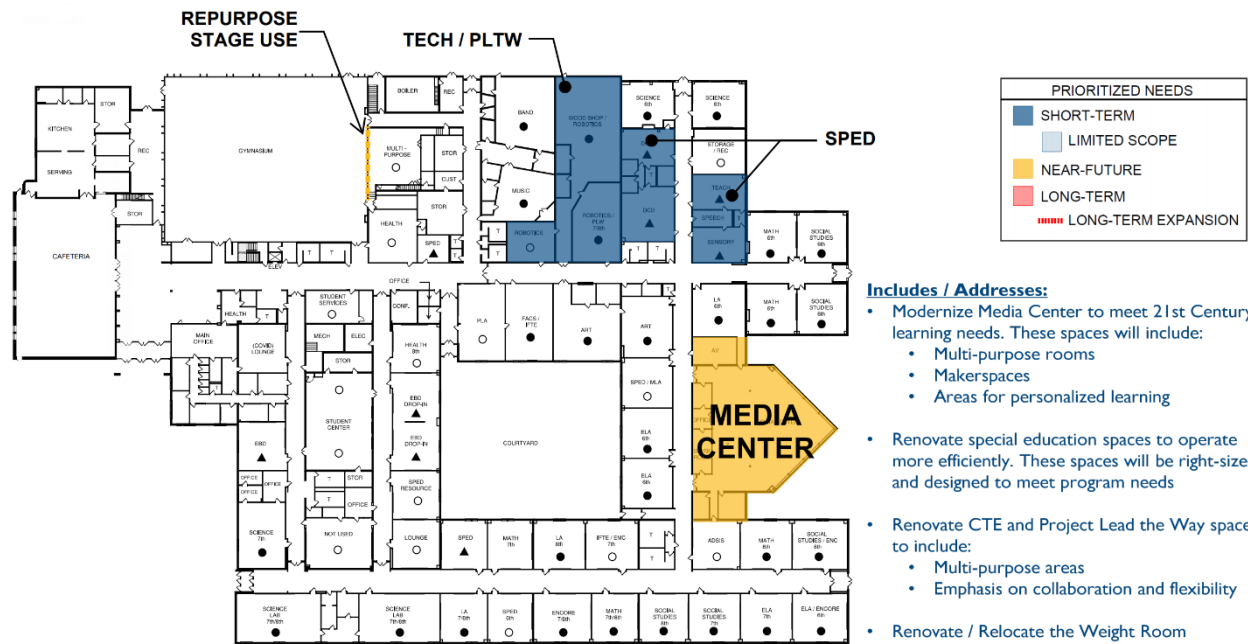


INDEPENDENCE ELEMENTARY SCHOOL

Main Level - West



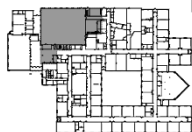
4. Description of the Project (continued)



Main Level



MIDDLE SCHOOL

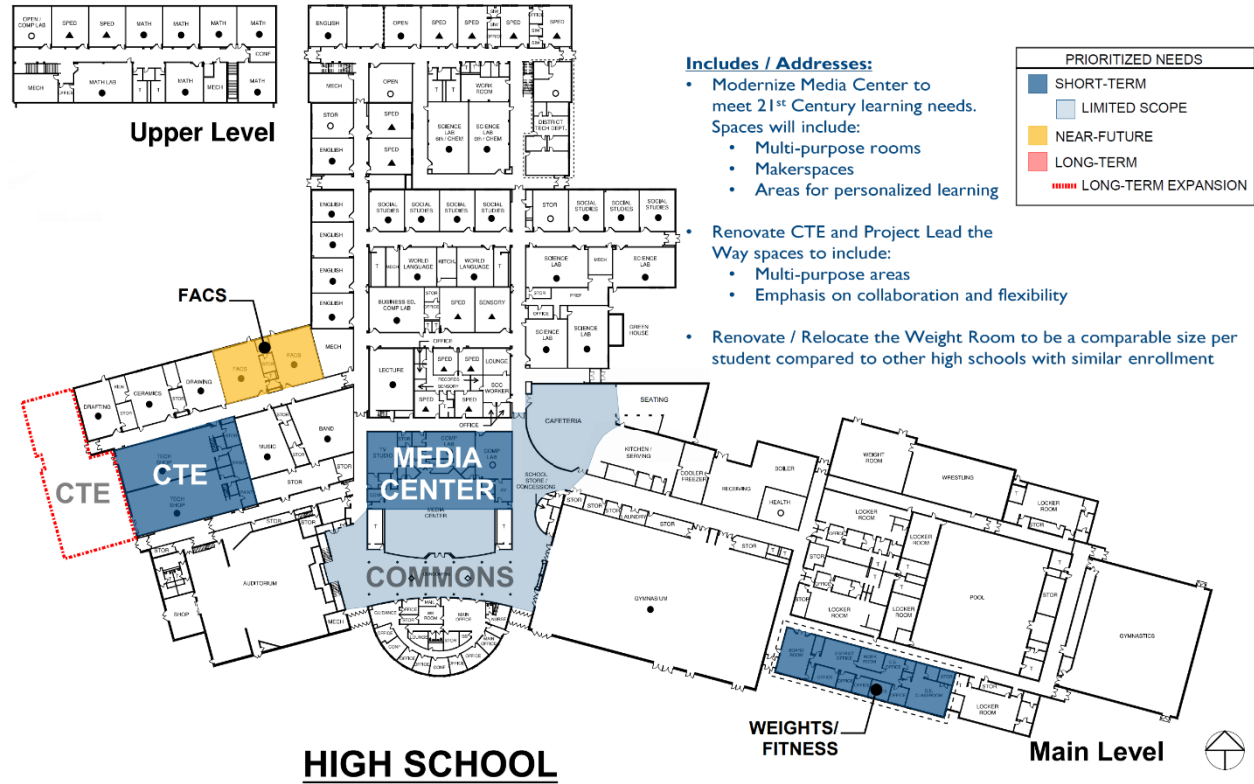


Lower Level



MIDDLE SCHOOL

4. Description of the Project (continued)



4. Description of the Project (continued)



Prioritized District Facility Infrastructure Investments [LTFM]:

- District-wide facility controls system replacements
- District-wide roof section replacements
- Dehumidification of High School activity spaces
- Provide additional parking stalls in closer proximity to High School practice fields



4. Description of the Project (continued)

c) Estimated Expenditures

PROJECT	Independence ES Renovation	District-wide Controls	District-wide Roofing	High School Renovation
Project Budget	\$ 14,825,000	\$ 2,250,000	\$ 4,475,000	\$ 4,325,000
Construction	\$ 11,900,000	\$ 1,875,000	\$ 3,750,000	\$ 3,350,000
<i>Renovations</i>	\$ 11,900,000	\$ 1,875,000	\$ 3,750,000	\$ 3,200,000
<i>Site</i>	\$ -	\$ -	\$ -	\$ 150,000
<i>Additional LTFM / Maintenance</i>	\$ -	\$ -	\$ -	\$ -
Fees / Testing / Services	\$ 2,075,000	\$ 275,000	\$ 500,000	\$ 420,000
<i>Design, Testing & Commissioning</i>	\$ 1,900,000	\$ 255,000	\$ 475,000	\$ 395,000
<i>Additional Soft Costs (Financing)</i>	\$ 175,000	\$ 20,000	\$ 25,000	\$ 25,000
FF&E	\$ 150,000	\$ -	\$ -	\$ 385,000
Contingency	\$ 700,000	\$ 100,000	\$ 225,000	\$ 170,000

PROJECT	Middle School Renovation	Liberty ES Renovation	Totals
Project Budget	\$ 1,875,000	\$ 2,250,000	\$ 30,000,000
Construction	\$ 1,500,000	\$ 1,800,000	\$ 24,175,000
<i>Renovations</i>	\$ 1,500,000	\$ 1,500,000	\$ 23,725,000
<i>Site</i>	\$ -	\$ 300,000	\$ 450,000
<i>Additional LTFM / Maintenance</i>	\$ -	\$ -	\$ -
Fees / Testing / Services	\$ 175,000	\$ 250,000	\$ 3,695,000
<i>Design, Testing & Commissioning</i>	\$ 160,000	\$ 230,000	\$ 3,415,000
<i>Additional Soft Costs (Financing)</i>	\$ 15,000	\$ 20,000	\$ 280,000
FF&E	\$ 100,000	\$ 100,000	\$ 735,000
Contingency	\$ 100,000	\$ 100,000	\$ 1,395,000

Note: It is anticipated by the District that any surplus from the above noted projects (if any) will be used for yet unidentified expenditures that may include: technology, equipment, furniture, and facility maintenance as the needs may arise.

4. Description of the Project (continued)

Operational Expenditures:

These projects do not add any additional square footage. The District does not expect any increase in operational costs.

No additional FTE for Administrators or Teachers are anticipated at this time.

d) Schedule

Review and Comment Submittal to MDE	July 2021
Review and Comment MDE Review	July - September 2021
Project Design and CD Preparation	Start November 2021
Project Construction Documents Issue	Varies
Project Construction	June 2022 - Varies
Project Completion	Varies - 2026

Sample Ballot Question

School District Question I
Approval of School District Bond Issue

Shall the board of Independent School District No. 727 (Big Lake), Minnesota be authorized to issue general obligation school building bonds in an aggregate amount not to exceed \$30,000,000 for acquisition and betterment of school sites and facilities, including, but not limited to, various deferred capital projects including roofs and ventilation systems, and renovations to educational spaces including Career and Technical Education, Special Education, and other instructional spaces at all levels?

5. Specification of the Source of Project Financing including:

- a. Applicable statutory citations,
- b. The scheduled date for a bond issue or school board action,
- c. A schedule of payments, including debt service equalization aid, and
- d. The effect of a bond issue on local property taxes by property class and valuation.

Availability and Manner of Financing

Big Lake Schools, ISD #727 proposes to obtain financing from the sale of General Obligation bonds. The School District will seek voter approval of one building bond ballot question on Tuesday November 2, 2021, pursuant to Minnesota Statutes Chapter 475 which, if approved, would result in a \$30,000,000 bond issue. Cost of issuance is estimated at \$144,853 and underwriter's discount is estimated at \$150,000. The difference between the amount requested to be authorized by the voters (plus estimated interest earnings in the construction fund of \$14,853) and estimated underwriter's discount and costs of issuing this debt (legal and fiscal costs) equals \$29,720,000, the amount the District expects to need for construction projects.

Ehlers has prepared the following schedules which have been included in the **Appendix** of this document:

- 1) Estimated sources and uses of funds for the proposed bond issue.
- 2) Estimated debt payment structure for the anticipated bond issue and estimated annual debt service property tax levies after accounting for the 105% levy requirement and the estimated debt service equalization aid.
- 3) An analysis of the estimated tax impact on various values of residential, commercial, and agricultural properties for the proposed bond issue.

