



Board of Education Big Lake School District #727 Regular Meeting

Mission Statement

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

Thursday, May 26, 2022

7:00 PM

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

I. Call to Order	
Chair, Tonya Reasoner	
II. Roll Call	
Chair, Tonya Reasoner	
III. Approve Agenda	
Chair, Tonya Reasoner	
IV. Pledge of Allegiance	
Chair, Tonya Reasoner	
V. Retirement Recognition (<i>F. Expand and Strengthen Public Support</i>)	
Chair, Tonya Reasoner	
Vickie O'Gara will be recognized for 36 years of service to the district.	
VI. Open Forum	3
Chair, Tonya Reasoner	
VII. Consent Agenda	
Chair, Tonya Reasoner	
A. Previous Minutes	
Minutes from the April 28, 2022 Regular Meeting and the May 19, 2022 Work Session	
B. Claims and Accounts	4
Claims and Accounts for the month of May	
C. Credit Card Report	19
D. Personnel	26
E. Approve Big Lake Online Administrative Assistant position	
F. Memorandum of Understanding	28
G. Approval of One Read Policies	29
H. Final Reading and Approval of Policies	45
109 School Colors and Mascot, 301 School District Administration, 501 School Weapons Policy, 505 Distribution of Non-school Sponsored Materials on School Premises by Students and Employees, 512 School-Sponsored Student Publications and Activities, 519 Investigation of Students from Non-staff, 603 Curriculum Development, 616 School District System Accountability, 903 Visitors to School District Buildings and Sites	
I. Approve Chartwells 2022-2023 Contract	70
VIII. Donations	91
Chair, Tonya Reasoner	
IX. Financial Report (<i>C. Strong Financial Foundation</i>)	92
Director of Business Services, Angie Manuel	
April report will be presented.	
X. Approve Food Service Meal Prices for School Year 2022-2023 (<i>C. Strong Financial Foundation</i>)	111
Director of Business Services, Angie Manuel	1
XI. School Presentations (<i>A. Implement Practices for Exceptional Learning</i>)	112
Principals	

Independence and High School

XII. Graduation Announcement (F. Expand and Strengthen Public Support)

High School Principal, Bob Dockendorf

Graduation is June 3, 2022 at 7:30 PM

XIII. Approval of Spud Fest Facility Rental Agreement (F. Expand and Strengthen Public Support)

145

Superintendent, Tim Truebenbach

Roll Call Vote

XIV. Approval of Pay and Benefit Changes for Non-Affiliated Staff (C. Strong Financial Foundation)

Superintendent, Tim Truebenbach

XV. First Reading of Policies (B. Accountability for Student Success)

164

Superintendent, Tim Truebenbach

New Policies: 203 Operation of the School Board Governing Rules, 203.2 Order of the Regular School Board Meeting, 203.6 Consent Agenda, 503 Student Attendance, 565 Booster Club, 565A Booster Club Guidelines

Revised Policies: 533 Wellness

XVI. Second Reading of Policies (B. Accountability for Student Success)

183

Superintendent, Tim Truebenbach

New Policy: 534 School Meals

XVII. Committee Updates (F. Expand and Strengthen Public Support)

A. Finance Committee

Treasurer, Amber Sixberry

B. Policy Committee

Board Member, Derek Nelson

C. Buildings and Grounds Committee

Board Member, Lenette Brown

XVIII. Student Representative Report (F. Expand and Strengthen Public Support)

Student Representative, Preity Persaud

XIX. Superintendent Report (F. Expand and Strengthen Public Support)

Superintendent, Tim Truebenbach

XX. Adjournment

Chair, Tonya Reasoner

Strategic Plan Focus Areas

Student Support

Staff Support

Family & Community Engagement



OPEN FORUM

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

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

The guidelines for open forum are as follows:

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

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2021 - 5/31/2022

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	101524	CH	1 92660	SCOTT, TERESA	04/27/2022	\$1,000.00	147778	E 04 500 560 157 321 305	CASH BOXES FOR SHREK FAMILY MUSI
Check Total:						\$1,000.00			
001	101525	CH	1 04874	AMAZON CAPITAL SERVICES	05/06/2022	\$26.64	147961	E 01 005 110 000 000 401	Medium Binder Clips – 60 Pack Binder Pap
001	101525	CH	1 04874	AMAZON CAPITAL SERVICES	05/06/2022	\$125.00	147961	E 01 005 110 000 000 401	Renewable Toner Compatible MICR Toner
001	101525	CH	1 04874	AMAZON CAPITAL SERVICES	05/06/2022	\$37.99	147961	E 01 005 630 000 000 401	Cool Toner Compatible Toner Cartridge Rej
001	101525	CH	1 04874	AMAZON CAPITAL SERVICES	05/06/2022	\$19.96	147962	E 01 005 110 000 000 401	Sticky Notes, 3x5 Inch, 600 Sheets Self-Sti
001	101525	CH	1 04874	AMAZON CAPITAL SERVICES	05/06/2022	\$79.98	147962	E 01 005 110 000 000 401	Logitech K350 Wireless Wave Ergonomic K
001	101525	CH	1 04874	AMAZON CAPITAL SERVICES	05/06/2022	\$113.14	147962	E 01 005 110 000 000 401	Microsoft Wireless Comfort Desktop 5050 -
001	101525	CH	1 04874	AMAZON CAPITAL SERVICES	05/06/2022	\$197.99	147962	E 01 005 110 000 000 401	VIVO Extra Wide Corner Height Adjustable
Check Total:						\$600.70			
001	101526	CH	1 12563	BATTERIES PLUS BULBS	05/06/2022	\$69.96	147965	E 01 005 810 000 000 350	B&G SUPPLIES
001	101526	CH	1 12563	BATTERIES PLUS BULBS	05/06/2022	\$289.56	147966	E 01 005 810 000 000 350	B&G 2V LEAD
Check Total:						\$359.52			
001	101527	CH	1 01503	BECKER HIGH SCHOOL	05/06/2022	\$175.00	147963	E 11 300 294 119 000 369	BOYS GOLF INVITATIONAL 04/14/2022 @
Check Total:						\$175.00			
001	101528	CH	1 12974	BECKMANN, JARET	05/06/2022	\$108.00	147964	E 11 300 296 162 000 305	VARSITY LACROSSE OFFICIAL VS WACK
Check Total:						\$108.00			
001	101529	CH	1 13241	BENEFIT RESOURCE, LLD	05/06/2022	\$75.00	147968	E 01 005 105 000 000 305	COBRA QUALIFYING EVENT
001	101529	CH	1 13241	BENEFIT RESOURCE, LLD	05/06/2022	\$104.00	147968	E 01 005 105 000 000 305	COBRA DIRECT BILL MEMBERS
Check Total:						\$179.00			
001	101530	CH	1 12904	CAPTIVATE MEDIA + CONSULTING	05/06/2022	\$3,400.00	147967	E 01 005 107 000 000 305	50% FINAL PAYMENT FOR HORNET WAY
Check Total:						\$3,400.00			
001	101531	CH	1 06130	CARD SERVICES	05/06/2022	\$61.26	147985	E 01 005 720 000 000 401	HEALTH SUPPLIES
001	101531	CH	1 06130	CARD SERVICES	05/06/2022	\$21.96	147985	E 01 300 298 918 000 490	JAVA HIVE
001	101531	CH	1 06130	CARD SERVICES	05/06/2022	\$4.26	147985	E 01 201 250 000 000 430	MS SUPPLIES
001	101531	CH	1 06130	CARD SERVICES	05/06/2022	\$39.71	147985	E 04 500 580 341 325 490	CE
001	101531	CH	1 06130	CARD SERVICES	05/06/2022	\$17.92	147985	E 04 500 505 000 321 401	CE
001	101531	CH	1 06130	CARD SERVICES	05/06/2022	\$9.98	147985	E 04 500 560 157 321 401	CE
001	101531	CH	1 06130	CARD SERVICES	05/06/2022	\$133.04	147985	E 01 300 331 000 830 433	HS FACS
001	101531	CH	1 06130	CARD SERVICES	05/06/2022	\$29.41	147985	E 01 300 331 000 830 433	HS FACS
001	101531	CH	1 06130	CARD SERVICES	05/06/2022	\$42.99	147985	E 01 300 331 000 830 433	HS FACS
001	101531	CH	1 06130	CARD SERVICES	05/06/2022	\$111.92	147985	E 01 300 331 000 830 433	HS FACS
001	101531	CH	1 06130	CARD SERVICES	05/06/2022	\$61.33	147985	E 01 300 331 000 830 433	HS FACS
001	101531	CH	1 06130	CARD SERVICES	05/06/2022	\$181.81	147985	E 01 300 331 000 830 433	HS FACS

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001	101531	CH	1	06130	CARD SERVICES	05/06/2022	\$41.91	147985	E 01 300 331 000 830 433	HS FACS
001	101531	CH	1	06130	CARD SERVICES	05/06/2022	\$149.88	147985	E 01 300 331 000 830 433	HS FACS
001	101531	CH	1	06130	CARD SERVICES	05/06/2022	\$124.57	147985	E 01 300 331 000 830 433	HS FACS
001	101531	CH	1	06130	CARD SERVICES	05/06/2022	\$9.97	147985	E 01 300 331 000 830 433	HS FACS
001	101531	CH	1	06130	CARD SERVICES	05/06/2022	\$636.50	147985	E 04 500 505 000 321 401	CE
Check Total:							\$1,678.42			
001	101532	CH	1	08417	EDUCATORS BENEFIT CONSULTANTS	05/06/2022	\$370.02	147969	E 01 005 105 000 000 305	403(b) ADMIN & COMPLIANCE MONTHLY
Check Total:							\$370.02			
001	101533	CH	1	01395	ELK RIVER HIGH SCHOOL	05/06/2022	\$175.00	147970	E 11 300 294 119 000 369	BOYS GOLF INVITATIONAL 04/21/2022 @
Check Total:							\$175.00			
001	101534	CH	1	13043	GOPHERMODS, LLC	05/06/2022	\$623.00	147971	E 01 110 050 000 000 350	LIBERTY B&G REPAIRS
Check Total:							\$623.00			
001	101535	CH	1	07779	HUTCHINSON HIGH SCHOOL	05/06/2022	\$175.00	147972	E 11 300 294 119 000 369	BOYS GOLF INVITATIONAL 04/22/2022 @
Check Total:							\$175.00			
001	101536	CH	1	12975	LUNDE, TIMOTHY	05/06/2022	\$166.00	147973	E 11 300 296 162 000 305	JV/V LACROSSE OFFICIAL VS WACONIA
Check Total:							\$166.00			
001	101537	CH	1	01095	MONTICELLO HIGH SCHOOL	05/06/2022	\$200.00	147977	E 11 300 294 119 000 369	GIRLS GOLF INVITATIONAL 04/11/2022 @
Check Total:							\$200.00			
001	101538	CH	1	01298	NASCO	05/06/2022	\$138.00	147975	E 01 300 256 000 000 430	Hardwood Meterstick; #SB47938
Check Total:							\$138.00			
001	101540	CH	1	13252	NORWOOD, CHARLES	05/06/2022	\$1,120.00	147976	E 04 500 560 157 321 305	HS MUSICAL LIGHTING DIRECTOR
Check Total:							\$1,120.00			
001	101541	CH	1	13242	THE FIREFLY HOOK	05/06/2022	\$160.00	147978	E 04 500 560 080 321 305	COCHET SPA BASKET & WASHCLOTHS
Check Total:							\$160.00			
001	101542	CH	1	12762	T-MOBILE	05/06/2022	\$600.00	147979	E 01 005 630 011 155 320	HOT SPOTS MARCH 2022
Check Total:							\$600.00			
001	101543	CH	1	04148	VIKING COCA-COLA BOTTLING CO	05/06/2022	\$1,237.50	147984	E 11 300 298 000 000 490	HS CONCESSIONS
Check Total:							\$1,237.50			
001	101544	CH	1	06532	VISION STAFFING SOLUTIONS	05/06/2022	\$688.50	147980	E 01 005 810 356 000 305	BUILDING JANITORIAL SERVICES WEEK
001	101544	CH	1	06532	VISION STAFFING SOLUTIONS	05/06/2022	\$122.40	147980	E 01 100 810 356 000 305	INDY JANITORIAL SERVICES WEEK 04/2
Check Total:							\$810.90			
001	101545	CH	1	13048	WELLNESS FOR LIVING LLC	05/06/2022	\$145.00	147983	E 04 500 560 000 321 305	ICECREAM MAKING CLASS
Check Total:							\$145.00			

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001	101546	CH	1 01240	WRIGHT TECHNICAL CENTER	05/06/2022	\$11,398.00	147982	E 01 300 399 000 000 391	WTC ASSESSMENT MAY 2022
001	101546	CH	1 01240	WRIGHT TECHNICAL CENTER	05/06/2022	\$2,441.00	147982	E 01 005 850 000 000 580	BUILDING ADDITION 2009 MAY 2022
001	101546	CH	1 01240	WRIGHT TECHNICAL CENTER	05/06/2022	\$1,480.73	147982	E 05 005 865 000 000 390	LONG TERM FACILITY MAINT MAY 2022
001	101546	CH	1 01240	WRIGHT TECHNICAL CENTER	05/06/2022	\$2,349.00	147982	E 01 300 399 000 830 391	CTE LEVY MAY 2022
Check Total:						\$17,668.73			
001	101547	CH	1 09547	ZYCH, DAN	05/06/2022	\$166.00	147981	E 11 300 296 162 000 305	JV/V LACROSSE OFFICIAL VS WACONIA
Check Total:						\$166.00			
001	101548	CH	1 13038	NASP, INC.	05/06/2022	\$990.00	147986	E 01 300 240 000 000 430	PO 30735 HS PHY ED SUPPLIES
Check Total:						\$990.00			
001	101549	CH	1 04472	CARING RIVERS UNITED WAY	05/06/2022	\$40.00	148010	B 01 215 045	United Way
001	101549	CH	1 04472	CARING RIVERS UNITED WAY	05/06/2022	\$16.00	148010	B 12 215 045	United Way
Check Total:						\$56.00			
001	101550	CH	1 04234	MN CHILD SUPPORT PYMT CENTER	05/06/2022	\$483.50	148001	B 01 215 081	Child Support
001	101550	CH	1 04234	MN CHILD SUPPORT PYMT CENTER	05/06/2022	\$422.40	148001	B 12 215 081	Child Support
Check Total:						\$905.90			
001	101551	CH	1 04223	NCPERS GROUP LIFE INS	05/06/2022	\$149.34	148004	B 01 215 033	NCPR Life
Check Total:						\$149.34			
001	101552	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	05/06/2022	\$982.02	148006	B 01 215 040	U Due Nc
001	101552	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	05/06/2022	\$164.08	148006	B 04 215 040	U Dues Nc
001	101552	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	05/06/2022	\$1,977.48	148006	B 12 215 040	U Due Nc
Check Total:						\$3,123.58			
001	101553	CH	1 04874	AMAZON CAPITAL SERVICES	05/13/2022	\$150.00	148015	E 01 005 810 000 000 350	4 PACK VX-264 BATTERIES
001	101553	CH	1 04874	AMAZON CAPITAL SERVICES	05/13/2022	\$176.46	148015	E 01 005 810 000 000 350	VX-354 BATTERIES
001	101553	CH	1 04874	AMAZON CAPITAL SERVICES	05/13/2022	\$55.26	148015	E 01 005 810 000 000 350	10 PACK SHORT ANTENNA
001	101553	CH	1 04874	AMAZON CAPITAL SERVICES	05/13/2022	\$19.89	148017	E 12 100 411 000 740 433	Kids Protective Earmuffs, yellow
001	101553	CH	1 04874	AMAZON CAPITAL SERVICES	05/13/2022	\$71.91	148017	E 12 100 411 000 740 433	corded mouse
001	101553	CH	1 04874	AMAZON CAPITAL SERVICES	05/13/2022	\$19.89	148017	E 12 100 411 000 740 433	kids protective earmuffs, blue
001	101553	CH	1 04874	AMAZON CAPITAL SERVICES	05/13/2022	\$17.89	148017	E 12 100 411 000 740 433	kids protective earmuffs, green
001	101553	CH	1 04874	AMAZON CAPITAL SERVICES	05/13/2022	\$101.25	148021	E 04 500 580 000 325 401	B0040ZOUZM Solo 370W-2050 10 oz Whit
001	101553	CH	1 04874	AMAZON CAPITAL SERVICES	05/13/2022	\$39.99	148021	E 04 500 560 157 321 401	B014JN2NSA Funny Party Hats Black Fedc
001	101553	CH	1 04874	AMAZON CAPITAL SERVICES	05/13/2022	\$0.00	148021	E 04 500 580 000 325 401	Amazon Shipping Charge
001	101553	CH	1 04874	AMAZON CAPITAL SERVICES	05/13/2022	\$31.96	148022	E 04 500 570 000 321 401	B00WNFZH30 Home-X Wooden Clothespi
001	101553	CH	1 04874	AMAZON CAPITAL SERVICES	05/13/2022	\$92.00	148022	E 04 500 570 000 321 401	B0154K459M GoSports Strong Skin Foam
001	101553	CH	1 04874	AMAZON CAPITAL SERVICES	05/13/2022	\$35.88	148022	E 04 500 570 000 321 401	B07NQMFM1GP New brothreads 63 Brother

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	101553	CH	1 04874	AMAZON CAPITAL SERVICES	05/13/2022	\$51.98	148022	E 04 500 570 000 321 401	B08L974NFV BUYGOO 60Pcs Stiff Felt Fa
001	101553	CH	1 04874	AMAZON CAPITAL SERVICES	05/13/2022	\$6.99	148022	E 04 500 570 000 321 401	B08T1RZSBV Zsail Pony Beads 1000 pcs l
001	101553	CH	1 04874	AMAZON CAPITAL SERVICES	05/13/2022	\$29.98	148022	E 04 500 570 000 321 401	B09DXRP2Q2 4 Pieces 8.5 Inch Rainbow f
001	101553	CH	1 04874	AMAZON CAPITAL SERVICES	05/13/2022	\$0.00	148022	E 04 500 570 000 321 401	Amazon Shipping Charge
Check Total:						\$901.33			
001	101554	CH	1 09213	AQUA ENGINEERING, INC.	05/13/2022	\$3,100.00	148016	E 01 005 810 000 000 350	IRRIGATION ADDITION/ALTERATIONS TC
Check Total:						\$3,100.00			
001	101555	CH	1 13243	BOECKERS, MARK	05/13/2022	\$105.00	148018	E 11 201 294 111 000 305	7TH/8TH BASEBALL OFFICIAL VS BUFFA
Check Total:						\$105.00			
001	101556	CH	1 08891	BRIH DESIGN, LLC	05/13/2022	\$161.25	148019	E 12 300 403 000 740 394	APRIL 2022 SERVICES
Check Total:						\$161.25			
001	101557	CH	1 10289	BROWN, BRETT	05/13/2022	\$105.00	148020	E 11 300 294 111 000 305	9TH BASEBALL OFFICIAL VS CAMBRIDG
Check Total:						\$105.00			
001	101558	CH	1 10754	DOTY, BRIAN	05/13/2022	\$105.00	148023	E 11 300 294 111 000 305	9TH BASEBALL OFFICIAL VS ZIMMERMA
Check Total:						\$105.00			
001	101559	CH	1 12990	FLEISCHMAN, GREG	05/13/2022	\$154.50	148024	E 11 300 294 162 000 305	JV/V BOYS LACROSSE OFFICIAL VS HU'
Check Total:						\$154.50			
001	101560	CH	1 06230	GOPHER STATE ONE-CALL	05/13/2022	\$12.15	148025	E 01 005 810 000 000 350	EMAIL TICKETS
Check Total:						\$12.15			
001	101561	CH	1 13127	HARMS, MELISSA	05/13/2022	\$620.00	148026	E 04 500 560 157 321 305	MUSICAL ACCOMPANIST
Check Total:						\$620.00			
001	101562	CH	1 12149	LHOTKA, MIKE	05/13/2022	\$87.50	148027	E 11 300 296 114 000 305	JV/V TRACK STARTING OFFICIAL TRACK
001	101562	CH	1 12149	LHOTKA, MIKE	05/13/2022	\$87.50	148027	E 11 300 294 114 000 305	JV/V TRACK STARTING OFFICIAL TRACK
Check Total:						\$175.00			
001	101563	CH	1 13130	LMNO DESIGN CO LLC	05/13/2022	\$1,875.00	148028	E 01 300 790 000 699 303	PCN MEDIA CONSULTANT APRIL 2022
Check Total:						\$1,875.00			
001	101564	CH	1 13278	MULVIHILL, MARKUS	05/13/2022	\$167.50	148029	E 11 300 294 162 000 305	JV/V BOYS LACROSSE OFFICIAL VS HU'
Check Total:						\$167.50			
001	101566	CH	1 10356	PRIGGE, NICHOLAS	05/13/2022	\$210.00	148034	E 11 300 294 111 000 305	9TH BASEBALL OFFICIAL VS PRINCETO
Check Total:						\$210.00			
001	101567	CH	1 13240	PROCARE THERAPY	05/13/2022	\$1,800.00	148032	E 12 110 401 000 740 394	Assignment Start Date 3/28/22, Assigned E
001	101567	CH	1 13240	PROCARE THERAPY	05/13/2022	\$1,800.00	148033	E 12 110 401 000 740 394	Assignment Start Date 04/15
Check Total:						\$3,600.00			

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	101568	CH	1	13279	SCHMIDBAUER, BILL	05/13/2022	\$163.50	148036	E 11 300 294 162 000 305	JV/V BOYS LACROSSE OFFICIAL VS HU	
Check Total:							\$163.50				
001	101569	CH	1	12779	TGK AUTOMOTIVE	05/13/2022	\$1,347.77	148037	E 01 005 760 000 723 350	VAN #1 REPAIRS	
Check Total:							\$1,347.77				
001	101570	CH	1	08589	TITAN ENERGY SYSTEMS INC.	05/13/2022	\$949.35	148035	E 05 300 865 000 363 350	HS B&G REPAIRS	
Check Total:							\$949.35				
001	101571	CH	1	13280	TURNBULL, BLAINE	05/13/2022	\$166.00	148038	E 11 300 296 162 000 305	JV/V LACROSSE OFFICIAL VS BECKER	
Check Total:							\$166.00				
001	101572	CH	1	7823	VAN LUYK, LEONARD	05/13/2022	\$166.00	148040	E 11 300 296 162 000 305	JV/V LACROSSE OFFICIAL VS BECKER	
Check Total:							\$166.00				
001	101573	CH	1	06532	VISION STAFFING SOLUTIONS	05/13/2022	\$792.34	148039	E 01 005 810 356 000 305	GROUNDS JANITORIAL SERVICES WEE	
001	101573	CH	1	06532	VISION STAFFING SOLUTIONS	05/13/2022	\$132.60	148039	E 01 100 810 356 000 305	INDY JANITORIAL SERVICES WEEK OF (
Check Total:							\$924.94				
001	101574	CH	1	04874	AMAZON CAPITAL SERVICES	05/13/2022	\$4,839.80	148042	E 01 005 720 000 170 401	HONEYWELL HEPA AIR FILTERS	
001	101574	CH	1	04874	AMAZON CAPITAL SERVICES	05/13/2022	\$0.00	148042	E 01 005 720 000 170 401	CARE FUND	
Check Total:							\$4,839.80				
001	101575	CH	1	164	CHARTWELLS	05/13/2022	\$37,206.76	148043	E 02 005 770 000 701 490	FOOD	
001	101575	CH	1	164	CHARTWELLS	05/13/2022	\$16,407.34	148043	E 02 005 770 000 710 490	SCA FOOD	
001	101575	CH	1	164	CHARTWELLS	05/13/2022	\$14,405.00	148043	E 02 005 770 000 701 495	MILK	
001	101575	CH	1	164	CHARTWELLS	05/13/2022	\$1,525.00	148043	E 02 005 770 000 710 490	SCA MILK	
001	101575	CH	1	164	CHARTWELLS	05/13/2022	\$5,333.29	148043	E 02 005 770 000 701 401	SUPPLIES, PAPER PRODUCTS	
001	101575	CH	1	164	CHARTWELLS	05/13/2022	\$83,355.83	148043	E 02 005 770 202 701 305	CHARTWELL'S SALARIES & BENEFITS	
001	101575	CH	1	164	CHARTWELLS	05/13/2022	\$10,439.43	148043	E 02 005 770 000 701 305	CHARTWELL'S ADMIN FEE	
001	101575	CH	1	164	CHARTWELLS	05/13/2022	\$643.51	148043	E 02 005 770 000 701 305	ADVERTISING/RECRUITING/OUTSIDE SI	
001	101575	CH	1	164	CHARTWELLS	05/13/2022	\$702.41	148043	E 02 005 770 000 701 329	POSTAGE	
001	101575	CH	1	164	CHARTWELLS	05/13/2022	\$614.05	148043	E 02 005 770 000 701 350	REPAIRS AND MAINTENANCE	
001	101575	CH	1	164	CHARTWELLS	05/13/2022	\$23.00	148043	E 02 005 770 000 701 366	TRAINING, MILEAGE, MARKETING	
001	101575	CH	1	164	CHARTWELLS	05/13/2022	\$88.83	148043	E 02 005 770 000 701 820	OTHER TAXES/LICENSES	
001	101575	CH	1	164	CHARTWELLS	05/13/2022	\$1,614.54	148043	E 01 005 940 000 000 341	INSURANCE-CHARTWELLS	
Check Total:							\$172,358.99				
001	101576	CH	1	01121	MASSP	05/13/2022	\$160.00	148044	E 01 005 640 000 316 366	Student and Faculty Handbook Workshop	
Check Total:							\$160.00				
001	101577	CH	1	10245	NSGEL	05/13/2022	\$1,000.00	148030	E 04 500 560 122 321 530	PREMIER VAULT TRAMPOLINE	
001	101577	CH	1	10245	NSGEL	05/13/2022	\$4,440.00	148030	E 04 500 560 122 321 530	LZT/TAC 10 VALUT TABLE	

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	101577	CH	1	10245	NSGEL	05/13/2022	\$100.00	148030	E 04 500 560 122 321 530	SHIPPING
001	101577	CH	1	10245	NSGEL	05/13/2022	\$6,320.00	148031	E 04 500 560 122 321 530	CLM 8 X 15.5 X 12 CM FIRM V2
001	101577	CH	1	10245	NSGEL	05/13/2022	\$100.00	148031	E 04 500 560 122 321 530	SHIPPING
Check Total:							\$11,960.00			
001	101579	CH	1	04874	AMAZON CAPITAL SERVICES	05/20/2022	\$74.75	148046	E 01 100 203 000 000 401	Consecutive Number Vinyl Stickers (1 blue,
001	101579	CH	1	04874	AMAZON CAPITAL SERVICES	05/20/2022	\$40.00	148047	E 01 005 020 000 000 401	Leading Social Emotional Learning book fo
001	101579	CH	1	04874	AMAZON CAPITAL SERVICES	05/20/2022	\$387.00	148050	E 04 500 505 000 321 555	B071ZZTNBM Apple Magic Keyboard with
001	101579	CH	1	04874	AMAZON CAPITAL SERVICES	05/20/2022	\$69.95	148050	E 04 500 570 000 321 401	B075XSXV4N USA Toyz Glow Race Tracks
001	101579	CH	1	04874	AMAZON CAPITAL SERVICES	05/20/2022	\$1,649.97	148050	E 04 500 505 000 321 555	B07YGGZ7C1K LG 34WN80C-B UltraWide P
001	101579	CH	1	04874	AMAZON CAPITAL SERVICES	05/20/2022	\$55.77	148050	E 04 500 505 000 321 555	B0819KTP6M Battony USB C to HDMI Ada
001	101579	CH	1	04874	AMAZON CAPITAL SERVICES	05/20/2022	\$0.00	148050	E 04 500 505 000 321 555	Amazon Shipping Charge
001	101579	CH	1	04874	AMAZON CAPITAL SERVICES	05/20/2022	\$34.74	148051	E 04 500 570 000 321 401	0152018484 How I Became a Pirate
001	101579	CH	1	04874	AMAZON CAPITAL SERVICES	05/20/2022	\$21.69	148051	E 04 500 570 000 321 401	0517885565 How I Spent My Summer Vac
001	101579	CH	1	04874	AMAZON CAPITAL SERVICES	05/20/2022	\$20.97	148051	E 04 500 570 000 321 401	0698116232 The Knight and the Dragon (P
001	101579	CH	1	04874	AMAZON CAPITAL SERVICES	05/20/2022	\$37.11	148051	E 04 500 570 000 321 401	1419721372 Ada Twist, Scientist (The Que
001	101579	CH	1	04874	AMAZON CAPITAL SERVICES	05/20/2022	\$53.97	148051	E 04 500 570 000 321 401	1492664731 Trees Make Perfect Pets: A St
001	101579	CH	1	04874	AMAZON CAPITAL SERVICES	05/20/2022	\$35.97	148051	E 04 500 570 000 321 401	1637311885 Creative Ninja: A STEAM Bool
001	101579	CH	1	04874	AMAZON CAPITAL SERVICES	05/20/2022	\$23.97	148051	E 04 500 570 000 321 401	1728250161 There Was a Black Hole that S
001	101579	CH	1	04874	AMAZON CAPITAL SERVICES	05/20/2022	\$48.57	148051	E 04 500 570 000 321 401	1732934665 Never Let a Unicorn Scribble!
001	101579	CH	1	04874	AMAZON CAPITAL SERVICES	05/20/2022	\$26.58	148051	E 04 500 570 000 321 401	B00006IBK9 Swingline 1 Hole Punch, Sing
001	101579	CH	1	04874	AMAZON CAPITAL SERVICES	05/20/2022	\$30.90	148051	E 04 500 570 000 321 401	B007QNVYJU Heavy Duty 1/4 inch Standa
001	101579	CH	1	04874	AMAZON CAPITAL SERVICES	05/20/2022	\$31.96	148051	E 04 500 570 000 321 401	B07RN4QGW2 Loose Leaf Binder Rings 1-
001	101579	CH	1	04874	AMAZON CAPITAL SERVICES	05/20/2022	\$0.00	148051	E 04 500 570 000 321 401	Amazon Shipping Charge
001	101579	CH	1	04874	AMAZON CAPITAL SERVICES	05/20/2022	\$22.94	148052	E 04 500 570 000 321 401	B08R3V1YTB GMAOPHY Dry Erase White
001	101579	CH	1	04874	AMAZON CAPITAL SERVICES	05/20/2022	\$10.82	148052	E 04 500 596 000 344 401	B091CSVKCJ [Apple MFi Certified] iPhone
001	101579	CH	1	04874	AMAZON CAPITAL SERVICES	05/20/2022	\$37.98	148052	E 04 500 570 000 321 401	B09D3NYZBN Magicfly 20 Colors Tie Dye I
001	101579	CH	1	04874	AMAZON CAPITAL SERVICES	05/20/2022	\$149.99	148052	E 04 500 570 000 321 401	B09HRFNMV3 Jacquard Procion MX Dye I
001	101579	CH	1	04874	AMAZON CAPITAL SERVICES	05/20/2022	\$0.00	148052	E 04 500 570 000 321 401	Amazon Shipping Charge
001	101579	CH	1	04874	AMAZON CAPITAL SERVICES	05/20/2022	\$6.00	148053	E 04 500 570 000 321 401	B00KD6YW2I Aleene's Fabric Fusion Glue,
001	101579	CH	1	04874	AMAZON CAPITAL SERVICES	05/20/2022	\$79.00	148053	E 04 500 505 000 321 455	B09BRD98T4 Apple Magic Mouse (Wireles
001	101579	CH	1	04874	AMAZON CAPITAL SERVICES	05/20/2022	\$0.00	148053	E 04 500 505 000 321 455	Amazon Shipping Charge
001	101579	CH	1	04874	AMAZON CAPITAL SERVICES	05/20/2022	\$135.92	148057	E 01 005 610 000 320 401	think indigenous books
001	101579	CH	1	04874	AMAZON CAPITAL SERVICES	05/20/2022	\$87.60	148057	E 01 005 610 000 320 401	365 days of walking books
Check Total:							\$3,174.12			

