



**Board of Education
Big Lake School District #727
Regular Meeting**

Mission Statement

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

**Thursday, October 27, 2022
6:30 PM
Middle School Student Center
601 Minnesota Ave
Big Lake, MN 55309**

I. Call to Order	
Chair, Tonya Reasoner	
II. Roll Call	
Chair, Tonya Reasoner	
III. Approve Agenda	
Chair, Tonya Reasoner	
IV. Pledge of Allegiance	
Chair, Tonya Reasoner	
V. Open Forum	3
Chair, Tonya Reasoner	
VI. Consent Agenda	
Chair, Tonya Reasoner	
A. Previous Minutes	
Minutes from the September 22, 2022 Regular Board Meeting and the October 13, 2022 Work Session	
B. Claims and Accounts	4
Claims and Accounts for the month of October	
C. Credit Card Report	39
D. Personnel	47
E. Approve One Read Policies	48
565 Booster Club; 707 Transportation of Public School Students	
F. Final Reading and Approval of Policies	59
407 Employee Right to Know Exposure to Hazardous Substances; 422 Policies Incorporated by Reference; 424 License Status	
VII. Donations	64
Chair, Tonya Reasoner	
VIII. Financial Report	65
Director of Business Services, Angie Manuel	
September report will be presented.	
IX. Approve Independence Elementary School Renovation Bid Package #1	76
Buildings and Grounds Manager, TJ Zerwas	
X. School Showcase	78
Principal, Mark Ernst	
Middle School	
XI. Approve Local 284 Contract	
Superintendent, Tim Truebenbach	
Approve the contract for 2022-2024	
XII. Approve Superintendent's Contract	
Chair, Tonya Reasoner	1
XIII. Resolution of Governing Board Supporting Form A Application to Minnesota State High School League Foundation	89

Superintendent, Tim Truebenbach	
XIV. First Reading of Policies	90
Superintendent, Tim Truebenbach	
438 Solicitations by Staff; 531 Pledge of Allegiance; 603 Curriculum Development; 604 Instructional Curriculum	
XV. Second Reading of Policies	99
Superintendent, Tim Truebenbach	
208 Development of Policies; 209 Code of Ethics; 210 Conflict of Interest; 409 Employee Publications, Instructional Materials, Inventions, and Creations; 416 Drug and Alcohol Testing; 418 Drug Free Workplace/School; 421 Gifts to Employees and School Board Members; 427 Workload Limits for Certain Special Education Teachers; 515 Protection and Privacy of Pupil Records; 524 Internet Acceptable Use and Safety Policy; 524A Internet Use Agreement; 601 School District Curriculum; 903 Visitors to School District Buildings and Sites	
XVI. Committee Updates	
A. Finance Committee	
Treasurer, Amber Sixberry	
B. Policy Committee	
Chair, Tonya Reasoner	
C. Buildings and Grounds Committee	
Board Member, Lenette Brown	
XVII. Student Representative Report	
Student Representative, Grace John	
XVIII. Superintendent Report	
Superintendent, Tim Truebenbach	
XIX. Adjournment	
Chair, Tonya Reasoner	

Strategic Plan Focus Areas

Student Support

Staff Support

Family & Community Engagement



OPEN FORUM

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

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

The guidelines for open forum are as follows:

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

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 10/31/2022

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	102218	CH	1 04472	CARING RIVERS UNITED WAY	09/20/2022	\$40.00	149817	B 01 215 045	United Way
001	102218	CH	1 04472	CARING RIVERS UNITED WAY	09/20/2022	\$14.00	149817	B 12 215 045	United Way
Check Total:						\$54.00			
001	102219	CH	1 04234	MN CHILD SUPPORT PYMT CENTER	09/20/2022	\$247.50	149809	B 01 215 081	Child Support
Check Total:						\$247.50			
001	102220	CH	1 12504	MN PEIP	09/20/2022	\$284,111.95	149845	B 01 215 030	OCTOBER 2022 HEALTH
001	102220	CH	1 12504	MN PEIP	09/20/2022	\$7,348.60	149845	B 04 215 030	OCTOBER 2022 HEALTH
001	102220	CH	1 12504	MN PEIP	09/20/2022	\$5,529.18	149845	B 05 215 030	OCTOBER 2022 HEALTH
001	102220	CH	1 12504	MN PEIP	09/20/2022	\$2,322.42	149845	B 11 215 030	OCTOBER 2022 HEALTH
001	102220	CH	1 12504	MN PEIP	09/20/2022	\$58,533.49	149845	B 12 215 030	OCTOBER 2022 HEALTH
001	102220	CH	1 12504	MN PEIP	09/20/2022	\$76,096.64	149845	B 01 215 051	OCTOBER 2022 HEALTH
001	102220	CH	1 12504	MN PEIP	09/20/2022	\$1,086.10	149845	B 04 215 051	OCTOBER 2022 HEALTH
001	102220	CH	1 12504	MN PEIP	09/20/2022	\$571.56	149845	B 05 215 051	OCTOBER 2022 HEALTH
001	102220	CH	1 12504	MN PEIP	09/20/2022	\$224.48	149845	B 11 215 051	OCTOBER 2022 HEALTH
001	102220	CH	1 12504	MN PEIP	09/20/2022	\$7,427.02	149845	B 12 215 051	OCTOBER 2022 HEALTH
Check Total:						\$443,251.44			
001	102221	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	09/20/2022	\$677.31	149813	B 01 215 040	U Due Nc
001	102221	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	09/20/2022	\$63.18	149813	B 04 215 040	U Dues Nc
Check Total:						\$740.49			
001	102222	CH	1 10333	SHERBURNE NORTHERN WRIGHT SPE	09/30/2022	\$3,093.96	149846	E 01 005 030 000 000 397	REGULAR ED TIME
001	102222	CH	1 10333	SHERBURNE NORTHERN WRIGHT SPE	09/30/2022	\$19,166.59	149846	E 01 005 030 000 000 396	REGULAR ED TIME
Check Total:						\$22,260.55			
001	102225	CH	1 09824	BALL, ANDREW	09/30/2022	\$69.50	149847	E 11 300 294 118 000 305	DH V SOCCER VS NORTH BRANCH
001	102225	CH	1 09824	BALL, ANDREW	09/30/2022	\$69.50	149847	E 11 300 296 118 000 305	DH V SOCCER VS NORTH BRANCH
Check Total:						\$139.00			
001	102226	CH	1 04805	BAYERL, BARRY	09/30/2022	\$150.00	149848	E 11 300 296 124 000 305	B/JV/V OFFICIAL VS BECKER
Check Total:						\$150.00			
001	102227	CH	1 05474	BETHEL UNIVERSITY	09/30/2022	\$1,000.00	149851	E 01 300 960 000 340 898	JS ID #01297128
Check Total:						\$1,000.00			
001	102228	CH	1 13409	BRIGHTBILL, TED	09/30/2022	\$69.50	149849	E 11 300 296 118 000 305	DH V SOCER VS NORTH BRANCH
001	102228	CH	1 13409	BRIGHTBILL, TED	09/30/2022	\$69.50	149849	E 11 300 294 118 000 305	DH V SOCER VS NORTH BRANCH
Check Total:						\$139.00			
001	102229	CH	1 08396	CENGAGE LEARNING	09/30/2022	\$3,000.00	149858	E 05 300 270 602 302 460	IAC K12 MT Becoming a Master Student; I

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 10/31/2022

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	102229	CH	1	08396	CENGAGE LEARNING	09/30/2022	\$300.00	149858	E 05 300 270 602 302 460	Processing Fee
Check Total:							\$3,300.00			
001	102230	CH	1	01035	cmERDC	09/30/2022	\$127.30	149859	E 01 100 203 000 000 401	Lavender Paper, 20#, 8 1/2 x 11, 10 RMS/CS
001	102230	CH	1	01035	cmERDC	09/30/2022	\$12.26	149859	E 01 100 203 000 000 401	Astrobright, 60# Text, 8 1/2 x 11, Lunar Blue
001	102230	CH	1	01035	cmERDC	09/30/2022	\$12.26	149859	E 01 100 203 000 000 401	Astrobright, 60# Text, 8 1/2 X 11, Terrestrial
001	102230	CH	1	01035	cmERDC	09/30/2022	\$12.99	149859	E 01 100 203 000 000 401	Astrobright, 65# Cover, 8 1/2 x 11, 250 sht/l
001	102230	CH	1	01035	cmERDC	09/30/2022	\$525.00	149861	E 01 005 110 000 000 316	2ND QUARTER UFARS/ACCOUNTING FE
001	102230	CH	1	01035	cmERDC	09/30/2022	\$4,050.00	149861	E 01 005 110 000 000 316	2ND QUARTER SMART SYSTEM SERVIC
001	102230	CH	1	01035	cmERDC	09/30/2022	\$1,350.00	149861	E 01 005 110 000 000 316	CITRIX HOSTED SERVICES OCT, NOV, D
001	102230	CH	1	01035	cmERDC	09/30/2022	\$237.48	149889	E 04 500 596 000 344 430	Paper Plates, Non-Shiny, 6 in., White, 100C
001	102230	CH	1	01035	cmERDC	09/30/2022	\$178.68	149889	E 04 500 570 000 321 401	Paper Plates, Non-Shiny, 9 in. White 1000/l
001	102230	CH	1	01035	cmERDC	09/30/2022	\$94.21	149889	E 04 500 596 000 344 430	Soufflé Cups, Plastic, 5 1/2 oz., 2500/CS, I
001	102230	CH	1	01035	cmERDC	09/30/2022	\$115.80	149889	E 04 500 596 000 344 430	Plastic Sporks, 6 in. Medium Weight, 1000/
001	102230	CH	1	01035	cmERDC	09/30/2022	\$70.98	149890	E 04 500 570 000 321 401	White Paper Napkins, Quarter Fold, 6 1/2 x
001	102230	CH	1	01035	cmERDC	09/30/2022	\$30.40	149891	E 04 500 570 000 321 401	Crayola Oil Pastels 28/Set #52-4628
001	102230	CH	1	01035	cmERDC	09/30/2022	\$18.24	149891	E 04 500 580 000 325 430	Blue Finger Paints - 16 OZ. Squeeze Bottle
001	102230	CH	1	01035	cmERDC	09/30/2022	\$26.46	149891	E 04 500 570 000 321 401	School Glue, 1 Gallon Size Bottle, ELMER'S
001	102230	CH	1	01035	cmERDC	09/30/2022	\$18.24	149891	E 04 500 580 000 325 430	Green Finger Paints - 16 OZ. Squeeze Bottl
001	102230	CH	1	01035	cmERDC	09/30/2022	\$18.24	149891	E 04 500 580 000 325 430	Red Finger Paints - 16 OZ. Squeeze Bottle
001	102230	CH	1	01035	cmERDC	09/30/2022	\$18.24	149891	E 04 500 580 000 325 430	Orange Finger Paints - 16 OZ. Squeeze Bo
001	102230	CH	1	01035	cmERDC	09/30/2022	\$18.24	149891	E 04 500 580 000 325 430	Violet Finger Paints - 16 OZ. Squeeze Bottl
001	102230	CH	1	01035	cmERDC	09/30/2022	\$6.08	149891	E 04 500 580 000 325 430	Yellow Finger Paints - 16 OZ. Squeeze Botl
001	102230	CH	1	01035	cmERDC	09/30/2022	\$6.08	149891	E 04 500 580 000 325 430	White Finger Paints - 16 OZ. Squeeze Bottl
001	102230	CH	1	01035	cmERDC	09/30/2022	\$44.85	149891	E 04 500 580 000 325 430	Yellow Washable Paint, Liquid, GALLON SI
001	102230	CH	1	01035	cmERDC	09/30/2022	\$44.85	149891	E 04 500 580 000 325 430	Blue Washable Paint, Liquid, GALLON SIZI
001	102230	CH	1	01035	cmERDC	09/30/2022	\$44.85	149891	E 04 500 580 000 325 430	Green Washable Paint, Liquid, GALLON SI
001	102230	CH	1	01035	cmERDC	09/30/2022	\$44.85	149891	E 04 500 580 000 325 430	Violet Washable Paint, Liquid, GALLON SIZ
001	102230	CH	1	01035	cmERDC	09/30/2022	\$44.85	149891	E 04 500 580 000 325 430	Orange Washable Paint, Liquid, GALLON S
001	102230	CH	1	01035	cmERDC	09/30/2022	\$41.16	149891	E 04 500 580 000 325 430	Craft Sticks, Large Tongue Depressor, Size
001	102230	CH	1	01035	cmERDC	09/30/2022	\$35.16	149891	E 04 500 580 000 325 430	Craft Sticks, Economy Grade, 1000/Bx, PE
001	102230	CH	1	01035	cmERDC	09/30/2022	\$15.85	149892	E 04 500 580 000 325 430	PINK Construction Paper, 12X18 50 SHEE
001	102230	CH	1	01035	cmERDC	09/30/2022	\$37.40	149892	E 04 500 580 000 325 430	ROYAL BLUE Construction Paper, 12x18, 5
001	102230	CH	1	01035	cmERDC	09/30/2022	\$29.60	149892	E 04 500 580 000 325 430	BLUE Construction Paper, 12X18 50 sheet
001	102230	CH	1	01035	cmERDC	09/30/2022	\$15.85	149892	E 04 500 580 000 325 430	HOLIDAY GREEN Construction Paper, 12X

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 10/31/2022

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	102230	CH	1	01035	cmERDC	09/30/2022	\$38.04	149892	E 04 500 580 000 325 430	PURPLE Construction Paper, 12X18 50 sh
001	102230	CH	1	01035	cmERDC	09/30/2022	\$29.60	149892	E 04 500 580 000 325 430	YELLOW Construction Paper, 12X18 50 sh
001	102230	CH	1	01035	cmERDC	09/30/2022	\$33.00	149892	E 04 500 580 000 325 430	WHITE Construction Paper, 12x18, 50 SHE
001	102230	CH	1	01035	cmERDC	09/30/2022	\$14.70	149892	E 04 500 580 000 325 430	GRAY Construction Paper, 12 x 18, 50 SHE
001	102230	CH	1	01035	cmERDC	09/30/2022	\$10.05	149892	E 04 500 580 000 325 430	HOLIDAY RED Construction Paper, 12X18
001	102230	CH	1	01035	cmERDC	09/30/2022	\$17.20	149892	E 04 500 580 000 325 430	MAGENTA Construction Paper, 12 X 18, 50
001	102230	CH	1	01035	cmERDC	09/30/2022	\$36.36	149892	E 04 500 580 000 325 430	BLACK Construction Paper 12X18, 50 shee
001	102230	CH	1	01035	cmERDC	09/30/2022	\$36.90	149892	E 04 500 580 000 325 430	ASSORTED 10 COLORS Construction Pap
001	102230	CH	1	01035	cmERDC	09/30/2022	\$17.30	149892	E 04 500 580 000 325 430	GOLD Construction Paper, 12x18, 50 SHEI
Check Total:							\$7,579.60			
001	102231	CH	1	12936	CRAFT CUTS	09/30/2022	\$45.00	149904	E 04 500 570 000 321 401	Custom Vinyl Lettering 4" Font: Rum Raisir
001	102231	CH	1	12936	CRAFT CUTS	09/30/2022	(\$9.00)	149904	E 04 500 570 000 321 401	Coupon save 15% (SALE22)
001	102231	CH	1	12936	CRAFT CUTS	09/30/2022	\$6.99	149904	E 04 500 570 000 321 401	estimated shipping
Check Total:							\$42.99			
001	102232	CH	1	10215	CULINEX	09/30/2022	\$18,641.52	149863	E 05 300 250 000 302 530	24X60X42 SS TABLES, CASTERS W/LOC
001	102232	CH	1	10215	CULINEX	09/30/2022	\$4,917.42	149863	E 02 300 770 000 701 401	30X48X42 SS TABLES, CASTERS W/LOC
Check Total:							\$23,558.94			
001	102233	CH	1	10622	DAHL, DENIS	09/30/2022	\$98.00	149857	E 11 300 294 113 000 305	V FB OFFICIAL VS WILLMAR
Check Total:							\$98.00			
001	102234	CH	1	01026	DICK BLICK	09/30/2022	\$41.76	149856	E 01 300 361 000 830 433	Blick economy white bristle brush - gesso,
001	102234	CH	1	01026	DICK BLICK	09/30/2022	\$435.60	149856	E 01 300 361 000 830 433	Multifilament polyester screen fabric- 42" x
001	102234	CH	1	01026	DICK BLICK	09/30/2022	\$50.95	149856	E 01 300 361 000 830 433	Camel hair brushes 144/pk; #05118-9144
001	102234	CH	1	01026	DICK BLICK	09/30/2022	\$180.24	149856	E 01 300 361 000 830 433	Blick standard squeegee - 12", 70-75 duror
001	102234	CH	1	01026	DICK BLICK	09/30/2022	\$36.74	149856	E 01 300 361 000 830 433	Union ultrasoft plastisol liberty series ink - A
001	102234	CH	1	01026	DICK BLICK	09/30/2022	\$71.40	149856	E 01 300 361 000 830 433	Union ultrasoft plastisol liberty series ink - E
Check Total:							\$816.69			
001	102235	CH	1	13282	DIRECT COMMUNICATION SOLUTIONS	09/30/2022	\$1,150.00	149862	E 01 005 760 000 720 405	BW-BUSWHERE SOFTWARE LICENSE M
Check Total:							\$1,150.00			
001	102236	CH	1	12957	DOWNING, JEFF	09/30/2022	\$79.00	149860	E 11 300 294 118 000 305	JV DH SOCCER VS NORTH BRANCH
001	102236	CH	1	12957	DOWNING, JEFF	09/30/2022	\$79.00	149860	E 11 300 296 118 000 305	JV DH SOCCER VS NORTH BRANCH
Check Total:							\$158.00			
001	102237	CH	1	05564	EMERGENCY OUTFITTERS, INC	09/30/2022	\$484.00	149864	E 04 500 560 000 321 305	FAST KIDS
Check Total:							\$484.00			
001	102238	CH	1	13410	ERICKSON, RICHARD	09/30/2022	\$79.00	149865	E 11 300 296 118 000 305	JV DH SOCCER FS NORTH BRANCH

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 10/31/2022

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	102238	CH	1	13410	ERICKSON, RICHARD	09/30/2022	\$79.00	149865	E 11 300 294 118 000 305	JV DH SOCCER FS NORTH BRANCH
						Check Total:		\$158.00		
001	102239	CH	1	12246	FAGEN, KYLE	09/30/2022	\$120.00	149866	E 11 201 294 113 000 305	7/8TH FB OFFICIAL VS STMA MSE
						Check Total:		\$120.00		
001	102240	CH	1	13411	FRANCZEK, JOHN	09/30/2022	\$98.00	149867	E 11 300 294 113 000 305	V FB OFFICIAL VS WILLMAR
						Check Total:		\$98.00		
001	102241	CH	1	10168	GABBERT, LEONARD	09/30/2022	\$86.00	149870	E 11 300 294 113 000 305	9TH FB OFFICIAL VS WILLMAR
						Check Total:		\$86.00		
001	102242	CH	1	10673	GOPHER STATE EVENTS, LLC	09/30/2022	\$861.25	149868	E 01 005 810 000 000 350	CROSS COUNTRY
						Check Total:		\$861.25		
001	102243	CH	1	09844	GREEN, DENISE	09/30/2022	\$95.00	149869	E 11 300 296 126 000 305	JV/V SWIM OFFICIAL VS BECKER
						Check Total:		\$95.00		
001	102244	CH	1	13254	IMAGINE LEARNING LLC	09/30/2022	\$1,000.00	149871	E 01 400 203 000 000 460	elementary online workbooks
						Check Total:		\$1,000.00		
001	102245	CH	1	05328	MACKEY, TIM	09/30/2022	\$150.00	149876	E 11 300 296 124 000 305	B/JV/V OFFICIAL VS BECKER
						Check Total:		\$150.00		
001	102246	CH	1	13184	MANKATO STATE UNIVERSITY	09/30/2022	\$1,000.00	149872	E 01 300 960 000 340 898	21/22 SCHOLARSHIP (KATLYN EMERSON)
						Check Total:		\$1,000.00		
001	102247	CH	1	13412	MARSH, RYAN	09/30/2022	\$120.00	149874	E 11 201 294 113 000 305	7/8TH FB OFFICIAL VS STMA MSE
						Check Total:		\$120.00		
001	102248	CH	1	09466	MEAD, RONALD D.	09/30/2022	\$98.00	149875	E 11 300 294 113 000 305	V FB OFFICIAL VS WILLMAR
						Check Total:		\$98.00		
001	102249	CH	1	05341	MEDCO	09/30/2022	\$1,141.85	149873	E 11 300 292 000 000 401	* See Quote attached 29 line items
001	102249	CH	1	05341	MEDCO	09/30/2022	\$55.21	149873	E 11 300 292 000 000 401	Shipping
						Check Total:		\$1,197.06		
001	102250	CH	1	06351	MILLER, TODD	09/30/2022	\$86.00	149878	E 11 300 294 113 000 305	9TH FB OFFICIAL VS WILLMAR
						Check Total:		\$86.00		
001	102251	CH	1	04948	MOELLER, DALE	09/30/2022	\$69.50	149877	E 11 300 296 118 000 305	DH V SOCCER VS NORTH BRANCH
001	102251	CH	1	04948	MOELLER, DALE	09/30/2022	\$69.50	149877	E 11 300 294 118 000 305	DH V SOCCER VS NORTH BRANCH
						Check Total:		\$139.00		
001	102252	CH	1	09760	PREMIER LOCATING, INC.	09/30/2022	\$70.00	149880	E 01 005 810 000 000 305	TICKETS
						Check Total:		\$70.00		

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 10/31/2022

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	102253	CH	1	01840	RATWIK, ROSZAK & MALONEY, P.A.	09/30/2022	\$20,464.63	149909	E 01 005 110 305 000 305	AUGUST 2022 SERVICES	
							Check Total:	\$20,464.63			
001	102254	CH	1	05508	RICKER, MARK	09/30/2022	\$86.00	149881	E 11 300 294 113 000 305	9TH FB OFFICIAL VS WILLMAR	
							Check Total:	\$86.00			
001	102255	CH	1	01833	SCHOOL SPECIALTY	09/30/2022	\$1,716.48	149895	E 05 110 203 000 302 530	204969 - Childcraft 4-in-1 Kitchen	
							Check Total:	\$1,716.48			
001	102256	CH	1	08981	SHRED RIGHT	09/30/2022	\$167.18	149883	E 01 005 810 000 000 333	B&G SUPPLIES	
							Check Total:	\$167.18			
001	102257	CH	1	13413	SKOCHENSKI, BRYAN	09/30/2022	\$98.00	149882	E 11 300 294 113 000 305	V FB OFFICIAL VS WILLMAR	
							Check Total:	\$98.00			
001	102258	CH	1	08589	TITAN ENERGY SYSTEMS INC.	09/30/2022	\$589.48	149879	E 05 300 865 000 363 350	GENERATOR PM SERVICE ANNUAL	
							Check Total:	\$589.48			
001	102259	CH	1	09884	VERIZON WIRELESS	09/30/2022	\$51.26	149884	E 01 201 050 000 000 320	ME CELL PHONES 08/11-09/10	
001	102259	CH	1	09884	VERIZON WIRELESS	09/30/2022	\$51.26	149884	E 01 005 107 000 000 320	MP CELL PHONES 08/11-09/10	
001	102259	CH	1	09884	VERIZON WIRELESS	09/30/2022	\$51.26	149884	E 04 500 505 000 321 320	SH CELL PHONES 08/11-09/10	
001	102259	CH	1	09884	VERIZON WIRELESS	09/30/2022	\$51.26	149884	E 01 300 605 000 000 320	ST CELL PHONES 08/11-09/10	
001	102259	CH	1	09884	VERIZON WIRELESS	09/30/2022	\$61.26	149884	E 01 005 630 000 000 320	BH CELL PHONES 08/11-09/10	
001	102259	CH	1	09884	VERIZON WIRELESS	09/30/2022	\$51.26	149884	E 01 100 605 000 000 320	SP CELL PHONES 08/11-09/10	
001	102259	CH	1	09884	VERIZON WIRELESS	09/30/2022	\$51.26	149884	E 01 005 020 000 000 320	TT CELL PHONES 08/11-09/10	
001	102259	CH	1	09884	VERIZON WIRELESS	09/30/2022	\$51.26	149884	E 01 201 605 000 000 320	HP CELL PHONES 08/11-09/10	
001	102259	CH	1	09884	VERIZON WIRELESS	09/30/2022	\$51.26	149884	E 01 201 810 000 000 320	AZ CELL PHONES 08/11-09/10	
001	102259	CH	1	09884	VERIZON WIRELESS	09/30/2022	\$51.26	149884	E 01 300 605 000 000 320	JK CELL PHONES 08/11-09/10	
001	102259	CH	1	09884	VERIZON WIRELESS	09/30/2022	\$51.26	149884	E 01 201 605 000 000 320	RA CELL PHONES 08/11-09/10	
001	102259	CH	1	09884	VERIZON WIRELESS	09/30/2022	\$51.26	149884	E 01 410 211 000 000 320	NH CELL PHONES 08/11-09/10	
001	102259	CH	1	09884	VERIZON WIRELESS	09/30/2022	\$51.26	149884	E 11 300 292 000 000 320	JM CELL PHONES 08/11-09/10	
001	102259	CH	1	09884	VERIZON WIRELESS	09/30/2022	\$51.26	149884	E 01 005 810 000 000 320	NK CELL PHONES 08/11-09/10	
001	102259	CH	1	09884	VERIZON WIRELESS	09/30/2022	\$51.26	149884	E 01 100 810 000 000 320	BM CELL PHONES 08/11-09/10	
001	102259	CH	1	09884	VERIZON WIRELESS	09/30/2022	\$51.26	149884	E 01 110 050 000 000 320	CG CELL PHONES 08/11-09/10	
001	102259	CH	1	09884	VERIZON WIRELESS	09/30/2022	\$51.26	149884	E 04 500 570 000 321 320	TF CELL PHONES 08/11-09/10	
001	102259	CH	1	09884	VERIZON WIRELESS	09/30/2022	\$51.26	149884	E 01 300 050 000 000 320	BD CELL PHONES 08/11-09/10	
001	102259	CH	1	09884	VERIZON WIRELESS	09/30/2022	\$25.63	149884	E 04 500 580 000 325 320	SF CELL PHONES 08/11-09/1051.26	
001	102259	CH	1	09884	VERIZON WIRELESS	09/30/2022	\$25.63	149884	E 04 500 596 000 344 320	SF CELL PHONES 06/11-07/10	
001	102259	CH	1	09884	VERIZON WIRELESS	09/30/2022	\$61.26	149884	E 01 005 720 342 000 320	TZ CELL PHONES 06/11-07/10	
001	102259	CH	1	09884	VERIZON WIRELESS	09/30/2022	\$61.26	149884	E 01 005 630 000 000 320	JB CELL PHONES 06/11-07/10	

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 10/31/2022

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	102259	CH	1	09884	VERIZON WIRELESS	09/30/2022	\$51.26	149884	E 01 005 810 000 000 320	PA CELL PHONES 06/11-07/10
001	102259	CH	1	09884	VERIZON WIRELESS	09/30/2022	\$51.26	149884	E 01 300 790 000 699 320	NS CELL PHONES 06/11-07/10
001	102259	CH	1	09884	VERIZON WIRELESS	09/30/2022	\$51.26	149884	E 01 100 050 000 000 320	JD CELL PHONES 06/11-07/10
001	102259	CH	1	09884	VERIZON WIRELESS	09/30/2022	\$51.26	149884	E 01 005 605 000 000 320	TSP CELL PHONES 06/11-07/10
001	102259	CH	1	09884	VERIZON WIRELESS	09/30/2022	\$51.26	149884	E 01 005 720 342 000 320	ND CELL PHONES 05/11-06/10
Check Total:							\$1,362.76			
001	102260	CH	1	06532	VISION STAFFING	09/30/2022	\$1,491.24	149887	E 01 005 810 356 000 305	GROUNDS WEEK WORKED 09/18/2022
Check Total:							\$1,491.24			
001	102261	CH	1	04800	WESTVEER, DIRK J	09/30/2022	\$95.00	149886	E 11 300 296 126 000 305	JV/V SWIM OFFICIAL VS ST CLOUD CAT
Check Total:							\$95.00			
001	102262	CH	1	12874	WINKELMANN, DONDI	09/30/2022	\$98.00	149885	E 11 300 294 113 000 305	V FB OFFICIAL VS WILLMAR
Check Total:							\$98.00			
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$17.99	149850	E 01 300 211 000 000 401	B0859VQ6W9 Labelife Compatible Flexible
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$17.99	149850	E 01 300 211 000 000 401	B08BX8Q6HP Pipishell Mesh Desk Organi
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$33.99	149850	E 01 300 211 000 000 401	B09TR78FZF 10 Pack Desktop Tape Dispe
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$0.00	149850	E 01 300 211 000 000 401	Amazon Shipping Charge
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$237.30	149852	E 01 201 220 000 000 430	A long Walk To Water Paperback
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$218.25	149853	E 01 300 260 000 000 430	B08VF8WLVC Satechi R1 Bluetooth Prese
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$0.00	149853	E 01 300 260 000 000 430	Amazon Shipping Charge
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$121.98	149854	E 01 005 810 000 000 401	50 PK KEYS
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$192.00	149854	E 01 005 810 000 000 401	CHARGER CD-58 RADIOS
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$5.66	149888	E 04 500 505 000 321 401	B00006HTZ0 Belkin Standard 8-Inch by 9-I
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$29.28	149888	E 04 500 570 000 321 401	B00006YYY5 Skip-Bo Card Game Mattel
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$40.95	149888	E 04 500 570 000 321 401	B0013CDGT6 Elmer's All Purpose School C
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$9.44	149888	E 04 500 570 000 321 401	B0021JL0ZM Bicycle Playing Cards, Stand
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$103.41	149888	E 04 500 570 000 321 401	B00CBAWIY Scotch Thermal Laminating F
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$18.44	149888	E 04 500 570 000 321 401	B00LH3DMUO Amazon Basics 36 Pack AA
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$29.26	149888	E 04 500 520 000 322 401	B01CH0SX18 GE 6-Outlet Surge Protector
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$16.99	149888	E 04 500 570 000 321 401	B076DCQ6TL Skip Bo card game bundled
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$27.98	149888	E 04 500 596 000 344 430	B0781CY96S Kool-Aid Unsweetened Soft I
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$105.99	149888	E 04 500 596 000 344 430	B079SLLD3N Eric Carle Elementary Blue A
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$37.58	149888	E 04 500 570 000 321 401	B07G97ZJ7Y Lichamp Masking Tape 10 Pe
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$13.45	149888	E 04 500 570 000 321 401	B07N5LMSN8 UNO Card Game (2 Pack)
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$107.97	149888	E 04 500 520 000 322 401	B08F9HGJS6 Apple 30W USB-C Power Ac

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 10/31/2022

				Pay/Void					
Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$9.56	149888	E 04 500 570 000 321 401	B08WVGJ27ZB Uno Flip 2-Pack
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$115.96	149888	E 04 500 570 000 321 401	B08XK4K7R1 Saxhorn Kids Scissors 5"(Sc
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$95.99	149888	E 04 500 596 000 344 430	B097YR8Z5X Gracious Living 4 Shelf Fixer
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$0.00	149888	E 04 500 570 000 321 401	Amazon Shipping Charge
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$64.62	149893	E 04 500 580 000 325 430	Itsy-Bitsy I love you!
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$12.73	149894	E 04 500 505 000 321 401	B00275XDQO Highland 6559YW Self-Stick
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$45.98	149894	E 04 500 596 000 344 430	B00HY7CVO0 Kool-Aid Cherry Unsweeten
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$32.99	149894	E 04 500 505 000 321 401	B071RXF1LN Inclined File Rack Office Des
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$7.19	149894	E 04 500 505 000 321 401	B07QYMQSLK VNDEFUL 2 Pcs Clear Bus
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$23.97	149894	E 04 500 570 000 321 401	B08RYD4GT8 10Ft Floor Cord Cover Silicc
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$13.99	149894	E 04 500 505 000 321 401	B08XQHW8RT USB to HDMI Adapter, SEN
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$1.25	149894	E 04 500 596 000 344 430	Amazon Shipping Charge
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	(\$9.99)	149896	E 01 110 203 100 000 401	MINI CRAFT POMPOMS
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$34.99	149897	E 12 110 412 000 740 433	B0046W2M5Y Velcro USA Loop 71/WI125
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$33.99	149897	E 12 110 412 000 740 433	B0046W4ST2 Velcro USA Hook 70/WI125
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$12.64	149897	E 01 110 203 000 000 401	B0047A5V0I Pentel Refill Ink for EnerGel L
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$10.23	149897	E 12 110 411 000 740 433	B00MH4QM1S Amazon Basics 8 Pack 9 V
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$15.87	149897	E 12 110 411 000 740 433	B01ADUE85O 8-pack Washable Dot Marke
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$16.95	149897	E 12 110 407 000 740 433	B01BLYNWIU FlintRehab Premium Quality
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$349.00	149897	E 12 110 407 000 740 401	B07YVMXM5X 65 inch Vizomax TV Screer
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$19.99	149897	E 12 110 411 000 740 433	B08BG5TGRX Tempera Paint Sticks (30 Lz
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$21.99	149897	E 12 110 401 000 740 433	B0B721FFZ4 Heavyweight Black Cardstocl
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$12.99	149898	E 05 110 620 000 302 470	0062082035 Penny and Her Marble
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$7.84	149898	E 05 110 620 000 302 470	0062304186 Pete the Cat: Five Little Pump
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$10.99	149898	E 05 110 620 000 302 470	0062975676 The Good Egg Presents: The
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$33.74	149898	E 05 110 620 000 302 470	0063029588 Ivan & Friends 2-Book Collect
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$18.99	149898	E 05 110 620 000 302 470	0316070297 My Teacher Is a Monster! (No,
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$15.99	149898	E 05 110 620 000 302 470	0316238015 Dog vs. Cat
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$17.66	149898	E 05 110 620 000 302 470	0374306168 The Hugely-Wugely Spider (Jt
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$26.47	149898	E 05 110 620 000 302 470	0375851569 Dr. Seuss's Beginner Book Cc
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$24.23	149898	E 05 110 620 000 302 470	0375871284 Dr. Seuss's Second Beginner
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$10.79	149898	E 05 110 620 000 302 470	0399168664 The Gingerbread Man Loose :
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$19.49	149898	E 05 110 620 000 302 470	0399211667 The Very Busy Spider
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$20.99	149898	E 05 110 620 000 302 470	039923201X The Very Clumsy Click Beetle

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 10/31/2022

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$15.99	149898	E 05 110 620 000 302 470	0399256113 Up, Tall and High
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$6.99	149898	E 05 110 620 000 302 470	0545493285 Fly Guy and the Frankenfly (F
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$9.99	149898	E 05 110 620 000 302 470	0545656044 The Search for Treasure (Ger
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$10.29	149898	E 05 110 620 000 302 470	0553539000 Daisy-Head Mayzie (Classic S
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$8.99	149898	E 05 110 620 000 302 470	0593119894 Attack of the Underwear Drag
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$40.04	149898	E 05 110 620 000 302 470	0593485335 Dr. Seuss's Classic Collection
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$30.99	149898	E 05 110 620 000 302 470	0593485475 Dr. Seuss Bright & Early Book
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$15.80	149898	E 05 110 620 000 302 470	0613213912 Curious George Goes Campir
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$7.99	149898	E 05 110 620 000 302 470	0618226389 Antler, Bear, Canoe: A Northw
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$14.59	149898	E 05 110 620 000 302 470	0761141227 Camp Out!: The Ultimate Kids'
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$9.99	149898	E 05 110 620 000 302 470	0763622702 Mercy Watson to the Rescue
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$17.99	149898	E 05 110 620 000 302 470	0786837489 Edwina, The Dinosaur Who Di
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$14.59	149898	E 05 110 620 000 302 470	0803720408 Parts
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$10.99	149898	E 05 110 620 000 302 470	0811836037 A Camping Spree with Mr. Ma
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$15.95	149898	E 05 110 620 000 302 470	0873588282 Do Princesses Wear Hiking B
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$23.25	149898	E 05 110 620 000 302 470	0977010864 First Snow in the Woods: A Pf
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$8.04	149898	E 05 110 620 000 302 470	1250198437 Bad Kitty: Searching for Sante
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$9.99	149898	E 05 110 620 000 302 470	1250749948 Bedtime for Bad Kitty
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$94.98	149898	E 05 110 620 000 302 470	136802131X Elephant & Piggie: The Comp
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$7.95	149898	E 05 110 620 000 302 470	1404853154 Manners with a Library Book (
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$11.99	149898	E 05 110 620 000 302 470	1416907866 Olivia Helps with Christmas
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$18.80	149898	E 05 110 620 000 302 470	1417601337 Kitten For A Day (Turtleback S
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$9.99	149898	E 05 110 620 000 302 470	1423179587 My New Friend Is So Fun! (An
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$14.99	149898	E 05 110 620 000 302 470	1442402970 Creepy Carrots! (Creepy Tales
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$13.09	149898	E 05 110 620 000 302 470	1442450274 Olivia and the Fairy Princesse
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$15.82	149898	E 05 110 620 000 302 470	1481451669 Idea Jar
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$17.99	149898	E 05 110 620 000 302 470	1534413804 Click, Clack, Boo!/Ready-to-R
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$18.99	149898	E 05 110 620 000 302 470	1589250001 Commotion in the Ocean
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$8.79	149898	E 05 110 620 000 302 470	1674352093 Let Us Play I Spy Camping!: A
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$14.28	149898	E 05 110 620 000 302 470	1735414131 A Letter From Your Teacher: C
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$16.99	149898	E 05 110 620 000 302 470	1951945026 Arthur's First Sleepover
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$15.86	149898	E 05 110 620 000 302 470	0316369837 The Little Shop of Monsters
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$7.84	149898	E 05 110 620 000 302 470	149263817X How to Catch the Easter Bunr
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$27.63	149899	E 12 110 401 000 740 401	B004SCA15K ACDelco 100-Count AA Batt

