



**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, March 23, 2023
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 March 1, 2023 Special Meeting and the March 9, 2023 Work Session	
B. Claims and Accounts	4
Claims and Accounts for the month of March	
C. Credit Card Report	18
D. Personnel	22
E. Fundraisers	23
F. Extended Field Trip Request Form	24
Robotics	
VII. Donations	25
Chair, Tonya Reasoner	
VIII. School Showcase	
Assistant Director of Student Services, Sonni Buerskin	
Special Education Update	
IX. Financial Report	27
Director of Business Services, Angie Manuel	
February report will be presented.	
X. Approve Additional Teaching FTE's for the 2023-2024 School Year	
Superintendent, Tim Truebenbach	
Two elementary and one specialist	
XI. Wright Tech Center LTFM Resolution	45
Director of Business Services, Angie Manuel	
XII. Non-Renewal of Teaching Contracts	49
Superintendent, Tim Truebenbach	
XIII. Levell III Grievance	
Treasurer, Amber Sixberry	
Vote on recommendation from committee on a grievance resolution	
XIV. First Reading of Policies	51
Superintendent, Tim Truebenbach	

511 Student Fundraising; 701 Establishment and Adoption of School District Budget; 701.1 Modification of School District Budget; 704 Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System; 713 Student Activity Accounting; 722 Public Data Requests; 722A Public Data Request Form; 802 Disposition of Obsolete Equipment and Material

XV. Second Reading of Policies

74

Superintendent, Tim Truebenbach

104 School District Mission Statement; 502 Search of Student Lockers, Desks, Personal Possessions, and Student's Person; 510 School Activities; 609 Religion; 612.1 Development of Parent and Family Engagement Policies for Title I Programs

Remove: 106 Decision Making; 107 Monitoring and Reporting; 108 Community Participation in and Knowledge of School Activities; 112 Expectations of Service to our Community; 436 Non-School Employment Activities of District 727 Personnel

XVI. Committee Updates

A. Policy Committee

Chair, Tonya Reasoner

XVII. Superintendent Report

Superintendent, Tim Truebenbach

XVIII. Adjournment

Chair, Tonya Reasoner

Strategic Plan Focus Areas

Student Support

Staff Support

Family & Community Engagement



OPEN FORUM

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

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

The guidelines for open forum are as follows:

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

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

Payment Date Range: 03/01/2023 - 3/31/2023

				Pay/Void							
Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description		
001	103090	CH	1 01503	BECKER ISD #726	03/03/2023	\$10,000.00	152173	E 11 300 294 117 000 335	2022/2023 HOCKEY REIMBURSEMENT		
001	103090	CH	1 01503	BECKER ISD #726	03/03/2023	(\$10,000.00)	152173	E 11 300 294 117 000 335	2022/2023 HOCKEY REIMBURSEMENT		
001	103090	CH	1 01503	BECKER ISD #726	03/03/2023	\$10,000.00	152173	E 11 300 850 117 348 335	2022/2023 HOCKEY REIMBURSEMENT		
Check Total:						\$10,000.00					
001	103091	CH	1 13243	BOECKERS, MARK	03/03/2023	\$66.00	152146	E 11 300 296 112 000 305	9TH GIRLS BASKETBALL OFFICIAL VS S		
Check Total:						\$66.00					
001	103092	CH	1 10028	BRONSON JR, ROY	03/03/2023	\$66.00	152147	E 11 300 296 112 000 305	9TH GIRLS BASKETBALL OFFICIAL VS S		
Check Total:						\$66.00					
001	103093	CH	1 13218	CENTRAL MN MENTAL HEALTH CENTE	03/03/2023	\$363.13	152149	E 01 100 203 000 799 305	ADDITIONAL TRAINING		
001	103093	CH	1 13218	CENTRAL MN MENTAL HEALTH CENTE	03/03/2023	\$1,065.00	152149	E 01 300 211 000 799 305	ADDITIONAL TRAINING		
001	103093	CH	1 13218	CENTRAL MN MENTAL HEALTH CENTE	03/03/2023	\$2,421.87	152149	E 01 110 203 000 799 305	ADDITIONAL TRAINING		
Check Total:						\$3,850.00					
001	103094	CH	1 01035	cmERDC	03/03/2023	\$50.00	152151	E 01 005 110 000 000 401	2022 1099 DATA E-FILE SUBMISSION TO		
Check Total:						\$50.00					
001	103096	CH	1 07691	CRYSTEEL TRUCK EQUIPMENT INC	03/03/2023	\$103.86	152152	E 01 005 810 000 000 401	B&G SUPPLIES 4		
Check Total:						\$103.86					
001	103097	CH	1 10622	DAHL, DENIS	03/03/2023	\$87.00	152150	E 11 300 296 112 000 305	V GIRLS BASKETBALL OFFICIAL VS ST		
Check Total:						\$87.00					
001	103098	CH	1 05564	EMERGENCY OUTFITTERS, INC	03/03/2023	\$42.00	152153	E 04 500 570 000 321 305	AHA SCHOOL COMPLETION CARDS		
Check Total:						\$42.00					
001	103099	CH	1 12517	GERTENS	03/03/2023	\$911.40	152155	E 01 005 810 000 000 363	JRK MASTER MELT 50#		
Check Total:						\$911.40					
001	103100	CH	1 12889	HK PSYCHOLOGICAL SERVICES	03/03/2023	\$450.00	152154	E 01 100 203 000 799 305	90-MINUTE RESILIENCE WORKSHOP		
001	103100	CH	1 12889	HK PSYCHOLOGICAL SERVICES	03/03/2023	\$50.00	152154	E 01 100 203 000 799 305	YOGA INSTRUCTION		
Check Total:						\$500.00					
001	103101	CH	1 12985	IKI INC	03/03/2023	\$44.00	152157	E 04 500 560 080 321 305	INSTANT GUITAR FOR BUSY PEOPLE		
Check Total:						\$44.00					
001	103102	CH	1 12909	MIDDAGH, THOMAS	03/03/2023	\$87.00	152158	E 11 300 296 112 000 305	V GIRLS BASKETBALL OFFICIAL VS ST		
Check Total:						\$87.00					
001	103103	CH	1 13029	MONTICELLO COMMUNITY EDUCATIO	03/03/2023	\$98.00	152174	E 04 500 560 080 321 305	"THE PROM" CHANHASSEN DINNER TH		
Check Total:						\$98.00					
001	103104	CH	1 08596	MSTP	03/03/2023	\$94.00	152160	E 04 799 590 000 351 433	M OLMSCHIED SAT 22-23 HOMESCHOO		
Check Total:						\$94.00					

Big Lake Public Schools, ISD #727

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Payment Date Range: 03/01/2023 - 3/31/2023

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	103105	CH	1	13016	NORTHLAND REFRIGERATION INCORP	03/03/2023	\$660.98	152159	E 02 201 770 000 701 350	MS FS REPAIRS	
Check Total:							\$660.98				
001	103106	CH	1	09760	PREMIER LOCATING, INC.	03/03/2023	\$112.50	152161	E 01 005 810 000 000 305	TICKETS	
Check Total:							\$112.50				
001	103107	CH	1	01136	REGION 8AA MSHSL	03/03/2023	\$36.00	152172	E 11 300 291 128 000 401	REGION 8AAA MUSIC MEDAL ORDER	
001	103107	CH	1	01136	REGION 8AA MSHSL	03/03/2023	\$7.00	152172	E 11 300 291 132 000 401	REGION 8AAA MUSIC MEDAL ORDER	
Check Total:							\$43.00				
001	103108	CH	1	13220	RUMPCA-BARRETT, JOELYN	03/03/2023	\$500.00	152156	E 04 500 570 000 321 305	FEB 17 AMERICAN HEART ASSOCIATIOI	
Check Total:							\$500.00				
001	103109	CH	1	13413	SKOCHENSKI, BRYAN	03/03/2023	\$87.00	152162	E 11 300 296 112 000 305	V GIRLS BASKETBALL OFFICIAL VS ST	
Check Total:							\$87.00				
001	103110	CH	1	12845	SYSCO-MINNESOTA INC	03/03/2023	\$496.84	152163	E 02 005 770 000 701 490	FS SUPPLIES	
001	103110	CH	1	12845	SYSCO-MINNESOTA INC	03/03/2023	(\$496.84)	152163	E 02 005 770 000 701 490	FS SUPPLIES	
001	103110	CH	1	12845	SYSCO-MINNESOTA INC	03/03/2023	\$88.24	152163	E 11 300 298 000 000 490		
001	103110	CH	1	12845	SYSCO-MINNESOTA INC	03/03/2023	\$408.60	152163	E 02 005 770 000 701 490		
001	103110	CH	1	12845	SYSCO-MINNESOTA INC	03/03/2023	\$44.14	152164	E 02 005 770 000 701 490	FS SUPPLIES	
Check Total:							\$540.98				
001	103111	CH	1	04148	VIKING COCA-COLA BOTTLING CO	03/03/2023	\$590.75	152170	E 11 300 298 000 000 490	HS CONCESSIONS	
Check Total:							\$590.75				
001	103112	CH	1	08807	WRECK-LESS DRIVING ACADEMY	03/03/2023	\$3,750.00	152165	E 04 500 560 000 321 305	CLASSROOM SESSION 1/23/23-2/3/23	
Check Total:							\$3,750.00				
001	103113	CH	1	05813	APPLE	03/03/2023	\$69.00	152145	E 01 005 630 000 000 456	USB-C Digital AV Multiport Adapter	
Check Total:							\$69.00				
001	103114	CH	1	06130	CARD SERVICES	03/01/2023	\$337.50	152175	E 01 300 298 130 301 401	HS	
001	103114	CH	1	06130	CARD SERVICES	03/01/2023	\$41.27	152175	E 01 201 250 000 000 430	MS	
001	103114	CH	1	06130	CARD SERVICES	03/01/2023	\$84.06	152175	E 01 201 250 000 000 430	MS	
001	103114	CH	1	06130	CARD SERVICES	03/01/2023	\$20.24	152175	E 01 201 250 000 000 430	MS	
001	103114	CH	1	06130	CARD SERVICES	03/01/2023	\$35.65	152175	E 04 500 580 341 325 490	CE	
001	103114	CH	1	06130	CARD SERVICES	03/01/2023	\$146.33	152175	E 04 500 580 341 325 490	CE	
001	103114	CH	1	06130	CARD SERVICES	03/01/2023	\$92.52	152175	E 01 300 331 000 830 433	HS FACS	
001	103114	CH	1	06130	CARD SERVICES	03/01/2023	\$24.88	152175	E 01 300 331 000 830 433	HS FACS	
001	103114	CH	1	06130	CARD SERVICES	03/01/2023	\$71.83	152175	E 01 300 331 000 830 433	HS FACS	
001	103114	CH	1	06130	CARD SERVICES	03/01/2023	\$93.12	152175	E 01 300 331 000 830 433	HS FACS	
001	103114	CH	1	06130	CARD SERVICES	03/01/2023	\$80.26	152175	E 01 300 331 000 830 433	HS FACS	

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001	103114	CH	1 06130	CARD SERVICES	03/01/2023	\$55.08	152175	E 01 300 331 000 830 433	HS FACS
001	103114	CH	1 06130	CARD SERVICES	03/01/2023	\$16.89	152175	E 01 300 331 000 830 433	HS FACS
001	103114	CH	1 06130	CARD SERVICES	03/01/2023	\$69.83	152175	E 01 300 331 000 830 433	HS FACS
001	103114	CH	1 06130	CARD SERVICES	03/01/2023	\$30.12	152175	E 01 300 331 000 830 433	HS FACS
001	103114	CH	1 06130	CARD SERVICES	03/01/2023	\$78.92	152175	E 01 300 331 000 830 433	HS FACS
001	103114	CH	1 06130	CARD SERVICES	03/01/2023	\$96.04	152175	E 01 300 331 000 830 433	HS FACS
001	103114	CH	1 06130	CARD SERVICES	03/01/2023	\$41.49	152175	E 01 300 331 000 830 433	HS FACS
Check Total:						\$1,416.03			
001	103115	CH	1 01475	CONNEXUS ENERGY	03/03/2023	\$27.17	152148	E 01 005 810 860 000 331	SOFTBALL CONCESSIONS ELECTRICAL
001	103115	CH	1 01475	CONNEXUS ENERGY	03/03/2023	\$8,831.87	152148	E 01 100 810 000 000 331	INDEPENDENCE ELECTRICAL ELECTRI
001	103115	CH	1 01475	CONNEXUS ENERGY	03/03/2023	\$10,706.92	152148	E 01 110 810 000 000 331	LIBERTY ELECTRICAL JANUARY 2023
001	103115	CH	1 01475	CONNEXUS ENERGY	03/03/2023	\$50.54	152148	E 01 110 810 000 000 331	BASEBALL FIELD LIGHTS
001	103115	CH	1 01475	CONNEXUS ENERGY	03/03/2023	\$241.53	152148	E 01 005 810 860 000 331	SOFTBALL FIELD LIGHTS ELECTRICAL .
Check Total:						\$19,858.03			
001	103116	CH	1 13241	BENEFIT RESOURCE LLC	03/10/2023	\$187.00	152302	E 01 005 105 000 000 305	COBRA QUALIFYING EVENT 6
Check Total:						\$187.00			
001	103117	CH	1 09085	BLACKMAN, BRIAN	03/10/2023	\$103.00	152303	E 11 300 294 112 000 305	9TH BOYS BASKETBALL OFFICIAL VS M
001	103117	CH	1 09085	BLACKMAN, BRIAN	03/10/2023	\$123.00	152340	E 11 300 294 112 000 305	JV/V BOYS BASKETBALL OFFICIAL VS S
Check Total:						\$226.00			
001	103118	CH	1 9335	BRETHORST, KURT	03/10/2023	\$66.00	152304	E 11 300 294 112 000 305	B SQUAD BOYS BASKETBALL OFFICIAL
001	103118	CH	1 9335	BRETHORST, KURT	03/10/2023	\$66.00	152341	E 11 300 294 112 000 305	B SQUAD BOYS BASKETBALL OFFICIAL
Check Total:						\$132.00			
001	103119	CH	1 02684	CENTENNIAL SCHOOLS ISD #12	03/10/2023	\$219.74	152308	E 01 998 211 000 000 390	HG OCTOBER 2022
Check Total:						\$219.74			
001	103120	CH	1 01033	CENTRAL MCGOWAN INC	03/10/2023	\$130.69	152305	E 01 300 361 000 830 433	Cust# 05630 HS SHOP SUPPLIES
Check Total:						\$130.69			
001	103121	CH	1 13218	CENTRAL MN MENTAL HEALTH CENTE	03/10/2023	\$241.50	152339	E 01 300 211 000 799 305	BRIDGES GRANT 2023 EXPANDED SUPI
001	103121	CH	1 13218	CENTRAL MN MENTAL HEALTH CENTE	03/10/2023	\$481.25	152339	E 01 100 203 000 799 305	BRIDGES GRANT 2023 EXPANDED SUPI
001	103121	CH	1 13218	CENTRAL MN MENTAL HEALTH CENTE	03/10/2023	\$301.00	152339	E 01 110 203 000 799 305	BRIDGES GRANT 2023 EXPANDED SUPI
001	103121	CH	1 13218	CENTRAL MN MENTAL HEALTH CENTE	03/10/2023	\$241.50	152339	E 01 201 208 000 799 305	BRIDGES GRANT 2023 EXPANDED SUPI
Check Total:						\$1,265.25			
001	103122	CH	1 01035	cmERDC	03/10/2023	\$140.00	152310	E 01 005 640 000 316 366	Spring 2023 CMERDC Conference
Check Total:						\$140.00			

