

Regular Meeting
Thursday, July 28, 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. Memorandum of Understanding
 - VI.F. Final Reading and Approval of Policies
 - VI.G. Approval of One Read Policies
 - VI.H. Approve the position of Public Relations Communication Specialist
- VII. Financial Report (*C. Strong Financial Foundation*)
Presenter: Director of Business Services, Angie Manuel
- VIII. Second Reading of Policies (*B. Accountability for Student Success*)
Presenter: Superintendent, Tim Truebenbach
- IX. School Board Policy Annual Review (*B Accountability for Student Success*)
Presenter: Superintendent, Tim Truebenbach
- X. Strategic Plan Discussion (*F. Expand and Strengthen Public Support*)
Presenter: Superintendent, Tim Truebenbach
- XI. Resolution for Membership in MSHSL (*F. Expand and Strengthen Public Support*)
Presenter: Superintendent, Tim Truebenbach
- XII. General Election Resolution (*F. Expand and Strengthen Public Support*)
Presenter: Chair, Tonya Reasoner
- XIII. Superintendent Report (*F. Expand and Strengthen Public Support*)
Presenter: Superintendent, Tim Truebenbach
- XIV. Announce Closed Session for Negotiations
Presenter: Chair, Tonya Reasoner
- XV. 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: 06/01/2022 - 7/31/2022

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	101746	CH	1 04472	CARING RIVERS UNITED WAY	06/17/2022	\$40.00	148529	B 01 215 045	United Way
001	101746	CH	1 04472	CARING RIVERS UNITED WAY	06/17/2022	\$15.00	148529	B 12 215 045	United Way
Check Total:						\$55.00			
001	101747	CH	1 04234	MN CHILD SUPPORT PYMT CENTER	06/17/2022	\$483.50	148504	B 01 215 081	Child Support
001	101747	CH	1 04234	MN CHILD SUPPORT PYMT CENTER	06/17/2022	\$422.40	148504	B 12 215 081	Child Support
Check Total:						\$905.90			
001	101748	CH	1 12504	MN PEIP	06/17/2022	\$239,700.33	148574	B 01 215 030	JULY 2022 HEALTH
001	101748	CH	1 12504	MN PEIP	06/17/2022	\$12,314.44	148574	B 04 215 030	JULY 2022 HEALTH
001	101748	CH	1 12504	MN PEIP	06/17/2022	\$5,577.52	148574	B 05 215 030	JULY 2022 HEALTH
001	101748	CH	1 12504	MN PEIP	06/17/2022	\$2,322.42	148574	B 11 215 030	JULY 2022 HEALTH
001	101748	CH	1 12504	MN PEIP	06/17/2022	\$95,217.50	148574	B 12 215 030	JULY 2022 HEALTH
001	101748	CH	1 12504	MN PEIP	06/17/2022	\$35,703.63	148574	B 01 215 051	JULY 2022 HEALTH
001	101748	CH	1 12504	MN PEIP	06/17/2022	\$1,494.14	148574	B 04 215 051	JULY 2022 HEALTH
001	101748	CH	1 12504	MN PEIP	06/17/2022	\$576.48	148574	B 05 215 051	JULY 2022 HEALTH
001	101748	CH	1 12504	MN PEIP	06/17/2022	\$224.46	148574	B 11 215 051	JULY 2022 HEALTH
001	101748	CH	1 12504	MN PEIP	06/17/2022	\$11,328.08	148574	B 12 215 051	JULY 2022 HEALTH
Check Total:						\$404,459.00			
001	101749	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	06/17/2022	\$639.72	148508	B 01 215 040	U Due Nc
001	101749	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	06/17/2022	\$63.17	148508	B 04 215 040	U Dues Nc
Check Total:						\$702.89			
001	101750	CH	1 04874	AMAZON CAPITAL SERVICES	06/24/2022	\$9.74	148533	E 01 005 110 000 000 401	Amazon Basics Wide Ruled 8.5 x 11.75-Inc
001	101750	CH	1 04874	AMAZON CAPITAL SERVICES	06/24/2022	\$21.32	148533	E 01 005 110 000 000 401	Amazon Basics Legal/Wide Ruled 8.5 x 11.
001	101750	CH	1 04874	AMAZON CAPITAL SERVICES	06/24/2022	\$43.52	148533	E 01 005 110 000 000 401	Pendaflex File Folders, Letter Size, 8-1/2" x
001	101750	CH	1 04874	AMAZON CAPITAL SERVICES	06/24/2022	\$8.99	148533	E 01 005 110 000 000 401	Zero Odor Multi-Purpose Household Odor f
001	101750	CH	1 04874	AMAZON CAPITAL SERVICES	06/24/2022	\$14.94	148533	E 01 005 105 000 000 401	Amazon Basics 3 Speed Small Room Air C
001	101750	CH	1 04874	AMAZON CAPITAL SERVICES	06/24/2022	\$15.29	148533	E 01 005 105 000 000 401	1InTheOffice Clear Hanging Folder Tabs, ai
Check Total:						\$113.80			
001	101751	CH	1 12159	ARVIG	06/24/2022	\$268.00	148534	E 01 005 630 000 000 305	INTERNET SERVICES 06/06/22-07/05/202
Check Total:						\$268.00			
001	101752	CH	1 08891	BRIH DESIGN, LLC	06/24/2022	\$430.00	148535	E 12 300 403 000 740 394	MAY 2022 SERVCS
Check Total:						\$430.00			
001	101753	CH	1 13218	CENTRAL MN MENTAL HEALTH CENTE	06/24/2022	\$150.00	148538	E 01 300 211 000 799 305	THERAPY 2385824 6.2.22
Check Total:						\$150.00			

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	101754	CH	1 01035	cmERDC	06/24/2022	\$5,746.00	148537	E 01 005 108 000 311 320	INTERNET ACCESS APRIL-JUNE 2022
						Check Total:	\$5,746.00		
001	101755	CH	1 7828	DELASALLE HIGH SCHOOL	06/24/2022	\$244.00	148536	E 01 005 760 000 720 361	21/22 NON-PUBLIC TRANSPORTATION
						Check Total:	\$244.00		
001	101756	CH	1 13320	DRAKE UNIVERSITY	06/24/2022	\$500.00	148570	E 01 300 960 000 340 898	21/22 SCHOLARSHIP (RAELYN WILCOX)
						Check Total:	\$500.00		
001	101757	CH	1 06741	ELITE SANITATION	06/24/2022	\$88.00	148540	E 04 500 505 000 321 335	PORTABLE TOILET SERVICE 06/04/2022
001	101757	CH	1 06741	ELITE SANITATION	06/24/2022	\$826.50	148571	E 11 300 292 000 000 335	ATHLETICS PORTABLE TOILET RENTAL
001	101757	CH	1 06741	ELITE SANITATION	06/24/2022	\$381.50	148571	E 04 500 505 000 321 335	CE PORTABLE TOILET RENTAL
						Check Total:	\$1,296.00		
001	101758	CH	1 05564	EMERGENCY OUTFITTERS, INC	06/24/2022	\$1,083.00	148539	E 01 100 203 011 150 303	AM ACA OF PEDS BABYSITTING
						Check Total:	\$1,083.00		
001	101759	CH	1 13043	GOPHERMODS, LLC	06/24/2022	\$1,079.00	148542	E 01 005 630 630 000 315	TECH REPAIRS
						Check Total:	\$1,079.00		
001	101760	CH	1 12222	HALLBERG ENGINEERING	06/24/2022	\$2,511.00	148541	E 15 201 867 000 366 305	MS HVAC & INDY ES BOILER REPLACEN
						Check Total:	\$2,511.00		
001	101761	CH	1 13254	IMAGINE LEARNING LLC	06/24/2022	\$2,125.00	148549	E 01 400 203 000 000 406	FT STUDENT ELEMENTARY LICENSE (SI
						Check Total:	\$2,125.00		
001	101762	CH	1 01487	MCDOWALL COMFORT MANAGMENT	06/24/2022	\$24,367.50	148572	E 06 201 870 000 000 520	BOND PROJECT ID #22A201.01A
						Check Total:	\$24,367.50		
001	101763	CH	1 10233	MN DECA	06/24/2022	\$795.00	148550	E 11 300 298 916 301 369	STATE CAREER DEVELPMENT CONFER
						Check Total:	\$795.00		
001	101764	CH	1 01136	MN STATE HIGH SCHOOL LEAGUE	06/24/2022	\$12.00	148545	E 11 300 296 114 000 401	SECTION MEDAL - GIRLS TRACK & FIEL
						Check Total:	\$12.00		
001	101765	CH	1 13110	MONTICELLO DOG ACADEMY	06/24/2022	\$90.00	148547	E 04 500 560 080 321 305	PUPPY KINDERGARTEN
001	101765	CH	1 13110	MONTICELLO DOG ACADEMY	06/24/2022	\$90.00	148547	E 04 500 560 080 321 305	BASIC OBEDIENCE
						Check Total:	\$180.00		
001	101766	CH	1 09682	MONTICELLO SPORTSMEN CLUB	06/24/2022	\$5,370.00	148546	E 11 300 292 154 000 305	TRAP SHOOTING (895) ROUNDS AT \$6 E
						Check Total:	\$5,370.00		
001	101767	CH	1 07575	NORTH DAKOTA STATE UNIVERSITY	06/24/2022	\$1,000.00	148548	E 01 300 960 000 340 898	21/22 CLAIRE JOHN SCHOLARSHIP
						Check Total:	\$1,000.00		
001	101768	CH	1 13016	NORTHLAND REFRIGERATION INCORF	06/24/2022	\$880.40	148543	E 01 100 810 000 000 350	INDY MAMMOTH UNIT REPAIRS

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001	101768	CH	1 13016	NORTHLAND REFRIGERATION INCORP	06/24/2022	\$270.00	148544	E 01 300 810 000 000 305	HS AC-11 REPAIRS
Check Total:						\$1,150.40			
001	101769	CH	1 07890	PMA FINANCIAL NETWORK INC.	06/24/2022	\$235.79	148551	E 45 005 935 000 000 305	ASSETS 05/01/2022-05/31/2022
Check Total:						\$235.79			
001	101770	CH	1 01682	PROFESSIONAL TURF RENOVATION	06/24/2022	\$2,600.00	148553	E 01 005 810 000 000 350	PERFORM SLIT SEEDING ON GAME ANI
Check Total:						\$2,600.00			
001	101771	CH	1 12674	QUADIENT LEASING USA, INC.	06/24/2022	\$222.00	148554	E 04 500 505 000 321 335	LEASE N16112749 04/12/2022-07/01/2022
Check Total:						\$222.00			
001	101772	CH	1 10163	ST. FRANCES XAVIER SCHOOL	06/24/2022	\$479.00	148555	E 01 005 760 000 720 361	NON-PUBLIC TRANSPORTATION 21/22 C
Check Total:						\$479.00			
001	101773	CH	1 06327	THREE RIVERS PARK DISTRICT	06/24/2022	\$1,797.80	148557	E 01 100 203 908 000 369	INDY 5TH GRADE FIELD TRIP
Check Total:						\$1,797.80			
001	101776	CH	1 01089	VISION OF BIG LAKE	06/24/2022	\$660.00	148569	E 01 300 211 222 733 360	BLHS SENIOR WALK 6.2.2022
001	101776	CH	1 01089	VISION OF BIG LAKE	06/24/2022	\$0.00	148569	E 01 300 211 222 733 360	Transportation Contracts
Check Total:						\$660.00			
001	101777	CH	1 06532	VISION STAFFING	06/24/2022	\$2,868.64	148552	E 01 005 810 356 000 305	GROUPS JANITORIAL SERVICES WEE
Check Total:						\$2,868.64			
001	101778	CH	1 13311	WAYZATA RESULTS	06/24/2022	\$450.00	148568	E 11 300 296 114 000 401	TRACK & FIELD TIMING & RESULTS - SE
001	101778	CH	1 13311	WAYZATA RESULTS	06/24/2022	\$450.00	148568	E 11 300 294 114 000 401	TRACK & FIELD TIMING & RESULTS - SE
Check Total:						\$900.00			
001	101779	CH	1 10633	WOLD ARCHITECTS, INC	06/24/2022	\$392.65	148561	E 06 300 870 000 000 305	BOND PROJECT ID #22B300.01B HS DEI
001	101779	CH	1 10633	WOLD ARCHITECTS, INC	06/24/2022	\$99,229.47	148562	E 06 100 870 000 000 305	BOND PROJECT ID 22D100.01B INDY ES
001	101779	CH	1 10633	WOLD ARCHITECTS, INC	06/24/2022	\$16,061.46	148563	E 06 300 870 000 000 305	BOND PROJECT ID #22E300.01B HS REI
Check Total:						\$115,683.58			
001	101780	CH	1 01165	XCEL ENERGY-NSP	06/24/2022	\$839.92	148564	E 01 110 810 000 000 330	LIBERTY NATURAL GAS P #302291437 M
Check Total:						\$839.92			
001	101781	CH	1 06417	UNIVERSITY OF MN - MORRIS	06/24/2022	\$500.00	148558	E 01 300 960 000 340 898	21/22 SCHOLARSHIP (MCKENNA DOMK
Check Total:						\$500.00			
001	101782	CH	1 05748	UNIVERSITY OF ST. THOMAS	06/24/2022	\$200.00	148560	E 01 300 960 000 340 898	21/22 SCHOLARSHIP (PREITY PERSAUD
Check Total:						\$200.00			
001	101783	CH	1 12194	PALMER WEST CONSTRUCTION COMF	06/24/2022	\$1,084,736.60	148575	E 06 110 870 000 000 520	BOND PROJECT ID #22A110.01A
Check Total:						\$1,084,736.60			

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001	101784	CH	1	13322	STYLE CATERING	06/23/2022	\$343.75	148576	E 05 005 865 000 352 490	1ST RESPONDERS TRAINING LUNCHES	
Check Total:							\$343.75				
001	101785	CH	1	03804	ALL STAR TROPHY	06/30/2022	\$35.00	148577	E 11 300 296 125 000 401	SOFTBALL PLAQUE - COACH BOWEN	
Check Total:							\$35.00				
001	101786	CH	1	13325	AMERICAN SOLUTIONS FOR BUSINES	06/30/2022	\$1,333.39	148598	E 01 300 790 000 699 303	BLSPC EVENT DISPLAYS AND SIGNS	
Check Total:							\$1,333.39				
001	101787	CH	1	10336	BOULDER POINTE EQUESTRIAN AND F	06/30/2022	\$1,162.00	148578	E 01 100 203 011 150 303	CAMPS	
Check Total:							\$1,162.00				
001	101788	CH	1	03184	CENTERPOINT ENERGY	06/30/2022	\$560.99	148580	E 01 201 810 000 000 330	MS 04/27/2022-05/26/2022 GAS	
001	101788	CH	1	03184	CENTERPOINT ENERGY	06/30/2022	\$1,386.11	148580	E 01 201 810 000 000 330	MS 04/27/2022-05/26/2022 GAS	
001	101788	CH	1	03184	CENTERPOINT ENERGY	06/30/2022	\$1,023.13	148580	E 01 100 810 000 000 330	INDY 04/27/2022-05/26/2022 GAS	
001	101788	CH	1	03184	CENTERPOINT ENERGY	06/30/2022	\$425.34	148580	E 01 300 810 000 000 330	HS 04/27/2022-05/26/2022 GAS	
001	101788	CH	1	03184	CENTERPOINT ENERGY	06/30/2022	\$3,980.38	148580	E 01 300 810 000 000 330	HS 04/27/2022-05/26/2022 GAS	
001	101788	CH	1	03184	CENTERPOINT ENERGY	06/30/2022	\$46.03	148580	E 01 100 810 000 000 330	INDY 04/27/2022-05/26/2022 GAS	
001	101788	CH	1	03184	CENTERPOINT ENERGY	06/30/2022	\$516.98	148580	E 01 100 810 000 000 330	INDY 04/27/2022-05/26/2022 GAS	
Check Total:							\$7,938.96				
001	101789	CH	1	164	CHARTWELLS	06/30/2022	\$43,430.92	148581	E 02 005 770 000 701 490	FOOD	
001	101789	CH	1	164	CHARTWELLS	06/30/2022	\$14,258.00	148581	E 02 005 770 000 701 495	MILK	
001	101789	CH	1	164	CHARTWELLS	06/30/2022	\$3,993.00	148581	E 02 005 770 000 701 401	SUPPLIES, PAPER PRODUCTS	
001	101789	CH	1	164	CHARTWELLS	06/30/2022	\$83,177.05	148581	E 02 005 770 202 701 305	CHARTWELL'S SALARIES & BENEFITS	
001	101789	CH	1	164	CHARTWELLS	06/30/2022	\$11,737.71	148581	E 02 005 770 000 701 305	CHARTWELL'S ADMIN FEE	
001	101789	CH	1	164	CHARTWELLS	06/30/2022	\$83.13	148581	E 02 005 770 000 701 305	ADVERTISING/RECRUITING/OUTSIDE SI	
001	101789	CH	1	164	CHARTWELLS	06/30/2022	\$521.00	148581	E 02 005 770 000 701 329	POSTAGE	
001	101789	CH	1	164	CHARTWELLS	06/30/2022	\$675.00	148581	E 02 005 770 000 701 350	REPAIRS AND MAINTENANCE	
001	101789	CH	1	164	CHARTWELLS	06/30/2022	\$80.00	148581	E 02 005 770 000 701 366	TRAINING, MILEAGE, MARKETING	
001	101789	CH	1	164	CHARTWELLS	06/30/2022	\$20.00	148581	E 02 005 770 000 701 820	OTHER TAXES/LICENSES	
001	101789	CH	1	164	CHARTWELLS	06/30/2022	\$1,264.00	148581	E 01 005 940 000 000 341	INSURANCE-CHARTWELLS	
Check Total:							\$159,239.81				
001	101790	CH	1	01475	CONNEXUS ENERGY	06/30/2022	\$115.94	148579	E 01 005 810 860 000 331	SOFTBALL CONCESSIONS ELECTRICAL	
001	101790	CH	1	01475	CONNEXUS ENERGY	06/30/2022	\$5,986.17	148579	E 01 100 810 000 000 331	INDEPENDENCE ELECTRICAL 05/11/202	
001	101790	CH	1	01475	CONNEXUS ENERGY	06/30/2022	\$6,579.83	148579	E 01 110 810 000 000 331	LIBERTY ELECTRICAL 05/11/2022-06/10/	
001	101790	CH	1	01475	CONNEXUS ENERGY	06/30/2022	\$118.32	148579	E 01 005 810 860 000 331	BASEBALL FIELD LIGHTS ELECTRICAL C	
001	101790	CH	1	01475	CONNEXUS ENERGY	06/30/2022	\$439.60	148579	E 01 005 810 860 000 331	SOFTBALL FIELD LIGHTS ELECTRICAL C	
Check Total:							\$13,239.86				

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001	101791	CH	1	01475	CONNEXUS ENERGY	06/30/2022	\$597.26	148582	E 01 005 810 860 000 331	ELECTRICAL (GLENWOOD) MAY 2022	
001	101791	CH	1	01475	CONNEXUS ENERGY	06/30/2022	\$284.53	148583	E 01 005 810 860 000 331	ELECTRICAL (IRRIG SVC) MAY 2022	
Check Total:							\$881.79				
001	101792	CH	1	12109	COR ROBOTICS LLC	06/30/2022	\$770.00	148584	E 01 100 203 011 150 303	EUREKA ENGINEERING & RC WARS	
Check Total:							\$770.00				
001	101793	CH	1	06741	ELITE SANITATION	06/30/2022	\$77.00	148585	E 04 500 505 000 321 305	YOUTH BASEBALL TOURNAMENT PORT	
001	101793	CH	1	06741	ELITE SANITATION	06/30/2022	\$88.00	148586	E 04 500 505 000 321 335	YOUTH BASEBALL TOURNAMENT PORT	
Check Total:							\$165.00				
001	101794	CH	1	05564	EMERGENCY OUTFITTERS, INC	06/30/2022	\$1,729.00	148596	E 05 005 865 000 352 305	FIRST AID/CPR/ HC PRO	
Check Total:							\$1,729.00				
001	101795	CH	1	12411	GBR	06/30/2022	\$100.00	148604	E 01 110 219 000 317 358	VIDEO REMOTE INTERPRETING 05/17/2	
001	101795	CH	1	12411	GBR	06/30/2022	\$114.63	148605	E 01 300 219 000 317 358	INTERPRETING 04/04/2022 HS	
Check Total:							\$214.63				
001	101796	CH	1	08465	INNOVATIVE OFFICE SOLUTIONS	06/30/2022	\$42,734.95	148587	E 05 201 208 000 302 530	PO 30795 MS DESKS	
Check Total:							\$42,734.95				
001	101797	CH	1	05685	INSECT LORE	06/30/2022	\$27.99	148597	E 04 500 580 000 325 430	PO 30829 CATERPILLAR REFILLS	
001	101797	CH	1	05685	INSECT LORE	06/30/2022	\$39.99	148597	E 04 500 596 000 344 430	PO 30829 CATERPILLAR REFILLS	
001	101797	CH	1	05685	INSECT LORE	06/30/2022	\$4.47	148597	E 04 500 596 000 344 430	SHIPPING	
001	101797	CH	1	05685	INSECT LORE	06/30/2022	\$4.48	148597	E 04 500 580 000 325 430	SHIPPING	
Check Total:							\$76.93				
001	101798	CH	1	12472	MARSHALL MEMO	06/30/2022	\$70.00	148588	E 01 005 020 000 000 366	SUBSCRIBERS	
Check Total:							\$70.00				
001	101799	CH	1	10521	NATIVE REFLECTIONS	06/30/2022	\$559.60	148599	E 01 005 610 000 320 401	Graduation Gift Packs	
001	101799	CH	1	10521	NATIVE REFLECTIONS	06/30/2022	\$83.94	148599	E 01 005 610 000 320 401	shipping	
Check Total:							\$643.54				
001	101800	CH	1	07575	NORTH DAKOTA STATE UNIVERSITY	06/30/2022	\$500.00	148603	E 01 300 960 000 340 898	SCHOLARSHIP (JACK BECKSTROM)	
Check Total:							\$500.00				
001	101801	CH	1	01840	RATWIK, ROSZAK & MALONEY, P.A.	06/30/2022	\$611.00	148589	E 01 005 110 305 000 305	MAY 2022 SERVICES	
Check Total:							\$611.00				
001	101802	CH	1	13220	RUMPCA-BARRETT, JOELYN	06/30/2022	\$945.00	148590	E 04 500 570 000 321 305	TEST OUT SESSIONS FOR CPR	
Check Total:							\$945.00				
001	101803	CH	1	12433	VARSITY ATHLETIC APPAREL, INC.	06/30/2022	\$58.50	148600	E 11 300 292 000 000 401	Large Service Bar	
001	101803	CH	1	12433	VARSITY ATHLETIC APPAREL, INC.	06/30/2022	\$19.50	148600	E 11 300 292 000 000 401	Lamp of Learning	

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	101803	CH	1	12433	VARSITY ATHLETIC APPAREL, INC.	06/30/2022	\$9.75	148600	E 11 300 292 000 000 401	Captain
001	101803	CH	1	12433	VARSITY ATHLETIC APPAREL, INC.	06/30/2022	\$9.75	148600	E 11 300 292 000 000 401	Manager
001	101803	CH	1	12433	VARSITY ATHLETIC APPAREL, INC.	06/30/2022	\$35.00	148600	E 11 300 292 000 000 401	Shipping
Check Total:								\$132.50		
001	101804	CH	1	09884	VERIZON WIRELESS	06/30/2022	\$51.25	148594	E 01 201 050 000 000 320	ME CELL PHONES 05/11-06/10
001	101804	CH	1	09884	VERIZON WIRELESS	06/30/2022	\$51.25	148594	E 01 400 050 000 000 320	KN CELL PHONES 05/11-06/10
001	101804	CH	1	09884	VERIZON WIRELESS	06/30/2022	\$51.25	148594	E 04 500 505 000 321 320	AB CELL PHONES 05/11-06/10
001	101804	CH	1	09884	VERIZON WIRELESS	06/30/2022	\$51.25	148594	E 01 300 605 000 000 320	AF CELL PHONES 05/11-06/10
001	101804	CH	1	09884	VERIZON WIRELESS	06/30/2022	\$61.25	148594	E 01 005 630 000 000 320	BH CELL PHONES 05/11-06/10
001	101804	CH	1	09884	VERIZON WIRELESS	06/30/2022	\$51.25	148594	E 01 100 605 000 000 320	SP CELL PHONES 05/11-06/10
001	101804	CH	1	09884	VERIZON WIRELESS	06/30/2022	\$51.25	148594	E 01 005 020 000 000 320	TT CELL PHONES 05/11-06/10
001	101804	CH	1	09884	VERIZON WIRELESS	06/30/2022	\$51.25	148594	E 01 201 605 000 000 320	HP CELL PHONES 05/11-06/10
001	101804	CH	1	09884	VERIZON WIRELESS	06/30/2022	\$51.25	148594	E 01 201 810 000 000 320	AZ CELL PHONES 05/11-06/10
001	101804	CH	1	09884	VERIZON WIRELESS	06/30/2022	\$51.25	148594	E 01 300 605 000 000 320	AF CELL PHONES 05/11-06/10
001	101804	CH	1	09884	VERIZON WIRELESS	06/30/2022	\$51.25	148594	E 01 005 610 000 000 320	DB CELL PHONES 05/11-06/10
001	101804	CH	1	09884	VERIZON WIRELESS	06/30/2022	\$51.25	148594	E 01 410 211 000 000 320	NH CELL PHONES 05/11-06/10
001	101804	CH	1	09884	VERIZON WIRELESS	06/30/2022	\$51.25	148594	E 11 300 292 000 000 320	JM CELL PHONES 05/11-06/10
001	101804	CH	1	09884	VERIZON WIRELESS	06/30/2022	\$51.25	148594	E 01 005 810 000 000 320	NK CELL PHONES 05/11-06/10
001	101804	CH	1	09884	VERIZON WIRELESS	06/30/2022	\$51.25	148594	E 01 100 810 000 000 320	BM CELL PHONES 05/11-06/10
001	101804	CH	1	09884	VERIZON WIRELESS	06/30/2022	\$51.25	148594	E 01 110 050 000 000 320	CG CELL PHONES 05/11-06/10
001	101804	CH	1	09884	VERIZON WIRELESS	06/30/2022	\$51.25	148594	E 04 500 570 000 321 320	TF CELL PHONES 05/11-06/10
001	101804	CH	1	09884	VERIZON WIRELESS	06/30/2022	\$51.25	148594	E 01 300 050 000 000 320	BD CELL PHONES 05/11-06/10
001	101804	CH	1	09884	VERIZON WIRELESS	06/30/2022	\$25.62	148594	E 04 500 580 000 325 320	SF CELL PHONES 05/11-06/10
001	101804	CH	1	09884	VERIZON WIRELESS	06/30/2022	\$25.63	148594	E 04 500 596 000 344 320	SF CELL PHONES 05/11-06/10
001	101804	CH	1	09884	VERIZON WIRELESS	06/30/2022	\$61.25	148594	E 01 005 720 342 000 320	TZ CELL PHONES 05/11-06/10
001	101804	CH	1	09884	VERIZON WIRELESS	06/30/2022	\$61.25	148594	E 01 005 630 000 000 320	JB CELL PHONES 05/11-06/10
001	101804	CH	1	09884	VERIZON WIRELESS	06/30/2022	\$51.25	148594	E 01 005 810 000 000 320	PA CELL PHONES 05/11-06/10
001	101804	CH	1	09884	VERIZON WIRELESS	06/30/2022	\$41.25	148594	E 01 300 790 000 699 320	NS CELL PHONES 05/11-06/10
001	101804	CH	1	09884	VERIZON WIRELESS	06/30/2022	\$41.25	148594	E 01 100 050 000 000 320	JD CELL PHONES 05/11-06/10
001	101804	CH	1	09884	VERIZON WIRELESS	06/30/2022	\$41.25	148594	E 01 005 605 000 000 320	TSP CELL PHONES 01/11/2022-02/10/202
001	101804	CH	1	09884	VERIZON WIRELESS	06/30/2022	\$51.25	148594	E 01 005 720 342 000 320	ND CELL PHONES 05/11-06/10
Check Total:								\$1,332.50		
001	101805	CH	1	06532	VISION STAFFING	06/30/2022	\$2,880.69	148592	E 01 005 810 356 000 305	GROUPS JANITORIAL SERVICES WEE
Check Total:								\$2,880.69		

