

Regular Meeting
Thursday, March 24, 2022 6:30 PM

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

Agenda

- I. Call to Order
Presenter: Chair, Tonya Reasoner
- II. Roll Call
Presenter: Chair, Tonya Reasoner
- III. Approve Agenda
Presenter: Chair, Tonya Reasoner
- IV. Pledge of Allegiance
Presenter: Chair, Tonya Reasoner
- V. Open Forum
Presenter: Chair, Tonya Reasoner
- VI. Consent Agenda
Presenter: Chair, Tonya Reasoner
 - VI.A. Previous Minutes
 - VI.B. Claims and Accounts
 - VI.C. Credit Card Report
 - VI.D. Personnel
 - VI.E. Fundraisers
 - VI.F. One Read Policies
- VII. Donations
Presenter: Chair, Tonya Reasoner
- VIII. Financial Report (*C. Strong Financial Foundation*)
Presenter: Director of Business Services, Angie Manuel
- IX. Wright Tech Center LTFM Resolution (*F. Expand and Strengthen Public Support*)
Presenter: Director of Business Services, Angie Manuel
- X. School Presentations (*A. Implement Practices for Exceptional Learning*)
Presenter: Principals
- XI. SEL Presentation (*A. Implement Practices for Exceptional Learning*)
Presenter: SEL Coordinator, Teresa Smock-Potter
- XII. Middle School Radon Testing Results Report (*E. Facilities and Infrastructure Design*)
Presenter: Buildings and Grounds Manager, TJ Zerwas
- XIII. First Reading of Policies (*F. Expand and Strengthen Public Support*)
Presenter: Superintendent, Tim Truebenbach
- XIV. Second Reading of Policies (*F. Expand and Strengthen Public Support*)
Presenter: Superintendent, Tim Truebenbach
- XV. Committee Updates (*F. Expand and Strengthen Public Support*)
 - XV.A. Finance Committee
Presenter: Treasurer, Amber Sixberry
 - XV.B. Policy Committee

Presenter: Board Member, Derek Nelson
XV.C. Buildings and Grounds Committee

Presenter: Board Member, Lenette Brown

XVI. Superintendent Report (*F. Expand and Strengthen Public Support*)

Presenter: Superintendent, Tim Truebenbach

XVII. Adjournment

Presenter: Chair, Tonya Reasoner



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:

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: 7/1/2021 - 3/31/2022

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	101234	CH	1	04472	CARING RIVERS UNITED WAY	02/25/2022	\$40.00	146956	B 01 215 045	United Way	
001	101234	CH	1	04472	CARING RIVERS UNITED WAY	02/25/2022	\$16.00	146956	B 12 215 045	United Way	
Check Total:							\$56.00				
001	101235	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	02/25/2022	\$483.50	146948	B 01 215 081	Child Support	
001	101235	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	02/25/2022	\$422.40	146948	B 12 215 081	Child Support	
Check Total:							\$905.90				
001	101236	CH	1	12504	MN PEIP	02/25/2022	\$176,269.79	146961	B 01 215 030	MARCH HEALTH 2022	
001	101236	CH	1	12504	MN PEIP	02/25/2022	\$25,261.98	146961	B 04 215 030	MARCH HEALTH 2022	
001	101236	CH	1	12504	MN PEIP	02/25/2022	\$8,366.28	146961	B 05 215 030	MARCH HEALTH 2022	
001	101236	CH	1	12504	MN PEIP	02/25/2022	\$3,483.63	146961	B 11 215 030	MARCH HEALTH 2022	
001	101236	CH	1	12504	MN PEIP	02/25/2022	\$190,919.77	146961	B 12 215 030	MARCH HEALTH 2022	
001	101236	CH	1	12504	MN PEIP	02/25/2022	(\$30,784.12)	146961	B 01 215 051	MARCH HEALTH 2022	
001	101236	CH	1	12504	MN PEIP	02/25/2022	\$2,927.31	146961	B 04 215 051	MARCH HEALTH 2022	
001	101236	CH	1	12504	MN PEIP	02/25/2022	\$804.72	146961	B 05 215 051	MARCH HEALTH 2022	
001	101236	CH	1	12504	MN PEIP	02/25/2022	\$336.71	146961	B 11 215 051	MARCH HEALTH 2022	
001	101236	CH	1	12504	MN PEIP	02/25/2022	\$23,317.69	146961	B 12 215 051	MARCH HEALTH 2022	
Check Total:							\$400,903.76				
001	101237	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	02/25/2022	\$891.37	146952	B 01 215 040	U Due Nc	
001	101237	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	02/25/2022	\$145.45	146952	B 04 215 040	U Dues Nc	
001	101237	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	02/25/2022	\$1,946.07	146952	B 12 215 040	U Due Nc	
Check Total:							\$2,982.89				
001	101238	CH	1	04874	AMAZON CAPITAL SERVICES	03/04/2022	\$8.88	146962	E 11 300 292 000 000 401	B06XPBYHG1 Money Marker (5 Counterfei	
001	101238	CH	1	04874	AMAZON CAPITAL SERVICES	03/04/2022	\$25.20	146962	E 11 300 292 000 000 401	B08SC38JG6 2 Inch x 26 Feet Self Adhesi	
001	101238	CH	1	04874	AMAZON CAPITAL SERVICES	03/04/2022	\$0.00	146962	E 11 300 292 000 000 401	Amazon Shipping Charge	
001	101238	CH	1	04874	AMAZON CAPITAL SERVICES	03/04/2022	\$9.99	146963	E 11 300 298 901 301 401	B07HF843RD Silk Flowers in Bulk Wholes	
001	101238	CH	1	04874	AMAZON CAPITAL SERVICES	03/04/2022	\$12.99	146963	E 11 300 298 901 301 401	B099MG4C38 150 Pieces Mini Fake Flowe	
001	101238	CH	1	04874	AMAZON CAPITAL SERVICES	03/04/2022	\$31.98	146963	E 11 300 298 901 301 401	B07H351SDW CEWOR 4pcs Artificial Cher	
001	101238	CH	1	04874	AMAZON CAPITAL SERVICES	03/04/2022	\$38.94	146963	E 11 300 298 901 301 401	B07SYP4TL2 Minetom USB Fairy String Li	
001	101238	CH	1	04874	AMAZON CAPITAL SERVICES	03/04/2022	\$16.99	146963	E 11 300 298 901 301 401	B01N23FHA8 Craft And Party, 54" by 40 Y	
001	101238	CH	1	04874	AMAZON CAPITAL SERVICES	03/04/2022	\$11.35	146963	E 11 300 298 901 301 401	B01NAU9OD5 Craft And Party, 54" by 40 Y	
001	101238	CH	1	04874	AMAZON CAPITAL SERVICES	03/04/2022	\$23.92	146964	E 11 300 298 901 301 401	B075C46MCS 18 Pc Paper Round Lantern	
001	101238	CH	1	04874	AMAZON CAPITAL SERVICES	03/04/2022	\$7.65	146964	E 11 300 298 901 301 401	Amazon Shipping Charge	
001	101238	CH	1	04874	AMAZON CAPITAL SERVICES	03/04/2022	\$7.70	146965	E 04 500 570 000 321 401	B086BXDXYT Baby Yoda Star Wars The M	
001	101238	CH	1	04874	AMAZON CAPITAL SERVICES	03/04/2022	\$29.97	146965	E 04 500 580 000 325 430	B003ZZEJWC Folkmanis Mini Turtle Finger	

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001	101238	CH	1 04874	AMAZON CAPITAL SERVICES	03/04/2022	\$99.98	146965	E 04 500 596 000 344 430	B08SP828FS slackers Swing Line - Turn H
001	101238	CH	1 04874	AMAZON CAPITAL SERVICES	03/04/2022	\$16.01	146965	E 04 500 570 000 321 401	B07X86P724 OCATO 45Pcs Mochi Squish
001	101238	CH	1 04874	AMAZON CAPITAL SERVICES	03/04/2022	\$963.84	146966	E 01 201 208 290 000 401	MS PBIS SUPPLIES
001	101238	CH	1 04874	AMAZON CAPITAL SERVICES	03/04/2022	\$179.94	146967	E 11 300 295 119 000 401	B000IMFJ7Y Clicgear Push Cart Mitts - Wa
001	101238	CH	1 04874	AMAZON CAPITAL SERVICES	03/04/2022	\$8.63	146967	E 11 300 295 119 000 401	Amazon Shipping Charge
001	101238	CH	1 04874	AMAZON CAPITAL SERVICES	03/04/2022	\$27.95	146995	E 01 005 640 000 316 401	Flexibly Group book
001	101238	CH	1 04874	AMAZON CAPITAL SERVICES	03/04/2022	\$405.00	146999	E 01 201 208 000 000 401	X-ACTO School Electric Pencil Sharpener
Check Total:						\$1,926.91			
001	101239	CH	1 06333	CLIMB THEATRE INC	03/04/2022	\$2,000.00	146998	E 01 110 203 902 000 401	angry lizards program
Check Total:						\$2,000.00			
001	101240	CH	1 01475	CONNEXUS ENERGY	03/04/2022	\$25.52	146969	E 01 005 810 860 000 331	SOFTBALL CONCESSIONS ELECTRICAL
001	101240	CH	1 01475	CONNEXUS ENERGY	03/04/2022	\$8,101.04	146969	E 01 100 810 000 000 331	INDY ELECTRICAL JANUARY 2022
001	101240	CH	1 01475	CONNEXUS ENERGY	03/04/2022	\$12,558.36	146969	E 01 110 810 000 000 331	LIBERTY ELECTRICAL JANUARY 2022
001	101240	CH	1 01475	CONNEXUS ENERGY	03/04/2022	\$38.00	146969	E 01 005 810 860 000 331	BASEBALL FIELD ELECTRICAL JANUAR'
001	101240	CH	1 01475	CONNEXUS ENERGY	03/04/2022	\$102.23	146969	E 01 005 810 860 000 331	SOFTBALL FIELD ELECTRICAL JANUAR'
Check Total:						\$20,825.15			
001	101241	CH	1 13198	ECSI SYSTEM INTEGRATORS	03/04/2022	\$3,890.00	146970	E 01 201 810 000 000 305	MS B&G REPAIRS
Check Total:						\$3,890.00			
001	101242	CH	1 13151	FOSTER, CORTNEY	03/04/2022	\$120.00	146971	E 11 300 296 112 000 305	JV/V GIRLS BASKETBALL OFFICIAL VS V
Check Total:						\$120.00			
001	101243	CH	1 12946	GALLAGHER BENEFIT SERVICES INC.	03/04/2022	\$500.00	146972	E 01 005 105 000 000 305	SIS & COMMUNICATION SPECIALIST EV.
Check Total:						\$500.00			
001	101244	CH	1 10461	JOHNSON CONTROLS FIRE PROTECTI	03/04/2022	\$1,684.00	146974	E 05 100 865 000 363 350	INSTALLATION AND PROGRAMMING OF
Check Total:						\$1,684.00			
001	101245	CH	1 05773	LAKES AREA STRENGTH CLINIC	03/04/2022	\$50.00	146968	E 11 300 292 158 000 401	VIRTUAL STRENGTH COACHES CLINIC
Check Total:						\$50.00			
001	101246	CH	1 12635	LARSON, JAKE	03/04/2022	\$240.00	146973	E 01 100 259 000 000 350	INDY TUNING
001	101246	CH	1 12635	LARSON, JAKE	03/04/2022	\$250.00	146997	E 01 110 259 000 000 350	Piano tuning
Check Total:						\$490.00			
001	101247	CH	1 10203	McCLAFLIN, JENNIFER	03/04/2022	\$75.00	146975	E 11 201 294 112 000 305	7/8TH BOYS BASKETBALL OFFICIAL VS
Check Total:						\$75.00			
001	101248	CH	1 04483	MCEA EXECUTIVE OFFICE	03/04/2022	\$627.00	146996	E 04 500 505 000 321 820	2022 LEADERSHIP DAYS 02/17 & 02/18 H

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001	101248	CH	1	04483	MCEA EXECUTIVE OFFICE	03/04/2022	\$0.00	146996	E 04 500 505 000 321 820	HEIDI DEHMER, TATE FOWLER & ALLEN	
							Check Total:	\$627.00			
001	101249	CH	1	10233	MN DECA	03/04/2022	\$345.00	146978	E 11 300 298 916 301 369	STATE DECA ENTRY FEES & MEALS	
001	101249	CH	1	10233	MN DECA	03/04/2022	\$400.00	146978	E 11 300 298 916 301 366	STATE DECA ENTRY FEES & MEALS	
							Check Total:	\$745.00			
001	101250	CH	1	08583	MN TRUE TEAM TRACK	03/04/2022	\$80.00	146976	E 11 300 296 114 000 369	5AA TRUE TEAM MEET ENTRY FEES	
001	101250	CH	1	08583	MN TRUE TEAM TRACK	03/04/2022	\$80.00	146976	E 11 300 294 114 000 369	5AA TRUE TEAM MEET ENTRY FEES	
							Check Total:	\$160.00			
001	101251	CH	1	13199	NOVOTNY, MICHELLE	03/04/2022	\$75.00	146977	E 11 201 294 112 000 305	7/8TH BOYS BASKETBALL OFFICIAL VS	
							Check Total:	\$75.00			
001	101252	CH	1	09361	PRATT, MARK	03/04/2022	\$75.00	146979	E 11 201 294 112 000 305	7/8TH BOYS BASKETBALL OFFICIAL VS	
							Check Total:	\$75.00			
001	101253	CH	1	09760	PREMIER LOCATING, INC.	03/04/2022	\$123.75	146980	E 01 005 810 000 000 305	TICKETS 01/17/2022	
							Check Total:	\$123.75			
001	101254	CH	1	08133	REGION 8AA, MSHSL	03/04/2022	\$4,985.00	146981	E 11 300 292 153 000 305	6AA TEAM WRESTLING 02/17 & 02/18	
							Check Total:	\$4,985.00			
001	101255	CH	1	01187	SCHMITT MUSIC CENTERS	03/04/2022	\$42.00	146983	E 01 300 259 000 000 430	Instr Supplies	
001	101255	CH	1	01187	SCHMITT MUSIC CENTERS	03/04/2022	(\$21.90)	146984	E 01 300 259 000 000 430	CREDIT	
							Check Total:	\$20.10			
001	101256	CH	1	08981	SHRED RIGHT	03/04/2022	\$111.83	146986	E 01 005 810 000 000 333	SHREDDING FEBRUARY 2022	
							Check Total:	\$111.83			
001	101257	CH	1	09712	SIMPSON, JOHN	03/04/2022	\$75.00	146982	E 11 201 294 112 000 305	7/8TH BOYS BASKETBALL OFFICIAL VS	
							Check Total:	\$75.00			
001	101258	CH	1	12845	SYSCO-MINNESOTA INC	03/04/2022	\$243.78	146985	E 02 005 770 000 701 490	FS APPLESAUCE	
							Check Total:	\$243.78			
001	101259	CH	1	05314	TECH CHECK	03/04/2022	\$129.00	146988	E 05 005 630 000 795 555	STACK-T4-3M Cisco 3M Stacking Cable	
							Check Total:	\$129.00			
001	101260	CH	1	12068	THE WATSON COMPANY, INC.	03/04/2022	\$185.91	146993	E 11 300 298 000 000 490	HS CONCESSIONS	
							Check Total:	\$185.91			
001	101261	CH	1	13201	TIMM, AUSTIN	03/04/2022	\$120.00	146987	E 11 300 296 112 000 305	JV/V GIRLS BASKETBALL OFFICIAL VS V	
							Check Total:	\$120.00			
001	101262	CH	1	04148	VIKING COCA-COLA BOTTLING CO	03/04/2022	\$251.00	146991	E 11 300 298 000 000 490	HS CONCESSIONS	
							Check Total:	\$251.00			

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	101263	CH	1	05640	VIKING SEWER & DRAIN CLEANING	03/04/2022	\$330.00	146992	E 01 201 810 000 000 350	MS FS CLEAN GREASE TRAP	
Check Total:							\$330.00				
001	101264	CH	1	06532	VISION STAFFING SOLUTIONS	03/04/2022	\$169.32	146990	E 01 201 810 356 000 305	MS JANITORIAL SERVICES WEEK 02/20/	
001	101264	CH	1	06532	VISION STAFFING SOLUTIONS	03/04/2022	\$91.80	146990	E 01 100 810 356 000 305	INDY JANITORIAL SERVICES WEEK 02/2	
Check Total:							\$261.12				
001	101265	CH	1	05170	WISNIESKI, DAVID	03/04/2022	\$120.00	146989	E 11 300 296 112 000 305	JV/V GIRLS BASKETBALL OFFICIAL VS V	
Check Total:							\$120.00				
001	101266	CH	1	01240	WRIGHT TECHNICAL CENTER	03/04/2022	\$4,888.00	146994	R 01 000 000 011 162 400	TRANSFER OF FIN 162 RECEIVED BY BL	
001	101266	CH	1	01240	WRIGHT TECHNICAL CENTER	03/04/2022	(\$4,888.00)	146994	R 01 000 000 011 162 400	TRANSFER OF FIN 162 RECEIVED BY BL	
001	101266	CH	1	01240	WRIGHT TECHNICAL CENTER	03/04/2022	\$4,888.00	146994	E 01 300 211 000 162 303	11 BL STUDENTS SERVICED BY WTC SL	
Check Total:							\$4,888.00				
001	101267	CH	1	08417	AVIBEN	03/04/2022	\$370.02	147001	E 01 005 105 000 000 305	403B ADMIN & COMPLIANCE	
Check Total:							\$370.02				
001	101268	CH	1	06130	CARD SERVICES	03/04/2022	\$62.83	147000	E 01 100 203 902 000 401	INDY	
001	101268	CH	1	06130	CARD SERVICES	03/04/2022	\$280.00	147000	E 01 300 298 130 301 401	HS	
001	101268	CH	1	06130	CARD SERVICES	03/04/2022	\$34.98	147000	E 01 201 250 000 000 430	MS FACS	
001	101268	CH	1	06130	CARD SERVICES	03/04/2022	\$12.45	147000	E 01 201 250 000 000 430	MS FACS	
001	101268	CH	1	06130	CARD SERVICES	03/04/2022	\$55.05	147000	E 01 201 250 000 000 430	MS FACS	
001	101268	CH	1	06130	CARD SERVICES	03/04/2022	\$11.67	147000	E 01 201 250 000 000 430	MS FACS	
001	101268	CH	1	06130	CARD SERVICES	03/04/2022	\$27.70	147000	E 01 201 250 000 000 430	MS FACS	
001	101268	CH	1	06130	CARD SERVICES	03/04/2022	\$164.27	147000	E 04 500 580 341 325 490	CE	
001	101268	CH	1	06130	CARD SERVICES	03/04/2022	\$57.24	147000	E 01 300 331 000 830 433	HS FACS	
001	101268	CH	1	06130	CARD SERVICES	03/04/2022	\$49.15	147000	E 01 300 331 000 830 433	HS FACS	
001	101268	CH	1	06130	CARD SERVICES	03/04/2022	\$52.63	147000	E 01 300 331 000 830 433	HS FACS	
001	101268	CH	1	06130	CARD SERVICES	03/04/2022	\$95.91	147000	E 01 300 331 000 830 433	HS FACS	
001	101268	CH	1	06130	CARD SERVICES	03/04/2022	\$3.99	147000	E 01 300 331 000 830 433	HS FACS	
001	101268	CH	1	06130	CARD SERVICES	03/04/2022	\$63.61	147000	E 01 300 331 000 830 433	HS FACS	
001	101268	CH	1	06130	CARD SERVICES	03/04/2022	\$85.90	147000	E 01 300 331 000 830 433	HS FACS	
001	101268	CH	1	06130	CARD SERVICES	03/04/2022	\$77.32	147000	E 01 300 331 000 830 433	HS FACS	
001	101268	CH	1	06130	CARD SERVICES	03/04/2022	\$92.15	147000	E 01 300 331 000 830 433	HS FACS	
001	101268	CH	1	06130	CARD SERVICES	03/04/2022	\$108.75	147000	E 01 300 331 000 830 433	HS FACS	
001	101268	CH	1	06130	CARD SERVICES	03/04/2022	\$39.95	147000	E 11 300 291 915 000 490	ATHLETICS	
Check Total:							\$1,375.55				

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001	101269	CH	1	01035	cmERDC	03/04/2022	\$75.00	147002	E 01 005 110 000 000 401	W2 & 1099S	
							Check Total:	\$75.00			
001	101270	CH	1	12226	DARRYL WALETZKO	03/04/2022	\$10,860.00	147003	E 01 005 810 000 000 363	PLOWING FEBRUARY	
							Check Total:	\$10,860.00			
001	101271	CH	1	12893	ELYNCK, TERRY	03/04/2022	\$120.00	147004	E 11 300 296 112 000 305	JV/V GIRLS BASKETBALL OFFICIAL VS M	
							Check Total:	\$120.00			
001	101272	CH	1	06411	MISSISSIPPI 8 CONFERENCE	03/04/2022	\$1,861.00	147005	E 11 300 296 121 000 305	CONFERENCE DANCE COMPETITION R	
							Check Total:	\$1,861.00			
001	101273	CH	1	10479	PERZEL, JOSEPH	03/04/2022	\$120.00	147006	E 11 300 296 112 000 305	JV/V GIRLS BASKETBALL OFFICIAL VS M	
							Check Total:	\$120.00			
001	101274	CH	1	12905	RISDALL, PAUL	03/04/2022	\$120.00	147007	E 11 300 296 112 000 305	JV/V GIRLS BASKETBALL OFFICIAL VS M	
							Check Total:	\$120.00			
001	101275	CH	1	13112	ELITE GYMNASTICS ACADEMY	03/04/2022	\$2,470.00	147010	E 04 500 560 122 321 369	GOLD & PLATINUM XCEL GYMNASTICS	
001	101275	CH	1	13112	ELITE GYMNASTICS ACADEMY	03/04/2022	\$80.00	147010	E 04 500 560 122 321 369	GOLD & PLATINUM XCEL GYMNASTICS	
							Check Total:	\$2,550.00			
001	101276	CH	1	04874	AMAZON CAPITAL SERVICES	03/11/2022	\$799.00	147130	E 01 005 810 000 000 401	CROWN 3500 AMP	
001	101276	CH	1	04874	AMAZON CAPITAL SERVICES	03/11/2022	\$10.99	147130	E 01 005 810 000 000 401	RCA CABLE	
001	101276	CH	1	04874	AMAZON CAPITAL SERVICES	03/11/2022	\$21.78	147130	E 01 005 810 000 000 401	RCA TO 3.5MM	
001	101276	CH	1	04874	AMAZON CAPITAL SERVICES	03/11/2022	\$27.98	147130	E 01 005 810 000 000 401	RCA TO LIGHTNING	
001	101276	CH	1	04874	AMAZON CAPITAL SERVICES	03/11/2022	\$61.68	147131	E 01 110 203 000 000 401	B087KXVXMW ScotchBlue Original Multi-S	
001	101276	CH	1	04874	AMAZON CAPITAL SERVICES	03/11/2022	\$216.99	147132	E 01 300 211 000 000 401	SAUDER EDGE WATER LATERAL FILE, E	
001	101276	CH	1	04874	AMAZON CAPITAL SERVICES	03/11/2022	\$71.60	147133	E 01 201 208 290 000 401	Wilson NFL Super Grip Official Football	
001	101276	CH	1	04874	AMAZON CAPITAL SERVICES	03/11/2022	\$26.95	147134	E 01 201 740 000 000 430	Coping Cat Workbook	
001	101276	CH	1	04874	AMAZON CAPITAL SERVICES	03/11/2022	\$18.99	147135	E 01 110 203 000 000 401	1338714635 Choosing and Using Decodab	
001	101276	CH	1	04874	AMAZON CAPITAL SERVICES	03/11/2022	\$11.08	147135	E 01 110 203 000 000 401	B0751TRS6Y Command GP067-16NA Sm:	
001	101276	CH	1	04874	AMAZON CAPITAL SERVICES	03/11/2022	(\$11.08)	147136	E 01 110 203 000 000 401	PO 30569 LIBERTY CREDIT	
001	101276	CH	1	04874	AMAZON CAPITAL SERVICES	03/11/2022	\$90.58	147137	E 01 300 298 918 000 490	Ninja BL660 Professional Countertop Blenc	
001	101276	CH	1	04874	AMAZON CAPITAL SERVICES	03/11/2022	\$35.99	147137	E 01 300 298 918 000 490	BELLA XL electric ceramic titanium griddle,	
001	101276	CH	1	04874	AMAZON CAPITAL SERVICES	03/11/2022	\$41.99	147137	E 01 300 298 918 000 490	Mainstays 4-slice toaster oven, black, inclu	
001	101276	CH	1	04874	AMAZON CAPITAL SERVICES	03/11/2022	\$34.99	147137	E 01 300 298 918 000 490	Elite gourmet automatic stirring popcorn m:	
001	101276	CH	1	04874	AMAZON CAPITAL SERVICES	03/11/2022	\$15.99	147137	E 01 300 298 918 000 490	Ecolution original microwave micro-pop pop	
001	101276	CH	1	04874	AMAZON CAPITAL SERVICES	03/11/2022	\$19.99	147137	E 01 300 298 918 000 490	Dash rapid egg cooker: 6 egg capacity ele	
001	101276	CH	1	04874	AMAZON CAPITAL SERVICES	03/11/2022	\$30.99	147137	E 01 300 298 918 000 490	Health and home electric mini pancake pan	
001	101276	CH	1	04874	AMAZON CAPITAL SERVICES	03/11/2022	\$19.90	147137	E 01 300 298 918 000 490	Gotham steel sandwich maker, toaster and	

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	101276	CH	1 04874	AMAZON CAPITAL SERVICES	03/11/2022	\$259.99	147138	E 01 300 710 000 000 401	SAMSUNG 32" Odyssey G3 Ultrawide Gan
001	101276	CH	1 04874	AMAZON CAPITAL SERVICES	03/11/2022	\$217.29	147139	E 01 005 610 000 320 430	American Indian books and supplies
001	101276	CH	1 04874	AMAZON CAPITAL SERVICES	03/11/2022	\$73.99	147140	E 01 300 211 245 000 401	Sterilite, Latch box 15 qt.
001	101276	CH	1 04874	AMAZON CAPITAL SERVICES	03/11/2022	\$104.09	147140	E 01 300 211 245 000 401	Sterilite 15077Y06 64 qt. 61L fresh scent br
Check Total:						\$2,201.74			
001	101277	CH	1 08417	AVIBEN	03/11/2022	\$370.02	147143	E 01 005 105 000 000 305	403 ADMIN & COMPLAINCE JANUARY 20
001	101277	CH	1 08417	AVIBEN	03/11/2022	\$351.06	147144	E 01 005 105 000 000 305	403B ADMIN & COMPLIANCE DECEMBER
Check Total:						\$721.08			
001	101278	CH	1 02735	EHLERS & ASSOCIATES, INC	03/11/2022	\$95.00	147142	E 01 005 020 000 000 366	FINANCE SEMINAR; AM & TT
001	101278	CH	1 02735	EHLERS & ASSOCIATES, INC	03/11/2022	\$95.00	147142	E 01 005 640 000 316 366	FINANCE SEMINAR; AM & TT
Check Total:						\$190.00			
001	101279	CH	1 04035	ELLISON EDUCATIONAL EQUIP INC	03/11/2022	\$20.29	147141	E 01 100 620 000 000 401	13604LG Heart #1 B Die Cut
001	101279	CH	1 04035	ELLISON EDUCATIONAL EQUIP INC	03/11/2022	\$35.96	147141	E 01 100 620 000 000 401	15463 XL Standard Cutting Pad
001	101279	CH	1 04035	ELLISON EDUCATIONAL EQUIP INC	03/11/2022	\$6.00	147141	E 01 100 620 000 000 401	estimated shipping
001	101279	CH	1 04035	ELLISON EDUCATIONAL EQUIP INC	03/11/2022	(\$1.80)	147141	E 01 100 620 000 000 401	Discount
Check Total:						\$60.45			
001	101280	CH	1 12516	GILBERT MECHANICAL CONTRACTOR:	03/11/2022	\$2,802.00	147147	E 01 100 810 000 000 350	INDY FROZEN COIL ON VAV
001	101280	CH	1 12516	GILBERT MECHANICAL CONTRACTOR:	03/11/2022	\$4,177.18	147148	E 01 110 810 000 000 350	LIBERTY BLOWER PROBLEMS ON AHU ;
001	101280	CH	1 12516	GILBERT MECHANICAL CONTRACTOR:	03/11/2022	\$1,188.50	147149	E 01 110 810 000 000 350	LIBERTY BOILER #1 NOT FIRING ON OIL
001	101280	CH	1 12516	GILBERT MECHANICAL CONTRACTOR:	03/11/2022	\$3,527.43	147150	E 01 110 810 000 000 350	LIBERTY TROUBLESHOOT SUPPLY FAN
001	101280	CH	1 12516	GILBERT MECHANICAL CONTRACTOR:	03/11/2022	\$3,439.45	147151	E 01 110 810 000 000 350	LIBERTY REPAIR BOOSTER HEATER NC
Check Total:						\$15,134.56			
001	101281	CH	1 13127	HARMS, MELISSA	03/11/2022	\$225.00	147145	E 01 300 259 000 000 430	ACCOMPANIST FOR CHOIR CONCERT 0
001	101281	CH	1 13127	HARMS, MELISSA	03/11/2022	(\$225.00)	147145	E 01 300 259 000 000 430	ACCOMPANIST FOR CHOIR CONCERT 0
001	101281	CH	1 13127	HARMS, MELISSA	03/11/2022	\$225.00	147145	E 01 300 259 000 000 305	ACCOMPANIST FOR CHOIR CONCERT 0
Check Total:						\$225.00			
001	101282	CH	1 07960	HI-POD	03/11/2022	\$4,999.00	147146	E 11 300 293 113 000 401	HiPod X31 Pro
001	101282	CH	1 07960	HI-POD	03/11/2022	\$100.00	147146	E 11 300 293 113 000 401	Power Boost: Extra Camera & LCD batt
001	101282	CH	1 07960	HI-POD	03/11/2022	\$100.00	147146	E 11 300 293 113 000 401	HDMI Loop for live-stream
001	101282	CH	1 07960	HI-POD	03/11/2022	\$550.00	147146	E 11 300 293 113 000 401	Case Wheel Accessory
001	101282	CH	1 07960	HI-POD	03/11/2022	\$999.00	147146	E 11 300 293 113 000 401	Hi-Pod Go
001	101282	CH	1 07960	HI-POD	03/11/2022	\$309.00	147146	E 11 300 293 113 000 401	Shipping
Check Total:						\$7,057.00			

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001	101283	CH	1	10461	JOHNSON CONTROLS INC	03/11/2022	\$266.00	147152	E 05 201 865 000 363 350	MS B&G REPAIRS	
Check Total:							\$266.00				
001	101284	CH	1	13202	METRO SHELVES USA	03/11/2022	\$1,465.42	147155	E 02 100 770 000 701 401	INDY FS CARTS	
001	101284	CH	1	13202	METRO SHELVES USA	03/11/2022	\$941.62	147156	E 02 100 770 000 701 401	INDY FS CARTS	
Check Total:							\$2,407.04				
001	101285	CH	1	13178	MIDWEST MACHINERY CO	03/11/2022	\$36,550.00	147153	E 05 005 810 000 302 530	GATOR W/90 GAL SPRAYER AS QUOTEL	
001	101285	CH	1	13178	MIDWEST MACHINERY CO	03/11/2022	(\$16,500.00)	147153	E 05 005 810 000 302 530	TRADE IN - KUBOTA 1100 W/ACCESSOR	
001	101285	CH	1	13178	MIDWEST MACHINERY CO	03/11/2022	\$6,250.00	147154	E 01 005 810 000 000 530	WESTERN IMPACT HEAVY DUTY 6" UTV	
001	101285	CH	1	13178	MIDWEST MACHINERY CO	03/11/2022	\$4,700.00	147154	E 01 005 810 000 000 530	JOHN DEERE 5 CU FT GATOR DROP SPI	
Check Total:							\$31,000.00				
001	101286	CH	1	12941	MOSAIC COUNSELING & CONSULTING	03/11/2022	\$160.00	147157	E 01 300 740 000 000 401	CLINICAL ASSESSMENT, INTERVENTION	
Check Total:							\$160.00				
001	101287	CH	1	09688	NORTHERN SPEECH SERVICES	03/11/2022	\$93.00	147158	E 12 110 401 000 740 433	RMS100 - 'R' made simple	
001	101287	CH	1	09688	NORTHERN SPEECH SERVICES	03/11/2022	\$8.98	147158	E 12 110 401 000 740 433	Shipping	
Check Total:							\$101.98				
001	101288	CH	1	13197	RACK PERFORMANCE	03/11/2022	\$800.00	147164	E 11 300 292 158 000 401	Rack Pro Subscription (6/14/22 - 6/13/22)	
001	101288	CH	1	13197	RACK PERFORMANCE	03/11/2022	\$400.00	147164	E 04 500 560 000 321 305	Rack Pro Subscription (6/14/22 - 6/13/22)	
Check Total:							\$1,200.00				
001	101289	CH	1	01840	RATWIK, ROSZAK & MALONEY, P.A.	03/11/2022	\$8,723.00	147163	E 01 005 110 305 000 305	LEGAL JANUARY 2022 SERVICES	
Check Total:							\$8,723.00				
001	101290	CH	1	13174	RELIABLE MEDICAL SUPPLY LLC	03/11/2022	\$80.00	147161	E 12 201 416 000 619 530	Labor/Repair	
001	101290	CH	1	13174	RELIABLE MEDICAL SUPPLY LLC	03/11/2022	\$191.00	147161	E 12 201 416 000 619 530	Convoid Headrest Extension	
Check Total:							\$271.00				
001	101291	CH	1	13160	ROGERS ATHLETIC COMPANY	03/11/2022	\$1,400.00	147162	E 11 300 293 113 000 530	Var. Pop-Up Tackle Maker (Blue pad)	
001	101291	CH	1	13160	ROGERS ATHLETIC COMPANY	03/11/2022	\$287.50	147162	E 11 300 293 113 000 530	Shipping	
Check Total:							\$1,687.50				
001	101292	CH	1	12845	SYSCO-MINNESOTA INC	03/11/2022	\$325.04	147165	E 02 005 770 000 701 490	FS APPPLESAUCE	
001	101292	CH	1	12845	SYSCO-MINNESOTA INC	03/11/2022	\$365.67	147166	E 02 005 770 000 701 490	FS APPPLESAUCE	
Check Total:							\$690.71				
001	101293	CH	1	12068	THE WATSON COMPANY, INC.	03/11/2022	\$96.84	147170	E 11 300 298 000 000 490	HS CONCESSIONS	
Check Total:							\$96.84				
001	101294	CH	1	08589	TITAN ENERGY SYSTEMS INC.	03/11/2022	\$5,580.18	147159	E 05 110 865 000 363 350	LIBERTY B&G REPAIRS	