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	101580	CH	1 09213	AQUA ENGINEERING, INC.	05/20/2022	\$1,524.60	148048	E 01 005 810 000 000 305	IRRIGATION START UP
001	101580	CH	1 09213	AQUA ENGINEERING, INC.	05/20/2022	\$5,723.77	148049	E 01 005 810 000 000 305	IRRIGATION START UP
Check Total:						\$7,248.37			
001	101581	CH	1 04806	BERGESON, JOHN	05/20/2022	\$105.00	148055	E 11 300 294 111 000 305	JV BASEBALL OFFICIAL VS MONTICELL
Check Total:						\$105.00			
001	101582	CH	1 13243	BOECKERS, MARK	05/20/2022	\$150.00	148056	E 11 300 294 111 000 305	9TH BASEBALL OFFICIAL VS SAUK RAPI
Check Total:						\$150.00			
001	101583	CH	1 13285	CEKALLA ENTERPRISES, INC	05/20/2022	\$15.00	148060	E 04 500 560 000 321 305	FEBRUARY LESSONS
Check Total:						\$15.00			
001	101584	CH	1 03184	CENTERPOINT ENERGY	05/20/2022	\$473.69	148126	E 01 201 810 000 000 330	MS APRIL 2022 GAS
001	101584	CH	1 03184	CENTERPOINT ENERGY	05/20/2022	\$3,850.07	148126	E 01 201 810 000 000 330	MS APRIL 2022 GAS
001	101584	CH	1 03184	CENTERPOINT ENERGY	05/20/2022	\$4,463.01	148126	E 01 100 810 000 000 330	INDY APRIL 2022 GAS
001	101584	CH	1 03184	CENTERPOINT ENERGY	05/20/2022	\$185.90	148126	E 01 300 810 000 000 330	HS APRIL 2022 GAS
001	101584	CH	1 03184	CENTERPOINT ENERGY	05/20/2022	\$10,997.07	148126	E 01 300 810 000 000 330	HS APRIL 2022 GAS
001	101584	CH	1 03184	CENTERPOINT ENERGY	05/20/2022	\$151.24	148126	E 01 100 810 000 000 330	INDY APRIL 2022 GAS
001	101584	CH	1 03184	CENTERPOINT ENERGY	05/20/2022	\$435.95	148126	E 01 100 810 000 000 330	INDY APRIL 2022 GAS
Check Total:						\$20,556.93			
001	101585	CH	1 13218	CENTRAL MN MENTAL HEALTH CENTE	05/20/2022	\$300.00	148059	E 01 300 211 000 799 305	HS THERAPY
Check Total:						\$300.00			
001	101586	CH	1 12983	CORNWELL, KALEIGH	05/20/2022	\$108.00	148058	E 11 300 296 162 000 305	VARSITY LACROSSE OFFICIAL VS ROCC
Check Total:						\$108.00			
001	101587	CH	1 01026	DICK BLICK	05/20/2022	\$16.60	148054	E 01 100 212 000 000 430	20066-1028 Crayola Oil Pastels, set 28
001	101587	CH	1 01026	DICK BLICK	05/20/2022	\$217.66	148061	E 01 100 212 000 000 430	00082-1144 Tempra Paint Sticks, Primary
001	101587	CH	1 01026	DICK BLICK	05/20/2022	\$84.99	148061	E 01 100 212 000 000 430	10145-2075 Fabrno Studion WC Pad, 9x1
001	101587	CH	1 01026	DICK BLICK	05/20/2022	\$67.86	148061	E 01 100 212 000 000 430	00099-1009 Tempera Cakes Set of 4
001	101587	CH	1 01026	DICK BLICK	05/20/2022	\$107.04	148061	E 01 100 212 000 000 430	33214-0759 Crayola Model Magic, Wht, 1
001	101587	CH	1 01026	DICK BLICK	05/20/2022	\$0.00	148061	E 01 100 212 000 000 430	30476-3086 Teachers Palette Glz Scrlet
001	101587	CH	1 01026	DICK BLICK	05/20/2022	\$76.85	148061	E 01 100 212 000 000 430	21206-2200 Crayola Wash Markers Clspk
001	101587	CH	1 01026	DICK BLICK	05/20/2022	\$92.07	148062	E 01 300 212 000 000 430	PO 29954 HS ART SUPPLIES
Check Total:						\$663.07			
001	101588	CH	1 10754	DOTY, BRIAN	05/20/2022	\$105.00	148063	E 11 300 294 111 000 305	V BASEBALL OFFICIAL VS SAUK RAPIDS
Check Total:						\$105.00			
001	101589	CH	1 02735	EHLERS & ASSOCIATES, INC	05/20/2022	\$1,200.00	148066	E 01 005 110 000 000 305	2021-2022 BENCHMARKING & BEST PR/

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001	101589	CH	1 02735	EHLERS & ASSOCIATES, INC	05/20/2022	\$1,500.00	148067	E 01 005 110 000 000 305	2021-2022 BUDGET PROJECTION MODE
						Check Total:	\$2,700.00		
001	101590	CH	1 12249	EICHACKER, ERIC	05/20/2022	\$166.00	148065	E 11 300 296 162 000 305	JV/V LACROSSE OFFICIAL VS HUTCHIN:
						Check Total:	\$166.00		
001	101591	CH	1 12980	ELIASON, THOMAS	05/20/2022	\$108.00	148064	E 11 300 296 162 000 305	V LACROSSE OFFICIAL VS HUTCHINSOI
						Check Total:	\$108.00		
001	101592	CH	1 06741	ELITE SANITATION	05/20/2022	\$380.00	148068	E 04 500 505 000 321 335	CE
001	101592	CH	1 06741	ELITE SANITATION	05/20/2022	\$210.00	148068	E 11 300 294 111 000 305	BASEBALL
001	101592	CH	1 06741	ELITE SANITATION	05/20/2022	\$210.00	148068	E 11 300 296 125 000 305	SOFTBALL
001	101592	CH	1 06741	ELITE SANITATION	05/20/2022	\$82.50	148068	E 11 300 294 114 000 305	TRACK
001	101592	CH	1 06741	ELITE SANITATION	05/20/2022	\$82.50	148068	E 11 300 296 114 000 305	TRACK
001	101592	CH	1 06741	ELITE SANITATION	05/20/2022	\$58.00	148068	E 11 300 294 118 000 305	SOCCER
001	101592	CH	1 06741	ELITE SANITATION	05/20/2022	\$58.00	148068	E 11 300 296 118 000 305	SOCCER
001	101592	CH	1 06741	ELITE SANITATION	05/20/2022	\$57.50	148068	E 11 300 296 120 000 305	TENNIS
001	101592	CH	1 06741	ELITE SANITATION	05/20/2022	\$57.50	148068	E 11 300 294 120 000 305	TENNIS
						Check Total:	\$1,196.00		
001	101593	CH	1 10006	GUNDERSON, DAVID	05/20/2022	\$210.00	148069	E 11 300 294 111 000 305	JV & V BASEBALL OFFICIAL VS ST FRAN
						Check Total:	\$210.00		
001	101594	CH	1 12955	KALLEDSTAED, JIM	05/20/2022	\$166.00	148076	E 11 300 296 162 000 305	JV/V LACROSSE OFFICIAL VS ROCORI
						Check Total:	\$166.00		
001	101595	CH	1 10430	KLEINMEYER, TERRY	05/20/2022	\$85.00	148071	E 11 300 296 125 000 305	VARSITY SOFTBALL OFFICIAL VS MONT
						Check Total:	\$85.00		
001	101596	CH	1 13290	KREFT, DAVE	05/20/2022	\$210.00	148075	E 11 300 294 111 000 305	JV & V BASEBALL OFFICIAL VS ST FRAN
001	101596	CH	1 13290	KREFT, DAVE	05/20/2022	\$105.00	148077	E 11 300 294 111 000 305	VARSITY BASEBALL OFFICIAL VS MONT
						Check Total:	\$315.00		
001	101597	CH	1 05914	KREMER, BOB	05/20/2022	\$105.00	148072	E 11 300 294 111 000 305	V BASEBALL OFFICIAL VS MONTICELLO
						Check Total:	\$105.00		
001	101598	CH	1 12635	LARSON, JAKE	05/20/2022	\$120.00	148070	E 01 300 259 000 000 350	TUNING
						Check Total:	\$120.00		
001	101599	CH	1 10251	LESHOUSKY, MATT	05/20/2022	\$170.00	148073	E 11 300 296 125 000 305	VARSITY SOFTBALL OFFICIAL VS CHISA
						Check Total:	\$170.00		
001	101600	CH	1 12149	LHOTKA, MIKE	05/20/2022	\$87.50	148074	E 11 300 296 114 000 305	JV/V TRACK STARTING OFFICIAL VS CH

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001	101600	CH	1	12149	LHOTKA, MIKE	05/20/2022	\$87.50	148074	E 11 300 294 114 000 305	JV/V TRACK STARTING OFFICIAL VS CH	
							Check Total:	\$175.00			
001	101601	CH	1	01121	MASSP	05/20/2022	\$275.00	148080	E 01 300 605 000 000 366	2022 MASSP SUMMER CONFERENCE JI	
001	101601	CH	1	01121	MASSP	05/20/2022	\$275.00	148080	E 01 300 050 000 000 366	2022 MASSP SUMMER CONFERENCE JI	
							Check Total:	\$550.00			
001	101602	CH	1	01121	MASSP	05/20/2022	\$275.00	148079	E 01 005 640 000 316 366	2022 MASSP SUMMER CONFERENCE (K	
							Check Total:	\$275.00			
001	101603	CH	1	13289	NELSON, RICK	05/20/2022	\$166.00	148078	E 11 300 296 162 000 305	JV/V LACROSSE OFFICIAL VS ROCORI	
							Check Total:	\$166.00			
001	101604	CH	1	07890	PMA FINANCIAL NETWORK INC.	05/20/2022	\$235.25	148081	E 45 005 935 000 000 305	ASSETS APRIL 2022	
							Check Total:	\$235.25			
001	101605	CH	1	09361	PRATT, MARK	05/20/2022	\$85.00	148083	E 11 300 296 125 000 305	JV SOFTBALL OFFICIAL VS MONTICELL	
							Check Total:	\$85.00			
001	101606	CH	1	09760	PREMIER LOCATING, INC.	05/20/2022	\$252.50	148082	E 01 005 810 000 000 305	TICKETS	
001	101606	CH	1	09760	PREMIER LOCATING, INC.	05/20/2022	\$182.50	148127	E 01 005 810 000 000 305	TICKETS	
							Check Total:	\$435.00			
001	101607	CH	1	13288	RANDALL, MARK	05/20/2022	\$105.00	148084	E 11 300 294 111 000 305	VARSITY BASEBALL OFFICIAL VS SAUK	
							Check Total:	\$105.00			
001	101609	CH	1	04430	SEPCIAL SCHOOLS DISTRICT #1	05/20/2022	\$110.00	148085	E 04 500 583 000 354 430	MPSI SCREENING TOOL FOR EARLY CH	
							Check Total:	\$110.00			
001	101610	CH	1	12068	THE WATSON COMPANY, INC.	05/20/2022	\$173.05	148125	E 11 300 298 000 000 490	HS CONCESSIONS	
							Check Total:	\$173.05			
001	101611	CH	1	13287	THOMPSON, JASON	05/20/2022	\$166.00	148117	E 11 300 296 162 000 305	JV/V LACROSSE OFFICIAL VS HUTCHIN	
							Check Total:	\$166.00			
001	101612	CH	1	13276	TRISTATE ORGAN SERVICE	05/20/2022	\$223.38	148118	E 01 100 259 000 000 350	INDY REPAIRS	
							Check Total:	\$223.38			
001	101613	CH	1	06532	VISION STAFFING SOLUTIONS	05/20/2022	\$1,304.17	148119	E 01 005 810 356 000 305	JANITORIAL SERVICES WEEK OF 05/08/	
							Check Total:	\$1,304.17			
001	101614	CH	1	13247	WILLIAMS, LOUIS	05/20/2022	\$105.00	148121	E 11 300 294 111 000 305	JV BASEBALL OFFICIAL VS SAUK RAPID	
001	101614	CH	1	13247	WILLIAMS, LOUIS	05/20/2022	\$105.00	148122	E 11 201 294 111 000 305	7TH/8TH BASEBALL OFFICIAL VS BECKE	
							Check Total:	\$210.00			
001	101615	CH	1	05170	WISNIESKI, DAVID	05/20/2022	\$170.00	148123	E 11 300 296 125 000 305	VARSITY SOFTBALL OFFICIAL VS CHISA	
							Check Total:	\$170.00			

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	101616	CH	1 01240	WRIGHT TECHNICAL CENTER	05/20/2022	\$19,977.05	148124	E 01 998 211 000 303 390	WRIGHT ACADEMY HIGH SCHOOL
Check Total:						\$19,977.05			
001	101617	CH	1 01165	XCEL ENERGY-NSP	05/20/2022	\$4,004.01	148120	E 01 110 810 000 000 330	LIBERTY NATURAL GAS P #302291437 A
Check Total:						\$4,004.01			
001	101619	CH	1 01187	SCHMITT MUSIC CENTERS	05/20/2022	\$23.99	148086	E 01 300 259 000 000 430	BAND SUPPLIES
001	101619	CH	1 01187	SCHMITT MUSIC CENTERS	05/20/2022	\$48.00	148087	E 01 300 259 000 000 430	HS BAND SUPPLIES
001	101619	CH	1 01187	SCHMITT MUSIC CENTERS	05/20/2022	\$24.28	148088	E 01 300 259 000 000 430	HS BAND SUPPLIES
001	101619	CH	1 01187	SCHMITT MUSIC CENTERS	05/20/2022	\$55.80	148089	E 01 300 259 000 000 430	PO 30335 HS BAND SUPPLIES
001	101619	CH	1 01187	SCHMITT MUSIC CENTERS	05/20/2022	\$17.50	148090	E 01 201 258 000 000 430	Music Filing Boxes 03770989 (07)
001	101619	CH	1 01187	SCHMITT MUSIC CENTERS	05/20/2022	\$17.50	148091	E 01 201 258 000 000 430	Music Filing Boxes 1" 958330 (07)
001	101619	CH	1 01187	SCHMITT MUSIC CENTERS	05/20/2022	\$70.00	148092	E 01 201 208 951 000 350	Instrument Repair of School Owned Instrun
001	101619	CH	1 01187	SCHMITT MUSIC CENTERS	05/20/2022	\$75.00	148093	E 01 201 208 951 000 350	Instrument Repair of School Owned Instrun
001	101619	CH	1 01187	SCHMITT MUSIC CENTERS	05/20/2022	\$60.00	148094	E 01 201 208 951 000 350	Instrument Repair of School Owned Instrun
001	101619	CH	1 01187	SCHMITT MUSIC CENTERS	05/20/2022	\$105.00	148095	E 01 201 208 951 000 350	Instrument Repair of School Owned Instrun
001	101619	CH	1 01187	SCHMITT MUSIC CENTERS	05/20/2022	\$106.00	148096	E 01 201 208 951 000 350	Instrument Repair of School Owned Instrun
001	101619	CH	1 01187	SCHMITT MUSIC CENTERS	05/20/2022	\$35.00	148097	E 01 201 208 951 000 350	Instrument Repair of School Owned Instrun
001	101619	CH	1 01187	SCHMITT MUSIC CENTERS	05/20/2022	\$85.00	148098	E 01 201 208 951 000 350	Instrument Repair of School Owned Instrun
001	101619	CH	1 01187	SCHMITT MUSIC CENTERS	05/20/2022	\$140.00	148099	E 01 201 208 951 000 350	Instrument Repair of School Owned Instrun
001	101619	CH	1 01187	SCHMITT MUSIC CENTERS	05/20/2022	\$80.00	148100	E 01 201 208 951 000 350	Instrument Repair of School Owned Instrun
001	101619	CH	1 01187	SCHMITT MUSIC CENTERS	05/20/2022	\$40.00	148101	E 01 201 208 951 000 350	Instrument Repair of School Owned Instrun
001	101619	CH	1 01187	SCHMITT MUSIC CENTERS	05/20/2022	\$77.00	148102	E 01 201 208 951 000 350	Instrument Repair of School Owned Instrun
001	101619	CH	1 01187	SCHMITT MUSIC CENTERS	05/20/2022	\$110.00	148103	E 01 201 208 951 000 350	Instrument Repair of School Owned Instrun
001	101619	CH	1 01187	SCHMITT MUSIC CENTERS	05/20/2022	\$60.00	148104	E 01 201 208 951 000 350	Instrument Repair of School Owned Instrun
001	101619	CH	1 01187	SCHMITT MUSIC CENTERS	05/20/2022	\$85.00	148105	E 01 201 208 951 000 350	Instrument Repair of School Owned Instrun
001	101619	CH	1 01187	SCHMITT MUSIC CENTERS	05/20/2022	\$75.00	148106	E 01 201 208 951 000 350	Instrument Repair of School Owned Instrun
001	101619	CH	1 01187	SCHMITT MUSIC CENTERS	05/20/2022	\$63.00	148107	E 01 201 208 951 000 350	Instrument Repair of School Owned Instrun
001	101619	CH	1 01187	SCHMITT MUSIC CENTERS	05/20/2022	\$81.00	148108	E 01 201 208 951 000 350	Instrument Repair of School Owned Instrun
001	101619	CH	1 01187	SCHMITT MUSIC CENTERS	05/20/2022	\$95.00	148109	E 01 201 208 951 000 350	Instrument Repair of School Owned Instrun
001	101619	CH	1 01187	SCHMITT MUSIC CENTERS	05/20/2022	\$80.00	148110	E 01 201 208 951 000 350	Instrument Repair of School Owned Instrun
001	101619	CH	1 01187	SCHMITT MUSIC CENTERS	05/20/2022	\$81.00	148111	E 01 201 208 951 000 350	Instrument Repair of School Owned Instrun
001	101619	CH	1 01187	SCHMITT MUSIC CENTERS	05/20/2022	\$102.00	148112	E 01 201 208 951 000 350	Instrument Repair of School Owned Instrun
001	101619	CH	1 01187	SCHMITT MUSIC CENTERS	05/20/2022	\$91.00	148113	E 01 300 258 000 000 430	HS BAND SUPPLIES
001	101619	CH	1 01187	SCHMITT MUSIC CENTERS	05/20/2022	\$115.00	148114	E 01 201 208 951 000 350	Instrument Repair of School Owned Instrun
001	101619	CH	1 01187	SCHMITT MUSIC CENTERS	05/20/2022	\$90.00	148115	E 01 201 208 951 000 350	Instrument Repair of School Owned Instrun

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2021 - 5/31/2022

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	101619	CH	1 01187	SCHMITT MUSIC CENTERS	05/20/2022	\$100.00	148116	E 01 201 208 951 000 350	Instrument Repair of School Owned Instrun
Check Total:						\$2,288.07			
001	101620	CH	1 12314	ADVANTAGE EDUCATION PROGRAMS	05/20/2022	\$300.00	148045	E 04 500 560 000 321 305	ACT PREP COURSE
001	101620	CH	1 12314	ADVANTAGE EDUCATION PROGRAMS	05/20/2022	(\$45.00)	148045	E 04 500 560 000 321 305	RBATE
Check Total:						\$255.00			
Bank 001 Total:						\$309,482.16			
Report Total:						\$309,482.16			

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2021 - 5/31/2022

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	101621	CH	1	04472	CARING RIVERS UNITED WAY	05/24/2022	\$40.00	148147	B 01 215 045	United Way	
001	101621	CH	1	04472	CARING RIVERS UNITED WAY	05/24/2022	\$16.00	148147	B 12 215 045	United Way	
Check Total:							\$56.00				
001	101622	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	05/24/2022	\$483.50	148139	B 01 215 081	Child Support	
001	101622	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	05/24/2022	\$422.40	148139	B 12 215 081	Child Support	
Check Total:							\$905.90				
001	101623	CH	1	12504	MN PEIP	05/24/2022	\$214,421.19	148151	B 01 215 030	JUNE 2022 HEALTH	
001	101623	CH	1	12504	MN PEIP	05/24/2022	\$17,390.06	148151	B 04 215 030	JUNE 2022 HEALTH	
001	101623	CH	1	12504	MN PEIP	05/24/2022	\$5,577.52	148151	B 05 215 030	JUNE 2022 HEALTH	
001	101623	CH	1	12504	MN PEIP	05/24/2022	\$2,232.42	148151	B 11 215 030	JUNE 2022 HEALTH	
001	101623	CH	1	12504	MN PEIP	05/24/2022	\$136,323.99	148151	B 12 215 030	JUNE 2022 HEALTH	
001	101623	CH	1	12504	MN PEIP	05/24/2022	\$19,570.09	148151	B 01 215 051	JUNE 2022 HEALTH	
001	101623	CH	1	12504	MN PEIP	05/24/2022	\$1,902.18	148151	B 04 215 051	JUNE 2022 HEALTH	
001	101623	CH	1	12504	MN PEIP	05/24/2022	\$576.48	148151	B 05 215 051	JUNE 2022 HEALTH	
001	101623	CH	1	12504	MN PEIP	05/24/2022	\$224.48	148151	B 11 215 051	JUNE 2022 HEALTH	
001	101623	CH	1	12504	MN PEIP	05/24/2022	\$16,435.15	148151	B 12 215 051	JUNE 2022 HEALTH	
Check Total:							\$414,653.56				
001	101624	CH	1	9375	OSTENDORF, LORI	05/24/2022	\$2,160.57	148153	E 01 005 110 999 000 401	Bank return ACH pmt 5/20/22 Payroll net	
Check Total:							\$2,160.57				
001	101625	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	05/24/2022	\$1,013.66	148143	B 01 215 040	U Due Nc	
001	101625	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	05/24/2022	\$164.08	148143	B 04 215 040	U Dues Nc	
001	101625	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	05/24/2022	\$1,946.26	148143	B 12 215 040	U Due Nc	
Check Total:							\$3,124.00				
001	101626	CH	1	03307	AIM ELECTRONICS INC.	05/27/2022	\$7,467.00	148155	E 06 300 870 000 000 530	PROJECT ID#22E300.01F HIGH SCHOOL	
Check Total:							\$7,467.00				
001	101627	CH	1	13175	BUILDING RESTORATION CORPORATI	05/27/2022	\$60,623.70	148156	E 06 300 870 000 000 520	BLTWF 2022 PROJECT ID #22A300.03 TH	
001	101627	CH	1	13175	BUILDING RESTORATION CORPORATI	05/27/2022	\$1,945.50	148157	E 06 201 870 000 000 520	BLTWF 2022 PROJECT ID #22A201.03 TH	
001	101627	CH	1	13175	BUILDING RESTORATION CORPORATI	05/27/2022	\$36,964.50	148158	E 06 201 870 000 000 520	PO 30499 BLTWF 2022 PROJECT ID #22A	
Check Total:							\$99,533.70				
001	101628	CH	1	07795	COLLEGE BOARD	05/27/2022	\$2,952.00	148172	E 01 300 710 710 000 461	HS AP EXAM FEES	
Check Total:							\$2,952.00				
001	101629	CH	1	13198	ECSI SYSTEM INTEGRATORS	05/27/2022	\$691.20	148159	E 01 201 810 359 000 520	MS Sounds system Programming	
001	101629	CH	1	13198	ECSI SYSTEM INTEGRATORS	05/27/2022	\$172.80	148159	E 01 201 810 359 000 520	MS Sounds system Delivery Backroom	
001	101629	CH	1	13198	ECSI SYSTEM INTEGRATORS	05/27/2022	\$129.60	148159	E 01 201 810 359 000 520	MS Sounds system purchasing	

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				Pay/Void							
Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description		
001	101629	CH	1 13198	ECSI SYSTEM INTEGRATORS	05/27/2022	\$297.00	148159	E 01 201 810 359 000 520	MS Sounds system engineering		
001	101629	CH	1 13198	ECSI SYSTEM INTEGRATORS	05/27/2022	\$288.00	148159	E 01 201 810 359 000 520	MS Sounds system project mgmt		
001	101629	CH	1 13198	ECSI SYSTEM INTEGRATORS	05/27/2022	(\$78.93)	148159	E 01 201 810 359 000 520	retainage		
001	101629	CH	1 13198	ECSI SYSTEM INTEGRATORS	05/27/2022	\$172.80	148160	E 01 201 810 359 000 520	MS Sounds System delivery backroom		
001	101629	CH	1 13198	ECSI SYSTEM INTEGRATORS	05/27/2022	\$129.60	148160	E 01 201 810 359 000 520	MS Sounds System purchasing		
001	101629	CH	1 13198	ECSI SYSTEM INTEGRATORS	05/27/2022	\$297.00	148160	E 01 201 810 359 000 520	MS Sounds System engineering		
001	101629	CH	1 13198	ECSI SYSTEM INTEGRATORS	05/27/2022	\$288.00	148160	E 01 201 810 359 000 520	MS Sounds System project mgmt		
001	101629	CH	1 13198	ECSI SYSTEM INTEGRATORS	05/27/2022	\$29,282.60	148160	E 01 201 810 359 000 520	MS Sounds System Audio Visual Material		
001	101629	CH	1 13198	ECSI SYSTEM INTEGRATORS	05/27/2022	(\$1,508.50)	148160	E 01 201 810 359 000 520	MS Sounds System retainage		
Check Total:									\$30,161.17		
001	101630	CH	1 12222	HALLBERG ENGINEERING	05/27/2022	\$8,908.00	148161	E 06 300 870 000 000 305	PROJECT ID #22B300.01B HS GYM DEHI		
001	101630	CH	1 12222	HALLBERG ENGINEERING	05/27/2022	\$8,000.00	148162	E 06 005 870 000 000 305	PROJECT ID #22C005.01B HS & LIBERTY		
001	101630	CH	1 12222	HALLBERG ENGINEERING	05/27/2022	\$1,418.00	148163	E 15 201 867 000 366 305	MS HVAC & INDY ES BOILER REPLACEN		
Check Total:									\$18,326.00		
001	101631	CH	1 10327	NORTHERN AIR CORPORATION	05/27/2022	\$29,488.00	148164	E 06 300 870 000 000 520	BOND PROJECT #22C005.01A MOBILIZA		
001	101631	CH	1 10327	NORTHERN AIR CORPORATION	05/27/2022	\$26,125.00	148164	E 06 300 870 000 000 520	BOND PROJECT #22C005.01A LABOR		
001	101631	CH	1 10327	NORTHERN AIR CORPORATION	05/27/2022	\$111,150.00	148164	E 06 300 870 000 000 520	BOND PROJECT #22C005.01A MATERIAL		
001	101631	CH	1 10327	NORTHERN AIR CORPORATION	05/27/2022	\$57,227.05	148165	E 06 300 870 000 000 520	PROJECT # 22B300.01A - HS HVAC- Gen		
001	101631	CH	1 10327	NORTHERN AIR CORPORATION	05/27/2022	\$7,695.00	148165	E 06 300 870 000 000 520	PROJECT # 22B300.01A - HS HVAC-Temp		
001	101631	CH	1 10327	NORTHERN AIR CORPORATION	05/27/2022	\$1,425.00	148165	E 06 300 870 000 000 520	PROJECT # 22B300.01A - HS HVAC- Shee		
001	101631	CH	1 10327	NORTHERN AIR CORPORATION	05/27/2022	\$1,425.00	148165	E 06 300 870 000 000 520	PROJECT # 22B300.01A - HS HVAC- Pipir		
001	101631	CH	1 10327	NORTHERN AIR CORPORATION	05/27/2022	\$6,246.25	148165	E 06 300 870 000 000 520	PROJECT # 22B300.01A - HS HVAC- elect		
001	101631	CH	1 10327	NORTHERN AIR CORPORATION	05/27/2022	\$232,750.00	148166	E 06 300 870 000 000 520	PROJECT # 22B300.01A - HS HVAC- HVA		
001	101631	CH	1 10327	NORTHERN AIR CORPORATION	05/27/2022	\$31,454.50	148166	E 06 300 870 000 000 520	PROJECT # 22B300.01A - HS HVAC- Shee		
001	101631	CH	1 10327	NORTHERN AIR CORPORATION	05/27/2022	\$31,454.50	148166	E 06 300 870 000 000 520	PROJECT # 22B300.01A - HS HVAC- Pipir		
001	101631	CH	1 10327	NORTHERN AIR CORPORATION	05/27/2022	\$17,052.50	148166	E 06 300 870 000 000 520	PROJECT # 22B300.01A - HS HVAC- elect		
001	101631	CH	1 10327	NORTHERN AIR CORPORATION	05/27/2022	\$14,777.25	148166	E 06 300 870 000 000 520	PROJECT # 22B300.01A - HS HVAC- elect		
001	101631	CH	1 10327	NORTHERN AIR CORPORATION	05/27/2022	\$3,427.60	148166	E 06 300 870 000 000 520	PROJECT # 22B300.01A - HS HVAC-gen c		
001	101631	CH	1 10327	NORTHERN AIR CORPORATION	05/27/2022	\$2,517.50	148166	E 06 300 870 000 000 520	PROJECT # 22B300.01A - HS HVAC-crane		
001	101631	CH	1 10327	NORTHERN AIR CORPORATION	05/27/2022	\$18,624.75	148166	E 06 300 870 000 000 520	PROJECT # 22B300.01A - HS HVAC-CO #		
Check Total:									\$592,839.90		
001	101632	CH	1 12194	PALMER WEST CONSTRUCTION COMF	05/27/2022	\$12,445.00	148167	E 06 110 870 000 000 520	Project # 22A110.01A- Liberty Roof- Mobili		
001	101632	CH	1 12194	PALMER WEST CONSTRUCTION COMF	05/27/2022	\$184,205.00	148167	E 06 110 870 000 000 520	Project # 22A110.01A- Liberty Roof- Roofin		
Check Total:									\$196,650.00		

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	101633	CH	1	09884	VERIZON WIRELESS	05/27/2022	\$51.25	148171	E 01 201 050 000 000 320	ME CELL PHONES 04/11-05/10
001	101633	CH	1	09884	VERIZON WIRELESS	05/27/2022	\$51.25	148171	E 01 400 050 000 000 320	KN CELL PHONES 04/11-05/10
001	101633	CH	1	09884	VERIZON WIRELESS	05/27/2022	\$51.25	148171	E 04 500 505 000 321 320	AB CELL PHONES 04/11-05/10
001	101633	CH	1	09884	VERIZON WIRELESS	05/27/2022	\$51.25	148171	E 01 300 605 000 000 320	AF CELL PHONES 04/11-05/10
001	101633	CH	1	09884	VERIZON WIRELESS	05/27/2022	\$61.25	148171	E 01 005 630 000 000 320	BH CELL PHONES 04/11-05/10
001	101633	CH	1	09884	VERIZON WIRELESS	05/27/2022	\$41.25	148171	E 01 100 605 000 000 320	SP CELL PHONES 04/11-05/10
001	101633	CH	1	09884	VERIZON WIRELESS	05/27/2022	\$41.25	148171	E 01 005 020 000 000 320	TT CELL PHONES 04/11-05/10
001	101633	CH	1	09884	VERIZON WIRELESS	05/27/2022	\$41.25	148171	E 01 201 605 000 000 320	HP CELL PHONES 04/11-05/10
001	101633	CH	1	09884	VERIZON WIRELESS	05/27/2022	\$51.25	148171	E 01 201 810 000 000 320	AZ CELL PHONES 04/11-05/10
001	101633	CH	1	09884	VERIZON WIRELESS	05/27/2022	\$41.25	148171	E 01 300 605 000 000 320	AF CELL PHONES 04/11-05/10
001	101633	CH	1	09884	VERIZON WIRELESS	05/27/2022	\$51.25	148171	E 01 005 610 000 000 320	DB CELL PHONES 04/11-05/10
001	101633	CH	1	09884	VERIZON WIRELESS	05/27/2022	\$51.25	148171	E 01 410 211 000 000 320	NH CELL PHONES 04/11-05/10
001	101633	CH	1	09884	VERIZON WIRELESS	05/27/2022	\$51.25	148171	E 11 300 292 000 000 320	JM CELL PHONES 04/11-05/10
001	101633	CH	1	09884	VERIZON WIRELESS	05/27/2022	\$53.11	148171	E 01 005 810 000 000 320	NK CELL PHONES 04/11-05/10
001	101633	CH	1	09884	VERIZON WIRELESS	05/27/2022	\$51.25	148171	E 01 100 810 000 000 320	BM CELL PHONES 04/11-05/10
001	101633	CH	1	09884	VERIZON WIRELESS	05/27/2022	\$51.25	148171	E 01 110 050 000 000 320	CG CELL PHONES 04/11-05/10
001	101633	CH	1	09884	VERIZON WIRELESS	05/27/2022	\$51.25	148171	E 04 500 570 000 321 320	TF CELL PHONES 04/11-05/10
001	101633	CH	1	09884	VERIZON WIRELESS	05/27/2022	\$51.25	148171	E 01 300 050 000 000 320	BD CELL PHONES 04/11-05/10
001	101633	CH	1	09884	VERIZON WIRELESS	05/27/2022	\$25.62	148171	E 04 500 580 000 325 320	SF CELL PHONES 04/11-05/10
001	101633	CH	1	09884	VERIZON WIRELESS	05/27/2022	\$25.63	148171	E 04 500 596 000 344 320	SF CELL PHONES 04/11-05/10
001	101633	CH	1	09884	VERIZON WIRELESS	05/27/2022	\$61.25	148171	E 01 005 720 342 000 320	TZ CELL PHONES 04/11-05/10
001	101633	CH	1	09884	VERIZON WIRELESS	05/27/2022	\$61.25	148171	E 01 005 630 000 000 320	JB CELL PHONES 04/11-05/10
001	101633	CH	1	09884	VERIZON WIRELESS	05/27/2022	\$51.25	148171	E 01 005 810 000 000 320	PA CELL PHONES 04/11-05/10
001	101633	CH	1	09884	VERIZON WIRELESS	05/27/2022	\$41.25	148171	E 01 300 790 000 699 320	NS CELL PHONES 01/11/2022-02/10/2022
001	101633	CH	1	09884	VERIZON WIRELESS	05/27/2022	\$41.25	148171	E 01 100 050 000 000 320	JD CELL PHONES 01/11/2022-02/10/2022
001	101633	CH	1	09884	VERIZON WIRELESS	05/27/2022	\$41.25	148171	E 01 005 605 000 000 320	TSP CELL PHONES 01/11/2022-02/10/2022
001	101633	CH	1	09884	VERIZON WIRELESS	05/27/2022	\$51.25	148171	E 01 005 720 342 000 320	ND CELL PHONES 01/11/2022-02/10/2022
Check Total:							\$1,294.36			
001	101634	CH	1	10633	WOLD ARCHITECTS, INC	05/27/2022	\$346.50	148168	E 06 300 870 000 000 305	Project # 22B300.01B HS Dehumid.- archit
001	101634	CH	1	10633	WOLD ARCHITECTS, INC	05/27/2022	\$180.00	148168	E 06 300 870 000 000 305	Project # 22B300.01B HS Dehumid. BKBM
001	101634	CH	1	10633	WOLD ARCHITECTS, INC	05/27/2022	\$42.11	148168	E 06 300 870 000 000 305	Project # 22B300.01B HS Dehumid.- reimb
001	101634	CH	1	10633	WOLD ARCHITECTS, INC	05/27/2022	\$41,343.75	148169	E 06 100 870 000 000 305	Project # 22D100.01B INDEP Renovation-
001	101634	CH	1	10633	WOLD ARCHITECTS, INC	05/27/2022	\$1,154.04	148169	E 06 100 870 000 000 305	Project # 22D100.01B INDEP Renovation-f
001	101634	CH	1	10633	WOLD ARCHITECTS, INC	05/27/2022	\$15,457.50	148170	E 06 300 870 000 000 305	Project # 22E300.01B HS Renovation- Sch