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	101806	CH	1 08807	WRECK-LESS DRIVING ACADEMY	06/30/2022	\$7,590.00	148591	E 04 500 560 239 321 305	DRIVERS ED
						Check Total:	\$7,590.00		
001	101807	CH	1 01240	WRIGHT TECHNICAL CENTER	06/30/2022	\$32,553.94	148593	E 01 998 211 000 303 390	WRIGHT ACADEMY HIGH SCHOOL MAY/
001	101807	CH	1 01240	WRIGHT TECHNICAL CENTER	06/30/2022	\$7,638.68	148595	E 01 998 400 000 000 393	CTE DISABLED TUITION MEMBER 2ND S
						Check Total:	\$40,192.62		
001	101808	CH	1 12179	CONSCIOUS DISCIPLINE	06/30/2022	\$2,197.10	148619	E 01 110 203 000 000 430	PO 30764 LIBERTY CLASSROOM SUPPL
						Check Total:	\$2,197.10		
001	101809	CH	1 09300	PRIMO PIZZA	06/30/2022	\$479.00	148620	E 11 300 298 000 000 490	CONCESSIONS
						Check Total:	\$479.00		
001	101810	CH	1 05799	AFFINETY SOLUTIONS	07/01/2022	\$1,650.00	148606	E 11 300 292 000 000 405	FY 22/23 ACTIVITIES ANNUAL SOFTWARE
						Check Total:	\$1,650.00		
001	101811	CH	1 06597	FRONTLINE TECHNOLOGIES GROUP	07/01/2022	\$10,149.00	148607	E 01 005 105 000 000 305	22/23 FRONTLINE CENTRAL SOLUTION
001	101811	CH	1 06597	FRONTLINE TECHNOLOGIES GROUP	07/01/2022	\$9,499.20	148608	E 01 005 105 000 000 305	FY 22/23 ABSENCE & SUBSTITUTE MAN.
						Check Total:	\$19,648.20		
001	101812	CH	1 10516	INFINITE CAMPUS, INC.	07/01/2022	\$50,171.80	148609	E 05 005 630 000 302 405	FY 23 LICENSE
						Check Total:	\$50,171.80		
001	101813	CH	1 01121	MASSP	07/01/2022	\$969.00	148613	E 01 300 605 000 000 820	FY 23 MEMBERSHIP (A CHARBONEAU-F
001	101813	CH	1 01121	MASSP	07/01/2022	\$870.00	148614	E 01 300 050 000 000 820	FY 23 MEMBERSHIP (R DOCKENDORF)
						Check Total:	\$1,839.00		
001	101814	CH	1 01134	MESPA	07/01/2022	\$696.00	148610	E 01 110 050 000 000 820	FY 23 MEMBERSHIP RENEWAL (CARYL I
001	101814	CH	1 01134	MESPA	07/01/2022	\$696.00	148611	E 01 005 605 000 000 820	FY 23 MEMBERSHIP (T SMOCK-POTTER
001	101814	CH	1 01134	MESPA	07/01/2022	\$696.00	148615	E 01 100 050 000 000 820	FY 23 MEMBERSHIP (J DEAVEL)
						Check Total:	\$2,088.00		
001	101815	CH	1 01137	MSBA	07/01/2022	\$11,189.00	148612	E 01 005 010 000 000 820	FY 23 MEMBERSHIP
						Check Total:	\$11,189.00		
001	101816	CH	1 01175	POSTMASTER	07/01/2022	\$265.00	148618	E 01 005 110 000 000 305	FY 23 USPS MARKETING MAIL
						Check Total:	\$265.00		
001	101817	CH	1 13326	SCOREVISION, LLC	07/01/2022	\$7,500.00	148616	E 01 005 810 359 000 405	FY 23 ANNUAL SOFTWARE SUBSCRIPTI
						Check Total:	\$7,500.00		
001	101818	CH	1 12376	WORDWARE, INC.	07/01/2022	\$1,056.00	148617	E 11 300 292 000 000 405	FY 23 ANNUAL SERVICE AND SUPPORT
						Check Total:	\$1,056.00		
001	101820	CH	1 12469	BIG INK	07/01/2022	\$2,280.00	148799	E 01 300 790 000 699 303	PCN GRANT BANNER
						Check Total:	\$2,280.00		

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001	101821	CH	1 06130	CARD SERVICES	07/01/2022	\$9.98	148795	E 05 005 865 000 352 401	DO
001	101821	CH	1 06130	CARD SERVICES	07/01/2022	\$32.96	148795	E 01 201 298 950 000 490	MS
001	101821	CH	1 06130	CARD SERVICES	07/01/2022	\$115.98	148795	E 04 500 570 000 321 401	CE
001	101821	CH	1 06130	CARD SERVICES	07/01/2022	\$59.95	148795	E 04 500 570 000 321 401	CE
001	101821	CH	1 06130	CARD SERVICES	07/01/2022	\$15.95	148795	E 04 500 580 000 325 430	CE
001	101821	CH	1 06130	CARD SERVICES	07/01/2022	\$21.27	148795	E 04 500 505 000 321 490	CE
001	101821	CH	1 06130	CARD SERVICES	07/01/2022	\$277.80	148795	E 04 500 505 000 321 490	CE
001	101821	CH	1 06130	CARD SERVICES	07/01/2022	\$43.74	148795	E 04 500 505 000 321 490	CE
001	101821	CH	1 06130	CARD SERVICES	07/01/2022	\$79.37	148795	E 01 300 331 000 830 433	HS FACS
001	101821	CH	1 06130	CARD SERVICES	07/01/2022	(\$43.74)	148795	E 04 500 505 000 321 490	CE
001	101821	CH	1 06130	CARD SERVICES	07/01/2022	\$43.74	148795	E 04 500 570 000 321 401	CE
Check Total:						\$657.00			
001	101822	CH	1 13130	LMNO DESIGN CO LLC	07/01/2022	\$2,984.07	148797	E 01 300 790 000 699 303	PCN MEDIA CONSULTANT JUNE 2022
Check Total:						\$2,984.07			
001	101823	CH	1 13234	MEETINGS NORTHWEST	07/01/2022	\$895.00	148798	E 01 300 790 000 699 366	2022 MONTANTA SUMMER INSTITUTE (F
Check Total:						\$895.00			
001	101824	CH	1 13248	MERWIN, JACK	07/01/2022	\$298.32	148796	E 01 300 790 000 699 368	FINAL MONTANA SUMMER INSTITUTE E
Check Total:						\$298.32			
001	101825	CH	1 04472	CARING RIVERS UNITED WAY	07/05/2022	\$40.00	148636	B 01 215 045	United Way
001	101825	CH	1 04472	CARING RIVERS UNITED WAY	07/05/2022	\$15.00	148636	B 12 215 045	United Way
Check Total:						\$55.00			
001	101826	CH	1 04234	MN CHILD SUPPORT PYMT CENTER	07/05/2022	\$236.00	148784	B 01 215 081	Child Support
001	101826	CH	1 04234	MN CHILD SUPPORT PYMT CENTER	07/05/2022	\$247.50	148807	B 01 215 081	Child Support
Check Total:						\$483.50			
001	101827	CH	1 04223	NCPERS GROUP LIFE INS	07/05/2022	\$128.00	148787	B 01 215 033	NCPR Life
Check Total:						\$128.00			
001	101828	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	07/05/2022	\$577.00	148789	B 01 215 040	U Due Nc
001	101828	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	07/05/2022	\$63.17	148789	B 04 215 040	U Dues Nc
Check Total:						\$640.17			
001	101829	CH	1 04874	AMAZON CAPITAL SERVICES	07/15/2022	\$4.50	148818	E 04 500 580 341 325 401	B002HRAEOG FloraCraft 26 Gauge Floral
001	101829	CH	1 04874	AMAZON CAPITAL SERVICES	07/15/2022	\$26.72	148818	E 04 500 505 000 321 401	B00B1EO1Z4 D-Line Cable Management E
001	101829	CH	1 04874	AMAZON CAPITAL SERVICES	07/15/2022	\$39.99	148818	E 04 500 580 341 325 401	B00B2MDV7E Green Vinyl Floral Sheeting
001	101829	CH	1 04874	AMAZON CAPITAL SERVICES	07/15/2022	\$7.99	148818	E 04 500 505 000 321 401	B0154MS9Q0 PASOW 50pcs Cable Ties R
001	101829	CH	1 04874	AMAZON CAPITAL SERVICES	07/15/2022	\$81.77	148818	E 04 500 570 000 321 401	

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001	101829	CH	1	04874	AMAZON CAPITAL SERVICES	07/15/2022	\$81.77	148818	E 04 500 580 341 325 401	
001	101829	CH	1	04874	AMAZON CAPITAL SERVICES	07/15/2022	\$11.61	148818	E 04 500 580 341 325 401	B01DTDE9DS Duck Tape Brand Standard
001	101829	CH	1	04874	AMAZON CAPITAL SERVICES	07/15/2022	\$92.70	148818	E 04 500 570 000 321 401	B07D1BPT39 All Health Flexible Fabric Adh
001	101829	CH	1	04874	AMAZON CAPITAL SERVICES	07/15/2022	\$99.99	148818	E 04 500 570 000 321 401	B07PXGQC1Q Apple AirPods (2nd Genera
001	101829	CH	1	04874	AMAZON CAPITAL SERVICES	07/15/2022	\$6.99	148818	E 04 500 570 000 321 401	B07VSN5YB4 ABLY 540 Pockets Double-S
001	101829	CH	1	04874	AMAZON CAPITAL SERVICES	07/15/2022	\$16.99	148818	E 04 500 580 341 325 401	B081RPX67X 20Pack Foam Boards, 11"x1
001	101829	CH	1	04874	AMAZON CAPITAL SERVICES	07/15/2022	\$19.99	148818	E 04 500 580 341 325 401	B0879HMX31 10 Feet Long Green Parade
001	101829	CH	1	04874	AMAZON CAPITAL SERVICES	07/15/2022	\$89.94	148818	E 04 500 570 000 321 401	B08HY47ZLN Wii Remote Controller, VOYI
001	101829	CH	1	04874	AMAZON CAPITAL SERVICES	07/15/2022	\$12.45	148818	E 04 500 580 341 325 401	B08LKG1ND Gtongoko Galvanized Land
001	101829	CH	1	04874	AMAZON CAPITAL SERVICES	07/15/2022	\$6.99	148818	E 04 500 580 341 325 401	B09NSRKVXM PerkHomy 1100FT Jute Tw
001	101829	CH	1	04874	AMAZON CAPITAL SERVICES	07/15/2022	\$81.98	148818	E 04 500 580 341 325 401	B09VKSHC3V ADXCO 144 Pieces Hawaii
001	101829	CH	1	04874	AMAZON CAPITAL SERVICES	07/15/2022	\$14.44	148819	E 04 500 570 000 321 401	B01FV60TAS Tulip One-Step Tie-Dye Party
001	101829	CH	1	04874	AMAZON CAPITAL SERVICES	07/15/2022	\$319.98	148819	E 04 500 570 000 321 401	B07CCKB5H5 KIDS Rocky Mountain Suns
001	101829	CH	1	04874	AMAZON CAPITAL SERVICES	07/15/2022	\$72.90	148819	E 04 500 570 000 321 401	B07GF9Z1RD Belinlen 10 Pack 8-Ounce P
001	101829	CH	1	04874	AMAZON CAPITAL SERVICES	07/15/2022	\$199.80	148819	E 04 500 570 000 321 401	B08LNWXTZT PEIPU Nitrile and Vinyl Bler
001	101829	CH	1	04874	AMAZON CAPITAL SERVICES	07/15/2022	\$21.99	148820	E 04 500 570 000 321 401	B075674PFR 50,000 Staples, Standard 1/4
001	101829	CH	1	04874	AMAZON CAPITAL SERVICES	07/15/2022	\$294.90	148820	E 04 500 570 000 321 401	B08LG4WBDY Tulip One-Step Tie-Dye Kit
001	101829	CH	1	04874	AMAZON CAPITAL SERVICES	07/15/2022	\$28.76	148820	E 04 500 570 000 321 401	B09TXDSX5C 1000 Pcs 6x9mm Multi-Colc
Check Total:							\$1,635.14			
001	101831	CH	1	13032	FLICEK WELDING, LLC	07/15/2022	\$4,500.00	148824	E 01 110 810 000 000 350	REPAIR LOADING DOCK GUARDRAIL A
001	101831	CH	1	13032	FLICEK WELDING, LLC	07/15/2022	\$3,300.00	148825	E 01 300 810 000 000 350	REPAIR LOADING DOCK GUARDRAIL AT
Check Total:							\$7,800.00			
001	101832	CH	1	06230	GOPHER STATE ONE-CALL	07/15/2022	\$17.55	148835	E 01 005 810 000 000 350	TICKETS
Check Total:							\$17.55			
001	101833	CH	1	08465	INNOVATIVE OFFICE SOLUTIONS	07/15/2022	\$33,736.05	148826	E 05 201 208 000 302 530	PO 30795 MS FURNITURE
Check Total:							\$33,736.05			
001	101834	CH	1	08228	KIDCREATE STUDIO	07/15/2022	\$1,826.00	148827	E 01 100 203 011 150 303	06/27 LET'S DRAW PAINT SCULPT
Check Total:							\$1,826.00			
001	101835	CH	1	05296	MONTICELLO COMMUNITY CENTER	07/15/2022	\$704.00	148828	E 04 500 560 080 321 305	LAKE MINNETONKA TRIP
Check Total:							\$704.00			
001	101836	CH	1	09760	PREMIER LOCATING, INC.	07/15/2022	\$107.50	148831	E 01 005 810 000 000 305	TICKETS RECEIVED 05/24/2022
Check Total:							\$107.50			
001	101837	CH	1	13240	PROCARE THERAPY	07/15/2022	\$2,250.00	148829	E 12 110 401 000 740 394	Telepractitioner Jerra Boudjouk 25 hours pe
001	101837	CH	1	13240	PROCARE THERAPY	07/15/2022	\$2,250.00	148830	E 12 110 401 000 740 394	Telepractitioner Jerra Boudjouk 25 hours pe

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001	101837	CH	1	13240	PROCARE THERAPY	07/15/2022	(\$1,000.00)	148840	E 12 110 401 000 740 394	DEPOSIT RETURN TELEPRACTITIONER	
							Check Total:	\$3,500.00			
001	101838	CH	1	01073	RAS GLASS LLC	07/15/2022	\$480.00	148832	E 01 300 810 000 000 350	B&G REPAIRS	
							Check Total:	\$480.00			
001	101839	CH	1	08981	SHRED RIGHT	07/15/2022	\$122.54	148833	E 01 005 810 000 000 333	SHREDDING 06/16/2022	
							Check Total:	\$122.54			
001	101840	CH	1	13351	THE WAVE	07/15/2022	\$3,112.61	148817	E 01 300 790 000 699 401	THE WAVE YOUTH CENTER FURNITURE	
							Check Total:	\$3,112.61			
001	101841	CH	1	06532	VISION STAFFING	07/15/2022	\$2,943.10	148834	E 01 005 810 356 000 305	GROUNDWORK JANITORIAL SERVICES WEE	
							Check Total:	\$2,943.10			
001	101842	CH	1	13048	WELLNESS FOR LIVING LLC	07/15/2022	\$220.00	148837	E 01 100 203 011 150 303	4TH OF JULY COOKIE DECORATING	
							Check Total:	\$220.00			
001	101843	CH	1	13324	WOITALLA, LAUREN	07/15/2022	\$117.50	148838	E 01 300 219 000 317 358	ASL INTERPRETATION FOR DHH STUDE	
							Check Total:	\$117.50			
001	101844	CH	1	04874	AMAZON CAPITAL SERVICES	07/15/2022	\$9.53	148842	E 01 005 110 000 000 401	HAMIGAR Whiteboard Stick, White Board	
001	101844	CH	1	04874	AMAZON CAPITAL SERVICES	07/15/2022	\$14.22	148842	E 01 005 110 000 000 401	Post-it Flags Value Pack, 50/Dispenser, 4 C	
001	101844	CH	1	04874	AMAZON CAPITAL SERVICES	07/15/2022	\$19.99	148842	E 01 005 110 000 000 401	Post-it Super Sticky Notes, 3x3 in, 24 Pads	
001	101844	CH	1	04874	AMAZON CAPITAL SERVICES	07/15/2022	\$51.98	148842	E 01 005 110 000 000 401	Sorbus Woven Basket Bin Set - Shelf Stor	
001	101844	CH	1	04874	AMAZON CAPITAL SERVICES	07/15/2022	\$349.78	148843	E 01 005 110 000 000 401	HP 508A CF360A Toner Cartridge Black	
001	101844	CH	1	04874	AMAZON CAPITAL SERVICES	07/15/2022	\$33.18	148843	E 01 005 110 000 000 401	Samsill Durable 3 Ring View Binders Made	
001	101844	CH	1	04874	AMAZON CAPITAL SERVICES	07/15/2022	\$115.88	148845	E 01 100 203 226 000 401	HOMCOM 20" Modern End Table, Accent S	
001	101844	CH	1	04874	AMAZON CAPITAL SERVICES	07/15/2022	\$19.99	148845	E 01 100 203 290 000 401	Vinyl Wall Art Decal - Happy People Think	
001	101844	CH	1	04874	AMAZON CAPITAL SERVICES	07/15/2022	\$79.00	148845	E 01 100 203 290 000 401	Delma Inspirational Wall Decals Quotes,Wk	
							Check Total:	\$693.55			
001	101845	CH	1	10414	BIG BEAR APPAREL	07/15/2022	\$900.00	148846	E 04 500 560 122 321 305	WHITE TANK TOP GYMNASTICS	
							Check Total:	\$900.00			
001	101846	CH	1	06214	COLLEGE OF ST. BENEDICT	07/15/2022	\$1,000.00	148847	E 01 300 960 000 340 898	21/22 SCHOLARSHIP (JAZMIN ACUAN DI	
							Check Total:	\$1,000.00			
001	101847	CH	1	07197	DEGOLIER QUALITY PAINTING, INC	07/15/2022	\$375.00	148848	E 01 300 810 000 000 350	HS & LIBERTY EXTERIOR LOADING DOC	
001	101847	CH	1	07197	DEGOLIER QUALITY PAINTING, INC	07/15/2022	\$400.00	148848	E 01 110 810 000 000 350	HS & LIBERTY EXTERIOR LOADING DOC	
001	101847	CH	1	07197	DEGOLIER QUALITY PAINTING, INC	07/15/2022	\$18,937.00	148849	E 01 300 810 351 000 520	50% CABINETS/CASEWORK FOR HS RC	
							Check Total:	\$19,712.00			

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001	101848	CH	1 08417	EDUCATORS BENEFIT CONSULTANTS	07/15/2022	\$370.02	148850	E 01 005 105 000 000 305	403B ADMIN & COMPLIANCE MONTHLY
						Check Total:	\$370.02		
001	101849	CH	1 05657	GUSTAVUS ADOLPHUS COLLEGE	07/15/2022	\$1,000.00	148852	E 01 300 960 000 340 898	21/22 SCHOLARSHIP (OLIVIA STOCKHAI
						Check Total:	\$1,000.00		
001	101850	CH	1 13354	HARVARD UNIVERSITY	07/15/2022	\$2,000.00	148853	E 01 300 960 000 340 898	21/22 SCHOLARSHIP (ELLA DOTZLER)
						Check Total:	\$2,000.00		
001	101851	CH	1 06411	MISSISSIPPI 8 CONFERENCE	07/15/2022	\$6,000.00	148854	E 11 300 292 000 000 820	22/23 CONFERENCE DUES
						Check Total:	\$6,000.00		
001	101852	CH	1 07575	NORTH DAKOTA STATE UNIVERSITY	07/15/2022	\$500.00	148855	E 01 300 960 000 340 898	21/22 SCHOLARSHIP (MIRANDA SENGEI
						Check Total:	\$500.00		
001	101853	CH	1 12564	RUSSELL SECURITY RESOURCE, INC.	07/15/2022	\$760.00	148851	E 01 300 810 000 000 350	DOOR F REINFORCE TOP HINGE
						Check Total:	\$760.00		
001	101854	CH	1 07993	SOUTH DAKOTA STATE UNIVERSITY	07/15/2022	\$500.00	148856	E 01 300 960 000 340 898	21/22 SCHOLARSHIP (LAUREN KRAUSE
						Check Total:	\$500.00		
001	101855	CH	1 12185	ST. OLAF COLLEGE	07/15/2022	\$500.00	148857	E 01 300 960 000 340 898	21/22 SCHOLARSHIP (KYLEE KNETTEL)
						Check Total:	\$500.00		
001	101856	CH	1 12963	ULTRA DURABLE FLOOR TECHNOLOG	07/15/2022	\$253.50	148858	E 01 110 810 000 000 401	BLACK WRAP-AROUND FLOOR SAVERS
						Check Total:	\$253.50		
001	101857	CH	1 01229	UNIVERSITY OF MINNESOTA	07/15/2022	\$200.00	148859	E 01 300 960 000 340 898	21/22 SCHOLARSHIP (KAMMORY JOSEV
						Check Total:	\$200.00		
001	101858	CH	1 01229	UNIVERSITY OF MINNESOTA	07/15/2022	\$1,000.00	148860	E 01 300 960 000 340 898	21/22 SCHOLARSHIP (JACOB POLACEC,
						Check Total:	\$1,000.00		
001	101859	CH	1 06532	VISION STAFFING	07/15/2022	\$2,920.87	148861	E 01 005 810 356 000 305	GROUNDS JANITORIAL SERVICES WEE
						Check Total:	\$2,920.87		
001	101860	CH	1 07197	DEGOLIER QUALITY PAINTING, INC	07/15/2022	\$4,900.00	148823	E 01 300 810 351 000 520	50% FOR PRODUCT AND DEMO BLHS
						Check Total:	\$4,900.00		
001	101861	CH	1 07197	DEGOLIER QUALITY PAINTING, INC	07/15/2022	\$1,125.00	148822	E 01 201 810 000 000 350	PAINT NEW DOORS & FRAMES PER QUI
						Check Total:	\$1,125.00		
001	101862	CH	1 13167	5678 Solutions LLC W-9	07/22/2022	\$660.00	148865	E 11 300 295 123 000 401	3 x 5' Flag w/Pole
001	101862	CH	1 13167	5678 Solutions LLC W-9	07/22/2022	\$15.00	148865	E 11 300 295 123 000 401	Shipping
						Check Total:	\$675.00		
001	101863	CH	1 02084	APPLE COMPUTER INC	07/22/2022	\$598.00	148866	E 12 100 401 000 740 433	10.2. inch iPad WIF 64GB Space Gray MK
						Check Total:	\$598.00		

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	101865	CH	1	13241	BENEFIT RESOURCE, LLD	07/22/2022	\$112.00	148867	E 01 005 105 000 000 305	COBRA DIRECT BILL MEMBER
001	101865	CH	1	13241	BENEFIT RESOURCE, LLD	07/22/2022	\$400.00	148867	E 01 005 105 000 000 305	COBRA QUALIFYING EVNET
Check Total:								\$512.00		
001	101866	CH	1	164	CHARTWELLS	07/22/2022	(\$865.01)	148868	E 02 005 770 000 701 490	FOOD
001	101866	CH	1	164	CHARTWELLS	07/22/2022	\$2,383.75	148868	E 02 005 770 000 701 495	MILK
001	101866	CH	1	164	CHARTWELLS	07/22/2022	\$1,128.94	148868	E 02 005 770 000 701 401	SUPPLIES, PAPER PRODUCTS
001	101866	CH	1	164	CHARTWELLS	07/22/2022	\$52,466.16	148868	E 02 005 770 202 701 305	CHARTWELL'S SALARIES & BENEFITS
001	101866	CH	1	164	CHARTWELLS	07/22/2022	\$2,434.20	148868	E 02 005 770 000 701 305	CHARTWELL'S ADMIN FEE
001	101866	CH	1	164	CHARTWELLS	07/22/2022	\$164.75	148868	E 02 005 770 000 701 305	ADVERTISING/RECRUITING/OUTSIDE SI
001	101866	CH	1	164	CHARTWELLS	07/22/2022	\$38.24	148868	E 02 005 770 000 701 329	POSTAGE
001	101866	CH	1	164	CHARTWELLS	07/22/2022	\$519.05	148868	E 02 005 770 000 701 350	REPAIRS AND MAINTENANCE
001	101866	CH	1	164	CHARTWELLS	07/22/2022	\$75.07	148868	E 02 005 770 000 701 366	TRAINING, MILEAGE, MARKETING
001	101866	CH	1	164	CHARTWELLS	07/22/2022	\$0.00	148868	E 02 005 770 000 701 820	OTHER TAXES/LICENSES
001	101866	CH	1	164	CHARTWELLS	07/22/2022	\$1,276.86	148868	E 01 005 940 000 000 341	INSURANCE-CHARTWELLS
Check Total:								\$59,622.01		
001	101867	CH	1	07197	DEGOLIER QUALITY PAINTING, INC	07/22/2022	\$6,950.00	148869	E 12 100 408 000 619 350	INSTALLATION OF FRP COVERED PLYW
Check Total:								\$6,950.00		
001	101868	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	07/22/2022	\$1.46	148883	E 01 300 292 000 000 280	QUARTER 2, 2022 UNEMPLOYMENT BEN
001	101868	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	07/22/2022	\$23.17	148883	E 01 201 208 000 000 280	QUARTER 2, 2022 UNEMPLOYMENT BEN
Check Total:								\$24.63		
001	101869	CH	1	13198	ECSI SYSTEM INTEGRATORS	07/22/2022	\$7,670.00	148870	E 01 300 810 000 000 305	LABELING & DIAGNOSTIC REPAIRS TO I
Check Total:								\$7,670.00		
001	101870	CH	1	12466	HOLY SPIRIT ACADEMY	07/22/2022	\$244.00	148871	E 01 005 760 000 720 361	21/22 NON-PUBLIC TRANSPORTATION (I
Check Total:								\$244.00		
001	101871	CH	1	03321	INTERMEDIATE DIST 287	07/22/2022	\$2,162.40	148872	E 01 998 211 000 000 390	21/22 CARE & TREATMENT MID-YEAR BI
001	101871	CH	1	03321	INTERMEDIATE DIST 287	07/22/2022	\$1,176.60	148872	E 01 998 208 000 000 390	21/22 CARE & TREATMENT MID-YEAR BI
Check Total:								\$3,339.00		
001	101872	CH	1	03321	INTERMEDIATE DIST 287	07/22/2022	\$3,269.70	148873	E 01 998 211 000 303 390	21/22 ALC SUM 21 BILLING
Check Total:								\$3,269.70		
001	101873	CH	1	13357	MONTESSORI RENAISSANCE ACADEM	07/22/2022	\$238.00	148874	E 01 005 760 000 720 361	21/22 NON-PUBLIC TRANSPORTATION (I
Check Total:								\$238.00		
001	101874	CH	1	13016	NORTHLAND REFRIGERATION INCORP	07/22/2022	\$555.61	148875	E 01 100 810 000 000 350	INDY AC #2 REPAIRS

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001	101874	CH	1	13016	NORTHLAND REFRIGERATION INCORP	07/22/2022	\$930.35	148876	E 01 300 810 000 000 350	HS AC #30 REPAIRS	
Check Total:							\$1,485.96				
001	101875	CH	1	01187	SCHMITT MUSIC CENTERS	07/22/2022	\$48.80	148877	E 01 201 208 951 000 350	PO 30827 MS INSTRUMENT REPAIRS	
001	101875	CH	1	01187	SCHMITT MUSIC CENTERS	07/22/2022	\$140.00	148878	E 01 201 208 951 000 350	MS INSTRUMENT REPAIRS	
001	101875	CH	1	01187	SCHMITT MUSIC CENTERS	07/22/2022	\$8.76	148879	E 01 201 208 951 000 350	MS INSTRUMENT REPAIRS	
001	101875	CH	1	01187	SCHMITT MUSIC CENTERS	07/22/2022	(\$15.00)	148880	E 01 300 258 000 000 430	HS CREDIT	
Check Total:							\$182.56				
001	101876	CH	1	13212	THREE SONS HARDWARE LLC	07/22/2022	\$135.97	148882	E 01 100 810 000 000 350	JUNE 2022	
001	101876	CH	1	13212	THREE SONS HARDWARE LLC	07/22/2022	\$9.28	148882	E 01 201 810 000 000 350	JUNE 2022	
001	101876	CH	1	13212	THREE SONS HARDWARE LLC	07/22/2022	\$34.99	148882	E 01 005 810 000 000 350	JUNE 2022	
Check Total:							\$180.24				
001	101877	CH	1	12762	T-MOBILE	07/22/2022	\$600.00	148881	E 01 005 630 000 000 320	HOT SPOTS JUNE 2022	
Check Total:							\$600.00				
001	101878	CH	1	01165	XCEL ENERGY-NSP	07/22/2022	\$552.86	148884	E 01 110 810 000 000 330	LIBERTY NATURAL GAS P #302291437 JI	
Check Total:							\$552.86				
001	101879	CH	1	04874	AMAZON CAPITAL SERVICES	07/22/2022	\$19.99	148885	E 01 201 260 000 000 430	Periodic table of elements poster	
001	101879	CH	1	04874	AMAZON CAPITAL SERVICES	07/22/2022	\$19.64	148886	E 01 201 208 245 000 401	Pocket dividers	
001	101879	CH	1	04874	AMAZON CAPITAL SERVICES	07/22/2022	\$55.88	148886	E 01 201 208 245 000 401	Mechanical pencil	
Check Total:							\$95.51				
001	101880	CH	1	01476	BLAINE HIGH SCHOOL	07/22/2022	\$125.00	148899	E 11 300 294 118 000 369	BOYS SOCCER SCRIMMAGE 08/21/2022	
Check Total:							\$125.00				
001	101881	CH	1	02735	BOND TRUST SERVICES CORPORATIC	07/22/2022	\$475.00	148887	E 07 005 910 000 000 790	\$5,120,000.00 GEN OB FAC MAINT BONC	
Check Total:							\$475.00				
001	101882	CH	1	02735	BOND TRUST SERVICES CORPORATIC	07/22/2022	\$475.00	148888	E 07 005 910 000 000 790	\$5,080,000.00 GEN OB SCHL BUILD BON	
Check Total:							\$475.00				
001	101883	CH	1	02735	BOND TRUST SERVICES CORPORATIC	07/22/2022	\$475.00	148889	E 07 005 910 000 000 790	\$3,900,000.00 GEN OB FAC MAINT BONC	
Check Total:							\$475.00				
001	101884	CH	1	02735	BOND TRUST SERVICES CORPORATIC	07/22/2022	\$475.00	148890	E 07 005 910 000 000 790	\$3,750,000.00 GEN OBL TAX ABATEMEN	
Check Total:							\$475.00				
001	101885	CH	1	02735	BOND TRUST SERVICES CORPORATIC	07/22/2022	\$475.00	148891	E 07 005 910 000 000 790	\$7,350,000.00 GEN OB FAC MAINT BONC	
Check Total:							\$475.00				
001	101886	CH	1	02735	BOND TRUST SERVICES CORPORATIC	07/22/2022	\$475.00	148892	E 07 005 910 000 000 790	\$7,975,000.00 GEN OBL FAC MAINT SER	
Check Total:							\$475.00				

