



Board of Education Big Lake School District #727 Regular Meeting

Mission Statement

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

Thursday, February 24, 2022
6:30 PM
Middle School Student Center
601 Minnesota Ave
Big Lake, MN 55309

I. Call to Order	
Chair, Tonya Reasoner	
II. Roll Call	
Chair, Tonya Reasoner	
III. Approve Agenda	
Chair, Tonya Reasoner	
IV. Pledge of Allegiance	
Chair, Tonya Reasoner	
V. Open Forum	3
Chair, Tonya Reasoner	
VI. Consent Agenda	
Chair, Tonya Reasoner	
A. Previous Minutes	
Minutes from the January 26, 2022 Regular Board Meeting, the February 7, 2022 Work Session, and the February 7, 2022 Special Meeting	
B. Claims and Accounts	4
Claims and Accounts for the month of February	
C. Credit Card Report	25
D. Personnel	30
E. Fundraisers	31
F. Approve Policies: 103, 203.1, 203.5, 205, 208, 209, 210, 305, 306, 403, 521	32
Superintendent, Tim Truebenbach	
VII. Donations	56
Chair, Tonya Reasoner	
VIII. American Indian Education Program Annual Update (A. Implement Practices for Exceptional Learning)	
Assistant Director of Student Services, Sonni Buerskin	
IX. Financial Report (C. Strong Financial Foundation)	57
Director of Business Services, Angie Manuel	
January report will be presented.	
X. Approve Funding for Boys and Girls Lacrosse (F. Expand and Strengthen Public Support)	
Director of Business Services, Angie Manuel and Activities Director, Jared Matson	
XI. School Presentations (A. Implement Practices for Exceptional Learning)	73
Principals	
Independence	
XII. Addition of Behavior Support Specialist to the Community Education Department (F. Expand and Strengthen Public Support)	
Director of Community Education and Communication Services, Allen Berg	
XIII. Approve High School Health Assistant Position (F. Expand and Strengthen Public Support)	
Superintendent, Tim Truebenbach	

XIV. Approve Bids for High School and Liberty Elementary School Controls Replacements and Middle School Sound System Replacement (<i>E. Facilities and Infrastructure Design</i>)	113
Buildings and Grounds Manager, TJ Zerwas	
XV. Resolution in Support of the Congressional IDEA Full Funding Act (<i>F. Expand and Strengthen Public Support</i>)	117
Superintendent, Tim Truebenbach	
XVI. Approve Calendars (<i>F. Expand and Strengthen Public Support</i>)	118
Superintendent, Tim Truebenbach	
Approve 2022-2023 and 2023-2024 School Calendars	
XVII. First Reading of Policies (<i>F. Expand and Strengthen Public Support</i>)	120
Superintendent, Tim Truebenbach	
New Policies: 415 Mandated Reporting of Maltreatment of Vulnerable Adults, 722 Public Data Requests, 801 Equal Access to School Facilities, 901 Community Education	
Revised Policies: 102 Equal Education Opportunity, 206 Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations, 213 School Board Committees, 904 Distribution/Postings of Promotional Materials for Non-School Organizations/Events	
XVIII. Committee Updates (<i>F. Expand and Strengthen Public Support</i>)	
A. Finance Committee	
Treasurer, Amber Sixberry	
B. Policy Committee	
Board Member Derek Nelson	
C. Buildings and Grounds Committee	
Board Member, Lenette Brown	
XIX. Superintendent Evaluation Summary (<i>F. Expand and Strengthen Public Support</i>)	
Chair, Tonya Reasoner	
XX. School Board Recognition (<i>F. Expand and Strengthen Public Support</i>)	
Superintendent, Tim Truebenbach	
XXI. Student Representative Report (<i>F. Expand and Strengthen Public Support</i>)	
Student Representative, Preity Persaud	
XXII. Superintendent Report (<i>F. Expand and Strengthen Public Support</i>)	
Superintendent, Tim Truebenbach	
XXIII. Adjournment	
Chair, Tonya Reasoner	

Strategic Plan Focus Areas

Student Support

Staff Support

Family & Community Engagement



OPEN FORUM

An open forum is scheduled during the beginning of each regular School Board meeting to allow district residents the opportunity to address the Board.

If you would like to address the Board, please fill out a slip with your name and address, and provide to the Chair prior to the meeting start time.

The guidelines for open forum are as follows:

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1. Speakers must state their name
2. Each speaker will be provided three minutes
3. No action can be taken unless the matter addressed is formally on the agenda
4. Speaker will not make negative comments regarding any employee of the District
5. The Board Chair can end the Open Forum at any time
6. Please note that data privacy laws do not allow for any matters concerning individual employees or students to be discussed

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 07/01/2021 - 2/28/2022

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	101072	CH	1	04472	CARING RIVERS UNITED WAY	01/28/2022	\$40.00	146573	B 01 215 045	United Way	
001	101072	CH	1	04472	CARING RIVERS UNITED WAY	01/28/2022	\$16.00	146573	B 12 215 045	United Way	
Check Total:							\$56.00				
001	101073	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	01/28/2022	\$483.50	146565	B 01 215 081	Child Support	
001	101073	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	01/28/2022	\$422.40	146565	B 12 215 081	Child Support	
Check Total:							\$905.90				
001	101074	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	01/28/2022	\$885.51	146569	B 01 215 040	U Due Nc	
001	101074	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	01/28/2022	\$123.57	146569	B 04 215 040	U Dues Nc	
001	101074	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	01/28/2022	\$1,954.09	146569	B 12 215 040	U Due Nc	
Check Total:							\$2,963.17				
001	101075	CH	1	04874	AMAZON CAPITAL SERVICES	02/04/2022	\$335.88	146578	E 11 300 292 158 000 401	B089ZW32GF VEICK Resistance Band Se	
001	101075	CH	1	04874	AMAZON CAPITAL SERVICES	02/04/2022	\$116.97	146578	E 11 300 292 158 000 401	B07K1823XB SUNPOW Pull Up Assistance	
001	101075	CH	1	04874	AMAZON CAPITAL SERVICES	02/04/2022	\$59.94	146578	E 11 300 292 158 000 401	B07RHL6WC8 Te-Rich Fabric Resistance L	
001	101075	CH	1	04874	AMAZON CAPITAL SERVICES	02/04/2022	\$227.88	146578	E 11 300 292 158 000 401	B01B2HT2US Yes4All Foam Exercise Pad/	
001	101075	CH	1	04874	AMAZON CAPITAL SERVICES	02/04/2022	\$0.00	146578	E 11 300 292 158 000 401	Amazon Shipping Charge	
001	101075	CH	1	04874	AMAZON CAPITAL SERVICES	02/04/2022	\$875.00	146579	E 01 300 810 000 000 350	300W 2 CHANNEL AMP	
001	101075	CH	1	04874	AMAZON CAPITAL SERVICES	02/04/2022	\$24.00	146581	E 12 110 412 000 740 433	B08V77S98Q Fisher-Price Linkimals Cool I	
001	101075	CH	1	04874	AMAZON CAPITAL SERVICES	02/04/2022	\$29.96	146581	E 12 110 412 000 740 433	B0784MQMJK Apache Laminating Pouches	
001	101075	CH	1	04874	AMAZON CAPITAL SERVICES	02/04/2022	\$311.88	146581	E 05 110 203 000 302 530	B08VN2H23L SoulLife 12 Pack Push Pop F	
001	101075	CH	1	04874	AMAZON CAPITAL SERVICES	02/04/2022	\$93.45	146581	E 05 110 203 000 302 530	B07V8J26VR Yuanhe Bingo Magnetic Wan	
001	101075	CH	1	04874	AMAZON CAPITAL SERVICES	02/04/2022	\$156.55	146581	E 05 110 203 000 302 530	B007QFATEO Post-it Page Markers, 1/2 in	
001	101075	CH	1	04874	AMAZON CAPITAL SERVICES	02/04/2022	\$65.00	146581	E 12 110 412 000 740 433	B07BKLF9XT Jelly Bean Mechanical Switc	
001	101075	CH	1	04874	AMAZON CAPITAL SERVICES	02/04/2022	\$36.27	146581	E 05 110 203 000 302 530	B083Q5YBPF NUOBESTY 120pcs Refrige	
001	101075	CH	1	04874	AMAZON CAPITAL SERVICES	02/04/2022	\$8.99	146581	E 05 110 203 000 302 530	B000YDDF6O Baby Einstein Take Along Tl	
001	101075	CH	1	04874	AMAZON CAPITAL SERVICES	02/04/2022	\$138.06	146581	E 05 110 203 000 302 530	B0058U34C8 Lasko 5309 Electronic Oscillk	
001	101075	CH	1	04874	AMAZON CAPITAL SERVICES	02/04/2022	\$29.12	146581	E 05 110 203 000 302 530	B07NKTX214 OMIRO Mini Mirror Bulk, 2.5	
001	101075	CH	1	04874	AMAZON CAPITAL SERVICES	02/04/2022	\$9.99	146581	E 12 110 407 000 740 401	B07QCMCJ61 3/8 Inch White Sticky Coins	
001	101075	CH	1	04874	AMAZON CAPITAL SERVICES	02/04/2022	\$74.00	146581	E 05 110 203 000 302 530	B077SDPQSP OMIRO Mini Mirror Bulk, 2.5	
001	101075	CH	1	04874	AMAZON CAPITAL SERVICES	02/04/2022	\$161.94	146581	E 05 110 203 000 302 530	B08VNCBQPX SoulLife 12 Pack Push Pop	
001	101075	CH	1	04874	AMAZON CAPITAL SERVICES	02/04/2022	\$147.00	146581	E 05 110 203 000 302 530	B088G1K7CJ Crayola Original Silly Putty P	
001	101075	CH	1	04874	AMAZON CAPITAL SERVICES	02/04/2022	\$13.51	146581	E 12 110 412 000 740 433	B07MC5B841 Fisher-Price Linkimals A to Z	
001	101075	CH	1	04874	AMAZON CAPITAL SERVICES	02/04/2022	\$23.70	146583	E 01 300 212 000 000 430	SUNEE 19x25 art pofolio bag	
001	101075	CH	1	04874	AMAZON CAPITAL SERVICES	02/04/2022	\$5.99	146583	E 01 300 212 000 000 430	Freight	
001	101075	CH	1	04874	AMAZON CAPITAL SERVICES	02/04/2022	\$158.27	146632	E 01 300 810 000 000 401	LIGHT BULBS	

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001	101075	CH	1 04874	AMAZON CAPITAL SERVICES	02/04/2022	\$18.98	146632	E 01 300 810 000 000 401	CONSOLE TAPE
001	101075	CH	1 04874	AMAZON CAPITAL SERVICES	02/04/2022	\$22.48	146632	E 01 300 810 000 000 401	SPIKE TAPE
001	101075	CH	1 04874	AMAZON CAPITAL SERVICES	02/04/2022	\$68.58	146632	E 01 300 810 000 000 401	GAFFFER TAPE
Check Total:						\$3,213.39			
001	101076	CH	1 10208	BAKER, RICHARD JR	02/04/2022	\$84.00	146582	E 11 300 296 112 000 305	V GIRLS BASKETBALL OFFICIAL
Check Total:						\$84.00			
001	101077	CH	1 01503	BECKER ISD #726	02/04/2022	\$165.00	146580	R 11 300 291 128 000 050	MISSISSIPI 8 HONOR BAND/JAZZ BAND/
Check Total:						\$165.00			
001	101078	CH	1 13183	BOLT, STEVEN	02/04/2022	\$548.74	146584	B 01 215 030	REFUND FEBRARY 2022 HEALTH INSUR
Check Total:						\$548.74			
001	101079	CH	1 06130	CARD SERVICES	02/04/2022	\$102.25	146641	E 01 005 720 000 000 401	DO
001	101079	CH	1 06130	CARD SERVICES	02/04/2022	\$88.54	146641	E 01 100 203 902 000 401	INDY
001	101079	CH	1 06130	CARD SERVICES	02/04/2022	\$131.01	146641	E 01 300 331 000 830 433	HS FACS
001	101079	CH	1 06130	CARD SERVICES	02/04/2022	\$22.56	146641	E 01 300 331 000 830 433	HS FACS
001	101079	CH	1 06130	CARD SERVICES	02/04/2022	\$40.97	146641	E 01 300 331 000 830 433	HS FACS
001	101079	CH	1 06130	CARD SERVICES	02/04/2022	\$248.27	146641	E 01 300 331 000 830 433	HS FACS
001	101079	CH	1 06130	CARD SERVICES	02/04/2022	\$100.63	146641	E 01 300 331 000 830 433	HS FACS
001	101079	CH	1 06130	CARD SERVICES	02/04/2022	\$33.07	146641	E 01 300 331 000 830 433	HS FACS
001	101079	CH	1 06130	CARD SERVICES	02/04/2022	\$133.89	146641	E 01 300 331 000 830 433	HS FACS
001	101079	CH	1 06130	CARD SERVICES	02/04/2022	\$94.83	146641	E 01 300 331 000 830 433	HS FACS
001	101079	CH	1 06130	CARD SERVICES	02/04/2022	\$23.88	146641	E 01 300 331 000 830 433	HS FACS
001	101079	CH	1 06130	CARD SERVICES	02/04/2022	\$14.05	146641	E 01 300 331 000 830 433	HS FACS
001	101079	CH	1 06130	CARD SERVICES	02/04/2022	\$90.25	146641	E 01 300 331 000 830 433	HS FACS
001	101079	CH	1 06130	CARD SERVICES	02/04/2022	\$146.88	146641	E 01 300 331 000 830 433	HS FACS
001	101079	CH	1 06130	CARD SERVICES	02/04/2022	\$19.41	146641	E 11 300 291 915 000 490	HS ATHLETICS
001	101079	CH	1 06130	CARD SERVICES	02/04/2022	\$25.97	146641	E 11 300 291 915 000 490	HS ATHLETICS
Check Total:						\$1,316.46			
001	101080	CH	1 01033	CENTRAL MCGOWAN INC	02/04/2022	\$118.97	146585	E 01 300 361 000 830 433	HS SHOP SUPPLIES
Check Total:						\$118.97			
001	101081	CH	1 05462	DVS RENEWAL	02/04/2022	\$19.25	146595	E 01 005 760 000 723 350	2018 FORD TRN RENEWAL
Check Total:						\$19.25			
001	101082	CH	1 05462	DVS RENEWAL	02/04/2022 5	\$19.25	146596	E 01 005 760 000 723 350	2020 FORD TCN RENEWAL
Check Total:						\$19.25			

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001	101083	CH	1 05462	DVS RENEWAL	02/04/2022	\$19.25	146597	E 01 005 760 000 723 350	2018 FORD TRN RENEWAL
						Check Total:	\$19.25		
001	101084	CH	1 05462	DVS RENEWAL	02/04/2022	\$19.25	146598	E 01 005 810 000 000 350	2014 FORD SRW RENEWAL
						Check Total:	\$19.25		
001	101085	CH	1 10256	FERGUS, DAVID	02/04/2022	\$75.00	146586	E 11 201 294 112 000 305	7/8TH BOYS BASKETBALL OFFICIAL VS
						Check Total:	\$75.00		
001	101086	CH	1 12895	HIDDE, KEVIN	02/04/2022	\$101.00	146587	E 11 300 294 112 000 305	9TH BOYS BASKETBALL OFFICIAL VS S
001	101086	CH	1 12895	HIDDE, KEVIN	02/04/2022	\$75.00	146588	E 11 201 294 112 000 305	7/8TH BOYS BASKETBALL OFFICIAL VS
						Check Total:	\$176.00		
001	101087	CH	1 13152	JONES, ROBERT	02/04/2022	\$75.00	146589	E 11 201 294 112 000 305	7/8TH BOYS BASKETBALL OFFICIAL VS
001	101087	CH	1 13152	JONES, ROBERT	02/04/2022	\$66.00	146590	E 11 300 294 112 000 305	B SQUAD BOYS BASKETBALL OFFICIAL
001	101087	CH	1 13152	JONES, ROBERT	02/04/2022	\$101.00	146591	E 11 300 294 112 000 305	9TH BOYS BASKETBALL OFFICIAL VS S
						Check Total:	\$242.00		
001	101088	CH	1 06556	KOPETKA, FRANK	02/04/2022	\$120.00	146592	E 11 300 294 112 000 305	JV/V BOYS BASKETBALL OFFICIAL VS B
						Check Total:	\$120.00		
001	101089	CH	1 02161	LAKESHORE LEARNING MATERIALS	02/04/2022	\$59.99	146593	E 01 110 219 000 317 430	LA964 - Adjustable Pocket Chart Stand
001	101089	CH	1 02161	LAKESHORE LEARNING MATERIALS	02/04/2022	\$24.99	146593	E 01 110 219 000 317 430	LK297BU - Heavy Duty Pocket Chart Blue
001	101089	CH	1 02161	LAKESHORE LEARNING MATERIALS	02/04/2022	\$13.98	146593	E 01 110 219 000 317 430	TS108 - Rainbow Scratch Paper
001	101089	CH	1 02161	LAKESHORE LEARNING MATERIALS	02/04/2022	\$29.99	146593	E 01 110 219 000 317 430	LC113 - Build a Word Crayon Boxes
001	101089	CH	1 02161	LAKESHORE LEARNING MATERIALS	02/04/2022	\$29.99	146593	E 01 110 219 000 317 430	AC225 - Alpha -Bots
001	101089	CH	1 02161	LAKESHORE LEARNING MATERIALS	02/04/2022	\$29.99	146593	E 01 110 219 000 317 430	JJ728 - Story Wands
001	101089	CH	1 02161	LAKESHORE LEARNING MATERIALS	02/04/2022	\$35.94	146593	E 01 110 219 000 317 430	RR657 - Lakeshore Lapboard Stand
001	101089	CH	1 02161	LAKESHORE LEARNING MATERIALS	02/04/2022	\$14.99	146593	E 01 110 219 000 317 430	DD381MN -Calming Colors Soft Seats Mint
001	101089	CH	1 02161	LAKESHORE LEARNING MATERIALS	02/04/2022	\$14.99	146593	E 01 110 219 000 317 430	DD381SB -Calming Colors Soft Seats Sky
001	101089	CH	1 02161	LAKESHORE LEARNING MATERIALS	02/04/2022	\$38.23	146593	E 01 110 219 000 317 430	Shipping 15%
						Check Total:	\$293.08		
001	101090	CH	1 10733	LANO EQUIPMENT, INC.	02/04/2022	\$93.00	146634	E 01 005 810 000 000 350	B&G SUPPLIES
						Check Total:	\$93.00		
001	101091	CH	1 10676	LUTZ, MATTHEW	02/04/2022	\$120.00	146594	E 11 300 294 112 000 305	JV/V BOYS BASKETBALL OFFICIAL VS B
						Check Total:	\$120.00		
001	101092	CH	1 13184	MANKATO STATE UNIVERSITY	02/04/2022	\$400.00	146640	E 01 300 960 000 340 898	SCHOLARSHIP (HAILEY DICKSON)
						Check Total:	\$400.00		

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001	101093	CH	1	10203	McCLAFLIN, JENNIFER	02/04/2022	\$66.00	146600	E 11 300 294 112 000 305	B SQUAD BOYS BASKETBALL OFFICIAL	
Check Total:							\$66.00				
001	101094	CH	1	09376	MCLEAN, JON	02/04/2022	\$120.00	146601	E 11 300 294 112 000 305	JV/V BOYS BASKETBALL OFFICIAL VS S	
Check Total:							\$120.00				
001	101095	CH	1	10705	MELIN, EMILY	02/04/2022	\$132.00	146628	E 11 300 296 122 000 305	JV/V GYMNASTICS OFFICIAL VS BECKE	
Check Total:							\$132.00				
001	101096	CH	1	03102	METRO SALES INC	02/04/2022	\$618.54	146603	E 01 100 050 000 000 350	INDY ADMIN OFFICE USAGE	
001	101096	CH	1	03102	METRO SALES INC	02/04/2022	\$318.60	146603	E 01 100 050 000 000 350	INDY ADMIN OFFICE RENTAL	
001	101096	CH	1	03102	METRO SALES INC	02/04/2022	\$1,637.67	146603	E 01 110 050 000 000 350	LIBERTY ADMIN OFFICE USAGE	
001	101096	CH	1	03102	METRO SALES INC	02/04/2022	\$318.60	146603	E 01 110 050 000 000 350	LIBERTY ADMIN OFFICE RENTAL	
001	101096	CH	1	03102	METRO SALES INC	02/04/2022	\$64.53	146603	E 01 100 203 000 000 350	INDY	
001	101096	CH	1	03102	METRO SALES INC	02/04/2022	\$74.95	146603	E 04 500 570 000 321 350	KIDS CLUB	
001	101096	CH	1	03102	METRO SALES INC	02/04/2022	\$160.61	146603	E 02 005 770 000 701 350	FOOD SERVICE	
001	101096	CH	1	03102	METRO SALES INC	02/04/2022	\$11.24	146603	R 01 100 203 000 000 099	HEAD START	
001	101096	CH	1	03102	METRO SALES INC	02/04/2022	\$59.28	146603	E 12 005 420 000 740 350	SPECIAL EDUCATION	
001	101096	CH	1	03102	METRO SALES INC	02/04/2022	\$2.78	146603	E 02 005 770 000 701 350	DO FS	
001	101096	CH	1	03102	METRO SALES INC	02/04/2022	\$3.47	146603	E 04 500 505 000 321 350	DO CE	
001	101096	CH	1	03102	METRO SALES INC	02/04/2022	\$588.47	146603	E 01 005 110 000 000 350	DO	
001	101096	CH	1	03102	METRO SALES INC	02/04/2022	\$1.22	146603	E 11 300 292 000 000 350	DO ATHLETICS	
001	101096	CH	1	03102	METRO SALES INC	02/04/2022	\$4.17	146603	E 01 300 211 000 000 350	DO HS	
001	101096	CH	1	03102	METRO SALES INC	02/04/2022	\$132.53	146603	E 01 005 610 000 000 350	DO CURRICULUM, T&L	
001	101096	CH	1	03102	METRO SALES INC	02/04/2022	\$0.87	146603	E 12 005 420 000 740 350	DO SPECIAL ED	
001	101096	CH	1	03102	METRO SALES INC	02/04/2022	\$471.00	146603	E 04 500 580 000 325 350	LIBERTY ECFE COPIER	
001	101096	CH	1	03102	METRO SALES INC	02/04/2022	\$281.55	146603	E 04 500 505 000 321 350	CE	
001	101096	CH	1	03102	METRO SALES INC	02/04/2022	\$281.54	146603	E 04 500 570 000 321 350	CE KC	
001	101096	CH	1	03102	METRO SALES INC	02/04/2022	\$281.53	146603	E 04 500 596 000 344 350	CE SCHOOL READINESS	
001	101096	CH	1	03102	METRO SALES INC	02/04/2022	\$1,051.00	146603	E 01 300 211 000 000 350	NEW HS COLOR COPIER	
001	101096	CH	1	03102	METRO SALES INC	02/04/2022	\$9.69	146603	E 01 300 790 000 699 350	PCN GRANT ALLOCATION	
001	101096	CH	1	03102	METRO SALES INC	02/04/2022	\$9,414.00	146603	E 01 100 203 304 000 350	INDY MAINT AGREEMENTS	
001	101096	CH	1	03102	METRO SALES INC	02/04/2022	\$7,364.00	146603	E 01 110 203 304 000 350	LIBERTY MAINT AGREEMENTS	
001	101096	CH	1	03102	METRO SALES INC	02/04/2022	\$5,247.00	146603	E 01 201 208 304 000 350	MS MAINT AGREEMENTS	
001	101096	CH	1	03102	METRO SALES INC	02/04/2022	\$9,846.00	146603	E 01 300 211 304 000 350	HS MAINT AGREEMENTS	
Check Total:							\$38,244.84				
001	101097	CH	1	04511	MN DEPT OF PUBLIC SAFETY	02/04/2022	\$25.00	146636	E 05 005 865 000 349 305	INDY RIGHT TO KNOW ACT	

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001	101097	CH	1 04511	MN DEPT OF PUBLIC SAFETY	02/04/2022	\$25.00	146637	E 05 005 865 000 349 305	MS RIGHT TO KNOW ACT
001	101097	CH	1 04511	MN DEPT OF PUBLIC SAFETY	02/04/2022	\$25.00	146638	E 05 005 865 000 349 305	HS RIGHT TO KNOW ACT
001	101097	CH	1 04511	MN DEPT OF PUBLIC SAFETY	02/04/2022	\$25.00	146639	E 05 005 865 000 349 305	LIBERTY RIGHT TO KNOW ACT
Check Total:							\$100.00		
001	101098	CH	1 04511	MN DEPT OF PUBLIC SAFETY	02/04/2022	\$10,446.53	146605	E 05 005 865 000 363 305	FIRE INSPECTION ALL SCHOOLS
Check Total:							\$10,446.53		
001	101099	CH	1 13110	MONTICELLO DOG ACADEMY	02/04/2022	\$320.00	146604	E 04 500 560 080 321 305	BASIC OBEDIENCE 01/20/2022
Check Total:							\$320.00		
001	101100	CH	1 05276	MPS	02/04/2022	\$524.34	146602	E 01 300 270 602 000 460	PO 30342 HS WAYS OF WORLD BOOKS
Check Total:							\$524.34		
001	101101	CH	1 10455	NORTH SHORE GYM SALES LLC	02/04/2022	\$1,630.41	146627	R 04 500 560 122 321 096	FOAM PIT CUBE-LIGHT GRAY
Check Total:							\$1,630.41		
001	101102	CH	1 04315	NOVACARE REHABILITATION	02/04/2022	\$167.67	146599	E 11 300 292 000 000 305	ATHLETIC TRAINING SERVICES
Check Total:							\$167.67		
001	101103	CH	1 09361	PRATT, MARK	02/04/2022	\$75.00	146607	E 11 201 294 112 000 305	7/8TH BOYS BASKETBALL OFFICIAL VS
Check Total:							\$75.00		
001	101104	CH	1 09760	PREMIER LOCATING, INC.	02/04/2022	\$107.50	146606	E 01 005 810 000 000 305	TICKETS
Check Total:							\$107.50		
001	101105	CH	1 01840	RATWIK, ROSZAK & MALONEY, P.A.	02/04/2022	\$2,901.50	146629	E 01 005 110 305 000 305	LEGAL DECEMBER 2021
Check Total:							\$2,901.50		
001	101106	CH	1 04940	SANDENO, RANDY	02/04/2022	\$132.00	146618	E 11 300 296 122 000 305	JV/V GYMNASTICS OFFICIAL VS BECKE
Check Total:							\$132.00		
001	101107	CH	1 08550	SCHERBER, DREW	02/04/2022	\$120.00	146615	E 11 300 294 112 000 305	JV/V BOYS BASKETBALL OFFICIAL VS S
Check Total:							\$120.00		
001	101108	CH	1 01187	SCHMITT MUSIC CENTERS	02/04/2022	\$116.60	146611	E 01 300 259 000 000 430	HS BAND SUPPLIES
001	101108	CH	1 01187	SCHMITT MUSIC CENTERS	02/04/2022	\$32.80	146612	E 01 300 259 000 000 430	HS BAND SUPPLIES
001	101108	CH	1 01187	SCHMITT MUSIC CENTERS	02/04/2022	\$26.40	146613	E 01 300 259 000 000 430	HS BAND SUPPLIES
001	101108	CH	1 01187	SCHMITT MUSIC CENTERS	02/04/2022	\$32.80	146614	E 01 300 259 000 000 430	PO 30335 HS BAND SUPPLIES
Check Total:							\$208.60		
001	101109	CH	1 7826	SEVERS, JULIE	02/04/2022	\$300.00	146608	E 04 500 560 080 321 305	POUND FITNESS LEVEL 1 AB200
Check Total:							\$300.00		
001	101110	CH	1 06575	SPENCER, RICKY	02/04/2022	\$84.00	146616	E 11 300 296 112 000 305	V GIRLS BASKETBALL OFFICIAL VS BEC
Check Total:							\$84.00		