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001	101294	CH	1	08589	TITAN ENERGY SYSTEMS INC.	03/11/2022	\$2,744.15	147160	E 05 110 865 000 363 350	LIBERTY B&G REPAIRS	
Check Total:							\$8,324.33				
001	101295	CH	1	12762	T-MOBILE	03/11/2022	\$1,200.00	147167	E 01 005 630 011 155 320	HOT SPOTS DEC & JAN	
Check Total:							\$1,200.00				
001	101296	CH	1	04148	VIKING COCA-COLA BOTTLING CO	03/11/2022	\$282.50	147169	E 11 300 298 000 000 490	HS CONCESSIONS	
001	101296	CH	1	04148	VIKING COCA-COLA BOTTLING CO	03/11/2022	\$218.50	147171	E 11 300 298 000 000 490	HS CONCESSIONS	
Check Total:							\$501.00				
001	101297	CH	1	06532	VISION STAFFING SOLUTIONS	03/11/2022	\$249.49	147168	E 01 110 810 356 000 305	JANITORIAL SERVICES WEEK 02/27/202	
Check Total:							\$249.49				
001	101298	CH	1	01240	WRIGHT TECHNICAL CENTER	03/11/2022	\$11,398.00	147172	E 01 300 399 000 000 391	WTC ASSESSMENT MARCH 2022	
001	101298	CH	1	01240	WRIGHT TECHNICAL CENTER	03/11/2022	\$2,441.00	147172	E 01 005 850 000 000 370	BUILDING ADDITION 2009 MARCH 2022	
001	101298	CH	1	01240	WRIGHT TECHNICAL CENTER	03/11/2022	\$1,480.73	147172	E 05 005 865 000 000 390	LONG TERM FACILITY MAINT MARCH 20	
001	101298	CH	1	01240	WRIGHT TECHNICAL CENTER	03/11/2022	\$2,349.00	147172	E 01 300 399 000 830 391	CTE LEVY	
Check Total:							\$17,668.73				
001	101299	CH	1	04472	CARING RIVERS UNITED WAY	03/11/2022	\$40.00	147193	B 01 215 045	United Way	
001	101299	CH	1	04472	CARING RIVERS UNITED WAY	03/11/2022	\$16.00	147193	B 12 215 045	United Way	
Check Total:							\$56.00				
001	101300	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	03/11/2022	\$483.50	147184	B 01 215 081	Child Support	
001	101300	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	03/11/2022	\$422.40	147184	B 12 215 081	Child Support	
Check Total:							\$905.90				
001	101301	CH	1	04223	NCPERS GROUP LIFE INS	03/11/2022	\$149.34	147187	B 01 215 033	NCPR Life	
Check Total:							\$149.34				
001	101302	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	03/11/2022	\$891.37	147189	B 01 215 040	U Due Nc	
001	101302	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	03/11/2022	\$163.40	147189	B 04 215 040	U Dues Nc	
001	101302	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	03/11/2022	\$1,933.19	147189	B 12 215 040	U Due Nc	
Check Total:							\$2,987.96				
001	101303	CH	1	04874	AMAZON CAPITAL SERVICES	03/18/2022	\$373.10	147199	E 01 005 610 000 320 430	PO 30579 American Indian Books	
001	101303	CH	1	04874	AMAZON CAPITAL SERVICES	03/18/2022	\$6.64	147200	E 01 005 110 000 000 401	Winco 18/0 Stainless Steel Dinner Spoons,	
001	101303	CH	1	04874	AMAZON CAPITAL SERVICES	03/18/2022	\$8.60	147200	E 01 005 110 000 000 401	Winco 12-Piece Dominion Heavy Weight D	
001	101303	CH	1	04874	AMAZON CAPITAL SERVICES	03/18/2022	\$39.99	147200	E 01 005 110 000 000 401	Zero Odor – Multi-Purpose Odor Eliminator	
001	101303	CH	1	04874	AMAZON CAPITAL SERVICES	03/18/2022	\$20.94	147200	E 01 005 110 000 000 401	Folgers House Blend Medium Roast Groun	
001	101303	CH	1	04874	AMAZON CAPITAL SERVICES	03/18/2022	\$17.74	147200	E 01 005 110 000 000 401	Officemate Medium Binder Clips, Black, (9	
001	101303	CH	1	04874	AMAZON CAPITAL SERVICES	03/18/2022	\$20.88	147202	E 01 100 298 901 301 401	The One and Only Ivan (paperback)	
001	101303	CH	1	04874	AMAZON CAPITAL SERVICES	03/18/2022	\$19.11	147202	E 01 100 298 901 301 401	Big Nate: The Gerbil Ate My Homework (pa	

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001	101303	CH	1	04874	AMAZON CAPITAL SERVICES	03/18/2022	\$8.76	147202	E 01 100 298 901 301 401	Freight
001	101303	CH	1	04874	AMAZON CAPITAL SERVICES	03/18/2022	(\$12.24)	147202	E 01 100 298 901 301 401	Promos & Discounts
001	101303	CH	1	04874	AMAZON CAPITAL SERVICES	03/18/2022	\$21.88	147203	E 01 300 740 000 000 401	Berryi confidentiality sign counseling office
001	101303	CH	1	04874	AMAZON CAPITAL SERVICES	03/18/2022	\$8.99	147204	E 01 300 740 000 000 401	Never give up Over the Door vinyl wall dec
001	101303	CH	1	04874	AMAZON CAPITAL SERVICES	03/18/2022	\$20.77	147204	E 01 300 740 000 000 401	Everest self sealing laminating pouches, w
001	101303	CH	1	04874	AMAZON CAPITAL SERVICES	03/18/2022	\$9.99	147204	E 01 300 740 000 000 401	Round magnets with adhesive backing - 12
001	101303	CH	1	04874	AMAZON CAPITAL SERVICES	03/18/2022	\$10.99	147204	E 01 300 740 000 000 401	Solo bell chime bar hand musical percussic
001	101303	CH	1	04874	AMAZON CAPITAL SERVICES	03/18/2022	\$21.99	147204	E 01 300 740 000 000 401	MindPanda B01N1Q7X78 3X Mind & Body
001	101303	CH	1	04874	AMAZON CAPITAL SERVICES	03/18/2022	\$11.99	147204	E 01 300 740 000 000 401	The Friendly Swede stress balls for adults ε
001	101303	CH	1	04874	AMAZON CAPITAL SERVICES	03/18/2022	\$16.95	147204	E 01 300 740 000 000 401	Gel ice packs for injuries reusable gel (2 pa
001	101303	CH	1	04874	AMAZON CAPITAL SERVICES	03/18/2022	\$13.60	147204	E 01 300 740 000 000 401	Toysdone wooden double sided hanging ch
001	101303	CH	1	04874	AMAZON CAPITAL SERVICES	03/18/2022	\$47.98	147204	E 01 300 740 000 000 401	Magicteam sound machines white noise ma
001	101303	CH	1	04874	AMAZON CAPITAL SERVICES	03/18/2022	\$29.99	147204	E 01 300 740 000 000 401	Light therapy lamp, ultra-thin UV-free 10000
001	101303	CH	1	04874	AMAZON CAPITAL SERVICES	03/18/2022	\$23.60	147204	E 01 300 740 000 000 401	Stress relief fidget sensory toys set - 10 sm
001	101303	CH	1	04874	AMAZON CAPITAL SERVICES	03/18/2022	\$12.49	147204	E 01 300 740 000 000 401	Gya labs roman chamomile hydrosol for ski
001	101303	CH	1	04874	AMAZON CAPITAL SERVICES	03/18/2022	\$6.15	147204	E 01 300 740 000 000 401	De La Cruz rose water spray, no parabens
001	101303	CH	1	04874	AMAZON CAPITAL SERVICES	03/18/2022	\$12.98	147204	E 01 300 740 000 000 401	6 PCS pop ball bubble sensory fidget toys
001	101303	CH	1	04874	AMAZON CAPITAL SERVICES	03/18/2022	\$26.50	147204	E 01 300 740 000 000 401	Life savers butter rum hard candy, pep-o-m
001	101303	CH	1	04874	AMAZON CAPITAL SERVICES	03/18/2022	\$8.99	147204	E 01 300 740 000 000 401	Life savers hard candy 5 flavors, 50-ounce
001	101303	CH	1	04874	AMAZON CAPITAL SERVICES	03/18/2022	\$7.15	147204	E 01 300 740 000 000 401	Extra spearmint sugarfree chewing gum, 1f
001	101303	CH	1	04874	AMAZON CAPITAL SERVICES	03/18/2022	\$44.53	147204	E 01 300 740 000 000 401	The School Counseling and School Social
001	101303	CH	1	04874	AMAZON CAPITAL SERVICES	03/18/2022	\$134.52	147205	E 04 500 590 000 321 401	B00904500I Daxwell Plastic Sporks, Medit
001	101303	CH	1	04874	AMAZON CAPITAL SERVICES	03/18/2022	\$7.99	147206	E 04 500 590 000 321 401	0075728915 DIm Early Childhood Express:
001	101303	CH	1	04874	AMAZON CAPITAL SERVICES	03/18/2022	\$16.00	147206	E 04 500 590 000 321 401	0823422801 I Love Bugs!
001	101303	CH	1	04874	AMAZON CAPITAL SERVICES	03/18/2022	\$159.49	147206	E 04 500 596 000 344 430	B0831971ZZ GREENSTELL Hammock Sw
001	101303	CH	1	04874	AMAZON CAPITAL SERVICES	03/18/2022	\$19.98	147206	E 04 500 590 000 321 401	B07KWT9LS1 Outlet Covers Babepai 38-P
001	101303	CH	1	04874	AMAZON CAPITAL SERVICES	03/18/2022	\$11.97	147206	E 04 500 590 000 321 401	0075728915 DIm Early Childhood Express:
001	101303	CH	1	04874	AMAZON CAPITAL SERVICES	03/18/2022	\$17.99	147206	E 04 500 570 000 321 401	B0774HD15D BUBU Origami Paper Kit 100
001	101303	CH	1	04874	AMAZON CAPITAL SERVICES	03/18/2022	\$48.66	147206	E 04 500 596 000 344 430	B08M3WBBW3 Galagee Double Layered S
001	101303	CH	1	04874	AMAZON CAPITAL SERVICES	03/18/2022	\$27.98	147206	E 04 500 590 000 321 401	B096FLB1SY Large Stainless Steel Coland
001	101303	CH	1	04874	AMAZON CAPITAL SERVICES	03/18/2022	\$16.69	147206	E 04 500 570 000 321 401	B07WFC39CQ Origami Paper Square Colc
001	101303	CH	1	04874	AMAZON CAPITAL SERVICES	03/18/2022	\$14.36	147206	E 04 500 590 000 321 401	0064434508 The Grouchy Ladybug
001	101303	CH	1	04874	AMAZON CAPITAL SERVICES	03/18/2022	\$3.99	147206	E 04 500 590 000 321 401	Amazon Shipping Charge
001	101303	CH	1	04874	AMAZON CAPITAL SERVICES	03/18/2022	(\$2.17)	147206	E 04 500 596 000 344 430	

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001	101303	CH	1 04874	AMAZON CAPITAL SERVICES	03/18/2022	(\$1.06)	147206	E 04 500 590 000 321 401	
001	101303	CH	1 04874	AMAZON CAPITAL SERVICES	03/18/2022	(\$0.36)	147206	E 04 500 570 000 321 401	
001	101303	CH	1 04874	AMAZON CAPITAL SERVICES	03/18/2022	\$17.98	147207	E 01 300 331 000 830 433	LeongMax disposable wooden spoons--100
001	101303	CH	1 04874	AMAZON CAPITAL SERVICES	03/18/2022	\$17.98	147207	E 01 300 331 000 830 433	Total 4000 yards sewing thread black
001	101303	CH	1 04874	AMAZON CAPITAL SERVICES	03/18/2022	\$22.95	147207	E 01 300 331 000 830 433	Insul-Bright insulated lining 36x45" - 2 pack
001	101303	CH	1 04874	AMAZON CAPITAL SERVICES	03/18/2022	\$17.99	147207	E 01 300 331 000 830 433	High quality 384pcs 24 colors plastic T5 sn
001	101303	CH	1 04874	AMAZON CAPITAL SERVICES	03/18/2022	\$67.96	147207	E 01 300 331 000 830 433	Dura-Gold premium 80, 120, 250, 220, 240
001	101303	CH	1 04874	AMAZON CAPITAL SERVICES	03/18/2022	\$22.08	147207	E 01 300 331 000 830 433	Amazon basics multi-purpose stainless ste
001	101303	CH	1 04874	AMAZON CAPITAL SERVICES	03/18/2022	\$19.98	147207	E 01 300 331 000 830 433	2 X dancy clear pure Mexican vanilla extrac
001	101303	CH	1 04874	AMAZON CAPITAL SERVICES	03/18/2022	\$18.99	147207	E 01 300 331 000 830 433	120 cells seed starter trays with humidity ac
001	101303	CH	1 04874	AMAZON CAPITAL SERVICES	03/18/2022	\$7.88	147207	E 01 300 331 000 830 433	FolkArt K658 paint acrylic metallic, 2 fl. oz.
001	101303	CH	1 04874	AMAZON CAPITAL SERVICES	03/18/2022	\$13.99	147207	E 01 300 331 000 830 433	Mod podge mega, 8 oz., gold glitter
Check Total:						\$1,564.84			
001	101304	CH	1 12271	ARNESON, WES	03/18/2022	\$120.00	147201	E 11 300 294 112 000 305	JV/VARSITY BOYS BASKETBALL OFFICIAL
Check Total:						\$120.00			
001	101305	CH	1 10168	GABBERT, LEONARD	03/18/2022	\$120.00	147209	E 11 300 294 112 000 305	JV/V BOYS BASKETBALL OFFICIAL VS F
Check Total:						\$120.00			
001	101306	CH	1 06566	GEARMAN, MIKE	03/18/2022	\$120.00	147211	E 11 300 294 112 000 305	JV/V BOYS BASKETBALL OFFICIAL VS M
Check Total:						\$120.00			
001	101307	CH	1 07718	GRANITE CITY JOBBING	03/18/2022	\$698.94	147210	E 11 300 298 000 000 490	HS CONCESSIONS
Check Total:						\$698.94			
001	101308	CH	1 12895	HIDDE, KEVIN	03/18/2022	\$66.00	147208	E 11 300 294 112 000 305	B SQUAD BOYS BASKETBALL OFFICIAL
Check Total:						\$66.00			
001	101309	CH	1 06283	JEAN, BRUCE	03/18/2022	\$120.00	147213	E 11 300 294 112 000 305	JV/V BOYS BASKETBALL OFFICIAL VS M
Check Total:						\$120.00			
001	101310	CH	1 10461	JOHNSON CONTROLS INC	03/18/2022	\$266.00	147212	E 05 300 865 000 363 350	HS FIRE ALARM SYSTEM
Check Total:						\$266.00			
001	101311	CH	1 13152	JONES, ROBERT	03/18/2022	\$66.00	147214	E 11 300 294 112 000 305	B SQUAD BOYS BASKETBALL OFFICIAL
Check Total:						\$66.00			
001	101312	CH	1 10203	McCLAFLIN, JENNIFER	03/18/2022	\$101.00	147216	E 11 300 294 112 000 305	9TH BOYS BASKETBALL OFFICIAL VS M
Check Total:						\$101.00			
001	101313	CH	1 09376	MCLEAN, JON	03/18/2022	\$120.00	147217	E 11 300 294 112 000 305	JV/V BOYS BASKETBALL OFFICIAL VS M
Check Total:						\$120.00			

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	101314	CH	1 13178	MIDWEST MACHINERY	03/18/2022	\$220.98	147218	E 01 005 810 000 000 350	B&G WESTERN DEFLECTOR KIT
Check Total:						\$220.98			
001	101315	CH	1 12307	MRI SOFTWARE LLC	03/18/2022	\$73.50	147220	E 01 005 105 170 000 305	BACKGROUND SCREENING FEBRUARY
Check Total:						\$73.50			
001	101316	CH	1 07002	NYSTROM PUBLISHING CO., INC.	03/18/2022	\$1,092.11	147219	E 04 500 596 000 344 305	LITTLE LEARNERS POSTCARD & POSTA
001	101316	CH	1 07002	NYSTROM PUBLISHING CO., INC.	03/18/2022	\$736.20	147219	E 04 500 505 000 321 329	LITTLE LEARNERS POSTCARD & POSTA
Check Total:						\$1,828.31			
001	101317	CH	1 08249	O'DONNELL, ED	03/18/2022	\$120.00	147221	E 11 300 294 112 000 305	JV/V BOYS BASKETBALL OFFICIALS VS
Check Total:						\$120.00			
001	101318	CH	1 07890	PMA FINANCIAL NETWORK INC.	03/18/2022	\$251.00	147238	E 45 005 935 000 000 305	ASSETS FEBRUARY 2022
Check Total:						\$251.00			
001	101319	CH	1 01175	POSTMASTER	03/18/2022	\$2,500.00	147222	B 01 131 002	POSTAGE PERMIT #9
Check Total:						\$2,500.00			
001	101320	CH	1 12674	QUADIENT, INC.	03/18/2022	\$927.00	147223	E 01 005 110 000 000 370	N17042250 LEASE
Check Total:						\$927.00			
001	101321	CH	1 05945	REGION 7AA	03/18/2022	\$300.00	147224	E 11 300 293 112 000 401	SECTION 5AAA BBB QTR FINALS LIVE S
Check Total:						\$300.00			
001	101322	CH	1 01187	SCHMITT MUSIC CENTERS	03/18/2022	\$9.95	147225	E 01 300 258 000 000 430	Hot Wires Cable Instr. 15 ft.; #IC-15
001	101322	CH	1 01187	SCHMITT MUSIC CENTERS	03/18/2022	\$54.00	147226	E 01 300 258 000 000 430	Cradle Moon; #27695
001	101322	CH	1 01187	SCHMITT MUSIC CENTERS	03/18/2022	\$44.00	147227	E 01 300 258 000 000 430	The Lord of the Dance (Flex); #04002943
001	101322	CH	1 01187	SCHMITT MUSIC CENTERS	03/18/2022	\$40.00	147227	E 01 300 258 000 000 430	Wellerman; #040073689
001	101322	CH	1 01187	SCHMITT MUSIC CENTERS	03/18/2022	\$56.00	147227	E 01 300 258 000 000 430	Beyond REach IN STOCK; #00-49124
001	101322	CH	1 01187	SCHMITT MUSIC CENTERS	03/18/2022	\$53.60	147228	E 01 201 258 000 000 430	Wizards in Winter
001	101322	CH	1 01187	SCHMITT MUSIC CENTERS	03/18/2022	\$45.60	147228	E 01 201 258 000 000 430	It's raining tacos
001	101322	CH	1 01187	SCHMITT MUSIC CENTERS	03/18/2022	\$36.00	147228	E 01 201 258 000 000 430	25 or 6 to 4
001	101322	CH	1 01187	SCHMITT MUSIC CENTERS	03/18/2022	\$45.60	147228	E 01 201 258 000 000 430	I've Got Rhythm
001	101322	CH	1 01187	SCHMITT MUSIC CENTERS	03/18/2022	\$35.00	147229	E 01 201 258 000 000 350	Piston/Rotor Work & Repair Shop Supplies
001	101322	CH	1 01187	SCHMITT MUSIC CENTERS	03/18/2022	\$77.99	147230	E 01 201 259 000 000 350	MS BAND REPAIRS
001	101322	CH	1 01187	SCHMITT MUSIC CENTERS	03/18/2022	\$48.00	147231	E 01 201 258 000 000 430	Take On Me
001	101322	CH	1 01187	SCHMITT MUSIC CENTERS	03/18/2022	\$48.00	147231	E 01 201 258 000 000 430	Jurassic Park Medley
001	101322	CH	1 01187	SCHMITT MUSIC CENTERS	03/18/2022	\$44.00	147231	E 01 201 258 000 000 430	25 or 6 to 4
001	101322	CH	1 01187	SCHMITT MUSIC CENTERS	03/18/2022	\$48.00	147231	E 01 201 258 000 000 430	How To Train Your Dragon
Check Total:						\$685.74			

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001	101323	CH	1	07026	SOUTHWEST MN STATE UNIVERSITY	03/18/2022	\$3,300.00	147239	E 01 300 211 211 000 390	SPRING 2022 CONCURRENT ENROLLME	
Check Total:							\$3,300.00				
001	101324	CH	1	13181	The Lion Heart Experience LLC	03/18/2022	\$440.00	147240	E 01 300 790 000 699 490	LHE ASSEMBLY/TRAVEL AND MEALS	
001	101324	CH	1	13181	The Lion Heart Experience LLC	03/18/2022	\$364.00	147240	E 01 300 790 000 699 366	LHE ASSEMBLY/TRAVEL AND MEALS	
001	101324	CH	1	13181	The Lion Heart Experience LLC	03/18/2022	\$3,800.00	147240	E 01 300 790 000 699 303	LHE ASSEMBLY/TRAVEL AND MEALS	
Check Total:							\$4,604.00				
001	101325	CH	1	13212	THREE SONS HARDWARE LLC	03/18/2022	\$23.60	147233	E 01 201 810 000 000 401	FEBRUARY 2022 SUPPLIES	
001	101325	CH	1	13212	THREE SONS HARDWARE LLC	03/18/2022	\$58.77	147233	E 01 300 361 000 830 433	FEBRUARY 2022 SUPPLIES	
Check Total:							\$82.37				
001	101326	CH	1	09858	VETSCH, DAREK	03/18/2022	\$101.00	147234	E 11 300 294 112 000 305	9TH BOYS BASKETBALL OFFICIAL VS M	
001	101326	CH	1	09858	VETSCH, DAREK	03/18/2022	\$66.00	147235	E 11 300 294 112 000 305	9TH BOYS BASKETBALL OFFICIAL VS FF	
Check Total:							\$167.00				
001	101327	CH	1	04148	VIKING COCA-COLA BOTTLING CO	03/18/2022	\$896.75	147237	E 11 300 298 000 000 490	HS CONCESSIONS	
Check Total:							\$896.75				
001	101328	CH	1	06532	VISION STAFFING SOLUTIONS	03/18/2022	\$316.20	147236	E 01 100 810 356 000 305	INDY JANITORIAL SERVICES WEEK OF (
001	101328	CH	1	06532	VISION STAFFING SOLUTIONS	03/18/2022	\$342.72	147236	E 01 201 810 356 000 305	MS JANITORIAL SERVICES WEEK OF 03	
Check Total:							\$658.92				
001	101329	CH	1	04874	AMAZON CAPITAL SERVICES	03/18/2022	\$579.98	147241	E 01 300 810 000 000 350	WIRELESS MICS/RECEIVERS	
Check Total:							\$579.98				
001	101330	CH	1	01240	WRIGHT TECHNICAL CENTER	03/18/2022	\$27,945.96	147242	E 01 998 211 000 303 390	WRIGHT ACADEMY HIGH SCHOOL FEBF	
Check Total:							\$27,945.96				
001	101331	CH	1	01165	XCEL ENERGY-NSP	03/18/2022	\$8,368.09	147243	E 01 110 810 000 000 330	LIBERTY NATURAL GAS P #302291437 F	
Check Total:							\$8,368.09				
001	101332	CH	1	12159	ARVIG	03/18/2022	\$133.00	147244	E 01 005 630 000 000 305	INTERNET SERVICES 03/06/2022-04/05/2	
Check Total:							\$133.00				
001	101333	CH	1	12504	MN PEIP	03/18/2022	\$176,583.96	147198	B 01 215 030	APRIL 2022 HEALTH	
001	101333	CH	1	12504	MN PEIP	03/18/2022	\$8,420.66	147198	B 04 215 030	APRIL 2022 HEALTH	
001	101333	CH	1	12504	MN PEIP	03/18/2022	\$2,788.76	147198	B 05 215 030	APRIL 2022 HEALTH	
001	101333	CH	1	12504	MN PEIP	03/18/2022	\$1,161.21	147198	B 11 215 030	APRIL 2022 HEALTH	
001	101333	CH	1	12504	MN PEIP	03/18/2022	\$66,127.89	147198	B 12 215 030	APRIL 2022 HEALTH	
001	101333	CH	1	12504	MN PEIP	03/18/2022	\$73,955.28	147198	B 01 215 051	APRIL 2022 HEALTH	
001	101333	CH	1	12504	MN PEIP	03/18/2022	\$8,420.66	147198	B 04 215 051	APRIL 2022 HEALTH	
001	101333	CH	1	12504	MN PEIP	03/18/2022	\$2,788.76	147198	B 05 215 051	APRIL 2022 HEALTH	

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001	101333	CH	1	12504	MN PEIP	03/18/2022	\$1,161.21	147198	B 11 215 051	APRIL 2022 HEALTH	
001	101333	CH	1	12504	MN PEIP	03/18/2022	\$66,127.89	147198	B 12 215 051	APRIL 2022 HEALTH	
Check Total:							\$407,536.28				
Bank 001 Total:							\$1,036,165.98				
Report Total:							\$1,036,165.98				

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	101334	CH	1	03307	AIM ELECTRONICS INC.	03/25/2022	\$3,199.00	147253	E 06 300 870 000 000 530	HS DAKTRONICS GYMNASIUM SCOREB
001	101334	CH	1	03307	AIM ELECTRONICS INC.	03/25/2022	\$0.00	147253	E 06 300 870 000 000 530	PROJECT ID #22E300.02F
Check Total:							\$3,199.00			
001	101335	CH	1	04874	AMAZON CAPITAL SERVICES	03/25/2022	\$19.59	147246	E 01 300 256 000 000 430	Ztotop case for iPad pro 12.9 Inch 2017/20
001	101335	CH	1	04874	AMAZON CAPITAL SERVICES	03/25/2022	\$6.99	147246	E 01 300 211 000 000 401	Universal English keyboard stickers, transp
001	101335	CH	1	04874	AMAZON CAPITAL SERVICES	03/25/2022	\$215.88	147247	E 01 100 203 290 000 401	T-Shirts
001	101335	CH	1	04874	AMAZON CAPITAL SERVICES	03/25/2022	\$152.94	147248	E 01 201 208 245 000 401	Under Armour Joggers
001	101335	CH	1	04874	AMAZON CAPITAL SERVICES	03/25/2022	\$43.94	147248	E 01 201 208 245 000 401	All Mighty Pacs Laundry Detergent
001	101335	CH	1	04874	AMAZON CAPITAL SERVICES	03/25/2022	\$8.05	147248	E 01 201 208 245 000 401	Freight
001	101335	CH	1	04874	AMAZON CAPITAL SERVICES	03/25/2022	\$194.97	147249	E 01 201 212 000 000 430	AUtolock 30PSI Upgraded Alrbrush Kit
001	101335	CH	1	04874	AMAZON CAPITAL SERVICES	03/25/2022	\$176.34	147249	E 01 201 212 000 000 430	MYNT3D Professional Printing 3D Pen
001	101335	CH	1	04874	AMAZON CAPITAL SERVICES	03/25/2022	\$9.41	147249	E 01 201 212 000 000 430	Freight
001	101335	CH	1	04874	AMAZON CAPITAL SERVICES	03/25/2022	\$12.49	147250	E 01 201 255 000 000 430	Isopropyl Alcohol Rubbing Alcohol
001	101335	CH	1	04874	AMAZON CAPITAL SERVICES	03/25/2022	\$149.99	147250	E 01 201 255 000 000 430	MIKA3D 1.75 Clear Filament Bundle
001	101335	CH	1	04874	AMAZON CAPITAL SERVICES	03/25/2022	\$41.99	147250	E 01 201 255 000 000 430	Shiny Silk Multicolor Filament
001	101335	CH	1	04874	AMAZON CAPITAL SERVICES	03/25/2022	\$17.33	147250	E 01 201 255 000 000 430	Freight
001	101335	CH	1	04874	AMAZON CAPITAL SERVICES	03/25/2022	\$12.74	147251	E 01 005 810 000 000 401	PHONE CASE
001	101335	CH	1	04874	AMAZON CAPITAL SERVICES	03/25/2022	\$5.99	147251	E 01 005 810 000 000 401	SHIPPING
001	101335	CH	1	04874	AMAZON CAPITAL SERVICES	03/25/2022	\$22.28	147252	E 01 300 298 918 000 490	Nestle Coffee Mate Coffee Creamer, Frencl
001	101335	CH	1	04874	AMAZON CAPITAL SERVICES	03/25/2022	\$5.99	147252	E 01 300 298 918 000 490	Shipping
Check Total:							\$1,096.91			
001	101336	CH	1	01503	BECKER ISD #726	03/25/2022	\$10,000.00	147254	E 11 300 294 117 000 370	2021-2022 HOCKEY REIMBURSEMENT
Check Total:							\$10,000.00			
001	101337	CH	1	04806	BERGESON, JOHN	03/25/2022	\$83.00	147255	E 11 300 294 112 000 305	9TH BOYS BASKETBALL OFFICIAL VS BI
Check Total:							\$83.00			
001	101338	CH	1	03184	CENTERPOINT ENERGY	03/25/2022	\$474.84	147259	E 01 201 810 000 000 330	MS FEBRUARY 2022 GAS
001	101338	CH	1	03184	CENTERPOINT ENERGY	03/25/2022	\$7,223.95	147259	E 01 201 810 000 000 330	MS FEBRUARY 2022 GAS
001	101338	CH	1	03184	CENTERPOINT ENERGY	03/25/2022	\$7,915.18	147259	E 01 100 810 000 000 330	INDY FEBRUARY 2022 GAS
001	101338	CH	1	03184	CENTERPOINT ENERGY	03/25/2022	\$152.62	147259	E 01 300 810 000 000 330	HS FEBRUARY 2022 GAS
001	101338	CH	1	03184	CENTERPOINT ENERGY	03/25/2022	\$17,935.40	147259	E 01 300 810 000 000 330	HS FEBRUARY 2022 GAS
001	101338	CH	1	03184	CENTERPOINT ENERGY	03/25/2022	\$250.12	147259	E 01 100 810 000 000 330	INDY FEBRUARY 2022 GAS
001	101338	CH	1	03184	CENTERPOINT ENERGY	03/25/2022	\$450.24	147259	E 01 100 810 000 000 330	INDY FEBRUARY 2022 GAS
Check Total:							\$34,402.35			
001	101340	CH	1	01035	cmERDC	03/25/2022	\$375.00	147258	E 01 005 110 000 000 316	4TH QUARTER UFARS/ACCOUNTING FE

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001	101340	CH	1	01035	cmERDC	03/25/2022	\$4,014.50	147258	E 01 005 110 000 000 316	4TH QUARTER SMART SYSTEM SERVIC
001	101340	CH	1	01035	cmERDC	03/25/2022	\$1,350.00	147258	E 01 005 110 000 000 316	CITRIX HOSTED SERVICES APRIL, MAY,
Check Total:							\$5,739.50			
001	101341	CH	1	01475	CONNEXUS ENERGY	03/25/2022	\$25.08	147257	E 01 005 810 860 000 331	SOFTBALL CONCESSIONS ELECTRICAL
001	101341	CH	1	01475	CONNEXUS ENERGY	03/25/2022	\$9,262.27	147257	E 01 100 810 000 000 331	INDY ELECTRICAL FEBRUARY 2022
001	101341	CH	1	01475	CONNEXUS ENERGY	03/25/2022	\$14,390.89	147257	E 01 110 810 000 000 331	LIBERTY ELECTRICAL FEBRUARY 2022
001	101341	CH	1	01475	CONNEXUS ENERGY	03/25/2022	\$44.54	147257	E 01 005 810 860 000 331	BASEBALL FIELD ELECTRICAL FEBRUAI
001	101341	CH	1	01475	CONNEXUS ENERGY	03/25/2022	\$102.47	147257	E 01 005 810 860 000 331	SOFTBALL FIELD ELECTRICAL FEBRUAI
Check Total:							\$23,825.25			
001	101342	CH	1	12302	CREATE AND CONNECT STUDIO	03/25/2022	\$294.00	147260	E 04 500 560 000 321 305	kids yota 3-5 03/03-03/24
Check Total:							\$294.00			
001	101343	CH	1	12246	FAGEN, KYLE	03/25/2022	\$66.00	147262	E 11 300 294 112 000 305	B SQUAD BOYS BASKETBALL OFFICIAL
Check Total:							\$66.00			
001	101344	CH	1	07086	FUTURA LANGUAGE PROFESSIONALS	03/25/2022	\$99.00	147261	E 04 500 560 080 321 305	SPRING 2022 SPANISH SERVICES
Check Total:							\$99.00			
001	101345	CH	1	12411	GBR	03/25/2022	\$153.82	147263	E 01 100 219 000 317 358	LIBERTY INTERPRETING & TRANSLATIC
Check Total:							\$153.82			
001	101346	CH	1	12222	HALLBERG ENGINEERING	03/25/2022	\$19,638.00	147264	E 06 300 870 000 000 305	HS GYM DEHUMIDIFICATION
001	101346	CH	1	12222	HALLBERG ENGINEERING	03/25/2022	\$0.00	147264	E 06 300 870 000 000 305	PROJECT ID #22B300.01B
001	101346	CH	1	12222	HALLBERG ENGINEERING	03/25/2022	\$16,000.00	147265	E 01 201 810 359 000 305	MS SOUND SYSTEM
001	101346	CH	1	12222	HALLBERG ENGINEERING	03/25/2022	\$1,338.00	147266	E 15 201 867 000 366 305	MS HVAC & INDY ES OILER REPLACEME
001	101346	CH	1	12222	HALLBERG ENGINEERING	03/25/2022	\$25,390.40	147286	E 06 005 870 000 000 305	HS & LIBERTY CONTROLS UPGRADES F
Check Total:							\$62,366.40			
001	101347	CH	1	12267	LINDSEY, RICH	03/25/2022	\$120.00	147267	E 11 300 294 112 000 305	JV/V BOYS BAKETBALL OFFICIAL V BEC
Check Total:							\$120.00			
001	101348	CH	1	01121	MASSP	03/25/2022	\$160.00	147268	E 01 300 050 000 000 366	2022 MASSP WORKSHOP 04/16/2022
Check Total:							\$160.00			
001	101349	CH	1	01908	MINNESOTA HISTORICAL SOCIETY	03/25/2022	\$370.00	147270	E 01 201 218 000 388 369	MN HISTORY DAY
Check Total:							\$370.00			
001	101350	CH	1	13215	MOUNDS VIEW HIGH SCHOOL	03/25/2022	\$260.00	147269	E 11 300 296 121 000 369	JANUARY 29, 2022 DANCE COMPETITIO
Check Total:							\$260.00			
001	101351	CH	1	10768	NORTHEAST SERVICE COOPERATIVE	03/25/2022	\$3,710.00	147271	E 01 300 211 228 000 305	ONLINE SPRING 2022
Check Total:							\$3,710.00			