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 10/31/2022

										Pay/Void	
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$20.46	149899	E 12 110 401 000 740 401	B00MH4QM1S Amazon Basics 8 Pack 9 V	
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	(\$75.69)	149900	E 01 110 203 100 000 430	B00A45VK96 Cardinal Economy 3-Ring Bir	
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$8.94	149901	E 05 110 620 000 302 470	0307010856 The Monster at the End of Thi	
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$9.98	149901	E 05 110 620 000 302 470	0307987698 Another Monster at the End of	
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$12.59	149901	E 05 110 620 000 302 470	0316423815 The Kindness Book	
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$10.20	149901	E 05 110 620 000 302 470	0316450014 The Color Monster: A Story At	
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$13.98	149901	E 05 110 620 000 302 470	0385378661 I Don't Want to Be a Frog	
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$13.69	149901	E 05 110 620 000 302 470	0394810406 Frederick	
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$15.39	149901	E 05 110 620 000 302 470	0399250522 The Gingerbread Man Loose i	
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$12.79	149901	E 05 110 620 000 302 470	0439206375 The Recess Queen	
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$10.99	149901	E 05 110 620 000 302 470	0525514120 Just Ask!: Be Different, Be Bra	
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$15.99	149901	E 05 110 620 000 302 470	054403256X Stick and Stone	
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$18.80	149901	E 05 110 620 000 302 470	0613026292 How To Lose All Your Friends	
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$11.99	149901	E 05 110 620 000 302 470	0670451495 Make Way for Ducklings	
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$16.99	149901	E 05 110 620 000 302 470	0670820628 I Like Me!	
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$17.99	149901	E 05 110 620 000 302 470	0690723474 The Secret Birthday Message	
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$15.99	149901	E 05 110 620 000 302 470	0763645303 Where's Waldo? The Wonder	
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$8.88	149901	E 05 110 620 000 302 470	1419713108 In My Heart: A Book of Feelin	
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$6.49	149901	E 05 110 620 000 302 470	1492660566 Kindness Makes the World Gc	
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$8.55	149901	E 05 110 620 000 302 470	1492684198 You Can Do It!: A Little Book a	
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$9.54	149901	E 05 110 620 000 302 470	1503756645 Sesame Street - The Monster	
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$7.01	149901	E 05 110 620 000 302 470	1524715859 Love the Fur You're In (Sesarr	
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$4.99	149901	E 05 110 620 000 302 470	1524719781 The Together Book (Sesame S	
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$13.49	149901	E 05 110 620 000 302 470	1534110461 A Boy Like You	
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$13.89	149901	E 05 110 620 000 302 470	1534110968 A Girl Like You	
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$13.74	149901	E 05 110 620 000 302 470	1585368954 Lizzie and the Last Day of Scf	
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$8.99	149901	E 05 110 620 000 302 470	1693803062 Let's Play... I Spy Halloween!	
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$14.84	149901	E 05 110 620 000 302 470	1735414158 A Letter From Your Teacher or	
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$23.39	149901	E 05 110 620 000 302 470	1933390948 Choose Your Own Adventure ·	
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$15.39	149901	E 05 110 620 000 302 470	1937133680 Choose Your Own Adventure ·	
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$9.99	149901	E 05 110 620 000 302 470	1984894323 How to Be a Grouch (Sesame	
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$12.99	149901	E 05 110 620 000 302 470	B00S2VU2ZW Edupress Pete the Cat Meo	
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	12 (\$41.55)	149902	E 05 110 620 000 302 470	CREDIT	
001	102263	CH	1	04874	AMAZON CAPITAL SERVICES	09/30/2022	\$29.99	149903	E 01 110 203 909 000 401	B00WE13XVQ Etna Giant Inflatable Bowlin	

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 10/31/2022

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$82.12	149903	E 01 110 203 909 000 401	B015UKA946 Posh Beanbags Big Comfy E
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$10.39	149903	E 01 110 203 909 000 401	B06Y57NMG3 Makhry 100pcs Tassels 5 In
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$19.78	149903	E 01 110 203 909 000 401	B0714PZYPH Oojami Pack of 4, Black & W
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$10.99	149903	E 01 110 203 909 000 401	B071FKM3HL 100pcs 13cm/5 Inch Silky Fl
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$21.54	149903	E 01 110 203 909 000 401	B071W3N4HH 100pcs 13cm/5 Inch Silky F
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$7.90	149903	E 01 110 203 909 000 401	B076Z2J74T Checkered Flags Black and V
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$10.99	149903	E 01 110 203 909 000 401	B0771BB2MB 100pcs 13cm/5 Inch Silky Fl
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$10.99	149903	E 01 110 203 909 000 401	B0771M6234 100pcs 13cm/5 Inch Silky Flc
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$10.99	149903	E 01 110 203 909 000 401	B07B9TJGN7 Makhry 100pcs 13cm/5 Inch
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$12.99	149903	E 01 110 203 909 000 401	B07B9XCJSH Black Road Track Tape, Toy I
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$14.98	149903	E 01 110 203 909 000 401	B07NKMXTPH Blulu Racing Party Decorati
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$25.50	149903	E 01 110 203 909 000 401	B07P1QML6X Gigggle N Go Outdoor Game
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$10.99	149903	E 01 110 203 909 000 401	B07V6XWBK6 100pcs 13cm/5 Inch Silky F
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$84.59	149903	E 01 110 203 909 000 401	B0821X4V8G Posh Beanbags Bean Bag C
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$30.56	149903	E 01 110 203 909 000 401	B08JGNRJ8P BooTaa 29" Large Dart Boar
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$52.17	149903	E 01 110 203 909 000 401	B08THC3TJ8 Inflatable Tire Tubes Pool Flc
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$11.99	149903	E 01 110 203 909 000 401	B09D7Y6JZ3 HAMIGAR 6x4ft Welcome Ra
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$25.98	149903	E 01 110 203 909 000 401	B09R9BKRMY 3 Pcs Racing Car Tablecloth
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$11.59	149903	E 01 110 203 909 000 401	B0B6BXHVRH Race Car Party Favors Rac
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$99.90	149905	E 01 201 208 290 000 401	Earbuds
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$1,132.21	149906	E 01 201 208 290 000 401	MS STINGER SUPPLIES
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$32.20	149907	E 01 201 208 290 000 401	Hammermill Colored Paper, Green
001	102263	CH	1 04874	AMAZON CAPITAL SERVICES	09/30/2022	\$7.50	149908	E 01 005 110 000 000 401	DO SUPPLIES
Check Total:						\$5,174.91			
001	102265	CH	1 01364	ST. CLOUD ISD #742	09/30/2022	\$4,508.16	149910	E 01 998 211 000 000 390	CARE AND TREATMENT #072700524050-
Check Total:						\$4,508.16			
001	102266	CH	1 03804	ALL STAR TROPHY	10/07/2022	\$390.00	150274	E 01 300 211 960 000 401	HS PLAQUES
Check Total:						\$390.00			
001	102267	CH	1 04874	AMAZON CAPITAL SERVICES	10/07/2022	\$372.36	150187	E 01 005 810 000 000 350	2 VOLT 2AH BATTERIES
001	102267	CH	1 04874	AMAZON CAPITAL SERVICES	10/07/2022	\$12.96	150187	E 01 005 810 000 000 350	VOLTAGE REGULATOR
001	102267	CH	1 04874	AMAZON CAPITAL SERVICES	10/07/2022	\$33.99	150187	E 01 005 810 000 000 350	10W SOLAR KIT
001	102267	CH	1 04874	AMAZON CAPITAL SERVICES	10/07/2022	\$48.60	150187	E 01 005 810 000 000 350	12V 2AH BATTERIES
001	102267	CH	1 04874	AMAZON CAPITAL SERVICES	10/07/2022	\$808.50	150188	E 12 100 420 000 740 401	Lorell 2-drawer file cabinet, locking
001	102267	CH	1 04874	AMAZON CAPITAL SERVICES	10/07/2022	\$0.00	150188	E 12 100 420 000 740 401	file cabinets for: A. Freichels, J. Peterson,

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 10/31/2022

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	102267	CH	1	04874	AMAZON CAPITAL SERVICES	10/07/2022	\$53.89	150189	E 01 201 810 354 000 350	METRO RPC13-375
001	102267	CH	1	04874	AMAZON CAPITAL SERVICES	10/07/2022	\$98.97	150190	E 01 005 810 000 000 401	PHONE CASES
001	102267	CH	1	04874	AMAZON CAPITAL SERVICES	10/07/2022	\$15.98	150190	E 01 005 810 000 000 401	SCREEN PROTECTOR
001	102267	CH	1	04874	AMAZON CAPITAL SERVICES	10/07/2022	\$10.98	150190	E 01 005 810 000 000 401	SCREEN PROTECTOR
001	102267	CH	1	04874	AMAZON CAPITAL SERVICES	10/07/2022	\$299.56	150191	E 01 100 203 226 000 401	Stansport Heavy Duty Picnic Table & Bencl
001	102267	CH	1	04874	AMAZON CAPITAL SERVICES	10/07/2022	\$225.99	150191	E 01 100 203 226 000 401	Homcom Rolling Kitchen Island Portable C:
001	102267	CH	1	04874	AMAZON CAPITAL SERVICES	10/07/2022	\$935.00	150191	E 01 100 203 226 000 401	Coated Outdoor Heavy Duty Square Portat
001	102267	CH	1	04874	AMAZON CAPITAL SERVICES	10/07/2022	\$349.78	150192	E 01 005 110 000 000 401	DO SUPPLIES
001	102267	CH	1	04874	AMAZON CAPITAL SERVICES	10/07/2022	\$21.86	150195	E 01 201 298 950 000 490	Ruffles Variety Pack of 40
001	102267	CH	1	04874	AMAZON CAPITAL SERVICES	10/07/2022	\$529.99	150208	E 04 500 580 000 325 530	B004QQQL0 Contender Mobile Folding S
001	102267	CH	1	04874	AMAZON CAPITAL SERVICES	10/07/2022	(\$368.64)	150209	E 01 201 208 000 000 401	CREDIT
001	102267	CH	1	04874	AMAZON CAPITAL SERVICES	10/07/2022	\$16.49	150210	E 01 201 208 290 000 401	Colored Bright Pink Cardstock
001	102267	CH	1	04874	AMAZON CAPITAL SERVICES	10/07/2022	\$16.49	150210	E 01 201 208 290 000 401	Colored Bright Red Cardstock
001	102267	CH	1	04874	AMAZON CAPITAL SERVICES	10/07/2022	\$16.49	150210	E 01 201 208 290 000 401	Colored Bright Neon Pink Cardstock
001	102267	CH	1	04874	AMAZON CAPITAL SERVICES	10/07/2022	\$415.98	150211	E 01 005 110 000 000 401	TONER CARTRIDGE (CYAN)
Check Total:							\$3,915.22			
001	102268	CH	1	09213	AQUA ENGINEERING, INC.	10/07/2022	\$1,101.42	150196	E 01 005 810 000 000 350	B&G REPAIRS
Check Total:							\$1,101.42			
001	102269	CH	1	13241	BENEFIT RESOURCE LLC	10/07/2022	\$191.00	150197	E 01 005 105 000 000 305	COBRA QUALIFYING EVENT SEPTEMBE
Check Total:							\$191.00			
001	102270	CH	1	04806	BERGESON, JOHN	10/07/2022	\$86.00	150193	E 11 300 294 113 000 305	JV FB OFFICIAL VS DELANO
Check Total:							\$86.00			
001	102271	CH	1	09991	BOOTH, KENNETH	10/07/2022	\$120.00	150194	E 11 201 294 113 000 305	7/8TH FB OFFICIAL VS ISANTI MIDDLE S
Check Total:							\$120.00			
001	102272	CH	1	13175	BUILDING RESTORATION CORPORATI	10/07/2022	\$10,698.30	150212	E 15 300 865 000 368 520	'22 TWF INSTALLATION
Check Total:							\$10,698.30			
001	102273	CH	1	06130	CARD SERVICES	10/07/2022	\$174.16	150198	E 01 005 720 000 000 401	HEALTH
001	102273	CH	1	06130	CARD SERVICES	10/07/2022	\$9.98	150198	E 01 005 720 000 000 401	HEALTH
001	102273	CH	1	06130	CARD SERVICES	10/07/2022	\$34.27	150198	E 01 201 298 950 000 490	MS
001	102273	CH	1	06130	CARD SERVICES	10/07/2022	\$54.82	150198	E 04 500 570 000 321 490	CE
001	102273	CH	1	06130	CARD SERVICES	10/07/2022	\$11.97	150198	E 04 500 570 000 321 490	CE
001	102273	CH	1	06130	CARD SERVICES	10/07/2022	\$67.89	150198	E 04 500 580 341 325 490	CE
001	102273	CH	1	06130	CARD SERVICES	10/07/2022	\$96.64	150198	E 01 300 331 000 830 433	HS FACS
001	102273	CH	1	06130	CARD SERVICES	10/07/2022	\$100.05	150198	E 01 300 331 000 830 433	HS FACS

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 10/31/2022

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	102273	CH	1	06130	CARD SERVICES	10/07/2022	\$34.02	150198	E 01 300 331 000 830 433	HS FACS
001	102273	CH	1	06130	CARD SERVICES	10/07/2022	\$141.56	150198	E 01 300 331 000 830 433	HS FACS
001	102273	CH	1	06130	CARD SERVICES	10/07/2022	\$125.35	150198	E 01 300 331 000 830 433	HS FACS
001	102273	CH	1	06130	CARD SERVICES	10/07/2022	\$22.36	150198	E 01 300 331 000 830 433	HS FACS
001	102273	CH	1	06130	CARD SERVICES	10/07/2022	\$25.00	150198	E 01 300 331 000 830 433	HS FACS
001	102273	CH	1	06130	CARD SERVICES	10/07/2022	\$32.90	150198	E 01 300 331 000 830 433	HS FACS
001	102273	CH	1	06130	CARD SERVICES	10/07/2022	\$67.35	150198	E 01 300 331 000 830 433	HS FACS
001	102273	CH	1	06130	CARD SERVICES	10/07/2022	\$20.41	150198	E 01 300 331 000 830 433	HS FACS
Check Total:							\$1,018.73			
001	102274	CH	1	02684	CENTENNIAL SCHOOLS ISD #12	10/07/2022	\$197.44	150199	E 01 998 211 000 000 390	DW/DS 21/22 FINAL
Check Total:							\$197.44			
001	102275	CH	1	01033	CENTRAL MCGOWAN INC	10/07/2022	\$63.99	150200	E 01 300 361 000 830 433	Cust# 05630 HS SHOP SUPPLIES
001	102275	CH	1	01033	CENTRAL MCGOWAN INC	10/07/2022	\$54.04	150201	E 01 300 361 000 830 433	Cust# 05630 HS SHOP
001	102275	CH	1	01033	CENTRAL MCGOWAN INC	10/07/2022	\$220.90	150202	E 01 300 361 000 830 433	Cust# 05630 HS SHOP SUPPLIES
Check Total:							\$338.93			
001	102276	CH	1	01035	cmERDC	10/07/2022	\$12.99	150275	E 01 100 203 000 000 401	Astrobright, 65# Cover, 8 1/2 x 11, 250 sht/i
001	102276	CH	1	01035	cmERDC	10/07/2022	\$107.70	150276	E 01 100 203 000 000 401	Cherry Paper, 20#, 8 1/2 x 11, 10 RMS/CS,
Check Total:							\$120.69			
001	102277	CH	1	01475	CONNEXUS ENERGY	10/07/2022	\$1,009.34	150205	E 01 005 810 860 000 331	ELECTRICAL (GLENWOOD)
001	102277	CH	1	01475	CONNEXUS ENERGY	10/07/2022	\$629.36	150206	E 01 005 810 860 000 331	ELECTRICAL (IRRIG SVC) AUGUST 2022
Check Total:							\$1,638.70			
001	102278	CH	1	12535	COOPER, STEVE	10/07/2022	\$77.00	150207	E 11 300 294 118 000 305	V SOCCER FS CAMBRIDGE-ISANTI
Check Total:							\$77.00			
001	102279	CH	1	01026	DICK BLICK	10/07/2022	\$67.68	150203	E 01 110 212 000 000 430	67845-1010 Colorpeps Gel Crayons
001	102279	CH	1	01026	DICK BLICK	10/07/2022	\$108.83	150203	E 01 110 212 000 000 430	00082-1144 Tempra Paint Sticks Primary c
001	102279	CH	1	01026	DICK BLICK	10/07/2022	\$36.57	150204	E 01 100 212 000 000 430	30476-1426 Teachers Palette Glz Cotton
Check Total:							\$213.08			
001	102280	CH	1	13112	ELITE GYMNASTICS ACADEMY	10/07/2022	\$2,840.00	150213	E 04 500 560 122 321 369	XCEL GOLD/PLATINUM MEET 12/17/18-1
Check Total:							\$2,840.00			
001	102281	CH	1	12246	FAGEN, KYLE	10/07/2022	\$86.00	150214	E 11 300 294 113 000 305	JV FB OFFICIAL VS DELANO
001	102281	CH	1	12246	FAGEN, KYLE	10/07/2022	\$120.00	150216	E 11 201 294 113 000 305	7/8TH FB OFFICIAL VS ANNANDALE
001	102281	CH	1	12246	FAGEN, KYLE	10/07/2022	\$120.00	150217	E 11 201 294 113 000 305	7/8TH FB OFFICIAL VS ISANTI MIDDLE S
Check Total:							\$326.00			
001	102282	CH	1	04005	FOLEY HIGH SCHOOL	10/07/2022	\$57.50	150215	E 11 300 296 116 000 369	FOLEY CROSS COUNTRY INVITE 09/22/2

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 10/31/2022

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	102282	CH	1 04005	FOLEY HIGH SCHOOL	10/07/2022	\$57.50	150215	E 11 300 294 116 000 369	FOLEY CROSS COUNTRY INVITE 09/22/22
Check Total:							\$115.00		
001	102283	CH	1 06230	GOPHER STATE ONE-CALL	10/07/2022	\$6.75	150273	E 01 005 810 000 000 350	TICKETS
Check Total:							\$6.75		
001	102284	CH	1 06539	H & B SPECIALIZED PROD., INC.	10/07/2022	\$448.00	150218	E 11 300 295 124 000 401	6100 TELESCOPING VOLLEYBALL SYST
001	102284	CH	1 06539	H & B SPECIALIZED PROD., INC.	10/07/2022	\$2,000.00	150218	E 05 300 292 000 302 530	6100 TELESCOPING VOLLEYBALL SYST
001	102284	CH	1 06539	H & B SPECIALIZED PROD., INC.	10/07/2022	\$1,000.00	150218	E 04 500 505 000 321 530	6100 TELESCOPING VOLLEYBALL SYST
Check Total:							\$3,448.00		
001	102285	CH	1 12525	HAAG, KURT	10/07/2022	\$62.00	150219	E 11 300 296 118 000 305	JV SOCCER OFFICIAL VS APOLLO
Check Total:							\$62.00		
001	102286	CH	1 07779	HUTCHINSON HIGH SCHOOL	10/07/2022	\$150.00	150220	E 11 300 296 124 000 369	C-SQUAD VOLLEYBALL INVITE 10/01/2022
Check Total:							\$150.00		
001	102287	CH	1 13401	INSPIRING YOUNG LEARNERS, LLC	10/07/2022	\$109.85	150221	E 01 201 219 000 317 406	
001	102287	CH	1 13401	INSPIRING YOUNG LEARNERS, LLC	10/07/2022	\$109.85	150221	E 01 100 219 000 317 406	
Check Total:							\$219.70		
001	102288	CH	1 12537	LAHO, ERIKA	10/07/2022	\$87.00	150222	E 11 300 296 118 000 305	V SOCCER OFFICIAL VS APOLLO
Check Total:							\$87.00		
001	102289	CH	1 13130	LMNO DESIGN CO LLC	10/07/2022	\$1,416.00	150224	E 01 300 790 000 699 303	PCN MEDIA CONSULTANT SEPTEMBER
Check Total:							\$1,416.00		
001	102290	CH	1 01121	MASSP	10/07/2022	\$160.00	150268	E 01 300 605 000 000 366	2022 MASSP SCHOOL LAW SEMINAR (S)
Check Total:							\$160.00		
001	102291	CH	1 01487	MCDOWALL COMFORT COMPANY	10/07/2022	\$19,778.00	150223	E 15 300 865 000 383 520	PROJ ID #22A300.02 HS HVAC DISCOUN
Check Total:							\$19,778.00		
001	102292	CH	1 13418	MCKEEFRY, JEFF	10/07/2022	\$87.00	150225	E 11 300 296 118 000 305	V SOCCER OFFICIAL VS APOLLO
Check Total:							\$87.00		
001	102293	CH	1 01136	MN STATE HIGH SCHOOL LEAGUE	10/07/2022	\$6,713.25	150226	E 11 300 292 000 000 820	MSHSL ANNUAL ACTIVITIES FEES
Check Total:							\$6,713.25		
001	102294	CH	1 13110	MONTICELLO DOG ACADEMY	10/07/2022	\$90.00	150227	E 04 500 560 080 321 305	BASIC DOG OBEDIENCE 08/02-08/30
001	102294	CH	1 13110	MONTICELLO DOG ACADEMY	10/07/2022	\$90.00	150227	E 04 500 560 080 321 305	PUPPY KINDERGARTEN 08/02-08/30
Check Total:							\$180.00		
001	102295	CH	1 12816	PAYSSE, NELSON	10/07/2022	\$77.00	150228	E 11 300 294 118 000 305	V SOCCER VS CAMBRIDGE-ISANTI
Check Total:							\$77.00		

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 10/31/2022

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	102296	CH	1	13408	ROSEVILLE GYMNASTICS BOOSTER A	10/07/2022	\$105.00	150229	E 04 500 560 122 321 369	ADDITIONAL ATHLETE FOR MEET ON 11
Check Total:								\$105.00		
001	102297	CH	1	08441	SCHOLASTIC	10/07/2022	\$74.90	150231	E 12 100 408 000 740 433	SuperScience: Grades 3-6
001	102297	CH	1	08441	SCHOLASTIC	10/07/2022	\$84.90	150231	E 12 100 408 000 740 433	Story Works Jr. 3
001	102297	CH	1	08441	SCHOLASTIC	10/07/2022	\$15.98	150231	E 12 100 408 000 740 433	Freight
001	102297	CH	1	08441	SCHOLASTIC	10/07/2022	\$131.78	150257	E 05 110 203 601 302 460	008 - Let's Find Out - Amanda Ahrndt
001	102297	CH	1	08441	SCHOLASTIC	10/07/2022	\$131.78	150257	E 05 110 203 601 302 460	008 - Let's Find Out - Rachel Bassingthwait
001	102297	CH	1	08441	SCHOLASTIC	10/07/2022	\$131.78	150257	E 05 110 203 601 302 460	008 - Let's Find Out - Courtney Guldseth
001	102297	CH	1	08441	SCHOLASTIC	10/07/2022	\$131.78	150257	E 05 110 203 601 302 460	008 - Let's Find Out - Jennifer Lucken
001	102297	CH	1	08441	SCHOLASTIC	10/07/2022	\$131.78	150257	E 05 110 203 601 302 460	008 - Let's Find Out - Brittney Menden
001	102297	CH	1	08441	SCHOLASTIC	10/07/2022	\$131.78	150257	E 05 110 203 601 302 460	008 - Let's Find Out - Megan Milbrandt
001	102297	CH	1	08441	SCHOLASTIC	10/07/2022	\$131.78	150257	E 05 110 203 601 302 460	008 - Let's Find Out - Rose Nelson
001	102297	CH	1	08441	SCHOLASTIC	10/07/2022	\$131.78	150257	E 05 110 203 601 302 460	008 - Let's Find Out - Kayley Richman
001	102297	CH	1	08441	SCHOLASTIC	10/07/2022	\$137.77	150257	E 05 110 203 601 302 460	008 - Let's Find Out - Amy Trulock
001	102297	CH	1	08441	SCHOLASTIC	10/07/2022	\$131.78	150257	E 05 110 203 601 302 460	008 - Let's Find Out - Sara Brinkman
001	102297	CH	1	08441	SCHOLASTIC	10/07/2022	\$131.78	150257	E 05 110 203 601 302 460	008 - Let's Find Out - Katherine Lindula
001	102297	CH	1	08441	SCHOLASTIC	10/07/2022	\$131.78	150257	E 05 110 203 601 302 460	008 - Let's Find Out - Taylor Peterson
001	102297	CH	1	08441	SCHOLASTIC	10/07/2022	\$71.50	150257	E 05 110 203 601 302 460	006 - My Big World - Maggie Kingsbury
001	102297	CH	1	08441	SCHOLASTIC	10/07/2022	\$71.50	150257	E 05 110 203 601 302 460	006 - My Big World - Athena Hagman
001	102297	CH	1	08441	SCHOLASTIC	10/07/2022	\$137.77	150257	E 05 110 203 601 302 460	010 Scholastic News 1 - Jamie Anderson
001	102297	CH	1	08441	SCHOLASTIC	10/07/2022	\$137.77	150257	E 05 110 203 601 302 460	010 Scholastic News 1 - Lindsey Duresky
001	102297	CH	1	08441	SCHOLASTIC	10/07/2022	\$137.77	150257	E 05 110 203 601 302 460	010 Scholastic News 1 - Christine Leesebe
001	102297	CH	1	08441	SCHOLASTIC	10/07/2022	\$137.77	150257	E 05 110 203 601 302 460	010 Scholastic News 1 - Brooke Hill
001	102297	CH	1	08441	SCHOLASTIC	10/07/2022	\$137.77	150257	E 05 110 203 601 302 460	010 Scholastic News 1 - Katie Jacobson
001	102297	CH	1	08441	SCHOLASTIC	10/07/2022	\$137.77	150257	E 05 110 203 601 302 460	010 Scholastic News 1 - Kelsey Olson
001	102297	CH	1	08441	SCHOLASTIC	10/07/2022	\$137.77	150257	E 05 110 203 601 302 460	010 Scholastic News 1 - Katelyn Osowski
001	102297	CH	1	08441	SCHOLASTIC	10/07/2022	\$137.77	150257	E 05 110 203 601 302 460	010 Scholastic News 1 - Melanie Perry
001	102297	CH	1	08441	SCHOLASTIC	10/07/2022	\$137.77	150257	E 05 110 203 601 302 460	010 Scholastic News 1 - Ashley Sharpe
001	102297	CH	1	08441	SCHOLASTIC	10/07/2022	\$137.77	150257	E 05 110 203 601 302 460	010 Scholastic News 1 - Jane Zuidema
001	102297	CH	1	08441	SCHOLASTIC	10/07/2022	\$137.77	150257	E 05 110 203 601 302 460	010 Scholastic News 1 - Kristie Boyer
001	102297	CH	1	08441	SCHOLASTIC	10/07/2022	\$137.77	150257	E 05 110 203 601 302 460	010 Scholastic News 1 - Jenny Richards
001	102297	CH	1	08441	SCHOLASTIC	10/07/2022	\$143.76	150257	E 05 110 203 601 302 460	012 Scholastic News 2 - Kristin Backlund
001	102297	CH	1	08441	SCHOLASTIC	10/07/2022	\$143.76	150257	E 05 110 203 601 302 460	012 Scholastic News 2 - Stacie Boeckman
001	102297	CH	1	08441	SCHOLASTIC	10/07/2022	\$143.76	150257	E 05 110 203 601 302 460	012 Scholastic News 2 - Anna Bourdeaux

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 10/31/2022

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	102297	CH	1	08441	SCHOLASTIC	10/07/2022	\$143.76	150257	E 05 110 203 601 302 460	012 Scholastic News 2 - Sarah Gleason
001	102297	CH	1	08441	SCHOLASTIC	10/07/2022	\$143.76	150257	E 05 110 203 601 302 460	012 Scholastic News 2 - Angela Eisenschei
001	102297	CH	1	08441	SCHOLASTIC	10/07/2022	\$143.76	150257	E 05 110 203 601 302 460	012 Scholastic News 2 - Jen Lemke
001	102297	CH	1	08441	SCHOLASTIC	10/07/2022	\$143.76	150257	E 05 110 203 601 302 460	012 Scholastic News 2 - Ann Nelson
001	102297	CH	1	08441	SCHOLASTIC	10/07/2022	\$143.76	150257	E 05 110 203 601 302 460	012 Scholastic News 2 - AJ Sandford
001	102297	CH	1	08441	SCHOLASTIC	10/07/2022	\$143.76	150257	E 05 110 203 601 302 460	012 Scholastic News 2 - Amber Huhta
001	102297	CH	1	08441	SCHOLASTIC	10/07/2022	\$143.76	150257	E 05 110 203 601 302 460	012 Scholastic News 2 - Amelia DaBruzzi
001	102297	CH	1	08441	SCHOLASTIC	10/07/2022	\$439.33	150257	E 05 110 203 601 302 460	Shipping 10%
Check Total:							\$5,436.30			
001	102299	CH	1	13417	TERLINDEN, KEITH	10/07/2022	\$120.00	150258	E 11 201 294 113 000 305	7/8TH FB OFFICIAL ISANTI MIDDLE SCH
Check Total:							\$120.00			
001	102300	CH	1	12068	THE WATSON COMPANY, INC.	10/07/2022	\$665.95	150267	E 11 300 298 000 000 490	HS CONCESSIONS
Check Total:							\$665.95			
001	102301	CH	1	10219	TWISTERS INC. OF CHAMPLIN	10/07/2022	\$3,256.00	150259	E 04 500 560 122 321 369	XCEL GOLD/PLATINUM MEET NORTHER
Check Total:							\$3,256.00			
001	102302	CH	1	10219	TWISTERS INC. OF CHAMPLIN	10/07/2022	\$5,270.00	150260	E 04 500 560 122 321 369	PEPPERMINT TWIST INVITE 12/02-12/04
Check Total:							\$5,270.00			
001	102303	CH	1	04148	VIKING COCA-COLA BOTTLING CO	10/07/2022	\$997.50	150261	E 11 300 298 000 000 490	HS CONCESSIONS
Check Total:							\$997.50			
001	102304	CH	1	06532	VISION STAFFING	10/07/2022	\$1,314.58	150262	E 01 005 810 356 000 305	GROUNDS SERVICES WEEK OF 09/25/21
Check Total:							\$1,314.58			
001	102305	CH	1	13416	WEBER, MARK	10/07/2022	\$77.00	150266	E 11 300 294 118 000 305	V SOCCER VS CAMBRIDGE-ISANTI
Check Total:							\$77.00			
001	102306	CH	1	13397	WELCH, PATRICK	10/07/2022	\$86.00	150264	E 11 300 294 113 000 305	JV FB OFFICIAL VS DELANO
Check Total:							\$86.00			
001	102307	CH	1	05170	WISNIESKI, DAVID	10/07/2022	\$120.00	150265	E 11 201 294 113 000 305	7/8TH FB OFFICIAL VS ANNANDALE
Check Total:							\$120.00			
001	102308	CH	1	10029	WOODLAND WORK DESIGNS, LLC	10/07/2022	\$500.00	150263	E 01 300 211 222 000 305	2022 COMMENCEMENT PHOTOS
Check Total:							\$500.00			
001	102309	CH	1	01240	WRIGHT TECHNICAL CENTER	10/07/2022	\$13,208.67	150270	E 01 300 399 000 000 391	WTC ASSESSMENT OCTOBER 2022
001	102309	CH	1	01240	WRIGHT TECHNICAL CENTER	10/07/2022	\$2,447.33	150270	E 01 005 850 000 000 580	BUILDING ADDITION 2009 OCTOBER 202
001	102309	CH	1	01240	WRIGHT TECHNICAL CENTER	10/07/2022	\$1,439.91	150270	E 05 005 865 000 000 390	LONG TERM FACILITY MAINT OCTOBER

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 10/31/2022

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	102309	CH	1	01240	WRIGHT TECHNICAL CENTER	10/07/2022	\$2,272.66	150270	E 01 300 399 000 830 391	CTE LEVY OCTOBER 2022	
Check Total:							\$19,368.57				
001	102310	CH	1	13248	MERWIN, JACK	10/05/2022	\$738.87	150279	E 01 300 790 000 699 366	MN PPSC CONFERENCE 2022	
Check Total:							\$738.87				
001	102311	CH	1	12845	SYSCO-MINNESOTA INC	10/07/2022	\$623.25	150277	E 02 005 770 000 701 490	FS SUPPLIES	
001	102311	CH	1	12845	SYSCO-MINNESOTA INC	10/07/2022	\$408.60	150278	E 02 005 770 000 701 490	FS SUPPLIES	
001	102311	CH	1	12845	SYSCO-MINNESOTA INC	10/07/2022	\$198.08	150280	E 11 300 298 000 000 490	CONCESSIONS	
Check Total:							\$1,229.93				
001	102312	CH	1	04472	CARING RIVERS UNITED WAY	10/07/2022	\$40.00	150253	B 01 215 045	United Way	
001	102312	CH	1	04472	CARING RIVERS UNITED WAY	10/07/2022	\$14.00	150253	B 12 215 045	United Way	
Check Total:							\$54.00				
001	102313	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	10/07/2022	\$247.50	150244	B 01 215 081	Child Support	
001	102313	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	10/07/2022	\$422.40	150244	B 12 215 081	Child Support	
Check Total:							\$669.90				
001	102314	CH	1	04223	NCBERS GROUP LIFE INS	10/07/2022	\$149.34	150247	B 01 215 033	NCPR Life	
Check Total:							\$149.34				
001	102315	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	10/07/2022	\$1,037.16	150249	B 01 215 040	U Due Nc	
001	102315	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	10/07/2022	\$167.69	150249	B 04 215 040	U Dues Nc	
001	102315	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	10/07/2022	\$1,996.71	150249	B 12 215 040	U Due Nc	
Check Total:							\$3,201.56				
001	102316	CH	1	03804	ALL STAR TROPHY	10/14/2022	\$150.00	150294	E 11 300 295 114 000 401	TRACK & FIELD 2022 PLAQUES FOR BAI	
001	102316	CH	1	03804	ALL STAR TROPHY	10/14/2022	\$150.00	150294	E 11 300 293 114 000 401	TRACK & FIELD 2022 PLAQUES FOR BAI	
Check Total:							\$300.00				
001	102317	CH	1	04874	AMAZON CAPITAL SERVICES	10/14/2022	\$69.00	150295	E 11 300 292 000 000 401	B000GATZWS Lorell Mesh Rolling File, 13-	
001	102317	CH	1	04874	AMAZON CAPITAL SERVICES	10/14/2022	\$169.98	150295	E 11 300 292 000 000 401	B07NS5NSPV VASAGLE 40" Console Tabl	
001	102317	CH	1	04874	AMAZON CAPITAL SERVICES	10/14/2022	\$71.79	150295	E 11 300 292 000 000 401	B07QWPJRDZ Lavezee 16x20 Picture Frai	
001	102317	CH	1	04874	AMAZON CAPITAL SERVICES	10/14/2022	\$13.58	150295	E 11 300 292 000 000 401	B081YWVPQV Simple Stopwatch, BESTW	
001	102317	CH	1	04874	AMAZON CAPITAL SERVICES	10/14/2022	\$128.18	150295	E 11 300 292 000 000 401	B086TY1688 VASAGLE 5-Tier Bookshelf, 5	
001	102317	CH	1	04874	AMAZON CAPITAL SERVICES	10/14/2022	\$0.00	150295	E 11 300 292 000 000 401	Amazon Shipping Charge	
001	102317	CH	1	04874	AMAZON CAPITAL SERVICES	10/14/2022	\$229.90	150296	E 11 300 296 121 000 401	B07HKQ6YGX JBL Charge 4 - Waterproof	
001	102317	CH	1	04874	AMAZON CAPITAL SERVICES	10/14/2022	\$0.00	150296	E 11 300 296 121 000 401	Amazon Shipping Charge	
001	102317	CH	1	04874	AMAZON CAPITAL SERVICES	10/14/2022	\$13.38	150301	E 01 300 620 000 000 401	B071KB3FGW Label Kingdom Label Tape l	
001	102317	CH	1	04874	AMAZON CAPITAL SERVICES	10/14/2022	\$23.99	150301	E 01 300 620 000 000 470	0593178750 Karen M. McManus 2-Book Br	
001	102317	CH	1	04874	AMAZON CAPITAL SERVICES	10/14/2022	\$16.99	150301	E 01 300 620 000 000 470	1481409751 UnDivided (4) (Unwind Dystol	

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 10/31/2022

				Pay/Void							
Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description		
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$19.08	150302	E 01 300 211 245 000 401	B00KE1EB3W SkinnyPop Popcorn, Gluten		
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$31.12	150302	E 01 300 211 245 000 401	B00QBY17UG GoGo squeezeZ Fruit on the C		
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$11.88	150302	E 01 300 211 245 000 401	B01GQ5GQEG Goldfish Crackers Big Smil		
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$16.49	150302	E 01 300 211 245 000 401	B01LNKHDAK Quaker Chewy Granola Bar		
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$29.50	150302	E 01 300 211 245 000 401	B01N6TSCW8 Sunshine Cheez-Its 45-Pac		
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$22.49	150302	E 01 300 211 245 000 401	B07D5QLN76 Case-it The Dual 2-in-1 Zipp		
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$23.29	150302	E 01 300 211 245 000 401	B07KXLY47N Doritos Flamin' Hot Nacho, 1		
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$23.98	150302	E 01 300 211 245 000 401	B07N7KJP42 Cereal Bar Variety Pack		
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$21.97	150302	E 01 300 211 245 000 401	B07WSY42NG A Product of Takis Fuego (1		
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$69.90	150302	E 01 300 211 245 000 401	B093HLG3PR Care Package (150) Variety		
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$25.84	150302	E 01 300 211 245 000 401	B09NQG3RK8 Case-It 1.5 Inch 3 D-Ring Z		
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$0.00	150302	E 01 300 211 245 000 401	Amazon Shipping Charge		
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$5.68	150303	E 01 300 331 000 830 433	B09ZNKR977 Pennington Bare Spot Repai		
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$25.38	150304	E 01 300 331 000 830 433	B000YZ7CQG Insul-Bright Needlepunched		
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$16.00	150304	E 01 300 331 000 830 433	B002JQY0NG BCW-BBMAG - Magazine S		
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$23.95	150304	E 01 300 331 000 830 433	B00GNHIBZU Spice Supreme Assorted Fo		
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$38.85	150304	E 01 300 331 000 830 433	B01GMMOCPS Oven Liner Roll for Various		
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$26.49	150304	E 01 300 331 000 830 433	B01LWP1S72 Grip 17" Magnetic Pickup Fk		
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$34.77	150304	E 01 300 331 000 830 433	B07429J53G MumCraft Multipurpose Sewii		
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$36.72	150304	E 01 300 331 000 830 433	B07BB969WG Fiskars Crafts 190950-1001		
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$26.97	150304	E 01 300 331 000 830 433	B082YHHSVK Anti-Choking Hazard Device		
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$67.17	150304	E 01 300 331 000 830 433	B083JRHRW1 6 Inch Clay Pot for Plant wit		
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$6.99	150304	E 01 300 331 000 830 433	B088ZV4FKV WILLBOND 4 Pieces Sewing		
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$140.10	150304	E 01 300 331 000 830 433	B08CGCKF4V JACKYLED Power Strip Tov		
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$19.50	150304	E 01 300 331 000 830 433	B08TM8XDWR ZEONHAK 8 Pack 3 Inches		
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$42.32	150304	E 01 300 331 000 830 433	B092J1QK27 sansheng 60 Pack Key Fob t		
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$36.00	150304	E 01 300 331 000 830 433	B0B2PTKGB7 igooo Cordless Speed-Heati		
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$53.98	150304	E 01 300 331 000 830 433	B0B3D1TQ4T Cordless Hot Glue Gun, Goç		
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$447.28	150305	E 01 300 211 226 000 401	Ivinta modern living dining room accent arr		
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$23.73	150338	E 01 100 203 000 000 401	Felt Furniture Pads X-PROTECTOR-48 Pre		
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$6.59	150338	E 01 100 203 902 000 401	(4" x 5") 30 Sheets, Matte White Sticker Lal		
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$17.99	150338	E 01 100 203 902 000 401	Competitive Advantage Enamel Paint Mark		
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$279.93	150338	E 01 100 203 902 000 401	Segarty Lanyards with ID Holder, 100 Pack		
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$39.59	150339	E 01 100 203 290 000 401	IRIS USA CNL clear Latching Box, 5 Qt, 20		