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	101111	CH	1 09941	STERLING TROPHY	02/04/2022	\$220.00	146617	E 04 500 560 122 321 305	BANNER & TROPHY XCEL HORNET CLA
						Check Total:	\$220.00		
001	101112	CH	1 12839	THE METRO GROUP, INC.	02/04/2022	\$328.50	146633	E 01 100 810 000 000 401	LIBERTY VAPORENE 6204
						Check Total:	\$328.50		
001	101113	CH	1 12068	THE WATSON COMPANY, INC.	02/04/2022	\$450.57	146631	E 11 300 298 000 000 490	HS CONCESSIONS
						Check Total:	\$450.57		
001	101114	CH	1 12099	THOMAS, PAUL "Jeff"	02/04/2022	\$84.00	146619	E 11 300 296 112 000 305	V GIRLS BASKETBALL OFFICIAL VS BEC
						Check Total:	\$84.00		
001	101115	CH	1 08589	TITAN ENERGY SYSTEMS INC.	02/04/2022	\$186.00	146635	E 05 300 865 000 363 350	HS B&G REPAIRS
						Check Total:	\$186.00		
001	101116	CH	1 08772	TREICHEL, TYLER	02/04/2022	\$120.00	146620	E 11 300 294 112 000 305	JV/V BOYS BASKETBALL OFFICIAL VS S
						Check Total:	\$120.00		
001	101117	CH	1 04963	UNIVERSAL CHEERLEADERS ASSOCIA	02/04/2022	\$7,666.00	146626	E 11 300 295 123 000 366	Cheerleading Nationals tickets * See the at
						Check Total:	\$7,666.00		
001	101118	CH	1 09858	VETSCH, DAREK	02/04/2022	\$75.00	146623	E 11 201 294 112 000 305	7/8TH BOYS BASKETBALL OFFICIAL VS
						Check Total:	\$75.00		
001	101119	CH	1 04148	VIKING COCA-COLA BOTTLING CO	02/04/2022	\$723.25	146630	E 11 300 298 000 000 490	HS CONCESSIONS
						Check Total:	\$723.25		
001	101120	CH	1 06532	VISION STAFFING SOLUTIONS	02/04/2022	\$81.60	146621	E 01 100 810 356 000 305	INDY JANITORIAL SERVICES WEEK OF (
001	101120	CH	1 06532	VISION STAFFING SOLUTIONS	02/04/2022	\$81.60	146621	E 01 100 810 356 000 305	INDY JANITORIAL SERVICES WEEK OF (
001	101120	CH	1 06532	VISION STAFFING SOLUTIONS	02/04/2022	\$469.20	146622	E 01 100 810 356 000 305	INDY JANITORIAL SERVICES WEEK 01/1
						Check Total:	\$632.40		
001	101121	CH	1 05170	WISNIESKI, DAVID	02/04/2022	\$120.00	146625	E 11 300 294 112 000 305	JV/V BOYS BASKETBALL OFFICIAL VS B
						Check Total:	\$120.00		
001	101122	CH	1 01240	WRIGHT TECHNICAL CENTER	02/04/2022	\$11,398.00	146624	E 01 300 399 000 000 391	WTC ASSESSMENT FEBRUARY 2022
001	101122	CH	1 01240	WRIGHT TECHNICAL CENTER	02/04/2022	\$2,441.00	146624	E 01 005 850 000 000 370	BUILDING ADDITION 2009 FEBRUARY 20
001	101122	CH	1 01240	WRIGHT TECHNICAL CENTER	02/04/2022	\$1,480.73	146624	E 05 005 865 000 000 390	LONG TERM FACILITY MAINT FEBRUAR'
001	101122	CH	1 01240	WRIGHT TECHNICAL CENTER	02/04/2022	\$2,349.00	146624	E 01 300 399 000 830 391	CTE LEVY FEBRUARY 2022
						Check Total:	\$17,668.73		
001	101123	CH	1 04472	CARING RIVERS UNITED WAY	02/04/2022	\$40.00	146756	B 01 215 045	United Way
001	101123	CH	1 04472	CARING RIVERS UNITED WAY	02/04/2022	\$15.00	146756	B 12 215 045	United Way
						Check Total:	\$55.00		

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	101124	CH	1	12982	ALL THE THINGS	02/11/2022	\$590.00	146770	E 04 500 560 080 321 305	DIY CHUNKY KNIT BLANKET WORKSHO	
							Check Total:	\$590.00			
001	101126	CH	1	08328	AMERICAN HEART ASSOCIATION	02/11/2022	\$315.00	146764	E 04 500 570 000 321 305	CPR/AED/FIRST AID FREVIEW AND TES	
							Check Total:	\$315.00			
001	101127	CH	1	10208	BAKER, RICHARD JR	02/11/2022	\$120.00	146766	E 11 300 294 112 000 305	JV/V BOYS BASKETBALL OFFICIAL VS P	
							Check Total:	\$120.00			
001	101129	CH	1	01021	BIG LAKE HARDWARE HANK	02/11/2022	\$16.99	146768	E 01 005 810 000 000 350	DECEMBER 2021	
001	101129	CH	1	01021	BIG LAKE HARDWARE HANK	02/11/2022	\$104.18	146768	E 01 300 810 000 000 350	DECEMBER 2021	
001	101129	CH	1	01021	BIG LAKE HARDWARE HANK	02/11/2022	\$6.27	146768	E 01 201 810 000 000 350	DECEMBER 2021	
001	101129	CH	1	01021	BIG LAKE HARDWARE HANK	02/11/2022	\$107.24	146768	E 01 300 361 000 830 433	DECEMBER 2021	
							Check Total:	\$234.68			
001	101130	CH	1	10715	BLOM, JOEL	02/11/2022	\$120.00	146765	E 11 300 296 112 000 305	JV/V GIRLS BASKETBALL OFFICIAL VS S	
							Check Total:	\$120.00			
001	101131	CH	1	13105	BLOOMINGTON JEFFERSON	02/11/2022	\$195.00	146769	E 11 300 296 124 000 369	GIRLS VB	
							Check Total:	\$195.00			
001	101132	CH	1	12226	DARRYL WALETZKO	02/11/2022	\$13,267.50	146771	E 01 005 810 000 000 363	PLOWING JANUARY 2022	
							Check Total:	\$13,267.50			
001	101133	CH	1	07044	EDEN PRAIRIE HIGH SCHOOL	02/11/2022	\$300.00	146772	E 11 300 296 125 000 369	WRESTLING INVITE 01/08/2022	
							Check Total:	\$300.00			
001	101134	CH	1	08417	EDUCATORS BENEFIT CONSULTANTS	02/11/2022	\$370.02	146773	E 01 005 105 000 000 305	403b admin & compliance	
							Check Total:	\$370.02			
001	101135	CH	1	05564	EMERGENCY OUTFITTERS, INC	02/11/2022	\$36.00	146774	E 04 500 570 000 321 305	AHA SCHOOL COMPLETION CARDS	
							Check Total:	\$36.00			
001	101136	CH	1	12246	FAGEN, KYLE	02/11/2022	\$101.00	146775	E 11 300 294 112 000 305	9TH BOYS BASKETBALL OFFICIAL VS PI	
							Check Total:	\$101.00			
001	101137	CH	1	06597	FRONTLINE TECHNOLOGIES GROUP	02/11/2022	\$4,630.36	146776	E 01 005 105 000 000 305	APPLICANT TRACKING	
							Check Total:	\$4,630.36			
001	101138	CH	1	13187	GEORGAKOPOULOS, TESS	02/11/2022	\$25.00	146781	E 04 500 560 080 321 305	AIR FRYER HYPE!	
							Check Total:	\$25.00			
001	101139	CH	1	06230	GOPHER STATE ONE-CALL	02/11/2022	\$2.70	146778	E 01 005 810 000 000 350	TICKETS	
							Check Total:	\$2.70			
001	101140	CH	1	13046	HALF-PINT KIDS, INC	02/11/2022	\$958.80	146779	E 05 110 203 000 302 530	Level A Sight and Sounds (Sets 1-6)	

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001	101140	CH	1	13046	HALF-PINT KIDS, INC	02/11/2022	\$95.88	146779	E 05 110 203 000 302 530	Shipping 10%
							Check Total:	\$1,054.68		
001	101141	CH	1	13127	HARMS, MELISSA	02/11/2022	\$275.00	146780	E 01 300 259 000 000 430	SOLO/ENSEMBLE CONTEST PIANIST
							Check Total:	\$275.00		
001	101142	CH	1	12895	HIDDE, KEVIN	02/11/2022	\$66.00	146782	E 11 300 294 112 000 305	B SQUAD BOYS BASKETBALL OFFICIAL
							Check Total:	\$66.00		
001	101143	CH	1	10700	HOLT TOUR AND CHARTER INC	02/11/2022	\$1,152.50	146777	E 11 300 293 115 733 360	RUMBLE ON THE RED CHARTER BUS 12
001	101143	CH	1	10700	HOLT TOUR AND CHARTER INC	02/11/2022	\$1,595.00	146777	E 11 300 294 115 000 366	RUMBLE ON THE RED CHARTER BUS 12
							Check Total:	\$2,747.50		
001	101144	CH	1	06283	JEAN, BRUCE	02/11/2022	\$120.00	146783	E 11 300 294 112 000 305	JV/V BOYS BASKETBALL OFFICIAL VS P
							Check Total:	\$120.00		
001	101145	CH	1	10733	LANO EQUIPMENT, INC.	02/11/2022	\$117.16	146785	E 01 005 810 000 000 350	B&G REPAIRS
							Check Total:	\$117.16		
001	101146	CH	1	12241	LUESSENHEIDE, RYAN	02/11/2022	\$120.00	146786	E 11 300 294 112 000 305	JV/V BOYS BASKETBALL OFFICIAL VS P
							Check Total:	\$120.00		
001	101147	CH	1	09253	MAPLE GROVE HIGH SCHOOL	02/11/2022	\$250.00	146787	E 11 300 294 115 000 369	WRESTLING INVITE
							Check Total:	\$250.00		
001	101148	CH	1	12907	MOEN, HUNTER	02/11/2022	\$120.00	146788	E 11 300 296 112 000 305	JV/V GIRLS BASKETBALL OFFICIAL VS S
							Check Total:	\$120.00		
001	101149	CH	1	1016	O'REILLY AUTOMOTIVE, INC.	02/11/2022	\$117.18	146791	E 01 005 810 000 000 401	FILTERS FOR VAN #3
001	101149	CH	1	1016	O'REILLY AUTOMOTIVE, INC.	02/11/2022	(\$94.76)	146792	E 01 005 810 000 000 401	RETURNS
001	101149	CH	1	1016	O'REILLY AUTOMOTIVE, INC.	02/11/2022	\$89.56	146793	E 01 005 810 000 000 401	VAN FILTER
							Check Total:	\$111.98		
001	101150	CH	1	13130	OSTERMAN, LINDSEY	02/11/2022	\$1,875.00	146784	E 01 300 790 000 699 303	PCN MEDIA CONSULTANT JANUARY 202
							Check Total:	\$1,875.00		
001	101151	CH	1	07185	PEBBLE CREEK	02/11/2022	\$2,250.00	146789	E 11 300 294 119 000 370	GOLF TEAMS COURSE FEES 2022 SEAS
001	101151	CH	1	07185	PEBBLE CREEK	02/11/2022	\$2,250.00	146789	E 11 300 296 119 000 370	GOLF TEAMS COURSE FEES 2022 SEAS
							Check Total:	\$4,500.00		
001	101152	CH	1	10017	PIPP, BEN	02/11/2022	\$66.00	146795	E 11 300 294 112 000 305	B SQUAD BOYS BASKETBALL OFFICIAL
							Check Total:	\$66.00		
001	101153	CH	1	09760	PREMIER LOCATING, INC.	02/11/2022	\$75.00	146790	E 01 005 810 000 000 305	TICKETS
001	101153	CH	1	09760	PREMIER LOCATING, INC.	02/11/2022	\$107.50	146794	E 01 005 810 000 000 305	TICKETS
							Check Total:	\$182.50		

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	101154	CH	1 01395	ROGERS HIGH SCHOOL	02/11/2022	\$180.00	146796	E 11 300 296 119 000 369	RED, WHITE AND BLUE GIRLS GOLF INV
						Check Total:	\$180.00		
001	101155	CH	1 05314	TECH CHECK	02/11/2022	\$583.00	146797	E 05 005 630 000 302 405	Annual VMWare Support and Maintenance
						Check Total:	\$583.00		
001	101156	CH	1 06532	VISION STAFFING SOLUTIONS	02/11/2022	\$265.20	146798	E 01 100 810 356 000 305	INDY JANITORIAL SERVICES WEEK OF (
001	101156	CH	1 06532	VISION STAFFING SOLUTIONS	02/11/2022	\$276.42	146798	E 01 201 810 356 000 305	MS JANITORIAL SERVICES WEEK OF 01
						Check Total:	\$541.62		
001	101157	CH	1 09498	WARD'S NATURAL SCIENCE	02/11/2022	\$38.85	146799	E 01 300 260 000 000 430	Ward's live pond snails, pack of 12; 470183
001	101157	CH	1 09498	WARD'S NATURAL SCIENCE	02/11/2022	\$45.95	146799	E 01 300 260 000 000 430	Live Elodea densa, pack of 100; #470180-C
001	101157	CH	1 09498	WARD'S NATURAL SCIENCE	02/11/2022	\$35.32	146799	E 01 300 260 000 000 430	Freight
						Check Total:	\$120.12		
001	101158	CH	1 03003	WEST MUSIC COMPANY	02/11/2022	\$238.00	146801	E 01 110 259 000 000 430	PO 30011 LIBERTY SUUPPLIES
						Check Total:	\$238.00		
001	101159	CH	1 05170	WISNIESKI, DAVID	02/11/2022	\$120.00	146800	E 11 300 296 112 000 305	JV/V GIRLS BASKETBALL OFFICIAL VS S
						Check Total:	\$120.00		
001	101160	CH	1 164	CHARTWELLS	02/11/2022	\$47,924.78	146802	E 02 005 770 000 701 490	FOOD
001	101160	CH	1 164	CHARTWELLS	02/11/2022	\$11,772.95	146802	E 02 005 770 000 701 495	MILK
001	101160	CH	1 164	CHARTWELLS	02/11/2022	\$5,036.88	146802	E 02 005 770 000 701 401	SUPPLIES, PAPER PRODUCTS
001	101160	CH	1 164	CHARTWELLS	02/11/2022	\$83,188.42	146802	E 02 005 770 202 701 305	CHARTWELL'S SALARIES & BENEFITS
001	101160	CH	1 164	CHARTWELLS	02/11/2022	\$9,672.38	146802	E 02 005 770 000 701 305	CHARTWELL'S ADMIN FEE
001	101160	CH	1 164	CHARTWELLS	02/11/2022	\$1,426.34	146802	E 02 005 770 000 701 305	ADVERTISING/RECRUITING/OUTSIDE SI
001	101160	CH	1 164	CHARTWELLS	02/11/2022	\$914.89	146802	E 02 005 770 000 701 329	POSTAGE
001	101160	CH	1 164	CHARTWELLS	02/11/2022	\$655.20	146802	E 02 005 770 000 701 350	REPAIRS AND MAINTENANCE
001	101160	CH	1 164	CHARTWELLS	02/11/2022	\$23.00	146802	E 02 005 770 000 701 366	TRAINING, MILEAGE, MARKETING
001	101160	CH	1 164	CHARTWELLS	02/11/2022	\$30.39	146802	E 02 005 770 000 701 820	OTHER TAXES/LICENSES
001	101160	CH	1 164	CHARTWELLS	02/11/2022	\$1,116.23	146802	E 01 005 940 000 000 341	INSURANCE-CHARTWELLS
						Check Total:	\$161,761.46		
001	101161	CH	1 04874	AMAZON CAPITAL SERVICES	02/11/2022	\$47.94	146758	E 01 300 810 000 000 350	PO 3464 HS B&G SUPPLIES
001	101161	CH	1 04874	AMAZON CAPITAL SERVICES	02/11/2022	\$34.99	146759	E 01 201 740 000 000 430	Beyond Behaviors Flip Chart: A Psychoedu
001	101161	CH	1 04874	AMAZON CAPITAL SERVICES	02/11/2022	\$114.79	146760	E 01 100 203 914 000 401	Niubec 30 pack acrylic sign holder, 8.5x11
001	101161	CH	1 04874	AMAZON CAPITAL SERVICES	02/11/2022	\$65.90	146760	E 01 100 203 914 000 401	Color coding labels, 500 heart shape sticke
001	101161	CH	1 04874	AMAZON CAPITAL SERVICES	02/11/2022	\$93.45	146761	E 05 110 203 000 302 530	B07V8J26VR Yuanhe Bingo Magnetic Wan
001	101161	CH	1 04874	AMAZON CAPITAL SERVICES	02/11/2022	\$91.45	146761	E 05 110 203 000 302 530	B07YBPHGR8 Yuanhe Bingo Magnetic Wa
001	101161	CH	1 04874	AMAZON CAPITAL SERVICES	02/11/2022	\$86.97	146761	E 05 110 203 000 302 530	B082NXXYTG Wonderful Think Creative H

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	101161	CH	1	04874	AMAZON CAPITAL SERVICES	02/11/2022	\$71.07	146761	E 05 110 203 000 302 530	B083DN6K7H Yuanhe Bingo Magnetic War
001	101161	CH	1	04874	AMAZON CAPITAL SERVICES	02/11/2022	\$73.16	146762	E 05 110 203 000 302 530	B07YBPHGR8 Yuanhe Bingo Magnetic Wa
001	101161	CH	1	04874	AMAZON CAPITAL SERVICES	02/11/2022	\$23.96	146762	E 01 110 203 000 000 401	B007QFATEO Post-it Page Markers, 1/2 in
001	101161	CH	1	04874	AMAZON CAPITAL SERVICES	02/11/2022	\$18.29	146762	E 05 110 203 000 302 530	B07YBPHGR8 Yuanhe Bingo Magnetic Wa
001	101161	CH	1	04874	AMAZON CAPITAL SERVICES	02/11/2022	\$289.90	146762	E 05 110 203 000 302 530	B082NXXYTG Wonderful Think Creative H
001	101161	CH	1	04874	AMAZON CAPITAL SERVICES	02/11/2022	\$32.85	146762	E 12 110 401 000 740 433	B00B1P7600 Battery Interrupter for Adapte
001	101161	CH	1	04874	AMAZON CAPITAL SERVICES	02/11/2022	\$19.98	146762	E 05 110 203 000 302 530	B09FG5KWBC 30 Pack Spring Rainbow M
001	101161	CH	1	04874	AMAZON CAPITAL SERVICES	02/11/2022	\$93.45	146762	E 05 110 203 000 302 530	B07V8J26VR Yuanhe Bingo Magnetic Wan
001	101161	CH	1	04874	AMAZON CAPITAL SERVICES	02/11/2022	\$118.45	146762	E 05 110 203 000 302 530	B083DN6K7H Yuanhe Bingo Magnetic War
001	101161	CH	1	04874	AMAZON CAPITAL SERVICES	02/11/2022	\$14.97	146762	E 12 110 401 000 740 433	Amazon Shipping Charge
001	101161	CH	1	04874	AMAZON CAPITAL SERVICES	02/11/2022	\$27.99	146767	E 01 300 710 000 000 401	Portable space heater for indoor use, 1500,
Check Total:							\$1,319.56			
001	101162	CH	1	04472	CARING RIVERS UNITED WAY	02/11/2022	\$40.00	146823	B 01 215 045	United Way
001	101162	CH	1	04472	CARING RIVERS UNITED WAY	02/11/2022	\$16.00	146823	B 12 215 045	United Way
Check Total:							\$56.00			
001	101163	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	02/11/2022	\$483.50	146814	B 01 215 081	Child Support
001	101163	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	02/11/2022	\$422.40	146814	B 12 215 081	Child Support
Check Total:							\$905.90			
001	101164	CH	1	04223	NCPERS GROUP LIFE INS	02/11/2022	\$149.34	146817	B 01 215 033	NCPR Life
Check Total:							\$149.34			
001	101165	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	02/11/2022	\$880.20	146819	B 01 215 040	U Due Nc
001	101165	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	02/11/2022	\$123.57	146819	B 04 215 040	U Dues Nc
001	101165	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	02/11/2022	\$1,915.92	146819	B 12 215 040	U Due Nc
Check Total:							\$2,919.69			
001	101166	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$25.99	146828	E 01 100 203 914 000 401	Emerald Green 3D Printer Filament
001	101166	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$22.42	146828	E 01 100 203 914 000 401	Amazon Basics Blue 3D Printer Filament
001	101166	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$29.00	146828	E 01 100 203 914 000 401	Dremel 3D Printer Filament, Purple
001	101166	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$7.19	146829	E 01 100 218 000 388 401	School Smart 2-pocket Folders, Light Blue,
001	101166	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$13.84	146829	E 01 100 218 000 388 401	Oxford Twin-Pocket Folders, Orange
001	101166	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$10.49	146829	E 01 100 218 000 388 401	Avery Two Pocket Folders, White, 25 pk
001	101166	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$52.14	146829	E 01 100 218 000 388 401	Oxford Spiral Notebook, 6 pk, college ruled
001	101166	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$49.96	146829	E 01 100 218 000 388 401	Expo 80001 Low Odor Chisel Point Dry Era
001	101166	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$78.90	146830	E 01 300 211 245 000 401	Kirkland Signature Premium Drinking, 8 Oz
001	101166	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$77.58	146830	E 01 300 211 245 000 401	Healthy Snacks To Go Healthy Mixed Snac

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				Pay/Void							
Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$79.90	146830	E 01 300 211 245 000 401	Healthy Snack Box Variety Pack Care Pack		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$29.28	146830	E 01 300 211 245 000 401	Cheeze-It Baked Snack Cheese Crackers, C		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$36.58	146830	E 01 300 211 245 000 401	RITZ Bits Cheese Crackers & RITZ Cheese		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$35.96	146830	E 01 300 211 245 000 401	Rold Gold Tiny Twists Pretzels, 1 Ounce (P		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$36.99	146830	E 01 300 211 245 000 401	Crackers Variety Pack Individually Wrappec		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$38.99	146830	E 01 300 211 245 000 401	Zesta Saltine Crackers, 2 Crackers/Pack, 5		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$19.99	146831	E 01 100 203 312 000 401	Magnetic Kids Matching Game		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$17.59	146832	E 01 100 203 914 000 401	Amazon Basics Silver 3D Printer Filament		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$10.99	146832	E 01 100 203 914 000 401	3D Printer Glue Sticks		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$46.47	146833	E 01 100 203 312 000 401	Road tape		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$53.98	146833	E 01 100 203 312 000 401	USB charger stations		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$46.36	146834	E 01 201 220 602 000 460	The Worst Case Scenario Survive O Pedia		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$188.30	146835	E 02 005 770 000 701 401	FS SUPPLIES		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$10.99	146836	E 01 201 298 901 301 401	Ferris Buellers Day Off Poster		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$14.79	146836	E 01 201 298 901 301 401	6" Gold Award Trophies pack of 12		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$7.99	146836	E 01 201 298 901 301 401	Trends International Marvel Man Poster		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$34.95	146836	E 01 201 298 901 301 401	Red Carpet Runner		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$8.99	146836	E 01 201 298 901 301 401	Allenjoy Red Carpet Backdrop Supplies		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$8.99	146836	E 01 201 298 901 301 401	32 pieces party decor red carpet cutout		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$19.99	146836	E 01 201 298 901 301 401	Twinkle Star Window String Light		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$12.79	146836	E 01 201 298 901 301 401	2 rolls paper filmstrip decor tape		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$9.99	146836	E 01 201 298 901 301 401	Trends Wall Poster		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$15.99	146836	E 01 201 298 901 301 401	Black and Gold Balloons		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$22.26	146836	E 01 201 298 901 301 401	Star Red Carpet Awards Cut Outs		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$19.95	146836	E 01 201 298 901 301 401	Hollywood Movie Theme Backdrop		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$16.02	146836	E 01 201 298 901 301 401	Trends International Star Wars Poster		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$11.35	146836	E 01 201 298 901 301 401	Indiana Jones Raiders of the Lost Ark		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$13.99	146836	E 01 201 298 901 301 401	Back to the Future Poster		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$18.85	146836	E 01 201 298 901 301 401	Free Guy Movie Poster		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$10.99	146836	E 01 201 298 901 301 401	Skyfall Daniel Craig James Bond		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$13.57	146836	E 01 201 298 901 301 401	Shipping		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	(\$14.38)	146836	E 01 201 298 901 301 401	Promos & Discounts		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$30.89	146837	E 04 500 570 000 321 401	B09GYBTG4N Arteza Kids Heat Fuse Bear	14	
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$6.99	146837	E 04 500 580 000 325 430	B07Y1P4YWY Mosoan 2PCS Rose Gold H		

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001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$47.97	146837	E 04 500 580 000 325 430	B07D449FQD Better Office Products Sheel		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$31.49	146837	E 04 500 596 000 344 430	B09FQGBP55 BROADREAM Snow Toys, 1		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$13.98	146837	E 04 500 580 000 325 430	B082NVRDXB Hebayy 600 Adorable Roun		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$79.99	146837	E 04 500 596 000 344 430	B010Y69Y4M Flexible Flyer Winter Trek La		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$33.98	146837	E 04 500 580 000 325 430	B01MRIKIWW Mydio Set of 24 Stress Balls		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$11.99	146837	E 04 500 580 000 325 430	B08NXS6WBZ 105 Pack Valentines Day B		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$21.99	146837	E 04 500 580 000 325 430	B003ZZEJWC Folkmanis Mini Turtle Finger		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$51.98	146837	E 04 500 596 000 344 430	B09267D7ML Beach Shovels, 25 Inch Sno		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$47.97	146837	E 04 500 580 000 325 430	B07QL9W3LZ 30 Ultra Bright Glow Sticks -		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$83.94	146837	E 04 500 580 000 325 430	B07XM2YXKK MOGGEI Kids Wool Warm S		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$38.00	146837	E 04 500 580 000 325 430	B077XCJ6S1 Amazon Basics Economy 3 F		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$69.99	146837	E 04 500 596 000 344 430	B077G21GPL Childrensneeds.com Excava		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$25.99	146837	E 04 500 560 157 321 401	B09BQ5HF7C Gold Star Cutouts Double P		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$89.97	146837	E 04 500 580 000 325 430	B07Y3D4X3Y Kicko Spinning Disco Ball wi		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$9.44	146837	E 04 500 580 000 325 430	B003ZZEJWC Folkmanis Mini Turtle Finger		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$65.52	146837	E 04 500 580 000 325 430	B005H3GAM2 Sterillite 18038612 Flip Top,		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$14.99	146837	E 04 500 596 000 344 430	B09DCJLJLB 3Pcs Snow Toys, Snowball M		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$30.89	146837	E 04 500 570 000 321 401	B09GYDFNSV Arteza Kids Heat Fuse Bear		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$33.99	146837	E 04 500 560 157 321 401	B09GXNKN74 Gold Star Cutouts Double P		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$11.75	146837	E 04 500 580 000 325 430	B0742B5HDB 100 Premium Quality Balloor		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$38.70	146837	E 04 500 580 000 325 430	B07N99K84Q 4E's Novelty Expandable Bre		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$27.95	146837	E 04 500 580 000 325 430	B01CUSE6TK C&H Solutions Novelty 48 cl		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$27.98	146837	E 04 500 596 000 344 430	B08L7M8LBH 6 Pieces Kids Summer Neck		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$4.99	146837	E 04 500 580 000 325 430	B091ML189Y 16 Inch XOXO Letter Foil Bal		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$31.89	146837	E 04 500 570 000 321 401	B09GYFHLK1 Arteza Kids Water Fuse Bea		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$38.97	146837	E 04 500 580 000 325 430	B0894J4LXL PROLOSO 1 Minute Sand Tir		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$79.90	146837	E 04 500 596 000 344 430	B07HHGCSGH Matty's Toy Stop 28" Heavy		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$8.49	146837	E 04 500 580 000 325 430	B07RN4QGW2 Loose Leaf Binder Rings 1-		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$12.59	146837	E 04 500 570 000 321 401	B072YVKVJ7 Care Check Lens Wipes, 15C		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$12.99	146837	E 04 500 580 000 325 430	B08RJ3FGDX Red Metallic Foil Fringe Cur		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$6.99	146837	E 04 500 580 000 325 430	B083414M2N Hebayy 600 Adorable Round		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$21.38	146837	E 04 500 505 000 321 401	B093X35J29 Pentel Energel 0.5 mm Needl		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$112.02	146837	E 04 500 570 000 321 401	B000ZDME7Y Perler Beads Bulk Assorted		
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$8.95	146837	E 04 500 580 000 325 430	Amazon Shipping Charge		