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	101634	CH	1 10633	WOLD ARCHITECTS, INC	05/27/2022	\$453.37	148170	E 06 300 870 000 000 305	Project # 22E300.01B HS Renovation--Rei

Check Total: \$58,977.27

Bank 001 Total:

Report Total:

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Payment Reg by Check-No Voids

Payment Date Range: 05/01/2022 - 5/31/2022

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1 01026	DICK BLICK	05/02/2022	\$34.50	147836	E 01 300 212 000 000 430	Additional Dick Blick purchase for HS Art D
001		CC	1 01026	DICK BLICK	05/02/2022	\$824.49	147881	E 01 300 212 000 000 430	Dick Blick purchase for the HS Art Dept.
001		CC	1 01026	DICK BLICK	05/02/2022	\$32.32	147921	E 01 300 212 000 000 430	Jared Czech purchase for the HS art dept.
001		CC	1 01038	CITY OF BIG LAKE	05/02/2022	\$989.95	147788	E 01 201 810 000 000 332	Water/Sewer MS 03/07/2022-04/07/2022
001		CC	1 01038	CITY OF BIG LAKE	05/02/2022	\$63.24	147790	E 01 005 810 000 000 332	Water/Sewer Bathrooms 03/21/2022-04/20
001		CC	1 01038	CITY OF BIG LAKE	05/02/2022	\$1,872.50	147793	E 01 300 810 000 000 332	Water/Sewer HS 03/07/2022-04/07/2022
001		CC	1 01038	CITY OF BIG LAKE	05/02/2022	\$44.88	147794	E 01 005 810 000 000 332	Water/Sewer Admissions 03/07/2022-04/0
001		CC	1 01038	CITY OF BIG LAKE	05/02/2022	\$1,251.89	147796	E 01 110 810 000 000 332	Water/Sewer Liberty 03/07/2022-04/05/202
001		CC	1 01038	CITY OF BIG LAKE	05/02/2022	\$1,402.67	147798	E 01 100 810 000 000 332	Water/Sewer Indy 03/07/2022-04/07/2022
001		CC	1 01038	CITY OF BIG LAKE	05/02/2022	\$33.24	147945	E 01 005 810 000 000 332	Water/Sewer 02/21/2022-03/20/2022 Bathr
001		CC	1 01038	CITY OF BIG LAKE	05/02/2022	\$3,120.70	147947	E 01 300 810 000 000 332	HS Water/Sewer 02/03/2022-03/07/2022
001		CC	1 01038	CITY OF BIG LAKE	05/02/2022	\$33.24	147951	E 01 005 810 000 000 332	Water/Sewer 02/21/2022-03/20/2022 Admis
001		CC	1 01038	CITY OF BIG LAKE	05/02/2022	\$1,251.89	147956	E 01 110 810 000 000 332	Liberty Water/Sewer 02/03/2022-03/07/202
001		CC	1 01038	CITY OF BIG LAKE	05/02/2022	\$978.05	147957	E 01 201 810 000 000 332	MS Water/Sewer 02/10/2022-03/07/2022
001		CC	1 01038	CITY OF BIG LAKE	05/02/2022	\$950.47	147959	E 01 100 810 000 000 332	Indy Water/Sewer 02/03/2022-03/07/2022
001		CC	1 01038	CITY OF BIG LAKE	05/02/2022	\$60.00	147909	E 04 500 570 000 321 369	KC Field Trip
001		CC	1 01065	HILLYARD FLOOR CARE	05/02/2022	\$7,204.09	147785	E 01 100 810 000 000 401	Indy Cleaning Supplies PO 30821
001		CC	1 01065	HILLYARD FLOOR CARE	05/02/2022	\$6,605.34	147795	E 01 110 810 000 000 401	PO 30822 Liberty Cleaning Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	05/02/2022	\$1,878.26	147822	E 01 300 810 000 000 401	PO 30808 HS Supplies & PO 30660 Credit
001		CC	1 01065	HILLYARD FLOOR CARE	05/02/2022	(\$1,634.31)	147822	E 01 300 810 000 000 401	PO 30808 HS Supplies & PO 30660 Credit
001		CC	1 01065	HILLYARD FLOOR CARE	05/02/2022	\$105.28	147830	E 01 201 810 000 000 401	PO 30659 MS Cleaning Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	05/02/2022	\$1,634.31	147892	E 01 300 810 000 000 401	PO 30660 HS Cleaning Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	05/02/2022	\$1,634.31	147910	E 01 300 810 000 000 401	HS Cleaning Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	05/02/2022	\$573.28	147915	E 01 110 810 000 000 350	Liberty B&G Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	05/02/2022	\$443.03	147941	E 01 110 810 000 000 350	B&G Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	05/02/2022	\$330.00	147941	E 01 300 810 000 000 350	B&G Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	05/02/2022	\$52.64	147941	E 01 201 810 000 000 401	B&G Supplies
001		CC	1 01107	JOSTENS	05/02/2022	\$15.31	147783	E 01 300 211 222 000 401	PO 30535 Diplomas
001		CC	1 01131	STAR TRIBUNE	05/02/2022	\$62.27	147920	E 01 005 020 000 000 820	Subscription
001		CC	1 01133	MINNESOTA CLAY CO. USA	05/02/2022	\$429.46	147875	E 01 300 212 000 000 430	PO 30734 HS Art Supplies
001		CC	1 01146	MONTICELLO PRINTING	05/02/2022	\$121.56	147846	E 01 410 211 000 000 401	PO 30629 BL online envelopes 1000 # 10
001		CC	1 01188	SCHOLASTIC INC	05/02/2022	\$396.00	147955	E 04 500 580 241 325 430	ECFE in the Park Books
001		CC	1 01233	WESTERN PSYCHOLOGICAL SERVICE	05/02/2022	\$71.50	147825	E 12 110 401 000 740 433	PO 30702 Liberty Supplies
001		CC	1 01833	SCHOOL SPECIALTY INC	05/02/2022	\$995.10	147800	E 05 110 203 000 302 530	PO 30780 Carpets for Kids Colorful Rows &

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1 01833	SCHOOL SPECIALTY INC	05/02/2022	\$3,174.14	147949	E 01 110 203 000 000 430	PO 30649 Spire Illustrated Decodable Rear
001		CC	1 01881	ANDERSON'S	05/02/2022	\$222.97	147803	E 11 300 289 000 000 401	PO 30695 All Night Moon Kit; #901BO
001		CC	1 02097	BIG LAKE CHAMBER OF COMMERCE	05/02/2022	\$30.00	147863	E 01 005 020 000 000 366	Registration January and March (Tim Truet
001		CC	1 02231	NASSP	05/02/2022	\$494.31	147805	E 01 300 211 131 000 401	PO 30820 NHS Membership
001		CC	1 02493	ELK RIVER PRINTING	05/02/2022	\$295.53	147856	E 01 300 790 000 699 401	BLSPC Flyers
001		CC	1 02499	J.W. PEPPER OF MINNEAPOLIS	05/02/2022	\$283.99	147889	E 01 201 259 000 000 430	Music-paper
001		CC	1 02499	J.W. PEPPER OF MINNEAPOLIS	05/02/2022	\$264.00	147891	E 01 201 259 000 000 430	Choir Music
001		CC	1 02692	SUPER DUPER INC	05/02/2022	\$635.23	147779	E 12 201 401 000 740 433	PO 30801 MS Supplies
001		CC	1 03351	GOPHER SPORT	05/02/2022	\$447.77	147801	E 05 201 240 602 302 530	PO 30186 & 30752 MS Supplies
001		CC	1 03351	GOPHER SPORT	05/02/2022	\$921.14	147801	E 01 201 241 000 000 430	PO 30186 & 30752 MS Supplies
001		CC	1 03455	GRAINGER	05/02/2022	\$248.40	147816	E 01 100 810 000 000 401	PO 30811 Lamps
001		CC	1 03455	GRAINGER	05/02/2022	\$408.32	147871	E 01 005 810 000 000 350	PO 30766 B&G Supplies
001		CC	1 03558	REMEDIA PUBLICATIONS	05/02/2022	\$157.10	147837	E 12 201 403 000 740 433	PO 30753 MS Supplies
001		CC	1 03804	ALL STAR TROPHY	05/02/2022	\$55.00	147884	E 11 300 288 128 000 401	Band Plaque Plates & Blue Neck Ribbon
001		CC	1 03804	ALL STAR TROPHY	05/02/2022	\$36.00	147884	E 11 300 293 111 000 401	Band Plaque Plates & Blue Neck Ribbon
001		CC	1 03849	DISCOUNT SCHOOL SUPPLY	05/02/2022	\$214.75	147844	E 04 500 580 241 325 430	PO 30690 CE Supplies
001		CC	1 04279	MCPETE'S SPORTS BAR & LANES	05/02/2022	\$52.00	147851	E 01 005 241 204 000 401	Wellness Event
001		CC	1 04719	M-F ATHLETIC COMPANY	05/02/2022	\$74.37	147859	E 11 300 294 114 000 401	PO 30787 Economy Starter Pistol
001		CC	1 04719	M-F ATHLETIC COMPANY	05/02/2022	\$74.38	147859	E 11 300 296 114 000 401	PO 30787 Economy Starter Pistol
001		CC	1 05216	BEST WESTERN HOTEL	05/02/2022	\$108.12	147918	E 11 300 292 000 000 366	Athletic Directors Conference
001		CC	1 05264	BSN SPORTS	05/02/2022	\$334.75	147808	E 11 300 293 114 000 401	Athletic Supplies PO 30617/30388/30589/3
001		CC	1 05264	BSN SPORTS	05/02/2022	\$334.75	147808	E 11 300 295 114 000 401	Athletic Supplies PO 30617/30388/30589/3
001		CC	1 05264	BSN SPORTS	05/02/2022	\$119.00	147808	E 11 300 296 112 000 401	Athletic Supplies PO 30617/30388/30589/3
001		CC	1 05264	BSN SPORTS	05/02/2022	\$119.00	147808	E 11 300 294 112 000 401	Athletic Supplies PO 30617/30388/30589/3
001		CC	1 05264	BSN SPORTS	05/02/2022	(\$84.00)	147808	E 11 300 295 119 000 401	Athletic Supplies PO 30617/30388/30589/3
001		CC	1 05264	BSN SPORTS	05/02/2022	(\$84.00)	147808	E 11 300 293 119 000 401	Athletic Supplies PO 30617/30388/30589/3
001		CC	1 05264	BSN SPORTS	05/02/2022	\$275.00	147808	E 11 300 296 125 000 401	Athletic Supplies PO 30617/30388/30589/3
001		CC	1 05264	BSN SPORTS	05/02/2022	\$123.68	147952	E 11 300 296 125 000 434	PO 30530 Softball Uniforms
001		CC	1 05351	HOME DEPOT	05/02/2022	\$88.26	147811	E 01 005 810 000 000 401	B&G Supplies
001		CC	1 05351	HOME DEPOT	05/02/2022	\$99.99	147819	E 01 300 810 000 000 401	HS B&G Supplies
001		CC	1 05351	HOME DEPOT	05/02/2022	\$421.36	147828	E 01 005 810 000 000 350	B&G Supplies
001		CC	1 05351	HOME DEPOT	05/02/2022	\$135.79	147834	E 01 005 810 000 000 350	B&G Supplies
001		CC	1 05351	HOME DEPOT	05/02/2022	\$202.25	147932	E 01 300 810 000 000 350	HS B&G Supplies
001		CC	1 05505	TREND ENTERPRISES, INC.	05/02/2022	\$104.70	147813	E 04 500 596 000 344 430	CE Supplies

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001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/02/2022	\$100.00	147886	E 01 110 050 000 000 820	Board of School Administrators E-Payment:
001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/02/2022	\$100.00	147886	E 01 100 050 000 000 820	Board of School Administrators E-Payment:
001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/02/2022	\$100.00	147886	E 01 201 050 000 000 820	Board of School Administrators E-Payment:
001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/02/2022	\$100.00	147886	E 01 300 050 000 000 820	Board of School Administrators E-Payment:
001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/02/2022	\$100.00	147886	E 01 110 605 000 000 820	Board of School Administrators E-Payment:
001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/02/2022	\$100.00	147886	E 01 100 605 000 000 820	Board of School Administrators E-Payment:
001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/02/2022	\$100.00	147886	E 01 201 605 000 000 820	Board of School Administrators E-Payment:
001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/02/2022	\$200.00	147886	E 01 300 605 000 000 820	Board of School Administrators E-Payment:
001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/02/2022	\$100.00	147886	E 01 410 050 000 000 820	Board of School Administrators E-Payment:
001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/02/2022	\$100.00	147886	E 01 005 605 000 000 820	Board of School Administrators E-Payment:
001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/02/2022	\$100.00	147886	E 01 005 020 000 000 820	Board of School Administrators E-Payment:
001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/02/2022	\$100.00	147886	E 04 500 505 000 321 820	Board of School Administrators E-Payment:
001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/02/2022	\$2.15	147887	E 01 110 050 000 000 820	Service Fee for Board of School Admin E-P
001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/02/2022	\$2.15	147887	E 01 100 050 000 000 820	Service Fee for Board of School Admin E-P
001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/02/2022	\$2.15	147887	E 01 201 050 000 000 820	Service Fee for Board of School Admin E-P
001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/02/2022	\$2.15	147887	E 01 300 050 000 000 820	Service Fee for Board of School Admin E-P
001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/02/2022	\$2.15	147887	E 01 110 605 000 000 820	Service Fee for Board of School Admin E-P
001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/02/2022	\$2.15	147887	E 01 100 605 000 000 820	Service Fee for Board of School Admin E-P
001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/02/2022	\$2.15	147887	E 01 201 605 000 000 820	Service Fee for Board of School Admin E-P
001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/02/2022	\$4.30	147887	E 01 300 605 000 000 820	Service Fee for Board of School Admin E-P
001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/02/2022	\$2.15	147887	E 01 410 050 000 000 820	Service Fee for Board of School Admin E-P
001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/02/2022	\$2.15	147887	E 01 005 605 000 000 820	Service Fee for Board of School Admin E-P
001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/02/2022	\$2.15	147887	E 01 005 020 000 000 820	Service Fee for Board of School Admin E-P
001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/02/2022	\$2.15	147887	E 04 500 505 000 321 820	Service Fee for Board of School Admin E-P
001		CC	1 06051	FINKEN WATER CENTERS	05/02/2022	\$52.45	147858	E 01 300 810 000 000 401	Solar Salt
001		CC	1 06051	FINKEN WATER CENTERS	05/02/2022	\$31.45	147858	E 01 110 810 000 000 401	Solar Salt
001		CC	1 06051	FINKEN WATER CENTERS	05/02/2022	\$44.20	147858	E 01 201 810 000 000 401	Solar Salt
001		CC	1 06051	FINKEN WATER CENTERS	05/02/2022	\$68.95	147858	E 01 100 810 000 000 401	Solar Salt
001		CC	1 06355	MINNESOTA ELEVATOR, INC	05/02/2022	\$578.46	147901	E 05 005 865 000 347 350	Apr-Jun Quarterly Service
001		CC	1 06402	BIG LAKE SPUD FEST	05/02/2022	\$35.00	147939	E 04 500 580 000 325 305	Spud Fest Parade Fee
001		CC	1 06584	RIVER CITY EXTREME	05/02/2022	\$1,386.75	147860	E 11 300 289 000 000 305	HS Prom
001		CC	1 06584	RIVER CITY EXTREME	05/02/2022	\$861.00	147862	E 04 500 570 000 321 369	KC Field Trip (1 of 2 charges)
001		CC	1 06584	RIVER CITY EXTREME	05/02/2022	\$861.00	147867	E 04 500 570 000 321 369	KC Field Trip (2 of 2 charge)
001		CC	1 07639	COLE PAPER	05/02/2022	\$1,709.96	147812	E 01 100 203 000 000 401	PO 30810 Indy White Copy Paper

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001		CC	1 07785	CARIBOU COFFEE CO	05/02/2022	\$17.17	147938	E 01 201 208 000 000 490	Staff meeting		
001		CC	1 07904	GREEN MILL	05/02/2022	\$15.20	147916	E 11 300 292 000 000 366	Athletic Directors Conference		
001		CC	1 07984	HIRSHFIELD'S INC & SUBSIDIARIES	05/02/2022	\$2,106.30	147829	E 01 005 810 000 000 401	PO 30671 TOTE SUPERLINE WHITE #14		
001		CC	1 08066	TARGET	05/02/2022	\$71.94	147815	E 04 500 580 241 325 401	ECFE in the Park		
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	05/02/2022	\$29.78	147903	E 01 110 810 000 000 320	Liberty Long Distance March 2022		
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	05/02/2022	\$21.69	147905	E 01 100 810 000 000 320	Indy Long Distance March 2022		
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	05/02/2022	\$33.87	147906	E 01 300 810 000 000 320	HS Long Distance March 2022		
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	05/02/2022	\$12.57	147911	E 01 300 810 000 000 320	HS Long Distance March 2022		
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	05/02/2022	\$16.57	147912	E 01 201 810 000 000 320	MS Long Distance March 2022		
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	05/02/2022	\$4.13	147914	E 04 500 505 000 321 305	CE Long Distance March 2022		
001		CC	1 08200	BAKKEN MUSEUM	05/02/2022	\$450.00	147817	E 01 100 203 907 000 369	4th grade digital field trip		
001		CC	1 08347	WALMART	05/02/2022	\$72.84	147848	E 01 110 203 100 000 430	First Grade Science Planting Unit		
001		CC	1 08347	WALMART	05/02/2022	\$100.58	147853	E 04 500 580 000 325 430	ECFE Supplies		
001		CC	1 08347	WALMART	05/02/2022	\$83.07	147854	E 12 100 411 000 740 433	Indep ASD Supplies		
001		CC	1 08347	WALMART	05/02/2022	\$35.64	147869	E 01 110 203 000 000 401	Chalk for recess		
001		CC	1 08347	WALMART	05/02/2022	(\$6.92)	147879	E 01 005 110 999 000 401	refund for sales tax charged from 3rd party		
001		CC	1 08347	WALMART	05/02/2022	\$35.64	147880	E 01 110 203 000 000 401	Chalk for recess		
001		CC	1 08347	WALMART	05/02/2022	\$105.43	147882	E 01 110 203 000 000 401	Chalk for recess. Glow sticks for reward pa		
001		CC	1 08347	WALMART	05/02/2022	\$139.38	147885	E 01 300 331 000 830 433	Wal-Mart purchase for the FACS dept.		
001		CC	1 08347	WALMART	05/02/2022	\$81.08	147890	E 01 110 203 200 000 430	Science planting unit for second grade		
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	05/02/2022	\$280.80	147876	E 12 300 407 000 740 401	PO 30726 SPED Supplies		
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	05/02/2022	\$199.81	147930	E 01 300 050 000 000 401	PO 30675 HS Office Supplies		
001		CC	1 09044	MENARDS - ELK RIVER	05/02/2022	\$20.97	147852	E 01 005 810 000 000 350	B&G Supplies		
001		CC	1 09044	MENARDS - ELK RIVER	05/02/2022	\$31.21	147852	E 01 300 810 000 000 350	B&G Supplies		
001		CC	1 09044	MENARDS - ELK RIVER	05/02/2022	\$140.07	147907	E 01 100 810 000 000 401	Indy B&G Supplies		
001		CC	1 09450	MIDWEST SPECIAL INSTRUMENTS	05/02/2022	\$355.00	147787	E 01 005 720 000 000 350	PO 30803 Audiometer Calibration		
001		CC	1 09596	LEARNING ALLY	05/02/2022	\$316.00	147809	E 01 005 640 000 316 366	Spotlight on Dyslexia registration for Aanen		
001		CC	1 09637	STARFALL EDUCATION	05/02/2022	\$315.48	147831	E 01 110 203 000 000 430	PO 30650 Liberty Supplies		
001		CC	1 10207	ACT, INC.	05/02/2022	\$7,440.00	147804	E 01 300 710 710 000 461	District Choice State Testing - ACT Plus Wr		
001		CC	1 10258	AUDIOQUIP INC	05/02/2022	\$720.00	147782	E 04 500 560 157 321 401	CE Supplies		
001		CC	1 10303	BIO CORPORATION	05/02/2022	\$1,517.57	147839	E 01 300 260 000 000 430	PO 30724 HS Science Supplies		
001		CC	1 10327	NORTHERN AIR CORPORATION	05/02/2022	\$2,450.00	147897	E 01 300 810 000 000 350	PO 30594 Replacement Dampers for HS		
001		CC	1 10327	NORTHERN AIR CORPORATION	05/02/2022	22 \$1,482.84	147919	E 01 100 810 000 000 350	Indy Install Drinking Fountain		
001		CC	1 10512	CASEY'S	05/02/2022	\$33.26	147826	E 04 500 580 000 325 490	EC Staff Mtg		

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001		CC	1	10512	CASEY'S	05/02/2022	\$50.96	147850	E 04 500 580 341 325 490	EC Coalition Meeting
001		CC	1	10553	VEX ROBOTICS	05/02/2022	\$304.62	147878	E 01 100 203 312 000 401	PO 30541 Indy STEM Supplies
001		CC	1	10553	VEX ROBOTICS	05/02/2022	\$394.26	147931	E 01 201 255 000 000 430	PO 30639 MS Supplies
001		CC	1	10575	CONSTANT CONTACT	05/02/2022	\$125.00	147899	E 04 500 505 000 321 305	CE Marketing
001		CC	1	10619	4IMPRINT	05/02/2022	\$2,061.64	147814	E 01 300 790 000 699 303	PCN Grant Supplies
001		CC	1	10619	4IMPRINT	05/02/2022	\$3,021.81	147926	E 01 300 790 000 699 303	PCN Grant Supplies
001		CC	1	10658	OZONE, LLC	05/02/2022	\$78.85	147883	E 04 500 560 122 321 436	CE Gymnastics
001		CC	1	10738	KWIK TRIP EXTENDED NETWORK	05/02/2022	\$19.96	147922	E 01 201 208 000 000 490	Staff Meeting
001		CC	1	10738	KWIK TRIP EXTENDED NETWORK	05/02/2022	\$59.96	147942	E 01 005 110 999 000 401	Athletics Fuel- Vision van
001		CC	1	10738	KWIK TRIP EXTENDED NETWORK	05/02/2022	\$89.10	147946	E 01 005 110 999 000 401	Athletics Fuel
001		CC	1	12018	LIGHTSPEED TECHNOLOGIES	05/02/2022	\$4,139.00	147908	E 05 110 203 000 302 530	PO 30228 Tech Supplies
001		CC	1	12018	LIGHTSPEED TECHNOLOGIES	05/02/2022	\$61.00	147908	E 01 100 203 000 000 456	PO 30228 Tech Supplies
001		CC	1	12127	JIMMY JOHNS	05/02/2022	\$822.33	147913	E 04 500 560 000 321 490	Food for STEM night
001		CC	1	12129	SIPTRUNK, INC	05/02/2022	\$68.54	147900	E 01 005 630 000 000 315	Backup phone system
001		CC	1	12177	DELTA AIRLINES	05/02/2022	\$69.99	147923	E 01 300 790 000 699 368	PCN Grant Travel
001		CC	1	12177	DELTA AIRLINES	05/02/2022	\$69.99	147924	E 01 300 790 000 699 368	PCN Grant Travel
001		CC	1	12177	DELTA AIRLINES	05/02/2022	\$510.40	147925	E 01 300 790 000 699 368	PCN Grant
001		CC	1	12177	DELTA AIRLINES	05/02/2022	\$69.99	147928	E 01 300 790 000 699 368	PCN Grant Travel
001		CC	1	12177	DELTA AIRLINES	05/02/2022	\$510.40	147929	E 01 300 790 000 699 368	PCN Grant Travel
001		CC	1	12177	DELTA AIRLINES	05/02/2022	\$69.99	147935	E 01 300 790 000 699 368	PCN Grant Travel
001		CC	1	12177	DELTA AIRLINES	05/02/2022	\$510.40	147937	E 01 300 790 000 699 368	PCN Grant Travel
001		CC	1	12192	WINSOR LEARNING, INC.	05/02/2022	\$550.00	147835	E 01 005 640 000 316 366	training for Nicole Hjermstad & Macie Herrli
001		CC	1	12219	TWIN CITIES FLAG SOURCE, INC.	05/02/2022	\$225.00	147820	E 01 005 810 000 000 350	Flag Repair
001		CC	1	12228	POWER LODGE	05/02/2022	\$608.69	147823	E 11 300 292 000 000 350	HS 2019 Yamaha Repairs
001		CC	1	12304	SAM'S CLUB	05/02/2022	\$86.02	147917	E 04 500 560 000 321 490	Chips and Water for STEM night
001		CC	1	12382	ADOBE	05/02/2022	(\$2.21)	147780	E 01 005 110 999 000 401	Adobe Tax Refund
001		CC	1	12382	ADOBE	05/02/2022	(\$2.21)	147781	E 01 005 110 999 000 401	Adobe Tax Refund
001		CC	1	12382	ADOBE	05/02/2022	(\$2.21)	147784	E 01 005 110 999 000 401	Adobe Tax Refund
001		CC	1	12382	ADOBE	05/02/2022	\$29.99	147789	E 01 005 107 000 000 305	Marketing
001		CC	1	12382	ADOBE	05/02/2022	\$29.99	147791	E 01 005 107 000 000 305	Marketing
001		CC	1	12382	ADOBE	05/02/2022	\$29.99	147948	E 01 005 107 000 000 305	District Purchased Services
001		CC	1	12382	ADOBE	05/02/2022	\$2.21	147948	E 01 005 110 999 000 401	District Purchased Services
001		CC	1	12382	ADOBE	05/02/2022	\$29.99	147960	E 01 005 107 000 000 305	District Purchased Services
001		CC	1	12463	WIX.COM	05/02/2022	\$9.90	147865	E 01 300 790 000 699 303	Domain 04/04/2022-04/04/2023

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001		CC	1	12463	WIX.COM	05/02/2022	\$192.00	147866	E 01 300 790 000 699 303	Premium Plan 04/04/2022-04/04/2023
001		CC	1	12469	BIG INK	05/02/2022	\$108.07	147818	E 01 100 203 312 000 401	PLTW Launch sign
001		CC	1	12484	HUBBARD ELECTRIC INC	05/02/2022	\$231.20	147833	E 01 300 810 000 000 305	HS B&G Repairs
001		CC	1	12484	HUBBARD ELECTRIC INC	05/02/2022	\$9,415.38	147896	E 06 300 870 000 000 520	Bond Project, Project Id #22E300.01F
001		CC	1	12506	INSTITUTE FOR ENVIRONMENTAL ASS	05/02/2022	\$885.00	147802	E 05 005 865 000 352 305	2020-2022 Environmental, Health & Safety
001		CC	1	12506	INSTITUTE FOR ENVIRONMENTAL ASS	05/02/2022	\$4,800.00	147802	E 05 005 865 000 349 305	2020-2022 Environmental, Health & Safety
001		CC	1	12506	INSTITUTE FOR ENVIRONMENTAL ASS	05/02/2022	\$2,400.00	147927	E 05 005 865 000 352 305	3-yr Indoor Air Quality Building Walkthrough
001		CC	1	12674	QUADIENT LEASING USA, INC.	05/02/2022	\$243.46	147861	E 01 005 110 000 000 401	DO postage Supplies
001		CC	1	12687	UPS	05/02/2022	\$7.00	147894	E 11 300 292 000 000 329	Dance Team Shipping- pickup charge
001		CC	1	12687	UPS	05/02/2022	\$19.22	147898	E 11 300 292 000 000 329	Dance Team Shipping
001		CC	1	12687	UPS	05/02/2022	\$5.65	147902	E 11 300 292 000 000 329	Dance Team Shipping
001		CC	1	12851	NEW YORK TIMES	05/02/2022	\$17.00	147874	E 01 300 220 000 000 430	NYTimes purchase for Ms. Spaulding's Eng
001		CC	1	12871	ZOOM US	05/02/2022	\$16.09	147847	E 01 005 630 000 000 305	Board Meeting
001		CC	1	12891	WILSON LANGUAGE TRAINING	05/02/2022	\$1,242.00	147944	E 05 110 203 000 302 460	PO 30651 Foundations Teacher's Kit 1
001		CC	1	12944	MINNESOTA COMMUNITY ED	05/02/2022	\$299.00	147842	E 04 500 505 000 321 366	CE Conference
001		CC	1	12944	MINNESOTA COMMUNITY ED	05/02/2022	\$299.00	147845	E 04 500 505 000 321 366	CE Conference
001		CC	1	13024	MSHSL.ORG	05/02/2022	\$9.43	147857	E 11 300 294 114 000 401	PO 30788 Track & Field & Cross Country S
001		CC	1	13024	MSHSL.ORG	05/02/2022	\$9.43	147857	E 11 300 296 114 000 401	PO 30788 Track & Field & Cross Country S
001		CC	1	13057	EDWEEK DIGITAL OPED	05/02/2022	\$40.00	147904	E 01 005 610 000 000 366	Digital Only/OPED 04/01-10/01
001		CC	1	13064	CREATURE FEATURES LLC	05/02/2022	\$422.75	147786	E 04 500 570 000 321 369	KC Field Trip
001		CC	1	13072	CINTAS CORPORATION NO 2	05/02/2022	\$152.91	147872	E 01 300 810 350 000 305	Uniform Services March 2022
001		CC	1	13072	CINTAS CORPORATION NO 2	05/02/2022	\$187.83	147872	E 01 201 810 350 000 305	Uniform Services March 2022
001		CC	1	13072	CINTAS CORPORATION NO 2	05/02/2022	\$152.13	147872	E 01 100 810 350 000 305	Uniform Services March 2022
001		CC	1	13072	CINTAS CORPORATION NO 2	05/02/2022	\$84.88	147872	E 01 110 810 350 000 305	Uniform Services March 2022
001		CC	1	13087	INTERNATIONAL LITERACY	05/02/2022	\$99.00	147841	E 01 005 640 000 316 366	Coaching & Literacy Leadership
001		CC	1	13087	INTERNATIONAL LITERACY	05/02/2022	\$79.00	147849	E 01 005 640 000 316 366	Coaching & Literacy Leadership
001		CC	1	13141	CANVA	05/02/2022	\$119.99	147810	E 01 300 790 000 699 303	Subscription to Canva Pro
001		CC	1	13166	LRS OF MINNESOTA, LLC	05/02/2022	\$759.49	147824	E 01 300 810 000 000 333	Waste Services March 2022
001		CC	1	13166	LRS OF MINNESOTA, LLC	05/02/2022	\$651.35	147824	E 01 201 810 000 000 333	Waste Services March 2022
001		CC	1	13166	LRS OF MINNESOTA, LLC	05/02/2022	\$748.03	147824	E 01 100 810 000 000 333	Waste Services March 2022
001		CC	1	13166	LRS OF MINNESOTA, LLC	05/02/2022	\$804.76	147824	E 01 110 810 000 000 333	Waste Services March 2022
001		CC	1	13166	LRS OF MINNESOTA, LLC	05/02/2022	\$130.08	147824	E 01 005 810 000 000 333	Waste Services March 2022
001		CC	1	13185	PATRIOT NEWS MN	05/02/2022	24 \$140.00	147864	E 01 005 010 000 000 305	April 2nd Legal "Board Highlights)
001		CC	1	13219	SIMPLY NUC, INC.	05/02/2022	\$1,486.08	147893	E 01 100 203 312 000 401	PO 30706 KIT, LUMO Interactive Floor Dis