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001	103123	CH	1 01391	D. ERVASTI SALES CO., LLC	03/10/2023	\$896.38	152307	E 01 005 810 000 000 401	12" GROUND SOCKETS W/SOCKET PLL
						Check Total:	\$896.38		
001	103124	CH	1 12226	DARRYL WALETZKO	03/10/2023	\$21,092.50	152306	E 01 005 810 000 000 363	FEBRUARY 2023 SNOW REMOVAL
						Check Total:	\$21,092.50		
001	103125	CH	1 13282	DIRECT COMMUNICATION SOLUTIONS	03/10/2023	\$1,150.00	152309	E 01 005 760 000 720 405	BW-BUSWHERE SOFTWARE FEBRUAR'
						Check Total:	\$1,150.00		
001	103126	CH	1 08417	EDUCATORS BENEFIT CONSULTANTS	03/10/2023	\$400.36	152314	E 01 005 105 000 000 305	403B ADMIN & COMPLIANCE
						Check Total:	\$400.36		
001	103127	CH	1 02735	EHLERS & ASSOCIATES, INC	03/10/2023	\$1,500.00	152311	E 01 005 110 000 000 305	2022 PAYABLE 2023 TRUTH IN TAXATIO
001	103127	CH	1 02735	EHLERS & ASSOCIATES, INC	03/10/2023	\$1,200.00	152312	E 01 005 110 000 000 305	2022-23 BENCHMARKING MODEL
001	103127	CH	1 02735	EHLERS & ASSOCIATES, INC	03/10/2023	\$1,500.00	152313	E 01 005 110 000 000 305	2022-23 BUDGET PROJECTION MODEL
						Check Total:	\$4,200.00		
001	103128	CH	1 10168	GABBERT, LEONARD	03/10/2023	\$123.00	152342	E 11 300 294 112 000 305	JV/V BOYS BASKETBALL OFFICIAL VS S
						Check Total:	\$123.00		
001	103129	CH	1 13043	GOPHERMODS, LLC	03/10/2023	\$1,256.00	152317	E 01 005 630 630 000 315	IPAD REPAIRS
						Check Total:	\$1,256.00		
001	103130	CH	1 07718	GRANITE CITY JOBBING	03/10/2023	\$785.91	152316	E 11 300 298 000 000 490	HS CONCESSIONS
						Check Total:	\$785.91		
001	103131	CH	1 12895	HIDDE, KEVIN	03/10/2023	\$103.00	152343	E 11 300 294 112 000 305	9TH BOYS BASKETBALL OFFICIAL VS S
						Check Total:	\$103.00		
001	103132	CH	1 08568	HILDI INC.	03/10/2023	\$5,600.00	152315	E 01 005 110 000 000 305	ACTUARIAL VALUATION UNDER GASB 7
						Check Total:	\$5,600.00		
001	103133	CH	1 06556	KOPETKA, FRANK	03/10/2023	\$66.00	152344	E 11 300 294 112 000 305	B SQUAD BOYS BASKETBALL OFFICIAL
						Check Total:	\$66.00		
001	103134	CH	1 07043	KUPHAL, BRENT	03/10/2023	\$123.00	152318	E 11 300 294 112 000 305	JV/V BOYS BASKETBALL OFFICIAL VS M
						Check Total:	\$123.00		
001	103135	CH	1 10203	McCLAFLIN, JENNIFER	03/10/2023	\$66.00	152319	E 11 300 294 112 000 305	B SQUAD BOYS BASKETBALL OFFICIAL
001	103135	CH	1 10203	McCLAFLIN, JENNIFER	03/10/2023	\$103.00	152322	E 11 300 294 112 000 305	9TH BOYS BASKETBALL OFFICIAL VS M
						Check Total:	\$169.00		
001	103136	CH	1 04483	MCEA EXECUTIVE OFFICE	03/10/2023	\$627.00	152321	E 04 500 505 000 321 820	2023 LEADERS SHIP DAYS 02/16-02/17
						Check Total:	\$627.00		
001	103137	CH	1 01136	MN STATE HIGH SCHOOL LEAGUE	03/10/2023	\$20.00	152320	E 11 300 295 122 000 401	STATE GYMNASTICS TOURNAMENT
						Check Total:	\$20.00		

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001	103138	CH	1 12907	MOEN, HUNTER	03/10/2023	\$123.00	152345	E 11 300 294 112 000 305	JV/V BOYS BASKETBALL OFFICIAL VS S
Check Total:						\$123.00			
001	103139	CH	1 12191	OTUS LLC	03/10/2023	\$13,238.75	152347	E 05 005 630 000 795 406	22/23 ANNUAL SUBSCRIPTION-OTUS ST
Check Total:						\$13,238.75			
001	103140	CH	1 09760	PREMIER LOCATING, INC.	03/10/2023	\$177.50	152324	E 01 005 810 000 000 305	TICKETS
Check Total:						\$177.50			
001	103141	CH	1 01682	PROFESSIONAL TURF RENOVATION	03/10/2023	\$2,750.00	152323	E 01 005 810 000 000 350	4-PLEX 1 & 2 & LIBERTY 1 INFIRLED GR
001	103141	CH	1 01682	PROFESSIONAL TURF RENOVATION	03/10/2023	\$5,500.00	152323	E 05 005 865 000 384 350	4-PLEX 1 & 2 & LIBERTY 1 INFIRLED GR
Check Total:						\$8,250.00			
001	103142	CH	1 01840	RATWIK, ROSZAK & MALONEY, P.A.	03/10/2023	\$3,673.50	152325	E 01 005 110 305 000 305	OCTOBER 2022 LEGAL
001	103142	CH	1 01840	RATWIK, ROSZAK & MALONEY, P.A.	03/10/2023	\$120.00	152326	E 01 005 110 305 000 305	DECEMBER 2022 LEGAL
001	103142	CH	1 01840	RATWIK, ROSZAK & MALONEY, P.A.	03/10/2023	\$2,375.20	152327	E 01 005 110 305 000 305	JANUARY 2023 LEGAL
Check Total:						\$6,168.70			
001	103143	CH	1 12615	SACKETT, TOBY	03/10/2023	\$123.00	152328	E 11 300 294 112 000 305	JV/V BOYS BASKETBALL OFFICIAL VS M 8
Check Total:						\$123.00			
001	103144	CH	1 13463	SALMON, ABIGAIL	03/10/2023	\$200.00	152348	E 01 300 259 000 000 430	CHOIR REHEARSAL & PERFORMANCE I
Check Total:						\$200.00			
001	103145	CH	1 01187	SCHMITT DIRECTOR CENTER	03/10/2023	\$3,770.00	152329	E 01 201 208 951 000 305	Maintenance Plan for School Rented Instru
001	103145	CH	1 01187	SCHMITT DIRECTOR CENTER	03/10/2023	\$44.99	152331	E 01 300 258 000 000 430	JH3 PROMARK mallets Jonathan Haas Tir
001	103145	CH	1 01187	SCHMITT DIRECTOR CENTER	03/10/2023	\$44.99	152331	E 01 300 258 000 000 430	JH5 PROMARK mallet J Haas Medium Sol
001	103145	CH	1 01187	SCHMITT DIRECTOR CENTER	03/10/2023	\$47.69	152331	E 01 300 258 000 000 430	PSBD3 PROMARK mallets Performer Seri
001	103145	CH	1 01187	SCHMITT DIRECTOR CENTER	03/10/2023	\$34.19	152332	E 01 300 258 000 000 430	B12B BALTER mallet Ensemble Yarn Gree
001	103145	CH	1 01187	SCHMITT DIRECTOR CENTER	03/10/2023	\$11.18	152332	E 01 300 258 000 000 430	08050038 Easy Jazz Classics (Tenor 2)
001	103145	CH	1 01187	SCHMITT DIRECTOR CENTER	03/10/2023	\$25.58	152332	E 01 300 258 000 000 430	W31CL Standard of Excellence Jazz Ense
001	103145	CH	1 01187	SCHMITT DIRECTOR CENTER	03/10/2023	\$8.00	152333	E 01 300 258 000 000 430	032-4853-01 Down to the River SCORE OI
Check Total:						\$3,986.62			
001	103146	CH	1 13161	SOUTHWEST METRO	03/10/2023	\$11,309.76	152330	E 01 998 211 000 000 390	FY 23 LAKESIDE ACADEMY TUITION BIL
Check Total:						\$11,309.76			
001	103147	CH	1 12099	THOMAS, PAUL "Jeff"	03/10/2023	\$123.00	152335	E 11 300 294 112 000 305	JV/V BOYS BASKETBALL OFFICIAL VS M
Check Total:						\$123.00			
001	103148	CH	1 12762	T-MOBILE	03/10/2023	\$140.00	152334	E 01 005 630 000 000 320	HOT SPOTS 01/21/23-02/20/23
Check Total:						\$140.00			