5. Specification of the Source of Project Financing (continued)

PRELIMINARY INFORMATION - FOR REVIEW AND COMMENT

Big Lake Public Schools, ISD No. 727

July 19, 2021

Estimated Sources and Uses for Proposed Voter-Approved Bond Issue

Bond Amount	\$30,000,000
Election Date	November 2, 2021
Dated Date of Bonds	February 1, 2022
Sources of Funds	
Par Amount	\$30,000,000
Investment Earnings ¹	14,853
Total Sources	\$30,014,853
Uses of Funds	
Underwriter's Discount ²	\$150,000
Legal and Fiscal Costs ³	144,853
Net Available for Project Costs	29,720,000
Total Uses	\$30,014,853
Initial Deposit to Construction Fund	\$29,705,147

- 1 Estimated investment earnings are based on an average interest rate of 0.10% and an estimated project duration of 12 months.
- 2 The underwriter's discount is an estimate of the compensation taken by the underwriter who provides the lowest true interest cost as part of the competitive bidding process and purchases the bonds. Ehlers provides independent municipal advisory services as part of the bond sale process and is not an underwriting firm.
- 3 Includes fees for municipal advisor, bond counsel, rating agency, paying agent and county certificates.

5. Specification of the Source of Project Financing (continued)

PRELIMINARY INFORMATION - FOR REVIEW AND COMMENT

Big Lake Public Schools, ISD No. 727
Analysis of Possible Structure for Capital and Debt Levies

\$30,000,000 Voter Approved Bonds
20 Year Term
Wrapped Around Existing Debt

Type of Bond	Principal Amount	Dated Date	Interest Rate
Voter-Approved Building	\$30,000,000	02/01/22	2.65%

July 15, 2021

Levy Payable Year	Fiscal Year	Tax Capacity Value ¹		Existing Commitments										Other Levies		Possible Voter Approved School Building Bonds				Combined Totals				
		(\$000s)	% Chg	Building Bonds ²	Fac Maint H&S Bonds ²	Abatement Bonds ²	OPEB Bonds ²	Est. Debt Excess ³	State Debt Aid	Est. Refunding Savings ⁴	LTFM Debt Aid	Net Levy	Tax Rate	Capital Project Levy ⁴	Existing Tax Rate	Principal	Interest	Add'l. Debt Excess ³	Net Levy	Initial Debt Levy	State Aid	Net Levy	Tax Rate	
2018	2019	14,731	8.8%	4,936,658	-	-	407,342	(263,532)	(629,733)	-	-	4,450,735	30.21	434,049	33.16	-	-	-	-	5,514,517	(629,733)	4,884,784	33.16	
2019	2020	16,200	10.0%	4,926,259	-	-	408,974	(259,687)	(223,812)	-	-	4,851,734	29.95	472,416	32.87	-	-	-	-	5,547,962	(223,812)	5,324,150	32.87	
2020	2021	17,579	8.5%	4,933,520	-	218,400	-	(252,656)	-	-	4,899,264	27.87	519,531	30.82	-	-	-	-	5,418,795	-	5,418,795	30.82		
2021	2022	18,905	7.5%	5,047,232	-	218,400	-	(318,426)	-	-	4,947,206	26.17	563,770	29.15	-	-	-	-	5,510,976	-	5,510,976	29.15		
2022	2023	19,473	3.0%	3,836,844	88,371	218,190	-	(302,248)	-	-	(41,095)	3,800,063	19.51	606,299	22.63	355,000	795,000	60,375	1,267,875	5,715,331	(41,095)	5,674,236	29.14	
2023	2024	20,057	3.0%	3,679,344	237,261	217,770	-	(165,736)	-	-	(73,745)	3,894,894	19.42	624,488	22.53	480,000	785,593	-	1,328,872	5,921,998	(73,745)	5,848,253	29.16	
2024	2025	20,659	3.0%	3,238,344	793,761	222,390	-	(165,375)	-	(733,887)	(56,264)	3,298,969	15.97	643,222	19.08	1,210,000	772,873	-	2,082,016	6,080,471	(56,264)	6,024,207	29.16	
2025	2026	20,659	0.0%	1,325,769	1,078,521	221,340	-	(170,180)	-	-	(39,279)	2,416,171	11.70	662,519	14.90	490,000	740,808	(83,281)	1,209,067	4,327,036	(39,279)	4,287,757	20.76	
2026	2027	20,659	0.0%	1,355,484	967,956	220,080	-	(105,025)	-	-	(23,748)	2,414,747	11.69	662,519	14.90	470,000	727,823	(48,363)	1,209,351	4,310,365	(23,748)	4,286,617	20.75	
2027	2028	20,659	0.0%	1,339,761	970,371	213,360	-	(101,741)	-	-	(7,482)	2,414,268	11.69	662,519	14.89	485,000	715,368	(48,374)	1,212,012	4,296,281	(7,482)	4,288,799	20.76	
2028	2029	20,659	0.0%	1,318,498	987,276	213,570	-	(100,940)	-	-	-	2,418,404	11.71	662,519	14.91	490,000	702,515	(48,480)	1,203,660	4,284,583	-	4,284,583	20.74	
2029	2030	20,659	0.0%	1,323,302	980,871	213,623	-	(100,774)	-	-	-	2,417,021	11.70	662,519	14.91	505,000	689,530	(48,146)	1,206,110	4,285,650	-	4,285,650	20.75	
2030	2031	20,659	0.0%	1,316,871	984,756	213,518	-	(100,712)	-	-	-	2,414,432	11.69	662,519	14.89	520,000	676,148	(48,244)	1,207,710	4,284,661	-	4,284,661	20.74	
2031	2032	20,659	0.0%	1,313,865	967,221	218,505	-	(100,606)	-	-	-	2,398,985	11.61	662,519	14.82	550,000	662,368	(48,308)	1,224,677	4,286,181	-	4,286,181	20.75	
2032	2033	20,659	0.0%	1,303,628	977,301	217,928	-	(99,984)	-	-	-	2,398,872	11.61	662,519	14.82	565,000	647,793	(48,987)	1,224,445	4,285,836	-	4,285,836	20.75	
2033	2034	20,659	0.0%	-	2,225,272	217,193	-	(99,954)	-	-	-	2,342,510	11.34	662,519	14.55	635,000	632,820	(48,978)	1,282,233	4,287,262	-	4,287,262	20.75	
2034	2035	20,659	0.0%	-	2,218,427	216,300	-	(97,699)	-	-	-	2,337,028	11.31	662,519	14.52	660,000	615,993	(51,289)	1,288,503	4,288,050	-	4,288,050	20.76	
2035	2036	20,659	0.0%	-	-	-	-	-	-	-	-	-	-	662,519	3.21	2,905,000	598,503	(51,540)	3,627,138	4,289,656	-	4,289,656	20.76	
2036	2037	20,659	0.0%	-	-	-	-	-	-	-	-	-	-	662,519	3.21	3,070,000	521,520	(145,086)	3,626,010	4,288,529	-	4,288,529	20.76	
2037	2038	20,659	0.0%	-	-	-	-	-	-	-	-	-	-	662,519	3.21	3,150,000	440,165	(145,040)	3,624,633	4,287,152	-	4,287,152	20.75	
2038	2039	20,659	0.0%	-	-	-	-	-	-	-	-	-	-	662,519	3.21	3,235,000	356,690	(144,985)	3,626,289	4,288,808	-	4,288,808	20.76	
2039	2040	20,659	0.0%	-	-	-	-	-	-	-	-	-	-	662,519	3.21	3,320,000	270,963	(145,052)	3,625,459	4,287,978	-	4,287,978	20.76	
2040	2041	20,659	0.0%	-	-	-	-	-	-	-	-	-	-	662,519	3.21	3,405,000	182,983	(145,018)	3,622,363	4,284,882	-	4,284,882	20.74	
2041	2042	20,659	0.0%	-	-	-	-	-	-	-	-	-	-	662,519	3.21	3,500,000	92,750	(144,895)	3,627,493	4,290,012	-	4,290,012	20.77	
2042	2043	20,659	0.0%	-	-	-	-	-	-	-	-	-	-	662,519	3.21	-	-	-	-	662,519	-	662,519	3.21	
2043	2044	20,659	0.0%	-	-	-	-	-	-	-	-	-	-	662,519	3.21	-	-	-	-	662,519	-	662,519	3.21	
2044	2045	20,659	0.0%	-	-	-	-	-	-	-	-	-	-	662,519	3.21	-	-	-	-	662,519	-	662,519	3.21	
2045	2046	20,659	0.0%	-	-	-	-	-	-	-	-	-	-	662,519	3.21	-	-	-	-	662,519	-	662,519	3.21	
2046	2047	20,659	0.0%	-	-	-	-	-	-	-	-	-	-	662,519	3.21	-	-	-	-	662,519	-	662,519	3.21	
2047	2048	20,659	0.0%	-	-	-	-	-	-	-	-	-	-	662,519	3.21	-	-	-	-	662,519	-	662,519	3.21	
Totals				41,195,380	13,477,360	3,260,565	816,316	(2,805,273)	(853,545)	(733,887)	(241,613)	54,115,303		19,101,707		30,000,000	11,628,200	-	(1,383,692)	42,325,918	116,638,085	(1,095,158)	115,542,927	

1 Tax capacity values for taxes payable in 2018, 2019, 2020 and 2021 are the final values. Estimates for future years are based on the percentage changes as shown above.
 2 Initial debt service levies (prior to subtracting debt equalization aid) are set at 105 percent of the principal and interest payments during the next fiscal year.
 3 Debt excess adjustment for taxes payable in 2018, 2019, 2020, and 2021 are the actual amounts. Debt Excess adjustment for taxes payable 2022 is an estimate using the district's FY 2019-20 fund balance. Debt excess for future years is estimated at 4% of the prior year's initial debt service levy.
 4 Assumes that the existing capital project levy would be renewed at the same tax rate prior to expiring.

