

Regular Meeting
Thursday, June 16, 2022 6:30 PM

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

Agenda

- I. Call to Order
Presenter: Chair, Tonya Reasoner
- II. Roll Call
Presenter: Chair, Tonya Reasoner
- III. Approve Agenda
Presenter: Chair, Tonya Reasoner
- IV. Pledge of Allegiance
Presenter: Chair, Tonya Reasoner
- V. Open Forum
Presenter: Chair, Tonya Reasoner
- VI. Consent Agenda
Presenter: Chair, Tonya Reasoner
 - VI.A. Previous Minutes
 - VI.B. Claims and Accounts
 - VI.C. Credit Card Report
 - VI.D. Personnel
 - VI.E. Approval of One Read Policies
 - VI.F. Final Reading and Approval of Policies
 - VI.G. Education Identity and Access Management Board Resolution
- VII. Lacrosse Update (*F. Expand and Strengthen Public Support*)
Presenter: Lacrosse Coaches
- VIII. Financial Report (*C. Strong Financial Foundation*)
Presenter: Director of Business Services, Angie Manuel
- IX. Approve 2022-2023 School District Budget (*C. Strong Financial Foundation*)
Presenter: Director of Business Services, Angie Manuel
- X. Approve 2023-2024 LTFM Ten Year Plan (*E. Facilities and Infrastructure Design*)
Presenter: Director of Business Services, Angie Manuel and Buildings and Grounds Manager, TJ Zerwas
- XI. Principals' Work Agreement (*C. Strong Financial Foundation*)
Presenter: Superintendent, Tim Truebenbach
- XII. First Reading of Policies (*B. Accountability for Student Success*)
Presenter: Superintendent, Tim Truebenbach
- XIII. Second Reading of Policies (*B. Accountability for Student Success*)
Presenter: Superintendent, Tim Truebenbach
- XIV. Establishing Dates of Candidacy Resolution (*F. Expand and Strengthen Public Support*)
Presenter: Chair, Tonya Reasoner
- XV. Committee Updates (*F. Expand and Strengthen Public Support*)
 - XV.A. Finance Committee

Presenter: Treasurer, Amber Sixberry

XV.B. Policy Committee

Presenter: Superintendent, Tim Truebenbach

XV.C. Buildings and Grounds Committee

Presenter: Board Member, Lenette Brown

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

Presenter: Superintendent, Tim Truebenbach

XVII. Adjournment

Presenter: Chair, Tonya Reasoner



OPEN FORUM

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

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

The guidelines for open forum are as follows:

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

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2021 - 6/30/2022

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	101635	CH	1	13299	ALVIN, ZACHARY	06/03/2022	\$108.00	148184	E 11 300 296 162 000 305	V LACROSSE OFFICIAL VS BECKER
001	101635	CH	1	13299	ALVIN, ZACHARY	06/03/2022	\$108.00	148185	E 11 300 296 162 000 305	V LACROSSE OFFICIAL VS ST CLOUD C
Check Total:								\$216.00		
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$54.95	148173	E 01 300 211 245 000 401	Under Amour Women's Essential Sneaker,
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$31.99	148173	E 01 300 211 245 000 401	WOUEOI Women and Men Unisex Garden
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$81.96	148173	E 01 300 211 245 000 401	Nike Precision 5 Men's Basketball Shoes B
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$14.89	148173	E 01 300 211 245 000 401	SHIPPING
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	(\$7.89)	148173	E 01 300 211 245 000 401	DISCOUNTS
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$49.94	148174	E 12 300 411 000 740 433	Super smash bros. ultimate - nintendo swit
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$49.99	148174	E 12 300 411 000 740 433	Mario kart 8 deluxe - nintendo switch
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$299.99	148174	E 12 300 411 000 740 433	Nintendo switch with neon blue and neon r
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$39.99	148174	E 12 300 411 000 740 433	SanDisk 256
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$14.98	148175	E 01 300 331 000 830 433	Crayola low odor dry erase markers for kids
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$49.48	148176	E 01 005 630 000 000 401	Ultimate Office AdjustaView 10-Pocket Des
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$22.72	148176	E 01 005 630 000 000 401	Five Star Spiral Notebook, 5 Subject, Colle
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$5.47	148176	E 01 005 630 000 000 401	Sharpie 27145 Pocket Highlighters, Chisel
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$13.99	148176	E 01 005 630 000 000 401	PILOT G2 Premium Refillable & Retractable
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$2.18	148176	E 01 005 630 000 000 401	Swingline SF1 Standard Staples (5,000 per
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$13.99	148176	E 01 005 630 000 000 401	Swingline Stapler, Optima 25, Full Size Des
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$174.89	148176	E 01 005 110 000 000 401	HP 508A CF360A Toner Cartridge Black
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$14.98	148176	E 01 005 110 000 000 401	Highlighters, Shuttle Art 30 Pack Green Hig
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$17.98	148176	E 01 005 110 000 000 401	70 Pack Highlighters, Shuttle Art Yellow Hig
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$14.98	148176	E 01 005 110 000 000 401	Highlighters, Shuttle Art 30 Pack Highlighte
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$22.50	148176	E 01 005 110 000 000 401	Amazon Basics Chisel Tip, Fluorescent Ink
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$6.99	148176	E 01 005 110 000 000 401	Dapesuom Mouse Pad, Small Mouse Pad (
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$540.40	148176	E 01 005 110 000 000 401	Original HP 508A Cyan, Magenta, Yellow Tr
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$9.90	148177	E 01 300 211 133 000 401	Great Papers! Metallic blue border certifica
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$76.93	148177	E 01 300 211 133 000 401	Bachmore 8.5"x11" hardbound sketchbook,
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$42.57	148177	E 01 300 211 133 000 401	Musical note jazz ceramic coffee/tea mug ti
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$25.59	148177	E 01 300 211 133 000 401	Geographics gold foil award certificate seal
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$28.99	148177	E 01 300 211 133 000 401	Elite Red & White parchment certificate pa
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$43.96	148177	E 01 300 211 133 000 401	Elite Gold & White parchment certificate pa
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$79.90	148177	E 01 300 211 133 000 401	Elite Blue & Blue parchment, certificate pa
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$61.90	148179	E 01 300 790 000 699 401	Viz-Pro cork notice board, 48 x 36 inches, s

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001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$327.98	148179	E 01 300 790 000 699 401	REDCAMP extended folding wagon cart he
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$13.69	148179	E 01 300 790 000 699 401	Auhoahsil desk pad, XL extended large gar
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$36.79	148179	E 01 300 790 000 699 401	Desk edge power strip with 4 USB port rem
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$9.99	148179	E 01 300 790 000 699 401	Ceramic pen holder stand cup pencil organ
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$29.99	148179	E 01 300 790 000 699 401	Office file organizer desktop, 7 tier paper le
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$39.90	148179	E 01 300 790 000 699 401	ShadeOn calming fluorescent light covers (
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$74.99	148179	E 01 300 790 000 699 401	IRIS USA 32 qt. plastic storage bin tote org
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$45.99	148179	E 01 300 790 000 699 401	IRIS USA 12 qt. plastic storage bin tote org
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$99.99	148179	E 01 300 790 000 699 401	IRIS USA 53 qt. plastic storage bin tote org
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$259.99	148179	E 01 300 790 000 699 401	White tall metal storage cabinet, pataku loc
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$130.87	148179	E 01 300 790 000 699 401	Freight
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	(\$60.88)	148179	E 01 300 790 000 699 401	Promos & Discounts
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$27.90	148188	E 04 500 596 000 344 430	B006W1115E Winner award medals - 72 pc
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$0.00	148188	E 04 500 596 000 344 430	Amazon Shipping Charge
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$31.78	148189	E 04 500 570 000 321 401	B001V5LCC8 Verbatim CD-R 700MB 52X :
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$83.23	148189	E 04 500 570 000 321 401	B0042FS96G Sterilite 17531712 15 Quart/
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$99.95	148189	E 04 500 570 000 321 401	B087P8R5PW R.Y.TOYS Fidget Toys for Av
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$127.92	148189	E 04 500 570 000 321 401	B08FFR3GVY Sensory Fidget Toys Set 7 F
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$39.98	148189	E 04 500 570 000 321 401	B09F3PC276 12 Pack Fidgets Stress Balls
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$29.95	148189	E 04 500 570 000 321 401	B09LYGXZHH Genuvi 4 PCS Pop Fidget B
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$16.97	148189	E 04 500 570 000 321 401	B09N2Q4PWM 12 Packs Funny Sensory F
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$131.96	148189	E 04 500 570 000 321 401	B09NY5V9GK 70 Pcs Fidget Toy Pack, Fid
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$39.98	148189	E 04 500 570 000 321 401	B09QKCTR89 4PCS Pop Fidget Dinosaurs
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$0.00	148189	E 04 500 570 000 321 401	Amazon Shipping Charge
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$99.60	148190	E 04 500 570 000 321 401	B01M5F2YPO Crayola Sidewalk Chalk, We
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$6.99	148190	E 04 500 570 000 321 401	B085H8H593 YOSCO Pen Holder Stand fo
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$115.36	148190	E 04 500 560 126 321 401	B086P82VFX Robelle Big Boss Swimming
001	101636	CH	1	04874	AMAZON CAPITAL SERVICES	06/03/2022	\$0.00	148190	E 04 500 560 126 321 401	Amazon Shipping Charge
							Check Total:	\$3,761.94		
001	101637	CH	1	02084	APPLE COMPUTER INC	06/03/2022	\$99.90	148181	E 12 100 401 000 740 433	STM Dux Plus Duo for 10.2. inch iPad HNL
							Check Total:	\$99.90		
001	101638	CH	1	10225	BARKER, CURTIS	06/03/2022	\$85.00	148180	E 11 300 296 125 000 305	V SOFTBALL OFFICIAL VS SAUK RAPIDS
							Check Total:	\$85.00		

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001	101639	CH	1	09599	BAUMGARTNER, SCOTT	06/03/2022	\$170.00	148182	E 11 300 296 125 000 305	V SOFTBALL OFFICIAL VS NORTH BRAN	
							Check Total:	\$170.00			
001	101640	CH	1	10414	BIG BEAR APPAREL	06/03/2022	\$216.00	148191	E 04 500 560 122 321 436	BL CE TANK TOPS	
							Check Total:	\$216.00			
001	101641	CH	1	13295	BILAL, FARID	06/03/2022	\$166.00	148178	E 11 300 296 162 000 305	JV/V LACROSSE OFFICIAL VS MONTICE	
							Check Total:	\$166.00			
001	101642	CH	1	13243	BOECKERS, MARK	06/03/2022	\$105.00	148238	E 11 300 294 111 000 305	JV BASEBALL OFFICIAL VS CAMBRIDGE	
							Check Total:	\$105.00			
001	101643	CH	1	10289	BROWN, BRETT	06/03/2022	\$170.00	148183	E 11 300 296 125 000 305	JV SOFTBALL OFFICIAL VS NORTH BRA	
001	101643	CH	1	10289	BROWN, BRETT	06/03/2022	\$105.00	148239	E 11 201 294 111 000 305	7TH/8TH BASEBALL OFFICIAL VS STMA	
							Check Total:	\$275.00			
001	101644	CH	1	12453	BUCK, HAROLD	06/03/2022	\$164.00	148233	E 11 300 294 162 000 305	JV/V BOYS LACROSSE OFFICIAL VS CHI	
							Check Total:	\$164.00			
001	101645	CH	1	13298	CAMPBELL, BENTON	06/03/2022	\$171.00	148186	E 11 300 296 162 000 305	JV/V LACROSSE OFFICIAL VS ST CLOUI	
							Check Total:	\$171.00			
001	101646	CH	1	01475	CONNEXUS ENERGY	06/03/2022	\$42.54	148192	E 01 005 810 860 000 331	SOFTBALL CONCESSIONS ELECTRICAL	
001	101646	CH	1	01475	CONNEXUS ENERGY	06/03/2022	\$6,698.97	148192	E 01 100 810 000 000 331	INDEPENDENCE ELECTRICAL APRIL 202	
001	101646	CH	1	01475	CONNEXUS ENERGY	06/03/2022	\$10,813.59	148192	E 01 110 810 000 000 331	LIBERTY ELECTRICAL APRIL 2022	
001	101646	CH	1	01475	CONNEXUS ENERGY	06/03/2022	\$165.16	148192	E 01 005 810 860 000 331	BASEBALL FIELD LIGHTS ELECTRICAL /	
001	101646	CH	1	01475	CONNEXUS ENERGY	06/03/2022	\$729.52	148192	E 01 005 810 860 000 331	SOFTBALL FIELD LIGHTS ELECTRICAL /	
							Check Total:	\$18,449.78			
001	101647	CH	1	01475	CONNEXUS ENERGY	06/03/2022	\$214.49	148230	E 01 005 810 860 000 331	ELECTRICAL (GLENWOOD)	
001	101647	CH	1	01475	CONNEXUS ENERGY	06/03/2022	\$86.67	148231	E 01 005 810 860 000 331	ELECTRICAL (IRRIG SVC)	
							Check Total:	\$301.16			
001	101648	CH	1	05147	DORR, BRIAN	06/03/2022	\$105.00	148240	E 11 300 294 111 000 305	V BASEBALL OFFICIAL VS CAMBRIDGE	
							Check Total:	\$105.00			
001	101649	CH	1	06741	ELITE SANITATION	06/03/2022	\$282.00	148187	E 04 500 505 000 321 335	FASTPITCH ICE BREAKER TOURNAMEN	
							Check Total:	\$282.00			
001	101650	CH	1	12073	FAGERSTROM, ADAM	06/03/2022	\$105.00	148194	E 11 300 294 111 000 305	V BASEBALL OFFICIAL VS NORTH BRAN	
							Check Total:	\$105.00			
001	101651	CH	1	12990	FLEISCHMAN, GREG	06/03/2022	\$154.50	148232	E 11 300 294 162 000 305	JV/V BOYS LACROSSE OFFICIAL VS CHI	
							Check Total:	\$154.50			

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001	101652	CH	1 13292	FRISCHMAN, JAMES	06/03/2022	\$108.00	148193	E 11 300 294 162 000 305	V LACROSSE OFFICIAL VS GRAND RAP
Check Total:						\$108.00			
001	101653	CH	1 13293	GATES, MASON	06/03/2022	\$141.00	148196	E 11 300 294 162 000 305	JV/V BOYS LACROSSE OFFICIAL VS BR
001	101653	CH	1 13293	GATES, MASON	06/03/2022	\$141.00	148198	E 11 300 294 162 000 305	JV/V BOYS LACROSSE OFFICIAL VS MO
Check Total:						\$282.00			
001	101654	CH	1 12516	GILBERT MECHANICAL CONTRACTOR	06/03/2022	\$1,329.50	148244	E 01 300 810 351 000 350	REPLACE SPRINKLER HEAD DUE TO FII
Check Total:						\$1,329.50			
001	101655	CH	1 12313	GUTHRIE, REBECCA	06/03/2022	\$237.39	148197	E 04 799 590 000 351 433	21/22 HOME SCHOOL REIMBURSEMENT
Check Total:						\$237.39			
001	101656	CH	1 13127	HARMS, MELISSA	06/03/2022	\$175.00	148200	E 01 300 259 000 000 305	05/16 ACCOMPANIST CHOIR CONCERT
Check Total:						\$175.00			
001	101657	CH	1 12895	HIDDE, KEVIN	06/03/2022	\$210.00	148195	E 11 300 294 111 000 305	JV BASEBALL OFFICIAL VS CHISAGO LA
Check Total:						\$210.00			
001	101658	CH	1 12465	HUDYMA, DEREK	06/03/2022	\$108.00	148199	E 11 300 296 162 000 305	V LACROSSE OFFICIAL
Check Total:						\$108.00			
001	101659	CH	1 01095	ISD #882 - MONTICELLO	06/03/2022	\$3,865.00	148236	E 01 005 850 000 000 581	LEASE PAYMENT SY 21/22
001	101659	CH	1 01095	ISD #882 - MONTICELLO	06/03/2022	\$39,767.00	148236	E 01 005 850 000 000 580	LEASE PAYMENT SY 21/22
Check Total:						\$43,632.00			
001	101660	CH	1 13286	KAMPHOFF, CINDRA	06/03/2022	\$3,000.00	148204	E 04 500 585 000 362 305	BEYOND GRIT: EMBRACING PASSION AI
Check Total:						\$3,000.00			
001	101661	CH	1 13296	KILEN, KIP	06/03/2022	\$166.00	148201	E 11 300 296 162 000 305	JV/V LACROSSE OFFICIAL VS MONTICE
Check Total:						\$166.00			
001	101662	CH	1 10430	KLEINMEYER, TERRY	06/03/2022	\$85.00	148202	E 11 300 296 125 000 305	V SOFTBALL OFFICIAL VS CAMBRIDGE-
Check Total:						\$85.00			
001	101663	CH	1 13290	KREFT, DAVE	06/03/2022	\$105.00	148241	E 11 300 294 111 000 305	V BASEBALL OFFICIAL VS CAMBRIDGE-
Check Total:						\$105.00			
001	101664	CH	1 05914	KREMER, BOB	06/03/2022	\$210.00	148203	E 11 300 294 111 000 305	V BASEBALL OFFICIAL VS CHISAGO LA
Check Total:						\$210.00			
001	101665	CH	1 07920	MCGRAW, CHAD	06/03/2022	\$105.00	148206	E 11 300 294 111 000 305	V BASEBALL OFFICIAL VS NORTH BRAN
Check Total:						\$105.00			
001	101666	CH	1 12307	MRI SOFTWARE LLC	06/03/2022	\$151.00	148205	E 01 005 105 170 000 305	BACKGROUND SCREENING APRIL 2022
Check Total:						\$151.00			

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001	101667	CH	1 09361	PRATT, MARK	06/03/2022	\$85.00	148207	E 11 300 296 125 000 305	JV SOFTBALL OFFICIAL VS CAMBRIDGE
Check Total:						\$85.00			
001	101668	CH	1 13240	PROCARE THERAPY	06/03/2022	\$2,250.00	148208	E 12 110 401 000 740 394	Telepractitioner Jerra Boudjouk 25 hours pe
001	101668	CH	1 13240	PROCARE THERAPY	06/03/2022	\$2,250.00	148209	E 12 110 401 000 740 394	Telepractitioner Jerra Boudjouk 25 hours pe
001	101668	CH	1 13240	PROCARE THERAPY	06/03/2022	\$2,250.00	148243	E 12 110 401 000 740 394	Telepractitioner Jerra Boudjouk 25 hours pe
Check Total:						\$6,750.00			
001	101669	CH	1 01840	RATWIK, ROSZAK & MALONEY, P.A.	06/03/2022	\$3,740.88	148235	E 01 005 110 305 000 305	APRIL 2022 LEGAL SERVICES
Check Total:						\$3,740.88			
001	101670	CH	1 13220	RUMPCA-BARRETT, JOELYN	06/03/2022	\$116.75	148226	E 04 500 560 080 321 305	BEGINNER YOGA CLASS INSTRUCTION
Check Total:						\$116.75			
001	101671	CH	1 12448	SACCOMAN, JOHN	06/03/2022	\$96.50	148211	E 11 300 294 162 000 305	V LACROSSE OFFICIAL VS GRAND RAP
001	101671	CH	1 12448	SACCOMAN, JOHN	06/03/2022	\$154.50	148212	E 11 300 294 162 000 305	JV/V BOYS LACROSSE OFFICIAL VS BR
Check Total:						\$251.00			
001	101672	CH	1 04849	SCSU-SENIOR TO SOPHOMORE PROC	06/03/2022	\$3,300.00	148213	E 01 300 211 211 000 390	TRIGONOMETRY
001	101672	CH	1 04849	SCSU-SENIOR TO SOPHOMORE PROC	06/03/2022	\$3,300.00	148214	E 01 300 211 211 000 390	INTRO TO REHETORICAL AND ANALYTIC
001	101672	CH	1 04849	SCSU-SENIOR TO SOPHOMORE PROC	06/03/2022	\$3,300.00	148215	E 01 300 211 211 000 390	INTRO TO PSYCHOLOGY
001	101672	CH	1 04849	SCSU-SENIOR TO SOPHOMORE PROC	06/03/2022	\$3,300.00	148216	E 01 300 211 211 000 390	INTRO TO ENVIRONMENTAL STUDIES
Check Total:						\$13,200.00			
001	101673	CH	1 04797	SEAVERT, DALE	06/03/2022	\$210.00	148210	E 11 300 294 111 000 305	V BASEBALL OFFICIAL VS CHISAGO LAF
Check Total:						\$210.00			
001	101674	CH	1 03649	SHERBURNE CO HEALTH & HUMAN	06/03/2022	\$5,000.00	148217	E 01 300 211 000 000 394	TRUANCY INTERVENTION SPECIALIST 2
Check Total:						\$5,000.00			
001	101675	CH	1 06532	VISION STAFFING	06/03/2022	\$1,083.24	148218	E 01 005 810 356 000 305	JANITORIAL SERVICES WEEK OF 05/15/
Check Total:						\$1,083.24			
001	101676	CH	1 13294	WEINER, BENJAMIN	06/03/2022	\$159.50	148219	E 11 300 294 162 000 305	JV/V BOYS LACROSSE OFFICIAL VS BR
001	101676	CH	1 13294	WEINER, BENJAMIN	06/03/2022	\$159.50	148224	E 11 300 294 162 000 305	JV/V BOYS LACROSSE OFFICIAL VS MO
001	101676	CH	1 13294	WEINER, BENJAMIN	06/03/2022	\$159.50	148234	E 11 300 294 162 000 305	JV/V BOYS LACROSSE OFFICIAL VS CH
Check Total:						\$478.50			
001	101677	CH	1 12861	WHITE, TERRY	06/03/2022	\$159.50	148220	E 11 300 294 162 000 305	JV/V BOYS LACROSSE OFFICIAL VS MO
001	101677	CH	1 12861	WHITE, TERRY	06/03/2022	\$101.50	148221	E 11 300 294 162 000 305	V LACROSSE OFFICIAL VS GRAND RAP
Check Total:						\$261.00			
001	101678	CH	1 13247	WILLIAMS, LOUIS	06/03/2022	\$85.00	148222	E 11 201 296 125 000 305	7TH/8TH SOFTBALL OFFICIAL VS BUFFA

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2021 - 6/30/2022

				Pay/Void							
Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description		
001	101678	CH	1 13247	WILLIAMS, LOUIS	06/03/2022	\$105.00	148242	E 11 300 294 111 000 305	9TH BASEBALL OFFICIAL VS WILLMAR		
						Check Total:	\$190.00				
001	101679	CH	1 05170	WISNIESKI, DAVID	06/03/2022	\$170.00	148225	E 11 300 296 125 000 305	V SOFTBALL OFFICIAL VS NORTH BRAN		
						Check Total:	\$170.00				
001	101680	CH	1 01240	WRIGHT TECHNICAL CENTER	06/03/2022	\$11,398.00	148229	E 01 300 399 000 000 391	WTC ASSESSMENT JUNE 2022		
001	101680	CH	1 01240	WRIGHT TECHNICAL CENTER	06/03/2022	\$2,441.00	148229	E 01 005 850 000 000 580	BUILDING ADDITION 2009 JUNE 2009		
001	101680	CH	1 01240	WRIGHT TECHNICAL CENTER	06/03/2022	\$1,480.73	148229	E 05 005 865 000 000 390	LONG TERM FACILITY MAINT JUNE 2022		
001	101680	CH	1 01240	WRIGHT TECHNICAL CENTER	06/03/2022	\$2,349.00	148229	E 01 300 399 000 830 391	CTE LEVY JUNE 2022		
						Check Total:	\$17,668.73				
001	101681	CH	1 10278	YOUNGQUIST, TOM	06/03/2022	\$85.00	148223	E 11 300 296 125 000 305	9TH SOFTBALL OFFICIAL VS SAUK RAPI		
						Check Total:	\$85.00				
001	101683	CH	1 06130	CARD SERVICES	06/03/2022	\$69.79	148245	E 01 201 298 950 000 490	MS		
001	101683	CH	1 06130	CARD SERVICES	06/03/2022	\$70.74	148245	E 01 300 050 000 000 490	HS		
001	101683	CH	1 06130	CARD SERVICES	06/03/2022	\$7.06	148245	E 01 201 250 000 000 430	MS FACS		
001	101683	CH	1 06130	CARD SERVICES	06/03/2022	\$48.49	148245	E 01 201 250 000 000 430	MS FACS		
001	101683	CH	1 06130	CARD SERVICES	06/03/2022	\$72.72	148245	E 01 201 250 000 000 430	MS FACS		
001	101683	CH	1 06130	CARD SERVICES	06/03/2022	\$7.33	148245	E 01 201 250 000 000 430	MS FACS		
001	101683	CH	1 06130	CARD SERVICES	06/03/2022	\$77.64	148245	E 01 201 250 000 000 430	MS FACS		
001	101683	CH	1 06130	CARD SERVICES	06/03/2022	\$42.77	148245	E 01 201 250 000 000 430	MS FACS		
001	101683	CH	1 06130	CARD SERVICES	06/03/2022	(\$13.56)	148245	E 01 201 250 000 000 430	MS FACS		
001	101683	CH	1 06130	CARD SERVICES	06/03/2022	\$15.47	148245	E 01 201 250 000 000 430	MS FACS		
001	101683	CH	1 06130	CARD SERVICES	06/03/2022	\$41.82	148245	E 04 500 596 000 344 490	CE		
001	101683	CH	1 06130	CARD SERVICES	06/03/2022	\$74.85	148245	E 04 500 596 000 344 490	CE		
001	101683	CH	1 06130	CARD SERVICES	06/03/2022	\$24.98	148245	E 04 500 580 000 325 490	CE		
001	101683	CH	1 06130	CARD SERVICES	06/03/2022	\$60.29	148245	E 01 300 331 000 830 433	HS FACS		
001	101683	CH	1 06130	CARD SERVICES	06/03/2022	\$230.42	148245	E 01 300 331 000 830 433	HS FACS		
001	101683	CH	1 06130	CARD SERVICES	06/03/2022	\$13.87	148245	E 01 300 331 000 830 433	HS FACS		
001	101683	CH	1 06130	CARD SERVICES	06/03/2022	\$104.36	148245	E 01 300 331 000 830 433	HS FACS		
001	101683	CH	1 06130	CARD SERVICES	06/03/2022	\$164.09	148245	E 01 300 331 000 830 433	HS FACS		
001	101683	CH	1 06130	CARD SERVICES	06/03/2022	\$71.08	148245	E 01 300 331 000 830 433	HS FACS		
001	101683	CH	1 06130	CARD SERVICES	06/03/2022	\$91.04	148245	E 01 300 331 000 830 433	HS FACS		
001	101683	CH	1 06130	CARD SERVICES	06/03/2022	\$213.15	148245	E 01 300 331 000 830 433	HS FACS		
001	101683	CH	1 06130	CARD SERVICES	06/03/2022	\$149.37	148245	E 01 300 331 000 830 433	HS FACS		
001	101683	CH	1 06130	CARD SERVICES	06/03/2022	\$142.92	148245	E 01 300 331 000 830 433	HS FACS		