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001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$0.63	146837	E 04 500 505 000 321 401	
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$1.77	146837	E 04 500 560 157 321 401	
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$10.52	146837	E 04 500 596 000 344 430	
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$18.64	146837	E 04 500 580 000 325 430	
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$6.44	146837	E 04 500 570 000 321 401	
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$19.99	146838	E 04 500 570 000 321 401	
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$19.99	146838	E 04 500 590 000 321 401	
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$23.00	146838	E 04 500 590 000 321 401	B00CMBCUO4 STERILITE 2-Piece Large :
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$14.08	146838	E 04 500 590 000 321 401	1848352719 Why Do I Brush My Teeth? (M
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$12.99	146838	E 04 500 590 000 321 401	B07VKJ3GXJ 20 Pairs Toddler Kids Socks
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$14.99	146838	E 04 500 570 000 321 401	B07RTZBP93 Hasbro Gaming Clue Junior
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$170.37	146838	E 04 500 505 000 321 530	B075BWLWSW1 Sterilite 12167906, 2 Bushe
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$10.07	146838	E 04 500 590 000 321 401	1571021434 Heartprints
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$25.95	146838	E 04 500 580 000 325 401	B076QZ3584 PartySticks Glow Sticks Party
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$16.59	146838	E 04 500 590 000 321 401	B000W4OC80 Farberware - 78892-10 Fart
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$0.01	146838	E 04 500 505 000 321 530	
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	(\$0.32)	146838	E 04 500 580 000 325 401	
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	(\$2.08)	146838	E 04 500 505 000 321 530	
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	(\$0.43)	146838	E 04 500 570 000 321 401	
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	(\$1.18)	146838	E 04 500 590 000 321 401	
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$11.89	146839	E 04 500 505 000 321 401	Pentel Refill Erasers for Clic Eraser
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$11.91	146839	E 04 500 505 000 321 401	Pentel Clic Eraser pack of 7 assorted
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$1,497.00	146839	E 04 500 560 000 321 305	Canon EOS 4000D DSLR Camer/Lens & C
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$43.56	146839	E 04 500 560 122 321 401	Band-aids Gymnastics CE Classes
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$479.00	146839	E 04 500 560 000 321 305	EOS 3000D/Rebel T100 DSLR Camera wit
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	\$79.98	146840	E 04 500 520 000 322 401	B073XTMZTY LINKYO Compatible Toner C
001	101166	CH	1 04874	AMAZON CAPITAL SERVICES	02/18/2022	(\$79.98)	146841	E 04 500 520 000 322 401	CREDIT
Check Total:						\$4,959.81			
001	101167	CH	1 13192	APACHE GROUP	02/18/2022	\$3,475.00	146890	E 02 005 770 000 701 401	5 COMPARTMENT OVATION TRAY
001	101167	CH	1 13192	APACHE GROUP	02/18/2022	\$51.64	146890	E 02 005 770 000 701 401	FREIGHT
Check Total:						\$3,526.64			
001	101168	CH	1 10225	BARKER, CURTIS	02/18/2022	\$120.00	146846	E 11 300 296 112 000 305	JV/V GIRLS BASKETBALL OFFICIAL VS Z
Check Total:						\$120.00			

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	101169	CH	1 09599	BAUMGARTNER, SCOTT	02/18/2022	\$101.00	146842	E 11 300 294 112 000 305	9TH BOYS BASKETBALL OFFICIAL VS CI
						Check Total:	\$101.00		
001	101170	CH	1 04806	BERGESON, JOHN	02/18/2022	\$75.00	146843	E 11 201 294 112 000 305	7/8TH B BASKETBALL OFFICIAL VS MON
001	101170	CH	1 04806	BERGESON, JOHN	02/18/2022	\$66.00	146891	E 11 300 294 112 000 305	JV BOYS BASKETBALL OFFICIAL VS CHI
						Check Total:	\$141.00		
001	101171	CH	1 05041	BROUGH, ANTHONY J	02/18/2022	\$170.00	146845	E 11 300 296 122 000 305	JV/V GYMNASTICS OFFICIAL MB JV CON
						Check Total:	\$170.00		
001	101172	CH	1 13193	BUTTERCREAM CREATIONS	02/18/2022	\$384.00	146844	E 04 500 560 000 321 305	CUPCAKE CLASS
						Check Total:	\$384.00		
001	101173	CH	1 13190	CASEY, TIMOTHY	02/18/2022	\$120.00	146847	E 11 300 296 112 000 305	JV/V G BASKETBALL OFFICIAL VS ZIMM
						Check Total:	\$120.00		
001	101175	CH	1 02735	EHLERS & ASSOCIATES, INC	02/18/2022	\$3,800.00	146849	E 07 005 910 000 000 790	2022 CONTINUING DISCLOSURE REPOF
						Check Total:	\$3,800.00		
001	101176	CH	1 13112	ELITE GYMNASTICS ACADEMY	02/18/2022	\$585.00	146888	E 04 500 560 122 321 436	GOLD AND PLATINUM XCEL GYMNASTIC
						Check Total:	\$585.00		
001	101177	CH	1 05564	EMERGENCY OUTFITTERS, INC	02/18/2022	\$480.00	146850	E 04 500 560 000 321 305	FAST KIDS
						Check Total:	\$480.00		
001	101178	CH	1 10256	FERGUS, DAVID	02/18/2022	\$66.00	146851	E 11 300 296 112 000 305	JV GIRLS BASKETBALL OFFICIAL VS CH
						Check Total:	\$66.00		
001	101179	CH	1 12895	HIDDE, KEVIN	02/18/2022	\$66.00	146852	E 11 300 294 112 000 305	JV BOYS BASKETBALL OFFICIAL VS CHI
						Check Total:	\$66.00		
001	101180	CH	1 10461	JOHNSON CONTROLS	02/18/2022	\$675.00	146854	E 05 005 865 000 363 350	HS/INDY 02/01/2022-01/31/2023
						Check Total:	\$675.00		
001	101181	CH	1 10738	KWIK TRIP EXTENDED NETWORK	02/18/2022	\$452.33	146853	E 01 005 810 000 000 440	FUEL JANUARY 2022
						Check Total:	\$452.33		
001	101182	CH	1 10676	LUTZ, MATTHEW	02/18/2022	\$120.00	146855	E 11 300 296 112 000 305	GIRLS BASKETBALL VS ZIMMERMAN
						Check Total:	\$120.00		
001	101183	CH	1 10203	McCLAFLIN, JENNIFER	02/18/2022	\$66.00	146858	E 11 300 296 112 000 305	JV GIRLS BASKETBALL OFFICIAL VS CH
						Check Total:	\$66.00		
001	101184	CH	1 13191	MILLER, PAUL F	02/18/2022	\$120.00	146856	E 11 300 296 112 000 305	JV/V GIRLS BASKETBALL OFFICIAL VS N
						Check Total:	\$120.00		
001	101185	CH	1 06411	MISSISSIPPI 8 CONFERENCE	02/18/2022	\$358.00	146857	E 11 300 296 122 000 305	JV GYMNASTICS REVENUE 02/04/2022
						Check Total:	\$358.00		

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	101186	CH	1 07002	NYSTROM PUBLISHING CO., INC.	02/18/2022	\$1,505.85	146859	E 01 005 107 000 000 401	School Marketing Pocket Folders with 2-4"
Check Total:						\$1,505.85			
001	101187	CH	1 10017	PIPP, BEN	02/18/2022	\$75.00	146860	E 11 201 294 112 000 305	7/8TH BOYS BASKETBALL OFFICIAL VS
001	101187	CH	1 10017	PIPP, BEN	02/18/2022	\$75.00	146862	E 11 201 294 112 000 305	7/8TH BOYS BASKETBALL OFFICIAL VS
Check Total:						\$150.00			
001	101188	CH	1 07890	PMA FINANCIAL NETWORK INC.	02/18/2022	\$255.80	146863	E 45 005 935 000 000 305	ASSETS 01/01/2022-01/31/2022
Check Total:						\$255.80			
001	101189	CH	1 09361	PRATT, MARK	02/18/2022	\$75.00	146861	E 11 201 294 112 000 305	7/8TH BOYS BASKETBALL OFFICIAL VS
Check Total:						\$75.00			
001	101190	CH	1 12906	RAMACHER-DYE, RACQUEL	02/18/2022	\$170.00	146864	E 11 300 296 122 000 305	JV/V GYMNASTICS OFFICIAL VS M8 JV C
Check Total:						\$170.00			
001	101191	CH	1 05001	REVENIG, GARY	02/18/2022	\$69.00	146865	E 11 300 296 112 000 305	V BOYS & GIRLS BASKETBALL OFFICIAL
001	101191	CH	1 05001	REVENIG, GARY	02/18/2022	\$69.00	146865	E 11 300 294 112 000 305	V BOYS & GIRLS BASKETBALL OFFICIAL
001	101191	CH	1 05001	REVENIG, GARY	02/18/2022	\$120.00	146866	E 11 300 296 112 000 305	JV/V G BASKETBALL OFFICIAL VS NORT
Check Total:						\$258.00			
001	101192	CH	1 12615	SACKETT, TOBY	02/18/2022	\$120.00	146867	E 11 300 296 112 000 305	JV/V GIRLS BASKETBALL OFFICIAL VS N
001	101192	CH	1 12615	SACKETT, TOBY	02/18/2022	\$69.00	146876	E 11 300 296 112 000 305	V B&G BASKETBALL OFFICIAL VS CHIS/
001	101192	CH	1 12615	SACKETT, TOBY	02/18/2022	\$69.00	146876	E 11 300 294 112 000 305	V B&G BASKETBALL OFFICIAL VS CHIS/
Check Total:						\$258.00			
001	101193	CH	1 01187	SCHMITT MUSIC CENTERS	02/18/2022	\$7.92	146869	E 01 300 258 000 000 430	Easy Jazz Classics; Bass Guitar and Bari S
001	101193	CH	1 01187	SCHMITT MUSIC CENTERS	02/18/2022	\$85.00	146870	E 01 300 258 000 000 350	Bass Clarinet Repair; Serial #6533H
001	101193	CH	1 01187	SCHMITT MUSIC CENTERS	02/18/2022	\$55.00	146871	E 01 300 258 000 000 350	PO 30302 HS Tuba repair/clean
001	101193	CH	1 01187	SCHMITT MUSIC CENTERS	02/18/2022	\$14.36	146872	E 01 300 258 000 000 430	Standard of Excellence Jazz
001	101193	CH	1 01187	SCHMITT MUSIC CENTERS	02/18/2022	\$21.90	146873	E 01 201 258 000 000 430	MS BAND SUPPLIES
Check Total:						\$184.18			
001	101194	CH	1 12629	SELZ, ROBERT	02/18/2022	\$69.00	146874	E 11 300 296 112 000 305	V BOYS & GIRLS BASKETBALL OFFICIAL
001	101194	CH	1 12629	SELZ, ROBERT	02/18/2022	\$69.00	146874	E 11 300 294 112 000 305	V BOYS & GIRLS BASKETBALL OFFICIAL
Check Total:						\$138.00			
001	101195	CH	1 09712	SIMPSON, JOHN	02/18/2022	\$75.00	146868	E 11 201 294 112 000 305	7/8TH BOYS BASKETBALL OFFICIAL VS
001	101195	CH	1 09712	SIMPSON, JOHN	02/18/2022	\$75.00	146875	E 11 201 294 112 000 305	7/8TH BOYS BASKETBALL OFFICIAL VS
001	101195	CH	1 09712	SIMPSON, JOHN	02/18/2022	\$101.00	146877	E 11 300 294 112 000 305	9TH BOYS BASKETBALL OFFICIAL VS CI
Check Total:						\$251.00			

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	101196	CH	1 13194	SITRON, SCOTT	02/18/2022	\$600.00	146889	E 11 300 298 901 301 305	SNO DAZE DJ 03/05/2022
Check Total:						\$600.00			
001	101197	CH	1 12845	SYSCO-MINNESOTA INC	02/18/2022	\$220.38	146878	E 02 005 770 000 701 490	FS APPLESAUCE
Check Total:						\$220.38			
001	101198	CH	1 12068	THE WATSON COMPANY, INC.	02/18/2022	\$148.75	146882	E 11 300 298 000 000 490	HS CONCESSIONS
001	101198	CH	1 12068	THE WATSON COMPANY, INC.	02/18/2022	\$551.70	146887	E 11 300 298 000 000 490	HS CONCESSIONS
Check Total:						\$700.45			
001	101199	CH	1 13189	TURCOTTE, AMBER	02/18/2022	\$170.00	146879	E 11 300 296 122 000 305	JV/V GYMNASTICS OFFICIAL M8 JV CON
Check Total:						\$170.00			
001	101200	CH	1 04148	VIKING COCA-COLA BOTTLING CO	02/18/2022	\$2,240.50	146881	E 11 300 298 000 000 490	HS CONCESSIONS
Check Total:						\$2,240.50			
001	101201	CH	1 06532	VISION STAFFING SOLUTIONS	02/18/2022	\$246.84	146880	E 01 201 810 356 000 305	JANITORIAL SERVICES WEEK OF 02/06/
Check Total:						\$246.84			
001	101202	CH	1 13048	WELLNESS FOR LIVING LLC	02/18/2022	\$216.00	146886	E 04 500 560 000 321 305	BEG BAKING
Check Total:						\$216.00			
001	101203	CH	1 13129	WILLIAMS JR, ROBERT	02/18/2022	\$75.00	146883	E 11 201 294 112 000 305	7/8TH BOYS BASKETBALL OFFICIAL VS
Check Total:						\$75.00			
001	101204	CH	1 05454	WOOD, NICOLE	02/18/2022	\$170.00	146884	E 11 300 296 122 000 305	JV/V GYMNASTICS OFFICIAL M8 JV CON
Check Total:						\$170.00			
001	101205	CH	1 08807	WRECK-LESS DRIVING ACADEMY	02/18/2022	\$5,280.00	146885	E 04 500 560 000 321 305	DRIVERS ED 01/24/2022-02/04/2022
Check Total:						\$5,280.00			
001	101206	CH	1 07795	PSAT/NMSQT	02/18/2022	\$900.00	146848	E 01 300 710 710 000 461	PSAT/NMSQT (OCTOBER 2021 ADMIN)
Check Total:						\$900.00			
001	101207	CH	1 01240	WRIGHT TECHNICAL CENTER	02/18/2022	\$27,810.20	146892	E 01 998 211 000 303 390	WRIGHT ACADEMY HIGH SCHOOL JANU
Check Total:						\$27,810.20			
Bank 001 Total:						\$353,971.30			
Report Total:						\$353,971.30			

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2021 - 2/28/2022

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$6,598.75	146894	E 02 005 770 000 701 401	FS TRAYS
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$90.14	146895	E 01 201 620 000 000 401	Aztech Compatible Toner Cartridge HP 26X
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$6.90	146896	E 01 201 298 950 000 401	2 part carbonless receipt book
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$5.99	146896	E 01 201 298 950 000 401	Freight
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$9.79	146897	E 01 201 298 901 301 401	Sparkling Tulle Silver
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$9.99	146897	E 01 201 298 901 301 401	Sparkling Tulle Red
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$44.07	146897	E 01 201 298 901 301 401	6" Gold Award Trophies Pack of 12 Bulk St
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$53.91	146898	E 01 100 203 312 000 401	Blue & White Beach Balls, pack of 12
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$15.10	146898	E 01 100 203 312 000 401	Magnetic Wand Set, 8", rainbow
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$89.90	146898	E 01 100 203 312 000 401	Spot Markers, 9", set of 24
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$81.40	146898	E 01 100 203 312 000 401	Sterilite 15 qt Clearview Latch Box, 12 pk
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$699.95	146898	E 01 100 203 312 000 401	Makey Makey STEM Pack Classroom Inve
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$65.98	146898	E 01 100 203 312 000 401	Photo Box Storage, 4"x16"
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$149.95	146899	E 01 100 203 914 000 401	MINI FLASHLIGHTS PACK OF 30
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$179.99	146900	E 05 110 203 000 302 530	B0762LT49K FLEXISPOT Standing Desk C
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$117.68	146900	E 01 110 203 000 000 401	B0017TGQG0 GBC Thermal Laminating Fi
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$186.25	146900	E 05 110 203 000 302 530	B00314UCU0 3M Sit/Stand Keyboard Tray,
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$179.94	146900	E 05 110 203 000 302 530	B0731P9234 Sorbus Storage Ottoman, 15
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$50.31	146900	E 01 110 203 000 000 401	B001BG653S Canon Matte Coated Paper (
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$14.58	146901	E 01 300 211 245 000 401	Pepperidge Farm Goldfish Crackers Dynan
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$21.57	146902	E 01 300 230 000 000 401	Amazon basics sandwich storage bags, 30
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$28.00	146902	E 01 300 230 000 000 430	Minilingo: Spanish/English bilingual memo
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$12.95	146902	E 01 300 230 000 000 401	Spain Tourism Map of Attractions Wall Art E
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$114.76	146902	E 01 300 230 000 000 401	Crayola bulk broad line washable markers
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$26.49	146902	E 01 300 230 000 000 401	Kleenex expressions, ultra soft facial tissue
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$2.76	146902	E 01 300 230 000 000 430	
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$17.30	146902	E 01 300 230 000 000 401	
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	(\$15.16)	146902	E 01 300 230 000 000 401	Proms
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$9.99	146903	E 01 300 230 000 000 401	#10 security tinted self-seal envelopes - no
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$20.99	146903	E 01 300 230 000 000 401	The file king 1/3-cut top tab manila file folde
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$57.00	146903	E 01 300 230 000 000 401	EXPO low odor dry erase markers, chisel ti
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$5.97	146903	E 01 300 230 000 000 401	Pilot G2 premium refillable & retractable rol
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$13.95	146903	E 01 300 230 000 000 401	Lunerable modern tapestry twin size, Spani
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$7.16	146903	E 01 300 230 000 000 401	Confetti Spanish stickers

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Big Lake Public Schools, ISD #727

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$9.97	146903	E 01 300 230 000 000 401	Lysol disinfectant wipes, multi-surface antib
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$17.46	146903	E 01 300 230 000 000 401	Ticonderoga pencils, wood-cased, pre-shar
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$4.40	146903	E 01 300 230 000 000 401	Swingline SWI79350 standard staples, 210
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$15.33	146903	E 01 300 230 000 000 401	Swingline stapler, commercial desktop stap
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$8.25	146903	E 01 300 230 000 000 401	BIC round stic grip Xtra comfort ballpoint pe
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$55.88	146904	E 11 300 298 000 000 490	B003N0R5BG SOUR PATCH KIDS Soft & I
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$18.49	146904	E 11 300 298 000 000 490	B001O6ZGH6 Starburst FaveREDs Fruit C
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$24.62	146904	E 11 300 298 000 000 490	B00411ZIKG SKITTLES Tropical Candy, 2.
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$14.98	146904	E 11 300 298 000 000 490	B076BYR9JP Grandma's Cookies Variety F
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$25.62	146904	E 11 300 298 000 000 490	B005CV1SO4 HERSHEY'S COOKIES 'N' C
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$25.22	146904	E 11 300 298 000 000 490	B000IXUK2W KIT KAT Milk Chocolate Waf
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$0.00	146904	E 11 300 298 000 000 490	Amazon Shipping Charge
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$168.33	146905	E 01 300 211 000 000 401	SAUDER SELECT COLLECTION S-SHELI
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$4.90	146906	E 01 201 208 290 000 401	Staff Personalized Stamps
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$1.50	146906	E 01 201 208 290 000 401	shipping
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$107.80	146907	E 01 201 208 290 000 401	Staff Personalized Stamps
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$1.50	146907	E 01 201 208 290 000 401	Freight
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$370.93	146908	E 01 100 203 312 000 401	Glider Model Plane, pack of 36
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$39.92	146908	E 01 100 203 312 000 401	Floating Ring Magnet Set
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$39.98	146908	E 01 100 203 312 000 401	Magnetic Kids Matching Game
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$15.10	146908	E 01 100 203 312 000 401	Magnetic Wand Set, 8", rainbow
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$24.68	146908	E 01 100 203 312 000 401	Contact Adhesive Roll, 18" w x 60' l, clear
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$11.99	146908	E 01 100 203 312 000 401	Turning Pages: My Life Story, hardcover bo
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$220.19	146908	E 01 100 203 312 000 401	Swingline 28 Sheet Commercial Electric Th
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$81.40	146908	E 01 100 203 312 000 401	Sterilite 15 qt Clearview Latch Box, 12 pk
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$34.99	146908	E 01 100 203 312 000 401	Hamilton Beach Electric Tea Kettle
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$175.84	146908	E 01 100 203 312 000 401	Storage Case for Sphero Mini
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$46.47	146908	E 01 100 203 312 000 401	Astrobrights Mega Collection, Colored Carc
001	101208	CH	1	04874	AMAZON CAPITAL SERVICES	02/18/2022	\$33.98	146908	E 01 100 203 312 000 401	Astrobrights, Cardstock, assorted
Check Total:							\$10,574.02			
001	101209	CH	1	13196	ABRAHAMSON, THOMAS	02/25/2022	\$120.00	146910	E 11 300 296 112 000 305	JV/V GIRLS BASKETBALL OFFICIAL VS C
Check Total:							\$120.00			
001	101210	CH	1	03307	AIM ELECTRONICS INC.	02/25/2022	\$7,959.00	146912	E 06 201 870 000 000 530	PROJECT ID #22F201.01F MIDDLE SCHC
Check Total:							\$7,959.00			

Big Lake Public Schools, ISD #727

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	101211	CH	1	10449	AMAZING ATHLETES OF CENTRAL MN	02/25/2022	\$528.00	146911	E 04 500 560 090 321 305	CE AMAZING ATHLETES CLASS	
							Check Total:	\$528.00			
001	101212	CH	1	04874	AMAZON CAPITAL SERVICES	02/25/2022	\$223.80	146909	E 01 201 208 290 000 401	Wholesale Bulk Earbuds	
							Check Total:	\$223.80			
001	101213	CH	1	12159	ARVIG	02/25/2022	\$133.00	146914	E 01 005 630 000 000 305	INTERNET 02/06/2022-03/05/2022	
							Check Total:	\$133.00			
001	101214	CH	1	12074	BUDNER, PETER	02/25/2022	\$120.00	146913	E 11 300 296 112 000 305	JV/V GIRLS BASKETBALL OFFICIAL VS S	
							Check Total:	\$120.00			
001	101215	CH	1	12904	CAPTIVATE MEDIA + CONSULTING	02/25/2022	\$3,000.00	146935	E 01 005 107 000 000 305	50% FINAL PAYMENT FOR DESIGN PRO.	
							Check Total:	\$3,000.00			
001	101216	CH	1	03184	CENTERPOINT ENERGY	02/25/2022	\$458.71	146915	E 01 201 810 000 000 330	MS JANUARY 2022 GAS	
001	101216	CH	1	03184	CENTERPOINT ENERGY	02/25/2022	\$8,674.94	146915	E 01 201 810 000 000 330	MS JANUARY 2022 GAS	
001	101216	CH	1	03184	CENTERPOINT ENERGY	02/25/2022	\$9,656.77	146915	E 01 100 810 000 000 330	INDY JANUARY 2022 GAS	
001	101216	CH	1	03184	CENTERPOINT ENERGY	02/25/2022	\$147.66	146915	E 01 300 810 000 000 330	HS JANUARY 2022 GAS	
001	101216	CH	1	03184	CENTERPOINT ENERGY	02/25/2022	\$20,611.39	146915	E 01 300 810 000 000 330	HS JANUARY 2022 GAS	
001	101216	CH	1	03184	CENTERPOINT ENERGY	02/25/2022	\$242.42	146915	E 01 100 810 000 000 330	INDY JANUARY 2022 GAS	
001	101216	CH	1	03184	CENTERPOINT ENERGY	02/25/2022	\$440.63	146915	E 01 100 810 000 000 330	INDY JANUARY 2022 GAS	
							Check Total:	\$40,232.52			
001	101217	CH	1	13188	DIGITAL SCOREBOARDS, LLC	02/25/2022	\$135,385.00	146916	E 06 300 870 000 000 530	PROJECT ID#22E300-01F DIGITAL SCOR	
001	101217	CH	1	13188	DIGITAL SCOREBOARDS, LLC	02/25/2022	(\$17,985.00)	146916	E 06 300 870 000 000 530	PARTNER DISCOUNT ON SCOREBOAR	
							Check Total:	\$117,400.00			
001	101218	CH	1	09728	FEDERATED CO-OPS	02/25/2022	\$6,625.00	146917	E 01 110 810 000 000 440	#2 DYED NO BIO	
							Check Total:	\$6,625.00			
001	101219	CH	1	12222	HALLBERG ENGINEERING	02/25/2022	\$9,262.00	146918	E 06 300 870 000 000 305	HS GYM DEHUMIDIFICATION	
001	101219	CH	1	12222	HALLBERG ENGINEERING	02/25/2022	\$0.00	146918	E 06 300 870 000 000 305	PROJECT ID #22B300.01B	
001	101219	CH	1	12222	HALLBERG ENGINEERING	02/25/2022	\$18,312.00	146919	E 15 201 867 000 366 305	MS HVAC REPLACEMENT	
001	101219	CH	1	12222	HALLBERG ENGINEERING	02/25/2022	\$3,091.00	146921	E 15 201 867 000 366 305	MS HVAC & INDY ES BOILER REPLACEN	
							Check Total:	\$30,665.00			
001	101220	CH	1	06868	HIESTAND, DEBORAH A	02/25/2022	\$120.00	146920	E 11 300 296 112 000 305	JV/V GIRLS BASKETBALL OFFICIAL VS S	
							Check Total:	\$120.00			
001	101221	CH	1	12985	IKI INC	02/25/2022	\$44.00	146922	E 04 500 560 080 321 305	INSTANT PIANO FOR BUSY PEOPLE	
							Check Total:	\$44.00			