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 10/31/2022

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$36.99	150340	E 01 100 203 290 000 401	Arrow Floor Sticker Tape 3"x6" Arrow Floor
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$35.75	150340	E 01 100 203 290 000 401	Brady 55784 5 Foot Long Handle Extensior
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$17.45	150341	E 01 100 203 290 000 401	LiteMark Durable Gloss Finish Purple 4 Inc
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$17.45	150341	E 01 100 203 290 000 401	LiteMark Durable Gloss Finish Blue 4 Inch :
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$19.99	150341	E 01 100 203 290 000 401	Push Hands Classroom Sensory Path Acce
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$67.99	150341	E 01 100 203 290 000 401	Brady 55775 Aluminum"Stop" and"GO" 2-S
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$41.88	150341	E 01 100 203 290 000 401	Command Large Picture Hanging Strips, Bl
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$349.00	150342	E 12 110 412 000 740 401	B07YVMXM5X 65 inch Vizomax TV Screer
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$193.12	150342	E 05 110 203 000 302 530	B08RTK7V3W CangLong Mid Century Moc
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$58.50	150343	E 01 110 203 000 000 401	B001BG653S Canon Matte Coated Paper (
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$75.69	150343	E 01 110 203 100 000 430	B00A45VK96 Cardinal Economy 3-Ring Bir
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$7.99	150343	E 01 110 203 000 000 401	B07423KW3V Telephone Cord Detangler, L
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$11.95	150343	E 01 110 201 000 000 430	B07QKNZZ3J Magnetic Tape, 15 Feet Mag
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$74.99	150343	E 01 110 203 902 000 401	B08H71SDR6 50 Pound Bag of Yellow Pop
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	(\$0.08)	150343	E 01 110 201 000 000 430	
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	\$0.01	150343	E 01 110 203 100 000 430	
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	(\$0.49)	150343	E 01 110 203 902 000 401	
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	(\$0.50)	150343	E 01 110 203 100 000 430	
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	(\$0.44)	150343	E 01 110 203 000 000 401	
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	(\$59.97)	150344	E 01 110 620 000 000 401	CREDIT
001	102317	CH	1 04874	AMAZON CAPITAL SERVICES	10/14/2022	(\$31.40)	150345	E 01 110 620 000 000 401	CREDIT
Check Total:						\$3,364.18			
001	102318	CH	1 09213	AQUA ENGINEERING, INC.	10/14/2022	\$294.00	150352	E 01 005 810 000 000 350	B&G REPAIRS
Check Total:						\$294.00			
001	102319	CH	1 13374	BACKLUND, MARK	10/14/2022	\$134.00	150299	E 11 300 294 118 000 305	JV/V DH BOYS SOCCER VS WILLMAR
Check Total:						\$134.00			
001	102320	CH	1 01503	BECKER HIGH SCHOOL	10/14/2022	\$57.50	150297	E 11 300 296 116 000 369	CROSS COUNTRY INVITE 10/04/2022
001	102320	CH	1 01503	BECKER HIGH SCHOOL	10/14/2022	\$57.50	150297	E 11 300 294 116 000 369	CROSS COUNTRY INVITE 10/04/2022
Check Total:						\$115.00			
001	102321	CH	1 10414	BIG BEAR APPAREL	10/14/2022	\$588.00	150346	E 04 500 560 122 321 436	SWEATSHIRTS AND LONG SLEEVE SHIF
001	102321	CH	1 10414	BIG BEAR APPAREL	10/14/2022	\$306.00	150347	E 04 500 560 122 321 436	CE GYMNASTICS T SHIRTS/STAFF
Check Total:						\$894.00			
001	102322	CH	1 13105	BLOOMINGTON JEFFERSON	10/14/2022	\$400.00	150298	E 11 300 296 124 000 369	VOLLEYBALL INVITE 10/15/2022
Check Total:						\$400.00			

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 10/31/2022

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	102323	CH	1 09991	BOOTH, KENNETH	10/14/2022	\$120.00	150300	E 11 201 294 113 000 305	7/8TH FOOTBALL OFFICIAL VS PRINCET
Check Total:						\$120.00			
001	102324	CH	1 01035	cmERDC	10/14/2022	\$23.92	150348	E 01 110 203 000 000 401	White Liquid Tempera, CRAYOLA, 32 oz. P
001	102324	CH	1 01035	cmERDC	10/14/2022	\$11.96	150349	E 01 110 203 000 000 401	Yellow Liquid Tempera, CRAYOLA, 32 oz. F
Check Total:						\$35.88			
001	102325	CH	1 10215	CULINEX	10/14/2022	\$8,082.97	150335	E 02 005 770 000 701 530	REACH-IN REFRIDGERATOR QUOTE 03/
Check Total:						\$8,082.97			
001	102326	CH	1 13282	DIRECT COMMUNICATION SOLUTIONS	10/14/2022	\$1,150.00	150308	E 01 005 760 000 720 405	OCTOBER 2022 BUSWHERE
Check Total:						\$1,150.00			
001	102327	CH	1 12957	DOWNING, JEFF	10/14/2022	\$160.00	150307	E 11 300 294 118 000 305	JV/V DH BOYS SOCCER VS DELANO
Check Total:						\$160.00			
001	102328	CH	1 12247	DUCKLOW, DUSTIN	10/14/2022	\$77.00	150306	E 11 300 296 118 000 305	V SOCCER OFFICIAL VS WILLMAR
Check Total:						\$77.00			
001	102329	CH	1 13410	ERICKSON, RICHARD	10/14/2022	\$155.00	150309	E 11 300 294 118 000 305	JV/V DH BOYS SOCCER VS DELANO
Check Total:						\$155.00			
001	102330	CH	1 12246	FAGEN, KYLE	10/14/2022	\$120.00	150310	E 11 201 294 113 000 305	7/8TH FOOTBALL OFFICIAL VS PRINCET
001	102330	CH	1 12246	FAGEN, KYLE	10/14/2022	\$86.00	150311	E 11 300 294 113 000 305	JV FOOTBALL OFFICIAL VS BECKER
Check Total:						\$206.00			
001	102331	CH	1 10256	FERGUS, DAVID	10/14/2022	\$80.00	150312	E 11 300 294 118 000 305	V SOCCER VS DELANO
Check Total:						\$80.00			
001	102332	CH	1 09203	GAVIC, MARK	10/14/2022	\$150.00	150313	E 11 300 296 124 000 305	B/JV/V OFFICIAL VS PRINCETON
Check Total:						\$150.00			
001	102333	CH	1 04796	ISD #477-PRINCETON	10/14/2022	\$100.00	150317	E 11 300 296 116 000 369	TIGER CROSS COUNTRY INVITE 10/11/2
001	102333	CH	1 04796	ISD #477-PRINCETON	10/14/2022	\$100.00	150317	E 11 300 294 116 000 369	TIGER CROSS COUNTRY INVITE 10/11/2
Check Total:						\$200.00			
001	102334	CH	1 13430	JAM HOPS GYMNASTICS BOOSTER CL	10/14/2022	\$2,624.00	150351	E 04 500 560 122 321 369	XCEL BRONZE/SILVER STATE 12/09-12/1
Check Total:						\$2,624.00			
001	102335	CH	1 01134	MESPA	10/14/2022	\$150.00	150333	E 01 100 050 000 000 820	SCHOOL LAW SEMINAR (JONA DEAVEL)
Check Total:						\$150.00			
001	102336	CH	1 10089	MIDDLETON, STEVEN	10/14/2022	\$86.00	150314	E 11 300 294 113 000 305	JV FOOTBALL OFFICIAL VS BECKER
Check Total:						\$86.00			
001	102337	CH	1 04948	MOELLER, DALE	10/14/2022	\$77.00	150315	E 11 300 296 118 000 305	V SOCCER OFFICIAL VS WILLMAR
Check Total:						\$77.00			

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 10/31/2022

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	102338	CH	1	13010	NEARPOD INC	10/14/2022	\$5,060.50	150316	E 05 100 203 602 302 406	Nearpod Lesson Library	
001	102338	CH	1	13010	NEARPOD INC	10/14/2022	\$5,060.50	150316	E 05 110 203 602 302 406	Nearpod Lesson Library	
001	102338	CH	1	13010	NEARPOD INC	10/14/2022	\$5,060.50	150316	E 05 201 208 602 302 406	Nearpod Lesson Library	
001	102338	CH	1	13010	NEARPOD INC	10/14/2022	\$5,060.50	150316	E 05 300 211 602 302 406	Nearpod Lesson Library	
Check Total:							\$20,242.00				
001	102339	CH	1	12194	PALMER WEST CONSTRUCTION COMF	10/14/2022	\$39,000.00	150336	E 15 300 865 000 380 520	PROJECT ID #22B300.02A ROOFING MO	
001	102339	CH	1	12194	PALMER WEST CONSTRUCTION COMF	10/14/2022	\$1,547.00	150336	E 15 300 865 000 380 520	PROJECT ID #22B300.02A SHEETMETAL	
Check Total:							\$40,547.00				
001	102340	CH	1	05565	ROCORI HIGH SCHOOL	10/14/2022	\$100.00	150318	E 11 300 296 116 000 369	CROSS COUNTRY INVITE 09/22/2022	
001	102340	CH	1	05565	ROCORI HIGH SCHOOL	10/14/2022	\$100.00	150318	E 11 300 294 116 000 369	CROSS COUNTRY INVITE 09/22/2022	
Check Total:							\$200.00				
001	102341	CH	1	08550	SCHERBER, DREW	10/14/2022	\$150.00	150320	E 11 300 296 124 000 305	B/JV/V OFFICIAL VS PRINCETON	
Check Total:							\$150.00				
001	102342	CH	1	01188	SCHOLASTIC INC	10/14/2022	\$183.40	150319	E 01 201 220 000 000 430	Refugee Paperback	
Check Total:							\$183.40				
001	102343	CH	1	08739	SFM	10/14/2022	\$579.00	150321	E 01 110 203 000 000 270	AUDIT-WORK COMP MN	
001	102343	CH	1	08739	SFM	10/14/2022	\$29.00	150321	E 01 110 203 000 000 270	MN SPECIAL COMP FUND ASSESSMENT	
Check Total:							\$608.00				
001	102344	CH	1	13431	SHEEHAN, JAMES	10/14/2022	\$375.00	150353	E 01 005 610 000 000 401	2022 MCA COHORT FILE/PRINCIPAL REF	
Check Total:							\$375.00				
001	102345	CH	1	13359	SPRINGBOARDS AND MORE	10/14/2022	\$2,747.00	150322	E 11 300 295 126 000 530	DURAFLEX 16' DIVING BOARD - MODEL	
001	102345	CH	1	13359	SPRINGBOARDS AND MORE	10/14/2022	\$2,747.00	150322	E 05 300 292 000 302 530	DURAFLEX 16' DIVING BOARD - MODEL	
001	102345	CH	1	13359	SPRINGBOARDS AND MORE	10/14/2022	\$585.00	150322	E 11 300 295 126 000 530	SHIPPING	
001	102345	CH	1	13359	SPRINGBOARDS AND MORE	10/14/2022	\$585.00	150322	E 05 300 292 000 302 530	SHIPPING	
001	102345	CH	1	13359	SPRINGBOARDS AND MORE	10/14/2022	(\$150.00)	150322	E 11 300 295 126 000 530	DISCOUNT	
001	102345	CH	1	13359	SPRINGBOARDS AND MORE	10/14/2022	(\$150.00)	150322	E 05 300 292 000 302 530	DISCOUNT	
Check Total:							\$6,364.00				
001	102346	CH	1	07950	TEACHER DIRECT	10/14/2022	\$749.76	150350	E 05 110 203 000 302 530	RC005CPN - Classic Royal Reading Writin	
001	102346	CH	1	07950	TEACHER DIRECT	10/14/2022	\$98.40	150350	E 05 110 203 000 302 530	71101U06CSTX - Large book bins Blue	
001	102346	CH	1	07950	TEACHER DIRECT	10/14/2022	\$98.40	150350	E 05 110 203 000 302 530	71105U06CSTX - Large book bins Yellow	
001	102346	CH	1	07950	TEACHER DIRECT	10/14/2022	\$98.40	150350	E 05 110 203 000 302 530	70109E06CSTX - Large book bins Black	
001	102346	CH	1	07950	TEACHER DIRECT	10/14/2022	\$112.46	150350	E 05 110 203 000 302 530	Shipping	
Check Total:							\$1,157.42				

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 10/31/2022

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	102347	CH	1 05314	TECH CHECK	10/14/2022	\$20,974.80	150323	E 05 005 630 000 795 555	PO 30283 TECH SUPPLIES
						Check Total:	\$20,974.80		
001	102348	CH	1 13417	TERLINDEN, KEITH	10/14/2022	\$120.00	150326	E 11 201 294 113 000 305	7/8TH FOOTBALL OFFICIAL VS PRINCET
001	102348	CH	1 13417	TERLINDEN, KEITH	10/14/2022	\$86.00	150327	E 11 300 294 113 000 305	JV FOOTBALL OFFICIAL VS BECKER
						Check Total:	\$206.00		
001	102349	CH	1 13212	THREE SONS HARDWARE LLC	10/14/2022	\$229.50	150324	E 01 300 361 000 830 433	HS SHOP SUPPLIES
001	102349	CH	1 13212	THREE SONS HARDWARE LLC	10/14/2022	\$19.48	150325	E 04 500 505 000 321 401	CE SUPPLIES
						Check Total:	\$248.98		
001	102350	CH	1 06532	VISION STAFFING	10/14/2022	\$1,164.84	150337	E 01 005 810 356 000 305	GROUNDS SERVICES WEEK 10/02/2022
						Check Total:	\$1,164.84		
001	102351	CH	1 09498	WARD'S NATURAL SCIENCE	10/14/2022	\$60.80	150329	E 01 300 260 000 000 430	Economy tandem pulley - single; #470110-
001	102351	CH	1 09498	WARD'S NATURAL SCIENCE	10/14/2022	\$45.36	150330	E 01 300 260 000 000 430	VWR test tubes 13x100MM PK72; #470146
001	102351	CH	1 09498	WARD'S NATURAL SCIENCE	10/14/2022	\$70.88	150330	E 01 300 260 000 000 430	VWR test tubes 18x150 MM PK72; #47014
001	102351	CH	1 09498	WARD'S NATURAL SCIENCE	10/14/2022	\$60.50	150330	E 01 300 260 000 000 430	Cylinder graduated PP snl scale 50X1ML;
001	102351	CH	1 09498	WARD'S NATURAL SCIENCE	10/14/2022	\$26.10	150330	E 01 300 260 000 000 430	Student PP. Beaker 50ML; #470178-270
001	102351	CH	1 09498	WARD'S NATURAL SCIENCE	10/14/2022	\$19.80	150331	E 01 300 260 000 000 430	Flint univ single renewal pk5; #470202-656
001	102351	CH	1 09498	WARD'S NATURAL SCIENCE	10/14/2022	\$26.33	150331	E 01 300 260 000 000 430	Wire gauze steel 16mesh-5x5in; #470144-6
001	102351	CH	1 09498	WARD'S NATURAL SCIENCE	10/14/2022	\$217.38	150331	E 01 300 260 000 000 430	Burner bunsen tirrill nat gas; #470121-708
001	102351	CH	1 09498	WARD'S NATURAL SCIENCE	10/14/2022	\$75.60	150331	E 01 300 260 000 000 430	Cylinder complete 10mL PK12; #470120-66
001	102351	CH	1 09498	WARD'S NATURAL SCIENCE	10/14/2022	\$70.20	150331	E 01 300 260 000 000 430	Write-on label tape w/disp .75Wx500 L; #47
001	102351	CH	1 09498	WARD'S NATURAL SCIENCE	10/14/2022	\$65.66	150331	E 01 300 260 000 000 430	Pipet fine tip 5ML PK500; #470144-238
001	102351	CH	1 09498	WARD'S NATURAL SCIENCE	10/14/2022	\$35.92	150331	E 01 300 260 000 000 430	Paper litmus blue VL PK12; #470123-117
001	102351	CH	1 09498	WARD'S NATURAL SCIENCE	10/14/2022	\$26.46	150331	E 01 300 260 000 000 430	Litmus paper red VL PK12
001	102351	CH	1 09498	WARD'S NATURAL SCIENCE	10/14/2022	\$40.06	150331	E 01 300 260 000 000 430	Braided cord for pulley 45M; #470014-396
001	102351	CH	1 09498	WARD'S NATURAL SCIENCE	10/14/2022	\$54.90	150331	E 01 300 260 000 000 430	Student PP. Beaker 150ML; #470178-272
001	102351	CH	1 09498	WARD'S NATURAL SCIENCE	10/14/2022	\$8.64	150331	E 01 300 260 000 000 430	Repl Tip-hooded gas ltr (62260-12) PK10; #
001	102351	CH	1 09498	WARD'S NATURAL SCIENCE	10/14/2022	\$75.60	150332	E 01 300 260 000 000 430	Economy tandem pulley - double; #470110-
						Check Total:	\$980.19		
001	102352	CH	1 13429	WL HALL COMPANY INTERIOR SERVIC	10/14/2022	\$1,612.50	150334	E 01 110 810 000 000 305	LIBERTY B&G REPAIRS
						Check Total:	\$1,612.50		
001	102353	CH	1 13427	YANTES, DAVID	10/14/2022	\$120.00	150328	E 11 201 294 113 000 305	7/8TH FOOTBALL OFFICIAL VS ANNAND.
						Check Total:	\$120.00		
001	102354	CH	1 05862	ALEXANDRIA AREA HIGH SCHOOL	10/21/2022	\$310.00	150358	E 11 300 296 125 000 369	VB INVITE 10/08/2022
						Check Total:	\$310.00		

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 10/31/2022

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	102355	CH	1 03804	ALL STAR TROPHY	10/21/2022	\$21.00	150359	E 11 300 291 132 000 401	HS AWARDS
001	102355	CH	1 03804	ALL STAR TROPHY	10/21/2022	\$21.00	150359	E 11 300 291 132 000 401	HS AWARDS
001	102355	CH	1 03804	ALL STAR TROPHY	10/21/2022	\$1,050.00	150360	E 11 300 296 122 000 897	HS GYMNASTICS MEDALS
Check Total:						\$1,092.00			
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$236.60	150354	E 02 005 770 000 701 401	FS LID, CLEAR DOME, NO HOLE
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$37.86	150354	E 02 005 770 000 701 401	SEAL FRESH CELLO BAGS
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$18.05	150355	E 01 300 230 000 000 430	0658011383 Classic Spanish Stories and P
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$31.10	150355	E 01 300 230 000 000 430	1491269502 Spanish Reader for Advanced
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$13.69	150355	E 01 300 230 000 000 401	B0006HXJFK EXPO 86001 Low Odor Dry I
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$9.60	150355	E 01 300 230 000 000 401	B00V5DG6IQ Amazon Basics Hanging Org
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$14.99	150355	E 01 300 230 000 000 401	B01LYHE49W Amazon Basics 1/3-Cut Tab
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$38.99	150355	E 01 300 230 000 000 401	B01N11SUZ0 Board Geeks Dry Erase Lapt
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$19.99	150355	E 01 300 230 000 000 401	B06XJSG9B8 Da by Flameless Candles,Be
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$12.17	150355	E 01 300 230 000 000 401	B071JM699P Amazon Basics Woodcased :
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$20.99	150355	E 01 300 230 000 000 401	B07D5V7D7Z OurWarm 59 x 84 Inch Mexic
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$34.98	150355	E 01 300 230 000 000 401	B07Q2W1BJW Astrobrights Mega Collectic
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$13.99	150355	E 01 300 230 000 000 401	B07T2WKNJ4 George Day of The Dead (D
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$14.99	150355	E 01 300 230 000 000 401	B07YFW4XMY 4 Packs Mexican Party Ban
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$13.49	150355	E 01 300 230 000 000 430	B08P4RZDXP LEYENDAS LATINOAMERI
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$17.99	150355	E 01 300 230 000 000 401	B08Q87MF19 Duracell Coppertop AA Batte
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$7.99	150355	E 01 300 230 000 000 430	B09DMXRZF6 Dia de los Muertos Activity E
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$10.99	150355	E 01 300 230 000 000 401	B09FZ167PC Mexican Days of the Dead P.
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$12.99	150355	E 01 300 230 000 000 401	B09FZXC6G Dia De Los Muertos Table R
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$21.98	150355	E 01 300 230 000 000 401	B09ZPHLD1W 3D Led Monarch Butterfly S
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$16.98	150355	E 01 300 230 000 000 401	B0B3DLSLN5 2 Pieces Day of the Dead Ce
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$23.79	150355	E 01 300 230 000 000 401	B0B63CR4NT 20 Pcs Day of The Dead De
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$26.99	150355	E 01 300 230 000 000 401	B0B64CR1J5 68PCS Day of The Dead Dec
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$39.96	150355	E 01 300 230 000 000 401	B0BBLCM1HW 32 Pieces Day of The Deac
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	(\$2.20)	150355	E 01 300 230 000 000 401	Promos & Discounts
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$34.38	150356	E 11 300 298 000 000 490	B000FED3VY Sour Punch Straws, Sweet 8
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$83.78	150356	E 11 300 298 000 000 490	B001HXIOV0 SNICKERS Full Size Bulk Mil
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$39.99	150356	E 11 300 298 000 000 490	B0029JI9OE M&M'S Full Size Peanut Milk
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$36.06	150356	E 11 300 298 000 000 490	B0039OOL86 McCormick Culinary Cinnam
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$71.96	150356	E 11 300 298 000 000 490	B003N0R5BG SOUR PATCH KIDS Soft & I

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 10/31/2022

										Pay/Void
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$59.18	150356	E 11 300 298 000 000 490	B00411ZILU STARBURST Original Fruit Cr
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$59.58	150356	E 11 300 298 000 000 490	B00412DLD6 SKITTLES Original Candy 2.
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$15.98	150356	E 11 300 298 000 000 490	B00ZRWMHI4 Sour Punch Straws, Rainbo
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$20.99	150356	E 11 300 298 000 000 490	B07TK2FZYF [200 Sets - 3.25 oz.] Plastic I
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$3.29	150361	E 11 300 298 901 301 305	B0000AUW91 Zebco Outcast Monofilamen
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$13.80	150361	E 11 300 298 901 301 305	B073W5SLYF GreyParrot Tape UV Tape Bl
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$8.99	150361	E 11 300 298 901 301 305	B07P8TMQVP Hot Pink Tinsel Foil Fringe C
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$29.98	150361	E 11 300 298 901 301 305	B083WGNN4G 127ft Neon Party Supplies
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$35.98	150361	E 11 300 298 901 301 305	B08BHKJ4D5 450ft Neon Streamers Paper
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$29.98	150361	E 11 300 298 901 301 305	B08JZ91TXY 150 Pieces UV Neon Balloon
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$11.99	150361	E 11 300 298 901 301 305	B08ZY7PB6J Glow Neon Party Supplies In
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$7.99	150361	E 11 300 298 901 301 305	B09C7XJQHZ AIVANT Glow Sticks Bulk Pe
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$13.98	150362	E 12 100 408 000 740 433	Kinetic Sand, purple
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$15.49	150363	E 01 201 208 290 000 401	Colored Bright Green Cardstock
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$18.00	150365	E 04 500 590 000 321 401	0769644252 When I'm Feeling Happy
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$19.93	150365	E 04 500 590 000 321 401	0769644260 When I'm Feeling Sad
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$9.99	150365	E 04 500 590 000 321 401	1608875261 When I'm Feeling Scared
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$13.99	150365	E 04 500 590 000 321 401	1925970442 When I'm Feeling Angry: 15th
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$121.50	150365	E 04 500 505 000 321 401	B00LBKUOEU Neenah Exact Index Cardst
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$14.42	150365	E 04 500 505 000 321 401	B00QSR9BT0 Amazon Basics Narrow Rule
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$134.99	150365	E 04 500 505 000 321 401	B07BZ1Z6ZS Mount-It! Sit Stand Keyboard
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$104.98	150365	E 04 500 596 000 344 530	B08BWJV3BT C-Type Hammock chair Star
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$35.99	150365	E 04 500 520 000 322 401	B08F9HGJS6 Apple 30W USB-C Power Ac
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$89.97	150365	E 04 500 596 000 344 530	B0B4H87783 550lbs Swing Stand A Frame
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$8.78	150365	E 04 500 590 000 321 401	Amazon Shipping Charge
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$7.99	150366	E 04 500 590 000 321 401	0061357960 The Halloween Play (Laura G
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$4.99	150366	E 04 500 590 000 321 401	0062115863 Splat the Cat and the Pumpkir
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$8.99	150366	E 04 500 590 000 321 401	0374460310 Pumpkin Soup: A Picture Bool
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$6.69	150366	E 04 500 590 000 321 401	0439669413 Sometimes I'm Bombaloo (A E
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$15.33	150366	E 04 500 590 000 321 401	0439799058 I Like Myself!
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$7.99	150366	E 04 500 590 000 321 401	0439873770 We're Going on a Leaf Hunt
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$6.28	150366	E 04 500 590 000 321 401	0545241987 There Was an Old Lady Who :
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$12.99	150366	E 04 500 590 000 321 401	0545801087 Click, Clack, Boo!
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$23.86	150366	E 04 500 590 000 321 401	0545818249 Llama Llama Getting Along Pe

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 10/31/2022

				Pay/Void					
Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$15.65	150366	E 04 500 590 000 321 401	0547009119 How Do Dinosaurs Go To Sch
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$10.62	150366	E 04 500 590 000 321 401	0553537865 Grumpy Monkey
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$3.99	150366	E 04 500 590 000 321 401	0590464639 The Biggest Pumpkin Ever
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$9.00	150366	E 04 500 590 000 321 401	0670061980 Llama Llama Misses Mama
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$8.99	150366	E 04 500 590 000 321 401	1101997818 How Big Could Your Pumpkin
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$13.64	150366	E 04 500 590 000 321 401	1338096982 Wild Feelings
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$7.99	150366	E 04 500 590 000 321 401	1477847723 You Are Not Small
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$13.99	150366	E 04 500 590 000 321 401	1534111123 A Friend Like You
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$9.36	150366	E 04 500 590 000 321 401	1541527186 Fall Apple Fun (Fall Fun (Early
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$8.99	150366	E 04 500 590 000 321 401	1541527194 Fall Harvest Fun (Fall Fun (Early
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$7.47	150366	E 04 500 590 000 321 401	1541527216 Fall Pumpkin Fun (Fall Fun (Early
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$8.99	150366	E 04 500 590 000 321 401	1541527224 Fall Weather Fun (Fall Fun (Early
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$8.00	150366	E 04 500 570 000 321 401	1588658120 The Big Book of Search & Find-
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$7.96	150366	E 04 500 570 000 321 401	1628850280 The Big Book of Seek & Find-
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$8.39	150366	E 04 500 570 000 321 401	1628856831 The Big Book of Search & Find-
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$27.80	150366	E 04 500 570 000 321 401	1629798266 Jumbo Book of Hidden Picture
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$14.95	150366	E 04 500 590 000 321 401	1634401204 Amazing Autumn (Seasons)
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$4.99	150366	E 04 500 590 000 321 401	1635650380 This Makes Me Happy: Dealin
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$4.99	150366	E 04 500 590 000 321 401	1635650402 This Makes Me Sad: Dealing \
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$13.99	150366	E 04 500 590 000 321 401	1635650720 This Makes Me Angry (Rodale
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$4.99	150366	E 04 500 590 000 321 401	1635650747 This Makes Me Silly (Dealing
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$7.95	150366	E 04 500 590 000 321 401	1684100720 Dial 911! (Fire Safety)
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$7.95	150366	E 04 500 590 000 321 401	1684100747 Plan and Prepare! (Fire Safety)
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$7.99	150366	E 04 500 590 000 321 401	1839032510 When I Feel Sad: A Book Abou
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$40.97	150366	E 04 500 596 000 344 430	B00004WC10 The Big Dig and Roll Big Dig
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$9.99	150366	E 04 500 596 000 344 430	B00270D4HW Melissa & Doug Sunny Patc
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$34.01	150366	E 04 500 590 000 321 401	B00DYB40FI VELCRO Tape (91824) Indus
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$11.80	150366	E 04 500 590 000 321 401	B01FEKSUMK The Biggest Apple Ever by :
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$38.89	150366	E 04 500 590 000 321 401	B01N1L8QCS 3-Drawer Wide Weave Towe
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$63.92	150366	E 04 500 570 000 321 401	B06VY9721W Small Ice Packs 12 Round F
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$75.80	150366	E 04 500 570 000 321 401	B07CWTDJQQ FUN LITTLE TOYS Party F
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$19.29	150366	E 04 500 570 000 321 401	B07T7J4Y5D White Board Paper, Dry Eras
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$23.98	150366	E 04 500 570 000 321 401	B07T95Y1J9 MALLMALL6 70Pcs Animal S
001	102356	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$53.10	150366	E 04 500 570 000 321 401	B07VWRSB7X QStar Mini 16 Car Building

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 10/31/2022

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$33.98	150366	E 04 500 570 000 321 401	B08BLKB8NT SKYFIELD Scratch Paper Ar
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$9.95	150366	E 04 500 570 000 321 401	B095JGZ6TL Wooden Stylus for Scratch Ar
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$15.99	150366	E 04 500 570 000 321 401	B09C1VSD8W Tap Light Push Lights UNIS
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$30.49	150366	E 04 500 570 000 321 401	B09N8P5239 95 Pcs Mini Pop Keychain,Si
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$15.89	150366	E 04 500 590 000 321 401	B0B38192FJ How Do Dinosaurs Say I'm M
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$8.49	150366	E 04 500 590 000 321 401	Amazon Shipping Charge
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$0.52	150366	E 04 500 596 000 344 430	
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$3.89	150366	E 04 500 570 000 321 401	
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$4.08	150366	E 04 500 590 000 321 401	
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$6.29	150366	E 04 500 590 000 321 401	0142501123 Room on the Broom
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$10.50	150367	E 04 500 590 000 321 401	1419722980 Fruits in Suits
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$9.97	150367	E 04 500 590 000 321 401	B00006IFGW EXPO Vis-à-Vis Wet Erase M
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$36.50	150367	E 04 500 596 000 344 430	B01N7Q5J9R Kool Aid Lemon Lime 48 Cot
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$8.99	150367	E 04 500 505 000 321 530	B07C9YV9WN Rapoo N1600 3-Button Quir
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$29.90	150367	E 04 500 570 000 321 401	B07WD3VTTD 262 Pack Embroidery Thre
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$1,649.97	150367	E 04 500 505 000 321 530	B07YGZ7C1K LG 34WN80C-B UltraWide M
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$8.79	150367	E 04 500 505 000 321 530	B08K8SL7V2 6 inch iPhone Charge Cable
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$24.99	150367	E 04 500 596 000 344 430	B08P4K7ZGP 100 Pack Magic Sponge Era
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$223.98	150367	E 04 500 505 000 321 530	B08TLRL392 DYMO LabelWriter 550 Label
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$21.99	150367	E 04 500 596 000 344 401	B09VFSF8LWH Lewtemi 8 Pcs Wooden Har
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$0.00	150367	E 04 500 505 000 321 530	Amazon Shipping Charge
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$10.39	150368	E 04 500 590 000 321 401	006268776X My Magic Breath: Finding Cal
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$7.99	150368	E 04 500 590 000 321 401	0152244360 Eating the Alphabet: Fruits & \
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$7.99	150368	E 04 500 590 000 321 401	0152325808 Growing Vegetable Soup (Voy
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$13.29	150368	E 04 500 590 000 321 401	0152661972 Red Leaf, Yellow Leaf
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$12.74	150368	E 04 500 590 000 321 401	0310000882 Thankful
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$9.99	150368	E 04 500 590 000 321 401	0316181013 The Thankful Book
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$8.99	150368	E 04 500 590 000 321 401	038575521X Monsters Don't Eat Broccoli
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$7.99	150368	E 04 500 590 000 321 401	0439598419 How Are You Peeling? (Schol
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$7.59	150368	E 04 500 590 000 321 401	059332482X I Don't Want to Wash My Han
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$3.80	150368	E 04 500 590 000 321 401	0769644252 When I'm Feeling Happy
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$8.95	150368	E 04 500 590 000 321 401	0803736800 Dragons Love Tacos
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$10.02	150368	E 04 500 590 000 321 401	1406357782 Pigeon Needs A Bath
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$7.99	150368	E 04 500 590 000 321 401	1479522864 Little Monkey Calms Down (H

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 10/31/2022

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$13.99	150368	E 04 500 580 000 325 430	1585429368 It's OK Not to Share and Othe
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$11.95	150368	E 04 500 590 000 321 401	1631983148 Worries Are Not Forever (Besl
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$13.40	150368	E 04 500 590 000 321 401	1732596379 My Magical Choices (The Maç
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$10.92	150368	E 04 500 590 000 321 401	1844285456 The Pigeon Finds a Hot Dog!
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$41.98	150368	E 04 500 590 000 321 401	B00HJIUOSY Colorations YUMSTAMP Eas
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$9.99	150368	E 04 500 590 000 321 401	B07GF99661 500PCS Artificial Maple Leav
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$19.29	150368	E 04 500 570 000 321 401	B07T7J4Y5D White Board Paper, Dry Eras
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$10.66	150368	E 04 500 590 000 321 401	B07YRFFPBQ Belly Breathe
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$21.99	150368	E 04 500 590 000 321 401	B08HP8T52K 16PCS Forest Animals Baby
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$11.93	150368	E 04 500 590 000 321 401	B08Y3XFW3M Wash, Wash, Wash Your Hc
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$43.77	150368	E 04 500 590 000 321 401	B0B39BB1NZ 480 Pcs Fall Stickers for Kid
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$8.04	150368	E 04 500 590 000 321 401	Amazon Shipping Charge
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$10.11	150369	E 04 500 590 000 321 401	1338246089 Vegetables in Underwear
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$7.99	150369	E 04 500 590 000 321 401	1512486329 All Kinds of Friends
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$9.90	150369	E 04 500 590 000 321 401	B09M51Z1NH Dot Markers Bingo Dauber
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$576.24	150370	E 12 100 408 000 740 433	INDY SUPPLIES
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$11.95	150371	E 12 110 408 000 740 433	B075V2BYM2 WXBOOM Self Adhesive Do
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$24.99	150371	E 01 110 203 000 000 401	B079GS4YQS Energizer AAA Batteries, Me
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$19.57	150371	E 01 110 203 000 000 401	B09RTVD1GF Energizer AA Batteries, Dou
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$22.69	150373	E 01 201 208 000 000 401	Masking Tape
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$15.49	150374	E 01 201 258 000 000 430	Bright Red Paper Ream
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$16.49	150374	E 01 201 258 000 000 430	Paper Green Ream
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$18.60	150375	E 01 005 110 000 000 401	Post-it Super Sticky Notes, 3x3 in, 24 Pads
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$20.99	150375	E 01 005 110 000 000 401	Stock Your Home 12 Inch Disposable Napk
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$4.59	150375	E 01 005 110 000 000 401	Alliance Rubber 07800 Non-Latex Brites Fil
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	\$394.99	150375	E 01 005 110 000 000 401	TROY M4014/M4015/4515 MICR Toner Se
001	102356	CH	1	04874	AMAZON CAPITAL SERVICES	10/21/2022	(\$36.85)	150375	E 01 005 110 000 000 401	Discount
Check Total:							\$6,188.86			
001	102357	CH	1	12159	ARVIG	10/21/2022	\$133.00	150364	E 01 005 630 000 000 305	INTERNET SERVICES 10/06/2022-11/05/2
Check Total:							\$133.00			
001	102358	CH	1	13403	ATOMIC ENTERTAINMENT	10/21/2022	\$950.00	150408	E 11 300 298 901 301 305	HOMECOMING DJ BALANCE
Check Total:							\$950.00			
001	102359	CH	1	04806	BERGESON, JOHN	10/21/2022	\$86.00	150357	E 11 300 294 113 000 305	7TH GRADE FB OFFICIAL VS CAMBRIDG
Check Total:							\$86.00			

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 10/31/2022

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	102360	CH	1 01033	CENTRAL MCGOWAN INC	10/21/2022	\$212.61	150376	E 01 300 361 000 830 433	Cust# 05630 HS SHOP SUPPLIES
Check Total:						\$212.61			
001	102361	CH	1 01138	DEPART OF EMPLOYMENT & ECONOM	10/21/2022	\$4,232.00	150386	E 01 300 211 000 000 280	QUARTER 3, 2022 UNEMPLOYMENT BEN
001	102361	CH	1 01138	DEPART OF EMPLOYMENT & ECONOM	10/21/2022	\$7.08	150386	E 01 005 790 000 000 280	QUARTER 3, 2022 UNEMPLOYMENT BEN
Check Total:						\$4,239.08			
001	102362	CH	1 12893	ELYNCK, TERRY	10/21/2022	\$98.00	150377	E 11 300 294 113 000 305	V FOOTBALL OFFICIAL VS HUTCHINSON
Check Total:						\$98.00			
001	102363	CH	1 12246	FAGEN, KYLE	10/21/2022	\$86.00	150378	E 11 300 294 113 000 305	9TH GRADE FB OFFICIAL VS HUTCHINS
Check Total:						\$86.00			
001	102364	CH	1 12411	GBR	10/21/2022	\$100.00	150379	E 01 110 219 000 317 358	INTERPRETOR 09/07/2022
Check Total:						\$100.00			
001	102365	CH	1 08039	GRAMS, SCOTT	10/21/2022	\$98.00	150380	E 11 300 294 113 000 305	V FB OFFICIAL VS HUTCHINSON
Check Total:						\$98.00			
001	102366	CH	1 06482	HOLMGREN, BRENDA	10/21/2022	\$125.00	150381	E 11 300 296 124 000 305	B/JV/V OFFICIAL VS ZIMMERMAN
Check Total:						\$125.00			
001	102367	CH	1 12541	IGM GYMNASTICS	10/21/2022	\$3,360.00	150383	E 04 500 560 122 321 436	XCEL GOLD/PLATINUM GYMNASTICS IN
Check Total:						\$3,360.00			
001	102368	CH	1 08465	INNOVATIVE OFFICE SOLUTIONS	10/21/2022	\$3,969.00	150382	E 01 005 630 000 000 530	HIWMM--Y3-A-H-IM - \$ (1)---BL -SB -T Igni
Check Total:						\$3,969.00			
001	102369	CH	1 04887	MBCA CLINIC	10/21/2022	\$250.00	150387	E 11 300 294 112 000 366	MBCA FALL CLINIC 10/28-10/29
Check Total:						\$250.00			
001	102370	CH	1 05341	MEDCO	10/21/2022	\$1.77	150384	E 11 300 292 000 000 401	PO 31183 HS ATHLETICS SUPPLIES
Check Total:						\$1.77			
001	102371	CH	1 12605	MRI SOFTWARE LLC	10/21/2022	\$128.00	150385	E 01 005 105 170 000 305	BACKGROUND SCREENING
Check Total:						\$128.00			
001	102372	CH	1 13377	PELZER, PAUL	10/21/2022	\$125.00	150388	E 11 300 296 124 000 305	B/JV/V OFFICAL VS ZIMMERMAN
Check Total:						\$125.00			
001	102373	CH	1 08042	POLACEK, DOUG	10/21/2022	\$98.00	150389	E 11 300 294 113 000 305	V FB OFFICIAL VS HUTCHINSON
Check Total:						\$98.00			
001	102374	CH	1 08133	REGION 8AA, MSHSL	10/21/2022	\$765.00	150409	R 11 300 292 153 000 060	6AA GIRLS SOCCER RECEIPTS 10/12/20
Check Total:						\$765.00			
001	102375	CH	1 12587	RISING STARS GYMNASTICS	10/21/2022	\$2,830.00	150390	E 04 500 560 122 321 436	XCEL GOLD/PLATINUM GYMNASTICS 03
Check Total:						\$2,830.00			