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	101683	CH	1 06130	CARD SERVICES	06/03/2022	\$92.21	148245	E 01 300 331 000 830 433	HS FACS
001	101683	CH	1 06130	CARD SERVICES	06/03/2022	\$228.03	148245	E 01 300 331 000 830 433	HS FACS
001	101683	CH	1 06130	CARD SERVICES	06/03/2022	\$25.74	148245	E 01 300 331 000 830 433	HS FACS
001	101683	CH	1 06130	CARD SERVICES	06/03/2022	\$132.31	148245	E 01 300 331 000 830 433	HS FACS
001	101683	CH	1 06130	CARD SERVICES	06/03/2022	\$34.18	148245	E 01 300 331 000 830 433	HS FACS
001	101683	CH	1 06130	CARD SERVICES	06/03/2022	\$247.71	148245	E 01 300 331 000 830 433	HS FACS
001	101683	CH	1 06130	CARD SERVICES	06/03/2022	\$99.86	148245	E 01 300 211 133 000 305	HS
Check Total:						\$2,640.73			
001	101684	CH	1 04472	CARING RIVERS UNITED WAY	06/03/2022	\$40.00	148266	B 01 215 045	United Way
001	101684	CH	1 04472	CARING RIVERS UNITED WAY	06/03/2022	\$16.00	148266	B 12 215 045	United Way
Check Total:						\$56.00			
001	101685	CH	1 04234	MN CHILD SUPPORT PYMT CENTER	06/03/2022	\$483.50	148257	B 01 215 081	Child Support
001	101685	CH	1 04234	MN CHILD SUPPORT PYMT CENTER	06/03/2022	\$422.40	148257	B 12 215 081	Child Support
Check Total:						\$905.90			
001	101686	CH	1 04223	NCPERS GROUP LIFE INS	06/03/2022	\$149.28	148260	B 01 215 033	NCPR Life
Check Total:						\$149.28			
001	101687	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	06/03/2022	\$1,013.66	148262	B 01 215 040	U Due Nc
001	101687	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	06/03/2022	\$164.08	148262	B 04 215 040	U Dues Nc
001	101687	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	06/03/2022	\$1,914.41	148262	B 12 215 040	U Due Nc
Check Total:						\$3,092.15			
001	101688	CH	1 12605	ALBIN ACQUISITION CORP	06/10/2022	\$151.00	148295	E 01 005 105 170 000 305	BACKGROUND SCREENING APRIL 2022
Check Total:						\$151.00			
001	101689	CH	1 04874	AMAZON CAPITAL SERVICES	06/10/2022	\$39.98	148271	E 01 300 331 000 830 433	6.5in cheese melting dome, HaSteel stainl
001	101689	CH	1 04874	AMAZON CAPITAL SERVICES	06/10/2022	\$62.93	148271	E 01 300 331 000 830 433	Joseph Joseph drawer store knife organize
001	101689	CH	1 04874	AMAZON CAPITAL SERVICES	06/10/2022	\$11.84	148271	E 01 300 331 000 830 433	Vegemite spread squeezey 200gm, made in
001	101689	CH	1 04874	AMAZON CAPITAL SERVICES	06/10/2022	\$8.98	148271	E 01 300 331 000 830 433	Micrake 6.3Inches air fryer paper liner for 3
001	101689	CH	1 04874	AMAZON CAPITAL SERVICES	06/10/2022	\$24.99	148271	E 01 300 331 000 830 433	LINKYO electric pencil sharpener pro (heav
001	101689	CH	1 04874	AMAZON CAPITAL SERVICES	06/10/2022	\$29.78	148271	E 01 300 331 000 830 433	Katbite 200Pcs 12x16 in. unbleached parcl
001	101689	CH	1 04874	AMAZON CAPITAL SERVICES	06/10/2022	\$299.25	148272	E 01 005 810 000 000 401	SIGNS
001	101689	CH	1 04874	AMAZON CAPITAL SERVICES	06/10/2022	\$28.59	148272	E 01 005 810 000 000 401	SPRAY NOZZLES
001	101689	CH	1 04874	AMAZON CAPITAL SERVICES	06/10/2022	\$34.74	148273	E 04 500 570 000 321 401	0152018484 How I Became a Pirate
001	101689	CH	1 04874	AMAZON CAPITAL SERVICES	06/10/2022	\$23.97	148273	E 04 500 570 000 321 401	0517885565 How I Spent My Summer Vac
001	101689	CH	1 04874	AMAZON CAPITAL SERVICES	06/10/2022	\$20.97	148273	E 04 500 570 000 321 401	0698116232 The Knight and the Dragon (P
001	101689	CH	1 04874	AMAZON CAPITAL SERVICES	06/10/2022	\$37.11	148273	E 04 500 570 000 321 401	1419721372 Ada Twist, Scientist (The Que

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	101689	CH	1 04874	AMAZON CAPITAL SERVICES	06/10/2022	\$53.97	148273	E 04 500 570 000 321 401	1492664731 Trees Make Perfect Pets: A St
001	101689	CH	1 04874	AMAZON CAPITAL SERVICES	06/10/2022	\$35.97	148273	E 04 500 570 000 321 401	1637311885 Creative Ninja: A STEAM Bool
001	101689	CH	1 04874	AMAZON CAPITAL SERVICES	06/10/2022	\$23.97	148273	E 04 500 570 000 321 401	1728250161 There Was a Black Hole that �
001	101689	CH	1 04874	AMAZON CAPITAL SERVICES	06/10/2022	\$45.36	148273	E 04 500 570 000 321 401	1732934665 Never Let a Unicorn Scribble!
001	101689	CH	1 04874	AMAZON CAPITAL SERVICES	06/10/2022	\$34.36	148273	E 04 500 570 000 321 401	B00125NZWC Crayola Mini Colored Pencil
001	101689	CH	1 04874	AMAZON CAPITAL SERVICES	06/10/2022	\$80.64	148273	E 04 500 570 000 321 401	B013RQPB5C Crayola Ultra Clean Washat
001	101689	CH	1 04874	AMAZON CAPITAL SERVICES	06/10/2022	\$259.70	148273	E 04 500 570 000 321 401	B017O2S6IY Little Debbie Swiss Rolls, 12-
001	101689	CH	1 04874	AMAZON CAPITAL SERVICES	06/10/2022	\$58.84	148273	E 04 500 570 000 321 401	B074ZRZ4CZ Swingline Stapler, Commerc
001	101689	CH	1 04874	AMAZON CAPITAL SERVICES	06/10/2022	\$81.83	148273	E 04 500 570 000 321 401	B07D45W364 Pirate's Booty Aged White C
001	101689	CH	1 04874	AMAZON CAPITAL SERVICES	06/10/2022	\$69.68	148273	E 04 500 570 000 321 401	B07KY2HBCM Crayola 64ct Ultra Clean W:
001	101689	CH	1 04874	AMAZON CAPITAL SERVICES	06/10/2022	\$22.99	148273	E 04 500 570 000 321 401	B08FTJN1T6 Disposable Aprons Plastic Ap
001	101689	CH	1 04874	AMAZON CAPITAL SERVICES	06/10/2022	\$19.99	148273	E 04 500 570 000 321 401	B08WYQJ545 Zeml Portion Cups with Lids
001	101689	CH	1 04874	AMAZON CAPITAL SERVICES	06/10/2022	\$59.94	148273	E 04 500 570 000 321 401	B08Y97C3WV Medpride NitriPride Nitrile-V
001	101689	CH	1 04874	AMAZON CAPITAL SERVICES	06/10/2022	\$299.98	148273	E 04 500 570 000 321 401	B09158X22V Portable Pickleball Net Set w
001	101689	CH	1 04874	AMAZON CAPITAL SERVICES	06/10/2022	\$0.00	148273	E 04 500 570 000 321 401	Amazon Shipping Charge
001	101689	CH	1 04874	AMAZON CAPITAL SERVICES	06/10/2022	\$602.33	148274	E 04 500 570 000 321 401	CE SUPPLIES
001	101689	CH	1 04874	AMAZON CAPITAL SERVICES	06/10/2022	\$1,399.04	148275	E 04 500 570 000 321 401	CE SUPPLIES
001	101689	CH	1 04874	AMAZON CAPITAL SERVICES	06/10/2022	\$35.82	148276	E 04 500 570 000 321 401	B00006RVTS Crayola Colored Pencil Set, :
001	101689	CH	1 04874	AMAZON CAPITAL SERVICES	06/10/2022	\$17.99	148276	E 04 500 570 000 321 401	B07SFV1G4H OBKJJ Coach Whistle,35Pa
001	101689	CH	1 04874	AMAZON CAPITAL SERVICES	06/10/2022	\$0.00	148276	E 04 500 570 000 321 401	Amazon Shipping Charge
001	101689	CH	1 04874	AMAZON CAPITAL SERVICES	06/10/2022	\$345.05	148277	E 01 005 790 000 320 430	Books for Indian Education-see attachment
001	101689	CH	1 04874	AMAZON CAPITAL SERVICES	06/10/2022	\$1,114.09	148278	E 01 005 790 000 320 430	Books for Indian Education-see attachment
001	101689	CH	1 04874	AMAZON CAPITAL SERVICES	06/10/2022	\$23.99	148289	E 01 005 105 000 000 401	DO SUPPLIES
Check Total:						\$5,308.66			
001	101690	CH	1 13241	BENEFIT RESOURCE, LLD	06/10/2022	\$75.00	148305	E 01 005 105 000 000 305	COBRA QUALIFYING EVENT
001	101690	CH	1 13241	BENEFIT RESOURCE, LLD	06/10/2022	\$108.00	148305	E 01 005 105 000 000 305	COBRA DIRECT BILL MEMBERS
Check Total:						\$183.00			
001	101691	CH	1 02097	BIG LAKE CHAMBER OF COMMERCE	06/10/2022	\$15.00	148287	E 01 005 020 000 000 366	APRIL 2022 MEMBERHIP MEETING (T TF
001	101691	CH	1 02097	BIG LAKE CHAMBER OF COMMERCE	06/10/2022	\$15.00	148288	E 01 005 020 000 000 366	MAY LEGISLATIVE MEMBERSHIP MEETI
Check Total:						\$30.00			
001	101692	CH	1 13302	BRUNNER, AARON	06/10/2022	\$167.50	148283	E 11 300 294 162 000 305	JV/V BOYS LACROSSE OFFICIAL VS SAI
Check Total:						\$167.50			
001	101693	CH	1 12453	BUCK, HAROLD	06/10/2022	\$164.00	148285	E 11 300 294 162 000 305	JV/V BOYS LACROSSE OFFICIAL VS SAI
Check Total:						\$164.00			

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	101694	CH	1 08417	EDUCATORS BENEFIT CONSULTANTS	06/10/2022	\$370.02	148280	E 01 005 105 000 000 305	403B ADMIN & COMPLIANCE
Check Total:						\$370.02			
001	101695	CH	1 13283	EL ZEENNY, FRANCISCA	06/10/2022	\$600.00	148279	E 01 201 208 000 320 430	PRESENTATION AND PERFORMANCE
001	101695	CH	1 13283	EL ZEENNY, FRANCISCA	06/10/2022	\$1,000.00	148279	E 01 005 790 000 320 305	PRESENTATION AND PERFORMANCE
Check Total:						\$1,600.00			
001	101696	CH	1 08958	FARGO PUBLIC SCHOOL DISTRICT	06/10/2022	\$444.80	148282	E 01 998 211 000 000 392	OUT OF STATE TUITION APRIL 2022 SEF
Check Total:						\$444.80			
001	101697	CH	1 12990	FLEISCHMAN, GREG	06/10/2022	\$154.50	148281	E 11 300 294 162 000 305	JV/V BOYS LACROSSE OFFICIAL VS SAI
Check Total:						\$154.50			
001	101698	CH	1 01644	IND. SCHOOL DISTRICT 877	06/10/2022	\$760.00	148284	E 01 300 211 000 000 390	WRIGHT CHOICE JANUARY 2022-JUNE 2
Check Total:						\$760.00			
001	101699	CH	1 12193	JC CONSULTING, INC.	06/10/2022	\$790.00	148292	E 01 300 220 165 000 369	JOSTENS YEARBOOK CAMP 06/14-06/16
Check Total:						\$790.00			
001	101700	CH	1 13277	JELLYFISH GRAPHICS	06/10/2022	\$7,925.78	148290	E 01 300 790 000 699 303	PCN SHIRTS
Check Total:						\$7,925.78			
001	101701	CH	1 10461	JOHNSON CONTROLS FIRE PROTECTI	06/10/2022	\$938.00	148291	E 05 201 865 000 363 350	MS B&G REPAIRS
Check Total:						\$938.00			
001	101702	CH	1 06778	LEARNING OPPORTUNITIES, INC.	06/10/2022	\$1,396.60	148293	E 01 110 620 000 000 470	LIBERTY BOOKS
Check Total:						\$1,396.60			
001	101703	CH	1 13130	LMNO DESIGN CO LLC	06/10/2022	\$2,114.00	148294	E 01 300 790 000 699 303	PCN MEDIA CONSULTANT - MAY 2022
Check Total:						\$2,114.00			
001	101704	CH	1 01121	MASSP	06/10/2022	\$275.00	148296	E 01 005 640 000 316 366	MASSP SUMMER CONFERENCE (MARK
Check Total:						\$275.00			
001	101705	CH	1 09760	PREMIER LOCATING, INC.	06/10/2022	\$96.25	148298	E 01 005 810 000 000 305	TICKETS
Check Total:						\$96.25			
001	101706	CH	1 09300	PRIMO PIZZA	06/10/2022	\$2,000.40	148299	E 11 300 298 000 000 490	08/26-12/21 CONCESSIONS
001	101706	CH	1 09300	PRIMO PIZZA	06/10/2022	\$2,428.50	148300	E 11 300 298 000 000 490	01/04-04/13 CONCESSIONS
Check Total:						\$4,428.90			
001	101707	CH	1 08133	REGION 8AA, MSHSL	06/10/2022	\$1,234.00	148286	R 11 300 292 153 000 060	SECTION 5AAA SOFTBALL ADMISSIONS
Check Total:						\$1,234.00			
001	101708	CH	1 01034	RESOURCE TRAINING & SOLUTIONS	06/10/2022	\$464.00	148301	E 01 005 640 000 316 366	LETRS TRAINING FOR ADMIN
001	101708	CH	1 01034	RESOURCE TRAINING & SOLUTIONS	06/10/2022	\$625.00	148302	E 01 100 218 000 388 369	YOUNG AUTHORS/YOUNG ARTISTS VIR
Check Total:						\$1,089.00			

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	101709	CH	1	12956	SURMA, ASHLIE	06/10/2022	\$158.26	148303	E 04 799 590 000 351 433	21/22 HOME SCHOOL REIMBURSEMENT	
Check Total:							\$158.26				
001	101710	CH	1	12762	T-MOBILE	06/10/2022	\$600.00	148304	E 01 005 630 000 000 320	HOT SPOTS MAY 2022	
Check Total:							\$600.00				
001	101711	CH	1	06532	VISION STAFFING SOLUTIONS	06/10/2022	\$2,969.82	148306	E 01 005 810 356 000 305	GROUND'S JANITORIAL SERVICES WEE	
Check Total:							\$2,969.82				
001	101712	CH	1	13247	WILLIAMS, LOUIS	06/10/2022	\$85.00	148307	E 11 201 296 125 000 305	7TH/8TH SOFTBALL OFFICIAL VS STMA	
Check Total:							\$85.00				
001	101713	CH	1	05170	WISNIESKI, DAVID	06/10/2022	\$105.00	148297	E 11 300 294 111 000 305	MS BASEBALL	
001	101713	CH	1	05170	WISNIESKI, DAVID	06/10/2022	\$85.00	148297	E 11 201 294 111 000 305	MS SOFTBALL	
001	101713	CH	1	05170	WISNIESKI, DAVID	06/10/2022	\$105.00	148297	E 11 201 294 111 000 305	MS BASEBALL	
001	101713	CH	1	05170	WISNIESKI, DAVID	06/10/2022	\$85.00	148297	E 11 201 296 125 000 305	MS SOFTBALL	
001	101713	CH	1	05170	WISNIESKI, DAVID	06/10/2022	\$85.00	148297	E 11 201 296 125 000 305	MS SOFTBALL	
001	101713	CH	1	05170	WISNIESKI, DAVID	06/10/2022	\$170.00	148297	E 11 300 296 125 000 305	9TH SOFTBALL	
001	101713	CH	1	05170	WISNIESKI, DAVID	06/10/2022	\$170.00	148297	E 11 300 296 125 000 305	JV SOFTBALL	
001	101713	CH	1	05170	WISNIESKI, DAVID	06/10/2022	\$85.00	148297	E 11 300 296 125 000 305	9TH SOFTBALL	
001	101713	CH	1	05170	WISNIESKI, DAVID	06/10/2022	\$105.00	148297	E 11 201 294 111 000 305	MS BASEBAL	
001	101713	CH	1	05170	WISNIESKI, DAVID	06/10/2022	\$170.00	148297	E 11 201 296 125 000 305	MS SOFTBALL	
001	101713	CH	1	05170	WISNIESKI, DAVID	06/10/2022	\$85.00	148297	E 11 300 296 125 000 305	JV SOFTBALL	
001	101713	CH	1	05170	WISNIESKI, DAVID	06/10/2022	\$105.00	148297	E 11 300 294 111 000 305	JV BASEBALL	
001	101713	CH	1	05170	WISNIESKI, DAVID	06/10/2022	\$105.00	148297	E 11 201 294 111 000 305	MS BASEBALL	

Check Total: \$1,460.00

Bank 001 Total: \$165,759.42

Report Total: \$165,759.42

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	101714	CH	1	13177	24RESTORE	06/17/2022	\$15,531.82	148441	E 01 300 810 351 000 305	WATER DAMAGE: MITIGATION SERVICE	
							Check Total:	\$15,531.82			
001	101715	CH	1	13314	ABDO LLP	06/17/2022	\$10,100.00	148444	E 01 005 105 000 000 305	APRIL 2022 SERVICES	
							Check Total:	\$10,100.00			
001	101716	CH	1	04874	AMAZON CAPITAL SERVICES	06/17/2022	\$6.82	148442	E 11 300 298 901 301 401	HS ATHLETICS	
001	101716	CH	1	04874	AMAZON CAPITAL SERVICES	06/17/2022	\$44.95	148442	E 11 300 294 111 000 401	HS ATHLETICS	
001	101716	CH	1	04874	AMAZON CAPITAL SERVICES	06/17/2022	\$31.99	148443	E 04 500 560 000 321 401	B09PHSRG2P Atseen Kids Tennis Balls Ba	
							Check Total:	\$83.76			
001	101717	CH	1	10336	BOULDER POINTE EQUESTRIAN AND F	06/17/2022	\$198.00	148445	E 04 500 560 090 321 305	HORSE CAMPS	
							Check Total:	\$198.00			
001	101718	CH	1	04838	CAMBRIDGE-ISANTI HIGH SCHOOL	06/17/2022	\$170.00	148448	E 11 300 294 114 000 369	BOYS GOLF MEET 05/05/2022	
001	101718	CH	1	04838	CAMBRIDGE-ISANTI HIGH SCHOOL	06/17/2022	\$170.00	148478	E 11 300 296 114 000 369	GIRLS GOLF MEET	
							Check Total:	\$340.00			
001	101719	CH	1	12904	CAPTIVATE MEDIA + CONSULTING	06/17/2022	\$3,400.00	148447	E 01 005 107 000 000 305	50% HORNET WAY VIDEO	
							Check Total:	\$3,400.00			
001	101720	CH	1	01026	DICK BLICK	06/17/2022	\$36.57	148446	E 01 100 212 000 000 430	PO 30708 INDY ART SUPPLIES	
							Check Total:	\$36.57			
001	101721	CH	1	01395	ELK RIVER HIGH SCHOOL	06/17/2022	\$175.00	148449	E 11 300 294 119 000 369	BOYS GOLF MEET 05/04/2022	
							Check Total:	\$175.00			
001	101722	CH	1	06230	GOPHER STATE ONE-CALL	06/17/2022	\$6.75	148451	E 01 005 810 000 000 350	TICKETS	
							Check Total:	\$6.75			
001	101723	CH	1	12395	HENRY EMBROIDERTY & SCREEN PRII	06/17/2022	\$4,155.00	148450	E 01 300 790 000 699 303	SHIRTS	
							Check Total:	\$4,155.00			
001	101724	CH	1	04796	ISD #477-PRINCETON	06/17/2022	\$100.00	148459	E 11 300 294 119 000 369	BOYS GOLF MEET 05/12/2022	
001	101724	CH	1	04796	ISD #477-PRINCETON	06/17/2022	\$100.00	148460	E 11 300 296 114 000 369	GIRLS GOLF MEET 05/05/2022	
001	101724	CH	1	04796	ISD #477-PRINCETON	06/17/2022	\$100.00	148461	E 11 300 296 114 000 369	GIRLS GOLF MEET 05/12/2022	
001	101724	CH	1	04796	ISD #477-PRINCETON	06/17/2022	\$150.00	148464	E 11 300 296 119 000 369	GRAND NATIONAL GIRLS GOLF MEET 05/05/2022	
001	101724	CH	1	04796	ISD #477-PRINCETON	06/17/2022	\$150.00	148465	E 11 300 294 119 000 369	GRAND NATIONAL BOYS GOLF MEET 05/12/2022	
							Check Total:	\$600.00			
001	101725	CH	1	04796	ISD #477-PRINCETON	06/17/2022	\$100.00	148462	E 11 300 296 114 000 369	GIRLS GOLF MEET 05/05/2022	
							Check Total:	\$100.00			
001	101726	CH	1	05012	KIMBALL AREA HIGH SCHOOL	06/17/2022	\$100.00	148452	E 11 300 294 119 000 369	BOYS GOLF MEET 05/12/2022	
							Check Total:	\$100.00			

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	101727	CH	1 01333	MINNESOTA EQUIPMENT	06/17/2022	\$266.34	148455	E 01 005 810 000 000 350	B&G SUPPLIES
Check Total:						\$266.34			
001	101728	CH	1 13317	MN STATE COMMUNITY & TECH COLLEGE	06/17/2022	\$3,000.00	148456	E 01 300 960 000 340 898	SCHOLARSHIP (TYLER DEHMER)
Check Total:						\$3,000.00			
001	101729	CH	1 10547	MTI DISTRIBUTING, INC.	06/17/2022	\$521.47	148457	E 01 005 810 000 000 401	B&G BEARINGS
001	101729	CH	1 10547	MTI DISTRIBUTING, INC.	06/17/2022	\$55.63	148458	E 01 005 810 000 000 401	B&G HUB
Check Total:						\$577.10			
001	101730	CH	1 13316	NEW LONDON SPICER	06/17/2022	\$125.00	148453	E 11 300 294 119 000 369	BOYS GOLF MEET 05/04/2022
Check Total:						\$125.00			
001	101731	CH	1 10455	NORTH SHORE GYM SALES LLC	06/17/2022	\$5,042.00	148454	E 04 500 560 122 321 530	ELITE ADJUSTABLE BALANCE BEAM
001	101731	CH	1 10455	NORTH SHORE GYM SALES LLC	06/17/2022	\$1,055.00	148454	E 05 300 292 000 302 530	ELITE ADJUSTABLE BALANCE BEAM
Check Total:						\$6,097.00			
001	101732	CH	1 01682	PROFESSIONAL TURF RENOVATION	06/17/2022	\$220.00	148463	E 01 005 810 000 000 401	B&G SUPPLIES
Check Total:						\$220.00			
001	101733	CH	1 12674	QUADIENT LEASING USA, INC.	06/17/2022	\$927.00	148466	E 01 005 110 000 000 335	N17042250 COPIER LEASE
Check Total:						\$927.00			
001	101734	CH	1 01187	SCHMITT MUSIC CENTERS	06/17/2022	\$265.00	148467	E 01 201 208 951 000 350	MS INSTRUMENT REPAIRS
001	101734	CH	1 01187	SCHMITT MUSIC CENTERS	06/17/2022	\$50.00	148468	E 01 201 208 951 000 350	MS INSTRUMENT REPAIRS
001	101734	CH	1 01187	SCHMITT MUSIC CENTERS	06/17/2022	\$40.00	148469	E 01 201 208 951 000 350	MS INSTRUMENT REPAIRS
001	101734	CH	1 01187	SCHMITT MUSIC CENTERS	06/17/2022	\$110.00	148470	E 01 201 208 951 000 350	MS INSTRUMENT REPAIRS
001	101734	CH	1 01187	SCHMITT MUSIC CENTERS	06/17/2022	\$200.00	148471	E 01 201 208 951 000 350	MS INSTRUMENT REPAIRS
001	101734	CH	1 01187	SCHMITT MUSIC CENTERS	06/17/2022	\$359.10	148472	E 01 300 258 000 000 430	PO 30586 HS BAND
001	101734	CH	1 01187	SCHMITT MUSIC CENTERS	06/17/2022	\$15.00	148473	E 01 300 258 000 000 430	PO 30676 HS BAND
Check Total:						\$1,039.10			
001	101735	CH	1 12779	TGK AUTOMOTIVE	06/17/2022	\$40.65	148475	E 01 005 810 000 000 350	SMALL TIRE REPAIR
Check Total:						\$40.65			
001	101736	CH	1 12740	TRI STATE RACKING	06/17/2022	\$1,026.12	148474	E 01 005 810 000 000 530	42" X 108"
001	101736	CH	1 12740	TRI STATE RACKING	06/17/2022	\$1,083.90	148474	E 01 005 810 000 000 530	108" X 4.5"
001	101736	CH	1 12740	TRI STATE RACKING	06/17/2022	\$665.10	148474	E 01 005 810 000 000 530	42" X 53"
001	101736	CH	1 12740	TRI STATE RACKING	06/17/2022	\$75.00	148474	E 01 005 810 000 000 530	SHIPPING
001	101736	CH	1 12740	TRI STATE RACKING	06/17/2022	\$0.00	148474	E 01 005 810 000 000 530	BUILDING & GROUNDS EQUIPMENT
Check Total:						\$2,850.12			