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	101887	CH	1 02735	BOND TRUST SERVICES CORPORATIC	07/22/2022	\$475.00	148893	E 07 005 910 000 000 790	\$8,020,000.00 GEN OBL REFUNDING SEI
Check Total:						\$475.00			
001	101888	CH	1 02735	BOND TRUST SERVICES CORPORATIC	07/22/2022	\$475.00	148894	E 07 005 910 000 000 790	\$30,000,000.00 GEN OBL SCHOOL BUIL
Check Total:						\$475.00			
001	101889	CH	1 01035	cmERDC	07/22/2022	\$525.00	148895	E 01 005 110 000 000 316	1ST QUARTER UFARS/ACCOUNTING FE
001	101889	CH	1 01035	cmERDC	07/22/2022	\$4,050.00	148895	E 01 005 110 000 000 316	1ST QUARTER SMART STYSTEM SERVI
001	101889	CH	1 01035	cmERDC	07/22/2022	\$1,350.00	148895	E 01 005 110 000 000 316	CITRIX HOSTED SERVICES: JULY, AUG,
Check Total:						\$5,925.00			
001	101890	CH	1 12564	RUSSELL SECURITY RESOURCE, INC.	07/22/2022	\$7,767.00	148896	E 05 201 865 000 363 350	DOOR HARDWARE REPLACEMENTS PE
001	101890	CH	1 12564	RUSSELL SECURITY RESOURCE, INC.	07/22/2022	\$0.00	148896	E 05 201 865 000 363 350	LTFM-PAY AS YOU GO
Check Total:						\$7,767.00			
001	101891	CH	1 01240	WRIGHT TECHNICAL CENTER	07/22/2022	\$13,208.67	148897	E 01 300 399 000 000 391	WTC ASSESSMENT JULY 2022
001	101891	CH	1 01240	WRIGHT TECHNICAL CENTER	07/22/2022	\$2,447.33	148897	E 01 005 850 000 000 580	BUILDING ADDITION 2009 JULY 2022
001	101891	CH	1 01240	WRIGHT TECHNICAL CENTER	07/22/2022	\$1,439.91	148897	E 05 005 865 000 000 390	LONG TERM FACILITY MAINT JULY 2022
001	101891	CH	1 01240	WRIGHT TECHNICAL CENTER	07/22/2022	\$2,272.66	148897	E 01 300 399 000 830 391	CTE LEVY JULY 2022
Check Total:						\$19,368.57			
001	101892	CH	1 10542	JUBILEE CHRISTIAN SCHOOL	07/22/2022	\$486.00	148900	E 01 005 760 000 720 361	21/22 NON-PUBLIC TRANSPORTATION (I
001	101892	CH	1 10542	JUBILEE CHRISTIAN SCHOOL	07/22/2022	\$723.00	148901	E 01 005 760 000 720 361	21/22 NON-PUBLIC TRANSPORTATION (I
001	101892	CH	1 10542	JUBILEE CHRISTIAN SCHOOL	07/22/2022	\$496.00	148902	E 01 005 760 000 720 361	21/22 NON-PUBLIC TRANSPORTATION (I
001	101892	CH	1 10542	JUBILEE CHRISTIAN SCHOOL	07/22/2022	\$250.00	148903	E 01 005 760 000 720 361	21/22 NON-PUBLIC TRANSPORTATION (I
001	101892	CH	1 10542	JUBILEE CHRISTIAN SCHOOL	07/22/2022	\$435.00	148904	E 01 005 760 000 720 361	21/22 NON-PUBLIC TRANSPORTATION C
001	101892	CH	1 10542	JUBILEE CHRISTIAN SCHOOL	07/22/2022	\$227.00	148905	E 01 005 760 000 720 361	21/22 NON-PUBLIC TRANSPORTATION (I
001	101892	CH	1 10542	JUBILEE CHRISTIAN SCHOOL	07/22/2022	\$473.00	148906	E 01 005 760 000 720 361	21/22 NON-PUBLIC TRANSPORTATION (I
001	101892	CH	1 10542	JUBILEE CHRISTIAN SCHOOL	07/22/2022	\$469.00	148907	E 01 005 760 000 720 361	21/22 NON-PUBLIC TRANSPORTATION (I
Check Total:						\$3,559.00			
001	101893	CH	1 13358	LAKE CRYSTAL WELLCOME MEMORIAI	07/22/2022	\$1,375.64	148909	E 01 998 211 000 000 390	CARE & TREATMENT (JF)
Check Total:						\$1,375.64			
001	101894	CH	1 07890	PMA FINANCIAL NETWORK INC.	07/22/2022	\$223.87	148908	E 45 005 935 000 000 305	ASSESTS JUNE 2022
Check Total:						\$223.87			
001	101895	CH	1 12159	ARVIG	07/22/2022	\$133.00	148864	E 01 005 630 000 000 305	INTERNET SERVICES 07/06/22-08/05/22
Check Total:						\$133.00			
001	101896	CH	1 04472	CARING RIVERS UNITED WAY	07/20/2022	\$40.00	148925	B 01 215 045	United Way

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001	101896	CH	1 04472	CARING RIVERS UNITED WAY	07/20/2022	\$15.00	148925	B 12 215 045	United Way
Check Total:							\$55.00		
001	101897	CH	1 04234	MN CHILD SUPPORT PYMT CENTER	07/20/2022	\$483.50	148941	B 01 215 081	Child Support
Check Total:							\$483.50		
001	101898	CH	1 12504	MN PEIP	07/20/2022	\$253,958.19	148951	B 01 215 030	AUGUST 2022 HEALTH
001	101898	CH	1 12504	MN PEIP	07/20/2022	\$6,471.45	148951	B 04 215 030	AUGUST 2022 HEALTH
001	101898	CH	1 12504	MN PEIP	07/20/2022	\$5,529.18	148951	B 05 215 030	AUGUST 2022 HEALTH
001	101898	CH	1 12504	MN PEIP	07/20/2022	\$1,432.42	148951	B 11 215 030	AUGUST 2022 HEALTH
001	101898	CH	1 12504	MN PEIP	07/20/2022	\$58,627.79	148951	B 12 215 030	AUGUST 2022 HEALTH
001	101898	CH	1 12504	MN PEIP	07/20/2022	\$66,454.85	148951	B 01 215 051	AUGUST 2022 HEALTH
001	101898	CH	1 12504	MN PEIP	07/20/2022	\$1,086.10	148951	B 04 215 051	AUGUST 2022 HEALTH
001	101898	CH	1 12504	MN PEIP	07/20/2022	\$571.56	148951	B 05 215 051	AUGUST 2022 HEALTH
001	101898	CH	1 12504	MN PEIP	07/20/2022	\$0.00	148951	B 11 215 051	AUGUST 2022 HEALTH
001	101898	CH	1 12504	MN PEIP	07/20/2022	\$5,911.84	148951	B 12 215 051	AUGUST 2022 HEALTH
Check Total:							\$400,043.38		
001	101899	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	07/20/2022	\$508.58	148945	B 01 215 040	U Due Nc
001	101899	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	07/20/2022	\$63.17	148945	B 04 215 040	U Dues Nc
Check Total:							\$571.75		
Bank 001 Total:						\$2,687,861.01			
Report Total:						\$2,687,861.01			

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	101900	CH	1 03307	AIM ELECTRONICS INC.	07/29/2022	\$18,571.00	148954	E 06 201 870 000 000 530	PROJECT ID #22F201.01F MIDDLE SCHC
Check Total:						\$18,571.00			
001	101901	CH	1 03184	CENTERPOINT ENERGY	07/29/2022	\$427.31	148957	E 01 201 810 000 000 330	MS 05/27/2022-06/28/2022 GAS
001	101901	CH	1 03184	CENTERPOINT ENERGY	07/29/2022	\$638.61	148957	E 01 201 810 000 000 330	MS 05/27/2022-06/28/2022 GAS
001	101901	CH	1 03184	CENTERPOINT ENERGY	07/29/2022	\$522.71	148957	E 01 100 810 000 000 330	INDY 05/27/2022-06/28/2022 GAS
001	101901	CH	1 03184	CENTERPOINT ENERGY	07/29/2022	\$649.68	148957	E 01 300 810 000 000 330	HS 05/27/2022-06/28/2022 GAS
001	101901	CH	1 03184	CENTERPOINT ENERGY	07/29/2022	\$1,005.40	148957	E 01 300 810 000 000 330	HS 05/27/2022-06/28/2022 GAS
001	101901	CH	1 03184	CENTERPOINT ENERGY	07/29/2022	\$20.80	148957	E 01 100 810 000 000 330	INDY 05/27/2022-06/28/2022 GAS
001	101901	CH	1 03184	CENTERPOINT ENERGY	07/29/2022	\$585.56	148957	E 01 100 810 000 000 330	INDY 05/27/2022-06/28/2022 GAS
Check Total:						\$3,850.07			
001	101902	CH	1 01475	CONNEXUS ENERGY	07/29/2022	\$153.18	148958	E 01 005 810 860 000 331	SOFTBALL CONCESSIONS ELECTRICAL
001	101902	CH	1 01475	CONNEXUS ENERGY	07/29/2022	\$8,000.23	148958	E 01 100 810 000 000 331	INDEPENDENCE ELECTRICAL 06/01/202
001	101902	CH	1 01475	CONNEXUS ENERGY	07/29/2022	\$5,337.44	148958	E 01 110 810 000 000 331	LIBERTY ELECTRICAL 06/01/2022-07/01/:
001	101902	CH	1 01475	CONNEXUS ENERGY	07/29/2022	\$164.10	148958	E 01 005 810 860 000 331	BASEBALL FIELD LIGHTS ELECTRICAL C
001	101902	CH	1 01475	CONNEXUS ENERGY	07/29/2022	\$567.61	148958	E 01 005 810 860 000 331	SOFTBALL FIELD LIGHTS ELECTRICAL C
Check Total:						\$14,222.56			
001	101903	CH	1 01475	CONNEXUS ENERGY	07/29/2022	\$1,008.03	148959	E 01 005 810 860 000 331	ELECTRICAL (GLENWOOD)
001	101903	CH	1 01475	CONNEXUS ENERGY	07/29/2022	\$846.90	148972	E 01 005 810 860 000 331	ELECTRICAL (IRRIG SVC) JUNE 2022
Check Total:						\$1,854.93			
001	101904	CH	1 10215	CULINEX	07/29/2022	\$1,242.81	148956	E 02 005 770 000 701 530	ENCLOSED TRANSPORT CABINET
Check Total:						\$1,242.81			
001	101906	CH	1 06741	ELITE SANITATION	07/29/2022	\$345.00	148960	E 11 300 292 000 000 305	PORTABLE TOILET RENTAL
001	101906	CH	1 06741	ELITE SANITATION	07/29/2022	\$557.00	148960	E 04 500 505 000 321 335	PORTABLE TOILET RENTAL
Check Total:						\$902.00			
001	101907	CH	1 12222	HALLBERG ENGINEERING	07/29/2022	\$4,090.00	148961	E 15 201 867 000 366 305	HS HVAC & INDY ES BOILER REPLACEM
Check Total:						\$4,090.00			
001	101909	CH	1 13028	KATTENGELL, MANDI	07/29/2022	\$158.26	148963	E 04 799 590 000 351 433	21/22 HOME SCHOOL REIMBURSEMENT
Check Total:						\$158.26			
001	101910	CH	1 07717	NCS PEARSON	07/29/2022	\$19.08	148966	E 01 201 710 000 000 461	MCA TESTING
Check Total:						\$19.08			
001	101911	CH	1 10327	NORTHERN AIR CORPORATION	07/29/2022	\$85,847.00	148964	E 06 110 870 000 000 520	BOND PROJECT ID #22A110.02A
Check Total:						\$85,847.00			

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	101912	CH	1	09760	PREMIER LOCATING, INC.	07/29/2022	\$430.00	148965	E 01 005 810 000 000 305	TICKETS RECEIVED 06/01-06/15	
Check Total:							\$430.00				
001	101913	CH	1	09473	RASMUSSEN, SHERRI	07/29/2022	\$158.26	148967	E 04 799 590 000 351 433	21/22 HOME SCHOOL REIMBURSMENT	
Check Total:							\$158.26				
001	101914	CH	1	09884	VERIZON WIRELESS	07/29/2022	\$51.35	148968	E 01 201 050 000 000 320	ME CELL PHONES 06/11-07/10	
001	101914	CH	1	09884	VERIZON WIRELESS	07/29/2022	\$51.35	148968	E 01 400 050 000 000 320	KN CELL PHONES 06/11-07/10	
001	101914	CH	1	09884	VERIZON WIRELESS	07/29/2022	\$51.35	148968	E 04 500 505 000 321 320	AB CELL PHONES 06/11-07/10	
001	101914	CH	1	09884	VERIZON WIRELESS	07/29/2022	\$51.35	148968	E 01 300 605 000 000 320	AF CELL PHONES 06/11-07/10	
001	101914	CH	1	09884	VERIZON WIRELESS	07/29/2022	\$61.35	148968	E 01 005 630 000 000 320	BH CELL PHONES 06/11-07/10	
001	101914	CH	1	09884	VERIZON WIRELESS	07/29/2022	\$51.35	148968	E 01 100 605 000 000 320	SP CELL PHONES 06/11-07/10	
001	101914	CH	1	09884	VERIZON WIRELESS	07/29/2022	\$51.35	148968	E 01 005 020 000 000 320	TT CELL PHONES 06/11-07/10	
001	101914	CH	1	09884	VERIZON WIRELESS	07/29/2022	\$51.35	148968	E 01 201 605 000 000 320	HP CELL PHONES 06/11-07/10	
001	101914	CH	1	09884	VERIZON WIRELESS	07/29/2022	\$51.35	148968	E 01 201 810 000 000 320	AZ CELL PHONES 06/11-07/10	
001	101914	CH	1	09884	VERIZON WIRELESS	07/29/2022	\$51.35	148968	E 01 300 605 000 000 320	AF CELL PHONES 06/11-07/10	
001	101914	CH	1	09884	VERIZON WIRELESS	07/29/2022	\$51.35	148968	E 01 005 610 000 000 320	DB CELL PHONES 06/11-07/10	
001	101914	CH	1	09884	VERIZON WIRELESS	07/29/2022	\$51.35	148968	E 01 410 211 000 000 320	NH CELL PHONES 06/11-07/10	
001	101914	CH	1	09884	VERIZON WIRELESS	07/29/2022	\$51.35	148968	E 11 300 292 000 000 320	JM CELL PHONES 06/11-07/10	
001	101914	CH	1	09884	VERIZON WIRELESS	07/29/2022	\$51.35	148968	E 01 005 810 000 000 320	NK CELL PHONES 06/11-07/10	
001	101914	CH	1	09884	VERIZON WIRELESS	07/29/2022	\$51.35	148968	E 01 100 810 000 000 320	BM CELL PHONES 06/11-07/10	
001	101914	CH	1	09884	VERIZON WIRELESS	07/29/2022	\$51.35	148968	E 01 110 050 000 000 320	CG CELL PHONES 06/11-07/10	
001	101914	CH	1	09884	VERIZON WIRELESS	07/29/2022	\$51.35	148968	E 04 500 570 000 321 320	TF CELL PHONES 06/11-07/10	
001	101914	CH	1	09884	VERIZON WIRELESS	07/29/2022	\$51.35	148968	E 01 300 050 000 000 320	BD CELL PHONES 06/11-07/10	
001	101914	CH	1	09884	VERIZON WIRELESS	07/29/2022	\$25.67	148968	E 04 500 580 000 325 320	SF CELL PHONES 06/11-07/10	
001	101914	CH	1	09884	VERIZON WIRELESS	07/29/2022	\$25.68	148968	E 04 500 596 000 344 320	SF CELL PHONES 06/11-07/10	
001	101914	CH	1	09884	VERIZON WIRELESS	07/29/2022	\$61.35	148968	E 01 005 720 342 000 320	TZ CELL PHONES 06/11-07/10	
001	101914	CH	1	09884	VERIZON WIRELESS	07/29/2022	\$61.35	148968	E 01 005 630 000 000 320	JB CELL PHONES 06/11-07/10	
001	101914	CH	1	09884	VERIZON WIRELESS	07/29/2022	\$51.35	148968	E 01 005 810 000 000 320	PA CELL PHONES 06/11-07/10	
001	101914	CH	1	09884	VERIZON WIRELESS	07/29/2022	\$41.25	148968	E 01 300 790 000 699 320	NS CELL PHONES 06/11-07/10	
001	101914	CH	1	09884	VERIZON WIRELESS	07/29/2022	\$41.45	148968	E 01 100 050 000 000 320	JD CELL PHONES 06/11-07/10	
001	101914	CH	1	09884	VERIZON WIRELESS	07/29/2022	\$41.35	148968	E 01 005 605 000 000 320	TSP CELL PHONES 06/11-07/10	
001	101914	CH	1	09884	VERIZON WIRELESS	07/29/2022	\$51.35	148968	E 01 005 720 342 000 320	ND CELL PHONES 05/11-06/10	
Check Total:							\$1,335.10				
001	101915	CH	1	10633	WOLD ARCHITECTS, INC	07/29/2022	\$16,969.70	148969	E 06 300 870 000 000 305	HS RENOVATION BOND PROJECT #22E	
001	101915	CH	1	10633	WOLD ARCHITECTS, INC	07/29/2022	\$1,370.05	148970	E 06 300 870 000 000 305	HS DEHUMID-FIXED BOND PROJECT #2	

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	101915	CH	1	10633	WOLD ARCHITECTS, INC	07/29/2022	\$77,220.95	148971	E 06 100 870 000 000 305	INDY ES RENOVATION BOND PROJECT	
							Check Total:	\$95,560.70			
001	101916	CH	1	09728	FEDERATED CO-OPS	07/29/2022	\$5,317.47	148976	E 01 005 810 000 000 440	FUEL	
							Check Total:	\$5,317.47			
001	101917	CH	1	10327	NORTHERN AIR CORPORATION	07/29/2022	\$238,070.00	148975	E 06 300 870 000 000 520	BOND 22C CONTROLS 22C005.01A	
							Check Total:	\$238,070.00			
001	101918	CH	1	10327	NORTHERN AIR CORPORATION	07/29/2022	\$390,999.10	148974	E 06 300 870 000 000 520	BOND 22B-HS HVAC 22B300.01A	
							Check Total:	\$390,999.10			
001	101919	CH	1	12194	PALMER WEST CONSTRUCTION COMF	07/29/2022	\$210,620.70	148973	E 06 110 870 000 000 520	BOND 22A 22A110-01A	
							Check Total:	\$210,620.70			
001	101920	CH	1	13350	A-1 OUTDOOR POWER, INC.	07/29/2022	\$5,118.75	148977	E 01 005 810 000 000 530	163CC HONDA 18" HYDRO SOD CUTTEF	
							Check Total:	\$5,118.75			
001	101921	CH	1	04874	AMAZON CAPITAL SERVICES	07/29/2022	\$119.95	148978	E 01 005 810 000 000 350	AC HOSES 6"	
001	101921	CH	1	04874	AMAZON CAPITAL SERVICES	07/29/2022	\$575.00	148979	E 01 005 810 000 000 350	METAL DETECTOR	
001	101921	CH	1	04874	AMAZON CAPITAL SERVICES	07/29/2022	\$17.50	148980	E 11 300 296 124 000 401	TANDEM RED LINESMAN FLAG (SET OF	
							Check Total:	\$712.45			
001	101922	CH	1	08379	APPLE INC.	07/29/2022	\$890.00	148981	E 05 005 630 000 795 466	Apple Pencil 1st Generation Part Number A	
							Check Total:	\$890.00			
001	101923	CH	1	13355	BL DALSIN ROOFING	07/29/2022	\$520,600.00	148982	E 06 300 870 000 000 520	BOND 22 22A300.01A HS BUILDING IMPF	
							Check Total:	\$520,600.00			
001	101924	CH	1	10407	CREATING ART INC	07/29/2022	\$140.00	148983	E 01 100 203 012 150 303	FLAMINGO PAINTING CLASS JULY 12TH	
							Check Total:	\$140.00			
001	101925	CH	1	07197	DEGOLIER QUALITY PAINTING, INC	07/29/2022	\$2,310.00	148984	E 01 300 810 351 000 520	PREP, PRIMING AND PAINTING OF E151	
							Check Total:	\$2,310.00			
001	101926	CH	1	05564	EMERGENCY OUTFITTERS, INC	07/29/2022	\$84.00	148985	E 04 500 570 000 321 305	AHA SCHOOL COMPLETION CARDS	
							Check Total:	\$84.00			
001	101927	CH	1	13356	MANEUVERING THE MIDDLE LLC	07/29/2022	\$394.20	148986	E 05 201 256 602 302 406	All Access CCSS 6th Grade School Owned	
001	101927	CH	1	13356	MANEUVERING THE MIDDLE LLC	07/29/2022	\$655.20	148986	E 05 201 256 602 302 406	All Access CCSS 6th Grade 2/Intervention :	
001	101927	CH	1	13356	MANEUVERING THE MIDDLE LLC	07/29/2022	\$985.50	148986	E 05 201 256 602 302 406	All Access: CCSS 7th Grade School Owner	
001	101927	CH	1	13356	MANEUVERING THE MIDDLE LLC	07/29/2022	\$788.40	148986	E 05 201 256 602 302 406	All Access: CCSS 8th Grade School Owner	
001	101927	CH	1	13356	MANEUVERING THE MIDDLE LLC	07/29/2022	\$394.20	148986	E 05 201 256 602 302 406	All Access: CCSS Algebra 1 School Owned	
							Check Total:	\$3,217.50			

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	101928	CH	1 01487	MCDOWALL COMFORT COMPANY	07/29/2022	\$154,042.50	148987	E 06 201 870 000 000 520	BOND 22 22A201.01A
						Check Total:	\$154,042.50		
001	101929	CH	1 06139	MINERAL SERVICE PLUS	07/29/2022	\$1,227.50	148989	E 01 005 810 000 000 350	WATER LEAK REPAIRS
						Check Total:	\$1,227.50		
001	101930	CH	1 05296	MONTICELLO COMMUNITY CENTER	07/29/2022	\$352.00	148988	E 04 500 560 080 321 305	STILLWATER TRIP
						Check Total:	\$352.00		
001	101931	CH	1 10547	MTI DISTRIBUTING, INC.	07/29/2022	\$1,233.50	148990	E 01 005 810 000 000 350	TORO 5900 REPAIRS
						Check Total:	\$1,233.50		
001	101932	CH	1 10327	NORTHERN AIR CORPORATION	07/29/2022	\$56,421.45	148992	E 06 110 870 000 000 520	BOND 22A110.02
						Check Total:	\$56,421.45		
001	101933	CH	1 10327	NORTHERN AIR CORPORATION	07/29/2022	\$82,080.00	148991	E 06 300 870 000 000 520	BOND 22C CONTROLS 22C005.01A
						Check Total:	\$82,080.00		
001	101934	CH	1 12194	PALMER WEST CONSTRUCTION COMF	07/29/2022	\$210,620.70	148993	E 06 110 870 000 000 520	BOND 22A 22A110.01A
						Check Total:	\$210,620.70		
001	101935	CH	1 12564	RUSSELL SECURITY RESOURCE, INC.	07/29/2022	\$3,998.00	148994	E 05 201 865 000 363 350	REPLACEMENT DOORS/HARDWARE FO
001	101935	CH	1 12564	RUSSELL SECURITY RESOURCE, INC.	07/29/2022	\$2,940.00	148995	E 05 201 865 000 363 350	INSTALLATION OF MORTISE PANIC DEV
001	101935	CH	1 12564	RUSSELL SECURITY RESOURCE, INC.	07/29/2022	\$6,353.00	148996	E 05 201 865 000 363 350	REPLACE UNEQUAL PAIR OF DOORS A
001	101935	CH	1 12564	RUSSELL SECURITY RESOURCE, INC.	07/29/2022	\$2,547.00	148997	E 05 201 865 000 363 350	INSTALLATION OF MORTISE PANIC DEV
						Check Total:	\$15,838.00		
001	101936	CH	1 10026	SAFETYFIRST SPECIALTY CONTRACTI	07/29/2022	\$3,292.50	148998	E 05 005 865 000 347 350	PLAYGROUND SURFACING MATERIAL-A
001	101936	CH	1 10026	SAFETYFIRST SPECIALTY CONTRACTI	07/29/2022	\$2,400.00	148998	E 05 005 865 000 347 350	REMOVE WEEDS, LEVEL, RAKE, RESET
001	101936	CH	1 10026	SAFETYFIRST SPECIALTY CONTRACTI	07/29/2022	\$3,292.50	148998	E 05 005 865 000 347 350	PLAYGROUND SURFACING MATERIAL-A
001	101936	CH	1 10026	SAFETYFIRST SPECIALTY CONTRACTI	07/29/2022	\$2,400.00	148998	E 05 005 865 000 347 350	REMOVE WEES, LEVEL, RAKE, RESET M
001	101936	CH	1 10026	SAFETYFIRST SPECIALTY CONTRACTI	07/29/2022	\$2,200.00	148998	E 05 005 865 000 347 350	REPLACEMENT OF SWING HARDWARE-
						Check Total:	\$13,585.00		
001	101937	CH	1 03508	SCHOOLS FOR EQUITY IN EDUCATION	07/29/2022	\$4,721.00	148999	E 01 005 010 000 000 820	2022-2023 MEMBERSHIP
						Check Total:	\$4,721.00		
001	101938	CH	1 13242	THE FIREFLY HOOK	07/29/2022	\$420.00	149001	E 01 100 203 012 150 303	SUMMER CROCHET CLUB
						Check Total:	\$420.00		
001	101939	CH	1 13009	TRAFERA, LLC	07/29/2022	\$119,400.00	149000	E 05 005 630 000 795 466	100E G2 CAM N4020 4G 32G SSD 11" CH
						Check Total:	\$119,400.00		
001	101940	CH	1 06532	VISION STAFFING	07/29/2022	\$2,820.71	149002	E 01 005 810 356 000 305	GROUNDS JANITORIAL SERVICES WEE

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	101940	CH	1 06532	VISION STAFFING	07/29/2022	\$1,947.18	149003	E 01 005 810 356 000 305	GROUPS MAINT WEEK OF 07/10/2022
Check Total:						\$4,767.89			
001	101941	CH	1 07197	DEGOLIER QUALITY PAINTING, INC	07/29/2022	\$4,960.00	148955	E 01 300 810 351 000 520	DEMO CEILING, VISUAL DISPLAY BOAR
Check Total:						\$4,960.00			
001	101942	CH	1 08465	INNOVATIVE OFFICE SOLUTIONS	07/29/2022	\$3,740.80	148962	E 05 100 203 000 302 530	GIB6072-C7022 TABLES 24X60 TABLES V
001	101942	CH	1 08465	INNOVATIVE OFFICE SOLUTIONS	07/29/2022	\$1,510.60	148962	E 05 100 203 000 302 530	GIB6098-BFT7538-CA 42" SQUARE FLIP
001	101942	CH	1 08465	INNOVATIVE OFFICE SOLUTIONS	07/29/2022	\$2,563.20	148962	E 05 100 203 000 302 530	HON MOTIVATE 4 LEG STACK CHAIR 2 F
001	101942	CH	1 08465	INNOVATIVE OFFICE SOLUTIONS	07/29/2022	\$1,839.60	148962	E 05 100 203 000 302 530	MOTIVATE STOOL-BLACK SEAT/SILVER
001	101942	CH	1 08465	INNOVATIVE OFFICE SOLUTIONS	07/29/2022	\$731.90	148962	E 05 100 203 000 302 530	MANUFACTURE SURCHARGE
001	101942	CH	1 08465	INNOVATIVE OFFICE SOLUTIONS	07/29/2022	\$274.39	148962	E 05 100 203 000 302 530	SHIPPING
Check Total:						\$10,660.49			
Bank 001 Total:						\$2,286,651.77			
Report Total:						\$2,286,651.77			

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1	01038	CITY OF BIG LAKE	07/06/2022	\$5,000.00	148666	E 01 201 810 000 000 350	Music In The Park Sponsorship
001		CC	1	01038	CITY OF BIG LAKE	07/06/2022	(\$5,000.00)	148666	E 01 201 810 000 000 350	Music In The Park Sponsorship
001		CC	1	01038	CITY OF BIG LAKE	07/06/2022	\$5,000.00	148666	E 01 300 790 000 699 303	Music In The Park Sponsorship
001		CC	1	01038	CITY OF BIG LAKE	07/06/2022	\$68.16	148764	E 01 100 810 000 000 332	Admissions Water/Sewer April 22
001		CC	1	01038	CITY OF BIG LAKE	07/06/2022	(\$68.16)	148764	E 01 100 810 000 000 332	Admissions Water/Sewer April 22
001		CC	1	01038	CITY OF BIG LAKE	07/06/2022	\$68.16	148764	E 01 005 810 000 000 332	Admissions Water/Sewer April 22
001		CC	1	01038	CITY OF BIG LAKE	07/06/2022	\$1,025.50	148765	E 01 110 810 000 000 332	Indy Water/Sewer April 22
001		CC	1	01038	CITY OF BIG LAKE	07/06/2022	(\$1,025.50)	148765	E 01 110 810 000 000 332	Indy Water/Sewer April 22
001		CC	1	01038	CITY OF BIG LAKE	07/06/2022	\$1,025.50	148765	E 01 100 810 000 000 332	Indy Water/Sewer April 22
001		CC	1	01038	CITY OF BIG LAKE	07/06/2022	\$1,183.60	148766	E 01 300 810 000 000 332	Liberty Water/Sewer April 22
001		CC	1	01038	CITY OF BIG LAKE	07/06/2022	(\$1,183.60)	148766	E 01 300 810 000 000 332	Liberty Water/Sewer April 22
001		CC	1	01038	CITY OF BIG LAKE	07/06/2022	\$1,183.60	148766	E 01 110 810 000 000 332	Liberty Water/Sewer April 22
001		CC	1	01038	CITY OF BIG LAKE	07/06/2022	\$1,872.16	148767	E 01 005 810 000 000 332	Water Sewer HS April 22
001		CC	1	01038	CITY OF BIG LAKE	07/06/2022	(\$1,872.16)	148767	E 01 005 810 000 000 332	Water Sewer HS April 22
001		CC	1	01038	CITY OF BIG LAKE	07/06/2022	\$1,872.16	148767	E 01 300 810 000 000 332	Water Sewer HS April 22
001		CC	1	01038	CITY OF BIG LAKE	07/06/2022	\$44.88	148768	E 01 100 203 011 150 303	Bathrooms Water Sewer 04/07-05/09
001		CC	1	01038	CITY OF BIG LAKE	07/06/2022	(\$44.88)	148768	E 01 100 203 011 150 303	Bathrooms Water Sewer 04/07-05/09
001		CC	1	01038	CITY OF BIG LAKE	07/06/2022	\$44.88	148768	E 01 005 810 000 000 332	Bathrooms Water Sewer 04/07-05/09
001		CC	1	01038	CITY OF BIG LAKE	07/06/2022	\$894.75	148770	E 11 300 294 114 000 401	MS Water/Sewer 04/07-05/09
001		CC	1	01038	CITY OF BIG LAKE	07/06/2022	(\$894.75)	148770	E 11 300 294 114 000 401	MS Water/Sewer 04/07-05/09
001		CC	1	01038	CITY OF BIG LAKE	07/06/2022	\$894.75	148770	E 01 201 810 000 000 332	MS Water/Sewer 04/07-05/09
001		CC	1	01065	HILLYARD FLOOR CARE	07/06/2022	\$61.85	148667	E 01 100 203 011 150 303	MS B&G Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	07/06/2022	(\$61.85)	148667	E 01 100 203 011 150 303	MS B&G Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	07/06/2022	\$61.85	148667	E 01 201 810 000 000 350	MS B&G Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	07/06/2022	\$4,140.43	148699	E 01 110 216 638 401 430	PO 30880 HS MISC CLEANING SUPPLIES
001		CC	1	01065	HILLYARD FLOOR CARE	07/06/2022	(\$4,140.43)	148699	E 01 110 216 638 401 430	PO 30880 HS MISC CLEANING SUPPLIES
001		CC	1	01065	HILLYARD FLOOR CARE	07/06/2022	\$4,140.43	148699	E 01 300 810 000 000 401	PO 30880 HS MISC CLEANING SUPPLIES
001		CC	1	01065	HILLYARD FLOOR CARE	07/06/2022	\$535.05	148705	E 01 005 640 000 316 366	PO 30900 Misc Cleaning Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	07/06/2022	(\$535.05)	148705	E 01 005 640 000 316 366	PO 30900 Misc Cleaning Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	07/06/2022	\$535.05	148705	E 01 005 810 000 000 401	PO 30900 Misc Cleaning Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	07/06/2022	\$157.82	148734	E 01 201 810 000 000 401	PO 30854/30880 MS MISC CLEANING SU
001		CC	1	01065	HILLYARD FLOOR CARE	07/06/2022	\$352.92	148734	E 01 300 810 000 000 404	PO 30854/30880 MS MISC CLEANING SU
001		CC	1	01065	HILLYARD FLOOR CARE	07/06/2022	(\$352.92)	148734	E 01 300 810 000 000 404	PO 30854/30880 MS MISC CLEANING SU
001		CC	1	01065	HILLYARD FLOOR CARE	07/06/2022	\$352.92	148734	E 01 201 810 000 000 401	PO 30854/30880 MS MISC CLEANING SU