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001	101352	CH	1	12674	QUADIENT, INC.	03/25/2022	\$222.00	147272	E 04 500 505 000 321 370	LEASE N16112749 01/12/2022-04/11/2022	
							Check Total:	\$222.00			
001	101353	CH	1	09127	ROSETTA STONE LTD	03/25/2022	\$240.00	147273	E 01 005 219 000 317 406	Rosetta Stone Foundations for World Lang	
							Check Total:	\$240.00			
001	101354	CH	1	01187	SCHMITT MUSIC CENTERS	03/25/2022	\$35.00	147275	E 01 201 258 000 000 430	USED 6.5AL BARITONE MOUTHPIECE	
							Check Total:	\$35.00			
001	101355	CH	1	12845	SYSCO-MINNESOTA INC	03/25/2022	\$325.04	147274	E 02 005 770 000 701 490	FS APPLESause	
							Check Total:	\$325.04			
001	101356	CH	1	07029	THOMAS, BOB	03/25/2022	\$120.00	147276	E 11 300 294 112 000 305	JV/V BOYS BASKETBALL OFFICIAL VS B	
							Check Total:	\$120.00			
001	101357	CH	1	08589	TITAN ENERGY SYSTEMS INC.	03/25/2022	\$418.18	147288	E 05 300 865 000 363 350	HS B&G REPAIRS	
001	101357	CH	1	08589	TITAN ENERGY SYSTEMS INC.	03/25/2022	\$1,113.17	147289	E 05 110 865 000 363 350	LIBERTY B&G REPAIRS	
001	101357	CH	1	08589	TITAN ENERGY SYSTEMS INC.	03/25/2022	\$566.81	147290	E 05 110 865 000 363 350	ANNUAL GENERATOR PM SERVICE AT L	
							Check Total:	\$2,098.16			
001	101358	CH	1	12898	TITUS, JOSEPH	03/25/2022	\$120.00	147277	E 11 300 294 112 000 305	JV/V BOYS BASKETBALL OFFICIAL VS B	
							Check Total:	\$120.00			
001	101359	CH	1	09884	VERIZON WIRELESS	03/25/2022	\$51.27	147282	E 01 201 050 000 000 320	ME CELL PHONES 02/11/2022-03/10/2022	
001	101359	CH	1	09884	VERIZON WIRELESS	03/25/2022	\$51.27	147282	E 01 400 050 000 000 320	KN CELL PHONES 02/11/2022-03/10/2022	
001	101359	CH	1	09884	VERIZON WIRELESS	03/25/2022	\$51.27	147282	E 04 500 505 000 321 320	AB CELL PHONES 02/11/2022-03/10/2022	
001	101359	CH	1	09884	VERIZON WIRELESS	03/25/2022	\$51.27	147282	E 01 300 605 000 000 320	AF CELL PHONES 02/11/2022-03/10/2022	
001	101359	CH	1	09884	VERIZON WIRELESS	03/25/2022	\$61.27	147282	E 01 005 630 000 000 320	BH CELL PHONES 02/11/2022-03/10/2022	
001	101359	CH	1	09884	VERIZON WIRELESS	03/25/2022	\$41.27	147282	E 01 100 605 000 000 320	SP CELL PHONES 02/11/2022-03/10/2022	
001	101359	CH	1	09884	VERIZON WIRELESS	03/25/2022	\$41.27	147282	E 01 005 020 000 000 320	TT CELL PHONES 02/11/2022-03/10/2022	
001	101359	CH	1	09884	VERIZON WIRELESS	03/25/2022	\$41.27	147282	E 01 201 605 000 000 320	HP CELL PHONES 02/11/2022-03/10/2022	
001	101359	CH	1	09884	VERIZON WIRELESS	03/25/2022	\$51.27	147282	E 01 201 810 000 000 320	AZ CELL PHONES 02/11/2022-03/10/2022	
001	101359	CH	1	09884	VERIZON WIRELESS	03/25/2022	\$41.27	147282	E 01 300 605 000 000 320	AF CELL PHONES 02/11/2022-03/10/2022	
001	101359	CH	1	09884	VERIZON WIRELESS	03/25/2022	\$51.27	147282	E 01 005 610 000 000 320	DB CELL PHONES 02/11/2022-03/10/2022	
001	101359	CH	1	09884	VERIZON WIRELESS	03/25/2022	\$51.27	147282	E 01 410 211 000 000 320	NH CELL PHONES 02/11/2022-03/10/2022	
001	101359	CH	1	09884	VERIZON WIRELESS	03/25/2022	\$51.27	147282	E 11 300 292 000 000 320	JM CELL PHONES 02/11/2022-03/10/2022	
001	101359	CH	1	09884	VERIZON WIRELESS	03/25/2022	\$51.27	147282	E 01 005 810 000 000 320	NK CELL PHONES 02/11/2022-03/10/2022	
001	101359	CH	1	09884	VERIZON WIRELESS	03/25/2022	\$51.27	147282	E 01 100 810 000 000 320	BM CELL PHONES 02/11/2022-03/10/2022	
001	101359	CH	1	09884	VERIZON WIRELESS	03/25/2022	\$51.27	147282	E 01 110 050 000 000 320	CG CELL PHONES 02/11/2022-03/10/2022	
001	101359	CH	1	09884	VERIZON WIRELESS	03/25/2022	\$51.27	147282	E 04 500 570 000 321 320	TF CELL PHONES 01/11/2022-02/10/2022	
001	101359	CH	1	09884	VERIZON WIRELESS	03/25/2022	\$51.27	147282	E 01 300 050 000 000 320	BD CELL PHONES 01/11/2022-02/10/2022	

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	101359	CH	1	09884	VERIZON WIRELESS	03/25/2022	\$25.63	147282	E 04 500 580 000 325 320	SF CELL PHONES 01/11/2022-02/10/2022
001	101359	CH	1	09884	VERIZON WIRELESS	03/25/2022	\$25.64	147282	E 04 500 596 000 344 320	SF CELL PHONES 01/11/2022-02/10/2022
001	101359	CH	1	09884	VERIZON WIRELESS	03/25/2022	\$61.27	147282	E 01 005 720 342 000 320	TZ CELL PHONES 01/11/2022-02/10/2022
001	101359	CH	1	09884	VERIZON WIRELESS	03/25/2022	\$61.27	147282	E 01 005 630 000 000 320	JB CELL PHONES 01/11/2022-02/10/2022
001	101359	CH	1	09884	VERIZON WIRELESS	03/25/2022	\$51.27	147282	E 01 005 810 000 000 320	PA CELL PHONES 01/11/2022-02/10/2022
001	101359	CH	1	09884	VERIZON WIRELESS	03/25/2022	\$41.27	147282	E 01 300 790 000 699 320	NS CELL PHONES 01/11/2022-02/10/2022
001	101359	CH	1	09884	VERIZON WIRELESS	03/25/2022	\$41.27	147282	E 01 100 050 000 000 320	JD CELL PHONES 01/11/2022-02/10/2022
001	101359	CH	1	09884	VERIZON WIRELESS	03/25/2022	\$41.27	147282	E 01 005 605 000 000 320	TSP CELL PHONES 01/11/2022-02/10/2022
001	101359	CH	1	09884	VERIZON WIRELESS	03/25/2022	\$51.27	147282	E 01 005 720 342 000 320	ND CELL PHONES 01/11/2022-02/10/2022
Check Total:							\$1,293.02			
001	101360	CH	1	09858	VETSCH, DAREK	03/25/2022	\$83.00	147278	E 11 300 294 112 000 305	9TH BOYS BASKETBALL OFFICIAL VS BI
Check Total:							\$83.00			
001	101361	CH	1	06532	VISION STAFFING SOLUTIONS	03/25/2022	\$469.20	147279	E 01 100 810 356 000 305	INDY JANITORIAL SERVICES WEEK 03/1
Check Total:							\$469.20			
001	101362	CH	1	09498	WARD'S NATURAL SCIENCE	03/25/2022	\$73.50	147280	E 01 300 260 000 000 430	Ethyl Alcohol Denatured; #47031-052
001	101362	CH	1	09498	WARD'S NATURAL SCIENCE	03/25/2022	\$7.38	147280	E 01 300 260 000 000 430	Shipping
001	101362	CH	1	09498	WARD'S NATURAL SCIENCE	03/25/2022	\$27.50	147280	E 01 300 260 000 000 430	Hazardous Charges
001	101362	CH	1	09498	WARD'S NATURAL SCIENCE	03/25/2022	\$23.85	147281	E 01 300 260 000 000 430	Duco cement; #470001-912
001	101362	CH	1	09498	WARD'S NATURAL SCIENCE	03/25/2022	\$4.95	147281	E 01 300 260 000 000 430	24" x 1/8" hardwood dowel; #470092-226
001	101362	CH	1	09498	WARD'S NATURAL SCIENCE	03/25/2022	\$12.15	147281	E 01 300 260 000 000 430	Cup plastic translucent 7 Oz. pk of 70; #470
001	101362	CH	1	09498	WARD'S NATURAL SCIENCE	03/25/2022	\$4.11	147281	E 01 300 260 000 000 430	Freight
Check Total:							\$153.44			
001	101363	CH	1	10633	WOLD ARCHITECTS, INC	03/25/2022	\$5,941.49	147283	E 06 300 870 000 000 305	HS RENOVATION PROJECT ID #22E300.(
001	101363	CH	1	10633	WOLD ARCHITECTS, INC	03/25/2022	\$1,615.07	147284	E 06 300 870 000 000 305	HS DEHUMID-FIXED PROJECT ID #22B30
001	101363	CH	1	10633	WOLD ARCHITECTS, INC	03/25/2022	\$42,377.35	147285	E 06 100 870 000 000 305	INDY ES RENOVATION PROJECT ID #22I
Check Total:							\$49,933.91			
001	101364	CH	1	164	CHARTWELLS	03/25/2022	\$52,059.48	147256	E 02 005 770 000 701 490	FOOD
001	101364	CH	1	164	CHARTWELLS	03/25/2022	\$10,472.10	147256	E 02 005 770 000 701 495	MILK
001	101364	CH	1	164	CHARTWELLS	03/25/2022	\$5,431.57	147256	E 02 005 770 000 701 401	SUPPLIES, PAPER PRODUCTS
001	101364	CH	1	164	CHARTWELLS	03/25/2022	\$73,352.47	147256	E 02 005 770 202 701 305	CHARTWELL'S SALARIES & BENEFITS
001	101364	CH	1	164	CHARTWELLS	03/25/2022	\$8,964.85	147256	E 02 005 770 000 701 305	CHARTWELL'S ADMIN FEE
001	101364	CH	1	164	CHARTWELLS	03/25/2022	\$935.65	147256	E 02 005 770 000 701 305	ADVERTISING/RECRUITING/OUTSIDE SI
001	101364	CH	1	164	CHARTWELLS	03/25/2022	\$215.18	147256	E 02 005 770 000 701 329	POSTAGE
001	101364	CH	1	164	CHARTWELLS	03/25/2022	\$658.80	147256	E 02 005 770 000 701 350	REPAIRS AND MAINTENANCE

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	101364	CH	1	164	CHARTWELLS	03/25/2022	\$98.00	147256	E 02 005 770 000 701 366	TRAINING, MILEAGE, MARKETING	
001	101364	CH	1	164	CHARTWELLS	03/25/2022	\$65.72	147256	E 02 005 770 000 701 820	OTHER TAXES/LICENSES	
001	101364	CH	1	164	CHARTWELLS	03/25/2022	\$1,297.22	147256	E 01 005 940 000 000 341	INSURANCE-CHARTWELLS	
Check Total:							\$153,551.04				
Bank 001 Total:							\$354,589.04				
Report Total:							\$354,589.04				

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1 01048	DEMCO INC	03/07/2022	\$197.07	147084	E 01 100 620 000 000 401	PO 30545 Indy Media Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	03/07/2022	\$434.74	147040	E 01 300 810 000 000 350	HS B&G Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	03/07/2022	\$834.20	147092	E 01 110 810 000 000 401	B&G Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	03/07/2022	\$333.68	147092	E 01 100 810 000 000 401	B&G Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	03/07/2022	\$128.19	147092	E 01 110 810 000 000 401	B&G Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	03/07/2022	\$3,087.71	147105	E 01 110 810 000 000 401	PO 30512 Liberty Indy Suppiies
001		CC	1 01065	HILLYARD FLOOR CARE	03/07/2022	\$85.20	147109	E 01 201 810 000 000 350	MS B&G Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	03/07/2022	\$2,197.56	147111	E 01 100 810 000 000 401	PO 30517 Indy MISC CLEANING SUPPLIE
001		CC	1 01107	JOSTENS	03/07/2022	\$814.92	147048	E 01 300 211 222 000 401	PO 30535 Graduation Diplomas & Certifica
001		CC	1 01107	JOSTENS	03/07/2022	\$255.84	147079	E 01 300 211 222 000 401	PO 30349 Honor Cords for Graduation
001		CC	1 01146	MONTICELLO PRINTING	03/07/2022	\$397.05	147050	E 01 100 203 290 000 401	Indy Stem NotePads
001		CC	1 01188	SCHOLASTIC INC	03/07/2022	\$153.78	147049	E 12 201 407 000 740 401	Dynamath MS
001		CC	1 01487	MCDOWALL COMPANY	03/07/2022	\$990.00	147056	E 01 300 810 000 000 350	Leak in Technology Department
001		CC	1 02692	SUPER DUPER INC	03/07/2022	\$49.95	147091	E 12 110 401 000 740 401	PO 30529 Liberty TMF789- ROWPVT-4 Re
001		CC	1 03102	METRO SALES INC	03/07/2022	\$10.00	147016	E 01 300 620 000 000 401	HS Media Supplies
001		CC	1 03102	METRO SALES INC	03/07/2022	\$208.00	147055	E 01 300 211 000 000 401	Toner purchase for staff copier machine in :
001		CC	1 03102	METRO SALES INC	03/07/2022	\$1,770.00	147095	E 01 201 208 304 000 350	Contract Charges
001		CC	1 03351	GOPHER SPORT	03/07/2022	\$430.06	147023	E 01 201 240 602 000 530	PO 30186 MS Badminton Supplies
001		CC	1 03455	GRAINGER	03/07/2022	\$24.32	147100	E 01 100 810 000 000 350	PO 30526 Indy B&G Supplies
001		CC	1 03455	GRAINGER	03/07/2022	\$171.69	147101	E 01 110 810 000 000 350	PO 30525 Liberty B&G Repairs
001		CC	1 03455	GRAINGER	03/07/2022	\$248.52	147112	E 01 110 810 000 000 350	PO 30515 Liberty REPAIR SUPPLIES
001		CC	1 03455	GRAINGER	03/07/2022	\$30.60	147113	E 01 100 810 000 000 350	PO 30526 Indy REPAIR SUPPLIES
001		CC	1 03455	GRAINGER	03/07/2022	\$239.36	147114	E 01 201 810 000 000 350	PO 30514 MS REPAIR SUPPLIES
001		CC	1 03455	GRAINGER	03/07/2022	\$194.66	147115	E 01 300 810 000 000 350	PO 30511 HS REPAIR SUPPLIES
001		CC	1 04336	MASBO	03/07/2022	\$125.00	147074	E 01 005 640 000 316 366	2022 Winter Conference (Tim T)
001		CC	1 04641	IEA	03/07/2022	\$2,750.00	147031	E 05 005 865 000 352 305	PO 30364 INSPECTION OF BLEACHER S
001		CC	1 04762	CHRIS LOMMEL PHOTOGRAPHY	03/07/2022	\$455.00	147106	E 11 300 296 122 000 401	12' Gymnastics Banner
001		CC	1 04874	AMAZON.COM	03/07/2022	\$112.72	147014	E 01 005 630 000 000 401	STEM Night
001		CC	1 04874	AMAZON.COM	03/07/2022	\$61.91	147015	E 01 005 630 000 000 401	STEM Night
001		CC	1 04874	AMAZON.COM	03/07/2022	\$68.85	147017	E 01 005 630 000 000 401	STEM Night
001		CC	1 04874	AMAZON.COM	03/07/2022	\$535.88	147019	E 01 005 630 000 000 401	STEM Night
001		CC	1 04874	AMAZON.COM	03/07/2022	\$581.17	147119	E 01 005 630 000 000 456	Apple TV setup accessories
001		CC	1 05351	HOME DEPOT	03/07/2022	\$77.61	147036	E 01 005 810 000 000 401	B&G Supp0lies
001		CC	1 05351	HOME DEPOT	03/07/2022	\$1,034.94	147075	E 01 005 630 000 000 401	PO 30564 Tech Supplies 4 of 4 Charges

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				Pay/Void							
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001		CC	1 05351	HOME DEPOT	03/07/2022	\$2,249.88	147088	E 01 005 630 000 000 401	PO 30564 Tech Supplies 2 of 4 Charges		
001		CC	1 05351	HOME DEPOT	03/07/2022	\$855.00	147089	E 01 005 630 000 000 401	PO 30564 Tech Supplies 3 of 4 Charges		
001		CC	1 05351	HOME DEPOT	03/07/2022	\$2,547.00	147094	E 01 005 630 000 000 401	PO 30564 Tech Supplies 1 of 4 Charges		
001		CC	1 05473	MASA	03/07/2022	\$329.00	147086	E 01 005 640 000 316 366	Spring Conference (Tim T)		
001		CC	1 05666	ULTIMATE OFFICE	03/07/2022	\$139.92	147041	E 12 110 401 000 740 433	Online games to support online speech ser		
001		CC	1 05859	DRAMATIC PUBLISHING COMPANY	03/07/2022	\$120.00	147013	E 11 300 291 136 000 305	The Haunted Carousel Royalty Fee		
001		CC	1 06051	FINKEN WATER CENTERS	03/07/2022	\$135.00	147063	E 01 300 810 000 000 401	PO 303403 \$3520.00 HS Replaced Resin T		
001		CC	1 06051	FINKEN WATER CENTERS	03/07/2022	\$45.00	147063	E 01 110 810 000 000 401	PO 303403 \$3520.00 HS Replaced Resin T		
001		CC	1 06051	FINKEN WATER CENTERS	03/07/2022	\$63.00	147063	E 01 100 810 000 000 401	PO 303403 \$3520.00 HS Replaced Resin T		
001		CC	1 06051	FINKEN WATER CENTERS	03/07/2022	\$51.60	147063	E 01 005 810 000 000 401	PO 303403 \$3520.00 HS Replaced Resin T		
001		CC	1 06051	FINKEN WATER CENTERS	03/07/2022	\$75.00	147063	E 01 201 810 000 000 401	PO 303403 \$3520.00 HS Replaced Resin T		
001		CC	1 06051	FINKEN WATER CENTERS	03/07/2022	\$3,520.00	147063	E 01 300 810 000 000 350	PO 303403 \$3520.00 HS Replaced Resin T		
001		CC	1 06319	HAMPTON INN	03/07/2022	\$249.91	147024	E 11 300 296 122 000 366	HS Gymnastics State Hotel		
001		CC	1 06319	HAMPTON INN	03/07/2022	\$249.91	147026	E 11 300 296 122 000 369	HS Gymnastics State Hotel		
001		CC	1 06319	HAMPTON INN	03/07/2022	\$249.91	147029	E 11 300 296 122 000 366	HS Gymnastics State Hotel		
001		CC	1 06319	HAMPTON INN	03/07/2022	\$249.91	147034	E 11 300 296 122 000 369	HS Gymnastics State Hotel		
001		CC	1 06319	HAMPTON INN	03/07/2022	\$249.91	147035	E 11 300 296 122 000 369	HS Gymnastics State Hotel		
001		CC	1 06319	HAMPTON INN	03/07/2022	\$249.91	147038	E 11 300 296 122 000 369	HS Gymnastics State Hotel		
001		CC	1 06355	MINNESOTA ELEVATOR, INC	03/07/2022	\$598.45	147039	E 05 005 865 000 347 305	PO 30024 H&S 347 PHYSICAL HAZARDS		
001		CC	1 07639	COLE PAPER	03/07/2022	\$1,475.28	147018	E 01 300 211 000 000 401	PO 30565 HS Paper		
001		CC	1 07639	COLE PAPER	03/07/2022	\$1,499.00	147061	E 01 201 208 000 000 401	PO 30555 White Copy Paper for MS		
001		CC	1 07639	COLE PAPER	03/07/2022	\$1,482.28	147103	E 01 110 203 000 000 401	PO 30513 Liberty WHITE COPY PAPER		
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	03/07/2022	\$2.30	147121	E 04 500 505 000 321 305	CE Long Distance December 2021		
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	03/07/2022	\$5.03	147122	E 01 110 810 000 000 320	Liberty Long Distance December 2021		
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	03/07/2022	\$31.90	147123	E 01 005 810 000 000 320	DO Long Distance December 2021		
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	03/07/2022	\$12.02	147124	E 01 300 810 000 000 320	HS Long Distance December 2021		
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	03/07/2022	\$11.64	147126	E 01 100 810 000 000 320	Indy Long Distance December 2021		
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	03/07/2022	\$14.31	147127	E 01 201 810 000 000 320	MS Long Distance December 2021		
001		CC	1 08347	WALMART	03/07/2022	\$122.70	147059	E 04 500 596 000 344 430	SR Supplies		
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	03/07/2022	\$187.45	147037	E 01 110 203 000 000 401	PO 30534 Liberty Construction Paper		
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	03/07/2022	\$4,474.01	147096	E 04 500 505 000 321 530	PO 30438 CE Furniture		
001		CC	1 09044	MENARDS - ELK RIVER	03/07/2022	\$139.92	147093	E 01 005 760 000 723 350	B&G Supplies		
001		CC	1 09044	MENARDS - ELK RIVER	03/07/2022	\$62.20	147093	E 01 300 810 000 000 350	B&G Supplies		
001		CC	1 09044	MENARDS - ELK RIVER	03/07/2022	\$79.66	147093	E 01 005 810 000 000 350	B&G Supplies		

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001		CC	1 09044	MENARDS - ELK RIVER	03/07/2022	\$94.99	147093	E 01 100 810 000 000 350	B&G Supplies
001		CC	1 09967	MACMH	03/07/2022	\$120.00	147045	E 01 300 211 000 000 366	Registration for Megan Perry for a mental h
001		CC	1 10322	MUSIC THEATRE INTERNATIONAL	03/07/2022	\$850.00	147046	E 04 500 560 157 321 401	CE Musical Supplies
001		CC	1 10512	CASEY'S	03/07/2022	\$20.11	147042	E 01 005 010 000 000 490	School Board Meeting Food
001		CC	1 10512	CASEY'S	03/07/2022	\$137.35	147064	E 01 110 203 902 000 490	Pizza dinner for staff working kindergarten i
001		CC	1 10575	CONSTANT CONTACT	03/07/2022	\$95.00	147102	E 04 500 505 000 321 305	CE Marketing
001		CC	1 10619	4IMPRINT	03/07/2022	\$581.49	147030	E 01 201 208 290 000 401	PBIS water bottles
001		CC	1 10619	4IMPRINT	03/07/2022	\$42.88	147030	E 01 005 110 999 000 401	PBIS water bottles
001		CC	1 12012	EVENTBRITE INC	03/07/2022	\$150.00	147077	E 01 005 630 000 000 366	Joe and Dan IXL PD
001		CC	1 12012	EVENTBRITE INC	03/07/2022	\$375.00	147080	E 01 005 630 000 000 366	Peer Coaches and Lit Integrationist IXL PD
001		CC	1 12012	EVENTBRITE INC	03/07/2022	\$75.00	147081	E 01 005 630 000 000 366	Jon Murray IXL PD
001		CC	1 12127	JIMMY JOHNS	03/07/2022	\$305.65	147027	E 11 300 296 122 000 369	Gymnastics State Food
001		CC	1 12127	JIMMY JOHNS	03/07/2022	\$17.21	147033	E 11 300 296 122 000 366	Gymnastics Food
001		CC	1 12129	SIPTRUNK, INC	03/07/2022	\$68.99	147108	E 01 005 630 000 000 305	Backup Phone System
001		CC	1 12208	WAYFAIR	03/07/2022	\$331.98	147117	E 05 110 203 000 302 530	Two office chairs
001		CC	1 12296	WOODBURN PRESS LLC	03/07/2022	\$163.34	147099	E 01 300 211 000 000 401	Purchase of Posters from Woodburn Press
001		CC	1 12304	SAM'S CLUB	03/07/2022	\$262.34	147097	E 01 300 331 000 830 433	Brenda Larson's purchase for FACS from S
001		CC	1 12307	TRUSTED EMPLOYEES	03/07/2022	\$52.00	147087	E 01 005 105 170 000 305	Background Screening
001		CC	1 12412	HILTON	03/07/2022	\$140.83	147062	E 11 300 294 113 000 366	HS Football Clinic
001		CC	1 12421	PATRICK MCGOVERN'S	03/07/2022	\$521.25	147021	E 11 300 296 122 000 490	HS Gymnastics Food
001		CC	1 12463	WIX.COM	03/07/2022	\$47.00	147098	E 01 005 107 000 000 305	District Communications
001		CC	1 12574	SMART CARE EQUIPMENT SOLUTIONS	03/07/2022	\$1,196.01	147052	E 01 201 810 354 000 350	Oven Repairs
001		CC	1 12574	SMART CARE EQUIPMENT SOLUTIONS	03/07/2022	\$3,936.51	147052	E 01 201 810 354 000 350	Oven Repairs
001		CC	1 12574	SMART CARE EQUIPMENT SOLUTIONS	03/07/2022	\$476.51	147052	E 01 201 810 354 000 350	Oven Repairs
001		CC	1 12574	SMART CARE EQUIPMENT SOLUTIONS	03/07/2022	\$624.26	147052	E 01 201 810 354 000 350	Oven Repairs
001		CC	1 12574	SMART CARE EQUIPMENT SOLUTIONS	03/07/2022	\$624.26	147052	E 01 201 810 354 000 350	Oven Repairs
001		CC	1 12574	SMART CARE EQUIPMENT SOLUTIONS	03/07/2022	\$2,755.17	147104	E 01 110 810 354 000 350	Liberty Heating Repairs
001		CC	1 12592	DEPT OF NATURAL RESOURCE	03/07/2022	\$545.36	147110	E 01 005 810 000 000 305	Landscaping/Athletic Field Irrigation
001		CC	1 12656	SWIVL	03/07/2022	\$750.00	147043	E 01 005 640 000 316 366	Pro Team License (Swivl By Satarii)
001		CC	1 12695	COSSETTA	03/07/2022	\$64.47	147025	E 11 300 296 122 000 369	HS Gymnastics State Food
001		CC	1 12695	COSSETTA	03/07/2022	\$155.28	147028	E 11 300 296 122 000 369	HS Gymnastics State Food
001		CC	1 12712	ILLUMINATE EDUCATION, INC.	03/07/2022	\$495.00	147058	E 01 005 640 000 316 366	PO 30519 Virtual consultations fast bridge
001		CC	1 12767	BSI MECHANICAL	03/07/2022	\$906.50	147107	E 01 100 810 000 000 350	Boiler Repairs
001		CC	1 12851	NEW YORK TIMES	03/07/2022	\$17.00	147076	E 01 300 220 000 000 430	NYTimes purchase for Spaulding's english

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 03/01/2022 - 3/31/2022

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1	12871	ZOOM US	03/07/2022	\$16.09	147068	E 01 005 630 000 000 305	Board Zoom
001		CC	1	12891	WILSON LANGUAGE TRAINING	03/07/2022	\$16,823.47	147082	E 01 110 203 602 000 460	PO 30281/30518 Foundations Indy & Liber
001		CC	1	12891	WILSON LANGUAGE TRAINING	03/07/2022	\$1,358.64	147082	E 01 100 203 602 000 460	PO 30281/30518 Foundations Indy & Liber
001		CC	1	12891	WILSON LANGUAGE TRAINING	03/07/2022	\$7,500.00	147128	E 01 005 640 000 316 366	PO 29809 Workshop
001		CC	1	13024	MSHSL.ORG	03/07/2022	\$93.58	147129	E 11 300 292 000 000 401	Athletic Supplies
001		CC	1	13057	EDWEEK DIGITAL OPED	03/07/2022	\$35.00	147120	E 01 005 020 000 000 820	Subscription 01/29-07/29
001		CC	1	13058	ID ENHANCEMENTS, INC.	03/07/2022	(\$298.00)	147051	E 01 005 810 000 000 350	Reader Refund B&G
001		CC	1	13058	ID ENHANCEMENTS, INC.	03/07/2022	\$554.89	147125	E 01 005 810 000 000 350	Readers B&G
001		CC	1	13072	CINTAS CORPORATION NO 2	03/07/2022	\$147.02	147078	E 01 300 810 350 000 305	Uniform Services January 2022
001		CC	1	13072	CINTAS CORPORATION NO 2	03/07/2022	\$122.68	147078	E 01 100 810 350 000 305	Uniform Services January 2022
001		CC	1	13072	CINTAS CORPORATION NO 2	03/07/2022	\$149.20	147078	E 01 201 810 350 000 305	Uniform Services January 2022
001		CC	1	13072	CINTAS CORPORATION NO 2	03/07/2022	\$90.48	147078	E 01 110 810 350 000 305	Uniform Services January 2022
001		CC	1	13093	THE LINE UP	03/07/2022	\$1,836.80	147116	E 11 300 295 121 000 401	PO 30236 Dance Team
001		CC	1	13123	GATHERWELL, PLLC	03/07/2022	\$1,105.00	147083	E 01 005 720 000 170 303	Covid Testing December 2021 & January 21
001		CC	1	13124	COUNTRY MEATS, LLC	03/07/2022	\$89.00	147011	E 11 300 298 916 301 436	DECA purchase from Country Meats to sell
001		CC	1	13124	COUNTRY MEATS, LLC	03/07/2022	\$118.00	147012	E 11 300 298 916 301 436	A DECA purchase of smoked snack sticks 1
001		CC	1	13166	LRS OF MINNESOTA, LLC	03/07/2022	\$731.03	147060	E 01 300 810 000 000 333	Waste Removal January 2022
001		CC	1	13166	LRS OF MINNESOTA, LLC	03/07/2022	\$626.92	147060	E 01 201 810 000 000 333	Waste Removal January 2022
001		CC	1	13166	LRS OF MINNESOTA, LLC	03/07/2022	\$719.57	147060	E 01 100 810 000 000 333	Waste Removal January 2022
001		CC	1	13166	LRS OF MINNESOTA, LLC	03/07/2022	\$723.57	147060	E 01 201 810 000 000 333	Waste Removal January 2022
001		CC	1	13166	LRS OF MINNESOTA, LLC	03/07/2022	\$124.65	147060	E 01 005 810 000 000 333	Waste Removal January 2022
001		CC	1	13180	ROCKET MATH	03/07/2022	\$36.00	147085	E 12 100 408 000 740 433	PO 30540 Rocket Math Subscription (online)
001		CC	1	13185	PATRIOT NEWS MN	03/07/2022	\$52.50	147020	E 01 005 010 000 000 350	Feb 12 Legal
001		CC	1	13185	PATRIOT NEWS MN	03/07/2022	\$50.00	147020	E 01 005 010 000 000 350	Feb 12 Legal
001		CC	1	13185	PATRIOT NEWS MN	03/07/2022	\$355.00	147047	E 01 201 810 359 000 305	\$360 Project ID #22C005.01B \$355 Legal
001		CC	1	13185	PATRIOT NEWS MN	03/07/2022	\$360.00	147047	E 06 005 870 000 000 305	\$360 Project ID #22C005.01B \$355 Legal
001		CC	1	13185	PATRIOT NEWS MN	03/07/2022	\$140.00	147067	E 01 005 010 000 000 305	Feb 5, Legal (week 1)
001		CC	1	13203	PREMIER TRANSPORTATION	03/07/2022	\$580.80	147022	E 11 300 296 122 733 360	Gymnastics Transportation #272424*1 \$580
001		CC	1	13203	PREMIER TRANSPORTATION	03/07/2022	\$580.80	147032	E 11 300 296 122 733 360	HS Gymnastics State Transportation
001		CC	1	13204	DISNEY RESORTS	03/07/2022	\$6.00	147044	E 11 300 295 123 000 490	Cheer State
001		CC	1	13205	WAFFLE HOUSE	03/07/2022	\$98.75	147053	E 11 300 294 113 000 366	HS FB Clinic
001		CC	1	13206	MEARS TRANSPORTATION	03/07/2022	\$1,067.08	147054	E 11 300 295 123 000 366	State Cheer Competition \$1,036.00 plus \$3
001		CC	1	13207	DISNEY-PO RIVERSIDE	03/07/2022	\$1,503.00	147065	E 11 300 295 123 000 369	State Cheer Competition
001		CC	1	13207	DISNEY-PO RIVERSIDE	03/07/2022	\$1,473.75	147066	E 11 300 295 123 000 369	State Cheer Competition

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 03/01/2022 - 3/31/2022

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1 13207	DISNEY-PO RIVERSIDE	03/07/2022	\$1,473.75	147069	E 11 300 295 123 000 369	State Cheer Competition
001		CC	1 13207	DISNEY-PO RIVERSIDE	03/07/2022	\$1,503.00	147070	E 11 300 295 123 000 369	State Cheer Competition
001		CC	1 13207	DISNEY-PO RIVERSIDE	03/07/2022	\$1,503.00	147071	E 11 300 295 123 000 369	State Cheer Competition
001		CC	1 13207	DISNEY-PO RIVERSIDE	03/07/2022	\$1,615.52	147072	E 11 300 295 123 000 366	State Cheer Competition
001		CC	1 13208	WACOM TECHNOLOGY CORP	03/07/2022	\$49.95	147073	E 01 100 203 914 000 401	Tablet for Art
001		CC	1 13209	MARRIOTT MINNEAPOLIS	03/07/2022	\$357.50	147118	E 01 300 605 000 000 366	Hotel stay for Angie Folch for the Winter M/
001		CC	1 13211	TRES CHST CAFE PONCHAT	03/07/2022	\$178.36	147057	E 11 300 294 113 000 366	HS FB Clinic
001		CC	1 7786	VON HANSON'S SNACKS, INC.	03/07/2022	\$137.70	147090	E 11 300 298 000 000 490	HS Concessions

Check Total: \$103,706.98

Bank 001 Total:

Report Total:

*

ISD 727 SCHOOL BOARD PERSONNEL ACTIONS 03/24/2022		
Employee	Position	Effective Date
HIRE		
Slattery, Glenna	Long Term Substitute Education Assistant - Liberty Elementary School	02/28/2022
Morrison, Alisha	Long Term Substitute Teacher - Liberty Elementary School	03/02/2022
Frechette, Keri	Transfer from Community Education to Education Assistant - Liberty Elementary School	03/09/2022
Boe, Tania	Transfer from Substitute to Long Term Substitute (Business) - High School	03/11/2022
Ewert, Emily	Custodian - Liberty Elementary School	03/28/2022
Durushia, Heather	Administrative Assistant - Independence Elementary School	03/25/2022
Faust, Karla (Rehire)	Health Assistant - High School	03/21/2022
*Loff, Zachary	Baseball Coach - Middle School	04/04/2022
*Rolen, Rachel	Behavior Support Specialist - Community Education	06/20/2022
Employee	Position	Effective Date
Albus, Carol - Retirement	Special Education Teacher - Independence Elementary School	06/03/2022
Kasper, Brian - Resignation	Custodian - Independence Elementary School	03/04/2022
Pawlicki, Jodi - Resignation	Administrative Assistant - Independence Elementary School	03/14/2022
DeGrio, Colleen - Retirement	Administrative Assistant - High School	10/31/2022
O’Gara, Vickie - Retirement	Classroom Teacher - Liberty Elementary School	06/03/2022
Kermode, Sarah - Resignation	School Readiness Instructor - Liberty Elementary School	05/26/2022
Renckens, Cathleen - Resignation	Classroom Teacher - Middle School	06/03/2022

***Changes added after original form distributed**

03/24/2022 3:26 PM

MEMO

TO: Big Lake School Board

FROM: Tim Trueebenbach, Superintendent

DATE: March 17, 2022

SUBJECT: Professional Services Proposal

The purpose of this memo is to provide the School Board with a recommendation for the retention of a vendor to provide the School District with additional professional services, on an as needed basis, to assist School District Administrators, Directors and Managers in various human resources and investigation tasks. There are circumstances that arise where professional services of a specialized nature, not within the School District's current resources, are necessary to determine School District obligations. There also are instances when, due to scope, time commitments or the need for impartiality, professional investigative services are needed beyond those presently available.

Based on these needs, inquiries were made as to entities that are available and can provide these professional services. Attached is Consulting Proposal of Abdo, a Human Resources and Financial Consulting Firm that has the ability to provide a variety of services and maintains sufficient staffing to make these services available on an as needed basis with little or no delay in the delivery of services. The Services Agreement that Abdo proposes as part of this Proposal has been reviewed, modified and approved by School District legal counsel.

I respectfully request that the School Board grant School District administration, under my oversight, the authority to retain the services outlined in Abdo's Consulting Proposal, on an as needed basis with the costs of such services billed only if and when utilized.



Proposal for HR and Financial Consulting Services for
Big Lake Schools, ISD 727

501 Minnesota Avenue
Big Lake, MN 55309

Proposed By:

Leah Davis, CPA
Partner | Abdo
leah.davis@abdosolutions.com
Direct Line 507.524.2347

Mankato Office

100 Warren Street, Ste 600
Mankato, MN 56001
P 507.625.2727
F 507.388.91399

Edina Office

5201 Eden Avenue, Ste 250
Edina, MN 55436
P 952.835.9090
F 952.835.3261



Big Lake Schools, ISD 727

501 Minnesota Avenue
Big Lake, MN 55309

March 16, 2022

Thank you for the opportunity to submit this proposal to the Big Lake Schools, ISD 727 (the District) for as-needed financial and HR consulting services. Based on our experience with districts like yours, we are confident that our team at Abdo would provide you with the responsive, professional and experienced support that you are seeking.

We work hard for those who matter most - clients, employees, family, and community - and celebrate their successes as our own. This belief is demonstrated through our commitment to people and knowledge, process and you. We utilize staff that are experienced and dedicated in the area of government and our proven process is centered on meeting your needs, exceeding your expectations, and incorporating technology to deliver unparalleled solutions. We strive to be an integral part of your team when you need us and believe that our collaborative partnership should make a real difference for you. We focus on the challenges and needs that are relevant to your unique District, allowing us to be thoughtful in our approach to provide you with creative solutions that give you the confidence to move forward.

The attached proposal details our services, experience, fees and firm values. We look forward to meeting with you to discuss this information and appreciate this opportunity to present our firm for your consideration. I am available to answer any questions or concerns you may have or to provide any further information you may need.

Abdo would like to thank you for this opportunity and we look forward to exceeding your expectations and developing a long-term partnership.