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	101737	CH	1	12514	UNIVERSITY OF MINNESOTA	06/17/2022	\$1,000.00	148477	E 01 300 960 000 340 898	SCHOLARSHIP (MATTHEW HANG)	
Check Total:							\$1,000.00				
001	101738	CH	1	06532	VISION STAFFING SOLUTIONS	06/17/2022	\$3,004.50	148476	E 01 300 810 356 000 305	FOUNDATIONS JANITORIAL SERVICES WEE	
Check Total:							\$3,004.50				
001	101739	CH	1	12743	CROWN CHRISTIAN SCHOOL	06/17/2022	\$505.00	148481	E 01 005 760 000 720 361	21/22 NON-PUBLIC TRANSPORTATION	
001	101739	CH	1	12743	CROWN CHRISTIAN SCHOOL	06/17/2022	\$518.00	148482	E 01 005 760 000 720 361	21/22 NON-PUBLIC TRANSPORTATION	
001	101739	CH	1	12743	CROWN CHRISTIAN SCHOOL	06/17/2022	\$254.00	148483	E 01 005 760 000 720 361	21/22 NON-PUBLIC TRANSPORTATION	
001	101739	CH	1	12743	CROWN CHRISTIAN SCHOOL	06/17/2022	\$250.00	148484	E 01 005 760 000 720 361	21/22 NON-PUBLIC TRANSPORTATION	
001	101739	CH	1	12743	CROWN CHRISTIAN SCHOOL	06/17/2022	\$258.00	148485	E 01 005 760 000 720 361	21/22 NON-PUBLIC TRANSPORTATION	
Check Total:							\$1,785.00				
001	101740	CH	1	13318	FOURTH BAPTIST CHRISTIAN SCHOOL	06/17/2022	\$497.00	148492	E 01 005 760 000 720 361	21/22 NON-PUBLIC TRANSPORTATION	
Check Total:							\$497.00				
001	101741	CH	1	12964	MITY-LITE, INC	06/17/2022	\$6,750.00	148480	E 04 500 505 000 321 530	30" TABLES PER QUOTE	
Check Total:							\$6,750.00				
001	101742	CH	1	12307	MRI SOFTWARE LLC	06/17/2022	\$30.00	148494	E 01 005 105 170 000 305	MAY 2022 SERVICES	
Check Total:							\$30.00				
001	101743	CH	1	08682	ST. ANDREW SCHOOL	06/17/2022	\$248.00	148486	E 01 005 760 000 720 361	21/22 NON-PUBLIC TRANSPORTATION	
001	101743	CH	1	08682	ST. ANDREW SCHOOL	06/17/2022	\$503.00	148487	E 01 005 760 000 720 361	21/22 NON-PUBLIC TRANSPORTATION	
001	101743	CH	1	08682	ST. ANDREW SCHOOL	06/17/2022	\$455.00	148488	E 01 005 760 000 720 361	21/22 NON-PUBLIC TRANSPORTATION	
001	101743	CH	1	08682	ST. ANDREW SCHOOL	06/17/2022	\$502.00	148489	E 01 005 760 000 720 361	21/22 NON-PUBLIC TRANSPORTATION	
001	101743	CH	1	08682	ST. ANDREW SCHOOL	06/17/2022	\$241.00	148490	E 01 005 760 000 720 361	21/22 NON-PUBLIC TRANSPORTATION	
001	101743	CH	1	08682	ST. ANDREW SCHOOL	06/17/2022	\$732.00	148491	E 01 005 760 000 720 361	21/22 NON-PUBLIC TRANSPORTATION	
Check Total:							\$2,681.00				
001	101744	CH	1	06532	VISION STAFFING SOLUTIONS	06/17/2022	\$2,462.28	148479	E 01 005 810 356 000 305	JANITORIAL SERVICES WEEK OF 06/05/	
Check Total:							\$2,462.28				
001	101745	CH	1	13048	WELLNESS FOR LIVING LLC	06/17/2022	\$300.00	148493	E 01 100 203 011 150 303	SUMMER COOKIE DECORATING	
Check Total:							\$300.00				
Bank 001 Total:							\$68,478.99				
Report Total:							\$68,478.99				

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1 01026	DICK BLICK	06/10/2022	\$27.60	148356	E 01 300 212 000 000 430	Purchase for the HS Art dept.
001		CC	1 01034	RESOURCE TRAINING & SOLUTIONS	06/10/2022	\$368.00	148334	E 01 005 640 000 316 366	Students of Excellence Awards & Banquet
001		CC	1 01065	HILLYARD FLOOR CARE	06/10/2022	\$3,966.56	148313	E 01 300 810 000 000 401	HS Cleaning Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	06/10/2022	\$5,449.10	148351	E 01 201 810 000 000 401	PO 30854 MS Cleaning Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	06/10/2022	\$1,542.72	148371	E 01 005 720 000 170 401	PO 30856 Aresenal 1 Qt Plus (Care Fund),
001		CC	1 01065	HILLYARD FLOOR CARE	06/10/2022	\$36.65	148371	E 01 300 810 000 000 401	PO 30856 Aresenal 1 Qt Plus (Care Fund),
001		CC	1 01065	HILLYARD FLOOR CARE	06/10/2022	\$27.08	148371	E 01 201 810 000 000 401	PO 30856 Aresenal 1 Qt Plus (Care Fund),
001		CC	1 01065	HILLYARD FLOOR CARE	06/10/2022	\$64.09	148375	E 01 201 810 000 000 401	B&G Blades PU KIT
001		CC	1 01065	HILLYARD FLOOR CARE	06/10/2022	\$3,364.00	148377	E 01 005 720 000 170 401	PO 30849- Gloves PPE
001		CC	1 01065	HILLYARD FLOOR CARE	06/10/2022	\$250.00	148398	E 01 100 810 000 000 401	B&G Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	06/10/2022	\$178.75	148398	E 01 100 810 000 000 401	B&G Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	06/10/2022	\$208.55	148398	E 01 100 810 000 000 305	B&G Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	06/10/2022	\$328.91	148398	E 01 110 810 000 000 401	B&G Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	06/10/2022	\$22.44	148398	E 01 110 810 000 000 401	B&G Supplies
001		CC	1 01146	MONTICELLO PRINTING	06/10/2022	\$215.31	148349	E 01 300 211 131 000 401	PO 30834 ACADEMIC AWARD CERTIFIC/
001		CC	1 02196	GENERAL RENTAL CENTER OF MONTI	06/10/2022	\$200.00	148395	E 04 500 570 000 321 305	Kids Club Rental Deposit
001		CC	1 02231	NASSP	06/10/2022	\$6.39	148363	E 01 300 211 131 000 401	
001		CC	1 02274	VALLEYFAIR	06/10/2022	\$2,125.00	148317	E 01 300 258 214 000 369	Band Performer Tickets
001		CC	1 02274	VALLEYFAIR	06/10/2022	\$1,365.20	148342	E 01 300 258 214 000 369	HS Field Trip to Valleyfair
001		CC	1 02795	MN SCHOOL BOARDS ASSOCIATION	06/10/2022	\$1,000.00	148404	E 01 005 105 000 000 305	Master Agreement Analysis
001		CC	1 02795	MN SCHOOL BOARDS ASSOCIATION	06/10/2022	(\$210.00)	148435	E 01 005 010 000 000 366	Refund
001		CC	1 03102	METRO SALES INC	06/10/2022	\$695.73	148421	E 01 100 050 000 000 350	Quarterly Maintenance Agreement
001		CC	1 03102	METRO SALES INC	06/10/2022	\$318.60	148421	E 01 100 050 000 000 380	Quarterly Maintenance Agreement
001		CC	1 03102	METRO SALES INC	06/10/2022	\$1,459.25	148421	E 01 110 050 000 000 350	Quarterly Maintenance Agreement
001		CC	1 03102	METRO SALES INC	06/10/2022	\$318.60	148421	E 01 110 050 000 000 380	Quarterly Maintenance Agreement
001		CC	1 03102	METRO SALES INC	06/10/2022	\$41.52	148421	E 01 100 203 000 000 350	Quarterly Maintenance Agreement
001		CC	1 03102	METRO SALES INC	06/10/2022	\$11.41	148421	E 04 500 570 000 321 350	Quarterly Maintenance Agreement
001		CC	1 03102	METRO SALES INC	06/10/2022	\$208.46	148421	E 02 005 770 000 701 350	Quarterly Maintenance Agreement
001		CC	1 03102	METRO SALES INC	06/10/2022	\$9.24	148421	R 01 100 203 000 000 099	Quarterly Maintenance Agreement
001		CC	1 03102	METRO SALES INC	06/10/2022	\$37.18	148421	E 12 005 420 000 740 350	Quarterly Maintenance Agreement
001		CC	1 03102	METRO SALES INC	06/10/2022	\$1.37	148421	E 02 005 770 000 701 350	Quarterly Maintenance Agreement
001		CC	1 03102	METRO SALES INC	06/10/2022	\$91.27	148421	E 04 500 505 000 321 350	Quarterly Maintenance Agreement
001		CC	1 03102	METRO SALES INC	06/10/2022	\$386.75	148421	E 01 005 110 000 000 350	Quarterly Maintenance Agreement
001		CC	1 03102	METRO SALES INC	06/10/2022	\$4.17	148421	E 11 300 292 000 000 350	Quarterly Maintenance Agreement

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1 03102	METRO SALES INC	06/10/2022	\$510.44	148421	E 01 300 211 000 000 350	Quarterly Maintenance Agreement
001		CC	1 03102	METRO SALES INC	06/10/2022	\$514.69	148421	E 04 500 580 000 325 350	Quarterly Maintenance Agreement
001		CC	1 03102	METRO SALES INC	06/10/2022	\$307.24	148421	E 04 500 505 000 321 350	Quarterly Maintenance Agreement
001		CC	1 03102	METRO SALES INC	06/10/2022	\$307.24	148421	E 04 500 570 000 321 350	Quarterly Maintenance Agreement
001		CC	1 03102	METRO SALES INC	06/10/2022	\$307.23	148421	E 04 500 596 000 344 350	Quarterly Maintenance Agreement
001		CC	1 03102	METRO SALES INC	06/10/2022	\$1,976.56	148421	E 01 300 211 000 000 350	Quarterly Maintenance Agreement
001		CC	1 03102	METRO SALES INC	06/10/2022	\$11.38	148421	E 01 300 790 000 699 350	Quarterly Maintenance Agreement
001		CC	1 03351	GOPHER SPORT	06/10/2022	\$2,301.22	148424	E 01 300 240 000 000 430	PO 30696 HS Phy Ed Supplies
001		CC	1 03455	GRAINGER	06/10/2022	\$258.84	148374	E 01 100 810 000 000 350	PO 30847 Indy B&G Supplies
001		CC	1 03455	GRAINGER	06/10/2022	\$93.14	148390	E 01 300 810 000 000 350	HS B&G Belts PO 30846
001		CC	1 03455	GRAINGER	06/10/2022	\$85.96	148428	E 01 005 810 000 000 401	B&g Supplies
001		CC	1 03566	FOLLETT LIBRARY RESOURCES	06/10/2022	\$558.55	148341	E 01 100 620 000 000 470	PO 30709 Indy Books
001		CC	1 03566	FOLLETT LIBRARY RESOURCES	06/10/2022	\$5,839.30	148368	E 05 005 630 000 795 406	Hosted Service Renewal (Follett)
001		CC	1 03832	FLAGHOUSE, INC	06/10/2022	\$170.73	148370	E 12 100 404 000 740 433	PO 30705 Indy Supplies
001		CC	1 03832	FLAGHOUSE, INC	06/10/2022	\$24.25	148370	E 12 100 404 000 740 401	PO 30705 Indy Supplies
001		CC	1 03951	HEINEMANN	06/10/2022	\$3,364.29	148429	E 01 797 203 000 303 430	Do The Math Supplies PO 30613
001		CC	1 03951	HEINEMANN	06/10/2022	\$3,364.29	148429	E 01 797 203 011 163 430	Do The Math Supplies PO 30613
001		CC	1 04279	MCPETE'S SPORTS BAR & LANES	06/10/2022	\$92.54	148325	E 01 300 790 000 699 490	Community Open House
001		CC	1 04279	MCPETE'S SPORTS BAR & LANES	06/10/2022	\$1,200.00	148344	E 01 300 790 000 699 490	Community Ed Open House Bowling, Shoe
001		CC	1 04641	IEA	06/10/2022	\$1,175.00	148339	E 05 005 865 000 358 305	2020-2022 AHERA Inspections
001		CC	1 04874	AMAZON.COM	06/10/2022	\$570.88	148323	E 01 005 630 000 000 456	Chromebook bins
001		CC	1 04874	AMAZON.COM	06/10/2022	\$115.00	148387	E 01 005 630 000 000 456	printer fuser
001		CC	1 04874	AMAZON.COM	06/10/2022	\$794.00	148388	E 01 005 630 000 000 401	Desk
001		CC	1 04874	AMAZON.COM	06/10/2022	\$299.20	148391	E 01 005 630 000 000 456	chromebook return bags
001		CC	1 04874	AMAZON.COM	06/10/2022	\$1,811.94	148402	E 01 005 630 000 000 456	Teacher Apple TV Setups
001		CC	1 04917	RADISSON HOTEL	06/10/2022	\$355.02	148432	E 01 100 050 000 000 366	MESPA
001		CC	1 04944	DOMINO'S PIZZA	06/10/2022	\$93.13	148381	E 11 300 289 000 000 490	Prom food for volunteers
001		CC	1 05123	DAIRY QUEEN	06/10/2022	\$965.20	148401	E 01 005 241 204 000 490	Staff Appreciation DQ
001		CC	1 05218	BREEZY POINT RESORT	06/10/2022	\$440.00	148346	E 01 005 640 000 316 366	Lodging Keri MASSP
001		CC	1 05218	BREEZY POINT RESORT	06/10/2022	\$665.00	148359	E 01 300 050 000 000 366	Reservation for B Dockendorf to attend the
001		CC	1 05218	BREEZY POINT RESORT	06/10/2022	\$665.00	148364	E 01 300 605 000 000 366	Reservation for A Charboneau-Folch for the
001		CC	1 05248	PIZZA FACTORY	06/10/2022	\$192.95	148405	E 04 500 560 157 321 490	CE Musical
001		CC	1 05248	PIZZA FACTORY	06/10/2022	\$79.14	148416	E 04 500 560 157 321 490	CE Musical
001		CC	1 05264	BSN SPORTS	06/10/2022	\$171.00	148436	E 11 300 294 111 000 401	PO 30815 Mark 1 Official League Baseball

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1	05351	HOME DEPOT	06/10/2022	\$16,399.50	148322	E 01 005 720 000 170 401	PO 30866 COWAY AIRMEGA 400 HEPA FI
001		CC	1	05351	HOME DEPOT	06/10/2022	\$28.12	148336	E 01 201 810 000 000 401	MS B&G Supplies
001		CC	1	05351	HOME DEPOT	06/10/2022	\$35.64	148361	E 01 005 810 000 000 401	B&G Supplies
001		CC	1	05351	HOME DEPOT	06/10/2022	\$122.79	148380	E 01 300 810 000 000 350	B&G Supplies
001		CC	1	05351	HOME DEPOT	06/10/2022	\$3,475.50	148385	E 01 005 720 000 170 401	COWAY AIRMEGA 400 HEPA FILTERS & F
001		CC	1	05351	HOME DEPOT	06/10/2022	\$1,345.00	148389	E 01 005 720 000 170 401	PO 30852 HONEYWELL HEPA AIR FILTEF
001		CC	1	05351	HOME DEPOT	06/10/2022	\$33.89	148434	E 04 500 580 000 325 401	ECFE/SR Supplies
001		CC	1	05351	HOME DEPOT	06/10/2022	\$24.93	148434	E 04 500 596 000 344 401	ECFE/SR Supplies
001		CC	1	05599	SUBWAY	06/10/2022	\$19.20	148311	E 04 500 580 000 325 490	EC Staff Meeting
001		CC	1	05599	SUBWAY	06/10/2022	\$109.55	148321	E 04 500 580 000 325 490	EC Staff Mtg
001		CC	1	05599	SUBWAY	06/10/2022	\$50.00	148406	E 01 300 790 000 699 303	Gift Cards PCN Grant
001		CC	1	06051	FINKEN WATER CENTERS	06/10/2022	\$60.95	148373	E 01 005 810 000 000 401	Softener Salt and Drinking Water
001		CC	1	06051	FINKEN WATER CENTERS	06/10/2022	\$40.95	148373	E 01 201 810 000 000 401	Softener Salt and Drinking Water
001		CC	1	06051	FINKEN WATER CENTERS	06/10/2022	\$52.45	148373	E 01 300 810 000 000 401	Softener Salt and Drinking Water
001		CC	1	06051	FINKEN WATER CENTERS	06/10/2022	\$93.70	148373	E 01 100 810 000 000 401	Softener Salt and Drinking Water
001		CC	1	06130	COBORN'S INC.	06/10/2022	\$15.97	148343	E 01 005 010 000 000 490	Food
001		CC	1	06130	COBORN'S INC.	06/10/2022	\$186.67	148350	E 01 300 298 130 301 490	Coborns purchase for the Fine Arts Ceremc
001		CC	1	06130	COBORN'S INC.	06/10/2022	\$27.96	148355	E 01 005 610 000 000 490	Interviews
001		CC	1	06130	COBORN'S INC.	06/10/2022	\$65.03	148427	E 01 005 010 000 000 490	Strategic Planning Meeting
001		CC	1	06584	RIVER CITY EXTREME	06/10/2022	\$2,530.14	148382	E 11 300 289 000 000 305	Rivercity Extreme - prom
001		CC	1	07115	TRAILS	06/10/2022	\$184.11	148335	E 01 300 790 000 699 490	PCN Grant
001		CC	1	07639	COLE PAPER	06/10/2022	\$1,750.00	148399	E 01 300 211 000 000 401	PO 30831/30839 White Copy Paper
001		CC	1	07639	COLE PAPER	06/10/2022	\$1,757.00	148399	E 01 201 208 000 000 401	PO 30831/30839 White Copy Paper
001		CC	1	07785	CARIBOU COFFEE CO	06/10/2022	\$60.00	148413	E 01 300 790 000 699 303	Gift Cards PCN Grant
001		CC	1	07866	RBS ACTIVEWEAR	06/10/2022	\$4,007.28	148365	E 04 500 570 000 321 401	KC Field Trip Shirts
001		CC	1	08066	TARGET	06/10/2022	\$231.00	148410	E 01 300 790 000 699 303	Gift Cards PCN Grant
001		CC	1	08174	PIZZA PUB	06/10/2022	\$111.83	148324	E 01 100 203 911 000 490	lunch for school patrols
001		CC	1	08174	PIZZA PUB	06/10/2022	\$66.21	148358	E 01 005 610 000 000 490	Interview Lunches
001		CC	1	08198	ROCHESTER TELECOM SYSTEMS INC	06/10/2022	\$3.15	148308	E 04 500 505 000 321 305	CE Long Distance
001		CC	1	08198	ROCHESTER TELECOM SYSTEMS INC	06/10/2022	\$19.12	148310	E 01 300 810 000 000 320	HS Long Distance
001		CC	1	08198	ROCHESTER TELECOM SYSTEMS INC	06/10/2022	\$35.11	148312	E 01 110 810 000 000 320	Liberty Long Distance
001		CC	1	08198	ROCHESTER TELECOM SYSTEMS INC	06/10/2022	\$13.13	148315	E 01 201 810 000 000 320	MS Long Distance
001		CC	1	08198	ROCHESTER TELECOM SYSTEMS INC	06/10/2022	\$21.82	148316	E 01 100 810 000 000 320	Indy Long Distance
001		CC	1	08198	ROCHESTER TELECOM SYSTEMS INC	06/10/2022	\$42.32	148318	E 01 005 810 000 000 320	DO Long Distance

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		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	06/10/2022	\$4.85	148407	E 04 500 505 000 321 305	CE Long Distance March 2022
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	06/10/2022	\$28.30	148408	E 01 100 810 000 000 320	Indy Long Distance March 2022
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	06/10/2022	\$33.02	148414	E 01 005 810 000 000 320	DO Long Distance March 2022
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	06/10/2022	\$12.05	148415	E 01 201 810 000 000 320	MS Long Distance March 2022
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	06/10/2022	\$29.06	148420	E 01 110 810 000 000 320	Liberty Long Distance March 2022
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	06/10/2022	\$12.11	148423	E 01 300 810 000 000 320	HS Long Distance March 2022
001		CC	1 08347	WALMART	06/10/2022	\$98.82	148367	E 01 300 331 000 830 433	Wal-Mart purchase on 5/11/22 for FACS cla
001		CC	1 08347	WALMART	06/10/2022	\$17.88	148369	E 01 100 203 908 000 490	treat for 5th grade
001		CC	1 08347	WALMART	06/10/2022	\$125.44	148372	E 04 500 570 000 321 401	KC Supplies
001		CC	1 08347	WALMART	06/10/2022	\$19.70	148384	E 04 500 580 000 325 401	ECFE Supplies
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	06/10/2022	\$6,784.35	148332	E 02 005 770 000 701 401	PO 30812 & PO 30855
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	06/10/2022	\$18.62	148332	E 01 005 720 000 000 401	PO 30812 & PO 30855
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	06/10/2022	\$5,110.89	148357	E 05 005 010 000 302 530	PO 30804 Tables
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	06/10/2022	\$76.71	148360	E 01 005 720 000 000 401	PO 30855 Health Services Supplies
001		CC	1 09044	MENARDS - ELK RIVER	06/10/2022	\$54.99	148340	E 01 300 810 000 000 350	HS B&G Supplies
001		CC	1 09044	MENARDS - ELK RIVER	06/10/2022	\$82.29	148393	E 01 005 810 000 000 401	B&G Supplies
001		CC	1 09044	MENARDS - ELK RIVER	06/10/2022	\$442.90	148418	E 01 300 361 000 830 433	HS Indy Tech Plywood PO 30830
001		CC	1 09044	MENARDS - ELK RIVER	06/10/2022	\$362.29	148425	E 01 005 810 000 000 401	B&G Supplies
001		CC	1 09079	ITEEA	06/10/2022	\$240.00	148430	E 01 100 203 312 000 401	Elementary Group Membership
001		CC	1 09596	LEARNING ALLY	06/10/2022	\$79.00	148433	E 01 005 640 000 316 366	Spotlight on Dyslexia
001		CC	1 10311	MASMS	06/10/2022	\$175.00	148326	E 01 005 810 000 000 366	MN Educational Facility Management Profe
001		CC	1 10434	MAJESTIC CREATIONS	06/10/2022	\$75.00	148309	E 01 005 010 000 000 401	Awards (Majestic Creations)
001		CC	1 10434	MAJESTIC CREATIONS	06/10/2022	\$1,234.60	148314	E 01 005 105 000 000 401	Awards (Majestic Creations)
001		CC	1 10512	CASEY'S	06/10/2022	\$68.66	148333	E 01 005 010 000 000 490	Strategic Planning 05.07.2022
001		CC	1 10512	CASEY'S	06/10/2022	\$78.85	148411	E 01 005 010 000 000 490	Strategic Planning Meeting
001		CC	1 10512	CASEY'S	06/10/2022	\$159.33	148422	E 04 500 560 157 321 490	CE Musical
001		CC	1 10535	FUN AND FUNCTION	06/10/2022	\$157.98	148392	E 12 110 410 000 740 433	PO 30778 PO Supplies
001		CC	1 10535	FUN AND FUNCTION	06/10/2022	\$157.98	148392	E 12 110 412 000 740 433	PO 30778 PO Supplies
001		CC	1 10535	FUN AND FUNCTION	06/10/2022	\$107.97	148392	E 01 110 740 000 000 401	PO 30778 PO Supplies
001		CC	1 10535	FUN AND FUNCTION	06/10/2022	\$55.11	148392	E 12 110 412 000 740 433	PO 30778 PO Supplies
001		CC	1 10575	CONSTANT CONTACT	06/10/2022	\$125.00	148400	E 04 500 505 000 321 305	CE Marketing
001		CC	1 12012	EVENTBRITE INC	06/10/2022	\$160.76	148348	E 01 005 790 000 320 366	Pedagogy & Practice 11.16.2022 (Eventbrit
001		CC	1 12012	EVENTBRITE INC	06/10/2022	\$160.76	148353	E 01 005 790 000 320 366	Supporting Native Students 08.15.2022 (Ev
001		CC	1 12012	EVENTBRITE INC	06/10/2022	\$50.00	148354	E 01 005 790 000 320 366	Listen & Learn 09/28/2022 (Eventbrite)