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 10/31/2022

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	102376	CH	1 08550	SCHERBER, DREW	10/21/2022	\$150.00	150393	E 11 300 296 124 000 305	B/JV/V OFFICIAL ST CLOUD TECH
					Check Total:		\$150.00		
001	102377	CH	1 08787	SCHMID, BRIAN	10/21/2022	\$98.00	150391	E 11 300 294 113 000 305	V FOOTBALL OFFICIAL VS HUTCHINSON
					Check Total:		\$98.00		
001	102378	CH	1 09670	SCHMIDT, RICHARD A.	10/21/2022	\$150.00	150394	E 11 300 296 124 000 305	B/JF/V OFFICIAL VS ST CLOUD TECH
					Check Total:		\$150.00		
001	102379	CH	1 12493	SOURCEWELL	10/21/2022	\$150.00	150396	E 12 100 402 000 740 366	INDY LOW INCIDENCE SERVICES 06/13-
					Check Total:		\$150.00		
001	102380	CH	1 13432	ST CLOUD OFFICIAL'S ASSOCIATION	10/21/2022	\$100.00	150392	E 11 300 292 000 000 820	22/23 ASSIGNING FEE
					Check Total:		\$100.00		
001	102381	CH	1 12845	SYSCO-MINNESOTA INC	10/21/2022	\$623.25	150395	E 02 300 770 000 701 490	HS FS SUPPLIES
					Check Total:		\$623.25		
001	102382	CH	1 13417	TERLINDEN, KEITH	10/21/2022	\$120.00	150397	E 11 201 294 113 000 305	7/8TH FOOTBALL OFFICIAL VS STMA ME
001	102382	CH	1 13417	TERLINDEN, KEITH	10/21/2022	\$86.00	150398	E 11 300 294 113 000 305	7TH GRADE FOOTBALL OFFICIAL VS CA
					Check Total:		\$206.00		
001	102383	CH	1 04148	VIKING COCA-COLA BOTTLING CO	10/21/2022	\$327.00	150400	E 11 300 298 000 000 490	HS CONCESSIONS
					Check Total:		\$327.00		
001	102384	CH	1 06532	VISION STAFFING	10/21/2022	\$1,329.46	150401	E 01 005 810 356 000 305	GROUNDS SERVICES WEEK 10/09/2022
					Check Total:		\$1,329.46		
001	102385	CH	1 13155	VISIONS, INC.	10/21/2022	\$182.94	150399	E 11 300 292 000 000 401	SCORERS PENNANT BANNDER 5' X 7'
					Check Total:		\$182.94		
001	102386	CH	1 13435	WALKER, STEVEN	10/21/2022	\$98.00	150405	E 11 300 294 113 000 305	V FOOTBALL OFFICIAL VS HUTCHINSON
					Check Total:		\$98.00		
001	102387	CH	1 09498	WARD'S NATURAL SCIENCE	10/21/2022	\$38.51	150406	E 01 300 260 000 000 430	PO 30627 HS SCIENCE SUPPLIES
					Check Total:		\$38.51		
001	102388	CH	1 13397	WELCH, PATRICK	10/21/2022	\$120.00	150402	E 11 201 294 113 000 305	7/8TH FOOTBALL OFFICIAL VS STMA
					Check Total:		\$120.00		
001	102389	CH	1 13048	WELLNESS FOR LIVING LLC	10/21/2022	\$125.00	150403	E 04 500 560 000 321 305	CAKE POPS
					Check Total:		\$125.00		
001	102390	CH	1 05170	WISNIESKI, DAVID	10/21/2022	\$86.00	150404	E 11 300 294 113 000 305	7TH GRADE FOOTBALL OFFICIAL VS CA
					Check Total:		\$86.00		
001	102391	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$921.60	150410	E 01 300 361 000 830 433	B0064MDOY2 Liberty D68814C-W-TX 14-I
001	102391	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	(\$46.08)	150410	E 01 300 361 000 830 433	DISCOUNT

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 10/31/2022

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	102391	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	\$24.98	150411	E 01 005 105 000 000 401	DO SUPPLIES
001	102391	CH	1 04874	AMAZON CAPITAL SERVICES	10/21/2022	(\$105.38)	150412	E 04 500 596 000 344 530	Home Dynamix Area Rug
Check Total:							\$795.12		
001	102392	CH	1 12411	GBR	10/21/2022	\$50.70	150413	E 01 201 219 000 317 358	MS INTERPRETER 10/07/2022
Check Total:							\$50.70		
001	102393	CH	1 01188	SCHOLASTIC INC	10/21/2022	\$153.78	150414	E 05 201 208 602 302 460	MS SCHOLASTICS
001	102393	CH	1 01188	SCHOLASTIC INC	10/21/2022	\$782.93	150414	E 05 201 220 602 302 460	MS SCHOLASTICS
001	102393	CH	1 01188	SCHOLASTIC INC	10/21/2022	\$104.39	150414	E 05 201 220 602 302 460	MS SCHOLASTICS
001	102393	CH	1 01188	SCHOLASTIC INC	10/21/2022	\$384.62	150414	E 05 201 208 602 302 460	MS SCHOLASTICS
Check Total:							\$1,425.72		
001	102394	CH	1 04148	VIKING COCA-COLA BOTTLING CO	10/21/2022	\$172.50	150415	E 11 300 298 000 000 490	CONCESSIONS
Check Total:							\$172.50		
Bank 001 Total:							\$790,895.74		
Report Total:							\$790,895.74		

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 10/31/2022

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	102395	CH	1 04472	CARING RIVERS UNITED WAY	10/20/2022	\$40.00	150437	B 01 215 045	United Way
001	102395	CH	1 04472	CARING RIVERS UNITED WAY	10/20/2022	\$14.00	150437	B 12 215 045	United Way
Check Total:						\$54.00			
001	102396	CH	1 04234	MN CHILD SUPPORT PYMT CENTER	10/20/2022	\$247.50	150428	B 01 215 081	Child Support
001	102396	CH	1 04234	MN CHILD SUPPORT PYMT CENTER	10/20/2022	\$422.40	150428	B 12 215 081	Child Support
Check Total:						\$669.90			
001	102397	CH	1 12504	MN PEIP	10/20/2022	\$220,779.32	150442	B 01 215 030	NOVEMBER 2022 HEALTH
001	102397	CH	1 12504	MN PEIP	10/20/2022	\$18,010.93	150442	B 04 215 030	NOVEMBER 2022 HEALTH
001	102397	CH	1 12504	MN PEIP	10/20/2022	\$5,529.18	150442	B 05 215 030	NOVEMBER 2022 HEALTH
001	102397	CH	1 12504	MN PEIP	10/20/2022	\$2,422.27	150442	B 11 215 030	NOVEMBER 2022 HEALTH
001	102397	CH	1 12504	MN PEIP	10/20/2022	\$146,016.71	150442	B 12 215 030	NOVEMBER 2022 HEALTH
001	102397	CH	1 12504	MN PEIP	10/20/2022	\$536.87	150442	B 01 215 051	NOVEMBER 2022 HEALTH
001	102397	CH	1 12504	MN PEIP	10/20/2022	\$3,337.74	150442	B 04 215 051	NOVEMBER 2022 HEALTH
001	102397	CH	1 12504	MN PEIP	10/20/2022	\$571.56	150442	B 05 215 051	NOVEMBER 2022 HEALTH
001	102397	CH	1 12504	MN PEIP	10/20/2022	\$253.42	150442	B 11 215 051	NOVEMBER 2022 HEALTH
001	102397	CH	1 12504	MN PEIP	10/20/2022	\$20,492.24	150442	B 12 215 051	NOVEMBER 2022 HEALTH
Check Total:						\$417,950.24			
001	102398	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	10/20/2022	\$1,037.16	150433	B 01 215 040	U Due Nc
001	102398	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	10/20/2022	\$167.69	150433	B 04 215 040	U Dues Nc
001	102398	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	10/20/2022	\$1,996.71	150433	B 12 215 040	U Due Nc
Check Total:						\$3,201.56			
001	102399	CH	1 04874	AMAZON CAPITAL SERVICES	10/28/2022	\$65.96	150443	E 01 300 211 245 000 401	B074PTW8TX Quaker Chewy Lower Sugar
001	102399	CH	1 04874	AMAZON CAPITAL SERVICES	10/28/2022	\$0.00	150443	E 01 300 211 245 000 401	Amazon Shipping Charge
001	102399	CH	1 04874	AMAZON CAPITAL SERVICES	10/28/2022	\$96.48	150444	E 01 201 255 000 000 430	Sterlitie Storage Box White Lid with Clear E
001	102399	CH	1 04874	AMAZON CAPITAL SERVICES	10/28/2022	\$224.49	150445	E 05 110 203 000 302 530	B01I5O3JOQ Jonti-Craft 3514JC Flush Bac
001	102399	CH	1 04874	AMAZON CAPITAL SERVICES	10/28/2022	\$48.69	150446	E 01 110 203 000 000 401	B07MZ1CHWR True Image Compatible Tor
001	102399	CH	1 04874	AMAZON CAPITAL SERVICES	10/28/2022	\$134.82	150447	E 01 110 203 902 000 401	B000WL167S BREATH SAVERS Wintergre
001	102399	CH	1 04874	AMAZON CAPITAL SERVICES	10/28/2022	\$137.53	150447	E 01 110 203 902 000 401	B00QSR9PRI Amazon Basics Narrow Rule
001	102399	CH	1 04874	AMAZON CAPITAL SERVICES	10/28/2022	\$105.35	150447	E 01 110 201 000 000 430	B01MQOGOZX Baumgartens 00071 Twist
001	102399	CH	1 04874	AMAZON CAPITAL SERVICES	10/28/2022	\$25.44	150447	E 01 110 203 902 000 401	B06WGMTMVM BIC Round Stic Xtra Life E
001	102399	CH	1 04874	AMAZON CAPITAL SERVICES	10/28/2022	\$269.91	150447	E 01 110 203 902 000 401	B083TZD625 Bulk 24 Pack Patriotic Flag R
001	102399	CH	1 04874	AMAZON CAPITAL SERVICES	10/28/2022	\$14.99	150447	E 01 110 203 000 000 401	B089F9YDFC Ontel Battery Daddy 180 Bal
001	102399	CH	1 04874	AMAZON CAPITAL SERVICES	10/28/2022	\$12.99	150447	E 01 110 203 000 000 401	B095Z24JNT HOFACO 3M Double Coated

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 10/31/2022

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	102399	CH	1 04874	AMAZON CAPITAL SERVICES	10/28/2022	\$189.30	150448	E 02 005 770 000 701 401	FS SUPPLIES
Check Total:						\$1,325.95			
001	102400	CH	1 09991	BOOTH, KENNETH	10/28/2022	\$86.00	150449	E 11 300 294 113 000 305	9TH GRADE FB OFFICIAL VS ST FRANCI
Check Total:						\$86.00			
001	102401	CH	1 01029	BRENTESON COMPANIES, INC	10/28/2022	\$408.60	150451	E 01 300 255 000 000 305	SWPPP PERMIT
Check Total:						\$408.60			
001	102402	CH	1 08891	BRIH DESIGN, LLC	10/28/2022	\$180.00	150450	E 12 300 411 000 740 394	SEPTEMBER 2022 SERVICES
Check Total:						\$180.00			
001	102403	CH	1 08396	CENGAGE LEARNING	10/28/2022	\$230.00	150502	E 01 300 260 000 000 430	Webassign and textbook Access
Check Total:						\$230.00			
001	102404	CH	1 03184	CENTERPOINT ENERGY	10/28/2022	\$535.49	150454	E 01 201 810 000 000 330	MS SCHOOL FIRM GAS SEPTEMBER 20:
001	102404	CH	1 03184	CENTERPOINT ENERGY	10/28/2022	\$662.74	150454	E 01 201 810 000 000 330	MS SCHOOL INT GAS SEPTEMBER 2022
001	102404	CH	1 03184	CENTERPOINT ENERGY	10/28/2022	\$92.20	150454	E 01 100 810 000 000 330	INDY INT GAS SEPTEMBER 2022
001	102404	CH	1 03184	CENTERPOINT ENERGY	10/28/2022	\$804.10	150454	E 01 300 810 000 000 330	HS FIRM GAS SEPTEMBER 2022
001	102404	CH	1 03184	CENTERPOINT ENERGY	10/28/2022	\$1,333.42	150454	E 01 300 810 000 000 330	HS SCHOOL INT GAS SEPTEMBER 2022
001	102404	CH	1 03184	CENTERPOINT ENERGY	10/28/2022	\$20.80	150454	E 01 100 810 000 000 330	INDY FIRM #2 SEPTEMBER 2022
001	102404	CH	1 03184	CENTERPOINT ENERGY	10/28/2022	\$727.88	150454	E 01 100 810 000 000 330	INDY FFIRM #1 SEPTEMBER 2022
Check Total:						\$4,176.63			
001	102405	CH	1 164	CHARTWELLS	10/28/2022	\$103,386.56	150457	E 02 005 770 000 701 490	FOOD
001	102405	CH	1 164	CHARTWELLS	10/28/2022	\$23,856.55	150457	E 02 005 770 011 710 490	FOOD - SCA FUNDS
001	102405	CH	1 164	CHARTWELLS	10/28/2022	\$11,047.41	150457	E 02 005 770 000 701 495	MILK
001	102405	CH	1 164	CHARTWELLS	10/28/2022	\$14,576.67	150457	E 02 005 770 000 701 401	SUPPLIES, PAPER PRODUCTS
001	102405	CH	1 164	CHARTWELLS	10/28/2022	\$80,469.87	150457	E 02 005 770 202 701 305	CHARTWELL'S SALARIES & BENEFITS
001	102405	CH	1 164	CHARTWELLS	10/28/2022	\$9,639.63	150457	E 02 005 770 000 701 305	CHARTWELL'S ADMIN FEE
001	102405	CH	1 164	CHARTWELLS	10/28/2022	\$662.00	150457	E 02 005 770 000 701 305	ADVERTISING/RECRUITING/OUTSIDE SI
001	102405	CH	1 164	CHARTWELLS	10/28/2022	\$253.77	150457	E 02 005 770 000 701 305	INSURANCE
001	102405	CH	1 164	CHARTWELLS	10/28/2022	\$490.82	150457	E 02 005 770 000 701 329	POSTAGE
001	102405	CH	1 164	CHARTWELLS	10/28/2022	\$513.45	150457	E 02 005 770 000 701 350	REPAIRS AND MAINTENANCE
001	102405	CH	1 164	CHARTWELLS	10/28/2022	\$931.44	150457	E 02 005 770 000 701 366	TRAINING, MILEAGE, MARKETING
001	102405	CH	1 164	CHARTWELLS	10/28/2022	\$256.93	150457	E 02 005 770 000 701 820	OTHER TAXES/LICENSES
Check Total:						\$246,085.10			
001	102406	CH	1 01035	cmERDC	10/28/2022	\$17.94	150452	E 01 110 203 000 000 401	Blue Liquid Tempera, CRAYOLA, 32 oz. Pr
001	102406	CH	1 01035	cmERDC	10/28/2022	\$17.94	150452	E 01 110 203 000 000 401	Turquoise Blue Liquid Tempera, CRAYOLA

34

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 10/31/2022

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	102406	CH	1 01035	cmERDC	10/28/2022	\$11.96	150453	E 01 110 203 000 000 401	Black Liquid Tempera
Check Total:							\$47.84		
001	102407	CH	1 01475	CONNEXUS ENERGY	10/28/2022	\$99.03	150455	E 01 005 810 860 000 331	SOFTBALL CONCESSIONS ELECTRICAL
001	102407	CH	1 01475	CONNEXUS ENERGY	10/28/2022	\$8,910.03	150455	E 01 100 810 000 000 331	INDEPENDENCE ELECTRICAL SEPTEME
001	102407	CH	1 01475	CONNEXUS ENERGY	10/28/2022	\$8,743.42	150455	E 01 110 810 000 000 331	LIBERTY ELECTRICAL SEPTEMBER 202
001	102407	CH	1 01475	CONNEXUS ENERGY	10/28/2022	\$48.14	150455	E 01 005 810 860 000 331	BASEBALL FIELD LIGHTS SEPTEMBER 2
001	102407	CH	1 01475	CONNEXUS ENERGY	10/28/2022	\$1,255.52	150455	E 01 005 810 860 000 331	SOFTBALL FIELD LIGHTS SEPTEMBER 2
Check Total:							\$19,056.14		
001	102408	CH	1 01475	CONNEXUS ENERGY	10/28/2022	\$745.44	150456	E 01 005 810 860 000 331	ELECTRICAL (IRRIG SVC) SEPTEMBER :
Check Total:							\$745.44		
001	102409	CH	1 12810	DELTAMATH SOLUTIONS INC	10/28/2022	\$570.00	150458	E 01 300 256 000 000 456	Delta Math Plus
Check Total:							\$570.00		
001	102410	CH	1 13437	EVENSON, CHAD	10/28/2022	\$98.00	150459	E 11 300 294 113 000 305	V FB OFFICIAL VS ST FRANCIS
Check Total:							\$98.00		
001	102411	CH	1 12246	FAGEN, KYLE	10/28/2022	\$120.00	150460	E 11 201 294 113 000 305	7/8TH FB OFFICIAL VS BECKER
001	102411	CH	1 12246	FAGEN, KYLE	10/28/2022	\$86.00	150461	E 11 300 294 113 000 305	9TH FB OFFICIAL VS ROCORI
001	102411	CH	1 12246	FAGEN, KYLE	10/28/2022	\$86.00	150462	E 11 300 294 113 000 305	9TH FB OFFICIAL VS ST FRANCIS
Check Total:							\$292.00		
001	102412	CH	1 13414	FLICEK WELDING, LLC	10/28/2022	\$4,700.00	150463	E 05 005 865 000 347 305	INSTALLATION OF GUARDRAIL AT HIS L
001	102412	CH	1 13414	FLICEK WELDING, LLC	10/28/2022	\$0.00	150463	E 05 005 865 000 347 305	H&S 347 PHYSICAL HAZARDS
Check Total:							\$4,700.00		
001	102413	CH	1 10168	GABBERT, LEONARD	10/28/2022	\$98.00	150496	E 11 300 294 113 000 305	V FB OFFICIAL VS ROCORI
Check Total:							\$98.00		
001	102414	CH	1 13402	GEORGE SIEGFRIED CONSTRUCTION	10/28/2022	\$0.00	150467	E 15 300 865 000 368 520	LTFM 2021 BOND
001	102414	CH	1 13402	GEORGE SIEGFRIED CONSTRUCTION	10/28/2022	\$11,500.00	150467	E 15 300 865 000 368 520	THRU WALL FLASHING REPLACEMENT/
Check Total:							\$11,500.00		
001	102415	CH	1 13438	HICKS, JOSH	10/28/2022	\$98.00	150465	E 11 300 294 113 000 305	V FB OFFICIAL VS ST FRANCIS
Check Total:							\$98.00		
001	102416	CH	1 08568	HILDI INC.	10/28/2022	\$1,000.00	150464	E 01 005 110 000 000 305	ACTUARIAL DISCLOSURES UNDER GAS
Check Total:							\$1,000.00		
001	102417	CH	1 10461	JOHNSON CONTROLS	10/28/2022	\$584.13	150466	E 05 005 865 000 363 350	REPAIRS TO MIDDLE SCHOOL FIRE ALA
Check Total:							\$584.13		

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 10/31/2022

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	102418	CH	1	13286	KAMPHOFF, CINDRA	10/28/2022	\$3,000.00	150495	E 04 500 505 000 321 305	KEYNOTE W/PARENTS, ATHLETICS & C	
							Check Total:	\$3,000.00			
001	102419	CH	1	13439	KOCKELMAN, DEAN	10/28/2022	\$98.00	150468	E 11 300 294 113 000 305	V FB OFFICIAL VS ST FRANCIS	
							Check Total:	\$98.00			
001	102420	CH	1	10403	LEWIS, WILLIAM	10/28/2022	\$98.00	150494	E 11 300 294 113 000 305	V FB OFFICIAL VS ROCORI	
							Check Total:	\$98.00			
001	102421	CH	1	01121	MASSP	10/28/2022	\$160.00	150469	E 01 005 640 000 316 366	22/23 MASSP LAW SEMINAR (RANDI ANI	
							Check Total:	\$160.00			
001	102422	CH	1	01121	MASSP	10/28/2022	\$160.00	150470	E 01 005 640 000 316 366	22/23 MASSP LAW SEMINAR (MARK ERN	
							Check Total:	\$160.00			
001	102423	CH	1	13441	MAYEUX, SCOTT	10/28/2022	\$98.00	150473	E 11 300 294 113 000 305	V FB OFFICIAL VS ST FRANCIS	
							Check Total:	\$98.00			
001	102424	CH	1	05341	MEDCO	10/28/2022	\$45.50	150471	E 11 300 292 000 000 401	PO 31183 HS TRAINER SUPPLIES	
001	102424	CH	1	05341	MEDCO	10/28/2022	\$56.81	150472	E 11 300 292 000 000 401	PO 31183 ATHLETIC TRAINER SUPPLIES	
							Check Total:	\$102.31			
001	102425	CH	1	10089	MIDDLETON, STEVEN	10/28/2022	\$120.00	150475	E 11 201 294 113 000 305	7/8TH FB OFFICIAL VS BUFFALO	
							Check Total:	\$120.00			
001	102426	CH	1	06351	MILLER, TODD	10/28/2022	\$98.00	150497	E 11 300 294 113 000 305	V FB OFFICIAL VS ROCORI	
							Check Total:	\$98.00			
001	102427	CH	1	10052	MinnSPRA Membership Services	10/28/2022	\$179.00	150474	E 01 005 107 000 000 366	2022 MN SCHOOL PUBLIC RELATIONS A	
							Check Total:	\$179.00			
001	102428	CH	1	10455	NORTH SHORE GYM SALES LLC	10/28/2022	\$658.00	150476	E 11 300 296 122 000 401	HS GYMNASTICS CASE CHALK	
001	102428	CH	1	10455	NORTH SHORE GYM SALES LLC	10/28/2022	\$91.45	150476	E 11 300 296 122 000 401	SHIPPING	
							Check Total:	\$749.45			
001	102429	CH	1	13016	NORTHLAND REFRIGERATION INCORP	10/28/2022	\$9,455.00	150477	E 06 005 865 000 380 520	INSTALLATION OF MINI-SPLIT DAIKIN CC	
							Check Total:	\$9,455.00			
001	102430	CH	1	13442	OGLESBY, SHAWN	10/28/2022	\$20.00	150501	E 11 300 294 118 000 305	JV & V SOCCER DELANO HIGH SCHOOL	
							Check Total:	\$20.00			
001	102431	CH	1	13159	PIERZ WRESTLING CLUB	10/28/2022	\$150.00	150499	E 11 300 294 115 000 369	12/17/2022 MS TOURNAMENT FEE	
							Check Total:	\$150.00			
001	102432	CH	1	07890	PMA FINANCIAL NETWORK INC.	10/28/2022	\$213.94	150478	E 45 005 935 000 000 305	FEE STRUCTURE BILLABLE ASSESTS S	
							Check Total:	\$213.94			

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: **7/1/2022** - **10/31/2022**

				Pay/Void							
Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description		
001	102433	CH	1 09941	STERLING TROPHY	10/28/2022	\$205.40	150500	E 11 300 295 118 000 401	SOCCER AWARD PLAQUE		
Check Total:							\$205.40				
001	102434	CH	1 13417	TERLINDEN, KEITH	10/28/2022	\$120.00	150479	E 11 201 294 113 000 305	7/8TH FB OFFICIAL VS BUFFALO		
001	102434	CH	1 13417	TERLINDEN, KEITH	10/28/2022	\$120.00	150480	E 11 201 294 113 000 305	7/8TH FB OFFICIAL VS BECKER		
001	102434	CH	1 13417	TERLINDEN, KEITH	10/28/2022	\$86.00	150481	E 11 300 294 113 000 305	9TH GRADE FB OFFICIAL VS ROCORI		
Check Total:							\$326.00				
001	102435	CH	1 12219	TWIN CITIES FLAG SOURCE, INC.	10/28/2022	\$85.00	150482	E 01 005 810 000 000 305	WINCH STOCK FOR CORDLESS DRILL		
Check Total:							\$85.00				
001	102436	CH	1 09884	VERIZON WIRELESS	10/28/2022	\$51.21	150483	E 01 201 050 000 000 320	ME CELL PHONES 09/11-10/10		
001	102436	CH	1 09884	VERIZON WIRELESS	10/28/2022	\$51.21	150483	E 01 005 107 000 000 320	MP CELL PHONES 09/11-10/10		
001	102436	CH	1 09884	VERIZON WIRELESS	10/28/2022	\$51.21	150483	E 04 500 505 000 321 320	SH CELL PHONES 09/11-10/10		
001	102436	CH	1 09884	VERIZON WIRELESS	10/28/2022	\$51.21	150483	E 01 300 605 000 000 320	ST CELL PHONES 09/11-10/10		
001	102436	CH	1 09884	VERIZON WIRELESS	10/28/2022	\$61.21	150483	E 01 005 630 000 000 320	BH CELL PHONES 09/11-10/10		
001	102436	CH	1 09884	VERIZON WIRELESS	10/28/2022	\$51.21	150483	E 01 100 605 000 000 320	SP CELL PHONES 09/11-10/10		
001	102436	CH	1 09884	VERIZON WIRELESS	10/28/2022	\$51.21	150483	E 01 005 020 000 000 320	TT CELL PHONES 09/11-10/10		
001	102436	CH	1 09884	VERIZON WIRELESS	10/28/2022	\$51.21	150483	E 01 201 605 000 000 320	AM CELL PHONES 09/11-10/10		
001	102436	CH	1 09884	VERIZON WIRELESS	10/28/2022	\$51.21	150483	E 01 201 810 000 000 320	AZ CELL PHONES 09/11-10/10		
001	102436	CH	1 09884	VERIZON WIRELESS	10/28/2022	\$51.21	150483	E 01 300 605 000 000 320	JK CELL PHONES 09/11-10/10		
001	102436	CH	1 09884	VERIZON WIRELESS	10/28/2022	\$51.21	150483	E 01 201 605 000 000 320	RA CELL PHONES 09/11-10/10		
001	102436	CH	1 09884	VERIZON WIRELESS	10/28/2022	\$51.21	150483	E 01 410 211 000 000 320	NH CELL PHONES 09/11-10/10		
001	102436	CH	1 09884	VERIZON WIRELESS	10/28/2022	\$51.21	150483	E 11 300 292 000 000 320	JM CELL PHONES 09/11-10/10		
001	102436	CH	1 09884	VERIZON WIRELESS	10/28/2022	\$51.21	150483	E 01 005 810 000 000 320	NK CELL PHONES 09/11-10/10		
001	102436	CH	1 09884	VERIZON WIRELESS	10/28/2022	\$51.21	150483	E 01 100 810 000 000 320	BM CELL PHONES 09/11-10/10		
001	102436	CH	1 09884	VERIZON WIRELESS	10/28/2022	\$51.21	150483	E 01 110 050 000 000 320	CG CELL PHONES 09/11-10/10		
001	102436	CH	1 09884	VERIZON WIRELESS	10/28/2022	\$51.21	150483	E 04 500 570 000 321 320	TF CELL PHONES 09/11-10/10		
001	102436	CH	1 09884	VERIZON WIRELESS	10/28/2022	\$51.21	150483	E 01 300 050 000 000 320	BD CELL PHONES 09/11-10/10		
001	102436	CH	1 09884	VERIZON WIRELESS	10/28/2022	\$25.61	150483	E 04 500 580 000 325 320	SF CELL PHONES 09/11-10/10		
001	102436	CH	1 09884	VERIZON WIRELESS	10/28/2022	\$25.60	150483	E 04 500 596 000 344 320	SF CELL PHONES 09/11-10/10		
001	102436	CH	1 09884	VERIZON WIRELESS	10/28/2022	\$63.81	150483	E 01 005 720 342 000 320	TJ CELL PHONES 09/11-10/10		
001	102436	CH	1 09884	VERIZON WIRELESS	10/28/2022	\$61.21	150483	E 01 005 630 000 000 320	JB CELL PHONES 09/11-10/10		
001	102436	CH	1 09884	VERIZON WIRELESS	10/28/2022	\$51.21	150483	E 01 005 810 000 000 320	PA CELL PHONES 09/11-10/10		
001	102436	CH	1 09884	VERIZON WIRELESS	10/28/2022	\$51.21	150483	E 01 300 790 000 699 320	NS CELL PHONES 09/11-10/10		
001	102436	CH	1 09884	VERIZON WIRELESS	10/28/2022	\$51.21	150483	E 01 100 050 000 000 320	JD CELL PHONES 09/11-10/10		
001	102436	CH	1 09884	VERIZON WIRELESS	10/28/2022	\$51.21	150483	E 01 005 605 000 000 320	TSP CELL PHONES 09/11-10/10		

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 10/31/2022

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	102436	CH	1 09884	VERIZON WIRELESS	10/28/2022	\$51.21	150483	E 01 005 720 342 000 320	ND CELL PHONES 09/11-10/10
						Check Total:	\$1,364.06		
001	102437	CH	1 09858	VETSCH, DAREK	10/28/2022	\$120.00	150484	E 11 201 294 113 000 305	7/8TH FB OFFICIAL VS BECKER
						Check Total:	\$120.00		
001	102438	CH	1 04148	VIKING COCA-COLA BOTTLING CO	10/28/2022	\$465.00	150498	E 11 300 298 000 000 490	HS CONCESSIONS
						Check Total:	\$465.00		
001	102439	CH	1 01089	VISION OF BIG LAKE	10/28/2022	\$80.00	150486	E 11 300 296 126 000 305	Van Training for Hannah Strom 763-273-00
						Check Total:	\$80.00		
001	102440	CH	1 06532	VISION STAFFING	10/28/2022	\$1,395.97	150485	E 01 005 810 356 000 305	GROUNDS SERVICES WEEK 10/16/2022
						Check Total:	\$1,395.97		
001	102441	CH	1 09498	WARD'S NATURAL SCIENCE	10/28/2022	\$98.28	150491	E 01 300 260 000 000 430	470236-270 Single Burner Hot Plate
001	102441	CH	1 09498	WARD'S NATURAL SCIENCE	10/28/2022	\$35.79	150492	E 01 300 260 000 000 430	470300-392 Biuret Powder
001	102441	CH	1 09498	WARD'S NATURAL SCIENCE	10/28/2022	\$24.93	150492	E 01 300 260 000 000 430	470300-362 Benedicts Solution
001	102441	CH	1 09498	WARD'S NATURAL SCIENCE	10/28/2022	\$19.90	150492	E 01 300 260 000 000 430	470301-332 Iodine Solution 500ml
						Check Total:	\$178.90		
001	102442	CH	1 13397	WELCH, PATRICK	10/28/2022	\$86.00	150487	E 11 300 294 113 000 305	9TH FB OFFICIAL VS ST FRANCIS
						Check Total:	\$86.00		
001	102443	CH	1 10633	WOLD ARCHITECTS, INC	10/28/2022	\$12,675.15	150488	E 06 300 870 000 000 305	BOND PROJECT ID #22E300.01B HS REP
001	102443	CH	1 10633	WOLD ARCHITECTS, INC	10/28/2022	\$67,856.00	150489	E 06 100 870 000 000 305	BOND PROJECT ID #22D100.01B INDY E
						Check Total:	\$80,531.15		
001	102444	CH	1 01240	WRIGHT TECHNICAL CENTER	10/28/2022	\$20,416.78	150490	E 01 998 211 000 303 390	WRIGHT ACADEMY HS SEPTEMBER 202
						Check Total:	\$20,416.78		
001	102445	CH	1 01165	XCEL ENERGY-NSP	10/28/2022	\$1,244.56	150493	E 01 110 810 000 000 350	LIBERTY NATURAL GAS P #302291437 S
						Check Total:	\$1,244.56		
001	102446	CH	1 10327	NORTHERN AIR CORPORATION	10/28/2022	\$100,985.00	150503	E 06 300 870 000 000 520	BOND 22C-CONTROLS 22C005.01A HS &
001	102446	CH	1 10327	NORTHERN AIR CORPORATION	10/28/2022	\$71,297.50	150504	E 06 300 870 000 000 520	BOND 22B-HS HVAC 22B300.01A HS GYM
001	102446	CH	1 10327	NORTHERN AIR CORPORATION	10/28/2022	\$25,543.60	150505	E 06 110 865 000 380 520	BOND 22A ROOFING DISCONNECT 22AC
						Check Total:	\$197,826.10		
						Bank 001 Total:	\$1,032,184.15		
						Report Total:	\$1,032,184.15		

**Big Lake Public Schools, ISD #727
Payment Reg by Check-No Voids**

Payment Date Range: 10/01/2022 - 10/31/2022

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void	Amount	Voucher #	Account Code	Description
						Date				
001		CC	1	01022	BIG LAKE LUMBER CO	10/05/2022	\$284.72	150144	E 05 300 292 000 302 530	Athletics Supplies
001		CC	1	01038	CITY OF BIG LAKE	10/05/2022	\$1,558.22	150149	E 01 300 810 000 000 332	HS Water/Sewer July 2022
001		CC	1	01038	CITY OF BIG LAKE	10/05/2022	\$807.67	150151	E 01 100 810 000 000 332	Indy Wat'er/Sewer July 2022
001		CC	1	01038	CITY OF BIG LAKE	10/05/2022	\$44.88	150152	E 01 005 810 000 000 332	Admissions Water/Sewer July 2022
001		CC	1	01038	CITY OF BIG LAKE	10/05/2022	\$311.85	150153	E 01 110 810 000 000 332	Liberty Water/Sewer July 2022
001		CC	1	01038	CITY OF BIG LAKE	10/05/2022	\$369.91	150154	E 01 201 810 000 000 332	MS Water/Sewer July 2022
001		CC	1	01038	CITY OF BIG LAKE	10/05/2022	\$68.16	150155	E 01 005 810 000 000 332	Bathrooms Water/Sewer July 2022
001		CC	1	01065	HILLYARD FLOOR CARE	10/05/2022	\$2,091.67	150054	E 01 300 810 000 000 401	HS Misc Cleaning Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	10/05/2022	\$1,918.96	150056	E 01 201 810 000 000 401	PO 31247 Misc Cleaning Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	10/05/2022	\$32.76	150137	E 01 100 810 000 000 401	PO 31184/31150/30794/30794/30793
001		CC	1	01065	HILLYARD FLOOR CARE	10/05/2022	\$17,894.47	150137	E 01 005 810 359 000 530	PO 31184/31150/30794/30794/30793
001		CC	1	01065	HILLYARD FLOOR CARE	10/05/2022	\$17,894.47	150137	E 01 005 810 359 000 530	PO 31184/31150/30794/30794/30793
001		CC	1	01065	HILLYARD FLOOR CARE	10/05/2022	\$2,537.20	150137	E 01 005 810 359 000 530	PO 31184/31150/30794/30794/30793
001		CC	1	01065	HILLYARD FLOOR CARE	10/05/2022	\$4,506.98	150137	E 01 100 810 000 000 401	PO 31184/31150/30794/30794/30793
001		CC	1	01065	HILLYARD FLOOR CARE	10/05/2022	\$2,537.20	150137	E 01 005 810 359 000 530	PO 31184/31150/30794/30794/30793
001		CC	1	01065	HILLYARD FLOOR CARE	10/05/2022	\$15.00	150137	E 01 110 810 000 000 401	PO 31184/31150/30794/30794/30793
001		CC	1	01107	JOSTENS	10/05/2022	\$19.41	150072	E 01 005 110 999 000 401	Yearbook
001		CC	1	01107	JOSTENS	10/05/2022	\$11.59	150073	E 01 300 211 222 000 401	HS Diploma
001		CC	1	01133	MINNESOTA CLAY CO. USA	10/05/2022	\$1,305.11	150116	E 01 300 212 000 000 430	PO 31020 HS Art Supplies
001		CC	1	01146	MONTICELLO PRINTING	10/05/2022	\$106.75	150050	E 01 110 203 000 000 401	Emergency Cards
001		CC	1	01146	MONTICELLO PRINTING	10/05/2022	\$53.38	150050	E 01 100 203 000 000 401	Emergency Cards
001		CC	1	01146	MONTICELLO PRINTING	10/05/2022	\$191.11	150106	E 01 300 211 000 000 401	Envelopes
001		CC	1	01146	MONTICELLO PRINTING	10/05/2022	\$92.91	150106	E 02 005 770 000 701 401	Envelopes
001		CC	1	01146	MONTICELLO PRINTING	10/05/2022	\$279.29	150130	E 01 005 110 000 000 401	Time Off Report
001		CC	1	01210	STATE SUPPLY COMPANY	10/05/2022	\$639.35	150053	E 01 300 810 000 000 350	HS B&G Repairs
001		CC	1	01210	STATE SUPPLY COMPANY	10/05/2022	\$482.72	150142	E 01 300 810 000 000 350	HS B&G Supplies
001		CC	1	01231	BIG LAKE FLORAL & GIFT	10/05/2022	\$100.00	150181	E 01 300 211 222 000 401	FY 22 Graduation Flowers
001		CC	1	01333	MINNESOTA EQUIPMENT	10/05/2022	\$334.46	150032	E 01 005 810 000 000 350	B&G Supplies
001		CC	1	01333	MINNESOTA EQUIPMENT	10/05/2022	\$83.46	150032	E 01 005 810 000 000 350	B&G Supplies
001		CC	1	01594	DEPT OF LABOR & INDUSTRY	10/05/2022	\$100.00	150118	E 05 005 865 000 352 305	MS Annual Elevator Inspections
001		CC	1	01594	DEPT OF LABOR & INDUSTRY	10/05/2022	\$100.00	150132	E 05 005 865 000 352 305	Elevator Inspection at Liberty
001		CC	1	01908	MINNESOTA HISTORICAL SOCIETY	10/05/2022	\$3,345.00	150150	E 05 201 270 602 302 406	northern lights
001		CC	1	02427	FOLLETT SCHOOL SOLUTIONS, INC.	10/05/2022	\$913.48	150024	E 01 300 810 351 000 460	PO 30930 HS English Supplies
001		CC	1	02427	FOLLETT SCHOOL SOLUTIONS, INC.	10/05/2022	\$49.14	150069	E 01 100 620 000 000 470	Indy Books