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	101222	CH	1 06452	INDUSTRIAL ARTS SUPPLY COMPANY	02/25/2022	\$2,935.18	146923	E 01 300 361 000 830 433	HS SHOP SUPPLIES
						Check Total:	\$2,935.18		
001	101223	CH	1 01121	MASSP	02/25/2022	\$435.00	146924	E 01 201 605 000 000 366	MASSP Winter Conference Full Conferenc
						Check Total:	\$435.00		
001	101224	CH	1 13110	MONTICELLO DOG ACADEMY	02/25/2022	\$90.00	146925	E 04 500 560 080 321 305	INTERMEDIATE OBEDIENCE
						Check Total:	\$90.00		
001	101225	CH	1 12857	NORDLING, AARON	02/25/2022	\$120.00	146926	E 11 300 296 112 000 305	JV/V GIRLS BASKETBALL OFFICIAL VS C
						Check Total:	\$120.00		
001	101226	CH	1 07041	SMEKTA, BOB	02/25/2022	\$120.00	146927	E 11 300 296 112 000 305	JV/V GIRLS BASKETBALL OFFICIAL VS C
						Check Total:	\$120.00		
001	101227	CH	1 12068	THE WATSON COMPANY, INC.	02/25/2022	\$129.12	146929	E 11 300 298 000 000 490	HS CONCESSIONS
						Check Total:	\$129.12		
001	101228	CH	1 08772	TREICHEL, TYLER	02/25/2022	\$120.00	146928	E 11 300 296 112 000 305	JV/V GIRLS BASKETBALL OFFICIAL VS S
						Check Total:	\$120.00		
001	101229	CH	1 06532	VISION STAFFING SOLUTIONS	02/25/2022	\$153.00	146930	E 01 300 810 356 000 305	HS JANITORIAL SERVICES WEEK OF 02
001	101229	CH	1 06532	VISION STAFFING SOLUTIONS	02/25/2022	\$331.50	146930	E 01 201 810 356 000 305	MS JANITORIAL SERVICES WEEK OF 02
						Check Total:	\$484.50		
001	101230	CH	1 10633	WOLD ARCHITECTS, INC	02/25/2022	\$10,220.54	146933	E 06 300 870 000 000 305	HS DEHUMID-FIXED
001	101230	CH	1 10633	WOLD ARCHITECTS, INC	02/25/2022	\$0.00	146933	E 06 300 870 000 000 305	PROJECT ID #22B300.01B
001	101230	CH	1 10633	WOLD ARCHITECTS, INC	02/25/2022	\$393.58	146934	E 15 201 867 000 379 305	MS HVAC
						Check Total:	\$10,614.12		
001	101231	CH	1 01240	WRIGHT TECHNICAL CENTER	02/25/2022	\$9,878.85	146932	E 01 998 400 000 000 393	CTE DISABLED TUITION MEMBER SEME
						Check Total:	\$9,878.85		
001	101232	CH	1 01165	XCEL ENERGY-NSP	02/25/2022	\$10,612.62	146931	E 01 110 810 000 000 330	LIBERTY NATURAL GAS P #302291437 J,
						Check Total:	\$10,612.62		
001	101233	CH	1 09884	VERIZON WIRELESS	02/25/2022	\$51.27	146936	E 01 201 050 000 000 320	ME CELL PHONES 01/11/2022-02/10/2022
001	101233	CH	1 09884	VERIZON WIRELESS	02/25/2022	\$51.27	146936	E 01 400 050 000 000 320	KN CELL PHONES 01/11/2022-02/10/2022
001	101233	CH	1 09884	VERIZON WIRELESS	02/25/2022	\$51.27	146936	E 04 500 505 000 321 320	AB CELL PHONES 01/11/2022-02/10/2022
001	101233	CH	1 09884	VERIZON WIRELESS	02/25/2022	\$51.27	146936	E 01 300 605 000 000 320	AF CELL PHONES 01/11/2022-02/10/2022
001	101233	CH	1 09884	VERIZON WIRELESS	02/25/2022	\$61.27	146936	E 01 005 630 000 000 320	BH CELL PHONES 01/11/2022-02/10/2022
001	101233	CH	1 09884	VERIZON WIRELESS	02/25/2022	\$41.27	146936	E 01 100 605 000 000 320	SP CELL PHONES 01/11/2022-02/10/2022
001	101233	CH	1 09884	VERIZON WIRELESS	02/25/2022	\$41.27	146936	E 01 005 020 000 000 320	TT CELL PHONES 01/11/2022-02/10/2022
001	101233	CH	1 09884	VERIZON WIRELESS	02/25/2022	\$41.27	146936	E 01 201 605 000 000 320	HP CELL PHONES 01/11/2022-02/10/2022

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2021 - 2/28/2022

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	101233	CH	1 09884	VERIZON WIRELESS	02/25/2022	\$51.27	146936	E 01 201 810 000 000 320	AZ CELL PHONES 01/11/2022-02/10/2022
001	101233	CH	1 09884	VERIZON WIRELESS	02/25/2022	\$41.27	146936	E 01 300 605 000 000 320	AF CELL PHONES 01/11/2022-02/10/2022
001	101233	CH	1 09884	VERIZON WIRELESS	02/25/2022	\$51.27	146936	E 01 005 610 000 000 320	DB CELL PHONES 01/11/2022-02/10/2022
001	101233	CH	1 09884	VERIZON WIRELESS	02/25/2022	\$51.27	146936	E 01 410 211 000 000 320	NH CELL PHONES 01/11/2022-02/10/2022
001	101233	CH	1 09884	VERIZON WIRELESS	02/25/2022	\$51.27	146936	E 11 300 292 000 000 320	JM CELL PHONES 01/11/2022-02/10/2022
001	101233	CH	1 09884	VERIZON WIRELESS	02/25/2022	\$51.27	146936	E 01 005 810 000 000 320	NK CELL PHONES 01/11/2022-02/10/2022
001	101233	CH	1 09884	VERIZON WIRELESS	02/25/2022	\$51.27	146936	E 01 100 810 000 000 320	BM CELL PHONES 01/11/2022-02/10/2022
001	101233	CH	1 09884	VERIZON WIRELESS	02/25/2022	\$51.27	146936	E 01 110 050 000 000 320	CG CELL PHONES 01/11/2022-02/10/2022
001	101233	CH	1 09884	VERIZON WIRELESS	02/25/2022	\$51.27	146936	E 04 500 570 000 321 320	TF CELL PHONES 01/11/2022-02/10/2022
001	101233	CH	1 09884	VERIZON WIRELESS	02/25/2022	\$51.27	146936	E 01 300 050 000 000 320	BD CELL PHONES 01/11/2022-02/10/2022
001	101233	CH	1 09884	VERIZON WIRELESS	02/25/2022	\$25.63	146936	E 04 500 580 000 325 320	SF CELL PHONES 01/11/2022-02/10/2022
001	101233	CH	1 09884	VERIZON WIRELESS	02/25/2022	\$25.64	146936	E 04 500 596 000 344 320	SF CELL PHONES 01/11/2022-02/10/2022
001	101233	CH	1 09884	VERIZON WIRELESS	02/25/2022	\$61.27	146936	E 01 005 720 342 000 320	TZ CELL PHONES 01/11/2022-02/10/2022
001	101233	CH	1 09884	VERIZON WIRELESS	02/25/2022	\$61.27	146936	E 01 005 630 000 000 320	JB CELL PHONES 01/11/2022-02/10/2022
001	101233	CH	1 09884	VERIZON WIRELESS	02/25/2022	\$51.27	146936	E 01 005 810 000 000 320	PA CELL PHONES 01/11/2022-02/10/2022
001	101233	CH	1 09884	VERIZON WIRELESS	02/25/2022	\$41.27	146936	E 01 300 790 000 699 320	NS CELL PHONES 01/11/2022-02/10/2022
001	101233	CH	1 09884	VERIZON WIRELESS	02/25/2022	\$41.27	146936	E 01 100 050 000 000 320	JD CELL PHONES 01/11/2022-02/10/2022
001	101233	CH	1 09884	VERIZON WIRELESS	02/25/2022	\$41.27	146936	E 01 005 605 000 000 320	TSP CELL PHONES 01/11/2022-02/10/2022
001	101233	CH	1 09884	VERIZON WIRELESS	02/25/2022	\$51.27	146936	E 01 005 720 342 000 320	ND CELL PHONES 01/11/2022-02/10/2022

Check Total: \$1,293.02

Bank 001 Total: \$254,576.75

Report Total: \$254,576.75

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 02/01/2022 - 2/28/2022

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1 01034	RESOURCE TRAINING & SOLUTIONS	02/14/2022	\$600.00	146646	E 01 100 218 000 388 369	PO 30449 Virtual Student REgistration Spa
001		CC	1 01038	CITY OF BIG LAKE	02/14/2022	\$33.24	146648	E 01 005 810 000 000 332	Water/Sewer 12/21/2021-01/20/2022 Bathr
001		CC	1 01038	CITY OF BIG LAKE	02/14/2022	\$1,791.02	146651	E 01 300 810 000 000 332	Water/Sewer 12/08/2021-01/07/2022 HS
001		CC	1 01038	CITY OF BIG LAKE	02/14/2022	\$33.24	146653	E 01 005 810 000 000 332	Water/Sewer 12/21/2021-01/20/2022 Admi
001		CC	1 01038	CITY OF BIG LAKE	02/14/2022	\$807.67	146657	E 01 100 810 000 000 332	Water/Sewer 12/08/2021-01/07/2022 Indy
001		CC	1 01038	CITY OF BIG LAKE	02/14/2022	\$954.39	146658	E 01 110 810 000 000 332	Water/Sewer 12/08/2021-01/07/2022 Libert
001		CC	1 01038	CITY OF BIG LAKE	02/14/2022	\$800.59	146660	E 01 201 810 000 000 332	Water/Sewer 12/08/2021-01/07/2022 MS
001		CC	1 01038	CITY OF BIG LAKE	02/14/2022	\$1,073.39	146737	E 01 110 810 000 000 332	Liberty Water/Sewer November 2021
001		CC	1 01038	CITY OF BIG LAKE	02/14/2022	\$966.15	146738	E 01 201 810 000 000 332	MS Water/Sewer November 2021
001		CC	1 01038	CITY OF BIG LAKE	02/14/2022	\$938.57	146739	E 01 100 810 000 000 332	Indy Water/Sewer November 2021
001		CC	1 01038	CITY OF BIG LAKE	02/14/2022	\$1,884.14	146740	E 01 300 810 000 000 332	HS Water/Sewer November 2021
001		CC	1 01038	CITY OF BIG LAKE	02/14/2022	\$114.72	146741	E 01 005 810 000 000 332	Admissions Water/Sewer November 2021
001		CC	1 01038	CITY OF BIG LAKE	02/14/2022	\$56.52	146742	E 01 005 810 000 000 332	Bathrooms Water/Sewer November 2021
001		CC	1 01048	DEMCO INC	02/14/2022	\$170.90	146685	E 01 300 620 000 000 401	PO 30454 HS Media Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	02/14/2022	\$26.80	146659	E 01 300 810 000 000 401	PO 30483 & 30484 B&G Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	02/14/2022	\$352.14	146659	E 01 201 810 000 000 401	PO 30483 & 30484 B&G Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	02/14/2022	\$2,067.23	146659	E 01 201 810 000 000 401	PO 30483 & 30484 B&G Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	02/14/2022	\$250.26	146669	E 01 110 810 000 000 401	B&G Cleaning Supplies Po 30484 & PO 30
001		CC	1 01065	HILLYARD FLOOR CARE	02/14/2022	\$440.93	146669	E 01 300 810 000 000 401	B&G Cleaning Supplies Po 30484 & PO 30
001		CC	1 01065	HILLYARD FLOOR CARE	02/14/2022	\$234.76	146669	E 01 300 810 000 000 401	B&G Cleaning Supplies Po 30484 & PO 30
001		CC	1 01065	HILLYARD FLOOR CARE	02/14/2022	\$2,594.10	146674	E 01 100 810 000 000 401	B&G Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	02/14/2022	\$1,412.46	146674	E 01 300 810 000 000 401	B&G Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	02/14/2022	\$83.42	146674	E 01 300 810 000 000 401	B&G Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	02/14/2022	\$123.45	146690	E 01 201 810 000 000 401	B&G Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	02/14/2022	\$111.18	146690	E 01 110 810 000 000 401	B&G Supplies
001		CC	1 01107	JOSTENS	02/14/2022	\$2,010.90	146695	E 01 300 211 222 000 401	PO 30331 Diploma covers for the 2022 gra
001		CC	1 01131	STAR TRIBUNE	02/14/2022	\$62.27	146747	E 01 005 020 000 000 820	Subscription
001		CC	1 01833	SCHOOL SPECIALTY INC	02/14/2022	\$2,753.52	146676	E 05 110 203 000 302 460	PO 30465 SPIRE Illustrated Decodable Re
001		CC	1 02097	BIG LAKE CHAMBER OF COMMERCE	02/14/2022	\$15.00	146745	E 04 500 505 000 321 366	Jan membership meeting
001		CC	1 02427	FOLLETT SCHOOL SOLUTIONS, INC.	02/14/2022	\$1,000.00	146683	E 01 300 220 602 000 460	PO 30424 HARP 2002 To Kill A Mockingbir
001		CC	1 02429	ECM PUBLISHERS INC	02/14/2022	\$92.00	146743	E 01 005 010 000 000 305	See attachments
001		CC	1 02429	ECM PUBLISHERS INC	02/14/2022	\$580.00	146743	E 06 300 870 000 000 305	See attachments
001		CC	1 02429	ECM PUBLISHERS INC	02/14/2022	\$244.00	146743	E 01 005 010 000 000 305	See attachments
001		CC	1 02795	MN SCHOOL BOARDS ASSOCIATION	02/14/2022	\$210.00	146666	E 01 005 640 000 316 366	Part B Track Offers Workshop (Minnesota S

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 02/01/2022 - 2/28/2022

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1	02795	MN SCHOOL BOARDS ASSOCIATION	02/14/2022	\$125.00	146733	E 01 005 640 000 316 366	MASA Leadership Conference
001		CC	1	03455	GRAINGER	02/14/2022	\$526.08	146664	E 01 201 810 000 000 350	PO 30233 Toilets, Sinks & Faucets
001		CC	1	03455	GRAINGER	02/14/2022	\$523.44	146706	E 01 300 810 000 000 350	PO 30459 HS B&G Supp;lies
001		CC	1	03455	GRAINGER	02/14/2022	\$64.30	146714	E 01 300 810 000 000 350	PO 30459 B&G Supplies
001		CC	1	03455	GRAINGER	02/14/2022	\$42.16	146721	E 01 300 810 000 000 350	PO 30459 B&G Supplies
001		CC	1	04641	IEA	02/14/2022	\$1,744.75	146662	E 05 005 865 000 352 305	B&G Services
001		CC	1	04641	IEA	02/14/2022	\$885.00	146662	E 05 005 865 000 352 305	B&G Services
001		CC	1	04641	IEA	02/14/2022	\$1,673.94	146662	E 05 005 865 000 366 305	B&G Services
001		CC	1	04874	AMAZON.COM	02/14/2022	\$156.80	146663	E 01 005 630 000 000 401	Gen Supplies
001		CC	1	04874	AMAZON.COM	02/14/2022	\$470.27	146744	E 01 005 630 630 000 315	Chromebook Repairs
001		CC	1	04874	AMAZON.COM	02/14/2022	\$1,357.58	146751	E 01 005 630 000 000 455	Hard Drives for Camera Servers
001		CC	1	05027	NATIONAL BUSINESS INSTITUTE	02/14/2022	\$229.00	146698	E 01 300 211 000 000 401	Video download/Course book for A. Freese
001		CC	1	05264	BSN SPORTS	02/14/2022	\$36.00	146654	E 11 300 294 112 000 401	PO 30488 Heavy Duty Anti-Whip Net
001		CC	1	05264	BSN SPORTS	02/14/2022	\$36.00	146654	E 11 300 296 112 000 401	PO 30488 Heavy Duty Anti-Whip Net
001		CC	1	05264	BSN SPORTS	02/14/2022	\$953.40	146681	E 11 300 294 111 000 401	PO 30444 Baseball Supplies
001		CC	1	05264	BSN SPORTS	02/14/2022	\$2,320.00	146693	E 11 300 293 112 000 401	PO 29865 Basketball Apparel
001		CC	1	05264	BSN SPORTS	02/14/2022	\$92.00	146707	E 11 300 293 112 000 401	PO 30358 BBB Supplies
001		CC	1	05264	BSN SPORTS	02/14/2022	\$642.00	146735	E 11 300 293 112 000 401	PO 30358 BBB Supplies
001		CC	1	05351	HOME DEPOT	02/14/2022	\$61.91	146697	E 01 201 810 000 000 350	MS B&G Supplies
001		CC	1	06105	COMMITTEE FOR CHILDREN	02/14/2022	\$2,308.50	146677	E 01 110 203 011 155 460	Second Step SEL kits PO 30430
001		CC	1	06105	COMMITTEE FOR CHILDREN	02/14/2022	\$3,595.50	146677	E 01 100 203 011 155 460	Second Step SEL kits PO 30430
001		CC	1	06355	MINNESOTA ELEVATOR, INC	02/14/2022	\$578.46	146732	E 05 005 865 000 347 350	Jan-Mar 22 Qtly elevator service
001		CC	1	06830	AASPA	02/14/2022	\$225.00	146689	E 01 005 105 000 000 820	21/22 MEMBERSHIP; SUE SCHMIDT
001		CC	1	08198	ROCHESTER TELECOM SYSTEMS INC	02/14/2022	\$2.80	146746	E 01 201 810 000 000 320	MS Long Distance December 2021
001		CC	1	08198	ROCHESTER TELECOM SYSTEMS INC	02/14/2022	\$2.82	146748	E 04 500 505 000 321 305	CE Long Distance December 2021
001		CC	1	08198	ROCHESTER TELECOM SYSTEMS INC	02/14/2022	\$18.40	146749	E 01 300 810 000 000 320	HS Long Distance December 2021
001		CC	1	08198	ROCHESTER TELECOM SYSTEMS INC	02/14/2022	\$65.41	146750	E 01 005 810 000 000 320	DO Long Distance December 2021
001		CC	1	08347	WALMART	02/14/2022	\$133.42	146705	E 01 110 203 902 000 401	lotion, vaseline & q-tips for classroom teach
001		CC	1	08465	INNOVATIVE OFFICE SOLUTIONS	02/14/2022	\$98.34	146680	E 01 300 256 000 000 430	PO 30440 HS Math Supplies
001		CC	1	08839	MIDWAY IRON & METAL INC	02/14/2022	\$1,681.51	146684	E 01 300 361 000 830 433	PO 30431 HS Shop Supplies
001		CC	1	08952	HOUGHTON MIFFLIN HARCOURT	02/14/2022	\$1,323.79	146716	E 01 201 220 602 000 460	PO 30405 Read 180 consumables
001		CC	1	08952	HOUGHTON MIFFLIN HARCOURT	02/14/2022	\$1,323.79	146716	E 01 300 220 602 000 460	PO 30405 Read 180 consumables
001		CC	1	09044	MENARDS - ELK RIVER	02/14/2022	26 \$16.24	146686	E 01 201 810 000 000 350	MS B&G Supplies
001		CC	1	09637	STARFALL EDUCATION	02/14/2022	\$1,814.01	146682	E 05 110 203 000 302 460	PO 30461 Liberty Supplies

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Payment Reg by Check-No Voids

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1	10105	SUPER DUPER PUBLICATIONS	02/14/2022	\$82.00	146694	E 12 110 401 000 740 401	PO 30433 Articulation Response Forms (25
001		CC	1	10575	CONSTANT CONTACT	02/14/2022	\$95.00	146752	E 04 500 505 000 321 305	Marketing
001		CC	1	10586	AUSCO DESIGN &MARKETING	02/14/2022	\$240.00	146644	E 01 110 203 902 000 401	Kindergarten registration night T-shirts
001		CC	1	12129	SIPTRUNK, INC	02/14/2022	\$68.99	146713	E 01 005 630 000 000 305	Backup Phones
001		CC	1	12307	TRUSTED EMPLOYEES	02/14/2022	\$56.50	146673	E 01 005 105 170 000 305	Background Screening November 2021
001		CC	1	12307	TRUSTED EMPLOYEES	02/14/2022	\$65.00	146675	E 01 005 105 170 000 305	Background Screening December 2021
001		CC	1	12382	ADOBE	02/14/2022	\$29.99	146643	E 01 005 107 000 000 405	Non instructional software
001		CC	1	12382	ADOBE	02/14/2022	\$29.99	146645	E 01 005 107 000 000 405	Non instructional software
001		CC	1	12382	ADOBE	02/14/2022	\$2.21	146645	E 01 005 110 999 000 401	Non instructional software
001		CC	1	12458	SOUTHWEST AIRLINES	02/14/2022	\$421.10	146708	E 11 300 295 123 000 366	Cheer Competition
001		CC	1	12458	SOUTHWEST AIRLINES	02/14/2022	\$421.10	146709	E 11 300 295 123 000 366	Cheer Competition
001		CC	1	12458	SOUTHWEST AIRLINES	02/14/2022	\$421.10	146710	E 11 300 295 123 000 366	Cheer Competition
001		CC	1	12458	SOUTHWEST AIRLINES	02/14/2022	\$421.10	146711	E 11 300 295 123 000 366	Cheer Competition
001		CC	1	12458	SOUTHWEST AIRLINES	02/14/2022	\$421.10	146712	E 11 300 295 123 000 366	Cheer Competition
001		CC	1	12458	SOUTHWEST AIRLINES	02/14/2022	\$421.10	146715	E 11 300 295 123 000 366	Cheer Competition
001		CC	1	12458	SOUTHWEST AIRLINES	02/14/2022	\$421.10	146717	E 11 300 295 123 000 366	Cheer Competition
001		CC	1	12458	SOUTHWEST AIRLINES	02/14/2022	\$421.10	146718	E 11 300 295 123 000 366	Cheer Competition
001		CC	1	12458	SOUTHWEST AIRLINES	02/14/2022	\$421.10	146719	E 11 300 295 123 000 366	Cheer Competition
001		CC	1	12458	SOUTHWEST AIRLINES	02/14/2022	\$421.10	146720	E 11 300 295 123 000 366	Cheer Competition
001		CC	1	12458	SOUTHWEST AIRLINES	02/14/2022	\$421.10	146722	E 11 300 295 123 000 366	Cheer Competition
001		CC	1	12458	SOUTHWEST AIRLINES	02/14/2022	\$421.10	146723	E 11 300 295 123 000 366	Cheer Competition
001		CC	1	12458	SOUTHWEST AIRLINES	02/14/2022	\$421.10	146724	E 11 300 295 123 000 366	Cheer Competition
001		CC	1	12458	SOUTHWEST AIRLINES	02/14/2022	\$421.10	146725	E 11 300 295 123 000 366	Cheer Competition
001		CC	1	12458	SOUTHWEST AIRLINES	02/14/2022	\$421.10	146726	E 11 300 295 123 000 369	Cheer Competition
001		CC	1	12458	SOUTHWEST AIRLINES	02/14/2022	\$421.10	146727	E 11 300 295 123 000 366	Cheer Competition
001		CC	1	12458	SOUTHWEST AIRLINES	02/14/2022	\$421.10	146728	E 11 300 295 123 000 366	Cheer Competition
001		CC	1	12458	SOUTHWEST AIRLINES	02/14/2022	\$421.10	146729	E 11 300 295 123 000 369	Cheer Competition
001		CC	1	12458	SOUTHWEST AIRLINES	02/14/2022	\$421.10	146730	E 11 300 295 123 000 366	Cheer Competition
001		CC	1	12458	SOUTHWEST AIRLINES	02/14/2022	\$421.10	146731	E 11 300 295 123 000 366	Cheer Competition
001		CC	1	12458	SOUTHWEST AIRLINES	02/14/2022	\$421.10	146734	E 11 300 295 123 000 366	Cheer Competition
001		CC	1	12458	SOUTHWEST AIRLINES	02/14/2022	\$421.10	146736	E 11 300 295 123 000 366	Cheer Competition
001		CC	1	12463	WIX.COM	02/14/2022	\$47.00	146699	E 01 005 107 000 000 305	District Marketing
001		CC	1	12510	BEST BUY BUSINESS ADVANTAGE ACC	02/14/2022	27 \$2,999.94	146650	E 01 005 630 000 000 556	Apple TV setups
001		CC	1	12510	BEST BUY BUSINESS ADVANTAGE ACC	02/14/2022	\$339.98	146656	E 05 110 203 000 302 530	2- microwaves (staff & office break rooms)

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1	12510	BEST BUY BUSINESS ADVANTAGE ACC	02/14/2022	\$1,018.06	146661	E 01 005 630 000 000 556	Apple TV Setups
001		CC	1	12510	BEST BUY BUSINESS ADVANTAGE ACC	02/14/2022	\$4,648.35	146700	E 01 005 630 000 000 456	Monitors
001		CC	1	12569	NATIONAL RESTAURANT ASSOC	02/14/2022	\$179.00	146702	E 11 300 298 916 301 366	ServeSafe Manager Course for DECA stud
001		CC	1	12574	SMART CARE EQUIPMENT SOLUTIONS	02/14/2022	\$1,316.56	146671	E 01 110 810 354 000 350	Liberty B&G Repairs
001		CC	1	12623	MINNESOTA MUSIC EDUCATORS ASSC	02/14/2022	\$175.00	146652	E 01 005 640 000 316 366	M. Chopard-Boge attending MMEA Confer
001		CC	1	12723	RUNNINGS OF MONTICELLO	02/14/2022	\$1,629.68	146704	E 05 100 203 000 302 530	snowshoes purchased by Independence ar
001		CC	1	12723	RUNNINGS OF MONTICELLO	02/14/2022	\$1,629.68	146704	E 04 500 505 000 321 530	snowshoes purchased by Independence ar
001		CC	1	12851	NEW YORK TIMES	02/14/2022	\$17.00	146691	E 01 300 220 000 000 430	New York Times subscription for Ms. Spaul
001		CC	1	12871	ZOOM US	02/14/2022	\$16.09	146692	E 01 005 630 000 000 305	Board Meeting
001		CC	1	12986	SCAN AIR FILTER	02/14/2022	\$1,854.69	146672	E 01 100 810 000 000 401	PO 30334 Indy B&G Filters
001		CC	1	13072	CINTAS CORPORATION NO 2	02/14/2022	\$154.39	146687	E 01 300 810 350 000 305	B&G Uniforms December 2021
001		CC	1	13072	CINTAS CORPORATION NO 2	02/14/2022	\$153.35	146687	E 01 100 810 350 000 305	B&G Uniforms December 2021
001		CC	1	13072	CINTAS CORPORATION NO 2	02/14/2022	\$186.50	146687	E 01 201 810 350 000 305	B&G Uniforms December 2021
001		CC	1	13072	CINTAS CORPORATION NO 2	02/14/2022	\$113.10	146687	E 01 110 810 350 000 305	B&G Uniforms December 2021
001		CC	1	13090	DIGITAL INSPIRATIONS	02/14/2022	\$39.00	146665	E 01 100 203 000 000 406	Digital Inspiration Renewal - J. Deavel
001		CC	1	13123	GATHERWELL, PLLC	02/14/2022	\$390.00	146655	E 01 005 720 000 170 303	Covid-19 Antigen Test Results in Minutes
001		CC	1	13125	QUICK RESULTS, LLC	02/14/2022	\$2,403.00	146647	E 01 005 720 000 170 401	Covid Tests
001		CC	1	13134	GEARED UP APPAREL LLC	02/14/2022	\$206.00	146670	E 11 300 298 916 301 436	Items purchase by DECA to sell in the schc
001		CC	1	13134	GEARED UP APPAREL LLC	02/14/2022	\$525.00	146670	E 11 300 298 916 301 436	Items purchase by DECA to sell in the schc
001		CC	1	13162	JOANN.COM	02/14/2022	\$226.54	146696	E 01 300 298 130 301 401	NHS purchased fabric to make tie blankets
001		CC	1	13162	JOANN.COM	02/14/2022	\$6.32	146701	E 05 110 203 000 302 530	Organizers for Foundations Curriculum
001		CC	1	13162	JOANN.COM	02/14/2022	\$57.60	146703	E 05 110 203 000 302 530	Organizers for Foundations curriculum
001		CC	1	13166	LRS OF MINNESOTA, LLC	02/14/2022	\$659.15	146667	E 01 300 810 000 000 333	Waste Services January 2022
001		CC	1	13166	LRS OF MINNESOTA, LLC	02/14/2022	\$566.32	146667	E 01 201 810 000 000 333	Waste Services January 2022
001		CC	1	13166	LRS OF MINNESOTA, LLC	02/14/2022	\$649.15	146667	E 01 100 810 000 000 333	Waste Services January 2022
001		CC	1	13166	LRS OF MINNESOTA, LLC	02/14/2022	\$760.45	146667	E 01 110 810 000 000 333	Waste Services January 2022
001		CC	1	13166	LRS OF MINNESOTA, LLC	02/14/2022	\$111.62	146668	E 01 005 810 000 000 333	Waste Services January 2022
001		CC	1	13166	LRS OF MINNESOTA, LLC	02/14/2022	\$1,325.18	146679	E 01 300 810 000 000 333	Waste Services November & December
001		CC	1	13166	LRS OF MINNESOTA, LLC	02/14/2022	\$1,136.07	146679	E 01 201 810 000 000 333	Waste Services November & December
001		CC	1	13166	LRS OF MINNESOTA, LLC	02/14/2022	\$1,302.27	146679	E 01 100 810 000 000 333	Waste Services November & December
001		CC	1	13166	LRS OF MINNESOTA, LLC	02/14/2022	\$1,308.85	146679	E 01 110 810 000 000 333	Waste Services November & December
001		CC	1	13166	LRS OF MINNESOTA, LLC	02/14/2022	\$223.98	146679	E 01 005 810 000 000 333	Waste Services November & December
001		CC	1	13185	PATRIOT NEWS MN	02/14/2022	28 \$67.50	146649	E 01 005 010 000 000 305	Newspaper Publishing
001		CC	1	13185	PATRIOT NEWS MN	02/14/2022	\$85.00	146649	E 01 005 010 000 000 305	Newspaper Publishing