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1	12027	GODADDY.COM	06/10/2022	\$189.98	148338	E 01 005 630 000 000 305	Godaddy SSL renewal
001		CC	1	12031	LANGUAGELINE Solutions	06/10/2022	\$90.85	148328	E 01 110 219 000 317 358	Interpreter 05.23.2022
001		CC	1	12129	SIPTRUNK, INC	06/10/2022	\$68.54	148409	E 01 005 630 000 000 320	Backup Phone
001		CC	1	12145	GOPHER STAGE LIGHTING	06/10/2022	\$169.50	148376	E 04 500 560 157 321 401	HS Auditorium
001		CC	1	12192	WINSOR LEARNING, INC.	06/10/2022	\$115.50	148426	E 05 100 203 602 302 460	PO 30806 Sunday System 1 - Science of R
001		CC	1	12382	ADOBE	06/10/2022	\$29.99	148320	E 01 005 107 000 000 305	District Communications
001		CC	1	12382	ADOBE	06/10/2022	\$29.99	148327	E 01 005 107 000 000 305	District Communications
001		CC	1	12382	ADOBE	06/10/2022	\$179.88	148403	E 04 500 505 000 321 305	CE Marketing
001		CC	1	12409	FACEBOOK	06/10/2022	\$29.97	148331	E 01 005 107 000 000 305	District Communications
001		CC	1	12464	FLIGHT DECK ATHLETICS	06/10/2022	\$240.87	148437	E 11 300 294 114 000 401	PO 30833 Track & Field Supplies
001		CC	1	12464	FLIGHT DECK ATHLETICS	06/10/2022	\$240.88	148437	E 11 300 296 114 000 401	PO 30833 Track & Field Supplies
001		CC	1	12511	PANERA BREAD	06/10/2022	\$18.10	148386	E 04 500 580 341 325 490	EC Meeting
001		CC	1	12796	GIMKIT	06/10/2022	\$1,000.00	148330	E 05 201 260 602 302 406	Gimkit for 2022/2023 school year
001		CC	1	12851	NEW YORK TIMES	06/10/2022	\$17.00	148397	E 01 300 220 000 000 430	NYTimes purchase for Ms. Spaulding's Eng
001		CC	1	12871	ZOOM US	06/10/2022	\$16.09	148378	E 01 005 630 000 000 305	Board Zoom
001		CC	1	12891	WILSON LANGUAGE TRAINING	06/10/2022	\$351.00	148347	E 12 110 407 000 740 433	PO 30621 Liberty Supplies
001		CC	1	12891	WILSON LANGUAGE TRAINING	06/10/2022	\$3,990.60	148394	E 01 110 203 000 000 430	PO 30779 Geodes Level 2
001		CC	1	13021	GRAND RAPIDS PUBLIC SCHOOLS	06/10/2022	\$48.00	148329	E 04 500 560 000 321 305	Grasp 6654 Reading & Math
001		CC	1	13072	CINTAS CORPORATION NO 2	06/10/2022	\$123.82	148383	E 01 300 810 350 000 305	Uniform Services April 2022
001		CC	1	13072	CINTAS CORPORATION NO 2	06/10/2022	\$123.40	148383	E 01 100 810 350 000 305	Uniform Services April 2022
001		CC	1	13072	CINTAS CORPORATION NO 2	06/10/2022	\$151.76	148383	E 01 201 810 350 000 305	Uniform Services April 2022
001		CC	1	13072	CINTAS CORPORATION NO 2	06/10/2022	\$63.78	148383	E 01 110 810 350 000 305	Uniform Services April 2022
001		CC	1	13106	CADCA ALEXANDRA VA	06/10/2022	\$695.00	148396	E 01 300 790 000 699 368	Adult Member Coalition (N Seafolk)
001		CC	1	13123	GATHERWELL, PLLC	06/10/2022	\$130.00	148345	E 01 005 720 000 170 303	Covid Testing
001		CC	1	13166	LRS OF MINNESOTA, LLC	06/10/2022	\$757.80	148352	E 01 300 810 000 000 333	Waste Services April 2022
001		CC	1	13166	LRS OF MINNESOTA, LLC	06/10/2022	\$649.90	148352	E 01 201 810 000 000 333	Waste Services April 2022
001		CC	1	13166	LRS OF MINNESOTA, LLC	06/10/2022	\$746.34	148352	E 01 100 810 000 000 333	Waste Services April 2022
001		CC	1	13166	LRS OF MINNESOTA, LLC	06/10/2022	\$855.55	148352	E 01 110 810 000 000 333	Waste Services April 2022
001		CC	1	13166	LRS OF MINNESOTA, LLC	06/10/2022	\$129.75	148352	E 01 005 810 000 000 333	Waste Services April 2022
001		CC	1	13185	PATRIOT NEWS MN	06/10/2022	\$167.50	148366	E 01 005 010 000 000 305	May 7, Legal (Week 1)
001		CC	1	13185	PATRIOT NEWS MN	06/10/2022	\$77.50	148431	E 01 005 010 000 000 305	Apr 23 Legal (Week 1)
001		CC	1	13227	GLM DISPLAYS	06/10/2022	\$156.37	148337	E 01 300 790 000 699 303	6 Ft Fitted Table Throw with Custom Imprin
001		CC	1	13282	DIRECT COMMUNICATION SOLUTIONS	06/10/2022	\$1,510.00	148379	E 01 005 760 000 720 405	BusWhere Software License
001		CC	1	13304	SPIKES FEED SEED & PET	06/10/2022	\$335.90	148319	E 01 005 810 000 000 401	Roudup

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1 13307	CELEBRATE PLANET EARTH	06/10/2022	\$166.15	148362	E 01 110 203 100 000 430	PO 30664 Liberty Supplies
001		CC	1 13308	INDEED	06/10/2022	\$60.00	148412	E 01 005 105 000 000 305	Indeed Job Applies
001		CC	1 13309	EMBER COFFEE CO	06/10/2022	\$50.00	148417	E 01 300 790 000 699 303	Gift Cards PCN Grant
001		CC	1 13310	GRIND NUTRITION	06/10/2022	\$75.00	148419	E 01 300 790 000 699 303	Gift Card
Check Total:						\$117,072.80			
Bank 001 Total:						<input type="text" value="\$117,072.80"/>			
Report Total:						<input type="text" value="\$117,072.80"/>			



EQUAL EMPLOYMENT OPPORTUNITY

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and school district employees.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities, or privileges of employment.
- D. Every school district employee shall be responsible for following this policy.
- E. Any person having a question regarding this policy should discuss it with the Human Resources Manager.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 2615 (Family and Medical Leave Act)
38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)
38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 405 (Veteran's Preference)
MSBA/MASA Model Policy 413 (Harassment and Violence)



DISABILITY NONDISCRIMINATION POLICY

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact the school district's appointed ADA/Section 504 coordinator. Please refer to the employee handbook for contact information or contact the district office.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. 794 *et seq.* (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 12101 (Americans with Disabilities Act)
29 C.F.R. Part 32
34 C.F.R. Part 104

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)



EMPLOYMENT BACKGROUND CHECKS

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district

II. GENERAL STATEMENT OF POLICY

- A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, volunteers, vendors, or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

III. PROCEDURES

- A. Normally an individual will not commence employment or provide services until the school district receives the results of the criminal history background check. The school district may conditionally hire an applicant or allow an individual to provide services pending completion of the background check but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (BCA). The BCA shall conduct the background check by retrieving criminal history data as defined in Minn. Stat. § 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.
- B. In order for an individual to be eligible for employment, volunteer, or to provide athletic coaching services or other extracurricular academic coaching services to the school district, except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to the BCA and the

- school district of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.
- C. The school district, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the Minnesota Professional Educator Licensing and Standards Board or the commissioner of education within the 12 months preceding an offer of employment or permission to provide services.
 - D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:
 1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
 2. the other school hiring authority conducted a criminal background check within the previous 12 months;
 3. the individual executes a written consent form giving the school district access to the results of the check; and
 4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.
 - E. For all non-state residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. Such individuals must provide an executed criminal history consent form.
 - F. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
 - G. Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.
 - H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
 - I. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.
 - J. The school district may apply these procedures to other volunteers, independent contractors, or student employees.
 - K. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other

similar communication. A form notice for this purpose is included with this policy.

IV. CRIMINAL HISTORY CONSENT FORM

A form to obtain consent for a criminal history background check is included with this policy.

Legal References: Minn. Stat. § 13.04, Subd. 4 (Inaccurate or Incomplete Data)
Minn. Stat. § 13.87, Subd. 1 (Criminal History Data)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child Protection Background Check Act)
Minn. Stat. § 364.09(b) (Exception for School Districts)



VETERAN'S PREFERENCE

I. PURPOSE

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process

II. GENERAL STATEMENT OF POLICY

- A. The school district's policy is to comply with the VPA regarding veteran's preference rights and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice, upon stated changes, and in writing. This paragraph does not apply to the position of teacher.
- C. Veteran's preference points will be applied pursuant to applicable law as follows:
 - 1. A credit of ten points shall be added to the competitive open examination rating of a non disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 2. A credit of fifteen points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.
 - 4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.
- D. Eligibility for and application of veteran's preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.
- E. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran's preference.
- F. The school district's policy is to use a 100-point hiring system to enable allocation of veteran's preference points. The school district may or may not use a 100-point hiring system for filling teaching positions. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.
- G. If the school district rejects a member of the finalist pool who has claimed veteran's preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district's personnel officer.
- H. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
 - 1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
 - 2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration

provisions set forth in a collective bargaining agreement in the event of a discharge.

- I. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

Legal References: Minn. Stat. § 43A.11 (Veteran's Preference)
Minn. Stat. § 197.455 (Veteran's Preference Applied)
Minn. Stat. § 197.46 (Veterans Preference Act)
Hall v. City of Champlin, 463 N.W.2d 502 (Minn. 1990)
Young v. City of Duluth, 410 N.W.2d 27 (Minn. Ct. App. 1987)

Cross References: MSBA/MASA Model Policy 401 (Equal Employment Opportunity)



PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its ~~personnel~~ employees, volunteers, independent contractors, and applicants (“personnel”).

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. “Public” means that the data is available to anyone who requests it.
- B. “Private” means the data is not public and is accessible only to the following: the subject of the data, as limited by any applicable state or federal law; individuals within the school district whose work assignments reasonably require access; entities and agencies as determined by the responsible authority who are authorized by law to gain access to that specific data; and entities or individuals given access by the express written direction of the data subject.
- C. “Confidential” means the data are not public and are not accessible to the subject.
- D. “Parking space leasing data” means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- E. “Personnel data” means government data on individuals maintained because they are or were employees, applicants for employment, or volunteers or independent contractors for the school district. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations.
- F. “Finalist” means an individual who is selected to be interviewed by the school board for a position.
- G. “Protected health information” means individually identifiable health information as defined in 45 C.F.R. § 160.103, that is transmitted by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium by a health care provider, in connection with a transaction covered by 45 C.F.R. Parts 160, 162 and 164. “Protected health information” excludes individually identifiable health information in education records covered by the federal Family Educational Rights and Privacy Act, employment records held by a school district in its role as employer, and records regarding a person who has been deceased for more than fifty (50) years.
- H. “Public officials” means business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals.

IV. PUBLIC PERSONNEL DATA

- A. The following information on current and former employees, volunteers and independent contractors of the school district, is public:
1. name;
 2. employee identification number, which may not be the employee's social security number;
 3. actual gross salary;
 4. salary range;
 5. terms and conditions of employment relationship;
 6. contract fees;
 7. actual gross pension;
 8. the value and nature of employer-paid fringe benefits;
 9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
 10. job title;
 11. bargaining unit;
 12. job description;
 13. education and training background;
 14. previous work experience;
 15. date of first and last employment;
 16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
 17. the final disposition of any disciplinary action, as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
 18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
 19. work location;
 20. work telephone number;
 21. badge number;
 22. work-related continuing education;
 23. honors and awards received; and
 24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.
- B. The following information on applicants for employment is public:
1. veteran status;
 2. relevant test scores;
 3. rank on eligible list;
 4. job history;
 5. education and training; and
 6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the school board to be finalists for public

employment.

D. Applicants for appointment to a public body.

1. Data about applicants for appointment to a public body collected by the school district as a result of the applicant's application for employment are private data on individuals except that the following are public:
 - a. name;
 - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
 - c. education and training;
 - d. employment history;
 - e. volunteer work;
 - f. awards and honors;
 - g. prior government service;
 - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minn. Stat. § 15.0597; and
 - i. veteran status.
2. Once an individual is appointed to a public body, the following additional items of data are public:
 - a. residential address;
 - b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
 - c. first and last dates of service on the public body;
 - d. the existence and status of any complaints or charges against an appointee; and
 - e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.
3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

E. Regardless of whether there has been a final disposition as defined in Minn. Stat. § 13.43, Subd. 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minn. Stat. § 13.43, Subd. 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources.

F. Data relating to a complaint or charge against a public official is public only if: (1) the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or (2) potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement. Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data not listed in Section IV are private data and will not be otherwise released unless authorized by law.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected or maintained by the school district to administer employee assistance programs are private.

- D. Parking space leasing data are private.
- E. An individual's checking account number is private when submitted to a government entity.
- F. Personnel data may be disseminated to labor organizations to the extent the responsible authority determines is the dissemination is necessary for the labor organization to conduct elections, notify employees of fair share fee assessments and implement the provisions of Minnesota Statutes chapters 179 and 179A. Personnel data shall be disseminated to labor organizations and the Bureau of Mediation Services ("BMS") to the extent the dissemination is ordered or authorized by the Commissioner of the BMS.
- G. The Big Lake School District may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- H. The Big Lake School District may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
 1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 2. a pre-petition screening team conducting an investigation of the employee under Minn. Stat. § 253B.07, Subd. 1; or
 3. a court, law enforcement agency, or prosecuting authority.
- I. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime committed by an employee.
- J. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- K. When allegations of sexual or other types of harassment are made against an employee, the employee does not have access to data that would identify the complainant or other witnesses if the responsible authority determines that the employee's access to that data would:
 1. threaten the personal safety of the complainant or a witness; or
 2. subject the complainant or witness to harassment.
 If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.
- L. The school district must report to the Minnesota Professional Educator Licensing and Standards Board ("PELSB") or the Board of School Administrators ("BOSA"), whichever has jurisdiction over the teacher's or administrator's license as required by Minn. Stat. § 122A.20, Subd. 2, and shall, upon written request from the licensing board having jurisdiction over a license, provide the licensing board with information about the teacher or administrator from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minn. Stat. § 122A.20, Subd. 2.
- M. Private personnel data shall be disclosed to the Department of Employment and Economic Development for the purpose of administration of the unemployment insurance program under Minn. Stat. Ch. 268.
- N. When a report of alleged maltreatment of a student in a school is made to the Commissioner of the Minnesota Department of Education ("MDE"), under Minnesota Statutes Chapter 260E, data that are relevant and collected by the school about the person alleged to have committed maltreatment must be provided to the Commissioner on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing a parent, legal guardian, or custodian of a child.

- O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if:
1. an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or
 2. the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minn. Stat. Ch. 13. Data that are released under this paragraph must not include data on the student.
- P. Data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or improve the school district operations is private data. An employee who is identified in a suggestion, however, shall have access to all data in the suggestion except the identity of the employee making the suggestion.
- Q. Protected health information, as defined in 45 C.F.R. Parts 160 and 164, on employees is private and will not be disclosed except as permitted or required by law.
- R. Personal home contact information for employees may be used by the school district to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of school district operations and may be and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
- S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
- T. When a continuing contract teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual offenses involving a child as set forth in Minnesota Statutes, section 122A.40, subdivision 13(b), or when the Commissioner of the Minnesota Department of Education (MDE) makes a final determination of child maltreatment involving a teacher under Minnesota Statutes, section 260E.21, subdivision 4 or 260E.35, the school principal or other person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minn. Stat. § 13.41, Subd. 5, and must provide PELSB and the licensing division at MDE with the necessary and relevant information to enable PELSB and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minn. Stat. § 123B.03, a school board or other school hiring authority must contact PELSB and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher

(employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minn. Stat. Ch. 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The Big Lake School District shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated the Human Resources Manager as the authority responsible for personnel data. The responsible authority, or a school district employee if so designated, shall serve as the school district's data practices compliance official and, as such, shall be the employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

- Legal References:**
- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 - Minn. Stat. § 13.02 (Definitions)
 - Minn. Stat. § 13.03 (Access to Government Data)
 - Minn. Stat. § 13.05 (Duties of Responsible Authority)
 - Minn. Stat. § 13.37 (General Nonpublic Data)
 - Minn. Stat. § 13.39 (Civil Investigation Data)
 - Minn. Stat. § 13.41 (Licensing Data – Public Data)
 - Minn. Stat. § 13.43 (Personnel Data)
 - Minn. Stat. § 13.601, Subd. 3 (Elected and Appointed Officials)
 - Minn. Stat. § 15.0597 (Appointment to Multimember Agencies)
 - Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)
 - Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment; Contracts; Termination)
 - Minn. Stat. § 123B.03 (Background Check)
 - Minn. Stat. § 123B.143, subd. 2 (Disclose Past Buyouts)
 - Minn. Stat. Ch. 179 (Minnesota Labor Relations Act)
 - Minn. Stat. Ch. 179A (Minnesota Public Labor Relations Act)
 - Minn. Stat. § 253B.07 (Judicial Commitment: Preliminary Procedures)
 - Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
 - Minn. Stat. Ch. 268 (Unemployment Insurance)
 - Minn. R. Pt. 1205 (Data Practices)
 - P.L. 104-191 (HIPAA)
 - 45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

- Cross References:**
- MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
 - MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Model Policy 722 (Public Data Requests)
MSBA Law Bulletin “I” (School Records – Privacy – Access to Data)



SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE

I. PURPOSE

The purpose of this policy is to protect the privacy rights of school district employees and students under both state and federal law when requested to testify or provide educational records for a judicial or administrative proceeding.

II. GENERAL STATEMENT OF POLICY

This policy is to provide guidance and direction for school district employees who may be subpoenaed to testify and/or provide educational records for a judicial or administrative proceeding.

III. DATA CLASSIFICATION

A. Educational Data

1. State Law

The Minnesota Government Data Practices Act (MGDPA), Minn. Stat. Ch. 13, classifies all educational data, except for directory information as designated by the school district, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data or a parent if the subject of the data is a minor.**

2. Federal Law

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, provides that educational data may not be released, except pursuant to informed consent by the individual subject of the data or any lawfully issued subpoena. Regulations promulgated under the federal law require that the school district must first make a reasonable effort to notify the parent of the student, or the student if the student is 18 years of age or older, of the subpoena in advance of releasing the information pursuant to the subpoena.

B. Personnel Data

The MGDPA, Minn. Stat. Ch. 13, also classifies all personnel data, except for certain data specifically classified as public, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data.**

IV. APPLICATION AND PROCEDURES

- A. Any employee who receives a subpoena for any purpose related to employment is to inform the building administrator or designated supervisor when the employee receives the subpoena. The building administrator or designated supervisor shall immediately inform the superintendent that the employee has received a subpoena.
- B. No employee may release educational data, personnel data, or any other data of any kind without consultation in advance with the superintendent. Information relating to the subpoena must be considered private data.
- C. Payment for attendance at judicial or administrative proceedings and the retention of witness and mileage fees is to be determined in accordance with the applicable school board policies and collective bargaining agreements.
- D. The administration shall not release any information except in strict compliance with state and federal law and this policy. Recognizing that an unauthorized release may expose the school district or its employees to civil or criminal penalties or loss of employment, the administration shall confer with school district legal counsel prior to release of such data.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Rules 1205.0100, Subp. 5 (Minnesota Rules Regarding Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)

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. 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



Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or exec. director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role(s).

Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: Big Lake Schools

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): 0727-01

Superintendent or Exec. Director Name: Tim Truebenbach

Will act as the IOwA? Yes No

If no, identify below the individual who will act as the IOwA for your organization.

The Superintendent or Exec. Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOwA) for this organization:

Print Name: Kimberly Johnson

Title: District Office Administrative Assistant

Board Member Signature:

Name: _____

Date: _____

Once the EDIAM Board Resolution is completed, scan and email it to: useraccess.mde@state.mn.us

Big Lake High School Lacrosse

Highlights from the 2022 Spring Season - Boys & Girls



Thank You!

- On behalf of all the players, parents & coaches of our student athletes (grades 7-12) and our Big Lake Lacrosse Booster Club, we'd like to thank Jared Matson, AD and the members of the Big Lake School Board for officially adopting lacrosse as a school sport!
- We've been able to expand our offerings for our MS and HS students and have been able to continue to grow the sport in our community!

2022 Girls Program Highlights

- 29 Players -
 - Grades 7-12
- Program Coop with Spectrum & Princeton
 - 3 Spectrum Players
 - 4 Princeton Players
- TWELVE girls brand new to the sport of lacrosse!



More Girls Highlights:

- Big Lake was able to field both JV and Varsity teams for the first time since the program began in 2019!
- The Hornets achieved their first WIN in program history!
- Finished the season with 4 wins and were more competitive this year with closer score differentials!
- Defense and goalies were a huge factor in keeping the girls competitive with more experienced programs!
- 4 players reached double-digit milestones in points scored.



2022 Boys Program Highlights

- 38 Players -
 - Grades 7-12
- Program Coop with Princeton HS
 - 9 Princeton Players
- SIXTEEN boys brand new to the sport of lacrosse!



More Boys Highlights:

- Hornets were able to field a JV team for every game.
- Two wins this year as opposed to one win in 2021. The Hornet boys were competitive in a number of other games this year as well!
- Next year we have the potential to return 35 players with previous HS experience!



Thanks again from Big Lake Lacrosse!



Picture from our
Ice Cream Social
with Youth
and HS
players/families!

This is a growing sport in our area and we look forward to being able to continue providing this opportunity to our student athletes!

SUMMARY OF YTD 21-22 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	* May-22
-Revise Summer Academic Enrichment and Mental Health federal grant budget; rev=exp	\$41,225	* May-22
-Increase gen ed aid for overage in actual enrollment versus budgeted enrollment	\$113,062	* May-22
-Estimate of insurance recovery revenue for 2 insurance claims	\$105,000	

NET CURRENT REVENUE BUDGET

\$38,802,361

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 Health -72,000 (more single vs family); 3 budgeted SPED FTE's were not filled	(\$202,785)	* Dec-21
-Establish grant rev and exp budget for federal grant, ESSER I - 9.5%, remaining funds from 20-21 grant	\$7,102	* Dec-21
-Establish COVID grant testing budget for test kits	\$60,000	* Dec-21
-Increase MSC Online budget for more enrollments than expected	\$4,950	* Dec-21
-Establish a budget for Chromebook repairs and replacements to be funded from tech protection fees	\$32,500	* Dec-21
-Adjust COVID testing grant rev=exp	\$54,491	* Jan-22
-Decrease transp budget for actual regular and SPED routes, had budgeted at prepandemic levels	(\$194,138)	* Jan-22
-Adjust Indian Education budget to approved plan submitted to MDE	(\$7,870)	* Jan-22
-Establish budget for LCTS grant rev=exp	\$16,000	* Jan-22
-Establish budget for pandemic enrollment loss grant rev=exp	\$43,194	* Jan-22
-Adjust PCN grant expenditures to match approved grant budget	\$21,073	* Jan-22
-Increase electricity and natural gas budgets	\$31,691	* Jan-22
-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	* May-22
-Establish budget for FIN 162 and FIN 163-learning recovery grants; rev=exp	\$103,658	* May-22
-Decrease targeted services budget for expenditures allowed in FIN 162 and FIN 163 grants	(\$48,692)	* May-22
-Revise Summer Academic Enrichment and Mental Health federal grant budget; rev=exp	\$41,225	* May-22
-Increase special services transportation budgets for increased routes	\$33,234	* May-22
-Decrease budgets to be reinstated in 22-23; timing differences and supply chain issues. Capital, technology levy, MS sound system budgets, curriculum, and copier budgets	(\$802,281)	
-Adjust Reserve for MA supply budgets	(\$3,700)	
-Estimate of repairs and replacements as of result of 2 insurance claims	\$125,000	

NET CURRENT EXPENSE BUDGET

\$39,220,570

SUMMARY OF YTD 21-22 BUDGET ADJUSTMENTS

**Denotes Specific School Board Approval*

	AMOUNT	DATE
FOOD SERVICE FUND:		
REVENUE:		
Original Budget	\$1,819,935	* Jun-21
-Mid-year revision: Incr rev for increased meal counts, SSO rates, 1x state money, incr ala carte sales	\$403,040	* Feb-22
-Incr revenue for receipt of supply chain assistance federal revenue funds	\$54,055	* Apr-22
-Incr revenue for revised estimate of federal aids	\$28,904	
NET CURRENT REVENUE BUDGET	\$2,305,934	
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
-Decrease equipment budget to be reinstated in 22-23 due to supply chain issues	(\$99,508)	
NET CURRENT EXPENSE BUDGET	\$1,915,668	
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
-Decrease exp budget for LTFM bonds; to be budgeted in 22-23	(\$428,663)	
NET CURRENT EXPENSE BUDGET	\$7,810,725	

SUMMARY OF YTD 21-22 BUDGET ADJUSTMENTS

**Denotes Specific School Board Approval*

	AMOUNT	DATE
DEBT SERVICE FUND		
REVENUE:		
Original Budget	\$5,744,662 *	Jun-21
-Adjust for refunding bond proceeds	\$8,816,626 *	Jan-22
-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	
	AMOUNT	DATE
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) *	May-22
NET CURRENT EXPENSE BUDGET	\$243,085	