Big Lake Public Schools, ISD #727**Payment Reg by Check-No Voids**

Payment Date Range: 10/01/2022 - 10/31/2022

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1 02427	FOLLETT SCHOOL SOLUTIONS, INC.	10/05/2022	\$34.77	150096	E 01 300 810 351 000 460	PO 30929 HS Books
001		CC	1 02427	FOLLETT SCHOOL SOLUTIONS, INC.	10/05/2022	\$605.60	150117	E 05 100 203 601 302 460	PO 31163 & PO 31170 Indy Supplies
001		CC	1 02493	ELK RIVER PRINTING	10/05/2022	\$79.02	150075	E 01 300 790 000 699 401	PCN Grant Stickers
001		CC	1 02527	MCGRAW-HILL EDUCATION, INC.	10/05/2022	\$3,270.95	150064	E 05 300 270 602 302 460	History Books for social studies dept.
001		CC	1 02824	FLINN SCIENTIFIC INC	10/05/2022	\$271.71	150025	E 01 300 260 000 000 430	PO 30998 HS Science Supplies
001		CC	1 02824	FLINN SCIENTIFIC INC	10/05/2022	\$66.24	150077	E 01 300 260 000 000 430	PO 30998 HS Science Supplies
001		CC	1 02824	FLINN SCIENTIFIC INC	10/05/2022	\$593.24	150138	E 01 300 260 000 000 430	PO 30996 HS Science Supplies
001		CC	1 03183	KROMER COMPANY	10/05/2022	\$398.82	150078	E 01 005 810 000 000 401	B&G Supplies
001		CC	1 03361	PAXTON-PATTERSON	10/05/2022	\$4,508.78	150128	E 01 300 361 000 830 433	HS Ind Tech Ed Supplies PO 31023
001		CC	1 03455	GRAINGER	10/05/2022	\$113.52	150028	E 01 201 810 000 000 350	PO 31245 D BATTERIES
001		CC	1 03455	GRAINGER	10/05/2022	\$204.30	150029	E 01 201 810 000 000 350	MS Facuet Cart
001		CC	1 03455	GRAINGER	10/05/2022	\$51.18	150110	E 01 300 810 000 000 350	PO 31209 Belts
001		CC	1 03455	GRAINGER	10/05/2022	\$42.78	150134	E 01 201 810 000 000 401	PO 31186 B&G Supplies
001		CC	1 03455	GRAINGER	10/05/2022	\$129.92	150135	E 01 201 810 000 000 401	PO 31186 MS B&G Supplies
001		CC	1 03455	GRAINGER	10/05/2022	\$17.34	150136	E 01 300 810 000 000 350	PO 31188 HS B&G Supplies
001		CC	1 03455	GRAINGER	10/05/2022	\$179.24	150136	E 05 300 865 000 363 350	PO 31188 HS B&G Supplies
001		CC	1 03455	GRAINGER	10/05/2022	\$84.70	150136	E 01 300 810 000 000 401	PO 31188 HS B&G Supplies
001		CC	1 03455	GRAINGER	10/05/2022	\$49.76	150139	E 01 100 810 000 000 401	PO 31187 Indy CLEAR SILICONE CAULK
001		CC	1 03455	GRAINGER	10/05/2022	\$345.90	150141	E 01 100 810 000 000 401	PO 31187 Indy B&G Supplies
001		CC	1 03849	DISCOUNT SCHOOL SUPPLY	10/05/2022	\$365.88	150109	E 04 500 596 000 344 430	PO 31159 CE Supplies
001		CC	1 03849	DISCOUNT SCHOOL SUPPLY	10/05/2022	\$696.53	150131	E 04 500 580 000 325 430	PO 31131 CE Supplies
001		CC	1 04111	MADDEN'S ON GULL LAKE	10/05/2022	\$358.58	150147	E 01 005 640 000 316 366	MN Assn School Administrators
001		CC	1 04279	MCPETE'S SPORTS BAR & LANES	10/05/2022	\$19.17	150062	E 01 005 020 000 000 366	Chamber Meeting
001		CC	1 04641	IEA	10/05/2022	\$152.25	150046	E 05 005 865 000 352 305	EHS Consulting/PO 30899 HS & Liberty Pr
001		CC	1 04641	IEA	10/05/2022	\$728.00	150046	E 06 005 870 000 000 305	EHS Consulting/PO 30899 HS & Liberty Pr
001		CC	1 04874	AMAZON.COM	10/05/2022	\$136.56	150042	E 01 005 630 000 000 455	Camera Equip
001		CC	1 04874	AMAZON.COM	10/05/2022	\$186.68	150067	E 01 005 630 000 000 401	youth ap Fair supplies
001		CC	1 04874	AMAZON.COM	10/05/2022	(\$1,062.25)	150100	E 01 005 630 000 000 555	Refund for NAS that never shipped from An
001		CC	1 04874	AMAZON.COM	10/05/2022	\$474.00	150145	E 01 005 630 000 000 530	Network Switches
001		CC	1 04874	AMAZON.COM	10/05/2022	\$1,151.20	150159	E 01 005 630 000 000 315	Replacement iPad chargers Liberty
001		CC	1 04874	AMAZON.COM	10/05/2022	\$532.66	150167	E 01 005 630 000 000 315	Replacement phone, comp parts.
001		CC	1 04874	AMAZON.COM	10/05/2022	\$306.70	150169	E 01 005 630 000 000 401	Network Patch Cables.
001		CC	1 04874	AMAZON.COM	10/05/2022	40 \$838.71	150170	E 01 005 630 000 000 315	Replacement comp cases, printer ink, misc
001		CC	1 04874	AMAZON.COM	10/05/2022	\$1,998.49	150171	E 01 005 630 630 000 456	Replacement chromebook chargers

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 10/01/2022 - 10/31/2022

				Pay/Void					
Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001		CC	1 04874	AMAZON.COM	10/05/2022	\$1,636.00	150172	E 01 005 630 000 000 555	APs for Liberty
001		CC	1 04874	AMAZON.COM	10/05/2022	\$263.95	150182	E 01 005 630 000 000 401	vaccum, cables
001		CC	1 04874	AMAZON.COM	10/05/2022	\$43.96	150183	E 01 005 630 000 000 401	case mba
001		CC	1 04874	AMAZON.COM	10/05/2022	\$51.98	150184	E 01 005 630 000 000 401	mba case
001		CC	1 04944	DOMINO'S PIZZA	10/05/2022	\$168.11	150176	E 04 500 505 000 321 490	CE Staff Program Mtg
001		CC	1 05011	CRAGUN'S CONFERENCE CENTER	10/05/2022	\$237.80	150157	E 01 300 790 000 699 366	Craguns (Melisssa Pribyl) \$237.80
001		CC	1 05011	CRAGUN'S CONFERENCE CENTER	10/05/2022	\$237.80	150158	E 01 300 790 000 699 360	Craguns (Shallyn Tordeur) \$237.80
001		CC	1 05011	CRAGUN'S CONFERENCE CENTER	10/05/2022	\$237.80	150173	E 01 300 790 000 699 366	Cragun's Resort (Nicole Seafolk)
001		CC	1 05118	MSCA	10/05/2022	\$175.00	150038	E 01 300 710 000 000 366	J. Fingarson 2022 MSCA Conference Fee
001		CC	1 05118	MSCA	10/05/2022	\$175.00	150039	E 01 300 710 000 000 366	MSCA 2022 Registration R. Fischer
001		CC	1 05118	MSCA	10/05/2022	\$60.00	150041	E 01 300 710 000 000 366	J. Fingarson MSCA Membership
001		CC	1 05118	MSCA	10/05/2022	\$60.00	150065	E 01 300 710 000 000 820	Membership fee for MSCA for R. Fischer
001		CC	1 05264	BSN SPORTS	10/05/2022	\$899.95	150048	E 11 300 295 118 000 401	PO 31047 & 31048
001		CC	1 05264	BSN SPORTS	10/05/2022	\$388.00	150048	E 11 300 296 118 000 401	PO 31047 & 31048
001		CC	1 05264	BSN SPORTS	10/05/2022	\$227.92	150049	E 11 300 294 112 000 401	PO 31139 Basketball Supplies
001		CC	1 05264	BSN SPORTS	10/05/2022	\$227.93	150049	E 11 300 296 112 000 401	PO 31139 Basketball Supplies
001		CC	1 05264	BSN SPORTS	10/05/2022	\$888.50	150059	E 11 300 293 162 000 401	PO 30805 Lacrosse Supplies
001		CC	1 05264	BSN SPORTS	10/05/2022	\$287.50	150060	E 11 300 293 162 000 401	PO 30805 Lacrosse Supplies
001		CC	1 05264	BSN SPORTS	10/05/2022	\$469.00	150060	E 11 300 294 162 000 401	PO 30805 Lacrosse Supplies
001		CC	1 05264	BSN SPORTS	10/05/2022	\$1,255.35	150061	E 11 300 293 162 000 401	PO 30805 Lacrosse Supplies
001		CC	1 05264	BSN SPORTS	10/05/2022	\$890.99	150068	E 11 300 292 158 000 401	PO 31089 SET OF FOAM PLYO BOXES #
001		CC	1 05264	BSN SPORTS	10/05/2022	\$167.14	150070	E 11 300 296 125 000 401	PO 30652 Softball Supplies
001		CC	1 05264	BSN SPORTS	10/05/2022	\$585.00	150071	E 11 300 294 113 000 401	PO 30915 CHEVRON CHAIN SET & BSN I
001		CC	1 05264	BSN SPORTS	10/05/2022	\$153.65	150108	E 11 300 294 120 000 401	PO 31143 Edwards 40LS Tennis Net TNET
001		CC	1 05264	BSN SPORTS	10/05/2022	\$153.66	150108	E 04 500 560 000 321 401	PO 31143 Edwards 40LS Tennis Net TNET
001		CC	1 05264	BSN SPORTS	10/05/2022	\$153.65	150108	E 11 300 296 120 000 401	PO 31143 Edwards 40LS Tennis Net TNET
001		CC	1 05351	HOME DEPOT	10/05/2022	\$309.72	150023	E 04 500 596 000 344 430	SR Classroom Supplies
001		CC	1 05351	HOME DEPOT	10/05/2022	\$112.19	150121	E 01 110 810 000 000 350	Liberty B&G Supplies
001		CC	1 05351	HOME DEPOT	10/05/2022	\$383.98	150122	E 11 300 296 126 000 401	HS B&G Supplies
001		CC	1 05473	MASA	10/05/2022	\$299.00	150146	E 01 005 640 000 316 366	2022 MASA Fall Conference (Minda Anders
001		CC	1 05640	VIKING SEWER & DRAIN CLEANING	10/05/2022	\$179.00	150095	E 01 300 810 000 000 350	B&G Repairs
001		CC	1 06051	FINKEN WATER CENTERS	10/05/2022	\$68.95	150033	E 01 300 810 000 000 401	Solar Salt
001		CC	1 06051	FINKEN WATER CENTERS	10/05/2022	\$60.95	150033	E 01 005 810 000 000 401	Solar Salt
001		CC	1 06051	FINKEN WATER CENTERS	10/05/2022	\$118.45	150033	E 01 201 810 000 000 401	Solar Salt

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 10/01/2022 - 10/31/2022

					Pay/Void					
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001		CC	1	06051	FINKEN WATER CENTERS	10/05/2022	\$68.95	150033	E 01 100 810 000 000 401	Solar Salt
001		CC	1	06051	FINKEN WATER CENTERS	10/05/2022	\$44.20	150140	E 01 110 810 000 000 401	Softener Salt
001		CC	1	06051	FINKEN WATER CENTERS	10/05/2022	\$52.45	150140	E 01 100 810 000 000 401	Softener Salt
001		CC	1	06051	FINKEN WATER CENTERS	10/05/2022	\$44.20	150140	E 01 300 810 000 000 401	Softener Salt
001		CC	1	06051	FINKEN WATER CENTERS	10/05/2022	\$60.95	150140	E 01 005 810 000 000 401	Softener Salt
001		CC	1	06563	HEARTLAND	10/05/2022	\$1,964.00	150058	E 02 005 770 000 701 405	Heartland Annual Subscription Fee
001		CC	1	06569	SCR, INC.	10/05/2022	\$914.00	150055	E 01 300 810 354 000 350	B&G Repairs
001		CC	1	06569	SCR, INC.	10/05/2022	\$469.00	150055	E 01 100 810 354 000 350	B&G Repairs
001		CC	1	06569	SCR, INC.	10/05/2022	\$495.00	150055	E 01 110 810 354 000 350	B&G Repairs
001		CC	1	06569	SCR, INC.	10/05/2022	\$524.00	150055	E 01 201 810 354 000 350	B&G Repairs
001		CC	1	06569	SCR, INC.	10/05/2022	\$1,017.04	150057	E 01 201 810 354 000 350	MS B&G Repairs
001		CC	1	06700	B & H FOTO & ELECTRONICS CORP	10/05/2022	\$2,332.21	150066	E 01 005 630 000 000 555	Camera for Comms Spec
001		CC	1	06928	MACGILL & CO.	10/05/2022	\$3,171.78	150097	E 01 005 720 000 000 401	PO 31111 Health Supplies
001		CC	1	07866	RBS ACTIVEWEAR	10/05/2022	\$626.25	150094	E 04 500 560 112 321 401	CE Youth Basketball Supplies
001		CC	1	07984	HIRSHFIELD'S INC & SUBSIDIARIES	10/05/2022	\$1,482.57	150030	E 01 005 810 000 000 401	Athletic Field Striping Super
001		CC	1	08066	TARGET	10/05/2022	\$154.56	150081	E 01 110 203 012 159 401	Homeless supplies
001		CC	1	08066	TARGET	10/05/2022	\$17.00	150082	E 01 100 203 012 159 401	Homeless supplies
001		CC	1	08066	TARGET	10/05/2022	\$11.40	150083	E 01 110 203 012 159 401	Homeless Supplies
001		CC	1	08066	TARGET	10/05/2022	\$10.60	150083	E 01 110 203 012 159 401	Homeless Supplies
001		CC	1	08066	TARGET	10/05/2022	\$6.00	150084	E 01 110 203 012 159 401	Homeless supplies
001		CC	1	08066	TARGET	10/05/2022	\$10.00	150085	E 01 110 203 012 159 401	Homeless supplies
001		CC	1	08066	TARGET	10/05/2022	\$10.00	150086	E 01 100 203 012 159 401	Homeless supplies
001		CC	1	08066	TARGET	10/05/2022	\$28.98	150087	E 01 110 203 012 159 401	Homeless supplies
001		CC	1	08198	ROCHESTER TELECOM SYSTEMS INC	10/05/2022	\$5.21	150161	E 04 500 505 000 321 305	CE Long Distance August 2022
001		CC	1	08198	ROCHESTER TELECOM SYSTEMS INC	10/05/2022	\$7.49	150162	E 01 110 810 000 000 320	Liberty Long Distance August 2022
001		CC	1	08198	ROCHESTER TELECOM SYSTEMS INC	10/05/2022	\$2.76	150163	E 01 201 810 000 000 320	MS Long Distance August 2022
001		CC	1	08198	ROCHESTER TELECOM SYSTEMS INC	10/05/2022	\$0.48	150164	E 01 300 810 000 000 320	HS Long Distance August 2022
001		CC	1	08198	ROCHESTER TELECOM SYSTEMS INC	10/05/2022	\$18.15	150165	E 01 100 810 000 000 320	Indy Long Distance August 2022
001		CC	1	08198	ROCHESTER TELECOM SYSTEMS INC	10/05/2022	\$21.39	150166	E 01 005 810 000 000 320	DO Long Distance August 2022
001		CC	1	08347	WALMART	10/05/2022	\$44.60	150123	E 01 110 620 000 000 401	Supplies for the library
001		CC	1	08347	WALMART	10/05/2022	\$424.04	150185	E 01 110 203 902 000 401	Staff breakfast and lounge supplies
001		CC	1	08465	INNOVATIVE OFFICE SOLUTIONS	10/05/2022	\$12.08	150027	E 01 300 211 000 000 401	PO 31003 Pad, Igl, ruled, perf
001		CC	1	08465	INNOVATIVE OFFICE SOLUTIONS	10/05/2022	\$12.76	150079	E 01 110 201 000 000 430	PO 31165 Liberty Artista II Tempera Paint
001		CC	1	08465	INNOVATIVE OFFICE SOLUTIONS	10/05/2022	\$70.41	150079	E 01 110 201 000 000 430	PO 31165 Liberty Artista II Tempera Paint

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 10/01/2022 - 10/31/2022

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	10/05/2022	\$10.79	150092	E 01 005 720 000 000 401	PO 31084 Health Office Supplies
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	10/05/2022	\$47.25	150092	E 01 005 720 000 000 401	PO 31084 Health Office Supplies
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	10/05/2022	\$11.16	150104	E 01 300 810 351 000 401	PO 30933/31013/31005/31178
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	10/05/2022	\$634.01	150104	E 01 300 810 351 000 401	PO 30933/31013/31005/31178
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	10/05/2022	\$43.33	150104	E 01 300 211 000 000 401	PO 30933/31013/31005/31178
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	10/05/2022	\$78.28	150104	E 01 300 810 351 000 401	PO 30933/31013/31005/31178
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	10/05/2022	\$18.50	150104	E 01 300 211 000 000 401	PO 30933/31013/31005/31178
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	10/05/2022	\$26.37	150104	E 01 300 211 000 000 401	PO 30933/31013/31005/31178
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	10/05/2022	\$74.39	150104	E 01 201 208 000 000 401	PO 30933/31013/31005/31178
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	10/05/2022	\$5.58	150115	E 01 300 211 000 000 401	PO 31010, 31014, 30933, 31000, 31012,, 3
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	10/05/2022	\$51.17	150115	E 01 300 211 000 000 401	PO 31010, 31014, 30933, 31000, 31012,, 3
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	10/05/2022	\$169.96	150115	E 01 300 211 000 000 401	PO 31010, 31014, 30933, 31000, 31012,, 3
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	10/05/2022	\$57.19	150115	E 01 300 211 000 000 401	PO 31010, 31014, 30933, 31000, 31012,, 3
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	10/05/2022	\$26.84	150115	E 01 300 211 000 000 401	PO 31010, 31014, 30933, 31000, 31012,, 3
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	10/05/2022	\$4.09	150115	E 01 300 211 000 000 401	PO 31010, 31014, 30933, 31000, 31012,, 3
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	10/05/2022	\$51.00	150115	E 01 300 211 000 000 401	PO 31010, 31014, 30933, 31000, 31012,, 3
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	10/05/2022	\$5.58	150115	E 01 300 211 000 000 401	PO 31010, 31014, 30933, 31000, 31012,, 3
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	10/05/2022	\$48.24	150115	E 01 300 211 000 000 401	PO 31010, 31014, 30933, 31000, 31012,, 3
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	10/05/2022	\$7.31	150115	E 01 300 211 000 000 401	PO 31010, 31014, 30933, 31000, 31012,, 3
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	10/05/2022	\$11.91	150115	E 01 300 211 000 000 401	PO 31010, 31014, 30933, 31000, 31012,, 3
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	10/05/2022	\$0.47	150115	E 01 300 810 351 000 401	PO 31010, 31014, 30933, 31000, 31012,, 3
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	10/05/2022	\$7.31	150115	E 01 300 211 000 000 401	PO 31010, 31014, 30933, 31000, 31012,, 3
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	10/05/2022	\$92.59	150115	E 01 300 211 000 000 401	PO 31010, 31014, 30933, 31000, 31012,, 3
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	10/05/2022	\$8.18	150115	E 01 300 211 000 000 401	PO 31010, 31014, 30933, 31000, 31012,, 3
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	10/05/2022	\$1.41	150115	E 01 300 211 000 000 401	PO 31010, 31014, 30933, 31000, 31012,, 3
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	10/05/2022	\$22.62	150115	E 01 300 211 000 000 401	PO 31010, 31014, 30933, 31000, 31012,, 3
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	10/05/2022	\$32.48	150115	E 01 300 211 000 000 401	PO 31010, 31014, 30933, 31000, 31012,, 3
001		CC	1 08894	ALLINA HOSPITALS & CLINICS	10/05/2022	\$720.00	150107	E 05 005 865 000 352 401	Heartsafe Package
001		CC	1 08952	HOUGHTON MIFFLIN HARCOURT	10/05/2022	\$6,760.00	150076	E 05 201 208 602 302 460	PO 31190 Read 180 and System 44 MS SF
001		CC	1 08952	HOUGHTON MIFFLIN HARCOURT	10/05/2022	\$521.13	150076	E 05 201 208 602 302 460	PO 31190 Read 180 and System 44 MS SF
001		CC	1 09044	MENARDS - ELK RIVER	10/05/2022	\$37.25	150031	E 01 005 810 000 000 401	B&G Supplies
001		CC	1 09044	MENARDS - ELK RIVER	10/05/2022	\$9.99	150031	E 01 005 810 000 000 401	B&G Supplies
001		CC	1 09044	MENARDS - ELK RIVER	10/05/2022	43 \$168.69	150047	E 01 005 810 000 000 350	B&G Supplies & HS Shop Supplies
001		CC	1 09044	MENARDS - ELK RIVER	10/05/2022	\$925.72	150047	E 01 300 361 000 830 433	B&G Supplies & HS Shop Supplies

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 10/01/2022 - 10/31/2022

				Pay/Void					
Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001		CC	1 09044	MENARDS - ELK RIVER	10/05/2022	\$88.40	150105	E 01 300 810 000 000 350	HS B&G Supplies
001		CC	1 09044	MENARDS - ELK RIVER	10/05/2022	\$24.24	150129	E 01 005 810 000 000 401	B&G Supplies
001		CC	1 10052	MinnSPRA Membership Services	10/05/2022	\$95.00	150127	E 01 005 107 000 000 820	Membership (Morgan Prokosch)
001		CC	1 10322	MUSIC THEATRE INTERNATIONAL	10/05/2022	\$2,210.00	150156	E 04 500 560 157 321 305	CE Musical
001		CC	1 10328	JONTI-CRAFT, INC.	10/05/2022	\$525.00	150063	E 01 110 203 000 000 401	Shelving brackets
001		CC	1 10338	ADAM'S PEST CONTROL, INC.	10/05/2022	\$41.60	150133	E 01 300 810 000 000 305	Preventative Services
001		CC	1 10338	ADAM'S PEST CONTROL, INC.	10/05/2022	\$52.00	150133	E 01 201 810 000 000 305	Preventative Services
001		CC	1 10338	ADAM'S PEST CONTROL, INC.	10/05/2022	\$52.00	150133	E 01 110 810 000 000 305	Preventative Services
001		CC	1 10338	ADAM'S PEST CONTROL, INC.	10/05/2022	\$52.00	150133	E 01 100 810 000 000 305	Preventative Services
001		CC	1 10497	GEYER INSTRUCTIONAL PRODUCTS	10/05/2022	\$179.55	150093	E 01 300 256 000 000 430	PO 30725 HS Math Supplies (Geyer)
001		CC	1 10512	CASEY'S	10/05/2022	\$15.02	150090	E 01 005 010 000 000 490	Policy Committee Meeting
001		CC	1 10512	CASEY'S	10/05/2022	\$25.75	150143	E 01 005 105 000 000 490	Negotiations
001		CC	1 10575	CONSTANT CONTACT	10/05/2022	\$125.00	150160	E 04 500 505 000 321 305	CE Marketing
001		CC	1 10658	OZONE, LLC	10/05/2022	\$852.25	150045	E 04 500 560 122 321 436	CE Gymnastics
001		CC	1 10659	MATBOSSAPP.COM	10/05/2022	\$599.00	150126	E 11 300 294 115 000 401	VideoStats Subscription 22/23
001		CC	1 12052	DOLLAR TREE	10/05/2022	\$5.00	150179	E 01 110 203 000 000 401	SEL Materials & 2nd grade instructional ma
001		CC	1 12052	DOLLAR TREE	10/05/2022	\$5.00	150179	E 01 110 203 200 000 401	SEL Materials & 2nd grade instructional ma
001		CC	1 12129	SIPTRUNK, INC	10/05/2022	\$71.35	150168	E 01 005 630 000 000 320	Backup phones
001		CC	1 12140	SNA SPORTS	10/05/2022	\$375.00	150103	E 11 300 296 124 000 401	PO 31180 Collegiate End Rail
001		CC	1 12189	TUFF SHED	10/05/2022	\$5,384.83	150177	E 01 005 810 353 000 350	PO 31189 QUOTE #A-1814226 REPLACEI
001		CC	1 12192	WINSOR LEARNING, INC.	10/05/2022	\$352.00	150052	E 12 100 407 000 740 433	PO 31242 Sondag System 1 Student Notet
001		CC	1 12192	WINSOR LEARNING, INC.	10/05/2022	\$1,424.50	150148	E 05 201 208 602 302 460	Sondag System 1 Classroom Only
001		CC	1 12236	HEALY AWARDS INC	10/05/2022	\$220.70	150026	E 11 300 294 113 000 401	PO 31062 FOOTBALL HELMET DECALL \$
001		CC	1 12304	SAM'S CLUB	10/05/2022	\$114.96	150125	E 11 300 298 000 000 490	HS Concessions
001		CC	1 12304	SAM'S CLUB	10/05/2022	\$8.75	150125	E 11 300 298 000 000 401	HS Concessions
001		CC	1 12409	FACEBOOK	10/05/2022	\$10.65	150036	E 04 500 505 000 321 305	CE Communications
001		CC	1 12409	FACEBOOK	10/05/2022	(\$10.65)	150036	E 04 500 505 000 321 305	CE Communications
001		CC	1 12409	FACEBOOK	10/05/2022	\$10.65	150036	E 01 410 211 000 000 305	BL Online
001		CC	1 12412	HILTON	10/05/2022	\$394.74	150040	E 01 300 710 000 000 366	2022 MSCA 2022 Conference Hotel for Fis
001		CC	1 12418	USPS	10/05/2022	\$28.35	150178	E 01 400 203 000 000 329	Online packets shipping
001		CC	1 12484	HUBBARD ELECTRIC INC	10/05/2022	\$770.00	150074	E 01 110 810 000 000 350	Liberty & Indy Replace Ballasts
001		CC	1 12484	HUBBARD ELECTRIC INC	10/05/2022	\$2,381.22	150074	E 01 100 810 000 000 350	Liberty & Indy Replace Ballasts
001		CC	1 12484	HUBBARD ELECTRIC INC	10/05/2022	\$2,653.61	150114	E 01 300 810 000 000 350	See attachments
001		CC	1 12484	HUBBARD ELECTRIC INC	10/05/2022	\$540.00	150114	E 01 300 810 000 000 350	See attachments

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

10/20/2022

Payment Date Range: 10/01/2022 - 10/31/2022

13:37:35

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void	Amount	Voucher #	Account Code	Description
						Date				
001		CC	1	12484	HUBBARD ELECTRIC INC	10/05/2022	\$418.01	150114	E 06 201 870 000 000 520	See attachments
001		CC	1	12484	HUBBARD ELECTRIC INC	10/05/2022	\$300.00	150114	E 01 100 810 000 000 350	See attachments
001		CC	1	12484	HUBBARD ELECTRIC INC	10/05/2022	\$395.48	150114	E 01 300 810 000 000 350	See attachments
001		CC	1	12484	HUBBARD ELECTRIC INC	10/05/2022	\$235.00	150114	E 06 201 870 000 000 520	See attachments
001		CC	1	12511	PANERA BREAD	10/05/2022	\$145.11	150180	E 01 100 203 902 000 490	Bagels for staff breakfast
001		CC	1	12687	UPS	10/05/2022	\$7.00	150174	E 11 300 292 000 000 329	UPS
001		CC	1	12687	UPS	10/05/2022	\$28.28	150175	E 11 300 292 000 000 329	Priority Mail
001		CC	1	12871	ZOOM US	10/05/2022	(\$11.06)	150088	E 01 005 630 000 000 305	Zoom for visually impaired student- Tax reft
001		CC	1	12871	ZOOM US	10/05/2022	\$160.96	150089	E 01 005 630 000 000 305	Zoom for visually impaired student
001		CC	1	12871	ZOOM US	10/05/2022	\$16.09	150124	E 01 005 630 000 000 305	Zoom Board
001		CC	1	13050	SIGHT READING FACTORY	10/05/2022	\$70.00	150120	E 01 300 259 000 000 430	PO 31196 Educator & Student Accounts (G
001		CC	1	13050	SIGHT READING FACTORY	10/05/2022	\$200.00	150120	E 01 300 258 000 000 430	PO 31196 Educator & Student Accounts (G
001		CC	1	13058	ID ENHANCEMENTS, INC.	10/05/2022	\$623.41	150080	E 01 005 810 000 000 401	B&G Supplies
001		CC	1	13072	CINTAS CORPORATION NO 2	10/05/2022	\$162.40	150119	E 01 300 810 350 000 305	Uniform Services August 20022
001		CC	1	13072	CINTAS CORPORATION NO 2	10/05/2022	\$136.32	150119	E 01 201 810 350 000 305	Uniform Services August 20022
001		CC	1	13072	CINTAS CORPORATION NO 2	10/05/2022	\$189.40	150119	E 01 100 810 350 000 305	Uniform Services August 20022
001		CC	1	13072	CINTAS CORPORATION NO 2	10/05/2022	\$121.88	150119	E 01 110 810 350 000 305	Uniform Services August 20022
001		CC	1	13090	DIGITAL INSPIRATIONS	10/05/2022	\$39.00	150037	E 01 100 203 000 000 406	Google add on for google forms - annual su
001		CC	1	13166	LRS OF MINNESOTA, LLC	10/05/2022	\$887.15	150112	E 01 300 810 000 000 333	Waste Services August 2022
001		CC	1	13166	LRS OF MINNESOTA, LLC	10/05/2022	\$840.66	150112	E 01 100 810 000 000 333	Waste Services August 2022
001		CC	1	13166	LRS OF MINNESOTA, LLC	10/05/2022	\$811.78	150112	E 01 110 810 000 000 333	Waste Services August 2022
001		CC	1	13166	LRS OF MINNESOTA, LLC	10/05/2022	\$134.14	150112	E 01 005 810 000 000 333	Waste Services August 2022
001		CC	1	13166	LRS OF MINNESOTA, LLC	10/05/2022	\$705.87	150112	E 01 201 810 000 000 333	Waste Services August 2022
001		CC	1	13185	PATRIOT NEWS MN	10/05/2022	\$205.00	150101	E 01 005 010 000 000 305	Sept 10, Legal (week 1)
001		CC	1	13185	PATRIOT NEWS MN	10/05/2022	\$75.00	150102	E 01 005 010 000 000 305	Sept 3, Legal (Week 1)
001		CC	1	13212	THREE SONS HARDWARE LLC	10/05/2022	\$18.87	150099	E 11 300 292 000 000 401	HS Athletics Supplies
001		CC	1	13246	HERITAGE EMBROIDERY & DESIGN	10/05/2022	\$687.00	150051	E 11 300 296 125 000 401	PO 31063 DUDLEY SB12 SOFTBALLS - Y
001		CC	1	13291	WEISSMAN'S THEATRICAL SUPPLIES,	10/05/2022	\$15.80	150111	E 11 300 295 121 000 401	PO 30871 Dance Team Apparel
001		CC	1	13309	EMBER COFFEE CO	10/05/2022	\$103.17	150113	E 04 500 580 341 325 490	EC Coalition Mtg
001		CC	1	13333	BRAIN FREEZZE ICE	10/05/2022	\$67.50	150186	E 04 500 570 000 321 490	KC Field Trip
001		CC	1	13360	ADOBE STOCK	10/05/2022	\$29.99	150034	E 04 500 505 000 321 305	CE Communications
001		CC	1	13361	ADOBE CREATIVE CLOUD	10/05/2022	\$29.99	150035	E 01 005 107 000 000 305	District Communications
001		CC	1	13398	DISCOVERY DAIRY.COM	10/05/2022	45 \$35.00	150091	E 01 100 218 000 388 430	Dawn Mueller - Cow Kit
001		CC	1	13420	OAKI	10/05/2022	\$1,982.20	150044	E 04 500 596 000 344 430	SR Classroom Supplies

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 10/01/2022 - 10/31/2022

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1 13423	APPLE.COM/US	10/05/2022	\$700.00	150098	E 01 005 630 000 000 406	Apple VPP redemption for edu apps
001		CC	1 13424	MN DAPE	10/05/2022	\$175.00	150043	E 12 005 404 000 619 366	MN DAPE 2022 Conference (Scott Fritsche
Check Total:						\$145,884.26			
Bank 001 Total:						\$145,884.26			
Report Total:						\$145,884.26			

Employee (Last, First Name)	Position	Building	Effective Date	Action Type
Rolen, Rachel	Behavior Support Specialist	Community Ed	10/21/2022	Resignation
Rupar, Kendall	School Monitor	Independence	10/10/2022	New Hire
Smith, Ashley	School Monitor	Independence	10/24/2022	New Hire
Hanna, Rebecca	Assistant Coach Girls Basketball	High School	11/14/2022	New Hire
Peterson, Crystal	Asst Advisor - Sideline Cheer	High School	09/20/2022	New Hire
Cox, April	Program Secretary - Technology	District Wide	10/13/2022	Transfer
Heller, Danielle	Education Assistant	Liberty	10/14/2022	New Hire
Dziuk, Michael	Custodian	Liberty	10/17/2022	New Hire
Wilkinson, Deborah	Teacher	Independence	01/07/2023	Retirement
Hanson, Alyssa	School Monitor	Independence	11/01/2022	Rehire

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 may be donated to and approved by the school board and designated for such a purpose. Once approved, the district may purchase the equipment. If the equipment is being directly purchased, the Booster Club must get prior approval from the Activities Director. 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”

TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirement of law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

III. DEFINITIONS

- A. "Child with a disability" includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of the Minnesota Department of Education ("Commissioner"). A licensed physician, an advanced practice nurse, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district's discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability.
- B. "Home" is the legal residence of the child. In the discretion of the school district, "home" also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district.
- C. "Homeless student" means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary

nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances.

- D. "Nonpublic school" means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minnesota Statutes section 120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964.
- E. "Nonresident student" is a student who attends school in the school district and resides in another district, defined as the "nonresident district." In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student's parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides.
- F. "Pupil support services" are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located.
- G. "School of origin," for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled.
- H. "Shared time basis" is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minnesota Statutes section 120A.22 by attendance at a nonpublic school.
- I. "Student" means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota.

IV. ELIGIBILITY

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian.
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.
- C. Transportation State Requirement
In accordance with Minnesota Statute 123B.88, bus transportation to and from school is required to be provided by the district to students residing two miles or more from their assigned school. However, the Big Lake School Board has approved free transportation for students in grades K-5 who live one or more miles from their assigned school.
- D. District Provided Transportation
In calculating district-provided transportation eligibility, the distance is measured from the school building entrance, designated by the district for student use, and the distance to the student's resident property (where the front of the property meets the street) along public roadways. If any portion of the front of the resident property as identified by the street address that meets the street is outside this distance, the student will be provided bus transportation to and from school.
- E. Non-Public and Charter School Students
Non-public and charter school students attending schools within the district boundary

will follow the same eligibility.

F. Assigned Bus

Students may only ride their assigned bus. Other arrangements may be accommodated on an emergency basis if/when a parent contacts the transportation company to secure approval. Legal Reference: 123B.88

C. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district's expenditures for transportation.

D. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

V. TRANSPORTATION OF NON-RESIDENT STUDENTS

A. The school district will provide transportation from home to school to non-resident students who open enroll to the Big Lake School District and who live within five miles of the district boundary. All other open enrolled students must find transportation to the nearest bus stop within one mile of the district boundary or to a location directed them by the Superintendent or his designee. If requested by the parent of a non-resident student, the school district shall provide transportation to a non-resident student within its borders at the same level of service that is provided to resident students. Transportation for non-resident students will only be provided within five miles of the district boundary.

B. If the school district decides to transport a non-resident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation.

C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the non-resident school district.

D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program.

VI. TRANSPORTATION OF RESIDENT STUDENTS TO NON-DISTRICT SCHOOLS

A. In general, the school district shall not provide transportation between a resident student's home and the border of a non-resident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the non-resident district for the costs of transportation from the pupil's residence to the border of the non-resident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement

may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (Minn. Stat. § 124D.03, Subd. 8). Applications for reimbursement must be received in writing at the school business office prior to November 30 of the forthcoming school year. Exceptions to this date will be made for special cases such as move-ins. The application must include the names of the children and the name of the non-public school.

- B. Resident students shall be eligible for transportation to and from a non-resident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district.
- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion.

VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/ STUDENTS WITH TEMPORARY DISABILITIES

- A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minnesota Statutes section 123B.92, subdivision 1(b)(4), for a resident child with a disability not yet enrolled in kindergarten for the provision of special instruction and services. Special instruction and services for a child with a disability not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs.
- B. Resident students with a disability whose disabling conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district.
- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district.
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary.
- E. When a student with a disability or a student with a short-term or temporary disability

is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district.

- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation.
- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law.
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minnesota Statutes chapter 125A.

VIII. HOMELESS STUDENTS

- A. Homeless students shall be provided with transportation services comparable to other students in the school district.
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
 - 1) A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district.
 - 2) A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation.
 - 3) If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located.
 - 4) A homeless nonresident student enrolled under Minnesota Statutes section 124D.08,

subdivision 2a, must be provided transportation from the student's district of residence to and from the school of enrollment.

IX. AVAILABILITY OF SERVICES

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days.

X. MANNER OF TRANSPORTATION

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means.

XI. RESTRICTIONS

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 United States Code section 1415 (Individuals with Disabilities Act), 29 United States Code section 794 (the Rehabilitation Act), and 42 United States Code section 12132, (Americans with Disabilities Act) are governed by these provisions.

XII. FEES

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minnesota Statutes section 190.05.
- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee.
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs.

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)

Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
 Minn. Stat. § 121A.59 (Bus Transportation is a Privilege Not a Right)
 Minn. Stat. § 123B.36 (Authorized Fees)
 Minn. Stat. § 123B.41 (Definitions)
 Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
 Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
 Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
 Minn. Stat. § 124D.03 (Enrollment Options Program)
 Minn. Stat. § 124D.04 (Options for Enrolling in Adjoining States)
 Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)
 Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District; Exceptions)
 Minn. Stat. Ch. 125A (Special Education and Special Programs)
 Minn. Stat. § 125A.02 (Children with a Disability Defined)
 Minn. Stat. § 125A.12 (Attendance in Another District)
 Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)
 Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)
 Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)
 Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)
 Minn. Stat. § 126C.01 (Definitions)
 Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)
 Minn. Stat. § 190.05 (Definitions)
 Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
 Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disability)
 20 U.S.C. § 1415 (Individuals with Disabilities Education Act)
 29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
 42 U.S.C. § 2000d (Prohibition against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)
 42 U.S.C. § 11431 *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)
 42 U.S.C. § 12132 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)
 MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
 MSBA/MASA Model Policy 710 (Extracurricular Transportation)

EMPLOYEE RIGHT TO KNOW – EXPOSURE TO HAZARDOUS SUBSTANCES

I. PURPOSE

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to provide information and training to employees who may be “routinely exposed” to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen.

III. DEFINITIONS

- A. “Commissioner” means the Minnesota Commissioner of Labor and Industry.
- B. “Routinely exposed” means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.
- C. “Hazardous substance” means a chemical or substance, or mixture of chemicals and substances, which:
 - 1. is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations; or
 - 2. is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or
 - 3. is determined by the commissioner as a part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure, or contamination.
- D. “Harmful physical agent” means a physical agent determined by the commissioner as a part of the standard for that agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes, but is not limited to, radiation, whether ionizing or nonionizing.
- E. “Infectious agent” means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which, according to documented medical or scientific evidence, causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.
- F. “Blood borne pathogen” means a pathogenic microorganism that is present in human blood and can cause disease in humans. This definition includes, but is not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

IV. TARGET JOB CATEGORIES

Annual training will be provided to all full- and part-time employees who are “routinely exposed” to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen as set forth above.

V. TRAINING SCHEDULE

Training will be provided to employees before beginning a job assignment as follows:

- A. Any newly hired employee assigned to a work area where he or she is determined to be “routinely exposed” under the guidelines above.
- B. Any employee reassigned to a work area where he or she is determined to be “routinely exposed” under the above guidelines.