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 02/01/2022 - 2/28/2022

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1 13185	PATRIOT NEWS MN	02/14/2022	\$190.00	146649	E 01 005 010 000 000 305	Newspaper Publishing
001		CC	1 13186	STOP AND WASH	02/14/2022	\$10.00	146688	E 01 005 760 000 723 350	B&G Car Wash
Check Total:						\$88,677.83			
Bank 001 Total:						\$88,677.83			
Report Total:						\$88,677.83			

**ISD 727 SCHOOL BOARD
PERSONNEL ACTIONS
02/24/2022**

Employee	Position	Effective Date
HIRE		
Oowski, Katie	Noon Monitor to Office Specialist (Transfer) – Liberty Elementary School	08/21/2021
Geihl, Marianna	Student Information Systems Specialist – District Wide	03/01/2022
Kleven, Lisa	Education Assistant (Transfer from Long-Term Sub EA) – Liberty Elementary School	02/14/2022
Castle, Amy	Noon Monitor to Education Assistant (Transfer) - Liberty Elementary School	01/19/2022
Turner, Trevor	Education Assistant - High School	02/14/2022
Feddersen, Dylan	Technology Assistant - High School	02/14/2022
*Elness, Chad	Transfer from Substitute Education Asst/Noon Monitor to Education Assistant - Independence Elementary School	02/22/2022
*Lenz, Hayley	Building Substitute - Independence Elementary School	03/07/2022
Employee	Position	Effective Date
Aleksander, Paula	Noon Monitor - Liberty Elementary School	12/20/2021
Ramsdell, Nanette	Education Assistant (Continue as Substitute) - Independence Elementary	02/16/2022
Oestreich, Teri	Noon Monitor - Independence Elementary School	02/04/2022

***Changes added after original form distributed**

02/22/2022 5:42 PM

**ISD 727 SCHOOL BOARD
FUNDRAISERS ACTION
02/24/2022**

Boys and Girls Golf, McPete's Moonlight Bowling, proceeds help pay for banquet, golf balls, training aids, March 12, 2022

02/17/2022



COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS

I. PURPOSE

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, that specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, this policy provides a procedure that may be used.

II. GENERAL STATEMENT OF POLICY

- A. Students, parents, employees or other persons, may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Complaints concerning a classroom should be initiated with the teacher. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. Persons are encouraged to file a complaint at the building level when appropriate and follow the chain-of-command. District level concerns should be initiated with the superintendent.
- B. Depending upon the nature and seriousness of the complaint, the teacher, supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent who shall determine whether an internal or external investigation should be conducted. In either case, the superintendent shall determine the nature and scope of the investigation and designate the person responsible for the investigation or follow up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.
- C. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation or follow up, including any appropriate action or corrective measure that was taken. The superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) or other law.

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

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 514 (Bullying Prohibition)
MSBA Service Manual, Chapter 13, School Law Bulletin "I" (School Records – Privacy – Access to Data)

SCHOOL BOARD PROCEDURES; RULES OF ORDER

I. PURPOSE

The purpose of this policy is to provide specific rules of order to conduct meetings of the school board.

II. GENERAL STATEMENT OF POLICY

To ensure that school board meetings are conducted in an orderly fashion, the school board will follow rules of order which will allow the school board:

- A. To establish guidelines by which the business of the school board can be conducted in a regular and internally consistent manner;
- B. To organize the meetings so all necessary matters can be brought to the school board and decisions of the school board can be made in an orderly and reasonable manner;
- C. To insure that members of the school board have the necessary information to make decisions on substantive issues and to insure adequate discussion of decisions to be made; and
- D. To insure that meetings and actions of the school board are conducted so as to be informative to the staff and the public, and to produce a clear record of actions taken and decisions made.

III. RULES OF ORDER

- A. School board members need not rise to gain the recognition of the chair.
- B. A motion will be adopted or carried if it receives the affirmative votes of a majority of those actually voting on the matter. Abstentions are considered to be acquiescence to the vote of the majority. It should be noted that some motions by statute or Robert's Rules of Order require larger numbers of affirmative votes.
- C. All motions that require a second shall receive a second prior to opening the issue for discussion of the school board. If a motion that requires a second does not receive a second, the chair may declare that the motion fails for lack of a second or may provide the second. The names of the members making and seconding a motion shall be recorded in the minutes.
- D. The chair shall decide the order in which school board members will be recognized to address an issue. An attempt should be made to alternate between pro and con positions if appropriate to the discussion. A member shall only speak to an issue after the member is recognized by the chair.
- E. The chair shall rule on all questions relating to motions and points of order brought before the school board.
- F. A ruling by the chair is subject to appeal to the full school board pursuant to Robert's Rules of Order.
- G. The school board shall have authority to recognize any member of the audience regarding a request to be heard at the school board meeting. Members of the public who wish to be heard shall follow school board procedures.
- H. The chair has the authority to declare a recess at any time for the purpose of restoring decorum to the meeting or for any other necessary purpose.
- I. The chair shall repeat a motion or the substance of a motion prior to the vote. The chair shall call for an affirmative and a negative vote on all motions.

- J. The order in which names will be called for roll call votes will be determined by the school board chair.
- K. The chair has the same right and responsibility as each school board member to vote on all issues.
- L. The chair shall announce the result of each vote. The vote of each member, including abstentions, shall be recorded in the minutes. If the vote is unanimous, it may be reflected as unanimous in the minutes if the minutes also reflect the members present.
- M. A majority of the voting members of the school board constitute a quorum. The absence of a quorum may be raised by the chair or any member. Generally any action taken in the absence of a quorum is null and void. The only legal actions the school board may take in the absence of a quorum are to fix the time at which to adjourn, to recess, or to take measures to obtain a quorum.

Legal References: Minn. Stat. § 13D.01, Subd. 4 (Open Meeting Law)
Minn. Stat. § 122A.40 (Employment Contracts, Termination)
Minn. Stat. § 123B.09, Subds. 6 and 7 (School Board Powers)
Minn. Stat. § 126C.53 (Enabling Resolution; Form of Certificates of Indebtedness)
Minn. Stat. § 331A.01, Subd. 6 (Newspapers; Definitions)
Minn. Stat. § 331A.04, Subd. 6 (Newspapers; Exception to Designation Priority)
Minn. Stat. § 471.88 (Exceptions)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 207 (Public Hearings)



SCHOOL BOARD MEETING AGENDA

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. PROCEDURES

- A. While all school board members may provide input, it shall be the responsibility of the school board chair and superintendent to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent at least seven calendar days prior to the board meeting. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired, and pertinent background information. The chair and superintendent shall determine whether to place the matter on the agenda.
- C. The agenda and supporting documents shall be sent to the school board members a minimum of five calendar days prior to the scheduled school board meeting.
- D. Items may only be added to the agenda of a regular meeting by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter. Agenda items may only be added to a special meeting if they have been posted or published for three calendar days prior to the meeting.
- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

Legal References: Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)

MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)
MSBA/MASA Model Policy 203.6 (Consent Agendas)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 207 (Public Hearings)



OPEN MEETINGS AND CLOSED MEETINGS

I. PURPOSE

The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting the individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

II. GENERAL STATEMENT OF POLICY

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.
- C. It is understood that board meetings are held in the public and not of the public. Therefore, the board established guidelines for conducting the open forum will be followed.

III. DEFINITION

"Meeting" means a gathering of at least a quorum or more members of the school board, or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

IV. PROCEDURES

- A. Meetings
 - 1. Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at its primary offices. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its schedule, it shall give the same notice of the meeting as for a special meeting.
 - 2. Special Meetings
 - a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's actions at the special meeting are limited to those topics included in the notice.
 - b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings.
 - c. This notice shall be posted and mailed or delivered **at least three (3) days** before the date of the meeting. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish

the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.

- d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
- e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than 60 days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.

3. Emergency Meetings

- a. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the school board, require immediate consideration.
- b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
- c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
- d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
- e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
- f. Notice shall include the subject of the meeting.
- g. Posted or published notice of an emergency meeting shall not be required.
- h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.

4. Recessed or Continued Meetings

If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

5. Closed Meetings

The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.

6. Actual Notice

If a person receives actual notice of a meeting of the school board at least 24 hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.

7. Health Pandemic or Declared Emergency
In the event of a health pandemic or an emergency declared under Minn. Stat. Ch. 12, a meeting may be conducted by telephone or other electronic means in compliance with Minn. Stat. § 13D.021.
 8. Meetings Conducted by Interactive Technology
A meeting may be conducted by interactive technology; for example, Skype, or other similar electronic means in compliance with Minn. Stat. § 13D.02.
- B. Votes
The votes of school board members shall be recorded in a journal kept for that purpose, and the journal shall be available to the public during all normal business hours at the administrative offices of the school district.
- C. Written Materials
1. In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items prepared or distributed by the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.
 2. This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.
- D. Data
1. Meetings may not be closed merely because the data to be discussed are not public data.
 2. Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.
 3. Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.
- E. Closed Meetings
1. Labor Negotiations Strategy
 - a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals.
 - b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.
 2. Sessions Closed by Bureau of Mediation Services
All negotiations, mediation sessions, and hearings between the school board and its employees or their respective representatives are public meetings. These meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices,

stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

3. Preliminary Consideration of Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4. Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5. Attorney-Client Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, i.e., regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6. Dismissal Hearing

a. A hearing on the dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.

b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing.

c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7. Coaches; Opportunity to Respond
 - a. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within 14 days of that decision.
 - b. If the coach requests the reasons for the nonrenewal, the school board must give the coach the reasons in writing within 10 days of receiving the request.
 - c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
 - d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. § 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.
 - e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.
8. Meetings to Discuss Certain Not Public Data

Any portion of a meeting must be closed if the following types of data are discussed:

 - a. data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
 - b. active investigative data collected or created by a law enforcement agency;
 - c. educational data, health data, medical data, welfare data, or mental health data that are not public data; or
 - d. an individual's personal medical records.
 - e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.
9. Purchase and Sale of Property
 - a. The school board may close a meeting:
 - (1) to determine the asking price for real or personal property to be sold by the school district;
 - (2) to review confidential or nonpublic appraisal data; and
 - (3) to develop or consider offers or counteroffers for the purchase or sale of real or personal property.
 - b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.
 - c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically

identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.

- d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.

10. Security Matters

- a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
- b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
- c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.
- d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four years.

11. Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing)
Minn. Stat. § 122A.33, Subd. 3 (Coaches; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Teacher Discharge Hearing)
Minn. Stat. § 179A.14, Subd. 3 (Labor Negotiations)
Minn. Rules Part 5510.2810 (Bureau of Mediation Services)
Brown v. Cannon Falls Township, 723 N.W.2d 31 (Minn. App. 2006)
Brainerd Daily Dispatch v. Dehen, 693 N.W.2d 435 (Minn. App. 2005)
The Free Press v. County of Blue Earth, 677 N.W.2d 471 (Minn. App. 2004)
Prior Lake American v. Mader, 642 N.W.2d 729 (Minn. 2002)
Star Tribune v. Board of Education, Special School District No. 1, 507 N.W.2d 869 (Minn. App. 1993)

Minnesota Daily v. University of Minnesota, 432 N.W.2d 189 (Minn. App. 1988)
Moberg v. Independent School District No. 281, 336 N.W.2d 510 (Minn. 1983)
Sovereign v. Dunn, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)
Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)
Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)
Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

Cross References: MSBA/MASA Model Policy 204 (School Board Meeting Minutes)
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)

DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to continue to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form which is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

- A. The school board has jurisdiction to legislate policy for the school district with the force and effect of law. School board policy provides the general direction as to what the school board wishes to accomplish while delegating implementation of policy to the administration.
- B. The school board's written policies provide guidelines and goals to the school community. The policies shall be the basis for the formulation of guidelines and directives by the administration. The school board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a school board member, employee, student or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent who then sends the proposed policy to the Policy Committee for review. The superintendent will submit a recommendation on the proposed policy to the committee. The committee will determine if the proposed policy will be placed on the school board agenda.

IV. ADOPTION OF POLICY

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings prior to final school board action.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board after the second reading. The policy will be effective on the later of the date of passage or the date stated in the motion.
- C. In the case of an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The emergency policy shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency situation.
- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

V. IMPLEMENTATION OF POLICY

- A. The superintendent shall be responsible for implementing school board policies, other than the policies that cover how the school board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.
- B. Manuals shall be available in the central office and the district website and made available for reference purposes to other interested persons. The policy manual shall also be available on the district website.
- C. The superintendent and employees designated by the superintendent shall be responsible for keeping the policy manuals current.
- D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually.
- E. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the educational philosophy and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

Cross References: MSBA/MASA Model Policy 305 (Policy Implementation)

CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to assist the individual school board member in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists. (See policy #210 for a definition of conflict of interest.)
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.
5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the school board.

- D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:
1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
 2. Attempt to obtain adequate financial support for the school district's programs.
 3. Insist that business transactions of the school district be ethical and open.
 4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.
- E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:
1. Hold the superintendent responsible for the administration of the school district.
 2. Give the superintendent authority commensurate with his or her responsibilities.
 3. Assure that the school district will be administered by the best professional personnel available.
 4. Consider the recommendation of the superintendent in hiring all employees.
 5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
 6. Insist the superintendent keep the school board adequately informed at all times.
 7. Offer the superintendent counsel and advice.
 8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
 9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
 10. Present any personal criticisms of employees to the superintendent.
 11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.
- F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:
1. Comply with all federal, state, and local laws relating to my work as a school board member.
 2. Comply with all school district policies as adopted by the school board.
 3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
 4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
 5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
 6. Take no private action that will compromise the school board or administration.
 7. Guard the confidentiality of information that is protected under applicable law.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09 (School Board Powers)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: MSBA Service Manual, Chapter 1, School Board Member Code of Ethics



CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

The school board will contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

- A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.
- B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:
 - 1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minn. Stat. Ch. 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the minutes of the school board. Disclosure must be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and must only be made once;
 - 2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;
 - 3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;
 - 4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:
 - a. The school board must authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.
 - b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
 - c. Before a claim is paid, the interested school board member must file with the clerk of the school board an affidavit stating:
 - (1) The name of the school board member and the office held;
 - (2) An itemization of the goods or services furnished;

- (3) The contract price;
 - (4) The reasonable value;
 - (5) The interest of the school board member in the contract; and
 - (6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.
5. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.
- C. In the following circumstances, the school board may as an exception, by majority vote at a meeting where all school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee where there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$8,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting where all school board members are present, that employment must be immediately terminated and that school board member will have no further rights to employment while serving as a school board member in the school district.
- D. The school board may contract with a class of school district employees, such as teachers or custodians, where the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. In order for the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting where the contract is approved.

IV. LIMITATIONS ON RELATED EMPLOYEES

- A. The school board can hire or dismiss teachers only at duly called meetings. Where a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.
- B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

V. CONFLICTS PRIOR TO TAKING OFFICE

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of

such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

Legal References: Minn. Stat. § 122A.40, Subd. 3 (Teacher Hiring, Dismissal)
Minn. Stat. § 123B.195 (Board Member's Right to Employment)
Minn. Stat. § 471.87 (Public Officers; Interest in Contract; Penalty)
Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, 13, and 21 (Exceptions)
Minn. Stat. § 471.89 (Contract, When Void)
Op. Atty. Gen. 437-A-4, March 15, 1935
Op. Atty. Gen. 90-C-5, July 30, 1940
Op. Atty. Gen. 90-A, August 14, 1957

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School Board)
MSBA/MASA Model Policy 209 (Code of Ethics)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties



POLICY IMPLEMENTATION

I. PURPOSE

The purpose of this policy is to clarify the responsibility of the school administration for implementation of school board policy.

II. GENERAL STATEMENT OF POLICY

- A. It shall be the responsibility of the superintendent to implement school board policy and to recommend additions or modifications thereto. The administration is authorized to develop guidelines and directives to effectuate the implementation of school board policies. These guidelines and directives shall not be inconsistent with said policies. The Policy Committee will review one-third of the district policies each year and make recommendations for changes to Board of Education for final approval.
- B. Employee, activities, and student handbooks shall be subject to annual review and approval by the school board. Other district handbooks will be reviewed and approved on an as needed basis.
- C. School principals and other administrators who have handbook responsibilities shall present recommended changes necessary to reflect new or modified policies. Changes of substance within handbooks shall be reviewed by the superintendent to assure compliance with school board policy and shall be approved by the school board.
- D. Substantive changes are those going beyond grammatical, typographical or statutory changes.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

Cross References: MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)



ADMINISTRATOR CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to establish the requirements of the school board that school administrators adhere to the standards of ethics and professional conduct in this policy and Minnesota law.

II. GENERAL STATEMENT OF POLICY

A. An educational administrator's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, professional associates, and students. To these ends, the administrator must subscribe to the following standards.

B. The Educational Administrator:

1. Makes the well-being of students the fundamental value of all decision-making and actions.
2. Fulfills professional responsibilities with honesty and integrity.
3. Supports the principle of due process and protects the civil and human rights of all individuals.
4. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.
5. Implements the school board's policies.
6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.
7. Avoids using positions for personal gain through political, social, religious, economic, or other influence.
8. Accepts academic degrees or professional certification only from duly accredited institutions.
9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.
10. Honors all contracts until fulfillment, release, or dissolution is mutually agreed upon by all parties to the contract.
11. Adheres to the Code of Ethics for School Administrators in Minnesota Rule.

Legal References: Minn. Stat. § 122A.14, Subd. 4 (Code of Ethics)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)



DISCIPLINE, SUSPENSION, AND DISMISSAL OF SCHOOL DISTRICT EMPLOYEES

I. PURPOSE

The purpose of this policy is to achieve the effective operation of the school district's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly. In addition, this policy follows the district philosophy of improving all employees' performance. (last sentence added by the Policy Committee)

II. GENERAL STATEMENT OF POLICY

The Big Lake School District utilizes progressive steps, where appropriate, to produce positive corrective action. While the school district intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise, is solely within the discretion of the school district.

III. DISCIPLINE

A. Violation of School Laws and Rules

The form of discipline imposed for violations of school laws and rules can include, but is not limited to, an oral reprimand to termination of employment or discharge depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful and whether the employee has been the subject of prior disciplinary action of the same or a different nature. School laws and rules to which this provision applies include:

1. policies of the Big Lake School District;
2. directives and/or job requirements imposed by administration and/or the employee's supervisor; and
3. federal, state and local laws, rules and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies.

B. Substandard Performance

An employee's substandard performance may result in the imposition of discipline ranging from an oral reprimand to termination of employment or discharge. In most instances, discipline imposed for the reason of substandard performance will follow a progressive format and will be accompanied by guidance, help and encouragement to improve from the employee's supervisor and reasonable time for correction of the employee's deficiency.

C. Misconduct

Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. unprofessional conduct;
2. failure to observe rules, regulations, policies and standards of the school district and/or directives and orders of supervisors and any other act of an insubordinate nature;
3. continuing neglect of duties in spite of oral warnings, written warnings and/or other forms of discipline;
4. personal and/or immoral misconduct;
5. use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts on the employee's performance;
6. deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community;
7. activities of a criminal nature relating to the fitness or effectiveness of the employee to

- perform the duties of the position;
- 8. failure to follow the canons of professional and personal ethics;
- 9. falsification of credentials and experience;
- 10. unauthorized destruction of school district property;
- 11. other good and sufficient grounds relating to any other act constituting inappropriate conduct;
- 12. neglect of duty;
- 13. violation of the rights of others as provided by federal and state laws related to human rights.

IV. FORMS OF DISCIPLINE

- A. The forms of discipline that may be imposed by the school district include, but are not limited to:
 - 1. oral warning;
 - 2. written warning or reprimand;
 - 3. probation;
 - 4. disciplinary suspension, demotion or leave of absence with pay;
 - 5. disciplinary suspension, demotion or leave of absence without pay; and
 - 6. dismissal/termination or discharge from employment.
- B. Other forms of discipline, including any combination of the forms described in Paragraph A., above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the school district's objective of stopping or correcting the offending conduct and improving the employee's performance.

V. PROCEDURES FOR ADMINISTERING POLICY

- A. In an instance where any form of discipline is imposed, the employee's supervisor will:
 - 1. Advise the employee of any inadequacy, deficiency or conduct which is the cause of the discipline, either orally or in writing. If given orally, the supervisor will document the fact that an oral warning was given to the employee specifying the date, time and nature of the oral warning.
 - 2. Provide directives to the employee to correct the conduct or performance.
 - 3. Forward copies of all writings to the administrator in charge of personnel for filing in the employee's personnel file.
 - 4. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
 - 5. Specify the expected level of performance or modification of conduct to be required from the employee.
- B. The Big Lake School District retains the right to immediately discipline, terminate or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements where applicable.

Legal References: Minn. Stat. § 122A.40 (Teachers – Employment; Contracts; Termination)
Minn. Stat. § 122A.41 (Teacher Tenure)
Minn. Stat. § 122A.44 (Contracting with Teachers)
Minn. Stat. § 122A.58 (Coaches)
Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 123B.147 (Principals)
Minn. Stat. § 197.46 *et seq.* (Veterans Preference Act)

Cross References: MSBA Service Manual, Chapter 3, Employees



STUDENT DISABILITY NONDISCRIMINATION

I. PURPOSE

This policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

II. GENERAL STATEMENT OF POLICY

- A. Disabled students who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.
- B. The responsibility of the Big Lake Schools is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
 - 1. has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
 - 2. has a record of such an impairment; or
 - 3. is regarded as having such an impairment
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

II. COORDINATOR

Persons who have questions or comments should contact the Assistant Director of Student Services, 501 Minnesota Ave, Big Lake MN 55309, 763-262-2536. This person is the school district's Americans with Disabilities Act/Section 504 coordinator. Persons who wish to make a complaint regarding a disability discrimination matter may use the accompanying Student Disability Discrimination Grievance Report Form. The form should be given to the ADA/Section 504 coordinator.

Legal References: Pub. L. 110-325, 122 Stat. 3553 (ADA Amendments Act of 2008, § 7)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. Part 104 (Section 504 Implementing Regulations)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)

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)
Volkers, Inc. DBA Trails Grill and Sports Bar	\$125.00	Shrek musical
Smith, Paulson, O’Donnel & Erickson, PLC	\$100.00	Shrek musical
Big Lake Community	\$144.00	Free will offerings from gymnastics meet
Jessica Sheets	STEM supplies	For STEM lab or activities
United Bus Sales c/o Big Lake Chamber of Commerce	\$250.00	Shrek musical
Elk River Lions Club	\$1,000.00	Shrek musical
Elk River Lions Club	\$2,000.00	Scholarship
Cynthia Holdgrafer	\$200.00	DECA State Competition
Liberty Bank	\$500.00	DECA State Competition

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted on February 24, 2022.