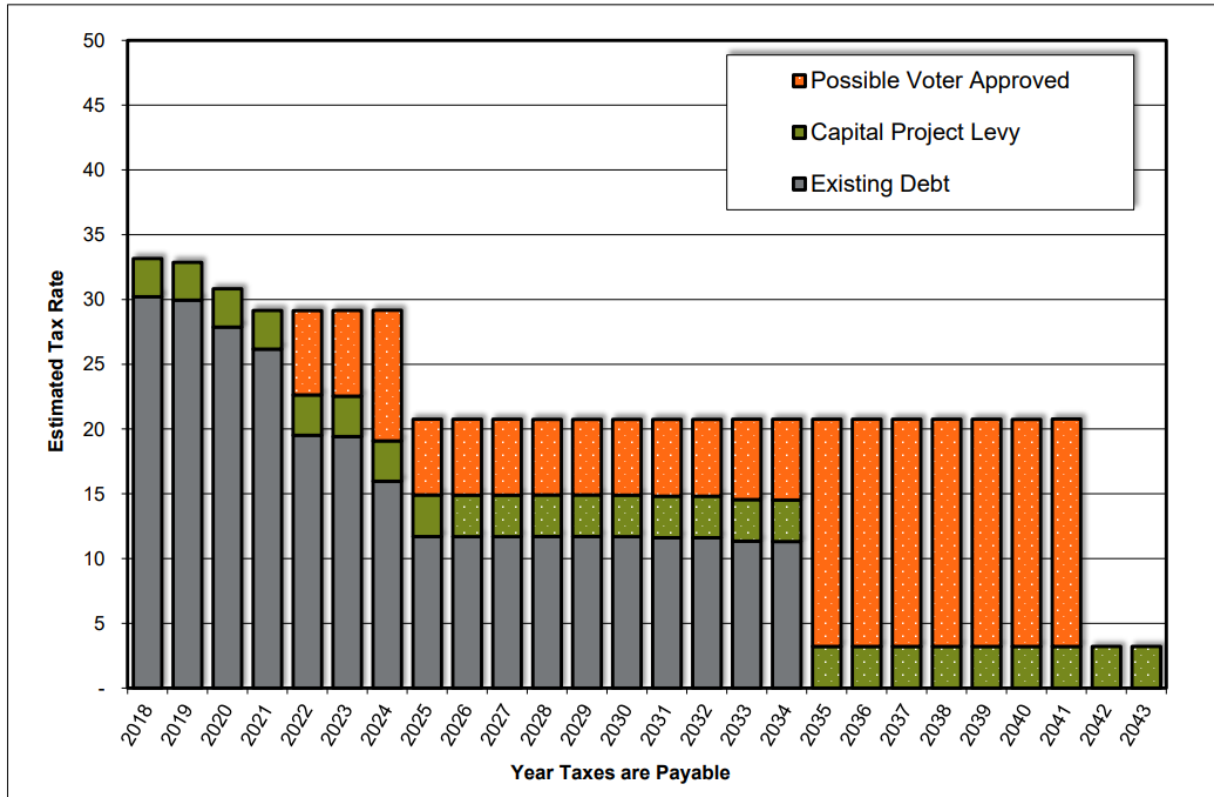
5. Specification of the Source of Project Financing (continued)

PRELIMINARY INFORMATION - FOR REVIEW AND COMMENT

Big Lake Public Schools, ISD No. 727
Estimated Tax Rates for Capital and Debt Service Levies
Existing Commitments and Proposed New Debt

\$30,000,000 Voter Approved Bonds
20 Year Term
Wrapped Around Existing Debt

Date Prepared: July 15, 2021



5. Specification of the Source of Project Financing (continued)

PRELIMINARY INFORMATION - FOR REVIEW AND COMMENT

Big Lake Public Schools, ISD No. 727
 Analysis of Tax Impact for Potential Bond Issue
 November 2, 2021 Election

July 15, 2021

Bond Issue Amount	\$30,000,000
Average Interest Rate	2.65%
Dated Date	2/1/2022
Number of Years	20

Type of Property	Estimated Market Value	Estimated Change in Annual Taxes from 2021 to 2022*
Residential Homestead	\$100,000	\$0
	150,000	0
	175,000	0
	200,000	0
	225,000	0
	250,000	0
	275,000	0
	300,000	0
	350,000	0
	400,000	0
Commercial/ Industrial	500,000	-1
	\$50,000	\$0
	100,000	0
	250,000	0
	500,000	-1
Agricultural Homestead** (average value per acre of land & buildings)	1,000,000	-2
	\$2,000	-\$0.12
	3,000	-0.19
	4,000	-0.25
	5,000	-0.31
	6,000	-0.37
Agricultural Non-Homestead** (average value per acre of land & buildings)	7,000	-0.43
	\$2,000	-\$0.25
	3,000	-0.37
	4,000	-0.49
	5,000	-0.62
6,000	-0.74	
7,000	-0.86	

* Estimated tax impact includes principal and interest payments on the new bonds. The amounts in the table are based on school district taxes for bonded debt levies only, and do not include tax levies for other purposes. Tax increases shown above are gross increases, not including the impact of the homeowner's Homestead Credit Refund ("Circuit Breaker") program. Owners of homestead property may qualify for a refund, based on their income and total property taxes. This may change the net effect of the proposed bond issue for those property owners.

** For all agricultural property, estimated tax impact for 2022 includes a 60% reduction due to the School Building Bond Agricultural Credit. Under current law, the credit percentage will increase to 70% by taxes payable in 2023; this will cause a reduction in taxes in future years. Average value per acre is the total estimated market value of all land & buildings divided by total acres. If the property includes a home, then the tax impact on the house, garage, and one acre of land will be calculated in addition to the taxes per acre, on the same basis as a residential homestead or non-homestead property. If the same property owner owns more than approximately \$1.9 million of agricultural homestead land and buildings, a portion of the property will be taxed at the higher non-homestead rate.

6. Obligating Documents:

Attachment 1
Review and Comment
Section #6 Documentation
(as amended by the 2014 Legislature)

Documentation obligating the school district and contractors to comply with items (i) to (vii) in planning and executing the project:

- (i) The school district will be in compliance with Minnesota Statute 471.345 governing municipal contracts issued for this project;
(ii) The school district and the architects will include elements of sustainable design for this project;
(iii) If the project installs or modifies facility mechanical systems, the school district, architect/engineers and contractors will be in compliance with school facility commissioning under Minnesota Statute 123B.72 certifying the plans and designs for the heating, ventilating, air conditioning, and air filtration for an extensively renovated or new facility meet or exceed current code standards, including the ASHRAE air filtration standard 52.1;
(iv) If the project creates or modifies interior spaces, the district, architects/engineers and relevant contractors have considered the American National Standards Institute Acoustical Performance Criteria, Design Requirements and Guidelines for Schools on maximum background noise level and reverberation times;
(v) The project will be in compliance with Minnesota State Fire Code;
(vi) The project will be in compliance with Minnesota Statute chapter 326B governing building codes; and
(vii) The school district and the architects/ engineers have been in consultation with affected government units about the impact of the project on utilities, roads, sewers, sidewalks, retention ponds, school bus and automobile traffic, access to mass transit, and safe access for pedestrians and cyclists.

The school district and architect/engineers will maintain documentation showing compliance with these items upon and subsequent to project completion.

Superintendent Signature: [Signature] Date 7/23/21
Board Chair Signature: [Signature] Date 7/23/21
Architect/Engineer Signature: [Signature] Date 7/23/21

CERTIFICATION OF MINUTES RELATING TO SPECIAL ELECTION

Issuer: Independent School District No. 727 (Big Lake), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held on July 22, 2021 at 6:30 p.m. in the Middle School Student Center.

Members present:

Members absent:

Documents attached:

Minutes of said meeting (including):

RESOLUTION RELATING TO DETERMINING THE NECESSITY OF
ISSUING GENERAL OBLIGATION BONDS AND CALLING A SPECIAL
ELECTION THEREON

I, the undersigned, being the duly qualified and acting recording officer of the public corporation referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer on July 22, 2021.

School District Clerk

Member _____ introduced the following resolution and moved its adoption, which motion was seconded by Member _____:

RESOLUTION RELATING TO DETERMINING THE NECESSITY OF
ISSUING GENERAL OBLIGATION BONDS AND CALLING A SPECIAL
ELECTION THEREON

BE IT RESOLVED by the School Board (the Board) of Independent School District No. 727 (Big Lake), Minnesota (the School District) as follows:

It is hereby found, determined and declared as follows:

1. The Board has investigated the facts and does hereby find, determine and declare that it is necessary and expedient to issue general obligation school building bonds of the School District in an aggregate amount not to exceed \$30,000,000 (the Bonds) for acquisition and betterment of school sites and facilities, including, but not limited to, various deferred capital projects including roofs and ventilation systems, and renovations to educational spaces including Career and Technical Education, Special Education, and other instructional spaces at all levels, pursuant to Minnesota Statutes, Chapter 475.

2. The projects described in paragraph 1 will be submitted to the Commissioner of Education of the State of Minnesota for Review and Comment. The actions of the School District's administration in applying to the Minnesota Department of Education for the Commissioner's Review and Comment and taking such other actions as necessary to comply with the provisions of Minnesota Statutes, Section 123B.71, as amended, are hereby directed, authorized, approved and ratified in all respects. The Board's determination to hold the election to authorize the issuance of the Bonds is contingent upon receiving a favorable Review and Comment. When the Commissioner's favorable Review and Comment is received, the Clerk is authorized and directed to publish a summary of the Review and Comment in a legal newspaper of general circulation in the School District not less than twenty (20) nor more than sixty (60) days before the special election date and the School District will hold a public meeting on the Review and Comment prior to the date of the election.

3. The question on the issuance of the Bonds shall be submitted to the qualified electors of the School District at a special election, which is hereby called and directed to be held on Tuesday, November 2, 2021, between the hours of 7:00 a.m. and 8:00 p.m.

4. The School District's combined polling place and the precincts served by the polling place, as established and designated by resolution of the Board pursuant to Minnesota Statutes, Section 205A.11, are hereby designated for this special election.

5. The Clerk is hereby authorized and directed to cause written notice of the special election to be: (a) provided to the County Auditor at least seventy-four (74) days before the date of the special election; (b) provided to the Commissioner of Education at least seventy-four (74) days before the date of the special election; (c) posted at the administrative offices of the School District, for public inspection, at least ten (10) days before the date of the special election; and (d) published in the official newspaper of the School District once each week for at least two

consecutive weeks, with the last publication being at least one week before the date of the special election. The Notice of Special Election shall be prepared in substantially the following form:

**NOTICE OF SPECIAL ELECTION
INDEPENDENT SCHOOL DISTRICT NO. 727
(BIG LAKE), MINNESOTA**

NOTICE IS HEREBY GIVEN that a special election has been called and will be held in and for Independent School District No. 727 (Big Lake), Minnesota, on November 2, 2021, between the hours of 7:00 a.m. and 8:00 p.m. to vote on the following questions:

**School District Question
School Building Bonds**

Shall the board of Independent School District No. 727 (Big Lake), Minnesota be authorized to issue general obligation school building bonds in an amount not to exceed \$30,000,000 for acquisition and betterment of school sites and facilities, including, but not limited to, various deferred capital projects including roofs and ventilation systems, and renovations to educational spaces including Career and Technical Education, Special Education, and other instructional spaces at all levels?

**BY VOTING “YES” ON THIS BALLOT QUESTION, YOU ARE
VOTING FOR A PROPERTY TAX INCREASE**

The polling place and precincts served by the polling place for the special election will be as follows:

Combined Polling Place:

Big Lake City Hall
160 Lake Street North
Big Lake, Minnesota 55309

Precincts:

All School District precincts.

All qualified electors residing in the School District may cast their ballots at the polling place designated above during the polling hours specified above.

A voter must be registered to vote to be eligible to vote in the special election. Unregistered individuals may register to vote at the polling place on election day.

Dated: July 22, 2021.

BY ORDER OF THE SCHOOL BOARD

/s/ _____, Clerk


6. The Clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this special election. If an optical scan voting system is being used, the Clerk shall comply with the laws and rules governing the procedures and requirements for optical scan voting systems. The Clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this special election and generally to cooperate with election authorities conducting any other elections on that date. The Clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with other elections, including entering into agreements with appropriate municipal and county officials regarding preparation and distribution of ballots or ballot cards, election administration, and cost sharing.