Legal References: Minn. Stat. Ch. 182 (Occupational Safety and Health)
Minn. Rules Ch. 5205 (Occupational Safety and Health Standards)
Minn. Rules Ch. 5206 (Hazardous Substances; Employee Right to Know Standards)
29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)

Cross References: MSBA/MASA Model Policy 420 (Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)
MSBA/MASA Model Policy 807 (Health and Safety Policy)

POLICIES INCORPORATED BY REFERENCE

PURPOSE

Certain policies as contained in this policy reference manual are applicable to employees as well as to students. To avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies that also apply to employees:

Model Policy 505	Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees
Model Policy 507	Corporal Punishment
Model Policy 510	Student Activities
Model Policy 511	Student Fundraising
Model Policy 517	Student Recruiting
Model Policy 518	DNR-DNI Orders
Model Policy 519	Interviews of Students by Outside Agencies
Model Policy 522	Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process
Model Policy 524	Internet Acceptable Use and Safety Policy
Model Policy 525	Violence Prevention
Model Policy 535	Service Animals in Schools

Employees are charged with notice that the above cited policies are also applicable to employees; however, employees are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

Legal References: None

Cross References: None

LICENSE STATUS

I. PURPOSE

The purpose of this policy is to ensure that qualified teachers are employed by the school district and to fulfill its duty to ascertain the licensure status of its teachers. A school board that employs a teacher who does not hold a valid teaching license or permit places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

II. GENERAL STATEMENT OF POLICY

- A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district.
- B. No person shall be a qualified teacher until the school district verifies, through the Minnesota education licensing system available on the Minnesota Professional Educator Licensing and Standards Board website, that the person is a qualified teacher consistent with state law.
- C. The school district has a duty to ascertain the licensure status of its teachers and ensure that the school district's teacher license files are up to date. The school district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the school district.

III. PROCEDURE

- A. The superintendent or the superintendent's designee shall establish a schedule for the annual review of teacher licenses.
- B. Where it is discovered that a teacher's license will expire within one year from the date of the annual review, the superintendent or the superintendent's designee will advise the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the superintendent prior to the expiration of the current license. However, failure to provide this notice does not relieve a teacher from his/her duty and responsibility of ensuring that his/her teaching license is valid, current and appropriate to his/her teaching assignment.
- C. If it is discovered that a teacher's license has expired, the superintendent will immediately investigate the circumstances surrounding the lack of license and will take appropriate action. The teacher shall be advised that the teacher's failure to have the license reinstated will constitute gross insubordination, inefficiency and willful neglect of duty which are grounds for immediate discharge from employment.
- D. The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy shall remain with the teacher, notwithstanding the superintendent's failure to discover a lapsed license or license that does not support the teaching assignment. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.

Legal References: Minn. Stat. § 122A.16 (Qualified Teacher Defined)

Minn. Stat. § 122A.22 (District Verification of Teacher Licenses)

Minn. Stat. § 122A.40, Subd. 13 (Employment; Contracts; Termination – Immediate Discharge)

Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)

Vettleson v. Special Sch. Dist. No. 1, 361 N.W.2d 425 (Minn. App. 1985)
Lucio v. School Bd. of Independent Sch. Dist. No. 625, 574 N.W.2d 737 (Minn. App. 1998)
In the Matter of the Proposed Discharge of John R. Statz (Christine D. VerPloeg), June 8, 1992, *affirmed*, 1993 WL 129639 (Minn. App. 1993)

Cross References: None

The following resolution was moved by _____ and seconded by _____:

RESOLUTION ACCEPTING DONATIONS

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: “The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

WHEREAS, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Big Lake Schools, ISD 727, gratefully accepts the following donations as identified below:

Donor	Item	Designated Purpose (if any)
Thumbs Up	Cheer Bags for staff and students valued at \$1,200.00	Spread joy to staff and students
Big Lake Spud Run	\$1,000.00	Support middle school students in academics and activities
TGK Automotive	School Supplies	Students at Independence
Big Lake Spud Fest	\$1,000.00	STEM Supplies at Independence
Geoff Randall Memorial Scholarship	\$4,000.00	Scholarship for Senior
Big Lake Spud Run	\$1,000.00	District donation for student needs
Mac’s Mini’s	\$25.00	ECFE Programs

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted on October 27, 2022.

School Board Financial Report

October 27th, 2022

Presented by Angie Manuel, Director of Business Services

Enrollment

September 7 ADM Enrollment (Revised) = 3,124

October 3rd ADM Enrollment = 3,140

Average ADM as of October 3rd = 3,132

42 ADM's over Budgeted Seated Enrollment of 3,090

K-5 Big Lake Online (Oct 3rd): 25

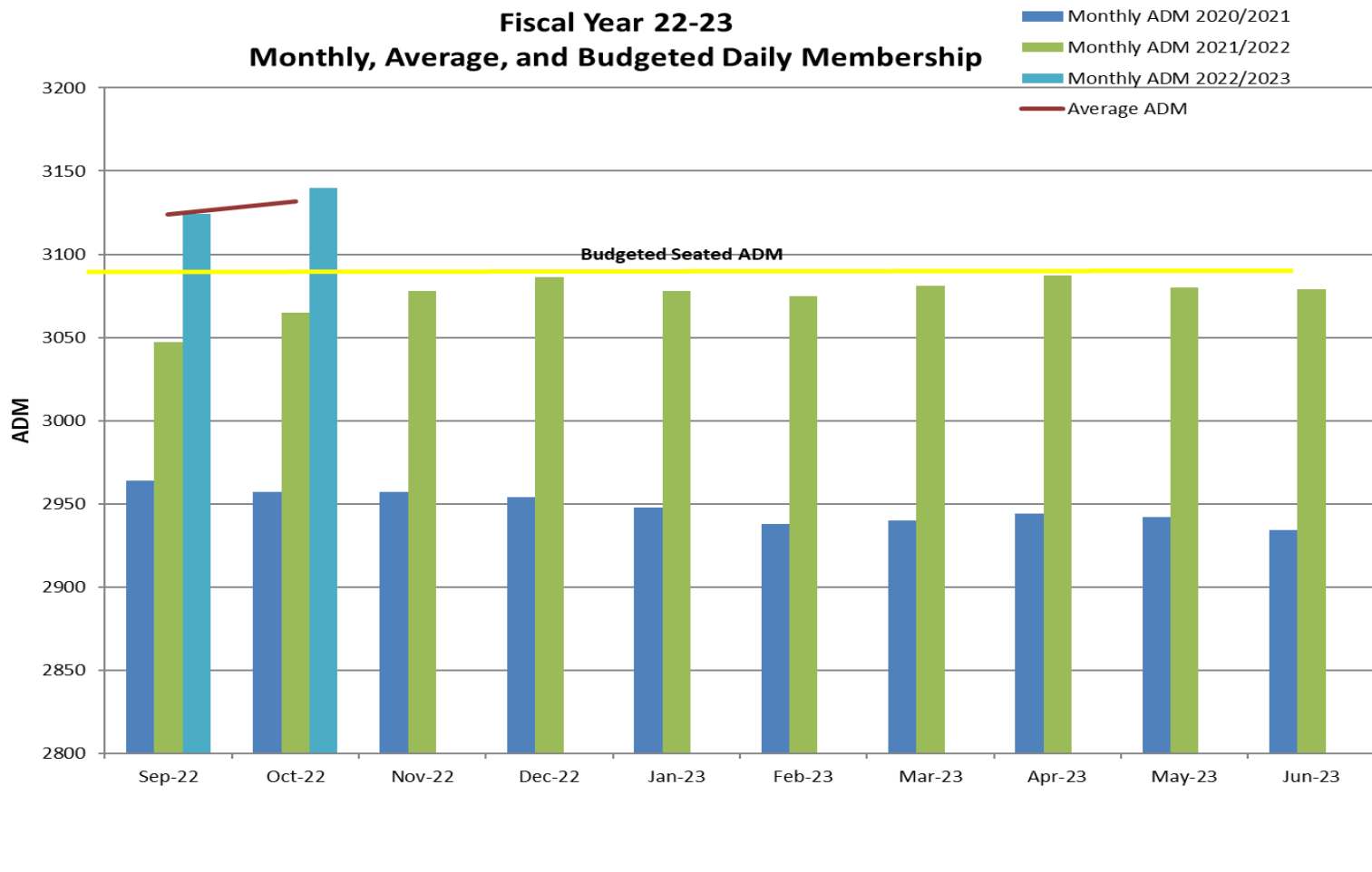
6-12 full-time Big Lake Online (Oct. 3rd): 90

6-12 partial and full-time Big Lake Online: 256

66

ADM = Average Daily Membership

Fiscal Year 22-23 Monthly, Average, and Budgeted Daily Membership



Financial Update

No budget revisions

Fiscal year 21-22 audit is substantially complete

ISD #727 2022-2023 Original Budget

June 16th, 2022

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

School Board Action

Approve financial report

CASH REPORT FOR SCHOOL BOARD

BIG LAKE PUBLIC SCHOOLS

Independent School District # 727

for month: Sept 2022

101 - CASH ACCOUNTS					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$ 2,502,000	\$ 3,835,589	\$ (3,834,499)		\$ 2,503,090
Food Service	(\$1,645,688)	116,899	(41,373)		(\$1,570,162)
Community Service	(\$522,529)	204,116	(299,726)		(\$618,139)
Building Fund	\$0	1,105,147	(1,105,147)		\$0
Debt Service	\$354,912	-	-		\$354,912
Project fund- HVAC (Fund 15)	\$0	99,962	(99,962)		\$0
Custodial Fund (Fund 18)	\$1,236	-	-		\$1,236
OPEB Trust Fund	(\$56,088)	-	(229)		(\$56,317)
TOTAL PER BOOKS	633,843	5,361,713.00	(\$5,380,936)	\$0	614,620
				General Checking Account	\$614,620
				TOTAL PER BANK	\$614,620
102 - PETTY CASH ACCOUNT					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$2,000	-	(\$91)	-	\$1,909
				Petty Cash Checking Account	\$1,909
				TOTAL PER BANK	\$1,909
104 - INVESTMENT ACCOUNTS					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	(\$3,401,951)	\$ 3,653,821	\$ (3,800,000)		(\$3,548,130)
General Fd Operating Investments	\$15,527,354	809,882	(518,248)		\$15,818,988
Food Service	\$2,345,621	21,226	-		\$2,366,847
Community Service	\$1,618,122	117,130	-		\$1,735,252
Debt Service	\$2,915,874	83,542	-		\$2,999,416
Facility Maintenance Invest. 2020A (Fd 07)	\$90,500	-	-		\$90,500
Facility Maintenance Invest. 2020A (Fd 15)	\$6,812	185	-		\$6,997
Facility Maintenance Invest. 2021A (Fd 07)	\$50,775	-	-		\$50,775
Facility Maintenance Invest. 2021A (Fd 15)	\$1,253,811	2,490	(99,962)		\$1,156,339
Facilities Investments 2022A (Fd 06)	\$24,387,018	20,152	(1,228,899)		\$23,178,271
OPEB Trust Fund	\$995,231	503	(2,383)		\$993,351
OPEB Trust Equities	\$550,441	-	(36,669)		\$513,772
TOTAL PER BOOKS	\$46,339,608	\$4,708,931	(\$5,686,161)	\$0	\$45,362,378
				MN Trust	\$3,553,385
				Operating Investments	\$15,818,988
				Refunding Bond Investments	\$0
				Building Fund Investments	\$24,482,882
				OPEB Trust	\$1,507,123
				TOTAL PER BANK	\$45,362,378

CASH AND INVESTMENT BALANCE SUMMARY BY FUND					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	\$ 14,629,403	\$ 8,299,292	\$ (8,152,838)	\$ -	\$ 14,775,857
Food Service	\$699,933	138,125	(41,373)	-	\$796,685
Community Service	\$1,095,593	321,246	(299,726)	-	\$1,117,113
Debt Service	3,412,061	83,542	-	-	3,495,603
Project Fund HVAC- Fund 15	\$1,260,623	102,637	(199,924)	-	\$1,163,336
Custodial Fund (Fund 18)	\$1,236	-	-	-	\$1,236
Bond Account Investments (fund 06)	\$24,387,018	\$1,125,299	(\$2,334,046)	\$0	\$23,178,271
OPEB Trust Fund	\$939,143	503	(2,612)	-	\$937,034
OPEB Trust Equities	\$550,441	-	(36,669)	-	\$513,772
TOTAL PER BOOKS	46,975,451	\$10,070,644	(\$11,067,188)	\$0	45,978,907
				Cash	\$614,620
				Petty Cash	\$1,909
		71		Investments	\$45,362,378
				TOTAL PER BANK	\$45,978,907

BIG LAKE PUBLIC SCHOOLS ISD #727

Investment Transactions 22-23

September 30, 2022

	Yield	Purchased Date	Maturity Date	Balance 07/01/21	Purchased	Premium/ Interest Paid	Interest Rec'd	Realized Gain/Loss	Matured	Mark to Market Unrealized Loss	Balance 09/30/22
PMA (Operating Investments):											
Greenslate 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		0.00
Western Alliance Bank/Torry Pines Bank CD	0.106%	7/27/2021	7/27/2022	249,700.00					249,700.00		0.00
State Bank of India CD	0.250%	9/29/2021	9/29/2023	241,327.81						(1,256.45)	240,071.36
US Treasury 49695	0.250%	11/22/2021	6/30/2023	972,773.00						(1,914.00)	970,859.00
US Treasury 52328-1	2.119%	4/21/2022	7/31/2023	994,650.78						(3,483.98)	991,166.80
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 Hapoia 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
US Treasury 54927	3.025%	7/22/2022	10/15/2023		999,323.56	(346.41)				(7,237.04)	991,740.11
MN Trust Term Series- 20220916AA09	0.120%	12/17/2021	9/16/2022	500,000.00					500,000.00		0.00
MN Trust Term Series- 20230125AA09	2.850%	8/18/2022	1/25/2023		1,000,000.00						1,000,000.00
MN Trust Term Series- 20240125AA09	3.100%	8/18/2022	1/25/2024		300,000.00						300,000.00
MN Trust Term Series- 20230911AA09	3.450%	9/9/2022	9/11/2023		800,000.00						800,000.00
Savings Deposit Account	0.380%	4/30/2022		5,007,046.54				24,714.21			5,031,760.75
Mn Trust Limited Term Duration		6/1/2017		4,017,933.49				(1,143.41)			4,016,790.08
MN Trust Investment Shares Portfolio	0.920%			7,619,967.42		7,190,569.45	14,383.16		11,271,535.43		3,553,384.60
Subtotal - General Fund				21,329,799.04	3,099,323.56	7,190,223.04	14,383.16	23,570.80	12,271,035.43	(13,891.47)	19,372,372.70
											Ok with SMART Funds 104-002 and 104-014
Fund 6											
PMA (2022A Bond Investments):											
Treasury Bill-50410	0.261%	1/31/2022	7/21/2022	999,447.00			1,221.62	(668.62)	1,000,000.00		0.00
Treasury Bill-50411	0.290%	1/31/2022	8/11/2022	998,478.00					1,000,000.00	1,522.00	0.00
US Treasury-50412	0.352%	1/31/2022	9/15/2022	349,878.90				89.25	350,000.00	31.85	0.00
US Treasury-50414	0.412%	1/31/2022	10/15/2022	299,391.90						476.40	299,868.30
US Treasury-50417	0.599%	1/31/2022	1/15/2023	348,058.55						(6.30)	348,052.25
US Treasury-50418	0.772%	1/31/2022	6/15/2023	341,236.35						(560.70)	340,675.65
US Treasury-50419	0.820%	1/31/2022	7/15/2023	485,781.00						(1,425.50)	484,355.50
US Treasury-50420	0.862%	1/31/2022	8/15/2023	484,394.50						(1,914.00)	482,480.50
US Treasury-50421	0.886%	1/31/2022	9/15/2023	483,515.50						(2,558.50)	480,957.00
US Treasury-50423	1.082%	1/31/2022	5/15/2024	285,363.30						(4,242.30)	281,121.00
US Treasury-50424	1.099%	1/31/2022	6/15/2024	474,551.00						(7,461.00)	467,090.00
US Treasury-50432	1.112%	1/31/2022	7/15/2024	474,687.50						(7,715.00)	466,972.50
US Treasury-50433	1.133%	1/31/2022	8/15/2024	473,418.00						(8,125.00)	465,293.00
Treasury Bill-50631	0.425%	2/8/2022	8/11/2022	998,478.00					1,000,000.00	1,522.00	0.00
Treasury Bill-50632	0.425%	2/8/2022	9/8/2022	498,518.00				196.00	500,000.00	1,286.00	0.00
Treasury Bill-50634	0.455%	2/8/2022	10/6/2022	497,663.00						2,239.50	499,902.50
Treasury Bill-50635	0.712%	2/8/2022	1/26/2023	985,931.00						3,287.00	989,218.00
US Treasury-50636	0.898%	2/8/2022	5/15/2023	976,406.00						(312.00)	976,094.00
US Treasury-50637	1.013%	2/8/2022	8/15/2023	484,394.50						(1,914.00)	482,480.50
US Treasury-50638	1.043%	2/8/2022	9/15/2023	483,515.50						(2,558.50)	480,957.00
US Treasury-50639	1.095%	2/8/2022	11/15/2023	964,258.00						(8,399.00)	955,859.00
US Treasury-50640	1.118%	2/8/2022	12/15/2023	960,195.00						(8,437.00)	951,758.00
US Treasury-51187	0.983%	3/2/2022	7/15/2023	485,781.00						(1,425.50)	484,355.50
US Treasury- 51189	1.024%	3/2/2022	8/15/2023	484,394.50						(1,914.00)	482,480.50
Treasury Bill-51628	0.593%	3/21/2022	8/25/2022	498,867.50					500,000.00	1,132.50	0.00
US Treasury-51629	0.920%	3/21/2022	11/30/2022	198,179.60						853.20	199,032.80
US Treasury-51630	1.028%	3/21/2022	12/31/2022	197,640.60						730.00	198,370.60
US Treasury-51631	1.576%	3/21/2022	7/31/2023	499,160.00						(4,902.00)	494,258.00
US Treasury-51632	1.594%	3/21/2022	8/31/2023	677,468.40						(3,335.50)	674,132.90
US Treasury-51633	1.637%	3/21/2022	9/30/2023	677,304.60						(4,648.00)	672,656.60
US Treasury-51634	1.685%	3/21/2022	10/31/2023	290,097.60						(2,425.80)	287,671.80
US Treasury-51635	1.818%	3/21/2022	2/29/2024	495,625.00						(8,750.00)	486,875.00
US Treasury-51636	1.841%	3/21/2022	3/31/2024	986,016.00						(17,578.00)	968,438.00
US Treasury-51809	1.354%	3/28/2022	2/15/2023	992,070.00						(1,015.00)	991,055.00
US Treasury-51810	1.584%	3/28/2022	4/15/2023	979,727.00						781.00	980,508.00
US Treasury-51813	1.755%	3/28/2022	6/15/2023	974,961.00						(1,602.00)	973,359.00
US Treasury-51815	2.240%	3/28/2022	5/15/2024	951,211.00						(14,141.00)	937,070.00
US Treasury-51817	2.259%	3/28/2022	6/15/2024	949,102.00						(14,922.00)	934,180.00
US Treasury-52467	2.472%	4/26/2022	7/15/2024	712,031.25						(11,572.50)	700,458.75
US Treasury-52827	2.529%	5/12/2022	8/15/2024	1,420,254.00						(24,375.00)	1,395,879.00
Pentagon Federal Credit union CD	0.511%	3/2/2022	9/1/2022	248,800.00					248,800.00	\$	-
Savings Deposit Account- Woodlands	0.050%	2/28/2022		36.99						\$	36.99
Savings Deposit Account- Full Flex	0.380%	4/30/2022		999.97			5.12			\$	1,005.09
MN Trust Investment Shares Portfolio	0.920%	1/31/2022		1,494,271.17	3,398,800.00	5,593.75	24,479.28	(383.37)	3,059,832.29	(154,373.65)	23,178,270.14
Subtotal - Building Fund 6				27,561,559.68	3,398,800.00	5,593.75	25,706.02	(383.37)	7,658,632.29	(154,373.65)	23,178,270.14
											B06-104-022
Fund 15											
PMA (2020A Facility Maintenance Bonds Investments):											
Financial Federal Bank CD	1.500%	02/18/20	07/26/22	180,000.00					180,000.00		0.00
MN Trust Investment Shares Portfolio	0.030%	02/29/20		1,001.90	180,000.00		6,995.45		90,500.00		97,497.35
PMA (2021A Facility Maintenance Bonds Investments):											
Savings Deposit Account	0.380%	4/25/2022		1,001,409.34				4,942.90			1,006,352.24
MN Trust Investment Shares Portfolio	0.920%			348,727.39			1,483.11		149,448.73		200,761.77
Subtotal - Fund 15				1,531,138.63	180,000.00	-	8,478.56	4,942.90	419,948.73	-	1,304,611.36
											B07,15 104-020 B07, 15 104-021
PMA (OPEB Trust Investments):											
Preferred Bank CD	0.051%	8/30/2021	8/30/2022	120,000.00					120,000.00		0.00
US Treasury	0.360%	11/3/2021	11/15/2023	241,064.50						(2,099.75)	238,964.75
Bank of China CD	0.081%	12/22/2021	8/30/2022	155,000.00					155,000.00		0.00
Mn Trust Limited Term Duration		8/25/2017		477,851.72				(135.99)			477,715.73
MN Trust Investment Shares Portfolio	0.920%			1,027.60	275,000.00		706.52		62.49		276,671.63
Subtotal - OPEB Fund 45				994,943.82	275,000.00	-	706.52	(135.99)	275,062.49	(2,099.75)	993,352.11
											B45-104-015
PMA (OPEB Equity Investments):											
Equity Investments				537,609.05						(23,838.20)	513,770.85
											B45-104-016
Total OPEB Fund 45				1,532,552.87	275,000.00	-	706.52	(23,974.19)	275,062.49	-	1,507,122.96
TOTAL				51,955,050.22	6,953,123.56	7,195,816.79	49,274.26	4,156.14	20,624,678.94	(168,265.12)	45,362,377.16

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

Date	Ck #	Vendor	Description	Amount
09/23/22	20268	Alyssa Johnson	Meals refund	\$ 30.00
09/23/22	20269	VOID	VOID	
09/23/22	20270	Dana Jondahl	Meals refund	\$ 15.75
09/23/22	20271	Fatumata Darphon	Meals refund	\$ 45.60

\$ 91.35

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

DATE	FROM	TO	AMOUNT	PURPOSE
9/1/2022	Old National-Checking	Heartland Pmt System	\$ 241.00	Nutri Kids Credit Card Fees
9/1/2022	Old National-Checking	SSI MN TRANCHE 2 LLC	\$ 6,733.26	Solar Contract
9/1/2022	Old National-Checking	USS MINNESOTA ONE MT	\$ 40,202.11	Solar Contract
9/1/2022	MN Trust-PMA	Old National-Checking	\$ 1,500,000.00	Payroll and Payroll AP
9/7/2022	Old National-Checking	Further	\$ 1,811.17	Flex Claim Pymts
9/7/2022	Old National-Checking	Delta Dental	\$ 29,063.68	Dental Insurance
9/8/2022	Old National-Checking	Neopost	\$ 201.00	DO Postage
9/8/2022	Old National-Checking	ELEYOmonthlysoft	\$ 1,425.00	ELEYO User Fees
9/8/2022	Old National-Checking	Bankcard Service	\$ 7,000.00	ELEYO Credit Card Fees
9/9/2022	Old National-Checking	Further	\$ 20,145.26	H.S.A Contributions
9/12/2022	Old National-Checking	FleetCor	\$ 198.24	Kwik Trip Billing
9/12/2022	Old National-Checking	Transfirst/TSYS	\$ 2,881.15	Affinity Credit Card fees
9/13/2022	Old National-Checking	Further	\$ 1,669.12	Flex Claim Pymts
9/16/2022	Old National-Checking	Neopost	\$ 201.00	DO Postage
9/16/2022	Old National-Checking	Vision Transportation	\$ 10,470.41	Transportation billing
9/19/2022	Old National-Checking	Old National Bank	\$ 46.40	Old National Service Charge
9/19/2022	MN Trust-PMA	Old National-Checking	\$ 1,500,000.00	Payroll and Payroll AP
9/20/2022	Old National-Checking	Further	\$ 398.87	Flex Claim Pymts
9/20/2022	Old National-Checking	CIGNA	\$ 9,540.21	Life & LTD Insurance
9/20/2022	Old National-Checking	EBC	\$ 62,053.74	403b & 457 contributions
9/21/2022	Old National-Checking	Further	\$ 379.20	Further Fee
9/21/2022	Old National-Checking	Neopost	\$ 402.00	DO Postage
9/23/2022	Old National-Checking	EBC	\$ 61,452.42	403b & 457 contributions
9/23/2022	MN Trust-PMA BONDS	Old National-Checking	\$ 99,962.00	Bond Draw 2021A
9/23/2022	MN Trust-PMA BONDS	Old National-Checking	\$ 1,105,147.42	Bond Draw 2022A
9/26/2022	Old National-Checking	Windstream	\$ 1,433.13	Windstream billing
9/26/2022	Old National-Checking	Further	\$ 20,458.90	H.S.A Contributions
9/27/2022	Old National-Checking	Further	\$ 400.74	Flex Claim Pymts
9/28/2022	Old National-Checking	Neopost	\$ 201.00	DO Postage
9/30/2022	Old National-Checking	Bremer Bank	\$ 215.30	ACH Charge
9/30/2022	Benefit Resource BRI	Old National-Checking	\$ 15,533.64	Cobra Payment

COMPLIANCE ISSUES

- | | | |
|----|---|-------------------|
| 1) | Preliminary UFARS data loaded to MDE by September 15th, 2022 | In compliance |
| 2) | Revenue and Expenditure Budget published by earlier of one week after school board accepts final audit or November 30, 2022 | Not in compliance |
| 3) | Final UFARS data to MDE by November 30, 2022 | Not in compliance |
| 4) | The 2021/2022 audit (electronic copy) received at MDE by December 31st, 2022 | Not in compliance |
| 5) | Board members having received training in financial matters per statute | In compliance |

FISCAL HEALTH - INCOME STATEMENT PARAMETERS

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

	REVENUE			<i>(Calculated)</i>	EXPENDITURES		
	Budget	Actual \$ YTD	Actual % YTD		Budget	Actual \$ YTD	Actual % YTD
General Fund (01,05,11 &12)	\$ 39,516,107	\$ 6,131,425	16%	\$ 42,563,135	\$ 5,045,215	12%	
Food Service (02)	\$ 1,953,831	\$ 160,066	8%	\$ 1,953,831	\$ 78,335	4%	
Community Service (04)	\$ 2,103,199	\$ 684,111	33%	\$ 2,344,949	\$ 619,629	26%	
Building Construction (06)	\$ 103,500	\$ (123,742)	-120%	\$ 9,498,466	\$ 3,093,825	33% <i>Note 1</i>	
Debt Service (07)	\$ 5,833,601	\$ 209,328	4%	\$ 6,049,549	\$ 1,075,912	18%	
OPEB Irrevocable Trust Fund (45)	\$ 20,000	\$ 13,421	67%	\$ 279,643	\$ 529	0%	

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

Budgeted Seated ADM	3090
Tuition ADM	82
Budgeted ADM	3172

NOTES

1. Negative revenue in building construction fund is unrealized loss on market value of investments. Intent is to hold investments to maturity so unrealized loss will reverse in future months.
 2. No budget revisions this month.



September 29, 2022

Terrence Zerwas
Director of Buildings and Grounds
ISD #727: Big Lake Schools
501 Minnesota Avenue
Big Lake, Minnesota 55309

Re: ISD #727: Big Lake Schools
Independence Elementary School Renovation – Bid Package #01
Commission No. 222002A

Dear TJ:

On Tuesday, September 27, 2022, bids were received from two parties for the Independence Elementary School Renovation – Bid Package #01 project. The scope of the early bid package is to procure long-lead-time mechanical equipment ahead of the main project, which is scheduled to begin summer 2023.

It was a competitive bid day with a relatively tight range between the two bids, both of which were in alignment with estimates. After having reviewed the bids, it is our recommendation to award the contract to Schwab Vollhaber Lubratt, Inc., for the base bid amount of \$235,592.00. The project's bid tabulation is attached for your review.

Upon approval, we will forward contracts to Schwab Vollhaber Lubratt, Inc. to allow them to initiate the equipment procurement effort.

Sincerely,

Wold Architects and Engineers

A handwritten signature in black ink, appearing to read "DKahl", written over a light blue horizontal line.

Douglas Kahl | AIA
Associate

Enclosure

cc: Angie Manuel, ISD #727
Robert Sehm, Wold
Leslie Lyons, Wold

TD/ISD_727/222002A/crsp/sept22



**PROJECT NAME: INDEPENDENCE ELEMENTARY SCHOOL
RENOVATION - BID PACKAGE #01**

BID TABULATION

COMMISSION NO: 222002A
 DATE: 9/27/2022
 TIME: 2:00p

WOLD ARCHITECTS AND ENGINEERS
 332 MINNESOTA STREET, SUITE W2000
 SAINT PAUL, MINNESOTA 55101
 P: 651 227 7773

BIDDERS' NAMES:	ADDENDUM NUMBERS:	BID SECURITY:	BASE BID:				REMARKS:
-----------------	----------------------	------------------	-----------	--	--	--	----------

MIDWEST MECHANICAL SOLUTIONS 8125 LEWIS ROAD GOLDEN VALLEY, MN 55427	1 OF 1	X	\$240,000.00				
SCHWAB VOLLHABER LUBRATT, INC. 2920 CENTRE POINT DRIVE ROSEVILLE, MN 55113	1 OF 1	X	\$235,592.00				77

Spotlight BLMS

October 27, 2022

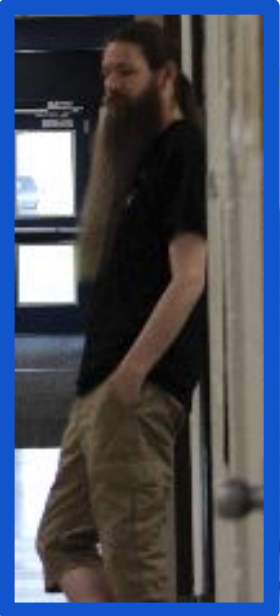
78

6th Grade Day

*Thank you for the
opportunity*







Takeaways

6th grade day was SO valuable, we copied the assemblies with 7th/8th grade the following week

- Built community*
- Fostered collective efficacy*
- Practiced Hornet Pride*
- Built routines*

PLC / PD Structure

Universal Design -UDL-

- Representation
- Engagement
- Action and Expression

4DX

- The WIG
- Lead Measures
- Compelling Scoreboard
- Cadence of Accountability

Wildly Important Goal

Every teacher engages in continuing to develop and implement a system of instruction through UDL designed using the 4 disciplines of execution deepening their collective efficacy during the 2022-2023 school year.

84

How It Works...

Teachers

-3 week cycles (MMR, MME, MMAE)

-Hybrid meeting model

- *Week 1 (Pre) - Professional Resource reflection, web sharing, - (During) discussion*
- *Week 2 (Pre) - UDL lesson documentation, - (During) sharing, discussion, 4 PLC questions*
- *Week 3 (Pre) - SWIVL feedback, - (During) SWIVL discussion, walkthrough data review, discussion*

Admin

-Plan, Review, Keep score, PLC Feedback, Walkthroughs

85

BLMS PLC Meeting Minutes 2022-2023 (November 16, 23, 30)

Don't let the whirlwind get in the way of the wildly important goal (WIG)

<i>Create a simple repeatable formula for executing your most important priorities</i>	<i>Create a culture of high performance through BLMS PLCs</i>	<i>High Expectations lead to Exceptional Results</i>	
<i>Create a WIG (Wildly important goal)</i>	<i>Act on the lead measures</i>	<i>Keep a compelling scoreboard</i>	<i>Create a cadence of accountability</i>

Discipline 1 - The WIG (Wildly Important Goal) *Every teacher engages in continuing to develop and implement a system of instruction through UDL designed using the 4 disciplines of execution deepening their collective efficacy during the 2022-2023 school year.*

[Link](#) to the 4 Disciplines Video Overview

Discipline 2 - Lead measures (Why, What, How) (Actionable items) *(Instruction through UDL (Lag steps = already happened, Lead steps - predictive and influenced)*

- [Link](#) to the UDL guidelines at a glance

BLMS Professional Learning Website

The screenshot shows the BLMS Professional Learning website interface. At the top left is a logo with a bee and the text "BLMS Professional Developm...". At the top right are "Home" and a search icon. A large white-bordered box in the center contains the text "BLMS Professional Learning". Below this are four content cards: "Tips for Teaching Block Schedule" (with a calendar icon), "Universal Design for Learning" (with a brain icon), "Lesson Design" (with a lightbulb icon), and "Student Agency" (with a colorful speech bubble icon). A navigation bar at the bottom contains icons for mobile, tablet, desktop, and a close button.

87



FORM A

**RESOLUTION OF GOVERNING BOARD SUPPORTING
FORM A APPLICATION TO MINNESOTA
STATE HIGH SCHOOL LEAGUE FOUNDATION**

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota’s high school youth to participate in athletics and fine arts;

WHEREAS, the Governing Board of Big Lake Schools recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist schools in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Governing Board of Big Lake Schools supports the school’s application to the Minnesota State High School League Foundation for a **FORM A** grant to offset student activity fees.

Date

Board Chair/Head of School

Date

Board Clerk – Treasurer/ Finance Director



Policy 438
Adopted: 8.23.07
Reviewed: 1.5.15
Revised: 2.26.15
Reviewed: 5.25.17

NON-SCHOOL SPONSORED SOLICITATIONS BY STAFF MEMBERS

A Big Lake Schools staff member shall not use his/her position with parents ~~or~~ students ~~or~~ staff, to solicit purchases of services or materials except those approved by the Superintendent.

***Rationale:** Big Lake Schools, shall operate in accordance with the highest legal and ethical standards.*



Policy 531
Adopted: 5.24.07
Reviewed: 4.6.15
Revised: 5.28.15
Reviewed: 8.24.17

PLEDGE OF ALLEGIANCE

I. PURPOSE

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.

II. GENERAL STATEMENT OF POLICY

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher's surrogate; or
- B. Over a school communication system by a person designated by the school principal or other person having administrative control over the school.

III. EXCEPTIONS

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

IV. INSTRUCTION

Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

~~The Pledge of Allegiance will be recited at least once a week in Big Lake Schools.~~

~~*Rationale: The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag.*~~

Legal Reference: Minn. Stat. § 121A.11, Subd. 3 and Subd. 4 (United States Flag)

Cross References: None



CURRICULUM DEVELOPMENT

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. RESPONSIBILITY

The superintendent shall ~~assign the executive director of teaching and learning to~~ be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long range curriculum development program. Timelines shall be ~~determined by the superintendent that will~~ provide for periodic reviews of each curriculum area. ~~shall be determined by the executive director of teaching and learning in consultation with the superintendent.~~

IV. DISTRICT ADVISORY COMMITTEE

- A. ~~The school board shall establish an advisory committee to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.~~
- B. ~~The district advisory committee, to the extent possible, shall provide assistance at the request of the superintendent. The advisory committee membership shall be a reflection of the community and, to the extent possible,~~ shall reflect the diversity of the district and its school sites, ~~and shall~~ include teachers, parents, support staff, students, and other community residents, ~~and administration representation, and shall~~ and provide translation to the extent appropriate and practicable. Whenever possible, parents and other community residents shall comprise at least two-thirds of advisory committee members.
- C. ~~The district advisory committee shall pursue community support to accelerate the academic and native literacy and achievement of English learners with varied needs, from young children to adults, consistent with Minnesota Statutes section 124D.59, subdivisions 2 and 2a.~~
- D. ~~The district may establish site teams as subcommittees of the district advisory committee.~~
- E. ~~The district advisory committee shall recommend to the school board~~
 1. ~~rigorous academic standards, student achievement goals and measures consistent with Minnesota Statutes section 120B.11, subdivision 1a, section 120B.022, subdivisions 1a and 1b, and section 120B.35,~~
 2. ~~district assessments,~~
 3. ~~means to improve students' equitable access to effective and more diverse teachers, and~~
 4. ~~program evaluations.~~
- F. ~~School sites may expand upon district evaluations of instruction, curriculum, assessments, or programs.~~

V. SCHOOL SITE TEAM

Each school must establish a site team to develop and implement strategies and education effectiveness practices to improve instruction, curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. The site team must include an equal number of teachers and administrators and at least one parent. The site team advises the board and the advisory committee about developing the annual budget and creates an instruction and curriculum improvement plan to align curriculum, assessment of student progress, and growth in meeting state and district academic standards and instruction.

VI. CURRICULUM DEVELOPMENT PROCESS

- A. Within the ongoing process of curriculum development, the following needs shall be addressed
 - 1) Provide for articulation of courses of study from kindergarten through grade twelve
 - 2) Identify minimum objectives for each course and at each elementary grade level
 - 3) Provide for continuing evaluation of programs for the purpose of attaining school district objectives
 - 4) Provide a program for ongoing monitoring of student progress
 - 5) Provide for specific, particular, and special needs of all members of the student community
 - 6) Develop a local literacy plan to have every child reading at or above grade level no later than the end of grade 3, including English learners, and teachers providing comprehensive, scientifically based reading instruction consistent with law.
 - 7) Integrate required and elective course standards in the scope and sequence of the district curriculum
 - 8) Meet all applicable requirements of the Minnesota Department of Education and federal law
- B. Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia. Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified. See Minnesota Statutes section 120B.12, Subd. 2.
- C. Students who do not meet or exceed Minnesota academic standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of Minnesota Statutes section 120A.20, Subd. 1(c). A student's plan under this section shall continue while the student is enrolled.
- D. The superintendent shall ~~assign the executive director of teaching and learning~~ ~~to~~ be responsible for keeping the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes, and for periodically presenting recommended modifications for school board review and approval.
- E. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

Legal References: Minn. Stat. § 120B.10 (Findings; Improving Instruction and Curriculum)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.12 (Reading Proficiently No Later than the End of Grade 3)

Minn. Stat. § 120B.125(f) (Planning for Students' Successful Transition to Postsecondary Education and Employment)
Minn. Rules Part 3500.0550 (Inclusive Educational Program)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Part 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

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



INSTRUCTIONAL CURRICULUM

I. PURPOSE

The purpose of this policy is to provide for the development of course offerings for students

II. GENERAL STATEMENT OF POLICY

A. Instruction must be provided in at least the following subject areas:

1. Language arts and basic communication skills including reading and writing, literature, and fine arts;
2. Mathematics and science;
3. Social studies, including history, geography, economics, government, and citizenship that include civics;
4. Health and physical education;
5. The arts;
6. Career and technical education; and
7. World languages.

B. The basic instructional program shall include all courses required for each grade level by the Minnesota Department of Education and all courses required in all elective subject areas. The instructional approach will be nonsexist and multicultural.

C. Elementary and middle schools shall offer at least three, and require at least two, of the following four art areas: dance, music, theater, and visual arts. High schools shall offer at least three, and require at least one, of the following five art areas: media arts, dance, music, theater, and visual arts.

D. The school board, at its discretion, may offer additional courses in the instructional program at any grade level.

E. Each instructional program shall be planned for optimal benefit taking into consideration the financial condition of the school district and other relevant factors. Each program plan should contain goals and objectives, materials, minimum student competency levels, and methods for student evaluation.

F. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to instructional curriculum.