ISD #727 2021-2022 Revised Budget

June 16th, 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	\$ 341,617	\$ (16,778)	\$ -	\$ 101,251
Operating Capital	\$ 570,269	\$ 741,538	\$ 813,924	\$ (72,386)	\$ -	\$ 497,883
Capital Projects Levy	\$ 369,164	\$ 563,770	\$ 476,274	\$ 87,496	\$ -	\$ 456,660
Staff Development	\$ 115,432	\$ 463,465	\$ 469,226	\$ (5,761)	\$ -	\$ 109,671
Third Party/Medical Assistance	\$ 262,782	\$ 30,000	\$ 109,927	\$ (79,927)	\$ -	\$ 182,855
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	\$ 16,600	\$ 2,060	\$ 14,540	\$ -	\$ 30,542
Safe Schools Levy	\$ 2,165	\$ 123,511	\$ 129,837	\$ (6,326)	\$ 4,161	\$ -
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	\$ 22,977	\$ (11,377)	\$ -	\$ 115,097
Other Assigned Fund Balances	\$ 525,049	\$ 158,383	\$ 184,210	\$ (25,827)	\$ -	\$ 499,222
Nonspendable for Prepaid Items	\$ 156,596	\$ -	\$ -	\$ -	\$ -	\$ 156,596
Unassigned	\$ 7,833,335	\$ 34,227,750	\$ 34,458,884	\$ (231,134)	\$ (4,161)	\$ 7,598,040
Subtotal	\$ 11,398,312	\$ 38,802,361	\$ 39,220,570	\$ (418,209)	\$ -	\$ 10,980,103
Food Service:						
Restricted						
Restricted	\$ 165,547	\$ 2,305,934	\$ 1,915,668	\$ 390,266	\$ -	\$ 555,813
Nonspendable for Inventory	\$ 36,087	\$ -	\$ -	\$ -	\$ -	\$ 36,087
Subtotal	\$ 201,634	\$ 2,305,934	\$ 1,915,668	\$ 390,266	\$ -	\$ 591,900
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	\$ 4,365,495	\$ (4,361,495)	\$ -	\$ 428,663
Referendum Projects	\$ 16,637	\$ 30,624,224	\$ 3,445,230	\$ 27,178,994	\$ -	\$ 27,195,631
	\$ 4,806,795	\$ 30,628,224	\$ 7,810,725	\$ 22,817,499	\$ -	\$ 27,624,294
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	\$ 88,528,535	\$ 66,287,107	\$ 22,241,428	\$ -	\$ 42,808,410

CASH REPORT FOR SCHOOL BOARD

BIG LAKE PUBLIC SCHOOLS

Independent School District # 727

for month: May 2022

101 - CASH ACCOUNTS					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$ 1,874,485	\$ 4,467,777	\$ (3,803,678)		\$ 2,538,584
Food Service	(\$1,208,559)	17,175	(179,410)		(\$1,370,794)
Community Service	(\$347,216)	203,236	(237,003)		(\$380,983)
Building Fund	\$0	981,791	(981,791)		\$0
Debt Service	\$261,761	-	-		\$261,761
Project fund- HVAC (Fund 15)	\$12,723	-	(1,418)		\$11,305
Custodial Fund (Fund 18)	\$1,302	-	-		\$1,302
OPEB Trust Fund	\$83,192	-	(16,235)		\$66,957
TOTAL PER BOOKS	677,688	5,669,979.00	(\$5,219,535)	\$0	1,128,132
				General Checking Account	\$1,128,132
				TOTAL PER BANK	\$1,128,132

102 - PETTY CASH ACCOUNT					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$1,898	-	(\$36)	-	\$1,862
				Petty Cash Checking Account	\$1,862
				TOTAL PER BANK	\$1,862

104 - INVESTMENT ACCOUNTS					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	(\$697,877)	\$ 4,798,649	\$ (4,277,400)		(\$176,628)
General Fd Operating Investments	\$12,767,329	988,435	-		\$13,755,764
Food Service	\$1,782,748	233,263	-		\$2,016,011
Community Service	\$1,440,109	81,152	-		\$1,521,261
Debt Service	\$1,016,483	1,349,886	(14)		\$2,366,355
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)	\$1,280,678	678	-		\$1,281,356
Refunding Bond Invest. 2021B (Fd 07)	\$0				\$0
Facilities Investments 2022A (Fd 06)	\$30,070,517	4,225	(981,791)		\$29,092,951
OPEB Trust Fund	\$1,003,413	1,289	-		\$1,004,702
OPEB Trust Equities	\$564,592	1,459	-		\$566,051
TOTAL PER BOOKS	\$49,476,693	\$7,459,036	(\$5,259,205)	\$0	\$51,676,524
				MN Trust	\$5,727,000
				Operating Investments	\$13,755,764
				Refunding Bond Investments	\$0
				Building Fund Investments	\$30,623,007
				OPEB Trust	\$1,570,753
				TOTAL PER BANK	\$51,676,524

CASH AND INVESTMENT BALANCE SUMMARY BY FUND					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	\$ 13,945,835	\$ 10,254,861	\$ (8,081,114)	\$ -	\$ 16,119,582
Food Service	\$574,189	250,438	(179,410)	-	\$645,217
Community Service	\$1,092,893	284,388	(237,003)	-	\$1,140,278
Debt Service	1,526,944	1,349,886	(14)	-	2,876,816
Project Fund HVAC- Fund 15	\$1,293,402	678	(1,418)	-	\$1,292,662
Custodial Fund (Fund 18)	\$1,302	-	-	-	\$1,302
Bond Account Investments (fund 06)	\$30,070,517	986,016	(1,963,582)	-	\$29,092,951
OPEB Trust Fund	\$1,086,605	1,289	(16,235)	-	\$1,071,659
OPEB Trust Equities	\$564,592	1,459	-	-	\$566,051
TOTAL PER BOOKS	50,156,279	\$13,129,015	(\$10,478,776)	\$0	52,806,518
				Cash	\$1,128,132
				Petty Cash	\$1,862
				Investments	\$51,676,524
				TOTAL PER BANK	\$52,806,518

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

Big Lake School District #727
 Respectfully Submitted at the 6/16/22 Board Meeting
(Italicized, underlined phrase in parenthesis denotes the source of the data and notes)

COMPLIANCE ISSUES

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

FISCAL HEALTH - INCOME STATEMENT PARAMETERS

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

	REVENUE		<i>(Calculated)</i>		EXPENDITURES		<i>(Calculated)</i>
	Budget	Actual \$ YTD	Actual % YTD		Budget	Actual \$ YTD	Actual % YTD
General Fund (01,05,09,11 &12)	\$ 38,802,361	\$ 28,801,342	74%	\$ 39,220,570	\$ 30,434,694	78%	<i>See Note 1</i>
Food Service (02)	\$ 2,305,934	\$ 1,915,785	83%	\$ 1,915,668	\$ 1,482,069	77%	<i>See Note 1</i>
Community Service (04)	\$ 2,305,060	\$ 2,098,417	91%	\$ 2,240,898	\$ 1,952,464	87%	
Building Construction (06)	\$ 30,628,224	\$ 30,612,886	100%	\$ 7,810,725	\$ 5,515,834	71%	<i>See Note 1</i>
Debt Service (07)	\$ 14,476,956	\$ 9,245,830	64%	\$ 14,856,161	\$ 14,856,161	100%	
OPEB Irrevocable Trust Fund (45)	\$ 10,000	\$ (47,359)	-474%	\$ 243,085	\$ 18,790	8%	<i>See Note 2</i>

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

	Original	Revised (1)	Revised (2)
Budgeted Seated ADM	2994	3063	3074
Tuition ADM	72	72	72
Budgeted ADM	3066	3135	3146

NOTES

1. *See budget revisions*
 2. *Negative revenue is a reflection of the bond and equity markets as of May 31st, 2022.*

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

Date	Ck #	Vendor	Description	Amount
05/13/22	20152	Lesley Voss	FT refund	\$ 12.00
05/20/22	20153	Kristie Royce	Meals Refund	\$ 11.85
05/20/22	20154	Jennifer Johnson	Meals Refund	\$ 12.00

\$ 35.85

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

DATE	FROM	TO	AMOUNT	PURPOSE
5/2/2022	Old National-Checking	Heartland Pmt System	\$ 643.25	Nutri Kids Credit Card Fees
5/4/2022	Old National-Checking	Further	\$ 1,623.20	Flex Claim Pymts
5/5/2022	Old National-Checking	Neopost	\$ 201.00	DO Postage
5/5/2022	MN Trust-PMA	Old National-Checking	\$ 1,300,000.00	Payroll and Payroll AP
5/6/2022	Old National-Checking	Delta Dental	\$ 29,899.92	Dental Insurance
5/9/2022	Old National-Checking	FleetCor	\$ 886.17	Kwik Trip Billing
5/9/2022	Old National-Checking	BLEM	\$ 8,217.20	Teacher Unions Dues
5/10/2022	Old National-Checking	Transfirst/TSYS	\$ 505.32	Affinity Credit Card fees
5/10/2022	Old National-Checking	Bankcard Service	\$ 5,565.75	ELEYO Credit Card Fees
5/10/2022	Old National-Checking	EBC	\$ 56,101.69	403b & 457 contributions
5/11/2022	Old National-Checking	ELEYOmonthlysoft	\$ 1,425.00	ELEYO User Fees
5/11/2022	Old National-Checking	Further	\$ 2,557.59	Flex Claim Pymts
5/11/2022	Old National-Checking	Further	\$ 22,853.39	H.S.A Contributions
5/16/2022	Old National-Checking	Old National Bank	\$ 106.51	Old National Service Charge
5/16/2022	Old National-Checking	CIGNA	\$ 9,504.78	Life & LTD Insurance
5/18/2022	Old National-Checking	Further	\$ 2,704.94	Flex Claim Pymts
5/20/2022	GoFundME	Old National-Checking	\$ 293.14	Cheer gofund me payout
5/20/2022	Old National-Checking	CustomWater	\$ 2,151.20	Customwater Bottle PCN
5/20/2022	Old National-Checking	Vision Transportation	\$ 249,167.89	Transportation billing
5/20/2022	MN Trust-PMA	Old National-Checking	\$ 2,000,000.00	Payroll and Payroll AP
5/23/2022	Old National-Checking	Neopost	\$ 201.00	DO Postage
5/23/2022	Old National-Checking	Further	\$ 347.50	Further Fee
5/24/2022	Bremer	Old National-Checking	\$ 2,160.57	Employee ACH return
5/24/2022	Old National-Checking	EBC	\$ 55,313.80	403b & 457 contributions
5/25/2022	Old National-Checking	Further	\$ 1,568.79	Flex Claim Pymts
5/25/2022	Old National-Checking	BLEM	\$ 8,217.20	Teacher Unions Dues
5/26/2022	Old National-Checking	Further	\$ 22,832.14	H.S.A Contributions
5/27/2022	CC Choices ACH	Old National-Checking	\$ 3,217.00	Pathway I
5/27/2022	MN Trust-PMA BONDS	Old National-Checking	\$ 981,791.25	Bond Draw 2022A
5/31/2022	Old National-Checking	Bremer Bank	\$ 166.30	ACH Charge
5/31/2022	Benefit Resource BRI	Old National-Checking	\$ 12,114.58	Cobra Payment

School Board Financial Report

June 16th, 2022

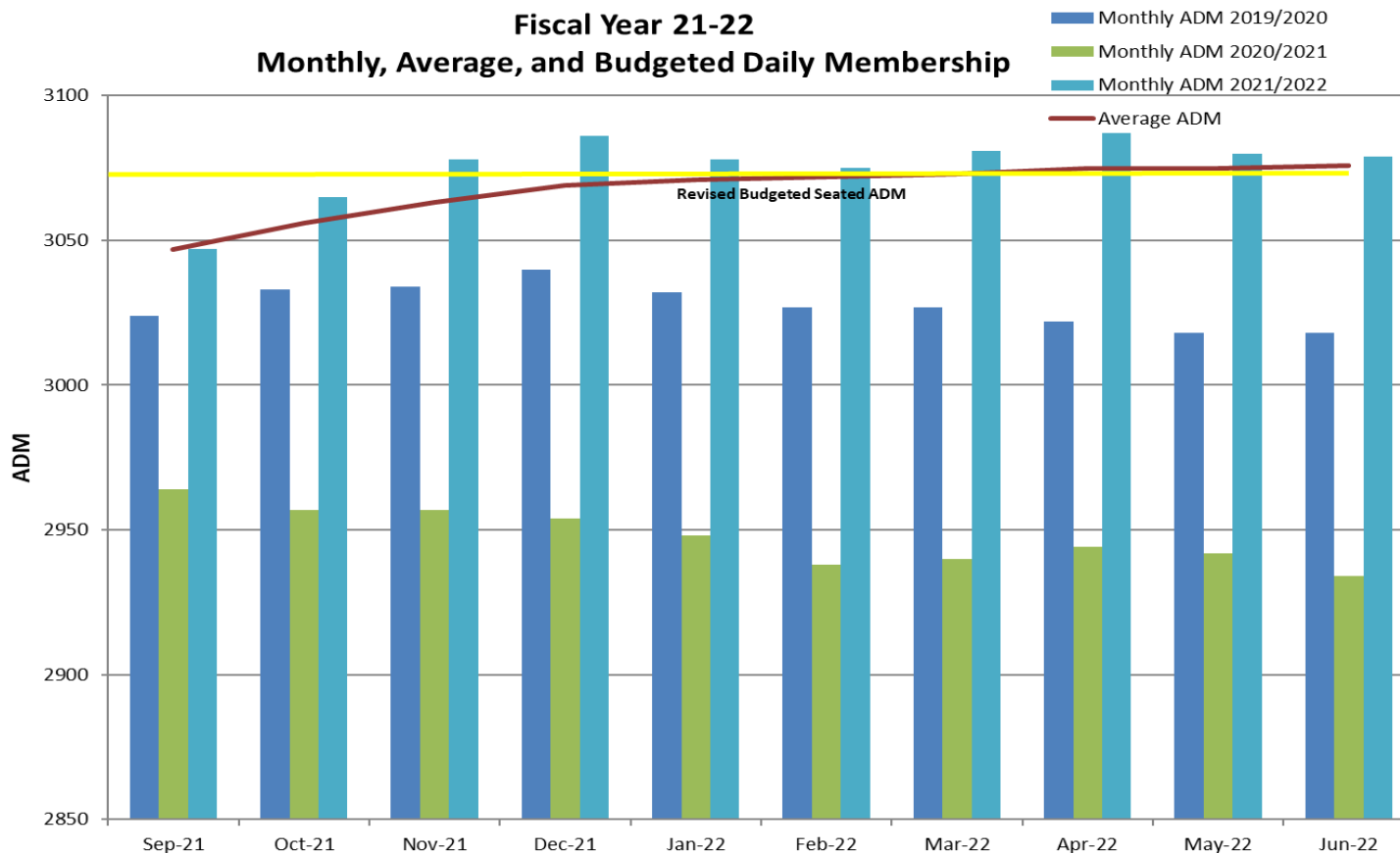
Presented by Angie Manuel, Director of Business Services

Enrollment

- June 1st seated enrollment decreased 1 ADM
- Average ADM as of June 1st: 3,075.61
 - Exceeds 2nd revised budgeted ADM of 3,073.50 by 2.11
- Year End MARSS reporting has just begun
 - Will be substantially complete by end of summer

ADM=Average Daily Membership

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



Financial Update

Budget Revisions to be Approved

General Fund Revenues: +\$105,000

- Estimate of insurance recovery for fire and wind damage claims

General Fund Expenditures: -\$680,981

- Estimate of repair/replacement costs for fire and wind damage claims +\$125,000
- Decrease various budgets to be reinstated in 22-23 due to timing differences and supply chain issues (Capital, technology, MS sound system) -\$805,981

Financial Update

Budget Revisions to be Approved

Food Service Fund Revenues: +\$28,904

- Revised estimate of federal aids

Food Service Fund Expenditures: -\$99,508

- Decrease equipment budgets to be reinstated in 22-23 due to supply chain issues. For example, coolers ordered in April will not be installed until October

Financial Update

Budget Revisions to be Approved

Building Construction Fund: -\$428,663

- Timing difference of construction payments; expenditures to be reinstated in 22-23

General Fund Balance Update

Unassigned General Fund Balance: \$7,598,040

- Projected June 30th, 2022 fund balance
- Small decrease from last month

2021-2022 Annual Audit

- Preliminary audit fieldwork July 27-28
- Final audit fieldwork October 17-20
- Audit Presentation to School Board November 17

School Board Action

Approve budget revisions and financial report



ISD #727 – Big Lake 2022-2023 Original Budget

June 16th, 2022

ISD 727 Big Lake 2022-2023 Budget

Minnesota statutes require
School Board approval of
revenue and expenditure
budget by June 30th



22-23 GENERAL FUND

**Beginning Unassigned Fund Balance:
\$7,598,040**

Fund Balance Available for General Operations

Ending Unassigned Fund Balance \$5,473,662

- 14.8% of 22-23 unassigned expenditures
- In compliance with 8% fund balance policy
- Unassigned Fund Balance Deficit of \$2,124,315
 - General education aid increase 2%, or \$729,925 in revenue
 - Gen ed aid revenue is less than inflation and not sufficient to fund operations
 - As a result, unassigned fund balance draw down
 - Deficit will not be sustainable

ISD #727 2022-2023 Original Budget

June 16th, 2022

	Budgeted	Revenue	Expenditure	Projected		
	Fund Balance	Budget	Budget	Net Change		Budgeted
	June 30,2022	22-23	22-23	Incr(Decr)	Transfers	Fund Balance
				in Fund Balance		June 30,2023
General:						
Restricted -						
Long Term Facilities Maintenance	\$ 101,251	\$ 346,639	\$ 348,160	\$ (1,521)	\$ -	\$ 99,730
Operating Capital	\$ 497,883	\$ 771,227	\$ 1,122,222	\$ (350,995)	\$ -	\$ 146,888
Capital Projects Levy	\$ 456,660	\$ 606,298	\$ 614,889	\$ (8,591)	\$ -	\$ 448,069
Staff Development	\$ 109,671	\$ 477,896	\$ 493,385	\$ (15,489)	\$ -	\$ 94,182
Third Party/Medical Assistance	\$ 182,855	\$ 50,000	\$ 105,020	\$ (55,020)	\$ -	\$ 127,835
Area Learning Center (ALC)	\$ 29,969	\$ 409,317	\$ 410,103	\$ (786)	\$ -	\$ 29,183
Scholarships	\$ 15,150	\$ 12,000	\$ 12,000	\$ -	\$ -	\$ 15,150
Student Activities	\$ 30,542	\$ 9,500	\$ 7,100	\$ 2,400	\$ -	\$ 32,942
Safe Schools Levy	\$ -	\$ 124,291	\$ 124,354	\$ (63)	\$ 63	\$ -
Committed for Severance	\$ 862,327	\$ -	\$ 34,098	\$ (34,098)	\$ -	\$ 828,229
Committed for Liberty Shelter	\$ 29,120	\$ -	\$ 29,120	\$ (29,120)	\$ -	\$ -
Assigned for Q Comp	\$ 78,576	\$ 793,696	\$ 850,862	\$ (57,166)	\$ -	\$ 21,410
Assigned for Athletics and Activities	\$ 217,144	\$ 1,031,321	\$ 1,045,197	\$ (13,876)	\$ -	\$ 203,268
Assigned for Building Level Activities	\$ 115,097	\$ 15,766	\$ 26,545	\$ (10,779)	\$ -	\$ 104,318
Other Assigned Fund Balances	\$ 499,222	\$ 44,654	\$ 392,263	\$ (347,609)	\$ -	\$ 151,613
Nonspendable for Prepaid Items	\$ 156,596	\$ -	\$ -	\$ -	\$ -	\$ 156,596
Unassigned	\$ 7,598,040	\$ 34,823,502	\$ 36,947,817	\$ (2,124,315)	\$ (63)	\$ 5,473,662
Subtotal	\$ 10,980,103	\$ 39,516,107	\$ 42,563,135	\$ (3,047,028)	\$ -	\$ 7,933,075
Food Service:						
Restricted	\$ 427,401	\$ 1,953,831	\$ 1,953,831	\$ -	\$ -	\$ 427,401
Nonspendable for Inventory	\$ 36,087	\$ -	\$ -	\$ -	\$ -	\$ 36,087
Subtotal	\$ 463,488	\$ 1,953,831	\$ 1,953,831	\$ -	\$ -	\$ 463,488
Community Service:						
Restricted -						
Community Education	\$ 606,129	\$ 1,453,852	\$ 1,594,332	\$ (140,480)	\$ -	\$ 465,649
ECFE	\$ 108,514	\$ 268,759	\$ 268,461	\$ 298	\$ -	\$ 108,812
School Readiness	\$ (24,421)	\$ 361,788	\$ 465,330	\$ (103,542)	\$ -	\$ (127,963)
Preschool Screening	\$ 9,816	\$ 18,800	\$ 16,826	\$ 1,974	\$ -	\$ 11,790
Subtotal	\$ 700,038	\$ 2,103,199	\$ 2,344,949	\$ (241,750)	\$ -	\$ 458,288
Building Construction Fund						
Restricted -						
Long-Term Facilities Maintenance	\$ 428,663	\$ 3,500	\$ 432,163	\$ (428,663)	\$ -	\$ -
Referendum Projects	\$ 27,195,631	\$ 100,000	\$ 9,066,303	\$ (8,966,303)	\$ -	\$ 18,229,328
	\$ 27,624,294	\$ 103,500	\$ 9,498,466	\$ (9,394,966)	\$ -	\$ 18,229,328
Debt Service - Restricted	\$ 1,526,818	\$ 5,833,601	\$ 6,049,549	\$ (215,948)	\$ -	\$ 1,310,870
OPEB Irrevocable Trust Fund	\$ 1,385,257	\$ 20,000	\$ 279,643	\$ (259,643)	\$ -	\$ 1,125,614
Total	\$ 42,679,998	\$ 49,530,238	\$ 62,689,573	\$ (13,159,335)	\$ -	\$ 29,520,663

General Fund Revenues

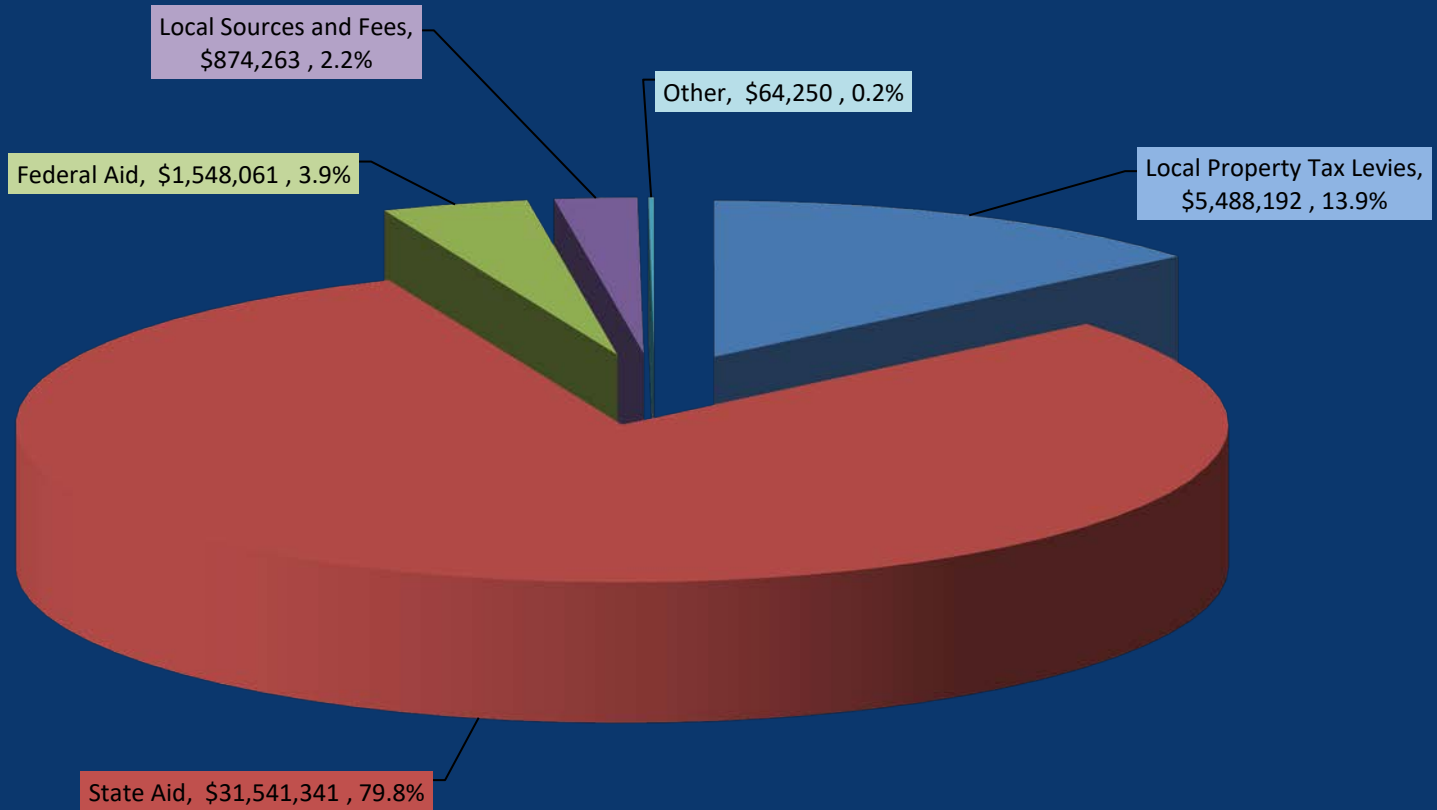
Total Revenues: \$39,516,107

- **General Education Aid \$27,304,901**
 - \$729,925 increase. 2% increase to \$6,863 per adjusted ADM
 - Total budgeted ADM: 3,173; Kindergarten assumption: 250
 - 28 ADM increase using 3 year weighted average cohort analysis
- **Special Education Aid \$ 3,679,802**
- **Property Tax Levy \$ 5,427,192**
- **Federal Aid: \$1,548,061**
 - Titles \$222,709 (Title I decrease of \$104,581-notified May 31st)
 - ESSER III \$770,823; Other COVID grants \$138,028
 - Summer and learning recovery federal grants \$108,982
 - Federal SPED \$91,403; PCN grant: \$216,116