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 05/01/2022 - 5/31/2022

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1	13225	TRAINING WHEELS	05/02/2022	\$113.96	147868	E 01 100 203 312 000 401	PO 30745 Indy STEM Supplies
001		CC	1	13234	MEETINGS NORTHWEST	05/02/2022	\$1,790.00	147940	E 01 300 790 000 699 368	2022 Montana Summer Institute (Jack Men
001		CC	1	13244	UNCOMMON COMPETITOR LLC	05/02/2022	\$750.00	147807	E 11 300 291 915 000 401	Uncommon Keynote 04/27/2022
001		CC	1	13256	READING WITH TLC	05/02/2022	\$40.00	147806	E 01 005 640 000 316 366	PD seminar - Eid
001		CC	1	13257	BIG BORE BBQ	05/02/2022	\$149.26	147827	E 11 300 292 000 000 490	HS Activities Meeting
001		CC	1	13258	CENTRAL LUTHERAN	05/02/2022	\$12.00	147840	E 01 005 020 000 000 366	Central Lutheran Parking
001		CC	1	13259	LINKEDIN	05/02/2022	\$300.00	147843	E 01 005 105 000 000 305	Comp and Benefits Focus
001		CC	1	13260	THE BUFF	05/02/2022	\$100.00	147870	E 01 300 790 000 699 490	Banquet Deposit
001		CC	1	13262	LATER.COM INSTAGRAM	05/02/2022	\$150.00	147877	E 01 300 790 000 699 820	HS Starter 04/05/2022-04/05/2023
001		CC	1	13263	RETHINK EDUCATION	05/02/2022	\$119.00	147888	E 01 005 107 000 000 820	We still got this
001		CC	1	13264	BIG SKY RESORT	05/02/2022	\$315.98	147895	E 01 300 790 000 699 368	Big Sky Deposit PCN Grant MTI Summer Ir
001		CC	1	13264	BIG SKY RESORT	05/02/2022	\$631.96	147934	E 01 300 790 000 699 368	MT Summer Institute 2022
001		CC	1	13265	OLDE BRICK HOUSE	05/02/2022	\$17.38	147933	E 11 300 292 000 000 366	Athletic Directors Conference
001		CC	1	13266	BKGBOOKING.COM	05/02/2022	\$399.41	147936	E 01 300 211 000 000 366	Jenelle Stach, HS Social Worker, will be att
001		CC	1	13267	MARATHON PETRO	05/02/2022	\$64.00	147943	E 01 005 110 999 000 401	Athletics Fuel
001		CC	1	13267	MARATHON PETRO	05/02/2022	\$40.47	147954	E 01 005 110 999 000 401	Athletics Fuel
001		CC	1	13268	SLEEP INN & SUITES	05/02/2022	\$324.01	147950	E 11 300 291 160 000 369	Robotics Hotel
001		CC	1	13268	SLEEP INN & SUITES	05/02/2022	\$325.67	147953	E 11 300 291 160 000 369	Robotics Hotel
001		CC	1	13271	SUMMIT INFORMATION RES	05/02/2022	\$1,970.00	147958	E 05 005 630 000 795 555	Tech Supplies
001		CC	1	13272	DGS 9.9	05/02/2022	\$128.00	147855	E 04 500 560 122 321 408	Gymnastic Supplies from fundraising
001		CC	1	13273	11TH & MARQ RAMP	05/02/2022	\$9.00	147838	E 01 005 105 000 000 366	Parking for Job Fair w/ HR
001		CC	1	13274	OOSHIRTS.COM	05/02/2022	\$295.11	147821	E 04 500 560 157 321 436	CE Musical
001		CC	1	13275	MOBILE ED PRODUCTION	05/02/2022	\$1,395.00	147792	E 04 500 570 000 321 369	KC Field Trip
001		CC	1	13275	MOBILE ED PRODUCTION	05/02/2022	\$1,395.00	147797	E 04 500 570 000 321 369	KC Field Trip
001		CC	1	13275	MOBILE ED PRODUCTION	05/02/2022	\$995.00	147799	E 04 500 570 000 321 369	KC Field Trip
001		CC	1	7760	PIONEER ATHLETICS	05/02/2022	\$905.12	147832	E 01 005 810 000 000 401	PO 30658 B&G Supplies
001		CC	1	7760	PIONEER ATHLETICS	05/02/2022	\$395.00	147873	E 01 005 810 000 000 401	PO 30658 B&G Supplies

Check Total: \$124,026.53

Bank 001 Total: \$124,026.53

Report Total: \$124,026.53

**ISD 727 SCHOOL BOARD
PERSONNEL ACTIONS
05/26/2022**

Employee	Position	Effective Date
HIRE		
Freichels, Alyssa	ASD/DCD SPED Teacher - Independence Elementary School	08/29/2022
Duncan, Michaela	ASD/DCD SPED Teacher - Independence Elementary School	08/29/2022
DaBruzzi, Amelia	Classroom Teacher - Liberty Elementary School	08/29/2022
Hawkins, Brianna	Music/Choir Teacher - Independence Elementary and High Schools	08/29/2022
Richards, Jenny	Classroom Teacher - Liberty Elementary School	08/29/2022
Hemze, Ashley	Industrial Technology Teacher - High School	08/29/2022
Luniewski, Tracy	Social Worker - High School	08/29/2022
Janke, Jordan	Human Resources Coordinator - District Office	05/23/2022
Sandford, Gabrielle	Phy Ed/Health Teacher - High School	08/29/2022
Kittridge, Heather	ECFE Teacher - Liberty Elementary School	08/29/2022
Schoon, Gina	School Readiness Instructor - Liberty Elementary School	08/29/2022
Uittenbogaard, Kathryn	Classroom Teacher - Independence Elementary School	08/29/2022
Fritschel, Scott	DAPE Teacher - District Wide	08/29/2022
*Kaiser, Rebecca	Education Assistant - High School	09/06/2022
*DeMichele, Angela	Summer School Social Worker - Independence Elementary School	06/09/2022
*Anderson, Minda	Assistant Superintendent of Teaching and Learning - District Office	07/01/2022
Employee	Position	Effective Date
Stephani, Kayla - Termination	Noon Monitor - Independence Elementary School	02/07/2022
Bradley, Bethany - Resignation	Human Resources Coordinator - District Office	06/03/2022
Snoddy, Jason - Resignation	Classroom Teacher - High School	06/03/2022
Cox, Jenessa - Resignation	Media Specialist - Middle School	06/02/2022
Lewis, Janel - Resignation	Education Assistant - Independence Elementary School	05/24/2022
Pagel, Hannah - Resignation	Dean of Students - Middle School	06/30/2022
Freese, Amanda - Resignation	Dean of Students - High School	06/30/2022
Meyer, Emily - Resignation	Spanish Teacher - High School	06/03/2022
Herrlin, Macie- Resignation	SLD Teacher - Independence Elementary School	06/03/2022
*Lenz, Hayley - Resignation	Building Substitute - Independence Elementary School	05/13/2022

***Changes added after original form distributed**
05/24/2022 4:17 PM

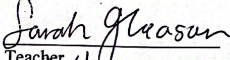
MEMORANDUM OF UNDERSTANDING

The parties to this Memorandum of Understanding, Sarah Gleason, and Independent School District #727, knowingly and voluntarily agree to the following stipulations waiving the statutory probationary period:

- a) The parties acknowledge the Minnesota courts have determined that a teacher's right to tenure can only be modified by mutual consent of the teacher and the school board (State v. ISD #810, Wabasha County, 260 Minn.237, 109 N.W.2d596, 602-03, and Perry v. ISD. #696, supra at 290).
- b) That the probationary period shall be extended one year, the 2022-2023 school year, to permit the school district one additional probationary year to evaluate job performance.
- c) The right to challenge this one-year extension of the probationary period is waived.
- d) The district has the right to non-renew after the 2022-2023 school year, i.e.; the probationary period by this agreement is extended to June 30, 2023. Sarah Gleason has no right to claim or bring action that she/he is a continuing contract teacher for 2022-2023.
- e) This agreement does not set a precedent for other teachers or future similar situations in ISD #727.
- f) It is specifically understood and agreed that the acceptance of the considerations set forth in this Memorandum is a full, final and complete agreement and does not constitute and shall not be construed as, any admission of wrong doing, liability, or fault by any of the parties to this Memorandum of Understanding. Upon the offer of a continuing contract, this continuation document will be expunged from the personnel file.
- g) This Memorandum of Understanding represents a full and complete agreement between the parties hereto. There are no covenants, promises, or undertakings outside of this Memorandum or other than as specifically set forth herein.

The undersigned, by execution hereof, state that this Memorandum of Understanding has been read by them and that they understand and fully agree to each, all and every provision of this Memorandum and have had the opportunity to review the terms of this Agreement with legal counsel.

IN WITNESS WHEREOF: The Parties have executed this Agreement as follows:


Teacher
DATE: 4-28-2022

Chairperson, ISD #727
DATE: _____

Clerk, ISD #727
DATE: _____

LEGAL STATUS OF THE SCHOOL BOARD

I. PURPOSE

The care, management, and control of the schools is vested by statutory and constitutional authority in the school board. The school board shall carry out the mission of the school district with diligence, prudence, and dedication to the ideals of providing the finest public education. The purpose of this policy is to define the authority, duties, and powers of the school board in carrying out its mission.

II. GENERAL STATEMENT OF POLICY

- A. The school board is the governing body of the school district. As such, the school board has responsibility for the care, management, and control over public schools in the school district.
- B. Elected members of the school board have binding authority only when acting as a school board legally in session, except where specific authority is provided to school board members or officers individually. The school board is not bound by an action or statement on the part of an individual school board member unless the action is specifically directed or authorized by the school board.

III. DEFINITION

“School board” means the governing body of the school district.

IV. ORGANIZATION, MEMBERSHIP, REIMBURSEMENT, AND VACANCIES

- A. The membership of the school board consists of six elected directors. The term of office is four years. Terms are staggered so that the terms of three members end every other year, even years. Terms of office shall begin the first Monday in January.
- B. Candidates must be 21 years old, be an eligible voter, be a current district resident, and have lived within the district at least 30 days prior to the election, and not be a convicted felon.
- C. There may be other ex officio members of the school board as provided by law. The superintendent is an ex officio member.
- D. A majority of voting members constitutes a quorum. The act of the majority of a quorum is the act of the school board.
- E. Reimbursement shall be set every year at the Organizational Meeting.
- F. A vacancy on the Board of Education occurs when a member a) dies, b) resigns, c) ceases to be a resident of the school district as defined by state statute, or d) is unable to serve on such Board because of illness or prolonged absence from the District. Vacancies shall be filled in accordance to Minnesota law and MSBA guidelines.

V. POWERS AND DUTIES

- A. The school board has powers and duties specified by statute. The school board's authority includes implied powers in addition to specific powers granted by the legislature.
- B. The school board exercises administrative functions. It also has certain powers of a legislative character and other powers of a quasi-judicial character.

- C. The school board shall superintend and manage the schools of the school district; adopt rules for their organization, government, and instruction; prescribe textbooks and courses of study; and make and authorize contracts.
- D. The school board shall have the general charge of the business of the school district, its facilities and property, and of the interest of the schools.
- E. The school board, among other duties, shall perform the following in accordance with applicable law:
 - 1. provide by levy of tax, necessary funds for the conduct of schools, the payment of indebtedness, and all proper expenses of the school district;
 - 2. conduct the business of the schools and pay indebtedness and proper expenses;
 - 3. employ and contract with necessary qualified teachers and discharge the same for cause;
 - 4. provide services to promote the health of its pupils;
 - 5. provide school buildings and erect needed buildings;
 - 6. purchase, sell, and exchange school district property and equipment as deemed necessary by the school board for school purposes;
 - 7. provide for payment of claims against the school district, and prosecute and defend actions by or against the school district, in all proper cases;
 - 8. employ and discharge necessary employees and contract for other services;
 - 9. provide for transportation of pupils to and from school, as governed by statute; and
 - 10. procure insurance against liability of the school district, its officers, and employees.
- F. The school board, at its discretion, may perform the following:
 - 1. provide library facilities, public evening schools, adult and continuing education programs, summer school programs, and intersession classes of flexible school year programs;
 - 2. furnish school lunches for pupils and teachers on such terms as the school board determines;
 - 3. enter into agreements with one or more other independent school districts to provide for agreed upon educational services;
 - 4. lease rooms or buildings for school purposes;
 - 5. authorize the use of school facilities for community purposes that will not interfere with their use for school purposes;
 - 6. authorize co-curricular and extracurricular activities;
 - 7. receive, for the benefit of the school district, bequests, donations, or gifts for any proper purpose; and
 - 8. perform other acts as the school board shall deem to be reasonably necessary or required for the governance of the schools.

~~***Rationale:** The care, management, and control of the schools is vested by statutory and constitutional authority in the school board. The school board shall carry out the mission of the school district with diligence, prudence, and dedication to the ideals of providing the finest public education. The purpose of this policy is to define the authority, duties, and powers of the school board in carrying out its mission.*~~

Legal References: Minn. Stat. § 123A.22 (Cooperative Centers)
 Minn. Stat. § 123B.02 (General Powers)
 Minn. Stat. § 123B.09 (School Board Powers)
 Minn. Stat. § 123B.14 (School District Officers)
 Minn. Stat. § 123B.23 (Liability Insurance)
 Minn. Stat. § 123B.49 (Cocurricular and Extracurricular Activities; Insurance)

Minn. Stat. § 123B.51 (Schoolhouses and Sites; Access for Noncurricular Purposes)
Minn. Stat. § 123B.85 (Definition)
Jensen v. Indep. Consol. Sch. Dist. No. 85, 160 Minn. 233, 199 N.W. 911 (1924)

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School District)
MSBA/MASA Model Policy 202 (School Board Officers)
MSBA/MASA Model Policy 203 (Operation of the School Board -Governing Rules)
MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties



BOARD OF EDUCATION RESPONSIBILITIES AND FUNCTIONS

I. PURPOSE

The Board of Education of Big Lake Schools is responsible to the people and, therefore, should attempt to reflect the opinion of the community. However, the Board must look to the future more clearly than is required of the average citizen. The results of many of the decisions and actions of the Board will not be realized at once, but will set the course of education for future years. The Board should fearlessly support those educational philosophies and procedures needed to promote a high quality education for this community based upon the needs of the students.

II. The responsibilities of the Board of Education include:

- A. Legal responsibility for the oversight of Big Lake Schools.
- B. Civic responsibility for public engagement providing insight into the desires of the community regarding quality education, a service essential to the life of the community.
- C. Economic responsibility for prudent management of public resources.

III. The four major functions of the Board of Education are:

- A. Planning and Policy Making—This will be a joint effort of the Board of Education and the Superintendent, assisted by school personnel, or other consultants approved by the superintendent and/or Board of Education.
- B. Legal Compliance—The Board of Education will follow the laws of the State of Minnesota and the federal government, approve salary contracts, and have the right and responsibility to call an election on a bond or levy issue.
- C. Appraise the health of Big Lake Schools—The appraisal of the work of the schools and their personnel means determining whether or not the community is receiving the kind of educational services it should, whether or not funds are being wisely and honestly spent and what changes if any will be made.
- D. Hiring and evaluating of the Superintendent.

~~***Rationale:*** *The Board of Education of Big Lake Schools is responsible to the people and, therefore, should attempt to reflect the opinion of the community. However, the Board must look to the future more clearly than is required of the average citizen. The results of many of the decisions and actions of the Board will not be realized at once, but will set the course of education for future years. The Board should fearlessly support those educational philosophies and procedures needed to promote a high quality education for this community based upon the needs of the students.*~~

SCHOOL BOARD OFFICERS

I. PURPOSE

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. The school board shall meet annually and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. At its option, the school board may appoint a vice-chair to serve in the temporary absence of the chair.
- B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

III. ORGANIZATION

The school board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. These officers shall hold office for one year and until their successors are elected and qualify.

- A. The persons who perform the duties of clerk and treasurer need not be members of the school board.
- B. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.

IV. OFFICER'S RESPONSIBILITIES

- A. Chair
 - 1. The chair when present shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions, and perform all duties a chair usually performs.
 - 2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.
- B. Treasurer
 - 1. The treasurer shall assure deposit the funds of the school district in the official depository.
 - 2. The treasurer shall assure make all reports which may be called for by the school board and perform all duties a treasurer usually performs.
 - 3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minn. Stat. § 123B.12.
- C. Clerk
 - 1. The clerk shall assure keep a record of all meetings in the books provided.
 - 2. Within three days after an election, the clerk shall notify all persons elected of their election.

3. On or before September 15 of each year, the clerk shall:
 - a. ~~assure the filing file~~ with the school board of a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
 - b. ~~assure the making make~~ and ~~transmission transmit~~ to the commissioner certified reports, showing:
 - i. revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner;
 - ii. length of school term and enrollment and attendance by grades; and
 - iii. other items of information as called for by the commissioner.
4. The clerk shall ~~assure enter into~~ the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.
5. The clerk shall ~~assure furnish~~ to the county auditor, on or before September 30 of each year, an attested copy of the clerk's record, showing the amount of proposed property tax voted by the school district or the school board for school purposes.
6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
8. The clerk shall perform the duties of the chair in the event of the chair's temporary absences.

D. Superintendent

1. The superintendent shall be an ex officio, non-voting member of the school board.
2. The superintendent shall perform the following:
 - a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;
 - b. recommend to the school board employment and dismissal of teachers;
 - c. annually evaluate each school principal assigned responsibility for supervising a school building within the district;
 - d. superintend school grading practices and examinations for promotions;
 - e. make reports required by the commissioner; and
 - f. perform other duties prescribed by the school board.

~~**Rationale:**—School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.~~

Legal References: Minn. Stat. § 123B.12 (Finance)
 Minn. Stat. § 123B.14 (Officers)
 Minn. Stat. § 123B.143 (Superintendent)
 Minn. Stat. § 126C.17 (Referendum Revenue)
 Minn. Stat. Ch. 205A (School District Elections)

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School District)
 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 1, School District Governance, Powers and Duties



SCHOOL BOARD MEETING MINUTES

I. PURPOSE

The purpose of this policy is to establish procedures relating to the maintenance of records of the school board and the publication of its official proceedings.

II. GENERAL STATEMENT OF POLICY

The school district maintains its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.

III. MAINTENANCE OF MINUTES AND RECORDS

- A. The clerk shall keep and maintain permanent records of the school board, including records of the minutes of school board meetings and other required records of the school board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law shall be recorded in a journal kept for that purpose. Public records maintained by the school district shall be available for inspection by members of the public during the regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the school district after they have been prepared. Minutes of a school board meeting shall be approved or modified by the school board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.
- B. Recordings of Closed Meetings
 1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the school district. Recordings of closed meetings shall be made separately from the recordings of an open meeting, to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.
 2. Recordings of closed meetings shall be preserved by the school district for the following time periods:
 - a. Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.
 - b. Meetings closed to discuss security matters shall be preserved for at least four (4) years.
 - c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.
 - d. All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.
 - e. Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the school district's Records Retention Schedule.
 3. Recordings of closed meetings shall be classified by the school district as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:

- a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the school district for the current budget period.
 - b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.
 - c. Recordings of any other closed meetings shall be classified and/or released as required by court order.
4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.
 5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:
 - a. The date of the closed meeting;
 - b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational data, etc.); and
 - c. The classification of the data.
 6. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3. above.

IV. PUBLICATION OF OFFICIAL PROCEEDINGS

- A. The school board shall cause its official proceedings to be published once in the official newspaper of the school district within thirty (30) days of the meeting at which the proceedings occurred; however, if the school board conducts regular meetings not more than once every thirty (30) days, the school board need not publish the minutes until ten (10) days after they have been approved by the school board.
- B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the school board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated. The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the school board, the proceedings to be published may reflect that fact.
- C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the school board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the school district or by means of standard or electronic mail.

~~*Rationale: The purpose of this policy is to establish procedures relating to the maintenance of records of the school board and the publication of its official proceedings.*~~

Legal References: Minn. Stat. § 13D.01, Subds. 4-6 (Open Meeting Law)
Minn. Stat. § 123B.09, Subd. 10 (Publishing Proceedings)
Minn. Stat. § 123B.14, Subd. 7 (Record of Meetings)
Minn. Stat. § 331A.01 (Definition)
Minn. Stat. § 331A.05, Subd. 8 (Notice Regarding Published Summaries)
Minn. Stat. § 331A.08, Subd. 3 (Publication of Proceedings)
Op. Atty. Gen. 161-a-20, December 17, 1970
Ketterer v. Independent School District No. 1, 248 Minn. 212, 79 N.W.2d 428 (1956)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties



CRIMINAL OR CIVIL ACTION AGAINST SCHOOL DISTRICT, SCHOOL BOARD MEMBER, EMPLOYEE, OR STUDENT

I. PURPOSE

The purpose of this policy is to provide guidance as to the school district's position, rights, and responsibilities when a civil or criminal action is pending against the school district, or a school board member, school district employee, or student.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that, when civil or criminal actions are pending against a school board member, school district employee, or student, the school district may be requested or required to take action.
- B. In responding to such requests and/or requirements, the school district will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for staff and students and is conducive to learning.
- C. The school district acknowledges its statutory obligations with respect to providing assistance to school board members and teachers who are sued in connection with performance of school district duties. Collective bargaining agreement and school district policies may also apply.

III. CIVIL ACTIONS

- A. Pursuant to Minn. Stat. § 466.07, Subd. 1, the school district shall defend and indemnify any school board member or school district employee for damages in school-related litigation, including punitive damages, claimed or levied against the school board member or employee, provided that he or she was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.
- B. Pursuant to Minn. Stat. §123B.25(b), with respect to teachers employed by the school district, upon written request of the teacher involved, the school district shall provide legal counsel for any school teacher against whom a claim is made or action is brought for recovery of damages in any tort action involving physical injury to any person or property or for wrongful death arising out of or in connection with the employment of the teacher with the school district. The school district will choose legal counsel after consultation with the teacher.
- C. Data Practices
Educational data and personnel data maintained by the school district may be sought as evidence in a civil proceeding. The school district will release the data only pursuant to the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g and related regulations. When an employee is subpoenaed and is expected to testify regarding educational data or personnel data, he or she is to inform the building administrator or designated supervisor, who shall immediately inform the superintendent or designee. No school board member or employee may release data without consultation in advance with the

school district official who is designated as the authority responsible for the collection, use, and dissemination of data.

D. Service of Subpoenas

The school district officers and employees will not be involved in providing service of process for third parties in the school setting.

E. Leave to Testify

Leave for employees appearing in court, either when sued or under subpoena to testify, will be considered in accordance with school district personnel policies and applicable collective bargaining agreements.

IV. CRIMINAL CHARGES OR CONDUCT

A. Employees

1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.
2. If the school district receives information relating to activities of a criminal nature by an employee, the school district will investigate and take appropriate disciplinary action, which may include discharge, subject to school district policies, statutes, and provisions of applicable collective bargaining agreements.
3. Pursuant to Minn. Stat. § 123B.02, Subd. 20, if reimbursement for a criminal defense is requested by a school district employee, the school board may, after consulting with its legal counsel, reimburse the employee for any costs and reasonable attorney fees incurred by the employee to defend criminal charges brought against the employee arising out of the performance of duties for the school district. The decision as to whether to reimburse shall be made in the discretion of the school board. A school board member who is a witness or an alleged victim in the case may not vote on the reimbursement. If a quorum of the school board is disqualified from voting on the reimbursement, the reimbursement must be approved by a judge of the district court.

B. Students

The school district has an interest in maintaining a safe and healthful environment and in preventing disruption of the educational process. In order to further that interest, the school district will take appropriate action regarding students convicted of crimes that relate to the school environment.

C. Criminal Investigations

1. The school district will cooperate with law enforcement officials. The school district will make all efforts, however, to encourage law enforcement officials to question students and employees outside of school hours and off school premises unless there are extenuating circumstances or the matter being investigated is school-related, or as otherwise provided by law.
2. If such questioning at school is unavoidable, the school district will attempt to maintain confidentiality, to avoid embarrassment to students and employees and to avoid disruption of the educational program. The school district will attempt to notify parents of a student under age 18 that police will be questioning their child. Normally, the superintendent, principal, or other appropriate school official will be present during the interview, except as otherwise required by law (Minn. Stat. § 626.556, Subd. 10), or as otherwise determined in consultation with the parent or guardian.

D. Data Practices

The school district will release to juvenile justice and law enforcement authorities educational and personnel data only in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) and 20 U.S.C. § 1232g (FERPA).

V. STATEMENTS WHEN LITIGATION IS PENDING

The school district recognizes that when a civil or criminal action is commenced or pending, parties to the lawsuit have particular duties in reference to persons involved or named in the lawsuit, as well as insurance carrier(s). Therefore, school board members or school district employees shall make or release statements in that situation only in consultation with legal counsel.

~~*Rationale: The purpose of this policy is to provide guidance as to the school district's position, rights, and responsibilities when a civil or criminal action is pending against the school district, or a school board member, school district employee, or student.*~~

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 123B.02, Subd. 20 (Legal Counsel, Reimbursement)
Minn. Stat. § 123B.25(b) (Actions Against Teachers)
Minn. Stat. § 466.07, Subd. 1 (Indemnification)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
42 U.S.C. § 1983 (Civil Action for Depriving Rights)
Minn. Op. Atty. Gen. 169 (Mar. 7, 1963)
Minn. Op. Atty. Gen. 169 (Nov. 3, 1943)
Dypress v. School Committee of Boston, 446 N.E.2d 1099 (Mass. App. Ct. 1983)
Wood v. Strickland, 420 U.S. 308, 95 S.Ct. 992, 43 L.Ed.2d 214 (1975)

Cross References: 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 408 (Subpoena of a School District Employee)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

STUDENT REPRESENTATIVE ON SCHOOL BOARD

I. PURPOSE

The school board values the voices of students and wishes to both encourage student involvement and promote a communications link between the school board and the students of the district by authorizing a student representative to serve on the school board as a non-voting member. The school board believes that the views, insights, and suggestions of a student representative on the school board can be an advantage to the school board in its decision-making role regarding educational policies and programs. The purpose of this policy is to define the selection, rights, and responsibilities of the student representative on the school board.

I. GENERAL STATEMENT OF POLICY

A. Selection and Term

1. Juniors or seniors wishing to be selected as the student representative on the school board must complete an application form by the posted deadline. The selection will be made by a committee consisting of the high school principal, the superintendent and one school board member.
2. The student representative shall serve a one-year term.

B. Rights and Responsibilities

1. The student representative on the school board will attend all regular school board meetings while school is in session. If the expectation of regular attendance is not met, the selection committee will select another student representative from those who had previously applied to assume all duties of the student representative on the school board.
2. The student representative will not be permitted to attend closed meetings.
3. The student representative, in consultation with the superintendent, may attend school board workshops and special meetings.
4. The superintendent will be responsible for providing the necessary training for the student representative to be successful in their role.
5. The student representative will have a designated spot to sit at or near the school board table for all meetings.
6. The student representative will be bound by all rules, policies, and regulations that bind the school board.
7. When requested the student representative will present a report at regular meetings and may offer comments to the school board regarding items on the agenda that affect students.
8. The student representative will not have the right to make or second motions or vote on business matters before the board.
9. The student representative will disseminate information from the school board meeting to the student body in any manner practical; for example, report to the student council regarding matters that pertain to the student body, etc.
10. The student representative will not be furnished board materials such as, but not limited to:
 - a. Sensitive personnel matters,

- b. Legal action strategy,
 - c. Negotiations strategy,
 - d. Individual student discipline, or
 - e. Other confidential matters.
11. The student representative shall receive all other materials distributed to the school board in the board packets or at the school board meeting. All information received must be handled in an appropriate manner as a student representative on the school board. The appropriate use of board information will be part of the training provided by the superintendent.
 12. The student representative shall dress and act appropriately while serving on the school board in a manner consistent with other school board members and the school board Code of Ethics.
 13. The student representative on the school board shall work to represent opinions of the student body and not solely the representative's own opinions.
 14. The student representative on the school board shall consult with the superintendent of schools in carrying out the responsibilities associated with serving as student representative on the school board.
 15. The student representative will not receive compensation for their service to the school board.
 16. The student representative will not be a member of a board standing committee.

~~***Rationale:** The school board values the voices of students and wishes to both encourage student involvement and promote a communications link between the school board and the students of the district by authorizing a student representative to serve on the school board as a non-voting member. The school board believes that the views, insights, and suggestions of a student representative on the school board can be an advantage to the school board in its decision-making role regarding educational policies and programs. The purpose of this policy is to define the selection, rights, and responsibilities of the student representative on the school board.*~~



ACCEPTANCE OF GIFTS/DONATIONS

I. PURPOSE

The purpose of this policy is to provide guidelines for the acceptance of gifts by the school board.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to accept gifts only in compliance with state law.

III. ACCEPTANCE OF GIFTS GENERALLY

The school board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The school board shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected.

IV. GIFTS OF REAL OR PERSONAL PROPERTY

The school board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift. The real or personal property so accepted may not be used for religious or sectarian purposes.

V. ADMINISTRATION IN ACCORDANCE WITH TERMS

If the school board agrees to accept a bequest, donation, gift, grant or devise which contains preconditions, conditions or limitations on use, the school board shall administer it in accordance with those terms. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

Legal References: Minn. Stat. § 123B.02, Subd. 6 (Bequests, Donations, Gifts)
Minn. Stat. § 465.03 (Gifts)

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.



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



Policy 501
Adopted: 8.23.07
Reviewed: 4.6.15
Revised: 5.28.15
Revised: 7.28.16
Revised: 8.24.17
Revised:

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)

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)



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)

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. Reviewing annual instruction and curriculum improvement goals for recommendation to the school board;
 - c. Reviewing recommendations regarding the evaluation process that will be used to measure school district progress toward its goals; and
 - 3) The Advisory Committee shall meet the following criteria:
 - a. The Advisory Committee shall ensure active community participation in all planning 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. 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, AND APPRENTICESHIP STUDENTS

A. A student enrolled in a post-secondary, online, or apprenticeship program 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 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 course in accordance with established procedures.

IV. VISITOR LIMITATIONS

A. An individual, post-secondary, online, or apprenticeship 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 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 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.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options 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)

**Cost-Reimbursable plus Administrative Fee
Food Service Management Contract
Cost-Reimbursable
School Year: 2022-2023**

Whereas Big Lake Schools (SFA) advertised for proposals for food service management in accordance with the specifications attached and made a part of this contract, and;

Whereas Compass Group USA, Inc., by and through its Chartwells Division (Vendor) submitted a proposal and has been awarded a contract.

SFA and Vendor mutually agree as follows:

I. SCOPE AND PURPOSE

1. Vendor will operate the school food service as a benefit to SFA's students, faculty and staff, in conformance with SFA's agreement with MDE. Vendor will manage the school food service to promote maximum participation in the programs listed below in compliance with the program requirements of the U.S. Department of Agriculture (USDA) and MDE. Vendor shall provide its services in accordance with generally accepted standards of care and best practices in the industry.

Vendor will prepare food:

- a. On-site
 - b. Off-site and transport food to SFA
2. Vendor will provide staff to manage the food service operations and supervise employees. Vendor will be an independent contractor and not an employee of SFA. The employees of Vendor are not employees of the SFA.
 3. Vendor will have the exclusive right to operate the program(s) indicated below for approximately the number of annual serving days as shown on the Site Data Pages in Big Lake Schools Request for Proposal. SFA may add or remove sites and/or adjust meal periods or make other changes at a site at any time unless the change would be a material change to the contract.
 4. Programs to be operated by the Vendor

School Meal Programs

- National School Lunch Program (NSLP) and Food Distribution Program (FDP)
- School Breakfast Program (SBP)

Milk Programs

- Special Milk Program (SMP)
- Minnesota Kindergarten Milk Program (MKMP)

Afterschool Snack or Meal Programs

- At-Risk Afterschool Meals (area-eligible - Child and Adult Care Food Program (CACFP))
- Afterschool Snacks – NSLP

Summer Meal Programs

- Summer Food Service Program (SFSP)
- Seamless Summer Option (SSO) of NSLP

Child Care Program

- Child Care Center – CACFP

1. Vendor will comply with the regulations and guidance of USDA and MDE that are applicable to the programs being administered, including but not limited to 7 Code of Federal Regulations (CFR) Parts 210, 215, 220, 225, 245, 250, and 2 CFR Parts 200 and 400, and additions or amendments thereto.
2. All income accruing as a result of payments by children and adults, federal and state reimbursements, and all other income from sources such as donations, special functions, grants, loans, will be deposited daily in the SFA's food service account. Income in excess of expenses will remain in the SFA food service account.
3. Vendor will comply with local or state sanitation requirements, including the requirements in Section 5.
4. SFA will retain responsibility, in accordance with its agreement with MDE, to:
 - a) Ensure that the food service operation conforms to the SFA's agreement with MDE for child nutrition programs.
 - b) Control the quality, extent and general nature of the food service program.
 - c) Control and maintain the school food service account and overall financial responsibility for SNP.
 - d) Sign and submit forms to MDE including the permanent agreement/policy statement, the annual application renewal, and monthly claims for reimbursement, reports, and all correspondence to MDE relating to the food service.
 - e) Distribute, approve or deny, and verify applications for meal benefits, conduct administrative hearings for denied meal benefits, use direct certification data, and maintain the free and reduced price meals eligibility roster, except for any functions relating to approval for school meal benefits that have been expressly contracted to Vendor in Section 7.
 - f) Establish internal controls that ensure the accuracy of meal counts prior to the submission of each monthly claim, including reviews of meal count data by site, and edit checks of meal counts data compared to attendance.
 - g) Monitor the food service. Nothing in this paragraph relieves Vendor of its independent supervisory and monitoring responsibilities.
 - h) Approve menus and recipes, adjustments to menus, and other foods to be served or sold.
 - i) Establish the selling prices for reimbursable and non-reimbursable meals and milk, and a la carte foods.
 - j) Establish and maintain an advisory board composed of parents, teachers, and students to assist with menu planning.
 - k) Resolve program review and audit findings.
5. SFA and Vendor are jointly responsible to protect the privacy and anonymity of students qualified for free or reduced-price meals, provided that nothing in this paragraph relieves Vendor of its independent obligation to protect the privacy and anonymity of students qualified for meal benefits.
6. The SFA reserves the right to maintain, add or remove food and beverage vending machines.

II. PAYMENT OF ADMINISTRATIVE FEES AND REIMBURSEMENT OF COSTS

1. Vendor shall submit invoice for fixed administrative fees and reimbursement of direct costs for each meal type as shown on the Price Proposal located in Big Lake Schools' RFP and accepted by the SFA including the number of "equivalent" lunches to be billed for any a la carte food service. Invoice and

monthly operating statement shall be submitted by the 15th of each month in order for payments to be processed timely.