III. PARENTAL CURRICULUM REVIEW

The school district shall have a procedure for a parent, guardian, or an adult student, 18 years of age or older, to review the content of the instructional materials to be provided to a minor child or to an adult student and, if the parent, guardian, or adult student objects to the content, to make reasonable arrangements with school personnel for alternative instruction. Alternative instruction may be provided by the parent, guardian, or adult student if the alternative instruction, if any, offered by the school board does not meet the concerns of the parent, guardian, or adult student. The school board is not required to pay for the costs of alternative instruction provided by a parent, guardian, or adult student. School personnel may not impose an academic or other penalty upon a student merely for arranging alternative instruction under this section. School personnel may evaluate and assess the quality of the student's work.

IV. CPR AND AED INSTRUCTION

The school district will provide onetime cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) instruction as part of its grade 7 to 12 curriculum ~~for all students in that grade beginning in the 2014-2015 school year and later.~~

- A. In the school district's discretion, training and instruction may result in CPR certification.
- B. CPR and AED instruction must include CPR and AED training that have been developed:
 1. by the American Heart Association or the American Red Cross and incorporate psychomotor skills to support the instruction; or
 2. using nationally recognized, evidence-based guidelines for CPR and incorporate psychomotor skills to support the instruction. "Psychomotor skills" means hands-on practice to support cognitive learning; it does not mean cognitive-only instruction and training.
- C. The school district may use community members such as emergency medical technicians, paramedics, police officers, firefighters, and representatives of the Minnesota Resuscitation Consortium, the American Heart Association, or the American Red Cross, among others, to provide instruction and training.
- D. A school administrator may waive this curriculum requirement for a high school transfer student regardless of whether or not the student previously received instruction under this section, an enrolled student absent on the day the instruction occurred under this section, or an eligible student who has a disability.

V. COLLEGE AND CAREER PLANNING

- A. The school district shall assist all students by no later than grade 9 to explore their educational college and career interests, aptitudes, and aspirations and develop a plan for a smooth and successful transition to postsecondary education or employment. All students' plans must:
 1. provide a comprehensive plan to prepare for and complete career and college-ready curriculum by meeting state and local academic standards and developing career and employment-related skills such as teamwork, collaboration, creativity, communication, critical thinking, and good work habits;
 2. emphasize academic rigor and high expectations and inform the student and the student's parent or guardian, if the student is a minor, of the student's achievement level score on the Minnesota Comprehensive Assessments that are administered during high school;

3. help students identify interests, aptitudes, aspirations, and personal learning styles that may affect their career and college-ready goals and postsecondary education and employment choices;
 4. set appropriate career and college-ready goals with timelines that identify effective means for achieving those goals;
 5. help students access education and career options;
 6. integrate strong academic content into career-focused courses and applied and experiential learning opportunities and integrate relevant career-focused courses and applied and experiential learning opportunities into strong academic content;
 7. help identify and access appropriate counseling and other supports and assistance that enable students to complete required coursework, prepare for postsecondary education and careers, and obtain information about postsecondary education costs and eligibility for financial aid and scholarship;
 8. help identify collaborative partnerships among pre-kindergarten through grade 12 schools, postsecondary institutions, economic development agencies, and local and regional employers that support students' transitions to postsecondary education and employment and provide students with applied and experiential learning opportunities; and
 9. be reviewed and revised at least annually by the student, the student's parent or guardian, and the school district to ensure that the student's course-taking schedule keeps the student making adequate progress to meet state and local academic standards and high school graduation requirements and with a reasonable chance to succeed with employment or postsecondary education without the need to first complete remedial course work.
- B. The school district may develop grade-level curricula or provide instruction that introduces students to various careers, but must not require any curriculum, instruction, or employment-related activity that obligates an elementary or secondary student to involuntarily select or pursue a career, career interest, employment goals, or related job training.
 - C. Educators must possess the knowledge and skills to effectively teach all English learners in their classrooms. School districts must provide appropriate curriculum, targeted materials, professional development opportunities for educators, and sufficient resources to enable English learners to become career and college-ready.
 - D. When assisting students in developing a plan for a smooth and successful transition to postsecondary education and employment, school districts must recognize the unique possibilities of each student and ensure that the contents of each student's plan reflect the student's unique talents, skills, and abilities as the student grows, develops, and learns.
 - E. If a student with a disability has an Individualized Education Program (IEP) or standardized written plan that meets the plan components herein, the IEP satisfies the requirement, and no additional transition plan is needed.
 - F. Students who do not meet or exceed the Minnesota Academic Standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of the compulsory attendance law. A student's plan under this provision shall continue while a student is enrolled.

VI. CIVICS TEST

- A. A student enrolled in a public school must correctly answer at least 30 of 50 civics test questions. A school or district may record on a student's transcript that the student answered at least 30 of 50 civics test questions correctly.
- B. "Civics test questions" means 50 of the 100 questions that, as of January 1, 2015, United States Citizenship and Immigration Services officers use to select the questions they pose to applicants for naturalization so the applicants can demonstrate their knowledge and understanding of the fundamentals of United States history and government, as required by federal law. The Learning Law and Democracy Foundation, in consultation with Minnesota civics teachers, must select by July 1 each year 50 of the 100 questions under this paragraph to serve as the state's civics test questions for the proximate school year and immediately transmit the 50 selected civics test questions to MDE and to the Legislative Coordinating Commission, which must post the 50 questions it receives on the Minnesota's Legacy website by August 1 of that year.
- C. The school district may exempt a student with disabilities from this requirement if the student's IEP team determines the requirement is inappropriate and establishes an alternative requirement.
- D. The school district may administer the civics test questions in a language other than English to students who qualify for English learner services.
- E. The school district may administer civics test questions as part of the social studies curriculum.
- F. The school district must not prevent a student from graduating or deny a student a high school diploma for failing to correctly answer at least 30 of 50 civics test questions.
- G. The school district cannot charge a fee related to this requirement.

~~*Rationale: Big Lake Schools maintains a variety of relevant and required course offerings for students, to ensure college and career readiness.*~~

Legal References: Minn. Stat. § 120A.20 (Parental Curriculum Review)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.022 (Elective Standards)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; ~~Involuntary Career Tracking Prohibited Personal Learning Plans~~)
Minn. Stat. § 120B.236 (Cardiopulmonary Resuscitation and Automatic External Defibrillator Instruction)

Cross References: MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 605 (Alternative Programs)

DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEVELOPMENT OF POLICY

- A. The school board has jurisdiction to legislate policy with the force and effect of law for the school district. School district policy provides the school board's general direction for the school district while delegating policy implementation to the administration.
- B. The school district's policies provide guidelines and goals to the school community. The policies are the basis for guidelines and directives created by the administration. The school board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a school board member, employee, student, or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

IV. ADOPTION AND REVIEW OF POLICY

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

V. IMPLEMENTATION OF AND ACCESS TO POLICY

- A. The superintendent shall be responsible for implementing school board policies, other than the policies that cover how the school board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in

the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.

- B. Each school board member shall have access to school district policies. A copy of the school district policies shall be available online and in the district office and shall be available for reference purposes to other interested persons.
- C. The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for keeping the policy current.
- D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the school board shall review the following policies annually: 506 Student Discipline; 722 Public Data Requests; and 806 Crisis Management Policy.
- E. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the mission, educational philosophy and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

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

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



CODE OF ETHICS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

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

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

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

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

Legal References: Minn. Stat. § 123B.02, Subd. 1 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: None



CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

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

- 3) The contract price;
 - 4) The reasonable value;
 - 5) The interest of the school board member in the contract; and
 - 6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.
5. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.
- C. In the following circumstances, the school board may as an exception, by majority vote at a meeting at which all school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee only if there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$20,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting at which all school board members are present, that employment is immediately terminated and that school board member has no further rights to employment while serving as a school board member in the school district.
- D. The school board may contract with a class of school district employees, such as teachers or custodians, when the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. For the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting in which the contract is approved.

IV. LIMITATIONS ON RELATED EMPLOYEES

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

V. CONFLICTS PRIOR TO TAKING OFFICE

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

VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

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

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

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

Cross References: MSBA/MASA Model Policy 201 (Legal Status of the School Board)
MSBA/MASA Model Policy 209 (Code of Ethics)



EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS, INVENTIONS, AND CREATIONS

I. PURPOSE

The purpose of this policy is to identify and reserve the proprietary rights of the school district to certain publications, instructional materials, inventions, and creations which employees may develop or create, or assist in developing or creating, while employed by the school district.

II. GENERAL STATEMENT OF POLICY

Unless the employee develops, creates or assists in developing or creating a publication, instructional material, computer program, invention or creation entirely on the employee's own time and without the use of any school district facilities or equipment, the employee shall immediately disclose and, on demand of the school district, assign any rights to publications, instructional materials, computer programs, materials posted on websites, inventions or creations which the employee develops or creates or assists in developing or creating during the term of employee's employment and for two (2) years thereafter. In addition, employees shall sign such documents and perform such other acts as may be necessary to secure the rights of the school district relating to such publications, instructional materials, computer programs, materials posted on websites, inventions and/or creations, including domestic and foreign patents and copyrights.

III. NOTICE OF POLICY

The school district shall give employees notice of this policy by such means as are reasonably likely to inform them of this policy.

Legal References: Minn. Stat. § 181.78 (Agreements; Terms Relating to Inventions)
17 U.S.C. § 101 *et seq.* (Copyrights)

Cross References: None



DRUG AND ALCOHOL TESTING

I. PURPOSE

- A. The school board recognizes the significant problems created by drug and alcohol use in society in general, and the public schools in particular. The school board further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.
- B. The school board believes that a work environment free of drug and alcohol use will be not only safer, healthier, and more productive but also more conducive to effective learning. To provide such an environment, the purpose of this policy is to provide authority so that the school board may require all employees and/or job applicants to submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in federal law and Minnesota Statutes, sections 181.950-181.957

II. GENERAL STATEMENT OF POLICY

- A. All school district employees and job applicants whose positions require a commercial driver's license will be required to undergo drug and alcohol testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that drivers submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minnesota Statutes, sections 181.950-181.957.
- B. The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing in accordance with the provisions of this policy and as provided in Minnesota Statutes, sections 181.950-181.957.
- C. The use, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed, including medical cannabis, whether or not it has been prescribed for the employee, is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs that are not medically prescribed, including medical cannabis, whether or not it has been prescribed for the employee, is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of drugs that are not medically prescribed are prohibited from entering or remaining on school district property.
- D. The use, possession, sale, purchase, transfer, or dispensing of alcohol is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of alcohol is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of alcohol are prohibited from entering or remaining on school district property.
- E. Any employee who violates this section shall be subject to discipline that includes, but is not limited to, immediate suspension without pay and immediate discharge.

III. FEDERALLY MANDATED DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

A. General Statement of Policy

All persons subject to commercial driver's license requirements shall be tested for alcohol, marijuana (including medical cannabis), cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP), pursuant to federal law. Drivers who test positive for alcohol or drugs shall be subject to disciplinary action, which may include termination of employment

B. Definitions

1. "Actual Knowledge" means actual knowledge by the school district that a driver has used alcohol or controlled substances based on: (a) direct observation of the employee's use (not observation of behavior sufficient to warrant reasonable suspicion testing); (b) information provided by a previous employer; (c) a traffic citation; or (d) an employee's admission, except when made in connection with a qualified employee self-admission program.
2. "Alcohol Screening Device" (ASD) means a breath or saliva device, other than an Evidential Breath Testing Device (EBT), that is approved by the National Highway Traffic Safety Administration and placed on its Conforming Products List for such devices.
3. "Breath Alcohol Technician" (BAT) means an individual who instructs and assists individuals in the alcohol testing process and who operates the EBT.
4. "Commercial Motor Vehicle" (CMV) includes a vehicle that is designed to transport 16 or more passengers, including the driver.
5. "Designated Employer Representative" (DER) means an employee authorized by the school district to take immediate action to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation process. The DER receives test results and other communications for the school district.
6. "Department of Transportation" (DOT) means United States Department of Transportation.
7. "Direct Observation" means observation of alcohol or controlled substances use and does not include observation of employee behavior or physical characteristics sufficient to warrant reasonable suspicion testing.
8. "Driver" is any person who operates a CMV, including full-time, regularly employed drivers, casual, intermittent, or occasional drivers, leased drivers, and independent owner-operator contractors.
9. "Evidential Breath Testing Device" (EBT) means a device approved by the National Highway Traffic Safety Administration for the evidentiary testing of breath for alcohol concentration and placed on its Conforming Products List for such devices.
10. "Licensed Medical Practitioner" means a person who is licensed, certified, and/or registered, in accordance with applicable Federal, State, local, or foreign laws and regulations, to prescribe controlled substances and other drugs.
11. "Medical Review Officer" (MRO) means a licensed physician responsible for receiving and reviewing laboratory results generated by the school district's drug testing program and for evaluating medical explanations for certain drug tests.
12. "Refusal to Submit" (to an alcohol or controlled substances test) means that a driver: (a) fails to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so; (b) fails to remain at the testing site until the testing process is complete; (c) fails to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test; (d) fails to permit the observation or monitoring of the driver's

provision of a specimen in the case of a directly observed or monitored collection in a drug test; (e) fails to provide a sufficient breath specimen or sufficient amount of urine when directed and a determination has been made that no adequate medical explanation for the failure exists; (f) fails or declines to take an additional test as directed by the school district or the collector; (g) fails to undergo a medical examination or evaluation, as directed by the MRO or the DER; (h) fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector, fails to sign the certification on the forms); (i) fails to follow the observer's instructions, in an observed collection, to raise the driver's clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process; (j) possesses or wears a prosthetic or other device that could be used to interfere with the collection process; (k) admits to the collector or MRO that the driver adulterated or substituted the specimen; or (l) is reported by the MRO as having a verified adulterated or substituted test result. An applicant who fails to appear for a pre-employment test, who leaves the testing site before the pre-employment testing process commences, or who does not provide a urine specimen because he or she has left before it commences is not deemed to have refused to submit to testing

13. "Safety-Sensitive Functions" are on-duty functions from the time the driver begins work or is required to be in readiness to work until relieved from work and all responsibility for performing work, and include such functions as driving, loading and unloading vehicles, or supervising or assisting in the loading or unloading of vehicles, servicing, repairing, obtaining assistance to repair, or remaining in attendance during the repair of a disabled vehicle.
14. "Screening Test Technician" (STT) means anyone who instructs and assists individuals in the alcohol testing process and operates an ASD.
15. "Stand Down" means the practice of temporarily removing an employee from performing safety-sensitive functions based only upon a laboratory report to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test before the MRO completes the verification process.
16. "Substance Abuse Professional" (SAP) means a qualified person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

C. Policy and Educational Materials

1. The school district shall provide a copy of this policy and procedures to each driver prior to the start of its alcohol and drug testing program and to each driver subsequently hired or transferred into a position requiring driving of a CMV.
2. The school district shall provide to each driver information required under Title 49 of the Code of Federal Regulations, including information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or controlled substance problem (the driver's or a coworker's); and available methods of intervening when an alcohol or controlled substance problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.
3. The school district shall provide written notice to representatives of employee organizations that the information described above is available.
4. The school district shall require each driver to sign a statement certifying that the driver received a copy of the policy and materials. This statement should be in the

form of Attachment A to this policy. The school district will maintain the original signed certificate and will provide a copy to the driver if the driver so requests.

D. Alcohol and Controlled Substances Testing Program Manager

1. The program manager will coordinate the implementation, direction, and administration of the alcohol and controlled substances testing policy for bus drivers. The program manager is the principal contact for the collection site, the testing laboratory, the MRO, the BAT, the SAP, and the person submitting to the test. Employee questions concerning this policy shall be directed to the program manager.
2. The school district shall designate a program manager and provide written notice of the designation to each driver along with this policy.

E. Specific Prohibitions for Drivers

1. Alcohol Concentration. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers who test greater than 0.04 will be taken out of service and will be subject to evaluation by a professional and retesting at the driver's expense.
2. Alcohol Possession. No driver shall be on duty or operate a CMV while the driver possesses alcohol.
3. On-Duty Use. No driver shall use alcohol while performing safety-sensitive functions.
4. Pre-Duty Use. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. Use Following an Accident. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.
6. Refusal to Submit to a Required Test. No driver shall refuse to submit to an alcohol or controlled substances test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements. A verified adulterated or substituted drug test shall be considered a refusal to test.
7. Use of Controlled Substances. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to instructions (which have been presented to the school district) from a licensed medical practitioner who is familiar with the driver's medical history and has advised the driver that the substance does not adversely affect the driver's ability to safely operate a CMV. Controlled substance includes medical cannabis, regardless of whether the driver is enrolled in the state registry program.
8. Positive, Adulterated, or Substituted Test for Controlled Substance. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive for controlled substances, including medical cannabis, or has adulterated or substituted a test specimen for controlled substances.
9. General Prohibition. Drivers are also subject to the general policies and procedures of the school district that prohibit possession, transfer, sale, exchange, reporting to work under the influence of drugs or alcohol, and consumption of drugs or alcohol while at work or while on school district premises or operating any school district vehicle, machinery, or equipment.

F. Other Alcohol-Related Conduct

No driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform safety-sensitive functions for at least twenty-four (24) hours following administration of the test. The school district will not take any action under this policy other than removal from safety-sensitive functions based solely on test results showing

an alcohol concentration of less than 0.04 but may take action otherwise consistent with law and the policies of the school district.

G. Prescription Drugs/Cannabinoid Products

A driver shall inform the driver's supervisor if at any time the driver is using a controlled substance pursuant to a physician's prescription. The physician's instructions shall be presented to the school district upon request. Use of a prescription drug shall be allowed if the physician has advised the driver that the prescribed drug will not adversely affect the driver's ability to safely operate a CMV. Use of medical cannabis is prohibited notwithstanding the driver's enrollment in the patient registry. Use of nonintoxicating cannabinoids or edible cannabinoid products is not a legitimate medical explanation for a confirmed positive test result for marijuana. MROs will verify a drug test confirmed as positive, even if a driver claims to have only used nonintoxicating cannabinoids or edible cannabinoid product.

H. Testing Requirements

1. Pre-Employment Testing

- a. A driver applicant shall undergo testing for [alcohol and] controlled substances, including medical cannabis, before the first time the driver performs safety-sensitive functions for the school district.
- b. Tests shall be conducted only after the applicant has received a conditional offer of employment
- c. To be hired, the applicant must test negative and must sign an agreement in the form of Attachment B to this policy, authorizing former employers to release to the school district all information on the applicant's alcohol tests with results of blood alcohol concentration of 0.04 or higher, or verified positive results for controlled substances, including medical cannabis, or refusals to be tested (including verified adulterated or substituted drug test results), or any other violations of DOT agency drug and alcohol testing regulations, or, if the applicant violated the testing regulations, documentation of the applicant's successful completion of DOT return-to-duty requirements (including follow-up tests), within the preceding two (2) years
- d. The applicant also must be asked whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee, during the last two (2) years, applied for, but did not obtain, safety-sensitive transportation work covered by DOT testing rules.
- e. Before employing a driver subject to controlled substances and alcohol testing, the school district must conduct a full pre-employment query of the federal Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse ("Clearinghouse") to obtain information about whether the driver (1) has a verified positive, adulterated, or substituted controlled substances test result; (2) has an alcohol confirmation test with a concentration of 0.04 or higher; (3) has refused to submit to a test in violation of federal law; or (4) that an employer has reported actual knowledge that the driver used alcohol on duty, before duty, or following an accident in violation of federal law or used a controlled substance in violation of federal law. The applicant must give specific written or electronic consent for the school district to conduct the Clearinghouse full query. The school district shall retain the consent for three (3) years from the date of the query.

2. Post-Accident Testing

- a. As soon as practicable following an accident involving a CMV, the school district shall test the driver for alcohol and controlled substances, including medical cannabis, if the accident involved the loss of human life or if the

- driver receives a citation for a moving traffic violation arising from an accident which results in bodily injury or disabling damage to a motor vehicle.
- b. Drivers should be tested for alcohol use within two (2) hours and no later than eight (8) hours after the accident.
 - c. Drivers should be tested for controlled substances, including medical cannabis, no later than thirty-two (32) hours after the accident.
 - d. A driver subject to post-accident testing must remain available for testing, or shall be considered to have refused to submit to the test.
 - e. If a post-accident alcohol test is not administered within two (2) hours following the accident, the school district shall prepare and maintain on file a record stating the reasons the test was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours.
 - f. If a post-accident alcohol test is not administered within eight (8) hours following the accident or a post-accident controlled substances test is not administered within thirty-two (32) hours following the accident, the school district shall cease attempts to administer the test, and prepare and maintain on file a record stating the reasons for not administering the test.
 - g. The school district shall report drug and alcohol program violations to the Clearinghouse as required under federal law.
3. Random Testing
- a. The school district shall conduct tests on a random basis at unannounced times throughout the year, as required by the federal regulations.
 - b. The school district shall test for alcohol at a minimum annual percentage rate of 10% of the average number of driver positions, and for controlled substances, including medical cannabis, at a minimum annual percentage of 50%.
 - c. The school district shall adopt a scientifically valid method for selecting drivers for testing, such as random number table or a computer-based random number generator that is matched with identifying numbers of the drivers. Each driver shall have an equal chance of being tested each time selections are made. Each driver selected for testing shall be tested during the selection period.
 - d. Random tests shall be unannounced. Dates for administering random tests shall be spread reasonably throughout the calendar year.
 - e. Drivers shall proceed immediately to the collection site upon notification of selection; provided, however, that if the driver is performing a safety-sensitive function, other than driving, at the time of notification, the driver shall cease to perform the function and proceed to the collection site as soon as possible
4. Reasonable Suspicion Testing
- a. The school district shall require a driver to submit to an alcohol test and/or controlled substances, including medical cannabis, test when a supervisor or school district official, who has been trained in accordance with the regulations, has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances, including medical cannabis, on duty, within four (4) hours before coming on duty, or just after the period of the work day. The test shall be done as soon as practicable following the observation of the behavior indicative of the use of controlled substances or alcohol.
 - b. The reasonable suspicion determination must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The required observations for

reasonable suspicion of a controlled substances violation may include indications of the chronic and withdrawal effects of controlled substances.

- c. Alcohol testing shall be administered within two (2) hours following a determination of reasonable suspicion. If it is not done within two (2) hours, the school district shall prepare and maintain a record explaining why it was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours. If an alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the school district shall cease attempts to administer the test and state in the record the reasons for not administering the test.
 - d. The supervisor or school district official who makes observations leading to a controlled substances reasonable suspicion test shall make and sign a written record of the observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.
5. Return-To-Duty Testing

A driver found to have violated this policy shall not return to work until an SAP has determined the employee has successfully complied with prescribed education and/or treatment and until undergoing return-to-duty tests indicating an alcohol concentration of less than 0.02 and a confirmed negative result for the use of controlled substances. The school district is not required to return a driver to safety-sensitive duties because the driver has met these conditions; this is a personnel decision subject to collective bargaining agreements or other legal requirements

6. Follow-Up Testing

When an SAP has determined that a driver is in need of assistance in resolving problems with alcohol and/or controlled substances, the driver shall be subject to unannounced follow-up testing as directed by the SAP for up to sixty (60) months after completing a treatment program.

7. Refusal to Submit and Attendant Consequences

- a. A driver or driver applicant may refuse to submit to drug and alcohol testing.
- b. Refusal to submit to a required drug or alcohol test subjects the driver or driver applicant to the consequences specified in federal regulations as well as the civil and/or criminal penalty provisions of 49 United States Code section 521(b). In addition, a refusal to submit to testing establishes a presumption that the driver or driver applicant would test positive if a test were conducted and makes the driver or driver applicant subject to discipline or disqualification under this policy.
- c. A driver applicant who refuses to submit to testing shall be disqualified from further consideration for the conditionally offered position.
- d. An employee who refuses to submit to testing shall not be permitted to perform safety-sensitive functions and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If an employee is offered an opportunity to return to a DOT safety-sensitive duty, the employee will be evaluated by an SAP and must submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.
- e. Drivers or driver applicants who refuse to submit to required testing will be required to sign Attachment C to this policy.

I. Testing Procedures

1. Drug Testing

- a. Drug testing is conducted by analyzing a donor's urine specimen. Split urine samples will be collected in accordance with federal regulations. The donor will provide a urine sample at a designated collection site. The collection site

personnel will then pour the sample into two sample bottles, labeled “primary” and “split,” seal the specimen bottles, complete the chain of custody form, and prepare the specimen bottles for shipment to the testing laboratory for analysis. The specimen preparation shall be conducted in sight of the donor.

- b. If the donor is unable to provide the appropriate quantity of urine, the collection site person shall instruct the individual to drink up to forty (40) ounces of fluid distributed reasonably through a period of up to three (3) hours to attempt to provide a sample. If the individual is still unable to provide a complete sample, the test shall be discontinued and the school district notified. The DER shall refer the donor for a medical evaluation to determine if the donor’s inability to provide a specimen is genuine or constitutes a refusal to test. For pre-employment testing, the school district may elect to not have a referral made, and revoke the employment offer.
- c. Drug test results are reported directly to the MRO by the testing laboratory. The MRO reports the results to the DER. If the results are negative, the school district is informed and no further action is necessary. If the test result is confirmed positive, adulterated, substituted, or invalid, the MRO shall give the donor an opportunity to discuss the test result. The MRO will contact the donor directly, on a confidential basis, to determine whether the donor wishes to discuss the test result. The MRO shall notify each donor that the donor has seventy-two (72) hours from the time of notification in which to request a test of the split specimen at the donor’s expense. No split specimen testing is done for an invalid result.
- d. If the donor requests an analysis of the split specimen within seventy-two (72) hours of having been informed of a confirmed positive test, the MRO shall direct, in writing, the laboratory to provide the split specimen to another Department of Health and Human Services – SAMHSA certified laboratory for analysis. If the donor has not contacted the MRO within seventy-two (72) hours, the donor may present the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the confirmed positive test, or other circumstances unavoidably prevented the donor from timely making contact. If the MRO concludes that a legitimate explanation for the donor’s failure to contact him/her within seventy-two (72) hours exists, the MRO shall direct the analysis of the split specimen. The MRO will review the confirmed positive test result to determine whether an acceptable medical reason for the positive result exists. The MRO shall confirm and report a positive test result to the DER and the employee when no legitimate medical reason for a positive test result as received from the testing laboratory exists.
- e. If, after making reasonable efforts and documenting those efforts, the MRO is unable to reach the donor directly, the MRO must contact the DER who will direct the donor to contact the MRO. If the DER is unable to contact the donor, the donor will be suspended from performing safety-sensitive functions.
- f. The MRO may confirm the test as a positive without having communicated directly with the donor about the test results under the following circumstances:
 - 1) The donor expressly declines the opportunity to discuss the test results;
 - 2) The donor has not contacted the MRO within seventy-two (72) hours of being instructed to do so by the DER; or

- 3) The MRO and the DER, after making and documenting all reasonable efforts, have not been able to contact the donor within ten (10) days of the date the confirmed test result was received from the laboratory.

2. Alcohol Testing

- a. The federal alcohol testing regulations require testing to be administered by a BAT using an EBT or an STT using an ASD. EBTs and ASDs can be used for screening tests but only EBTs can be used for confirmation tests.
- b. Any test result less than 0.02 alcohol concentration is considered a “negative” test.
- c. If the donor is unable to provide sufficient saliva for an ASD, the DER will immediately arrange to use an EBT. If the donor attempts and fails to provide an adequate amount of breath, the school district will direct the donor to obtain a written evaluation from a licensed physician to determine if the donor’s inability to provide a breath sample is genuine or constitutes a refusal to test
- d. If the screening test results show alcohol concentration of 0.02 or higher, a confirmatory test conducted on an EBT will be required to be performed between fifteen (15) and thirty (30) minutes after the completion of the screening test
- e. Alcohol tests are reported directly to the DER

J. Driver/Driver Applicant Rights

1. All drivers and driver applicants subject to the controlled substances testing provisions of this policy who receive a confirmed positive test result for the use of controlled substances have the right to request, at the driver’s or driver applicant’s expense, a confirming retest of the split urine sample. If the confirming retest is negative, no adverse action will be taken against the driver, and a driver applicant will be considered for employment.
2. The school district will not discharge a driver who, for the first time, receives a confirmed positive drug or alcohol test UNLESS:
 - a. The school district has first given the employee an opportunity to participate in, at the employee’s own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with the SAP; and
 - b. The employee refuses to participate in the recommended program, or fails to successfully complete the program as evidenced by withdrawal before its completion or by a positive test result on a confirmatory test after completion of the program.
 - c. This limitation on employee discharge does not bar discharge of an employee for reasons independent of the first confirmed positive test result.

K. Testing Laboratory

The testing laboratory for controlled substances will be a laboratory certified by the Department of Health and Human Services – SAMHSA to perform controlled substances testing pursuant to federal regulations.

L. Confidentiality of Test Results

All alcohol and controlled substances test results and required records of the drug and alcohol testing program are considered confidential information under federal law and private data on individuals as that phrase is defined in Minnesota Statutes, Chapter 13. Any information concerning the individual’s test results and records shall not be released without written permission of the individual, except as provided for by regulation or law.

M. Recordkeeping Requirements and Retention of Records

1. The school district shall keep and maintain records in accordance with the federal regulations in a secure location with controlled access.
2. The required records shall be retained for the following minimum periods:
 - Basic Records--5 years. "Basic records" includes records of: (a) alcohol test results with concentration of 0.02 or greater; (b) verified positive drug test results; (c) refusals to submit to required tests (including substituted or adulterated drug test results); (d) SAP reports; (e) all follow-up tests and schedules for follow-up tests; (f) calibration documentation; (g) administration of the testing programs; and (h) each annual calendar year summary.
 - Information obtained from previous employers—3 years; Alcohol and controlled substance collection procedures; Negative and cancelled controlled substance tests—1 year; Alcohol tests with less than 0.02 concentration—1 year; Education and training records—indefinite
 - "Education and training records" must be maintained while the individuals perform the functions which require training and for the two (2) years after ceasing to perform those functions.

3. Personal Information

Personal information about all individuals who undergo any required testing under this policy will be shared with the U.S. DOT Drug & Alcohol Clearinghouse ("Clearinghouse") as required under federal law, including:

- a. The name of the person tested;
- b. Any verified positive, adulterated, or substituted drug test result;
- c. Any alcohol confirmation test with a BAC concentration of 0.04 or higher;
- d. Any refusal to submit to any test required hereunder;
- e. Any report by a supervisor of actual knowledge of use as follows:
 - 1) Any on-duty alcohol use;
 - 2) Any pre-duty alcohol use;
 - 3) Any alcohol use following an accident; and
 - 4) Any controlled substance use
- f. Any report from a substance abuse professional certifying successful completion of the return to work process;
- g. Any negative return to duty test; and
- h. Any employer's report of completion of follow-up testing

N. Training

The school district shall ensure all persons designated to supervise drivers receive training. The designated employees shall receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. The training shall include physical, behavioral, speech, and performance indicators of probable misuse of alcohol and use of controlled substances. The training will be used by the supervisors to make determinations of reasonable suspicion.

O. Consequences of Prohibited Conduct and Enforcement

1. Removal. The school district shall remove a driver who has engaged in prohibited conduct from safety-sensitive functions. A driver shall not be permitted to return to safety-sensitive functions until and unless the return-to-duty requirements of federal DOT regulations have been completed.
2. Referral, Evaluation, and Treatment
 - a. A driver or driver applicant who has engaged in prohibited conduct shall be provided a listing of SAPs readily available to the driver or applicant and acceptable to the school district
 - b. If the school district offers a driver an opportunity to return to a DOT safety-sensitive duty following a violation, the driver must be evaluated by an SAP

and the driver is required to successfully comply with the SAP's evaluation recommendations (education, treatment, follow-up evaluation(s), and/or ongoing services). The school district is not required to provide an SAP evaluation or any subsequent recommended education or treatment

- c. Drivers are responsible for payment for SAP evaluations and services unless a collective bargaining agreement or employee benefit plan provides otherwise.
 - d. Drivers who engage in prohibited conduct also are required to comply with follow-up testing requirements
3. Disciplinary Action
- a. Any driver who refuses to submit to post-accident, random, reasonable suspicion, or follow-up testing not only shall not perform or continue to perform safety-sensitive functions, but also may be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
 - b. Drivers who test positive with verification of a confirmatory test or are otherwise found to be in violation of this policy or the federal regulations shall be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge
 - c. Nothing in this policy limits or restricts the right of the school district to discipline or discharge a driver for conduct which not only constitutes prohibited conduct under this policy but also violates the school district's other rules or policies

P. Other Testing

The school district may request or require that drivers submit to drug and alcohol testing other than that required by federal law. For example, drivers may be requested or required to undergo drug and alcohol testing on an annual basis as part of a routine physical examination. Such additional testing of drivers will be conducted only in accordance with the provisions of this policy and as provided in Minnesota Statutes, sections 181.950-181.957. For purposes of such additional, non-mandatory testing, drivers fall within the definition of "other employees" covered by Section IV. of this policy

Q. Report to Clearinghouse

The school district shall promptly submit to the Clearinghouse any record generated of an individual who refuses to take an alcohol or controlled substance test required under Title 49, Code of Federal Regulations, tests positive for alcohol or a controlled substance in violation of federal regulations, or violates subpart B of Part 382 of Title 49, Code of Federal Regulations (or any subsequent corresponding regulations).

R. Annual Clearinghouse Query

- 1. The school district must conduct a query of the Clearinghouse record at least once per year for information for all employees subject to controlled substance and alcohol testing related to CMV operation to determine whether information exists in the Clearinghouse about those employees. In lieu of a full query, the school district may obtain the individual driver's consent to conduct a limited query to satisfy the annual query requirement. The limited query will tell the employer whether there is information about the driver in the Clearinghouse but will not release that information to the employer. If the limited query shows that information exists in the Clearinghouse about the driver, the school district must conduct a full query within twenty-four (24) hours or must not allow the driver to continue to perform any safety-sensitive function until the employee conducts the full query and the results confirm the driver's Clearinghouse record contains no prohibitions showing the driver has a verified positive, adulterated or substitute controlled substance test, no alcohol confirmation test with a concentration of 0.04 or higher, refuses to submit to

a test, or was reported to have used alcohol on duty, before duty, following an accident or otherwise used a controlled substance in violation of the regulations except where the driver completed the SAP evaluation, referral and education/treatment process as required by the regulations. The school district shall comply with the query requirements set forth in 49 Code of Federal Regulations 382.701

2. The school district may not access an individual's Clearinghouse record unless the school district (1) obtains the individual's prior written or electronic consent for access to the record; and (2) submits proof of the individual's consent to the Clearinghouse. The school district must retain the consent for three (3) years from the date of the last query. The school district shall retain for three (3) years a record of each request for records from the Clearinghouse and the information received pursuant to the request.
3. The school district shall protect the individual's privacy and confidentiality of each Clearinghouse record it receives. The school district shall ensure that information contained in a Clearinghouse record is not divulged to a person or entity not directly involved in assessing and evaluating whether a prohibition applies with respect to the individual to operate a CMV for the school district.
4. The school district may use an individual's Clearinghouse record only to assess and evaluate whether a prohibition applies with respect to the individual to operate a CMV for the school district.

IV. DRUG AND ALCOHOL TESTING FOR EMPLOYEES

The school district may request or require drug and alcohol testing for school district personnel, i.e., employees who are not school bus drivers, or job applicants for such positions. The school district does not have a legal duty to request or require any employee or job applicant to undergo drug and alcohol testing as authorized in this policy, except for school bus drivers and other drivers of CMVs who are subject to federally mandated testing (See Section III. of this policy.) If the school bus driver is requested or required to submit to drug or alcohol testing beyond that mandated by federal law, the provisions of Section IV. Of this policy will be applicable to such testing.

A. Circumstances Under Which Drug or Alcohol Testing May Be Requested or Required:

1. General Limitations

- a. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, unless the testing is done pursuant to this drug and alcohol testing policy; and is conducted by a testing laboratory that meets one of the criteria listed in Minnesota Statutes 181.953, subdivision 1.
- b. The school district will not request or require an employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing on an arbitrary and capricious basis.

2. Job Applicant Testing

The school district may request or require any job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing, provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If a job applicant has received a job offer that is contingent on the applicant's passing drug and alcohol testing, the school

district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the event the job offer is subsequently withdrawn, the school district shall notify the job applicant of the reason for its action.

3. Random Testing

The school district may request or require employees to undergo drug and alcohol testing on a random selection basis only if they are employed in safety-sensitive positions.

4. Reasonable Suspicion Testing

The school district may request or require any employee to undergo drug and alcohol testing if the school district has a reasonable suspicion that the employee:

- a. is under the influence of drugs or alcohol;
- b. has violated the school district's written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working or while the employee is on the school district's premises or operating the school district's vehicles, machinery, or equipment;
- c. has sustained a personal injury, as that term is defined in Minnesota Statutes, section 176.011, subdivision. 16, or has caused another employee to sustain a personal injury; or
- d. has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

5. Treatment Program Testing

The school district may request or require any employee to undergo drug and alcohol testing if the employee has been referred by the school district for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo drug and alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two (2) years following completion of any prescribed chemical dependency treatment program.

6. Routine Physical Examination Testing

The school district may request or require any employee to undergo drug and alcohol testing as part of a routine physical examination provided the drug or alcohol test is requested or required no more than once annually and the employee has been given at least two weeks' written notice that a drug or alcohol test may be requested or required as part of the physical examination.

B. No Legal Duty to Test

The school district does not have a legal duty to request or require any employee or job applicant whose position does not require a commercial driver's license to undergo drug and alcohol testing.

C. Definitions

1. "Drug" means a controlled substance as defined in Minnesota Statutes, including medical cannabis, regardless of enrollment in the state registry program.
2. "Drug and Alcohol Testing," "Drug or Alcohol Testing," and "Drug or Alcohol Test" mean analysis of a body component sample by a testing laboratory that meets one of the criteria listed in Minnesota Statutes, section 181.953, subdivision 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested.

3. "Other Employees" means any persons, independent contractors, or persons working for an independent contractor who perform services for the school district for compensation, either full time or part time, in whatever form, except for persons whose positions require a commercial driver's license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver's license are primarily governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III.). To the extent that the drug and alcohol testing of persons whose positions require a commercial driver's license is not mandated by federal law and regulations, such testing shall be governed by Section IV. of this policy and the drivers shall fall within this definition of "other employees."
 4. "Job Applicant" means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the school district in a position that does not require a commercial driver's license, and includes a person who has received a job offer made contingent on the person's passing drug or alcohol testing. Job applicants for positions requiring a commercial driver's license are governed by the provisions of the school district's drug and alcohol testing policy relating to school bus drivers (Section III.).
 5. "Positive Test Result" means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minnesota Statutes, section 181.953, subdivision. 1.
 6. "Random Selection Basis" means a mechanism for selection of employees that:
 - a. results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and
 - b. does not give the school district discretion to waive the selection of any employee selected under the mechanism.
 7. "Reasonable Suspicion" means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
 8. "Safety-Sensitive Position" means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol usage would threaten the health or safety of any person.
- D. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing and Consequences of Such Refusal
1. Right of Employee or Job Applicant to Refuse Drug and Alcohol Testing
Any employee or job applicant whose position does not require a commercial driver's license has the right to refuse drug and alcohol testing subject to the provisions contained in Paragraphs 2. and 3. of Section IV. D.
 2. Consequences of an Employee's Refusal to Undergo Drug and Alcohol Testing
Any employee in a position that does not require a commercial driver's license who refuses to undergo drug and alcohol testing in the circumstances set out in the Random Testing, Reasonable Suspicion Testing, and Treatment Program Testing provisions of this policy may be subject to disciplinary action, up to and including immediate discharge.
 3. Consequences of a Job Applicant's Refusal to Undergo Drug and Alcohol Testing
Any job applicant for a position which does not require a commercial driver's license who refuses to undergo drug and alcohol testing pursuant to the Job Applicant Testing provision of this policy shall not be employed.