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 03/01/2023 - 3/31/2023

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	103149	CH	1	13129	WILLIAMS JR, ROBERT	03/10/2023	\$103.00	152346	E 11 300 294 112 000 305	9TH BOYS BASKETBALL OFFICIAL VS S	
Check Total:							\$103.00				
001	103150	CH	1	01240	WRIGHT TECHNICAL CENTER	03/10/2023	\$13,208.67	152338	E 01 300 399 000 000 391	WTC ASSESSMENT	
001	103150	CH	1	01240	WRIGHT TECHNICAL CENTER	03/10/2023	\$2,447.33	152338	E 01 005 850 000 348 335	BUILDING ADDITION 2009	
001	103150	CH	1	01240	WRIGHT TECHNICAL CENTER	03/10/2023	\$1,439.91	152338	E 05 005 865 000 000 390	LONG TERM FACILITY MAINT	
001	103150	CH	1	01240	WRIGHT TECHNICAL CENTER	03/10/2023	\$2,272.66	152338	E 01 300 399 000 830 391	CTE LEVY	
Check Total:							\$19,368.57				
001	103151	CH	1	13573	BDK ENTERPRISES, LLC	03/17/2023	\$96.95	152376	E 12 201 416 000 740 401	Tuk n' Kari Blanket Transfer Sling	
001	103151	CH	1	13573	BDK ENTERPRISES, LLC	03/17/2023	\$10.50	152376	E 12 201 416 000 740 401	Freight	
Check Total:							\$107.45				
001	103152	CH	1	04838	CAMBRIDGE-ISANTI ISD #911	03/17/2023	\$95.00	152383	E 11 300 291 132 000 401	M8 HONOR BAND AND LUNCH	
001	103152	CH	1	04838	CAMBRIDGE-ISANTI ISD #911	03/17/2023	\$95.00	152383	E 11 300 291 128 000 401	M8 HONOR BAND AND LUNCH	
Check Total:							\$190.00				
001	103153	CH	1	01035	cmERDC	03/17/2023	\$140.00	152377	E 01 005 640 000 316 366	CONFERENCE REGISTRATION (MELANI 9	
Check Total:							\$140.00				
001	103154	CH	1	01026	DICK BLICK	03/17/2023	\$76.90	152380	E 01 300 212 000 000 430	10209-1033 Blick Sulphite Drawing Papers	
001	103154	CH	1	01026	DICK BLICK	03/17/2023	\$39.60	152380	E 01 300 212 000 000 430	81404-1001 Maped Shaker 2 Hole Pencil S	
001	103154	CH	1	01026	DICK BLICK	03/17/2023	\$56.60	152380	E 01 300 212 000 000 430	20341-4002 Blick No 2 Writing Pencils - Bc	
001	103154	CH	1	01026	DICK BLICK	03/17/2023	\$15.00	152380	E 01 300 212 000 000 430	20508-1001 Prismacolor Premier Colored f	
001	103154	CH	1	01026	DICK BLICK	03/17/2023	\$15.00	152380	E 01 300 212 000 000 430	20508-3151 Prismacolor Premier Colored f	
001	103154	CH	1	01026	DICK BLICK	03/17/2023	\$15.00	152380	E 01 300 212 000 000 430	20508-4261 Prismacolor Premier Colored f	
001	103154	CH	1	01026	DICK BLICK	03/17/2023	\$15.00	152380	E 01 300 212 000 000 430	20508-7171 Prismacolor Premier Colored f	
001	103154	CH	1	01026	DICK BLICK	03/17/2023	\$15.00	152380	E 01 300 212 000 000 430	20508-4501 Prismacolor Premier Colored f	
001	103154	CH	1	01026	DICK BLICK	03/17/2023	\$15.00	152380	E 01 300 212 000 000 430	20508-2001 Prismacolor Premier Colored f	
001	103154	CH	1	01026	DICK BLICK	03/17/2023	\$15.00	152380	E 01 300 212 000 000 430	20508-5281 Prismacolor Premier Colored f	
001	103154	CH	1	01026	DICK BLICK	03/17/2023	\$37.50	152380	E 01 300 212 000 000 430	20508-1010 Prismacolor Premier Colored f	
001	103154	CH	1	01026	DICK BLICK	03/17/2023	\$112.00	152380	E 01 300 212 000 000 430	21597-2020 General's Factis Mechanical E	
001	103154	CH	1	01026	DICK BLICK	03/17/2023	\$92.60	152380	E 01 300 212 000 000 430	33400-1632 Armature Wire - 14 Gauge 32	
001	103154	CH	1	01026	DICK BLICK	03/17/2023	\$15.12	152380	E 01 300 212 000 000 430	22220-2061 Blick Studio Drawing Pencil 6	
001	103154	CH	1	01026	DICK BLICK	03/17/2023	\$40.80	152380	E 01 300 212 000 000 430	20418-1001 General's Charcoal Pencil - W	
001	103154	CH	1	01026	DICK BLICK	03/17/2023	\$16.32	152380	E 01 300 212 000 000 430	20418-2061 General's Charcoal Pencil - Bl	
001	103154	CH	1	01026	DICK BLICK	03/17/2023	\$44.24	152380	E 01 300 212 000 000 430	14006-1323 Richeson Black Art Paper Bull	
001	103154	CH	1	01026	DICK BLICK	03/17/2023	\$37.50	152380	E 01 300 212 000 000 430	21315-2003 Sharpie Ultra-Fine Point Marke	
001	103154	CH	1	01026	DICK BLICK	03/17/2023	\$40.50	152380	E 01 300 212 000 000 430	21316-2001 Sharpie Fine Point Permanent	

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	103154	CH	1 01026	DICK BLICK	03/17/2023	\$28.35	152380	E 01 300 212 000 000 430	20012-0129 Sakura Cray-Pas Expressionis
001	103154	CH	1 01026	DICK BLICK	03/17/2023	\$43.55	152380	E 01 300 212 000 000 430	20508-4809 Prismacolor Premier Colored f
001	103154	CH	1 01026	DICK BLICK	03/17/2023	\$16.32	152381	E 01 300 212 000 000 430	PO 31646 HS ART SUPPLIES
Check Total:						\$802.90			
001	103155	CH	1 13282	DIRECT COMMUNICATION SOLUTIONS	03/17/2023	\$1,150.00	152378	E 01 005 760 000 720 405	BW-BUSWHERE MATCH 2023
Check Total:						\$1,150.00			
001	103156	CH	1 04944	DOMINO'S PIZZA	03/17/2023	\$669.84	152379	E 11 300 298 000 000 490	HS CONCESSIONS
Check Total:						\$669.84			
001	103157	CH	1 13309	EMBER COFFEE COMPANY	03/17/2023	\$1,000.00	152400	E 01 005 241 204 000 490	COFFEE CATERING 05/08, 05/09, 05/10,
Check Total:						\$1,000.00			
001	103158	CH	1 13449	FRSECURE	03/17/2023	\$3,012.50	152384	E 01 005 810 811 000 319	2022 EXTERNAL NETWORK PENETRATI
Check Total:						\$3,012.50			
001	103159	CH	1 12484	HUBBARD ELECTRIC INC	03/17/2023	\$552.12	152385	E 01 300 810 000 000 305	BALLAST T8 LAMP
Check Total:						\$552.12			
001	103160	CH	1 13254	IMAGINE LEARNING LLC	03/17/2023	\$8,900.00	152398	E 01 400 203 000 000 406	FT STUDENT ELEMENTARY LICENSE
Check Total:						\$8,900.00			
001	103161	CH	1 13130	LMNO DESIGN CO LLC	03/17/2023	\$502.54	152388	E 01 300 790 000 699 303	PCN BI-ANNUAL MEETING, RUTTGER'S,
001	103161	CH	1 13130	LMNO DESIGN CO LLC	03/17/2023	\$1,416.00	152389	E 01 300 790 000 699 303	PCN MEDIA CONSULTANT FEB 2023
001	103161	CH	1 13130	LMNO DESIGN CO LLC	03/17/2023	\$35.00	152390	E 01 300 790 000 699 303	MILEAGE 62.5 CENTS PER MILE
Check Total:						\$1,953.54			
001	103162	CH	1 13166	LRS OF MINNESOTA, LLC	03/17/2023	\$918.31	152386	E 01 300 810 000 000 333	HS WASTE SERVICES MARCH 2023
001	103162	CH	1 13166	LRS OF MINNESOTA, LLC	03/17/2023	\$773.13	152386	E 01 201 810 000 000 333	MS WASTE SERVICES MARCH 2023
001	103162	CH	1 13166	LRS OF MINNESOTA, LLC	03/17/2023	\$848.42	152386	E 01 100 810 000 000 333	INDY WASTE SERVICES MARCH 2023
001	103162	CH	1 13166	LRS OF MINNESOTA, LLC	03/17/2023	\$854.01	152386	E 01 110 810 000 000 333	LIBERTY WASTE SERVICES MARCH 202
001	103162	CH	1 13166	LRS OF MINNESOTA, LLC	03/17/2023	\$140.48	152386	E 01 005 810 000 000 333	B&G WASTE SERVICES MARCH 2023
Check Total:						\$3,534.35			
001	103163	CH	1 04849	MATH CONTEST REGISTRATION	03/17/2023	\$317.50	152395	E 11 300 291 161 000 490	2023 SCSU MATH CONTEST
Check Total:						\$317.50			
001	103164	CH	1 13373	MOHN, MONICA	03/17/2023	\$204.00	152387	E 04 500 560 080 321 305	COMMUNITY ED CLASSES MARCH 3, 3C
Check Total:						\$204.00			
001	103165	CH	1 12605	MRI SOFTWARE LLC	03/17/2023	\$41.50	152401	E 01 005 105 170 000 305	BACKGROUND SCREENING FEBRUARY
Check Total:						\$41.50			

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	103166	CH	1 08850	NEW DOMINION SCHOOL	03/17/2023	\$1,175.46	152396	E 01 998 211 000 000 390	AT-FEB 2023
Check Total:						\$1,175.46			
001	103167	CH	1 07185	PEBBLE CREEK GOLF CLUB	03/17/2023	\$846.00	152392	E 05 300 292 000 302 530	Hoofer Zip Golf bag Black/Royal
001	103167	CH	1 07185	PEBBLE CREEK GOLF CLUB	03/17/2023	\$120.00	152392	E 05 300 292 000 302 530	Lettering Embroidery
001	103167	CH	1 07185	PEBBLE CREEK GOLF CLUB	03/17/2023	\$120.00	152392	E 05 300 292 000 302 530	Logo embroidery
001	103167	CH	1 07185	PEBBLE CREEK GOLF CLUB	03/17/2023	\$96.00	152392	E 05 300 292 000 302 530	Shipping
001	103167	CH	1 07185	PEBBLE CREEK GOLF CLUB	03/17/2023	\$846.00	152392	E 05 300 292 000 302 530	Hoofer Zip Golf bag Royal/Light Gray -Girls
Check Total:						\$2,028.00			
001	103168	CH	1 07890	PMA FINANCIAL NETWORK INC.	03/17/2023	\$229.39	152391	E 45 005 935 000 000 305	ASSESTS FEBRUARY 2023
Check Total:						\$229.39			
001	103169	CH	1 12674	QUADIENT, INC.	03/17/2023	\$521.31	152393	E 01 005 110 000 000 335	DO POSTAGE METER
Check Total:						\$521.31			
001	103170	CH	1 05945	REGION 7AA	03/17/2023	\$2,895.00	152399	E 11 300 292 153 000 305	SECTION 5AAA BOYS BASKETBALL VS
Check Total:						\$2,895.00			
001	103171	CH	1 01187	SCHMITT MUSIC CENTERS	03/17/2023	\$36.00	152394	E 01 201 258 000 000 430	Onion March B1485
001	103171	CH	1 01187	SCHMITT MUSIC CENTERS	03/17/2023	\$36.00	152394	E 01 201 258 000 000 430	Tidings! B1878
Check Total:						\$72.00			
001	103172	CH	1 01240	WRIGHT TECHNICAL CENTER	03/17/2023	\$22,773.14	152397	E 01 998 211 000 303 390	WRIGHT ACADEMY HIGH SCHOOL FEBI
Check Total:						\$22,773.14			
001	103173	CH	1 10760	READING & MATH, INC.	03/17/2023	\$1,500.00	152402	E 01 100 276 000 317 406	SITE FEE FOR AUGUST/SEPTEMBER
Check Total:						\$1,500.00			
Bank 001 Total:						\$199,622.26			
Report Total:						\$199,622.26			

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 3/31/2023

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	103174	CH	1 07917	ACME TOOLS	03/24/2023	\$64.99	152419	E 01 300 361 000 830 433	Powermactc 2244 Conveyer Belt Item PM2
						Check Total:	\$64.99		
001	103175	CH	1 13465	ANDERSON, JULIE	03/24/2023	\$360.00	152417	E 04 500 560 080 321 305	ZUMBA
001	103175	CH	1 13465	ANDERSON, JULIE	03/24/2023	\$480.00	152418	E 04 500 560 080 321 305	BACK TO BASICS WINTER - MARCH
						Check Total:	\$840.00		
001	103176	CH	1 13423	APPLE.COM/US	03/24/2023	\$1,358.00	152420	E 01 005 630 000 000 555	Mac Mini M2
						Check Total:	\$1,358.00		
001	103177	CH	1 12159	ARVIG	03/24/2023	\$133.00	152415	E 01 005 630 000 000 305	INTERNET SERVICES 203/06/2023-04/05
						Check Total:	\$133.00		
001	103178	CH	1 03184	CENTERPOINT ENERGY	03/24/2023	\$593.88	152486	E 01 201 810 000 000 330	MS SCHOOL FIRM GAS FEBRUARY 2023
001	103178	CH	1 03184	CENTERPOINT ENERGY	03/24/2023	\$7,616.31	152486	E 01 201 810 000 000 330	MS SCHOOL INT GAS FEBRUARY 2023
001	103178	CH	1 03184	CENTERPOINT ENERGY	03/24/2023	\$11,703.74	152486	E 01 100 810 000 000 330	INDY INT GAS FEBRUARY 2023
001	103178	CH	1 03184	CENTERPOINT ENERGY	03/24/2023	\$196.33	152486	E 01 300 810 000 000 330	HS FIRM GAS FEBRUARY 2023
001	103178	CH	1 03184	CENTERPOINT ENERGY	03/24/2023	\$17,971.28	152486	E 01 300 810 000 000 330	HS SCHOOL INT GAS FEBRUARY 2023
001	103178	CH	1 03184	CENTERPOINT ENERGY	03/24/2023	\$290.96	152486	E 01 100 810 000 000 330	INDY FIRM #2 GAS FEBRUARY 2023
001	103178	CH	1 03184	CENTERPOINT ENERGY	03/24/2023	\$640.40	152486	E 01 100 810 000 000 330	INDY FFIRM #1 GAS FEBRUARY 2023
						Check Total:	\$39,012.90		
001	103179	CH	1 01035	CENTRAL MINNESOTA ERDC	03/24/2023	\$95.20	152421	E 01 005 110 000 000 401	CHECKS
						Check Total:	\$95.20		
001	103180	CH	1 13218	CENTRAL MN MENTAL HEALTH CENTE	03/24/2023	\$350.00	152487	E 01 110 203 000 799 305	BRIDGES 2023 GRANT
						Check Total:	\$350.00		
001	103182	CH	1 10648	COMPUTER EXPLORERS/TECH ACAD	03/24/2023	\$60.00	152467	E 04 500 560 000 321 305	VIRTUAL VIDEO PRODUCTION FOR YOU
						Check Total:	\$60.00		
001	103183	CH	1 01475	CONNEXUS ENERGY	03/24/2023	\$26.44	152488	E 01 005 810 860 000 331	SOFTBALL CONCESSIONS ELECTRICAL
001	103183	CH	1 01475	CONNEXUS ENERGY	03/24/2023	\$8,868.21	152488	E 01 100 810 000 000 331	INDEPENDENCE ELECTRICAL ELECTRI
001	103183	CH	1 01475	CONNEXUS ENERGY	03/24/2023	\$11,999.83	152488	E 01 110 810 000 000 331	LIBERTY ELECTRICAL FEBRUARY 2023
001	103183	CH	1 01475	CONNEXUS ENERGY	03/24/2023	\$50.26	152488	E 01 110 810 000 000 331	BASEBALL FIELD LIGHTS ELECTRICAL I
001	103183	CH	1 01475	CONNEXUS ENERGY	03/24/2023	\$217.24	152488	E 01 005 810 860 000 331	SOFTBALL FIELD LIGHTS ELECTRICAL I
						Check Total:	\$21,161.98		
001	103184	CH	1 12710	CORVAL CONSTRUCTORS, INC.	03/24/2023	\$14,782.35	152423	E 15 201 867 000 380 520	MS HVAC IMPROVEMENTS
001	103184	CH	1 12710	CORVAL CONSTRUCTORS, INC.	03/24/2023	\$8,228.85	152423	E 15 201 867 000 379 520	MS HVAC IMPROVEMENTS
001	103184	CH	1 12710	CORVAL CONSTRUCTORS, INC.	03/24/2023	\$87,978.81	152423	E 15 201 867 000 366 520	MS HVAC IMPROVEMENTS
001	103184	CH	1 12710	CORVAL CONSTRUCTORS, INC.	03/24/2023	\$75,081.35	152424	E 15 201 867 000 380 520	MS HVAC IMPROVEMENTS
						Check Total:	\$186,071.36		