2. Vendor will invoice SFA for allowable costs net of all discounts, rebates and other applicable credits due to SFA. Vendor will maintain documentation of discounts, rebates, and other applicable credits and furnish documentation upon request to SFA, MDE, or USDA. Vendor will deposit any rebate received by check directly into SFA's food service account. Vendor will refund to SFA any discounts, rebates and other applicable credits received by vendor after termination of this agreement.
3. School will pay allowable costs from the school food service account net of all discounts, rebates and other applicable credits accruing to or received by vendor or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to SFA. No expenditure may be made from the from the food service account that results in vendor receiving reimbursements in excess of vendor's actual, net allowable costs.
4. Vendor will exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification. SFA reserves the right to require Vendor to separately identify for each cost submitted for payment the amount of the cost that is allowable (can be paid from the school food service account) and the amount that is unallowable.
5. Vendor's determination of its allowable costs must be made in compliance with applicable USDA regulations and guidance, and Office of Management and Budget circulars. Property and Liability Insurance Costs Clarification: Only insurance costs that are related to the operations of food service are allowable costs. The Vendor will not be allowed to charge property and liability costs to the SFA unless it is directly related to the operations of food service in Big Lake Schools. The Vendor will be required to show proof of the direct correlation between the insurance costs and food service operations.
6. Vendor will ensure that its system of inventory management will not result in SFA being charged the value of USDA Foods as a cost.

Fixed Administrative Fee:

SFA will pay vendor the following per-meal administrative fee for each meal service, as proposed by vendor in the Cost Proposal:

- \$0.195 per Lunch
- \$0.195 per Summer Lunch (SFSP)
- \$0.195 per A la Carte Meal Equivalents
- \$0.195 per Breakfast
- \$0.195 per Summer Breakfast (SFSP)

Cost Reimbursements (Direct Costs);

SFA will reimburse Vendor for the direct costs of providing meals and ala carte meal equivalents up to the following maximum amounts as stated below and proposed in the Vendor's Price Proposal, or actual costs, whichever is less. These maximum per meal rates do not take into consideration the value of USDA Foods received by the vendor on behalf of the SFA.

Maximum direct cost reimbursements:

- \$3.184 per Lunch
- \$3.184 per Summer Lunch (SFSP)
- \$3.184 per A la Carte Meal Equivalents
- \$2.645 per Breakfast
- \$2.645 per Summer Breakfast (SFSP)

III. MEALS

5. Vendor will serve reimbursable meals, snacks, or milk that meet program requirements for the meal services and sites as indicated in the Site Data page(s) in Big Lake Schools' RFP, which have been approved by MDE in the Cyber-Linked Interactive Child Nutrition System (CLiCS).
6. Vendor will serve meals on the days and at the times requested by SFA.
7. Vendor will comply with the twenty-one (21)-day menu developed by SFA for NSLP, and/or SBP, that SFA provided in the request for proposals. Any changes made by Vendor after the first twenty-one (21)-day menu may be made only with approval of SFA. SFA will approve menus no later than two (2) weeks prior to service.
8. Vendor will promote maximum participation in the reimbursable meal programs.
9. Vendor will sell on the premises only those foods and beverages authorized by the SFA and only at the times and places designated by the SFA.
10. No payment will be made to vendor for meals that are spoiled or unwholesome at the time of delivery, do not meet detailed specifications as developed by the SFA for each food component in the meal pattern, or do not otherwise meet the requirements of the contract.
11. SFA will retain control of the quality, extent and general nature of the food service.
12. Vendor will offer free, reduced-price, and paid reimbursable meals to all eligible children at participating sites.

IV. USDA FOODS

Crediting of USDA Foods

The USDA allows for two different methods to identify value of USDA foods credited to the SFA. This is detailed in memo FD-080. The Vendor must identify which method of crediting will be provided on the invoice.

- Crediting by Disclosure: detailed invoices will include total value of foods drawn from inventory for billing period, showing a charge for all foods except the value of USDA Foods
- Year-End Credit: a credit is provided one time per year at the end of the year. Credit is provided for value of all USDA Foods received in the school year.

Annual Reconciliation of USDA Foods: vendor must submit inventory records with the final invoice of the contract year to the SFA, accounting for USDA Foods received for the contract year. SFA will reconcile inventory records submitted by the vendor to the total value of USDA Foods received for the Auditor Report provided by the State Agency. Renewal of this contract for any additional year will be subject to the reconciliation for the prior contract year showing that vendor has fully accounted for all USDA Foods received.

Use of USDA Foods

Vendor will perform activities relating to USDA Foods in accordance with applicable requirements in 7 CFR 250. Allowable activities are preparing meals using USDA Foods or using equal quantities of domestically produced commercial foods supplied by Vendor that are of the same generic identity and of equal or better quality; selection and ordering of USDA Foods in coordination with SFA; storage and inventory management; payment of processing fees or submittal of refund requests to a processor on behalf of the recipient agency, or remittance of refunds for the value of USDA Foods in processed end products to the recipient agency.

Ordering of USDA Foods:

- SFA will shop for USDA Foods using CLiCS2 through MDE
- Vendor will shop for USDA Foods using CLiCS2 through MDE

Additional Requirements for USDA Foods

1. Vendor will use all USDA donated ground beef and ground pork products, and all processed end products, in SFA's food service. Vendor will use all other USDA Foods, or will use commercially purchased foods of the same generic identity, of U.S. origin, and of equal or better quality than the USDA Foods, in SFA's food service. Vendor will comply with the storage and inventory requirements for USDA donated foods in 7 CFR 250.52. Upon termination of the contract, Vendor will return all unused USDA donated ground beef, ground pork, end products and, at SFA's discretion, other unused USDA Foods.
2. Vendor assures SFA that the procurement of processed end products on behalf of SFA, as applicable, will comply with 7 CFR 250 and with provisions of MDE or SFA processing agreements. Vendor will disclose to SFA the value of USDA Foods contained in such end products at the processing agreement value. Refunds received from processors must be retained in the food service account. Vendor will not itself enter into a processing agreement with a processor.
3. Vendor and SFA will maintain records relating to the use of USDA Foods in accordance with 7 CFR 250.54. Vendor will have records available to substantiate that the SFA has received the benefit of the full value of received USDA Foods.
4. SFA will ensure that vendor is in compliance with the requirements of 7 CFR 250 through SFA's monitoring of the food service operation as required in 7 CFR 210 and, if applicable, 225.
5. SFA, MDE, USDA, the Comptroller General, or their authorized representatives, may perform onsite reviews of vendor's food service operation, including the review of records, to ensure compliance with requirements for the management and use of USDA Foods.
6. Vendor accepts liability for any negligence on its part that results in any loss of, improper use of, or damage to USDA Foods.
7. Vendor will promptly credit SFA's food service account for all discounts, rebates, and allowances received by the vendor associated with the purchase of processed commodity products on behalf of SFA as well as the full value of USDA Foods.

V. FOOD SAFETY

1. SFA will comply with food safety inspection requirements set by USDA for its facilities.
2. SFA will ensure that state and local regulations are being met by vendor preparing or serving meals at any SFA facility.
3. SFA will post and maintain, in a publicly visible location, all reports on the most recent food safety inspection and provide a copy of the reports to a member of the public upon request.

4. Vendor will maintain state and/or local health certifications for any facility outside the SFA in which it prepares meals and will maintain the health certification for the duration of the contract as required under 7 CFR 210.16(c).
5. Vendor will comply with food safety inspection requirements set by USDA and shall ensure that state and local regulations are met in its facilities.

VI. SUBSTITUTIONS AND MODIFICATIONS FOR MEDICAL OR SPECIAL DIETARY NEEDS

Vendor will substitute or modify food or beverage items for qualifying students as required by federal law, state law, or SFA policies, as specified in this section.

Substitutions for Students with a Disability

Vendor must provide substitutions to, or modifications of, meals on a case by case basis as required by federal law for students who are documented by a licensed physician, physician assistant, or advanced practice registered nurse such as a certified nurse practitioner to be unable to consume the regular program meals due to a disability. The special diet statement, which is required to claim program reimbursement for meals that do not meet the meal pattern requirements, must identify the student’s major life activity affected by the disability, the food(s) to be omitted from the student’s diet, and the food(s) that must be substituted. The statement must be signed, dated, and maintained on file. No additional charge will be billed to the student. Vendor and SFA will negotiate payments for any excess costs of providing substitutions.

Lactose-Reduced Milk for Students with Lactose Intolerance

Vendor must make available at least one of the following types of lactose-reduced milk that are specified in Minnesota Statutes section 124D.114, upon the written request of the parent of a lactose-intolerant student: lactose-reduced milk; milk fortified with lactase in liquid, tablet, granular, or other form; or milk to which lactobacillus acidophilus has been added. A portion of a lactose-reduced milk product may be poured or served from a large container. The parent’s request must be maintained on file.

Non-Dairy Fluid Milk Substitutes

The following section applies if the box is checked
 In accordance with SFA policy and program requirements, Vendor will offer one or more non-dairy fluid milk substitutes that are nutritionally equivalent to cow’s milk to all students. Vendor will maintain product information on file to document that the non-dairy fluid milk product(s) meet program standards for reimbursement.

Other Substitutions

The following section applies if the box is checked
 The SFA policy to provide substitutions that meet the meal pattern for preferences of students without a disability, upon written request of a parent or legal guardian.

VII. FREE AND REDUCED-PRICE MEALS POLICY

Check box below to identify which party is responsible for determining the eligibility of students for free and reduced-price school meals.

SFA is responsible for determining eligibility for free and reduced-price meals.

SFA is responsible for the determination of eligibility for free and reduced-price meals, including the development, distribution, approval and verification of meal applications, direct certification data, and conducting any appeal hearings related to eligibility determinations.

SFA will provide vendor with a list of students and their category of meal eligibility. The list will be updated when changes occur in a student's eligibility status. SFA will not disclose confidential information to vendor from meal applications and direct certification data that is not needed for meal counts.

Vendor will use the private data on the eligibility status of students for school meal benefits only to provide correct, approved meal benefits to students and to determine accurate meal counts by eligibility category. The meal counting system must eliminate the potential for overt identification of students eligible for free and reduced-price meal benefits.

Vendor is responsible for determining eligibility for free and reduced-price meals.

Vendor will determine eligibility for free and reduced-price meals, including the development, distribution, approval and verification of meal applications, and direct certification data except as described below.

Vendor will use the private information provided on meal application forms, and the eligibility status of students for school meal benefits, only to provide correct, approved meal benefits to students and to determine accurate meal counts by category. Vendor ensures that the meal counting system eliminates the potential for overt identification of students eligible for free and reduced-price meal benefits. SFA will conduct any appeals and hearings.

VIII. BOOKS AND RECORDS

1. Vendor will maintain such records (supported by invoices, receipts, or other evidence) as SFA will need to meet monthly and annual reporting responsibilities.
2. Vendor will annually provide SFA with information on food costs and revenues for reimbursable meals and for non-program foods to determine compliance with program requirements for revenue from non-program foods.
3. Vendor will submit meal count records in a timely manner to facilitate claims submission by SFA no later than the 15th day after the last day of the month in which services were rendered. SFA will perform edit checks on the meal count records provided by vendor prior to the preparation and submission of the claim for reimbursement.
4. Vendor shall provide SFA with a year-end statement.
5. Vendor will make available the books and records pertaining to the contract, upon demand, in an easily accessible manner for a period of three (3) years from the end of the contract term (including renewals) to which they pertain, for audit, examination, excerpts, and transcriptions by SFA and state or federal representatives and auditors. If audit findings regarding vendor's records have not been resolved within the three (3) year record retention period, the records must be retained beyond the three (3) year period, for as long as required for the resolution of the issues raised by the audit.
6. Upon termination of the contract, vendor will surrender to SFA all records pertaining to the operation of the food service, including food and non-food inventory records, menus, production records, product invoices, claim documentation and financial reports. Vendor will not remove state or federal required records from SFA premises upon contract termination.

IX. EMPLOYEES

All food service employees, including site and area managers, are currently Vendor employees and will be retained by Chartwells. Big Lake Schools will have final approval authority regarding the hiring of vendor's site manager and/or food service director, in the event the current food service employee leaves Chartwells employment.

1. Vendor will provide SFA with a schedule of employees, positions, assigned locations, salaries and hours to be worked. Locations and assignments will be provided to SFA two full calendar weeks prior to start date of operations. Staffing patterns, with the exception of the site manager, will be mutually agreed upon.
2. Vendor and SFA shall maintain the same minimum level of employee positions, hours, wages and benefits as listed on the attachments.
3. Vendor will comply with applicable federal and state wage and hours of employment requirements.
4. Vendor will be responsible for supervising and training personnel, including SFA-employed staff. Supervision activities include employee and labor relations, personnel development, and hiring and termination of Vendor management and non-management staff, except the site manager. Vendor will provide SFA with a list of its personnel policies and employee handbook.
5. Vendor will provide workers' compensation coverage for its employees. Vendor will maintain its own personnel and fringe benefits policies for its employees, subject to review by SFA.
6. Vendor will instruct its employees to abide by the policies, rules and regulations, with respect to use of the SFA's premises as established by the SFA and which are furnished in writing to the Vendor.
7. SFA will provide sanitary toilet and hand-washing facilities for Vendor employees.
8. SFA may request vendor in writing to remove any vendor employee who violates health requirements or conducts in a manner which is detrimental to the well-being of the students. In the event of the removal or suspension of any such employee, vendor will immediately restructure the food service staff without disruption of service.
9. SFA and/or vendor personnel assigned to each school will be instructed in the use of all emergency valves, switches, and fire and safety devices in the kitchen and cafeteria areas.
10. Vendor shall conduct periodic training on food service topics for all food service employees, including required annual civil rights training.

X. MONITORING

SFA will monitor the food service operation of Vendor through periodic on-site visits to ensure that the food service is in conformance with USDA program regulations and on-site reviews of the counting and claiming system at each site no later than February 1 each year in accordance with its agreement with MDE if SFA has more than one site.

If SFA participates in SFSP, SFA is responsible for conducting the required SFSP site visits including preapproval visits.

Vendor will maintain the necessary records for SFA to complete required monitoring activities.

XI. ADVISORY GROUPS / MENUS / WELLNESS POLICY

Vendor will:

1. Participate in the formation and establishment and periodic meetings of the SFA advisory board, comprised of students, teachers, and parents, to assist in menu planning in accordance with 7 CFR 210.16(a).
2. Coordinate with SFA as needed to assist in implementation of SFA's wellness policy.

3. Meet SNP “Smart Snacks” nutrition requirements for foods sold a la carte and any other foods served to students during the school day.

XII. USE OF FACILITIES, INVENTORY, EQUIPMENT, AND STORAGE

1. SFA will make available, without any cost or charge to vendor, area(s) of the premises agreeable to both parties in which vendor will render its services.
2. SFA may request additional food service programs from vendor. SFA reserves the right, at its sole discretion, to sell or dispense food or beverages provided such use does not interfere with the operation of the Child Nutrition Programs. SFA may expand food service operations outside the confines of the school/school district, such as expansion to non-affiliated charter schools, non-public, or neighboring public schools, which were not part of the original bid.
3. Prior to the start of operations, vendor and SFA will inventory food, including USDA Foods, and supplies on the premises. Vendor will utilize the inventory at a value determined by invoice. On termination of the contract, vendor and SFA will take a closing inventory and add or subtract the difference to vendor’s cost of business.
4. SFA will replace expendable equipment and replace, repair, and maintain non-expendable equipment, except when damages result from the use of less than reasonable care by vendor employees.
5. SFA will provide Vendor with local telephone service.
6. SFA will furnish and install any equipment and make any structural changes needed to comply with federal, state or local laws, ordinances, rules and regulations.
7. SFA will be responsible for any losses, including USDA Foods, which arise due to equipment malfunction or loss of electrical power not within the control of vendor.
8. SFA, on the termination or expiration of the contract, will conduct a physical inventory of equipment and furnishings owned by SFA. Vendor will surrender all SFA equipment and furnishings to SFA in good repair and condition. Vendor will be responsible for correcting any discrepancies and any equipment repairs that are not the result of normal wear and tear within 30 days of the inventory.
9. SFA will have access, with or without notice, to all of the SFA's facilities used by vendor, for purposes of inspection and audit.
10. All food preparation and serving equipment owned by SFA must remain on SFA premises.
11. Vendor will notify SFA of any equipment belonging to vendor on SFA premises within ten (10) days of its placement on SFA premises. SFA will not be responsible for depreciation, loss or damage to equipment owned by Vendor and located on SFA premises.
12. Vendor will provide SFA with one set of keys for food service areas secured with locks.
13. Vendor will maintain adequate storage practices, inventory and control of USDA Foods in conformance with Vendor will maintain the inventory of silverware, chinaware, kitchen utensils and other operating items necessary for the food service operation and at the inventory level as specified by SFA.
14. Vendor will not use SFA's facilities to produce food, meals or services for other organizations without the approval of SFA. If such usage is mutually agreeable, SFA and vendor must have a signed agreement that stipulates the fees to be paid by vendor for facility usage.
15. Vendor will comply with all SFA building rules and regulations.
16. SFA may request Vendor to provide additional food services such as special functions and catering. SFA will be billed for the cost of food, supplies, labor, and administrative overhead negotiated outside of this contract in an amount that ensures that the payments for additional food services are not subsidized by the nonprofit school food service.

XIII. PURCHASES AND BUY AMERICAN

Vendor will meet applicable federal and state requirements when purchasing food and supplies for meals provided under this contract.

Buy American Requirement: Vendor will purchase domestic agricultural commodities and products for use in the NSLP and SBP as provided in 7 CFR 210.21(d).

XIV. SANITATION

1. Vendor will comply with local and state sanitation requirements in the preparation of food.
2. Vendor will place garbage and trash in containers in designated areas as specified by SFA. SFA will remove the garbage and trash from the designated areas.
3. Vendor will clean the kitchen as indicated on the attached Cost Responsibility page. SFA will clean ducts and hoods above the filter line.
4. SFA will clean the dining areas as indicated on the Cost Responsibility Detail Sheet.
5. Vendor will operate and care for equipment and food service areas in a clean, safe and healthy condition in accordance with the standards acceptable to SFA and comply with all applicable laws, ordinances, regulations, and rules of federal, state, and local authorities, including laws related to recycling.
6. SFA will provide extermination services as needed.

XV. LICENSES, FEES AND TAXES

Vendor is responsible for paying all applicable taxes and fees, including but not limited to excise tax, state and local income tax, and payroll and withholding taxes for Vendor employees. Vendor will hold SFA harmless for all claims arising from payment of such taxes and fees. The extent of responsibility is designated in the Cost Responsibility attachment.

Vendor SFA shall obtain and maintain required licenses or permits, as indicated on the Cost Responsibility attachment.

XVI. NONDISCRIMINATION

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

XVII. EMERGENCY CLOSINGS

1. SFA will notify Vendor of any interruption in utility service of which it has knowledge.
2. SFA will notify Vendor of any delay in the beginning of the school day or the closing of school(s) due to snow or other emergency situations.

XVIII. NONPERFORMANCE BY VENDOR

In the event of the Vendor's non-performance under this contract and/or the violation or breach of the contract terms, SFA has the right to pursue all administrative, contractual and legal remedies against Vendor and to seek all sanctions and penalties as may be appropriate. SFA is the responsible authority without recourse to USDA or MDE for the settlement and satisfaction of all contractual and administrative issues. This authority includes, but is not limited to, source evaluation, protests, disputes, claims or other matters of contractual nature.

If either party commits a material breach, the non-breaching party may terminate this agreement for cause by giving 60 days written notice. If the breach is remedied prior to the proposed termination date, the non-breaching party may elect to continue this agreement.

Vendor will pay SFA the amount of any meal over-claims that are attributable to Vendor's negligence and that occurred during the effective dates of the contract, including over-claims based on audit or program review findings.

IXX. SUMMER FOOD SERVICE PROGRAM

SFA will apply for the Summer Food Program (SFSP). The fixed administrative fee and maximum direct cost reimbursement is outlined in Section II of this contract. During the period that SFA participates in SFSP:

Vendor will perform the same food service management tasks for SFSP as are provided to SFA during the school year and will pay vendor for SFSP meals using the same meal payment structure used during the school year.

SFA will maintain responsibility for administrative functions that are prohibited from being contracted out by SFSP regulations at 7 CFR 225.15(a)(3).

Vendor may provide non-unitized / bulk quantities for SFSP, with instructions on the planned portion size for each food component. MDE's approval of SFA's SFSP application constitutes MDE's approval of a waiver from the SFSP requirement to provide only unitized meals.

XX. DEFICIT

The requirements of Minnesota Statutes Section 124D.111, Subdivision 3, will be met if a deficit exists in the food service fund at the end of the fiscal year for this contract or for any contract renewals.

XXI. INSURANCE

Vendor will meet insurance requirements:

Attached to this contract.

Specified here:

Vendor will maintain the insurance coverage set forth below for each accident provided by insurance companies authorized to do business in the state of Minnesota. A Certificate of Insurance of Vendor's insurance coverage indicating these amounts must be submitted at the time of contract award.

Comprehensive General Liability – includes coverage for:

Premises – Operations.

Products – Completed Operations.

Contractual Insurance.

Broad Form Property Damage.

Independent Contractors.

Personal Injury.

Commercial General Liability Policy:

\$ 1,000,000 per occurrence

\$2,000,000 aggregate

Automobile Liability: \$ 1,000,000 Combined Single Unit.

Workers' Compensation-Statutory; Employer's Liability: \$500,000.

Excess Umbrella Liability: \$3,000,000 Combined Single Unit.

Vendor must name ISD 727 Big Lake Schools as additional insured on General Liability, Automobile, and Excess Umbrella. Vendor must provide a waiver of subrogation in favor of SFA for General Liability, Automobile, Workers' Compensation, and Excess Umbrella.

The contract of insurance shall provide for notice to SFA of cancellation of insurance policies 30 days before cancellation takes effect.

XXII. MISCELLANEOUS

This contract will be construed under the laws of the State of Minnesota. Any action or proceeding arising out of this contract will be heard in the appropriate courts of the state of Minnesota.

Vendor will comply with the provisions of the proposal specifications, which in all respects will be made a part of the contract.

No provision of the contract will be assigned or subcontracted without prior written consent of SFA.

No course of dealing or failure of a party to strictly enforce any term, right, or condition of this contract shall be construed as a waiver of the term, right or condition.

The parties acknowledge that each party has had the opportunity to seek the advice of independent legal counsel and has read and understood all of the terms and provisions of this contract.

Any silence, absence, or omission from the contract specifications concerning any point will be regarded as meaning that only the best commercial practices are to prevail and that only materials (e.g., food, supplies) and workmanship of a quality that would normally be specified by the SFA are to be used.

Payments on any claim will not preclude the SFA from making a claim for adjustment on any item found not to have been in accordance with the provisions of this contract and proposal specifications.

SFA is responsible for ensuring the resolution of program review and audit findings.

This contract and SFA's information about its procurement process are subject to review by MDE for the purpose of determining whether federal and state requirements for SFA's participation in USDA Child Nutrition Programs have been met.

MDE and USDA are not parties to this contract and are not responsible for any action or inaction by the SFA or vendor.

XXIII. TERM, RENEWAL OPTIONS, TERMINATION

The contract is effective **July 1st, 2022, and ends June 30, 2023.**

The contract may be renewed upon mutual agreement of SFA and Vendor for up to four (4) years after the original contract year, using the contract renewal document annually provided by MDE. Meal prices for a renewal contract may be adjusted up to the maximum percentage stated by MDE on the contract renewal document, which is based on the Consumer Price Index (CPI) – Food Away from Home, Midwest Region (U.S. Bureau of Labor Statistics).

SFA or Vendor may terminate the contract for cause as allowed in Section 18 by giving sixty (60) days written notice.

SFA and Vendor may not terminate the contract without cause or for convenience, unless both parties mutually agree to terminate the contract for convenience.

Neither SFA nor Vendor is responsible for any losses resulting from fulfillment of the terms of the contract being delayed or prevented by wars, acts of public enemies, strikes, fires, floods, acts of God, or for any acts not within the control of SFA or Vendor, respectively, and which by the exercise of due diligence it was unable to prevent.

XXIV. CERTIFICATIONS

1. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). If the contract exceeds \$100,000, Vendor certifies that it will comply with 40 U.S.C 3702 and 3704, as supplemented by the Department of Labor regulations, 29 CFR Part 5. Under 40 U.S.C 3702 of the Act, Vendor is required to compute the wages of every laborer on the basis of a standard work week of forty (40) hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week.
2. Clean Air Act (42 U.S.C. 7401-1671q) and Federal Water Pollution Control Act (33 U.S.C. 1251-1387) as amended. If the contract exceeds \$150,000, Vendor certifies that it will comply will applicable standards, orders, and regulations issued pursuant to the Clean Air Act and the Federal Water Pollution Control Act. Violations must be reported to USDA and the Regional Office of the Environmental Protection Agency.
3. Vendor will comply with civil rights laws, as amended: Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; 7 CFR Parts 15, 15a, and 15b; the Americans with Disabilities Act; and USDA-FNS Instruction 113-1, Civil Rights Compliance and Enforcement in School Nutrition Programs.
4. Vendor will comply with the Buy American provision for the purchase of food products with federal fund. Vendor will purchase, to the maximum extent possible, domestic commodities or products that are either (1) an agricultural commodity produced in the United States (U.S.) or (2) a food product processed in the U.S. substantially using agricultural commodities produced in the U.S.
5. Vendor will comply with all other pertinent state and federal laws.

6. Vendor has signed the following attached certifications, which are incorporated here by reference and made a part of this contract.

Certification of Independent Price Determination.

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion.

Certification Regarding Lobbying and, if applicable, Disclosure Form to Report Lobbying.

XXV Additional Provisions

If this box is checked, SFA and Vendor have agreed to district specific provisions, as outlined under District Specific Criteria (Section S) in Big Lake Schools' Request for Proposal. Big Lake Schools' RFP was approved by the Minnesota Department of Education.

Section S.7. Describe the vendor's plan to provide positive operational results for Big Lake Schools, including any financial guarantee.

Vendor agrees to a guaranteed return of \$125,000 up to Chartwells administrative fee.

Section S.9. Big Lake Schools desires to inventory and replace/upgrade aging food service equipment. Describe a plan to inventory equipment in partnership with Big Lake Schools' employees as well as develop a 10-year replacement plan. In addition, detail any investment the vendor can provide to assist Big Lake Schools in the purchase of equipment on MDE's pre-approved list.

Vendor agrees to an investment of \$40,000 in food service equipment


Section S.10. Big Lake Schools desires to refresh its kitchen and cafeteria sites with updated signage. Describe a plan to update signage at each of the four sites.

Vendor agrees to an investment of \$14,033 for signage update and environment refresh

Section S.11. Describe any contribution plan the vendor would be willing to provide for scholarships and/or student or community organizations.

Vendor agrees to contribute \$4,666 for yearly donations for scholarships and to support student and community organizations.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

School Food Authority: Big Lake Schools	Vendor: Compass Group USA, Inc., by and through its Chartwells Division
_____ Signature- Authorized Representative	 _____ Signature- Authorized Representative
Date	Date 5/2/2022
Name and Title of Authorized Representative	Belinda Oakley, CEO, Chartwells K12 Name and Title of Authorized Representative
Name, Address, City, State, Zip	2400 Yorkmont Road, Charlotte, NC 28217 Name, Address, City, State, Zip
Contact Name and Number	Belinda Oakley (704) 328-4000 Contact Name and Number

Instructions for Certification Regarding Debarment Form

- By signing and submitting this form, the prospective lower-tier participant is providing the certification set out on the reverse side in accordance with these instructions.
- The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower-tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- The prospective lower-tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower-tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- The terms "covered transaction," "debarred," "suspended," "ineligible," "lower-tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
- The prospective lower-tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- The prospective lower-tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower-Tier Covered Transactions," without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.
- A participant in a covered transaction may rely upon a certification of a prospective participant in a lower-tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Excluded Parties List System (EPLS) on the U.S. System for Award Management website.
- Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower-tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies as appropriate, including suspension and/or debarment.

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower-Tier Covered Transactions**


This certification is required by the regulations implementing Executive Order 12549, Executive Order 12689, and 31 U.S.C. 6101; Debarment and Suspension, 2 CFR Part 417, Subpart C, Responsibilities of Participants Regarding Transactions Doing Business with Other Persons.

(Please read instructions on previous page before completing Certification.)

- 18. The prospective lower-tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- 19. Where the prospective lower-tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Vendor Name: Compass Group USA, Inc., by and through its Chartwells Division

Project: **National School Lunch Program**

Compass Group USA, Inc., by and through its Chartwells Division Name of Management Company	 Authorized Signature
2400 Yorkmont Road Address	Belinda Oakley, CEO, Chartwells K12 Title
Charlotte, NC 28217 City, State, Zip Code	5/2/2022 Date

Certification Regarding Lobbying


The undersigned certifies, to the best of his or her knowledge and belief, that:

20. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of any federal grant, the making of a federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment or modification of a federal contract, grant, loan or cooperative agreement;
21. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
22. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

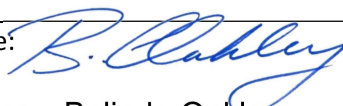
This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Vendor Name: Compass Group USA, Inc., by and through its Chartwells Division

Project: **National School Lunch Program**

Compass Group USA, Inc., by and through its Chartwells Division	 Authorized Signature
Name of Management Company	
2400 Yorkmont Road	CEO, Chartwells K12
Address	Title
Charlotte, NC 28217	5/2/2022
City, State, Zip Code	Date

NOT APPLICABLE
DISCLOSURE OF LOBBYING ACTIVITIES
STANDARD FORM –LLL APPROVED BY OMB
COMPLETE THIS FORM TO DISCLOSE LOBBYING ACTIVITIES PURSUANT
TO 31 U.S.C. 1352
(SEE NEXT PAGE FOR PUBLIC DISCLOSURE)

1. Type of Federal Action <input type="checkbox"/> A. Contract <input type="checkbox"/> B. Grant <input type="checkbox"/> C. Cooperative Agreement <input type="checkbox"/> D. Loan <input type="checkbox"/> E. Loan Guarantee <input type="checkbox"/> F. Loan Insurance	2. Status of Federal Action <input type="checkbox"/> A. Bid/Offer/Application <input type="checkbox"/> B. Initial Award <input type="checkbox"/> C. Post award	3. Report Type <input type="checkbox"/> A. Initial Filing <input type="checkbox"/> B. Material Change For Material Change Only: Year: Quarter: Date of Last Report:
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Sub-awardee Tier, if known: Congressional District, if known:		5. If Reporting Entity in Number 4 is Sub-awardee, Enter Name and Address of Prime: Congressional District, if known:
6. Federal Department/Agency:		7. Federal Program Name/ Description: CFDA Number, if applicable:
8. Federal Action Number, if known:		9. Award Amount, if known:
10 a. Name and Address of Lobbying Entity: (if individual, last name, first name, MI)		10 b. Individual Performing Services: (including address if different from Number. 10 a) (Last name, first name, MI)
11. Amount of Payment: (check all that apply) <input type="checkbox"/> Actual <input type="checkbox"/> Planned		13. Type of Payment: (check all that apply) <input type="checkbox"/> A. Retainer <input type="checkbox"/> B. One-Time Fee <input type="checkbox"/> C. Commission <input type="checkbox"/> D. Contingency Fee <input type="checkbox"/> E. Deferred <input type="checkbox"/> F. Other: (specify)
12. Form of payment: (check all that apply) <input type="checkbox"/> A. Cash Nature: <input type="checkbox"/> B. In-kind (specify) Value:		
14. Brief Description of services performed or to be performed and date(s) of service, including officer(s), employees, or members) contracted for payment indicated in Number 11. (Attach Continuation Sheets if necessary)		
15. Continuation Sheets Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No		
16. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. The disclosure of lobbying activities is a material representation of fact upon which evidence was placed by the above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. The information will be reported to the Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosures shall be subject to a civil penalty of no less than \$10,000 and no more than \$100,000 for each such failure.		Signature:  Print Name: Belinda Oakley Title: CEO, Chartwells K12 Telephone Number: (704) 328-4000 Date: 5/2/2022
Federal Use Only		89 Authorized for Local Reproduction

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)
Dianne Kronbeck	\$50.00	Hornet Hospitality Room
Tricia Gruba	\$400.00	Christies Memorial Scholarship Fund for Seniors
Big Lake Chamber of Commerce	\$250.00	Softball
Big Lake Gymnastics Booster	\$1,000.00	Equipment for gymnastics gym
Candi Merry	School supplies valued at \$500.00	Students in need at Liberty
State Farm	String balls, foam balls, fidget spinners, and coloring books	PBIS student and staff incentives at Independence
Knights of Columbus	\$2,000.00	Fine Arts Banquet
Knights of Columbus	\$2,000.00	Honors Banquet
Knights of Columbus	\$1,000.00	Band Trip to Valleyfair
Knights of Columbus	\$5,500.00	Baseball Fence
Compass Group (Chartwells)	\$3,666.00	\$2,000 Senior Scholarships, \$1,666.00 Java Hive

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted on May 26, 2022.