2022-2023 General Fund Budget

Revenues by Major Source

Budget \$ 39,516,107



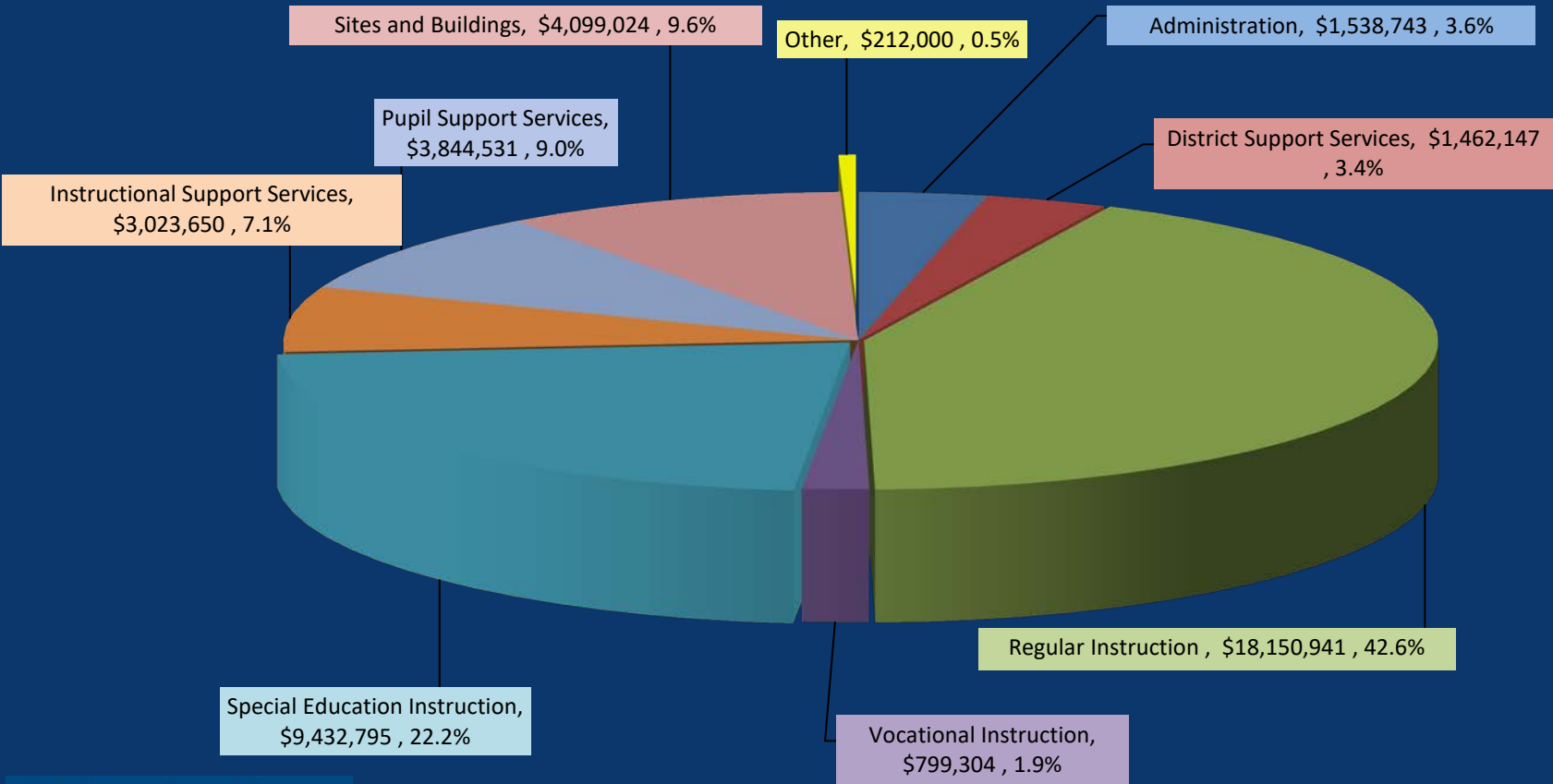
General Fund Expenditures

Total Expenditures: \$42,563,135

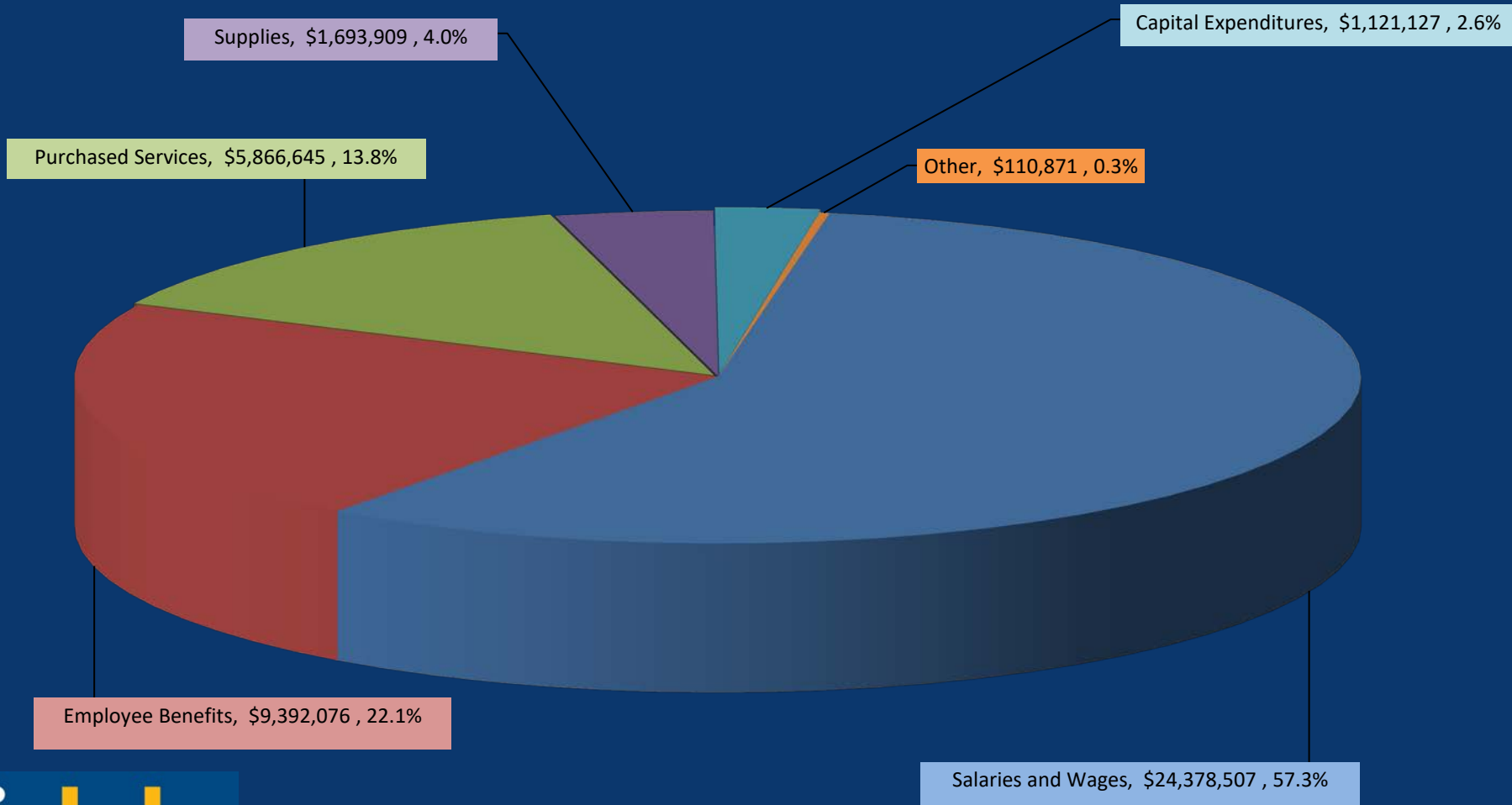
- **Salaries/Benefits: \$33.8 million**
 - New positions approved by the School Board:
 - Two 1st grade teachers
 - HS CTE (Career and Tech Ed) teacher
 - District Wide DAPE (Adaptive Phy Ed) teacher
 - ECSE teacher and EA
 - MS EBD teacher
 - District Wide SPED Lead Teachers
 - .5 FTE Liberty teacher due to mid year retirement
 - Big Lake Online administrative assistant
- **Purchased Services: \$5.8 million**
 - Transportation, utilities, repairs, property & liability insurance
- **Supplies, Capital, Other: \$2.9 million**
 - Curriculum, technology, and capital projects



2022-2023 General Fund Budget Expenditures by Program Area Budget \$ 42,563,135



2022-2023 General Fund Budget Expenditures by Object Category Budget \$ 42,563,135



General Fund Results

- \$3,047,028 general fund deficit
 - Unassigned deficit \$2,124,315
 - While unassigned fund balance can endure 22-23's deficit, it is not sustainable
 - \$350,995 Operating Capital deficit
 - Delayed projects from 21-22 budgeted in 22-23
 - \$347,609 Other Assigned Fund Balance deficit
 - Delayed projects from 21-22 budgeted in 22-23 (MS Sound System)
 - \$57,166 Assigned for Q comp deficit
 - Program restructure will be required to sustain benefit levels
- **Unassigned Fund Balance: \$5,473,662**
 - 14.8% of Unassigned expenditures

Food Service Fund

- Revenue: \$ 1,953,831
- Expenditures: \$ 1,953,881
- Total Fund Balance: \$ 463,488
 - In compliance with federal guidelines
- \$125,000 Chartwells operations guarantee
- Equipment replacements (coolers, kitchen appliances)
- Return to normal! Meals are NOT free.
- Free and reduced applications available in early July

Community Service Fund

- Revenue: \$ 2,103,199
- Expenditures: \$ 2,344,949
- Planned spenddown of fund balance
 - No fees were increased for 22-23
- Projected ending fund balance: \$458,288
- Budget was reviewed by Community Education Advisory Council

Building Construction Fund

- Revenue: \$ 103,500
- Expenditures: \$ 9,498,466
- Construction Projects
 - Continuation of November 2021 bond referendum projects
 - HS & Liberty Controls, Roofing, Independence Renovations, HS Renovations, HS Dehumidification

Other Funds

- Debt Service
 - District mortgage payments
 - Revenues = \$5,833,601
 - Expenditures = \$6,049,549
 - Fund Balance regulated by MDE - excess levy dollars returned to District taxpayers
 - Capitalized interest paid from fund balance

Other Funds

- OPEB Irrevocable Trust Fund
 - Other Post Employment Benefits
 - Proceeds from 2009 OPEB bonds
 - 2009 bonds are paid off
 - Revenues = \$ 20,000
 - Expenditures = \$ 279,643

General Fund Future

Ending Unassigned Fund Balance \$5,473,662

Without ESSER III and Other COVID funding: \$4,564,811

- Additional ESSER III federal funding available to fund learning recovery costs in 22-23, 23-24, and part of 24-25
- 22-23 \$2,124,315 unassigned deficit will continue to grow since general education and special education aid not sufficient to fund operations
 - Without expenditure adjustments or significant increases to general education aid or special education cross subsidy aid, Unassigned Fund Balance could fall below 8% fund balance policy as early as 24-25
- Financial cliff in 24-25 after one-time federal funding expires
- Potential operating referendum could take effect in 25-26

While the 22-23 Unassigned Fund Balance is above the District's 8% fund balance policy, it is needed to fund operations for the next two fiscal years

School Board Action

Approval of 2022-2023 District revenue and expenditure budgets

Total Revenue:	\$ 49,530,238
Total Expenditures:	<u>\$ 62,689,573</u>
Deficit	\$ (13,159,335)
Spenddown of Bldg Construction Fd	<u>\$ 9,394,966</u>
Net District Deficit	\$ (3,764,369)

Net District Deficit mainly result of planned spenddown in fund balance reserves and \$2,124,315 deficit in unassigned fund balance



EXTRACT OF SCHOOL BOARD MEETING MINUTES

INDEPENDENT SCHOOL DISTRICT NO. 727

BIG LAKE PUBLIC SCHOOLS STATE OF MINNESOTA

Pursuant to due call and notice thereof, a School Board meeting of Independent School District No. 727, State of Minnesota, was held on June 16, 2022, at 6:30 p.m., for the purpose in part, of approving the District's Fiscal Year (FY) 24 Long-Term Facility Maintenance Ten-Year Plan as established in Minnesota Statutes 2021, section 123B.595.

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

RESOLUTION ADOPTING INDEPENDENT SCHOOL DISTRICT NO. 727

FY 24 LONG-TERM FACILITIES MAINTENANCE TEN-YEAR PLAN


BE IT RESOLVED that the School Board of Independent School District No. 727, State of Minnesota, approves the attached FY 24 Long-Term Facilities Maintenance Ten-Year Plan.

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

And the following voted against _____.

WHEREUPON the resolution was declared duly passed and adopted the 16th day of June, 2022.

SCHOOL BOARD CLERK SIGNATURE

	Division of School Finance 400 NE Stinson Blvd Minneapolis, MN 55413	Projects Only	ED - 02478-08	
Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minneells provided.				
District Info.	Enter Information			
District Name:	Big Lake Schools			
District Number:	727			
District Contact Name:	Angie Manuel			
Contact Phone #	763-262-5185			
Expenditure Categories				
		2030	2031	2032
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.				
Finance Code	Category (1)			
347	Physical Hazards	\$16,045	\$30,165	\$16,460
349	Other Hazardous Materials	\$9,100	\$16,200	\$15,300
352	Environmental Health and Safety Management	\$87,300	\$90,000	\$95,100
358	Asbestos Removal and Encapsulation	\$2,400	\$2,400	\$1,200
363	Fire Safety	\$31,950	\$41,500	\$32,350
366	Indoor Air Quality	\$0	\$0	\$0
Total Health and Safety Capital Projects		\$146,795	\$180,265	\$160,410
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year				
Finance Code	Category (2)			
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0
Total Health and Safety Capital Projects \$100,000 or More		\$0	\$0	\$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151				
Finance Code	Category (3)			
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0
Total Remodeling for Approved Voluntary Pre-K Projects		\$0	\$0	\$0
Accessibility				
Finance Code	Category (4)			
367	Accessibility	\$0	\$0	\$0
Total Accessibility Projects		\$0	\$0	\$0
Deferred Capital Expenditures and Maintenance Projects				
Finance Code	Category (5)			
368	Building Envelope	\$56,500	\$0	\$0
369	Building Hardware and Equipment	\$50,000	\$0	\$0
370	Electrical	\$0	\$0	\$0
379	Interior Surfaces	\$0	\$87,500	\$92,000
380	Mechanical Systems	\$15,000	\$7,500	\$7,500
381	Plumbing	\$0	\$0	\$0
382	Professional Services and Salary	\$24,597	\$25,335	\$26,095
383	Roof Systems	\$0	\$0	\$3,000
384	Site Projects	\$16,500	\$9,000	\$19,000
Total Deferred Capital Expense and Maintenance		\$162,597	\$129,335	\$147,595
Total Annual 10-Year Plan Expenditures		\$309,392	\$309,600	\$308,005
Fund Balance Section				
Fund 01				
	Beginning Fund Balance 01-467-XX	\$332,160	\$364,743	\$397,407
	LTFM Fiscal Year Revenue - Levy	\$341,975	\$342,264	\$343,078
	LTFM Fiscal Year Revenue - AID if Applicable	\$0	\$0	\$0
	LTFM Fiscal Year Revenue Other	\$0	\$0	\$0
	LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0	\$0
	LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0	\$0
	LTFM Transfer OUT if applicable - Special Legislation	\$0	\$0	\$0
	LTFM Estimated Fiscal Year Expenditures	\$309,392	\$309,600	\$308,005
Ending Fiscal Year Fund Balance 01-467-XX		\$364,743	\$397,407	\$432,480
Fund 06				
	Beginning Fund Balance 06-467-XX	\$0	\$0	\$0
	LTFM Fiscal Year Bonded Revenue	\$0	\$0	\$0
	LTFM Fiscal Year Revenue Other	\$0	\$0	\$0
	LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)	\$0	\$0	\$0
	LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)	\$0	\$0	\$0
	Other Transfers	\$0	\$0	\$0
	LTFM Estimated Fiscal Year Expenditures	\$0	\$0	\$0
Ending Fiscal Year Fund Balance 06-467-XX		\$0	\$0	\$0

ADMINISTRATIVE AGREEMENT

Between

Independent School District No. 727

And

Big Lake Administrators' Association

July 1, 2022 – June 30, 2025

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ARTICLE I - PURPOSE

Section 1.1 Parties:

This agreement is entered into by and between the School District of Big Lake Independent School District No. 727 hereinafter called the School District and the Big Lake Administrators Association, hereinafter called the Association, has as its objective the establishment of the terms and conditions of employment for licensed administrative personnel only for the period herein established.

ARTICLE II - RECOGNITION

Section 2.1 Appropriate Unit:

In accordance with the P.E.L.R.A., the School District recognizes the Association as the exclusive representative of all management personnel included within the bargaining unit certified by the Bureau of Mediation Services (Case No. 86-PR-166).

“All licensed principals and assistant principals employed by Independent School District No. 727, Big Lake, Minnesota, who devote more than fifty percent of their time to administrative supervisory duties and who are public employees within the meaning of Minn. Stat. 179A. 03, Subd. 14 and who serve in the capacity of Principal or Assistant Principal.”

ARTICLE III - DEFINITIONS

Section 3.1 P.E.L.R.A.:

A shall mean the Public Employment Labor Relations Act of 1971, as amended.

Section 3.2 Superintendent:

Superintendent shall mean the Superintendent of Schools of Independent School District No. 727 or a designated representative.

Section 3.3 School District:

School District shall mean the School District of Independent School District No. 727 or its designated representative.

Section 3.4 Administrators:

Administrators shall mean management personnel covered by this agreement.

Section 3.5 Association:

Association shall mean the Big Lake Administrators Association or its designated representative.

Section 3.6 Parties:

Parties shall mean the School District and Association.

Section 3.7 Other Terms:

Other terms not defined in this agreement shall have those meanings as defined by the P.E.L.R.A.

ARTICLE IV - SCHOOL DISTRICT RIGHTS

Section 4.1 Inherent Managerial Rights:

The Association recognizes that the School District is not required to meet and negotiate on matters of inherent managerial policy, which include but are not limited to such areas of discretion or policy as the functions and programs of the District, its overall budget, the utilization of technology, the organizational structure, and the selection, direction, or number of personnel.

Section 4.2 Reservation of Managerial Rights:

The foregoing enumeration of School District rights shall not be deemed to exclude other inherent management rights. Any and all management rights and functions not expressly delegated by this agreement are reserved to the School District.

Section 4.3 Laws, Rules, and Regulations:

The parties agree to abide by applicable State and Federal Laws, rules established by the State Department of Education, and rules and regulations established by the School District. The Association also recognizes the right, obligation and duty of the School District and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School District insofar as such rules, regulations, directives, and orders are not inconsistent with the terms of this Agreement. The Association also recognizes that the School District, all employees covered by this Agreement, and all provisions of this Agreement are subject to the laws of the State of Minnesota, Federal laws, rules and regulations of the State Board of Education, and valid rules, regulations and orders of State and Federal governmental agencies. Any provisions of this Agreement found to be in violation of such laws, rules, regulation, directives or orders shall be null and void and without force and effect.

ARTICLE V - ASSOCIATION RIGHTS

Section 5.1 Rights to Views:

Pursuant to Minnesota State Law, nothing contained in this Agreement shall be construed to limit, impair, or affect the right of any employee or his/her representative to the expression or communication of a view, grievance, complaint, or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designated to and does not interfere with the full, faithful, and proper performance of the duties of employment or circumvent the rights of the Exclusive Representative, nor shall it be construed to require any public employee to perform labor or services against his/her will.

Section 5.2 Right to Join:

Employees shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations.

Section 5.3 Personnel Files:

Pursuant to Minnesota State Law, all evaluations and files generated within the School District relating to each individual administrator shall be available during regular school business hours to each individual administrator upon his/her written request. The administrator shall have the right to reproduce any of the contents of the files at the administrator's expense and to submit for inclusion in the file written information in response to any material contained therein, provided, however, the School District may destroy such files as provided by law.

Section 5.4 Meet and Confer:

The School District shall afford the Association an opportunity to meet and confer pursuant to the P.E.L.R.A. concerning policies and other matters of interest to the Association, which are not covered by this Agreement.

Section 5.5 Administrators' Rights:

Nothing contained herein shall be construed to deny or restrict administrators' rights, which they may have under the Minnesota School Law or other applicable laws. Administrators can only be disciplined for just cause.

Section 5.6 Request for Dues Check Off:

The Association shall be allowed dues check off for its members, provided the dues check off and the proceeds thereof shall not be allowed to any Association that has lost its right to dues check off pursuant to P.E.L.R.A. Upon receipt of a properly executed authorization card of the employee involved, the School District will deduct from the employee's paycheck the dues that the employee has agreed to pay to the Association.

Section 5.7 Fair Share Fee:

In accordance with P.E.L.R.A., any employee included in the appropriate unit who is not a member of the Association may be required by the Association to contribute a fair share fee for services rendered as exclusive representative. The fair share for any employee shall be in an amount equal to the regular membership dues of the Association, less the cost of benefits financed through the dues and available only to members of the Association, but in no event shall the fee exceed 85% of the regular membership dues.

Subd. 1. The Association shall provide written notice of the amount of fair share fee assessment to the School District and each employee to be assessed the fair share fee. The School District upon notification by the Association shall be obligated to check off said fee from the earnings of the employee and transmit the same to the Association.

Subd. 2. Any fair share challenge shall not be subject to the grievance procedure. The Association hereby warrants and covenants that it will defend, indemnify and save the School District harmless from any and all actions, suits, claims, damages, judgments, and executions or other forms of liability, liquidated or unliquidated, which any person may have or claim to have, now or in the future, arising out of or any reason of the deduction of the fair share fee specified by the Association as provided herein.

ARTICLE VI - WORK YEAR

Section 6.1 Duty Year:

The duty work year for administrators shall be as follows:

225 day for all Principals & Assistant Principals

Subd. 1. The work year for principals and assistant principals shall follow the work year of the teachers during the school term.

Subd. 2. On a rare occasion, a special circumstance will require a principal to work beyond the number of contract days or on a day not scheduled for work. Upon the approval of the superintendent, the principal's work calendar will be adjusted to compensate for the time worked. Situations requiring an immediate, emergency response would meet the criteria. For example, a natural disaster during a weekend, holiday or vacation, which requires the attention of the principal.

Subd. 3. The members of this unit contract year shall consist of 260 days including: 25 unpaid vacation days, 10 unpaid holidays, and 225 duty days.

Section 6.2 Work Stoppage:

The Administrators covered by this Agreement, in the event of a strike or work stoppage by other groups of School District employees, will consider themselves to be on duty for the purpose of carrying out School District policy and ensuring the safety of personnel and property.

Subd. 1. In no event will the compensation for Administrators be halted or suspended due to strikes or work stoppages of other School District employees.

Subd. 2. The Association agrees that during the term of this agreement, neither the Association nor any Administrator shall engage in any strike or unfair labor practice as defined by the P.E.L.R.A.

Section 6.3 Emergency Closings:

When schools are closed because of severe weather, administrators shall be required to report for work at the discretion of the Superintendent.

Section 6.4 School Board Meetings:

Administrators shall be required to attend all regular School Board meetings unless excused by the Superintendent.

ARTICLE VII - COMPENSATION

Section 7.1 Salary Schedule:

The annual salary of administrators employed by individual continuing contract is established by Appendix A, attached hereto, and shall be considered part of this Agreement. The schedule is effective only for the 2022-2023,

2023-2024 and 2024-2025 school years. Further advancement is subject to the right of the School District to withhold increments or other salary increases for good and sufficient grounds.

Section 7.2 Relationship to Continuing Contract:

The Salary Schedules contained in Appendix A shall not be considered part of an Administrator's continuing contract.

Section 7.3 Career Increment:

An increment of \$1,200 will be added to a qualifying administrator's salary at the beginning of the school year following the completion of ten (10) years of actual service as a principal or assistant principal within the Big Lake School system. The ten years of service must be uninterrupted and at least 100 days of service must be provided in a school year to count towards the 10 years. An additional \$1,200 will be added every two (2) years thereafter.

For example:

After 10 years of service - \$1,200

After 11 years of service - \$1,200

After 12 years of service - \$2,400

After 13 years of service - \$2,400

After 14 years of service - \$3,600

Placement of Administrators (Career Increment): All qualifying administrators will be placed accordingly based on their existing years of experience as described above.

Section 7.4 Daily Rate of Pay:

The Administrators Daily Rate of Pay shall be defined as total salary divided by the number of duty days.

Section 7.5 Mileage Allowance:

Administrators will be compensated for the use of their private automobiles to conduct authorized and approved travel on the behalf of the District, at the established business rate per mile in accordance with IRS regulations. Each administrator may submit a detailed mileage report monthly.

Section 7.6 Professional Dues and Professional Development:

The School District shall pay each administrator's dues for membership in the state and national professional organizations. The School District shall pay costs associated with attending state and/or regional workshops or conferences each year. Upon approval of the superintendent, the School District will pay the costs of attendance to a national workshop or convention. National conferences/workshops should align with the administrator's professional growth goals and/or building/district goals.

Section 7.7 License:

The School District shall pay the annual fee for each administrator's license to the appropriate state agency.

ARTICLE VIII - GROUP INSURANCE

Section 8.1 Carrier Selection:

The selection of the insurance carrier or carriers to provide the group insurance programs established by this Article shall remain with the School District as provided by law.

Section 8.2 Eligibility:

All members of the Association are eligible for insurance benefits.

Section 8.3 Hospital-Medical-Major Medical:

The School District shall establish a group hospital-medical-major medical program, subject to the conditions and specifications of the contract between the School District and an insurance carrier. The School District shall provide the Administrator an employee and dependent group health and hospitalization plan at no cost to the Administrator. If

more than one group insurance plan is made available, the administrator shall be able to select between the choices available. Administrators hired after January 1, 2011 shall receive a monthly contribution toward the premium for a District employee group health insurance policy. For benefit plan year 2023, the School District will contribute \$798 monthly toward the premium for a single policy; if the administrator is eligible for a family policy, the School District will contribute \$1,916 monthly toward the premium for a family policy. For benefit plan year 2024, the School District will contribute \$838 monthly toward the premium for a single policy; if the administrator is eligible for a family policy, the School District will contribute \$2,012 monthly toward the premium for a family policy. For benefit plan year 2025, the School District will contribute \$880 monthly toward the premium for a single policy; if the administrator is eligible for a family policy, the School District will contribute \$2,113 monthly toward the premium for a family policy.