WIRE TRANSFER SUMMARY
Big Lake Public Schools
Independent School District #727
January 31, 2022

DATE	FROM	TO	AMOUNT	PURPOSE
1/3/2022	Old National-Checking	Heartland Pmt System	\$ 481.89	Nutri Kids Credit Card Fees
1/4/2022	Old National-Checking	SSI MN TRANCHE 2 LLC	\$ 2,081.68	NOVEMBER SOLAR CONTRACT
1/4/2022	Old National-Checking	BLEM	\$ 8,212.78	Teacher Unions Dues
1/4/2022	Old National-Checking	USS MINNESOTA ONE MT	\$ 11,979.75	NOVEMBER SOLAR CONTRACT
1/5/2022	Old National-Checking	Further	\$ 767.87	Flex Claim Pymts
1/5/2022	Old National-Checking	Further	\$ 21,334.79	H.S.A Contributions
1/6/2022	Old National-Checking	Neopost	\$ 201.00	DO Postage
1/6/2022	Old National-Checking	Delta Dental	\$ 29,086.06	Dental Insurance
1/10/2022	Old National-Checking	Transfirst/TSYS	\$ 677.45	Affinity Credit Card fees
1/10/2022	Old National-Checking	ELEYOmonthlysoft	\$ 1,275.00	ELEYO User Fees
1/10/2022	Old National-Checking	Bankcard Service	\$ 4,120.03	ELEYO Credit Card Fees
1/12/2022	Old National-Checking	Further	\$ 1,487.36	Flex Claim Pymts
1/13/2022	MN Trust-PMA	Old National-Checking	\$ 1,400,000.00	Payroll and Payroll AP
1/14/2022	Old National-Checking	Neopost	\$ 201.00	DO Postage
1/18/2022	Old National-Checking	Old National Bank	\$ 95.32	Old National Service Charge
1/18/2022	Old National-Checking	BLEM	\$ 8,180.19	Teacher Unions Dues
1/19/2022	Old National-Checking	MN Dept of Rev	\$ 5.00	Sales Tax
1/19/2022	Old National-Checking	CIGNA	\$ 9,198.36	Life & LTD Insurance
1/19/2022	Old National-Checking	EBC	\$ 63,624.64	403b & 457 contributions
1/20/2022	Old National-Checking	Further	\$ 7,889.83	Flex Claim Pymts
1/21/2022	Old National-Checking	Vision Transportation	\$ 181,577.13	Transportation billing
1/24/2022	Old National-Checking	Further	\$ 326.40	Further Fee
1/24/2022	Old National-Checking	Further	\$ 20,745.71	H.S.A Contributions
1/25/2022	Retiree Accounts	Old National-Checking	\$ 13,506.38	Auto Transfers for COBRA/Retiree Ins
1/26/2022	Old National-Checking	Further	\$ 5,826.69	Flex Claim Pymts
1/28/2022	Old National-Checking	Neopost	\$ 201.00	DO Postage
1/28/2022	MN Trust-PMA	Old National-Checking	\$ 1,600,000.00	Payroll and Payroll AP
1/31/2022	Old National-Checking	Neopost	\$ 201.00	DO Postage
1/31/2022	Old National-Checking	Bremer Bank	\$ 229.80	ACH Charge

PETTY CASH EXPENDITURES
BIG LAKE PUBLIC SCHOOLS
Independent School District # 727
for month: January 2022

Date	Ck #	Vendor	Description	Amount
01/14/22	20106	Melissa Saxe	Meals Refund	\$ 18.40
01/14/22	20107	Crystal Cotton	Meals Refund	\$ 25.00
01/24/22	20108	Elizabeth Barthel	Meals Refund	\$ 20.30
01/24/22	20109	Stefanie Banner	Meals Refund	\$ 171.55
01/24/22	20110	Amy Walsh	Meals Refund	\$ 11.90
01/24/22	20111	Crystal Cotton	Meals Refund	\$ 22.05
01/24/22	20112	Alison Rippentrop	CE Refund	\$ 69.00
01/24/22	20113	Corinne Lozinski	Life Skills program	\$ 50.00

\$ 388.20

CASH REPORT FOR SCHOOL BOARD

BIG LAKE PUBLIC SCHOOLS
Independent School District # 727
for month: Jan 2022

101 - CASH ACCOUNTS					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$ 1,632,016	\$ 3,700,342	\$ (3,513,271)		\$ 1,819,087
Food Service	(\$600,343)	15,755	(142,761)		(\$727,349)
Community Service	(\$347,494)	167,130	(194,584)		(\$374,948)
Building Fund	\$0	-	(41,010)		(\$41,010)
Debt Service	\$63,571	-	(950)		\$62,621
Project fund- HVAC (Fund 15)	\$0	-	(25,489)		(\$25,489)
Custodial Fund (Fund 18)	\$1,205	212	-		\$1,417
OPEB Trust Fund	\$84,218	-	(267)		\$83,951
TOTAL PER BOOKS	833,173	3,883,439.00	(\$3,918,332)	\$0	798,280
				General Checking Account	\$798,280
				TOTAL PER BANK	\$798,280

102 - PETTY CASH ACCOUNT					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$2,000	-	(\$388)	-	\$1,612
				Petty Cash Checking Account	\$1,612
				TOTAL PER BANK	\$1,612

104 - INVESTMENT ACCOUNTS					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	(\$3,043,894)	\$ 10,158,612	\$ (7,000,000)		\$114,718
General Fd Operating Investments	\$13,804,270	4,000,000	(7,008,385)		\$10,795,885
Food Service	\$1,127,167	155,440			\$1,282,607
Community Service	\$1,309,580	19,346			\$1,328,926
Debt Service	\$6,167,986	8,865,393	(14,024,038)		\$1,009,341
Facilities Investments 2017A	\$0				\$0
Facilities Investments 2019A (Fd 06)	\$15,169	-	-		\$15,169
Facility Maintenance Invest. 2020A (Fd 07)	\$271,500	-	-		\$271,500
Facility Maintenance Invest. 2020A (Fd 15)	(\$14,465)	1	-		(\$14,464)
Facility Maintenance Invest. 2021A (Fd 07)	\$180,140	-	-		\$180,140
Facility Maintenance Invest. 2021A (Fd 15)	\$1,355,430	-	-		\$1,355,430
Refunding Bond Invest. 2021B (Fd 07)	\$8,730,997	129	(8,731,092)		\$34
Facilities Investments 2022A (Fd 06)	\$0	30,428,104	(5,388)		\$30,422,716
OPEB Trust Fund	\$1,007,847		(1,018)		\$1,006,829
OPEB Trust Equities	\$640,593		(26,768)		\$613,825
TOTAL PER BOOKS	\$31,552,320	\$53,627,025	(\$36,796,689)	\$0	\$48,382,656
				MN Trust	\$3,735,592
				Operating Investments	\$10,795,886
				Refunding Bond Investments	\$34
				Building Fund Investments	\$32,230,490
				OPEB Trust	\$1,648,440
				TOTAL PER BANK	\$48,410,442

CASH AND INVESTMENT BALANCE SUMMARY BY FUND					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	\$ 12,394,392	\$ 17,858,954	\$ (17,522,044)	\$ -	\$ 12,731,302
Food Service	\$526,824	171,195	(142,761)	-	\$555,258
Community Service	\$962,086	186,476	(194,584)	-	\$953,978
Debt Service	\$15,414,194	8,865,522	(22,756,080)	-	1,523,636
Project Fund HVAC- Fund 15	\$1,340,965	1	(25,489)	-	\$1,315,477
Custodial Fund (Fund 18)	\$1,205	212	-	-	\$1,417
Bond Account Investments (fund 06)	\$15,169	30,428,104	(46,398)	-	\$30,396,875
OPEB Trust Fund	\$1,092,065	-	(1,285)	-	\$1,090,780
OPEB Trust Equities	\$640,593	-	(26,768)	-	\$613,825
TOTAL PER BOOKS	32,387,493	\$57,510,464	(\$40,715,409)	\$0	49,182,548
				Cash	\$798,280
				Petty Cash	\$1,612
		59		Investments	\$48,410,442
				TOTAL PER BANK	\$49,210,334

SUMMARY OF YTD 20-21 BUDGET ADJUSTMENTS

**Denotes Specific School Board Approval*

GENERAL FUND:

REVENUE:

	AMOUNT	DATE
Original Budget	\$36,703,752	* Jun-21
-Establish PCN grant budget	\$219,486	* Sep-21
-Establish grant rev and exp budget for federal grant, ESSER I - 9.5%, remaining funds from 20-21 grant	\$7,102	* Dec-21
-Increase general education aid budget for increased enrollment	\$589,795	* Dec-21
-Increase revenue for federal grant budgets	\$79,763	* Dec-21
-Decrease tech protection fee revenue for updated projections	(\$6,475)	* Dec-21
-Adjust COVID testing grant rev=exp	\$54,491	* Jan-22
-Establish budget for LCTS grant rev=exp	\$16,000	* Jan-22
-Establish budget for pandemic enrollment loss grant rev=exp	\$43,194	* Jan-22
-Increase SPED aid budget for 20-21 preliminary aid results	\$157,146	* Jan-22

NET CURRENT REVENUE BUDGET

\$37,864,254

GENERAL FUND:

EXPENSE:

	AMOUNT	DATE
Original Budget	\$39,276,533	* Jun-21
-Establish PCN grant budget	\$203,388	* Sep-21
-Increase Big Lake Online Edgenuity costs (instructional online platform)	\$24,051	* Dec-21
-Add 21-22 budgets for unspent 20-21 capital budgets	\$40,682	* Dec-21
-Add 21-22 budgets for unspent 20-21 project budgets (MS Sound System, Copier Replacement)	\$139,776	* Dec-21
-Staffing Revision #1: actual salary and insurance costs versus projections from last spring Health -72,000 (more single vs family); 3 budgeted SPED FTE's were not filled	(\$202,785)	* Dec-21
-Establish grant rev and exp budget for federal grant, ESSER I - 9.5%, remaining funds from 20-21 grant	\$7,102	* Dec-21
-Establish COVID grant testing budget for test kits	\$60,000	* Dec-21
-Increase MSC Online budget for more enrollments than expected	\$4,950	* Dec-21
-Establish a budget for Chromebook repairs and replacements to be funded from tech protection fees	\$32,500	* Dec-21
-Adjust COVID testing grant rev=exp	\$54,491	* Jan-22
-Decrease transp budget for actual regular and SPED routes, had budgeted at prepandemic levels	(\$194,138)	* Jan-22
-Adjust Indian Education budget to approved plan submitted to MDE	(\$7,870)	* Jan-22
-Establish budget for LCTS grant rev=exp	\$16,000	* Jan-22
-Establish budget for pandemic enrollment loss grant rev=exp	\$43,194	* Jan-22
-Adjust PCN grant expenditures to match approved grant budget	\$21,073	* Jan-22
-Increase electricity and natural gas budgets	\$31,691	* Jan-22

NET CURRENT EXPENSE BUDGET

\$39,550,638

SUMMARY OF YTD 20-21 BUDGET ADJUSTMENTS

**Denotes Specific School Board Approval*

	AMOUNT	DATE
FOOD SERVICE FUND:		
REVENUE:		
Original Budget	\$1,819,935 *	Jun-21
-Mid-year revision: Incr rev for increased meal counts, SSO rates, 1x state money, incr ala carte sales	\$403,040	
NET CURRENT REVENUE BUDGET	\$2,222,975	
EXPENSE:		
Original Budget	\$1,782,109 *	Jun-21
-Staffing Revision #1: actual salary and insurance costs versus projections from last spring	(\$204) *	Dec-21
-Mid-year revision: Incr costs due to increased meal counts (food, milk, supplies, staff) and added equipment budget for coolers	\$233,271	
NET CURRENT EXPENSE BUDGET	\$2,015,176	
COMMUNITY SERVICE FUND:		
REVENUE:		
Original Budget	\$1,826,853 *	Jun-21
-Incr revenue projections for following programs: CE 139,591, School Readiness 10,463, Hive Time 5,000	\$155,054 *	Dec-21
NET CURRENT REVENUE BUDGET	\$1,981,907	
EXPENSE:		
Original Budget	\$1,911,445 *	Jun-21
-Incr exp projections for following programs: CE 208,031, ECFE 5,637, SR 24,533, Hive Time 9,123	\$247,324 *	Dec-21
NET CURRENT EXPENSE BUDGET	\$2,158,769	
BUILDING CONSTRUCTION FUND:		
REVENUE:		
Original Budget	\$4,050 *	Jun-21
-Establish budget for referendum bond proceeds	\$30,624,174	
NET CURRENT REVENUE BUDGET	\$30,628,224	
EXPENSE:		
Original Budget	\$5,044,369 *	Jun-21
-Decrease exp budget for amount available in 21-22; more expenses in 20-21	(\$250,211) *	Dec-21
-Incr exp budget for estimate of 21-22 costs from referendum bond proceeds	\$3,445,230	
NET CURRENT EXPENSE BUDGET	\$8,239,388	

SUMMARY OF YTD 20-21 BUDGET ADJUSTMENTS

**Denotes Specific School Board Approval*

	AMOUNT	DATE
DEBT SERVICE FUND		
REVENUE:		
Original Budget	\$5,744,662	* Jun-21
-Adjust for refunding bond proceeds	\$8,816,626	* Jan-22
NET CURRENT REVENUE BUDGET	<u><u>\$14,561,288</u></u>	
EXPENSE:		
Original Budget	\$6,040,503	* Jun-21
-Adjust for payment of refunded bonds	\$8,811,858	* Jan-22
NET CURRENT EXPENSE BUDGET	<u><u>\$14,852,361</u></u>	
	AMOUNT	DATE
OPEB Irrevocable Trust Fund		
REVENUE:		
Original Budget	60,000	* Jun-21
NET CURRENT REVENUE BUDGET	<u><u>60,000</u></u>	
EXPENSE:		
Original Budget	\$248,570	* Jun-21
-Revise benefit payout projections	\$995	* Dec-21
NET CURRENT EXPENSE BUDGET	<u><u>\$249,565</u></u>	

COMPLIANCE ISSUES

- | | | |
|----|---|---------------|
| 1) | Preliminary UFARS data loaded to MDE by September 15th, 2021 | In compliance |
| 2) | Revenue and Expenditure Budget published by earlier of one week after school board accepts final audit or November 30, 2021 | In compliance |
| 3) | Final UFARS data to MDE by November 30, 2021 | In compliance |
| 4) | The 2020/2021 audit (electronic copy) received at MDE by December 31st, 2021 | In compliance |
| 5) | Board members having received training in financial matters per statute | In compliance |

FISCAL HEALTH - INCOME STATEMENT PARAMETERS

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

	REVENUE			<i>(Calculated)</i>	EXPENDITURES			<i>(Calculated)</i>
	Budget	Actual \$ YTD	Actual % YTD		Budget	Actual \$ YTD	Actual % YTD	
General Fund (01,05,09,11 &12)	\$ 37,864,254	\$ 14,047,962	37%	\$ 39,550,638	\$ 17,582,266	44%		
Food Service (02)	\$ 2,222,975	\$ 895,927	40%	\$ 2,015,176	\$ 767,546	38%	<i>See Note 1</i>	
Community Service (04)	\$ 1,981,907	\$ 1,223,756	62%	\$ 2,158,769	\$ 1,201,481	56%		
Building Construction (06)	\$ 30,628,224	\$ 30,607,396	100%	\$ 8,239,388	\$ 4,182,943	51%	<i>See Note 1</i>	
Debt Service (07)	\$ 14,561,288	\$ 9,245,828	63%	\$ 14,852,361	\$ 14,852,361	100%		
OPEB Irrevocable Trust Fund (45)	\$ 60,000	\$ 2,459	4%	\$ 249,565	\$ 1,713	1%		

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

	Original	Revised
Budgeted Seated ADM	2994	3063
Tuition ADM	72	72
Budgeted ADM	3066	3135

NOTES

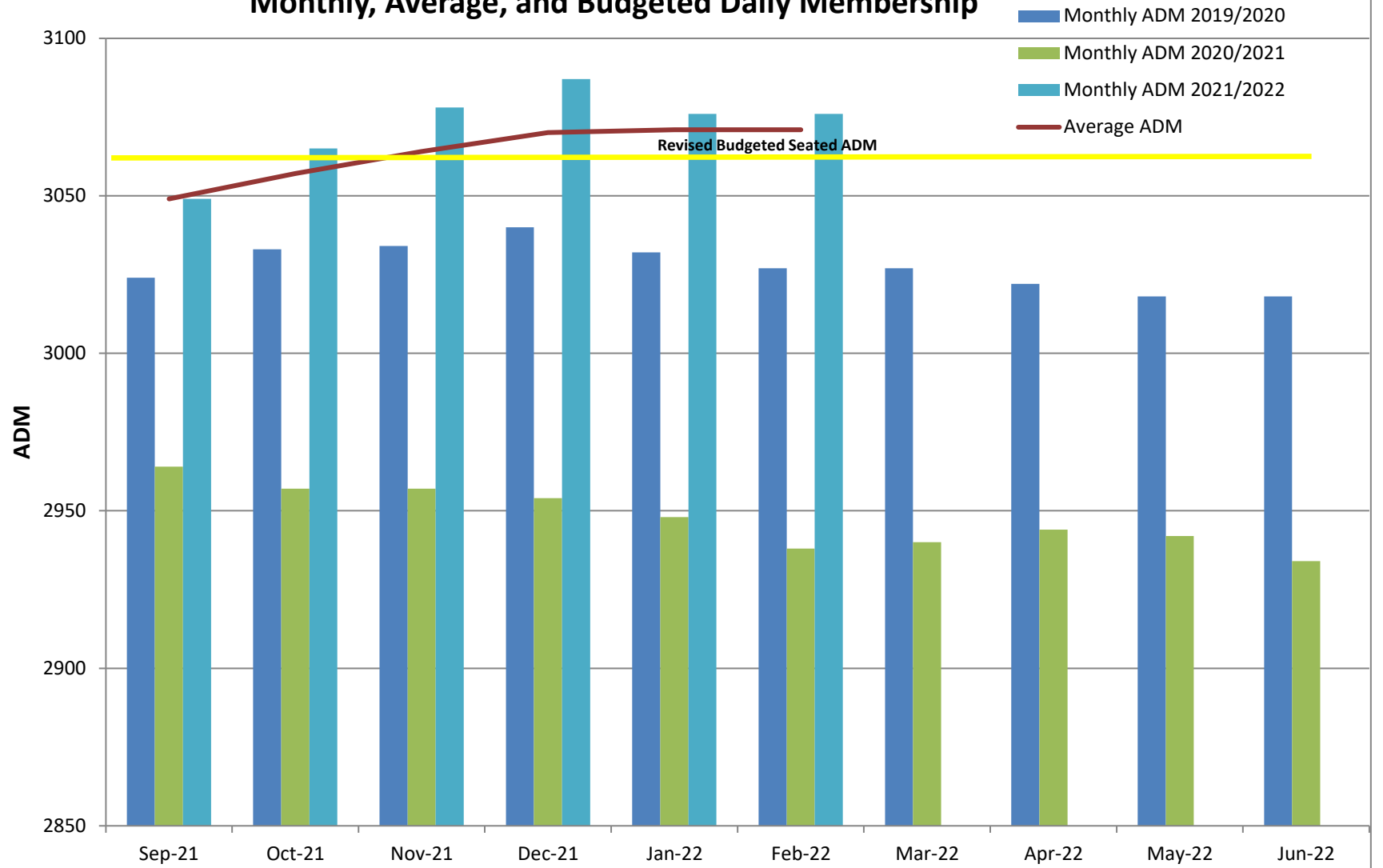
1. See budget revisions.

ISD #727 2021-2022 Revised Budget

February 24th, 2022

	Audited Fund Balance June 30,2021	Revenue Budget 21-22	Expenditure Budget 21-22	Projected Net Change Incr(Decr) in Fund Balance	Transfers	Budgeted Fund Balance June 30,2022
General:						
Restricted -						
Long Term Facilities Maintenance	\$ 118,029	\$ 300,897	\$ 276,031	\$ 24,866	\$ -	\$ 142,895
Operating Capital	\$ 570,269	\$ 739,029	\$ 1,137,341	\$ (398,312)	\$ -	\$ 171,957
Capital Projects Levy	\$ 369,164	\$ 563,770	\$ 649,810	\$ (86,040)	\$ -	\$ 283,124
Staff Development	\$ 115,432	\$ 461,891	\$ 461,679	\$ 212	\$ -	\$ 115,644
Third Party/Medical Assistance	\$ 262,782	\$ 70,000	\$ 113,627	\$ (43,627)	\$ -	\$ 219,155
Area Learning Center (ALC)	\$ 19,077	\$ 379,598	\$ 398,675	\$ (19,077)	\$ -	\$ -
Scholarships	\$ 15,150	\$ 11,000	\$ 11,000	\$ -	\$ -	\$ 15,150
Student Activities	\$ 16,002	\$ 10,600	\$ 700	\$ 9,900	\$ -	\$ 25,902
Safe Schools Levy	\$ 2,165	\$ 123,511	\$ 123,511	\$ -	\$ -	\$ 2,165
Committed for Severance	\$ 895,674	\$ -	\$ 33,347	\$ (33,347)	\$ -	\$ 862,327
Committed for Liberty Shelter	\$ 29,120	\$ -	\$ -	\$ -	\$ -	\$ 29,120
Assigned for Q Comp	\$ 124,927	\$ 788,403	\$ 825,183	\$ (36,780)	\$ -	\$ 88,147
Assigned for Athletics and Activities	\$ 219,067	\$ 962,409	\$ 965,012	\$ (2,603)	\$ -	\$ 216,464
Assigned for Building Level Activities	\$ 126,474	\$ 8,600	\$ 17,551	\$ (8,951)	\$ -	\$ 117,523
Other Assigned Fund Balances	\$ 525,049	\$ 42,979	\$ 426,454	\$ (383,475)	\$ -	\$ 141,574
Nonspendable for Prepaid Items	\$ 156,596	\$ -	\$ -	\$ -	\$ -	\$ 156,596
Unassigned	\$ 7,833,335	\$ 33,401,567	\$ 34,110,717	\$ (709,150)	\$ -	\$ 7,124,185
Subtotal	\$ 11,398,312	\$ 37,864,254	\$ 39,550,638	\$ (1,686,384)	\$ -	\$ 9,711,928
Food Service:						
Restricted						
Restricted	\$ 165,547	\$ 2,222,975	\$ 2,015,176	\$ 207,799	\$ -	\$ 373,346
Nonspendable for Inventory	\$ 36,087	\$ -	\$ -	\$ -	\$ -	\$ 36,087
Subtotal	\$ 201,634	\$ 2,222,975	\$ 2,015,176	\$ 207,799	\$ -	\$ 409,433
Community Service:						
Restricted -						
Community Education	\$ 575,841	\$ 1,380,998	\$ 1,519,708	\$ (138,710)	\$ -	\$ 437,131
ECFE	\$ 82,302	\$ 239,959	\$ 232,154	\$ 7,805	\$ -	\$ 90,107
School Readiness	\$ (29,881)	\$ 342,950	\$ 390,309	\$ (47,359)	\$ -	\$ (77,240)
Preschool Screening	\$ 7,614	\$ 18,000	\$ 16,598	\$ 1,402	\$ -	\$ 9,016
Subtotal	\$ 635,876	\$ 1,981,907	\$ 2,158,769	\$ (176,862)	\$ -	\$ 459,014
Building Construction Fund						
Restricted -						
Long-Term Facilities Maintenance	\$ 4,790,158	\$ 4,000	\$ 4,794,158	\$ (4,790,158)	\$ -	\$ -
Referendum Projects	\$ 16,637	\$ 30,624,224	\$ 3,445,230	\$ 27,178,994	\$ -	\$ 27,195,631
	\$ 4,806,795	\$ 30,628,224	\$ 8,239,388	\$ 22,388,836	\$ -	\$ 27,195,631
Debt Service - Restricted	\$ 1,906,023	\$ 14,561,288	\$ 14,852,361	\$ (291,073)	\$ -	\$ 1,614,950
OPEB Irrevocable Trust Fund	\$ 1,618,342	\$ 60,000	\$ 249,565	\$ (189,565)	\$ -	\$ 1,428,777
Total	\$ 20,566,982	\$ 87,318,648	\$ 67,065,897	\$ 20,252,751	\$ -	\$ 40,819,733

Fiscal Year 21-22 Monthly, Average, and Budgeted Daily Membership



School Board Financial Report

February 24th, 2022

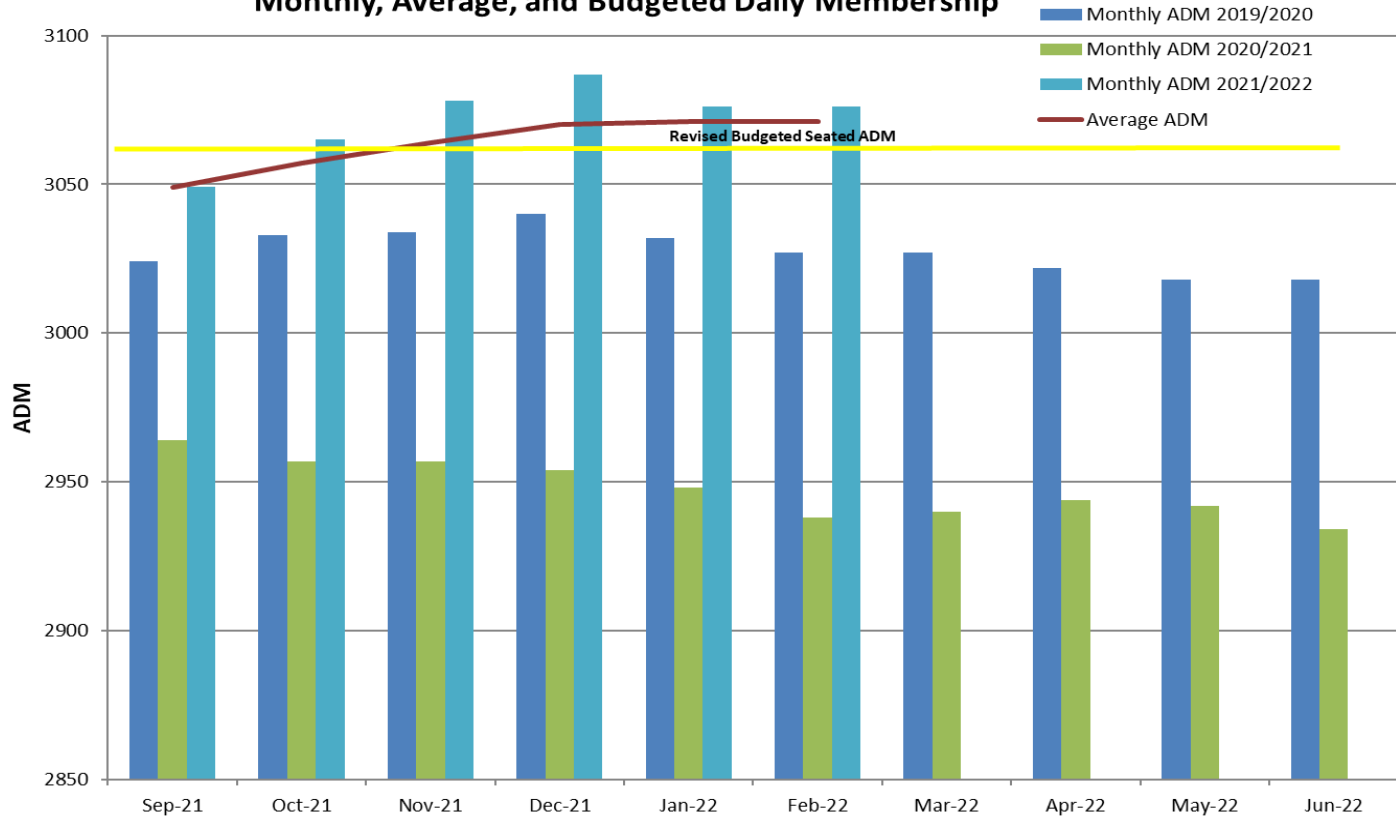
Presented by Angie Manuel, Director of Business Services

Enrollment

- February 1st seated enrollment decreased 1 student
- Second semester PSEO students decreased 2 students
 - Decreased PSEO students = increased gen ed aid funding
- Average ADM as of February 1st: 3,072
 - Average ADM still exceeds budgeted ADM of 3,063

ADM=Average Daily Membership

Fiscal Year 21-22 Monthly, Average, and Budgeted Daily Membership



Financial Update

Budget Revisions to be Approved

Food Service Fund Revenues: +\$403,040

- Increased meal counts due to free meals and increased enrollment
- Federal reimbursement rate is Seamless Summer Option (SSO) rate, which is higher than National School Lunch Program (NSLP) & Summer Food Program (SFSP) rates
- Increased ala carte sales due to increased enrollment

Food Service Fund Expenditures: +\$233,271

- Increased food, milk, and paper product costs due to increased meal counts
- Added equipment budget to replace aging coolers

Projected Food Service Fund Balance: \$373,346

- Fund balance retained for investment in aging equipment

Financial Update

Budget Revisions to be Approved

Building Construction Fund Revenues: +\$30,624,174

- Referendum bond proceeds

Building Construction Fund Expenditures: +\$3,445,230

- Estimate of fiscal year 21-22 bond referendum project costs

Food Service RFP Update

- Food Service Management Company (FSMC) Request for Proposal (RFP) approved by MDE on Feb. 23rd
- RFP will be sent to prospective vendors by Feb. 25th
- RFP solicitation will be advertised Feb. 26th and March 5th
- Mandatory pre-bid meeting March 14th
- Proposal submission due April 11th, 2:00 pm
- Evaluation of proposals week of April 11th and April 18th
- Preliminary Board approval: April 28th
- Draft contract sent to MDE for approval first week in May
- School Board approval of contract: May 26th

School Board Action

Approve budget revisions and financial report

Independence Elementary STEM School Board Update January 27, 2022

73

Presenters:

- Jona Deavel, Principal
- Jolene Huston, 4th Grade Teacher

Teaser Revealed...