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1	01065	HILLYARD FLOOR CARE	07/06/2022	(\$157.82)	148734	E 01 201 810 000 000 401	PO 30854/30880 MS MISC CLEANING SU
001		CC	1	01065	HILLYARD FLOOR CARE	07/06/2022	\$157.82	148734	E 01 300 810 000 000 401	PO 30854/30880 MS MISC CLEANING SU
001		CC	1	01107	JOSTENS	07/06/2022	\$39.00	148676	E 01 005 630 000 000 406	Diploma ordered for a special needs studer
001		CC	1	01107	JOSTENS	07/06/2022	(\$39.00)	148676	E 01 005 630 000 000 406	Diploma ordered for a special needs studer
001		CC	1	01107	JOSTENS	07/06/2022	\$39.00	148676	E 01 300 211 222 000 401	Diploma ordered for a special needs studer
001		CC	1	01107	JOSTENS	07/06/2022	\$19.17	148723	E 01 300 211 222 000 305	Diploma
001		CC	1	01107	JOSTENS	07/06/2022	(\$19.17)	148723	E 01 300 211 222 000 305	Diploma
001		CC	1	01107	JOSTENS	07/06/2022	\$19.17	148723	E 01 300 211 222 000 401	Diploma
001		CC	1	01107	JOSTENS	07/06/2022	\$26.74	148759	E 05 005 630 000 795 505	PO 30535 Diplomas
001		CC	1	01107	JOSTENS	07/06/2022	(\$26.74)	148759	E 05 005 630 000 795 505	PO 30535 Diplomas
001		CC	1	01107	JOSTENS	07/06/2022	\$26.74	148759	E 01 300 211 222 000 401	PO 30535 Diplomas
001		CC	1	01146	MONTICELLO PRINTING	07/06/2022	\$43.28	148704	E 01 300 211 000 000 401	HS Business Cards
001		CC	1	01146	MONTICELLO PRINTING	07/06/2022	\$29.84	148704	E 01 300 211 000 000 401	HS Business Cards
001		CC	1	01146	MONTICELLO PRINTING	07/06/2022	\$29.84	148704	E 01 005 810 000 000 401	HS Business Cards
001		CC	1	01146	MONTICELLO PRINTING	07/06/2022	(\$29.84)	148704	E 01 005 810 000 000 401	HS Business Cards
001		CC	1	01146	MONTICELLO PRINTING	07/06/2022	\$29.84	148704	E 01 300 211 000 000 401	HS Business Cards
001		CC	1	01146	MONTICELLO PRINTING	07/06/2022	(\$43.28)	148704	E 01 300 211 000 000 401	HS Business Cards
001		CC	1	01146	MONTICELLO PRINTING	07/06/2022	\$43.28	148704	E 01 300 050 000 000 401	HS Business Cards
001		CC	1	01146	MONTICELLO PRINTING	07/06/2022	\$819.11	148721	E 01 300 211 000 000 401	Commencement Programs 2022
001		CC	1	01146	MONTICELLO PRINTING	07/06/2022	(\$819.11)	148721	E 01 300 211 000 000 401	Commencement Programs 2022
001		CC	1	01146	MONTICELLO PRINTING	07/06/2022	\$819.11	148721	E 01 300 211 222 000 305	Commencement Programs 2022
001		CC	1	01908	MINNESOTA HISTORICAL SOCIETY	07/06/2022	\$647.95	148748	E 01 300 790 000 699 368	PO 30842 Shoulder Bags
001		CC	1	01908	MINNESOTA HISTORICAL SOCIETY	07/06/2022	(\$647.95)	148748	E 01 300 790 000 699 368	PO 30842 Shoulder Bags
001		CC	1	01908	MINNESOTA HISTORICAL SOCIETY	07/06/2022	\$647.95	148748	E 01 005 790 000 320 430	PO 30842 Shoulder Bags
001		CC	1	02429	ECM PUBLISHERS INC	07/06/2022	\$115.00	148724	E 11 300 292 000 000 401	Congrats Graduate
001		CC	1	02429	ECM PUBLISHERS INC	07/06/2022	(\$115.00)	148724	E 11 300 292 000 000 401	Congrats Graduate
001		CC	1	02429	ECM PUBLISHERS INC	07/06/2022	\$115.00	148724	E 01 300 211 222 000 305	Congrats Graduate
001		CC	1	02795	MN SCHOOL BOARDS ASSOCIATION	07/06/2022	\$225.00	148706	E 04 500 570 000 321 369	Summer Session (Tim Trueebenbach)
001		CC	1	02795	MN SCHOOL BOARDS ASSOCIATION	07/06/2022	(\$225.00)	148706	E 04 500 570 000 321 369	Summer Session (Tim Trueebenbach)
001		CC	1	02795	MN SCHOOL BOARDS ASSOCIATION	07/06/2022	\$225.00	148706	E 01 005 640 000 316 366	Summer Session (Tim Trueebenbach)
001		CC	1	02824	FLINN SCIENTIFIC INC	07/06/2022	\$109.20	148756	E 01 201 208 000 000 366	PO 30666 HS Science Supplies
001		CC	1	02824	FLINN SCIENTIFIC INC	07/06/2022	(\$109.20)	148756	E 01 201 208 000 000 366	PO 30666 HS Science Supplies
001		CC	1	02824	FLINN SCIENTIFIC INC	07/06/2022	\$109.20	148756	E 01 300 260 000 000 401	PO 30666 HS Science Supplies
001		CC	1	03351	GOPHER SPORT	07/06/2022	\$251.72	148653	E 12 005 420 000 372 530	HS Phy Ed Supplies PO 30696

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001		CC	1	03351	GOPHER SPORT	07/06/2022	(\$251.72)	148653	E 12 005 420 000 372 530	HS Phy Ed Supplies PO 30696
001		CC	1	03351	GOPHER SPORT	07/06/2022	\$251.72	148653	E 01 300 240 000 000 430	HS Phy Ed Supplies PO 30696
001		CC	1	03351	GOPHER SPORT	07/06/2022	\$230.26	148657	E 01 110 240 000 000 430	PO 30696/30701
001		CC	1	03351	GOPHER SPORT	07/06/2022	\$111.78	148657	E 01 005 107 000 000 305	PO 30696/30701
001		CC	1	03351	GOPHER SPORT	07/06/2022	(\$230.26)	148657	E 01 110 240 000 000 430	PO 30696/30701
001		CC	1	03351	GOPHER SPORT	07/06/2022	\$230.26	148657	E 01 300 240 000 000 430	PO 30696/30701
001		CC	1	03351	GOPHER SPORT	07/06/2022	(\$111.78)	148657	E 01 005 107 000 000 305	PO 30696/30701
001		CC	1	03351	GOPHER SPORT	07/06/2022	\$111.78	148657	E 01 110 240 000 000 430	PO 30696/30701
001		CC	1	03455	GRAINGER	07/06/2022	\$327.12	148695	E 01 201 810 354 000 350	PO 30901 COIL CLEANER & URINAL REE
001		CC	1	03455	GRAINGER	07/06/2022	(\$327.12)	148695	E 01 201 810 354 000 350	PO 30901 COIL CLEANER & URINAL REE
001		CC	1	03455	GRAINGER	07/06/2022	\$327.12	148695	E 01 201 810 000 000 401	PO 30901 COIL CLEANER & URINAL REE
001		CC	1	03455	GRAINGER	07/06/2022	\$57.24	148733	E 01 300 810 000 000 401	PO 30887 B&G supplies
001		CC	1	03455	GRAINGER	07/06/2022	(\$57.24)	148733	E 01 300 810 000 000 401	PO 30887 B&G supplies
001		CC	1	03455	GRAINGER	07/06/2022	\$57.24	148733	E 01 201 810 000 000 401	PO 30887 B&G supplies
001		CC	1	03455	GRAINGER	07/06/2022	\$171.38	148736	E 01 005 810 000 000 401	PO 30888 Shrinkwrap
001		CC	1	03455	GRAINGER	07/06/2022	\$216.34	148761	E 01 201 208 000 000 366	PO 30887 B&G Supplies
001		CC	1	03455	GRAINGER	07/06/2022	(\$216.34)	148761	E 01 201 208 000 000 366	PO 30887 B&G Supplies
001		CC	1	03455	GRAINGER	07/06/2022	\$216.34	148761	E 01 201 810 000 000 401	PO 30887 B&G Supplies
001		CC	1	03804	ALL STAR TROPHY	07/06/2022	\$52.00	148725	E 11 300 294 114 000 366	Plaque 400 Wins - Kim Bowen
001		CC	1	03804	ALL STAR TROPHY	07/06/2022	(\$52.00)	148725	E 11 300 294 114 000 366	Plaque 400 Wins - Kim Bowen
001		CC	1	03804	ALL STAR TROPHY	07/06/2022	\$52.00	148725	E 11 300 292 000 000 401	Plaque 400 Wins - Kim Bowen
001		CC	1	04279	MCPETE'S SPORTS BAR & LANES	07/06/2022	\$294.00	148730	E 01 300 298 918 000 369	Bowling Connections and Java Hive
001		CC	1	04279	MCPETE'S SPORTS BAR & LANES	07/06/2022	\$96.00	148730	E 01 300 810 000 000 404	Bowling Connections and Java Hive
001		CC	1	04279	MCPETE'S SPORTS BAR & LANES	07/06/2022	(\$294.00)	148730	E 01 300 298 918 000 369	Bowling Connections and Java Hive
001		CC	1	04279	MCPETE'S SPORTS BAR & LANES	07/06/2022	\$294.00	148730	E 12 300 400 178 000 369	Bowling Connections and Java Hive
001		CC	1	04279	MCPETE'S SPORTS BAR & LANES	07/06/2022	(\$96.00)	148730	E 01 300 810 000 000 404	Bowling Connections and Java Hive
001		CC	1	04279	MCPETE'S SPORTS BAR & LANES	07/06/2022	\$96.00	148730	E 01 300 298 918 000 369	Bowling Connections and Java Hive
001		CC	1	04874	AMAZON.COM	07/06/2022	\$1,062.25	148641	E 01 300 790 000 699 368	NAS
001		CC	1	04874	AMAZON.COM	07/06/2022	(\$1,062.25)	148641	E 01 300 790 000 699 368	NAS
001		CC	1	04874	AMAZON.COM	07/06/2022	\$1,062.25	148641	E 01 005 630 000 000 555	NAS
001		CC	1	04874	AMAZON.COM	07/06/2022	\$1,946.12	148652	E 01 300 240 000 000 430	Hard drives. Server connections.
001		CC	1	04874	AMAZON.COM	07/06/2022	(\$1,946.12)	148652	E 01 300 240 000 000 430	Hard drives. Server connections.
001		CC	1	04874	AMAZON.COM	07/06/2022	\$1,946.12	148652	E 01 005 630 000 000 555	Hard drives. Server connections.
001		CC	1	04874	AMAZON.COM	07/06/2022	\$299.97	148669	E 01 005 810 000 000 401	Hard Drives

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001		CC	1 04874	AMAZON.COM	07/06/2022	(\$299.97)	148669	E 01 005 810 000 000 401	Hard Drives
001		CC	1 04874	AMAZON.COM	07/06/2022	\$299.97	148669	E 01 005 630 000 000 555	Hard Drives
001		CC	1 04874	AMAZON.COM	07/06/2022	\$699.00	148671	E 01 005 630 000 000 555	PLex Video Card
001		CC	1 04874	AMAZON.COM	07/06/2022	\$169.95	148672	E 01 005 810 000 000 401	Power Supply Replacement
001		CC	1 04874	AMAZON.COM	07/06/2022	(\$169.95)	148672	E 01 005 810 000 000 401	Power Supply Replacement
001		CC	1 04874	AMAZON.COM	07/06/2022	\$169.95	148672	E 01 005 630 000 000 555	Power Supply Replacement
001		CC	1 04874	AMAZON.COM	07/06/2022	\$77.99	148763	E 01 005 810 000 000 332	Graduation cords
001		CC	1 04874	AMAZON.COM	07/06/2022	(\$77.99)	148763	E 01 005 810 000 000 332	Graduation cords
001		CC	1 04874	AMAZON.COM	07/06/2022	\$77.99	148763	E 01 005 630 000 000 456	Graduation cords
001		CC	1 05218	BREEZY POINT RESORT	07/06/2022	\$170.71	148682	E 01 300 211 000 000 820	An additional night of lodging at Breezy Poi
001		CC	1 05218	BREEZY POINT RESORT	07/06/2022	(\$170.71)	148682	E 01 300 211 000 000 820	An additional night of lodging at Breezy Poi
001		CC	1 05218	BREEZY POINT RESORT	07/06/2022	\$170.71	148682	E 01 300 050 000 000 366	An additional night of lodging at Breezy Poi
001		CC	1 05351	HOME DEPOT	07/06/2022	\$39.92	148643	E 05 100 203 000 302 530	B&G Supplies
001		CC	1 05351	HOME DEPOT	07/06/2022	(\$39.92)	148643	E 05 100 203 000 302 530	B&G Supplies
001		CC	1 05351	HOME DEPOT	07/06/2022	\$39.92	148643	E 01 005 810 000 000 350	B&G Supplies
001		CC	1 05351	HOME DEPOT	07/06/2022	\$28.96	148647	E 01 005 107 000 000 305	HS B&G Supplies
001		CC	1 05351	HOME DEPOT	07/06/2022	(\$28.96)	148647	E 01 005 107 000 000 305	HS B&G Supplies
001		CC	1 05351	HOME DEPOT	07/06/2022	\$28.96	148647	E 01 300 810 000 000 350	HS B&G Supplies
001		CC	1 05351	HOME DEPOT	07/06/2022	\$2,959.78	148656	E 01 300 240 000 000 430	HS B&G Supplies
001		CC	1 05351	HOME DEPOT	07/06/2022	(\$2,959.78)	148656	E 01 300 240 000 000 430	HS B&G Supplies
001		CC	1 05351	HOME DEPOT	07/06/2022	\$2,959.78	148656	E 01 300 810 000 000 350	HS B&G Supplies
001		CC	1 05351	HOME DEPOT	07/06/2022	\$253.01	148670	E 01 005 630 000 000 555	B&G Supplies
001		CC	1 05351	HOME DEPOT	07/06/2022	(\$253.01)	148670	E 01 005 630 000 000 555	B&G Supplies
001		CC	1 05351	HOME DEPOT	07/06/2022	\$253.01	148670	E 01 005 810 000 000 401	B&G Supplies
001		CC	1 05351	HOME DEPOT	07/06/2022	\$478.00	148701	E 01 100 810 000 000 401	30" Heavy Duty 2-Speed Direct Drive Drum
001		CC	1 05351	HOME DEPOT	07/06/2022	(\$478.00)	148701	E 01 100 810 000 000 401	30" Heavy Duty 2-Speed Direct Drive Drum
001		CC	1 05351	HOME DEPOT	07/06/2022	\$478.00	148701	E 04 500 505 000 321 530	30" Heavy Duty 2-Speed Direct Drive Drum
001		CC	1 05351	HOME DEPOT	07/06/2022	\$113.56	148715	E 04 500 570 000 321 369	SHIP Grant - paint/supplies for staff lounge
001		CC	1 05351	HOME DEPOT	07/06/2022	(\$113.56)	148715	E 04 500 570 000 321 369	SHIP Grant - paint/supplies for staff lounge
001		CC	1 05351	HOME DEPOT	07/06/2022	\$113.56	148715	E 01 100 203 226 000 401	SHIP Grant - paint/supplies for staff lounge
001		CC	1 05351	HOME DEPOT	07/06/2022	\$544.36	148739	E 01 300 810 000 000 401	2022 SHIP Grant - purchased paint and ma
001		CC	1 05351	HOME DEPOT	07/06/2022	(\$544.36)	148739	E 01 300 810 000 000 401	2022 SHIP Grant - purchased paint and ma
001		CC	1 05351	HOME DEPOT	07/06/2022	\$544.36	148739	E 01 100 203 226 000 401	2022 SHIP Grant - purchased paint and ma
001		CC	1 05351	HOME DEPOT	07/06/2022	\$160.38	148740	E 04 500 570 000 321 490	HS B&G Supplies

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001		CC	1 05351	HOME DEPOT	07/06/2022	(\$160.38)	148740	E 04 500 570 000 321 490	HS B&G Supplies
001		CC	1 05351	HOME DEPOT	07/06/2022	\$160.38	148740	E 01 300 810 000 000 401	HS B&G Supplies
001		CC	1 05351	HOME DEPOT	07/06/2022	\$269.00	148772	E 01 005 810 000 000 350	B&G Supplies
001		CC	1 05351	HOME DEPOT	07/06/2022	(\$269.00)	148772	E 01 005 810 000 000 350	B&G Supplies
001		CC	1 05351	HOME DEPOT	07/06/2022	\$269.00	148772	E 01 005 810 000 000 401	B&G Supplies
001		CC	1 05599	SUBWAY	07/06/2022	\$273.54	148738	E 01 100 203 226 000 401	KC Staff Meeting
001		CC	1 05599	SUBWAY	07/06/2022	(\$273.54)	148738	E 01 100 203 226 000 401	KC Staff Meeting
001		CC	1 05599	SUBWAY	07/06/2022	\$273.54	148738	E 04 500 570 000 321 490	KC Staff Meeting
001		CC	1 06051	FINKEN WATER CENTERS	07/06/2022	\$60.95	148673	E 01 300 790 000 699 368	Drinking Water
001		CC	1 06051	FINKEN WATER CENTERS	07/06/2022	(\$60.95)	148673	E 01 300 790 000 699 368	Drinking Water
001		CC	1 06051	FINKEN WATER CENTERS	07/06/2022	\$60.95	148673	E 01 005 810 000 000 401	Drinking Water
001		CC	1 06051	FINKEN WATER CENTERS	07/06/2022	\$93.70	148702	E 01 300 810 000 000 401	Softener Salt Indy & HS
001		CC	1 06051	FINKEN WATER CENTERS	07/06/2022	\$60.70	148702	E 01 005 010 000 000 305	Softener Salt Indy & HS
001		CC	1 06051	FINKEN WATER CENTERS	07/06/2022	(\$93.70)	148702	E 01 300 810 000 000 401	Softener Salt Indy & HS
001		CC	1 06051	FINKEN WATER CENTERS	07/06/2022	\$93.70	148702	E 01 100 810 000 000 401	Softener Salt Indy & HS
001		CC	1 06051	FINKEN WATER CENTERS	07/06/2022	(\$60.70)	148702	E 01 005 010 000 000 305	Softener Salt Indy & HS
001		CC	1 06051	FINKEN WATER CENTERS	07/06/2022	\$60.70	148702	E 01 300 810 000 000 401	Softener Salt Indy & HS
001		CC	1 06130	COBORN'S INC.	07/06/2022	\$18.46	148710	E 11 300 296 114 000 490	HS State Track
001		CC	1 06130	COBORN'S INC.	07/06/2022	\$14.93	148713	E 01 300 790 000 699 303	HS State Track
001		CC	1 06130	COBORN'S INC.	07/06/2022	(\$14.93)	148713	E 01 300 790 000 699 303	HS State Track
001		CC	1 06130	COBORN'S INC.	07/06/2022	\$14.93	148713	E 11 300 294 114 000 490	HS State Track
001		CC	1 06130	COBORN'S INC.	07/06/2022	\$114.72	148741	E 01 005 020 000 000 366	KC Food Supplies
001		CC	1 06130	COBORN'S INC.	07/06/2022	(\$114.72)	148741	E 01 005 020 000 000 366	KC Food Supplies
001		CC	1 06130	COBORN'S INC.	07/06/2022	\$114.72	148741	E 04 500 570 000 321 490	KC Food Supplies
001		CC	1 06402	BIG LAKE SPUD FEST	07/06/2022	\$5,250.00	148707	E 04 500 560 122 321 436	KC Field Trip
001		CC	1 06402	BIG LAKE SPUD FEST	07/06/2022	(\$5,250.00)	148707	E 04 500 560 122 321 436	KC Field Trip
001		CC	1 06402	BIG LAKE SPUD FEST	07/06/2022	\$5,250.00	148707	E 04 500 570 000 321 369	KC Field Trip
001		CC	1 06402	BIG LAKE SPUD FEST	07/06/2022	\$35.00	148769	E 01 201 810 000 000 332	Parade Entry Fee- marching band
001		CC	1 06402	BIG LAKE SPUD FEST	07/06/2022	(\$35.00)	148769	E 01 201 810 000 000 332	Parade Entry Fee- marching band
001		CC	1 06402	BIG LAKE SPUD FEST	07/06/2022	\$35.00	148769	E 01 100 203 011 150 303	Parade Entry Fee- marching band
001		CC	1 07115	TRAILS	07/06/2022	\$202.10	148718	E 12 005 420 000 372 530	HS State Track
001		CC	1 07115	TRAILS	07/06/2022	(\$202.10)	148718	E 12 005 420 000 372 530	HS State Track
001		CC	1 07115	TRAILS	07/06/2022	\$202.10	148718	E 11 300 294 114 000 490	HS State Track
001		CC	1 07785	CARIBOU COFFEE CO	07/06/2022	\$24.15	148711	E 01 300 790 000 699 303	HS State Track

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1 07785	CARIBOU COFFEE CO	07/06/2022	(\$24.15)	148711	E 01 300 790 000 699 303	HS State Track
001		CC	1 07785	CARIBOU COFFEE CO	07/06/2022	\$24.15	148711	E 11 300 294 114 000 490	HS State Track
001		CC	1 07785	CARIBOU COFFEE CO	07/06/2022	\$9.31	148717	E 11 300 294 114 000 490	HS State Track
001		CC	1 07785	CARIBOU COFFEE CO	07/06/2022	(\$9.31)	148717	E 11 300 294 114 000 490	HS State Track
001		CC	1 07785	CARIBOU COFFEE CO	07/06/2022	\$9.31	148717	E 11 300 296 114 000 490	HS State Track
001		CC	1 07866	RBS ACTIVEWEAR	07/06/2022	\$1,251.90	148688	E 01 300 810 000 000 333	KC Field Trip Tshirts
001		CC	1 07866	RBS ACTIVEWEAR	07/06/2022	(\$1,251.90)	148688	E 01 300 810 000 000 333	KC Field Trip Tshirts
001		CC	1 07866	RBS ACTIVEWEAR	07/06/2022	\$1,251.90	148688	E 04 500 570 000 321 401	KC Field Trip Tshirts
001		CC	1 07866	RBS ACTIVEWEAR	07/06/2022	\$184.23	148693	E 04 500 596 000 344 430	Band custom BL Marching Band Spudfest
001		CC	1 07866	RBS ACTIVEWEAR	07/06/2022	(\$184.23)	148693	E 04 500 596 000 344 430	Band custom BL Marching Band Spudfest
001		CC	1 07866	RBS ACTIVEWEAR	07/06/2022	\$184.23	148693	E 04 500 505 000 321 305	Band custom BL Marching Band Spudfest
001		CC	1 07866	RBS ACTIVEWEAR	07/06/2022	\$343.12	148732	E 01 201 810 000 000 401	Band custom Big Lake Marching Band Spu
001		CC	1 07866	RBS ACTIVEWEAR	07/06/2022	(\$343.12)	148732	E 01 201 810 000 000 401	Band custom Big Lake Marching Band Spu
001		CC	1 07866	RBS ACTIVEWEAR	07/06/2022	\$343.12	148732	E 04 500 505 000 321 305	Band custom Big Lake Marching Band Spu
001		CC	1 08347	WALMART	07/06/2022	\$37.74	148697	E 11 300 294 114 000 401	Indep Supplies-tape
001		CC	1 08347	WALMART	07/06/2022	(\$37.74)	148697	E 11 300 294 114 000 401	Indep Supplies-tape
001		CC	1 08347	WALMART	07/06/2022	\$37.74	148697	E 01 100 203 000 000 401	Indep Supplies-tape
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	07/06/2022	\$2,221.20	148644	E 01 300 790 000 699 368	PO 30861 HON-SOLVE MIDBACK CHAIR-
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	07/06/2022	(\$2,221.20)	148644	E 01 300 790 000 699 368	PO 30861 HON-SOLVE MIDBACK CHAIR-
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	07/06/2022	\$2,221.20	148644	E 05 100 203 000 302 530	PO 30861 HON-SOLVE MIDBACK CHAIR-
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	07/06/2022	\$412.50	148654	E 11 300 295 121 000 401	PO 30857 Desks and Chairs
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	07/06/2022	(\$412.50)	148654	E 11 300 295 121 000 401	PO 30857 Desks and Chairs
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	07/06/2022	\$412.50	148654	E 12 005 420 000 372 530	PO 30857 Desks and Chairs
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	07/06/2022	\$11,186.40	148719	E 01 005 630 000 000 305	PO 30857 Desk and Chairs
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	07/06/2022	(\$11,186.40)	148719	E 01 005 630 000 000 305	PO 30857 Desk and Chairs
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	07/06/2022	\$11,186.40	148719	E 12 005 420 000 372 530	PO 30857 Desk and Chairs
001		CC	1 08970	EMC INSURANCE COMPANIES	07/06/2022	\$146.00	148690	E 11 300 294 114 000 401	Insurance
001		CC	1 08970	EMC INSURANCE COMPANIES	07/06/2022	(\$146.00)	148690	E 11 300 294 114 000 401	Insurance
001		CC	1 08970	EMC INSURANCE COMPANIES	07/06/2022	\$146.00	148690	E 01 005 940 000 000 340	Insurance
001		CC	1 09044	MENARDS - ELK RIVER	07/06/2022	\$759.96	148662	E 01 300 810 000 000 350	HS B&G Supplies
001		CC	1 09044	MENARDS - ELK RIVER	07/06/2022	(\$759.96)	148662	E 01 300 810 000 000 350	HS B&G Supplies
001		CC	1 09044	MENARDS - ELK RIVER	07/06/2022	\$759.96	148662	E 01 300 810 000 000 350	HS B&G Supplies
001		CC	1 09044	MENARDS - ELK RIVER	07/06/2022	\$73.98	148737	E 04 500 570 000 321 490	B&G Supplies
001		CC	1 09044	MENARDS - ELK RIVER	07/06/2022	(\$73.98)	148737	E 04 500 570 000 321 490	B&G Supplies