Sincerely,

Abdo

A handwritten signature in black ink that reads "Leah Davis". The signature is fluid and cursive.

Leah Davis, CPA
Partner

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07 Value

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09 Value Added Services

Appendix A – Agreement for Services

Appendix B – Meet Your Abdo HR Team



Government Experience

You can have confidence in our years of experience performing consulting services, the quality of the accounting services we offer and our understanding of the unique challenges our clients face in the government space. Since 1963, we've served cities and districts just like yours and, by providing an unwavering commitment to streamlining processes, training staff, and finding technology-based solutions, we proudly offer excellence in public sector consulting.

Out of our 186-strong, talented staff, over 40 team members are 100% focused on government clients, which include over 100 cities, independent school districts and charter schools. By serving public sector clients across Minnesota, we have become experts in the nuances of how to best support your needs and create a consulting experience that is smooth and successful. We do this by communicating up front, coming fully prepared, and being available throughout the year to support you.

PROCESS

Our methods are centered around incorporating technology to deliver unparalleled solutions for government organizations. In addition to our consulting experience, our firm expertly performs outsourced finance and operational services for governments – giving us a well-rounded knowledge of the pain-points, daily tasks, and bottlenecks often found in these organizations. Together, we'll focus on the challenges you're facing and meet them head-on with customized services and a methodology based on your needs. With creative, personalized solutions, your district can mitigate costs, reduce risk, improve engagement and boost efficiency.

Your organization isn't looking for "one size fits all" solutions, and our team understands that. Our commitment to truly understanding your organization and your people, before building a solution, allows us to provide you with customized deliverables and outcomes that align with your strategic direction and add value over the long-term.

FOCUS

At Abdo, our focus is on lighting the path forward for your organization. With clear vision of the road ahead, your district can more effectively plan for challenges, growth, and forks in the road. When it comes to our working relationships, we are trusted partners and confidants. We're the catalyst that sparks true growth, providing guidance through every challenge and opportunity along the way.

QUALIFICATIONS

- GFOA and MnGFOA Association members
- Frequent government operations training facilitators
- MSRB Municipal Advisor Qualified Representatives (Series 50 and Series 54)
- Consulting services for over 100 public sector clients
- Financial auditor for over 75 schools and 250 local governments

OUR FINANCE & OPERATIONS CONSULTING SERVICES INCLUDE:

- Budget process development
- Capital improvement planning
- Cash flow analysis
- Cost containment processes
- Debt management plans
- ERP system consulting
- Federal and State relations/Grant consulting
- Finance Director services
- Financial management plans
- Financial reporting and analysis
- Fleet: Operations and replacement rate analysis
- Interim accounting and financial services
- Internal control evaluation
- Long-term strategic planning
- Payroll processing
- Policy development
- Process flows and efficiencies
- Project management
- Quarterly and monthly reporting to management
- Reconciliations
- Software implementation
- Year-end audit preparation and financial statement preparation

OUR HR CONSULTING SERVICES INCLUDE:

- HR Assessment Projects
- HRIS & Payroll Software Implementation
- Process Automation Consulting
- Employee Handbook Development & Training
- Benefit Plan Value Analysis, Enrollment Support, and Employee Education
- Affordable Care Act (ACA) Compliance
- Performance Management Program Development and Training
- Manager and Leadership Development Training
- Total Compensation Program and Marketability Analysis
- Organizational Structure and Talent Needs Assessments
- Succession Planning & Consulting
- Workplace Investigations

Technology

At Abdo we maintain an ongoing commitment to our clients and their employees to provide expert HR and payroll solutions that are efficient, proactive, and integrated with all areas of your business. In doing so, the use of cutting-edge technology and software has been key to our success in helping you save time and meet the needs and expectations of your employees. We believe technology should enhance our service offerings, making our work less intrusive, our time with you more productive and keep everyone's data more secure.

Through the outbreak of COVID-19, our team has been able to seamlessly move to a completely remote work environment with no loss of productivity, cooperation, or communication. Since March 17, 2020, our staff has been successfully conducting remote HR and payroll services using the latest video conferencing and secure file sharing technology. Through Zoom, Microsoft Teams, or whatever technology your organization may use, our team will continue to work through normal procedures, including regular meetings with you during the planning phase to ensure effective collaboration with your team.

Abdo takes the security of our data and our client's data very seriously. A number of systems are in place to ensure the safety of your organization's data with us. We operate in a completely remote hosted environment. This not only allows our staff to securely work from any computer, anywhere, any time, but also provides large-scale, cutting-edge technology and security for your data. Your data is housed in a secure data warehouse, not on laptops or local servers.

IT ALSO MEANS:

- All firm staff use dual authentication to ensure that every login to our remote environment is secure and authorized.
- All data is saved on redundant servers so if one server fails, another immediately takes over with no data lost.
- All data is backed up continually which means we always have an extra copy for safe-keeping.
- All incoming emails and embedded links are scanned for viruses prior to landing in our inbox, which allows us to operate with more protection from phishing emails, malware attacks, and other digital threats.

Our remote host vendor works exclusively with public accounting firms like ours and their client base includes approximately 300 firms. They maintain a Service Organization Control 2 (SOC 2) report covering their organizational controls over security, processing integrity, etc. This report is available for your review upon request.



Value

WHAT YOU CAN EXPECT

The backbone of our organization is, and always will be, the exceptional service we provide to our clients. Our team will work closely with you to establish expectations for the work to be performed and will be proactive in meeting – and exceeding – those expectations. As a client you can expect:

- » Assignment to a dedicated and responsive client relationship manager to partner with you every step of the way.
- » Proactive project management and dedication to delivering materials on time, every time.
- » Responsive access to our team of experts to support both your elected leaders and your internal staff.
- » Ideas and solutions that are both compliant and effective in the “real world” of your district operations.
- » Prompt invoicing of your monthly fees.

Our fees range from \$100 to \$405 per hour based upon the type of support needed and experience level of the Abdo staff required,

SERVICE GUARANTEE

Our work is guaranteed to leave you completely satisfied. If Abdo has not met your expectations, we will either refund the price or accept a portion of said price that reflects the level of value you believe you’ve received. Upon payment of each of your scheduled payments, we will judge you have been satisfied.

Abdo Consulting Staff Level	2022 Billing Rates
Partners and Directors	\$ 405.00/hour
Senior Managers and Managers	\$ 240.00 - \$ 295.00/hour
Senior Associates	\$ 185.00 - \$ 200.00/hour
Associates	\$ 100.00 – \$ 165.00/hour

Why Partner with Abdo

LIGHTING THE PATH FORWARD

In a world of ever-changing complexity, people need caring, empathetic and highly skilled professionals they can depend on to provide the right advice and solutions for them. Our clients seek growth and success, but also want security and confidence. For nearly 60 years, Abdo has provided insights for our clients to help them achieve their goals.


That same innovative spirit is also what has earned us the title of being one of the top accounting firms in the Midwest. Abdo is a better firm today because of the efforts we made to support a culture driven by our core values of growth, relationships, and teamwork.

With this foundation in place, we have successfully helped our clients identify and break through their own growth barriers. Every challenge they face is an opportunity for us to listen, understand and empower them with solutions and a plan to achieve their goals. It's fulfilling to serve as the catalyst that helps them overcome obstacles that block their progress.

When it comes to our working relationships, we are partners. We're confidants. We're the catalyst that sparks true business growth, providing guidance through every challenge and opportunity along the way.

ABOUT ABDO

Abdo is a full-service accounting and consulting firm that delivers customized strategies and innovative solutions to help businesses, governments and nonprofits succeed. With more than 170 professionals and nearly six decades of experience, Abdo is ranked as one of the top accounting firms in the Midwest. It is a licensed CPA firm with offices located in Minneapolis and Mankato, Minnesota. Abdo's commitment to its clients is to gain in-depth knowledge of their unique challenges, opportunities, and needs. Through this consultative approach, Abdo partners with organization leaders to light the path forward to confidently reach their goals.



"Listening to our clients' needs, understanding their challenges, and adjusting how we work together is key to our partnership with the people we serve."

— Steve McDonald, CPA | Managing Partner

Value Added Services

When you partner with Abdo, you get access to our entire catalog of services. Below is a selection of the services that we believe could be of great value to your organization. If you have need of these services, please reach out to us so we can help! Our additional service offerings can be found at www.abdosolutions.com.

TECHNOLOGY & DATA SOLUTIONS

Empowering you with advanced data analytics & insights. Data is one of your business's most powerful assets. Using it to your advantage, however, can be a challenge. Our Technology and Data Solutions are designed to give you the information you need—how, when, and where you need it. Our consultants leverage a powerful mix of technology and tools to support you with the data analytics and insights you need. From creating user-friendly dashboards and reports to managing software implementations, we deliver solutions that work for you.

We help businesses with:

- Strategic data analytics
- Software solutions: evaluation, selection & implementation
- Financial reporting solutions
- Automation solutions

ACCOUNTING & FINANCIAL SERVICES OUTSOURCING

With a staff of experienced professionals, we develop and implement creative solutions for organizations of all shapes and sizes. We rely on a proven process to provide your organization with the very best quality and value in financial management solutions.

Our outsourced accounting and financial services include:

- Monthly accounting
- Temporary accounting help
- CFO/Finance Director outsourcing

AUDIT & ASSURANCE

We specialize in simplifying the complex. Our audit professionals go beyond the required audit to make sure you have a clear understanding of your organization's financial information. We have a specialized team of auditors that can perform organizational financial statement audit along with the following additional audits:

- Employee Benefit Audits (401k, 403b, etc.)
- Single Audits
- Lawful Gambling Audits
- Extended Employment Audits
- Review and Compilation Services

FINANCIAL REPORTING STANDARDS CHANGES

We live in a world of constantly changing rules and standards when it comes to accounting and financial statement reporting. From one-on-one consulting to training for your entire financial team, we can help.

- Training on upcoming and current changes
- Liquidity footnote analysis
- Lease contract analysis
- Revenue recognition standards

PROCESS SOLUTIONS

“Because we’ve always done it way” is an easy trap to fall into. But this outdated processes or systems rarely get results. Instead, they often lead to redundancies, unreliable outcomes, and frustrated staff. An ineffective process can become your Achilles heel in a crisis. Our customized process improvement solutions will meet you where you are – and guide you to a better tomorrow.

Our Process Solutions Services Include:

- Process Mapping Documentation – *How do transactions and data flow through your organization?*
- Abdo ProEval – *Removing waste in your processes allows your team members to focus on what they were hired to do—and to spend more time on value-added initiatives.*
- Abdo ProEval - Kaizen – *Does the project seem too large, or the change too overwhelming? The Kaizen approach is a pared-down version of our ProEval service. Instead of a full operational review, we’ll focus on one aspect of your operations.*
- Software Inventory & Assessment – *Including recommendations for increasing efficiency and, if possible, reducing software-related costs.*

FRAUD & FORENSIC SERVICES

Fraud can happen when you least expect it. Even a single instance of it can devastate your organization’s accounting, not to mention its reputation. With Certified Fraud Examiners (CFEs) and forensic accounting experts on staff, we provide a broad slate of solutions to meet your unique needs—as well as those of your counsel and stakeholders. From conducting forensic data analyses of books and records to providing expert witness testimony, our seasoned professionals act swiftly and confidentially to help you maintain business as usual.

If you notice signs of fraudulent activity or unethical conduct involving management, employees, or a third party, it’s critical to gather evidence before you plan your next step - we can help.

THIRD PARTY AUDIT PREP & RESPONSE

Need help getting ready for your audit? We can help. We are experienced in helping organizations get ready for their audit, whether a financial statement audit, IRS audit, or other regulatory audit.



Abdo

Diversity, Equity & Inclusion

At Abdo, we recognize the need for continuous improvement in diversity, equity and inclusion initiatives throughout our firm and the accounting industry at large. We believe that when we understand each other better, we grow better together. Through our annual Affirmative Action reporting, we identify areas where improvement is needed and take steps to address these areas.

Over the past year, we have increased our efforts to promote diversity, equity, and inclusion within our firm and community through implicit/unconscious bias, anti-harassment, and interview training. In 2021, our Diversity, Equity, and Inclusion Committee looks forward to implementing a full scope of ideas, projects, and initiatives to move our firm forward through learning, understanding, and improving on these issues.

We have increased our number of women at the highest leadership level in recent years, with the last four additions to our partner group being female. We strive for continued growth in our ability to attract and retain women and people of color within our firm and we are working towards greater equity and diversity for all within our industry.

In order to build a more inclusive work environment, the firm has implemented diversity and inclusion education and have required all employees to attend a series of monthly sessions provided by the Greater Mankato Diversity Council. A video training resource on the topic of empathy is also being developed for further employee education and awareness. Additional DEI initiatives are listed on the following page. Please let us know if you have any questions or concerns regarding our DEI activity or have additional ideas on how we can improve diversity, equity, and inclusion at Abdo.



57%

of our Employees
are Female

(industry average: 47%)



43%

of our Management Level
Employees are Female

(industry average: 23%)



26%

of our 2022 Interns
were people of color

[Source: AICPA 2019 Trends Report]



In 2020, the firm applied to be a co-sponsor for the **AICPA PCPS George Willie Ethnically Diverse Student Scholarship & Internship**, which allows 10 ethnically diverse accounting students the opportunity to be awarded internships with a firm that has been selected by the AICPA as co-sponsors of the program. Earlier this year, we found out that we were one of 10 firms in the nation to be selected as a co-sponsor for 2022. As a co-sponsor, we will host an ethnic minority accounting student to work alongside our CPAs and advisors during the 2022 internship season.



We are committed to the continued support and advancement of women in our firm and in our communities and one of the ways we do this is through partnership with YWCA Mankato, an organization that is continually empowering women in our communities to enhance their individual strengths and build leadership skills. In 2020, we were proud to be a sponsor of the **Elizabeth Kearney Women's Leadership Program** and we continue to be an annual attendee of the Women's Leadership Conference – which was held virtually last year with great success!



For years, Minnesota State University, Mankato has been the primary university we recruit from for our summer program participants and interns. Recently, we met with the leaders of the newly formed **National Association of Black Accountants chapter at Minnesota State University, Mankato** and elected to be a sponsor for the 2021-2022 academic year. We believe this partnership is a starting point towards increasing the diversity of our future summer program participants and interns.



In 2021, we celebrated International Women's Day with the Edina Chamber of Commerce as the sponsor of the Healing & Moving Forward Together webinar - part of their **Women Inspiring Leadership & Learning (W.I.L.L.)** series. Attendees heard from Jasmine Stringer - speaker, lifestyle expert, and author - as she guided us through how to communicate, be a better ally, and become connected, informed and engaged in support of our colleagues of color within the workplace and the community.



Appendix A

AGREEMENT FOR SERVICES

Agreement for Services

THIS AGREEMENT, is made and entered into on March 16, 2022, by and between Independent School District No. 727 (hereinafter referred to as the "Client"), and Abdo LLP (hereinafter referred to as "Abdo" or the "Contractor").

Articles of Agreement & Recitals

WHEREAS, the Client is authorized and empowered to secure from time to time certain professional services through contracts with qualified consultants; and

WHEREAS, the Contractor understands and agrees that:

1. The Contractor will act as an Independent Contractor in the performance of all duties under this Agreement. Accordingly, the Contractor shall be responsible for payment of all taxes, including federal, state and local taxes and professional/business license fees related to its own operations and arising out of the Contractor's activities;
2. The Contractor shall have no authority to bind the Client for the performance of any services or to obligate the Client. The Contractor is not an agent, servant, or employee of the Client and shall not make any such representations or hold itself out as such;
3. The Contractor shall perform all professional services in a competent and professional manner, acting in the best interests of the Client at all times.
4. The Contractor shall not accrue any continuing contract rights for the services performed under this contract.

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein, it is agreed as follows:

ARTICLE I

INCORPORATION OF RECITALS

The recitals and agreement set forth above are hereby incorporated into this Agreement.

ARTICLE II

LIABILITY INSURANCE

Section 1 Liability Insurance: The Contractor shall obtain professional liability insurance, at its expense with liability insurance coverage minimums in the amount of \$2,000,000, which Contractor must secure and maintain during the term of this Agreement. Contractor will provide the Client with proof of liability insurance coverage under this Agreement in writing upon request by the Client.

Section 2. Indemnification. The Contractor will defend, hold harmless and indemnify the Client from and against any damages and expenses (including reasonable attorneys' fees and expenses) relating to any claims for personal injury or tangible property damage due to the negligent acts or omissions or willful misconduct of the Contractor while rendering its services hereunder, provided that such claims do not result, directly or indirectly, from the Client's misconduct or negligence.

ARTICLE III

DURATION OF THE AGREEMENT

Section 1 Duration: This Agreement shall commence upon date of execution by all parties and will remain in effect until the completion of the consulting engagement unless earlier terminated as provided in Subsections 2 and 3.

Section 2 Client's Termination Rights: The Client may terminate this Agreement upon sixty (60) days written notice in the event the Client determines in its sole discretion that it is not in the Client's best interest to continue using Contractor's services. The Client may terminate upon ten (10) days written notice of the Contractor fails to perform its obligations under this Agreement.

ARTICLE III--CONTINUED

DURATION OF THE AGREEMENT--CONTINUED

Section 3 Contractor's Termination Rights: Contractor may terminate this Agreement upon thirty (30) days written notice to the Client in the event the Client does not pay Contractor compensation as required under Article 5, Section 9 within fifteen (15) days after invoice is received by the Client. In the event of non-payment within thirty (30) days, Contractor shall give the Client an opportunity to cure the default by giving a notice of such non-payment and an additional five (5) days after the Client's receipt of the notice to remit such payment, prior to giving a notice of termination. Contractor can also terminate the Agreement with sixty (60) days written notice.

ARTICLE IV

RENEWAL OF THE AGREEMENT

Section 1 Renewal Period: Not less than ninety (90) days prior to the expiration of the term of this Agreement, the Client may provide written notice of its intent to renew this Agreement for an additional term of up to three years upon terms and conditions agreed upon by both parties to the Agreement. If no such renewal agreement is executed by the parties, the Agreement terminates without further action of either party on the one year anniversary date, or the completion of the consulting engagement, whichever is longer.

ARTICLE V

GENERAL

Section 1 Authorized Client Agent: The Client's authorized agent for the purpose of administration of this Agreement is the Client Superintendent. Said agent shall have final authority for approval and acceptance of the Contractor's services performed under this Agreement and shall further have responsibility for administration of the terms and conditions of this Agreement. All notices under this Agreement shall be sent to the person and address indicated below on the signature lines.

Section 2 Amendments: No amendments or variations of the terms and conditions of this Agreement shall be valid unless in writing and signed by the parties.

Section 3 Assignability: The Contractor's rights and obligations under this Agreement are not assignable or transferable, but the Client's rights and obligations may be assigned to any successor entity upon ten (10) days notice.

Section 4 Data: Any data or materials, including, but not limited to, reports, studies, photographs or any and all other documents prepared by the Contractor or its outside consultants in the performance of the Contractor's obligations under this Agreement shall be the exclusive property of the Client, and any such data and materials shall be remitted to the Client by the Contractor upon completion, expiration, or termination of this Agreement conditioned upon Client's payment of all fees and expenses due to Contractor pursuant to this Agreement. Further, any such data and materials shall be treated and maintained by the Contractor and its outside consultants in accordance with applicable federal, state and local laws. Further, Contractor will have access to data collected or maintained by the Client to the extent necessary to perform Contractor's obligations under this Agreement. Contractor agrees to maintain all data obtained from the Client in the same manner as the Client is required under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 or other applicable law (hereinafter referred to as the "Act"). Contractor will not release or disclose the contents of data classified as not public to any person except at the written direction of the Client. Upon receipt of a request to obtain and/or review data as defined in the Act, Contractor will immediately notify the Client. The Client shall provide written direction to Contractor regarding the request within a reasonable time, not to exceed fifteen (15) days. The Client agrees to indemnify, hold harmless and defend Contractor for any liability, expense, cost, damages, claim, and action, including attorneys' fees, arising out of or related to Contractor's complying with the Client's direction, to the extent allowed by law. Upon termination and/or completion of this Agreement, Contractor agrees to return all data to the Client, as requested by the Client.

ARTICLE V--CONTINUED

GENERAL--CONTINUED

Section 5 Entire Agreement: This Agreement is the entire agreement between the Client and the Contractor and it supersedes all prior written or oral agreements. There are no other covenants, promises, undertakings, or understandings outside of this Agreement other than those specifically set forth. Any term, condition, prior course of dealing, course of performance, usage of trade, understanding, or agreement purporting to modify, vary, supplement, or explain any provision of this Agreement is null and void and of no effect unless in writing and signed by representatives of both parties authorized to amend this Agreement.

Section 6 Severability: All terms and covenants contained in this Agreement are severable. In the event any provision of this Agreement shall be held invalid by any court of competent jurisdiction, this Agreement shall be interpreted as if such invalid terms or covenants were not contained herein and such holding shall not invalidate or render unenforceable any other provision hereof.

Section 7 Contractor Fiscal Decision Waiver: Contractor is responsible for providing the Client with timely and accurate human resources recommendations and information that allows the Client the ability to make final human resources decisions. Contractor will provide final human resources recommendations, but Contractor is not responsible for the final decisions made regarding human resources matters and Client shall indemnify and hold Contractor harmless from the same, to the extent allowed by law.

Section 8 Client Employment of Contractor's Employees; Should the Client desire to employ the Contractor's employee that is assigned to the Client during the term of this Agreement, it must have the written consent of the Contractor to enter into a Client employee contract with the Contractor's employee. Should the Contractor agree to such arrangement, the agreement will include a payment equal to 50% of the annual contracted cost, in addition to the annual contracted cost already paid to the Contractor. This restriction on employment applies only during the term of this Agreement and for a period of six (6) months thereafter.

Section 9 Compensation: The parties agree that the Contractor shall be paid compensation for the services provided hereunder, based on the fees indicated in the proposed client investment schedule and under the attached scope of services. Additional fees will not be incurred without prior approval of the Client.

Section 10 Additional Services: Should the Client request additional services in addition to the Contracted Services, the Contractor will provide the Client with proposed fees for the additional services to be provided. The Client shall provide a written or electronic confirmation prior to the proposed services implementation.

Section 11 Outside Contractors: It shall be the responsibility of Contractor to compensate any other outside consultants retained or hired by Contractor to fulfill its obligations under this Agreement and shall be responsible for their work and Contractor, by using outside contractors, shall not be relieved of its obligations under this Agreement.

LIMITATION OF LIABILITY

Section 1 Disputes: If any dispute arises between Abdo and the Client under this Agreement, the dispute shall first be submitted to mediation. The costs of mediation shall be shared equally by the parties. All disputes between Abdo and the Client arising out of this Agreement which cannot be settled directly or through mediation shall be resolved through binding arbitration in Edina, Minnesota in accordance with the rules for resolution of commercial disputes then in effect of the American Arbitration Association, and judgment upon the award may be entered in any court having jurisdiction thereof. Each party shall be responsible for its own attorneys' fees and costs.

ARTICLE V--CONTINUED

LIMITATION OF LIABILITY--CONTINUED

Section 2 Limitation of Liability: Notwithstanding any third-party claims addressed in Article II, Section 2 of this Agreement, Abdo's entire liability, and the Client's exclusive remedy, for Abdo' performance or non-performance under this Agreement shall be for Abdo to reimburse the Client the total charges for related services provided during the previous twelve months. Abdo WILL NOT, UNDER ANY CIRCUMSTANCES, BE LIABLE FOR ANY INCIDENTAL, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES OR FOR LOST PROFITS, SAVINGS OR REVENUES WHICH THE CLIENT MAY INCUR AS A RESULT OF Abdo' FAILURE TO PERFORM ANY TERM OR CONDITION OF THIS AGREEMENT (EVEN IF IT HAS BEEN SPECIFICALLY ADVISED OF THE POSSIBILITY OF SUCH DAMAGES). The Client shall indemnify Abdo against, and hold each of them harmless from, any and all liabilities, claims, costs, expenses and damages of any nature (including reasonable attorney's fees and costs) in any way arising out of or relating to disputes or legal actions with Client's employees or any third parties concerning the provision of the services under this Agreement, to the extent allowed by law. The Client's obligations under the preceding sentence shall survive termination of this Agreement.

Agreement for the Provision of Professional Services

WHEREFORE, this Agreement was entered into on the date set forth below and the undersigned, by execution hereof, represent that they are authorized to enter into this Agreement on behalf of the respective parties and state that this Agreement has been read by them and that the undersigned understand and fully agree to each, all and every provision hereof, and hereby, acknowledge receipt of a copy hereof.

Independent School District No. 727

501 Minnesota Avenue
Big Lake, MN 55309

Name _____

Title _____

Date _____

Abdo LLP

100 Warren Street, Suite 600
Mankato, MN 56001

Name Leah Davis _____

Title Partner _____

Date 03/16/2022 _____

Appendix B

MEET YOUR ABDO TEAM



TEAM MEMBER BIO:

Leah Davis

CPA

Partner, Abdo HR and Payroll Services
leah.davis@abdosolutions.com
Direct Line 507.524.2347

Leah joined the firm as President of AEM Workforce Solutions in 2016 and spends her time helping employers find creative ways to overcome their HR and payroll challenges. As an active CPA and after owning and operating an outsourced HR and payroll consulting business for nearly a decade, Leah has worked with employers across all industries and has several years of experience in public accounting, focusing on business tax and financial institutions. This variety of experiences equip Leah with a unique perspective on the complex HR, financial, and strategic planning issues that employers face every day.

EDUCATION

- Bachelor of Science in Accounting and Business Administration, Minnesota State University, Mankato
- Continuing professional education

PROFESSIONAL MEMBERSHIPS

- American Institute of Certified Public Accountants (AICPA)
- Minnesota Society of Certified Public Accountants (MNCPA)
- Society for Human Resource Management (SHRM)

QUALIFICATIONS

- Human Resources Management, Consulting, and Compliance, including a focus on leveraging technology to maximize employee experience and streamline administrative HR workflows
- HR and Leadership Team Coaching and Training, focused on building technical and practical skills to improve overall performance and operational effectiveness
- Employee Benefit Plan Administration and Analysis, including Affordable Care Act (ACA) compliance, benefit workflow optimization, and evaluation of benefit plan design options to evaluate costs and maximize employee value recognition
- Employee Incentive and Compensation Plan Development, including position classification and compensation plan design and total compensation analysis
- Complex State and Federal employment tax and regulatory compliance consulting, including wage and hour analysis and tax agency amendments and negotiations

Mankato Office

100 Warren Street, Ste 600
Mankato, MN 56001
P 507.625.2727
F 507.388.9139

Edina Office

5201 Eden Avenue, Ste 250
Edina, MN 55436
P 952.835.9090
F 952.835.3261

TEAM MEMBER BIO:



Julie Flaten

Senior Manager
julie.flaten@abdofs.com
Direct Line 952.715.3050

Julie joined the Firm in 2021 as a Senior Manager in the Financial Solutions group. Julie has over 20+ years of experience working in local government at the State, County, and City levels. Prior to joining AEMFS, Julie spent fourteen years working for a Minnesota City. In this role, she served as interim City Administrator, Administrative Services Director/Human Resources Director for seven years and held the role of Assistant Finance Director for six years. This combination of administration, finance and human resource experiences equip Julie with a unique skill set to assist local governments.

EDUCATION

- Bachelor of Science, Business Administration, University of Wisconsin - Stout
- Associates Degree, Accounting, Northwest Wisconsin Technical College

PROFESSIONAL MEMBERSHIPS

- Minnesota Public Employer Labor Relations Association
- National Public Employer Labor Relations Association

AFFILIATIONS

- Serves on the League of Minnesota Cities Human Resource Policy Committee

QUALIFICATIONS

- 20+ years of experience working in local governments
- Experience in Human Resources management, including hiring, benefits management, FMLA, COBRA, Worker's Compensation, classification and compensation, employee investigation and negotiation of union contracts
- Experience in various financial and payroll functions, annual budget development and audit
- Experience in City Administration, policy development, and data compliance
- Experience overseeing budget compliance, analysis, and monitoring fiscal performance,
- Knowledge of Microsoft Office Suite, Neogov (for hiring purpose), and Tyler Technologies

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F 952.835.3261



TEAM MEMBER BIO:

Brenna Ramy

PHR, SHRM-CP

Senior Manager – HR Advisory
brenna.ramy@abdosolutions.com
Direct Line 952.449.9216

Brenna joined the Firm in 2019, she is a Senior Manager - HR Advisory on the Workforce Solutions team. She has experience in organization development and working with leaders to determine the most effective employment model to meet business needs and strategic direction. She has over 20 years of Human Resources experience in the industries of hospitality, retail, multifamily housing, and consulting. She has worked in a variety of organizations in size ranging from less than 20 to over 300,000 employees.

EDUCATION

- Bachelor of Business in Human Resources, University of Minnesota, Duluth

PROFESSIONAL MEMBERSHIPS

- Professional in Human Resources (PHR)
- Society for Human Resource Management Certified Professional (SHRM-CP)

QUALIFICATIONS

- Supports Senior Business Leaders in determining leadership needs in the organization and how they can be met. Successfully completed 360 reviews with teams to determine gaps in awareness and how they can be solved
- Completes assessments and development tools to leverage team competencies in support of leadership and business objectives. Also works extensively on employee relations issues
- Partners with Senior Leaders and HR Peers in their professional development and gaining new skill sets
- Experience in leaves – specifically in FMLA and ADA and how they align in meeting state and federal guidelines
- Engaged in change management strategies for communicating to employees gaining buy-in
- Provide in-depth on-going analysis on current compensation programs, including salary structure, merit budget, additional pay programs, hiring rates and guidelines

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**ISD 727 SCHOOL BOARD
FUNDRAISERS ACTION
03/24/2022**

Trap Team, busing tables, cleaning, and serving at Monticello Pizza Ranch, March 30, 2022, proceeds for shells, range rounds, shirts, vests, and safety equipment

Big Lake Cheerleading, Mattress Fundraiser, mattresses will be for sale by the vendor and team gets a percentage of sales for the program, May 22, 2022, proceeds to help offset costs of camps and choreography for the upcoming season

Big Lake Cheerleading, businesses, family and friends will sponsor cheerleaders by having a statement or logo printed on tshirts that will be worn during the season, a special team shirt can also be purchased by family and friends, proceeds go into students account, April 15- June 1, 2022

Big Lake Cheerleading will host the Stinger Spirit Competition on November 12, 2022, funds will be raised by ticket sales, team registrations, and event sponsorships, proceeds to help offset costs of registrations, state, nationals, travel and lodging



GLOBAL LIMITATIONS

- I. **PURPOSE**
District 727, Big Lake Schools, must demonstrate behaviors and practices that are consistent with community standards and legal requirements.
- II. Big Lake Schools shall not cause or allow any practice, organizational circumstance, activities or decisions that are imprudent, or in violation of commonly accepted business practices, professional ethics, community standards, or jeopardizes the safety, health or learning environment of students, staff or public.
- III. Big Lake Schools shall not violate established law, statute, ordinance, policy or procedure, nor any legally binding contract or agreement made by the District in its operations.



OUT-OF-STATE TRAVEL BY BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to control out-of-state travel by school board members as required by law.

- II.** The Board of Education has an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state and local laws, rules, regulations and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

III. APPROPRIATE TRAVEL

Travel outside the state is appropriate when the Board of Education finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to regional or national meetings of the National School Boards Association is presumed to fulfill this purpose. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be pre-approved by the Board of Education.

IV. REIMBURSABLE EXPENSES

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

V. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the IRS mileage rate. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the Board of Education's approved budget allocations, including attendance at workshops and conventions.

VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

Reimbursements will be made in a timely manner subject to finance department operations and procedures.

Legal References: Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)
Minn. Stat. § 471.661 (Out-of-State Travel)
Minn. Stat. § 471.665 (Mileage Allowances)

Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation
Expenses)

Cross References: MSBA/MASA Model Policy 212 (School Board Member Development)
MSBA/MASA Model Policy 412 (Expense Reimbursement)



SUPERINTENDENT

I. PURPOSE

The purpose of this policy is to recognize the importance of the role of the superintendent and the overall responsibility of that position within the school district.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent who shall serve as an ex officio, nonvoting member of the school board and as chief executive officer of the school system.

III. GENERAL RESPONSIBILITIES

- A.** The superintendent is responsible for the management of the schools, the administration of all school district policies, and is directly accountable to the school board.
- B.** The superintendent shall annually evaluate each principal assigned responsibility for supervising a school building in the district.
- C.** The superintendent may delegate responsibilities to other school district personnel, but shall continue to be accountable for actions taken under such delegation.
- D.** Where responsibilities are not specifically prescribed, nor school board policy applicable, the superintendent shall use personal and professional judgment, subject to review by the school board.

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

Cross References: MSBA/MASA Model Policy 202 (School Board Officers)
MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)
MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members)
MSBA/MASA Model Policy 301 (School District Administration)
MSBA/MASA Model Policy 303 (Superintendent Selection)
MSBA/MASA Model Policy 304 (Superintendent Contract, Duties, and Evaluation)
MSBA/MASA Model Policy 305 (Policy Implementation)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)
MSBA/MASA Model Policy 412 (Expense Reimbursement)
MSBA/MASA Model Policy 510 (School Activities)
MSBA/MASA Model Policy 511 (Student Fundraising)
MSBA/MASA Model Policy 513 (Student Promotion, Retention, and Program Design)
MSBA/MASA Model Policy 602 (Organization of School Calendar and School Day)

MSBA/MASA Model Policy 605 (Alternative Programs)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 802 (Disposition of Obsolete Equipment and Material)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)
MSBA/MASA Model Policy 905 (Advertising)
MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)
MSBA/MASA Model Policy 907 (Rewards)



SUPERINTENDENT SELECTION

I. PURPOSE

The purpose of this policy is to convey to the school community that the authority to select and employ a superintendent is vested in the school board.

II. GENERAL STATEMENT OF POLICY

The school board shall employ a superintendent to serve as the chief executive officer of the school district and to conduct the daily operations of the school district.

III. QUALIFICATIONS

- A. The school board shall consider applicants who meet or exceed the licensing standards set by the Minnesota Board of School Administrators and qualifications established in the job description for the superintendent position. State and federal equal employment and nondiscrimination requirements shall be observed throughout the recruitment and selection process.
- B. The school board will consider professional preparation, experience, skill, and demonstrated competence of qualified applicants in making a final decision.

IV. SELECTION

- A. A process for recruitment, screening, and interviewing of candidates shall be developed by the school board.
- B. The school board may contract for assistance in the search for a superintendent.
- C. The school board shall provide the contract for the superintendent and specifically identify all conditions of employment mutually agreed upon with the superintendent. In so doing, the school board shall observe all requirements of state and federal law and school board policy.

Legal References: Minn. Stat. § 123B.143 (Superintendent)
Minn. Rules, Chapter 3512

Cross References: None



Policy 304
Adopted: 11.29.07
Reviewed: 12.1.14
Revised: 1.29.15
Reviewed: 5.25.17
Revised:

SUPERINTENDENT CONTRACT, DUTIES, AND EVALUATION

I. PURPOSE

The purpose of this policy is to provide for the use of an employment contract with the superintendent, a position description, and the use of an approved instrument to evaluate performance.

II. GENERAL STATEMENT OF POLICY

- A.** The superintendent's contract shall be used to formalize the employment relationship and to specifically identify and clarify all conditions of employment with the superintendent.
- B.** The specific duties for which the superintendent is accountable shall be set forth in a position description for the superintendent and shall be measured by a performance appraisal instrument approved by the school board in consultation with the superintendent. The school board shall use this instrument to periodically evaluate the performance of the superintendent.
- C.** The school board may use the model contract approved by the boards of the Minnesota School Boards Association and the Minnesota Association of School Administrators as a model instrument.

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

Cross References: None



SERVICE ANIMALS

I. PURPOSE

The purpose of this policy is to establish parameters for the use of service animals by students, employees, and visitors within school buildings and on school grounds.

II. GENERAL STATEMENT OF POLICY

Individuals with disabilities shall be permitted to bring their service animals into school buildings or on school grounds in accordance with, and subject to, this policy.