Independence Elementary STEM is the 2022 recipient of Minnesota's Innovative STEM Award

MEDIA RELEASE



CONTACT:
Minnesota Elementary School Principals' Association
Sarah Olander, PR & Engagement Manager
952-297-8672

Independence Elementary STEM School
Jona Deavel, Principal
763-262-7171

FOR IMMEDIATE RELEASE

INDEPENDENCE ELEMENTARY STEM SCHOOL NAMED 2022 STEM INNOVATION AWARD WINNER

(Roseville, MN – December 17, 2021) – Independence Elementary STEM School in Big Lake, Minnesota has been named the winner of the 2022 STEM Innovation Award. Principal Jona Deavel applied for the award on behalf of Independence Elementary STEM.

The STEM Innovation Award is presented in partnership between the Minnesota Elementary School Principals' Association (MESPA) and the Science Museum of Minnesota. The award gives principals the opportunity to share innovative programs and/or projects in their schools. An "Innovation database," created from entries for the award, is made available to MESPA members, helping schools across the state replicate their colleagues' successes.



Independence Elementary transitioned to a STEM school in September 2019 and serves third, fourth, and fifth grade students in the Big Lake Schools district. In spite of the interruptions from the COVID-19 pandemic, they continue to meet high expectations for engaged learning and collaboration. According to their data, during the 2020-21 school year teachers at Independence spent about 29% of class time engaged in effective collaboration with their students, a big increase from their goal of 20%.

In their application for this award, Deavel shared the following quote from a recent staff survey, "I have become a stronger teacher by incorporating more academic conversations for students, more student-led learning, and critical thinking skills. Students are more willing to try different learning opportunities and are more willing to put themselves out there for risks in what they are learning and learning from things that don't work." The same survey reported that more than 78% of teachers at Independence Elementary STEM agree that they have seen an increase in students' abilities to critically think and problem-solve since transitioning to a STEM school.



One of the more innovative aspects of coursework at Independence Elementary STEM is collaboration between classrooms and community partners. Every classroom teacher has a community partner, and they connect throughout the year to deliver real world scenarios and learning opportunities to students. One classroom, in partnership with the Minnesota Zoo, researched and developed plans for a monk seal exhibit utilizing the Engineering Design Process (EDP) strategy. Students even presented the final proposal to Minnesota Zoo staff members for consideration. The EDP method emphasizes critical thinking, and all teachers at Independence Elementary STEM are encouraged to frame lessons through the lens of EDP.



"STEM is not a separate thing, it's not a separate class," said Deavel, "STEM to us is something that happens across all content areas and in all parts of [student] learning." Students at Independence Elementary STEM take part in three STEM courses every year, and regularly complete challenges in the school's STEM lab. Deavel attributes the success and sustainability of the programming to the teachers and staff at Independence Elementary STEM who have worked tirelessly to successfully implement STEM-based learning and strategies into

everyday lessons in all classrooms.

Independence Elementary STEM School will be recognized at the MESPA awards celebration—The MESPYS—this coming February. In addition, the Science Museum of Minnesota will provide a \$300 certificate towards an education program for Independence Elementary STEM.



Tonight's Agenda



- Innovations Award Info & Update on STEM
- Literacy
- SEL

Innovations Award



Focused on the four transformations that are a result of our transition to a STEM school:

1. The STEM-specific course work (Innovative Arts, Launch, and Engineering).
2. The STEM Lab that provides students learning space and experiences to engage in learning through the 4Cs and the Engineering Design Process.
3. STEM practices that are intentionally and continuously integrated into every class.
4. Continued focus on Community Partners and providing our students with a community and global perspective.

This is our 3rd Year as a STEM School and Year 3 of a 5-Year Implementation.

Independence Elementary STEM

STEM Implementation Plan



Key
New learning/Introducing
Continued Learning/Practicing
Fully Implemented

STEM Implementation	Year 1	Year 2	Year 3	Year 4	Year 5
Status Dynamics	New learning/Introducing	Continued Learning/Practicing	Continued Learning/Practicing	Fully Implemented	Fully Implemented
4 Cs	New learning/Introducing	Continued Learning/Practicing	Continued Learning/Practicing	Fully Implemented	Fully Implemented
Increase Student Talk & Engagement through Effective Collaboration Strategies	New learning/Introducing	New learning/Introducing	Continued Learning/Practicing	Continued Learning/Practicing	Fully Implemented
Performance Tasks	Fully Implemented	New learning/Introducing	New learning/Introducing	Continued Learning/Practicing	Fully Implemented
Engineering Design Process	New learning/Introducing	New learning/Introducing	Continued Learning/Practicing	Fully Implemented	Fully Implemented
Proper Questioning Techniques	Fully Implemented	Fully Implemented	Fully Implemented	New learning/Introducing	Continued Learning/Practicing

Use of Effective Collaboration Strategies



	Fall 2019	Spring 2021
Overall Average	10.24%	
General Education Classroom Teacher Average	10.16%	
Special Education Teacher Average	7%	
Specials/Specialist Teacher Average	13.67%	

Use of Effective Collaboration Strategies



	Fall 2019	Spring 2021
Overall Average	10.24%	29.88%
General Education Classroom Teacher Average	10.16%	37.11%
Special Education Teacher Average	7%	21.71%
Specials/Specialist Teacher Average	13.67%	15.33%

Engineering Design Process: Ask → Explore → Create → Evaluate → Explain → Share

Performance Tasks: Any learning activity or assessment that asks students to *perform* to demonstrate their knowledge, understanding and proficiency. Performance tasks yield a tangible product and/or performance that serve as evidence of learning. Unlike a selected-response item (e.g., multiple-choice or matching) that asks students to select from given alternatives, a performance task presents a situation that calls for learners to apply their learning in context.

Topic: -History of Hockey-

—

Why did you
choose this
topic?

I chose this topic because I love hockey and it's my favorite sport, I know a lot about hockey but I want to know more about it still.

Category: How it all started

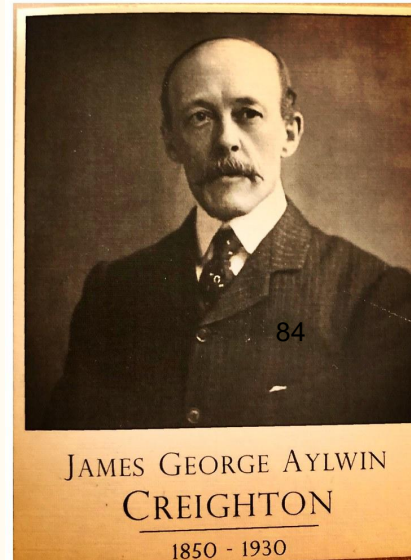
I love sports and my favorite one is hockey, so i'm going to be researching more about it.

Hockey was started on March 3, 1875, thanks to James Creighton we have a awesome sport called hockey. In 1872 James moved moved from Halifax, Nova Scotia to Montreal, bringing skates, hockey sticks. And a basic set of rules with him.



Category: The life of James Creighton

Educated at Halifax Grammar school, where he graduated at 14, James George Aylwin Creighton went on to earn a ba with honours at Dalhousie College in 1868. He then studied under Sandford Fleming*, who as an engineer in chief for the Intercolonial Railway hired him to work on surveys in Nova Scotia.



Category: The differences between then and now

Hockey may have been different back then, but maybe not.

Compared to the '80s and '90s the game today looks stronger than ever. Our players are bigger, faster, and possess more than 95 percent of the players from previous decades. Coaching strategies have evolved, and year round conditioning is a must for every player. But the rules have changed too, each team had a minimum of four players on the ice at all times, now there is five. Two rules were amended to encourage offence: no more that two defencemen permitted to remain inside a teams own blue line when the puck has left the defensive zone. A faceoff to be called for ragging the puck unless shorthanded.

Category: Equipment

Before protection was made for hockey players they had nothing to help protect themselves. A little while later hockey players began wearing leather elbow pads outside of their jerseys and also began sewing felt pads on their undershirts to protect their forearms.

Now we have Chest protectors, Shin pads, Elbow pads, Breasers, Gloves, and Helmets to protect us.

Category: First hockey game played

The modern game of hockey emerged in England in the mid 18 century and is largely attributed to the growth of public schools, such as Eton. The first hockey association was formed in the UK in 1876 and drew up the first set of rules. On March 3rd 1875 the first indoor game was played in Montreal's Victoria Skating Rink between two nine player teams INCLUDING James Creighton and several McGill University Students.

Resources:

- [Records.nhl.com](https://records.nhl.com)
- [Wonderopolis.com](https://wonderopolis.com)
- [Bleacherreport.com](https://bleacherreport.com)
- www.biographi.ca
- wikipedia.org

Based on a recent staff survey taken by our full teaching staff (classroom teachers, special education teachers, specialists, etc.), since our transition to a STEM school:

- 87.5% agree or strongly agree that they have participated in PD that has provided them with different and innovative STEM teaching methods.
- 84.4% agree or strongly agree that they have been provided with new professional development and coaching opportunities.
- 87.5% agree or strongly agree that they feel their professional skills and effectiveness have increased.
- 71.9% agree or strongly agree that their students are more engaged in their learning.
- 87.5% agree or strongly agree that their students have engaged in new learning opportunities.
- 78.1% agree or strongly agree that they have seen an increase in students' abilities to critically think and problem-solve.

Feedback from our Staff from this survey:

- *“I have become a stronger teacher by incorporating more academic conversations for students, more student-led learning and critical thinking skills. Students are more willing to try different learning opportunities and are more willing to put themselves out there for risks in what they are learning and learning from things that don't work. Students are more willing to try again and not give up on learning opportunities the first time.”*
- *“Educators have more tools and knowledge to achieve student mastery of skills, a mindset that is consistent across the building (4Cs & engineering design process), students are given opportunities to collaborate with each other in a healthy way and staff has the knowledge to support this.”*
- *“Using STEM strategies allows me to recognize more student voices in class. I also love that different strategies can be utilized during different moments to support small group sharing or whole group sharing depending on what I want from the outcome. STEM integrationists have been essential in the implementation process. They are very knowledgeable and helpful when it comes to accessing the STEM lab.”*

Feedback from our Staff from this survey:

- *“This is my first year at the school and we are only 2 months in, but I have noticed the differences between other schools and Independence. The STEM strategies used by the teachers seem to have a positive impact on students from what I have seen so far.”*
- *“The students are more engaged in their learning and have many more opportunities to problem solve and engage in critical thinking. Through the implementation of STEM strategies, the students more effectively collaborate with one another and student self-efficacy has improved. With the use of Project based learning / Performance tasks the curriculum has become more meaningful to students. They can apply their learning and create deeper understandings of the content.”*
- *“Students have been really engaged in the hands-on activities. I really enjoy using the various STEM strategies in my classroom- I feel that students are more engaged in lessons where I utilize STEM strategies and collaboration.”*

Feedback from our Staff from this survey:

- *“The Minnesota Science Standards are changing in the next couple of years. I feel that my students are already being exposed to these enriching standards because of STEM. Engineering, Project Lead the Way Launch and the various extra STEM activities and explorations my students are allowed to do throughout the year are preparing them for 21st Century Skills. In addition, I have often gone to our STEM Integrationists and asked for help to enrich my Math and Science lessons.”*
- *“Our students regularly use the language of problem solvers. They show their growth mindset, they talk about the 4C's in their learning, they see problems as chances to keep learning and growing.”*
- *“Students have become better at using their critical thinking skills to evaluate various things and then communicate their thoughts with other peers and adults. They seem more engaged in their learning.”*
- *“Although this is my first year here at Indy, I have seen a huge difference in my students ability to critically think and work out problems in a creative way compared to my students at my previous⁹² school.”*

Feedback from our Staff from this survey:

- *“A lot more academic conversations and problem solving opportunities for our students! The focus on the 4 C's are really helping our students develop 21st century skills!”*
- *“It seems to help the students A LOT for all staff to be using common terminology and applying common processes in different subject areas. Students are engaged at a higher level because they are making connections between disciplines.”*

- **Academic Conversations:** Structured protocols used to explicitly teach students how to engage in discussions about their learning.
- **Response (low-stakes) Writing:** Informal writing processes that support student thinking and learning. More frequent writing results in better learners, thinkers, readers, and writers.

Targeted Literacy Practices


STEM Collaboration Strategy	Supports Academic Conversation	Supports Response Writing
Graffiti Boards		
Talking Stick		
ORID		
Jigsaw		
Establishing Group Norms		
Orbit		
Dyad		
No Hands Up		
Give One, Get One		
Technology Collaboration: Padlet		
Inner/Outer Circle		
Assigning Roles		
Talking Tokens		
Sentence Starters & Stems		
Vary Seating Arrangement/Collaborative Groupings		



From a recent teacher survey:

- *I intentionally use protocols to increase academic conversations:*
 - 24.1% multiple times a day.
 - 37.9% at least daily
 - 34.5% at least weekly
- *This year students are engaged in academic conversations:*
 - 72.4% say that it is more than last year.
 - 27.6% say that it was about the same as last year.

- **Academic Conversations:** Structured protocols used to explicitly teach students how to engage in discussions about their learning.
- **Response (low-stakes) Writing:** Informal writing processes that support student thinking and learning. More frequent writing results in better learners, thinkers, readers, and writers.



Save Me a Seat

Monday
Ch. 1-8

Pre-reading

Choose 1 to write about

Imagine that you were told that you were moving to a different country. How would you feel on your first day of school?

Have you ever made an assumption about someone and found out what you assumed was wrong once you got to know them? Explain.

Has anyone ever made a false assumption about you? Explain.

Questions Ch. 1 & 2

How does Ravi's family feel about America?

Describe the first impression Ravi has made on his classmates and teacher.

Why does Joe have problems making friends at school?

Describe Dillon Samreen and how Joe feels about him.

Describe Ravi

Physical traits

Character Traits

Strengths

Weaknesses

What other characters think

From a recent teacher survey:

- *My students write:*
 - 24.1% multiple times a day
 - 57.1% at least daily
 - 24.1% at least weekly
- This year students are engaging in writing:
 - 51.7% say that it is much more than last year.
 - 37.9% say that it is a little more than last year.


Targeted Literacy Practices: Supporting Our Teachers



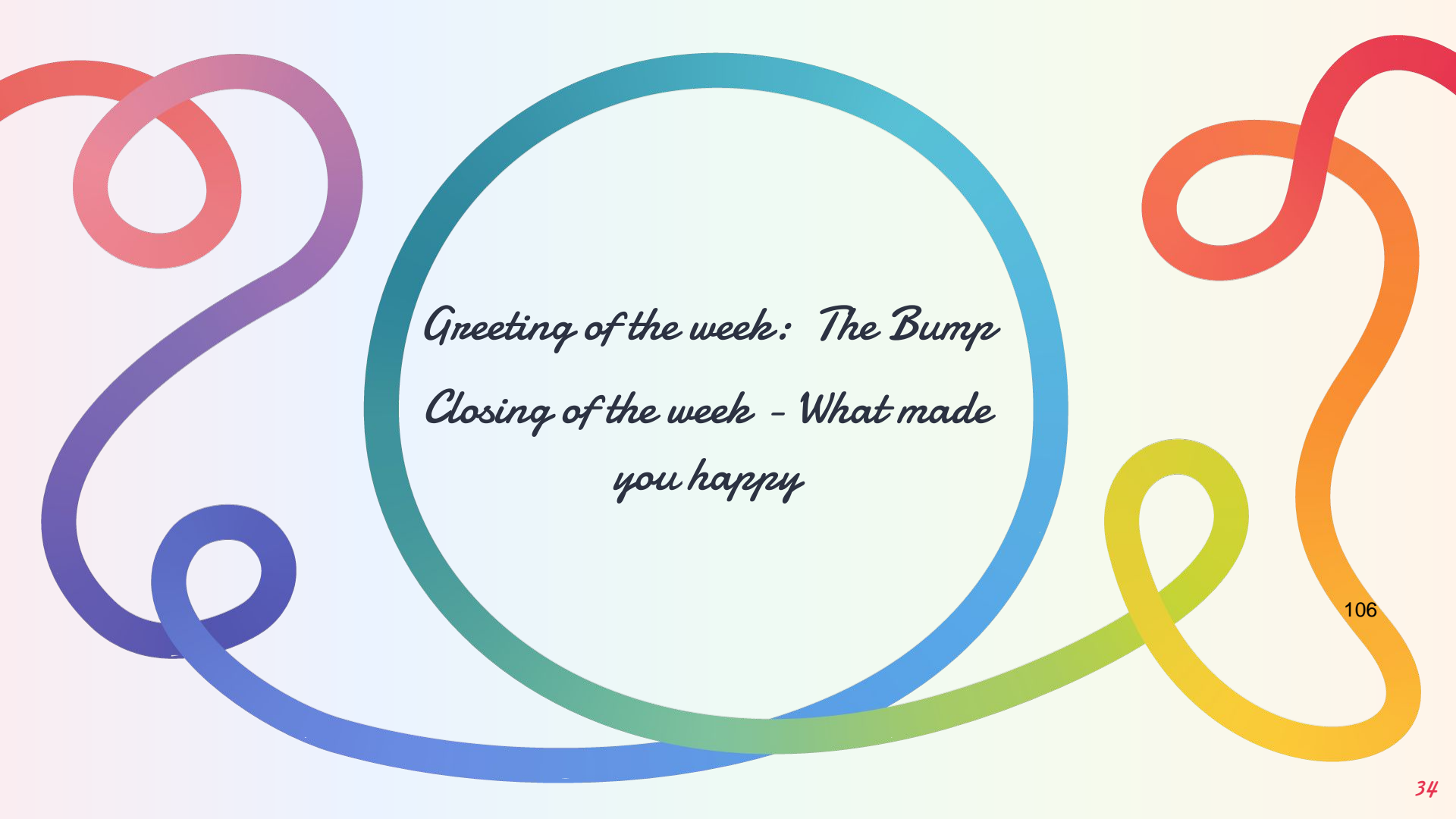
In addition to PD and PLCs having a literacy focus, our Literacy Interventionists meet weekly with grade level teachers (every 3-week rotation).

- Support the implementation of Academic Conversations and Response Writing
- Review data and provide intervention support for BEE time.
- Providing support to our 3rd grade teachers with the implementation of Foundations, a curriculum targeting phonics instruction.

- Continue to build a strong PBIS foundation (we will have completed our two-year cohort training in March).
- This year have implemented Caring Schools Community as part of our Morning Meeting time.



5.
Week Five
Preparing for a
Substitute Teacher



Greeting of the week: The Bump
Closing of the week - What made
you happy

Monday Questions (assign partners)

What experiences have you had with substitute teachers?

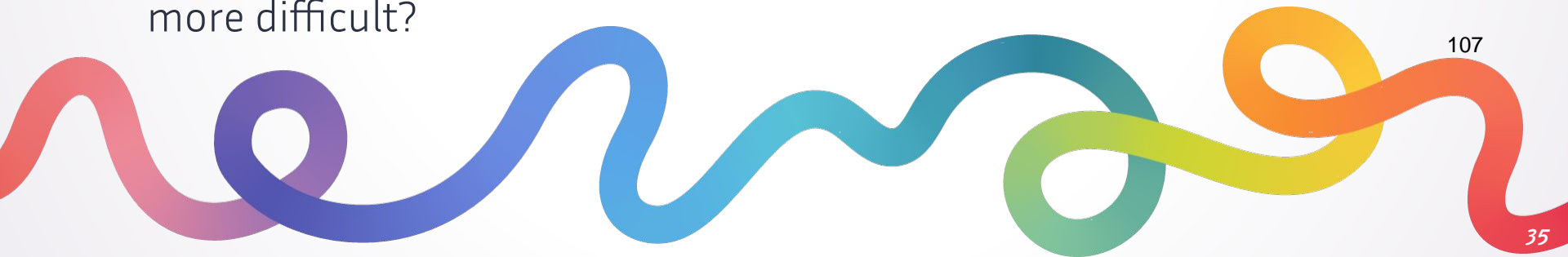
What have you done in the past to make life easier for a substitute teacher?

What have you done to make it more difficult?

Share and Reflect:

What did you and your partner talk about?

What questions did you have?



Tuesday - Ideas for Substitute Welcome Folder

1

Letter Welcoming

This would include a letter of how we agree to act.. procedures-who is going own them?

2

What other information might we include?

3

How do you think a substitute teacher will feel when he/she reads the welcome folder?

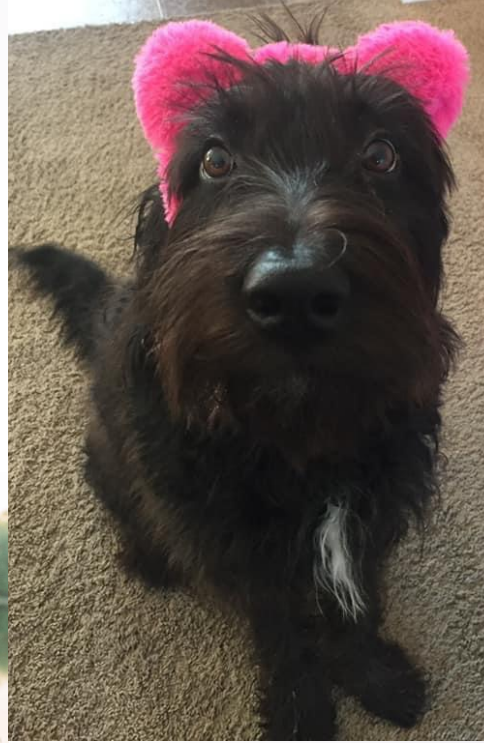
4

Why is it important that we always act respectfully and responsibly, no matter who's teacher our class?

April!

I am April M - Spotlight Student

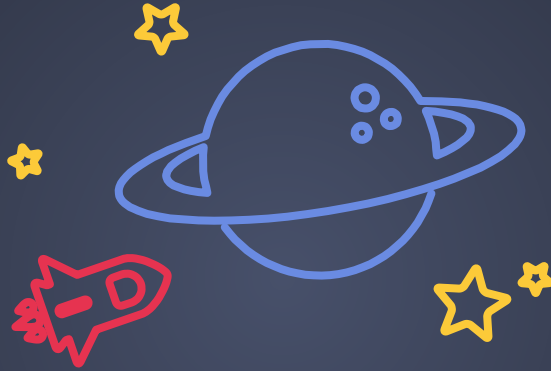
- I have 3 sisters, 1 brother, 1 dog (Asher)
- I like gymnastics, camping & animals
-



Class Meeting - Getting Ready

- What might make a substitute teacher feel welcome in our classroom?
- What might make him/her feel respected?
- What are some things you will do to be especially responsible?
- What do you want to keep in mind when asking for help from others?

Thursday - create a teacher welcome folder



Ideas/discuss asking for help/What kind of help might you need from your classmates?

What do you want to keep in mind when asking others for help?



Coming Up...



- Elementary Literacy Night: Wednesday, March 9th 5-8pm at BLHS.
- District STEM Night March 31st 5 - 7:30pm at BLMS.

Thank you!



February 18, 2022

Mr. TJ Zerwas, Buildings & Grounds Manager
ISD 727 – Big Lake Public Schools
501 Minnesota Avenue
Big Lake, MN 55309

Re: ISD 727 – Big Lake Public Schools
Big Lake High School & Liberty Elementary School Controls Upgrades
Project No. R21-4276.000

Mr. Zerwas,

Bids for the above referenced project were received on Thursday, February 17, 2022 at 2:00 p.m. Based on the bid results, Northern Air Corporation was the apparent low-bidding contractor. Bid Tab results are attached.

It is our understanding that the District would elect to accept and award the Base Bid.
It is our understanding that the District would elect to not accept alternate #1.

Base Bid	\$1,829,800.00	Accepted
Alternate #1	\$4,615,325.00	Not Accepted

On Friday morning, we discussed the project with Northern Air Corporation and we feel they understand the scope of the project, the scheduling of the project, their sub-contractors have an understanding of the respective work scope, and Northern Air Corporation is confident in their overall submitted bid.

We recommend the Base Bid contract be awarded to Northern Air Corporation in the amount of **\$1,829,800.00**.

Sincerely,
HALLBERG ENGINEERING, INC.

Brian W. Gibson

Enclosure: Bid Tab

Copy: Robert Sehm-Wold, Jacob Cherry-Wold, Leslie Lyons-Wold, Angie Manuel-ISD 727



February 18, 2022

Mr. TJ Zerwas, Buildings & Grounds Manager
ISD 727 – Big Lake Public Schools
501 Minnesota Avenue
Big Lake, MN 55309

Re: ISD 727 – Big Lake Public Schools
Big Lake Middle School Sound Systems
Project No. R21-4051.000

Mr. Zerwas,

Bids for the above referenced project were received on Thursday, February 17, 2022 at 1:00 p.m. Based on the bid results, ECSI System Integrators was the apparent low-bidding contractor. Bid Tab results are attached.

It is our understanding that the District would elect to accept and award the Base Bid and Alternate #1.

Base Bid	\$180,720.00	Accepted
Alternate #1	\$33,250.00	Accepted

On Friday morning, we discussed the project with ECSI and we feel they understand the scope of the project, the scheduling of the project, their sub-contractors have an understanding of the respective work scope, and ECSI is confident in their overall submitted bid.

We recommend the Base Bid and Alternate #1 contract be awarded to Northern Air Corporation in the amount of **\$213,970.00**.

Sincerely,
HALLBERG ENGINEERING, INC.

Brian W. Gibson

Enclosure: Bid Tab

Copy: Angie Manuel-ISD 727



BID TABULATION

Big Lake Schools – ISD 727
Big Lake High School & Liberty Elementary School
Controls Upgrades

HEI Project No. R21-4276.000

Date: 02/17/2022

Time: 2:00 pm

COMPANY/Prime Bidder	Bid Bond	Responsible Contractor	Addendum 1 Received	Addendum 2 Received	Base Bid Amount (NAC Bid)	Alternate #1 Amount (Gilbert Bid)
NAC	X	X	X	X	\$1,829,800.00	n/a
Gilbert Mechanical	X	X	X	X	n/a	\$4,615,325.00

Mechanical/Electrical/Commissioning/Energy

1750 Commerce Court ♦ White Bear Lake, MN 55110 ♦ Phone (651) 748-1100 ♦ Fax (651) 748-9370



BID TABULATION

Big Lake Schools – ISD 727
Big Lake Middle School
Sound Systems

HEI Project No. R21-4051.000

Date: 02/17/2022

Time: 1:00 pm

COMPANY/Prime Bidder	Bid Bond	Responsible Contractor	Addendum 1 Received	Base Bid Amount	Alternate #1 Amount (Cafeteria Sound System)
ECSI	X	X	X	\$180,720.00	\$33,250.00
VSI	X	X	X	\$216,850.00	\$42,730.00
Muska Electric	X	X	X	\$225,191.00	\$38,658.00
Security & Sound Co.	X	X	X	\$265,264.00	\$59,850.00
Affinitech	X	X	X	\$314,896.50	No Bid

116

Mechanical/Electrical/Commissioning/Energy

1750 Commerce Court ♦ White Bear Lake, MN 55110 ♦ Phone (651) 748-1100 ♦ Fax (651) 748-9370

Resolution in Support of the Congressional IDEA Full Funding Act
Re-introduced on November 16, 2021
H.R. 5984 and S. 3213

WHEREAS, the Big Lake School District recognizes the need for a strong investment in the Individuals with Disabilities Education Act (IDEA); and

WHEREAS, the Individuals with Disabilities Education Act was first enacted in 1975 to help ensure that all students with disabilities will have access to a free appropriate public education and IDEA's enactment more than 45 years ago, the current federal investment in IDEA is less than 14 percent; and

WHEREAS, with the enactment of IDEA, the United States Congress committed to fund up to 40 percent of the additional cost of special education, thereby promising to provide up to 40 percent of the national average per pupil expenditure, which is currently estimated at \$13,828 by the U.S. Department of Education; and

WHEREAS, our nation's school districts face an increased demand for greater resources to fulfill the needs of students under IDEA, including those for students affected by multiple disabilities whose individual education plans require more resources; and

WHEREAS, with each increase in the IDEA child count, the Big Lake School District and others throughout the country continue to adjust their budgets to accommodate this increased need and ensure that each child educated through IDEA receives the appropriate supports, with some school districts dedicating forty percent or more of their general education budgets to special education services; and,

WHEREAS, Big Lake school district has a \$ 4,070,898 cross-subsidy for FY 20, which is a one part of the statewide cross-subsidy that was more than \$673 million in FY 20, and is expected to grow to \$806 million in FY 25.