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001		CC	1	09044	MENARDS - ELK RIVER	07/06/2022	\$73.98	148737	E 01 005 810 000 000 401	B&G Supplies
001		CC	1	09217	HORIZON COMMERCIAL POOL SUPPLY	07/06/2022	\$130.91	148731	E 04 500 505 000 321 305	HS Flowvis Repair Kit
001		CC	1	09217	HORIZON COMMERCIAL POOL SUPPLY	07/06/2022	(\$130.91)	148731	E 04 500 505 000 321 305	HS Flowvis Repair Kit
001		CC	1	09217	HORIZON COMMERCIAL POOL SUPPLY	07/06/2022	\$130.91	148731	E 01 300 810 000 000 404	HS Flowvis Repair Kit
001		CC	1	09217	HORIZON COMMERCIAL POOL SUPPLY	07/06/2022	\$471.82	148735	E 01 110 810 000 000 401	HS Flowvis Cover 3" flow Meter
001		CC	1	09217	HORIZON COMMERCIAL POOL SUPPLY	07/06/2022	(\$471.82)	148735	E 01 110 810 000 000 401	HS Flowvis Cover 3" flow Meter
001		CC	1	09217	HORIZON COMMERCIAL POOL SUPPLY	07/06/2022	\$471.82	148735	E 01 300 810 000 000 404	HS Flowvis Cover 3" flow Meter
001		CC	1	09217	HORIZON COMMERCIAL POOL SUPPLY	07/06/2022	\$2,940.50	148753	E 01 005 630 000 000 305	HS B&G
001		CC	1	09217	HORIZON COMMERCIAL POOL SUPPLY	07/06/2022	(\$2,940.50)	148753	E 01 005 630 000 000 305	HS B&G
001		CC	1	09217	HORIZON COMMERCIAL POOL SUPPLY	07/06/2022	\$2,940.50	148753	E 01 300 810 000 000 404	HS B&G
001		CC	1	09300	PRIMO PIZZA	07/06/2022	\$206.50	148743	E 01 100 203 908 000 490	5th grade pizza parties
001		CC	1	09300	PRIMO PIZZA	07/06/2022	\$178.50	148744	E 11 300 292 000 000 401	5th grade pizza parties
001		CC	1	09300	PRIMO PIZZA	07/06/2022	(\$178.50)	148744	E 11 300 292 000 000 401	5th grade pizza parties
001		CC	1	09300	PRIMO PIZZA	07/06/2022	\$178.50	148744	E 01 100 203 908 000 490	5th grade pizza parties
001		CC	1	09637	STARFALL EDUCATION	07/06/2022	\$460.08	148700	E 04 500 505 000 321 530	PO 30878 Liberty Supplies
001		CC	1	09637	STARFALL EDUCATION	07/06/2022	(\$460.08)	148700	E 04 500 505 000 321 530	PO 30878 Liberty Supplies
001		CC	1	09637	STARFALL EDUCATION	07/06/2022	\$460.08	148700	E 01 110 216 638 401 430	PO 30878 Liberty Supplies
001		CC	1	09708	THE STAGING POINT	07/06/2022	\$2,363.00	148729	E 12 300 400 178 000 369	Graduation staging
001		CC	1	09708	THE STAGING POINT	07/06/2022	(\$2,363.00)	148729	E 12 300 400 178 000 369	Graduation staging
001		CC	1	09708	THE STAGING POINT	07/06/2022	\$2,363.00	148729	E 01 300 211 222 000 305	Graduation staging
001		CC	1	10327	NORTHERN AIR CORPORATION	07/06/2022	\$476.00	148755	E 01 300 260 000 000 401	Fire Clean-Up
001		CC	1	10327	NORTHERN AIR CORPORATION	07/06/2022	(\$476.00)	148755	E 01 300 260 000 000 401	Fire Clean-Up
001		CC	1	10327	NORTHERN AIR CORPORATION	07/06/2022	\$476.00	148755	E 01 300 810 351 000 350	Fire Clean-Up
001		CC	1	10505	FUN EXPRESS, LLC	07/06/2022	\$58.10	148684	E 01 110 216 638 401 430	PO 30870 Today's My Birthday Stickers
001		CC	1	10505	FUN EXPRESS, LLC	07/06/2022	(\$58.10)	148684	E 01 110 216 638 401 430	PO 30870 Today's My Birthday Stickers
001		CC	1	10505	FUN EXPRESS, LLC	07/06/2022	\$58.10	148684	E 01 110 203 000 000 401	PO 30870 Today's My Birthday Stickers
001		CC	1	10505	FUN EXPRESS, LLC	07/06/2022	\$21.93	148685	E 01 300 790 000 699 368	PO 30876 Liberty Laminated I Love Readin
001		CC	1	10505	FUN EXPRESS, LLC	07/06/2022	(\$21.93)	148685	E 01 300 790 000 699 368	PO 30876 Liberty Laminated I Love Readin
001		CC	1	10505	FUN EXPRESS, LLC	07/06/2022	\$21.93	148685	E 01 110 216 638 401 430	PO 30876 Liberty Laminated I Love Readin
001		CC	1	10512	CASEY'S	07/06/2022	\$12.34	148774	E 01 005 010 000 000 490	Strategic Planning Meeting 05.26.2022
001		CC	1	10575	CONSTANT CONTACT	07/06/2022	\$125.00	148751	E 05 300 630 316 302 406	CE Marketing
001		CC	1	10575	CONSTANT CONTACT	07/06/2022	(\$125.00)	148751	E 05 300 630 316 302 406	CE Marketing
001		CC	1	10575	CONSTANT CONTACT	07/06/2022	\$125.00	148751	E 04 500 505 000 321 305	CE Marketing
001		CC	1	10658	OZONE, LLC	07/06/2022	\$155.65	148708	E 11 300 294 114 000 490	CE Gymnastics

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001		CC	1	10658	OZONE, LLC	07/06/2022	(\$155.65)	148708	E 11 300 294 114 000 490	CE Gymnastics
001		CC	1	10658	OZONE, LLC	07/06/2022	\$155.65	148708	E 04 500 560 122 321 436	CE Gymnastics
001		CC	1	12129	SIPTRUNK, INC	07/06/2022	\$68.54	148754	E 01 300 810 351 000 350	Backup phones
001		CC	1	12129	SIPTRUNK, INC	07/06/2022	(\$68.54)	148754	E 01 300 810 351 000 350	Backup phones
001		CC	1	12129	SIPTRUNK, INC	07/06/2022	\$68.54	148754	E 01 005 630 000 000 305	Backup phones
001		CC	1	12152	GOLFBALLS.COM	07/06/2022	\$635.88	148681	E 01 300 050 000 000 366	HS Titleist 2021 Pro V1 Custom Logo Golf
001		CC	1	12152	GOLFBALLS.COM	07/06/2022	(\$635.88)	148681	E 01 300 050 000 000 366	HS Titleist 2021 Pro V1 Custom Logo Golf
001		CC	1	12152	GOLFBALLS.COM	07/06/2022	\$635.88	148681	E 11 300 293 119 000 401	HS Titleist 2021 Pro V1 Custom Logo Golf
001		CC	1	12236	HEALY AWARDS INC	07/06/2022	\$70.60	148745	E 01 005 810 353 000 350	PO 30865 Athletic Supplies
001		CC	1	12236	HEALY AWARDS INC	07/06/2022	(\$70.60)	148745	E 01 005 810 353 000 350	PO 30865 Athletic Supplies
001		CC	1	12236	HEALY AWARDS INC	07/06/2022	\$70.60	148745	E 11 300 292 000 000 401	PO 30865 Athletic Supplies
001		CC	1	12279	WEBSTAUANTSTORE	07/06/2022	\$50.00	148712	E 11 300 296 114 000 490	Uncommon Threads 3004 Black Customiz
001		CC	1	12279	WEBSTAUANTSTORE	07/06/2022	(\$50.00)	148712	E 11 300 296 114 000 490	Uncommon Threads 3004 Black Customiz
001		CC	1	12279	WEBSTAUANTSTORE	07/06/2022	\$50.00	148712	E 01 300 790 000 699 303	Uncommon Threads 3004 Black Customiz
001		CC	1	12279	WEBSTAUANTSTORE	07/06/2022	\$2,585.21	148714	E 01 100 203 226 000 401	Uncommon Threads 3004 Black Customiz
001		CC	1	12279	WEBSTAUANTSTORE	07/06/2022	(\$2,585.21)	148714	E 01 100 203 226 000 401	Uncommon Threads 3004 Black Customiz
001		CC	1	12279	WEBSTAUANTSTORE	07/06/2022	\$2,585.21	148714	E 01 300 790 000 699 303	Uncommon Threads 3004 Black Customiz
001		CC	1	12382	ADOBE	07/06/2022	\$29.99	148648	E 01 300 790 000 699 368	Adobe Stock Charges
001		CC	1	12382	ADOBE	07/06/2022	(\$29.99)	148648	E 01 300 790 000 699 368	Adobe Stock Charges
001		CC	1	12382	ADOBE	07/06/2022	\$29.99	148648	E 01 005 107 000 000 305	Adobe Stock Charges
001		CC	1	12382	ADOBE	07/06/2022	\$29.99	148650	E 01 300 790 000 699 366	Adobe Creative Cloud
001		CC	1	12382	ADOBE	07/06/2022	(\$29.99)	148650	E 01 300 790 000 699 366	Adobe Creative Cloud
001		CC	1	12382	ADOBE	07/06/2022	\$29.99	148650	E 04 500 505 000 321 305	Adobe Creative Cloud
001		CC	1	12409	FACEBOOK	07/06/2022	\$64.83	148658	E 01 300 790 000 699 368	Marketing
001		CC	1	12409	FACEBOOK	07/06/2022	(\$64.83)	148658	E 01 300 790 000 699 368	Marketing
001		CC	1	12409	FACEBOOK	07/06/2022	\$64.83	148658	E 01 005 107 000 000 305	Marketing
001		CC	1	12464	FLIGHT DECK ATHLETICS	07/06/2022	\$2.97	148691	E 11 300 296 114 000 401	Return Fee
001		CC	1	12464	FLIGHT DECK ATHLETICS	07/06/2022	\$2.97	148691	E 11 300 294 114 000 401	Return Fee
001		CC	1	12464	FLIGHT DECK ATHLETICS	07/06/2022	\$2.52	148692	E 11 300 296 114 000 401	Return Fee
001		CC	1	12464	FLIGHT DECK ATHLETICS	07/06/2022	\$2.53	148692	E 04 500 505 000 321 305	Return Fee
001		CC	1	12464	FLIGHT DECK ATHLETICS	07/06/2022	(\$2.53)	148692	E 04 500 505 000 321 305	Return Fee
001		CC	1	12464	FLIGHT DECK ATHLETICS	07/06/2022	\$2.53	148692	E 11 300 294 114 000 401	Return Fee
001		CC	1	12464	FLIGHT DECK ATHLETICS	07/06/2022	\$3.75	148698	E 11 300 296 114 000 401	Return Fee
001		CC	1	12464	FLIGHT DECK ATHLETICS	07/06/2022	\$3.75	148698	E 01 300 810 000 000 401	Return Fee

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001		CC	1	12464	FLIGHT DECK ATHLETICS	07/06/2022	(\$3.75)	148698	E 01 300 810 000 000 401	Return Fee
001		CC	1	12464	FLIGHT DECK ATHLETICS	07/06/2022	\$3.75	148698	E 11 300 294 114 000 401	Return Fee
001		CC	1	12464	FLIGHT DECK ATHLETICS	07/06/2022	\$6.87	148771	E 11 300 296 114 000 401	Mystic: 11'6 140
001		CC	1	12464	FLIGHT DECK ATHLETICS	07/06/2022	\$6.88	148771	E 01 005 810 000 000 401	Mystic: 11'6 140
001		CC	1	12464	FLIGHT DECK ATHLETICS	07/06/2022	(\$6.88)	148771	E 01 005 810 000 000 401	Mystic: 11'6 140
001		CC	1	12464	FLIGHT DECK ATHLETICS	07/06/2022	\$6.88	148771	E 11 300 294 114 000 401	Mystic: 11'6 140
001		CC	1	12574	SMART CARE EQUIPMENT SOLUTIONS	07/06/2022	\$942.42	148696	E 01 100 203 000 000 401	MS Dishmachine Flight/Conveyor
001		CC	1	12574	SMART CARE EQUIPMENT SOLUTIONS	07/06/2022	(\$942.42)	148696	E 01 100 203 000 000 401	MS Dishmachine Flight/Conveyor
001		CC	1	12574	SMART CARE EQUIPMENT SOLUTIONS	07/06/2022	\$942.42	148696	E 01 201 810 354 000 350	MS Dishmachine Flight/Conveyor
001		CC	1	12639	MNW RETAIL OUTLET	07/06/2022	\$259.96	148694	E 01 201 810 000 000 401	SR supplies
001		CC	1	12639	MNW RETAIL OUTLET	07/06/2022	(\$259.96)	148694	E 01 201 810 000 000 401	SR supplies
001		CC	1	12639	MNW RETAIL OUTLET	07/06/2022	\$259.96	148694	E 04 500 596 000 344 430	SR supplies
001		CC	1	12871	ZOOM US	07/06/2022	\$16.09	148720	E 01 300 211 222 000 305	Board Zoom.
001		CC	1	12871	ZOOM US	07/06/2022	(\$16.09)	148720	E 01 300 211 222 000 305	Board Zoom.
001		CC	1	12871	ZOOM US	07/06/2022	\$16.09	148720	E 01 005 630 000 000 305	Board Zoom.
001		CC	1	12998	GYNZY	07/06/2022	\$995.00	148678	E 05 005 865 000 363 350	Ed Tech Software
001		CC	1	12998	GYNZY	07/06/2022	(\$995.00)	148678	E 05 005 865 000 363 350	Ed Tech Software
001		CC	1	12998	GYNZY	07/06/2022	\$995.00	148678	E 01 005 630 000 000 406	Ed Tech Software
001		CC	1	13024	MSHSL.ORG	07/06/2022	\$25.00	148726	E 01 300 790 000 699 406	Track and Field - Coaches 2022
001		CC	1	13024	MSHSL.ORG	07/06/2022	(\$25.00)	148726	E 01 300 790 000 699 406	Track and Field - Coaches 2022
001		CC	1	13024	MSHSL.ORG	07/06/2022	\$25.00	148726	E 11 300 294 114 000 366	Track and Field - Coaches 2022
001		CC	1	13058	ID ENHANCEMENTS, INC.	07/06/2022	\$593.67	148660	E 01 300 790 000 699 368	Iclass SE, Standard Profile Reader
001		CC	1	13058	ID ENHANCEMENTS, INC.	07/06/2022	(\$593.67)	148660	E 01 300 790 000 699 368	Iclass SE, Standard Profile Reader
001		CC	1	13058	ID ENHANCEMENTS, INC.	07/06/2022	\$593.67	148660	E 01 005 810 000 000 350	Iclass SE, Standard Profile Reader
001		CC	1	13166	LRS OF MINNESOTA, LLC	07/06/2022	\$769.16	148689	E 01 201 810 000 000 333	Waste Services June 2022
001		CC	1	13166	LRS OF MINNESOTA, LLC	07/06/2022	\$659.65	148689	E 01 100 810 000 000 333	Waste Services June 2022
001		CC	1	13166	LRS OF MINNESOTA, LLC	07/06/2022	\$757.69	148689	E 01 110 810 000 000 333	Waste Services June 2022
001		CC	1	13166	LRS OF MINNESOTA, LLC	07/06/2022	\$948.88	148689	E 01 005 810 000 000 333	Waste Services June 2022
001		CC	1	13166	LRS OF MINNESOTA, LLC	07/06/2022	\$131.92	148689	E 01 005 940 000 000 340	Waste Services June 2022
001		CC	1	13166	LRS OF MINNESOTA, LLC	07/06/2022	(\$769.16)	148689	E 01 201 810 000 000 333	Waste Services June 2022
001		CC	1	13166	LRS OF MINNESOTA, LLC	07/06/2022	\$769.16	148689	E 01 300 810 000 000 333	Waste Services June 2022
001		CC	1	13166	LRS OF MINNESOTA, LLC	07/06/2022	(\$659.65)	148689	E 01 100 810 000 000 333	Waste Services June 2022
001		CC	1	13166	LRS OF MINNESOTA, LLC	07/06/2022	\$659.65	148689	E 01 201 810 000 000 333	Waste Services June 2022
001		CC	1	13166	LRS OF MINNESOTA, LLC	07/06/2022	(\$757.69)	148689	E 01 110 810 000 000 333	Waste Services June 2022

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001		CC	1	13166	LRS OF MINNESOTA, LLC	07/06/2022	\$757.69	148689	E 01 100 810 000 000 333	Waste Services June 2022
001		CC	1	13166	LRS OF MINNESOTA, LLC	07/06/2022	(\$948.88)	148689	E 01 005 810 000 000 333	Waste Services June 2022
001		CC	1	13166	LRS OF MINNESOTA, LLC	07/06/2022	\$948.88	148689	E 01 110 810 000 000 333	Waste Services June 2022
001		CC	1	13166	LRS OF MINNESOTA, LLC	07/06/2022	(\$131.92)	148689	E 01 005 940 000 000 340	Waste Services June 2022
001		CC	1	13166	LRS OF MINNESOTA, LLC	07/06/2022	\$131.92	148689	E 01 005 810 000 000 333	Waste Services June 2022
001		CC	1	13185	PATRIOT NEWS MN	07/06/2022	\$165.00	148703	E 01 300 050 000 000 401	Jun 4, Legal (Week 1)
001		CC	1	13185	PATRIOT NEWS MN	07/06/2022	(\$165.00)	148703	E 01 300 050 000 000 401	Jun 4, Legal (Week 1)
001		CC	1	13185	PATRIOT NEWS MN	07/06/2022	\$165.00	148703	E 01 005 010 000 000 305	Jun 4, Legal (Week 1)
001		CC	1	13185	PATRIOT NEWS MN	07/06/2022	\$62.50	148758	E 01 300 211 222 000 401	May 28, Legal (Week 1)
001		CC	1	13185	PATRIOT NEWS MN	07/06/2022	(\$62.50)	148758	E 01 300 211 222 000 401	May 28, Legal (Week 1)
001		CC	1	13185	PATRIOT NEWS MN	07/06/2022	\$62.50	148758	E 01 005 010 000 000 305	May 28, Legal (Week 1)
001		CC	1	13234	MEETINGS NORTHWEST	07/06/2022	\$525.00	148750	E 04 500 505 000 321 305	2022 Montana Hybrid Summer Institute (Tir
001		CC	1	13234	MEETINGS NORTHWEST	07/06/2022	(\$525.00)	148750	E 04 500 505 000 321 305	2022 Montana Hybrid Summer Institute (Tir
001		CC	1	13234	MEETINGS NORTHWEST	07/06/2022	\$525.00	148750	E 01 300 790 000 699 366	2022 Montana Hybrid Summer Institute (Tir
001		CC	1	13246	HERITAGE EMBROIDERY & DESIGN	07/06/2022	\$2,150.00	148747	E 01 005 610 000 320 430	Volleyball Jerseys
001		CC	1	13246	HERITAGE EMBROIDERY & DESIGN	07/06/2022	(\$2,150.00)	148747	E 01 005 610 000 320 430	Volleyball Jerseys
001		CC	1	13246	HERITAGE EMBROIDERY & DESIGN	07/06/2022	\$2,150.00	148747	E 11 201 288 000 000 434	Volleyball Jerseys
001		CC	1	13264	BIG SKY RESORT	07/06/2022	\$1,274.27	148645	E 01 300 790 000 699 368	Montana Summer Institute 2022
001		CC	1	13264	BIG SKY RESORT	07/06/2022	\$1,274.27	148649	E 01 005 107 000 000 305	Montana Summer Institute 2022
001		CC	1	13264	BIG SKY RESORT	07/06/2022	(\$1,274.27)	148649	E 01 005 107 000 000 305	Montana Summer Institute 2022
001		CC	1	13264	BIG SKY RESORT	07/06/2022	\$1,274.27	148649	E 01 300 790 000 699 368	Montana Summer Institute 2022
001		CC	1	13264	BIG SKY RESORT	07/06/2022	\$1,374.27	148651	E 01 005 630 000 000 555	Montana Summer Institute 2022
001		CC	1	13264	BIG SKY RESORT	07/06/2022	(\$1,374.27)	148651	E 01 005 630 000 000 555	Montana Summer Institute 2022
001		CC	1	13264	BIG SKY RESORT	07/06/2022	\$1,374.27	148651	E 01 300 790 000 699 368	Montana Summer Institute 2022
001		CC	1	13291	WEISSSMAN'S THEATRICAL SUPPLIES	07/06/2022	\$12.95	148655	E 01 300 810 000 000 350	PO 30871 Dance Team Apparel
001		CC	1	13291	WEISSSMAN'S THEATRICAL SUPPLIES	07/06/2022	(\$12.95)	148655	E 01 300 810 000 000 350	PO 30871 Dance Team Apparel
001		CC	1	13291	WEISSSMAN'S THEATRICAL SUPPLIES	07/06/2022	\$12.95	148655	E 11 300 295 121 000 401	PO 30871 Dance Team Apparel
001		CC	1	13291	WEISSSMAN'S THEATRICAL SUPPLIES	07/06/2022	\$12.95	148728	E 01 300 211 222 000 305	Dance Team Apparel
001		CC	1	13291	WEISSSMAN'S THEATRICAL SUPPLIES	07/06/2022	(\$12.95)	148728	E 01 300 211 222 000 305	Dance Team Apparel
001		CC	1	13291	WEISSSMAN'S THEATRICAL SUPPLIES	07/06/2022	\$12.95	148728	E 11 300 295 121 000 401	Dance Team Apparel
001		CC	1	13328	HERTZ DOLLAR THRIFTY	07/06/2022	\$2,611.30	148642	E 01 005 810 000 000 350	Montana Summer Institute 2022
001		CC	1	13328	HERTZ DOLLAR THRIFTY	07/06/2022	(\$2,611.30)	148642	E 01 005 810 000 000 350	Montana Summer Institute 2022
001		CC	1	13328	HERTZ DOLLAR THRIFTY	07/06/2022	\$2,611.30	148642	E 01 300 790 000 699 368	Montana Summer Institute 2022
001		CC	1	13329	ALBERTOS AUTHENTIC MEX	07/06/2022	\$43.44	148646	E 01 300 810 000 000 350	Montana Summer Institute 2022

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001		CC	1	13329	ALBERTOS AUTHENTIC MEX	07/06/2022	(\$43.44)	148646	E 01 300 810 000 000 350	Montana Summer Institute 2022
001		CC	1	13329	ALBERTOS AUTHENTIC MEX	07/06/2022	\$43.44	148646	E 01 005 110 999 000 401	Montana Summer Institute 2022
001		CC	1	13330	THE RIVERHOUSE BBQ	07/06/2022	\$54.08	148659	E 01 005 810 000 000 350	Montana Summer Institute 2022
001		CC	1	13330	THE RIVERHOUSE BBQ	07/06/2022	(\$54.08)	148659	E 01 005 810 000 000 350	Montana Summer Institute 2022
001		CC	1	13330	THE RIVERHOUSE BBQ	07/06/2022	\$54.08	148659	E 01 300 790 000 699 368	Montana Summer Institute 2022
001		CC	1	13331	PINKY GS PIZZERIA	07/06/2022	\$35.36	148661	E 01 300 810 000 000 350	Montana Summer Institute 2022
001		CC	1	13331	PINKY GS PIZZERIA	07/06/2022	(\$35.36)	148661	E 01 300 810 000 000 350	Montana Summer Institute 2022
001		CC	1	13331	PINKY GS PIZZERIA	07/06/2022	\$35.36	148661	E 01 300 790 000 699 368	Montana Summer Institute 2022
001		CC	1	13332	STEINBRECHER COMPANIE	07/06/2022	\$55.00	148663	E 01 005 940 000 000 341	HS Senior Class Prank Clean-Up
001		CC	1	13332	STEINBRECHER COMPANIE	07/06/2022	(\$55.00)	148663	E 01 005 940 000 000 341	HS Senior Class Prank Clean-Up
001		CC	1	13332	STEINBRECHER COMPANIE	07/06/2022	\$55.00	148663	E 01 300 810 000 000 350	HS Senior Class Prank Clean-Up
001		CC	1	13332	STEINBRECHER COMPANIE	07/06/2022	\$487.00	148746	E 11 201 288 000 000 434	Storm Damage
001		CC	1	13332	STEINBRECHER COMPANIE	07/06/2022	(\$487.00)	148746	E 11 201 288 000 000 434	Storm Damage
001		CC	1	13332	STEINBRECHER COMPANIE	07/06/2022	\$487.00	148746	E 01 005 810 353 000 350	Storm Damage
001		CC	1	13333	BRAIN FREEZZE ICE	07/06/2022	\$71.50	148665	E 01 300 790 000 699 303	KC Field Trip
001		CC	1	13333	BRAIN FREEZZE ICE	07/06/2022	(\$71.50)	148665	E 01 300 790 000 699 303	KC Field Trip
001		CC	1	13333	BRAIN FREEZZE ICE	07/06/2022	\$71.50	148665	E 04 500 570 000 321 305	KC Field Trip
001		CC	1	13333	BRAIN FREEZZE ICE	07/06/2022	(\$71.50)	148665	E 04 500 570 000 321 305	KC Field Trip
001		CC	1	13333	BRAIN FREEZZE ICE	07/06/2022	\$71.50	148665	E 04 500 570 000 321 369	KC Field Trip
001		CC	1	13334	DOORWAY TO COLLEGE	07/06/2022	\$160.00	148668	E 01 005 630 000 000 555	ACT Seminars and Webinars
001		CC	1	13334	DOORWAY TO COLLEGE	07/06/2022	(\$160.00)	148668	E 01 005 630 000 000 555	ACT Seminars and Webinars
001		CC	1	13334	DOORWAY TO COLLEGE	07/06/2022	\$160.00	148668	E 01 100 203 011 150 303	ACT Seminars and Webinars
001		CC	1	13335	TIPS UP	07/06/2022	\$45.19	148674	E 01 300 790 000 699 368	Montana Summer Institute 2022
001		CC	1	13335	TIPS UP	07/06/2022	(\$45.19)	148674	E 01 300 790 000 699 368	Montana Summer Institute 2022
001		CC	1	13335	TIPS UP	07/06/2022	\$45.19	148674	E 01 300 790 000 699 368	Montana Summer Institute 2022
001		CC	1	13336	SCISSORBILLS SALOON	07/06/2022	\$31.04	148675	E 01 300 211 000 000 401	Montana Summer Institute 2022
001		CC	1	13336	SCISSORBILLS SALOON	07/06/2022	(\$31.04)	148675	E 01 300 211 000 000 401	Montana Summer Institute 2022
001		CC	1	13336	SCISSORBILLS SALOON	07/06/2022	\$31.04	148675	E 01 300 790 000 699 368	Montana Summer Institute 2022
001		CC	1	13338	MICROSOFT STORE	07/06/2022	\$309.99	148677	E 01 005 110 999 000 401	MS Visio
001		CC	1	13338	MICROSOFT STORE	07/06/2022	\$22.86	148677	E 01 005 630 000 000 406	MS Visio
001		CC	1	13338	MICROSOFT STORE	07/06/2022	(\$309.99)	148677	E 01 005 110 999 000 401	MS Visio
001		CC	1	13338	MICROSOFT STORE	07/06/2022	\$309.99	148677	E 01 005 630 000 000 406	MS Visio
001		CC	1	13338	MICROSOFT STORE	07/06/2022	(\$22.86)	148677	E 01 005 630 000 000 406	MS Visio
001		CC	1	13338	MICROSOFT STORE	07/06/2022	\$22.86	148677	E 01 005 110 999 000 401	MS Visio

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

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

				Pay/Void							
Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description		
001		CC	1 13339	MAC PARKING	07/06/2022	\$139.00	148686	E 01 300 211 000 000 820	Minneapolis Airport Parking		
001		CC	1 13339	MAC PARKING	07/06/2022	(\$139.00)	148686	E 01 300 211 000 000 820	Minneapolis Airport Parking		
001		CC	1 13339	MAC PARKING	07/06/2022	\$139.00	148686	E 01 300 790 000 699 366	Minneapolis Airport Parking		
001		CC	1 13341	JERSEY MIKES	07/06/2022	\$117.39	148709	E 11 300 296 114 000 490	HS State Track		
001		CC	1 13341	JERSEY MIKES	07/06/2022	(\$117.39)	148709	E 11 300 296 114 000 490	HS State Track		
001		CC	1 13341	JERSEY MIKES	07/06/2022	\$117.39	148709	E 11 300 294 114 000 490	HS State Track		
001		CC	1 13342	NOAHS ARK ANIMAL	07/06/2022	\$2,827.50	148716	E 11 300 296 114 000 490	KC Field Trips		
001		CC	1 13342	NOAHS ARK ANIMAL	07/06/2022	(\$2,827.50)	148716	E 11 300 296 114 000 490	KC Field Trips		
001		CC	1 13342	NOAHS ARK ANIMAL	07/06/2022	\$2,827.50	148716	E 04 500 570 000 321 369	KC Field Trips		
001		CC	1 13343	SIGN WORLD	07/06/2022	\$104.00	148722	E 01 300 211 222 000 401	Banner brackets and hardware for outside l		
001		CC	1 13343	SIGN WORLD	07/06/2022	(\$104.00)	148722	E 01 300 211 222 000 401	Banner brackets and hardware for outside l		
001		CC	1 13343	SIGN WORLD	07/06/2022	\$104.00	148722	E 01 300 211 000 000 401	Banner brackets and hardware for outside l		
001		CC	1 13344	LIONS CLUB	07/06/2022	\$10,000.00	148727	E 11 300 295 121 000 401	FY 22 Skills for Adolescence		
001		CC	1 13344	LIONS CLUB	07/06/2022	(\$10,000.00)	148727	E 11 300 295 121 000 401	FY 22 Skills for Adolescence		
001		CC	1 13344	LIONS CLUB	07/06/2022	\$10,000.00	148727	E 01 300 790 000 699 406	FY 22 Skills for Adolescence		
001		CC	1 13345	SUNCOUNTRY	07/06/2022	\$453.20	148749	E 01 300 790 000 699 366	7/17 PCN Grant Flight		
001		CC	1 13345	SUNCOUNTRY	07/06/2022	(\$453.20)	148749	E 01 300 790 000 699 366	7/17 PCN Grant Flight		
001		CC	1 13345	SUNCOUNTRY	07/06/2022	\$453.20	148749	E 01 300 790 000 699 368	7/17 PCN Grant Flight		
001		CC	1 13346	MNHS BOX OFFICE	07/06/2022	\$50.00	148757	E 01 005 010 000 000 305	MN Historical Society Workshop		
001		CC	1 13346	MNHS BOX OFFICE	07/06/2022	(\$50.00)	148757	E 01 005 010 000 000 305	MN Historical Society Workshop		
001		CC	1 13346	MNHS BOX OFFICE	07/06/2022	\$50.00	148757	E 01 201 208 000 000 366	MN Historical Society Workshop		
001		CC	1 13346	MNHS BOX OFFICE	07/06/2022	\$50.00	148762	E 01 005 630 000 000 456	MN History Society Workshop		
001		CC	1 13346	MNHS BOX OFFICE	07/06/2022	(\$50.00)	148762	E 01 005 630 000 000 456	MN History Society Workshop		
001		CC	1 13346	MNHS BOX OFFICE	07/06/2022	\$50.00	148762	E 01 201 208 000 000 366	MN History Society Workshop		
001		CC	1 13347	GENUINE REPLACEMENT	07/06/2022	\$90.66	148773	E 01 005 010 000 000 350	Drain Pump		
001		CC	1 13347	GENUINE REPLACEMENT	07/06/2022	(\$90.66)	148773	E 01 005 010 000 000 350	Drain Pump		
001		CC	1 13347	GENUINE REPLACEMENT	07/06/2022	\$90.66	148773	E 01 005 810 000 000 350	Drain Pump		
001		CC	1 02231	NASSP	07/01/2022	\$385.00	148683	E 01 110 203 000 000 401	FY 23 National Honor Society Affiliation		
001		CC	1 02231	NASSP	07/01/2022	(\$385.00)	148683	E 01 110 203 000 000 401	FY 23 National Honor Society Affiliation		
001		CC	1 02231	NASSP	07/01/2022	\$385.00	148683	E 01 300 211 000 000 820	FY 23 National Honor Society Affiliation		
001		CC	1 02231	NASSP	07/01/2022	\$95.00	148687	E 04 500 570 000 321 401	FY 23 National Student Council Affiliation		
001		CC	1 02231	NASSP	07/01/2022	(\$95.00)	148687	E 04 500 570 000 321 401	FY 23 National Student Council Affiliation		
001		CC	1 02231	NASSP	07/01/2022	\$95.00	148687	E 01 300 211 000 000 820	FY 23 National Student Council Affiliation		
001		CC	1 04336	MASBO	07/01/2022	\$110.00	148680	E 11 300 293 119 000 401	FY 23 Membership (Angie Manuel)		