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	103185	CH	1 13572	CRAFT EDGE INC	03/24/2023	\$199.99	152422	E 01 005 630 000 000 405	SURE CUTS A LOT 6 PRO MAC
						Check Total:	\$199.99		
001	103186	CH	1 07044	EDEN PRAIRIE HIGH SCHOOL	03/24/2023	\$275.00	152426	E 11 300 295 125 000 401	EDEN PRAIRIE DOME SOFTBALL
001	103186	CH	1 07044	EDEN PRAIRIE HIGH SCHOOL	03/24/2023	(\$275.00)	152426	E 11 300 295 125 000 401	EDEN PRAIRIE DOME SOFTBALL
001	103186	CH	1 07044	EDEN PRAIRIE HIGH SCHOOL	03/24/2023	\$275.00	152426	E 11 300 295 125 000 369	EDEN PRAIRIE DOME SOFTBALL
						Check Total:	\$275.00		
001	103187	CH	1 05564	EMERGENCY OUTFITTERS, INC	03/24/2023	\$44.00	152425	E 04 500 560 080 321 305	AHA COURSE COMPLETIONS CARDS
						Check Total:	\$44.00		
001	103188	CH	1 13581	HARL & ASSOCIATES	03/24/2023	\$100.00	152427	E 04 500 560 080 321 305	WOMEN SOLDIERS OF THE AMERICAN
						Check Total:	\$100.00		
001	103189	CH	1 10700	HOLT TOUR AND CHARTER INC	03/24/2023	\$3,895.00	152489	E 11 300 291 160 733 360	LACROSSE, WI WEDNESDAY, MARCH 2
						Check Total:	\$3,895.00		
001	103190	CH	1 13447	INSPIRE BALLET ACADEMY	03/24/2023	\$365.00	152428	E 04 500 560 000 321 305	BALLET CLASSES
						Check Total:	\$365.00		
001	103191	CH	1 01121	MASSP	03/24/2023	\$160.00	152429	E 01 005 640 000 316 366	PRINCIPALS & SPECIAL ED EVERY DAY
						Check Total:	\$160.00		
001	103192	CH	1 04430	MINNEAPOLIS ISD #0001	03/24/2023	\$15.00	152493	E 04 500 583 000 354 401	MPSI Forms (Pkg 30) Spanish
001	103192	CH	1 04430	MINNEAPOLIS ISD #0001	03/24/2023	\$15.00	152493	E 04 500 583 000 354 401	MPSI Forms (Pkg 30) Somali
001	103192	CH	1 04430	MINNEAPOLIS ISD #0001	03/24/2023	\$75.00	152493	E 04 500 583 000 354 401	MPSI Forms (Pkg 30) English
001	103192	CH	1 04430	MINNEAPOLIS ISD #0001	03/24/2023	\$10.50	152493	E 04 500 583 000 354 401	Shipping 10%
						Check Total:	\$115.50		
001	103193	CH	1 10585	NORTH SHORE GYMNASTICS	03/24/2023	\$2,840.00	152430	E 04 500 560 122 321 436	XCEL GYMNASTICS STATE MEET
001	103193	CH	1 10585	NORTH SHORE GYMNASTICS	03/24/2023	(\$2,840.00)	152430	E 04 500 560 122 321 436	XCEL GYMNASTICS STATE MEET
001	103193	CH	1 10585	NORTH SHORE GYMNASTICS	03/24/2023	\$2,840.00	152430	E 04 500 560 122 321 369	XCEL GYMNASTICS STATE MEET
						Check Total:	\$2,840.00		
001	103194	CH	1 13583	NORTH STAR OFFICIALS, LLC	03/24/2023	\$132.00	152432	E 11 201 296 112 000 305	NON-CERTIFIED OFFICIALS WINTER BA
001	103194	CH	1 13583	NORTH STAR OFFICIALS, LLC	03/24/2023	\$1,099.00	152432	E 11 300 294 112 000 305	NON-CERTIFIED OFFICIALS WINTER BA
						Check Total:	\$1,231.00		
001	103195	CH	1 10327	NORTHERN AIR CORPORATION	03/24/2023	\$20,151.40	152490	E 06 300 870 000 000 520	BOND 22B-HS HVAC "22B300.01A"
						Check Total:	\$20,151.40		
001	103196	CH	1 13016	NORTHLAND REFRIGERATION INCORP	03/24/2023	\$2,752.08	152433	E 02 201 770 000 701 350	MS FS REPAIRS
						Check Total:	\$2,752.08		

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	103197	CH	1 04315	NOVACARE REHABILITATION	03/24/2023	\$75.00	152431	E 11 300 292 153 000 305	ATHLETIC TRAINING 22/23 BOYS BASKE
Check Total:						\$75.00			
001	103198	CH	1 13584	RAMPUP SPORTS, LLC	03/24/2023	\$312.50	152438	E 11 300 295 114 000 401	MEDIA CONTRACT FOR TRACK & FIELD
001	103198	CH	1 13584	RAMPUP SPORTS, LLC	03/24/2023	\$312.50	152438	E 11 300 293 114 000 401	MEDIA CONTRACT FOR TRACK & FIELD
Check Total:						\$625.00			
001	103199	CH	1 05945	REGION 7AA	03/24/2023	\$300.00	152437	E 11 300 293 112 000 401	LIVE STREAM OF 5 AAA 2023 BOYS BB :
001	103199	CH	1 05945	REGION 7AA	03/24/2023	(\$300.00)	152437	E 11 300 293 112 000 401	LIVE STREAM OF 5 AAA 2023 BOYS BB :
001	103199	CH	1 05945	REGION 7AA	03/24/2023	\$300.00	152437	E 11 300 293 112 000 305	LIVE STREAM OF 5 AAA 2023 BOYS BB :
Check Total:						\$300.00			
001	103200	CH	1 12091	RPM ATHLETICS, LLC	03/24/2023	\$23,595.00	152436	E 05 300 292 000 302 530	Pole Vault Pit; includes cover & 15 year wa
001	103200	CH	1 12091	RPM ATHLETICS, LLC	03/24/2023	\$2,690.00	152436	E 05 300 292 000 302 530	Aluminum pole vault standards
001	103200	CH	1 12091	RPM ATHLETICS, LLC	03/24/2023	\$1,395.00	152436	E 05 300 292 000 302 530	Pole vault standard cover
001	103200	CH	1 12091	RPM ATHLETICS, LLC	03/24/2023	\$175.00	152436	E 05 300 292 000 302 530	Pole vault extender
001	103200	CH	1 12091	RPM ATHLETICS, LLC	03/24/2023	\$5,997.50	152436	E 11 300 294 114 000 530	High Jump Pit - includes cover; 15 year wa
001	103200	CH	1 12091	RPM ATHLETICS, LLC	03/24/2023	\$695.00	152436	E 05 300 292 000 302 530	High Jump standards
001	103200	CH	1 12091	RPM ATHLETICS, LLC	03/24/2023	\$95.00	152436	E 05 300 292 000 302 530	Shipping
001	103200	CH	1 12091	RPM ATHLETICS, LLC	03/24/2023	\$5,997.50	152436	E 11 300 296 114 000 530	High Jump Pit - includes cover; 15 year wa
Check Total:						\$40,640.00			
001	103201	CH	1 13220	RUMPCA-BARRETT, JOELYN	03/24/2023	\$250.00	152416	E 04 500 560 080 321 305	MARCH 10, 2023 CPR, AED CLASS INST
Check Total:						\$250.00			
001	103202	CH	1 12986	SCAN AIR FILTER	03/24/2023	\$498.80	152439	E 01 201 810 000 000 401	MS B&G SUPPLIES
Check Total:						\$498.80			
001	103203	CH	1 06213	SCHOLASTIC BOOK FAIRS	03/24/2023	\$1,163.11	152491	R 01 100 203 909 000 621	INDY BOOK FAIR #5245412 03/16/2023
Check Total:						\$1,163.11			
001	103204	CH	1 13326	SCOREVISION, LLC	03/24/2023	\$5,500.00	152440	E 11 300 292 180 000 305	ANNUAL SOFTWARE SUBSCRIPTION
Check Total:						\$5,500.00			
001	103205	CH	1 12049	THE TOONIES	03/24/2023	\$475.00	152441	E 04 500 580 341 325 305	RISE & SHINE EVENT 03/25/2023 FINAL
Check Total:						\$475.00			
001	103206	CH	1 12068	THE WATSON COMPANY, INC.	03/24/2023	\$286.28	152476	E 11 300 298 000 000 490	HS CONCESSIONS
Check Total:						\$286.28			
001	103207	CH	1 13212	THREE SONS HARDWARE LLC	03/24/2023	\$331.31	152442	E 01 300 361 000 830 433	HS
001	103207	CH	1 13212	THREE SONS HARDWARE LLC	03/24/2023	\$83.71	152442	E 01 005 810 000 000 350	B&G

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	103207	CH	1	13212	THREE SONS HARDWARE LLC	03/24/2023	\$22.48	152442	E 01 201 810 000 000 350	MS	
Check Total:								\$437.50			
001	103208	CH	1	08589	TITAN ENERGY SYSTEMS INC.	03/24/2023	\$474.70	152434	E 05 110 865 000 363 350	GENERATOR PM SERVICE SEMI ANNUA	
001	103208	CH	1	08589	TITAN ENERGY SYSTEMS INC.	03/24/2023	\$604.14	152435	E 05 110 865 000 363 350	LIBERTY B&G REPAIRS	
Check Total:								\$1,078.84			
001	103209	CH	1	09884	VERIZON WIRELESS	03/24/2023	\$51.20	152469	E 01 201 050 000 000 320	ME CELL PHONES 02/11-03/10	
001	103209	CH	1	09884	VERIZON WIRELESS	03/24/2023	\$51.20	152469	E 01 005 107 000 000 320	MP CELL PHONES 02/11-03/10	
001	103209	CH	1	09884	VERIZON WIRELESS	03/24/2023	\$51.20	152469	E 04 500 505 000 321 320	SH CELL PHONES 02/11-03/10	
001	103209	CH	1	09884	VERIZON WIRELESS	03/24/2023	\$51.20	152469	E 01 300 605 000 000 320	ST CELL PHONES 02/11-03/10	
001	103209	CH	1	09884	VERIZON WIRELESS	03/24/2023	\$61.20	152469	E 01 005 630 000 000 320	BH CELL PHONES 02/11-03/10	
001	103209	CH	1	09884	VERIZON WIRELESS	03/24/2023	\$51.20	152469	E 01 100 605 000 000 320	SP CELL PHONES 02/11-03/10	
001	103209	CH	1	09884	VERIZON WIRELESS	03/24/2023	\$51.20	152469	E 01 005 020 000 000 320	TT CELL PHONES 02/11-03/10	
001	103209	CH	1	09884	VERIZON WIRELESS	03/24/2023	\$51.20	152469	E 01 201 605 000 000 320	AM CELL PHONES 02/11-03/10	
001	103209	CH	1	09884	VERIZON WIRELESS	03/24/2023	\$51.20	152469	E 01 201 810 000 000 320	AZ CELL PHONES 02/11-03/10	
001	103209	CH	1	09884	VERIZON WIRELESS	03/24/2023	\$51.20	152469	E 01 300 605 000 000 320	JK CELL PHONES 02/11-03/10	
001	103209	CH	1	09884	VERIZON WIRELESS	03/24/2023	\$51.20	152469	E 01 201 605 000 000 320	RA CELL PHONES 02/11-03/10	
001	103209	CH	1	09884	VERIZON WIRELESS	03/24/2023	\$51.20	152469	E 01 410 211 000 000 320	NH CELL PHONES 02/11-03/10	
001	103209	CH	1	09884	VERIZON WIRELESS	03/24/2023	\$51.20	152469	E 11 300 292 000 000 320	JM CELL PHONES 02/11-03/10	
001	103209	CH	1	09884	VERIZON WIRELESS	03/24/2023	\$51.20	152469	E 01 005 810 000 000 320	NK CELL PHONES 02/11-03/10	
001	103209	CH	1	09884	VERIZON WIRELESS	03/24/2023	\$51.20	152469	E 01 100 810 000 000 320	BM CELL PHONES 02/11-03/10	
001	103209	CH	1	09884	VERIZON WIRELESS	03/24/2023	\$51.20	152469	E 01 110 050 000 000 320	CG CELL PHONES 02/11-03/10	
001	103209	CH	1	09884	VERIZON WIRELESS	03/24/2023	\$51.20	152469	E 04 500 570 000 321 320	TF CELL PHONES 02/11-03/10	
001	103209	CH	1	09884	VERIZON WIRELESS	03/24/2023	\$51.20	152469	E 01 300 050 000 000 320	BD CELL PHONES 02/11-03/10	
001	103209	CH	1	09884	VERIZON WIRELESS	03/24/2023	\$25.60	152469	E 04 500 580 000 325 320	SF CELL PHONES 02/11-03/10	
001	103209	CH	1	09884	VERIZON WIRELESS	03/24/2023	\$25.60	152469	E 04 500 596 000 344 320	SF CELL PHONES 02/11-03/10	
001	103209	CH	1	09884	VERIZON WIRELESS	03/24/2023	\$61.20	152469	E 01 005 720 342 000 320	TJ CELL PHONES 02/11-03/10	
001	103209	CH	1	09884	VERIZON WIRELESS	03/24/2023	\$61.20	152469	E 01 005 630 000 000 320	JB CELL PHONES 02/11-03/10	
001	103209	CH	1	09884	VERIZON WIRELESS	03/24/2023	\$51.20	152469	E 01 005 810 000 000 320	PA CELL PHONES 02/11-03/10	
001	103209	CH	1	09884	VERIZON WIRELESS	03/24/2023	\$51.20	152469	E 01 300 790 000 699 320	NS CELL PHONES 02/11-03/10	
001	103209	CH	1	09884	VERIZON WIRELESS	03/24/2023	\$51.20	152469	E 01 100 050 000 000 320	JD CELL PHONES 02/11-03/10	
001	103209	CH	1	09884	VERIZON WIRELESS	03/24/2023	\$51.20	152469	E 01 005 605 000 000 320	TSP CELL PHONES 02/11-03/10	
001	103209	CH	1	09884	VERIZON WIRELESS	03/24/2023	\$51.20	152469	E 01 005 720 000 000 320	ND CELL PHONES 12/11-01/10	
001	103209	CH	1	09884	VERIZON WIRELESS	03/24/2023	\$377.82	152469	E 01 005 630 000 000 401	PHONE CASES	
Check Total:								\$1,739.02			