7. The Clerk is authorized and directed to cause a printed ballot for the questions to be prepared in accordance with Minnesota Statutes, Section 205A.08, Subdivision 5 and the rules of the secretary of state for use at the special election. If an optical scan voting system is being used, the Clerk shall cause official ballots to be printed according to the format of ballots for optical scan voting systems provided by the laws and rules governing optical scan voting systems. The Clerk is further authorized and directed to cause a sample ballot to be posted in the administrative offices of the School District, for public inspection, at least four (4) days before the date of the special election and to cause two sample ballots to be posted at each polling place on the date of the special election and to cooperate with the proper election officials to cause ballots or ballot cards to be prepared for use at said election. The ballot shall be in substantially the following form, with such changes in form and instructions as may be necessary to accommodate the use of an optical scan voting system:

**Special Election Ballot
School District Ballot
Independent School District No. 727
(Big Lake), Minnesota**

November 2, 2021



Instructions to Voters

To vote, completely fill in the oval(s) next to your choice(s) like this: 

To vote for a question, fill in the oval next to the word "Yes" for that question.

To vote against a question, fill in the oval next to the word "No" for that question.

**School District Question
School Building Bonds**

-  **YES** Shall the board of Independent School District No. 727 (Big Lake),
 **NO** Minnesota be authorized to issue general obligation school building bonds in an amount not to exceed \$30,000,000 for acquisition and betterment of school sites and facilities, including, but not limited to, various deferred capital projects including roofs and ventilation systems, and renovations to educational spaces including Career and Technical Education, Special Education, and other instructional spaces at all levels?

BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A PROPERTY TAX INCREASE

(Reverse side of ballot)

OFFICIAL BALLOT

November 2, 2021

Judge

Judge

(The ballot is to be initialed by two judges)

8. If the School District will be contracting to print the ballots for this special election, the Clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, upon request, furnish in accordance with Minnesota Statutes, Section 204D.04 a sufficient bond, letter of credit or certified check acceptable to the Clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The Clerk shall set the amount of the bond, letter of credit or certified check in an amount equal to the value of the purchase.

9. The Clerk shall prepare and have ready for use absentee ballots at least forty-six (46) days before the special election in accordance with Minnesota Statutes, Section 204B.35, Subdivision 4.

10. As required by Minnesota Statutes, Section 203B.121, the Board hereby establishes a ballot board to process, accept and reject absentee ballots at school district elections not held on the day of a statewide election and generally to carry out the duties of a ballot board as provided by Minnesota Statutes, Section 203B.121 and other applicable laws. The ballot board must consist of a sufficient number of election judges trained in the handling of absentee ballots. The ballot board may include deputy county auditors and deputy city clerks who have received training in the processing and counting of absentee ballots. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the Board from time to time as to its status. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day.

11. The Board shall appoint election judges and alternates in accordance with Minnesota Statutes, Section 204B.21. The appointments will be made at least twenty-five (25) days before the special election.

12. Pursuant to Minnesota Statutes, Section 206.83, the Clerk shall provide for testing of the optical scan voting system within the fourteen (14) day period before the special election and shall cause notice of the time and place of the test to be published in the School District's official newspaper at least two (2) days before the test.

13. Pursuant to Minnesota Statutes, Section 206.85, Subdivision 1(6), the Clerk shall cause notice of the location of the counting center or the places where the ballots will be counted to be published in the School District's official newspaper at least once within the week before the special election and in the daily newspaper of widest circulation, if any, once on the day before the special election.

14. The special election shall be held and the returns made and canvassed in the manner prescribed by law and the Board shall meet on a date between the third day,

November 5, 2021, and the tenth day, November 12, 2021, after the special election for the purpose of canvassing the results thereof.

15. Pursuant to Minnesota Statutes, Section 205A.07, Subdivision 3a, the Clerk is hereby instructed to notify the Commissioner of Education of the results of the special election and to provide the certified vote totals for the ballot questions in written form within fifteen (15) days after the results have been certified by the Board.

16. Pursuant to Minnesota Statutes, Section 211A.02, Subdivision 6, the Clerk is hereby instructed to make any campaign finance reports filed with the Clerk by campaign committees within seven (7) days after the special election available on the School District's web site as soon as possible, but no later than thirty (30) days after receipt of any such report. The Clerk is further instructed to provide the Campaign Finance and Public Disclosure Board with a link to the section of web site where such reports are made available. Such reports must remain available on the web site for four (4) years from the date first posted.

Upon vote being taken thereon, the following voted in favor thereof

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

RESOLUTION CALLING SPECIAL ELECTION TO FILL SCHOOL BOARD VACANCY

WHEREAS, a vacancy exists in the office of school board member with a term expiring the first Monday in January 2025; and

WHEREAS, the vacancy has occurred more than 90 days prior to the first Tuesday after the first Monday in November in the year in which the vacancy occurs;

NOW THEREFORE, BE IT RESOLVED by the School Board of Independent School District No 727, State of Minnesota, as follows:

1. The clerk shall accept affidavits of candidacy for this office during the same filing period as applicable to the school district general election, i.e. between 84 and 98 days before the date of the special election.

2. (a) It is necessary to hold a special election to elect one (1) individual to fill the vacancy in the term of School Board Member expiring the first Monday in January 2025.

(b) The clerk shall include on the special election ballot the names of the individuals who file or have filed Affidavits of Candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

3. The special election shall be held on Tuesday, the 2 day of November 2021 between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m. This date is a uniform election date specified in Minnesota Statutes, Section 205A.05

If the special election is held in conjunction with the state primary election, the state general election or the school district primary or general election in the even-numbered year, the precincts and polling places for this special election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district.

If the special election is held in conjunction with the school district primary or general election in the odd-numbered year, the school district combined polling places and the precincts served by those polling places, as previously established and designated by school board resolution for school district elections not held on the day of a statewide election, are hereby designated for this special election.

If the special election is held on any other date in the even-numbered or odd numbered year than one of those specified above, the school district combined polling places and the precincts served by those polling places, as previously established and designated by school board resolution for school district elections not held on the day of a statewide election, are hereby designated for this special election. In this case, the clerk is hereby authorized and directed to prepare a notice to any voters who will be voting at a combined polling place for this special election. The notice must be sent by nonforwardable mail to every affected household in the school district with at least one registered voter. The notice must be mailed no later than fourteen (14) days before the date of the election. A notice that is returned as undeliverable must be forwarded immediately to the appropriate county auditor. The notice must include the following information: the date of the election, the hours of voting and the location of the voter's polling place. This notice may be in the same form as the notice of special election to be published and posted.

4. The clerk is hereby authorized and directed to cause written notice of said special election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said special election. The notice shall include the date of said special election and the office to be voted on at said special election.

The clerk is hereby authorized and directed to cause notice of said special election to be posted at the administrative offices of the school district at least ten (10) days before the date of said election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said election and to cause two sample ballots to be posted in each polling place or combined polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place or combined polling place shall reflect the offices, candidates and rotation sequence on the ballot used in that polling place.

The clerk is hereby authorized and directed to cause notice of said special election to be published in the official newspaper of the district, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place or combined polling place on Election Day.

The notice of election so posted and published shall state the office to be filled as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The notices to be posted and published may be combined with the Notice of General Election or the Notice of Primary Election if the general or primary and the special election are held together.

5. The names of candidates to fill a vacancy who have filed an affidavit of candidacy must be listed on the ballot under the separate heading "Special Election for School Board Member to fill vacancy in term expiring January 6, 2025." Their names must be listed as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

6. The name of each candidate to fill the vacancy in office at this special election shall be rotated with the names of the other candidates to fill the vacancy in office in the manner specified in Minnesota law.

7. The ballot shall be in substantially the following form:

Special Election Ballot

Independent School District No 727
Big Lake Schools

November 2, 2021

**Special Election
for School Board Member to fill vacancy
in term expiring January 6, 2025**


Instructions to Voters:

To vote, completely fill in the oval(s) next to your choice(s) like this: 

Vote for One*

 Name

 Name

 _____
write in, if any

8. The school district clerk shall make all Campaign Financial Reports required to be filed with the school district under Minnesota Statutes, Section 211A.02, available on the school district's website. The clerk must post the report on the school district's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The school district must make a report available on the school district's website for four years from the date the report was posted to the website. The clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.



Youth Service Program

July 22, 2021



biglakeschools.org

Youth Service Overview

The mission of Big Lake Schools' youth service program is to focus on volunteerism and service opportunities for all secondary students. Projects and activities are all student led based on current interests and community requests. This is a great way for students to get involved in the community and meet new people.

National research studies show that youth programs change lives and provide:

- Better emotional adjustment and connection to the school and community.
- Reduce risk-taking behaviors.
- Increased academic achievement and greater engagement in learning.
- Increased school attendance.

Goals of the Big Lake Schools Youth Service Program

- To provide students with an understanding and appreciation of community service along with providing opportunities for service in both the school and community.
- Provide students with the knowledge needed to make safe and healthy lifestyle choices.
- To give students the chance to learn about career options through various career exploration activities along with providing support needed to pursue their career choices.
- To ensure students understand, appreciate and respect diversity in race, culture, gender, age, social status, ability, etc.

Goals of the Big Lake Schools Youth Service Program

- To provide understanding and support to all families with students along with opportunities for families to grow together.
- To ensure students have the opportunity to have a voice in decisions which affect them.
- To provide positive recreational, social and learning activities for all students.
- To develop an understanding, safe, equitable, accepting, cooperative, friendly and inclusive school and community environment which all community members can be proud of.

Opportunities for Students

- Students can request a youth service transcript, which is helpful when applying for college, scholarships and jobs.
- Students will be able to gain leadership and collaborative skills.
- Students will be able to earn awards for their volunteer work.
- Students will help other people by making an impact in our community.
- Students will be able to letter for volunteerism.

Lettering Requirements

- Assist with one local project (i.e. food drives, cleanup environment projects, homework helpers, etc.)
- Assist with one global project (i.e. packaging food to support a country abroad, drives to donate goods to children outside of US, etc.)
- Complete a minimum 30 hours of service.
- Complete a written summary of your work during the school year.
- Lettering requirements will follow the guidelines in the activities handbook and awarded to students in grades 7-12.

President's Volunteer Service Award

- National program to recognize citizens who have achieved the required number of service hours over a 12-month time period. The awards are offered in multiple levels and are designed to recognize each milestone of your service achievement.
- Recipients will receive a personalized certificate, an official pin, medallion or coin and a congratulatory letter from the President of the United States.

Hours By Award	Bronze	Silver	Gold
Teens (11-15)	50-74	75-99	100+
Young Adults (16-25)	100-174	175-249	250+

Addition of Youth Development Coordinator

The Youth Development Coordinator will act as an advisor for students and provide connections for youth service opportunities. Responsibilities of the Coordinator include:

- Meet with secondary students individually to discover their interests for volunteerism and explain high school lettering expectations.
- Maintain student database of records, including hours volunteered, letters earned, and yearly reports.
- Promote volunteerism through social media, website, publications and other means.
- Maintain a current list of potential volunteer sites in the community.
- Collaborate with teachers, students and community members on youth service related activities.
- Develop, monitor, and maintain a fiscally responsible budget for Youth Development.
- Provide before and after school enrichment activities for secondary students.

Enrichment Growth

The Youth Development Coordinator will be responsible for increasing attendance at before and after school enrichment activities for secondary students.