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

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

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1 04336	MASBO	07/01/2022	(\$110.00)	148680	E 11 300 293 119 000 401	FY 23 Membership (Angie Manuel)
001		CC	1 04336	MASBO	07/01/2022	\$110.00	148680	E 01 005 110 000 000 820	FY 23 Membership (Angie Manuel)
001		CC	1 09757	PROJECT LEAD THE WAY, INC.	07/01/2022	\$3,200.00	148752	E 05 201 630 316 302 406	FY 23 Project Lead Away
001		CC	1 09757	PROJECT LEAD THE WAY, INC.	07/01/2022	\$950.00	148752	E 05 100 630 316 302 406	FY 23 Project Lead Away
001		CC	1 09757	PROJECT LEAD THE WAY, INC.	07/01/2022	\$950.00	148752	E 01 300 810 000 000 404	FY 23 Project Lead Away
001		CC	1 09757	PROJECT LEAD THE WAY, INC.	07/01/2022	(\$3,200.00)	148752	E 05 201 630 316 302 406	FY 23 Project Lead Away
001		CC	1 09757	PROJECT LEAD THE WAY, INC.	07/01/2022	\$3,200.00	148752	E 05 300 630 316 302 406	FY 23 Project Lead Away
001		CC	1 09757	PROJECT LEAD THE WAY, INC.	07/01/2022	(\$950.00)	148752	E 01 300 810 000 000 404	FY 23 Project Lead Away
001		CC	1 09757	PROJECT LEAD THE WAY, INC.	07/01/2022	\$950.00	148752	E 05 201 630 316 302 406	FY 23 Project Lead Away
001		CC	1 10461	JOHNSON CONTROLS INC	07/01/2022	\$700.00	148679	E 01 005 110 000 000 820	FY 23 Roc Monitoring at MS and Liberty
001		CC	1 10461	JOHNSON CONTROLS INC	07/01/2022	(\$700.00)	148679	E 01 005 110 000 000 820	FY 23 Roc Monitoring at MS and Liberty
001		CC	1 10461	JOHNSON CONTROLS INC	07/01/2022	\$700.00	148679	E 05 005 865 000 363 350	FY 23 Roc Monitoring at MS and Liberty
001		CC	1 12472	MARSHALL MEMO	07/01/2022	\$120.00	148742	E 01 100 203 908 000 490	FY 23 Marshall Memo Subscription
001		CC	1 12472	MARSHALL MEMO	07/01/2022	(\$120.00)	148742	E 01 100 203 908 000 490	FY 23 Marshall Memo Subscription
001		CC	1 12472	MARSHALL MEMO	07/01/2022	\$120.00	148742	E 01 005 020 000 000 366	FY 23 Marshall Memo Subscription
001		CC	1 12621	JAMF	07/01/2022	\$61,346.02	148760	E 01 201 810 000 000 401	FY 23 Jamf Pro macOS
001		CC	1 12621	JAMF	07/01/2022	(\$61,346.02)	148760	E 01 201 810 000 000 401	FY 23 Jamf Pro macOS
001		CC	1 12621	JAMF	07/01/2022	\$61,346.02	148760	E 05 005 630 000 795 505	FY 23 Jamf Pro macOS
001		CC	1 13323	ABAINSURANCESERVICES	07/01/2022	\$13,351.92	148664	E 04 500 570 000 321 369	FY 23 Cyber Liability Insurance
001		CC	1 13323	ABAINSURANCESERVICES	07/01/2022	(\$13,351.92)	148664	E 04 500 570 000 321 369	FY 23 Cyber Liability Insurance
001		CC	1 13323	ABAINSURANCESERVICES	07/01/2022	\$13,351.92	148664	E 01 005 940 000 000 341	FY 23 Cyber Liability Insurance

Check Total: \$174,381.35

Bank 001 Total:

Report Total:

**ISD 727 SCHOOL BOARD
PERSONNEL ACTIONS
07/28/2022**

Employee	Position	Effective Date
HIRE		
Marsh, Amber	Dean of Students - Middle School	07/01/2022
MacMillan, Karen	Education Assistant - High School	09/06/2022
Tordeur, Shallyn	Dean of Students - High School	07/01/2022
Olson, Heather	Teacher DD-K (ECSE) - Liberty Elementary	08/29/2022
Brown, Rebecca	Teacher - ECSE Teacher	08/29/2022
Schrupp, Troy	Mathematics Teacher - Middle School	08/29/2022
Newville, Charley	School Monitor - Independence	09/08/2022
Aleksander, Paula	School Monitor - Liberty	09/08/2022
Hockert, Emily	Elementary Teacher-Liberty	08/29/2022
Berg, Allen	Communications Consultant	08/01/2022
Anderson, Randi	Assistant Principal - Middle School	08/02/2022
Smock-Potter, Teresa	POSA - SEL Coordinator/Big Lake Online Administrator (added duties of BL Online Administrator)	08/01/2022
Johnson, Holly	Education Assistant - Liberty	09/06/2022
Berber, Prascovia	2nd Grade Teacher LTS-Liberty	08/29/2022
McNallan, Jacob	Physical Education/Health Teacher-High School	08/29/2022
Prins, Megan	Spanish Teacher-High School	08/29/2022
Jacobson, Katherine	Elementary Teacher-Liberty	08/29/2022
*Sperstad, Amanda	Program Secretary - Middle School (transfer from Office Assistant)	08/29/2022
*Heath, Karin	Program Secretary Big Lake Online (transfer from EA)	08/29/2022
Employee	Position	Effective Date
Gordy, Bertram - Resignation	Cafeteria/Recess Monitor	06/02/2022
Nelson, Derek - Resignation	Head Coach - Cheerleading and Speech	06/16/2022
Neubauer, Keri - Resignation	Assistant Principal - Middle School	06/30/2022
Skarhus, Raynette - Resignation	Cafeteria/Recess Monitor	06/02/2022
Stein, Rebecca- Retirement	Education Assistant - Middle School	06/02/2022
Berg, Allen- Resignation	Director of Community Ed and Communication Services	07/29/2022

Olson, Nancy - Retirement	Education Assistant - Middle School	06/02/2022
Huhta, Amber - Declined Position	Elementary Teacher-Liberty	07/06/2022
Todd-Dylla, Annamaria - Resignation	SPED Teacher - Liberty	06/03/2022
Whitacre, Debra - Retirement	Education Assistant - Liberty	06/02/2022
*Chopard-Boge, Megan - Resignation	Elementary Music Teacher - Independence	06/03/2022
*Tulkki, Adam - Resignation	Elementary Music Teacher - Liberty	06/03/2022
Charboneau-Folch Angela - Resignation	Assistant Principal - High School	08/08/2022

***Changes added after original form distributed**

07/27/2022 2:55 PM

MEMORANDUM OF UNDERSTANDING
Dawn Brommer Unpaid Leave of Absence - 22-23

WHEREAS, Big Lake Education Minnesota (BLEM) and the Big Lake School District are parties to a Master Agreement for 2021-2023; and

WHEREAS, Big Lake School District is approving Dawn to be on an unpaid leave of absence for the 22-23 school year, due to family circumstances.

WHEREAS, The parties agree that the applicable periods of probation for teachers as set forth in Minnesota Statutes are intended to be periods of actual service enabling the School District to have opportunity to evaluate a teacher's performance.

WHEREAS, A teacher who returns from leave within the provisions of this section shall retain all previous experience credit for pay purposes. The teacher shall not accrue additional experience credit for pay purposes or leave time during the period of unpaid leave.

WHEREAS, The leave shall be without pay or fringe benefits, except as provided by law.

WHEREAS, Dawn must inform the School District in writing on or before January 31, 2023 of her intent to return from leave during the following school year or she will forfeit her reinstatement rights.

THEREFORE, BE IT RESOLVED and agreed that the Memorandum of Understanding shall become effective upon ratification, by both parties, of the 2021-2023 Master Agreement and shall remain in effect through July 31, 2023.

Big Lake Education Minnesota

BIG LAKE SCHOOL DISTRICT ISD 727

Kelly Jurek, President

Board Chair

Dated: _____

Dated: _____

Dawn Brommer, Teacher

Board Clerk

Dated: _____

Dated: _____

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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)



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

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 as part of a club within the sport(s) they coach.

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.



EXPENSE REIMBURSEMENT

I. PURPOSE

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

II. AUTHORIZATION

All school district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district business-related expenses.

III. REIMBURSEMENT

A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.

B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

IV. AIRLINE TRAVEL CREDIT

A. Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee.

1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.

2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.

B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.

C. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

V. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Legal References: Minn. Stat. § 15.435 (Airline Travel Credit)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)
Minn. Op. Atty. Gen. 161B-12 (Jan. 24, 1989) (Operating Expenses of Car)

Cross References: MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members).

CASH REPORT FOR SCHOOL BOARD

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

101 - CASH ACCOUNTS					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$ 2,538,584	\$ 7,584,528	\$ (8,292,830)		\$ 1,830,282
Food Service	(\$1,370,794)	5,603	(171,551)		(\$1,536,742)
Community Service	(\$380,983)	355,171	(342,340)		(\$368,152)
Building Fund	\$0	1,224,788	(1,224,788)		\$0
Debt Service	\$261,761	-	-		\$261,761
Project fund- HVAC (Fund 15)	\$11,305		(2,511)		\$8,794
Custodial Fund (Fund 18)	\$1,302		(66)		\$1,236
OPEB Trust Fund	\$66,957		(236)		\$66,721
TOTAL PER BOOKS	1,128,132	9,170,090.00	(\$10,034,322)	\$0	263,900
				General Checking Account	\$263,900
				TOTAL PER BANK	\$263,900

102 - PETTY CASH ACCOUNT					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$1,862	6,173	(\$6,461)	-	\$1,574
				Petty Cash Checking Account	\$1,574
				TOTAL PER BANK	\$1,574

104 - INVESTMENT ACCOUNTS					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	(\$176,628)	\$ 3,204,697	\$ (3,000,000)		\$28,069
General Fd Operating Investments	\$13,755,764	4,084	(11,434)		\$13,748,414
Food Service	\$2,016,011	255,513	-		\$2,271,524
Community Service	\$1,521,261	81,537	-		\$1,602,798
Debt Service	\$2,366,355	1,351,221	-		\$3,717,576
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	-		\$2
Facility Maintenance Invest. 2021A (Fd 07)	\$67,700	-	-		\$67,700
Facility Maintenance Invest. 2021A (Fd 15)	\$1,281,356	1,081	-		\$1,282,437
Refunding Bond Invest. 2021B (Fd 07)	\$0				\$0
Facilities Investments 2022A (Fd 06)	\$29,092,951	6,249	(1,224,789)		\$27,874,411
OPEB Trust Fund	\$1,004,702	-	(1,380)		\$1,003,322
OPEB Trust Equities	\$566,051	-	(28,441)		\$537,610
TOTAL PER BOOKS	\$51,676,524	\$4,904,383	(\$4,266,044)	\$0	\$52,314,863
				MN Trust	\$7,619,967
				Operating Investments	\$13,748,414
				Refunding Bond Investments	\$0
				Building Fund Investments	\$29,405,550
				OPEB Trust	\$1,540,932
				TOTAL PER BANK	\$52,314,863

CASH AND INVESTMENT BALANCE SUMMARY BY FUND					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	\$ 16,119,582	\$ 10,799,482	\$ (11,310,725)	\$ -	\$ 15,608,339
Food Service	\$645,217	261,116	(171,551)	-	\$734,782
Community Service	\$1,140,278	436,708	(342,340)	-	\$1,234,646
Debt Service	2,876,816	1,351,221	-	-	4,228,037
Project Fund HVAC- Fund 15	\$1,292,662	1,082	(2,511)	-	\$1,291,233
Custodial Fund (Fund 18)	\$1,302	-	(66)	-	\$1,236
Bond Account Investments (fund 06)	\$29,092,951	1,231,037	(2,449,577)	-	\$27,874,411
OPEB Trust Fund	\$1,071,659	-	(1,616)	-	\$1,070,043
OPEB Trust Equities	\$566,051	-	(28,441)	-	\$537,610
TOTAL PER BOOKS	52,806,518	\$14,080,646	(\$14,306,827)	\$0	52,580,337
				Cash	\$263,900
				Petty Cash	\$1,574
				Investments	\$52,314,863
				TOTAL PER BANK	\$52,580,337

BIG LAKE PUBLIC SCHOOLS ISD #727
Investment Transactions 21-22
June 30, 2022

	Yield	Purchased	Maturity Date	Balance 07/01/21	Purchased	Premium/ Interest Paid	Interest Rec'd	Realized Gain/Loss	Matured	Balance 06/30/22
PMA (Operating Investments):										
BMO Harris Bank NA	0.200%	6/26/2020	1/26/2022	2,000,000.00					2,000,000.00	0.00
CIBM Bank	0.100%	6/26/2020	7/27/2021	249,700.00					249,700.00	0.00
Western Alliance Bank/Tony Pines Bank CD	0.154%	6/26/2020	7/27/2021	249,500.00					249,500.00	0.00
Bank of China	0.241%	6/26/2020	7/27/2021	249,300.00					249,300.00	0.00
Servisfirst Bank CD	0.601%	6/26/2020	7/27/2021	248,300.00					248,300.00	0.00
CIBC Bank USA/Private Bank-MI	0.100%	8/27/2020	8/27/2021	249,600.00					249,600.00	0.00
Preferred Bank	0.101%	8/27/2020	8/27/2021	249,600.00					249,600.00	0.00
First Community Bank of Tennessee	0.100%	8/27/2020	8/27/2021	249,600.00					249,600.00	0.00
Veritek Community Bank	0.101%	8/27/2020	8/27/2021	249,600.00					249,600.00	0.00
Greenstate Credit Union CD	0.100%	6/10/2021	12/12/2022	249,600.00						249,600.00
Bank 7 CD	0.101%	6/10/2021	12/12/2022	249,600.00						249,600.00
Servisfirst Bank CD	0.080%	7/27/2021	7/27/2022		\$249,800.00					249,800.00
Western Alliance Bank/Tony Pines Bank CD	0.106%	7/27/2021	7/27/2022		\$249,700.00					249,700.00
State Bank of India CD	0.250%	9/29/2021	9/29/2023		\$249,931.34					249,931.34
US Treasury	0.250%	11/22/2021	6/30/2023		\$998,500.34	(492.53)				998,007.81
US Treasury 52328-1		4/21/2022	7/31/2023		\$999,618.11	(283.15)				999,334.96
First National Bank CD	1.977%	5/26/2022	7/26/2023		\$243,900.00					243,900.00
TBK Bank CD	1.890%	5/26/2022	7/26/2023		\$244,500.00					244,500.00
Bank Hapola CD	1.890%	5/26/2022	7/26/2023		\$244,500.00					244,500.00
CFG Bank CD	1.893%	5/26/2022	7/26/2023		\$244,500.00					244,500.00
MN Trust Term Series- 20210728AA09	0.030%	6/25/2021	7/26/2021	5,000,000.00					5,000,000.00	0.00
MN Trust Term Series- 20210825AA09	0.030%	7/26/2021	8/25/2021		5,000,000.00				5,000,000.00	0.00
MN Trust Term Series- 20210927AA09	0.030%	8/25/2021	9/27/2021		5,000,000.00				5,000,000.00	0.00
MN Trust Term Series- 20211027AA09	0.030%	9/27/2021	10/25/2021		5,000,000.00				5,000,000.00	0.00
MN Trust Term Series- 20211024AA09	0.030%	10/25/2021	11/24/2021		5,000,000.00				5,000,000.00	0.00
MN Trust Term Series- 20211227AA09	0.030%	11/24/2021	12/27/2021		5,000,000.00				5,000,000.00	0.00
MN Trust Term Series- 20220125AA09	0.030%	12/17/2021	1/25/2022		5,000,000.00				5,000,000.00	0.00
MN Trust Term Series- 20220116AA09	0.120%	12/17/2021	1/16/2022		5,000,000.00				5,000,000.00	500.00
MN Trust Term Series- 20220225AA09	0.030%	1/25/2022	2/25/2022		4,000,000.00				4,000,000.00	0.00
MN Trust Term Series- 20220325AA09	0.030%	2/25/2022	3/25/2022		4,000,000.00				4,000,000.00	0.00
MN Trust Term Series- 20220425AA09	0.160%	3/25/2022	4/25/2022		4,000,000.00				4,000,000.00	0.00
Savings Deposit Account	0.368%	4/30/2022						7,046.54		5,007,046.54
Mn Trust Limited Term Duration		6/1/2017		4,065,194.33				(47,260.84)		4,017,933.49
MN Trust Investment Shares Portfolio	0.030%			6,420,867.84	57,827,539.94		21,793.78		56,650,234.14	7,619,967.42
Subtotal - General Fund				19,980,462.17	109,052,549.73	(775.68)	21,793.78	(40,214.30)	107,645,434.14	21,368,381.56
Fund 7										
PMA (2021B Refunding Bond Investments)										
MN Trust Term Series- 20212274AA09	0.030%	11/24/2021	12/27/2021	0.00	4,000,000.00				4,000,000.00	0.00
MN Trust Term Series- 20220125AA09	0.030%	12/27/2021	1/25/2022		4,000,000.00				4,000,000.00	0.00
MN Trust Investment Shares Portfolio	0.100%	11/30/21		0.00	8,730,804.66	4,000,000.00	0.00	191.93	12,730,995.59	0.00
				0.00	16,730,804.66	4,000,000.00	0.00	191.93	20,730,995.59	0.00
Fund 6										
PMA (2017A Bond Investments):										
MN Trust Investment Shares Portfolio	0.030%			47,758.25			0.21		47,758.46	(0.00)
PMA (2017B Bond LTFM Investments):										
PMA (2019A Bond LTFM Investments):										
PMA (2022A Bond Investments):										
MN Trust Investment Shares Portfolio	0.030%			70,679.05			1.9		70,680.95	(0.00)
Treasury Bill-50409										
Treasury Bill-50410	0.167%	1/31/2022	6/23/2022		499,673.28			326.72	500,000.00	0.00
Treasury Bill-50411	0.261%	1/31/2022	7/21/2022		998,778.38					998,778.38
Treasury Bill-50412	0.290%	1/31/2022	8/11/2022		998,474.67					998,474.67
US Treasury-50412	0.352%	1/31/2022	9/15/2022		354,481.54	(2,001.36)				352,480.18
US Treasury-50414	0.412%	1/31/2022	10/15/2022		303,251.24	(1,223.90)				302,027.34
US Treasury-50417	0.599%	1/31/2022	11/15/2023		353,233.99	(232.04)				353,001.95
US Treasury-50418	0.772%	1/31/2022	6/12/2023		347,627.43	(112.98)				347,514.45
US Treasury-50419	0.820%	1/31/2022	7/15/2023		495,008.09	(27.62)				494,980.47
US Treasury-50420	0.862%	1/31/2022	8/15/2023		494,662.02	(287.02)				494,375.00
US Treasury-50421	0.866%	1/31/2022	9/15/2023		494,136.10	(236.26)				493,899.84
US Treasury-50423	1.062%	1/31/2022	5/15/2024		294,538.53	(159.53)				294,379.00
US Treasury-50424	1.099%	1/31/2022	6/15/2024		490,259.06	(161.40)				490,097.66
US Treasury-50432	1.112%	1/31/2022	7/15/2024		491,184.28	(82.87)				491,101.41
US Treasury-50433	1.153%	1/31/2022	8/15/2024		491,397.48	(861.07)				490,536.41
Treasury Bill-50631	0.425%	2/8/2022	8/11/2022		997,863.56					997,863.56
Treasury Bill-50632	0.425%	2/8/2022	9/8/2022		498,769.22					498,769.22
Treasury Bill-50634	0.455%	2/8/2022	10/6/2022		498,769.22			(262.55)		498,506.67
Treasury Bill-50635	0.712%	2/8/2022	1/26/2023		993,163.33					993,163.33
US Treasury-50636	0.898%	2/8/2022	5/15/2023		990,299.50					990,299.50
US Treasury-50637	1.013%	2/8/2022	8/15/2023		493,320.31					493,320.31
US Treasury-50638	1.043%	2/8/2022	9/15/2023		492,741.91					492,741.91
US Treasury-50639	1.095%	2/8/2022	11/15/2023		985,273.44					985,273.44
US Treasury-50640	1.118%	2/8/2022	12/15/2023		981,875.00					981,875.00
US Treasury-51187	0.983%	3/2/2022	7/15/2023		494,243.48	(79.42)				494,164.06
US Treasury-51189	0.102%	3/2/2022	8/15/2023		493,538.84	(25.90)				493,512.94
Treasury Bill-51628	0.593%	3/21/2022	8/25/2022		498,728.74					498,728.74
US Treasury-51629	0.920%	3/21/2022	11/30/2022		198,977.68	(76.24)				198,901.44
US Treasury-51630	1.026%	3/21/2022	12/31/2022		198,660.63	(55.25)				198,605.38
US Treasury-51631	0.016%	3/21/2022	7/31/2023		509,751.82	(1,861.19)				507,890.63
US Treasury-51632	1.594%	3/21/2022	8/31/2023		685,436.37	(49.93)				685,386.44
US Treasury-51633	1.637%	3/21/2022	9/30/2023		686,234.70	(826.92)				685,407.78
US Treasury-51634	1.685%	3/21/2022	10/31/2023		294,219.25	(438.19)				293,781.06
US Treasury-51635	1.818%	3/21/2022	2/29/2024		505,970.62	(677.65)				505,292.97
US Treasury-51636	1.841%	3/21/2022	3/31/2024		1,015,862.21	(10,041.21)				1,005,821.00
US Treasury-51809	1.354%	3/28/2022	2/15/2023		1,001,736.62	(1,357.32)				1,000,379.30
US Treasury-51810	1.584%	3/28/2022	4/15/2023		987,298.25	(1,126.37)				986,171.88
US Treasury-51813	1.755%	3/28/2022	6/15/2023		982,660.55	(707.42)				981,953.13
US Treasury-51815	2.240%	3/28/2022	5/15/2024		959,707.57	(918.51)				958,789.06
US Treasury-51817	2.259%	3/28/2022	6/15/2024		957,499.30	(707.43)				956,791.87
US Treasury-52467	2.472%	4/26/2022	7/15/2024		716,995.40	(784.70)				716,210.70
US Treasury-52827	2.529%	5/12/2022	8/15/2024		1,430,804.99	(1,351.86)				1,429,453.13
Pentagon Federal Credit union CD	0.511%	3/2/2022	9/1/2022		248,800.00					248,800.00
MN Trust Term Series- 20210325AA09	0.030%	2/25/2022	3/26/2022	2,000,000.00					2,000,000.00	0.00
MN Trust Term Series- 20220425AA09	0.160%	3/25/2022	4/25/2022	1,000,000.00					1,000,000.00	0.00
Savings Deposit Account- Woodlands	0.050%	2/28/2022		3,000,000.00		374.01			3,000,374.01	369.97
Savings Deposit Account- Full Flex	0.360%	4/30/2022		2,000,000.00		183.01			2,000,863.04	999.97
MN Trust Investment Shares Portfolio	0.010%	1/31/2022		31,234,820.36	299,791.12				29,770,528.31	1,494,271.17
Subtotal - Building Fund 6				118,437.30	66,140,532.96	(26,673.56)	32,218.25	64.17	38,390,167.78	27,874,411.34
Fund 15										
PMA (2020A Facility Maintenance Bonds Investments):										
Citadel FCU CD	1.520%	02/18/20	07/27/21	180,000.00					180,000.00	0.00
Financial Federal Bank CD	1.520%	02/18/20	07/26/22	180,000.00						180,000.00
MN Trust Investment Shares Portfolio	0.030%	02/29/20		26,192.11	180,000.00		3,922.28		209,112.49	1,001.90
PMA (2021A Facility Maintenance Bonds Investments):										
Texas Capital Bank CD	0.070%	02/18/21	02/18/22	249,700.00					249,700.00	0.00

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

Date	Ck #	Vendor	Description	Amount
06/15/22	20155	Jill Alfano	Meals Refund	\$ 44.10
06/15/22	20156	Jeneen Asmussen	Meals Refund	\$ 24.50
06/15/22	20157	Scott Asher	Meals Refund	\$ 39.75
06/15/22	20158	Steven Bajari	Meals Refund	\$ 78.05
06/15/22	20159	Nicole Bauer	Meals Refund	\$ 26.80
06/15/22	20160	Daniel Bengtson	Meals Refund	\$ 54.15
06/15/22	20161	Stefanie Benner	Meals Refund	\$ 79.35
06/15/22	20162	Remy Berning	Meals Refund	\$ 31.50
06/15/22	20163	Corene Bjorkedal	Meals Refund	\$ 40.00
06/15/22	20164	Jeanne Clausing	Meals Refund	\$ 27.05
06/15/22	20165	Michelle Colbert	Meals Refund	\$ 23.00
06/15/22	20166	Jesse Cornelius	Meals Refund	\$ 62.45
06/15/22	20167	Michelle Curtis	Meals Refund	\$ 106.95
06/15/22	20168	Jessica Doufeit	Meals Refund	\$ 23.05
06/15/22	20169	Joan Denzen	Meals Refund	\$ 44.00
06/15/22	20170	Frederick Dembinski	Meals Refund	\$ 22.05
06/15/22	20171	James Dietsch	Meals Refund	\$ 32.45
06/15/22	20172	Melissa Domka	Meals Refund	\$ 27.95
06/15/22	20173	Krystal Doran	Meals Refund	\$ 40.95
06/15/22	20174	Barbara Earney	Meals Refund	\$ 46.60
06/15/22	20175	Tracy Ford	Meals Refund	\$ 101.55
06/15/22	20176	Holly Fraker	Meals Refund	\$ 40.00
06/15/22	20177	Michelle Gellerman	Meals Refund	\$ 44.45
06/15/22	20178	Viktoriiia Gerasmova	Meals Refund	\$ 21.15
06/15/22	20179	Andrea Gerats	Meals Refund	\$ 25.00
06/15/22	20180	Natasha Gjerstad	Meals Refund	\$ 24.90
06/15/22	20181	Lyndsey Harnden	Meals Refund	\$ 22.35
06/15/22	20182	Kong Hang	Meals Refund	\$ 105.40
06/15/22	20183	VOID		\$ -
06/15/22	20184	Tammy Hanson	Meals Refund	\$ 30.15
06/15/22	20185	Alicia Harakh	Meals Refund	\$ 39.75
06/15/22	20186	Karin Heath	Meals Refund	\$ 25.40
06/15/22	20187	Kari Heid	Meals Refund	\$ 59.20
06/15/22	20188	Krista Herdina	Meals Refund	\$ 31.20
06/15/22	20189	Rayane Heyen	Meals Refund	\$ 40.15
06/15/22	20190	Kristin Hillukka	Meals Refund	\$ 32.60
06/15/22	20191	Tyler Ide	Meals Refund	\$ 49.80
06/15/22	20192	Paul Ireland	Meals Refund	\$ 48.00
06/15/22	20193	Chris Jensen	Meals Refund	\$ 27.25
06/15/22	20194	Brieana Johnson	Meals Refund	\$ 32.80
06/15/22	20195	Julie Kartak	Meals Refund	\$ 69.30
06/15/22	20196	Melissa Klisch-Graham	Meals Refund	\$ 34.90
06/15/22	20197	Lisa Kuehn	Meals Refund	\$ 33.85
06/15/22	20198	LanaLee Lambrecht	Meals Refund	\$ 104.80
06/15/22	20199	Megan Larson	Meals Refund	\$ 20.00

Date	Ck #	Vendor	Description	Amount
06/15/22	20200	Mai Sia Lee	Meals Refund	\$ 32.05
06/15/22	20201	Christopher Leeseberg	Meals Refund	\$ 7.60
06/15/22	20202	Patrick Liebl	Meals Refund	\$ 52.30
06/15/22	20203	John Lindman	Meals Refund	\$ 40.05
06/15/22	20204	Ashlie Mahlen	Meals Refund	\$ 23.60
06/15/22	20205	Craig McAdams	Meals Refund	\$ 26.75
06/15/22	20206	Vicky Osborn	Meals Refund	\$ 20.00
06/15/22	20207	Carly Pearson	Meals Refund	\$ 46.10
06/15/22	20208	Heather Peterson	Meals Refund	\$ 44.20
06/15/22	20209	Mark Peterson	Meals Refund	\$ 37.45
06/15/22	20210	Tracey Pierson	Meals Refund	\$ 62.30
06/15/22	20211	Kim Pobuda	Meals Refund	\$ 30.40
06/15/22	20212	Scott Potter	Meals Refund	\$ 72.00
06/15/22	20213	Melanie Preston	Meals Refund	\$ 264.30
06/15/22	20214	Janine Renslow	Meals Refund	\$ 55.00
06/15/22	20215	Jill Robeck	Meals Refund	\$ 60.05
06/15/22	20216	Cheryl Robertson	Meals Refund	\$ 39.85
06/15/22	20217	Troy Schreifels	Meals Refund	\$ 47.35
06/15/22	20218	Stacie Schultz	Meals Refund	\$ 34.70
06/15/22	20219	Amanda Scotting	Meals Refund	\$ 85.70
06/15/22	20220	Nikki Shutrop	Meals Refund	\$ 19.45
06/15/22	20221	Jessica Siegrist	Meals Refund	\$ 24.50
06/15/22	20222	Nicholas Siemsen	Meals Refund	\$ 60.00
06/15/22	20223	Jennifer Smith	Meals Refund	\$ 55.60
06/15/22	20224	Justin Stukenholtz	Meals Refund	\$ 31.25
06/15/22	20225	Kiri Surma	Meals Refund	\$ 29.95
06/15/22	20226	Magnim Sodou	Meals Refund	\$ 25.25
06/15/22	20227	Adam Steen	Meals Refund	\$ 37.31
06/15/22	20228	Jessica Swaggert	Meals Refund	\$ 39.60
06/15/22	20229	James Jr Taylor	Meals Refund	\$ 28.17
06/15/22	20230	Tara Thieke	Meals Refund	\$ 31.45
06/15/22	20231	Joel Tvedt	Meals Refund	\$ 99.25
06/15/22	20232	Sarah Vedder	Meals Refund	\$ 20.65
06/15/22	20233	Robert Vogt	Meals Refund	\$ 101.45
	20234	VOID		
06/15/22	20235	Lindsay Vokaty	Meals Refund	\$ 45.10
06/15/22	20236	Sue Vue	Meals Refund	\$ 99.75
06/15/22	20237	Tessa Waytashek	Meals Refund	\$ 38.40
06/15/22	20238	Todd Windsong	Meals Refund	\$ 27.05
	20239	VOID		
06/15/22	20240	Lyudmila Yevdokimov	Meals Refund	\$ 63.60
06/15/22	20241	Laura Woodward	Meals Refund	\$ 13.25
06/23/22	20242	Todd Windsong	Meals Refund	\$ 30.00
06/23/22	20243	Lisa Kuehn	Meals Refund	\$ 20.00
06/23/22	20244	Christina Kitzman	Meals Refund	\$ 51.90
06/23/22	20245	Katie Baumann	Meals Refund	\$ 46.85
06/23/22	20246	Lindsay Vokaty	Meals Refund	\$ 40.00
06/23/22	20247	Florence Gboyah	Refund for Lost Fee	\$ 25.00
06/23/22	20248	Sarah Johnson	Meals Refund	\$ 11.70