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001	103210	CH	1 04148	VIKING COCA-COLA BOTTLING CO	03/24/2023	\$1,794.25	152477	E 11 300 298 000 000 490	HS CONCESSIONS
Check Total:						\$1,794.25			
001	103211	CH	1 13155	VISIONS, INC.	03/24/2023	\$652.74	152468	E 11 300 292 000 000 401	MISSISSIPPI 8 CONFERENCE BANNERS
Check Total:						\$652.74			
001	103212	CH	1 13522	VOIGT'S MOTORCOACH TRAVEL, INC.	03/24/2023	\$1,361.34	152470	E 11 300 296 114 733 360	BL HS TO WILLMAR SENIOR HIGH SCH
001	103212	CH	1 13522	VOIGT'S MOTORCOACH TRAVEL, INC.	03/24/2023	(\$1,361.34)	152470	E 11 300 296 114 733 360	BL HS TO WILLMAR SENIOR HIGH SCH
001	103212	CH	1 13522	VOIGT'S MOTORCOACH TRAVEL, INC.	03/24/2023	\$1,361.34	152470	E 11 300 295 112 733 360	BL HS TO WILLMAR SENIOR HIGH SCH
Check Total:						\$1,361.34			
001	103213	CH	1 09498	WARD'S NATURAL SCIENCE	03/24/2023	\$62.35	152472	E 01 300 260 000 000 430	Pond Life, Microcrustacean Strew Slide 4
Check Total:						\$62.35			
001	103214	CH	1 13048	WELLNESS FOR LIVING LLC	03/24/2023	\$265.00	152471	E 04 500 560 000 321 305	SMOOTHIES/ICE-CREAM/ST PATTY'S C
Check Total:						\$265.00			
001	103215	CH	1 10633	WOLD ARCHITECTS, INC	03/24/2023	\$12,750.08	152474	E 06 300 870 000 000 305	HS RENOVATION BOND PROJECT ID #2
001	103215	CH	1 10633	WOLD ARCHITECTS, INC	03/24/2023	\$14,125.78	152475	E 06 100 870 000 000 305	INDY ES RENOVATION BOND PROJ ID # 16
Check Total:						\$26,875.86			
001	103216	CH	1 08807	WRECK-LESS DRIVING ACADEMY	03/24/2023	\$6,375.00	152473	E 04 500 560 239 321 305	DRIVERS ED 03/06-03/17
Check Total:						\$6,375.00			
001	103217	CH	1 13585	MINNESOTA COACHES, INC.	03/24/2023	\$1,186.91	152494	E 11 300 295 122 733 360	BL HS TO WORTHINGTON HS 01/27/202
001	103217	CH	1 13585	MINNESOTA COACHES, INC.	03/24/2023	\$1,392.00	152494	E 11 300 296 122 733 360	BL HS TO WORTHINGTON HS 01/27/202
Check Total:						\$2,578.91			
001	103218	CH	1 04472	CARING RIVERS UNITED WAY	03/05/2023	\$40.00	152297	B 01 215 045	United Way
001	103218	CH	1 04472	CARING RIVERS UNITED WAY	03/05/2023	\$14.00	152297	B 12 215 045	United Way
Check Total:						\$54.00			
001	103219	CH	1 13507	FIDELITY SECURITY L.IFE INSURANCE	03/05/2023	\$374.20	152496	B 01 215 054	MARCH 2023 VISION
001	103219	CH	1 13507	FIDELITY SECURITY L.IFE INSURANCE	03/05/2023	\$11.78	152496	B 04 215 054	MARCH 2023 VISION
001	103219	CH	1 13507	FIDELITY SECURITY L.IFE INSURANCE	03/05/2023	\$0.12	152496	B 05 215 054	MARCH 2023 VISION
001	103219	CH	1 13507	FIDELITY SECURITY L.IFE INSURANCE	03/05/2023	\$12.22	152496	B 11 215 054	MARCH 2023 VISION
001	103219	CH	1 13507	FIDELITY SECURITY L.IFE INSURANCE	03/05/2023	\$326.22	152496	B 12 215 054	MARCH 2023 VISION
Check Total:						\$724.54			
001	103220	CH	1 04234	MN CHILD SUPPORT PYMT CENTER	03/05/2023	\$247.50	152288	B 01 215 081	Child Support
001	103220	CH	1 04234	MN CHILD SUPPORT PYMT CENTER	03/05/2023	\$422.40	152288	B 12 215 081	Child Support
Check Total:						\$669.90			

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	103221	CH	1 04223	NCPERS GROUP LIFE INS	03/05/2023	\$149.34	152291	B 01 215 033	NCPR Life
Check Total:						\$149.34			
001	103222	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	03/05/2023	\$1,028.83	152293	B 01 215 040	U Due Nc
001	103222	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	03/05/2023	\$167.58	152293	B 04 215 040	U Dues Nc
001	103222	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	03/05/2023	\$1,956.02	152293	B 12 215 040	U Due Nc
Check Total:						\$3,152.43			
Bank 001 Total:						\$379,060.61			
Report Total:						\$379,060.61			

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1 01038	CITY OF BIG LAKE	03/03/2023	\$33.24	152245	E 01 005 810 000 000 332	Bathrooms Water/Sewer December 2022
001		CC	1 01038	CITY OF BIG LAKE	03/03/2023	\$1,025.59	152246	E 01 110 810 000 000 332	Liberty Water/Sewer December 2022
001		CC	1 01038	CITY OF BIG LAKE	03/03/2023	\$880.49	152249	E 01 201 810 000 000 332	MS Water/Sewer December 2022
001		CC	1 01038	CITY OF BIG LAKE	03/03/2023	\$33.24	152250	E 01 005 810 000 000 332	Admissions Water/Sewer December 2022
001		CC	1 01038	CITY OF BIG LAKE	03/03/2023	\$889.51	152251	E 01 100 810 000 000 332	Indy Water/Sewer December 2022
001		CC	1 01038	CITY OF BIG LAKE	03/03/2023	\$2,099.76	152252	E 01 300 810 000 000 332	HS Water/Sewer December 2022
001		CC	1 01065	HILLYARD FLOOR CARE	03/03/2023	\$706.61	152182	E 01 110 810 000 000 350	Liberty B&G Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	03/03/2023	\$478.99	152192	E 01 005 810 000 000 401	B&G Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	03/03/2023	\$987.04	152195	E 01 110 810 000 000 350	Liberty B&G Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	03/03/2023	\$2,743.89	152203	E 01 110 810 000 000 401	PO 31636 Liberty B&G Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	03/03/2023	\$1,306.11	152205	E 01 110 810 000 000 401	Liberty Cleaning Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	03/03/2023	\$2,807.12	152207	E 01 300 810 000 000 401	PO 31637 HS B&G Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	03/03/2023	\$167.38	152247	E 01 300 810 000 000 401	HS B&G Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	03/03/2023	\$251.00	152255	E 01 110 810 000 000 350	Liberty B&G Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	03/03/2023	\$3,866.14	152257	E 01 100 810 000 000 401	PO 31586 Indy B&G Supplies 18
001		CC	1 01065	HILLYARD FLOOR CARE	03/03/2023	\$2,351.93	152259	E 01 201 810 000 000 401	PO 31587 MS B&G Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	03/03/2023	\$115.65	152261	E 01 201 810 000 000 401	MS B&G Supplies
001		CC	1 01107	JOSTENS	03/03/2023	\$31.00	152232	E 01 300 211 222 000 401	HS Diploma
001		CC	1 01146	MONTICELLO PRINTING	03/03/2023	\$491.40	152218	E 01 100 203 290 000 401	Indy Note Pads - Stem
001		CC	1 01188	SCHOLASTIC INC	03/03/2023	\$560.00	152237	E 04 500 580 341 325 401	Books for Daycare Training
001		CC	1 02427	FOLLETT SCHOOL SOLUTIONS, INC.	03/03/2023	\$804.30	152209	E 01 100 620 000 000 470	PO 31599
001		CC	1 02427	FOLLETT SCHOOL SOLUTIONS, INC.	03/03/2023	\$93.46	152209	E 05 100 620 000 302 470	PO 31599
001		CC	1 02632	SHIFFLER EQUIPMENT SALES INC	03/03/2023	\$35.46	152238	E 01 110 810 000 000 350	B&G Supplies
001		CC	1 02632	SHIFFLER EQUIPMENT SALES INC	03/03/2023	\$48.40	152238	E 01 201 810 000 000 350	B&G Supplies
001		CC	1 02632	SHIFFLER EQUIPMENT SALES INC	03/03/2023	\$97.80	152238	E 01 300 810 000 000 350	B&G Supplies
001		CC	1 02795	MN SCHOOL BOARDS ASSOCIATION	03/03/2023	\$60.00	152233	E 01 005 020 000 000 366	Registration (Tim)
001		CC	1 03455	GRAINGER	03/03/2023	\$331.48	152181	E 01 100 810 000 000 350	PO 31639 Indy replacement toilets
001		CC	1 03455	GRAINGER	03/03/2023	\$305.14	152191	E 01 300 810 000 000 350	PO 31642 HS B&G Supplies/PO 31186 MS
001		CC	1 03455	GRAINGER	03/03/2023	(\$80.16)	152191	E 01 201 810 000 000 401	PO 31642 HS B&G Supplies/PO 31186 MS
001		CC	1 03455	GRAINGER	03/03/2023	\$24.75	152201	E 01 300 810 000 000 350	PO 31642 HS B&G Supplies
001		CC	1 03455	GRAINGER	03/03/2023	\$851.00	152219	E 01 300 810 000 000 401	PO 31585 HS Boxes
001		CC	1 03455	GRAINGER	03/03/2023	\$1,207.00	152220	E 01 100 810 000 000 401	Indy Moving Boxes
001		CC	1 03455	GRAINGER	03/03/2023	\$90.74	152256	E 02 110 770 000 701 350	Liberty B&G Supplies
001		CC	1 04641	IEA	03/03/2023	\$804.66	152206	E 05 005 865 000 352 305	EHS mgmt, Commissioning & lead in water
001		CC	1 04641	IEA	03/03/2023	\$7,280.00	152206	E 06 005 870 000 000 305	EHS mgmt, Commissioning & lead in water