ISD #727 2021-2022 Revised Budget

May 26th, 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	\$ 324,839	\$ 336,803	\$ (11,964)	\$ -	\$ 106,065
Operating Capital	\$ 570,269	\$ 741,538	\$ 1,137,341	\$ (395,803)	\$ -	\$ 174,466
Capital Projects Levy	\$ 369,164	\$ 563,770	\$ 649,068	\$ (85,298)	\$ -	\$ 283,866
Staff Development	\$ 115,432	\$ 463,465	\$ 469,226	\$ (5,761)	\$ -	\$ 109,671
Third Party/Medical Assistance	\$ 262,782	\$ 30,000	\$ 113,627	\$ (83,627)	\$ -	\$ 179,155
Area Learning Center (ALC)	\$ 19,077	\$ 359,174	\$ 348,282	\$ 10,892	\$ -	\$ 29,969
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	\$ 130,262	\$ (6,751)	\$ 6,751	\$ 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	\$ 789,259	\$ 835,610	\$ (46,351)	\$ -	\$ 78,576
Assigned for Athletics and Activities	\$ 219,067	\$ 981,472	\$ 983,395	\$ (1,923)	\$ -	\$ 217,144
Assigned for Building Level Activities	\$ 126,474	\$ 11,600	\$ 14,225	\$ (2,625)	\$ -	\$ 123,849
Other Assigned Fund Balances	\$ 525,049	\$ 158,383	\$ 482,498	\$ (324,115)	\$ -	\$ 200,934
Nonspendable for Prepaid Items	\$ 156,596	\$ -	\$ -	\$ -	\$ -	\$ 156,596
Unassigned	\$ 7,833,335	\$ 34,128,750	\$ 34,356,167	\$ (227,417)	\$ (6,751)	\$ 7,599,167
Subtotal	\$ 11,398,312	\$ 38,697,361	\$ 39,901,551	\$ (1,204,190)	\$ -	\$ 10,194,122
Food Service:						
Restricted						
Restricted	\$ 165,547	\$ 2,277,030	\$ 2,015,176	\$ 261,854	\$ -	\$ 427,401
Nonspendable for Inventory	\$ 36,087	\$ -	\$ -	\$ -	\$ -	\$ 36,087
Subtotal	\$ 201,634	\$ 2,277,030	\$ 2,015,176	\$ 261,854	\$ -	\$ 463,488
Community Service:						
Restricted -						
Community Education	\$ 575,841	\$ 1,624,563	\$ 1,594,275	\$ 30,288	\$ -	\$ 606,129
ECFE	\$ 82,302	\$ 259,066	\$ 232,854	\$ 26,212	\$ -	\$ 108,514
School Readiness	\$ (29,881)	\$ 402,631	\$ 397,171	\$ 5,460	\$ -	\$ (24,421)
Preschool Screening	\$ 7,614	\$ 18,800	\$ 16,598	\$ 2,202	\$ -	\$ 9,816
Subtotal	\$ 635,876	\$ 2,305,060	\$ 2,240,898	\$ 64,162	\$ -	\$ 700,038
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	\$ 14,476,956	\$ 14,856,161	\$ (379,205)	\$ -	\$ 1,526,818
OPEB Irrevocable Trust Fund	\$ 1,618,342	\$ 10,000	\$ 243,085	\$ (233,085)	\$ -	\$ 1,385,257
Total	\$ 20,566,982	\$ 88,394,631	\$ 67,496,259	\$ 20,898,372	\$ -	\$ 41,465,354

COMPLIANCE ISSUES

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

FISCAL HEALTH - INCOME STATEMENT PARAMETERS

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

	REVENUE			<i>(Calculated)</i>	EXPENDITURES			<i>(Calculated)</i>
	Budget	Actual \$ YTD	Actual % YTD		Budget	Actual \$ YTD	Actual % YTD	
General Fund (01,05,09,11 &12)	\$ 38,697,361	\$ 25,325,213	65%	\$ 39,901,551	\$ 27,315,836	68%	<i>See Note 1</i>	
Food Service (02)	\$ 2,277,030	\$ 1,665,606	73%	\$ 2,015,176	\$ 1,302,916	65%		
Community Service (04)	\$ 2,305,060	\$ 1,927,927	84%	\$ 2,240,898	\$ 1,750,286	78%		
Building Construction (06)	\$ 30,628,224	\$ 30,607,982	100%	\$ 8,239,388	\$ 4,532,624	55%		
Debt Service (07)	\$ 14,476,956	\$ 9,245,828	64%	\$ 14,856,161	\$ 14,856,161	100%		
OPEB Irrevocable Trust Fund (45)	\$ 10,000	\$ (50,128)	-501%	\$ 243,085	\$ 2,534	1%	<i>See Notes 1 and 2</i>	

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

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

NOTES

1. See budget revisions
 2. Negative revenue is a reflection of the bond and equity markets as of April 30th, 2022.

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

Date	Ck #	Vendor	Description	Amount
04/01/22	20125	Miranda Vetsch	MS Fees refund	\$ 15.00
04/01/22	20126	Brandi Ausk	Kids Club Child Care Credit	\$ 100.00
04/01/22	20127	Amanda & Paul Barker	Kids Club Child Care Credit	\$ 160.00
04/01/22	20128	Lori Berends	Kids Club Child Care Credit	\$ 11.00
04/01/22	20129	Kasey Buck	Kids Club Child Care Credit	\$ 100.00
04/01/22	20130	Chad & Barb Earney	Kids Club Child Care Credit	\$ 90.00
04/01/22	20131	Emmalee Erie	Kids Club Child Care Credit	\$ 56.00
04/01/22	20132	Dustin Hatch	Kids Club Child Care Credit	\$ 40.00
04/01/22	20133	Giselle Hattesoehl	Kids Club Child Care Credit	\$ 40.00
04/01/22	20134	Stephanie Heinen	Kids Club Child Care Credit	\$ 100.00
04/01/22	20135	Ben Johnson	Kids Club Child Care Credit	\$ 18.00
04/01/22	20136	Amy Klug	Kids Club Child Care Credit	\$ 18.00
04/01/22	20137	Kristin Koons	Kids Club Child Care Credit	\$ 90.00
04/01/22	20138	Tammy Krause	Kids Club Child Care Credit	\$ 100.00
04/01/22	20139	Candice Kreager	Kids Club Child Care Credit	\$ 100.00
04/01/22	20140	Amanda & Jeffrey Martin	Kids Club Child Care Credit	\$ 34.00
04/01/22	20141	Justine & Joshua Matich	Kids Club Child Care Credit	\$ 60.00
04/01/22	20142	Doug & Ruth Mordahl	Kids Club Child Care Credit	\$ 22.00
04/01/22	20143	Alexandria Nitti	Kids Club Child Care Credit	\$ 58.00
04/01/22	20144	Sarah Panek	Kids Club Child Care Credit	\$ 42.00
04/01/22	20145	Ashley Pula	Kids Club Child Care Credit	\$ 20.00
04/01/22	20146	Deanna Stevens	Kids Club Child Care Credit	\$ 10.00
04/01/22	20147	Holly Swanson	Kids Club Child Care Credit	\$ 100.00
04/01/22	20148	Jacquelynn Tice	Kids Club Child Care Credit	\$ 18.00
04/01/22	20149	Christine Williams	Kids Club Child Care Credit	\$ 60.00
04/22/22	20150	Kimberyl Hartel	Meals Refund	\$ 57.25
04/22/22	20151	Angela Brand	Meals Refund	\$ 44.25
				\$ 1,563.50

WIRE TRANSFER SUMMARY
Big Lake Public Schools
Independent School District #727
April 30, 2022

DATE	FROM	TO	AMOUNT	PURPOSE
4/1/2022	CC Choices ACH	Old National-Checking	\$ 135.00	Pathway I
4/1/2022	Old National-Checking	Heartland Pmt System	\$ 697.53	Nutri Kids Credit Card Fees
4/1/2022	Old National-Checking	Windstream	\$ 2,856.44	Telephone Billing
4/1/2022	Benefit Resource BRI	Old National-Checking	\$ 12,701.58	Cobra Payment
4/4/2022	Old National-Checking	Neopost	\$ 201.00	DO Postage
4/4/2022	Old National-Checking	Old National-Petty Cash	\$ 1,507.40	Gen Fund Transfer to Petty Cash
4/6/2022	Old National-Checking	Further	\$ 1,432.79	Flex Claim Pymts
4/6/2022	Old National-Checking	Delta Dental	\$ 28,479.64	Dental Insurance
4/8/2022	Old National-Checking	FleetCor	\$ 724.13	Kwik Trip Billing
4/8/2022	Old National-Checking	Bankcard Service	\$ 4,689.79	ELEYO Credit Card Fees
4/8/2022	MN Trust-PMA	Old National-Checking	\$ 1,500,000.00	Payroll and Payroll AP
4/11/2022	Old National-Checking	ELEYOmonthlysoft	\$ 1,425.00	ELEYO User Fees
4/11/2022	Old National-Checking	Transfirst/TSYS	\$ 2,276.27	Affinity Credit Card fees
4/11/2022	Old National-Checking	BLEM	\$ 8,217.20	Teacher Unions Dues
4/12/2022	Old National-Checking	EBC	\$ 57,643.72	403b & 457 contributions
4/13/2022	Old National-Checking	Neopost	\$ 201.00	DO Postage
4/13/2022	Old National-Checking	Further	\$ 1,275.75	Flex Claim Pymts
4/13/2022	Old National-Checking	Further	\$ 22,245.81	H.S.A Contributions
4/15/2022	Old National-Checking	Old National Bank	\$ 95.50	Old National Service Charge
4/15/2022	CC Choices ACH	Old National-Checking	\$ 3,415.50	Pathway I
4/15/2022	Old National-Checking	Vision Transportation	\$ 244,118.87	Transportation billing
4/19/2022	Old National-Checking	CIGNA	\$ 9,488.26	Life & LTD Insurance
4/20/2022	Old National-Checking	MN Dept of Rev	\$ 7.00	Sales Tax
4/20/2022	Old National-Checking	Further	\$ 3,439.67	Flex Claim Pymts
4/21/2022	MN Trust-PMA	Old National-Checking	\$ 1,800,000.00	Payroll and Payroll AP
4/22/2022	Old National-Checking	Further	\$ 348.40	Further Fee
4/25/2022	Old National-Checking	Windstream	\$ 1,414.00	Telephone Billing
4/26/2022	Old National-Checking	BLEM	\$ 8,217.20	Teacher Unions Dues
4/26/2022	Old National-Checking	EBC	\$ 57,380.53	403b & 457 contributions
4/27/2022	Old National-Checking	Old National	\$ 340.00	NSF Checks
4/27/2022	Old National-Checking	Further	\$ 2,826.95	Flex Claim Pymts
4/27/2022	Old National-Checking	Further	\$ 22,687.88	H.S.A Contributions
4/29/2022	Old National-Checking	Bremer Bank	\$ 165.10	ACH Charge
4/29/2022	Old National-Checking	Neopost	\$ 201.00	DO Postage
4/29/2022	Benefit Resource BRI	Old National-Checking	\$ 10,992.40	Cobra Payment
4/29/2022	MN Trust-PMA BONDS	Old National-Checking	\$ 82,199.26	Bond Draw 2022A
4/29/2022	MN Trust-PMA	Old National-Checking	\$ 500,000.00	Accounts Payable

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
-Adjust MA revenue (-40,000), Title revenues (+7,766), & Misc revenues (+5,576) to revised projections	(\$26,658)	* Apr-22
-Incr special education aid for 20-21 final and adjust 21-22 projection for revised coop estimates	\$488,852	* Apr-22
-Adjust various state aid budgets for revised projections	\$2,250	* Apr-22
-Adjust tax levies for estimate of 21-22 tax shift and revised projections based on delinquency rate	(\$4,686)	* Apr-22
-Adjust for receipt of utilities rebates to be set aside as an unassigned fund balance	\$115,404	* Apr-22
-Establish budget for FIN 162 and FIN 163-learning recovery grants; rev=exp	\$103,658	
-Revise Summer Academic Enrichment and Mental Health federal grant budget; rev=exp	\$41,225	
-Increase gen ed aid for coverage in actual enrollment versus budgeted enrollment	\$113,062	

NET CURRENT REVENUE BUDGET

\$38,697,361

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	(\$202,785)	* Dec-21
Health -72,000 (more single vs family); 3 budgeted SPED FTE's were not filled		
-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
-Add LaCrosse expenditure budget (District taking over funding as approved by the School Board)	\$13,000	* Apr-22
-Staffing revision #2: Health insur changes, add 3 SPED EA's, decr bus monitors	\$117,323	* Apr-22
-Decr operational budgets: copiers, tuition pymts to other school districts	(\$34,566)	* Apr-22
-Adjust LTFM pay as you go expenses to 10 year plan	\$60,772	* Apr-22
-Decrease unemployment insurance projection based on current labor market	(\$45,000)	* Apr-22
-Increase to utilities budgets due to cold winter and spring and rising energy prices	\$68,000	* Apr-22
-Establish budget for buildings and grounds equipment to be paid from utilities rebates	\$38,824	* Apr-22
-Adjust Big Lake Online expense for last Edgenuity billing	\$3,135	
-Establish budget for FIN 162 and FIN 163-learning recovery grants; rev=exp	\$103,658	
-Decrease targeted services budget for expenditures allowed in FIN 162 and FIN 163 grants	(\$48,692)	
-Revise Summer Academic Enrichment and Mental Health federal grant budget; rev=exp	\$41,225	
-Increase special services transportation budgets for increased routes	\$33,234	

NET CURRENT EXPENSE BUDGET

\$39,901,551

SUMMARY OF YTD 20-21 BUDGET ADJUSTMENTS

**Denotes Specific School Board Approval*

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
-Incr revenue for receipt of supply chain assistance federal revenue funds	\$54,055	*	Apr-22

NET CURRENT REVENUE BUDGET

\$2,277,030

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
-Incr rev projections for the following programs: CE 172,231; ECFE 14,100; SR 60,000; Hive Time 49,500	\$295,831	*	Apr-22
-Incr child care stabilization grant fund budget for actual receipts and nonpublic aid	\$22,000	*	Apr-22
-Incr various community service state aids: Nonpublic, ECFE, and School Readiness	\$5,488	*	Apr-22
-Adjust tax levies for estimate of 21-22 tax shift and revised projections based on delinquency rate	(\$166)	*	Apr-22

NET CURRENT REVENUE BUDGET

\$2,305,060

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
-Incr exp projections for community service programs, mainly in community education fund balance	\$45,042	*	Apr-22
-Staffing revision #2: add behavior specialist and Kid's Club staff	\$37,087	*	Apr-22

NET CURRENT EXPENSE BUDGET

\$2,240,898

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*

DEBT SERVICE FUND

REVENUE:

	AMOUNT	*	DATE
Original Budget	\$5,744,662		Jun-21
-Adjust for refunding bond proceeds	\$8,816,626		Jan-22
-Adjust LTFM aid for revised projections	(\$22,089)		Apr-22
-Adjust tax levies for estimate of 21-22 tax shift and revised projections based on delinquency rate	(\$62,243)		Apr-22

NET CURRENT REVENUE BUDGET

\$14,476,956

EXPENSE:

Original Budget	\$6,040,503		Jun-21
-Adjust for payment of refunded bonds	\$8,811,858		Jan-22
-Adjust for payment of continuing disclosure fees	\$3,800		Apr-22

NET CURRENT EXPENSE BUDGET

\$14,856,161

OPEB Irrevocable Trust Fund

REVENUE:

Original Budget	60,000		Jun-21
-Decrease investment income projections	(50,000)		Apr-22

NET CURRENT REVENUE BUDGET

10,000

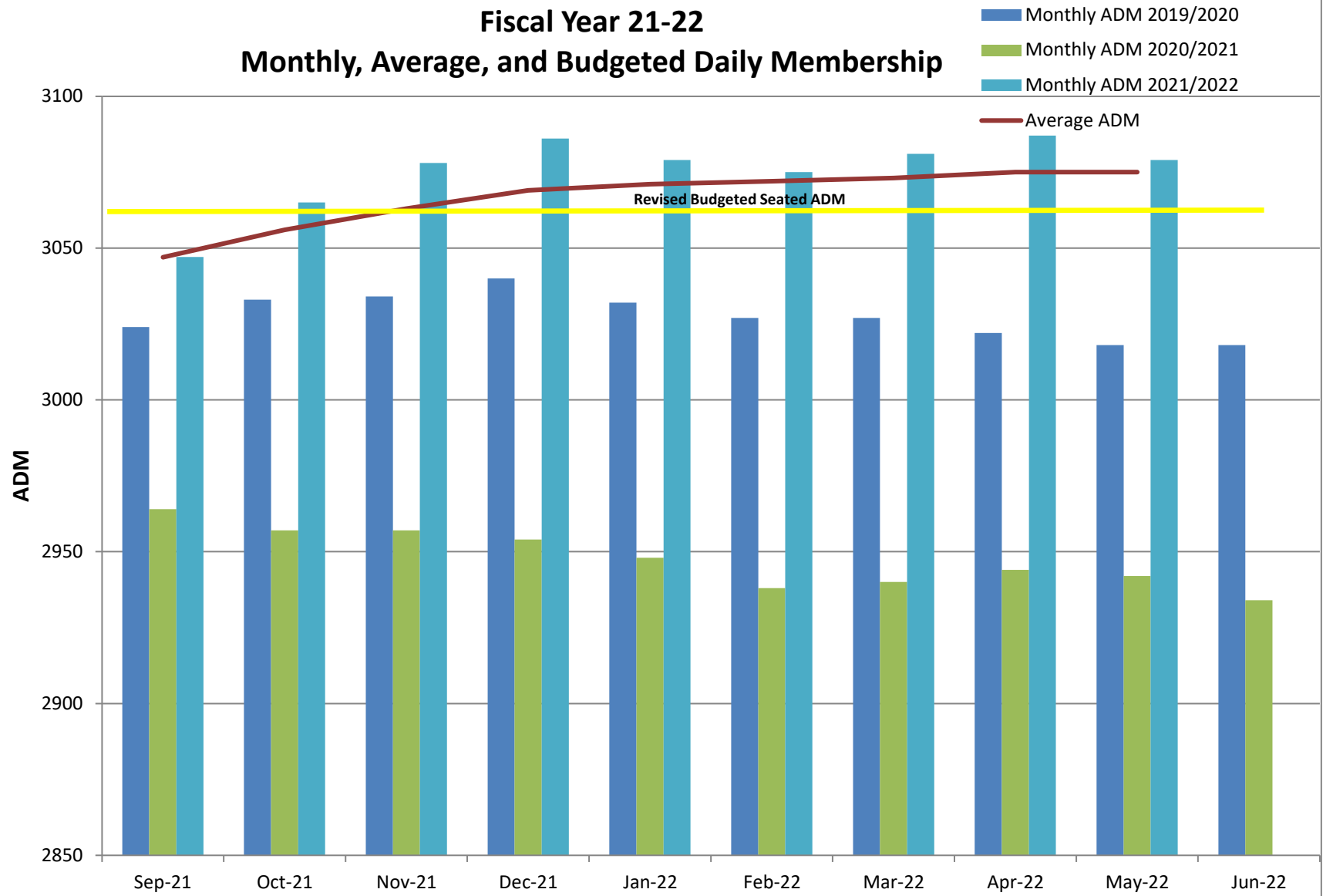
EXPENSE:

Original Budget	\$248,570		Jun-21
-Revise benefit payout projections	\$995		Dec-21
-Revise health insur expenses from trust	(\$6,480)		

NET CURRENT EXPENSE BUDGET

\$243,085

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



CASH REPORT FOR SCHOOL BOARD

BIG LAKE PUBLIC SCHOOLS

Independent School District # 727

for month: April 2022

101 - CASH ACCOUNTS					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$ 1,313,644	\$ 4,651,704	\$ (4,090,863)		\$ 1,874,485
Food Service	(\$1,023,277)	18,868	(204,150)		(\$1,208,559)
Community Service	(\$361,153)	251,354	(237,417)		(\$347,216)
Building Fund	\$0	82,199	(82,199)		\$0
Debt Service	\$261,761	-	-		\$261,761
Project fund- HVAC (Fund 15)	\$13,128	-	(405)		\$12,723
Custodial Fund (Fund 18)	\$1,302	-	-		\$1,302
OPEB Trust Fund	\$83,444	-	(252)		\$83,192
TOTAL PER BOOKS	288,849	5,004,125.00	(\$4,615,286)	\$0	677,688
				General Checking Account	\$677,688
				TOTAL PER BANK	\$677,688

102 - PETTY CASH ACCOUNT					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$1,955	1,507	(\$1,564)	-	\$1,898
				Petty Cash Checking Account	\$1,898
				TOTAL PER BANK	\$1,898

104 - INVESTMENT ACCOUNTS					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	\$1,527,880	\$ 7,829,526	\$ (10,055,283)		(\$697,877)
General Fd Operating Investments	\$10,773,780	5,999,647	(4,006,098)		\$12,767,329
Food Service	\$1,511,086	271,662	-		\$1,782,748
Community Service	\$1,437,649	2,460	-		\$1,440,109
Debt Service	\$1,016,483	-	-		\$1,016,483
Facilities Investments 2017A	\$0				\$0
Facilities Investments 2019A (Fd 06)	\$0				\$0
Facility Maintenance Invest. 2020A (Fd 07)	\$181,000	-	-		\$181,000
Facility Maintenance Invest. 2020A (Fd 15)	\$1	-	-		\$1
Facility Maintenance Invest. 2021A (Fd 07)	\$67,700	-	-		\$67,700
Facility Maintenance Invest. 2021A (Fd 15)	\$1,280,430	248	-		\$1,280,678
Refunding Bond Invest. 2021B (Fd 07)	\$0				\$0
Facilities Investments 2022A (Fd 06)	\$30,149,687	3,029	(82,199)		\$30,070,517
OPEB Trust Fund	\$1,004,159	-	(746)		\$1,003,413
OPEB Trust Equities	\$604,941	-	(40,349)		\$564,592
TOTAL PER BOOKS	\$49,554,796	\$14,106,572	(\$14,184,675)	\$0	\$49,476,693
				MN Trust	\$3,541,464
				Operating Investments	\$12,767,329
				Refunding Bond Investments	\$0
				Building Fund Investments	\$31,599,895
				OPEB Trust	\$1,568,005
				TOTAL PER BANK	\$49,476,693

CASH AND INVESTMENT BALANCE SUMMARY BY FUND					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	\$ 13,617,259	\$ 18,482,384	\$ (18,153,808)	\$ -	\$ 13,945,835
Food Service	\$487,809	290,530	(204,150)	-	\$574,189
Community Service	\$1,076,496	253,814	(237,417)	-	\$1,092,893
Debt Service	1,526,944	-	-	-	1,526,944
Project Fund HVAC- Fund 15	\$1,293,559	248	(405)	-	\$1,293,402
Custodial Fund (Fund 18)	\$1,302	-	-	-	\$1,302
Bond Account Investments (fund 06)	\$30,149,687	85,228	(164,398)	-	\$30,070,517
OPEB Trust Fund	\$1,087,603	-	(998)	-	\$1,086,605
OPEB Trust Equities	\$604,941	-	(40,349)	-	\$564,592
TOTAL PER BOOKS	49,845,600	\$19,112,204	(\$18,801,525)	\$0	50,156,279
				Cash	\$677,688
				Petty Cash	\$1,898
		100		Investments	\$49,476,693
				TOTAL PER BANK	\$50,156,279

School Board Financial Report

May 26th, 2022

Presented by Angie Manuel, Director of Business Services

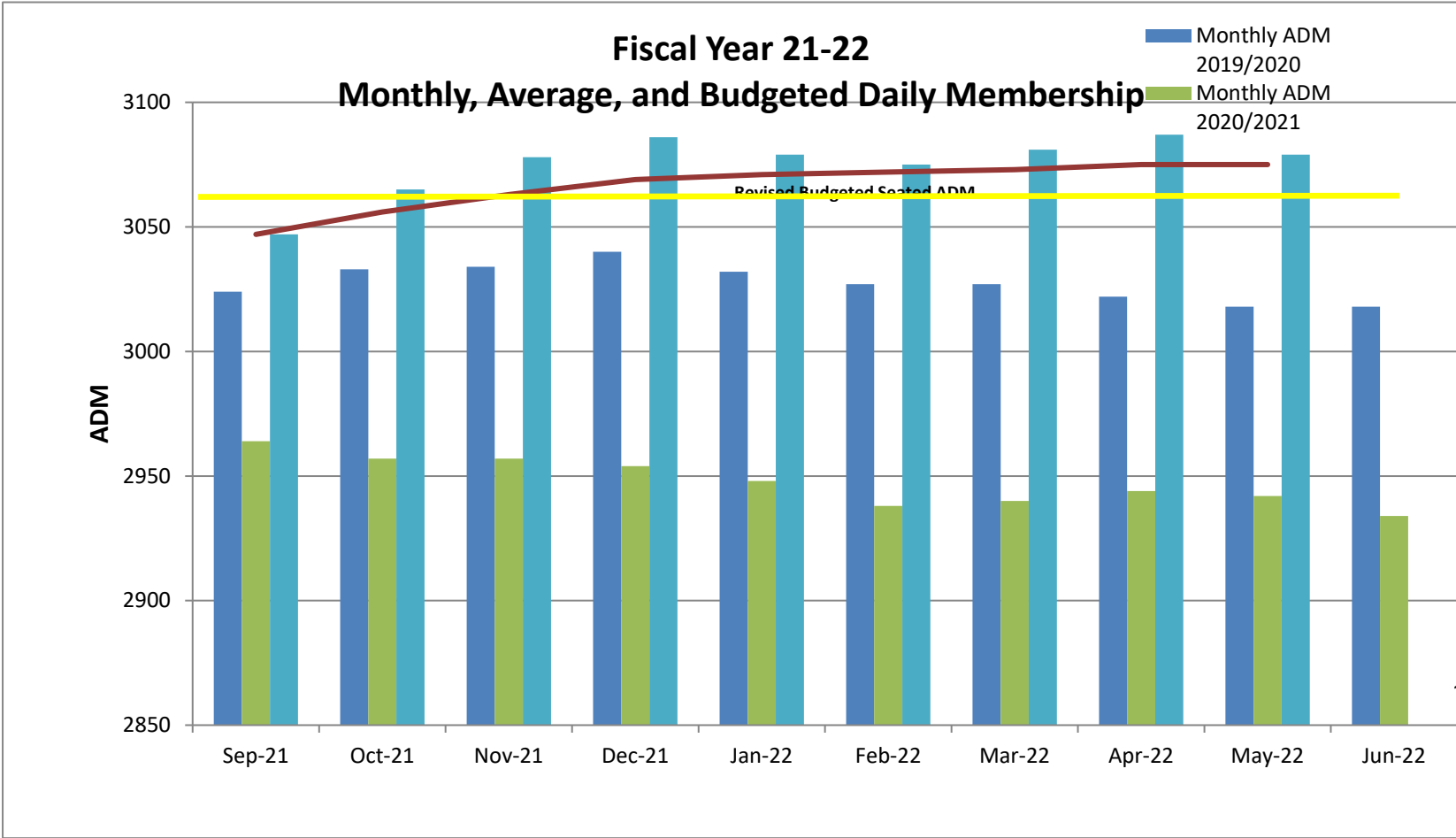
Enrollment

- May 1st seated ADM decreased by 8 students
 - Decrease was in elementary grades
 - Families moved out of district
- Average ADM as of May 1st: 3,075.46
 - General education aid budget was increased for overage
 - Increase in gen ed aid: \$113,062

ADM=Average Daily Membership

Enrollment

Five kindergarten students have already open enrolled in for the next school year (22-23)



Financial Update

Budget Revisions to be Approved

General Fund Revenues: +\$257,945

- General Education Aid +\$113,062
- Federal learning recovery grants: +\$144,883

General Fund Expenditures: +\$132,560

- Federal learning recovery grants: +\$144,883
- Decrease summer programming budgets for costs covered by federal grants -\$48,692
- Increase special services transportation budget +\$33,234
- Increase Big Lake Online platform budget +\$3,135

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Financial Update

Budget Revisions to be Approved

OPEB Trust Fund Expenses: -\$6,480

- Revised estimate of OPEB health insurance benefits

General Fund Balance Update

Unassigned General Fund Balance: \$7,599,167

Improvement of \$91,498

- Increase in general education aid offset by increase in special services transportation costs
- Deficit spending in unassigned fund balance: \$227,000

Sherburne County Grant Update

\$96,000 in funding approved for Big Lake Schools
for the next school year

Co-located therapist in each school building

Food Service Monitoring Results

- Monitoring occurs every five years
 - Monitoring concluded May 10th
- Onsite monitoring at Independence Elementary
 - Lunch service was observed
- MDE monitor was very complimentary to the District, especially the Independence food service staff. Thank you to Emily Ly and all our food service staff!
 - One minor finding regarding food safety training, which was already corrected

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School Board Action

Approve budget revisions and financial report



MEMO

TO: Big Lake School Board

FROM: Angie Manuel, Director of Business Services

DATE: May 23rd, 2022

SUBJECT: 2022-2023 Meal Prices

As has been discussed at previous Board meetings, student meals will no longer be free for the 2022-2023 school year. The federal government has advised school food authorities (SFA's) to "return to normal" next school year. Therefore, meal prices must be examined and adjusted to reflect the current market conditions of supply chain shortages and inflation. MDE has advised SFA's that food product inflation is currently at 7.7%. The District has not raised meal prices since the 2019-2020 school year. I have corresponded with our Chartwells district manager, Jeri Crater, and she is recommending the District raise prices incrementally each year to keep up with the current rate of inflation. This will have less of an impact on our families than raising prices all in one year and subjecting our families to "sticker shock". I have also spoken with other area business directors, and many are taking the same approach. Therefore, I recommend the District raise student meal prices 10 cents and adult prices as follows:

Breakfast:

Students: \$1.65 to \$1.75

Adults: \$2.60 to \$2.75

Lunch:

Elementary Students: \$2.95 to \$3.05

Secondary Students: \$3.05 to \$3.15

Adult Lunch: \$3.95 to ~~\$4.25~~ **\$4.60**

Student meal costs are partially subsidized by the state and federal government; adult meals are not. It should be noted that kindergarten breakfast meals will remain free, which occurred prior to the pandemic, with costs subsidized by the state of Minnesota.

The District will also continue to encourage families to complete free and reduced applications.

Please contact me if you have any questions.

5-25-22 Update: Schools were notified today adult lunch prices must be a minimum of \$4.60. This meal price is set by the federal government. Therefore, I have changed the adult lunch meal price recommendation to \$4.60 versus \$4.25.

Independence Elementary STEM School Board Update May 26, 2022

112

Presenters:

- Jona Deavel, Principal

Tonight's Agenda

In January, shared updates on:

- STEM
- Literacy: Academic Conversations & Response Writing
- SEL: Caring School Community

Tonight, we will focus on:

- Literacy: New Foundations Curriculum
- SEL: PBIS
- Data & Growth

Literacy Focus: Foundations

- Phonics Curriculum continued from Liberty
- 3rd Grade began in February



The student growth that I have seen since starting Foundations is
(1 = little to no growth, 4 = significant growth):

- 60% 3
- 40% 4

Learning Foundations has helped me better teach phonics
(1 = strongly disagree, 4 = strongly agree):

- 100% 4

I am happy we are continuing with this resource next year
(1 = strongly disagree, 4 = strongly agree):

- 20% 3
- 80% 4

- “Student spelling and decoding has improved. I have many students who have increased their TRC level significantly.”
- “This curriculum has improved my ability to effectively teach phonics in isolation but also embedded in other subjects.”
- “I also think the 'word of the day' helps to teach words that have multiple meanings and the phrasing helps support that our language has and punctuation has a purpose.”
- “We wrote compare /contrast paragraphs in here after making Venn diagrams comparing the planets they studied for science/literacy last week. As they were writing their paragraphs with partners, I heard conversations like ‘well that is a trick word so we should know that word’.”
- “I watch kids tap out words that they weren’t sure how to spell during other portions of their day.”



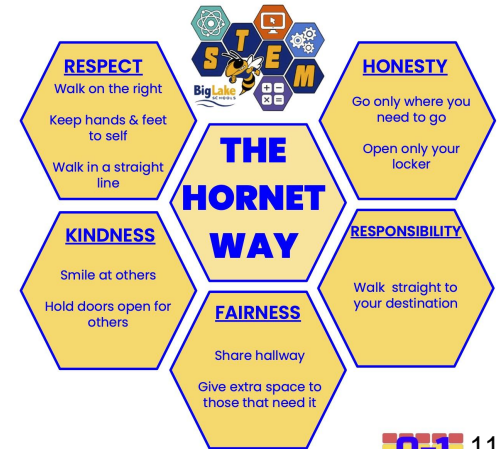
Year 1: Focus on Tier 1

Goal 1: Clear consistent building-wide expectations that are taught, modeled, and reinforced.

- Taught through our morning presentations (multiple times throughout the year)
- Posted in all areas.
- Put in planners where students and teachers sign off.

*PTO is generously providing for all our planners next year!

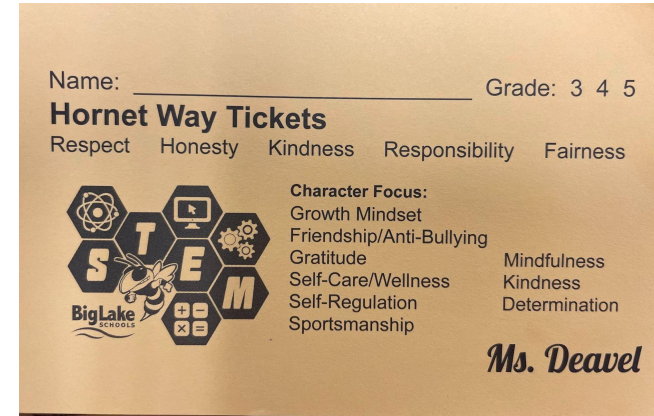
Hallways



Year 1: Focus on Tier 1

Goal 2: Consistent use of our Hornet Tickets

	2019-20	Goal
3rd Grade	10,080	10,000
4th Grade	3,375	7,534
5th Grade	0	5,000



Year 1: Focus on Tier 1

Goal 2: Consistent use of our Hornet Tickets

	2019-20	Goal	2020-21
3rd Grade	10,080	10,000	19,789
4th Grade	3,375	7,534	10,083
5th Grade	0	5,000	9,795

Year 1: Focus on Tier 1

Goal 2: Consistent use of our Hornet Tickets

	2019-20	Goal	2020-21	2021-22
3rd Grade	10,080	10,000	19,789	16,925
4th Grade	3,375	7,534	10,083	15,223
5th Grade	0	5,000	9,795	12,388

Year 2: Focus on Tier 2

Goal 1: We will increase teacher understanding of what is classroom managed and managed via our Student Support Room (SSR).