Date	Ck #	Vendor	Description	Amount
06/23/22	20249	Janine Renslow	Meals Refund	\$ 55.00
06/23/22	20250	Stephanie Weyhrauch	Meals Refund	\$ 19.70
06/27/22	20251	Big Lake Lions Club	Cheer sponsorship Refund	\$ 500.00
06/27/22	20252	Tootsies	Cheer sponsorship Refund	\$ 100.00
06/27/22	20253	KPK Corporation (Third Rail)	Cheer sponsorship Refund	\$ 500.00
06/27/22	20254	Cory Laugen Insurance	Cheer sponsorship Refund	\$ 100.00
06/27/22	20255	Trails	Cheer sponsorship Refund	\$ 200.00
06/27/22	20256	T&T Auto Repair	Cheer sponsorship Refund	\$ 50.00
06/27/22	20257	NAMI Minnesota	Cheer sponsorship Refund	\$ 75.00
06/27/22	20258	Bob's Towing	Cheer sponsorship Refund	\$ 500.00
06/27/22	20259	Scott Schreiner	Cheer sponsorship Refund	\$ 100.00
06/28/22	20260	Mary Kiffmeyer	Cheer sponsorship Refund	\$ 100.00
06/28/22	20261	Elizabeth Perreault	Cheer sponsorship Refund	\$ 25.00

\$ 6,461.58

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

DATE	FROM	TO	AMOUNT	PURPOSE
6/1/2022	Old National-Checking	Heartland Pmt System	\$ 509.17	Nutri Kids Credit Card Fees
6/2/2022	Old National-Checking	Neopost	\$ 201.00	DO Postage
6/2/2022	Old National-Checking	Further	\$ 2,100.08	Flex Claim Pymts
6/2/2022	MN Trust-PMA	Old National-Checking	\$ 1,000,000.00	Payroll and Payroll AP
6/3/2022	Old National-Checking	SSI MN TRANCHE 2 LLC	\$ 3,422.83	April Solar Contract
6/3/2022	Old National-Checking	USS MINNESOTA ONE MT	\$ 23,101.99	April Solar Contract
6/6/2022	Old National-Checking	Neopost	\$ 201.00	DO Postage
6/6/2022	Old National-Checking	CIGNA	\$ 9,537.22	Life & LTD Insurance
6/7/2022	Old National-Checking	BLEM	\$ 8,217.20	Teacher Unions Dues
6/7/2022	Old National-Checking	Delta Dental	\$ 27,831.72	Dental Insurance
6/7/2022	Old National-Checking	EBC	\$ 55,840.68	403b & 457 contributions
6/8/2022	Old National-Checking	Further	\$ 263.84	Flex Claim Pymts
6/8/2022	Old National-Checking	ELEYOmonthlysoft	\$ 1,275.00	ELEYO User Fees
6/8/2022	Old National-Checking	Bankcard Service	\$ 4,507.26	ELEYO Credit Card Fees
6/9/2022	Old National-Checking	Old National-Petty Cash	\$ 4,048.98	Gen Fund Transfer to Petty Cash
6/9/2022	Old National-Checking	Further	\$ 22,617.80	H.S.A Contributions
6/10/2022	Old National-Checking	Transfirst/TSYS	\$ 269.67	Affinity Credit Card fees
6/10/2022	Sherburne County	Old National-Checking	\$ 8,660.72	Wildlife Refuge
6/13/2022	Old National-Checking	Neopost	\$ 201.00	DO Postage
6/15/2022	Old National-Checking	Neopost	\$ 201.00	DO Postage
6/15/2022	Old National-Checking	Further	\$ 4,718.50	Flex Claim Pymts
6/16/2022	MN Trust-PMA	Old National-Checking	\$ 2,000,000.00	Payroll and Payroll AP
6/17/2022	Old National-Checking	Old National Bank	\$ 51.83	Old National Service Charge
6/17/2022	Old National-Checking	Windstream	\$ 2,850.76	Windstream billing
6/17/2022	Old National-Checking	Vision Transportation	\$ 283,217.52	Transportation billing
6/22/2022	Old National-Checking	Further	\$ 351.60	Further Fee
6/22/2022	Old National-Checking	Further	\$ 1,935.98	Flex Claim Pymts
6/22/2022	Old National-Checking	CIGNA	\$ 9,433.76	Life & LTD Insurance- prepaid July
6/22/2022	Old National-Checking	EBC	\$ 43,743.98	403b & 457 contributions
6/23/2022	Old National-Checking	BLEM	\$ 8,184.61	Teacher Unions Dues
6/24/2022	CC Choices ACH	Old National-Checking	\$ 3,973.00	Pathway I
6/24/2022	Old National-Checking	Further	\$ 19,941.53	H.S.A Contributions
6/24/2022	MN Trust-PMA BONDS	Old National-Checking	\$ 1,224,787.68	Bond Draw 2022A
6/28/2022	Old National-Checking	Old National-Petty Cash	\$ 2,055.15	Gen Fund Transfer to Petty Cash
6/29/2022	Old National-Checking	Further	\$ 2,151.61	Flex Claim Pymts
6/30/2022	Old National-Checking	Bremer Bank	\$ 166.90	ACH Charge
6/30/2022	Old National-Checking	SSI MN TRANCHE 2 LLC	\$ 4,593.09	May Solar Contract
6/30/2022	Benefit Resource BRI	Old National-Checking	\$ 12,939.32	Cobra Payment
6/30/2022	Old National-Checking	USS MINNESOTA ONE MT	\$ 34,140.85	May Solar Contract

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				EXPENDITURES		
	Budget	Actual \$ YTD	<i>(Calculated)</i> Actual % YTD		Budget	Actual \$ YTD	<i>(Calculated)</i> Actual % YTD
General Fund (01,05,09,11 &12)	\$ 38,802,361	\$ 30,586,934	79%	\$ 39,220,570	\$ 38,434,898	98%	
Food Service (02)	\$ 2,305,934	\$ 2,309,285	100%	\$ 1,915,668	\$ 1,837,240	96%	
Community Service (04)	\$ 2,305,060	\$ 2,308,528	100%	\$ 2,240,898	\$ 2,356,887	105%	
Building Construction (06)	\$ 30,628,224	\$ 30,377,313	99%	\$ 7,810,725	\$ 7,786,891	100%	
Debt Service (07)	\$ 14,476,956	\$ 9,235,356	64%	\$ 14,856,161	\$ 14,856,161	100%	
OPEB Irrevocable Trust Fund (45)	\$ 10,000	\$ (85,448)	-854%	\$ 243,085	\$ 75,598	31% <i>See Note 1</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. *Negative revenue is a reflection of the requirement to record investments at market value as of June 30th. Market value is below cost due to interest rate environment at June 30th. The negative investment revenue is a "paper loss" and over the coming months the negative revenue will be offset by investment gains as the District's intent is to hold all investments to maturity.*

School Board Financial Report

July 27th, 2022

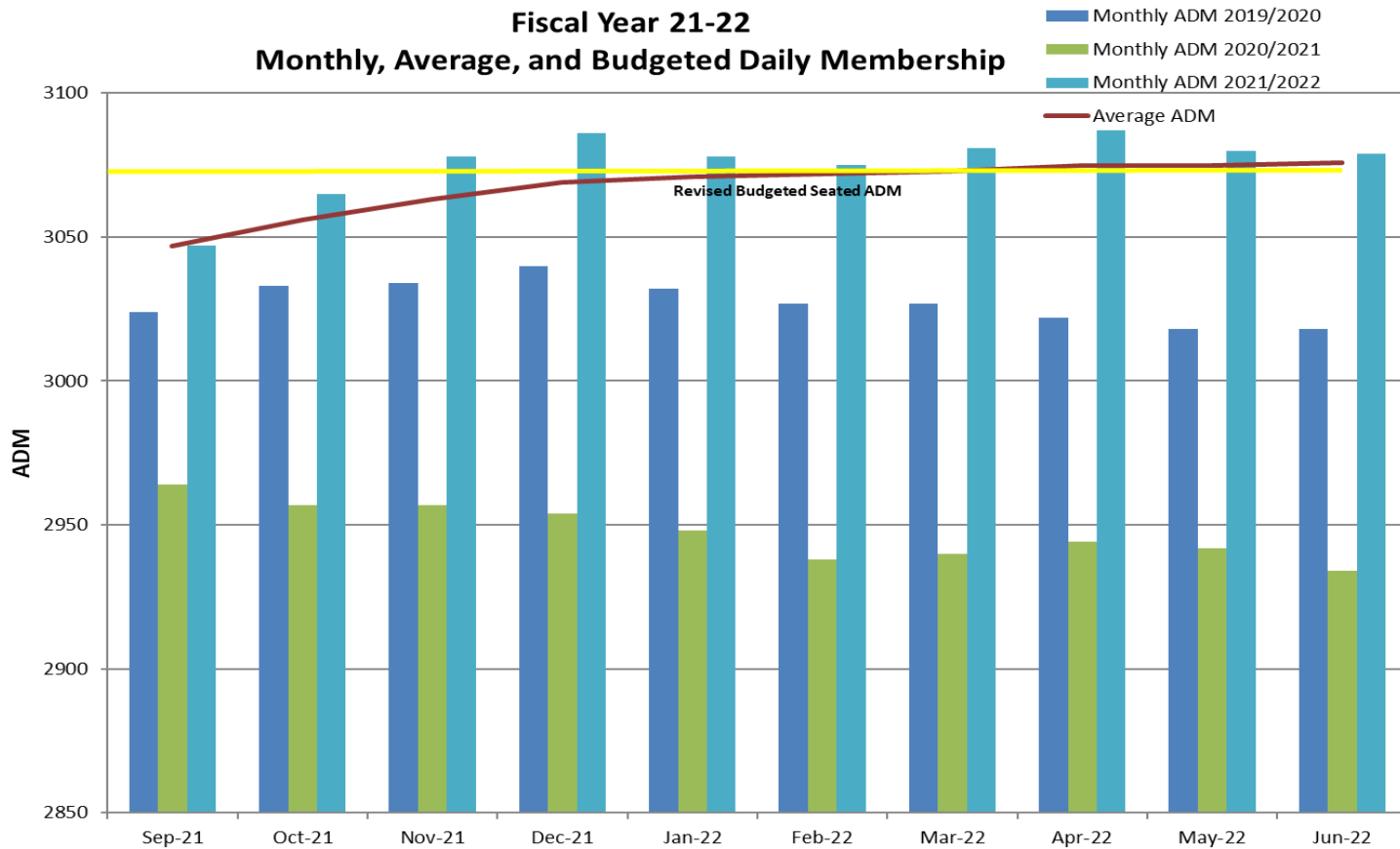
Presented by Angie Manuel, Director of Business Services

Enrollment

- 21-22 Budgeted ADM: 3073.50
- Preliminary actual 21-22 ADM is very close to budget per early MARSS reporting. Waiting for other districts to report so final ADM can be calculated for audit.

ADM=Average Daily Membership

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



Financial Update

Big Lake District will receive an additional \$35,000 in FIN 163 summer recovery federal funding for summer 2022

- Notified Tuesday, July 26th
- Additional funding will be used for K-8 summer targeted services programming to offset costs of extra teachers to lower class sizes and costs of summer transportation
- State funding for K-8 summer targeted services programming is allowed to be set aside for future summer programming to keep class sizes low for at last one more summer

Financial Update

Preliminary 21-22 audit fieldwork has begun

2-3 federal programs will be tested as part of Single Audit requirements

- Education Stabilization fund (all federal COVID relief funding with the except of summer recovery funds)
- Food Service
- Possibly Title I

Final fieldwork October 2022. Audit presentation at November 17th regular School Board meeting.

School Board Action

Approve financial report



Policy 432
Adopted: 8.26.10
Reviewed: 1.5.15
Revised: 2.26.15
Revised: 5.25.17
Revised:

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.

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
Revised: 8.28.14
Reviewed: 10.27.16
Revised: 8.24.17
Revised: 3.28.19
Reviewed: 8.6.20
Revised:

DISCIPLINE POLICY

I. 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

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 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.
4. Bullying: violation of the school district's bullying prohibition policy.
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.
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.
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, threatening, intimidating, degrading to other people or threatening to school property.

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 materials: on or near school property of inflammatory, libelous, slanderous, or pornographic, or obscene nature, or that may cause defamation of character.
10. Distribution of materials: violation of the school district's distribution of non-school-sponsored material on school premises by students and employees policy.
11. False reporting: 911, fire alarms, or other emergency calls.
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.
13. Fire: failure to exercise ordinary caution, resulting in fire in a school building or on school property.
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, 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 a gang; also includes gang related graffiti.
16. Hazing: violation of the school district's hazing prohibition policy.
17. Harassment and violence: violation of the school district's harassment and violence policy.
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 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, 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.
20. Internet Acceptable Use: violation of the school district's internet acceptable use and safety policy
21. Possession of nuisance devices/objects: items that cause or may facilitate a distraction or disruption to the educational process.
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.
24. Transportation: violation of the school district's student transportation safety policy.
25. Unauthorized use of fire extinguisher: unauthorized use/handling of a fire extinguisher is prohibited.
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.
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, 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.

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.
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.
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.
31. 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, 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 Schools' 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
3. Parent/Guardian contact
4. Parent/Guardian conference
5. Removal from class
6. In-school suspension
7. Suspension from extracurricular activities
8. Detention or restriction of privileges
9. Loss of school privileges e.g., hall passes, library passes, driving privilege

10. In-school monitoring e.g., noon room, Saturday school, or revised class schedule e.g., MLC the Modified Learning Center
11. Referral to in-school support services e.g., counseling
12. Referral to community resources or outside agency services
13. Restorative measures, including financial, symbolic, or other means of restitution
14. Referral to police, other law enforcement agencies, or other appropriate authorities
15. A request for a petition to be filed in district court for juvenile delinquency adjudication i.e. truancy petition
16. Out-of-school suspension under the Pupil Fair Dismissal Act
17. Preparation of an admission or readmission plan
18. Expulsion under the Pupil Fair Dismissal Act
19. Other Disciplinary action deemed appropriate by the school district

IV. 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.

V. DISMISSAL

1. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class. The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding, which may result in suspension, exclusion or expulsion. The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.
2. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:
 - a. Willful violation of any reasonable school board regulation, including those found in this policy;
 - b. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties or school sponsored extracurricular activities; or
 - c. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.
3. Suspension Procedures
 - a. "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.

- b. 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.
- c. 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.
- d. 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.
- e. 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.
- f. 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.

- g. After school administration notifies a student of the grounds of suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - i. Strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - ii. Petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
 - h. 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).
 - i. 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.
 - j. 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 with forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
 - k. 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.
4. Expulsion and Exclusion Procedures
- a. "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.
 - b. "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.
 - c. 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.
 - d. No expulsion or exclusion shall be imposed without a hearing unless the right to a hearing is waived in writing by the student and parent or guardian.
 - e. 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).
 - f. 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.
 - g. 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.

- h. The school district shall record the hearing proceedings at district expense and a party may obtain a transcript at its own expense.
 - i. 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.
 - j. 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.
 - k. 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.
 - l. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
 - m. 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.
 - n. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
 - o. The student cannot be compelled to testify in the dismissal proceedings.
 - p. 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.
 - q. 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.
 - r. 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.
 - s. 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.
 - t. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within 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.
 - u. 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.
5. 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.

6. Students with Disabilities

- a. Students who are currently identified as disabled under IDEA or Section 504 will be subject to the provisions of this policy unless the student's Individual Education Plan (IEP) or 504 plan specifies a necessary accommodations
- b. 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 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.

7. 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 non-exclusionary discipline has been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others. Non-exclusionary discipline must include at least one of the following:

- a. Collaborating with the student's family or guardian, child mental health consultant or provider, education specialist, or other community based support;
- b. 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
- c. 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.

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.

Legal References: 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 Pre-assessment Teams) Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
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. § 122A.42 (General Control of Schools)
Minn. Stat. 121A.69 (Hazing Policy)
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 (Threats of Violence)
Minn. Stat. § 609.893 (Telecommunications and information services fraud; crime defined)
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 Non-school-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)



FAMILY AND MEDICAL LEAVE POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. "Covered active duty" means:

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

B. "Covered service member" means:

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

C. "Eligible employee" means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee's pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee's fulfillment of his or her USERRA-covered service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.

- D. "Military caregiver leave" means leave taken to care for a covered service member with a serious injury or illness.
- E. "Next of kin of a covered service member" means the nearest blood relative other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member's next of kin, and the employee may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member's only next of kin.
- F. "Outpatient status" means, with respect to a covered service member who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
1. a military medical treatment facility as an outpatient; or
 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- G. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:
1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
 2. to attend military events and related activities of a covered military member;
 3. to address issues related to childcare and school activities of a covered military member's child;
 4. to address financial and legal arrangements for a covered military member;
 5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
 6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
 7. to attend post-deployment activities related to a covered military member;
 8. to address care needs of a covered military member's parent who is incapable of self-care; and
 9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
 2. continuing treatment by a health care provider.
- I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.
- J. "Veteran" has the meaning given in 38 United States Code section 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave under Federal Law

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

veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or

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

provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.

13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review. The school district shall comply with written notice requirements as set forth in federal regulations.
14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed to by the school district. The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the school district so that the total leave does not exceed 12 weeks, unless agreed to by the school district, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the school district reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

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

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the service member. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a service member includes both physical and psychological care.

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

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

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

4. If the school district requires an instructional employee to extend leave through the end of a semester as set forth in this paragraph, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement. Any additional leave required by the school district to the end of the school term is not counted as FMLA leave but as an unpaid or paid leave, to the extent the instructional employee has accrued paid leave available and the school district shall maintain the employee's group health insurance and restore the employee to the same or equivalent job, including other benefits, at the conclusion of the leave.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

- A. A poster prepared by the U.S. Department of Labor summarizing the major provisions of the Family and Medical Leave Act and informing employees how to file a complaint shall be conspicuously posted in each school district building in areas accessible to employees and applicants for employment.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

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

Cross References: MSBA School Law Bulletin "M" (Licensed and Non-Licensed School District Employee Leave)

HARASSMENT AND VIOLENCE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class as defined by this policy. (For purposes of this policy, school district personnel includes; school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's Protected Class.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

III. DEFINITIONS:

- A. "Assault" is:
 1. An act done with intent to cause fear in another of immediate bodily harm or death;
 2. The intentional infliction of or attempt to inflict bodily harm upon another; or,
 3. The threat to do bodily harm to another with the present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:
 1. Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or

3. Otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications Definitions
1. "Disability" means, with respect to an individual who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities of such individual;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
 2. "Familial status" means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor's legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
 3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
 5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.
 7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment Definition
1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or

- b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
 - 2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.
- G. Sexual Violence Definition
 - 1. Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes section 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
 - 2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
- H. Violence Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to an individual's Protected Class.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence basis of Protected Class by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which

may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct that may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant
- D. In each school building: the building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker) is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receive a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. The school board hereby designates the Human Resources Manager as the school district human rights officer to receive reports or complaints of harassment or

violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the Superintendent.

- H. The District shall conspicuously post the name of the human rights officer, including their mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

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

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged

harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes chapter 260E may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)

20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

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

INDEPENDENT SCHOOL DISTRICT NO. 727____
HARASSMENT AND VIOLENCE REPORT FORM

General Statement of Policy Prohibiting Harassment and Violence

Independent School District No.727 maintains a firm policy prohibiting all forms of discrimination. This policy strictly prohibits harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability (Protected Class). All persons are to be treated with respect and dignity. Harassment or violence on the basis of Protected Class by any pupil, teacher, administrator, or other school personnel, that create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant _____
Home Address _____
Work Address _____
Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ national origin \ sex \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation \ disability

Name of person you believe harassed or was violent toward you or another person or group.

If the alleged harassment or violence was toward another person or group, identify that person or group.

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.) _____

Where and when did the incident(s) occur? _____

List any witnesses that were present _____

This complaint is filed based on my honest belief that _____ has harassed or has been violent to me or to another person or group. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by _____

(Date)



MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn. Stat. Ch. 260E requiring school personnel to report suspected child neglect or physical or sexual abuse.
- B. A violation of this policy occurs when any school personnel fails to immediately report instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years.

III. DEFINITIONS

- A. “Accidental” means a sudden, not reasonably foreseeable, and unexpected occurrence or event that:
 - 1. is not likely to occur and could not have been prevented by exercise of due care; and
 - 2. if occurring while a child is receiving services from a facility, happens when the facility and the employee or person providing services in the facility are in compliance with the laws and rules relevant to the occurrence of event.
- B. “Child” means one under age 18 and, for purposes of Minn. Stat. Ch. 260C (Juvenile Safety and Placement) and Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment), includes an individual under age 21 who is in foster care pursuant to Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18).
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Mandated reporter” means any school personnel who knows or has reason to believe a child is being maltreated or has been maltreated within the preceding three years.
- E. “Mental injury” means an injury to the psychological capacity or emotional stability of a child as evidenced by an observable or substantial impairment in the child’s ability to function within a normal range of performance and behavior with due regard to the child’s culture.
- F. “Neglect” means the commission or omission of any of the acts specified below, other than by accidental means:
 - 1. failure by a person responsible for a child’s care to supply a child with necessary food, clothing, shelter, health care, medical, or other care required for the child’s physical or mental health when reasonably able to do so;
 - 2. failure to protect a child from conditions or actions that seriously endanger the child’s physical or mental health when reasonably able to do so, including a growth delay, which may be referred to as a failure to thrive, that has been diagnosed by a physician and is due to parental neglect;
 - 3. failure to provide for necessary supervision or child care arrangements appropriate for a child after considering factors as the child’s age, mental ability, physical condition, length of absence, or environment, when the child is unable to care for the child’s own basic needs or safety or the basic needs or safety of another child in his or her care;
 - 4. failure to ensure that a child is educated in accordance with state law, which does not

- 5. include a parent's refusal to provide his or her child with sympathomimetic medications; prenatal exposure to a controlled substance as defined in state law used by the mother for a nonmedical purpose, as evidenced by withdrawal symptoms in the child at birth, results of a toxicology test performed on the mother at delivery or the child's birth, medical effects or developmental delays during the child's first year of life that medically indicate prenatal exposure to a controlled substance or the presence of a fetal alcohol spectrum disorder;
- 6. medical neglect as defined by Minn. Stat. § 260C.007, Subd. 6, Clause (5);
- 7. chronic and severe use of alcohol or a controlled substance by a person responsible for the care of the child that adversely affects the child's basic needs and safety; or
- 8. emotional harm from a pattern of behavior that contributes to impaired emotional functioning of the child which may be demonstrated by a substantial and observable effect in the child's behavior, emotional response, or cognition that is not within the normal range for the child's age and stage of development, with due regard to the child's culture.

Neglect does not occur solely because the child's parent, guardian, or other person responsible for the child's care in good faith selects and depends upon spiritual means or prayer for treatment or care of disease or remedial care of the child in lieu of medical care.

- G. "Nonmaltreatment mistake" occurs when: (1) at the time of the incident, the individual was performing duties identified in the center's child care program plan required under Minn. Rules Part 9503.0045; (2) the individual has not been determined responsible for a similar incident that resulted in a finding of maltreatment for at least seven years; (3) the individual has not been determined to have committed a similar nonmaltreatment mistake under this paragraph for at least four years; (4) any injury to a child resulting from the incident, if treated, is treated only with remedies that are available over the counter, whether ordered by a medical professional or not; and (5) except for the period when the incident occurred, the facility and the individual providing services were both in compliance with all licensing requirements relevant to the incident. This definition only applies to child care centers licensed under Minn. Rules Ch. 9503.
- H. "Person responsible for the child's care" means (1) an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or (2) an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, other school employee or agent, or other lawful custodian of a child having either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching, and coaching
- I. "Physical abuse" means any physical injury, mental injury (under subdivision 13), or threatened injury (under subdivision 23), inflicted by a person responsible for the child's care on a child other than by accidental means; or any physical or mental injury that cannot reasonably be explained by the child's history of injuries or any aversive or deprivation procedures, or regulated interventions, that have not been authorized by Minn. Stat. § 125A.0942 or § 245.825.

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

Actions that are not reasonable and moderate include, but are not limited to, any of the following: (1) throwing, kicking, burning, biting, or cutting a child; (2) striking a child with a closed fist; (3) shaking a child under age three; (4) striking or other actions that result in any

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

- J. "Report" means any communication received by the local welfare agency, police department, county sheriff, or agency responsible for child protection pursuant to this section that describes maltreatment of a child and contains sufficient content to identify the child and any person believed to be responsible for the maltreatment, if known.
- K. "School personnel" means professional employee or professional's delegate of the school district who provides health, educational, social, psychological, law enforcement, or child care services.
- L. "Sexual abuse" means the subjection of a child by a person responsible for the child's care, by a person who has a significant relationship to the child (as defined in Minn. Stat. § 609.341, Subd. 15), or by a person in a position of authority (as defined in Minn. Stat. § 609.341, Subd. 10) to any act which constitutes a violation of Minnesota statutes prohibiting criminal sexual conduct. Such acts include sexual penetration as well as sexual contact. Sexual abuse also includes any act involving a minor which constitutes a violation of Minnesota statutes prohibiting prostitution, or use of a minor in a sexual performance. Sexual abuse includes all reports of known or suspected child sex trafficking involving a child who is identified as a victim of sex trafficking. Sexual abuse includes threatened sexual abuse which includes the status of a parent or household member who has committed a violation which requires registration under Minn. Stat. § 243.166, Subd. 1b(a) or (b) (Registration of Predatory Offenders).
- M. "Threatened injury" means a statement, overt act, condition, or status that represents a substantial risk of physical or sexual abuse or mental injury. Threatened injury includes, but is not limited to, exposing a child to a person responsible for the child's care who has (1) subjected the child to, or failed to protect a child from, an overt act or condition that constitutes egregious harm; (2) been found to be palpably unfit; (3) committed an act that resulted in an involuntary termination of parental rights; (4) or committed an act that resulted in the involuntarily transfer of permanent legal and physical custody of a child to a relative.

IV. REPORTING PROCEDURES

- A. A mandated reporter shall immediately report the information to the local welfare agency, agency responsible for assessing or investigating the report, police department, county sheriff, tribal social services agency, or tribal police department. The reporter will include his or her name and address in the report.
- B. An oral report shall be made immediately by telephone or otherwise. The oral report shall be followed by a written report within 72 hours (exclusive of weekends and holidays) to the appropriate police department, the county sheriff, local welfare agency, or agency responsible for assessing or investigating the report. Any report shall be of sufficient content to identify the child, any person believed to be responsible for the maltreatment of the child if the person is known, the nature and extent of the maltreatment and the name and address of the reporter.
- C. Regardless of whether a report is made, as soon as practicable after a school receives information

regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident has occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

- D. A mandated reporter who knows or has reason to know of the deprivation of custodial or parental rights or the kidnapping of a child shall report the information to the local police department or the county sheriff.
- E. With the exception of a health care professional or a social service professional who is providing the woman with prenatal care or other health care services, a mandated reporter shall immediately report to the local welfare agency if the person knows or has reason to believe that a woman is pregnant and has used a controlled substance for a nonmedical purpose during the pregnancy, including, but not limited to, tetrahydrocannabinol, or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive.
- F. A person mandated by Minnesota law and this policy to report who fails to report may be subject to criminal penalties and/or discipline, up to and including termination of employment.
- G. An employer of a mandated reporter shall not retaliate against the person for reporting in good faith maltreatment against a child with respect to whom a report is made, because of the report.
- H. Any person who knowingly or recklessly makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury, plus costs and reasonable attorney fees. Knowingly or recklessly make a false report also may result in discipline.

V. INVESTIGATION

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

necessary by agreement between the school officials and the local welfare or law enforcement agency. Every effort must be made to reduce the disruption of the educational program of the child, other students, or school employees when an interview is conducted on school premises.

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

VI. MAINTENANCE OF SCHOOL RECORDS CONCERNING ABUSE OR POTENTIAL ABUSE

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

VII. PHYSICAL OR SEXUAL ABUSE AS SEXUAL HARASSMENT OR VIOLENCE

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

VIII. DISSEMINATION OF POLICY AND TRAINING

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.58 (Corporal Punishment)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. § 125A.0942 (Standards for Restrictive Procedures)
Minn. Stat. § 243.166, Subd. 1b(a)(b) (Registration of Predatory Offenders)
Minn. Stat. § 245.825 (Use of Aversive or Deprivation Procedures)
Minn. Stat. § 260C.007, Subd. 4, Clause (5) (Child in Need of Protection)
Minn. Stat. § 260C.451 (Foster Care Benefits Past Age 18)
Minn. Stat. Ch. 260D (Child in Voluntary Foster Care for Treatment)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 609.02, Subd. 6 (Definitions – Dangerous Weapon)
Minn. Stat. § 609.341, Subd. 10 (Definitions – Position of Authority)

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

Minn. Stat. § 609.379 (Reasonable Force)

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

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

MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. "Abuse" means:

- 1. An act against a vulnerable adult that constitutes a violation of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction.
- 2. Conduct which is not an accident or therapeutic conduct as defined in Minnesota Statutes section 626.5572 which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825.
- 3. Any sexual contact or penetration as defined in Minn. Stat. § 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility.
- 4. The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minnesota Statutes section 626.5572, Subd. 2.

- B. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- C. "Common entry point" means the entity responsible for receiving reports of alleged or suspected maltreatment of a vulnerable adult and designated by the Commissioner of the Minnesota Department of Human Services as the MN Adult Abuse Reporting Center (MAARC).
- D. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.
- E. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.
- F. "Mandated reporter" means a professional or professional's delegate while engaged in education.
- G. "Maltreatment" means the neglect, abuse, or financial exploitation of a vulnerable adult.
- H. "Neglect" means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult's physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct.
- I. Neglect also means the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult's health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minnesota Statutes section 626.5572, Subd. 17.
- J. "School Personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.
- K. "Vulnerable Adult" means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minnesota Statutes chapter 245A, except as excluded under Minnesota Statutes section 626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or whether any type of service is received possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to provide adequately for the individual's own care without assistance or supervision and, because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which

results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.