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001		CC	1 04641	IEA	03/03/2023	\$7,745.36	152206	E 05 110 865 000 349 305	EHS mgmt, Commissioning & lead in water
001		CC	1 04874	AMAZON.COM	03/03/2023	\$130.87	152269	E 01 005 630 000 000 555	Tech Supplies
001		CC	1 05264	BSN SPORTS	03/03/2023	\$10.00	152211	E 11 300 296 125 000 401	Athletics Supplies
001		CC	1 05264	BSN SPORTS	03/03/2023	\$45.00	152211	E 11 300 294 111 000 401	Athletics Supplies
001		CC	1 05264	BSN SPORTS	03/03/2023	\$45.00	152211	E 11 300 296 125 000 401	Athletics Supplies
001		CC	1 05264	BSN SPORTS	03/03/2023	\$4.00	152211	E 11 300 294 111 000 401	Athletics Supplies
001		CC	1 05264	BSN SPORTS	03/03/2023	\$4.00	152211	E 11 300 294 111 000 401	Athletics Supplies
001		CC	1 05264	BSN SPORTS	03/03/2023	\$62.95	152215	E 11 300 296 112 000 401	PO 31602 GBB Supplies
001		CC	1 05264	BSN SPORTS	03/03/2023	\$1,097.50	152254	E 11 300 293 162 000 401	PO 31168 Jerseys
001		CC	1 05351	HOME DEPOT	03/03/2023	\$105.84	152204	E 01 100 203 000 000 401	Shelving supplies
001		CC	1 05351	HOME DEPOT	03/03/2023	\$668.75	152224	E 01 201 810 000 000 350	MS B&G Supplies
001		CC	1 05351	HOME DEPOT	03/03/2023	\$233.66	152225	E 01 100 810 000 000 350	Liberty B&G Supplies
001		CC	1 05599	SUBWAY	03/03/2023	\$41.37	152213	E 01 005 010 000 000 490	Policy Committee Meeting 02/15/2023 5:30
001		CC	1 05599	SUBWAY	03/03/2023	\$1,220.00	152263	E 01 200 205 638 417 490	Parent Education Seminar Food
001		CC	1 05599	SUBWAY	03/03/2023	\$1,396.50	152263	E 01 300 790 000 699 490	Parent Education Seminar Food 19
001		CC	1 06051	FINKEN WATER CENTERS	03/03/2023	\$108.95	152180	E 01 005 810 000 000 332	Drinking Water
001		CC	1 06051	FINKEN WATER CENTERS	03/03/2023	\$60.70	152216	E 01 110 810 000 000 401	Softener Salt
001		CC	1 06051	FINKEN WATER CENTERS	03/03/2023	\$31.45	152216	E 01 201 810 000 000 401	Softener Salt
001		CC	1 06051	FINKEN WATER CENTERS	03/03/2023	\$68.95	152216	E 01 300 810 000 000 401	Softener Salt
001		CC	1 06051	FINKEN WATER CENTERS	03/03/2023	\$77.20	152216	E 01 100 810 000 000 401	Softener Salt
001		CC	1 08066	TARGET	03/03/2023	\$77.99	152188	E 01 201 208 011 159 401	MS Homeless Supplies
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	03/03/2023	\$19.39	152264	E 01 005 810 000 000 320	DO Long Distance January 2023
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	03/03/2023	\$11.50	152264	E 01 201 810 000 000 320	MS Long Distance January 2023
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	03/03/2023	\$16.41	152265	E 01 100 810 000 000 320	Indy Long Distance January 2023
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	03/03/2023	\$2.93	152270	E 04 500 505 000 321 305	CE Long Distance January 2023
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	03/03/2023	\$20.68	152273	E 01 110 810 000 000 320	Liberty Long Distance January 2023
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	03/03/2023	\$17.28	152275	E 01 300 810 000 000 320	HS Long Distance January 2023
001		CC	1 08347	WALMART	03/03/2023	\$33.14	152199	E 01 110 203 000 000 401	Office supplies / planting units for K, 1 & 2
001		CC	1 08347	WALMART	03/03/2023	\$65.82	152199	E 01 110 203 100 000 430	Office supplies / planting units for K, 1 & 2
001		CC	1 08347	WALMART	03/03/2023	\$49.74	152199	E 01 110 203 200 000 430	Office supplies / planting units for K, 1 & 2
001		CC	1 08347	WALMART	03/03/2023	\$50.75	152199	E 01 110 201 000 000 430	Office supplies / planting units for K, 1 & 2
001		CC	1 08347	WALMART	03/03/2023	\$8.66	152221	E 01 300 790 000 699 401	PCN Supplies, name badge and postits
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	03/03/2023	\$223.40	152212	E 01 110 203 000 000 401	PO 31582 Construction Paper
001		CC	1 09079	ITEEA	03/03/2023	\$495.00	152240	E 01 100 203 312 000 366	ITEEA Annual Conference registration for h
001		CC	1 09079	ITEEA	03/03/2023	\$1,290.00	152240	E 01 100 203 000 000 366	ITEEA Annual Conference registration for h

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001		CC	1 09217	HORIZON COMMERCIAL POOL SUPPL	03/03/2023	\$1,029.40	152260	E 01 300 810 000 000 404	HS Pool Supplies
001		CC	1 10195	MnIAAA	03/03/2023	\$575.00	152236	E 11 300 292 000 000 366	Conference & Membership
001		CC	1 10322	MUSIC THEATRE INTERNATIONAL	03/03/2023	\$400.00	152244	E 04 500 560 157 321 305	CE Musical
001		CC	1 10338	ADAM'S PEST CONTROL, INC.	03/03/2023	\$41.60	152176	E 01 300 810 000 000 305	HS Pest Control
001		CC	1 10338	ADAM'S PEST CONTROL, INC.	03/03/2023	\$52.00	152183	E 01 100 810 000 000 305	Indy Pest Control
001		CC	1 10338	ADAM'S PEST CONTROL, INC.	03/03/2023	\$52.00	152187	E 01 201 810 000 000 305	MS Pest Control
001		CC	1 10338	ADAM'S PEST CONTROL, INC.	03/03/2023	\$52.00	152189	E 01 110 810 000 000 305	Liberty Pest Control
001		CC	1 10338	ADAM'S PEST CONTROL, INC.	03/03/2023	\$41.60	152253	E 01 300 810 000 000 305	HS B&G
001		CC	1 10367	DOLLAR GENERAL CORP	03/03/2023	\$10.00	152185	E 11 300 296 122 000 401	HS Gymnastics
001		CC	1 10367	DOLLAR GENERAL CORP	03/03/2023	\$0.74	152185	E 01 005 110 999 000 401	HS Gymnastics
001		CC	1 10434	MAJESTIC CREATIONS	03/03/2023	\$84.00	152200	E 01 005 010 000 000 401	Awards-retirement service KJ DW
001		CC	1 10434	MAJESTIC CREATIONS	03/03/2023	\$264.00	152258	E 01 300 211 212 000 401	HS Apparel (Majestic Creations)
001		CC	1 10512	CASEY'S	03/03/2023	\$58.37	152197	E 01 110 203 902 000 401	Pizza for staff @ Kindergarten night
001		CC	1 10512	CASEY'S	03/03/2023	\$47.25	152198	E 01 110 203 902 000 401	Pizzas for staff @ Kindergarten night
001		CC	1 10575	CONSTANT CONTACT	03/03/2023	\$195.00	152242	E 04 500 505 000 321 305	CE Mktg 20
001		CC	1 10586	AUSCO DESIGN &MARKETING	03/03/2023	\$377.00	152239	E 01 110 203 902 000 401	Kindergarten Round-up T-Shirts
001		CC	1 12011	SELECT EYECARE MONTI	03/03/2023	\$494.78	152194	E 04 500 570 000 321 401	KC Staff glasses - replacement
001		CC	1 12031	LANGUAGELINE Solutions	03/03/2023	\$75.05	152231	E 01 201 219 000 317 358	MS Interpreter 02.07.2023
001		CC	1 12031	LANGUAGELINE Solutions	03/03/2023	\$27.65	152267	E 01 201 219 000 317 358	Interpreter 01.26.2023
001		CC	1 12129	SIPTRUNK, INC	03/03/2023	\$71.22	152248	E 01 005 630 000 000 320	Back-up phones
001		CC	1 12179	CONSCIOUS DISCIPLINE	03/03/2023	\$368.00	152230	E 04 500 580 000 325 430	ECFE Supplies
001		CC	1 12302	CREATE AND CONNECT STUDIO	03/03/2023	\$224.00	152202	E 04 500 560 000 321 305	Kids Yoga K-2 Jan 24-Feb 14
001		CC	1 12418	USPS	03/03/2023	\$14.85	152208	E 01 400 203 000 000 329	Postage
001		CC	1 12418	USPS	03/03/2023	\$8.13	152223	E 01 005 105 000 000 329	Postage
001		CC	1 12418	USPS	03/03/2023	\$12.05	152262	E 01 400 203 000 000 329	Postage
001		CC	1 12421	PATRICK MCGOVERN'S	03/03/2023	\$447.86	152193	E 11 300 296 122 000 490	HS Gymnastics
001		CC	1 12469	BIG INK	03/03/2023	\$1,278.00	152210	E 01 100 203 000 000 401	PO 31471 Custom Bumper Stickers
001		CC	1 12592	DEPT OF NATURAL RESOURCE	03/03/2023	\$492.52	152243	E 01 005 810 000 000 305	Water Permit
001		CC	1 12808	EDPUZZLE	03/03/2023	\$12.50	152227	E 01 201 270 000 000 430	Ed Puzzle Pro Teacher- JP
001		CC	1 12808	EDPUZZLE	03/03/2023	\$12.50	152228	E 01 201 270 000 000 430	Ed Puzzle Pro Teacher- JB
001		CC	1 12851	NEW YORK TIMES	03/03/2023	\$17.00	152235	E 01 300 220 000 000 430	Monthly Subscription
001		CC	1 12871	ZOOM US	03/03/2023	\$16.09	152226	E 01 005 630 000 000 401	Monthly Board Meeting
001		CC	1 13024	MSHSL.ORG	03/03/2023	\$15.00	152179	E 11 300 296 122 000 369	State Gymnastics Ticket
001		CC	1 13057	EDWEEK DIGITAL OPED	03/03/2023	\$35.00	152272	E 01 005 020 000 000 366	Subscription
001		CC	1 13072	CINTAS CORPORATION NO 2	03/03/2023	\$123.24	152241	E 01 300 810 350 000 305	Uniform Services (\$2.37 discount)

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 03/01/2023 - 3/31/2023

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1	13072	CINTAS CORPORATION NO 2	03/03/2023	\$123.28	152241	E 01 100 810 350 000 305	Uniform Services (\$2.37 discount)
001		CC	1	13072	CINTAS CORPORATION NO 2	03/03/2023	\$123.28	152241	E 01 201 810 350 000 305	Uniform Services (\$2.37 discount)
001		CC	1	13072	CINTAS CORPORATION NO 2	03/03/2023	\$123.28	152241	E 01 110 810 350 000 305	Uniform Services (\$2.37 discount)
001		CC	1	13072	CINTAS CORPORATION NO 2	03/03/2023	(\$2.37)	152241	E 01 300 810 350 000 305	Uniform Services (\$2.37 discount)
001		CC	1	13185	PATRIOT NEWS MN	03/03/2023	\$175.00	152222	E 01 005 010 000 000 305	Feb 4, Legal, Week 1
001		CC	1	13209	MARRIOTT MINNEAPOLIS	03/03/2023	\$543.09	152268	E 01 300 050 000 000 366	Conference Hotels- RD
001		CC	1	13209	MARRIOTT MINNEAPOLIS	03/03/2023	\$181.03	152276	E 01 300 605 000 000 366	Conference hotel- ST
001		CC	1	13232	IMPRINT.COM	03/03/2023	\$424.75	152217	E 04 500 580 241 325 401	ECFE In the Park - Magnets
001		CC	1	13260	THE BUFF	03/03/2023	\$75.00	152184	E 01 005 241 204 000 305	Trivia Room Reservation Deposit
001		CC	1	13271	SUMMIT INFORMATION RES	03/03/2023	\$2,134.00	152186	E 05 005 630 000 795 555	Cisco Nexus 3064 Switch & Module
001		CC	1	13277	JELLYFISH GRAPHICS	03/03/2023	\$763.04	152196	E 01 300 790 000 699 401	PCN Blue and Gold Team shirts
001		CC	1	13484	STICKER MULE	03/03/2023	\$508.00	152229	E 01 300 790 000 699 401	Student Stickers
001		CC	1	13549	PIZZA LUCE'	03/03/2023	\$294.91	152178	E 11 300 296 122 000 490	HS State Gymnastics Food
001		CC	1	13567	CORPORATE ARMOR	03/03/2023	\$239.68	152214	E 01 005 630 000 000 555	Fortinet Transceivers (2)
001		CC	1	13574	FAMILY DOLLAR	03/03/2023	\$18.00	152177	E 11 300 296 122 000 401	HS Gymnastics
001		CC	1	13574	FAMILY DOLLAR	03/03/2023	\$1.33	152177	E 01 005 110 999 000 401	HS Gymnastics
001		CC	1	13575	QUIZLET.COM	03/03/2023	\$34.99	152274	E 01 201 270 000 000 430	Annual Subscription
001		CC	1	13576	TAV ON THE AVE	03/03/2023	\$212.93	152266	E 11 300 296 122 000 490	HS Gymnastics True Team Food
001		CC	1	13576	TAV ON THE AVE	03/03/2023	\$169.78	152271	E 11 300 296 122 000 490	HS Gymnastics True Team Food
001		CC	1	13577	DUELING BREW	03/03/2023	\$91.72	152234	E 04 500 580 341 325 490	EC Coalition Meeting
001		CC	1	13578	EAGLE STREET GRILLE	03/03/2023	\$20.83	152190	E 11 300 292 000 000 366	HS Gymnastics

Check Total: \$62,601.81

Bank 001 Total:

Report Total:

Employee (Last, First Name)	Position	Building	Effective Date	Action Type
Hieserich, Jacob	Teacher	Independence	06/02/2023	Resignation
Lepe, Maria	Paraeducator	Middle School	03/24/2023	Resignation
Aday, Caitlyn	Long-term Substitute Teacher	High School	04/10/2023	Transfer
Miller, Melodie	Teacher	Middle School	06/02/2023	Retirement
Stach, Jenelle	Teacher Social Worker	High School	06/02/2023	Resignation
Heywood, Amanda	Teacher	High School	06/02/2023	Resignation

**ISD 727 SCHOOL BOARD
FUNDRAISERS ACTION
03/23/2023**

Boys and Girls Soccer, sell sponsorships to local businesses to have logo placed on yard signs that will be sold to the general public, sponsorships sold 3/24-4/1/23; yard signs sold 4/1-4/30/23. Proceeds to be used for trips to Duluth and equipment.