- Created a flow chart to support challenging behaviors.
- Created a chart differentiating between classroom managed behaviors and what should be referred to SSR.
- Provided PD around better supporting our special education students in the area of EBD.
- Had continued activities/PD around differentiating the different behaviors.

Year 2: Focus on Tier 2

Goal 1: We will increase teacher understanding of what is classroom managed and managed via our Student Support Room (SSR).

	Pre Survey (August)	Post Survey (March)
For Behaviors that fall into Classroom Managed: Percent of Teachers who typically handle these at the Classroom Level	85.85%	90.07% <small>123</small>

Year 2: Focus on Tier 2

Goal 2: Increase teacher capacity, skillset, and comfort level to handle behaviors at the classroom level.

- Provided teachers with PD and exploration of the resource PBIS World.
- Teachers engaged in tabletop discussions on how to best managed classroom-managed behaviors.

Year 2: Focus on Tier 2

Goal 2: Increase teacher capacity, skillset, and comfort level to handle behaviors at the classroom level.

	Pre Survey (August)	Post Survey (March)
For Behaviors that fall into Classroom Managed: Comfort level of teachers addressing these behaviors at the Classroom Level.	85.03%	94.29%

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Fastbridge Fall to Spring Growth

	Typical Growth	Indy's Mean Growth	Indy's Median Growth
3rd Grade	+13 points	+14.48	+13.34
4th Grade	+11 points	+9.49	+10.28
5th Grade	+7 points	+12.74	+12.17

IXL Fall to Spring Growth (100 points is one year's worth of growth)

	Indy's Mean Growth
3rd Grade	+89 points
4th Grade	+95 points
5th Grade	+80 points

- Continue Foundations in 3rd grade and for the next two years, implement in 4th grade.
- Continue our district focus of academic conversations (at Indy through our STEM strategies) and response writing.
- As a district, we plan to add Vocabulary and Comprehension.
- Possibly pilot a new literacy curriculum at Indy to then develop an Instructional Planning Guide

Thank You!



Strategic Initiatives Updates

May 26, 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.

Literacy Updates

<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>

Literacy Action Steps Implemented



- Teachers have engaged in literacy-focused PLCs.
- We continue to 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 early May, Peer Coaches conducted classroom visits to look for use of literacy strategies specifically in the first 5 minutes and last 5 minutes of classes.
- Teachers have been using Swivl robot cameras to record implementation of literacy practices for their own reflection and sharing with colleagues.

Evidence of Action Step Implementation



- Literacy Rounds from December [Data](#)
- Literacy Rounds from February [Data](#)
- Literacy Rounds from May [Data](#)
- SWIVL
 - Teachers who we have identified as fully implementing literacy practices were asked to use our SWIVL robot camera to record their use of literacy practices.
 - So far, we have a library of 28 videos showing implementation.

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Overall Literacy Observations 21-22 (Instructional Rounds and PGP Discussions)

Implementing Literacy Practices	69%
Not Implementing Literacy Practices	31%

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Targeted Literacy Practices



Planning Ahead for the 2022-23 School Year

- Continued implementation of **ACADEMIC CONVERSATIONS** and **RESPONSE WRITING**
- Two other practices will be introduced:
 - **EXPANDING VOCABULARY** (Tri 1)
 - **DEVELOPING COMPREHENSION** (Tri 2).
- During the Literacy PLC meeting, teachers were surveyed in April about their current instructional practices for vocabulary.
 - Responses will help guide Literacy & Data Specialists, Peer Coaches, and Admin design Professional Learning for teachers during workshop week, and throughout the school year.

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Social-Emotional Learning Updates

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 individual¹⁴¹ and model the importance of self-awareness.

- **SEL Audit**
 - Teachers filled out the SEL Audit form for each of their classes.
 - This guided us to identify what classes could naturally implement direct instruction on SEL practices.
- **Hornet Broadcasting**
 - Segments focus on literacy, relationships, SEL, school pride and staff shout outs

CCR Graduation Requirements Review

Graduation Requirements

Added 4 new graduation requirements:

Freshmen: HS Success Skills

Sophomore: Financial Literacy

Junior: Career Planning

Senior: Career Experience
OR
College Success Skills

Grade	Course	CIC	Required
9	HS Success Skills	No	Yes EXCivics will meet HSSS Req
	EXCEL Civics		
10	A. Financial Literacy	No	YES Choose one class from the list
	B. Money Mngmt Skills	Optional	
11	Career Planning	No	Yes
12	A. Career Exploration	No	YES Choose one class from the list
	B. College Success Skills	Optional	
	C. Youth Apprenticeship	No	
	D. On the Job Training	No	
	E. CEO	No	

2022 Facility Use Agreement

This Facility Use Agreement (“Agreement”) is entered into between Independent School District No. 727, Big Lake, a Minnesota municipal corporation (“the District”), and Spud Fest, Inc., a Minnesota corporation (“SFI”), as of the date of the latest signature set forth below. The District and SFI are hereinafter collectively referred to as the “parties” and individually as a “party.”

1. Facilities, Grounds and Equipment Use

The District, in consideration of the covenants set forth herein, agrees to allow SFI to use the facilities, grounds and equipment specified below, subject to the terms and conditions contained within this Agreement. The purpose of this Agreement is to provide a location for the annual Spud Fest celebration that typically occurs on or about the fourth weekend of June.

A. Main Campus. The District has a campus site located between Glenwood Avenue and Minnesota Avenue, and between County Road 43 and Eagle Lake Road, in Big Lake, Minnesota (“the Main Campus”), identified in attached Exhibit A. SFI shall have non-exclusive use of a portion of the Main Campus, as follows:

- 1) School Buildings. SFI shall be permitted use of the Big Lake School Auditorium, Atrium and Cafeteria, as shown in Exhibit A, solely for operation of the Big Lake Ambassador program and limited to coronation rehearsal, coronation, and the Big Lake Ambassador Luncheon. All other school buildings located on the Main Campus are excluded from use by SFI. Notwithstanding this limited use, SFI will be allowed access to school buildings for emergency purposes (e.g., severe weather).
- 2) Athletic Fields. SFI shall be permitted exclusive use of the softball and baseball fields commencing at 9:00 p.m., on Wednesday, June 22, 2022 through Sunday June 26, 2022. SFI shall be permitted to use the field lights at the softball four-plex, for the cost enumerated in this Agreement, on the condition that it designates a person to be in exclusive charge of the lights and that this person has read, signed and returned to Community Education the Outside Organization Use of Field Lights form.
- 3) Parking. SFI will be allowed to use the parking facilities of the High School and Middle School for purposes of operation of a carnival from June 19, 2022 to June 26, 2022. At all other times during the term of this Agreement, SFI may use parking lot areas at the Main Campus but is to limit parking to designated parking lots/areas and not allow parking on any

grass, athletic fields or other restricted areas, unless SFI obtains prior written approval from the District's Community Education Director.

B. Liberty Campus. The District has a second site known as Liberty Elementary, which is located at 17901 205th Ave. NW, Big Lake, MN 55309 ("Liberty Campus"), identified in attached Exhibit B. SFI shall have non-exclusive use of a portion of Liberty Campus, as shown on the attached Exhibit B, commencing Friday, June 25, 2021 at 2:00 pm and continuing through Sunday, June 27, 2021, and limited to the following:

- 1) Athletic Fields. SFI shall be permitted exclusive use of Liberty Ball Field 1.
- 2) Parking. SFI will allowed to use the parking facilities of Liberty Campus abutting Liberty Elementary and Liberty Ball Field 1 as shown in Exhibit B. SFI is to limit parking to the designated parking lots/areas and not allow parking in the lot/spaces near Liberty Ball Fields 2 and 3 and the Practice Fields 1-5 or on any grass, athletic fields or other restricted areas, unless SFI obtains prior written approval from the District's Community Education Director.

C. Concession Trailer. SFI shall be permitted to use the District's Concession Trailer during the term of the Agreement.

D Excluded Use. Notwithstanding anything in Exhibit A or B to the contrary, specifically excluded from this Agreement is the use of the following areas:

- 1) Practice football/soccer fields
- 2) Areas in which the District is growing newly seeded grass, as reviewed by the parties prior to the Spud Fest. SFI agrees to tape off or otherwise mark as "off limits" those areas.
- 3) All school buildings, except the Big Lake High School Auditorium, Cafeteria, and Atrium as set forth in Paragraph 1.A.1 above.
- 4) All fenced in construction areas
- 5) Tennis courts
- 6) Liberty Fields 2 & 3
- 7) Liberty Playground Area
- 8) Varsity Football Stadium and Soccer Field
- 9) District equipment or personal property, with the exception of the Concession Trailer, unless SFI obtains prior written approval from the District's Community Education Director.

2. Term

The term of this Agreement will be a period of four days, Wednesday, June 22, 2022 through Sunday, June 26, 2022, which are the dates for the 2022 Spud Festival, except as otherwise stated in this Agreement.

3. Limitations of Use, Rules and Regulations

The use of District facilities and grounds by SFI shall be solely for the Spud Fest celebration. SFI will not make or suffer any unlawful or offensive use of the facilities and grounds or any use or occupancy thereof contrary to any District policy, federal law, state law or ordinance of the City of Big Lake now or subsequently hereto made. SFI and any vendors with whom it contracts for the Spud Fest shall be expected to at all times comply with the Rules and Regulations set forth in the District's Guidelines and Procedures for Use of District Facilities, Grounds and Equipment, a copy of which is attached as Exhibit C.

4. Fee

SFI shall pay a fee for the 2022 Spud Fest to the District in the amount of \$3,500. A \$500.00 deposit is due a minimum of two weeks prior to the first day of the Agreement Term. The remaining balance of \$3,000.00 is due on or before September 1, 2022. This fee payment is in addition to the payment of any and all costs as set forth herein.

5. Costs

SFI shall pay the following costs and reimbursements to the District, up to a maximum of \$2,000 per four-day rental period:

- A. Hourly custodial costs for field and grounds preparation, restoration and cleanup at the rate of \$40 per hour, with the exception of the preparation and restoration of the softball/baseball fields, which will be billed to SFI at the rate of \$21.00 per hour. Hourly custodial costs for the Big Lake Ambassador program will be billed at \$40 per hour. Personnel costs will only be charged to SFI if the time spent was not during normal working hours for the custodian(s) who performed the work.
- B. Cost for chalk and diamond dry for the softball/baseball fields for the Spud Fest games will be charged to SFI at the rate of up to \$225 for the four-day period.

- C. Cost for lighting ball fields at the four-plex will be charged at \$15 per hour, per field.
- D. Any cleaning or removing of portable restrooms will be charged at the rate of \$60 per portable restroom, plus the personnel cost, if any, under Paragraph 5. A above.
- E. Any miscellaneous costs arising out of the use of District grounds and facilities during Spud Fest, including but not limited to, repair of grass, soil, equipment and buildings that are damaged during Spud Fest, any staging or setup costs by the District, and fuel costs.

The District shall issue an invoice for all costs and reimbursements owed by SFI within 14 days after the costs are incurred. SFI shall tender payment with 30 days after the date of the invoice.

6. Alcohol Permit

SFI shall not allow the selling, serving, or consumption of alcoholic beverages of any kind on District grounds or facilities except as expressly permitted pursuant to Minnesota Statutes, section 624.701, subdivision 1a (as amended)) and approved by the School Board pursuant to District Policy 418. SFI is solely responsible for ensuring compliance with all permitting requirements. SFI acknowledges that, pursuant to Minnesota Statutes, section 624.701, it is a criminal offense to introduce or possess alcohol on school grounds unless alcohol is being sold on school grounds pursuant to a temporary license. SFI shall ensure that all vendors at Spud Fest who are selling alcohol have a temporary license issued to them pursuant to Minnesota Statutes, section 340A.403, subdivision 2, or section 340A.404, subdivision 10 (as amended). The District reserves the right to inspect all said temporary licenses upon demand. The failure of SFI to ensure compliance with all permit and District Policy requirements, resulting in the denial of permission for alcohol to be sold, served or consumed on school grounds by some or all SFI vendors, shall not void or otherwise affect enforcement of any other provisions of this Agreement.

7. Fireworks

SFI acknowledges that, pursuant to Minnesota Statutes, section 624.21, it is unlawful for any person to possess, use, or explode any fireworks unless the person possesses a valid permit for a firework display from the appropriate governmental subdivision of the state. SFI shall ensure that it obtains and possess the appropriate permit for any firework display occurring on District property during the term of this Agreement and shall provide a copy of such permit to the

District at least two weeks prior to the first day of the Agreement Term Any such firework display shall be located on the Main Campus in the grassy area between the varsity football field and the softball four-plex (fields 1-4), as shown in Exhibit A. SFI shall enforce the recommended safety distances for the firework display. SFI shall ensure that all combustible or explosive material, waste, or inflammable matter of any kind, related to the fireworks are not stored for extended periods of time on District property, are transported and stored safely onto District property prior to the display and are promptly and thoroughly removed immediately following the display.

In the event of rain at the planned time of the firework display, SFI will hold the firework display the following day with an experienced pyrotechnist securing the site overnight.

The insurance required by Paragraph 9 of this Agreement shall include coverage for SFI's firework display.

8. Food and Beverages

In addition to the requirements set forth in Paragraphs 6 and 10 of this Agreement, SFI shall ensure that all food, refreshments, or concessions prepared, served or sold on District property subject to this Agreement are restricted to outside areas, with the exception of the Big Lake Ambassador Luncheon, and compliant with the Minnesota Department of Health licensing regulations. A copy of any required licenses shall be provided by SFI to the District at least two weeks prior to the first day of the Agreement Term.

9. Insurance

SFI agrees to obtain general liability insurance in the amount of not less than \$1,500,000 for any number of claims arising out of a single occurrence, and \$3,000,000 aggregate, and Big Lake School District 727, 501 Minnesota Ave, Big Lake, MN must be named as an additional insured. SFI further agrees to require any and all vendors, carnival companies and entertainers to have damage and liability insurance, naming the District as an additional insured, in an amount not less than \$500,000 per person and \$1,500,000 for any number of claims arising out of a single event, to the extent such entities are not specifically covered by the general liability policy of SFI. A copy of SFI's liability insurance and proof of coverage of all vendors, carnival companies and entertainers must be submitted to the District at least two weeks prior to the first day of the Agreement Term.

10. Security/Supervision/Safety

SFI is solely responsible for the safety and security of its employees, agents, representatives, vendors, guests, and invitees for all activities and use of District property subject to this Agreement. SFI agrees to provide security and supervision for all areas and all Spud Fest activities during the Term of the Agreement. SFI may contract with a security company and/or utilize trained security personnel. Security of school grounds and supervision for Spud Fest participants will be the sole responsibility of SFI. SFI will inform the District, in writing, prior to Spud Fest of its plan on providing security supervision.

The District agrees to the use of its facilities grounds and equipment pursuant to this Agreement on the condition that COVID-19 precautions, including federal and state regulations and guidance, will be abided by SFI and its employees, agents, representatives, vendors, guests, and invitees to Spud Fest. In consideration of receiving permission to host Spud Fest activities on District premises, SFI agrees to develop and implement, during the term of this Agreement, a COVID-19 Preparedness Plan, incorporating the requirements included in Minnesota Governor Walz's Executive Order 21-11, Requirements of all Businesses and Other Entities found in the Stay Safe Guidance for All Business and Entities and the Stay Safe MN COVID-19 Preparedness Plan Business Requirements for Indoor and Outdoor Venues, as amended or modified. SFI shall provide the District with a copy of its COVID-19 Preparedness Plan at least two weeks prior to the first day of the Agreement Term and shall communicate this Plan to and require compliance of all of its representatives, agents, employees and vendors involved in Spud Fest activities. SFI also shall comply with any other COVID-19 requirements and guidelines from the Center for Disease Control and other state and federal authorities. SFI further acknowledges and voluntarily assumes all risk of injury, disease or illness to its employees, agents, representatives, vendors, guests, and invitees that may result from participation in Spud Fest. The parties agree that the District shall bear no responsibility for the health and safety of individuals involved in or participating in Spud Fest or in relation to any cases of COVID-19 that may be contracted during, or in any way linked to, or allegedly linked to, Spud Fest and shall defend and indemnify the District from any such claims that may arise out of the terms of this Agreement.

11. Maintenance of Grounds

SFI shall keep in good order and repair District facilities, grounds and equipment used by SFI as part of this Agreement. SFI agrees to perform the following maintenance of the Main and Liberty Campuses:

- A. Pick up and remove all trash, vendor equipment and other Spud Fest materials from the Main and Liberty Campuses.
- B. Repair all ruts and damages to grass on the Main and Liberty Campuses grounds, including all damage to the baseball and softball fields.
- C. Return the Parking Lots to the same condition that they were in at the beginning of Spud Fest. Any damage caused to the actual parking surfaces will be repaired by the District and billed to SFI.

Failure of SFI to perform the above maintenance will result in the District performing the maintenance and billing the costs thereof to SFI pursuant to the rates set forth in Paragraph 5.A. above.

12. Notices

All notices or other writings to be given or sent by either party to the other shall be in writing via United States certified mail. Notices are to be sent to the following address:

For the District:	Allen Berg Director of Community Education Services Community Education Services Liberty Elementary 17901 – 205th Ave. NW Big Lake, MN 55309
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For SFI:	Reanne Danielowski Spud Fest President Spud Fest, Inc. P.O. Box 215 160 Lake St. N. Big Lake, MN 55309
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13. Non-Assignability

SFI may not assign or sell its interests or rights under this Agreement without the express written permission of the District.

14. Indemnification

SFI shall defend and indemnify the District, its board members, employees, agents, representatives, attorneys and insurers against any and all claims, demands,

actions, causes of actions and liability, including reasonable attorney's fees, brought by and on behalf of any person or entity arising out of (1) SFI's failure to perform any term or condition of this Agreement; (2) any injury or damage occurring on the Main and Liberty Campuses or other District property during the Spud Fest rental period if said injury or damage is inflicted on or caused by a Spud Fest patron, guest, licensee, independent contractor or employee; or (3) SFI's failure to comply with any applicable statute, ordinance or rule. Upon timely and written notice from the District, SFI shall defend the District in any such action or proceeding within the purview of this paragraph brought against the District, its employees, officers, directors, attorneys and agents. Notwithstanding any other provision of this Agreement, SFI shall not settle or compromise any claim against the District without a signed agreement approved by the District. SFI's duties pursuant to this paragraph survives the termination and/or expiration of this Agreement.

15. Force Majeure

The time within which any of the parties hereto shall be required to perform any act or acts under this Agreement, except for the payment of monies, shall be extended to the extent that the performance of such act or acts shall be delayed by acts of God, pandemic (including but not limited to the COVID-19 pandemic), fire, windstorm, flood, explosion, collapse of structures, riot, war, peacetime emergency, labor and/or legal disputes, delays or restrictions by government bodies, inability to obtain or use necessary materials or any cause beyond the reasonable control of such party, provided however that the party entitled to such extension hereunder shall give prompt notice to the other party of the occurrence causing such delay.

16. Termination

This Agreement may be terminated, with or without cause, by either party upon thirty (30) days' notice in writing to the other party. The District may immediately terminate this Agreement, for cause, if SFI fails to perform any obligation required by this Agreement. Except as otherwise provided in this Agreement, all obligations, rights, duties and entitlements created by this Agreement terminate and are extinguished, without need of any further action by either party, upon the effective date of termination or expiration of this Agreement.

17. Enforcement

Failure to insist on compliance with any term, covenant, or condition contained in this Agreement shall not be deemed a waiver of that term, covenant, or condition,

nor shall any waiver or relinquishment of any right or power contained in this Agreement at any time be deemed a waiver or relinquishment of any right or power at any other time.

18. Minnesota Law and Severability

This Agreement shall be governed by the laws of the State of Minnesota, without regard to its conflict of law provisions. If a court of competent jurisdiction determines that any part of this Agreement is void or voidable, violates any law, or is otherwise unenforceable, the remaining portions of this Agreement will remain in full force and effect, unless the remaining portions would not serve the original purposes of this Agreement.

19. Entire Agreement

This Agreement shall constitute the entire agreement between the parties. Any prior understanding or representation preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

By signing below, each party specifically acknowledges that it has read this Agreement, that it has had the opportunity to review this Agreement with legal counsel, that it understands this Agreement, that it has proper authority to execute this Agreement, and that it agrees to be legally bound by all terms of this Agreement.

Independent School District No. 727

Spud Fest, Inc.

By: _____

By: Raeanne Danilowski

Its: _____

Its: _____

Date: _____

Date: 5/12/12

Big Lake Community Education Services

Phone: 763.262.2523

Big Lake School District #727

Regulations for Use of District Facilities, Grounds, and Equipment

General Information:

Rental of Facilities: Parties interested in using district facilities, grounds, or equipment are required to obtain prior approval through Big Lake Community Education Services. Electronic requester application and facility requestor login are available online at www.biglakeschools.org (please click on Community Education and then Facilities). Rental requests for non-school activities must be submitted and approved at least seven business days prior to the requested date of use. A non-refundable permit fee of \$15 must accompany all facility permits. A deposit or partial payment may be required prior to the use of district facilities.

Solicitation: Solicitation of materials or membership recruitment by an organization or individual on school grounds is prohibited, unless prior approval has been received from the Director of Community Education Services.

Right of Cancellation: The school district reserves the right to cancel any reservations should district needs arise. Regular school activities and organizations of the school district shall have first priority in the use of any facility. The district facilities management team shall reserve the right to cancel all field use due to poor site conditions.

Payment: Payment for use of facilities, equipment, service and supplies, and district personnel fees is due within one month of invoice date. Permit holders with an unpaid invoice after one month of invoice date will be charged a \$10 per month late fee and will not be allowed to use Big Lake School District 727 facilities until payment has been received.

Cancellations: Permit cancellations must be made at least 48 hours in advance for weekday use of school facilities and one week in advance for weekend use of facilities or renter will be liable for all rental fees.

School closings: When school or evening activities are cancelled due to inclement weather or physical problems, all scheduled rentals and activities will also be cancelled. The Director of Community Education Services may determine exceptions to this procedure. Local media stations and the district website will carry announcements of school closings and, when possible, Community Education will notify facility users. In the event of snow, plowing is not guaranteed, as the district's snow removal contract is for the benefit of the school week. If extra plowing is requested the cost will be paid by the permit holder.

Rental/Reservations Classifications:

Group I, First Priority – No Rental Fees (possible personnel charges):

- Recognized school organizations and school functions/events.
- Local tax supported agencies serving Big Lake School District 727.
- Political caucuses.

Groups II, III, IV (In-District):

Group II

- Local non-profit youth agencies and civic organizations within Big Lake School District 727 boundaries if composed of 75% of district residents. *
- Local non-profit community groups holding a youth activity. *

Group III

- Non-profit community groups located in Big Lake School District 727 and/or serving a majority of Big Lake School District 727 residents. *

Group IV

- Commercial, business or private organizations located in Big Lake School District 727.
- Individual community members residing in Big Lake School District 727.
- Non-profit youth agencies and civic organizations with less than 75% of participants as district residents.*

Group V (Out-of-District):

- All groups, businesses, organizations, and individuals not located in Big Lake School District 727.

*All facility rental charges are at the discretion of the Community Education Services Director, per participant fees or other agreements may be arranged with local non-profit groups in lieu of renting facilities for practices/games per the Facility Fee Schedule.

Facility Fee Schedule

Fees for facilities not listed below shall be at the discretion
of the Director of Community Education Services

Facility	Group II	Group III	Group IV	Group V
Gym Court	\$20/ct/hr	\$30/ct/hr	\$40/ct/hr	\$50/ct/hr
Cafeteria	\$30/hr	\$45/hr	\$60/hr	\$75 /hr
Auditorium	\$40/hr	\$60/hr	\$80/hr	\$100/hr
Kitchen	\$25/hr	\$40/hr	\$50/hr	\$65/hr
Classroom	\$7/hr	\$10/hr	\$14/hr	\$18/hr
Special Rooms*	\$20/hr	\$30/hr	\$40/hr	\$50 /hr
Wrestling Room	\$20/hr	\$30/hr	\$40/hr	\$50/hr
Gymnastics Gym	\$50/hr	\$75/hr	\$100/hr	\$125/hr
Pool	\$45/hr	\$65/hr	\$90/hr	\$110 /hr
Athletic Field	\$12/field/hr	\$18/field/hr	\$24/field/hr	\$30/field/hr
Tennis Court	\$7/ct/hr	\$10/ct/hr	\$14/ct/hr	\$18/ct/hr
Football Stadium includes press box (lights, concessions, & bathrooms extra)	\$75/hr	\$115/hr	\$150/hr	\$190/hr
Concession Stand**	\$10/hr	\$15/hr	\$20/hr	\$30/hr
Varsity Football Concession Stand	\$15/hr	\$25/hr	\$30/hr	\$40/hr
Outdoor Restrooms***	\$15/hr	\$25/hr	\$30/hr	\$40/hr

*Special rooms include music rooms, media centers, life skills rooms, art rooms, lecture rooms, and the community room.

** HS, MS, 4-plex, varsity baseball and trailer.

***Custodial fees will be charged for cleaning.

Big Lake School District 727 Personnel

A Big Lake School District 727 employee **must** be present whenever school building facilities are in use. A cook must be on duty whenever the kitchen and/or kitchen equipment is used. A Red Cross Certified Lifeguard must be on duty whenever the pool is in use. A custodian shall be on duty when necessary. The Director of Community Education Services in cooperation with administration, custodians, cooks and other staff shall determine the need for personnel.

When District employee time is devoted to or necessitated by an activity, the renter shall pay the personnel fees listed below. There is a minimum fee of two hours for all personnel not already on duty. Hourly wages are subject to change.

A. Custodians	\$40/hour	F. Lifeguards	\$18/hour
B. Cooks	\$40-\$70/hour	G. Field Maintenance	\$21/hour
C. Media Technician	\$30/hour	H. Other Personnel	as determined by the Director of Community Education Services
D. Building Attendant	\$19/hour		
E. Full Field Prep	\$30/field (Association only)		

Miscellaneous fees:

A. Garbage/Dumpster	actual cost
B. Snow Removal	actual cost
C. Portable Restrooms/Sinks	actual cost
D. Late Payment Fee (accounts over 30 days)	\$10/month
E. Stadium Light Fee	\$15/hour
F. Four-Plex Light Fee	\$15/field/hour
G. Baseball Light Fee	\$20/hour
H. LCD Projector	\$20
I. Microphone	\$10
J. Piano	\$25
K. Risers	\$10/section
L. Other Equipment	as determined by the Director of Community Education Services

Rules & Regulations

Equipment: At an additional charge, rental groups may use school equipment if arrangements are made in advance through the Community Education Services office. Any equipment brought into Big Lake School District 727 facilities must be approved in advance by the Director of Community Education Services. Equipment will be removed immediately following the activity. District 727 is not liable for damage or loss to any personal property of the renter or their participants.

Supervision: Permit holders are responsible for on-site, continuous, adult supervision of their activity. Adult supervisors are responsible for the group's conduct and compliance with all rules, in addition to ensuring that the group remains in the area authorized in the permit. The permit holder is responsible for personal injury and property damage. Groups must furnish their own first aid kits. Big Lake School District employees will supervise facility operation.

Use of Facilities: All facilities shall be used consistent with their design, unless the Director of Community Education Services has granted prior approval. All food and refreshments are restricted to cafeterias or outside, unless approved in advance. Authorized Big Lake School District employees shall have access to facilities at all times to verify appropriate use. Renters shall assist with clean up and all areas must be returned to their original order. Renters shall immediately report any damage to the facility to the Director of Community Education.

Laws/Policies: Big Lake School District 727 policies (available online at www.biglakeschools.org), local and state ordinances and laws, and fire codes pertaining to the use of public facilities must be observed. Policies include, but are not limited to the following:

- Firearms and weapons of any kind are prohibited.
- Gambling, the use or possession of alcoholic beverages, illegal chemicals and tobacco products on school property is prohibited.
- State Fire Laws must be observed at all times. If a fire alarm sounds in any area of a building, the entire building must be evacuated. The number occupying an area shall not exceed designated capacity.
- Emergency exits shall remain visible and accessible at all times.
- No parking in fire lanes. Access for emergency vehicles must be maintained at all times. Violators may be tagged and/or towed.

Concessions: Individuals or groups selling concessions must comply with the MN Dept. of Health license secured by Chartwells for Big Lake School District 727. A detailed list of eligible food items covered by this license is available in the Community Education Services office. If you or your group choose to offer more food choices than are eligible under Chartwells/Big Lake School District 727's license, you or your group must obtain your own concession license through the MN Dept. of Health and a copy of said license must be on file in the Big Lake Community Education Services office prior to the first date of your event.

Hold Harmless Agreement: Individuals or groups using District 727 facilities shall agree to hold harmless District 727 and its officers, agents, and employees, and shall agree to indemnify District 727 for any and all damages, costs, and expenses, including attorney's fees incurred, suffered, or claimed by any person arising out of the individual or organization's negligence or use of the premises and/or the parking facilities on or adjacent thereto.

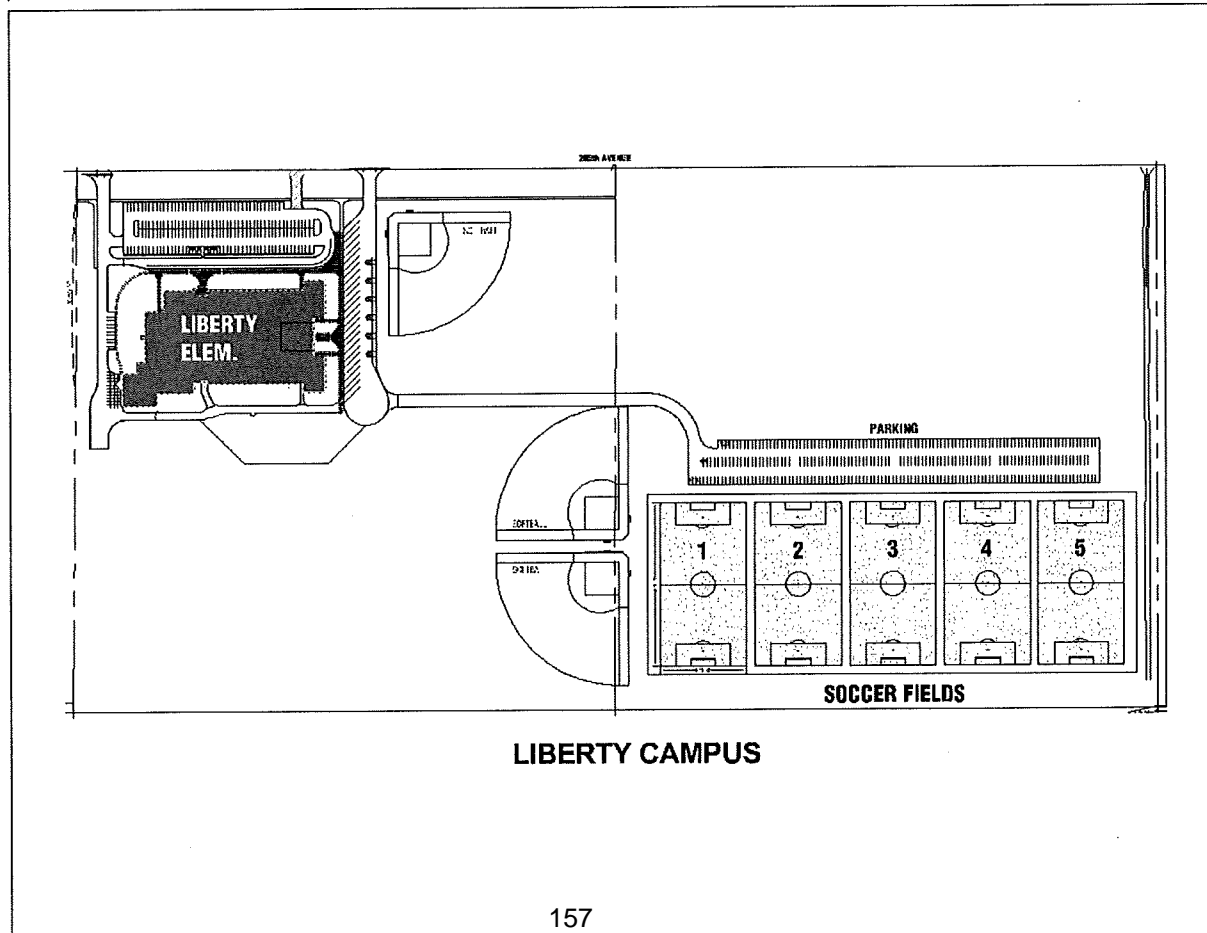
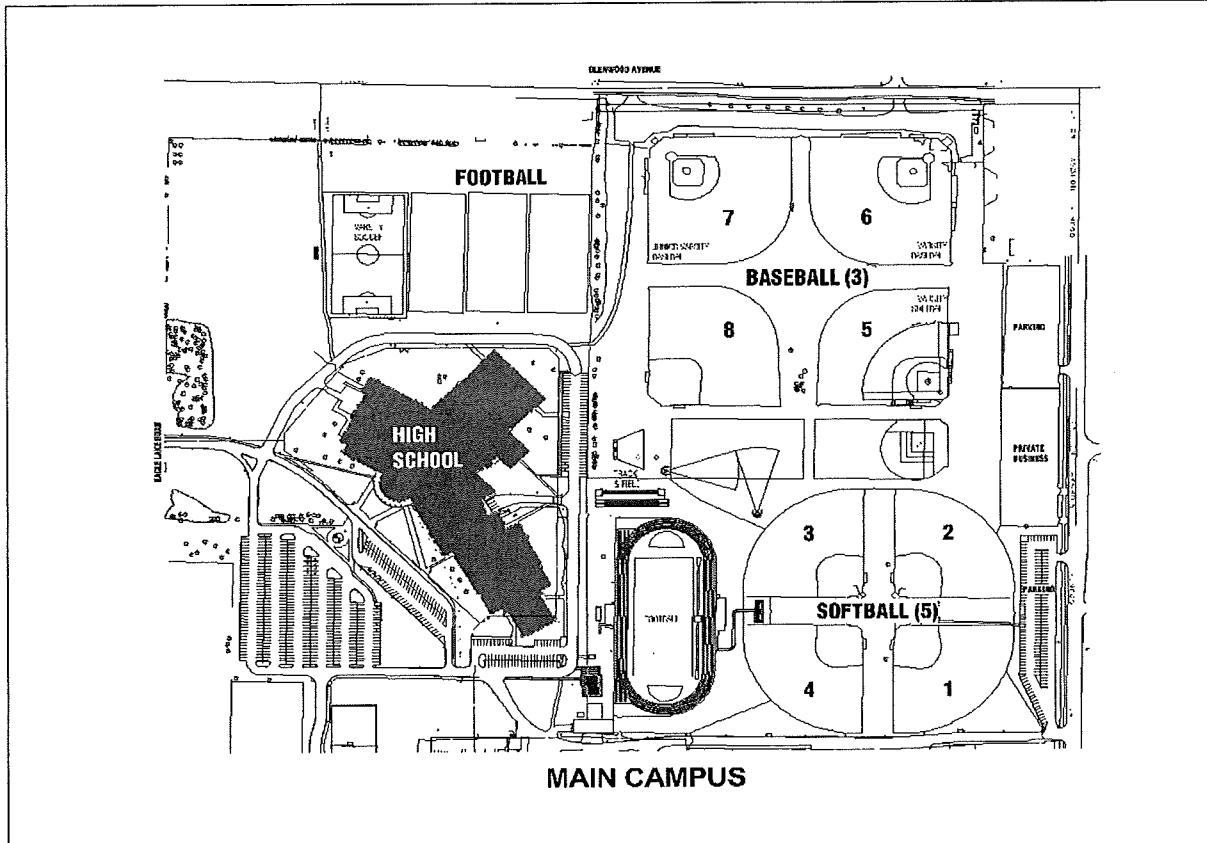
Liability: Individuals or groups using Big Lake School District 727 facilities must provide their own damage and liability insurance, naming Big Lake School District 727, 501 Minnesota Avenue, Big Lake, MN 55309 as an additional insured in an amount not less than \$1,500,000 for any number of claims arising out of a single event, and 3,000,000 aggregate. The certificate of insurance **must** be on file in the Big Lake Community Education Services' office prior to using Big Lake School District 727 facilities. The renter assumes full responsibility for injury or death of activity participants and/or attendees and any damages to property that may occur in the facility they are using.