III. DEFINITIONS

A. Service Animal

A “service animal” is a dog (regardless of breed or size) or miniature horse that is individually trained to perform “work or tasks” for the benefit of an individual with a disability, including an individual with a physical, sensory, psychiatric, intellectual, or mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not service animals. Service animals are working animals that perform valuable functions; they are not pets. The work or tasks performed by the service animal must be directly related to the individual’s disability. An animal accompanying an individual for the sole purpose of providing emotional support, therapy, comfort, or companionship is not a service animal.

B. Handler

A “handler” is an individual with a disability who uses a service animal. In the case of an individual who is unable to care for and supervise the service animal for reasons such as age or disability, “handler” means the person who cares for and supervises the animal on that individual’s behalf. School district personnel are not responsible for the care, supervision, or handling responsibilities of a service animal.

C. Work or Tasks

- 1) “Work or tasks” are those functions performed by a service animal.
- 2) Examples of “work or tasks” include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.
- 3) The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort, or companionship are not “work or tasks” for the purposes of this policy.

D. Trainer

A “trainer” is a person who is training a service animal and is affiliated with a recognized training program for service animals.

IV. ACCESS TO PROGRAMS AND ACTIVITIES; PERMITTED INQUIRIES

- A. In general, handlers (i.e., individuals with disabilities or trainers) are permitted to be accompanied by their service animals in all areas of school district properties where members of the public, students, and employees are allowed to go. A handler has the right to be accompanied by a service animal whenever and to the same extent that the handler has the right: (a) to be present on school district property or in school district facilities; (b) to attend or participate in a school-sponsored event, activity, or program; or (c) to be transported in a vehicle that is operated by or on behalf of the school district.
- B. When an individual with a disability brings a service animal to a school district property, school district employees shall not ask about the nature or extent of a person's disability, but may make the following two inquiries to determine whether the animal qualifies as a service animal:
 - 1) Is the service animal required because of a disability; and
 - 2) What work or tasks is the service animal trained to perform
- C. School district employees shall not make these inquiries of an individual with a disability bringing a service animal to school district property when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability. However, school district employees may inquire whether the individual with a disability has completed and submitted the request form described in Part VI., below.
- D. An individual with a disability may not be required to provide documentation such as proof that the animal has been certified, trained, or licensed as a service animal.

V. REQUIREMENTS FOR ALL SERVICE ANIMALS

- A. The service animal must be required for the individual with a disability
- B. The service animal must be individually trained to do work or tasks for the benefit of the individual with a disability
- C. A service animal must have a harness, leash, or other tether, unless either the handler is unable, because of a disability, to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case, the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means)
- D. The service animal must be housebroken
- E. The service animal must be under the control of its handler at all times. The handler is responsible for the care and supervision of a service animal, including walking the service animal, feeding the service animal, grooming the service animal, providing veterinary care to the service animal, and responding to the service animal's need to relieve itself, including the proper disposal of the service animal's waste
- F. The school district is not responsible for providing a staff member to walk the service animal or to provide any other care or assistance to the animal
- G. In the case of a student who is unable to care for and/or supervise his or her service animal, the student's parent/guardian is responsible for arranging for such care and supervision. In the case of an employee or other individual who is unable to care for and/or supervise his or her service animal, the employee or other individual's authorized representative is responsible for arranging for a service animal's care and supervision
- H. The service animal must be properly licensed and vaccinated in accordance with applicable state laws and local ordinances

VI. REQUESTING THE USE OF A SERVICE ANIMAL AT SCHOOL

- A. Students with a disability seeking to be accompanied by a service animal are requested to submit the Approval Request Form to the building principal of the school the student attends. The principal will notify the superintendent or the administrator designated with responsibility to address such requests. School district employees seeking to be accompanied by a service animal are requested to submit the Approval Request Form to

the superintendent or the administrator designated with responsibility to address such requests

- B. Students or employees seeking to bring a service animal onto district premises are requested to identify whether the need for the service animal is required because of a disability and to describe the work or tasks that the service animal is trained to perform
- C. The owner of the service animal shall provide written evidence that the service animal has received all vaccinations required by state law or local ordinance

VII. REMOVAL OR EXCLUSION OF A SERVICE ANIMAL

- A. A school official may require a handler to remove a service animal from school district property, a school building, or a school-sponsored program or activity, if
 - 1) Any of the requirements described in Part V., above, are not met
 - 2) The service animal is out of control and/or the handler does not effectively control the animal's behavior
 - 3) The presence of the service animal would fundamentally alter the nature of a service, program or activity; or
 - 4) The service animal behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or otherwise poses a significant health or safety risk to others that cannot be eliminated by reasonable accommodations
- B. If the service animal is properly excluded, the school district shall give the individual with a disability the opportunity to participate in the service, program, or activity without the service animal, unless such individual has violated a law or school rule or regulation that would warrant the removal of the individual.

VIII. ADDITIONAL LIMITATIONS FOR MINIATURE HORSES

In assessing whether a miniature horse may be permitted in a school building or on school grounds as a service animal, the following factors shall be considered:

- A. The type, size, and weight of the miniature horse and whether the facility can accommodate these features
- B. Whether the handler has sufficient control of the miniature horse
- C. Whether the miniature horse is housebroken; and
- D. Whether the miniature horse's presence in a specific building or on school grounds compromises legitimate health and safety requirements

IX. ALLERGIES; FEAR OF ANIMALS

If a student or employee notifies the school district that he or she is allergic to a service animal, the school district will balance the rights of the individuals involved. In general, allergies that are not life threatening are not a valid reason for prohibiting the presence of a service animal. Fear of animals is generally not a valid reason for prohibiting the presence of a service animal.

X. NON-SERVICE ANIMALS FOR STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS (IEPS) OR SECTION 504 PLANS

If a special education student or a student with a Section 504 plan seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the student's IEP team or Section 504 team, as appropriate, to determine whether the animal is necessary for the student to receive a free appropriate public education (FAPE) or, in the case of a Section 504 student, to reasonably accommodate the student's access to the school district's programs and activities.

XI. NON-SERVICE ANIMAL AS AN ACCOMMODATION FOR EMPLOYEES

If an employee seeks to bring an animal onto school property that is not a service animal, the request shall be referred to the superintendent or the administrator designated to handle such requests. A school district employee who is a qualified individual with a disability will be allowed to bring such animal onto school property when it is determined that such use is required to enable the employee to perform the essential functions of his or her position or to enjoy the benefits of employment in a manner comparable to those similarly situated non-disabled employees.

XII. LIABILITY

- A. The owner of the service animal or non-service animal is responsible for any harm or injury to an individual and for any property damage caused by the service animal while on school district property
- B. An individual who, directly or indirectly through statements or conduct, intentionally misrepresents an animal in that person's possession as a service animal may be subject to criminal liability

Legal References: Section 504 of the Rehabilitation Act of 1973

28 C.F.R. § 35.104, 28 C.F.R. § 35.130(b)(7), and 28 C.F.R. § 35.136 (ADA Regulations)

20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)

Minn. Stat. § 256C.02 (Public Accommodations for Persons with Disabilities)

Minn. Stat. § 363A.19 (Discrimination Against Blind, Deaf, or Other Persons with Physical or Sensory Disabilities Prohibited)

Minn. Stat. § 609.226 (Harm Caused by Dog)

Minn. Stat. § 609.833 (Misrepresentation of Service Animal)

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

MSBA/MASA Policy 521 (Student Disability Nondiscrimination)

APPROVAL REQUEST FORM FOR USE OF A SERVICE ANIMAL

Please turn in your request to the Assistant Director of Student Services

Student/Employee Name: _____ Date: _____

Parent or authorized representative name(s) and contact information (*please include email, phone number, and address*): _____

Building: _____

Type of service animal: _____

Name of service animal: _____ Name of handler: _____

Is the service animal required because of a disability: _____

What work or tasks is the service animal trained to perform: _____

Checklist for Completion of Form

Attached is documentation that the service animal is:

- Properly licensed
- Properly and currently vaccinated

I have read and understand the School District’s policy regarding service animals and will abide by the terms of the policy.

I understand that if my service animal: is out of control and/or the animal’s handler does not effectively control the animal’s behavior; is not housebroken or the animal’s presence or behavior fundamentally interferes in the functions of the School District; or behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior, or otherwise poses a direct threat to the health and safety of others that cannot be eliminated by reasonable modifications, the School District has the discretion to exclude or remove my service animal from its property.

I agree to be responsible for any and all damage to School District property, personal property, and any injuries to individuals caused by my service animal. I agree to indemnify, defend, and hold harmless the School District, its school board members, administrators, employees, and agents, from and against any and all claims, actions, suits, judgments, and demands brought by any party arising on account of, or in connection with, any activity of or damage caused by my service animal.

Superintendent/Administrator Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Note: This Registration/Agreement is valid until the end of the current school year. It must be renewed prior to the start of each subsequent school year or whenever a different service animal will be used.

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)
Chad and Dawn Brommer	\$5,000.00	DECA
New Creations Child Care	\$500.00	Senior Scholarship
Big Lake Spud Fest	\$6,000.00	Early Childhood programming
Connexus Energy Foundation	\$3,000.00	6 \$500 Senior Scholarships
The Bank of Elk River	\$1,000.00	Senior Scholarship
Big Lake Gymnastics Boosters	\$3,960.00	Balance Beam
Kristie Royce	\$12.00	HS Musical
Monticello Lions Club	\$500.00	STEM night

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

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

School Board Financial Report

March 24th, 2022

Presented by Angie Manuel, Director of Business Services

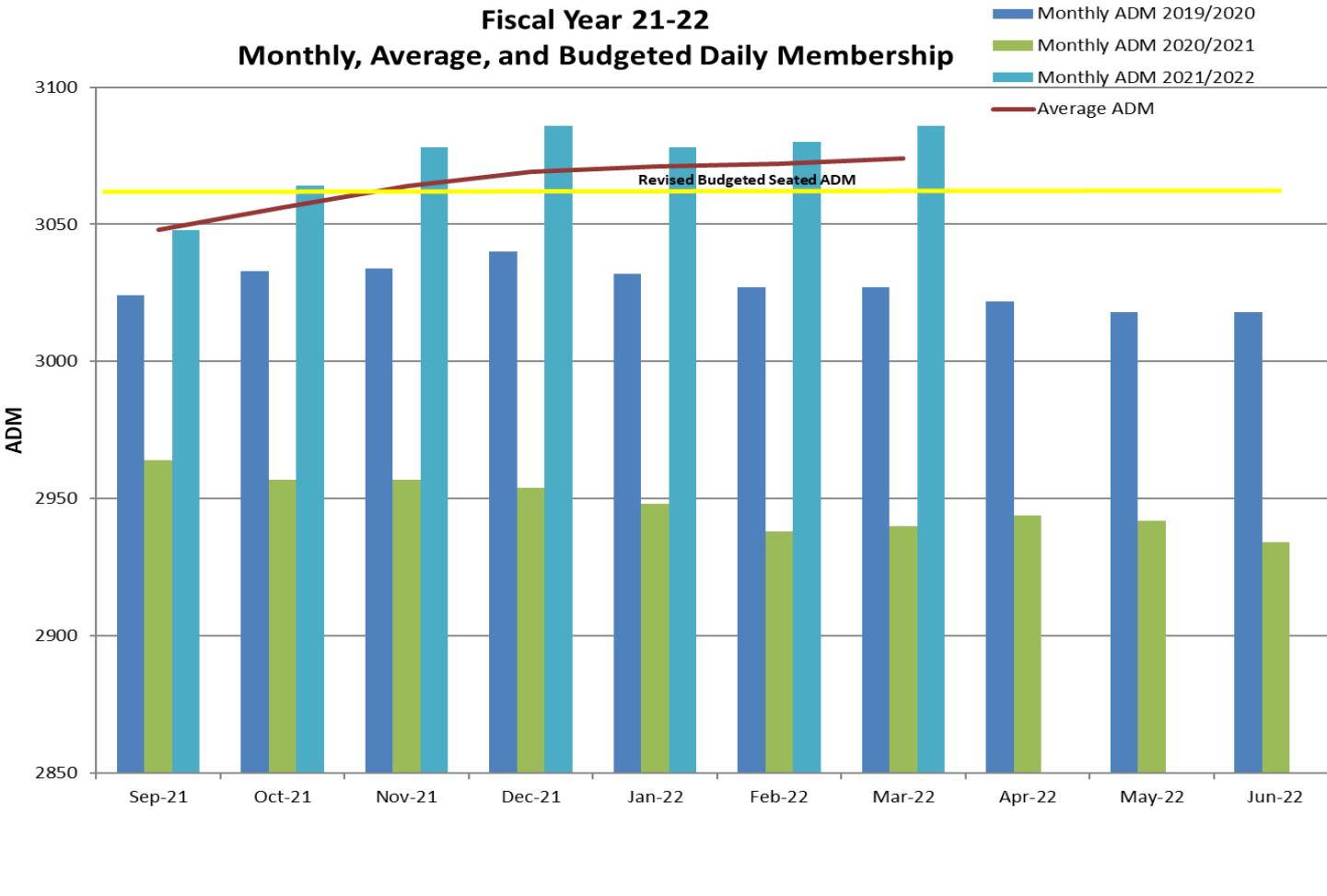
Enrollment

- March 1st seated enrollment increased 9 students
- Increase in ECSE students and 6-12 BL Online
- Average ADM as of March 1st: 3,074
 - Average ADM exceeds budgeted ADM by 12 students

ADM=Average Daily Membership

ECSE=Early Childhood Special Education

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



Financial Update

NO BUDGET REVISIONS FOR THIS MONTH

Federal Funding Update

- Two additional Learning Recovery Grants:
 - FIN 163-Expanded Summer Learning \$92,914
 - Lower class size ratios for summer school 2022
 - FIN 169-ESSER III 5% American Rescue Plan Funds \$166,714
 - Summer learning and enrichment program
 - Homework help, tutoring

Federal Funding Update

- Sherburne County American Recovery Plan Act
 - Total request \$109,400
 - Mental health and Social Emotional Learning (SEL) supports

22-23 Staffing Budget Proposal

- Finance Committee Review:
 - Tuesday, March 29th 5:00 pm
- School Board Approval:
 - Wednesday, April 6th, Special Meeting

School Board Action

Approve financial report

CASH REPORT FOR SCHOOL BOARD
BIG LAKE PUBLIC SCHOOLS
Independent School District # 727
for month: Feb 2022

101 - CASH ACCOUNTS					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$ 1,819,087	\$ 4,142,045	\$ (4,015,794)		\$ 1,945,338
Food Service	(\$727,349)	15,211	(173,232)		(\$885,370)
Community Service	(\$374,948)	208,285	(221,732)		(\$388,395)
Building Fund	(\$41,010)	185,771	(145,422)		(\$661)
Debt Service	\$62,621	202,940	(3,800)		\$261,761
Project fund- HVAC (Fund 15)	(\$25,489)	264,691	(224,736)		\$14,466
Custodial Fund (Fund 18)	\$1,417	-	(115)		\$1,302
OPEB Trust Fund	\$83,951	-	(256)		\$83,695
TOTAL PER BOOKS	798,280	5,018,943.00	(\$4,785,087)	\$0	1,032,136
General Checking Account					\$1,032,136
TOTAL PER BANK					\$1,032,136

102 - PETTY CASH ACCOUNT					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$1,612	-	(\$200)	-	\$1,412
Petty Cash Checking Account					\$1,412
TOTAL PER BANK					\$1,412

104 - INVESTMENT ACCOUNTS					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	\$114,718	\$ 7,149,180	\$ (7,400,000)		(\$136,102)
General Fd Operating Investments	\$10,795,885	4,000,000	(4,005,717)		\$10,790,168
Food Service	\$1,282,607	208,234	-		\$1,490,841
Community Service	\$1,328,926	2,460	(800)		\$1,330,586
Debt Service	\$1,009,341	7,142	-		\$1,016,483
Facilities Investments 2017A	\$0	-	-		\$0
Facilities Investments 2019A (Fd 06)	\$15,169	-	(15,169)		\$0
Facility Maintenance Invest. 2020A (Fd 07)	\$271,500	-	(90,500)		\$181,000
Facility Maintenance Invest. 2020A (Fd 15)	(\$14,464)	90,500	(76,035)		\$1
Facility Maintenance Invest. 2021A (Fd 07)	\$180,140	-	(112,440)		\$67,700
Facility Maintenance Invest. 2021A (Fd 15)	\$1,355,430	113,620	(188,656)		\$1,280,394
Refunding Bond Invest. 2021B (Fd 07)	\$34	-	(34)		\$0
Facilities Investments 2022A (Fd 06)	\$30,422,716	146	(170,600)		\$30,252,262
OPEB Trust Fund	\$1,006,830	-	(701)		\$1,006,129
OPEB Trust Equities	\$613,824	-	(11,253)		\$602,571
TOTAL PER BOOKS	\$48,382,656	\$11,571,282	(\$12,071,905)	\$0	\$47,882,033
MN Trust					\$3,701,808
Operating Investments					\$10,790,169
Refunding Bond Investments					\$0
Building Fund Investments					\$31,781,356
OPEB Trust					\$1,608,700
TOTAL PER BANK					\$47,882,033

CASH AND INVESTMENT BALANCE SUMMARY BY FUND					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	\$ 12,731,302	\$ 15,291,225	\$ (15,421,711)	\$ -	\$ 12,600,816
Food Service	\$555,258	223,445	(173,232)	-	\$605,471
Community Service	\$953,978	210,745	(222,532)	-	\$942,191
Debt Service	1,523,636	210,082	(206,774)	-	1,526,944
Project Fund HVAC- Fund 15	\$1,315,477	468,811	(489,427)	-	\$1,294,861
Custodial Fund (Fund 18)	\$1,417	-	(115)	-	\$1,302
Bond Account Investments (fund 06)	\$30,396,875	185,917	(331,191)	-	\$30,251,601
OPEB Trust Fund	\$1,090,781	-	(957)	-	\$1,089,824
OPEB Trust Equities	\$613,824	-	(11,253)	-	\$602,571
TOTAL PER BOOKS	49,182,548	\$16,590,225	(\$16,857,192)	\$0	48,915,581
Cash					\$1,032,136
Petty Cash					\$1,412
Investments					\$47,882,033
TOTAL PER BANK					\$48,915,581

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

Date	Ck #	Vendor	Description	Amount
02/01/22	20114	Jadyn Rust	Poetry Out Loud	\$ 50.00
02/01/22	20115	Jonah Overby	Poetry Out Loud	\$ 40.00
02/01/22	20116	Ramsi (Sparrow) Breuning	Poetry Out Loud	\$ 30.00
02/01/22	20117	Tina Jacobsen	Poetry Out Loud	\$ 20.00
02/01/22	20118	Georgia Morris	Poetry Out Loud	\$ 20.00
02/01/22	20119	Emma Vogy	Poetry Out Loud	\$ 20.00
02/01/22	20120	Grace Heider	Poetry Out Loud	\$ 20.00

\$ 200.00

WIRE TRANSFER SUMMARY
Big Lake Public Schools
Independent School District #727
February 28, 2022

DATE	FROM	TO	AMOUNT	PURPOSE
2/1/2022	Old National-Checking	Heartland Pmt System	\$ 551.57	Nutri Kids Credit Card Fees
2/1/2022	Old National-Checking	BLEM	\$ 8,212.78	Teacher Unions Dues
2/1/2022	Old National-Checking	EBC	\$ 61,610.92	403b & 457 contributions
2/2/2022	Old National-Checking	Neopost	\$ 201.00	DO Postage
2/2/2022	Old National-Checking	Further	\$ 771.53	Flex Claim Pymts
2/3/2022	MN Trust-PMA BONDS	Old National-Checking	\$ 15,169.52	LTFM Draw 2019A
2/4/2022	Old National-Checking	SSI MN TRANCHE 2 LLC	\$ 1,053.82	December Solar Contract
2/4/2022	CC Choices ACH	Old National-Checking	\$ 3,221.00	Pathway I
2/4/2022	Old National-Checking	USS MINNESOTA ONE MT	\$ 7,136.65	December Solar Contract
2/7/2022	Old National-Checking	Neopost	\$ 201.00	DO Postage
2/7/2022	Old National-Checking	Further	\$ 22,735.49	H.S.A Contributions
2/8/2022	Old National-Checking	Bankcard Service	\$ 3,989.19	ELEYO Credit Card Fees
2/8/2022	Old National-Checking	Delta Dental	\$ 29,332.36	Dental Insurance
2/9/2022	Old National-Checking	ELEYOmonthlysoft	\$ 1,275.00	ELEYO User Fees
2/9/2022	Old National-Checking	Further	\$ 1,547.52	Flex Claim Pymts
2/10/2022	Old National-Checking	Transfirst/TSYS	\$ 380.80	Affinety Credit Card fees
2/10/2022	MN Trust-PMA	Old National-Checking	\$ 1,400,000.00	Payroll and Payroll AP
2/14/2022	Old National-Checking	CIGNA	\$ 9,323.93	Life & LTD Insurance
2/15/2022	Old National-Checking	EBC	\$ 62,552.58	403b & 457 contributions
2/16/2022	Old National-Checking	BLEM	\$ 8,217.20	Teacher Unions Dues
2/17/2022	Old National-Checking	Old National Bank	\$ 63.40	Old National Service Charge
2/17/2022	Old National-Checking	Further	\$ 30,859.43	H.S.A Contributions
2/18/2022	CC Choices ACH	Old National-Checking	\$ 2,799.00	Pathway I
2/18/2022	Old National-Checking	Vision Transportation	\$ 237,448.82	Transportation billing
2/24/2022	Old National-Checking	Further	\$ 350.70	Further Fee
2/24/2022	Old National-Checking	Further	\$ 6,230.09	Flex Claim Pymts
2/25/2022	Old National-Checking	Neopost	\$ 201.00	DO Postage
2/25/2022	MN Trust-PMA	Old National-Checking	\$ 2,000,000.00	Payroll and Payroll AP
2/28/2022	Old National-Checking	Bremer Bank	\$ 164.40	ACH Charge
2/28/2022	MN Trust-PMA BONDS	Old National-Checking	\$ 76,034.73	HVAC Draw 2020A
2/28/2022	MN Trust-PMA BONDS	Old National-Checking	\$ 170,601.54	Bond Draw 2022A
2/28/2022	MN Trust-PMA BONDS	Old National-Checking	\$ 188,656.02	HVAC Draw 2021A

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 *	Feb-22
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 *	Feb-22
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 *	Feb-22
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 *	Feb-22
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>\$14,561,288</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>\$14,852,361</u>	
		AMOUNT	DATE
OPEB Irrevocable Trust Fund			
REVENUE:			
Original Budget		60,000	* Jun-21
 NET CURRENT REVENUE BUDGET		<u>60,000</u>	
EXPENSE:			
Original Budget		\$248,570	* Jun-21
-Revise benefit payout projections		\$995	* Dec-21
 NET CURRENT EXPENSE BUDGET		<u>\$249,565</u>	

ISD #727 2021-2022 Revised Budget

March 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

Treasurer's Report
 Month of February, 2021/22 School Year
 Amber Sixberry, Treasurer

Big Lake School District #727
 Respectfully Submitted at the 3/24/22 Board Meeting
(Italicized, underlined phrase in parenthesis denotes the source of the data and notes)

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		
	Budget	Actual \$ YTD	Actual % YTD		Budget	Actual \$ YTD	Actual % YTD
General Fund (01,05,09,11 &12)	\$ 37,864,254	\$ 17,213,446	45%	\$ 39,550,638	\$ 20,967,438	53%	
Food Service (02)	\$ 2,222,975	\$ 1,121,276	50%	\$ 2,015,176	\$ 940,806	47%	
Community Service (04)	\$ 1,981,907	\$ 1,399,957	71%	\$ 2,158,769	\$ 1,380,424	64%	
Building Construction (06)	\$ 30,628,224	\$ 30,608,723	100%	\$ 8,239,388	\$ 4,350,161	53%	
Debt Service (07)	\$ 14,561,288	\$ 9,245,828	63%	\$ 14,852,361	\$ 14,856,161	100%	
OPEB Irrevocable Trust Fund (45)	\$ 60,000	\$ (9,475)	-16%	\$ 249,565	\$ 1,990	1%	

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

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

NOTES

No budget revisions to approve this month.

WTC LTFM Project List

		FY2022		FY2023		FY2024	
Finance Code	Category (1)						
347	Physical Hazards	\$500	Machine Guarding	\$500	Machine Guarding	\$500	Machine Guarding / Shop PPE
349	Other Hazardous Materials	\$0		\$0		\$0	
352	Environ. Health and Safety Management	\$6,000	IEA Management Fees	\$6,000	IEA Management Fees	\$6,000	IEA Management Fees
358	Asbestos Removal and Encapsulation	\$0	NA	\$0	NA	\$0	NA
363	Fire Safety	\$2,500	Alarm, Sprinkler & Extinguisher Testing	\$3,500	Alarm, Sprinkler & Extinguisher Testing	\$4,500	Alarm, Sprinkler & Extinguisher Testing
366	Indoor Air Quality	\$0	NA	\$0	NA	\$0	NA
		\$9,000		\$10,000		\$11,000	
368	Building Envelope	\$9,735	Auto garage door/lowering door header	\$0		\$2,000	Cosmo exterior door replacement
369	Building Hardware and Equipment	\$6,600	Panic Bars for Welding & Const. Tech.	\$2,000	Maintenance shed siding replacement	\$0	
370	Electrical	\$8,000	Miscellaneous electrical work	\$60,000	Main Switchgear Panel Replacement	\$5,000	Miscellaneous electrical work
379	Interior Surfaces	\$4,000	Flooring & painting	\$5,000	Flooring & painting	\$17,000	Flooring & painting
380	Mechanical Systems	\$30,000	Roof Top Unit Replacement / HVAC PM	\$5,000	HVAC preventative maintenance	\$38,000	HVAC Temp Zone Controls / HVAC PM
381	Plumbing	\$3,000	Miscellaneous plumbing repairs	\$2,000	Miscellaneous plumbing repairs	\$3,000	Miscellaneous plumbing repairs
382	Professional Services and Salary	\$7,000	ICS Facility Study	\$0		\$0	
383	Roof Systems	\$1,000	Miscellaneous roofing repiars	\$1,000	Miscellaneous roofing repairs	\$2,000	Miscellaneous roofing repairs
384	Site Projects	\$10,051	Concrete replacement/repairs	\$5,000	Concrete replacement/repairs	\$10,000	Concrete replacement/repairs
		\$79,386		\$80,000		\$77,000	
	Pay as You Go Projects	\$88,154		\$90,154		\$87,342	
	Bond Project	\$78,846		\$76,846		\$79,658	
	Total LTFM from Member Districts	\$167,000		\$167,000		\$167,000	



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

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

ED - 02478-06

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

District Info.		Enter Information		District Info.		Enter Information											
District Name:		Wright Technical Center		Date:	7/15/2022												
District Number:		966		Email:	brian.koslofsky@wrighttech.org												
District Contact Name:		Brian Koslofsky															
Contact Phone #		(763) 684-2200															
Fiscal Year (FY) Ending June 30																	
Expenditure Categories		2022 (base year)	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032					
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.																	
Finance Code	Category (1)																
347	Physical Hazards	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500	\$500					
349	Other Hazardous Materials	\$0	\$0	\$0	\$0	\$15,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000					
352	Environmental Health and Safety Management	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000					
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
363	Fire Safety	\$2,500	\$3,500	\$4,500	\$3,500	\$4,500	\$3,500	\$4,500	\$3,500	\$4,500	\$3,500	\$4,500					
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
Total Health and Safety Capital Projects		\$9,000	\$10,000	\$11,000	\$10,000	\$26,000	\$11,000	\$12,000	\$11,000	\$12,000	\$11,000	\$12,000					
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year																	
Finance Code	Category (2)																
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
Total Health and Safety Capital Projects \$100,000 or More		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151																	
Finance Code	Category (3)																
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
Total Remodeling for Approved Voluntary Pre-K Projects		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
Accessibility																	
Finance Code	Category (4)																
367	Accessibility	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
Total Accessibility Projects		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
Deferred Capital Expenditures and Maintenance Projects																	
Finance Code	Category (5)																
368	Building Envelope	\$9,735	\$0	\$2,000	\$0	\$1,000	\$70,000	\$12,000	\$2,000	\$2,000	\$2,000	\$2,000					
369	Building Hardware and Equipment	\$6,600	\$2,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
370	Electrical	\$8,000	\$60,000	\$5,000	\$6,000	\$0	\$0	\$0	\$10,000	\$0	\$0	\$0					
379	Interior Surfaces	\$4,000	\$5,000	\$17,000	\$15,000	\$15,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000					
380	Mechanical Systems	\$30,000	\$5,000	\$38,000	\$34,000	\$25,000	\$5,000	\$40,000	\$5,000	\$50,000	\$5,000	\$5,000					
381	Plumbing	\$3,000	\$2,000	\$3,000	\$4,000	\$2,500	\$2,000	\$2,000	\$3,000	\$2,500	\$3,000	\$3,000					
382	Professional Services and Salary	\$7,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
383	Roof Systems	\$1,000	\$1,000	\$2,000	\$3,000	\$95,000	\$4,000	\$5,000	\$5,000	\$56,000	\$62,000	\$62,000					
384	Site Projects	\$10,051	\$5,000	\$10,000	\$17,000	\$0	\$0	\$30,000	\$0	\$20,000	\$20,000	\$20,000					
Total Deferred Capital Expense and Maintenance		\$79,386	\$80,000	\$77,000	\$79,000	\$138,500	\$101,000	\$109,000	\$45,000	\$150,500	\$112,000	\$112,000					
Total Annual 10-Year Plan Expenditures		\$88,386	\$90,000	\$88,000	\$89,000	\$164,500	\$112,000	\$121,000	\$56,000	\$162,500	\$123,000	\$124,000					
Fund Balance Section																	
Fund 01																	
Beginning Fund Balance 01-467-XX		\$0	-\$232	-\$78	-\$736	-\$126	-\$77,747	-\$100,425	-\$134,660	-\$101,278	-\$96,778	-\$52,778					
LTFM Fiscal Year Revenue - Levy		\$88,154	\$90,154	\$87,342	\$89,610	\$86,879	\$89,322	\$86,765	\$89,382	\$167,000	\$167,000	\$167,000					
LTFM Fiscal Year Revenue - AID if Applicable		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
LTFM Fiscal Year Revenue Other		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
LTFM Transfer OUT if applicable (COVID-19) by End of Fiscal Year (06-30-20)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
LTFM Estimated Fiscal Year Expenditures		\$88,386	\$90,000	\$88,000	\$89,000	\$164,500	\$112,000	\$121,000	\$56,000	\$162,500	\$123,000	\$124,000					
Ending Fiscal Year Fund Balance 01-467-XX		-\$232	-\$78	-\$736	-\$126	-\$77,747	-\$100,425	-\$134,660	-\$101,278	-\$96,778	-\$52,778	-\$9,778					
Fund 06																	
Beginning Fund Balance 06-467-XX		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
LTFM Fiscal Year Bonded Revenue		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
LTFM Fiscal Year Revenue Other		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
LTFM Transfer OUT if applicable (COVID-19) by End of Fiscal Year (06-30-20)		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
LTFM Estimated Fiscal Year Expenditures		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
Ending Fiscal Year Fund Balance 06-467-XX		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0					
End of worksheet																	

EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD OF
SCHOOL DISTRICT #727
(Big Lake)
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a School Board meeting of School District No. 727 State of Minnesota, was held on March 24, 2022 , at 6:30 PM, for the purpose, in part, of approving the Wright Technical Center's Long-Term Facility Maintenance budget and authorizing the inclusion of a proportionate share of the Technical Center's long-term facility maintenance projects in the district's application for long-term facility maintenance.

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION WRIGHT TECHNICAL CENTER'S LONG-TERM
FACILITY MAINTENANCE PROGRAM BUDGET AND AUTHORIZING
THE INCLUSION OF A PROPORTIONATE SHARE OF THOSE
PROJECTS IN THE DISTRICT'S APPLICATION FOR LONG-TERM FACILITY
MAINTENANCE REVENUE

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

1. The School Board of Cooperative School District 966 has approved a long-term facility maintenance program budget for its facilities for the 2023-2024 school year in the amount of \$167,000.00 of which District No. 727's proportionate share is \$17,245.53. The various components of this program budget are attached as Exhibit A hereto and are incorporated herein by reference. Said budget is hereby approved. (Exhibit A)
2. Minnesota Statutes, Section 123B.53, Subdivision 1, as amended, provides that if a cooperative school district's long-term facility maintenance budget is approved by the school boards of each of the cooperative school district's member school districts, each member district may include its proportionate share of the costs of the cooperative school district program in its long-term facility maintenance revenue application.
3. The proportionate share of the costs of the cooperative school district's long-term facility maintenance program for each member school district to be included in its application shall be determined by multiplying the total cost of the cooperative school district long-term facility maintenance program times a three-year weighted average adjusted pupil unit's formula. The long-term facility maintenance costs shall be funded through annual levy instead of issuing bonds. The inclusion of this proportionate share in the district's long-term facility maintenance revenue application for fiscal year 2023 is hereby approved, subject to approval by the Commissioner of Education.
4. Upon receipt of the proportionate share of long-term facility maintenance revenue attributable to the cooperative school district program, the district shall promptly pay to the cooperative school district the applicable aid or levy proceeds.

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

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

I, the undersigned, being the duly qualified and acting Clerk of School District No. 727, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of School District No. 727, held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of Cooperative School District No. 966's long-term facility maintenance program budget and authorizing the inclusion of a proportionate share of the Wright Technical Center's long-term facility maintenance projects in the district's application for long-term facility maintenance revenue.

WITNESS MY HAND officially as such Clerk this _____ day of _____, 2022.

Clerk

School District No. 727



Strategic Initiatives Updates

March 24, 2022



- Using implementation science, BLS will monitor the effectiveness of our strategic initiatives for the following goal:

100 percent of BLS teachers will fully implement targeted literacy and SEL practices.

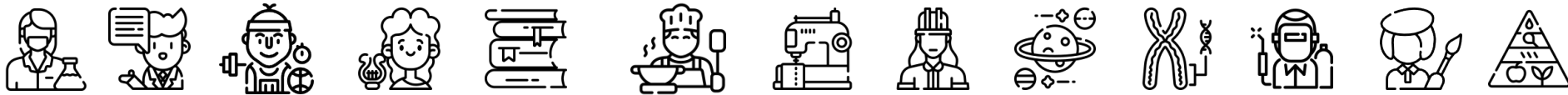
- When the practices are being monitored, the strategies should be observed at least 80 percent of the time to achieve full implementation.

BLHS Targeted Literacy Practices



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

How do we get our students to **think** like **scientists**, **linguists**,
athletes, **anthropologists**, **musicians**, **historians**, **chefs**,
tailors, **engineers**, **astronomers**, **biologists**, **welders**, **artists**,
nutritionists, **etc**?



We teach them to **talk** and **write** like them, and **provide**
multiple opportunities to do so.

Literacy Action Steps Implemented



- Teachers have engaged in literacy-focused PLCs.
- Teachers have engaged in district-led literacy PD.
- Teachers have been working through INSTALLATION and INITIAL IMPLEMENTATION phases (based on implementation science) for the last 6 months. We have early adopters that are excelling in using literacy strategies in their classrooms and many other teachers who are incorporating strategies into their lessons.
- In February, Admin & Peer Coaches conducted classroom visits to look for use of literacy strategies specifically in the first 5 minutes and last 5 minutes of classes.