Extended Field Trip Request Form

Date of Request 3/7/2023

School Big Lake Middle and High School

Class or group Big Lake Robotics Team

Destination LaCrosse, WI

Purpose The Big Lake Robotics team has registered to compete in a regional competition that was relocated to LaCrosse due to construction at a site in Minnesota.

Dates of trip March 23-26, 2023

Number of Students Attending 23

Teacher(s)/Advisor(s) Miranda Forgey

Chaperones (specify staff or parent)

Table with 2 columns and 5 rows listing chaperones: 1. Michael Slack (parent/mentor), 2. Jeff and Jessie Berger (parents), 3. Amber Asmus (parent), 4. Darla Westvig (parent), 5. Ruth Chastain (parent), 6. Troy and Connie Stegora (parent), 7. Jody Henning (parent), 8. Ben Lauderbaugh (chaperone/mentor), 9. Derek Holman, 10.

Mode of Transportation undetermined (Vision was originally scheduled, but cannot due to insurance; we are in process of securing transportation after a late notice of the insurance issue.)

Accommodations AmericInn by Wyndham La Crosse Riverfront Conference Center, 1835 Rose St, La Crosse, WI 54603

Insurance Arrangements

Requesting Teacher/AD Signature Miranda Forgey Date 3/7/2023

Approved by Building Principal Date 3/8/23

Approved by Superintendent Date 3/8/23

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)
Riverside Church	Personal care items valued at \$123.99	Students in need
Big Lake Spud Fest	\$6,000.00	Early Childhood programming
Big Lake Girls Basketball Booster	\$841.59	Charter bus to Willmar game
Big Lake Fast Break Club	\$300.00	Boys basketball semifinals stream fee
Big Lake Spud Fest	\$3,000.00	Girls Soccer
Big Lake Fast Break Club	\$2,231.50	2 nd half boys basketball coaching
Sam Olson	\$30.00	Angel Fund
Jenna Eng	\$70.00	District Hornet Hospitality Rooms
Amber Wilfahrt	\$60.00	Angel Fund
Lori Andreen	\$100.00	Angel Fund
Deb Terlinden	\$150.00	District Hornet Hospitality Rooms
Bill Hannay	\$90.00	District Hornet Hospitality Rooms
Molly Schroeder	\$250.00	Angel Fund
Mary Carlin	\$35.00	Angel Fund
Kristi McAlpin	\$300.00	\$200.00 District Hornet Hospitality Rooms; \$100.00 Angel Fund
Brian Blackman	\$135.00	District Hornet Hospitality Rooms
Alex Baker	\$90.00	District Hornet Hospitality Rooms

Brenda Hill	\$130.00	District Hornet Hospitality Rooms
Josh Smith	\$80.00	District Hornet Hospitality Rooms

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted on March 23, 2023.

School Board Financial Report

March 23rd, 2023

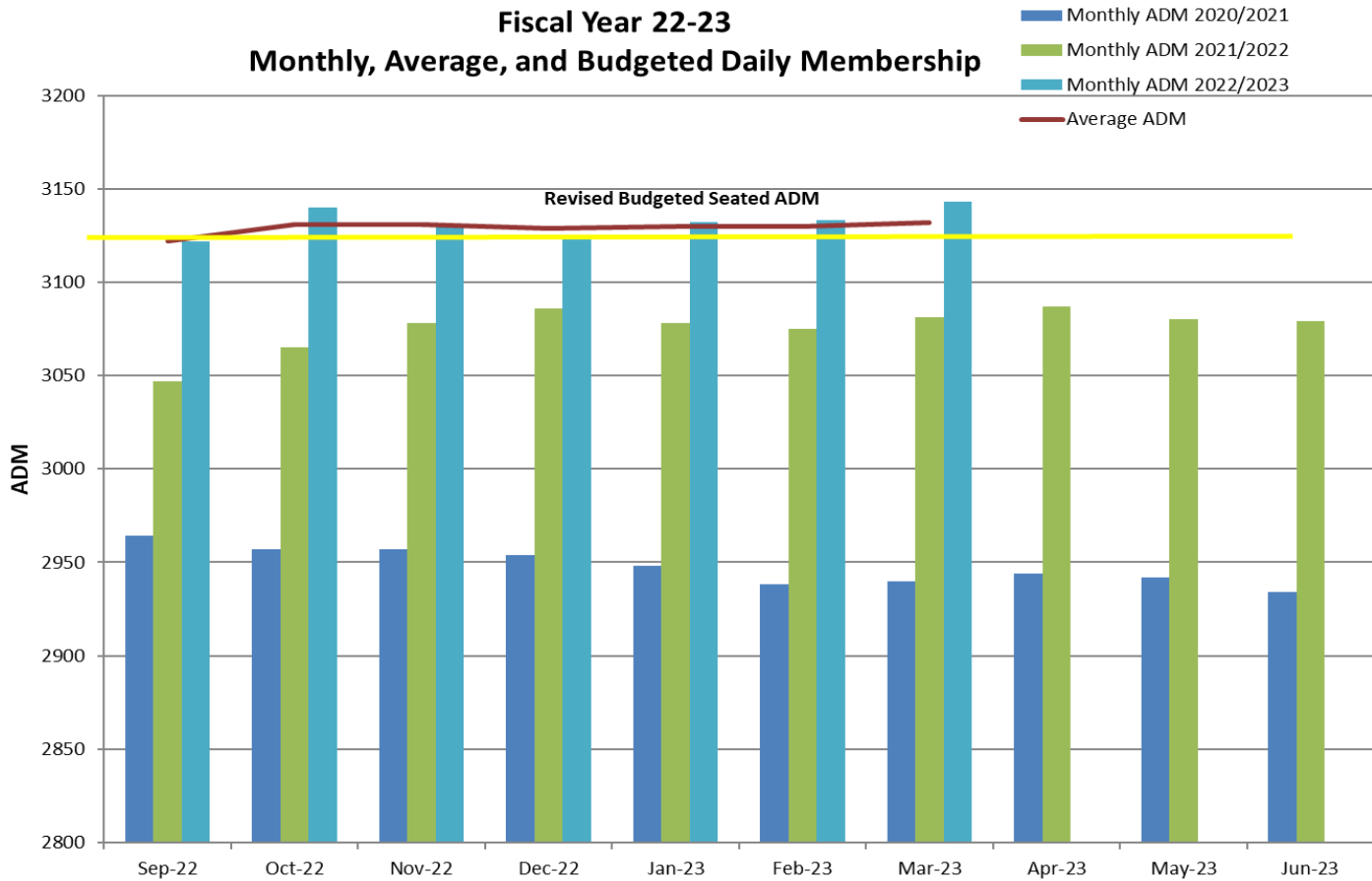
Presented by Angie Manuel, Director of Business Services

Enrollment Update

- Increase of 10 ADM's from Feb 1st to March 1st
 - In-person elementary and 6-12 Big Lake Online
 - 5 students open enrolled to 6-12 Big Lake Online
- Average ADM as of March 1st: 3,132
 - Average ADM above enrollment budget by 6 ADM's

ADM=Average Daily Membership

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



Financial Update

Food Service Budget Update

- Revenues increased \$149,043
 - Supply Chain Assistance Funds \$87,339
 - Chartwells reimbursement for equipment \$40,000
 - Remaining increase of \$21,704 – slight increase in meal sales & reimbursements from budget, despite losing 6 days of service due to e-learning and snow days

Financial Update

Food Service Budget Update

- Expenditures increased \$ 269,743
 - POS system software upgrade & tech device replacement: \$25,500
 - Equipment replacement: \$185,000
 - Independence dish machine, combi oven, and kettle steamer combo
 - High School milk coolers
 - Remaining increase of \$59,243 – increased costs due to inflationary environment

Financial Update

Food Service Fund Balance: \$548,964

Decrease of \$120,700

“SFAs must limit net cash resources in the nonprofit school food service account to no more than the SFA’s average expenditures for three months.”

Equipment Replacement Plan

5 year replacement plan

Middle School serving line equipment next in priority

Other Food Service Updates

- Summer Food Program will be offered beginning in June
 - Location will be Middle School due to construction at Independence
 - Breakfast and lunch meals are free
- Universal free meals legislation passed and signed by Governor
 - Effective for school year 2023-2024
 - Free meals do not include ala carte items and second meals

ISD #377 2022-2023 Revised Budget

March 2023

	Audited 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	\$ 133,946	\$ 346,639	\$ 348,232	\$ (1,593)	\$ -	\$ 132,353
Operating Capital	\$ 758,930	\$ 779,589	\$ 1,291,165	\$ (511,576)	\$ -	\$ 247,354
Capital Projects Levy	\$ 521,817	\$ 606,298	\$ 615,509	\$ (9,211)	\$ -	\$ 512,606
Staff Development	\$ 125,534	\$ 489,362	\$ 512,715	\$ (23,353)	\$ -	\$ 102,181
Basic Skills	\$ 30,157	\$ 466,282	\$ 496,898	\$ (30,616)	\$ -	\$ (459)
Third Party/Medical Assistance	\$ 260,211	\$ 50,000	\$ 105,034	\$ (55,034)	\$ -	\$ 205,177
Area Learning Center (ALC)	\$ 30,462	\$ 409,317	\$ 335,418	\$ 73,899	\$ -	\$ 104,361
Scholarships	\$ 24,750	\$ 12,000	\$ 12,000	\$ -	\$ -	\$ 24,750
Student Activities	\$ 22,993	\$ 9,500	\$ 1,650	\$ 7,850	\$ -	\$ 30,843
Committed for Severance	\$ 937,026	\$ -	\$ 34,098	\$ (34,098)	\$ -	\$ 902,928
Committed for Liberty Shelter	\$ 29,120	\$ -	\$ 29,120	\$ (29,120)	\$ -	\$ -
Assigned for Q Comp	\$ 92,169	\$ 786,663	\$ 856,269	\$ (69,606)	\$ -	\$ 22,563
Assigned for Athletics and Activities	\$ 246,912	\$ 1,091,506	\$ 1,154,690	\$ (63,184)	\$ -	\$ 183,728
Assigned for Building Level Activities	\$ 143,735	\$ 23,667	\$ 39,563	\$ (15,896)	\$ -	\$ 127,839
Other Assigned Fund Balances	\$ 640,117	\$ 11,454	\$ 407,333	\$ (395,879)	\$ -	\$ 244,238
Nonspendable for Prepaid Items	\$ 60,752	\$ -	\$ -	\$ -	\$ -	\$ 60,752
Unassigned Fund Balance	\$ 7,883,262	\$ 35,067,403	\$ 37,029,642	\$ (1,962,239)	\$ -	\$ 5,921,023
Subtotal	\$ 11,941,893	\$ 40,149,680	\$ 43,269,336	\$ (3,119,656)	\$ -	\$ 8,822,237
Food Service:						
Restricted						
Nonspendable for Inventory	\$ 670,342	\$ 2,102,874	\$ 2,224,252	\$ (121,378)	\$ -	\$ 548,964
	\$ 35,392	\$ -	\$ -	\$ -	\$ -	\$ 35,392
Subtotal	\$ 705,734	\$ 2,102,874	\$ 2,224,252	\$ (121,378)	\$ -	\$ 584,356
Community Service:						
Restricted -						
Community Education	\$ 814,484	\$ 2,161,076	\$ 2,099,551	\$ 61,525	\$ -	\$ 876,009
ECFE	\$ 125,032	\$ 268,759	\$ 299,908	\$ (31,149)	\$ -	\$ 93,883
School Readiness	\$ (31,078)	\$ 384,487	\$ 478,151	\$ (93,664)	\$ -	\$ (124,742)
Preschool Screening	\$ 4,167	\$ 18,800	\$ 23,040	\$ (4,240)	\$ -	\$ (73)
Subtotal	\$ 912,605	\$ 2,833,122	\$ 2,900,650	\$ (67,528)	\$ -	\$ 845,077
Building Construction Fund						
Restricted -						
Long-Term Facilities Maintenance	\$ 1,106,865	\$ 3,500	\$ 432,163	\$ (428,663)	\$ -	\$ 678,202
Referendum Projects	\$ 26,483,468	\$ 100,000	\$ 9,066,303	\$ (8,966,303)	\$ -	\$ 17,517,165
	\$ 27,590,333	\$ 103,500	\$ 9,498,466	\$ (9,394,966)	\$ -	\$ 18,195,367
Debt Service - Restricted	\$ 1,582,724	\$ 5,847,313	\$ 6,049,549	\$ (202,236)	\$ -	\$ 1,380,488
OPEB Irrevocable Trust Fund	\$ 1,394,029	\$ 20,000	\$ 279,643	\$ (259,643)	\$ -	\$ 1,134,386
Total	\$ 44,127,318	\$ 51,056,489	\$ 64,221,896	\$ (13,165,407)	\$ -	\$ 30,961,911

Legislative Update

Universal Free Meals Impact to Compensatory Revenue

Compensatory Revenue History:

2019-2020: \$476,139 (Oct 1st, 2018) Full pay meals

2020-2021: \$575,206 (Oct 1st, 2019) Full pay meals

2021-2022: \$323,247 (Oct 1st, 2020) Free meals due to pandemic

2022-2023: \$395,717 (Oct 1st, 2021) Free meals due to pandemic

2023-2024: \$1,581,782 (Oct. 1st, 2022) MDE Medicaid pilot project

Universal meals bill signed into law Friday

“The bill to provide universal free meals became law Friday, March 17. Last Tuesday, the Senate passed the bill, which included language to hold compensatory pupil counts at the FY24 level for one year, on a bipartisan vote of 38-26. The House quickly agreed to the Senate changes, repassed the bill, and sent it to the Governor for his signature.”