- Academic Courses (i.e. ACT Prep, Babysitter Training, Chess Club, Creative Writing, etc.)
- Health & Safety (i.e. CPR/First Aid Courses, Lifeguard, Water Safety Instructor, etc.)
- Music (i.e. voice and instrument lessons)
- Drivers Education

September 1, 2020 - June 25, 2021 Participation Number (students in grades 6-12)
264 participants
Less Drivers Education Participants:
82 participants

Funding for Position

- Utilize Youth Development/Youth Services/After School Enrichment Levy.
- Utilize ESSER III federal funding available for summer and afterschool programs.
- Utilize additional enrichment revenue from increased programming at secondary level.

School Board Action

Approval of adding a Youth Development Coordinator position to the
Community Education Department.



2021-2022 RESOLUTION FOR MEMBERSHIP IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE

RESOLVED, that the Governing Board of School District Number _____, County of _____, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the high school(s) listed below (name all high schools in the district):

(If more than four high schools, attach an additional list)

is/are authorized by this, the Governing Board of said school district or school to:

1. _____ Make new application for membership in the Minnesota State High School League; School Enrollment (9-12): _____
- OR;**
- _____ Renew its membership in the Minnesota State High School League; and,
 2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representatives identified by this Governing Board.

Signing the Resolution for Membership affirms that this Governing Board has viewed the WHY WE PLAY training video which defines the purpose and value of education-based athletic and activity programs and assists school communities in communicating a shared common language.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed: _____
(Clerk/Secretary - Local Governing Board)

Signed: _____
(Superintendent or Head of School)

Date: _____

Date: _____

District Office Address, City, Zip: _____

School Superintendent's Phone: _____

School Superintendent's Email: _____

This form must be completed and submitted to MSHSL NOT LATER THAN AUGUST 31, 2021

2020-2021 RESOLUTION FOR MEMBERSHIP

This page must be completed once for each school in the district.

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote, such as district meetings, region meetings, and mail ballots.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

Please complete and return this form with your school's 2021-2022 Resolution for Membership. If the school board is responsible for more than one (1) high school, please complete a form for EACH high school.

Name of School (Please Print)

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

(Designated School Board Member – please print)

(Designated School Representative – please print)

Email Address

Email Address

208.02 ACTIVITY REPRESENTATIVES

(Boys' Sports – please print)

(Girls' Sports – please print)

(Speech – please print)

(Music – please print)

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

(Board Member—please print)

(Student—please print)

(Parent—please print)

(Faculty Member—please print)

(Mailing Representative—please print)

The Mailing Representative is the person to whom mailings go. This is usually the Activity Director.



Policy 410
Adopted: 5.24.07
Reviewed: 1.5.15
Revised: 2.26.15
Revised: 5.25.17
Reviewed 8.6.20

FAMILY AND MEDICAL LEAVE POLICY

I. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the Big Lake School District, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

II. DEFINITIONS

A. “Covered active duty” means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

B. “Covered service member” means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

C. “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee’s

pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee's fulfillment of his or her USERRA-covered service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.

- D. "Military caregiver leave" means leave taken to care for a covered service member with a serious injury or illness.
- E. "Next of kin of a covered service member" means the nearest blood relative other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member's next of kin, and the employee may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member's only next of kin.
- F. "Outpatient status" means, with respect to a covered service member who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
 - 1. a military medical treatment facility as an outpatient; or
 - 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- G. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:
 - 1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
 - 2. to attend military events and related activities of a covered military member;
 - 3. to address issues related to childcare and school activities of a covered military member's child;
 - 4. to address financial and legal arrangements for a covered military member;
 - 5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;

6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
 7. to attend post-deployment activities related to a covered military member;
 8. to address parental care needs; and
 9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- H. “Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
 2. continuing treatment by a health care provider.
- I. “Spouse” means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.
- J. “Veteran” has the meaning given in 38 U.S.C. § 101.

III. LEAVE ENTITLEMENT

A. Twelve-week Leave under Federal Law

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth of the employee’s child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee’s spouse, son, daughter, or parent with a serious health condition;
 - d. the employee’s serious health condition makes the employee unable to perform the functions of the employee’s job; and/or

- e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.
3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
 - b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:
 - (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the service member's office, grade, rank, or rating; or
 - (2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
 - (3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by

reason of a disability or disabilities related to military service, or would do so absent treatment; or

- (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the Big Lake School District has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the Big Lake School District. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the

school district, subject to and in coordination with the health care provider.

11. The Big Lake School District may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the Big Lake School District will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.
13. The Big Lake School District may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The Big Lake School District shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed by the employer. The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or

accrued vacation provided by the employer so that the total leave does not exceed 12 weeks, unless agreed by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Service member Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the service member. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a service member includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered service member and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered service member with a serious injury or illness.
5. The Big Lake School District may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered service member and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

IV. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 - 1. take leave for the entire period or periods of the planned medical treatment; or
 - 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
 - 1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
 - 2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
 - 3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.
- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

V. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.

- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VI. DISSEMINATION OF POLICY

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

Rationale: *The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.*

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave)
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin “M” (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees – Family and Medical Leave Act Summary)



Policy 413
Adopted: 5.24.07
Reviewed: 4.6.15
Revised 5.28.15
Revised 5.25.17
Revised 3.28.19
Reviewed 8.6.20

HARASSMENT AND VIOLENCE

Big Lake Schools prohibits any form of harassment or violence by any student, Board of Education members, district employee, agents, volunteers, contractors or persons subject to the supervision and control of Big Lake Schools.

I. GENERAL STATEMENT OF POLICY

- A. The policy of the Big Lake School District is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender identity, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, as defined by this policy. (For purposes of this policy, school district personnel includes; school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.
- D. The Big Lake School District will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, and to

discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

II. DEFINITIONS:

A. Assault

1. An act done with intent to cause fear in another of immediate bodily harm or death;
2. The intentional infliction of or attempt to inflict bodily harm upon another; or,
3. The threat to do bodily harm to another with the present ability to carry out the threat.

B. Harassment

Prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. Otherwise adversely affects an individual's employment or academic opportunities.

C. Immediately

Means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications Definitions

1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.

2. “Familial status” means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor’s legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
 3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
 5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
 7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment Definition
1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
2. Sexual harassment may include, but is not limited to:
- a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof, which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or

the opposite sex;

- b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
- c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
- d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.

II. Reporting Procedures

- A. Any person who believes he or she has been the target or victim of harassment or violence basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. For the purpose of this section, "principal" refers to the primary site administrator and/or any other person specifically designed to handle these duties.
- C. The Big Lake School District encourages but does not require the reporting party or complainant to use the report form available from the principal of each building or available from the District office, but oral reports shall be considered complaints as well.
- D. In each school building: the principal is the person responsible for receiving oral or written reports of violations of this policy at the building level. Any adult District personnel who receive a report of harassment or violence shall

inform the building principal immediately. If the complaint involves the building principal, the complaint shall be filed directly with the District's Human Rights Officer.

- E. In the case of student complaints, the principal shall make the determination as to whether the alleged act constitutes a violation of the Discipline Policy or a violation of the Harassment and Violence Policy. If the involved parties are in disagreement with the determination made by the principal, the complaint shall be forwarded immediately to the District Human Rights Officer.
- F. Upon determining that the allegations, if true, constitute harassment or violence, the principal shall see that the report is reduced to writing and shall promptly forward it to the District Human Rights Officer.
- G. The Big Lake Schools Human Rights Officer: If the complaint involves a Human Rights Officer, the complaint shall be filed directly with the Superintendent. The District shall conspicuously post the name of the Human Rights Officer, including their mailing addresses and telephone numbers.
- H. Non-retaliation: the submission of a good faith complaint or report of religious, racial or sexual harassment or violence or hazing will not affect the submitter's future employment, grades or work assignments.
- I. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- J. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- K. The Big Lake School District will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- L. False accusations or reports of violence or harassment against another person are prohibited.

III. Consequences

- A. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.
- B. Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.
- C. Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.
- D. Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

IV. Investigation

- A. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- B. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- C. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- D. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

- E. The investigation will be completed as soon as practicable. The school principal shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

V. School District Action

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The Big Lake School District is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VI. Retaliation or Reprisal

The Big Lake School District will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VII. Right to Alternative Complaint Procedures

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

VIII. Harassment or Violence as Abuse

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

IX. Dissemination of Policy and Training

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.

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

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)

42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)



MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR

I. GENERAL STATEMENT OF POLICY

- A. The Big Lake School District fully complies with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

II. DEFINITIONS

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event which:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. “Child” means one under age 18 and, for purposes of Minn. Stat. Ch. 260C (Child Protection) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Mandated reporter” means any school personnel who knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.
- E. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
 - 1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health, medical, or other care required for the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;

2. failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so;
3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors such as the child's age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for his or her own basic needs or safety or the basic needs or safety of another child in his or her care;
4. failure to ensure that a child is educated in accordance with state law, which does not include a parent's refusal to provide his or her child with sympathomimetic medications;
5. prenatal exposure to a controlled substance used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child's birth, or medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;
6. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 4, Clause (5);
7. chronic and severe use of alcohol or a controlled substance by a parent or person responsible for the care of the child that adversely affects the child's basic needs and safety; or
8. emotional harm from a pattern of behavior which contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not include spiritual means or prayer for treatment or care of disease where the person responsible for the child's care in good faith has selected and depended on those means for treatment or care of disease, except where the lack of medical care may cause serious danger to the child's health.

- F. "Nonmaltreatment mistake" means: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.
- G. "Physical abuse" means any physical injury, mental injury, or threatened injury, inflicted by a

person responsible for the child's care other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 125A.0942 or § 245.825.

Abuse does not include reasonable and moderate physical discipline of a child administered by a parent or legal guardian which does not result in an injury. Abuse does not include the use of reasonable force by a teacher, principal, or school employee as allowed by Minn. Stat. § 121A.582.

Actions which are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions which result in any nonaccidental injury to a child under 18 months of age; (5) unreasonable interference with a child's breathing; (6) threatening a child with a weapon, as defined in Minn. Stat. § 609.02, Subd. 6; (7) striking a child under age one on the face or head; (8) striking a child who is at least age one but under age four on the face or head, which results in an injury; (9) purposely giving a child poison, alcohol, or dangerous, harmful, or controlled substances which were not prescribed for the child by a practitioner, in order to control or punish the child, or giving the child other substances that substantially affect the child's behavior, motor coordination, or judgment or that result in sickness or internal injury, or subject the child to medical procedures that would be unnecessary if the child were not exposed to the substances; (10) unreasonable physical confinement or restraint not permitted under Minn. Stat. § 609.379 including, but not limited to, tying, caging, or chaining; or (11) in a school facility or school zone, an act by a person responsible for the child's care that is a violation under Minn. Stat. § 121A.58.

- H. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes neglect or physical or sexual abuse of a child and contains sufficient content to identify the child and any person believed to be responsible for the neglect or abuse, if known.
- I. "School personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services. School personnel also includes employees of companies contacted for services.
- J. "Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration as well as sexual contact. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).

- K. “Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.
- L. “Person responsible for the child’s care” means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employees or agents, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching.
- M. “Threatened injury” means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child’s care who has subjected the child to, or failed to protect a child from, harm, or a person whose parental rights were involuntarily terminated, been found unfit, or one from whom legal and physical custody of a child has been involuntarily transferred to another.

III. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the neglect or physical or sexual abuse, which he or she knows or has reason to believe is happening or has happened within the preceding three years, to the local welfare agency, police department, county sheriff, tribal social services, or tribal police department. The reporter will include his or her name and address in the report.
- B. If the immediate report has been made orally, by telephone or otherwise, the oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assisting or investigating maltreatment. The written report shall identify the child, any person believed to be responsible for the abuse or neglect of the child if the person is known, the nature and extent of the abuse or neglect and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred and may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.
- D. A mandated reporter who knows or has reason to know of the deprivation of parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a

woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol (marijuana), or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.

- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. Submission of a good faith report under Minnesota law and this policy will not adversely affect the reporter's employment, or the child's access to school.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, and the reckless making of a false report may result in discipline. The court may also award attorney's fees.

IV. INVESTIGATION

- A. The responsibility for investigating reports of suspected neglect or physical or sexual abuse rests with the appropriate county, state, or local agency or agencies. The agency responsible for assessing or investigating reports of child maltreatment has the authority to interview the child, the person or persons responsible for the child's care, the alleged perpetrator, and any other person with knowledge of the abuse or neglect for the purpose of gathering the facts, assessing safety and risk to the child, and formulating a plan. The investigating agency may interview the child at school. The interview may take place outside the presence of a school official. The investigating agency, not the school, is responsible for either notifying or withholding notification of the interview to the parent, guardian or person responsible for the child's care. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded.
- B. When the investigating agency determines that an interview should take place on school property, written notification of intent to interview the child on school property will be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property.
- C. Except where the alleged perpetrator is believed to be a school official or employee, the time and place, and manner of the interview on school premises shall be within the discretion of school officials, but the local welfare or law enforcement agency shall have the exclusive authority to determine who may attend the interview. The conditions as to time, place, and manner of the interview set by the school officials shall be reasonable and the interview shall be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.

- D. Where the alleged perpetrator is believed to be a school official or employee, the school district shall conduct its own investigation independent of MDE and, if involved, the local welfare or law enforcement agency.
- E. Upon request by MDE, the school district shall provide all requested data that are relevant to a report of maltreatment and are in the possession of a school facility, pursuant to an assessment or investigation of a maltreatment report of a student in school. The school district shall provide the requested data in accordance with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g.

V. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

- A. When a local welfare or local law enforcement agency determines that a potentially abused or abused child should be interviewed on school property, written notification of the agency's intent to interview on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct the interview. The notification shall be private data. School officials may not disclose to the parent, legal custodian, or guardian the contents of the notice or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation has been concluded.
- B. All records regarding a report of maltreatment, including any notification of intent to interview which was received by the school as described above in Paragraph A., shall be destroyed by the school only when ordered by the agency conducting the investigation or by a court of competent jurisdiction.

VI. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

Under certain circumstances, alleged physical or sexual abuse may also be sexual harassment or violence under Minnesota law. If so, the duties relating to the reporting and investigation of such harassment or violence may be applicable.

VII. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks.
- B. The school district will develop a method of discussing this policy with school personnel.
- C. This policy shall be reviewed at least annually for compliance with state law.

***Rationale:** The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected child neglect or physical or sexual abuse.*

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. § 121A.58 (Corporal Punishment)

Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)

Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)

Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)

Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)

Minn. Stat. § 260C.007, Subd. 4, Clause (5) (Child in Need of Protection)

Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)

Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)

Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)

Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)

Minn. Stat. § 609.341, Subd. 15 (Definitions – Significant Relationship)

Minn. Stat. § 609.379 (Reasonable Force)

Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)

Minn. Stat. § 626.5561 (Reporting of Prenatal Exposure to Controlled Substances)

20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)



Policy 506
Adopted: 8.23.07
Revised: 8.28.14
Reviewed: 10.27.16
Revised: 8.24.17
Revised 3.28.19
Reviewed 8.6.20

DISCIPLINE POLICY

I. Prohibited Student Behavior

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exhaustive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
1. **Academic dishonesty:** including, but not limited to, cheating on a school assignment or test, plagiarism, collusion or electronically transmitting information with intent to commit academic dishonesty.
 2. **Attendance problems:** including, but not limited to, truancy, absenteeism, tardiness, skipping classes, exiting the school building or leaving school grounds without permission
 3. **Attire:** lack of attire, or personal grooming that creates a danger to health or safety or a disruption to the educational process, including, but not limited to, clothing bearing a lewd, vulgar, or obscene message, promoting products or activities that are illegal for use by minors, or displaying objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or that connotes gang membership. See Student Dress Code Regulation for specific examples.
 4. **Careless or reckless driving:** driving any motorized or non-motorized vehicle on school locations in such a manner as to endanger people or property is prohibited.
 5. **Communication devices:** unauthorized or illegal use of, or possession of, including, but not limited to, an instrument, apparatus, equipment, mechanism, operating procedure, or code designed or adapted for a particular use that is intended or can be used in violation of Minnesota law. The term communication devices includes, but is not limited to, computer hardware, software, programs, electronic mail system, voice mail system, identification validation system, private branch exchange, district provided internet access, or any other means of facilitating communication service.
 6. **Disrespectful language/verbal assaults:** or verbally abusive behavior, including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people or threatening to school property. "Threatening behavior" or "threats" mean actions or words which are intended to, or which are reasonably understood to, convey intent to cause intimidation or fear of bodily harm.

7. **Disruptive acts:** including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, insolence, insubordination, failure to identify oneself or providing false identification, or threats.
8. **Distribution or possession of literature, video, pictures, or otherwise unauthorized materials:** on or near school property of inflammatory, libelous, slanderous, or obscene nature, or that may cause defamation of character.
9. **False reporting:** 911, fire alarms, or other emergency calls.
10. **Falsifying, altering or tampering with any records:** documents, notes, or signatures, including those in possession of the school district, by any method, including, but not limited to, computer access or other electronic means.
11. **Fire:** failure to exercise ordinary caution, resulting in fire in a school building or on school property.
12. **Gambling:** including, but not limited to, playing a game of chance for stakes or possession of gambling devices (including machines, video games and other items used to promote a game of chance) is prohibited.
13. **Gang or cult activity:** attire and/or exhibiting personal grooming which has the effect of harassment, and any apparel, jewelry, tattoos, accessories, or manner of grooming which by virtue of its color, arrangement, trademark, or any other attribute denotes membership in a cult, or an organized gang; also includes gang related graffiti.
14. **Health and Safety:** actions that cause or could cause injury to another person or which otherwise endanger the health, safety, or welfare of other people.
15. **Incendiary/ignition device use:** including butane or disposable lighters, matches or possession and/or detonation of pyrotechnic/incendiary devices in and on school grounds under circumstances where there is a risk of fire or harm to self or others, except where the device is used in a manner authorized by the school personnel;
16. **Multiple/Chronic Violations:** a student who accumulates multiple office referrals for behavior may be disciplined in light of the student's overall record.
17. **Possession of nuisance devices/objects:** items which cause a disruption to the educational process.
18. **Public displays of affection:** hugging and kissing that are expressions of a romantic or intimate relationship are not appropriate in the school setting including school-sponsored activities.
19. **Terroristic acts:** including, but not limited to, direct or indirect crime of violence or threats with purpose to terrorize another, or to cause evacuation of a building, place of assembly, vehicle or to otherwise cause serious public inconvenience or disruption.
20. **Unauthorized use of fire extinguisher:** unauthorized use/handling of a fire extinguisher is prohibited.
21. **Violations against persons:** including, but not limited to, assault or threatened assault, posturing, fighting, harassment, interference or obstruction, attack with a weapon or look-alike weapon,

sexual assault, illegal or inappropriate sexual conduct, indecent exposure; or committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment or an act that otherwise endangers the health, safety or welfare of district personnel, students, or others.

22. **Violations against property:** including, but not limited to, damage to, destruction of, or failure to return school property, school issued textbooks and materials, or the property of others, arson, breaking and entering, theft, robbery/burglary, possession of stolen property, extortion, trespassing, unauthorized usage, vandalism, violation of directives or guidelines relating to lockers or improperly gaining access to school lockers.

23. **Weapons:** Violation of the district's policy.

24. **Willful conduct:** that disrupts the educational rights of others or endangers school district employees, the pupils, or the property of the school; or willful violation of any rule of conduct specified in this discipline policy.

- B. An act occurring off school grounds that disrupts, interferes, or otherwise affects the environment, activities, operation, students or employees of the school is prohibited.
- C. Violation of any federal, state, or local laws or any Big Lake Schools administrative procedure, policy, or regulation.
- D. Intent to or actual use, possession, selling, distributing, delivering or exchanging of illegal drugs, alcohol, tobacco, nicotine products are prohibited on school grounds, at school-sponsored events, and in district-supplied vehicles. This includes any tobacco, drug, or alcohol look-a-likes, paraphernalia, and e-cigarettes. Also see the District's policy on the use of medication during school hours.

II. Disciplinary Action

A. Progressive Discipline

It is the general policy of Big Lake Public School District to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district.

B. Right to Know Policy (Tennessen Warning)

Administrative conferencing, involving Big Lake Public School students, will include a reasonable effort to establish an overt awareness on the part of the student regarding:

1. The subject of, purpose for, and intended use of the data collected.
2. The student's individual right of refusal to supply, or legal obligation to supply, such data.

3. Known consequences of supplying or not supplying the data.
 4. Known identity of others authorized to review the data.
- C. Disciplinary Action Options may include, but are not limited to, one or more of the following:
1. Student conference with teacher, principal, counselor or other school district personnel and/or verbal warning.
 2. Parent/Guardian contact.
 3. Parent/Guardian conference.
 4. Removal from class.
 5. In-school suspension.
 6. Suspension from extracurricular activities.
 7. Detention outside of the school day or restriction of privileges.
 8. Loss of school privileges e.g., hall passes, library passes, driving privilege.
 9. In-school monitoring e.g., noon room, or revised class schedule e.g., MLC the Modified Learning Center. An action taken by the administration placing the student in an alternate educational setting for no more than ten school days may be made when it is believed the pupil will create an immediate and substantial danger to people or property around him/her. (In no event shall the assignment exceed 15 school days.) While in the MLC, the student will be given his/her daily work by their classroom teachers and will be expected to complete such work prior to the end of their MLC assignment. Students assigned to the MLC may not attend or participate in school-sponsored activities on the day(s) they are assigned to the MLC, and may resume eligibility upon readmission to their educational program of study.
 10. Referral to in-school support services e.g., counseling.
 11. Referral to community resources or outside agency services.
 12. Restorative measures, including financial, symbolic, or other means of restitution.
 13. Referral to police, other law enforcement agencies, or other appropriate authorities.
 14. A request for a petition to be filed in district court for juvenile delinquency adjudication i.e. truancy petition.
 15. Out-of-school suspension under the Pupil Fair Dismissal Act. "Suspension" means an action taken by the school administration under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than ten school days

16. In cases where the student will create an immediate and substantial danger to persons or property around him/her, he/she may be suspended for a period not to exceed fifteen school days, and further provided that he/she may be suspended indefinitely pending the School Board's decision in expulsion or exclusion proceedings. Students placed on suspension may not attend or participate in extra-curricular activities on the day(s) they serve suspension.
17. Expulsion under the Pupil Fair Dismissal Act. "Expulsion" means a school board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled
18. Exclusion under the Pupil Fair Dismissal Act and/or "Exclusion" mean an action taken by the school board to prevent enrollment or reenrollment of a pupil for a period that shall not extend beyond the school year
19. In serious disciplinary situations where an alternative setting, exclusion or expulsion may be a possible disciplinary action, the Policy Enforcement Review Team (PERT) may convene to make recommendations on educational placement at the discretion of District administration.