Evidence of Action Step Implementation

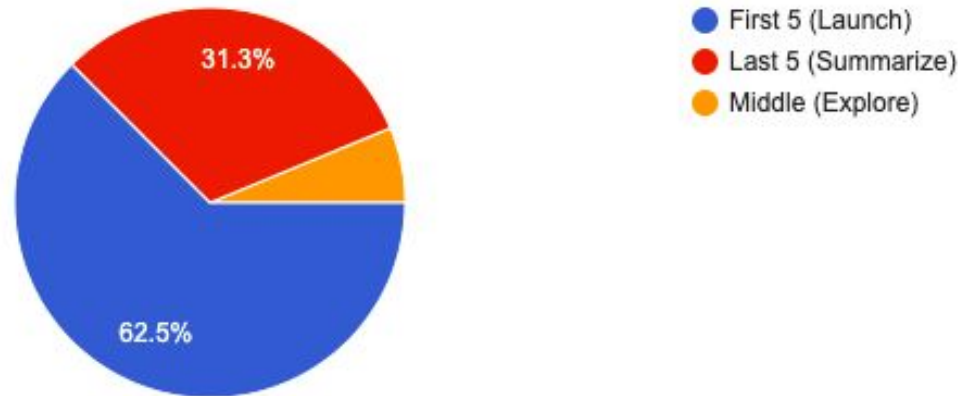


- Literacy Rounds from December [Data](#)
- Literacy Rounds from February [Data](#)
- Post Jan 18th PD:
 - 56% of teachers still need some coaching on crafting effective prompts.
 - 25% of teachers are well on their way to crafting effective prompts.
 - 18% of teachers are masters of crafting effective prompts.
- Post classroom visits Feb 4-5th:
 - ~87% of teachers are using literacy strategies in first first 5 minutes and last 5 minutes of their classes.

Instructional Round Observations

Part of the lesson observed?

32 responses



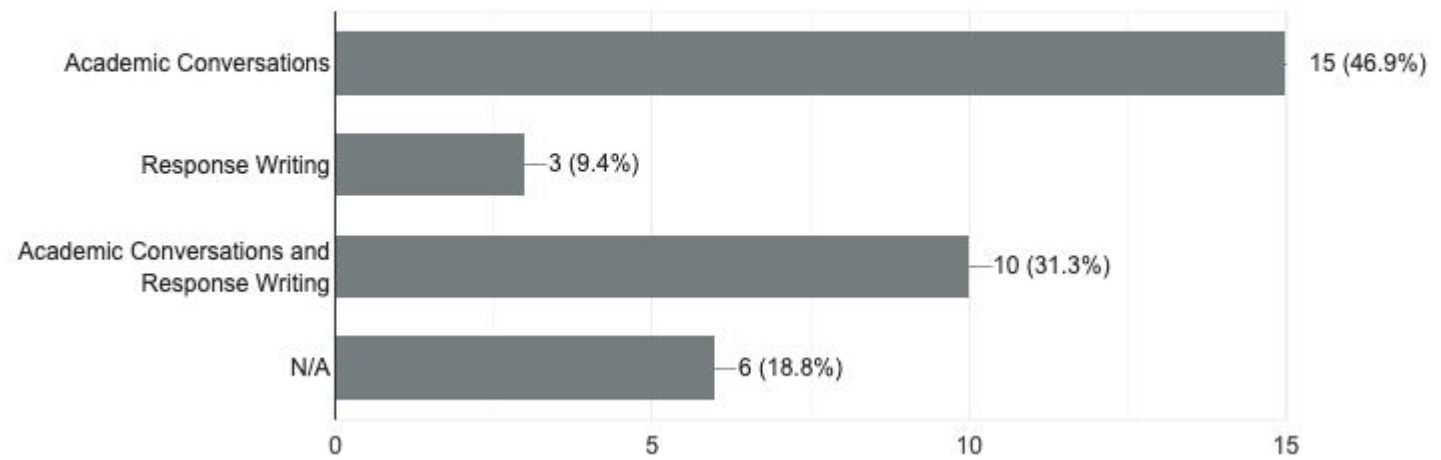
Targeted Literacy Practices



Instructional Round Observations (87%)

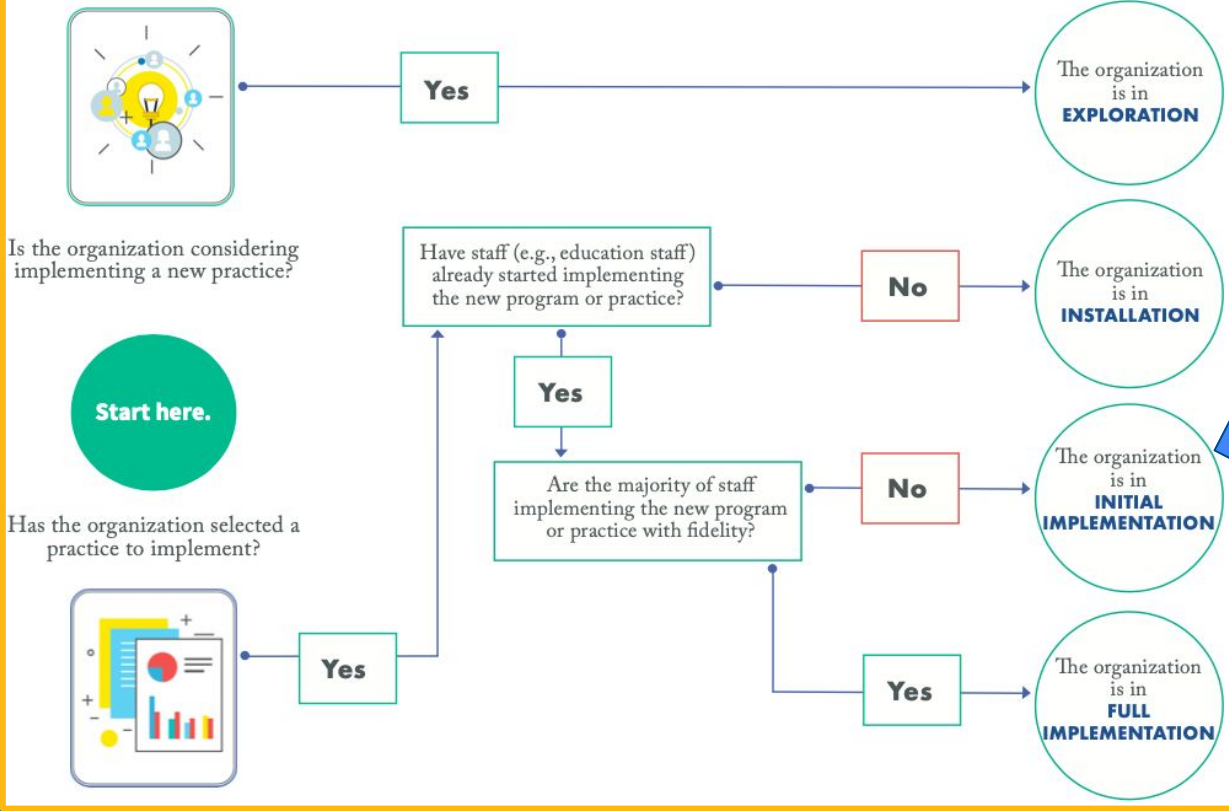
Literacy Practices Observed?

32 responses

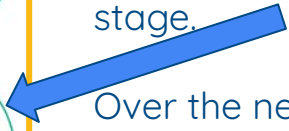


IMPLEMENTATION STAGES FLOWCHART

Follow the Implementation Stages Flowchart to determine what stage of implementation a program or practice is in currently by following the arrows and answering simple yes or no questions.



Based on evidence from classroom visits and professional learning sessions, as well as feedback from our Professional Learning Communities, we are still in the **Initial Implementation** stage.



Over the next three months we will be digging deeper into how teachers are continuing to use response writing and academic conversations to build enduring learning for our students.

Current Implementation Science progress:

- Initial implementation
 - Data collection changes: we will be focused on monitoring while looking at
 - the prompts being developed and how they're used
 - the academic conversations being planned and facilitated
 - how the targeted literacy practices are being used to gather feedback from our students.
 - We just wrapped up literacy rounds in March and will continue to monitor in both April and May for final data collection.

Impact the Implementation has had on Teaching



- “I’m enjoying expanding on student lab skills, by asking students to discuss and write more before and after each lab.”
- “What has been going well with literacy is having time during PLCs for colleagues to share lessons they have done that incorporated literacy so we can learn from each other.”

Impact the Implementation has had on Teaching



- “I enjoyed challenging myself and trying more academic conversations, especially simulations and historical role exploration. I have had the most success with my AP level students, but I am looking forward to trying more things with my on-level students.”
- “I really enjoyed implementing some of the activities that we have done in PD. I used Triad, think/pair/share, write/pair/share, 3-2-1 summary, response writing, pre-writing, reflective writing, video reflection, etc. It was pretty incredible to see students participating at such a high level of thinking and interaction.”

Impact the Implementation has had on Student Learning



9th Grade—**aReading**

	Fall (239/271)	Winter (226/271)
Does Not Meet	33 (14%)	31 (14%)
Partially Meets	56 (23%)	45 (20%)
Meets	79 (33%)	77 (34%)
Exceeds	71 (30%)	73 (32%)

10th Grade—**aReading**

	Fall (202/236)	Winter (188/236)
Does Not Meet	14 (29%)	13 (25%)
Partially Meets	54 (27%)	36 (19%)
Meets	55 (27%)	66 (35%)
Exceeds	64 (32%)	61 (33%)

Impact the Implementation has had on Student Learning



11th Grade—**a**Reading

	Fall (185/248)	Winter (171/248)
Does Not Meet	26 (14%)	27 (16%)
Partially Meets	31 (17%)	31 (18%)
Meets	72 (39%)	55 (32%)
Exceeds	56 (30%)	58 (34%)

Impact the Implementation has had on Student Learning



9th Grade—aMath

	Fall (224/271)	Winter (214/271)
Does Not Meet	19 (9%)	23 (11%)
Partially Meets	69 (31%)	60 (28%)
Meets	86 (38%)	80 (37%)
Exceeds	50 (22%)	51 (24%)

10th Grade—aMath

	Fall (192/236)	Winter (183/236)
Does Not Meet	16 (8%)	17 (9%)
Partially Meets	63 (33%)	51 (28%)
Meets	65 (34%)	69 (38%)
Exceeds	48 (25%)	46 (25%)

Impact the Implementation has had on Student Learning



11th Grade—**aMath**

	Fall (187/248)	Winter (175/248)
Does Not Meet	10 (5%)	14 (8%)
Partially Meets	62 (33%)	48 (28%)
Meets	48 (26%)	58 (33%)
Exceeds	67 (36%)	55 (31%)

Targeted Literacy Practices



Academic Conversation & Response Writing Protocols January-February PLCs

- Think-Pair-Share
- Write it! Say it! Drop it!
- Turn & Talk
- Clearest & Muddiest Point
- Write-Pair-Share
- Entrance/Exit Tickets (written and verbal)
- Jigsaws
- Hexagonal Thinking

SEL Action Steps Implemented



- Teachers have engaged in Educator-SEL in PLCs
 - Focus on embedding SEL into the classroom

- Teachers have been implementing SEL practices in their classrooms by:
 - Relationship building with students
 - Creating a comfortable/safe learning environment for all students
 - Implementing SEL writing prompts when applicable
 - Practices 1, 2, & 4

BLHS Targeted SEL Practices



Practice 1- Classroom procedures, expectations and responses are aligned to building expectations (Hornet Way, self-awareness, self-management, social awareness).

Practice 2- Create classroom structures where students feel welcomed, safe, included, and appreciated.

Practice 4- Demonstrate appreciation of each student as an individual and model the importance of self-awareness.

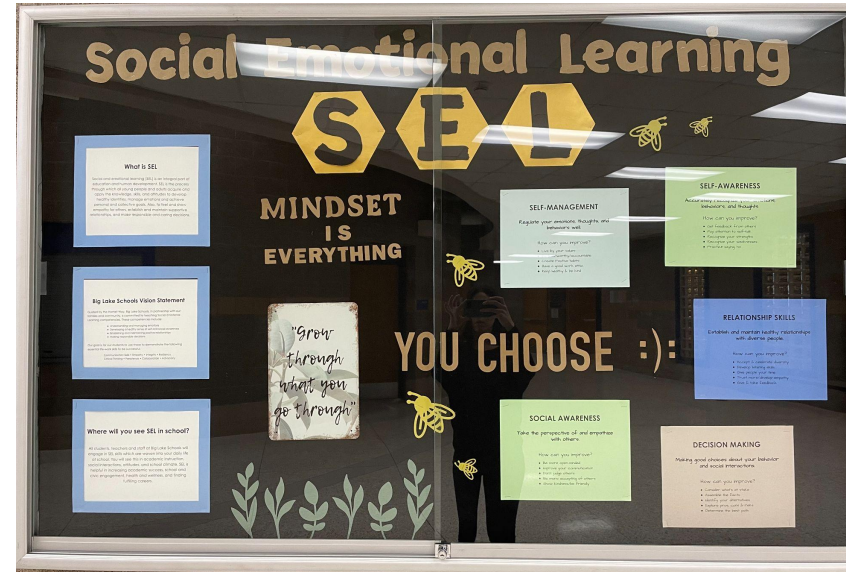
SEL Action Steps Implemented



- November 5th PD on the [Minnesota Department of Education's SEL Framework: Five Competencies](#) to continue awareness and build knowledge on application with students.
 - Self-Awareness
 - Self-Management
 - Social Awareness
 - Relationship Skills
 - Responsible Decision Making
- On January 18th, teachers engaged in PD related to incorporating SEL strategies into academic conversations.

Evidence of Action Step Implementation

- SEL PLC feedback has been given during ILT meetings
- SEL Bulletin Board to raise awareness with students
- SEL PD- The 5 Core Competencies
- All About Me Signs on Teacher's Doors
- SEL-Related Posters in Classrooms
- Rock my Campus Presentation (Freshman First Day)
- Virtual Social Work Office has SEL Resources
- The Lionheart Experience during Snodaze



Impact the Implementation has had on Teaching



- “I enjoyed the conversations about SEL and having students know that I cared about how they were and are doing.”
- “Using writing prompts that guide true conversations about SEL have been valuable.”

Impact the Implementation has had on Teaching



- “I really don’t have a lot of problems incorporating SEL into my lessons. I think it comes pretty naturally and I have developed great relationships with students this year.”
- “What’s going well with SEL has been creating an environment for my students that is inviting and allows for them to learn and make mistakes.”

Impact the Implementation has had on Student Learning



- Social Work groups on anxiety, social emotional skills, and stress management.
- EPIC students are part of the PCN grant that hosted Cocoa and Cookies for students to connect.
- In High School Success Skills class students are learning about stress management.
- No direct data on student learning yet (we have not been using SAEBRS at the HS).
 - We are still focused on the teacher-side of SEL practices.

Big Lake Schools Social and Emotional Learning Early Spring Update

March 24, 2022

Big Lake Schools SEL Vision



Big Lake Schools aspire to develop the whole child with the following essential life-work skills to set our students up for success:

Communication Skills • Empathy • Integrity • Resiliency
Critical Thinking • Persistence • Collaboration • Advocacy

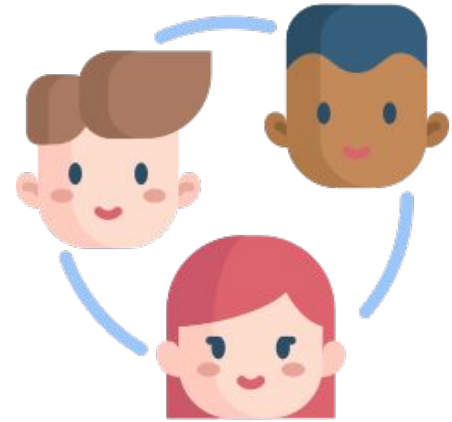
By using the Hornet Way, in partnership with our families and community, we are committed to developing the whole child through:

- Understanding and managing emotions
- Developing a healthy sense of self and social awareness
- Establishing and maintaining positive relationships
- Making responsible decisions

SEL Teams



- **Core Team:** Teresa Smock-Potter, Emily Wroge, David Bernard, Keri Neubauer, Deb Terlinden, Megan Perry, Sarah Fritsch, Trista Seitzer
- **District Team:** Teresa Smock-Potter, Jona Deavel, Megan Perry, Keri Neubauer, Allen Berg, Angie Folch, Andrea Pierson, Anthony Trudeau, Caryl Gordy, David Bernard, Deb Terlinden, Emily Wroge, Jackie Durand, Jenelle Stach, Sarah Fritsch, Trista Seitzer, Tim Truebenbach
- **Wellness Committee:** Teresa Smock-Potter, Allen Berg, Brenda Larson, Cori Wallace, Caryl Gordy, Deb Terlinden, Jean Hagberg, Sara Edgar, Courtney Guldseth, Sue Schmidt, Emily Ly
- **Onward Book Club:** Teresa Smock-Potter, Andrea Ibberson, Brittany Wedlund, Caryl Gordy, Emily Wroge, Frosty Horton, Heidi Olson, Mindy Weber, Megan Perry, Sara Edgar, Angie Folch, Diane Bergstrom, David Bernard, Deb Terlinden, Jennifer Derheim, Jennifer O'Brien, Karen Priest, LouAnn Larson, Tim Truebenbach



SEL for Staff



- Research emphasizes the need to **start with staff** first
 - “In order to create conditions for students to effectively engage in SEL, adults themselves need to feel empowered, supported, and valued. This calls on districts to foster a supportive staff community and promote adults’ own SEL.” (CASEL, Strengthening Adult SEL)

Professional Development

- **District-Wide PD:**
 - **Start of the year** PD focused on welcoming and valuing all (provided lunch, included all staff), making connections, an increased awareness of the 5 SEL competencies, and resilience strategies
 - Administrators & Leaders continue to focus on integrating SEL into **staff meetings** (provide resources from Onward, credit to outstanding principals & leaders)
 - **January 18th** PD on Creating a Social-Emotional Culture for Academic Conversations
- **Elementary** PD: Continue to focus on **Caring School Community** implementation, and responding to behaviors
- **BLMS** PD: Continue to focus on SEL teaching practices and **procedures**, Staff Restorative Circles, **5 Competencies Integration** (see example)
- **BLHS** PD: Continue to focus on SEL teaching practices, the **5 SEL Competencies**, classroom **environments**, the importance of **connecting** with students, **Reflections** (see example)



Last Middle School PD Day



	Relationship Skills	Self-Awareness	Social-Awareness	Responsible Decision Making Skills	Self Management
<p>BLMS SEL Competency Summary Statements</p>	<p>A student will leave BLMS with the ability to recognize and maintain opportunities for positive and healthy relationships. This includes active listening, owning behavior, negotiating conflict constructively, and exhibiting empathy.</p>	<p>A student will leave BLMS with a consistent growth mindset and the ability to recognize their emotions, thoughts, and values (and how they intersect with their peers' and surrounding environments.)</p>	<p>A student will leave BLMS with the ability to understand and practice empathy, respect rules and expectations, understand consequences for actions, and honor diversity to demonstrate social and ethical norms.</p>	<p>A student will leave BLMS with the ability to</p> <ul style="list-style-type: none"> -understand how one's words and actions impact the well-being of themselves and others. -understand the potential consequences of their decisions -think before acting -reflect on decisions and learn from mistakes 	<p>A student will leave BLMS with strong values to utilize in establishing future goals while being able to recognize the environments conducive toward such goals, appropriately self-advocate when such needs are not met, and work effectively toward accomplishment of their goals.</p>

Last High School PD Day



SEL: We define social and emotional learning (SEL) as an integral part of education and human development. SEL is the process through which all young people and adults acquire and apply the knowledge, skills, and attitudes to develop self-awareness, self-management, social awareness, relationship skills, and responsible decision-making. SEL is the process through which all young people and adults acquire and apply the knowledge, skills, and attitudes to develop self-awareness, self-management, social awareness, relationship skills, and responsible decision-making.

Edgenuity offering optional online SEL course Tri 2 and Tri 4 for online students

Learning more about 5 key competencies during PD

Goal setting weekly with students

During a choice day, join different activities with the students.

I used SEL topics for my low-stakes writing. One student mentioned how she constructs healthy boundaries in order to maintain her own mental health.

Teacher All About Me posters, getting to know students activities, student interest surveys

Reflections on work

I had the School Social Worker come into my classroom once a week to discuss a specific topic

Took time to listen to students who were struggling with friends, school or home issues and provide support.

Relationship building survey sent out to students

Social Emotional Skills groups and Emotion Management groups offered

Presentation about RESPECT. Respect for ourselves and respect for other students/teachers.

Rock My Campus and Lion Heart Presentations

Self-esteem creativity board: 3 things they like about themselves physically, their personality, and that they are good at.

Personality walk and talk

Collaborative classroom rules: What do we need to work well as a group?

ROK, Unity Day, SnoDaze, Homecoming activities all build community

Work cooperatively in groups.

In an elective class, allowed my students for the last 2 weeks to determine the activity of the day.

Art Breaker: Art-samwork Project: Marker drawing (everyone in group holds a marker and the marker is to make a picture)

I incorporate SEL components and questions into my writing and journals in health class and PE at the middle school and high school.

Art: We set smart goals at the beginning of the trimester and after every summative assignment I have students reflect on if they are working towards meeting them

Greet students at the door!

Student council- Winter Giving Program, Staff Winter Giving

Constant self-reflection and goal setting. And including SEL in writing prompts - social and emotional awareness.

We worked on an SEL journal on a daily basis. We then took the time to share as a small group class. It really got the students thinking and talking.

EPIC/PCN- focusing on Responsible Decision Making and community building

SEL awareness enclosed bulletin board by senior steps

In our Lord of the Flies Unit, I split students up into "Tribes." They had to complete a survival simulation and come up with a tribe name, symbol, and motto. They met in their tribes often to complete discussion and group activities.

- **Professional Learning Communities:**

- Started the year with an SEL Onward activity **starting each PLC**
- In December, changed to **SEL PLCs once a month**

- Onward Monthly Activities

- Sept. - Know Yourself & Understand Your Emotions
- Oct. - Tell Empowering Stories & Build Community
- Nov. - Be here Now & Take Care of Yourself
- Dec. - Focus on the Bright Spots
- Jan. - Cultivate Compassion
- Feb. - Be a Learner
- Mar. - Play and Create
- Apr. - Ride the Waves of Change
- May - Celebrate and Appreciate

- Elementary: **Caring School Community** Support and Planning, Using **SAEBRS** Data

- Secondary: **SEL Applications into the Classroom**



- Continuing to increase resilience skills from Onward and reflecting on our growth has been a focus with our staff
- Take the [Self-Assessment of Resilient People](#)
- See what you notice about the indicators?



Staff Well-Being



- Started the Year with **SEL Resilience Survey**
- Revitalized our **Wellness Committee**
 - Nov.- Make & Take Event
 - Dec.- Cookie Wars
 - Jan.- Pilates Class & Wellness Calendar
 - Feb.- Essential Oil Class & “Soup”er Bowl
 - Mar.- Staff Appreciation Night, Canvas Painting



- Wrote grants to redesign staff lounges to increase wellness
- **District-Wide SEL Newsletter - Stronger Together**
 - Share **Onward focuses** and resources to build resilience
 - Avenue to share **District Bright Spots**
 - Share **Mindful Moment Strategies** from staff
 - Share **Wellness Tips** from staff
 - Share **SEL Resources**
 - Example: Positive Mindset Game Board
 - Shared by a Liberty staff member, used in Kids Club at Independence



SEL for Elementary Students: Introduce Deb



- Elementary
 - **PBIS Lessons** teaching & celebrating Little Hornet Way & Hornet Way
 - FastBridge **SAEBRS Data** (social, academic, emotional behaviors)
 - Patterns informs instruction
 - Creates our Tier 2 Small Groups
 - Drives **Targeted Services** offerings and lessons
 - Data for SAT meetings
 - Winter Data shows 3% increase in preferred behaviors
 - **Caring School Community Lessons**
 - Explicitly Taught SEL Skills within Morning Meetings (example: how to disagree respectfully)
 - Morning Meetings Shared with Swivl
 - **More Consistent Tier 2 Lessons**
 - Increased Collaboration
 - Second Step



- Big Lake Middle School
 - **6th Grade Transition Day for Next Year**
 - Weekly **PBIS Lessons** focused on PRIDE, Making Connections, Circle of Power & Respect
 - Celebrate PBIS Team Efforts
 - Minute to Win It School Challenges
 - Student of the Month Celebrations
 - **Mentor U Classes** focused on SEL topics

SEL for High School Students



- Big Lake High School
 - **9th Grade Transition Day** with Rock my Campus (self-awareness, relationship skills)
 - High School Success Skills covers stress management
 - Health class has a mental health unit that discusses impacts on physical health
 - Virtual Social Work Office
 - **EPIC students** are part of the **PCN grant** that hosted **Cocoa and Cookies**
 - **Student Council, National Honor Society & Cheerleading** are going to host **wellness make and take stations** at our **Spring Better Together wellness event**
 - Social Work groups on anxiety, social emotional skills, and stress management
 - Building SEL into the school vocabulary
 - SEL, growth mindset and kindness bulletin boards
 - **All About Me Posters** outside all classroom doors to support teacher-student connections
 - Celebrate the Hornet Way characteristics through Hornet Heros, Teacher Shout-Outs & Inspiration of the Day on **Hornet Broadcasting**



SEL for Secondary Students



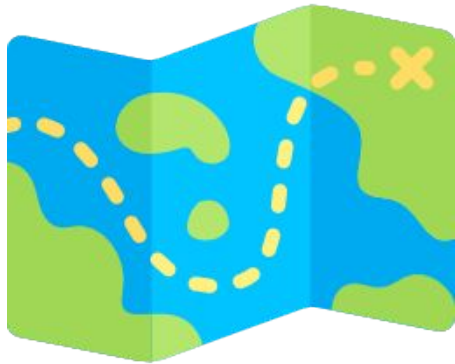
- Secondary
 - **Lion Heart Presentation on belonging, inclusion & identity** (with PCN Grant)
 - Continuing to explore & plan Tier 1 **Resources**
 - Continuing to create **partnerships** with community resources (Bounce Back Project, PCN Grant)
- **BLOnline**
 - Optional secondary SEL lessons though Engenuity
 - Social work offers chance to virtually connect on SEL topics
 - **Almost 20% logged on**

Outside of SEL - Therapy Resource: Introduce Sheri



- Co-Located Central Minnesota Mental Health Center
 - Explain co-located services & future vision
 - Received \$16,000 BRIDGES Collaborative Grant
 - Potential \$8,000 more in June
 - Focus on improved access by removing barriers to therapy during the school day
 - Currently seeing **34** students, with **2** in process & **8** waiting
 - Planning additional steps to meet all needs and decrease the amount of students waiting for services

- Working to Further Support Transitions
 - Reflecting and focusing on fluid transitions between buildings
 - EC-K, 2nd-3rd, 5th-6th, 8th-9th, 12th-career/college
 - Making better connections between buildings
 - Addressing needs of students in a fun way
 - Valuing student, family & staff input



District-wide SEL for Students



- Unified Moments of Celebration
 - 10/19/22: Unity Day
 - 2/16/22: Random Acts of Kindness Day
 - 3/25/22: International SEL Day
 - 5/6/22: You Matter Day

SEL for our Community: Introduce Melissa



- Winter Giving Trees
- [Our Well-Being Video Series](#)
 - 3,000 Views
 - 19 Student Presenters
 - 8 Videos
 - 4 Schools/ Communities
 - 1 Great Cause
- **Better Together: A Day of Wellness**
 - Mark your Calendars: **May 15th, 2-5pm on BLHS's Football Field**
 - Partners: Becker Schools, Monticello Schools, CentraCare, BounceBack Project
 - \$12,850 CentraCare Foundation Grant
 - Koo Koo Kanga Roo Performance
 - Student-led Wellness Make and Take Stations
 - School and Community Leader Competitions
 - Mayors, Teachers, Principals, Superintendents



Big Lake SEL Voice in Our Community



- STIR Leadership Team
- STIR Committee
- BRIDGES Committee
- BounceBack Project
- PCN Grant

Potential Future (being developed by leadership team):



- Continue SEL as who we are and what we do
- Possibility of building SEL into our District Strategic Plan
- Deeper PD on 5 Competencies & SEL Teaching Practices
- Stronger Secondary SEL Tier 1 Presence
- Continue to Collaborate on Common Goals
 - Hornet Way (PBIS)
 - PCN
 - Wellness Committee/ Human Resources
 - Community Education
- Create opportunities for **stronger family and student voices** in our SEL implementation





Questions?

March 4, 2022



Mr. TJ Zerwas
Big Lake Schools
501 Minnesota Avenue
Big Lake, MN 55309

**RE: Big Lake Middle School - Short-Term Radon Testing Results
IEA Project #202111105**

Dear Mr. Zerwas:

IEA placed 132 Air Chek Pro Chek short-term radon test kits in the Big Lake Middle School building for the purpose of evaluating radon levels.

The radon samples were placed and retrieved by the following Minnesota Department of Health (MDH) licensed Radon Measurement Professionals:

Measurement Professional	License Number	Signature
Robert Watson	RMEA-00385	
Spencer West	RMEA-00387	

Conditions of air intakes were good and the ventilation system was operating in good condition at the time of placement and retrieval.

INTRODUCTION

Radon is a colorless, odorless, tasteless, radioactive gas that occurs naturally in soil, rocks, and underground water supplies and in the ambient air. According to the U.S. Environmental Protection Agency (EPA) and other scientific organizations, naturally occurring radon gas has been associated with an increased risk of developing lung cancer. The chances of developing lung cancer from radon exposure are dependent on several factors, including individual susceptibility and, perhaps more importantly, the dose and duration of exposure. Radon testing in schools is highly recommended by the Minnesota Department of Health (MDH) and EPA.

IEA placed 132 Air Chek Pro Chek short-term radon test kits in frequently occupied areas in the district building for the purpose of sampling for radon in accordance with the MDH's *Guidance for Radon Testing in Minnesota Schools* (2018) and ANSI/AARST 'Protocol for Conducting Measurements of Radon and Radon Decay Products in Schools and Large Buildings' (ANSI/AARST MALB 2014 with 1/21 revisions).

INSTITUTE FOR ENVIRONMENTAL ASSESSMENT, INC.
www.ieasafety.com

BROOKLYN PARK
9201 West Broadway, #600
Brooklyn Park, MN 55445
763-315-7900 / FAX 763-315-7920
800-233-9513

MANKATO
610 North Riverfront Drive
Mankato, MN 56001
507-345-8818 / FAX 507-345-5301
800-233-9513

ROCHESTER
210 Woodlake Drive SE
Rochester, MN 55904
507-281-6664 / FAX 507-281-6695
800-233-9513

BRAINERD
601 NW 5th Street, Ste. #4
Brainerd, MN 56401
218-454-0703 / FAX 218-454-0703
800-233-9513

MARSHALL
1420 East College Drive
Marshall, MN 56258
507-476-3599 / FAX 507-537-6985
800-233-9513

VIRGINIA
5525 Emerald Avenue
Mountain Iron, MN 55768
218-410-9521
800-233-9513

A total of 132 radon test kits were placed from February 14-17, 2022, for a total short-term sampling period of three (3) days. The radon test kits were analyzed by AirChek, Inc., MDH license #RL-00003, located at 1936 Butler Bridge Road, Mills River, NC 28759. The sampling and analysis methodologies are provided in Appendix A.

IEA followed ANSI/AARST MALB 2014 with 1/21 revisions for quality assurance measurements by including duplicate kits, control kits (blanks), and spiked kits.

Client communications and commitments were delivered to the client on the following dates:

- November 9, 2021 – Client advisories and authorizations
- February 2, 2022 – Client and facilitating staff commitments
- February 14, 2022 – Occupant notices

EVALUATION CRITERIA

The MDH and the EPA have established a recommended action level in frequently occupied areas of 4.0 picocuries per liter (pCi/L) for an annual average. Testing was conducted during school days when the building is significantly occupied. The HVAC system was set as it normally is during school days. Testing was conducted during the heating season when the average outdoor temperature is less than 65°F, as recommended by the MDH, when the ventilation system was operating normally, and windows and doors were closed. Consequently, sampling under these “closed” conditions is when the radon risk is most likely to occur.

MDH recommends follow-up testing for sampling results that are above the action level. Please refer to the following table for MDH guidelines:

RESULTS (pCi/L)	RECOMMENDED ACTION
LESS THAN 4	Re-test after changes to foundation or HVAC and every 5 years
GREATER THAN 4	Conduct CRM short-term testing during winter months
LESS THAN 4 (<u>DURING OCCUPANCY</u>) AFTER CRM TESTING	Repeat CRM testing if not conducted during winter or if conducted during abnormal ventilation. Otherwise consider re-testing after changes to foundation or HVAC and every 5 years
GREATER THAN 4 (<u>DURING OCCUPANCY</u>) AFTER CRM TESTING	Reduce radon in rooms to less than 4 through radon mitigation. Conduct CRM testing to verify radon reduction.

CRM: Continuous Radon Monitor

RESULTS & DISCUSSION

The laboratory report, which includes maps of the building with sampling locations marked, is provided in Appendix B. Following are summary results for the building.

Big Lake Middle School

601 Minnesota Avenue
Big Lake, MN 55309

A total of 132 test kits were placed at Big Lake Middle School. The results indicated that radon levels were below the action level of 4 pCi/L. See Table 1 on the following page for a summary of the results.

TABLE 1: Big Lake Middle School RANGE OF RESULTS				
	0.0 – 1.9 pCi/L	2.0 – 2.9 pCi/L	3.0 – 3.9 pCi/L	≥ 4 pCi/L
Number of Tests	123	9	0	0
All below action level				

pCi/L: picocuries per liter

CONCLUSIONS & RECOMMENDATIONS

The radon levels in the sampled locations were below the EPA action level of 4 pCi/L.

It is recommended to take action and address results of radon concentrations greater than half the action level (2-4 pCi/L).

The EPA has established recommended guidelines for permissible radon concentrations in schools. The following are general recommendations for frequently occupied areas of schools:

- The building should be retested at least every 5 years and in conjunction with any sale of the building.
- Rooms that were not tested because they were not occupied, should be tested if they become occupied in the future.

In addition, retesting should be conducted when any of the following circumstances occur:

- A new addition is constructed, or a significant renovation occurs
- A ground contact area not previously tested is occupied
- Heating or cooling systems are significantly altered, resulting in changes to air pressures or distribution
- Ventilation is significantly altered by extensive weatherization, changes to mechanical systems, or comparable procedures
- Significant openings to soil occur due to:
 - Ground water or slab surface water control systems (e.g., sumps, perimeter drain tile, shower/tub retrofits, etc.)
 - Natural settlement causing major cracks to develop
 - Earthquakes, construction blasting, or formation of sink holes nearby
 - A mitigation system is altered, modified or repaired
- Rooms should be retested during the winter heating season (i.e., under “closed” conditions) which is typically “worst case” conditions.

Per Minnesota Statutes, section 123B.571, school districts are required to report radon test results at a school board meeting and report results to the MDH. IEA is able to assist with presenting results to the school board, and the MDH reporting. The MDH ‘School Radon Testing Form’ is located in Appendix E.

For more information regarding radon, see the EPA’s A Citizen’s Guide to Radon at <http://www.epa.gov/radon>. MDH can be contacted at health.indoorair@state.mn.us or 651-201-4601.

GENERAL COMMENTS

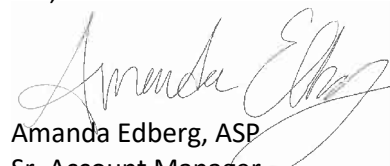
The analysis and opinions expressed in this report are based upon data obtained from radon sampling in the district and are representative of the locations and time period sampled. This report does not reflect variations in conditions that may occur across the site, property, or facility. Actual conditions may vary and may not become evident without further assessment.

The report is prepared for the exclusive use of our client for specific application to the project discussed and has been prepared in accordance with generally accepted environmental, health and safety practices. Other than as provided in the preceding sentence and in our Proposal #10078 dated November 9, 2021, regarding radon sampling services at the district locations, including the General Conditions attached thereto, no warranties are extended or made.

IEA appreciates the opportunity to submit this analysis to the district. Should you require additional radon testing or have any questions regarding radon or any other environmental, health, or safety-related concerns, please do not hesitate to contact our office.

Sincerely,

IEA, Inc.



Amanda Edberg, ASP
Sr. Account Manager

KW/khb 03042022

Enc.

Appendix A

Methodology and Quality Control Measurements

Sampling Methodology

IEA placed Air Chek, Inc. Pro Chek activated charcoal radon test kits designed specifically for the detection of gamma emissions caused by the decay of Radon-222 and its daughter products. The kit is made of a padded envelope which contains activated charcoal. The kit is placed during normal occupancy HVAC operations and sealed with vinyl tape after 72 to 96 hours of indoor exposure. Individual kits are uniquely identified with a number and corresponding bar code.