E. Reliability and Fairness Safeguards

1. Pretest Notice

Before requesting an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing, the school district shall provide the employee or job applicant with a Pretest Notice in the form of Attachment D to this policy on which to acknowledge that the employee or job applicant has received the school district's drug and alcohol testing policy.

2. Notice of Test Results

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing an employee or job applicant who has undergone drug or alcohol testing of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test.

3. Notice of and Right to Test Result Report

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing, an employee or job applicant who has undergone drug or alcohol testing of the employee or job applicant's right to request and receive from the school district a copy of the test result report on any drug or alcohol test.

4. Notice of and Right to Explain Positive Test Result

a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide the individual with notice of the test results and, at the same time, written notice of the right to explain the results and to submit additional information.

b. The school district may request that the employee or job applicant indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.

c. The employee may present verification of enrollment in the medical cannabis patient registry as part of the employee's explanation.

d. Use of nonintoxicating cannabinoids or edible cannabinoid products is not a legitimate medical explanation for a confirmed positive test result for marijuana. MROs will verify a drug test confirmed as positive, even if an employee claims to have only used nonintoxicating cannabinoids or edible cannabinoid product

e. Within three (3) working days after notice of a positive test result on a confirmatory test, an employee or job applicant may submit information (in addition to any information already submitted) to the school district to explain that result.

5. Notice of and Right to Request Confirmatory Retests

a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide the individual with notice of the test results and, at the same time, written notice of the right to request a confirmatory retest of the original sample at his or her expense.

b. An employee or job applicant may request a confirmatory retest of the original sample at his or her own expense after notice of a positive test result on a confirmatory test. Within five (5) working days after notice of the confirmatory test result, the employee or job applicant shall notify the school district in writing of his or her intention to obtain a

confirmatory retest. Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that the employee or job applicant has requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minnesota Statutes, section 181.953, subdivision 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug or alcohol threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee or job applicant.

6. If an employee or job applicant has a positive test result on a confirmatory test, the school district, at the time of providing notice of the test results, shall also provide written notice to inform the individual of other rights provided under Sections F. or G., below, whichever is applicable. Attachments E and F to this policy provide the Notices described in Paragraphs 2. through 6. of this Section E.

F. Discharge and Discipline of Employees Whose Positions Do Not Require a Commercial Driver's License

1. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.
2. In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.
3. The school district may not discharge an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the school district, unless the following conditions have been met:
 - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical abuse counselor or a physician trained in the diagnosis and treatment of chemical dependency; and
 - b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
4. Notwithstanding Paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or

requested confirmatory retest is negative.

5. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information or the employee's status as a patient enrolled in the medical cannabis registry program revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon, or after hire, or failing to do so would violate federal law or regulations or cause the school district to lose money or licensing-related benefit under federal law or regulations.
6. The school district may not discriminate against any employee in termination, discharge, or any term of condition of employment or otherwise penalize an employee based upon an employee registered patient's positive drug test for cannabis components or metabolites, unless the employee used, possessed, or was impaired by medical cannabis on school district property during the hours of employment.
7. An employee must be given access to information in the individual's personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

G. Withdrawal of Job Offer for an Applicant for a Position that Does Not Require a Commercial Driver's License

If a job applicant has received a job offer made contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

H. Chain-of-Custody Procedures

The school district has established its own reliable chain-of-custody procedures to ensure proper record keeping, handling, labeling, and identification of the samples to be tested. The procedures require the following:

1. Possession of a sample must be traceable to the employee from whom the sample is collected, from the time the sample is collected through the time the sample is delivered to the laboratory;
2. The sample must always be in the possession of, must always be in view of, or must be placed in a secure area by a person authorized to handle the sample;
3. A sample must be accompanied by a written chain-of-custody record; and
4. Individuals relinquishing or accepting possession of the sample must record the time the possession of the sample was transferred and must sign and date the chain-of-custody record at the time of transfer.

I. Privacy, Confidentiality and Privilege Safeguards

1. Privacy Limitations

A laboratory may only disclose to the school district test result data regarding the presence or absence of drugs, alcohol or their metabolites in a sample tested.

2. Confidentiality Limitations

With respect to employees and job applicants, test result reports and other information acquired in the drug or alcohol testing process are private data on individuals as that phrase is defined in Minnesota Statutes Chapter 13, and may not be disclosed by the school district or laboratory to another employer or to a third-party individual, governmental agency, or private organization without the written consent of the employee or job applicant tested.

3. Exceptions to Privacy and Confidentiality Disclosure Limitations
Notwithstanding Paragraphs 1. and 2., evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under Minnesota Statutes Chapter 43A or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation or order, or in accordance with compliance requirements of a federal government contract; and (3) disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment of the employee.
4. Privilege
Positive test results from the school district drug or alcohol testing program may not be used as evidence in a criminal action against the employee or job applicant tested.

J. Notice of Testing Policy to Affected Employees

The school district shall provide written notice of this drug and alcohol testing policy to all affected employees upon adoption of the policy, to a previously non-affected employee upon transfer to an affected position under the policy, and to a job applicant upon hire and before any testing of the applicant if the job offer is made contingent on the applicant's passing drug and alcohol testing. Affected employees and applicants will acknowledge receipt of this written notice in the form of Attachment G to this policy.

V. **POSTING**

The school district shall post notice in an appropriate and conspicuous location on its premises that it has adopted a drug and alcohol testing policy and that copies of the policy are available for inspection during regular business hours by its employees or job applicants in its personnel office or other suitable locations.

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

- Minn. Stat. Ch. 43A (State Personnel Management)
- Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)
- Minn. Stat. § 152.01 (Definitions)
- Minn. Stat. § 152.22 (Definitions; Medical Cannabis)
- Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
- Minn. Stat. § 152.32 (Protections for Registry Program Participation)
- Minn. Stat. § 176.011, subd. 16 (Definitions; Personal Injury)
- Minn. Stat. §§ 181.950-181.957 (Drug and Alcohol Testing in the Workplace)
- Minn. Stat. § 221.031 (Motor Carrier Rules)
- 49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)
- 49 U.S.C. 31306a (National Clearinghouse for Controlled Substance and Alcohol Test Results of Commercial Motor Vehicle Operators)
- 49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)
- 49 C.F.R. Parts 40 and 382 (Department of Transportation Rules Implementing Omnibus Transportation Employee Testing Act of 1991)

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

- MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
- MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
- MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

DRUG-FREE WORKPLACE, DRUG-FREE SCHOOL

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids (including edible cannabinoid products), and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

- A. Use or possession of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids (including edible cannabinoid products), and controlled substances before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids (including edible cannabinoid products), or controlled substances in any school location
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage containing more than one-half of one percent alcohol by volume.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code section 812, including analogues and look-alike drugs.
- C. "Edible cannabinoid product" means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.
- D. "Nonintoxicating cannabinoid" means substances extracted from certified hemp plants that do not produce intoxicating effects when consumed by any route of administration.
- E. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; (4) combustion with use of dried raw cannabis; or (5) any other method approved by the commissioner
- F. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.

- G. “School location” includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.
- H. “Toxic substances” includes (1) glue, cement, aerosol paint, containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item; (2) butane or a butane lighter; or (3) any similar substance declared to be toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the commissioner of health.
- I. “Use” includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol toxic substances, medical cannabis, nonintoxicating cannabinoids (including edible cannabinoid products), and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person’s own use, a controlled substance, except medical cannabis, which has a currently accepted medical use in treatment in the United States and the person has a physician’s prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minnesota Statutes section 624.701, subdivision 1a (experiments in laboratories pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, must comply with the school district’s student medication policy
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy
- D. Employees are subject to the school district’s drug and alcohol testing policies and procedures

- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility. This prohibition includes (1) vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the general public or place of employment; and (2) operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minnesota Statutes section 624.701, subdivision 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda

VI. ENFORCEMENT

A. Students

- 1. Students may be required to participate in programs and activities that provide education against the use of alcohol, tobacco, marijuana, smokeless tobacco products, electronic cigarettes, and nonintoxicating cannabinoids (including edible cannabinoid products),
- 2. Students may be referred to drug or alcohol assistance or rehabilitation programs; school based mental health services, mentoring and counseling, including early identification of mental health symptoms, drug use and violence and appropriate referral to direct individual or group counselling service. which may be provide by school based mental health services providers; and/or referral to law enforcement officials when appropriate.
- 3. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.

B. Employees

- 1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
- 2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
- 3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district.

Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.

4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

Legal References: Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.40-§ 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)
Minn. Stat. § 152.22, subd. 6 (Definitions; Medical Cannabis)
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
Minn. Stat. § 340A.101 (Definitions; Alcoholic Beverage)
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
Minn. Stat. § 609.684 (Abuse of Toxic Substances)
Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)
20 U.S.C. § 7101-7122 (Student Support and Academic Enrichment Grants)
21 U.S.C. § 812 (Schedules of Controlled Substances)
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 516 (Student Medication)



GIFTS TO EMPLOYEES AND SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school district employees and school board members.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that students, parents, and others may wish to show appreciation to school district employees. The policy of the school district, however, is to discourage gift-giving to employees and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia.
- B. A violation of this policy occurs when any employee solicits, accepts, or receives, either by direct or indirect means, a gift from a student, parent, or other individual or organization of greater than nominal value.
- C. A violation of this policy occurs when any employee solicits, accepts, or receives a gift from a person or entity doing business with or seeking to do business with the school district. Employees may accept items of insignificant value of a promotional or public relations nature or a plaque with a resale value of \$5 or less with an inscription recognizing an individual for an accomplishment. The superintendent has discretion to determine what value is "insignificant."
- D. Teachers may accept, from publishers, free samples of textbooks and related teaching materials.
- E. This policy applies only to gifts given to employees where the donor's relationship with the employee arises out of the employee's employment with the school district. It does not apply to gifts given to employees by personal friends, family members, other employees, or others unconnected to the employee's employment with the school district.
- F. An elected or appointed member of a school board, a school superintendent, a school principal, or a district school officer, including the school business official, may not accept a gift from an interested person.

III. DEFINITIONS

- A. "Gift" means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment that is given without something of equal or greater value being received in return.
- B. "Interested person" means a person or a representative of a person or association that has a direct financial interest in a decision that a school board member, a superintendent, a school principal, or a district school officer is authorized to make.
- C. "Financial interest" means any ownership or control in an asset which has the potential to produce a monetary return.

IV. PROCEDURES

Any employee considering the acceptance of a gift shall confer with the administration for guidance related to the interpretation and application of this policy.

V. VIOLATIONS

Employees who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination or discharge.

Legal References: Minn. Stat. § 10A.07 (Conflicts of Interest)

Minn. Stat. § 10A.071 (Prohibition of Gifts)

Minn. Stat. § 15.43 (Acceptance of Advantage by State Employee; Penalty)

Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

Cross References: MSBA/MASA Model Policy 209 (Code of Ethics)

MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)

MSBA/MASA Model Policy 306 (Administrator Code of Ethics)

WORKLOAD LIMITS FOR CERTAIN SPECIAL EDUCATION TEACHERS

I. PURPOSE

The purpose of this policy is to establish general parameters for determining the workload limits of special education staff who provide services to children with disabilities receiving direct special education services 60 percent or less of the instructional day.

II. DEFINITIONS

- A. **Special Education Staff; Special Education Teacher**
“Special education staff” and “special education teacher” both mean a teacher employed by the school district who is licensed under the rules of the Minnesota Professional Educator Licensing and Standards Board to instruct children with specific disabling conditions.
- B. **Direct Services**
“Direct services” means special education services provided by a special education teacher or a related service professional when the services are related to instruction, including cooperative teaching.
- C. **Indirect Services**
“Indirect services” means special education services provided by a special education teacher or a related service professional which include ongoing progress reviews; cooperative planning; consultation; demonstration teaching; modification and adaptation of the environment, curriculum, materials, or equipment; and direct contact with the pupil to monitor and observe.
- D. **Workload**
“Workload” means a special education teacher’s total number of minutes required for all due process responsibilities, including direct and indirect services, evaluation and reevaluation time, management of individualized education programs (IEPs), travel time, parental contact, and other services required in the IEPs.

III. GENERAL STATEMENT OF POLICY

- A. Workload limits for special education teachers shall be determined by the appropriate special education administrator, in consultation with the building principal and the superintendent.
- B. In determining workload limits for special education staff, the school district shall take into consideration the following factors: student contact minutes, evaluation and reevaluation time, indirect services, management of IEPs, travel time, and other services required in the IEPs of eligible students.

IV. COLLECTIVE BARGAINING AGREEMENT UNAFFECTED

This policy shall not be construed as a reopening of negotiations between the school district and the special education teachers’ exclusive representative, nor shall it be

construed to alter or limit in any way the managerial rights or other authority of the school district set forth in the Public Employment Labor Relations Act or in the collective bargaining agreement between the school district and the special education teachers' exclusive representative.

Legal References: Minn. Stat. § 179A.07, Subd. 1 (Inherent Managerial Policy)
Minn. Rule 3525.0210, Subps. 14, 27, 44, and 49 (Definitions)
Minn. Rule 3525.2340, Subp. 4.B. (Case Loads for School-Age Educational Service Alternatives)

Cross References: MSBA/MASA Model Policy 508 (Extended School Year for Certain Students with Individualized Education Programs)
MSBA/MASA Model Policy 608 (Instructional Services—Special Education)



PROTECTION AND PRIVACY OF PUPIL RECORDS

I. PURPOSE

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 United States Code section 1232g, *et seq.*, (Family Educational Rights and Privacy Act (FERPA)) 34 Code of Federal Regulations part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, and Minnesota Rules parts 1205.0100-1205.2000.

III. DEFINITIONS

A. Authorized Representative

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S.

Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

B. Biometric Record

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting).

C. Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student’s attendance at a school or schools in the school district.

D. Directory Information

“Directory information” means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, the student’s name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status (i.e., full-time or part-time); participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent

educational agency or institution attended. It also includes the name, address, and telephone number of the student's parent(s). Directory information does not include:

- 1) a student's social security number;
- 2) a student's identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
- 3) a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student's identity, such as a PIN, password, or other factor known or possessed only by the student;
- 4) personally identifiable data which references religion, race, color, social position, or nationality; or
- 5) data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student's parent or guardian.

E. Education Records

- 1) What constitutes "education records." Education records means those records that are: (1) directly related to a student; and (2) maintained by the school district or by a party acting for the school district.
- 2) What does not constitute education records. The term "education records" does not include:
 - a. Records of instructional personnel that are:
 1. kept in the sole possession of the maker of the record;
 2. used only as a personal memory aid;
 3. not accessible or revealed to any other individual except a temporary substitute teacher; and
 4. destroyed at the end of the school year.
 - b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
 1. maintained separately from education records;
 2. maintained solely for law enforcement purposes; and
 3. disclosed only to law enforcement officials of the same jurisdiction.
 - c. Records relating to an individual, including a student, who is employed by the school district which:
 1. are made and maintained in the normal course of business;
 2. relate exclusively to the individual in that individual's capacity as an employee; and
 3. are not available for use for any other purpose.However, records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student are education records.
 - d. Records relating to an eligible student, or a student attending an institution of post-secondary education, that are:
 1. made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in

his or her professional or paraprofessional capacity or assisting in that capacity;

2. made, maintained, or used only in connection with the provision of treatment to the student; and
3. disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.

- e. Records created or received by the school district after an individual is no longer a student at the school district and that are not directly related to the individual's attendance as a student.
- f. Grades on peer-related papers before the papers are collected and recorded by a teacher.

F. Education Support Services Data

"Education support services data" means data on individuals collected, created, maintained, used, or disseminated relating to programs administered by a government entity or entity under contract with a government entity designed to eliminate disparities and advance equities in educational achievement for youth by coordinating services available to participants, regardless of the youth's involvement with other government services. Education support services data does not include welfare data under Minnesota Statutes section 13.46.

Unless otherwise provided by law, all education support services data are private data on individuals and must not be disclosed except according to Minnesota Statutes section 13.05 or a court order.

G. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of post-secondary education

H. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities

I. Legitimate Educational Interest

"Legitimate educational interest" includes an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to:

- 1) Perform an administrative task required in the school or employee's contract or position description approved by the school board;
- 2) Perform a supervisory or instructional task directly related to the student's education;
- 3) Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid; or
- 4) Perform a task directly related to responding to a request for data.

J. Parent

"Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary

K. Personally Identifiable

“Personally identifiable” means that the data or information includes, but is not limited to: (a) a student’s name; (b) the name of the student’s parent or other family member; (c) the address of the student or student’s family; (d) a personal identifier such as the student’s social security number or student number or biometric record; (e) other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates

L. Record

“Record” means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche

M. Responsible Authority

“Responsible authority” means *[designate title and actual name of individual]*.

N. Student

“Student” includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.

O. School Official

“School official” includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

P. Summary Data

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

Q. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

- 1) The right to inspect and review the student's education records;
- 2) The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
- 4) The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions;
- 5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
- 6) The right to be informed about rights under the federal law; and
- 7) The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

B. Eligible Students

All rights and protections given to parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of post-secondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 Code of Federal Regulations section 99.31(a).

C. Students with a Disability

The school district shall follow 34 Code of Federal Regulations sections 300.610-300.617 with regard to the privacy, notice, access, recordkeeping, and accuracy of information related to students with a disability.

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

- 1) The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
- 2) The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;
 - d. the consequences of giving informed consent; and
 - e. if appropriate, a termination date for the consent.
- 3) When a disclosure is made under this subdivision:
 - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and

- b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
- 4) A signed and dated written consent may include a record and signature in electronic form that:
 - a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person's approval of the information contained in the electronic consent.
- 5) If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
 - a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. specific as to the nature of the information the subject is authorizing to be disclosed;
 - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
 - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
 - g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minnesota Statutes chapter 256B or Minnesota Care under Minnesota Statutes chapter 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.

6) Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

- 1) To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
- 2) To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;

- b. is under the direct control of the school district with respect to the use and maintenance of education records; and
 - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made;
- 3) To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act, 20 United States Code section 7917, *[insert the following if the school district has a policy regarding Staff Notification of Violent Behavior by Students]* and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minnesota Statutes section 260B.171, unless the data are required to be destroyed under Minnesota Statutes section 120A.22, subdivision 7(c) or section 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records that have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;
- 4) To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
- 5) In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
- a. determine eligibility for the aid;
 - b. determine the amount of the aid;
 - c. determine conditions for the aid; or
 - d. enforce the terms and conditions of the aid.
- “Financial aid” for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution;
- 6) To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
- a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released; or
 - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following

information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers;

- 7) To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;
- 8) To accrediting organizations in order to carry out their accrediting functions;
- 9) To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
- 10) To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code section 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as a plaintiff. Also, if a parent or eligible student initiates a legal

- action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;
- 11) To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
 - 12) To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
 - 13) Information the school district has designated as "directory information" pursuant to Section VII. of this policy;
 - 14) To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
 - 15) To the parent of a student who is not an eligible student or to the student himself or herself;
 - 16) To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
 - 17) To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
 - 18) To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
 - a. the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;
 - b. the existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be

submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;

- 19) To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minnesota Statutes section 260B.171, subdivision 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;
- 20) To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minnesota Statutes section 260B.171, subdivision 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to

protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action;

- 21) To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements; or
- 22) To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in 25 United States Code section 5304), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives

shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

- 1) Pursuant to a valid court order;
- 2) Pursuant to a statute specifically authorizing access to the private data; or
- 3) To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. RELEASE OF DIRECTORY INFORMATION

A. Classification

Directory information is public except as provided herein.

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an "education record," the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual's attendance as a student (e.g., a student's activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein. Prior to such disclosure the school district shall:

- 1) Annually give public notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
 - b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
 - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.
- 2) Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.
- 3) A parent or eligible student may not opt out of the directory information disclosures to:
 - a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or

- b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
 - 4) The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.
- D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

 - 1) Name of the student and/or parent, as appropriate;
 - 2) Home address;
 - 3) School presently attended by student;
 - 4) Parent's legal relationship to student, if applicable; and
 - 5) Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.
- E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

In certain cases, state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

- 1) The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
 - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;

- b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
 - c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
 - d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
 - e. whether the data concerns medical, dental or other health services provided pursuant to Minnesota Statutes sections 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.
- C. Private Records Not Accessible to Student
Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.
- D. Military-Connected Youth Identifier
When a school district updates its enrollment forms in the ordinary course of business, the school district must include a box on the enrollment form to allow students to self-identify as a military-connected youth. For purposes of this section, a "military-connected youth" means having an immediate family member, including a parent or sibling, who is currently in the armed forces either as a reservist or on active duty or has recently retired from the armed forces. Data collected under this provision is private data on individuals, but summary data may be published by the Department of Education.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

- A. Confidential Records
Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.
- B. Reports Under the Maltreatment of Minors Reporting Act
Pursuant to Minnesota Statutes Chapter 260E, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minnesota Statutes Chapter 260E.

Regardless of whether a written report is made under Minnesota Statutes Chapter 260E, 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 occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

- C. Investigative Data
Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

- 1) The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
- 2) A complainant has access to a statement he or she provided to the school district.
- 3) Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minnesota Statutes section 13.393.
- 4) Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
 - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
- 5) A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student’s parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes section 121A.40, *et seq.*

XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS

- A. The school district will release the names, addresses, electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiting officers only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-

secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.

- B. Data released to military recruiting officers under this provision:
- 1) may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military;
 - 2) cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces; and
 - 3) copying fees shall not be imposed.
- C. A parent or eligible student has the right to refuse the release of the name, address, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only) or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority, the Building Principal, in writing by October 1 each year. The written request must include the following information:
- 1) Name of student and parent, as appropriate;
 - 2) Home address;
 - 3) Student's grade level;
 - 4) School presently attended by student;
 - 5) Parent's legal relationship to student, if applicable;
 - 6) Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
 - 7) Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, home phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

A. Redisdisclosure

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information

under this section may use the information, but only for the purposes for which the disclosure was made.

B. Redisdisclosure Not Prohibited

1) Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:

- a. The disclosures meet the requirements of Section VI. of this policy; and
- b. The school district has complied with the record-keeping requirements of Section XIII. of this policy.

2) Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 United States Code section 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisdisclosure is made based upon a court order or lawfully issued subpoena.

C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 Code of Federal Regulations section 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in section 99.31(a)(3), or a third party outside of the school district improperly redisdiscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Plan for Securing Student Records

The building principal shall submit to the responsible authority a written plan for securing students records by September 1 of each school year. The written plan shall contain the following information:

- 1) A description of records maintained;
 - 2) Titles and addresses of person(s) responsible for the security of student records;
 - 3) Location of student records, by category, in the buildings;
 - 4) Means of securing student records; and
 - 5) Procedures for access and disclosure.
- D. Review of Written Plan for Securing Student Records
- The responsible authority shall review the plans submitted pursuant to Paragraph C. of this section for compliance with the law, this policy, and the various administrative policies of the school district. The responsible authority shall then promulgate a chart incorporating the provisions of Paragraph C. which shall be attached to and become a part of this policy.
- E. Record Keeping
- 1) The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record, with the education records of the student, that indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student;
 - b. the legitimate interests these parties had in requesting or obtaining the information; and
 - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
 - 2) In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
 - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
 - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 Code of Federal Regulations section 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
 - 3) Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning

investigations or prosecutions of an offense listed in 18 United States Code section 2332b(g)(5)(B) or an act of domestic or international terrorism.

- 4) The record of requests of disclosures may be inspected by:
 - a. the parent of the student or the eligible student;
 - b. the school official or his or her assistants who are responsible for the custody of the records; and
 - c. the parties authorized by law to audit the record-keeping procedures of the school district.
- 5) The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
 - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
 - b. the parties to whom the school district disclosed the information.
- 6) The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this section includes:

- 1) The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
- 2) If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.
- 3) Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves

from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

1) The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:

- a. the cost of materials, including paper, used to provide the copies;
- b. the cost of the labor required to prepare the copies;
- c. any schedule of standard copying charges established by the school district in its normal course of operations;
- d. any special costs necessary to produce such copies from machine-based record-keeping systems, including but not limited to computers and microfilm systems; and
- e. mailing costs.

2) If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.

3) The cost of providing copies shall be borne by the parent or eligible student.

4) The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request that the school district amend those records.

1) The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.

2) The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.

- 3) If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this section.

- 1) If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
- 2) If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
- 3) Any statement placed in the education records of the student under Subdivision B. of this section shall:
 - a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
 - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

- 1) The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
- 2) The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
- 3) The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
- 4) The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of Minnesota Statutes chapter 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means *[designate title and actual name of individual]*.
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

- A. Where to File Complaints
Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue S.W., Washington, D.C. 20202-8520.
- B. Content of Complaint
A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

XVIII. WAIVER

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

XIX. ANNUAL NOTIFICATION OF RIGHTS

- A. Contents of Notice
The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:
 - 1) That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
 - 2) That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
 - 3) That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
 - 4) That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
 - 5) The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing

education records to other school officials whom the school district has determined to have legitimate educational interests; and

- 6) That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

XX. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by the school district shall be controlled by state and federal law.

XXI. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students at the superintendent's office.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.393 (Attorneys)
Minn. Stat. Ch. 14 (Administrative Procedures Act)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 121A.75 (Receipt of Records; Sharing)
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
Minn. Stat. Ch. 256B (Medical Assistance for Needy Persons)
Minn. Stat. Ch. 256L (MinnesotaCare)
Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 363A.42 (Public Records; Accessibility)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
18 U.S.C. § 2331 (Definitions)
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)
20 U.S.C. § 7908 (Armed Forces Recruiting Information)
20 U.S.C. § 7917 (Transfer of School Disciplinary Records)
25 U.S.C. § 5304 (Definitions – Tribal Organization)
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)

42 U.S.C. § 1711 *et seq.* (Child Nutrition Act)
42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273 309 (2002)
Dept. of Admin. Advisory Op. No. 21-008 (December 8, 2021)

Cross References: MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 520 (Student Surveys)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 722 (Public Data Requests)
MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)
MSBA School Law Bulletin “I” (School Records – Privacy – Access to Data)



INTERNET ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands 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 the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

A. While not an exhaustive list, the following uses of the school district system and Internet resources are considered unacceptable:

- 1) Users will not use the school district system 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 (hate literature) or that may constitute harassment or discrimination.
- 2) Users will not use the school district system 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 the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
 - 4) Users will not use the school district system 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 the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
 - 5) Users will not use the school district system 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 the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
 - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - i. such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - ii. such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as “Facebook,” “Twitter,” “Instagram,” “Snapchat,” “TikTok,” “Reddit,” and similar websites or application.
 - 7) Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, 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. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 - 8) Users will not use the school district system 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.
 - 9) Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 - 10) Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district’s Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or 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 may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. 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. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- 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. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers 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. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. 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.
- E. 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.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system 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 reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents may have the right at any time to investigate or review the contents of their child’s files and e-mail files in accordance with the school district’s Protection and Privacy of Pupil Records Policy. Parents have the right to request the termination of their child’s individual account at any time.
- E. School district 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 the school district system may be subject to review, disclosure, or discovery under Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act).

- F. 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 the school district system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

X. 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 the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1) Notification that Internet use is subject to compliance with school district policies.
 - 2) Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives, or servers.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
 - 3) A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 - 4) Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.

- 5) Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
- 6) Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Public and Private Personnel Data Policy, and Protection and Privacy of Pupil Records Policy.
- 7) Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
- 8) Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet 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 the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet 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, the parent or guardian, and the supervising teacher prior to use by the student.
 - 5) A statement that the school district's acceptable use policy is available for parental review.

XIII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS

- A. "Technology provider" means a person who:
 - 1) contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
 - 2) creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.
- B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:
 - 1) identify each curriculum, testing, or assessment technology provider with access to educational data;
 - 2) identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and

- 3) include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.
- D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.
- E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
 - 1) the technology provider's employees or contractors have access to educational data only if authorized; and
 - 2) the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

XIV. SCHOOL-ISSUED DEVICES

- A. "School-issued device" means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.
- B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:
 - 1) any location-tracking feature of a school-issued device;
 - 2) any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
 - 3) student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.
- C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:
 - 1) the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
 - 2) the activity is permitted under a judicial warrant;
 - 3) the school district is notified or becomes aware that the device is missing or stolen;
 - 4) the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
 - 5) the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or
 - 6) the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.
- D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This

notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

XV. MULTI-FACTOR AUTHENTICATION FOR STAFF

- 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

XVI. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32 (Educational Data)
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)

Sagehorn v. Indep. Sch. Dist. No. 728, 122 F.Supp.2d 842 (D. Minn. 2015)
~~*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)
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)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
 MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
 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 519 (Interviews of Students by Outside Agencies)
 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 603 (Curriculum Development)
 MSBA/MASA Model Policy 604 (Instructional Curriculum)
 MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
 MSBA/MASA Model Policy 806 (Crisis Management Policy)
 MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

INTERNET USE AGREEMENT - STUDENT

STUDENT

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print): _____

User Signature: _____

Date: _____

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____

SUPERVISING TEACHER

(Must be signed if applicant is a student)

I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to promote these policies with the student. Because the student may use the Internet on the school district computer system for individual work or in the context of another class, I cannot be held responsible for the student's use of the Internet on network. As the supervising teacher I do agree to instruct the student on acceptable use of the Internet and network and proper network etiquette.

Teacher's Name (please print): _____

Teacher's Signature: _____

INTERNET USE AGREEMENT - EMPLOYEE

SCHOOL DISTRICT EMPLOYEE

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print): _____

User Signature: _____

Date: _____



SCHOOL DISTRICT CURRICULUM AND INSTRUCTION GOALS

I. PURPOSE

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota Academic Standards and federal law and are aligned with creating the world's best workforce.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to establish the "world's best workforce" in which all learning in the school district should be directed and for which all school district learners should be held accountable.

III. DEFINITIONS

- A. "Academic standard" means a summary description of student learning in a required content area or elective content area.
- B. "Benchmark" means specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- C. "Curriculum" means district or school adopted programs and written plans for providing students with learning experiences that lead to expected knowledge, skills, and career and college readiness.
- D. "Instruction" means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements.
- E. "Performance measures" are measures to determine school district and school site progress in striving to create the world's best workforce and must include at least the following:
 - 1) the size of the academic achievement gap and rigorous course taking, including college level advanced placement, international baccalaureate, postsecondary enrollment options, including concurrent enrollment, other rigorous courses of study or industry certification courses or programs, and enrichment experiences by student subgroup;
 - 2) student performance on the Minnesota Comprehensive Assessments;
 - 3) high school graduation rates; and
 - 4) career and college readiness under Minnesota Statutes section 120B.30, subdivision 1
- F. "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.
- G. "Experiential learning" means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, other cooperative work experience, youth apprenticeship, or employment.

IV. LONG-TERM STRATEGIC PLAN

- A. The school board, at a public meeting, shall adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with creating the world's best workforce and includes the following:

- 1) clearly defined school district and school site goals and benchmarks for instruction and student achievement for all student categories identified in state and federal law;
 - 2) a process to assess and evaluate each student's progress toward meeting state and local academic standards, assess and identify students for participation in gifted and talented programs and accelerate their instruction, adopt procedures for early admission to kindergarten or first grade of gifted and talented learners which are sensitive to under-represented groups, and identify the strengths and weaknesses of instruction in pursuit of student and school success and curriculum affecting students' progress and growth toward career and college readiness and leading to the world's best workforce;
 - 3) a system to periodically review and evaluate the effectiveness of all instruction and curriculum, taking into account strategies and best practices, student outcomes, principal evaluations under Minnesota Statutes section 123B.147, subdivision 3, students' access to effective teachers who are members of populations under-represented among the licensed teachers in the district or school and who reflect the diversity of enrolled students under Minnesota Statutes section 120B.35, subdivision 3(b)(2), and teacher evaluations under Minnesota Statutes section 122A.40, Subd. 8, or 122A.41, subdivision 5;
 - 4) strategies for improving instruction, curriculum, and student achievement, including the English and, where practicable, the native language development and the academic achievement of English learners;
 - 5) a process to examine the equitable distribution of teachers and strategies to ensure low-income and minority children are not taught at higher rates than other children by inexperienced, ineffective, or out-of-field teachers;
 - 6) education effectiveness practices that integrate high-quality instruction, rigorous curriculum, technology, and a collaborative professional culture that develops and supports teacher quality, performance, and effectiveness; and
 - 7) an annual budget for continuing to implement the school district plan.
- B. School district site and school site goals shall include the following:
- 1) All students will be required to demonstrate essential skills to effectively participate in lifelong learning. These skills include the following:
 - a. reading, writing, speaking, listening, and viewing in the English language;
 - b. mathematical and scientific concepts;
 - c. locating, organizing, communicating, and evaluating information and developing methods of inquiry (i.e., problem solving);
 - d. creative and critical thinking, decision making, and study skills;
 - e. work readiness skills;
 - f. global and cultural understanding.
 - g. civic responsibility
 - 2) Each student will have the opportunity and will be expected to develop and apply essential knowledge that enables that student to:
 - a. live as a responsible, productive citizen and consumer within local, state, national, and global political, social, and economic systems;
 - b. bring many perspectives, including historical, to contemporary issues;
 - c. develop an appreciation and respect for democratic institutions;
 - d. communicate and relate effectively in languages and with cultures other than the student's own;
 - e. practice stewardship of the land, natural resources, and environment;
 - f. use a variety of tools and technology to gather and use information, enhance learning, solve problems, and increase human productivity.
 - 3) Students will have the opportunity to develop creativity and self-expression through visual and verbal images, music, literature, world languages, movement, and the

- performing arts.
 - 4) School practices and instruction will be directed toward developing within each student a positive self-image and a sense of personal responsibility for:
 - a. establishing and achieving personal and career goals;
 - b. adapting to change;
 - c. leading a healthy and fulfilling life, both physically and mentally;
 - d. living a life that will contribute to the well-being of society;
 - e. becoming a self-directed learner;
 - f. exercising ethical behavior.
 - 5) Students will be given the opportunity to acquire human relations skills necessary to:
 - a. appreciate, understand, and accept human diversity and interdependence;
 - b. address human problems through team effort;
 - c. resolve conflicts with and among others;
 - d. function constructively within a family unit;
 - e. promote a multicultural, gender-fair, disability-sensitive society.
- C. Every child is reading at or above grade level no later than the end of grade 3, including English learners, and teachers provide comprehensive, scientifically based reading instruction, including a program or collection of instructional practices that is based on valid, replicable evidence showing that, when the programs or practices are used, students can be expected to achieve, at a minimum, satisfactory reading progress. The program or collection of practices must include, at a minimum, effective, balanced instruction in all five areas of reading (phonemic awareness, phonics, fluency, vocabulary development, and reading comprehension), as well as instructional strategies for continuously assessing, evaluating, and communicating the student's reading progress and needs.
- 1) The school district shall identify, before the end of kindergarten, grade 1, and grade 2, students who are not reading at grade level before the end of the current school year. Students identified as not reading at grade level by the end of kindergarten, grade 1, and grade 2 must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.
 - 2) Students in grade 3 or higher who demonstrate a reading difficulty to a classroom teacher must be screened for characteristics of dyslexia, unless a different reason for the reading difficulty has been identified.
 - 3) Reading assessments in English and in the predominant languages of district students, where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of English learners. The school district must use locally adopted, developmentally appropriate, and culturally responsive assessment and annually report summary assessment results to the Commissioner of Education by July 1.
 - 4) The school district must annually report to the Commissioner of Education by July 1 a summary of the district's efforts to screen and identify students who demonstrate characteristics of dyslexia using screening tools such as those recommended by the Minnesota Department of Education's dyslexia specialist. With respect to students screened or identified under paragraph (1), the report must include:
 - a. a summary of the district's efforts to screen for dyslexia;
 - b. the number of students screened for that reporting year; and
 - c. the number of students demonstrating characteristics of dyslexia for that year.
 - 5) A student identified as having a reading difficulty must be provided with alternate instruction under Minnesota Statutes section 125A.56, subdivision 1.
 - 6) At least annually, the school district must give the parent of each student who is not reading at or above grade level timely information about:

- a. the student’s reading proficiency as measured by a locally adopted assessment;
- b. reading-related services currently being provided to the student; and the student’s progress; and
- c. strategies for parents to use at home in helping their students succeed in becoming grade-level proficient in reading English and their native languages.

This provision may not be used to deny a student’s right to a special education evaluation.

- 7) For each student who is not reading at or above grade level, the school district shall provide reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year. Intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs. If a student does not read at or above grade level by the end of grade 3, the school district must continue to provide reading intervention until the student reads at grade level. Intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs. Intervention methods may include, but are not limited to, requiring attendance in summer school, intensified reading instruction that may require that the student be removed from the regular classroom for part of the school day, extended day programs, or programs that strengthen students’ cultural connections.
- 8) The school district may provide a personal learning plan for a student who is unable to demonstrate grade-level proficiency, as measured by the statewide reading assessment in grade 3. The school district will determine the format of the personal learning plan in collaboration with the student’s educators and other appropriate professionals. The school district will develop the personal learning plan in consultation with the student’s parent or guardian. The personal learning plan will address knowledge gaps and skill deficiencies through strategies such as specific exercises and practices during and outside of the school day, periodic assessments, and reasonable timelines. The personal learning plan may include grade retention if it is in the student’s best interest. The student’s school will maintain and regularly update and modify the personal learning plan until the student reads at grade level. This paragraph does not apply to a student under an Individualized Education Program.

Legal References: Minn. Stat. § 120B.018 (Definitions)

Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)

Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World’s Best Workforce)

Minn. Stat. § 120B.12 (Reading Proficiently no Later than the End of Grade 3)

Minn. Stat. § 120B.30, Subd. 1 (Statewide Testing and Reporting System)

Minn. Stat. § 120B.35, Subd. 3 (Student Academic Achievement and Growth)

Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)

Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)

Minn. Stat. § 123B.147, Subd. 3 (Principals)

Minn. Stat. § 125A.56, Subd. 1 (Alternate Instruction Required before Assessment Referral)

20 U.S.C. § 5801, *et seq.* (National Education Goals)

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 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)

VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.

B. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

III. POST-SECONDARY, ONLINE, AND APPRENTICESHIP STUDENTS

A. A student enrolled in a post-secondary, online, or apprenticeship program may remain at the school site during regular school hours in accordance with established procedures.

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

IV. RESPONSIBILITY

A. The school district administration shall present recommended visitor and post-secondary enrollment options student procedures and requirements to the school board for review and approval. The procedures should reflect input from employees, students and advisory groups, and shall be communicated to the school community and the general public. Upon approval by the school board, such procedures and requirements shall be an addendum to this policy.

B. The superintendent shall be responsible for providing coordination that may be needed throughout the process and providing for periodic school board review and approval of the procedures.

V. VISITOR LIMITATIONS

A. An individual, post-secondary, online, or apprenticeship student, or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district. A person may be excluded from any interscholastic athletic activity if the person assaults a sports official in connection with an activity.

B. Visitors, including post-secondary, online, or apprenticeship students, are authorized to park vehicles on school property at times and in locations specified in the approved visitor procedures and requirements or as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school property, school officials may:

- move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school property.

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

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 124D.09 (Postsecondary Enrollment Options Act)
Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)
Minn. Stat. § 609.605, Subds. 4 (Trespass)