NOTE: The PERT process may not apply to students who have been identified as a child with a disability under the Individuals with Disabilities Act (IDEA), or Section 504 of the Rehabilitation Act. However, all due process procedures and protections will be afforded to these students under other District disciplinary processes.

The Policy Enforcement Review Team (PERT) may consist of:

- a. Administrator(s) from the student's level
- b. A teacher of the student's choice
- c. School board member
- d. A School psychologist
- e. School counselor
- f. Law enforcement officer
- g. Activities coordinator

The student's return to school will be considered after an assessment by the PERT team. The assessment will include intent, mental state, and degree of real or believed threat present and nature of the student's actions.

The Policy Enforcement Review Team may make a recommendation as to whether the student should be:

- a. returned to mainstream school;
- b. placed in an alternative program;
- c. recommended for exclusion or expulsion by the Board of Education

D. Removal of Students from Class

Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents/guardians. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this

policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn.
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school.
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy.
4. Other conduct, which in the discretion of the teacher or administration requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods

E. Dismissal

1. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding, which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

2. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:
 - a. Willful violation of any reasonable school board regulation, including those found in this policy
 - b. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities
 - c. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.
4. All rules associated with Minnesota Law shall be followed.
5. In addition, after 10 cumulative days of removal from school in a school year, the school district shall make reasonable attempts to convene a meeting with the pupil and the pupil's parent or guardian before removal and, with permission of the parent or guardian, arrange for a

mental health screening of the pupil. The district is not required to pay for the mental health screening.

F. Expulsion and Exclusion Procedures

1. “Expulsion” means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. “Exclusion” means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district’s intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony, state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student’s own choosing, including legal counsel at the hearing; (2) examine the student’s records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student’s parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student’s own choosing, including legal counsel, at the student’s sole expense. The school district shall advise the student’s parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.

10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within five (5) calendar days not including weekends after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion with thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.

21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

G. Admission or Readmission Plan

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232 Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide medication for their child as a condition of readmission.

H. Students with Disabilities

1. Students who are currently identified as disabled under IDEA or Section 504 will be subject to the provisions of this policy provided that their misbehavior is not a manifestation of the student's disability, unless an educational program has specified a necessary modification within the student's Individual Education Plan (IEP) or 504 plans.
2. For students with IEPs, a team meeting is required within five (5) school days of a suspension of more than five (5) consecutive days, ten (10) cumulative days or prior to an expulsion. The team shall (a) determine whether the misconduct is related to the disability; (b) review any assessments and determine the need for further assessment; and (c) review the adequacy of the current IEP and amend the goals and objectives or develop an alternative IEP program as appropriate. If it is determined that a student's misconduct is related to the student's disability, the student may not be expelled or excluded, and an alternative program shall be sought.

III. Notification and Distribution of Policy

This discipline policy is available on the district website, in the district office, and in the student handbook. A copy of the Minnesota Pupil Fair Dismissal Act is available in the offices of school administrators.

IV. Student Discipline Records

The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law.

Rationale: *A fair and equitable district-wide discipline policy will contribute to the quality of a student's educational experience. Without discipline in the schools learning cannot occur.*

Legal References: (include but are not limited to)

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. Ch.125A (Students With Disabilities) and IDEA 1997

Minn. Stat. § 121A.40 to 121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 121A.582 (Reasonable Force)

Minn. Stat. 121A.0695 (Bullying)

Minn. Stat. 121A.69 (Hazing)

Minn. Stat. 144.4165 (Tobacco)
Minn. Stat. § 121A.60 to 121A.61 (Removal From Class)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
Minn. Stat. § 609.713 (Terroristic Threats)
Minn. Stat. § 609.893 (Telecommunications and information services fraud; crime defined)
Minn. Stat. Ch. 260A (Truancy)
29 U.S.C. § 794 et. seq. (Section 504 of the Rehabilitation Act of 1973)
Minn. Stat. § 121A.45 subd 3



BULLYING AND INTIMIDATION PROHIBITION

I. Definitions

A. Bullying

Intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

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

The term, "bullying," specifically includes cyberbullying as defined in this policy.

B. Cyberbullying

Bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment

C. Immediately

As soon as possible, but in no event longer than twenty-four (24) hours.

D. On school district property, on school district premises, at school related function or activities, or on school transportation.

All school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

E. Retaliation

Includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

F. Intimidating, threatening, abusive, or harming conduct

Conduct that does, but is not limited to the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

G. Prohibited Conduct

Bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

H. Remedial Response

A measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

I. Student

A student enrolled in a public school, charter school or private school.

II. Reporting Procedure

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to the building principal/designee, or where appropriate to the District Human Rights Officer, or Superintendent. A student may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

- B. The Big Lake Schools encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

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

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

III. School District Action

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

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

IV. Retaliation or Reprisal

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

V. Training and Education

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

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

improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

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

VI. Notice

- A. The Big Lake Schools will give annual notice of this policy to students, parents or guardians, and staff.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy distributed to parents at the beginning of each school year.

- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The Big Lake Schools shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

VII. Policy Review

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

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

Legal References: Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. § 124D.10 (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g et seq. (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)



STUDENT SEX NONDISCRIMINATION

I. GENERAL STATEMENT OF POLICY

- A. The Big Lake Schools provides equal educational opportunity for all students and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
- B. Every school district employee shall be responsible for complying with this policy.
- C. The school board hereby designates the Director of Community Education, 701 Minnesota Avenue, Big Lake, MN 55309, 763-262-2523, as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- D. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

II. REPORTING GRIEVANCE PROCEDURES

- A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to a school district human rights officer or to the superintendent.
- B. In Each School Building. The building principal is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any adult school district personnel who receives a report of unlawful sex discrimination toward a student shall inform the building principal immediately.
- C. Upon receipt of a report or grievance, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex

discrimination toward a student as provided herein may result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

- D. The school board hereby designates the middle school assistant principal, 601 Minnesota Avenue, Big Lake, MN 55309, 763-262-2567, as the school district human rights officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- E. The school district shall conspicuously post the names of the Title IX coordinator and human rights officer(s), including office addresses and telephone numbers and work e-mail addresses.
- F. Submission of a good faith complaint, grievance, or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades, or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

III. INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report, complaint, or grievance alleging unlawful sex discrimination toward a student, shall promptly undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators, or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If

the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

IV. SCHOOL DISTRICT ACTION

- A. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

V. REPRISAL

The Big Lake Schools will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

VI. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law, or contacting the Office of Civil Rights for the United States Department of Education.

VII. DISSEMINATION OF POLICY AND EVALUATION

- A. This policy shall be made available to all students, parents/guardians of students, staff members, employee unions, and organizations.
- B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

Rationale: *Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.*

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)



TECHNOLOGY ACCEPTABLE USE AND SAFETY POLICY FOR STUDENTS

I. Definitions

For the purpose of clarity, any reference to “district technologies” in this document includes, but is not limited to, the district’s electronic technologies, communications, cloud services, network, computers/tablets, cellular devices and Internet access.

Any reference to “personal technologies” in this document includes, but is not limited to, electronic devices, technologies, communication devices, the Internet, computers/tablets, cellular devices and iPods. These items may or may not be personally owned by the user.

Any reference to just “technologies” encompasses both district and personal technologies.

II. Limited Educational Purpose

The district’s purpose in providing students with access to district and personal technologies while at school is more specific than providing general access. Use of the district’s electronic technologies and personal technologies while at school is primarily for educational or job-related purposes.

Users are expected to use technologies while at school to further educational and personal goals consistent with the school district’s mission, goals and strategic directions.

Use of district technologies while at school or at home, and personal technologies while at school, is a privilege, not a right.

III. Policy Application Guidelines

A. This policy applies to students in the following usage situations:

1. Use of district-provided technologies while on school grounds, or at school-related activities.
2. Use of district-provided technologies while off school grounds.
3. Use of personal technologies, while on district property or at school-related activities.
4. Use of personal technologies while off district property may also be subject to this policy and related district policies and guidelines if the use causes a substantial disruption of the school environment, or an invasion of the rights of others.

IV. Unacceptable Uses

A. The following uses of technologies are considered unacceptable:

1. Users will not use district technologies or personal technologies at school to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. Pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. Information or materials that could cause damage or danger of disruption to the educational process;
 - e. Materials that use language or images that advocate violence or discrimination toward other people or that may constitute harassment, discrimination or assault.
2. Users will not use district technologies at school or at home to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks. Users will not use personal technologies at school in this same manner.
3. Users will not use technologies to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use technologies to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change technologies software, hardware, or wiring or take any action to violate the school district's security system, and will not use technologies in such a way as to disrupt the use of the system by other users.
5. Users will not use district technologies at school or at home to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person. Users will not use personal technologies at school in this same manner.
6. Users will not use district technologies at school or at home for political campaigning.
7. Users must not deliberately or knowingly delete a student or employee file.
8. Users will not use technologies to publicly post private, non-public information about another person, personal contact information about themselves or other persons.
 - a. This paragraph does not prohibit the posting of employee contact information on

school district webpages, district social media tools, or communications between employees and other individuals when such communications are made for legitimate education-related or personnel-related purposes.

- b. These prohibitions specifically prohibit a user from utilizing technologies to post personal information, which is not considered directory information, about a user or another individual on social networks.
9. Users will not repost a message that was sent to the user privately without permission of the person who sent the message.
 10. Users will not attempt to gain unauthorized access to district technologies or any other system through district technologies, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Users must keep all passwords and login information private.
 11. Messages and records on district technologies may not be encrypted without the permission of appropriate school authorities.
 12. Users will not use technologies to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 13. Users will not use district technologies for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use district technologies to offer or provide goods or services or for product advertisement. Users will not use district technologies to purchase goods or services for personal use without authorization from the appropriate school district official.
- B. A student engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where district technologies are compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability.
 - C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. In certain rare instances, a user also may access otherwise unacceptable materials to complete an assignment if done with prior approval of a teacher or, in the case of a school district employee, the building administrator. This approval must be put in writing.
 - D. Student use of their own personal technology devices during school hours is at the discretion of their teacher and administration. Students should obtain permission from their teacher

before using a personal device in class. Students are not permitted to connect personal devices to the District's physical network—connection should occur via the wireless network only. The school district is not responsible for theft, loss or damage to any personal technologies.

V. Filter

- A. With respect to any of its technologies, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such technologies by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors; for example, gambling, dating, and some social media sites having no educational value.
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes. This approval must be put in writing.
- D. The district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

VI. No Expectation of Privacy

- A. By authorizing use of district technologies, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect no privacy in the contents of personal files on district technologies.
- B. Routine maintenance and monitoring of technologies may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have any suspicion that the search will uncover a violation of law or school district policy.

- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through district technologies.

VII. Consequences for Unacceptable Use

Unacceptable use of technologies may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs or unauthorized financial obligations; or discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment, if an employee.

Evidence of illegal or prohibited activities may be disclosed to law enforcement authorities and civil or criminal liability under applicable laws may result.

VIII. Limitation on School District Liability

Use of district technologies is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or missed deliveries or non-deliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on technologies. The school district will not be responsible for financial obligations arising through unauthorized use of district technologies.

IX. Technologies Use Agreement

- A. The proper use of technologies and the educational value to be gained from proper use, is the joint responsibility of students, parents, and employees of the school district. Outside of school, parents are responsible for monitoring their students' use of technologies.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use technologies during class.
- C. The Technologies Use Agreement form for students must be read and signed by the student and parent/guardian when enrolling at the district, in 6th grade and in 9th grade.

X. Parents' Responsibility; Notification of Student Technologies Use

- A. Outside of school, parents bear responsibility for the same guidance of technologies use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of technologies if the student is accessing technologies from home or a remote location.
- B. Parents will be notified that their students will be using school district technologies and that the school district will provide parents the option to request alternative activities not

requiring Internet access. This notification should include:

1. A copy of the user notification form provided to the student user.
2. A description of parent/guardian responsibilities.
3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
4. A statement that the Technology Use Agreement must be signed by the user and the parent or guardian.
5. A statement that the school district's acceptable use policy is available for parental review.

Rationale: *Access to technologies enables students to explore millions of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of technologies throughout curriculum and will provide guidance and instruction to students in their use.*

Legal References: 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)

17 U.S.C. § 101 *et seq.* (Copyrights)

20 U.S.C. § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)

47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))

47 C.F.R. § 54.520 (FCC rules implementing CIPA)

Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)

Minn. Stat. § 125B.15 (Internet Access for Students)

Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)

United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)

Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)

R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)

Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff'd* on other grounds 816 N.W.2d 509 (Minn. 2012)

S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)

Kowalski v. Berkeley County Sch., 652 F.3d 656 (4th Cir. 2011)

Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)

Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)

M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)



Policy 616
Adopted: 7.28.16
Revised: 1.25.18
Revised 3.28.19
Revised: 9.26.19
Reviewed 8.6.20

SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

I. General Statement of Policy

Implementation of the Minnesota Academic Standards and Every Child Succeeds Act (ESSA) requires ongoing accountability for Big Lake Schools. Big Lake Schools will establish a system to monitor the implementation of graduation requirements of the Minnesota Academic Standards. Big Lake Schools also will establish a system to review and improve instruction, curriculum, and assessment which will include input by students, parents or guardians, and local community members. Big Lake Schools will be accountable to the public and the state through annual reporting.

II. Definitions

- A. “Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.
- B. “Graduation Standards” means the credit requirements and locally adopted content standards or Minnesota Academic Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.
- C. “World’s best workforce” means striving to: meet school readiness goals; have all third grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

III. Establishment of Goals; Implementation; Evaluation and Reporting

A. School District Goals

- 1. The Big Lake School Board has established school district-wide goals which provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota Academic Standards and the ESSA. The broad goals shall be reviewed annually and approved by the Big Lake School Board. Big Lake Schools shall adopt annual goals based on the recommendations of the World’s Best Workforce/District Advisory, Early Childhood, and

Curriculum and Assessment committees.

2. The improvement goals address recommendations identified through the Advisory Committee process. The school district's goal setting process will include consideration of individual site goals. School district goals may be developed through a locally determined process.

B. System for Reviewing All Instruction and Curriculum. Incorporated in the process will be analysis of Big Lake Schools' progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5.

C. Implementation of Graduation Requirements

1. The Big Lake School Board shall appoint a World's Best Work Force/District Advisory Committee, which shall advise the Big Lake School Board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations of this committee shall be published annually to the community. Big Lake Schools shall receive public input and comment and shall adopt or update this policy at least annually.
2. The Big Lake School Board shall annually review and determine if student achievement levels at each school site meet federal expectations. If the school board determines that student achievement levels at a school site do not meet federal expectations the District may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (Commissioner) in developing a plan which must include parental involvement components.
3. The educational assessment system component utilized by the Big Lake School Board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of achievement growth that show an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments. The Big Lake School Board will utilize models developed by the Commissioner for measuring individual student progress. The Big Lake School Board must coordinate with MDE in evaluating school sites and continuous improvement plans, consistent with best practices.

D. Advisory Committee

1. By October 15 of each year, the Curriculum and Assessment Advisory Committee will meet to advise and assist Big Lake Schools in the

implementation of the school district system accountability and comprehensive continuous improvement process.

2. The Advisory Committee, working in cooperation with other committees of the school district will provide active community participation in:
 - a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota Graduation Standards
 - b. Identifying annual instruction and curriculum improvement goals for recommendation to the Big Lake School Board
 - c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals

3. The Advisory Committee shall meet the following criteria:
 - a. The Advisory Committee shall ensure active community participation in planning for instruction and curriculum affecting Graduation Standards.
 - b. The Advisory Committee shall make recommendations to the Big Lake School Board on school district-wide standards, assessments, and program evaluation.
 - c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting Big Lake Schools' improvement plan.
 - d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the Big Lake School Board.

4. The Advisory Committee shall, when possible, be comprised of two-thirds community representatives and shall reflect the diversity of the community. Included in its membership should be:
 - a. The Director of Teaching and Learning
 - b. Principal

- c. School Board Member
 - d. Student Representative
 - e. One teacher from each building or instructional level
 - f. Two parents from each building or instructional level
 - g. Two residents without school-aged children, non-representative of local business or industry
 - h. Two residents representative of local business or industry
 - i. Superintendent
5. Translation services should be provided to the extent appropriate and practicable.
6. The Advisory Committee shall meet the following timeline each year:
- October: Organizational meeting of the Committee to review the authorizing legislation and the roles and responsibilities of the Committee as determined by the Big Lake School Board.
 - March-April: Review evaluation results and prepare recommendations.

E. Evaluation of Student Progress Committee. Professional staff shall develop a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation (WBWF) data for use by the Advisory Committee to review instruction and curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site.

F. Reporting

1. Consistent with Minn. Stat. § 120B.36, Subd. 1, the Big Lake School Board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The Big Lake School Board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce. The Big Lake School Board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. Big Lake Schools shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The

Big Lake School Board shall include the results of this evaluation in its published reports and in its summary report to the Commissioner.

2. The school performance report for a school site and a school district must include performance reporting information and calculate proficiency rates as required by the most recently reauthorized Elementary and Secondary Education Act.

Rationale: *This policy is to focus public education strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota Academic Standards and the No Child Left Behind Act.*

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota’s Students)
Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.35 (Student Achievement Levels)
Minn. Stat. § 120B.36 (School Accountability; Appeals Process)
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.04 (Site Decision Making Agreement)
Minn. Stat. § 123B.147, Subd. 3 (Principals)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 619 (Staff Development for Standards)

MSBA/MASA Model Policy 620 (Credit for Learning)

CRISIS MANAGEMENT

- I. Big Lake Schools directs the Superintendent and designees to develop a district-wide crises management plan that provides specifics for buildings where needed. The district will, to the extent possible, engage in ongoing emergency planning within the school district and with first responders and other relevant community organizations. The district will ensure that relevant first responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of crises.

II. GENERAL CRISES MANAGEMENT PROCEDURES

The Superintendent and/or building administrator will determine when the Crises Management Procedures will be put into action.

Each building or site shall designate an individual and a backup to be contacted at all time in the event of potential crises. Each building will set forth a method to contact the designated individual and his/her back up if the person is unavailable. Each site shall include the following in its building Crises Management Plan:

A. Lock down Procedures

Lock down procedures will be used in situations where harm may result to persons inside the school building, such as a violent incident, hostage incident, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system.

Each building administrator will develop, maintain, and train staff on lock-down procedures for their building as part of the crisis management plan.

Emergency responders use plain language when responding to a crisis situation, and it is recommended that the school district staff also use plain language rather than code words.

Lock-Down Drill Schedule: A record of lockdown drills conducted at the building shall be maintained by the building administrator or designee.

B. Evacuation Procedures

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

- C. **Sheltering Procedures**
To provide refuge for students, staff and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. Each building administrator will follow the district plan. **The building administrator or designee will develop, maintain, and train staff on sheltering procedures for his or her building.**
- D. **School Emergency Response Teams**
Response Teams are chosen by the Superintendent. This team will be trained to respond to an emergency. All school emergency response team members will receive on-going training to carry out the building's crises management plans and will have knowledge of procedures, evacuation routes, and safe areas. Each building will maintain a current list of school emergency response team members, which will be updated annually. A copy of the list will be kept on file in the school district office, or in a secondary location.
- E. **Leaders**
The building administrator or his/her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team.
- F. **District Employees**
Employees shall be aware of the Big Lake Crises Management Policy and their building-specific crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employee will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.
- G. **Students and Parents**
Students and parents shall be made aware of the Big Lake Crises Management policy and relevant tailored crises management plans for each school building. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions in the school year.
- H. **Entry into School Buildings**
Entry shall be limited except for designated check-in points. All doors shall be locked prior to and after regular building hours. Each building shall implement procedures mandating visitor sign-in and sign-out at a specific location as well as the use of a visitor badge while in school buildings
- I. **Radiological Emergencies**
Refer to the Big Lake Public Schools policy on Radiological Emergencies Policy 813
- J. **Facility Diagrams and Site Plans**
All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, the location of fire alarm control panels, fire alarms, fire extinguishers, hoses, water spigots and utility shut offs. All facility diagrams and site plans will be regularly updated and whenever a major change is made to a building. Such plans are kept in the building office and a set of plans is also kept in the district office.

- K. **Emergency Response Contact Information**
Each school will have the phone numbers of local, county and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, public health, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office and updated annually.

- L. **Early School Closures**
Closures will be made by the superintendent.

- M. **Media Procedures**
The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure.

- N. **Internal Building communication**
School plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, two-way radios and other electronic devices, as well as a procedure for staff to rapidly convey emergency information to the building designee. The plan will include a primary and secondary method of communication.

- O. **Warning and Notification Systems**
It will be the responsibility of the building administrator to maintain a warning system designed to inform students, staff, and visitors of a crisis emergency. It will also be the responsibility of the building administrator to inform students and staff about the warning system and procedures to follow when the warning system is used.

Crises Management Plans shall be reviewed annually.

Rationale: *Big Lake Schools works with community experts in crises management, plans carefully, and trains staff to assure safety of students, staff and community members.*

Legal References: 42 U.S.C. 5121 et seq. Disaster Relief and Emergency Assistance
Minn. Stat. Ch. 12 Emergency Management
Minn. Stat. 121A.06 Reports of Dangerous Weapon Incidents in School Zones
Minn. Stat. 121.035 Crisis Management Policy
Minn. Stat. 299F.30 Fire Safety
Minn. Stat. 609.605 Subd. 4 Trespasses on School Property
Minn. Rules Part 7510 Fire Safety
Title IX, Part E, Subpart 2, Section 9532 No Child Left Behind
20 U.S.C. 7912 Unsafe School Choice Option