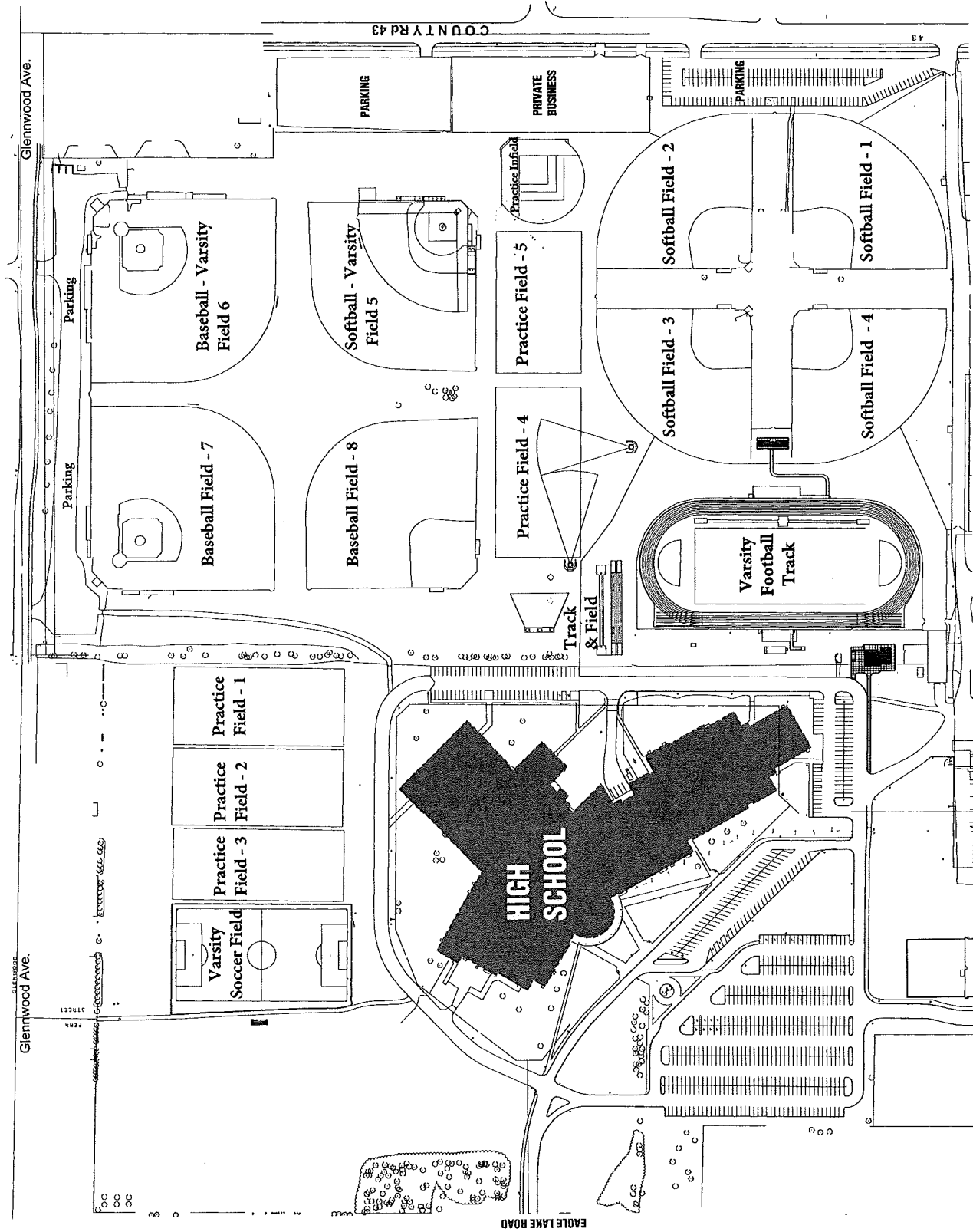
Expectations:

- No driving on greenway lanes between four-plex ballfields. If you need to bring product to the concession stand, walk it in, use a golf cart, a four-wheeler with turf tires or arrange help in advance with the Head of Grounds. Exceptions need prior approval by Head of Grounds.
- No trailers may be parked on greenway lanes between four-plex ballfields. Exceptions need approval in advance by Building and Grounds Manager. RV/camping trailers can park along the bus land or the parking lot along County Road 43.
- No driving of motorized vehicles on school grounds by anyone under 16. The driver needs proper driver's license and certification.
- Pick up any trash left behind including inside the dug-outs.
- Once your season/event is done, concession stand(s) must be emptied of all product and all appliances unplugged.
- Before another organizations takes over using the concession stand, empty all your product from the concession stand(s)

Storage: Strategically placed storage areas exist on school grounds for community storage. These areas will have rakes, etc. for keeping grounds in the best shape as possible. At the four-plex is a wooden storage unit located on the north end

and Field 6 storage room is in the 3rd base dugout. We have keyed both of these areas with the same key. Keys are available in the Community Education Office.





MAIN CAMPUS

**MAP
B**

Big Lake Spud Fest

Fireworks Display Detonation Map

Big Lake Ball Fields along Glenwood Avenue



Spud Fest Liquor License reminder

Gina Wolbeck <GWolbeck@biglakemn.org>

Tue 5/3/2022 1:43 PM

To: Deb Johnson <magnamomma@hotmail.com>

Hi Deb –

The Big Lake City Council approved the Spud Fest Temporary Liquor License at their meeting last week. I will need a copy of your insurance certificate showing liquor coverage before I can send the permit to the State. You can just have your insurance agent email a copy to me. Thanks, Gina.

Gina Wolbeck | Big Lake City Clerk

City of Big Lake | 160 Lake Street N | Big Lake, MN 55309

Direct: 763.251.2973; Email: gwolbeck@biglakemn.org





Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 1600, St. Paul, MN 55101
 651-201-7507 Fax 651-297-5259 TTY 651-282-6555
APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE

Name of organization	Date organized	Tax exempt number
Big Lake Spud Fest	12/1993	41-1764906

Organization Address	City	State	Zip Code
PO Box 215	Big Lake	MN	55309

Name of person making application	Business phone	Home phone
Debra Johnson	612-810-2119	612-810-2119

Date(s) of event	Type of organization	<input type="checkbox"/> Microdistillery	<input type="checkbox"/> Small Brewer
June 23, 2022 thru June 26, 2022	<input type="checkbox"/> Club	<input checked="" type="checkbox"/> Charitable	<input type="checkbox"/> Religious
	<input type="checkbox"/> Other non-profit		

Organization officer's name	City	State	Zip Code
Raeanne Danielowski - Chair	Big Lake	MN	55309

Organization officer's name	City	State	Zip Code
Nick Payne, Vice-Chair	Big Lake	MN	55309

Organization officer's name	City	State	Zip Code
Donna Clarksean - Treasurer	Big Lake	MN	55309

Location where permit will be used. If an outdoor area, describe.
 Big Lake Middle School and softball fields complex.
 501 Minnesota Ave, Big Lake, MN 55309

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
 N/A

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
 Northfield Insurance Company
 Policy #WS015695

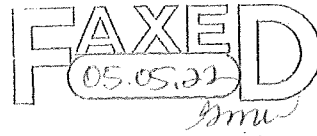
APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
Fee Amount	Permit Date
Date Fee Paid	City or County E-mail Address
	City or County Phone Number

Signature City Clerk or County Official _____ Please Print Name of City Clerk or County Official _____
CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.
PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US



LG240B Application to Conduct Excluded Bingo

No Fee

ORGANIZATION INFORMATION

Organization Name: Big Lake Women of Today
Previous Gambling Permit Number:
Minnesota Tax ID Number, if any: 31534
Federal Employer ID Number (FEIN), if any: 41-1766360
Mailing Address: PO Box 252
City: Big Lake State: MN Zip: 55309 County: Sherburne
Name of Chief Executive Officer (CEO): Natalie Bender
CEO Daytime Phone: 6125183504 CEO Email: nataliebwt@gmail.com
Email permit to (if other than the CEO):

NONPROFIT STATUS

Type of Nonprofit Organization (check one):
[] Fraternal [] Religious [] Veterans [x] Other Nonprofit Organization

Attach a copy of at least one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)
[x] Current calendar year Certificate of Good Standing
Internal Revenue Service-IRS income tax exemption 501(c) letter in your organization's name
Internal Revenue Service-Affiliate of national, statewide, or international parent nonprofit organization (charter)

EXCLUDED BINGO ACTIVITY

Has your organization held a bingo event in the current calendar year? [] Yes [x] No
If yes, list the dates when bingo was conducted:
The proposed bingo event will be:
[x] one of four or fewer bingo events held this year. Dates: 6/23/2022, 6/24/2022, 6/25/2022, 6/26/2022
-OR-
[] conducted on up to 12 consecutive days in connection with a:
[] county fair Dates:
[] civic celebration Dates:
[] Minnesota State Fair Dates:
Person in charge of bingo event: Debra Johnson Daytime Phone: 6128102119
Name of premises where bingo will be conducted: Big Lake Middle School Grounds
Premises street address: 601 Minnesota Ave
City: Big Lake If township, township name: 162 County: Sherburne

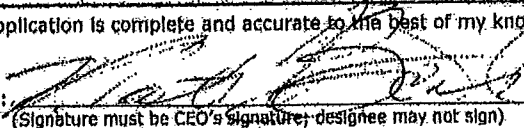
LG240B Application to Conduct Excluded Bingo

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p>On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.</p> <p>Print City Name: <u>City of Big Lake</u></p> <p>Signature of City Personnel: </p> <p>Title: <u>City Clerk</u> Date: <u>04/27/2022</u></p>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p>On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p>
<div style="border: 1px solid black; padding: 5px; text-align: center; margin: 10px auto; width: 80%;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes, Section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge.

Chief Executive Officer's Signature:  Date: 5-3-22
(Signature must be CEO's signature; designee may not sign)

Print Name: Natalie Bender

<p>MAIL OR FAX APPLICATION & ATTACHMENTS</p> <p>Mail or fax application and a copy of your proof of nonprofit status to:</p> <p style="padding-left: 20px;">Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113 Fax: 651-639-4032</p> <p>An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.</p> <p>Questions? Call a Licensing Specialist at 651-539-1900.</p>	<p>Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. To find a licensed distributor, go to www.mn.gov/gcb and click on Distributors under the LIST OF LICENSEES tab, or call 651-539-1900.</p> <p style="text-align: center;">This form will be made available in alternative format (i.e. large print, braille) upon request.</p>
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Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board

will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private; with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board

members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

An equal opportunity employer



OPERATION OF THE SCHOOL BOARD – GOVERNING RULES

I. PURPOSE

The purpose of this policy is to provide governing rules for the conduct of meetings of the school board.

II. GENERAL STATEMENT OF POLICY

An orderly school board meeting allows school board members to participate in discussion and decision of school district issues. Rules of order allow school board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

III. RULES OF ORDER

Rules of order for school board meetings shall be as follows:

- A. Minnesota statutes where specified;
- B. Specific rules of order as provided by the school board consistent with Minnesota statutes; and
- C. Robert's Rules of Order, Revised (12th Edition) where not inconsistent with A. and B., above.

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

Minn. Stat. § 123B.09, Subds. 6, 7, and 10 (School Board Matters)

Minn. Stat. § 123B.14 (Officers)

Cross References:



ORDER OF THE REGULAR SCHOOL BOARD MEETING

I. PURPOSE

The purpose of this policy is to ensure consistency in the order of business at regular school board meetings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to consider matters that come before it in a consistent and orderly manner.

III. ORDER

A. The school board shall conduct an orderly school board meeting. The school board will, at all regular school board meetings, follow an agenda order similar to:

1. Call to order.
2. Roll call
3. Approval of agenda.
4. Pledge of Allegiance
5. Open Forum.
6. Consent agenda.
7. Donations.
8. Financial Report.
9. Other business.
10. Committee updates
11. School Board Student Representative report
12. Superintendent's report.
13. Adjournment.

B. Items in this order may be considered as part of a consent agenda.

C. The school board may depart from the order of business with the consent of the majority of members present.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

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

MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)

MSBA/MASA Model Policy 203.6 (Consent Agendas)

CONSENT AGENDAS

I. PURPOSE

The purpose of this policy is to allow the use of a consent agenda.

II. GENERAL STATEMENT OF POLICY

In order for a more efficient administration of school board meetings, the school board may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature.

III. CONSENT AGENDAS

- A. The superintendent, in consultation with the school board chair, may place items on the consent agenda. By using a consent agenda, the school board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.
- B. Consent items are those which usually do not require discussion or explanation prior to school board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school district buildings and grounds or approval of various schedules.
- C. Items shall be removed from the consent agenda by a timely request by an individual school board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the school board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.
- D. Consent agenda items are approved en masse by one vote of the school board. The consent agenda items shall be separately recorded in the minutes.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)

Cross References: MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)

STUDENT ATTENDANCE

I. PURPOSE

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

a. It is the administrator's responsibility to require students to attend all assigned classes. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and monitor previous days absences. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

b. In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statutes, section 120A.22, the students of the school district are **REQUIRED** to attend all assigned classes every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences
 - a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating dates that the student cannot attend school is a valid excuse.
 - i. May include preapproved family trips of short duration at principal discretion.
 - b. The following reasons shall be sufficient to constitute excused absences:
 - i. Illness
 - ii. Serious illness in the student's immediate family
 - iii. A death or funeral in the student's immediate family or of a close friend or relative
 - iv. Medical, dental, or orthodontic treatment or a counseling appointment
 - v. Court appearances occasioned by family or personal action
 - vi. Religious instruction not to exceed three hours in any week
 - vii. Physical emergency conditions such as fire, flood, storm, etc.
 - viii. Official school field trip or other school-sponsored outing
 - ix. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
 - x. Family emergencies
 - xi. Active duty in any military branch of the United States
 - xii. A student's condition that requires ongoing treatment for a mental health diagnosis
 - c. Consequences of Excused Absences
 - i. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher
 - ii. Student make up work will be determined by teacher. See Student Handbook for further clarification.

2. Unexcused Absences
 - a. The following are examples of absences which will not be excused:
 - i. Truancy. An absence by a student which was not approved by the parent and/or the school district
 - ii. Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures
 - iii. Work at home
 - iv. Work at a business, except under the school-sponsored work release program
 - v. Any other absence not included under the attendance procedures set out in this policy
 - b. Consequences of Unexcused Absences
 - i. Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56
 - ii. Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences
 - iii. In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness
2. Procedures for Reporting Tardiness
 - a. Students tardy at the start of school must report to the school office for an admission slip
 - b. Tardiness between periods will be handled by the teacher
3. Excused Tardiness

Valid excuses for tardiness are:

 - a. Illness

- b. Serious illness in the student’s immediate family
 - c. A death or funeral in the student’s immediate family or of a close friend or relative
 - d. Medical, dental, orthodontic, or mental health treatment
 - e. Court appearances occasioned by family or personal action
 - f. Physical emergency conditions such as fire, flood, storm, etc.
 - g. Any tardiness for which the student has been excused in writing by an administrator or faculty member
4. Unexcused Tardiness
- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
 - b. Tardiness may result in school consequences.
- D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs
- 1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs
 - 2. School-initiated absences will be accepted and participation permitted
 - 3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day. Reference Activities Handbook for further guidance.
 - 4. If a student is suspended from any class, he or she may not participate in any activity or program that day

III. RELIGIOUS OBSERVANCE ACCOMMODATION

Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance. Requests for accommodations should be directed to the building principal.

IV. DISSEMINATION OF POLICY

- A. This policy shall be made available to parents and students at the commencement of each school year. This policy shall also be available by contacting the school main office.
- B. The school district will provide annual notice to parents of the school district’s policy relating to a student’s absence from school for religious observance

V. REQUIRED REPORTING

- A. Continuing Truant

Minnesota Statutes section 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statutes section 120A.22 and is absent from instruction in a school, as defined in Minnesota Statutes section 120A.05, without valid excuse within a single school year for:

 - 1. Three days if the child is in elementary school; or
 - 2. Three or more class periods on five days if the child is in middle school or high school
- B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minnesota Statutes section 260A.03 provides that the school attendance officer or other designated school official shall notify the student’s parent or legal guardian, by first class mail or other reasonable means, of the following:

 - 1. That child is truant
 - 2. That the parent or guardian should notify the school if there is a valid excuse for the child’s absences
 - 3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statutes section 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statutes section 120A.34
 - 4. That this notification serves as the notification required by Minnesota Statutes section 120A.34

5. That alternative educational programs and services may be available in the child's enrolling or resident district
 6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy
 7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minnesota Statutes Chapter 260C
 8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minnesota Statutes section 260C.201; and
 9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day
- C. Habitual Truant
1. A habitual truant is a child under the age of 18 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, or high school, or a child who is 18 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school
 2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minnesota Statutes Chapter 260A

Legal References: Minn. Stat. § 120A.05 (Definitions)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 120A.34 (Violations; Penalties)
Minn. Stat. § 120A.35 (Absence from School for Religious Observance)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 260A.02 (Definitions)
Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)
Minn. Stat. § 260C.007, subd. 19 (Habitual Truant Defined)
Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
Goss v. Lopez, 419 U.S. 565 (1975)
Slocum v. Holton Bd. of Educ., 429 N.W.2d 607 (Mich. App. Ct. 1988)
Campbell v. Bd. of Educ. of New Milford, 475 A.2d 289 (Conn. 1984)
Hamer v. Bd. of Educ. of Twp. High Sch. Dist. No. 113, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)
Gutierrez v. Sch. Dist. R-1, 585 P.2d 935 (Co. Ct. App. 1978)
Knight v. Bd. of Educ., 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)

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, 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 direct funding or reimbursement to student athletes for their participation in camps or clinics outside of the regular season.
- E. Announcements of events sponsored by a Booster Club shall clearly indicate that it is sponsored by the group and not by the school district.
- F. 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. The school district must pay all coaches; a booster club is not allowed to pay coaches.
- G. 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.
- H. All donations of funds and equipment shall be made and accepted in accordance with School Board Policy 706, "Acceptance of Gifts".
- I. All fundraising activities completed by a Booster Club shall comply with School Board Policy 511 "Student Fundraising".
- J. All Booster Clubs must comply with School Board Policy 210 "Conflict of Interest".
- K. The sale of all food items sold through concessions or fundraising shall conform to Minnesota Department of Health.
- L. 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.

- M. 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 Booster Club be written out to a coach or other employee of the school district.
- N. A school district employed coach, advisor, and volunteer coaches or advisors cannot be a Board member of the Booster Club for their respective employed program. Coaches, advisors, and volunteer coaches or advisors, may only be an advisory member of the Booster Club.
- O. At no time shall a paid coach or employee of Big Lake Schools have check writing authority.

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. 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, to the Activities or Community Education Department for approval to distribute during school programs, activities, or in buildings prior to printing. 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 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.

February 2022



WELLNESS

I. PURPOSE

Rationale: The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards.

II. GENERAL STATEMENT OF POLICY

- A. Big Lake Schools recognizes that nutrition education, physical education and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and learning.
- B. The school environment should promote and protect students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. Big Lake Schools encourage the involvement of students, parents, teachers, representatives of the private food service vendor, school health professionals, the school board, school administrators, and the general public in the development, implementation, and periodic review and update of Big Lake Schools District's wellness policy.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. The private food service vendor will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

III. WELLNESS GOALS

- A. Nutrition Education and Promotion
 1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:
 - a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
 - b. part of health education classes as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
 - c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.

2. Big Lake Schools will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs, such as through a la carte [snack] lines, vending machines, fundraising events, concession stands, and student stores.

B. Physical Activity

1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities such as watching television;
2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and
3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.
4. Physical activity during the school day (including but not limited to recess, classroom physical activity breaks, or physical education) will not be withheld as a punishment for any reason. This does not include participation on sports teams that have specific academic requirements.
5. Physical activity opportunities shall be available for all students before and after school in all elementary, middle, and high schools.
6. All elementary schools will offer at least twenty minutes of recess every day during the school year. This policy may be waived on early dismissal and/or late start days. If recess is offered before lunch, schools will provide students access to hand washing or hand sanitizing facilities. Outdoor recess will be offered when weather is feasible for outdoor play. Recess will complement, not substitute, physical education class. Recess monitors or teachers will encourage students to be active, and will serve as role models by being physically active alongside students when feasible.
7. Physical education courses for students in grades K-12 is required to be taught by a certified/licensed teacher who is endorsed to teach physical education. All students will receive the developmentally appropriate amount of time for physical education class.

C. Communications with Parents

1. Big Lake Schools recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being.
2. Big Lake Schools will support parents' efforts to provide a healthy diet and daily physical activity for their children.
3. Big Lake Schools encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. Big Lake Schools will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

IV. STANDARDS AND NUTRITION GUIDELINES

A. School Meals

1. Big Lake Schools will provide healthy and safe school meal programs that comply with all applicable federal, state, and local laws, rules, and regulations.
2. The private food service vendor's personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
3. The private food service vendor's personnel will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.
4. The private food service vendor's personnel will provide clean, safe, and pleasant settings and adequate time for students to eat.
5. The private food service vendor's personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all applicable federal, state, and local laws, rules, and regulations and that reimbursable school meals meet USDA nutrition standards.
6. The private food service vendor's personnel shall adhere to all applicable federal, state, and local food safety and security guidelines.
7. Big Lake Schools will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
8. Big Lake Schools will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
9. Big Lake Schools will provide students with a minimum of ten minutes at breakfast and a minimum of twenty minutes at lunch to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
10. **Water fountains, water jugs and cups will be present in the cafeteria and supervisory staff will allow students to access water throughout the meal period.**
11. Big Lake Schools will discourage tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities.

B. School Food Service Program/Personnel

1. The Big Lake School District shall assure the private food service vendor designates an appropriate person to be responsible for the Big Lake School District's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA guidelines.
2. As part of the private food service vendor's responsibility to operate the food service program, the private food service vendor will provide continuing professional development for all of its food service personnel who work in Big Lake Schools.

C. Competitive Foods and Beverages

All foods and beverages sold on school grounds to students, outside of reimbursable meals, are considered "competitive foods." Competitive foods include items sold a la carte in the cafeteria, from vending machines, school stores, and for in-school fundraisers.

1. All competitive foods will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating habits. **USDA Smart Snack standards also apply for beverages sold in elementary, and middle school, and shall also be applied in high school.**
 2. Before and Aftercare (child care) programs must also comply with Big Lake Schools' nutrition standards unless they are reimbursable under USDA school meals program, in which case they must comply with all applicable USDA standards.
- D. Other Foods and Beverages Made Available to Students
1. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:
 - a. Celebrations and parties. Big Lake Schools will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
 - b. Classroom snacks brought by parents. Big Lake Schools will provide to parents a list of suggested foods and beverages that meet Smart Snacks nutrition standards.
 - c. **Drinking water fountains will be made available to students and staff throughout the school building.**
 2. Rewards and incentives. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.
 3. Fundraising. Big Lake Schools will make available, **by request**, to parents and teachers a list of suggested healthy fundraising ideas.
- E. Food and Beverage Marketing in Schools
1. School-based marketing will be consistent with nutrition education and health promotion.
 2. **Criteria for selecting educational materials for the classroom shall be expanded to include review of advertising content. Every effort will be made to select materials free of brand names/logos and illustrations of unhealthy foods.**
 3. **A continuing effort will be made to remove advertising from the cafeteria. Existing vending machines and coolers with logos will be replaced when possible.**
 4. **Schools will attempt to limit advertising of unhealthy products in school publications. All ads should be approved by the Director of Communications or designee before being printed or included on the school website.**
 5. Schools will restrict food and beverage marketing to the promotion of only those foods and beverages that meet the Smart Snacks nutrition standards.

V. WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT

A. Wellness Coordinator

1. The superintendent or designee will oversee the Big Lake Schools wellness-related activities (Wellness Coordinator). The Wellness Coordinator will ensure that each school implements the policy.
 2. The principal of each school, or a designee, will ensure compliance within the school and will report to the Wellness Coordinator regarding compliance matters upon request.
- B. Public Involvement
1. The Wellness Coordinator will permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the wellness policy.
 2. The Wellness Coordinator will hold meetings, from time to time, for the purpose of discussing the development, implementation, and periodic review and update of the wellness policy. All meeting dates and times will be posted on the Big Lake School District's website and will be open to the public.
 3. All schools will develop joint-use agreements with community partners in order to provide expanded physical activity opportunities for all students and community members.
 4. Big Lake Schools shall partner with local government and community-based agencies to support active transport to school to implement a comprehensive active transport program (i.e. Safe Routes to School Program).

VI. POLICY IMPLEMENTATION AND MONITORING

- A. Implementation and Publication
1. After approval by the Big Lake School Board, the wellness policy will be implemented throughout the Big Lake School District.
 2. Big Lake Schools will post its wellness policy on its website, to the extent it maintains a website.
- B. The Wellness Coordinator will annually inform the public about the content and implementation of the wellness policy and make the policy and any updates to the policy available to the public.
- C. Triennial Assessment
1. At least once every three years, Big Lake Schools will evaluate compliance with the wellness policy to assess the implementation of the policy and create a report that includes the following information:
 - a. the extent to which schools under the jurisdiction of Big Lake Schools are in compliance with the wellness policy;
 - b. The extent to which Big Lake Schools' wellness policy compares to model local wellness policies; and
 - c. A description of the progress made in attaining the goals of Big Lake Schools' wellness policy.
- D. Recordkeeping
- Big Lake Schools will retain records to document compliance with the requirements of the wellness policy. The records to be retained include, but are not limited to:
1. Big Lake School's written wellness policy

2. Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public
3. Documentation of the triennial assessment of the local school wellness policy for each school under Big Lake Schools' jurisdiction efforts to review and update the wellness policy (including an indication of who is involved in the update and methods Big Lake Schools use to make stakeholders aware of their ability to participate on the Wellness Committee)

~~*Rationale: The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards.*~~

Legal References: Minn. Stat. § 121A.215 (Local School District Wellness Policy)
42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
42 U.S.C. § 1758b (Local School Wellness Policy)
42 U.S.C. § 1771 *et seq.* (Child Nutrition Act of 1966)
7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
7 C.F.R. § 210.10 (School Lunch Program Regulations)
7 C.F.R. § 220.8 (School Breakfast Program Regulations)

Local Resources: Minnesota Department of Education, www.education.state.mn.us
Minnesota Department of Health, www.health.state.mn.us
County Health Departments
Action for Healthy Kids Minnesota, www.actionforhealthykids.org
United States Department of Agriculture, www.fns.usda.gov

SCHOOL MEALS POLICY

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to provide meals to students in a respectful manner and to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

The parent/guardian of each student is responsible for ensuring their student has adequate funds in their school meal account each day.

II. PAYMENT OF MEALS

A. All meal purchases are to be prepaid before meal service begins. Meal payments can be made as follows:

- 1) Send cash or check with your child to school
- 2) Mail or drop off cash or check to your child's school
 - a. Be sure to include your child's name, PIN #, and amount on envelope or check.
 - b. Cash or check payments may take 1-4 days to be credited to meal accounts.
- 3) Pay by credit card by logging into MySchoolBucks. A link is provided on the District's website under Food and Nutritional Services Department, Payment and Account Information.

A student who does not have sufficient funds will not be allowed to charge ala carte items until additional money is deposited in the student's account resulting in a positive account balance.

- B. If the school district receives school lunch aid under Minnesota Statutes section 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.
- C. A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.
- D. A student who has been determined to be eligible for free and reduced-price lunch always must be served a reimbursable meal even if the student has an outstanding debt.
- E. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.
- ~~F. The school district may provide an alternate meal (for example, a sandwich, vegetable, fruit, and milk) that meets federal and state requirements to a student who does not have sufficient funds in the student's account or cannot pay cash for a meal. The school district will accommodate special dietary needs with respect to alternate meals. There will be no cost to the student for an alternate meal.~~
- G. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. With certain exceptions, funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian. An email will suffice as written permission. Exceptions are as follows:

- 1) A graduating senior's positive balance will be transferred to a sibling at the end of the school year;
- 2) A sibling's positive balance may be transferred to another sibling's negative balance to avoid collection proceedings;
- 3) A phone call from a parent or guardian requesting transfers between sibling accounts will be allowed. The phone request will be documented in the student's meal account.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Families will be notified of low or outstanding negative balances as follows:
 - 1) When a student's meal account has reached a balance of positive \$5, an email reminder will be sent to parents reminding them the meal account has reached a low level. The email reminder will be sent once a week.
 - 2) When a student's meal account has reached a balance of negative \$10, an email reminder will be sent to parents or guardians, reminding them the meal account has reached a negative level. Weekly emails will continue as long as the meal account balance remains a negative \$10 or below.
 - 3) When a student's meal account is \$50 in deficit, a letter will be sent to the family. The letter will encourage payment as soon as possible and an Application for Meal Benefits will be attached to the letter.
 - 4) For negative balances that continue to be greater than \$50, letters will be sent monthly. In addition, the negative balance will be considered for referral to a collection agency following the end of the school year.
- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, or affixing stickers, stamps, or pins.

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances of more than \$50 not paid prior to the end of the school year, will be turned over to the superintendent or superintendent's designee for collection. The school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Other collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district will not impose any other restriction prohibited under Minnesota Statutes section 123B.37 due to unpaid student meal balances. The school district will not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

V. COMMUNICATION OF POLICY

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
 - 1) All households at or before the start of each school year;
 - 2) Students and families who transfer into the school district, at the time of enrollment; and
 - 3) All school district personnel who are responsible for enforcing this policy.
- B. The school district will post this policy on the school district's website, or the website of the organization where the meal is served, in addition to providing the required written notification described above.
- C. If the school district contracts with a third party for its meal services, it will provide the vendor with its school meals policy. The school district will ensure that any third-party provider with whom the school district enters into either an original or modified contract after July 1, 2021, adheres to the school district's school meals policy.

VI. ANGEL FUND

The Big Lake School District maintains a donation account through its meal account software. Individuals and/or groups are able to donate to the Angel Fund. Funds are used to pay off negative meal account balances for families that accrued the balance before they qualified for free and reduced meals. Funds are also used for families experiencing temporary financial struggles that do not qualify for free and reduced price lunches as well as other unique circumstances.

Legal References: Minn. Stat. § 123B.37 (Prohibited Fees)

Minn. Stat. § 124D.111 (Lunch Aid; Food Service Accounting)

42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)

7 C.F.R. § 210 *et seq.* (School Lunch Program Regulations)

7 C.F.R. § 220.8 (School Breakfast Program Regulations)

USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016)

USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016)

USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A

Cross References: None