Subd. 1. – H.S.A. Contribution: For employees electing to take the H.S.A. high deductible plan, the district will contribute any remaining dollar amount after the monthly premium has been paid, in to the employee’s HSA account.

Section 8.4 Long Term Disability:

The School District shall establish group long-term disability insurance, subject to the conditions and specifications of the contract between the School District and an insurance carrier. The School District shall pay for the premium of the long term disability insurance through a payroll process in which the administrator’s salary is increased by an amount equal to the premium, then reduced by the same premium amount through a post-payroll tax deduction. This long-term disability protection will provide a monthly pay of two-thirds of base pay to a disabled Administrator after the ninety (90) calendar day elimination period described in the policy.

Section 8.5 Term Life:

The School District shall provide and pay the full premium for \$200,000 benefit value of term life insurance coverage for administrators.

Section 8.6 General Liability:

The School District shall carry a general liability insurance policy for all administrators as required by Minnesota Statutes. The School District shall carry “errors and omissions” insurance coverage in an amount not less than that in effect at the time of the signing of this contract.

Section 8.7 Dental Insurance/Reimbursements:

The School District shall contribute the amount for a family dental plan for any principal that enrolls. If more than one dental insurance plan is made available, the administrator shall be able to select between the choices available.

ARTICLE IX - UNPAID LEAVES OF ABSENCE

Section 9.1 General Leave Provisions:

While on leave, administrators may continue to participate in the group insurance programs established by Article VIII, by assuming the full cost of the monthly premiums pursuant to applicable state and federal law. Administrators returning from a leave of absence shall be offered the same position held at the time the leave was granted. Administrators who fail to return to duty at the expiration of absence shall waive all right to re-employment. Administrators who fail to return to duty at the expiration of absence shall waive all rights to re-employment.

Section 9.2 Child Care Leave of Absence:

A child-care leave shall be granted by the School District subject to the provisions of this section. Child-care leave shall be granted because of need to prepare and provide parental care for a child or children of the Administrator for an extended period of time.

Subd. 1. The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave are coincident with some natural break in the school year - i.e., winter vacation, spring vacations, semester break or quarter break, end of a grading period, end of the school year, or the like.

Subd. 2. An Administrator returning from child care leave shall be re-employed in a position for which he or she is licensed unless previously discharged or placed on unrequested leave.

Subd. 3. Failure of an Administrator to return pursuant to the date determined under this Section shall constitute grounds for termination unless the School District and the Administrator mutually agree to an extension of the leave.

Subd. 4. The parties agree that the applicable periods of probation for Administrators as set forth in Minnesota Statutes are intended to be periods of actual service enabling the School District to have the opportunity to evaluate an Administrator's performance. The parties agree, therefore, that periods of time for which the Administrator is on child care leave shall not be counted in determining the completion of the probationary period.

Subd. 5. Administrators who return from child-care leave within the provisions of this Section shall retain all previous experience credit for pay purposes and any unused leave time accumulated under the provisions of this Agreement at the commencement of the beginning of the leave.

Subd. 6. An Administrator on child care leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for such programs as the Administrator wishes to retain, commencing with the beginning of the child care leave. The right to continue participation in such group insurance programs, however, will terminate if the Administrator does not return to the School District pursuant to this section.

Subd. 7. Leave under this Section shall be without pay or fringe benefits.

Section 9.3 Military Leave of Absence:

An unpaid military leave of absence shall be granted Administrators in accordance with applicable State and Federal Laws. Administrators called for selective service physical examinations may be excused without loss of pay for such purpose for a period of one day.

ARTICLE X - PAID ABSENCES

Section 10.1 Sick Leave:

Effective July 1, Administrators shall be granted 12 days of sick leave at the start of each duty year. Annual leave allotments are allocated in advance at the beginning of the fiscal year. Leave balances are prorated for employees who begin employment after August 1 or end employment prior to end of the work year. Leave balances are also reduced for any period of the year that the employee is on an unpaid status.

Subd. 1. Use of Sick Leave: Earned sick leave may be used because of personal illness or injury, serious illness or injury in the Administrator's immediate family.

Subd. 2. Definition of Immediate Family: Immediate family is defined as the Administrator's spouse, child, parent, brother, sister, or in-laws of a similar degree of relationship.

Subd. 3. Accumulation: Unused sick leave shall accumulate to one hundred twenty (120) days.

Subd. 4. The School District may require an Administrator to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an Administrator for sick leave is reserved to the School District. In the event that a medical certificate will be required the Administrator will be so advised.

Subd. 5. Sick leave pay shall be approved only upon submission of a signed request upon the authorized sick leave pay request form available at the office.

Subd. 6. Administrator's may carryover a maximum credit of 960 hours of accrued, unused sick leave to the following school year. Administrators who have more than 960 hours of accrued sick leave at the end of the school year shall have their accrued sick leave hours in excess of 960 bought back by the School District at 70% of the hourly rate of the Administrator with the payment being deposited in the Administrator's Minnesota State Retirement System's Health Care Savings Plan

Section 10.2 Personal Leave:

At the beginning of each school year each Administrator shall be credited with three (3) days to be used for the Administrator's personal business. This leave will be granted upon receipt of prior approval from their immediate supervisor. Leave balances are prorated for employees who begin employment after August 1 or end employment prior to the end of the work year. Leave balances are also reduced for any period of the year that the employee is on an unpaid status. Unused personal leave may accumulate to a balance of five (5) days. An Additional ½ day (one half = four hours) of personal leave each fiscal year for an administrator who has completed 20 (twenty) years of service as an administrator in the District, accumulative maximum remains equal to five days (40 hours).

Section 10.3 Funeral Leave:

Administrators will be granted up to a total of four (4) days, per occurrence, non-accumulative, as funeral leave for death in the immediate family. Two (2) additional days may be granted at the discretion of the immediate supervisor. These 2 days are to be deducted from sick leave.

Subd. 1. Definition of Immediate Family: For purposes of this Agreement, immediate family shall include only: spouse, children, step-children, sisters, brothers, parents, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparents, grandparents-in-law, and grandchildren.

Subd. 2. – Other Relatives: Administrators will be granted up to one (1) day, per occurrence, non-accumulative, to be deducted from sick leave, as funeral leave for the death of an aunt, uncle, first cousin, niece, or nephew.

Section 10.4 Jury Duty:

Subd. 1. Administrators called for jury duty shall be compensated by the District for the difference between the Administrator's regular salary and fees received while on jury duty.

Subd. 2. Administrators may be requested by the Superintendent to seek postponement or exemption from jury duty as provided by Minnesota Statute.

Section 10.5 Court Hearings:

An Administrator, subpoenaed by a court as a defendant or a witness as the result of performing management duties and responsibilities, shall be compensated for the difference between the Administrator's regular daily salary and witness fees for each duty day of absence. This shall not apply to court cases initiated by the Administrator or the Association against the School District.

Section 10.6 Sabbatical Leave:

Sabbatical leave of one year for professional study may be granted by the School District to members of the Administrative staff. The Administrator shall be in the seventh year of employment by the School District before he/she can request the leave. Each application shall be considered individually upon its merits.

Subd. 1. Request for such leave shall be submitted in writing to the Superintendent at the earliest possible date, but in no case shall this be after April 1 of the year prior to the year of leave. The granting of such leaves shall be limited to one person of the Administrative staff for any one year.

Subd. 2. The Administrator shall be paid up to one-half (1/2) of his/her salary in twelve monthly installments during the time of the school year with the first payment to be made in September of the year of the leave.

Accrued sick leave, and eligibility for salary increments shall remain in effect. The Administrator shall remain eligible to participate in the group insurance plan provided by the School District.

Subd. 3. If the Administrator on leave is granted a scholarship or college training assistantship, he/she shall not be permitted to receive a local stipend greater than the existing salary. Example: Administrator salary \$9,000; scholarship \$5,000; School District pay \$4,000.

Subd. 4. Prior to February 1 of the year of the sabbatical leave, the Administrator who has been granted such leave shall inform the Superintendent of his/her Administrative intentions regarding the school year immediately following the year of leave. If the Administrator does not return to the school, he/she shall be obligated to refund all the money received for the year of absence.

Subd. 5. The Administrator shall be obligated to administrate at least one year for the School District after the sabbatical leave is completed.

ARTICLE XI - GRIEVANCE PROCEDURE

Section 11.1 Grievance Definition:

A "grievance" shall mean an allegation by an Administrator resulting in a dispute or disagreement between the Administrator and the School District as to the interpretation or application of terms and conditions contained in this Agreement.

Section 11.2 Representative:

The Administrator or School District may be represented during any step of the procedure by any person or agent designated by such party to act on his/her behalf.

Section 11.3 Definition and Interpretations:

Subd. 1. Extension: Time limits specified in this Agreement may be extended by mutual agreement.

Subd. 2. Days: Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all weekdays not designated as holidays by state law.

Subd. 3 Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

Subd. 4. Filing and Postmark: The filing or service or any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

Section 11.4 Time Limitation and Waiver:

Grievances shall not be valid for consideration unless the grievance is submitted in writing to the School District's designee, setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought within twenty days after the date of the first event, giving rise to the grievance, occurred. Failure to file any grievance within such period shall be deemed to waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the Administrator and the School District's designee.

Section 11.5 Adjustment of Grievance:

The School District and the Administrator shall attempt to adjust all grievances, which may arise during the course of employment of any Administrator within the School District in the following manner:

Subd. 1. Level I: If the grievance is not resolved through informal discussions, the Superintendent or his/her designee shall give a written decision on the grievance to the parties involved within ten days after receipt of the written grievance.

Subd. 2. Level II: In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the School District provided such appeal is made in writing within five days after receipt of the decision in Level I. If a grievance is properly appealed to the School District, the School District shall set a time to hear the grievance within twenty days after receipt of the appeal. Within twenty days after the meeting, the School District shall issue its decision in writing to the parties involved. At the option of the School District, a committee or representative (s) of the School District may be designated to hear the appeal at this level and report its findings and recommendations to the School District. The School District shall then render its decision.

Section 11.6 Denial of Grievance:

Failure by the School District or its representative to issue a decision within the time period provided herein shall constitute a denial of the grievance and the Administrator may appeal it to the next level.

Section 11.7 Arbitration Procedure:

In the event that the Administrator and the School District are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd. 1. Request: A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the office of the Superintendent within ten days following the decision in Level II of the grievance procedure.

Subd. 2. Prior Procedure Required: No grievance shall be considered by the arbitrator, which has not been first dully processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, the parties shall within ten days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the PERB to appoint an arbitrator, pursuant to M.S. 179.7, Subd. 4, providing such request is made within twenty days after request for arbitration. The request shall ask that the appointment be made within thirty days after the receipt of said request. Failure to agree upon an arbitrator or the failure to request an arbitrator from the PERB within the time periods provided herein shall constitute a waiver of the grievance.

Subd. 4. Submission of Grievance Information: Upon appointment of the arbitrator, both parties shall within five days after notice of appointment forward to the arbitrator, with a copy to the Superintendent, the submission of the grievance, which shall include the following:

- i. The issues involved
- ii. Statement of the facts
- iii. Position of the grievant
- iv. The written documents relating to Section 5, Article XI of the grievance procedure

Subd. 5. Hearing: The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing denovo.

Subd. 6. Decision: The decision by the arbitrator shall be rendered within thirty days after the close of the hearing. Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject, however, to the limitation of arbitration decisions as provided by in the P.E.L.R.A. The arbitrator shall issue a written decision and order including findings of fact that shall be based upon substantial and competent evidence presented at the hearing. All witnesses shall be sworn upon oath by the arbitrator.

Subd. 7. Expenses: Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representative, witnesses, and any other expenses, which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses, which the parties mutually agree are necessary for the conduct of the arbitration. However, the party ordering a copy of such transcript shall pay for such copy.

Subd. 8. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined therein and contained in this written Agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, in its order the arbitrator shall give due consideration to the statutory rights and obligations of the public School District to efficiently manage and conduct its operations within the legal limitations surrounding the financing of such operations.

Subd. 9. Election of Remedies and Waiver: A party instituting any action, proceeding or complaint in a federal or state court of law, or before an administrative tribunal, federal agency, state agency or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this Article. Upon instituting a proceeding in another forum as outlined herein, the employee shall waive his/her right to initiate a grievance pursuant to this Article or, if the grievance is pending in the grievance procedure, the right to pursue it further shall be immediately waived. This section shall not apply to actions to compel arbitration as provided in this Agreement or to enforce the award of an arbitrator.

ARTICLE XII - UNREQUESTED LEAVE OF ABSENCE

Section 12.1 Purpose:

The purpose of this article is to implement the provisions of M.S. 122A.40, Subd. 10., which article, when adopted, shall constitute the required plan for ULA because of discontinuance of position, lack of pupils, financial limitations, or merger of classes caused by consolidation of school districts.

Section 12.2 Definitions:

For purposes of this article, the terms defined shall have the meanings respectively ascribed to them.

Subd. 1. Principal: "Principal" shall mean those members of the unit as defined by PELRA and this Agreement.

Subd. 2. Qualified: "Qualified" shall mean a principal who, in addition to the state license, has, as solely determined by the School District, successfully had experience as a principal or assistant principal in such position, or has, as solely determined by the School District, successfully had experience as principal or an assistant principal in such a position within the past three (3) years.

Subd. 3. Seniority: For purposes of this article, “seniority” commences with the first day of continuous administrative service as a principal in the School District. Principals have seniority over assistant principals. Assistant principals do not have seniority over principals.

Subd. 4. Position: For purposes of this article, “position” refers to either principal or assistant principal.

Subd. 5. Days. For purposes of this article, reference to “days” regarding time periods, unless otherwise specified, shall refer to calendar days. In computing any period of time prescribed or allowed by this article, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted unless it is a Saturday, Sunday, or legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday or legal holiday.

Section 12.3 ULA:

Subd. 1. Terms: The School Board may place on ULA such principals as may be necessary because of discontinuance of position, lack of pupils, financial limitations, or merger of classes. Such leave of absence may continue for a period of two (2) years, after which the principal’s right to be reinstated shall terminate; provided the principal’s right to reinstatement shall also terminate if the principal fails to file with the Human Resources Manager, by April 1st of each year, a written statement requesting reinstatement. Such leave shall be effective no later than the close of the contract year or at such earlier time as mutually agreed upon by the principal and the School Board.

Subd. 2. Notice: Principals placed on such leave shall receive notice prior to April 1 of the school year prior to the commencement of such leave with reasons for said placement.

Subd. 3. Placement: Principals shall be placed on ULA in inverse order of seniority within the categories of lead principal and assistant principal. In addition:

1. no assistant principal can assert seniority rights to a promotional position of principal;
2. a principal/assistant principal cannot assert seniority rights to a promotional grade level/building assignment position; and
3. a principal or assistant principal on ULA will be given an interview for any principal or assistant principal opening.

If a principal chooses to exercise seniority over an assistant principal, he/she shall be paid at the rate of the corresponding step from the assistant principals’ salary schedule. A principal reinstated from an assistant principal position shall be returned to the principal’s salary schedule upon reinstatement.

Subd. 4. Affirmative Action Program: This section shall not apply if its application will result in any violation of the School District’s affirmative action program which shall include ethnicity, race, color, or sex; and any principal employed in an affirmative action program may be retained in the category of a principal with greater seniority if such retention is necessary to effectuate the purposes of such affirmative action program.

Subd. 5. Tie-Breaker: In the event a reduction in number of principals creates a situation requiring that a choice be made among principals who have equal seniority, the selection of the principal(s) for purposes of reduction shall be at the discretion of the School District.

Subd. 6. Years of Service: Any principal placed on such leave may engage in administrative work or any other occupation during such period and may be eligible for re-employment insurance if otherwise eligible for such compensation under that law, and such leave will not result in a loss of credit for years of service in the School District earned prior to the commencement of such leave. Years on leave shall not, however, count toward years of service upon reinstatement.

Section 12.4 Realignment:

For purposes of placement on ULA or reinstatement from ULA, nothing in this article shall require the School District to reassign a senior principal to a different position for which he/she is not qualified, as defined in Section 12.3. above, to accommodate the seniority claims of a junior principal.

Section 12.5 Reinstatement:

Subd. 1. Process: No new principal shall be employed by the School District while any qualified principal is on ULA. Principals placed on ULA shall be reinstated to the positions from which they have been placed on ULA or any other available positions in the School District in which they are qualified as such positions become available. The order of reinstatement shall be in inverse order in which principals were placed on ULA.

Subd. 2. Notices: When placed on ULA, a principal must file his/her name and address, to which any notice of reinstatement or availability of position shall be mailed, with the District's Human Resources office. Proof of service by the person in the School District depositing such notice to the principal at the last known address shall be sufficient. The principal on ULA shall be responsible to provide an address for forwarding of mail or for address changes. Failure of a notice to reach a principal shall not be the responsibility of the School District if any notice has been mailed as provided in this article.

Subd. 3. Acceptance of Re-employment: If a position becomes available for a qualified principal on ULA, the School District shall mail the notice to such principal, who shall have ten (10) days from the date of such notice to accept the re-employment. Failure to accept re-employment, in writing, within such ten (10) day period shall constitute a waiver on the part of the principal to any further rights of employment or reinstatement, and that principal shall forfeit and future reinstatement or employment rights.

Subd. 4. Reinstatement Rights: Reinstatement rights shall automatically cease two (2) years from the date ULA was commenced, and no further rights to reinstatement shall exist unless extended by written mutual consent of the School Board and the qualified principal.

Section 12.6 Establishment of Seniority List:

Subd. 1. Preparation: The School Board shall annually cause a seniority list (by name, date of employment, qualification, and position/grade level) to be prepared from its records. This list shall be sent by email to all members of the unit on or before October 1st.

Subd. 2. Request for Change: Any principal whose name appears on such list and who may disagree with the order of seniority in said list shall have ten (10) days from the date such list was sent to all members to supply written documentation, proof, and request for seniority change to the Superintendent.

Subd. 3. Final List: Within twenty (20) days from the date of emailing the list to all members, the School District shall evaluate any and all such written communications regarding the order of seniority contained in said list and may make such changes the School District deems warranted. A final seniority list shall then be prepared by the School District and sent by email to all members of the unit, which list, as revised, shall be binding on the School District and any principal.

Subd. 4. Reassignment: Principals placed on ULA will be eligible to assume any open teaching position in their area of teacher certification. They will be placed on the teacher seniority list using the date of hire in the Big Lake School District, per wording in the Big Lake Education Association master contract.

Section 12.7 Filing of Licenses:

In any year in which a reduction of principal positions is occurring and the School Board is placing principals on ULA, only those licenses actually received in the Superintendent's office for filing as of October 1 of such year shall be considered for purposes of determining ULA within areas of licensure for the following school year. A license filed after October 1st shall be considered for purposes of reinstatement but not for the current reduction.

Section 12.8 Effect:

This article shall govern all principals, as defined in Section 12.2. above, and shall not be construed to limit the rights of any other licensed employee not covered by the Administrative Agreement or other Master Agreement affecting such licensed employee.

Section 12.9 Procedure:

Any challenge by a principal who is proposed for placement on ULA or reinstatement there from shall be subject to the hearing and review procedures, as provided in M.S. 122A.40, Subd. 14, and, therefore, shall not be subject to the grievance procedure.

Section 12.10 Status of Benefits:

A principal on ULA shall not be paid for or accrue sick leave or personal leave while on ULA but upon reinstatement shall have restored all previously accrued sick leave and personal leave earned prior to placement on leave. A principal on ULA shall not be entitled to severance pay upon placement on ULA and shall not earn service credit toward severance while on ULA. Severance pay shall be granted to a principal within 30 days of the date reinstatement rights cease if a principal has not been reinstated from ULA within the reinstatement period. The rate of pay for severance shall be based upon the rate the principal earned just prior to placement on ULA. A principal on ULA also shall not earn step advancement or credit toward career increment pay on the salary schedule while on ULA but shall be placed on the next step upon reinstatement.

ARTICLE XIII - PROBATIONARY PERIOD

Section 13.1 Probationary Period:

There shall be a two (2) year probationary period at the time of first appointment to the position of principal/assistant principal in the School District.

There shall be a one (1) year probationary period for an assistant principal of the School District who is promoted from a position within the Unit to the position of principal.

ARTICLE XIV - RETIREMENT

Section 14.1 Mandatory Retirement:

The mandatory requirement age for all Administrators shall be in accordance with governing State and Federal laws.

Section 14.2 Early Retirement:

To allow Administrators to retire prior to the mandatory age of retirement, the following early retirement program is established for eligible Administrators.

Subd. 1. Insurance: Administrators who are eligible and retire from the District after 25 years of service to the School District in a licensed position, and who are immediately eligible for a public pension, shall continue to receive their health and dental insurance coverage at District expense for the retiree and spouse until the retiree and spouse both become eligible for Medicare.

Subd. 2. Early Retirement Incentive: Any Administrator who has completed twenty years of service in District #727 and qualifies for the state retirement program will be eligible for a sick leave buy out equal to a maximum of 60 sick leave days.

Subd. 3. Payment: Early Retirement Incentive pay shall be paid into a tax deferred savings plan (457 or 403b) in a lump sum within 30 days of the last day of employment or in six (6) equal installments of six (6) months as mutually agreed by the administrator and the District.

The above days are to be deducted from and limited to the Administrator's accrued unused sick leave. The rate of pay will be the annual contract pay divided by the Administrator's work year.

ARTICLE XV – SEVERANCE

Section 15.1 Severance:

Upon discontinuance of employment, in the School District, Administrators shall be granted severance pay equal to three (3) days of pay for each year of full time service from year one to year fourteen (14). After fourteen years, severance pay will become four (4) days of pay for each year beginning with the first year of employment to a

maximum of one hundred ten (110) days. This severance pay will be based upon the administrator's daily salary during the last year of employment.

Subd. 1. Payment: Severance pay shall be paid into a tax deferred savings plan (457 or 403b) in a lump sum within 30 days of the last day of employment or in six (6) equal installments of six (6) months as mutually agreed by the administrator and the District.

Subd. 2. Beneficiary: If an administrator dies before all or a portion of the severance package has been disbursed, the balance due shall be paid as a lump sum to the deceased administrator's estate.

Subd. 3. Years of Service: Severance pay will be calculated based on the Administrator's years of service with the Big Lake School District in a position that requires a Minnesota teaching and/or administrative license.

ARTICLE XVI - MATCHING TAX DEFERRED SAVINGS PLAN

Section 16.1 Description:

The tax deferred savings plan is designed to encourage administrators to develop a financial plan for their future by providing a matching contribution to an administrator's tax deferred savings plan according to his/her eligibility as specified herein. The matching tax deferred savings program is subject to the rules as entitled under Minnesota State Statutes 352.96 and 356.24 and Internal Revenue Service code 457 and 403B.

For administrators hired after January 1, 2004, the provisions of this Article replace the contractual provisions of Article XIV which provides for early retirement pay and District contribution towards retiree insurance premiums, and Article XV which provides for severance pay.

Section 16.2 Eligibility:

Administrators working full time are eligible for the matching District contribution at the beginning of the year they have continuing contract status with the District. Administrators on an unpaid leave of absence may not participate in the matching program while on leave.

Section 16.3 District Matching Contribution:

The School District will match the contribution of an eligible administrator toward a tax deferred savings program subject to the rules as entitled under Minn. Stats. §§ 352.96 and 356.24 and Internal Revenue Service Code Sections 457 and 403B, and Roth 403B and Roth 457 plan up to an annual amount of \$3,000 (three thousand dollars). The District match will be made on a dollar for dollar basis up to the maximum annual amount. Employees may not recover District matching contributions for years in which they chose not to participate or participated at a level below the maximum District contribution level. The annual year for District contributions shall be July 1 through June 30.

Section 16.4 Transition Provisions:

The purpose of the matching tax deferred savings plan is to replace the severance and early retirement payments and post retirement District insurance contributions provided for in Articles XIV and XV of the Master Contract.

Administrators hired prior to January 1, 2004 may irrevocably choose to participate in the matching tax deferred savings plan and thereby forfeit their rights to the benefits of Article XIV Retirement and Article XV Severance.

ARTICLE XVII - DURATION

Section 17.1 Term of Contract:

This Agreement shall remain in full force and effect for a period commencing July 1, 2020, except as specifically provided otherwise in this Agreement, through June 30, 2025, and thereafter unless modified or terminated pursuant to the P.E.L.R.A. of 1971 as amended.

Section 17.2 Modification:

If either party desires to modify or terminate this Agreement effective on June 30, 2025, it shall give written notice of such intent no later than May 1, 2025. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 90 calendar days prior to the expiration of this Agreement.

Section 17.3 Effect:

This Agreement constitutes the full and complete agreement between the School District and the Association. The provisions herein supersede and take precedence over any and all prior Agreement, resolutions, practices, School District policies, rules or regulations concerning the terms and conditions of employment.

Section 17.4 Negotiations During Term:

The parties mutually acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited opportunity to make demands and proposals regarding terms and conditions of employment for Administrators. All understandings and agreements arrived at by the parties are set forth in this Agreement. For the duration of this Agreement, the School District and the Association each voluntarily and unqualifiedly waives the right to meet and negotiate regarding any and all terms and conditions of employment, whether or not specifically referred to or covered in this Agreement, even though such matters may not have been within the knowledge or contemplations of either or both of the parties at the time this Agreement was negotiated or executed; provided, however, that any provision of this Agreement may be amended in writing at any time by mutual consent of the parties.

Section 17.5 Finality:

It is further agreed that any matters relating to the terms and conditions of employment, whether or not referred to in this Agreement, shall not be open for negotiations during the term of this Agreement.

Section 17.6 Severability:

The provisions of this Agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provision of the Agreement or the application of any provisions thereof under different circumstances.