Upon receipt at the analytical laboratory, the kits are logged in using the unique numbers assigned to each kit. The kits are placed on a gamma detector to count the gamma emissions from the decay of radon adsorbed by the charcoal. A calibration factor determined in part by the exposure time and decay time is used to calculate the radon concentration. A correction factor is also applied for weight gain from any moisture absorbed by the charcoal during the sampling period.

Any unusual conditions are noted on the processing form and shown on the exposure report.

MDH and ANSI/AARST MALB 2014 Quality Control Measurements

IEA followed ANSI/AARST MALB 2014 with 1/21 revisions and MDH recommendations for quality assurance measurements to ensure the accuracy of test results. Quality assurance measurements include side-by-side test kits (duplicates) and unexposed control test kits (blanks).

Duplicates are pairs of test kits placed 4-8 inches apart for the same test period. Duplicates are stored, placed, retrieved, and shipped to the laboratory for analysis in the same manner as the other test kits so that the laboratory cannot distinguish them. Since duplicates are placed side-by-side, the measured values for radon should be the same. The average of all duplicates' relative percent difference (RPD) should not exceed 25%. If they do, an investigation to identify the cause may be warranted and could include repeating the measurements. Duplicate averages are listed in Table 1.

Location	Test 1 (pCi/L)	Test 2 (pCi/L)	Average (pCi/L)
48	< 0.3	0.8	0.5
Main Office	1.0	0.9	1.0
105	< 0.3	0.8	0.5
108	1.0	1.3	1.2
109	< 0.3	< 0.3	< 0.3
114	0.7	0.5	0.6
116	0.6	0.9	0.8
126	0.5	< 0.3	0.5
129	< 0.3	0.8	0.5
133	1.0	1.1	1.1
140	0.7	1.1	0.9
60	2.1	1.6	1.9
82	1.3	1.3	1.3
91	< 0.3	0.7	0.5

Blanks can be used to determine whether the manufacturing, shipping, storage, or processing of the detector has "contaminated" your measurements. Blanks are opened and immediately re-sealed to keep room air from infiltrating the test kit. Blanks are labeled and shipped in the same manner as the exposed test kits so that the laboratory cannot distinguish them. Since blanks are not exposed to radon, their measurement value should be below the lower limit of detection. Field blanks, Office blanks, and Lab-Transit Blank are listed in Table 2.

Date	Device ID	Type of Blank	Description	Radon Concentration
2/21/2022	11017692	Field	F STORAGE 1	< 0.3
2/21/2022	11017688	Field	F STORAGE 2	< 0.3
2/21/2022	11017687	Field	F STORAGE 3	< 0.3
2/21/2022	11017689	Field	F STORAGE 4	< 0.3
2/24/2022	11097592	Office	OStorage Room A	< 0.3
2/24/2022	11097593	Office	OStorage Room B	< 0.3
2/24/2022	11019798	Office	OStorage Room C	< 0.3
1/21/2022	11094801	Lab-Transit	LTBP-1	< 0.3
1/21/2022	11094802	Lab-Transit	LTBP-2	< 0.3
1/21/2022	11094803	Lab-Transit	LTBP-3	< 0.3

Spikes are test kits that have been exposed in a chamber to a known concentration of radon. Using spiked measurements can help evaluate the accuracy of a laboratory analysis and/or how accurately test kits supplied by a laboratory measure radon. Spiked test kits are labeled and shipped in the same manner as the exposed test kits so that the laboratory cannot distinguish them. Spiked results completed for our laboratory are included in the following pages. Spiked test kits are listed in Table 3.

Table 3: Spiked Detectors			
Date	Device ID	Measured Value (pCi/L)	Reference Value (pCi/L)
11/11/2021	11019101	30.4	36.0
11/11/2021	11019102	32.6	36.0
11/11/2021	11019103	32.8	36.0
11/11/2021	11019104	31.2	36.0
11/11/2021	11019105	32.0	36.0
11/11/2021	11019106	31.2	36.0
12/28/2021	11021538	27.1	32.3
12/28/2021	11021537	28.9	32.3
12/28/2021	11021509	28.8	32.3
12/28/2021	11021514	27.1	32.3
12/28/2021	11021516	25.1	32.3
12/28/2021	11021520	28.1	32.3
1/27/2022	11019414	27.1	30.3
1/27/2022	11019415	28.2	30.3
1/27/2022	11019416	28.6	30.3
1/27/2022	11019417	27.1	30.3
1/27/2022	11019418	26.9	30.3
1/27/2022	11019419	29.0	30.3

Appendix B

Laboratory Report and Maps

Radon test result report for:

**BIG LAKE PUBLIC SCHOOLS
BIG LAKE MIDDLE SCHOOL**

Kit #	Room Id	Started	Ended	pCi/L	Analyzed
11019773	101	2022-02-14 @ 10:00 am	2022-02-17 @ 9:00 am	0.9 ± 0.3	2022-02-21
11019753	102	2022-02-14 @ 10:00 am	2022-02-17 @ 9:00 am	1.2 ± 0.3	2022-02-21
11019779	102 OFFICE	2022-02-14 @ 10:00 am	2022-02-17 @ 9:00 am	1.3 ± 0.3	2022-02-21
11019790	103	2022-02-14 @ 10:00 am	2022-02-17 @ 9:00 am	0.5 ± 0.3	2022-02-21
11019754	104	2022-02-14 @ 10:00 am	2022-02-17 @ 9:00 am	1.2 ± 0.3	2022-02-21
11019783	106	2022-02-14 @ 10:00 am	2022-02-17 @ 9:00 am	0.8 ± 0.3	2022-02-21
11097590	110	2022-02-14 @ 9:00 am	2022-02-17 @ 8:00 am	0.6 ± 0.3	2022-02-21
11097571	111	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	0.8 ± 0.3	2022-02-21
11097553	112	2022-02-14 @ 9:00 am	2022-02-17 @ 8:00 am	1.2 ± 0.3	2022-02-21
11097555	112 OFFICE	2022-02-14 @ 9:00 am	2022-02-17 @ 8:00 am	1.0 ± 0.3	2022-02-21
11097533	113	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	1.1 ± 0.3	2022-02-21
11097534	118	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	1.3 ± 0.3	2022-02-21
11097518	120	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	0.7 ± 0.3	2022-02-21
11097515	127	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	0.7 ± 0.3	2022-02-21
11097531	128	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	0.9 ± 0.3	2022-02-21
11097530	130	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	0.7 ± 0.3	2022-02-21
11097514	131	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	< 0.3	2022-02-21
11097527	132	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	0.6 ± 0.3	2022-02-21
11097508	134	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	1.5 ± 0.4	2022-02-21
11097551	135	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	0.6 ± 0.3	2022-02-21
11097524	136	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	0.8 ± 0.3	2022-02-21
11097541	137	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	0.6 ± 0.3	2022-02-21
11097507	138	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	1.1 ± 0.4	2022-02-21
11097550	142	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	0.8 ± 0.3	2022-02-21
11097600	21 WEIGHT ROOM	2022-02-14 @ 8:00 am	2022-02-17 @ 8:00 am	2.1 ± 0.4	2022-02-21
11019757	54	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	1.2 ± 0.3	2022-02-21
11019795	56	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	1.4 ± 0.3	2022-02-21
11097519	58	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	1.5 ± 0.4	2022-02-21
11019774	61	2022-02-14 @ 10:00 am	2022-02-17 @ 9:00 am	1.1 ± 0.3	2022-02-21
11019791	62	2022-02-14 @ 10:00 am	2022-02-17 @ 9:00 am	2.0 ± 0.4	2022-02-21
11019784	63	2022-02-14 @ 10:00 am	2022-02-17 @ 9:00 am	1.0 ± 0.3	2022-02-21
11019777	64 COMPUTER STORAGE	2022-02-14 @ 10:00 am	2022-02-17 @ 9:00 am	1.9 ± 0.4	2022-02-21
11019758	64 STORAGE	2022-02-14 @ 10:00 am	2022-02-17 @ 9:00 am	2.0 ± 0.4	2022-02-21
11019789	67	2022-02-14 @ 10:00 am	2022-02-17 @ 9:00 am	0.9 ± 0.3	2022-02-21
11019785	69	2022-02-14 @ 10:00 am	2022-02-17 @ 9:00 am	1.4 ± 0.3	2022-02-21
11019780	70	2022-02-14 @ 10:00 am	2022-02-17 @ 9:00 am	1.0 ± 0.3	2022-02-21
11097580	72	2022-02-14 @ 9:00 am	2022-02-17 @ 8:00 am	1.3 ± 0.4	2022-02-21

Radon test result report for:

**BIG LAKE PUBLIC SCHOOLS
BIG LAKE MIDDLE SCHOOL**

Kit #	Room Id	Started	Ended	pCi/L	Analyzed
11097587	73	2022-02-14 @ 9:00 am	2022-02-17 @ 8:00 am	1.5 ± 0.4	2022-02-21
11097588	73 OFFICE	2022-02-14 @ 9:00 am	2022-02-17 @ 8:00 am	1.6 ± 0.4	2022-02-21
11097577	77	2022-02-14 @ 8:00 am	2022-02-17 @ 8:00 am	0.6 ± 0.3	2022-02-21
11097540	80	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	1.4 ± 0.4	2022-02-21
11097549	81	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	1.2 ± 0.3	2022-02-21
11097537	84	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	1.3 ± 0.3	2022-02-21
11097543	86	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	1.1 ± 0.3	2022-02-21
11097565	87	2022-02-14 @ 9:00 am	2022-02-17 @ 8:00 am	0.7 ± 0.3	2022-02-21
11097566	88	2022-02-14 @ 9:00 am	2022-02-17 @ 8:00 am	0.9 ± 0.3	2022-02-21
11097557	89	2022-02-14 @ 9:00 am	2022-02-17 @ 8:00 am	0.8 ± 0.3	2022-02-21
11097560	92	2022-02-14 @ 9:00 am	2022-02-17 @ 8:00 am	0.8 ± 0.3	2022-02-21
11097561	92 OFFICE	2022-02-14 @ 9:00 am	2022-02-17 @ 8:00 am	0.6 ± 0.3	2022-02-21
11097569	94	2022-02-14 @ 9:00 am	2022-02-17 @ 8:00 am	0.7 ± 0.3	2022-02-21
11097568	95	2022-02-14 @ 9:00 am	2022-02-17 @ 8:00 am	1.0 ± 0.3	2022-02-21
11017696	ASSISTANT PRINCIPAL	2022-02-14 @ 10:00 am	2022-02-17 @ 9:00 am	1.0 ± 0.3	2022-02-21
11097585	BAND HALLWAY PRACTICE	2022-02-14 @ 9:00 am	2022-02-17 @ 8:00 am	2.3 ± 0.4	2022-02-21
11097579	BAND OFFICE	2022-02-14 @ 9:00 am	2022-02-17 @ 8:00 am	1.2 ± 0.3	2022-02-21
11097578	BAND ROOM	2022-02-14 @ 9:00 am	2022-02-17 @ 8:00 am	1.0 ± 0.3	2022-02-21
11097594	BOYS PHY ED OFFICE	2022-02-14 @ 8:00 am	2022-02-17 @ 8:00 am	1.2 ± 0.3	2022-02-21
11097599	BOYS VARSITY LOCKER ROOM OFFICE	2022-02-14 @ 8:00 am	2022-02-17 @ 8:00 am	1.5 ± 0.3	2022-02-21
11019786	CAFETERIA E	2022-02-14 @ 10:00 am	2022-02-17 @ 9:00 am	1.2 ± 0.3	2022-02-21
11019787	CAFETERIA N	2022-02-14 @ 10:00 am	2022-02-17 @ 9:00 am	0.8 ± 0.3	2022-02-21
11019776	CAFETERIA S	2022-02-14 @ 10:00 am	2022-02-17 @ 9:00 am	1.1 ± 0.3	2022-02-21
11019778	CONCESSIONS	2022-02-14 @ 10:00 am	2022-02-17 @ 9:00 am	0.6 ± 0.3	2022-02-21
11017699	CUSTODIAL OFFICE	2022-02-14 @ 10:00 am	2022-02-17 @ 9:00 am	1.4 ± 0.3	2022-02-21
11097591	D 105 - 1	2022-02-14 @ 9:00 am	2022-02-17 @ 8:00 am	< 0.3	2022-02-21
11097552	D 105 - 2	2022-02-14 @ 9:00 am	2022-02-17 @ 8:00 am	0.8 ± 0.3	2022-02-21
11097581	D 108 - 1	2022-02-14 @ 9:00 am	2022-02-17 @ 8:00 am	1.0 ± 0.3	2022-02-21
11097589	D 108 - 2	2022-02-14 @ 9:00 am	2022-02-17 @ 8:00 am	1.3 ± 0.4	2022-02-21
11097556	D 109 - 2	2022-02-14 @ 9:00 am	2022-02-17 @ 8:00 am	< 0.3	2022-02-21
11097564	D 109-1	2022-02-14 @ 9:00 am	2022-02-17 @ 8:00 am	< 0.3	2022-02-21
11097570	D 114 - 1	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	0.7 ± 0.3	2022-02-21
11097532	D 114 - 2	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	0.5 ± 0.3	2022-02-21
11097542	D 116 - 2	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	0.9 ± 0.3	2022-02-21
11097516	D 126 - 1	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	0.5 ± 0.3	2022-02-21
11097517	D 126 - 2	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	< 0.3	2022-02-21
11097528	D 129 - 1	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	< 0.3	2022-02-21

Radon test result report for:**BIG LAKE PUBLIC SCHOOLS
BIG LAKE MIDDLE SCHOOL**

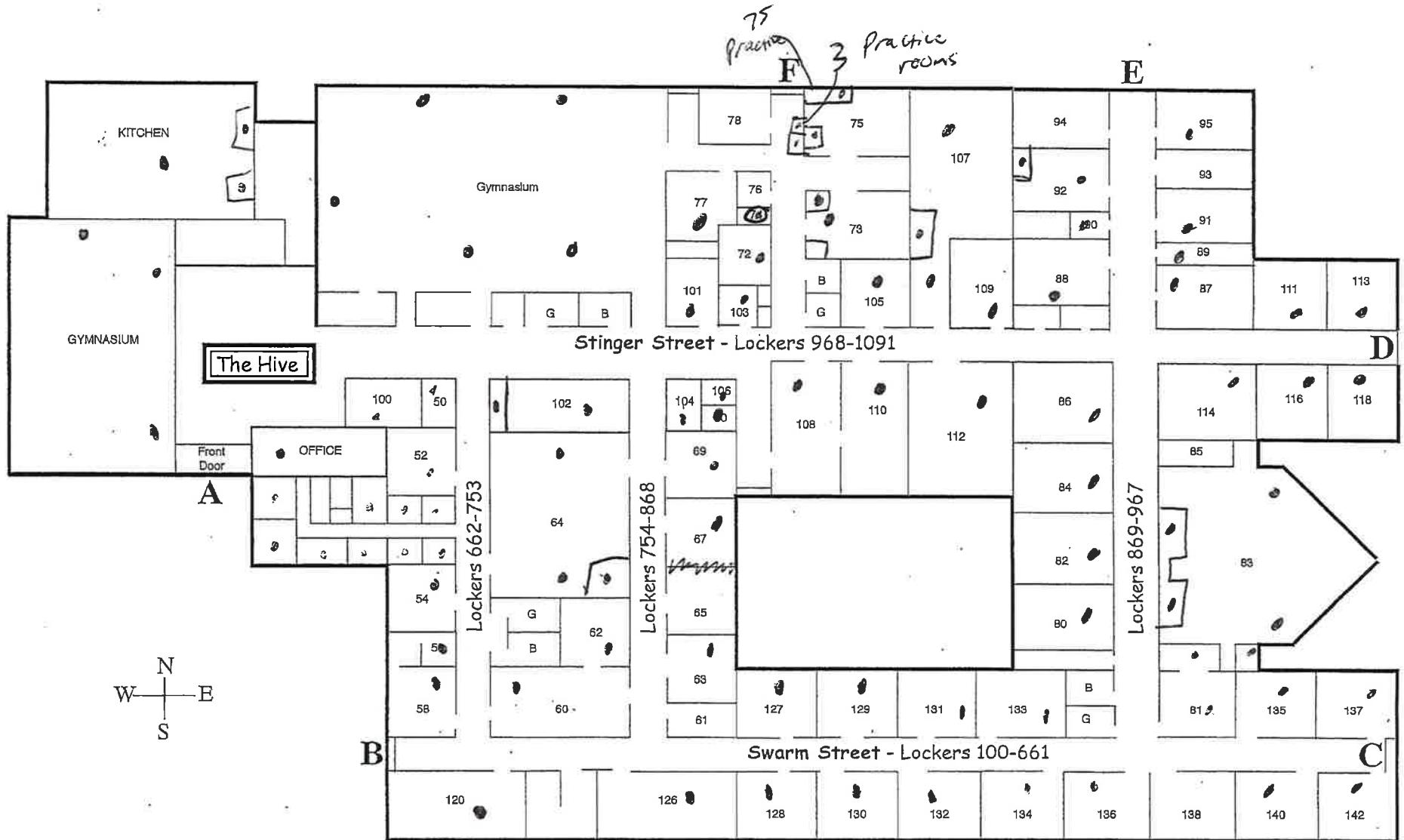
Kit #	Room Id	Started	Ended	pCi/L	Analyzed
11097529	D 129 - 2	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	0.8 ± 0.3	2022-02-21
11097525	D 133 - 1	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	1.0 ± 0.3	2022-02-21
11097526	D 133 - 2	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	1.1 ± 0.3	2022-02-21
11097522	D 140 - 1	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	0.7 ± 0.3	2022-02-21
11097523	D 140 - 2	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	1.1 ± 0.3	2022-02-21
11017695	D 48 - 1	2022-02-14 @ 10:00 am	2022-02-17 @ 9:00 am	< 0.3	2022-02-21
11017685	D 48 - 2	2022-02-14 @ 10:00 am	2022-02-17 @ 9:00 am	0.8 ± 0.3	2022-02-21
11097520	D 60 - 1	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	2.1 ± 0.4	2022-02-21
11097521	D 60 - 2	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	1.6 ± 0.4	2022-02-21
11097548	D 82 - 1	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	1.3 ± 0.3	2022-02-21
11097539	D 82 - 2	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	1.3 ± 0.3	2022-02-21
11097558	D 91 - 1	2022-02-14 @ 9:00 am	2022-02-17 @ 8:00 am	< 0.3	2022-02-21
11097559	D 91 - 2	2022-02-14 @ 9:00 am	2022-02-17 @ 8:00 am	0.7 ± 0.3	2022-02-21
11019759	D MAIN OFFICE - 1	2022-02-14 @ 10:00 am	2022-02-17 @ 9:00 am	1.0 ± 0.3	2022-02-21
11017690	D MAIN OFFICE - 2	2022-02-14 @ 10:00 am	2022-02-17 @ 9:00 am	0.9 ± 0.3	2022-02-21
11097536	D116 - 1	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	0.6 ± 0.3	2022-02-21
11097538	DEEHR OFFICE	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	1.4 ± 0.4	2022-02-21
11017692	F STORAGE 1	2022-02-14 @ 10:00 am	2022-02-17 @ 9:00 am	< 0.3	2022-02-21
11017688	F STORAGE 2	2022-02-14 @ 10:00 am	2022-02-17 @ 9:00 am	< 0.3	2022-02-21
11017687	F STORAGE 3	2022-02-14 @ 10:00 am	2022-02-17 @ 10:00 am	< 0.3	2022-02-21
11017689	F STORAGE 4	2022-02-14 @ 10:00 am	2022-02-17 @ 10:00 am	< 0.3	2022-02-21
11017680	GERBER OFFICE	2022-02-14 @ 10:00 am	2022-02-17 @ 9:00 am	0.6 ± 0.3	2022-02-21
11097595	GIRLS PHY ED OFFICE	2022-02-14 @ 8:00 am	2022-02-17 @ 8:00 am	1.4 ± 0.4	2022-02-21
11097597	GIRLS VARSITY LOCKER ROOM OFFICE	2022-02-14 @ 8:00 am	2022-02-17 @ 8:00 am	1.1 ± 0.3	2022-02-21
11017698	HEALTH SERVICES	2022-02-14 @ 10:00 am	2022-02-17 @ 9:00 am	0.9 ± 0.3	2022-02-21
11017693	HORTON OFFICE	2022-02-14 @ 10:00 am	2022-02-17 @ 9:00 am	0.6 ± 0.3	2022-02-21
11019781	KITCHEN	2022-02-14 @ 10:00 am	2022-02-17 @ 9:00 am	1.1 ± 0.3	2022-02-21
11019788	KITCHEN BREAK ROOM	2022-02-14 @ 10:00 am	2022-02-17 @ 9:00 am	0.6 ± 0.3	2022-02-21
11019775	KITCHEN OFFICE	2022-02-14 @ 10:00 am	2022-02-17 @ 9:00 am	0.9 ± 0.3	2022-02-21
11017700	LARRY OFFICE	2022-02-14 @ 10:00 am	2022-02-17 @ 9:00 am	< 0.3	2022-02-21
11019304	MAIL ROOM	2022-02-14 @ 10:00 am	2022-02-17 @ 9:00 am	0.7 ± 0.3	2022-02-21
11097575	MAIN GYM E	2022-02-14 @ 8:00 am	2022-02-17 @ 8:00 am	< 0.3	2022-02-21
11097576	MAIN GYM NE	2022-02-14 @ 8:00 am	2022-02-17 @ 8:00 am	< 0.3	2022-02-21
11097582	MAIN GYM S	2022-02-14 @ 8:00 am	2022-02-17 @ 8:00 am	< 0.3	2022-02-21
11097574	MAIN GYM SW	2022-02-14 @ 8:00 am	2022-02-17 @ 8:00 am	< 0.3	2022-02-21
11097573	MAIN GYM W	2022-02-14 @ 8:00 am	2022-02-17 @ 8:00 am	< 0.3	2022-02-21
11097544	MEDIA CENTER N	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	1.5 ± 0.3	2022-02-21

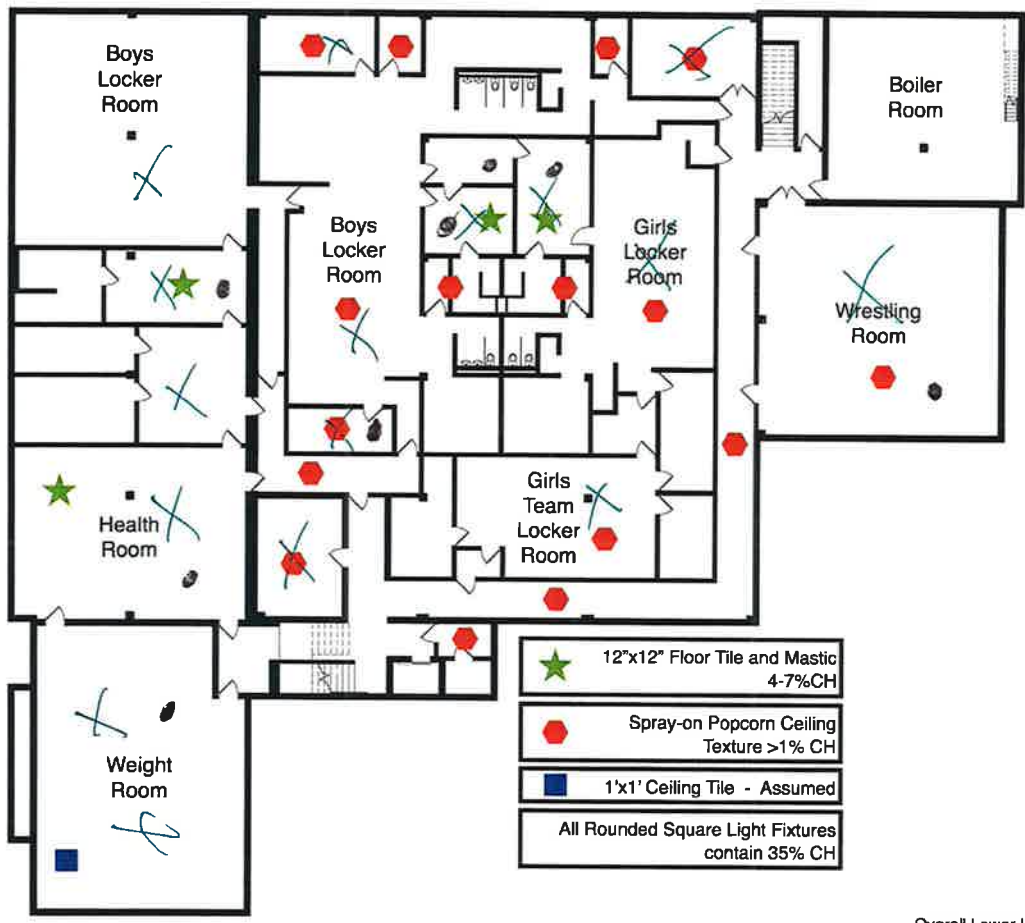
Radon test result report for:

**BIG LAKE PUBLIC SCHOOLS
BIG LAKE MIDDLE SCHOOL**

Kit #	Room Id	Started	Ended	pCi/L	Analyzed
11097535	MEDIA CENTER S	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	2.0 ± 0.4	2022-02-21
11097547	MEDIA CONFERENCE	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	1.3 ± 0.3	2022-02-21
11097546	MEDIA COPY ROOM	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	1.5 ± 0.3	2022-02-21
11097545	MEDIA OFFICE	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	1.3 ± 0.3	2022-02-21
11017679	NURSES OFFICE	2022-02-14 @ 10:00 am	2022-02-17 @ 9:00 am	1.2 ± 0.3	2022-02-21
11097583	PRACTICE ROOM N	2022-02-14 @ 9:00 am	2022-02-17 @ 8:00 am	2.1 ± 0.3	2022-02-21
11097584	PRACTICE ROOM S	2022-02-14 @ 9:00 am	2022-02-17 @ 8:00 am	2.7 ± 0.4	2022-02-21
11017682	PRINCIPAL CONFERENCE ROOM	2022-02-14 @ 10:00 am	2022-02-17 @ 9:00 am	< 0.3	2022-02-21
11017681	PRINCIPALS OFFICE	2022-02-14 @ 10:00 am	2022-02-17 @ 9:00 am	1.0 ± 0.3	2022-02-21
11097598	ROOM 20	2022-02-14 @ 8:00 am	2022-02-17 @ 8:00 am	1.7 ± 0.4	2022-02-21
11097586	ROOM 75 PRACTICE ROOM	2022-02-14 @ 9:00 am	2022-02-17 @ 8:00 am	1.9 ± 0.4	2022-02-21
11017683	SOCIAL WORKER	2022-02-14 @ 10:00 am	2022-02-17 @ 9:00 am	< 0.3	2022-02-21
11017697	STAFF WORKROOM	2022-02-14 @ 10:00 am	2022-02-17 @ 9:00 am	0.8 ± 0.3	2022-02-21
11019797	STUDENT CENTER N	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	1.8 ± 0.3	2022-02-21
11019772	STUDENT CENTER S	2022-02-14 @ 9:00 am	2022-02-17 @ 9:00 am	2.4 ± 0.4	2022-02-21
11097567	STUDENT KITCHEN	2022-02-14 @ 9:00 am	2022-02-17 @ 8:00 am	1.0 ± 0.3	2022-02-21
11097596	TRAINING ROOM	2022-02-14 @ 8:00 am	2022-02-17 @ 8:00 am	1.4 ± 0.3	2022-02-21
11097554	WOOD SHOP N	2022-02-14 @ 9:00 am	2022-02-17 @ 8:00 am	< 0.3	2022-02-21
11097562	WOOD SHOP S	2022-02-14 @ 9:00 am	2022-02-17 @ 8:00 am	< 0.3	2022-02-21
11097563	WOODSHOP OFFICE	2022-02-14 @ 9:00 am	2022-02-17 @ 8:00 am	< 0.3	2022-02-21
11097572	WRESTLING ROOM	2022-02-14 @ 8:00 am	2022-02-17 @ 8:00 am	1.2 ± 0.4	2022-02-21

Actual Placement





16?

Overall Lower Level Floor Plan

Appendix C

Signed Non-Interference Agreement

NOTICE OF INSPECTION FOR ALL FACILITATING STAFF

A radon test is scheduled for:

Building: Big Lake Middle School

Test Start Date: 02-14-2022

Test End Date: 02-17-2022

Please help to maintain the required test conditions throughout the building

1. All windows and exterior doors must be kept closed (aside from momentary entry or exit) for 12 hours before and during the test.
2. Heating and cooling systems must be set to normal occupied operating temperatures.
3. Test devices are not to be disturbed.

Further guidance on required building conditions are located on the next page.

Test devices are not dangerous in anyway. The type of devices used for this testing will include:

Short-term test kits. It is important that these devices are fully open and not covered. They will be analyzed by a laboratory.

Continuous radon monitors. These are electronic devices that record hourly radon readings.

Long-term test kits. It is important that these devices are not covered. They will be analyzed by a laboratory.

Declaration of Observed Compliance

Failure to reasonably maintain test conditions can lead to unnecessary expense, disruptions and unreliable data.

Disturbing test devices can also cause unreliable or invalid test results.

- Please report in a timely manner if required test conditions are not maintained.
- Please sign and return this form once the test is complete.

To the best of my knowledge, the required conditions were maintained during the test.

Yes

Name:

Adam Zachman

Signature:



Licensed Measurement Professional:

Spencer West RMEA-00387

More Detailed Guidance for Staff

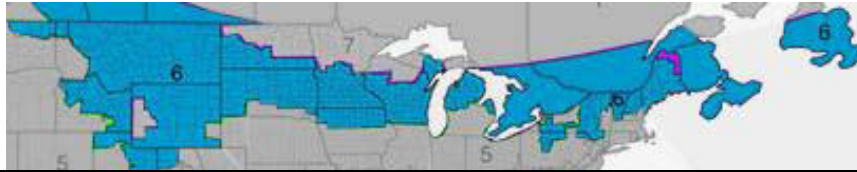
Required Closed-Building Conditions	
Windows	Keep Closed, Seal broken windows closed
External doors (except for normal entry or exit)	Keep Closed
Heating & Cooling Systems	Set to normal operating conditions
Bathroom fans	Operate normally
Fireplaces (including gas)	Do not operate
Auxiliary or temporary systems that bring air into the building	Do not operate (unless an integral part of HVAC or supplies make-up air for combustion appliances)
Exhaust systems (ex. from shops, laundries, kitchens)	Avoid excessive operation
Interior doors, Stairwells, Fire Doors	Operate Normally
Garage doors	Operate normally
Ceiling Fans, Portable Fans	Do not blow directly on the test device
Window AC Units	Operate in recirculation mode only
Window Fans	Do not operate. Seal shut or remove.
Humidifiers, Dehumidifiers, Portable Air Cleaners	Operate Normally
Central Vacuum Cleaner Systems	Operate Normally
Passive crawl space vents	Operate normally
Crawlspace exhaust systems for humidity control	Operate normally
Passive Vents for Combustion Make-Up Air	Leave Open
Combustion Appliance Vents	Operate Normally
Passive Solar Systems	Operate Normally
Attic Vent Fans	Operate Normally
Evaporative Cooling Systems	Do not operate
Required for Test Locations Within a Room	
Place detectors within the general breathing zone Locate detectors no less than:	3 feet from exterior doors, windows or other openings to the outdoors
	20 inches above the floor
	4 inches from other test devices and objects
	1 foot below the ceiling
Place detectors where they are not easily disturbed:	Select a place in an occupied area where the detectors are unlikely to be moved
Place detectors where they are not influenced by other factors:	Do not place devices in closets, crawlspaces, cupboards, sumps or nooks within building foundations
	Do not place devices in area with high air movement (ex. mechanical areas, furnace closets)
	Do not place devices in areas of high humidity (ex. kitchens, bathrooms, laundry rooms)
	Do not place devices near drafts from HVAC systems or fans
	Do not place test devices near heat sources (ex. appliances, radiators, fireplaces, direct sunlight)
	Do not place detectors on devices that produce radiation (ex. natural stone counters, pool tables, rock collections)

Appendix D

Average Building Operating Conditions Comparison

Southern MN

Climate Zone 6 (includes Southern MN)



		Averages			During the Test
		24 Hour	Daytime	Daytime 9-Month	Prevailing During the Test
Operating Condition	Outdoor Temperature	45 °F	50 °F	N/A	19 °F
	Heating Conditions	75%	66%	88%	70 °F
	Cooling Conditions	-	16%	11%	N/A
	Mixed Conditions	25%	16%	-	N/A
Normal Operating Condition		<ul style="list-style-type: none"> • Heating conditions • No variance in outdoor air ventilation 			<ul style="list-style-type: none"> • Heating conditions • No variance in outdoor air ventilation
Condition less likely to inhibit characterization of a radon hazard		<ul style="list-style-type: none"> • Heating and air distribution systems active 			<ul style="list-style-type: none"> • Heating and air distribution systems active

Appendix E

MDH Reporting Form

School Radon Testing Reporting Form

According to Minnesota Statute 123B.571 subd. 3, a school district that has tested its school buildings for the presence of radon shall report the results of its tests to the Department of Health. Please use this form to submit information about the most recent round or cycle of testing conducted for each building.

Instructions

1. Complete one form for each building tested. In this case, a building is defined as an occupied facility with a unique address. This includes administrative buildings.
2. Include this form, raw data (e.g. laboratory report) and a building map.
3. Submit this form when all work is completed for a round of testing. This includes reporting to the school board, and follow-up testing and post-mitigation testing, if applicable.
4. Email information to health.indoorair@state.mn.us.

Contact Information

Name:	
Mailing Address:	
Phone:	Email:

Initial Radon Testing Information

School Building Name:	
School District & District Number:	
Building Address:	
Test Kit Manufacturer:	Device Name:
Date of Kit Retrieval (DD/MM/YY):	Length of Test (days):
How many rooms were tested?	
Does the test period include weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the test period include school breaks or holidays? <input type="checkbox"/> Yes <input type="checkbox"/> No	

SCHOOL RADON TESTING REPORTING FORM

Were all frequently-occupied ground contact rooms tested? ¹ <input type="checkbox"/> Yes <input type="checkbox"/> No If no, did you attempt to test all frequently occupied ground contact rooms, meaning test kits were placed in all these rooms? <input type="checkbox"/> Yes <input type="checkbox"/> No
How many rooms had results ≥ 4 pCi/L?:
Were the results reported at a school board meeting? <input type="checkbox"/> Yes <input type="checkbox"/> No

Follow-up Testing, Mitigation, & Post-Mitigation Testing

If one or more rooms tested ≥ 4 pCi/L, please answer the questions below:

How many rooms had follow-up testing?:		
Number of rooms with follow-up results	≥ 4 pCi/L:	< 4 pCi/L:
Of the rooms that had test results ≥ 4 pCi/L, how many rooms were:		
mitigated by HVAC balancing or operational changes? :		
mitigated by installation of active soil depressurization?:		
addressed through other corrective measures? ² :		
What was the cost of the installation and/or HVAC service work, to mitigate radon? \$		
What is the known or anticipated annual operating cost of mitigation (estimate)? \$		
After radon mitigation, how many rooms were retested?:		
Post mitigation results (# of rooms)	≥ 4 pCi/L:	< 4 pCi/L:

¹ This includes classrooms, offices, break rooms, laboratories, cafeterias, libraries, auditoriums, gymnasiums, etc. It includes rooms on grade and rooms above unoccupied spaces that are in contact with the ground, such as rooms above storage rooms, crawl spaces, tunnels, and boiler rooms. If only a sample or portion of rooms were tested, then respond with 'no'.

² 'Other corrective measures' could include moving staff out of a room and making a room unoccupied or trying to seal radon entry points.

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

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.