- C. The report shall to the extent possible identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose not public data as defined under Minnesota Statutes section 13.02 to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against vulnerable adult who is named in a report is prohibited.
- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

V. INVESTIGATION

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

VI. DISSEMINATION OF POLICY AND TRAINING

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

Legal References: Minn. Stat. § 13.02 (Government Data Practices; Definitions)
Minn. Stat. Ch. 245A (Human Services Licensing)
Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)
Minn. Stat. §§ 609.221-609.224 (Assault)
Minn. Stat. § 609.232 (Crimes Against Vulnerable Adults; Definitions)
Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)
Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Stat. § 626.5572 (Definitions)
In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

Cross References: MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)

MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District,
School Board Member, Employee, or Student)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School
District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or
Sexual Abuse)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)



BULLYING PROHIBITION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and

5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. Bullying means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.
- The term, "bullying," specifically includes cyberbullying as defined in this policy.
- B. Cyberbullying means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment
 - C. Immediately means as soon as possible, but in no event longer than twenty-four (24) hours.
 - D. Intimidating, threatening, abusive, or harming conduct means, but is not limited to, conduct that does:
 1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related

to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

- E. On school district premises, school district property, at school function or activities, or on school transportation means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. Prohibited Conduct means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. Remedial Response means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. Student means a student enrolled in a public school or a charter school.

IV. Reporting Procedure

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to the building principal/designee, or where appropriate to the District Human Rights Officer, or Superintendent. A student may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.
- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, witnesses, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and

shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. School District Action

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

team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. Retaliation or Reprisal

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

VII. Training and Education

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minnesota Statutes section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 4. The incidence and nature of cyberbullying; and
 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.

- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

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

VIII. Notice

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. Policy Review

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

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

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination 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 529 (Staff Notification of Violent Behavior by Students)
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)

TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

I. GENERAL STATEMENT OF POLICY

- A. The school district does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.
- B. The school district prohibits sexual harassment that occurs within its education programs and activities. When the school district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.
- C. This policy applies to sexual harassment that occurs within the school district's education programs and activities and that is committed by a school district employee, student, or other members of the school community. This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the school district's education programs or activities.
- D. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinator is:

Sue Schmidt, Human Resources Manager, 763-262-5194, 501 Minnesota Ave, Big Lake MN 55309, s.schmidt@biglakeschools.org

Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

- E. The effective date of this policy is August 14, 2020 and applies to alleged violations of this policy occurring on or after August 14, 2020.

II. DEFINITIONS

- A. "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to the school district's Title IX Coordinator or to any employee of the school district. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the school district with actual knowledge is the respondent.
- B. "Complainant" means a person who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A Title IX Coordinator who signs a formal complaint is not a complainant unless the Title IX Coordinator is alleged to be the victim of the conduct described in the formal complaint.
- C. "Day" or "days" means, unless expressly stated otherwise, business days (i.e. day(s) that the school district office is open for normal operating hours, Monday - Friday, excluding State-

- recognized holidays).
- D. “Deliberately indifferent” means clearly unreasonable in light of the known circumstances. The school district is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.
 - E. “Education program or activity” means locations, events, or circumstances for which the school district exercises substantial control over both the respondent and the context in which the sexual harassment occurs and includes school district education programs or activities that occur on or off of school district property.
 - F. “Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school district investigate the allegation of sexual harassment.
 - 1. A formal complaint filed by a complainant must be a physical document or an electronic submission. The formal complaint must contain the complainant’s physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint, and must be submitted to the Title IX Coordinator in person, by mail, or by email.
 - 2. A formal complaint shall state that, at the time of filing the formal complaint, the complainant was participating in, or attempting to participate in, an education program or activity of the school district with which the formal complaint is filed.
 - G. “Informal resolution” means options for resolving a formal complaint that do not involve a full investigation and adjudication. Informal resolution may encompass a broad range of conflict resolution strategies, including mediation or restorative justice.
 - H. “Relevant questions” and “relevant evidence” are questions, documents, statements, or information that are related to the allegations raised in a formal complaint. Relevant evidence includes evidence that is both inculpatory and exculpatory. Questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant’s prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent.
 - I. “Remedies” means actions designed to restore or preserve the complainant’s equal access to education after a respondent is found responsible. Remedies may include the same individualized services that constitute supportive measures, but need not be non-punitive or non-disciplinary, nor must they avoid burdening the respondent.
 - J. “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.
 - K. “Sexual harassment” means any of three types of misconduct on the basis of sex that occurs in a school district education program or activity and is committed against a person in the United States:
 - 1. *Quid pro quo* harassment by a school district employee (conditioning the provision of an aid, benefit, or service of the school district on an individual's participation in unwelcome sexual conduct);
 - 2. Unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; or
 - 3. Any instance of sexual assault (as defined in the Clery Act, 20 United States Code section 1092(f)(6)A(v)), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act, 34 United State Code section 12291).
 - L. “Supportive measures” means individualized services provided to the complainant or respondent without fee or charge that are reasonably available, non-punitive, non-disciplinary, not unreasonably burdensome to the other party, and designed to ensure equal

educational access, protect safety, and deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, alternative educational services as defined under Minnesota Statutes section 121A.41, as amended, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the school district buildings or property, and other similar measures.

M. “Title IX Personnel” means any person who addresses, works on, or assists with the school district’s response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions. The following are considered Title IX Personnel:

1. “Title IX Coordinator” means an employee of the school district that coordinates the school district’s efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator is responsible for acting as the primary contact for the parties and ensuring that the parties are provided with all notices, evidence, reports, and written determinations to which they are entitled under this policy and grievance process. The Title IX Coordinator is also responsible for effective implementation of any supportive measures or remedies. The Title IX Coordinator must be free from conflicts of interest and bias when administrating the grievance process.
2. “Investigator” means a person who investigates a formal complaint. The investigator of a formal complaint may not be the same person as the Decision-maker or the Appellate Decision-maker. The Investigator may be a school district employee, school district official, or a third party designated by the school district.
3. “Decision-maker” means a person who makes a determination regarding responsibility after the investigation has concluded. The Decision-maker cannot be the same person as the Title IX Coordinator, the Investigator, or the Appellate Decision-maker.
4. “Appellate Decision-maker” means a person who considers and decides appeals of determinations regarding responsibility and dismissals of formal complaints. The Appellate Decision-maker cannot be the same person as the Title IX Coordinator, Investigator, or Decision-maker. The Appellate Decision-maker may be a school district employee, or a third party designated by the school district.
5. The superintendent of the school district may delegate functions assigned to a specific school district employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes, to any suitably qualified individual and such delegation may be rescinded by the superintendent at any time. The school district may also, in its discretion, appoint suitably qualified persons who are not school district employees to fulfill any function under this policy, including, but not limited to, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes.

III. BASIC REQUIREMENTS FOR GRIEVANCE PROCESS

A. Equitable Treatment

1. The school district shall treat complainants and respondents equitably. However, equality or parity with respect to supportive measures provided to complainants and respondents is not required.
2. The school district will not impose any disciplinary sanctions or take any other actions against a respondent that do not constitute supportive measures until it has completed this grievance process and the respondent has been found responsible.
3. The school district will provide appropriate remedies to the complainant any time a respondent is found responsible.

B. Objective and Unbiased Evaluation of Complaints

1. Title IX Personnel, including the Title IX Coordinator, Investigator, Decision-maker, and Appellate Decision-maker, shall be free from conflicts of interest or bias for or against complainants or respondents generally or a specific complainant or respondent.
 2. Throughout the grievance process, Title IX Personnel will objectively evaluate all relevant evidence, inculpatory and exculpatory, and shall avoid credibility determinations based solely on a person's status as a complainant, respondent, or witness.
- C. Title IX Personnel will presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- D. Confidentiality
The school district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 United States Code section 1232g, FERPA regulations, 34 code of Federal Regulations part 99, Minnesota law under Minnesota Statutes section 13.32, or as required by law, or to carry out the purposes of 34 Code of Federal Regulations part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the school district's obligation to maintain confidentiality shall not impair or otherwise affect the complainants and respondents receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility).
- E. Right to an Advisor; Right to a Support Person
Complainants and respondents have the right, at their own expense, to be assisted by an advisor of their choice during all stages of any grievance proceeding, including all meetings and investigative interviews. The advisor may be, but is not required to be, an attorney. In general, an advisor is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.
- A complainant or respondent with a disability may be assisted by a support person throughout the grievance process, including all meetings and investigative interviews, if such accommodation is necessary. A support person may be a friend, family member, or any individual who is not otherwise a potential witness. The support person is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.
- F. Notice
The school district will send written notice of any investigative interviews or meetings to any party whose participation is invited or expected. The written notice will include the date, time, location, participants, and purpose of the meeting or interview, and will be provided to allow sufficient time for the party to prepare to participate.
- G. Consolidation
The school district may, in its discretion, consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.
- H. Evidence
1. During the grievance process, the school district will not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information

protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

2. The school district shall not access, consider, disclose, or otherwise use a party's medical, psychological, and similar treatment records unless the school district obtains the party's voluntary, written consent.

I. Burden of Proof

1. The burden of gathering evidence and the burden of proof shall remain upon the school district and not upon the parties.
2. The grievance process shall use a preponderance of the evidence standard (i.e. whether it is more likely than not that the respondent engaged in sexual harassment) for all formal complaints of sexual harassment, including when school district employees are respondents.

J. Timelines

1. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.
2. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by the school district within five (5) days of the date the determination of responsibility or dismissal was provided to the parties.
3. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by the School District.
4. The school district will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by the school district.
5. Although the school district strives to adhere to the timelines described above, in each case, the school district may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening school district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.

K. Potential Remedies and Disciplinary Sanctions

1. The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.
2. If the Decision-maker determines a student-respondent is responsible for violating this policy, the Decision-maker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the superintendent of the recommended remedies, such that an authorized administrator can consider the recommendation(s) and implement appropriate remedies in compliance with MSBA Model Policy 506 – Student Discipline. The discipline of a student-respondent must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

IV. REPORTING PROHIBITED CONDUCT

- A. Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment toward a student should report the alleged acts as soon as possible to the Title IX Coordinator.
- B. Any employee of the school district who has experienced, has actual knowledge of, or has witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations.
- C. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during non-business hours, and may be made in person, by mail, by telephone, or by e-mail using the Title IX Coordinator's contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.
- D. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the School District may report the alleged conduct to law enforcement authorities. The school district encourages complainants to report criminal behavior to the police immediately.

V. INITIAL RESPONSE AND ASSESSMENT BY THE TITLE IX COORDINATOR

- A. When the Title IX Coordinator receives a report, the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint .
- B. The school district will offer supportive measures to the complainant whether or not the complainant decides to make a formal complaint. The school district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the school district's ability to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.
- C. If the complainant does not wish to file a formal complaint, the allegations will not be investigated by the school district unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the complainant's wishes is not clearly unreasonable in light of the known circumstances.
- D. Upon receipt of a formal complaint, the school district must provide written notice of the formal complaint to the known parties with sufficient time to prepare a response before any initial interview. This written notice must contain:
 - 1. The allegations of sexual harassment, including sufficient details known at the time, the identities of the parties involved in the incident (if known), the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;
 - 2. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
 - 3. A statement explaining that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
 - 4. A statement that the parties may inspect and review evidence gathered pursuant to this policy;
 - 5. A statement informing the parties of any code of conduct provision that prohibits

- knowingly making false statements or knowingly submitting false information; and
6. A copy of this policy.

VI. STATUS OF RESPONDENT DURING PENDENCY OF FORMAL COMPLAINT

A. Emergency Removal of a Student

The school district may remove a student-respondent from an education program or activity of the school district on an emergency basis before a determination regarding responsibility is made if:

1. The school district undertakes an individualized safety and risk analysis;
2. The school district determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal of the student-respondent; and
3. The school district determines the student-respondent poses such a threat, it will so notify the student-respondent and the student-respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related school district policies, including MSBA Model Policy 506 – Student Discipline. The school district must take into consideration applicable requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, prior to removing a special education student or Section 504 student on an emergency basis.

B. Employee Administrative Leave

The school district may place a non-student employee on administrative leave during the pendency of the grievance process of a formal complaint. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements. The school district must take into consideration applicable requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prior to removing an individual with a qualifying disability.

VII. INFORMAL RESOLUTION OF A FORMAL COMPLAINT

- A. At any time prior to reaching a determination of responsibility, informal resolution may be offered and facilitated by the school district at the school district's discretion, but only after a formal complaint has been received by the school district.
- B. The school district may not require as a condition of enrollment or continued enrollment, or of employment or continued employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.
- C. The informal resolution process may not be used to resolve allegations that a school district employee sexually harassed a student.
- D. The school district will not facilitate an informal resolution process without both parties' agreement, and will obtain their voluntary, written consent. The school district will provide to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, the parties' right to withdraw from the informal resolution process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
- E. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

VIII. DISMISSAL OF A FORMAL COMPLAINT

- A. Under federal law, the school district must dismiss a Title IX complaint, or a portion thereof, if the conduct alleged in a formal complaint or a portion thereof:
 - 1. Would not meet the definition of sexual harassment, even if proven;
 - 2. Did not occur in the school district's education program or activity; or
 - 3. Did not occur against a person in the United States.
- B. The school district may, in its discretion, dismiss a formal complaint or allegations therein if:
 - 1. The complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein;
 - 2. The respondent is no longer enrolled or employed by the school district; or
 - 3. Specific circumstances prevent the school district from gathering sufficient evidence to reach a determination.
- C. The school district shall provide written notice to both parties of a dismissal. The notice must include the reasons for the dismissal.
- D. Dismissal of a formal complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems appropriate.

IX. INVESTIGATION OF A FORMAL COMPLAINT

- A. If a formal complaint is received by the School District, the school district will assign or designate an Investigator to investigate the allegations set forth in the formal complaint.
- B. If during the course of the investigation the school district decides to investigate any allegations about the complainant or respondent that were not included in the written notice of a formal complaint provided to the parties, the school district must provide notice of the additional allegations to the known parties.
- C. When a party's participation is invited or expected in an investigative interview, the Investigator will coordinate with the Title IX Coordinator to provide written notice to the party of the date, time, location, participants, and purposes of the investigative interview with sufficient time for the party to prepare.
- D. During the investigation, the Investigator must provide the parties with an equal opportunity to present witnesses for interviews, including fact witnesses and expert witnesses, and other inculpatory and exculpatory evidence.
- E. Prior to the completion of the investigative report, the Investigator, through the Title IX Coordinator, will provide the parties and their advisors (if any) with an equal opportunity to inspect and review any evidence directly related to the allegations. The evidence shall be provided in electronic format or hard copy and shall include all relevant evidence, evidence upon which the school district does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or another source. The parties will have ten (10) days to submit a written response, which the Investigator will consider prior to completion of the investigative report.
- F. The Investigator will prepare a written investigative report that fairly summarizes the relevant evidence. The investigative report may include credibility determinations that are not based on a person's status as a complainant, respondent or witness. The school district will send the parties and their advisors (if any) a copy of the report in electronic format or hard copy, for their review and written response at least ten (10) days prior to a determination of responsibility.

X. DETERMINATION REGARDING RESPONSIBILITY

- A. After the school district has sent the investigative report to both parties and before the school district has reached a determination regarding responsibility, the Decision-maker

- must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness.
- B. The Decision-maker must provide the relevant questions submitted by the parties to the other parties or witnesses to whom the questions are offered, and then provide each party with the answers, and allow for additional, limited follow-up questions from each party.
 - C. The Decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.
 - D. When the exchange of questions and answers has concluded, the Decision-maker must issue a written determination regarding responsibility that applies the preponderance of the evidence standard to the facts and circumstances of the formal complaint. The written determination of responsibility must include the following:
 - 1. Identification of the allegations potentially constituting sexual harassment;
 - 2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
 - 3. Findings of fact supporting the determination;
 - 4. Conclusions regarding the application of the school district's code of conduct to the facts;
 - 5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the school district to the complainant; and
 - 6. The school district's procedures and permissible bases for the complainant and respondent to appeal and the date by which an appeal must be made.
 - E. In determining appropriate disciplinary sanctions, the Decision-maker should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incident occurred.
 - F. The written determination of responsibility must be provided to the parties simultaneously.
 - G. The Title IX Coordinator is responsible for the effective implementation of any remedies.
 - H. The determination regarding responsibility becomes final either on the date that the school district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

XI. APPEALS

- A. The school district shall offer the parties an opportunity to appeal a determination regarding responsibility or the school district's dismissal of a formal complaint or any allegations therein, on the following bases:
 - 1. A procedural irregularity that affected the outcome of the matter (e.g., a material deviation from established procedures);
 - 2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
 - 3. The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- B. If notice of an appeal is timely received by the school district, the school district will notify the parties in writing of the receipt of the appeal, assign or designate the Appellate Decision-maker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.

- C. After reviewing the parties' written statements, the Appellate Decision-maker must issue a written decision describing the result of the appeal and the rationale for the result.
- D. The written decision describing the result of the appeal must be provided simultaneously to the parties.
- E. The decision of the Appellate Decision-maker is final. No further review beyond the appeal is permitted.

XII. RETALIATION PROHIBITED

- A. Neither the school district nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, constitutes a violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.
- B. Any person may submit a report or formal complaint alleging retaliation in the manner described in this policy and it will be addressed in the same manner as other complaints of sexual harassment or sex discrimination.
- C. Charging an individual with violation of school district policies for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

XIII. TRAINING

- A. The school district shall ensure that Title IX Personnel receive appropriate training. The training shall include instruction on:
 - 1. The Title IX definition of sexual harassment;
 - 2. The scope of the school district's education program or activity;
 - 3. How to conduct an investigation and grievance process, appeals, and informal resolution processes, as applicable;
 - 4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
 - 5. For Decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's prior sexual behavior are not relevant; and
 - 6. For Investigators, training on issues of relevance, including the creation of an investigative report that fairly summarizes relevant evidence.
- B. The training materials will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints.
- C. Materials used to train Title IX Personnel must be posted on the school district's website. If the school district does not have a website, it must make the training materials available for public inspection upon request.

XIV. DISSEMINATION OF POLICY

- A. This policy shall be made available to all students, parents/guardians of students, school district employee, and employee unions.
- B. The school district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work e-mail address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.
- C. The school district must provide applicants for admission and employment, students, parents or legal guardians of secondary school students, employees, and all unions holding collective bargaining agreements with the school district, with the following:
 - 1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator;
 - 2. Notice that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner;
 - 3. A statement that the requirement not to discriminate in the education program or activity extends to admission and employment, and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the United States Department of Education, or both; and
 - 4. Notice of the school district's grievance procedures and grievance process contained in this policy, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the school district will respond.

XV. RECORDKEEPING

- A. The school district must create, and maintain for a period of seven calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the school district must document:
 - 1. The basis for the school district's conclusion that its response to the report or formal complaint was not deliberately indifferent;
 - 2. The measures the school district has taken that are designed to restore or preserve equal access to the school district's education program or activity; and
 - 3. If the school district does not provide a complainant with supportive measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. Such a record must be maintained for a period of seven years.
 - 4. The documentation of certain bases or measures does not limit the recipient in the future from providing additional explanations or detailing additional measures taken.
- B. The school district must also maintain for a period of seven calendar years records of:
 - 1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;
 - 2. Any appeal and the result therefrom;
 - 3. Any informal resolution and the result therefrom; and
 - 4. All materials used to train Title IX Personnel.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. §§ 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)

20 U.S.C § 1400, *et seq.* (Individuals with Disabilities Education Act)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act)
42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)
20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (“Clery Act”))

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)



TECHNOLOGY ACCEPTABLE USE AND SAFETY POLICY FOR STUDENTS

I. Definitions

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

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

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

II. Limited Educational Purpose

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

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

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

III. Policy Application Guidelines

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

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

IV. Unacceptable Uses

A. The following uses of technologies are considered unacceptable:

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

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

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

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

V. Filter

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

VI. No Expectation of Privacy

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

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

VII. Consequences for Unacceptable Use

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

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

VIII. Limitation on School District Liability

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

IX. Technologies Use Agreement

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

X. Parents' Responsibility; Notification of Student Technologies Use

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

requiring Internet access. This notification should include:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. "Credit" means a student's successful completion of an academic year of study or a student's mastery of the applicable subject matter, as determined by the school district.
- B. "Graduation Standards" means the credit requirements and locally adopted content standards or Minnesota K-12 Academic Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.
- C. "World's best workforce" means striving to: meet school readiness goals; have all third grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

A. School District Goals

- 1) The school board has established school district-wide goals that provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota K-12 Academic Standards and federal law. The broad goals shall be reviewed annually and approved by the school board. The school board shall adopt annual goals based on the recommendations of the school district's Advisory Committee.
- 2) The Advisory Committee is established by the school board to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.
- 3) The school district-wide improvement goals should address recommendations identified through the Advisory Committee process. The school district's goal setting process will include consideration of individual site goals. School district goals may also be developed through an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.

B. System for Reviewing All Instruction and Curriculum.

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

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

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

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

C. Implementation of Graduation Requirements

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

D. Comprehensive Continuous Improvement of Student Achievement

- 1) By May of each year, the Advisory Committee will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process

- 2) The Advisory Committee, working in cooperation with other committees of the school district [*such as the Technology, Educational Effectiveness, Grade Level, Site Instruction, Curriculum and Assessment Committees, etc.*], will provide active community participation in
 - a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota K-12 Academic Standards
 - b. Reviewing annual instruction and curriculum improvement goals for recommendation to the school board;
 - c. Reviewing recommendations regarding the evaluation process that will be used to measure school district progress toward its goals
 - 3) The Advisory Committee shall meet the following criteria:
 - a. The Advisory Committee shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards
 - b. The Advisory Committee shall make recommendations to the school board on school district-wide standards, assessments, and program evaluation
 - c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan
 - d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board
 - 4) The Advisory Committee shall, when possible, be comprised of at least two-thirds community representatives and shall reflect the diversity of the community. To the extent possible, the Advisory Committee shall reflect the diversity of the school district and its school sites and include teachers, parents, support staff, students, and other community residents. Included in its membership should be:
 - a. The Director of Curriculum (or similar educational leader)
 - b. Principal
 - c. School Board Member
 - d. Student Representative
 - e. One teacher from each building or instructional level
 - f. Two parents from each building or instructional level
 - g. Two residents without school-aged children, non-representative of local business or industry
 - h. Two residents representatives of local business or industry
 - i. District Assessment Coordinator (if different from “a” above)
 - 5) Translation services should be provided to the extent appropriate and practicable
 - 6) The Advisory Committee shall meet the following timeline each year:

September: Organizational meeting of the Committee to review the authorizing legislation and the roles and responsibilities of the Committee as determined by the school board

Oct-Dec: Agree on the process to be used. Become familiar with the instruction and curriculum of the cycle content area

April-May: Review evaluation results and prepare recommendations

May: Present recommendations to the school board for its input and approval.
- E. Evaluation of Student Progress Committee

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

F. Reporting

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

Legal References: Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)
Minn. Stat. § 120B.35 (Student Academic Achievement and Growth)
Minn. Stat. § 120B.36 (School Accountability)
Minn. Stat. § 122A.40 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.04 (Site Decision Making; Individualized Learning Agreement; Other Agreements)
Minn. Stat. § 123B.147 (Principals)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, et seq. (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)

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

CRISIS MANAGEMENT

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

II. GENERAL CRISES MANAGEMENT PROCEDURES

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

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

A. Lock down Procedures

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

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

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

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

B. Evacuation Procedures

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

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

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

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

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

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

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

Crises Management Plans shall be reviewed annually.

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

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

BIG LAKE SCHOOLS

STRATEGIC PLAN

2022-2027



BELIEF STATEMENTS

We believe:

- High expectations inspire high achievement and lifelong learning.
- Learning occurs best in a safe, healthy, and positive environment.
- Excellence in academics, athletics, and the arts is important in creating well-rounded citizens.
- Preparing learners for the future is an innovative and evolving process.
- Collaboration with critical partners promotes success.
- In the five core values of the Hornet Way:
 - Respect - Be considerate of self, other people, and other people's beliefs and property
 - Honesty - Be truthful
 - Kindness - Be caring, friendly, and helpful
 - Responsibility - Be dependable and accountable
 - Fairness - Be committed to the just treatment of others

MISSION STATEMENT

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

VISION STATEMENT

High expectations - Exceptional results

STRATEGIC PLAN FOCUS AREAS

Student Support

Staff Support

Family & Community Engagement

FOCUS AREAS	GOALS	OBJECTIVES
Student Support	<p>Goal 1: We will achieve the goals of the World’s Best Workforce [WBWF] for all students in the school district (Student Achievement).</p>	<p>Objective 1: The District will annually evaluate the success of meeting the five goals of the WBWF:</p> <ul style="list-style-type: none"> • All children are ready for school. • All third-graders can read at grade level. • All racial and economic achievement gaps between students are closed. • All students are ready for career and college. • All students graduate from high school.
	<p>Goal 2: We will provide equitable opportunities and positive learning environments that engage each learner in reaching their full potential.</p>	<p>Objective 2.1: By The district will foster an environment of innovative learning that ignites high academic opportunities. Objective 2.2: The district will develop policies, procedures, and practices that are inclusive and equitable for each student.</p>
	<p>Goal 3: We will ensure a safe, positive, and welcoming environment where students are respected and can thrive and contribute as global citizens.</p>	<p>Objective 3.1: The district will help all students reach their goals and positively contribute to their current and future community. Objective 3.2: The district will develop the whole child by explicitly teaching and embedding strategies to build resiliency, understand and manage emotions, develop a healthy sense of self and social awareness, establish and maintain positive relationships, make responsible decisions, and embrace diversity with respect for others through social and emotional learning. Objective 3.3: The district will continue to develop a sense of belonging through the 5 core values of the Hornet Way: respect (self-management), honesty (self-awareness), kindness (relationship skills), fairness (social awareness), responsibility (responsible decision-making). Objective 3.4: The district will increase access to mental health supports for students showing needs.</p>
Staff Support	<p>Goal 4: We will recruit & retain a highly qualified workforce.</p>	<p>Objective 4.1: The district will ensure recruitment efforts are in place and centered on partnerships with educational institutions. Objective 4.2: The district will refine student teaching practices to afford opportunities to engage in all aspects of teaching roles. Objective 4.3: The district will cultivate passion and utilize staff talents to best support students. Objective 4.4: The district will develop practices that will recruit and increase the diversity of staff to better represent our student population.</p>
	<p>Goal 5: We will ensure all staff have access to high quality, real time professional development that supports their growth as an educator and impacts student success.</p>	<p>Objective 5.1: The district will train staff on identifying and eliminating barriers that prevent students from learning at their highest potential. Objective 5.2: The district will provide professional development that is developmentally appropriate, while still creating pathways for our students. Objective 5.3: The district will provide a guaranteed viable curriculum. Objective 5.4: The district will receive and use staff feedback in developing future professional development.</p>
	<p>Goal 6: We will create a positive environment in which our staff culture is focused on collaboration, equity, and inclusion of each staff member.</p>	<p>Objective 6.1: The district will prioritize staff wellbeing through creating welcoming and respectful learning environments, prioritizing collaboration and offering coaching & support Objective 6.2: The district will provide professional development for staff on awareness and understanding, and ability to engage in conversations around diversity, equity, and inclusion. Objective 6.3: The district will build optimal environments for all staff to create positive, supportive collegial relationships that align with district values.</p>

FOCUS AREAS	GOALS	OBJECTIVES
Family & Community Engagement	<p>Goal 7: We will grow and maintain two-way relationships with stakeholders to further community support and value in our district.</p>	<p>Objective 7.1: The district will work to continually engage and partner with families and the community to further support and develop our students.</p> <p>Objective 7.2: The district will ensure community feedback is wanted and used.</p>
	<p>Goal 8: We will ensure that our communication and our thinking is strategic, methodical, and transparent in all we do.</p>	<p>Objective 8.1: The district will utilize various media to ensure that the district’s goals, mission, and programs are accurately told.</p> <p>Objective 8.2: The district will ensure coordinated communications, both internally and externally, regarding critical safety issues and crisis management.</p>
	<p>Goal 9: We will support district programs and objectives through creative marketing techniques.</p>	<p>Objective 9.1: The district will develop, grow, and maintain collaborative relationships with all stakeholders to strengthen support for Big Lake Schools.</p> <p>Objective 9.2: The district will establish tactics to grow community pride and trust in the district.</p>
	<p>Goal 10: We will develop facilities and operations plans that support our district mission.</p>	<p>Objective 10.1: The district will maximize use of current district spaces to respond to community needs, and configurations that support ongoing connection to school.</p> <p>Objective 10.2: The district will ensure that proper spaces and staffing are available for innovative education experiences.</p> <p>Objective 10.3: The district will determine what more is needed in respect to space and facilities after current facilities are maximized.</p>





**2022-2023 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

RESOLVED, that the Governing Board of School District 727 School, County of Sherburne, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the high schools listed below (name all high schools under your governing board):

Big Lake High School

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

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

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

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

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

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

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

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

Signed: _____
(Superintendent or Head of School)

Date: _____

Date: _____

District/School Office Address: 501 Minnesota Ave. Big Lake, MN 55309

Head of School/Superintendent's Phone: _____

Head of School/Superintendent's Email: _____

This form must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2022. Retain one copy for the school files.

2022-2023 RESOLUTION FOR MEMBERSHIP

This information on page must be entered electronically on the MSHSL Resolution for Membership 2022-2023 Form on the League website once for each high school under your governing board.

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

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

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

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

208.02 Designated Activity Representatives

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

208.03 Local Advisory Committee

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

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

- Designated School Board Member -
- Designated School Representative -

208.02 ACTIVITY REPRESENTATIVES

- Boys Sports – Jared Matson
- Girls Sports – Jared Matson
- Speech – Jared Matson
- Music – Jared Matson

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

- Board Member – N/A
- Student – N/A
- Parent – N/A
- Faculty Member - N/A

MAILING REPRESENTATIVE

By signature on the first page, I have verified that all required representatives above have been entered electronically on the MSHSL Resolution for Membership 2022-2023 Form.

RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS
AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION

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

1. It is necessary for the school district to hold its general election for the purpose of electing three (3) school board members for terms of four (4) years each.

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

2. The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 8th day of November 2022.

3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

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

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

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

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

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

5. The clerk is authorized and directed to acquire and distribute such election materials as may be

necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.

6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.