BE IT RESOLVED, that the Big Lake School Board supports the IDEA Full Funding Act that will help strengthen the federal investment in special education by authorizing a ten-year plan to fully fund the federal share of IDEA; and

BE IT RESOLVED, that the Big Lake School Board urges Congress' strong bipartisan support for and passage of the IDEA Full Funding Act; and,

NOW, THEREFORE BE IT RESOLVED that the Big Lake School Board remains committed to providing students with disabilities and their families the supports they need.

Clerk, Tony Scales

January 27, 2022

Big Lake Public Schools 2022-2023 School Calendar

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

Important Dates:

SEPTEMBER

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

OCTOBER

Oct 19—K-5 PD Day—No School
Elementary Students
Oct 20-21—MEA--No School

NOVEMBER

Nov 4—No School Students—MS & HS PD, K-5 PT Conferences
Nov 23—PD Day—No School Students
Nov 24-25—Thanksgiving—No School

DECEMBER

Dec 2—End Tri 1
Dec 5—No School Students—PD/TW
Dec 23-Jan 2—Winter Break

JANUARY

Jan 16—No School
Jan 17—PD Day—No School Students

FEBRUARY

Feb 16—K-5 PD—No School
Elementary Students
Feb 17-20—No School

MARCH

Mar 9—End Tri 2
Mar 10—No School Students—PD/TW
Mar 13-- No School Students—MS & HS PD, K-5 PT Conferences

APRIL

Apr 7-10—No School

MAY

May 29—Memorial Day—No School
May 31—Seniors Last Day

JUNE

June 1—Last Day
June 2—Teacher PD/TW
June 2—Graduation

P/T Conferences

Nov 4—K-5
Mar 13—K-5

July 2022					August 2022					September 2022				
Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri
				1	1	2	3	4	5				1 PD	2 NS
4	5	6	7	8	8	9	10	11	12	5 NS	6 K-5 Assess 6 th and 9 th orientation	7 K-5 Assess 6-12 start	8 K-5 Start	9
11	12	13	14	15	15	16	17	18	19	12	13	14	15	16
18	19	20	21	22	22	23	24	25	26	19	20	21	22	23
25	26	27	28	29	29 PD	30 PD	31 PD			26	27	28	29	30

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

January 2023					February 2023					March 2023				
Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri
2 NS	3	4	5	6			1	2	3			1	2	3
9	10	11	12	13	6	7	8	9	10	6	7	8	*9 End Tri 2	10 NS PD/TW
16 NS	17 PD	18	19	20	13	14	15	16 K-5 PD	17 NS	13 MS & HS PD K-5 PT conf.	14	15	16	17
23	24	25	26	27	20 NS	21	22	23	24	20	21	22	23	24
30	31				27	28				27	28	29	30	31

April 2023					May 2023					June 2023				
Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri
3	4	5	6	7 NS	1	2	3	4	5				*1 Last Day	2 NS PD/TW Graduation
10 NS TC	11	12	13	14	8	9	10	11	12	5	6	7	8	9
17	18	19	20	21	15	16	17	18	19	12	13	14	15	16
24	25	26	27	28	22	23	24	25	26	19	20	21	22	23
					29 NS	30	31 Seniors Last Day			26	27	28	29	30

Trimester End dates

December 2
March 9
June 1

NS = No School
PD = Professional Development
TC = Teacher Comp Day
PT = Parent/Teacher Conf.
* = End of Trimester

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

Big Lake Public Schools 2023-2024 School Calendar

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

Important Dates:

SEPTEMBER

Sep 4—Labor Day—No School
Sep 5—School begins 6 & 9th only
Sep 5 & 6 (Grade K-5 Assess. by appt)
Sep 6—School begins grades 6-12
Sep 7—School begins grades K-5

OCTOBER

Oct 18—K-5 PD Day—No School
Elementary Students
Oct 19-20—MEA—No School

NOVEMBER

Nov 3—No School Students—MS &
HS PD, K-5 PT Conferences
Nov 22—PD Day—No School Students
Nov 23-24—Thanksgiving—No School

DECEMBER

Dec 1—End Tri 1
Dec 4—No School Students—PD/TW
Dec 22-Jan 1—Winter Break

JANUARY

Jan 15—No School
Jan 16—PD Day—No School Students

FEBRUARY

Feb 15—K-5 PD—No School
Elementary Students
Feb 16-19—No School

MARCH

Mar 7—End Tri 2
Mar 8—No School Students—PD/TW
Mar 11—No School Students—MS &
HS PD, K-5 PT Conferences
Mar 29—No School

APRIL

Apr 1—No School

MAY

May 27—Memorial Day—No School
May 29—Seniors Last Day
May 30—Last Day
May 31—PD/TW
May 31—Graduation

P/T Conferences

Nov 3—K-5
Mar 11—K-5

July 2023					August 2023					September 2023				
Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri
3	4	5	6	7		1	2	3	4					1 NS
10	11	12	13	14	7	8	9	10	11	4 NS	5 K-5 Assessa 6 th and 9 th orientation	6 K-5 Assess: 6-12 start	7 K-5 Start	8
17	18	19	20	21	14	15	16	17	18	11	12	13	14	15
24	25	26	27	28	21	22	23	24	25	18	19	20	21	22
31					28 PD	29 PD	30 PD	31 PD		25	26	27	28	29

October 2023					November 2023					December 2023				
Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri
2	3	4	5	6			1	2	3 MS & HS PD K-5 PT conf.					*1 End Tri 1
9	10	11	12	13	6	7	8	9	10	4 NS PD/TW	5	6	7	8
16	17	18 K-5 PD	19 TC MEA	20 MEA	13	14	15	16	17	11	12	13	14	15
23	24	25	26	27	20	21	22 PD	23 NS	24 NS	18	19	20	21	22 NS
30	31				27	28	29	30		25 NS	26 NS	27 NS	28 NS	29 NS

January 2024					February 2024					March 2024				
Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri
1 NS	2	3	4	5				1	2					1
8	9	10	11	12	5	6	7	8	9	4	5	6	*7 End Tri 2	8 NS PD/TW
15 NS	16 PD	17	18	19	12	13	14	15 K-5 PD	16 NS	11 MS & HS PD K-5 PT conf.	12	13	14	15
22	23	24	25	26	19 NS	20	21	22	23	18	19	20	21	22
29	30	31			26	27	28	29		25	26	27	28	29 NS

April 2024					May 2024					June 2024				
Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri
1 NS TC	2	3	4	5			1	2	3	3	4	5	6	7
8	9	10	11	12	6	7	8	9	10	10	11	12	13	14
15	16	17	18	19	13	14	15	16	17	17	18	19	20	21
22	23	24	25	26	20	21	22	23	24	24	25	26	27	28
29	30				27 NS	28	29 Seniors Last Day	*30 Last Day	31 NS PD/TW Graduation					

Trimester End dates

December 1
March 7
May 30

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

NS = No School
PD = Professional Development
TC = Teacher Comp Day
PT = Parent/Teacher Conf.
* = End of Trimester

MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. A violation of this policy occurs when any school personnel fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

III. DEFINITIONS

- A. "Mandated Reporters" means any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.
- B. "Maltreatment" means the neglect, abuse, or financial exploitation of a vulnerable adult.
- C. "Neglect" means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult's physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct. Neglect also includes the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult's health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 17.
- D. "Abuse" means: (a) An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with

developmental disabilities or related conditions not authorized under section 245.825. (c) Any sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 2.

- E. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.
- F. "Vulnerable Adult" means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minn. Stat. Ch. 245A, except as excluded under Minn. Stat. § 626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or type of service received possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to adequately provide the person's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.
- G. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- H. "School Personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.
- I. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The reporter shall to the extent possible identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose not public data as defined under Minn. Stat. § 13.02 to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or

intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.

- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against vulnerable adult who is named in a report is prohibited.
- F. Any person who intentionally 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. The intentional making of a false report may result in discipline.

V. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

VI. DISSEMINATION OF POLICY AND TRAINING

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

Legal References: Minn. Stat. § 13.02 (Collection, Security, and Dissemination of Records; Definitions)
Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)
Minn. Stat. §§ 609.221-609.224 (Assault)
Minn. Stat. § 609.234 (Crimes Against the Person)
Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)
Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Stat. § 626.5572 (Definitions)
In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

Cross References: MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
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)

PUBLIC DATA REQUESTS

I. PURPOSE

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

II. GENERAL STATEMENT OF POLICY

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 (MGDPA), and Minn. Rules Parts 1205.0100-1205.2000 in responding to requests for public data.

III. DEFINITIONS

A. Government Data

“Government data” means all recorded information that the school district has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

B. Inspection

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

C. Public Data

“Public data” means all government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.

D. Responsible Authority

“Responsible authority” means the individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

E. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable.

IV. REQUESTS FOR PUBLIC DATA

A. All requests for public data must be made in writing directed to the responsible authority.

1. A request for public data must include the following information:

- a. Date the request is made;
- b. A clear description of the data requested;
- c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
- d. Method to contact the requestor (such as phone number, address, or email address).

2. A requestor is not required to explain the reason for the data request.

3. The identity of the requestor is public, if provided, but cannot be required by the government entity.

4. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- B. The responsible authority will respond to a data request at reasonable times and places as follows:
 1. The responsible authority will notify the requestor in writing as follows:
 - a. The requested data does not exist; or
 - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
 - i. If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
 - ii. Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
 - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.
 2. The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
 3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
 4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
 5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

V. REQUEST FOR SUMMARY DATA

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
 1. A request for the preparation of summary data must include the following information:
 - a. Date the request is made;
 - b. A clear description of the data requested;
 - c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - d. Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
 1. The estimated costs of preparing the summary data, if any; and
 2. The summary data requested; or
 3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
 4. A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.

- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

VI. COSTS

A. Public Data

1. The school district will charge for copies provided as follows:
 - a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.
 - b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.
 - i. The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
 - ii. Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.
2. All charges must be paid for in cash in advance of receiving the copies.

B. Summary Data

1. Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
2. The school district may assess costs associated with the preparation of summary data as follows:
 - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
 - b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

Responsible Authority:

Superintendent

501 Minnesota Ave, Big Lake MN 55309

763-262-2536 t.truebenbach@biglakeschools.org

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

Cross References: MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

EQUAL ACCESS TO SCHOOL FACILITIES

I. PURPOSE

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during noninstructional time.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.
- B. The school board has created a limited open forum for students enrolled in secondary schools during which noncurriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during noninstructional time.
- C. Student use of facilities under this policy does not imply school district sponsorship, approval, or advocacy of the content of the expression at such meetings.
- D. The school district retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.
- E. In adopting and implementing this equal access policy, the school district will NOT:
 - 1. influence the form or content of any prayer or other religious activity;
 - 2. require any person to participate in prayer or other religious activity;
 - 3. expend public funds beyond the incidental cost of providing the space for student-initiated meetings;
 - 4. compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;
 - 5. sanction meetings that are otherwise unlawful;
 - 6. limit the rights of groups of students based on the size of the group;
 - 7. abridge the constitutional rights of any person.

III. DEFINITIONS

- A. "Limited open forum" means that the school grants an offering to or opportunity for one or more noncurriculum related student groups to meet on school premises during noninstructional time.
- B. "Secondary school" means any school with enrollment of pupils ordinarily in grades 7 through 12 or any portion thereof.
- C. "Sponsorship" includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.
- D. "Meeting" includes activities of student groups which are permitted under a limited open forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.
- E. "Noninstructional time" means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place.

IV. FAIR OPPORTUNITY CRITERIA

Schools in this school district shall uniformly provide that:

- A. A meeting held pursuant to this policy is voluntary and student-initiated;
- B. There is no sponsorship of the meeting by the school or its agents or employees;
- C. Employees or agents of the school are present at religious meetings only in a nonparticipatory capacity;
- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- E. Nonschool persons may not direct, control, or regularly attend activities of student groups.

V. PROCEDURES

- A. Any student who wishes to initiate a meeting under this policy shall apply to the principal of the building at least 48 hours in advance of the time of the activity or meeting. The student must agree to the following:
 1. All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.
 2. The activities or meetings are voluntary and student-initiated. The principal may require assurances of this fact.
- B. Student groups meeting under this policy must comply with the following rules:
 1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.
 2. The groups may not use the school name, school mascot name, school emblems, the school district name, or any name that might imply school or district sponsorship or affiliation in any activity, including fundraising and community involvement.
 3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.
- C. Students applying for use of school facilities under this policy must provide the following information to the principal: time and date of meeting, estimated number of students in attendance, and special equipment needs.
- D. The building principal has responsibility to:
 1. Keep a log of application information.
 2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.
 3. Note the condition of the facilities and equipment before and after use.
 4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute school district sponsorship of the meeting or activity.
 5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.
- E. The school district shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The school district will provide no additional or special transportation.
- F. Nonschool persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.
- G. School district employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.
- H. A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.

Legal References: 20 U.S.C. §§ 4071-74 (Equal Access Act)
20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)
Board of Educ. of Westside Community Schools v. Mergens, 496 U.S. 226, 1105 S.Ct. 2356 (1990)
Good News Club v. Milford Central School, 533 U.S. 98, 1215 S.Ct. 2093 (2001)
Child Evangelism Fellowship of Minnesota v. Special Sch. Dist. 1, 690 F.3d 996 (8th Cir. 2012)
Child Evangelism Fellowship of Minnesota v. Elk River Area School Dist. 728, 599 F.Supp. 2d 1136 (D. Minn. 2009)

Cross References: MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)
MSBA Service Manual, Chapter 13, School Law Bulletin “O” (Equal Access Act)



COMMUNITY EDUCATION

I. PURPOSE

The purpose of this policy is to convey to employees and to the general public the important role of community education within the school district.

II. GENERAL STATEMENT OF POLICY

The school board affirms a strong commitment to the community education program. The school board welcomes, and strongly encourages use of school buildings and activity areas by the community when not used for regularly scheduled elementary and secondary programs. The school administration should strive to accomplish the following objectives:

- A. Maximum use should be made of public school facilities within the school district service area.
- B. Educational needs and interest of area residents should be determined periodically.
- C. Community resources and expertise of residents should be utilized to develop a vibrant, well-rounded community education program.
- D. Area residents should be encouraged to actively participate in program opportunities.

III. COMMUNITY EDUCATION ADVISORY COUNCIL

- A. The council shall assist in promoting the goals and objectives of the program.
- B. The membership of the community education advisory will consist of members who represent: various service organizations; churches; public and nonpublic schools; local government including elected officials; public and private nonprofit agencies serving youth and families; parents; youth; park, recreation or forestry services of municipal or local government units located in whole or in part within the boundaries of the school district; and any other groups participating in the community education program in the school district.
- C. Bylaws of the community education advisory council shall provide the framework for the organization including criteria pertaining to membership, officers' duties, frequency and structure of meetings and such other matters as deemed necessary and appropriate.
- D. The council will adopt a policy to reduce and eliminate program duplication within the school district.

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)
Minn. Stat. § 124D.19, Subd. 1 (Community Education Programs; Advisory Council)
Minn. Stat. § 124D.20, Subd. 1 (Community Education Revenue)

Cross References: MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)



EQUAL EDUCATIONAL OPPORTUNITY

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for students with disabilities.
- B. The school district prohibits harassment and discrimination of any individual based on any of the protected classifications listed above. For information about the types of conduct that constitute violation of the school district’s policy on harassment and violence and the school district’s procedures for addressing such complaints, refer to the school district’s policy on harassment and violence (Policy 413).
- C. The school district prohibits discrimination of students with a disability, within the intent of Section 504 of the Rehabilitation Act of 1973 (“Section 504”), who need services, accommodations, or programs in order to receive a free appropriate public education. For information as to protections that may apply pursuant to Section 504 and the school district’s corresponding procedures for addressing disability discrimination complaints, refer to the school district’s policy on student disability nondiscrimination (Policy 521).
- D. The school district prohibits sexual harassment discrimination of any individual on the basis of sex in its education programs or activities. For information as to the protections that apply pursuant to Title IX and school district’s corresponding procedures and processes for addressing sexual harassment and discrimination, refer to the school district’s policy on Title IX sex nondiscrimination (Policy 522).
- E. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- F. Every school district employee shall be responsible for complying with this policy.
- G. Any student, parent, or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

Legal References: Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
 Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
 20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)
 42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
 42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References:
 MSBA/MASA Model Policy 413 (Harassment and Violence)
 MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
 MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process)



PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS

I. ~~Rationale:~~ **PURPOSE**

The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school board is to encourage discussion by citizens of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.
- C. Among the rights available to the public is the right to access public data as provided by ~~Minn. Stat. § 13.43, Subd. 2 (Public Data)~~ Minn. Stat. Ch. 13.

III. DEFINITIONS

- A. “Personnel data” means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, “employee” includes a volunteer or an independent contractor. Personnel data also includes data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations.

- B. Personnel data on current and former employees that is “public” includes:

_____Name; employee identification number, which must not be the employee’s social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the ~~public body~~ school district; the complete terms of any agreement settling any dispute arising out of the employment

relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- C. Personnel data on current and former applicants for employment by the school district that is "public" includes:

~~_____~~ Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the ~~appointing authority school board~~ to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

- D. "Educational data" means data maintained by the school district or by a person acting for the school district which relates to a student.

- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment or registration, or individuals who receive shared time educational services from the school district.

- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:

1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (~~Teachers Discharge~~ Hearing Procedures);
 2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
 3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Meetings Having Data Classified as Not Public Data);
 4. right to a private hearing for licensed or non-licensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3 (Notice of Nonrenewal; Opportunity to Respond).
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing, pursuant to Minn. Stat. § 121A.47, Subd. 5 (~~Student Dismissal Hearing~~ Exclusion and Expulsion Procedures);
 2. right to privacy of educational data as provided in, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA); and state and federal regulations;
 3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. ~~§ 626.556~~ Ch. 160 E (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

—The school board will strive to give all citizens of the school district an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. Ch. § 13.43, Subd. 2 (Public Data) (Minnesota Government Data Practices Act (MGDPA)).

VI. PROCEDURES

A. Open Forum Guidelines

1. The topic must address an item ~~on the board agenda~~ that could be addressed at a future board meeting. Community members seeking to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting and provide his or her name, the name of the group represented (if any) and the subject to be covered or issue requested to be addressed.
2. Community members who would like to address the ~~school B~~board, will fill out a slip with name and address and provide to the ~~board C~~chair prior to the meeting start time.

~~3.~~ The board chair will recognize one speaker at a time and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board or the proceedings may be directed to leave.

~~3.~~ 4. Speakers must state their name.

~~4.~~ 5. Each speaker will be provided three minutes.

~~5.~~ No action can be taken unless the matter addressed is formally on the agenda.

~~6.~~ 6. The ~~B~~board ~~C~~chair can end the Open Forum at any time.

~~7.~~ 7. Data privacy laws do not allow for any matters concerning private or confidential data about individual employees or students to be discussed.

~~8.~~ 8. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.

~~9.~~ 9. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.

10. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

11. The ~~school B~~board is not required to hold an open forum and this procedure may be modified by the board at any time.

B. Complaints – Also see policy ~~301~~103

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment or other harassment based on protected class, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.

4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

~~_____~~The school board may provide a specified period of time at a regular board meeting when persons may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data, as defined in Minn. Stat. § 13.055, subd. 1, is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation of the ~~Minnesota data practices law~~ MGDPA, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty under Section VI.B., constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

~~Rationale: The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.~~

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.055, subd. 1 (Disclosure of Breach in Security; Notification and Investigation Report Required)
Minn. Stat. § 13.08 (Civil Remedies)
Minn. Stat. § 13.09 (Penalties)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
Minn. Stat. § 13D.05 (~~Open Meeting Law~~Meetings Having Data Classified as Not Public)
Minn. Stat. § 15.0597 (Appointments to Multimember Agencies)
Minn. Stat. § 121A.47, Subd. 5 (~~Student Dismissal Hearing~~Exclusion and Expulsion Procedures)
Minn. Stat. § 122A.33, Subd. 3 (~~Coaches~~Notice of Nonrenewal; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (~~Teacher Discharge~~Hearing Procedures)

Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)
Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)
Minn. Stat. § 123B.143, Subd. 2 (Disclose Past Buyouts or Contract is Void)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. ~~Ch. 260E § 626-556~~ (Reporting of Maltreatment of
Minors) 20 U.S.C. § 1232g (Family Educational Rights and
Privacy Act) Minn. Op. Atty. Gen. 852 (July 14, 2006)

Cross References:
Meetings)

~~MSBA/MASA Model School District~~ Policy 205 (Open Meetings and Closed
MSBA/MASA Model Policy 207 (Public Hearings)
~~MSBA/MASA Model School District~~ Policy 406 (Public and Private Personnel
Data)
~~MSBA/MASA Model School District~~ Policy 515 (Protection and Privacy of Pupil
Records)
MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s
Open Meeting Law)
MSBA Service Manual, Chapter 13, School Law Bulletin “T” (School Records –
Privacy – Access to Data)

SCHOOL BOARD COMMITTEES

I. ~~Rationale~~ PURPOSE

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the school board.

II. GENERAL STATEMENT OF POLICY

- A. The school board designates school board committees ~~or subcommittees~~ when it is determined that a committee process facilitates the mission of the school board.
- B. The school board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the school board and the school district.
- C. A school board committee ~~or subcommittee~~ will be formed by school board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee ~~or subcommittee~~ is advisory in nature and has only such authority as specified by the school board.
- E. The school board will receive reports or recommendations from a committee ~~or subcommittee~~ for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The school board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.
- H. ~~A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.~~

III. APPOINTMENT OF COMMITTEES

- A. The school board hereby appoints the following standing committees:
 - 1. Finance
 - 2. Policy
 - 3. ~~Communications~~ Buildings and Grounds
 - 4. ~~Negotiations~~

IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES

- A. All meetings of committees ~~or subcommittees~~ shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.
- B. A committee ~~or subcommittee~~ shall act only within the guidelines and mission established for that committee or subcommittee by the school board.
- C. Actions of a committee ~~or subcommittee~~ shall be by majority vote and be consistent with the governing rules of the school board.
- D. The committee ~~or subcommittee~~ shall designate a secretary who will record the minutes of actions of the school board committee.
- E. The power of a committee ~~or subcommittee~~ of the school board is advisory only and is limited to making recommendations to the school board.
- F. A committee ~~or subcommittee~~ of the school board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the school board.

~~*Rationale: The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the school board.*~~

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)

Cross References: MSBA/MASA Model Policy 201 (Legal Status of the School Board)
MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)



DISTRIBUTION/POSTING OF PROMOTIONAL MATERIALS FOR NON-SCHOOL ORGANIZATIONS/EVENTS

I. PURPOSE

The purpose of this policy is to provide for distribution of materials appropriate to the school setting by nonstaff and nonstudents on school district property in a reasonable time, place, and manner which does not disrupt the educational program nor interfere with the educational objectives of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district intends to provide a method for nonschool persons and organizations to distribute materials appropriate to the school setting within the limitations and provisions of this policy.
- B. To provide for orderly and nondisruptive distribution of materials, the school board adopts the following regulations and procedures.

III. DEFINITIONS

- A. "Distribution" means circulation or dissemination of materials by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying materials, or placing materials in internal staff or student mailboxes.
- B. "Materials" includes all materials and objects intended by nonschool persons or nonschool organizations for distribution. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, underground newspapers whether written by students, employees or others, and tangible objects.
- C. "Nonschool person" means any person who is not currently enrolled as a student in or employed by the school district.
- D. "Obscene to minors" means:
 - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 - 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
 - 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- E. "Minor" means any person under the age of eighteen (18).
- F. "Material and substantial disruption" of a normal school activity means:
 - 1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 - 2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

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

- G. "School activities" means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, other theatrical productions, and in-school lunch periods.
- H. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him or her in the esteem of the community.

IV. GUIDELINES

- A. Nonschool persons and organizations may, within the provisions of this policy, be granted permission to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, materials and objects which are appropriate to the school setting.
- B. Requests for distribution of materials will be reviewed by the administration on a case-by-case basis. However, distribution of the following materials is always prohibited. Material is prohibited that:
 - 1. is obscene to minors;
 - 2. is libelous;
 - 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
 - 4. advertises any product or service not permitted to minors by law;
 - 5. advocates violence or other illegal conduct;
 - 6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, or ethnic origin);
 - 7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Permission for nonschool persons to distribute materials on school district property is a privilege and not a right. In making decisions regarding permission for such distribution, the administration will consider factors including, but not limited to, the following:
 - 1. whether the material is educationally related;
 - 2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
 - 3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
 - 4. the quantity or size of materials to be distributed;
 - 5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
 - 6. whether distribution would require that nonschool persons be present on the school grounds;
 - 7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

If permission is granted pursuant to this policy for the distribution of any materials, the time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any nonschool person wishing to distribute materials must first submit for approval a copy of the materials to the administration at least five days in advance of desired distribution time, together with the following information:
 1. Name and phone number of the person submitting the request.
 2. Date(s) and time(s) of day of requested distribution.
 3. If material is intended for students, the grade(s) of students to whom the distribution is intended.
 4. The proposed method of distribution.
- B. The administration will review the request and render a decision. The administration will assign a location and method of distribution and will inform the persons submitting the request whether nonschool persons may be present to distribute the materials. In the event that permission to distribute the materials is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
- C. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.
- D. In the event that permission to distribute materials is denied, the nonschool person or organization may request reconsideration of the decision by the superintendent. The request for reconsideration must be in writing and must set forth the reasons why distribution is desirable and in the interest of the school community.

VII. VIOLATION OF POLICY

Any party violating this policy or distributing materials without permission will be directed to leave the school property immediately and, if necessary, the police will be called.

VIII. IMPLEMENTATION

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

Legal References: U. S. Const., amend. I

Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)

Doe v. South Iron R-1 School District, 498 F.3d 878 (8th Cir. 2007)

Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)

Cornelius v. NAACP Legal Defense and Educational Fund, Inc., 473 U.S. 788, 105 S.Ct. 3439, 87 L.Ed.2d 567 (1985)

Perry Education Ass'n v. Perry Local Educators' Ass'n, 460 U.S. 37, 103 S.Ct. 948, 74 L.Ed.2d 794 (1983)

Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)

Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist., 640 F.3d 329 (8th Cir. 2011), cert. denied 565 U.S. 1036, 132 S.Ct. 592 (2011)

Cross References: MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)