APPENDIX A

2022-2023 Salary Schedule	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
All Principals (225 Days)	\$ 121,544	\$ 124,958	\$ 128,469	\$ 132,078	\$ 135,789	\$ 139,605	\$ 143,528
	540.19/day	555.37/day	570.97/day	587.04/day	603.51/day	620.47/day	637.90/day
Asst Principals (225 Days)	\$ 102,331	\$ 104,650	\$ 107,023	\$ 109,450	\$ 111,934	\$ 114,473	\$ 117,071
	454.80/day	465.11/day	475.66/day	486.44/day	497.48/day	508.77/day	520.31/day
2023-2024 Salary Schedule	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
All Principals (225 Days)	\$ 124,126	\$ 127,614	\$ 131,199	\$ 134,885	\$ 138,675	\$ 142,572	\$ 146,578
	551.67/day	567.17/day	583.11/day	599.49/day	616.33/day	633.65/day	651.46/day
Asst Principals (225 Days)	\$ 105,526	\$ 107,894	\$ 110,317	\$ 112,796	\$ 115,332	\$ 117,925	\$ 120,579
	469.00/day	479.53/day	490.30/day	501.32/day	512.59/day	524.11/day	535.90/day
2024-2025 Salary Schedule	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
All Principals (225 Days)	\$ 127,229	\$ 130,804	\$ 134,479	\$ 138,257	\$ 142,142	\$ 146,136	\$ 150,243
	565.46/day	581.35/day	597.68/day	614.48/day	631.74/day	649.49/day	667.75/day
Asst Principals (225 Days)	\$ 109,188	\$ 111,616	\$ 114,099	\$ 116,640	\$ 119,240	\$ 121,898	\$ 124,617
	485.28/day	496.07/day	507.11/day	518.40/day	529.95/day	541.77/day	553.85/day

New Principals or Re-assignments: Newly hired principal/assistant principal salaries will be subject to negotiations with the Superintendent and final approval by the School Board. The School District retains the right to negotiate the salary for newly hired principals/assistant principals. Salary placement due to reassignment within the district will be subject to negotiation with the Superintendent and final approval by the School Board but will not be less than salaries designated by the appropriate schedule.

Agreed to as full and complete settlement of terms and conditions of employment by the signatures of the following representatives of the School District and the Association:

FOR: Big Lake Administrators' Association

FOR: The Big Lake Independent School District #727

President Date

Chair Date

Secretary Date

Clerk Date

Chief Administrative Negotiator Date

Chief Board Negotiator Date



TECHNOLOGY ACCEPTABLE USE AND SAFETY POLICY FOR STAFF

I. PURPOSE

Access to technologies enables employees to explore millions of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The Big Lake School District expects that faculty will blend thoughtful use of technologies throughout curriculum and will provide guidance and instruction to staff in their use.

II. Definitions

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

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

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

III. Limited Educational Purpose

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

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

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

IV. Policy Application Guidelines

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

V. Unacceptable Uses

A. The following uses of technologies are considered unacceptable:

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

9. Users will not repost a message that was sent to the user privately without permission of the person who sent the message.
 10. Users will not attempt to gain unauthorized access to district technologies or any other system through district technologies, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Users must keep all passwords and login information private.
 11. Messages and records on district technologies may not be encrypted without the permission of appropriate school authorities.
 12. Users will not use technologies to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 13. Users will not use district technologies for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use district technologies to offer or provide goods or services or for product advertisement. Users will not use district technologies to purchase goods or services for personal use without authorization from the appropriate school district official.
- B. An employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where district technologies are compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the Big Lake School District may investigate such reports to the best of its ability.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. In certain rare instances, a user also may access otherwise unacceptable materials to complete an assignment if done with prior approval of a teacher or, in the case of a school district employee, the building administrator.
- D. Staff use of personal technologies during working hours should be very limited and should not interfere with job duties. Additionally, staff should not use personal technologies, including personal cell phones, to communicate with students and/or parents regarding district-related/job-related information. Only district-appointed and approved technologies should be used to communicate with students and/or parents regarding district-related information. Staff may use personal technologies to connect to district technologies, such as email, to communicate with students and parents. The only exceptions to this paragraph are if use of personal technologies is warranted by an emergency circumstance or if a supervisor's pre-approval has been obtained.

VI. Filter

- A. With respect to any of its technologies, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such technologies by minors and adults. The technology protection measures

utilized will block or filter Internet access to any visual depictions that are:

1. Obscene;
 2. Child pornography; or
 3. Harmful to minors.
- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

VII. No Expectation of Privacy

- A. By authorizing use of district technologies, the Big Lake School District does not relinquish control over materials on the system or contained in files on the system. Users should expect no privacy in the contents of personal files on district technologies.
- B. Routine maintenance and monitoring of technologies may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have any suspicion that the search will uncover a violation of law or school district policy.
- D. Big Lake School employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on district technologies may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- E. The Big Lake School District will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through district technologies.

VIII. Consequences for Unacceptable Use

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

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

IX. Limitation on Big Lake School District Liability

Use of district technologies is at the user’s own risk. The system is provided on an “as is, as available” basis. The Big Lake School District will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on

school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or missed deliveries or non-deliveries of information or materials, regardless of the cause. The Big Lake School District is not responsible for the accuracy or quality of any advice or information obtained through or stored on technologies. The Big Lake School District will not be responsible for financial obligations arising through unauthorized use of district technologies.

X. Technologies Use Agreement

- A. The proper use of technologies and the educational value to be gained from proper use, is the joint responsibility of students, parents, and employees of the Big Lake School District.
- B. The use agreement form for employees must be signed by the employee at the time of employment.

XI. Multi-Factor Authentication

- A. Multi-Factor Authentication (MFA) is a process that requires that the person attempting to access a computer resource provide a one-time code, or positive approval of the login using an out-of-band verification device such as a cellular telephone, mobile telephone application, or physical token. MFA is used by Big Lake School District as a supplement to strong passwords to authenticate users and authorize their access to resources such as Email, Strage Servers, and the campus Virtual Private Network (VPN) connection. MFA protects against unauthorized access to Big Lake School District accounts and is necessary for appropriate information security measures.
- B. It is the responsibility of the Big Lake School District account holder to make appropriate provisions to receive MFA confirmation codes via SMS text message, installation of required software, or using methods deemed appropriate by the Technology Department to ensure verification. If provisions are not made to comply with the Big Lake School District Technology Acceptable Use- Staff policy, the user will not be able to access protected resources until these provisions are made.

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

Legal References: 15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
20 U.S.C. § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)
47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21

L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56
L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868
(D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff'd* on other
grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Kowalski v. Berkeley County Sch., 652 F.3d 656 (4th Cir. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
*Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III
Sch. Dist.*, 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)
J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)



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

DISCIPLINE POLICY

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

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

II. Prohibited Student Behavior

A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exhaustive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school buses and bus stops, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, activities or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Academic dishonesty: including, but not limited to, cheating on a school assignment or test, plagiarism, collusion ~~or~~and electronically transmitting information with intent to commit academic dishonesty.
2. Attendance problems: including, but not limited to, truancy, absenteeism, tardiness, skipping classes, exiting the school building or leaving school grounds without permission or otherwise violating the school district’s attendance policy.
3. Attire: Student attire, lack of attire, or personal grooming that creates a danger to health or safety or a disruption to the educational process, including, but not limited to, clothing bearing a lewd, vulgar, or obscene message, promoting products or activities that are illegal for use by minors, or displaying objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or that connotes gang membership. **See Student Dress Code Regulation for specific examples.**

~~3.4.~~Bullying: violation of the School District’s Bullying Prohibition Policy.

~~4.5.~~Careless or reckless driving: driving any motorized or non-motorized vehicle on school locations in violation of parking or traffic rules and regulations or in such a manner as to endanger people or property is prohibited.

~~5.6.~~Communication devices: unauthorized or illegal use of, or possession of, including, but not limited to, an instrument, apparatus, equipment, mechanism, operating procedure,

or code designed or adapted for a particular use that is intended or can be used in violation of Minnesota law. The term communication devices includes, but is not limited to, computer hardware, software, programs, electronic mail system, voice mail system, identification validation system, private branch exchange, district provided internet access, or any other means of facilitating communication service.

~~6.7.~~ Disrespectful language/verbal assaults: or verbally abusive behavior, including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written that are profane or obscene, discriminatory, abusive, ~~obscene~~, threatening, intimidating, degrading to other people or threatening to school property.
~~“Threatening behavior” or “threats” mean actions or words which are intended to, or which are reasonably understood to, convey intent to cause intimidation or fear of bodily harm.~~

~~7.8.~~ Disruptive acts: including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, insolence, insubordination, failure to identify oneself or providing false identification, or threats that are disruptive to the educational process.

9. Distribution or possession of literature, video, pictures, or other ~~wise unauthorized~~ materials: on or near school property of inflammatory, libelous, slanderous, or pornographic, or obscene nature, or that may cause defamation of character.

~~8.10.~~ Distribution of materials: violation of the school District’s Distribution of Non-school-sponsored Material on School Premises by Students and Employees Policy.

9.11. False reporting: 911, fire alarms, or other emergency calls.

~~10.12.~~ Falsifying, altering or tampering with any records: documents, notes, or signatures, including those in possession of the school district, by any method, including, but not limited to, computer access or other electronic means.

~~11.13.~~ Fire: failure to exercise ordinary caution, resulting in fire in a school building or on school property.

~~12.14.~~ Gambling: including, but not limited to, playing a game of chance for stakes or possession of gambling devices (including machines, video games and other items used to promote a game of chance) is prohibited.

15. Gang or cult activity: attire and/or exhibiting personal grooming which has the effect of harassment or endangering health or safety or creating disruption to the educational process, and including any apparel, jewelry, tattoos, accessories, or manner of grooming which by virtue of its color, arrangement, wording, emblem trademark, picture or any other attribute denotes membership in a cult, or ~~an organized~~ gang; also includes gang related graffiti.

16. Hazing: violation of the school district’s hazing Prohibition Policy

~~13.17.~~ Harassment and violence: violation of the school district’s harassment and Violence Policy.

~~14.18.~~ Health and Safety: actions, including fighting or other assaultive behavior, that cause or could cause injury to another person or which otherwise endanger the health, safety, or welfare of other people staff, students, or other persons.

- ~~19.~~ Incendiary/ignition device use: including butane or disposable lighters, matches or possession and/or detonation of pyrotechnic/incendiary devices, including explosives or any mixture intended to function as an explosive, in and on school grounds under fireworks, under circumstances where there is a risk of fire or harm to self or others, except where the device is used in a manner authorized by the school personnel;
- ~~15-20.~~ Internet Acceptable Use: violation of the school district's Internet Acceptable Use and Safety Policy.
- ~~16.~~ Multiple/Chronic Violations: a student who accumulates multiple office referrals for behavior may be disciplined in light of the student's overall record.
- ~~17-21.~~ Possession of nuisance devices/objects: items which cause or may facilitate a distraction or disruption to the educational process.
- ~~18-22.~~ Public displays of affection: hugging and kissing that are expressions of a romantic or intimate relationship are not appropriate in the school setting including school-sponsored activities.
- ~~23.~~ Terroristic acts: including, but not limited to, direct or indirect crime of violence or threats with purpose to terrorize another, or to cause evacuation of a building, place of assembly, vehicle or to otherwise cause serious public inconvenience or disruption.
- ~~19-24.~~ Transportation: violation of the school district's Student Transportation Safety Policy.
- ~~20-25.~~ Unauthorized use of fire extinguisher: unauthorized use/handling of a fire extinguisher is prohibited.
- ~~21-26.~~ Violations against persons: including, but not limited to, assault or threatened assault, posturing, fighting, harassment, interference or obstruction, attack with a weapon or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, indecent exposure; or committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment or an act that otherwise endangers the health, safety or welfare of district personnel, students, or others.
- ~~22-27.~~ Violations against property: including, but not limited to, damage to, destruction of, or failure to return or compensate for destruction school property or the property of others, school issued textbooks and materials, ~~or the property of others~~, arson, breaking and entering, theft, robbery/burglary, possession of stolen property, extortion, trespassing, unauthorized usage, vandalism, violation of directives or guidelines relating to lockers or improperly gaining access to school lockers.
- ~~23-28.~~ Weapons: Violation of the district's weapons policy., including but not limited to using, possessing, or distributing weapons or look alike weapons or other dangerous objects, ammunition, include but are not limited to, bullets or other projectiles designed to be used as a weapon
- ~~24-29.~~ Willful conduct: that disrupts the educational process or rights of others or endangers school district employees, the pupils, or the property of the school; or willful violation of any rule of conduct specified in this discipline policy.

- B. ~~An act occurring off school grounds that disrupts, interferes, or otherwise affects the environment, activities, operation, students or employees of the school is prohibited.~~
- €30. Violation of laws including violation of any federal, state, or local laws or any Big Lake Schools administrative procedure, rule, policy, or regulation; conduct that is in violation of the school district's violence prevention policy.

D. ~~31. Intent~~ Intoxicating substances amounting to the intent to or actual use, possession, selling, distributing, intending to distribute, delivering, soliciting, being under the influence of or exchanging of illegal narcotics, drugs or controlled substances (except as prescribed by a physician), alcohol, tobacco, nicotine products ~~are prohibited on school grounds, at school-sponsored events, and in district-supplied vehicles~~ intoxicating substance or any other items or articles that are illegal or harmful to persons or property. This includes any tobacco, tobacco paraphernalia, drug, or alcohol look-a-likes, paraphernalia, marijuana or medical cannabis (even when prescribed by a physician) and e-cigarettes as well as sharing prescription medication with another student. Also see the District's policy on the use of medication during school hours.

III. Disciplinary Action

A. Progressive Discipline

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

B. Right to Know Policy (Tennessee Warning)

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

1. The subject of, purpose for, and intended use of the data collected.
2. The student's individual right of refusal to supply, or legal obligation to supply, such data.
3. Known consequences of supplying or not supplying the data.
4. Known identity of others authorized to review the data.

C. Disciplinary Action Options may include, but are not limited to, one or more of the following:

1. Student conference with teacher, principal, counselor or other school district personnel and/or verbal warning.

2. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- ~~23.~~ Parent/Guardian contact.
- ~~34.~~ Parent/Guardian conference.
- ~~4.5~~ Removal from class.
- ~~5.6.~~ In-school suspension.
- ~~67.~~ Suspension from extracurricular activities.
- ~~78.~~ Detention ~~outside of the school day~~ or restriction of privileges.
- ~~89.~~ Loss of school privileges e.g., hall passes, media center passes, driving privilege.
- ~~910.~~ In-school monitoring e.g., noon room, Saturday school, or revised class schedule e.g., MLC the Modified Learning Center. ~~An action taken by the administration placing the student in an alternate educational setting for no more than ten school days may be made when it is believed the pupil will create an immediate and substantial danger to people or property around him/her. (In no event shall the assignment exceed 15 school days.) While in the MLC, the student will be given his/her daily work by their classroom teachers and will be expected to complete such work prior to the end of their MLC assignment. Students assigned to the MLC may not attend or participate in school-sponsored activities on the day(s) they are assigned to the MLC, and may resume eligibility upon readmission to their educational program of study.~~
- ~~101.~~ Referral to in-school support services e.g., counseling.
- ~~112.~~ Referral to community resources or outside agency services.
- ~~123.~~ Restorative measures, including financial, symbolic, or other means of restitution.
- ~~134.~~ Referral to police, other law enforcement agencies, or other appropriate authorities.
- ~~145.~~ A request for a petition to be filed in district court for juvenile delinquency adjudication i.e. truancy petition.
- ~~156.~~ Out-of-school suspension under the Pupil Fair Dismissal Act. ~~“Suspension” means an action taken by the school administration under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than ten school days~~
17. Preparation of an admission or readmission plan.
- ~~16.~~ ~~In cases where the student will create an immediate and substantial danger to persons or property around him/her, he/she may be suspended for a period not to exceed fifteen school days, and further provided that he/she may be suspended indefinitely pending the~~

~~School Board's decision in expulsion or exclusion proceedings. Students placed on suspension may not attend or participate in extra-curricular activities on the day(s) they serve suspension.~~

~~178. Expulsion under the Pupil Fair Dismissal Act. "Expulsion" means a school board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled~~

~~189. Exclusion under the Pupil Fair Dismissal Act and/or "Exclusion" mean an action taken by the school board to prevent enrollment or reenrollment of a pupil for a period that shall not extend beyond the school year~~

~~19. In serious disciplinary situations where an alternative setting, exclusion or expulsion may be a possible disciplinary action, the Policy Enforcement Review Team (PERT) may convene to make recommendations on educational placement at the discretion of District administration.~~

~~20. Other Disciplinary action deemed appropriate by the school district~~

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

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

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

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

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

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

DVI. Removal of Students from Class

Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents/guardians. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class

or activity period for a period of time not to exceed five (5) days.

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

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

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

EV. Dismissal

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

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

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

- ~~2B.~~ Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:
- a. Willful violation of any reasonable school board regulation, including those found in this policy;
 - b. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
 - c. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

~~4. All rules associated with Minnesota Law shall be followed.~~

~~5. In addition, after 10 cumulative days of removal from school in a school year, the school district shall make reasonable attempts to convene a meeting with the pupil and the pupil's parent or guardian before removal and, with permission of the parent or guardian,~~

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

C.Suspension Procedures

1. “Suspension” means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.

2. If a student’s total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student’s parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian’s expense. The purpose of this meeting is to attempt to determine the student’s need for assessment or other services or whether the parent or guardian should have the

student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.

3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the student to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

- 7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
- 8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
- 9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
- 10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
- 11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

~~F.~~ D. Expulsion and Exclusion Procedures

- 1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
- 2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
- 3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

4. No expulsion or exclusion shall be imposed without a ~~hearing, unless~~ hearing unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony, state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent of guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.

14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within five (5) calendar days not including weekends after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion with thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

~~G.~~ E. Admission or Readmission Plan

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

improving the student's behavior. The readmission plan must not obligate parents to provide medication for their child as a condition of readmission.

H. F. Students with Disabilities

1. Students who are currently identified as disabled under IDEA or Section 504 will be subject to the provisions of this policy ~~provided that their misbehavior is not a manifestation of the student's disability~~, unless ~~an educational program has specified a necessary modification within~~ the student's Individual Education Plan (IEP) or 504 plan ~~specifies a necessary accommodations~~.
2. ~~For students with IEPs, a team meeting is required within five (5) school days of a suspension of more than five (5) consecutive days, ten (10) cumulative days or prior to an expulsion. The team shall (a) determine whether the misconduct is related to the disability; (b) review any assessments and determine the need for further assessment; and (c) review the adequacy of the current IEP and amend the goals and objectives or develop an alternative IEP program as appropriate. If it is determined that a student's misconduct is related to the student's disability, the student may not be expelled or excluded, and an alternative program shall be sought. Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.~~
~~When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.~~

G. Preschool and Prekindergarten Discipline

A child enrolled in a preschool or prekindergarten program, including a child participating in early childhood family education, school readiness, school readiness plus, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program, may not be subject to dismissals under the Pupil Fair Dismissal Act. Expulsions and exclusions may be used only after nonexclusionary discipline has been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others. Nonexclusionary discipline must include at least one of the following:

1. collaborating with the student's family or guardian, child mental health consultant or provider, education specialist, or other community-based support;

2. creating a plan, written with the parent or guardian, that details the action and support needed for the student to fully participate in a preschool or prekindergarten program; or
3. providing a referral for needed support services, including parenting education, home visits, other supportive education interventions, or, where appropriate, an evaluation to determine if the student is eligible for special education services or section 504 services.

¶VI. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each physical assault of a school district employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

VII. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

VIII. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

IX. Notification and Distribution of Policy

This discipline policy is available on the district website, in the district office, and in the student handbook. A copy of the Minnesota Pupil Fair Dismissal Act is available in the offices of school administrators. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment

IV. ~~Student Discipline Records~~

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

X. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

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

Legal References: ~~(include but are not limited to)~~

~~Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)~~
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. 121A.069531 (School Student Bullying Policy)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
~~Minn. Stat. Ch.125A (Students With Disabilities) and IDEA 1997~~
Minn. Stat. § 121A.40 to 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.582 (Reasonable Force)
Minn. Stat. §§ 121A.60-121A.61 (Removal from Class)
~~Minn. Stat. 121A.0695 (Bullying)~~
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. 121A.69 (Hazing Policy)
~~Minn. Stat. 144.4165 (Tobacco)~~
~~Minn. Stat. § 121A.60 to 121A.61 (Removal From Class)~~
Minn. Stat. § 123A.05 (Area Learning Center Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program) Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
Minn. Stat. Ch.125A (Students With Disabilities)
Minn. Stat. 144.4165 (Tobacco Products Prohibited In Public Schools)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Court Act)
~~Minn. Stat. § 609.713 (Terroristic Threats)~~Minn. Stat. § 609.713 (Threats of Violence)
Minn. Stat. § 609.893 (Telecommunications and information services fraud; crime defined)
~~Minn. Stat. Ch. 260A (Truancy)~~
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 et. seq. (Section 504 of the Rehabilitation Act of 1973. Section 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References: [MSBA/MASA Model Policy 413 \(Harassment and Violence\)](#)
[MSBA/MASA Model Policy 419 \(Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices\)](#)
[MSBA/MASA Model Policy 501 \(School Weapons\)](#)
[MSBA/MASA Model Policy 502 \(Search of Student Lockers, Desks, Personal Possessions, and Student's Person\)](#)
[MSBA/MASA Model Policy 503 \(Student Attendance\)](#)
[MSBA/MASA Model Policy 505 \(Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees\)](#)
[MSBA/MASA Model Policy 514 \(Bullying Prohibition Policy\)](#)
[MSBA/MASA Model Policy 524 \(Internet Acceptable Use and Safety Policy\)](#)
[MSBA/MASA Model Policy 525 \(Violence Prevention\)](#)
[MSBA/MASA Model Policy 526 \(Hazing Prohibition\)](#)
[MSBA/MASA Model Policy 527 \(Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches\)](#)
[MSBA/MASA Model Policy 610 \(Field Trips\)](#)
[MSBA/MASA Model Policy 709 \(Student Transportation Safety Policy\)](#)
[MSBA/MASA Model Policy 711 \(Video Recording on School Buses\)](#)
[MSBA/MASA Model Policy 712 \(Video Surveillance Other Than on Buses\)](#)

STUDENT DRESS AND APPEARANCE

I. PURPOSE

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and school standards.

II. GENERAL STATEMENT OF POLICY

- A. The school district expects students to dress appropriately for school activities. This is a joint responsibility of the student and the student's parent(s) or guardian(s).
- B. Appropriate clothing includes, but is not limited to, the following:
 - 1. Clothing appropriate for the weather
 - 2. Clothing that does not create a health or safety hazard
 - 3. Clothing appropriate for the activity (i.e., physical education or the classroom)
- C. Inappropriate clothing includes, but is not limited to, the following:
 - 1. Inappropriate clothing as defined in the student handbook
 - 2. Clothing bearing a message that is lewd, vulgar, or obscene
 - 3. Apparel promoting products or activities that are illegal for use by minors
 - 4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in MSBA/MASA Model Policy 413
 - 5. Any apparel or footwear that would damage school property
- D. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, or do not advocate violence or harassment against others.
- E. "Gang," as defined in this policy, means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. "Pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

III. PROCEDURES

- A. When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.
- B. The administration may allow a form of dress considered appropriate for a specific event and communicate this to students and parents/guardians.
- C. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

Legal References: U. S. Const., amend. I
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
B.W.A. v. Farmington R-7 Sch. Dist., 554 F.3d 734 (8th Cir. 2009)
Lowry v. Watson Chapel Sch. Dist., 540 F.3d 752 (8th Cir. 2008)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
B.H. ex rel. Hawk v. Easton Area School Dist., 725 F.3d 293 (3rd Cir. 2013)
D.B. ex rel. Brogdon v. Lafon, 217 Fed.Appx. 518 (6th Cir. 2007)
Hardwick v. Heyward, 711 F.3d 426 (4th Cir. 2013)
Madrid v. Anthony, 510 F.Supp.2d 425 (S.D. Tex. 2007)
McIntire v. Bethel School, Indep. Sch. Dist. No. 3, 804 F.Supp. 1415 (W.D. Okla. 1992)
Hicks v. Halifax County Bd. of Educ., 93 F.Supp.2d 649 (E.D. N.C. 1999)
Olesen v. Bd. of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820 (N.D. Ill. 1987)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)



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.



WELLNESS

I. PURPOSE

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, middle school, and 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)

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

**RESOLUTION ESTABLISHING DATES
FOR FILING AFFIDAVITS OF CANDIDACY**

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

1. The period for filing affidavits of candidacy for the office of school board member of Independent School District No. 727 shall begin on August 2, 2022 and shall close on August 16, 2022. An affidavit of candidacy must be filed in the office of the school district clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. on August 16, 2022.
2. The clerk is hereby authorized and directed to cause notice of said filing dates to be published in the official newspaper of the district, at least two (2) weeks prior to the first day to file affidavits of candidacy.
3. The clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten (10) days prior to the first day to file affidavits of candidacy.
4. The notice of said filing dates shall be in substantially the following form:

**NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT NO.
BIG LAKE SCHOOLS NO. 727
STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No. 727 shall begin on August 2, 2022, and shall close at 5:00 o'clock p.m. on August 16, 2022.

The general election shall be held on Tuesday, November 8, 2022. At that election, members will be elected to the School Board for terms of four (4) years each. Those members whose terms are expiring are: Dan Nygaard, Lenette Brown, and Tonya Reasoner.

Affidavits of Candidacy are available from the school district clerk, 501 Minnesota Ave, Big Lake MN 55309. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the school district from which the candidate seeks election for thirty (30) days before the general election, and must have no other affidavit on file for any other office at the same primary or next ensuing general election.

The affidavits of candidacy must be filed in the office of the school district clerk and the filing fee paid prior to 5:00 o'clock p.m. on August 16, 2022 .

Dated: June 16, 2022

BY ORDER OF THE SCHOOL BOARD

Tony Scales, Clerk