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

IV. GUIDELINES

- A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, nonschool-sponsored material.
- B. Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
 - 1) is obscene to minors
 - 2) is libelous or slanderous
 - 3) is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended
 - 4) advertises or promotes any product or service not permitted to minors by law
 - 5) advocates violence or other illegal conduct
 - 6) constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious, or ethnic origin)
 - 7) presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations
- C. Distribution by students and employees of nonschool-sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:
 - 1) whether the material is educationally related
 - 2) the extent to which distribution is likely to cause disruption of or interference with the 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

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

VI. PROCEDURES

- A. Any student or employee wishing to distribute (as defined in this policy) nonschool-sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:
 - 1) Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class
 - 2) Date(s) and time(s) of day intended for distribution
 - 3) Location where material will be distributed
 - 4) If material is intended for students, the grade(s) of students to whom the distribution is intended
- B. Within one school day, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation
- C. If the person submitting the request does not receive a response within one school day, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person
- D. If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays, and holidays) of submitting the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person
- E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted

VII. DISCIPLINARY ACTION

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

VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

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

IX. IMPLEMENTATION

The 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)

Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675, 106 S.Ct. 3159, 92 L.Ed.2d 549 (1986)

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

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

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

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

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)

MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

SCHOOL SPONSORED STUDENT PUBLICATIONS AND ACTIVITIES

I. PURPOSE

The purpose of this policy is to protect students' rights to free speech in production of official school publications and activities while at the same time balancing the school district's role in supervising student publications and the operation of public schools.

II. GENERAL STATEMENT OF POLICY

- A. The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities.
- B. Expressions and representations made by students in school-sponsored publications and activities are not expressions of official school district policy. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies.
- C. Students who believe their right to free expression has been unreasonably restricted in an official student publication or activity may seek review of the decision by the building principal. The principal shall issue a decision no later than three (3) school days after review is requested.
 - 1) Students producing official school publications and activities shall be under the supervision of a faculty advisor and the school principal. Official publications and activities shall be subject to the guidelines set forth below.
 - 2) Official school publications may be distributed at reasonable times and locations.

III. DEFINITIONS

- A. "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing materials in internal staff or student mailboxes.
- B. "Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as a part of the curriculum.
- C. "Obscene to minors" means:
 - 1) The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested
 - 2) The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals
 - 3) The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors
- D. "Minor" means any person under the age of eighteen (18).
- E. "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, without limitation, 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, there must exist specific facts 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.

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

IV. GUIDELINES

- A. Expression in an official school publication or school-sponsored activity is prohibited when the material:
 - 1) is obscene to minors
 - 2) is libelous or slanderous
 - 3) advertises or promotes any product or service not permitted for minors by law
 - 4) encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities
 - 5) expresses or advocates sexual, racial, or religious harassment or violence or prejudice
 - 6) is distributed or displayed in violation of time, place, and manner regulations
- B. Expression in an official school publication or school-sponsored activity is subject to editorial control by the school district over the style and content so long as the school district's actions are reasonably related to legitimate pedagogical concerns. These may include, but are not limited to, the following:
 - 1) assuring that participants learn whatever lessons the activity is designed to teach
 - 2) assuring that readers or listeners are not exposed to material that may be inappropriate for their level of maturity
 - 3) assuring that the views of the individual speaker are not erroneously attributed to the school
 - 4) assuring that the school is not associated with any position other than neutrality on matters of political controversy
 - 5) assuring that the sponsored student speech cannot reasonably be perceived to advocate conduct otherwise inconsistent with the shared values of a civilized social order
 - 6) assuring that the school is not associated with expression that is, for example, ungrammatical, poorly written, inadequately researched, biased or prejudiced, vulgar or profane, or unsuitable for immature audiences
- C. Time, Place, and Manner of Distribution
Students shall be permitted to distribute written materials at school as follows:
 - 1) **Time—distribution shall be limited to the hours before the school day begins, during lunch hour and after school is dismissed**
 - 2) **Place—written** materials may be distributed in locations so as not to interfere with the normal flow of traffic within the school hallways, walkways, entry ways, and parking lots. Distribution shall not impede entrance to or exit from school premises in any way
 - 3) **Matter—no one shall induce or coerce a student or staff member to accept a student publication**

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)

Bystrom v. Fridley High School, I.S.D. No. 14, 822 F. 2d 747 (8th Cir. 1987)

Morse v. Frederick, 551 U.S. 393, 127 S.Ct. 2618, 168 L.Ed.2d 290 (2007)

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

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES

I. PURPOSE

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day.

II. GENERAL STATEMENT OF POLICY

- A. Generally, students may not be interviewed during the school day by persons other than a student's parents, school district officials, employees and/or agents, except as otherwise provided by law and/or this policy.
- B. Requests from law enforcement officers and those other than a student's parents, school district officials, employees and/or agents to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the student's parents to inform them of the request, except where otherwise prohibited by law.

III. INTERVIEWS CONDUCTED UNDER THE MALTREATMENT OF MINORS ACT

- A. In the case of an investigation pursuant to the Reporting of Maltreatment of Minors Act, Minnesota Statutes Chapter 260E, a local welfare agency, the agency responsible for investigating the report, and a local law enforcement agency may interview, without parental consent, an alleged victim and any minors who currently reside with or who have resided with the alleged perpetrator. The interview may take place at school and during school hours. School district officials will work with the local welfare agency, the agency responsible for investigating the report, or law enforcement agency to select a place appropriate for the interview. The interview may take place outside the presence of the perpetrator or parent, legal custodian, guardian, or school district official.
- B. If the interview took place or is to take place on school district property, an order of the juvenile court pursuant to Minnesota Statutes Chapter 260E may specify that school district officials may not disclose to the parent, legal custodian, or guardian the contents of the notification of intent to interview the child on school district property and/or any other related information regarding the interview that may be a part of the child's record. The school district official must receive a copy of the order from the local welfare or law enforcement agency.
- C. When the local welfare agency, local law enforcement agency, or agency responsible for assessing or investigating a report of maltreatment determines that an interview should take place on school district property, school district officials must receive written notification of intent to interview the child on school district property prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school district property. Where the interviews are conducted by the local welfare agency, the notification must be signed by the chair of the local social services agency or the chair's designee. The notification is private educational data on the student. School district officials may not disclose to the parent, legal custodian or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency that the investigation or assessment has been concluded, unless a school employee or agent is

alleged to have maltreated the child. Until school district officials receive said notification, all inquiries regarding the nature of the investigation or assessment should be directed to the local welfare or law enforcement agency or the agency responsible for assessing or investigating a report of maltreatment shall be solely responsible for any disclosure regarding the nature of the assessment or investigation.

- D. School district officials shall have discretion to reasonably schedule the time, place, and manner of an interview by a local welfare or local law enforcement agency on school district premises. However, where the alleged perpetrator is believed to be a school district official or employee, the local welfare or local law enforcement agency will have discretion to determine where the interview will be held. The interview must be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school district officials and the local welfare or law enforcement agency. However, school district officials must yield to the discretion of the local welfare or law enforcement agency concerning other persons in attendance at the interview. School district officials will make every effort to reduce the disruption to the educational program of the child, other students, or school staff when an interview is conducted on school district premises.
- E. Students shall not be taken from school district property without the consent of the principal and without proper warrant.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)

Cross References: MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

SCHOOL DISTRICT – BOOSTER CLUB RELATIONSHIP

I. PURPOSE

The purpose of this policy is to provide information and guidance for internal and external booster clubs as they relate to and interact with Big Lake Schools.

II. GENERAL STATEMENT OF POLICY

The district recognizes the value of booster clubs and their support of district programs. All booster clubs must follow the guidelines outlined in this policy, District Policy 511 “Student Fundraising”, and District Policy 706 “Acceptance of Gifts.”

III. DEFINITIONS

Booster clubs are clubs that exist for the primary purpose of supporting and promoting school-based activities.

Internal Booster Clubs are clubs that exist within the school district and whose activities and funds are directly under the control of the school district. Examples are fundraising accounts for school based activities.

External Booster Clubs are clubs that exist outside of the school district. These clubs operate as separate entities, control their own funds, and have their own bank accounts.

Advisors help establish the framework, which reflects the goals and attitudes of the program and its members and aligns the program to enhance the curricular program. The advisor follows prescribed procedures as stated in their employment description.

Coaches help educate students through participation in interscholastic competition. Coaches establish the fundamental philosophy, skills and techniques taught to student participants under the general direction of the Activities Director or Director of Community Education. The coach follows prescribed procedures as stated in their employment description.

Volunteer Coaches help educate students through participation in interscholastic competition. Coaches establish the fundamental philosophy, skills and techniques taught to student participants under the general direction of the Activities Director or Director of Community Education. The coach follows prescribed procedures as stated in their employment description and forego compensation.

Volunteer Advisors help establish the framework, which reflects the goals and attitudes of the program and its members and aligns the program to enhance the curricular program. The advisor follows prescribed procedures as stated in their employment description. The advisor follows prescribed procedures as stated in their employment description and forego compensation.

IV. A RELATIONSHIP BETWEEN THE SCHOOL DISTRICT AND EXTERNAL BOOSTER CLUB EXISTS WHEN ONE OR MORE TO THE FOLLOWING CONDITIONS ARE MET:

- A. The group is permitted access to school facilities and communication forums after following District policies and procedures, including, but not limited to: Facilities Use Agreements and Advertisement policies.
- B. School employees routinely assist in the group's activities.
- C. The group is provided access to the school's name, ~~logo~~ and/or mascot **and district branding guide. All materials should reflect the district's brand visually and follow Policy 109.**
- D. Announcements for group related functions do not provide clear indication of whether the event is sponsored by the booster club or the school district.

V. WHEN A RELATIONSHIP BETWEEN AN EXTERNAL BOOSTER CLUB AND THE SCHOOL DISTRICT EXISTS, THE FOLLOWING CONDITIONS MUST BE MET BY THE CLUB:

- A. Title IX Compliance: Title IX regulations prohibit aiding and perpetuating discrimination by "providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students." The school district is responsible for compliance with Title IX regulations and, in turn, must hold each Booster Club in compliance with Title IX regulations. If the district determines a contribution creates an imbalance in Title IX it must require an equal contribution to maintain balance or deny the gift. In the final analysis the school district is responsible for Title IX compliance regardless of whether the disparate benefits are created by booster clubs or other sources of outside assistance.
- B. Minnesota State High School League (MSHSL) Compliance: In the event that the activity benefiting from the activities of an internal or external booster club is a member of the MSHSL all activities of and donations from the booster club must meet MSHSL rules and regulations.
- C. External Booster Clubs must have their own Federal Taxpayer Identification Number, a State Employer's ID number and if appropriate, a State Seller's Permit Number (Sales Tax), **and a Sales Tax Exemption Form ST3.**
- D. Booster Clubs may not provide funding to student athletes for their participation in camps or clinics outside of the regular season.
- E. ~~Booster Clubs that comply with the conditions addressed in this policy may be allowed the necessary use of the district name and logo.~~
- F. Announcements of events sponsored by a Booster Club shall clearly indicate that it is sponsored by the group and not by the school district.
- G. In the event a group donates money to fund a coaching or directing position, the funds must be donated to the school district designated for such a purpose. If accepted and approved by the district, the coach shall be paid through its payroll system.
- H. In the event a Booster Club wishes to purchase equipment, the funds for the equipment shall be donated to and approved by the school district and designated for such a purpose. Once approved, the district may purchase the equipment. The equipment becomes the sole property of the school district.
- I. All donations of funds and equipment shall be made and accepted in accordance with School Board Policy 706, "Acceptance of Gifts".
- J. All fundraising activities completed by a Booster Club shall comply with School Board Policy 511 "Student Fundraising".
- K. **All Booster Clubs must comply with School Board Policy 210 "Conflict of Interest".**
- L. The sale of all food items sold through concessions or fundraising shall conform to Minnesota Department of Health. **This includes hiring a Minnesota Department of**

~~Health certified staff if food is prepared on-site, regulations and Smart Snacks in School federal regulations.~~

- M. ~~The sale of all food items sold through concessions or fundraising during the school day must comply with Smart Snacks in School federal regulations. A school day for Smart Snacks regulations is defined as one half hour before school start time and one half hour after school end time.~~
- N. Checks written to external booster clubs must be written to the Booster Club organization, not to Big Lake Schools. Under no circumstances should a check intended for the the Booster Club be written out to a coach or other employee of the school district.
- O. A school district ~~employee employed coach, or advisor, and volunteer coaches or advisors~~ cannot be a Board member of the Booster Club ~~for their respective employed program. School district employees, such as eCoaches, and advisors, and volunteer coaches or advisors,~~ may only be an advisory member of the Booster Club.

VI. THE SCHOOL DISTRICT STRONGLY RECOMMENDS THAT BOOSTER CLUBS:

- A. Maintain a general liability insurance policy that names the school district as an additional insured party. Such policy should be comprehensive liability policy that includes property coverage, officer's liability, and bond coverage for the treasurer or fund custodian.
- B. Big Lake Schools strongly encourages all booster clubs to organize as a 501(c)3 non-profit. Each booster club should have elected or appointed officers in accordance with 501(c)3 regulations. In accordance with 501(c)3 IRS regulations, Booster Clubs shall not keep individual fundraising accounts for students. All fundraising shall be for the benefit for the program as a whole.
- C. The school district recommends each booster club follow specific accounting practices, which include, but are not limited to the following:
 - 1. The treasurer of the booster club shall handle all funds and deposit funds into the Booster Club's authorized bank account.
 - 2. Two people should be involved in the authorization and signing of any check.
 - 3. Purchases of equipment must be reviewed and done by the School District.
 - 4. Two people should count the money and provide the treasurer with a signed proceeds receipt.
 - 5. Sales slips, receipts, or invoices should be provided for every expenditure.
 - 6. Bank statements should be reconciled by the treasurer and reviewed by someone who does not have check signing authority.
 - 7. The treasurer's report should contain all transactions that took place prior to the meeting.
 - 8. Financial records of each booster club should be open to all members and the public.
 - 9. Big Lake Schools reserves the right to request tax statements, receipts, expenditures, and balances.
- D. At no time shall a paid coach or employee of Big Lake Schools have check writing authority.
- E. Booster Clubs should conduct internal reviews and/or audits of their financial records as a defense against embezzlement and fraud.

Legal References: Minn. Stat. 123B.02, Subd. 6 (Bequests, Donations and Gifts)
Minn. Stat. 465.03 (Gifts)
Minnesota Statute 609.761, Subd. 5 (Raffles) Federal Law 20 U.S.C. 1681-1688 (Title IX)

Cross References: Policy #102 (Equal Educational Opportunity)
Policy #511 (Student Fundraising Policy)
Policy #706 (Acceptance of Gifts)
Office of the State Auditor Statement of Position “Outside Organizations
Supporting Schools”

565A - ISD 727 Booster Club Guidelines and Expectations

Introduction

This document was created to set guidelines and expectations between booster clubs and the Big Lake School District. This document should be reviewed in conjunction with Big Lake School District Policy 565 – School District-Booster Club Relationship. It is meant to be a tool used to better relationships and clarify procedures and rules. The Big Lake School District is grateful for the support and help provided by its Booster Clubs.

General Guidelines

1. Prior to the first practice of each season, each Booster Club president must provide the names and contact information (address, phone number, and email) of each club officer to the Activities and/or Community Education Director.
2. Booster clubs should have meetings open to the public, follow a set agenda, and record minutes of each meeting. **It is recommended that meetings be posted.**
3. A representative of the School District (coach, advisor, director, or activities director) shall be notified of all booster club meetings.

Legal Compliance and Organization

As referenced in School District Policy 565, external Booster Clubs are strongly encouraged to organize as a 501(c)3 non-profit. It is recommended Booster Clubs seek the advice of a tax professional or attorney to organize as a non-profit entity and fundraise in compliance with state and federal regulations. School district employees cannot give tax advice or legal opinions regarding the legal organization of a non-profit entity.

Fundraisers

Big Lake Schools is very thankful for the fundraising efforts of parents and booster clubs. **Be aware that membership on a team and/or playing time is not affected in any way by the amount of money raised by a participant.** Big Lake Schools does not recommend fee requirements or mandated fundraising for parents. **It is strongly recommended that booster clubs notify the Activities or Community Education Director prior to beginning fundraising activities.**

Purchasing

Booster clubs wishing to purchase athletic equipment for their teams or activities must go through the athletic and/or community education department for approval. Booster clubs should not purchase equipment independently. When equipment is purchased from donated funds, it becomes the property of Big Lake Schools.

After the Activities or Community Education Director has approved an equipment request, the booster club should donate the funds to the athletic or community education department, specifying its purpose. District Policy #706 “Acceptance of Gifts” must be adhered to. The

activities or community education office will then complete a purchase order to initiate the order. **All equipment and supplies must be shipped to a Big Lake School District address. Booster clubs will not order equipment directly or ship items anywhere other than a school building at Big Lake Schools.** It is emphasized that any supplies or equipment cannot be shipped to a personal home.

If a booster club is funding a coaching position, half of the estimated funds must be donated to Big Lake Schools prior to that coach receiving pay. At the end of the applicable sport or activity season, the coach's pay and benefits will be reconciled, and a final balance will be due. The Booster Club must donate the remaining funds within 30 days of the final reconciliation. All coaches must complete new hire paperwork and will be subject to School District employment policies and practices. They must also follow Big Lake Schools and MSHSL guidelines as a coach (this includes volunteers).

The athletic and communication education departments cannot give out the School District tax-exempt number. Tax exempt purchases must be made by the school district.

Billing to Booster Clubs

All transportation, fees, and equipment purchases must be approved by the Activities or Community Education Director. The District's finance department will charge booster clubs for any "coach" bus transportation that exceeds the cost of a regular school bus. The finance department will charge booster clubs for any fees for tournaments or games that exceed the given district allocation.

Advertising

The Booster Club must submit all advertisements in printed programs **and** other printed materials, **and social media postings** to the Activities or Community Education **office Department** for approval **to distribute during school programs, activities, or in buildings** prior to printing **or posting**. **The Athletics and Activities Director and Community Education Director must have access to Booster Club social media postings**. All printed materials and social media postings must be consistent with district mission and values **following policies 904 and 905**.

MSHSL Basics

Coaches are allowed to work with their teams during the designated MSHSL season and the summer waiver period only. No booster club member may recruit or encourage athlete(s) from another school to transfer to Big Lake Schools. Booster clubs are prohibited from paying for an athlete's sport participation fee or for fees to attend a camp or clinic. Visit the Minnesota State High School League website for more information at www.mshsl.org

Booster Clubs SHOULD NOT:

- Openly discuss or conduct a performance review of **the a school district** head coach or **school district** coaching staff.

- Review the performance of a **school district** coach funded by the booster club; staff evaluations are solely the responsibility of Big Lake Schools.
- Discuss any specific student or situation as official business. See *Parent Communication Protocols* below for process
- Openly discuss playing time issues.
- Ransom funding of the program to control the hiring or firing of the **school district** head coach or **school district** staff member.
- Offer up a petition by booster club members to hire/fire a **school district** coach.
- Plan, organize, or attempt to implement an off-season training program without direction or consent from the **school district** head coach or **Athletic and Activities Director**

PARENT COMMUNICATION PROTOCOLS

Please promote the below process when conflict occurs:

- 1) The student and coach will meet to discuss the issue.
- 2) The parent/student should schedule a meeting with the coach within one week of incident. Meetings must be at a time convenient to both parties. Student must attend.
- 3) Parent/student/coach will meet with the athletic director with all parties in attendance.

Other key points:

- It is inappropriate to approach a coach prior to, or at the conclusion of, a game or practice unless the meeting has been previously agreed upon.
- Playing time is determined solely by the coach; discussion should focus only on how the student athlete can improve his or her skills as an athlete.
- Calls should be directed to a school phone only.
- If emotions rise to an unreasonable level during the meeting, it will be concluded immediately.

SCHOOL COLORS AND MASCOT

I. PURPOSE

When school colors are defined and emphasized, students are offered an identity. Any student can easily belong to the larger group and gain identity, just by wearing their school colors. Perhaps the most elementary of reasons to regulate school colors are school identify on the playing field. But, more dynamic is the impact of school colors filling the entire auditorium, stands, or gymnasium. Not only do the participants in that activity feel identified, they are visually incorporated into a large community group through color. When students and community members wear school colors proudly, it is easy to identify who we are, where we are and where we are going.

II. The official school colors are royal blue and bright gold.

- A. Graduation caps and gowns shall be in the school colors. Athletic uniforms and apparel worn by students for competition, including pre- and during game warm ups and while participating or representing a team throughout a competitive match, shall be in school colors. No other color shall be predominant, but may be used as an accent color. Due to the nature of some athletic events and the apparel required, some deviation from this requirement may be acceptable. The team coach/advisor is responsible for requesting approval of uniforms according to established regulations. Band and chorus attire is exempt from this policy because black and white is universally accepted as appropriate performance attire. In the event that band uniforms are acquired at some future time, they shall conform to this policy.
- B. Deviation from this policy for such items as apparel other than competitive uniforms or garments representing or supporting Big Lake School District, a school-sponsored athletic team or other event, whether offered for purchase by students or supplied by the school district, may be acceptable. Pre-approval for all such items must be requested according to established regulations prior to their availability. The team coach/advisor is responsible for following the established regulations.
- C. Exceptions to school colors would be teams that are co-sponsored with other school districts.

III. The official mascot is the hornet.

Big Lake Teams are known as "Hornets." When Big Lake School sponsored teams or programs utilize the Hornet emblem on apparel or other promotional item, they must follow the specifications in the District Branding Guide



- IV. All district marketing, promotional, apparel, or signage materials should reflect the district's brand visually. Big Lake School sponsored teams or programs must follow the specifications in the district Branding Guide.

~~**Rationale:** When school colors are defined and emphasized, students are offered an identity. Any student can easily belong to the larger group and gain identity, just by wearing their school colors. Perhaps the most elementary of reasons to regulate school colors are school identify on the playing field. But, more dynamic is the impact of school colors filling the entire auditorium, stands, or gymnasium. Not only do the participants in that activity feel identified, they are visually incorporated into a large community group through color. When students and community members wear school colors proudly, it is easy to identify who we are, where we are and where we are going.~~



SCHOOL DISTRICT ADMINISTRATION

I. PURPOSE

The purpose of this policy is to clarify the role of the school district administration and its relationship with the school board.

II. GENERAL STATEMENT OF POLICY

- A. Effective administration and sound management practices are essential to realizing educational excellence. It is the responsibility of the school district administration to develop a school environment that recognizes the dignity of each student and employee, and the right of each student to access educational programs and services equitably.
- B. The school board expects all activities related to school district operations to be administered in a well-planned manner, conducted in an orderly fashion, and to be consistent with the policies of the school board.
- C. The school board shall seek specific recommendations, background information and professional advice from the school district administration, and will hold the administration accountable for sound management of the schools.
- D. Although the school board holds the superintendent ultimately responsible for administration of the school district and annual evaluation of each principal, the school board also recognizes the direct responsibility of principals for educational results and effective administration, supervisory, and instructional leadership at the school building level.
- E. The school board and school administration shall work together to share information and decisions that best serve the needs of school district students within financial and facility constraints that may exist.

Legal References: Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 123B.147 (Principals)

Cross References: None



SCHOOL WEAPONS POLICY

I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use, or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

III. DEFINITIONS

A. "Weapon"

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use, or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

D. "Dangerous Weapon" means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, "flammable liquid" means any liquid having a flash point below 100 degrees Fahrenheit and having a vapor

pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, "combustible liquid" is a liquid having a flash point at or above 100 degrees Fahrenheit.

IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
1. active licensed peace officers;
 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
 3. **reserve peace officers and private licensed security;**
 4. persons authorized to carry a pistol under Minnesota Statutes, section 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
 5. persons who keep or store in a motor vehicle pistols in accordance with Minnesota Statutes sections 624.714 or 624.715 or other firearms in accordance with Minnesota Statutes, section 97B.045;
 - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
 - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with Sections 624.714 and 624.715.
 6. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
 7. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
 8. a gun or knife show held on school property;
 9. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
 10. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.
- C. Policy Application to Instructional Equipment/Tools
- While the school district does not allow the possession, use, or distribution of weapons by students or nonstudents, such a position is not meant to interfere

with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used, and stored, shall not be considered in violation of the rule against the possession, use, or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minnesota Statutes, section 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION

A. The school district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students willfully possessing, using, or distributing weapons shall include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.

B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

C. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully.

D. Administrative Discretion

While the school district does not allow the possession, use, or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS

A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

B. Other Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

VII. REPORTS OF DANGEROUS WEAPON INCIDENTS IN SCHOOL ZONES

The school district must electronically report to the Commissioner of Education incidents involving the use or possession of a dangerous weapon in school zones, as required under Minnesota Statutes, section 121A.06.

Legal References: Minn. Stat. § 97B.045 (Transportation of Firearms)
Minn. Stat. § 121A.05 (Referral to Police)
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 152.01, subd. 14(a) (Definition of a School Zone)
Minn. Stat. § 609.02, subd. 6 (Definition of Dangerous Weapon)
Minn. Stat. § 609.605 (Trespass)
Minn. Stat. § 609.66 (Dangerous Weapons)
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)
18 U.S.C. § 921 (Definition of Firearm)
In re C.R.M., 611 N.W.2d 802 (Minn. 2000)
In re A.D., 883 N.W.2d 251 (Minn. 2016)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)



CURRICULUM DEVELOPMENT

I. PURPOSE

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

II. GENERAL STATEMENT OF POLICY

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.

III. RESPONSIBILITY

- A. The superintendent shall **assign the executive director of teaching and learning** to be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long range curriculum development program. Timelines that will provide for periodic reviews of each curriculum area shall be determined by **the executive director of teaching and learning in consultation with** the superintendent.
- B. A district advisory committee shall provide assistance at the request of the superintendent. The advisory committee membership shall be a reflection of the community and, to the extent possible, shall reflect the diversity of the district and its school sites, and shall include parent, teacher, support staff, student, community residents, and administration representation, and shall provide translation to the extent appropriate and practicable. Whenever possible, parents and other community residents shall comprise at least two-thirds of advisory committee members.
- C. Within the ongoing process of curriculum development, the following needs shall be addressed
- 1) Provide for articulation of courses of study from kindergarten through grade twelve
 - 2) Identify minimum objectives for each course and at each elementary grade level
 - 3) Provide for continuing evaluation of programs for the purpose of attaining school district objectives
 - 4) Provide a program for ongoing monitoring of student progress
 - 5) Provide for specific, particular, and special needs of all members of the student community
 - 6) Develop a local literacy plan to have every child reading at or above grade level no later than the end of grade 3, including English learners, and teachers providing comprehensive, scientifically based reading instruction consistent with law.
 - 7) Integrate required and elective course standards in the scope and sequence of the district curriculum
 - 8) Meet all applicable requirements of the Minnesota Department of Education and federal law
- D. Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia. Students in grade

- 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified. See Minnesota Statutes section 120B.12, Subd. 2.
- E. Students who do not meet or exceed Minnesota academic standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of Minnesota Statutes section 120A.20, Subd. 1(c). A student's plan under this section shall continue while the student is enrolled.
 - F. The superintendent shall **assign the executive director of teaching and learning** to be responsible for keeping the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes, and for periodically presenting recommended modifications for school board review and approval.
 - G. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

Legal References: Minn. Stat. § 120B.10 (Findings; Improving Instruction and Curriculum)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.12 (Reading Proficiently No Later than the End of Grade 3)
Minn. Stat. § 120B.125(f) (Planning for Students' Successful Transition to Postsecondary Education and Employment)
Minn. Rules Part 3500.0550 (Inclusive Educational Program)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Part 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 605 (Alternative Programs)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 619 (Staff Development for Standards)
MSBA/MASA Model Policy 620 (Credit for Learning)
MSBA/MASA Model Policy 623 (Mandatory Summer School Instruction)



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

SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

I. PURPOSE

The purpose of this policy is to focus public education strategies on a process that promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota K-12 Academic Standards and federal law.

II. GENERAL STATEMENT OF POLICY

Implementation of the Minnesota K-12 Academic Standards and federal law requires accountability for the school district. The school district established a system to transition to the graduation requirements of the Minnesota K-12 Academic Standards. The school district also established a system to review and improve instruction, curriculum, and assessment, which will include substantial input by students, parents or guardians, and local community members. The school district will be accountable to the public and the state through annual reporting.

III. DEFINITIONS

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

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

- A. School District Goals
 - 1) The school board has established school district-wide goals that provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota K-12 Academic Standards and federal law. The broad goals shall be reviewed annually and approved by the school board. The school board shall adopt annual goals based on the recommendations of the school district's Advisory Committee.
 - 2) The Advisory Committee is established by the school board to ensure active community participation in all phases of planning and improving

the instruction and curriculum affecting state and district academic standards.

- 3) The school district-wide improvement goals should address recommendations identified through the Advisory Committee process. The school district's goal setting process will include consideration of individual site goals. School district goals may also be developed through an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.

B. System for Reviewing All Instruction and Curriculum.

Incorporated in the process will be analysis of the school district's progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minnesota Statutes section 123B.147, and teacher evaluations under Minnesota Statutes section 122A.40 or 122A.41.

The superintendent shall direct the executive director of teaching and learning to lead an annual program review for all grade levels and courses. Teachers shall be provided a process and the procedures, as well as any required training, to complete the review process prior to, during, and after the school year, as many curricular reviews to align with newly established Minnesota Academic Standards require additional time.

The district will follow the prescribed timeline for curriculum development and implementation outlined by the Minnesota Department of Education.

The timelines and procedures for district curricular development, implementation, and review will be posted on the district website and shared annually at curriculum advisory committee and School Board meetings.

C. Implementation of Graduation Requirements

- 1) The Advisory Committee shall also advise the school board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations of the Advisory Committee shall be published annually to the community. The school board shall receive public input and comment and shall adopt or update this policy at least annually.
- 2) The school board shall annually review and determine if student achievement levels at each school site meet federal expectations. If the school board determines that student achievement levels at a school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, the Advisory Committee shall work with the school site to adopt a plan to raise student achievement levels to meet federal expectations. The Advisory Committee may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (Commissioner) in developing a plan which must include parental involvement components

- 3) The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of achievement growth that show an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments. The school board will utilize models developed by the Commissioner for measuring individual student progress. The school board must coordinate with MDE in evaluating school sites and continuous improvement plans, consistent with best practices.
- D. Comprehensive Continuous Improvement of Student Achievement
- 1) By May of each year, the Advisory Committee will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process
 - 2) The Advisory Committee, working in cooperation with other committees of the school district [*such as the Technology, Educational Effectiveness, Grade Level, Site Instruction, Curriculum and Assessment Committees, etc.*], will provide active community participation in
 - a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota K-12 Academic Standards
 - b. ~~Identifying-Reviewing~~ annual instruction and curriculum improvement goals for recommendation to the school board;
 - c. ~~Making-Reviewing~~ recommendations regarding the evaluation process that will be used to measure school district progress toward its goals; and
 - d. ~~Advising the school board about development of the annual budget.~~
 - 3) The Advisory Committee shall meet the following criteria:
 - a. The Advisory Committee shall ensure active community participation in all ~~planning-reviewing~~ for instruction and curriculum affecting Graduation Standards
 - b. The Advisory Committee shall make recommendations to the school board on school district-wide standards, assessments, and program evaluation
 - c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan
 - d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board
 - 4) The Advisory Committee shall, when possible, be comprised of at least two-thirds community representatives and shall reflect the diversity of the community. To the extent possible, the Advisory Committee shall

reflect the diversity of the school district and its school sites and include teachers, parents, support staff, students, and other community residents. Included in its membership should be:

- a. The Director of Curriculum (or similar educational leader)
 - b. Principal
 - c. School Board Member
 - d. Student Representative
 - e. One teacher from each building or instructional level
 - f. Two parents from each building or instructional level
 - g. Two residents without school-aged children, non-representative of local business or industry
 - h. Two residents representatives of local business or industry
 - i. District Assessment Coordinator (if different from “a” above)
- 5) Translation services should be provided to the extent appropriate and practicable
- 6) The Advisory Committee shall meet the following timeline each year:
September: Organizational meeting of the Committee to review the authorizing legislation and the roles and responsibilities of the Committee as determined by the school board
Oct-Dec: Agree on the process to be used. Become familiar with the instruction and curriculum of the cycle content area
April-May: Review evaluation results and prepare recommendations
May: Present recommendations to the school board for its input and approval.

E. Evaluation of Student Progress Committee

A committee of professional staff shall develop a plan for assessment of student progress toward Literacy by Grade 3, the Graduation Standards, as well as program evaluation data for use by the Advisory Committee to review instruction and curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. This plan shall annually be approved by the school board.

F. Reporting

- 1) Consistent with Minnesota Statutes section 120B.36, Subd. 1, the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world’s best workforce. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The school district shall include the results of

- this evaluation in its published reports and in its summary report to the Commissioner
- 2) The school performance report for a school site and a school district must include performance reporting information and calculate proficiency rates as required by the most recently reauthorized Elementary and Secondary Education Act.

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

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 619 (Staff Development for Standards)
MSBA/MASA Model Policy 620 (Credit for Learning)



VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES

I. ~~Rationale:~~ PURPOSE

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.

II. GENERAL STATEMENT OF POLICY

- A. - The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.
- B. — The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

III. ~~POST-SECONDARY, ONLINE, APPRENTICESHIP ENROLLMENT OPTIONS~~ STUDENTS

- A. ~~A student enrolled in a post-secondary, online, or apprenticeship program enrollment options course~~ may remain at the school site during regular school hours in accordance with established procedures.
- B. A student enrolled in a post-secondary, online, or apprenticeship program enrollment options course may be provided with reasonable access, during regular school hours, to a computer and other technology resources that the student needs to complete coursework for a post-secondary, online, or apprenticeship enrollment course in accordance with established procedures.

IV. ~~VISITOR LIMITATIONS~~

- A. ~~An individual, post-secondary, online, or apprenticeship enrollment options student, or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district. A person may be excluded from any interscholastic athletic activity if the person assaults a sports official in connection with an activity.~~
- B. ~~Visitors, including post-secondary, online, or apprenticeship enrollment options students,~~ are authorized to park vehicles on school property at times and in locations specified in the approved visitor procedures and requirements or as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school property, school officials may:
 - ~~move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or if unattended, provide for the removal of the vehicle,~~

at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school property.

C. An individual, post-secondary, ~~online, or apprenticeship enrollment options~~ student, or group who enters school property, including a school bus, without complying with the procedures and requirements and who is directed by a school principal, bus operator or school employee designated to maintain order on school property, may be guilty of criminal trespass and thus subject to arrest and criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

~~**Rationale:** The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.~~

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts) Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options ~~Program Act~~) Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited) Minn. Stat. § 609.605, Subds. 4 and 5 (Trespasses on School Property/Trespass on a School Bus)

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
 - (1) 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.
 - (2) 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.
 - (1) 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).
 - (2) 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:

Tim Trueebenbach

501 Minnesota Ave, Big Lake MN 55309

763-262-2536 t.trueebenbach@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. 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. 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 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 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 (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 (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 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 (Minnesota Government Data Practices Act (MGDPA)).

VI. PROCEDURES

A. Open Forum Guidelines

1. The topic must address an item on the board agenda. 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, address, 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 board, will fill out a slip with name and address and provide to the board 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.
4. Speakers must state their name and address.
5. Each speaker will be provided three minutes.
6. The board chair can end the Open Forum at any time.
7. Data privacy laws do not allow for any matters concerning private or confidential data about individual employees or students to be discussed.
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. 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 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 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 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)

- 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 (Meetings Having Data Classified as Not Public)
 - Minn. Stat. § 15.0597 (Appointments to Multimember Agencies)
 - Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures)
 - Minn. Stat. § 122A.33, Subd. 3 (Notice of Nonrenewal; Opportunity to Respond)
 - Minn. Stat. § 122A.40, Subd. 14 (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. 260E (Reporting of Maltreatment of Minor)
 - 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
 - Minn. Op. Atty. Gen. 852 (July 14, 2006)
- Cross References:
- School District Policy 205 (Open Meetings and Closed Meetings)
 - MSBA/MASA Model Policy 207 (Public Hearings)
 - School District Policy 406 (Public and Private Personnel Data)
 - 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 "I" (School Records – Privacy – Access to Data)

SCHOOL BOARD COMMITTEES

I. 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

The school board hereby appoints the following standing committees:

- 1. Finance
- 2. Policy
- 3. Buildings and Grounds

IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES

- A. All meetings of committees 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.

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)