School Board Action

Approve financial report and food service budget revisions

ISD #727 2022-2023 Revised Budget

March 2023

	Audited 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	\$ 133,946	\$ 346,639	\$ 348,232	\$ (1,593)	\$ -	\$ 132,353
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Staff Development	\$ 125,534	\$ 489,362	\$ 512,715	\$ (23,353)	\$ -	\$ 102,181
Basic Skills	\$ 30,157	\$ 466,282	\$ 496,898	\$ (30,616)	\$ -	\$ (459)
Third Party/Medical Assistance	\$ 260,211	\$ 50,000	\$ 105,034	\$ (55,034)	\$ -	\$ 205,177
Area Learning Center (ALC)	\$ 30,462	\$ 409,317	\$ 335,418	\$ 73,899	\$ -	\$ 104,361
Scholarships	\$ 24,750	\$ 12,000	\$ 12,000	\$ -	\$ -	\$ 24,750
Student Activities	\$ 22,993	\$ 9,500	\$ 1,650	\$ 7,850	\$ -	\$ 30,843
Committed for Severance	\$ 937,026	\$ -	\$ 34,098	\$ (34,098)	\$ -	\$ 902,928
Committed for Liberty Shelter	\$ 29,120	\$ -	\$ 29,120	\$ (29,120)	\$ -	\$ -
Assigned for Q Comp	\$ 92,169	\$ 786,663	\$ 856,269	\$ (69,606)	\$ -	\$ 22,563
Assigned for Athletics and Activities	\$ 246,912	\$ 1,091,506	\$ 1,154,690	\$ (63,184)	\$ -	\$ 183,728
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Other Assigned Fund Balances	\$ 640,117	\$ 11,454	\$ 407,333	\$ (395,879)	\$ -	\$ 244,238
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Subtotal	\$ 11,941,893	\$ 40,149,680	\$ 43,269,336	\$ (3,119,656)	\$ -	\$ 8,822,237
Food Service:						
Restricted						
Restricted	\$ 670,342	\$ 2,102,874	\$ 2,224,252	\$ (121,378)	\$ -	\$ 548,964
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Subtotal	\$ 705,734	\$ 2,102,874	\$ 2,224,252	\$ (121,378)	\$ -	\$ 584,356
Community Service:						
Restricted -						
Community Education	\$ 814,484	\$ 2,161,076	\$ 2,099,551	\$ 61,525	\$ -	\$ 876,009
ECFE	\$ 125,032	\$ 268,759	\$ 299,908	\$ (31,149)	\$ -	\$ 93,883
School Readiness	\$ (31,078)	\$ 384,487	\$ 478,151	\$ (93,664)	\$ -	\$ (124,742)
Preschool Screening	\$ 4,167	\$ 18,800	\$ 23,040	\$ (4,240)	\$ -	\$ (73)
Subtotal	\$ 912,605	\$ 2,833,122	\$ 2,900,650	\$ (67,528)	\$ -	\$ 845,077
Building Construction Fund						
Restricted -						
Long-Term Facilities Maintenance	\$ 1,106,865	\$ 3,500	\$ 432,163	\$ (428,663)	\$ -	\$ 678,202
Referendum Projects	\$ 26,483,468	\$ 100,000	\$ 9,066,303	\$ (8,966,303)	\$ -	\$ 17,517,165
	\$ 27,590,333	\$ 103,500	\$ 9,498,466	\$ (9,394,966)	\$ -	\$ 18,195,367
Debt Service - Restricted	\$ 1,582,724	\$ 5,847,313	\$ 6,049,549	\$ (202,236)	\$ -	\$ 1,380,488
OPEB Irrevocable Trust Fund	\$ 1,394,029	\$ 20,000	\$ 279,643	\$ (259,643)	\$ -	\$ 1,134,386
Total	\$ 44,127,318	\$ 51,056,489	\$ 64,221,896	\$ (13,165,407)	\$ -	\$ 30,961,911

SUMMARY OF YTD 21-22 BUDGET ADJUSTMENTS

**Denotes Specific School Board Approval*

GENERAL FUND:

REVENUE:

	AMOUNT		DATE
Original Budget	\$39,516,107	*	Jun-22
-Increase general education aid for pupil unit increase	\$280,521	*	Nov-22
-Increase various state aid budgets per new aid entitlement reports	\$17,864	*	Nov-22
-Adjust tax levy for revised estimate of delinquency rate	\$25,844	*	Nov-22
-Title grant revisions based on actual entitlements	\$18,395	*	Nov-22
-Adjust federal grant revenue budgets based on revised estimates	\$97,961	*	Jan-23
-Establish budgets for 22-23 insurance recovery revenue from 21-22 claims	\$105,475	*	Jan-23
-Establish budgets for donations and fundraising revenue	\$96,832	*	Jan-23
-Adjusted literacy aid estimate for updated state entitlement	(\$9,319)	*	Jan-23

NET CURRENT REVENUE BUDGET

\$40,149,680

GENERAL FUND:

EXPENSE:

	AMOUNT		DATE
Original Budget	\$42,563,135	*	Jun-22
-Increase expenditure budget for Assigned Fund Balance projects	\$57,465	*	Nov-22
-Decrease various tuition expenditure budgets for revised estimates	(\$44,000)	*	Nov-22
-Reinstate capital expenditure budgets for delayed projects	\$168,878	*	Nov-22
-Increase insurance expenditure budgets for building values & cybersecurity insurance	\$26,561	*	Nov-22
-Staffing budget revision #1-actual health insur costs, actual wage costs for new hires, contract settlement	(\$68,646)	*	Nov-22
-Title grant revisions based on revised cost estimates	\$120	*	Nov-22
-Increase transportation budget for added single route and additional SPED/C&T/Homeless routes	\$199,989	*	Nov-22
-Adjust federal grant expenses based on revised estimates	\$107,606	*	Jan-23
-Establish budgets for 22-23 insurance costs from 21-22 claims	\$121,536	*	Jan-23
-Establish budgets for donations and fundraising expenses	\$103,939	*	Jan-23
-Staffing budget revision #2 for changes in insurance costs due to open enrollment	\$22,858	*	Jan-23
-Transportation budget estimate updated for e-learning days and increase in special services routes	\$9,895	*	Jan-23

NET CURRENT EXPENSE BUDGET

\$43,269,336

SUMMARY OF YTD 21-22 BUDGET ADJUSTMENTS

**Denotes Specific School Board Approval*

FOOD SERVICE FUND:

REVENUE:

Original Budget	\$1,953,831	*	Jun-22
-Mid-year revenue budget revision: update for avg meal counts and SCA funds	\$109,043		
- Adjust budget for Chartwells reimbursement of equipment	\$40,000		

NET CURRENT REVENUE BUDGET

\$2,102,874

EXPENSE:

Original Budget	\$1,953,831	*	Jun-22
-Staffing budget revision #1	\$678	*	Nov-22
-Mid-year budget revision; update for current inflationary environment affecting food, milk, & supplies; update for 22-23 equipment purchases based on equipment replacement plan; update for POS software conversion and POS tech devices	\$269,743		

NET CURRENT EXPENSE BUDGET

\$2,224,252

COMMUNITY SERVICE FUND:

REVENUE:

Original Budget	\$2,103,199	*	Jun-22
-Incr Kid's Club revenue for increased enrollment and DHS grant dollars	\$440,000	*	Nov-22
-Increase Recreation revenue budgets	\$1,500	*	Nov-22
-Increase Hive Time revenue for added section and DHS grant dollars	\$162,000	*	Nov-22
-Adjust federal grant revenue budgets based on revised estimates	\$69,423	*	Jan-23
-Updated Kid's Club and Hive Time revenue estimates	\$57,000	*	Jan-23

NET CURRENT REVENUE BUDGET

\$2,833,122

EXPENSE:

Original Budget	\$2,344,949	*	Jun-22
-Incr various program staffing and professional services budgets for increased participation	\$585,988	*	Nov-22
-Adjust federal grant expenses based on revised estimates	\$20,310	*	Jan-23
-Adjusted various staffing costs based on revised estimates	(\$50,597)	*	Jan-23

NET CURRENT EXPENSE BUDGET

\$2,900,650

AMOUNT	DATE
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BUILDING CONSTRUCTION FUND

REVENUE:

Original Budget	\$103,500	*	Jun-22
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NET CURRENT REVENUE BUDGET

\$103,500

EXPENSE:

Original Budget	\$9,498,466	*	Jun-22
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NET CURRENT EXPENSE BUDGET

\$9,498,466

SUMMARY OF YTD 21-22 BUDGET ADJUSTMENTS

**Denotes Specific School Board Approval*

	AMOUNT	DATE
DEBT SERVICE FUND		
REVENUE:		
Original Budget	\$5,833,601	* Jun-22
-Adjust tax levy for revised estimate of delinquency rate	\$13,712	* Nov-22
NET CURRENT REVENUE BUDGET	<u>\$5,847,313</u>	
EXPENSE:		
Original Budget	\$6,049,549	* Jun-22
NET CURRENT EXPENSE BUDGET	<u>\$6,049,549</u>	
	AMOUNT	DATE
OPEB Irrevocable Trust Fund		
REVENUE:		
Original Budget	20,000	* Jun-22
NET CURRENT REVENUE BUDGET	<u>20,000</u>	
EXPENSE:		
Original Budget	\$279,643	* Jun-22
NET CURRENT EXPENSE BUDGET	<u>\$279,643</u>	

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 | In compliance |
| 3) | Final UFARS data to MDE by November 30, 2022 | In compliance |
| 4) | The 2021/2022 audit (electronic copy) received at MDE by December 31st, 2022 | In compliance |
| 5) | Board members having received training in financial matters per statute | In compliance |

FISCAL HEALTH - INCOME STATEMENT PARAMETERS

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

	REVENUE				EXPENDITURES		
	Budget	Actual \$ YTD	<i>(Calculated)</i> Actual % YTD		Budget	Actual \$ YTD	<i>(Calculated)</i> Actual % YTD
General Fund (01,05,11 &12)	\$ 40,149,680	\$ 18,107,490	45%	\$ 43,269,336	\$ 23,039,455	53%	
Food Service (02)	\$ 2,102,874	\$ 1,142,997	54%	\$ 2,224,252	\$ 1,053,881	47% <i>See Note 1</i>	
Community Service (04)	\$ 2,833,122	\$ 1,771,642	63%	\$ 2,900,650	\$ 1,841,387	63%	
Building Construction (06)	\$ 103,500	\$ 195,746	189%	\$ 9,498,466	\$ 5,049,743	53%	
Debt Service (07)	\$ 5,847,313	\$ 448,667	8%	\$ 6,049,549	\$ 6,049,725	100%	
OPEB Irrevocable Trust Fund (45)	\$ 20,000	\$ 22,507	113%	\$ 279,643	\$ 17,759	6%	

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

	Original	Revised
Budgeted Seated ADM	3090	3126
Tuition ADM	82	82
Budgeted ADM	3172	3208

NOTES

1. See budget revisions for food service fund.

CASH REPORT FOR SCHOOL BOARD

BIG LAKE PUBLIC SCHOOLS

Independent School District # 727

for month: Feb 2023

101 - CASH ACCOUNTS					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$ 2,982,232	\$ 4,462,963	\$ (4,468,370)		\$ 2,976,825
Food Service	(\$2,025,688)	80,052	(174,255)		(\$2,119,891)
Community Service	(\$815,886)	224,456	(285,336)		(\$876,766)
Building Fund	\$0	307,991	(307,991)		\$0
Debt Service	\$444,937	-	(4,400)		\$440,537
Project fund- HVAC (Fund 15)	(\$14,753)	14,753	(48,650)		(\$48,650)
Custodial Fund (Fund 18)	\$1,661	-	(84)		\$1,577
OPEB Trust Fund	(\$17,358)	-	(235)		(\$17,593)
TOTAL PER BOOKS	555,145	5,090,215.00	(\$5,289,321)	\$0	356,039
				General Checking Account	\$356,039
				TOTAL PER BANK	\$356,039

102 - PETTY CASH ACCOUNT					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$1,597	-	(\$80)	-	\$1,517
				Petty Cash Checking Account	\$1,517
				TOTAL PER BANK	\$1,517

104 - INVESTMENT ACCOUNTS					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	(\$3,184,906)	\$ 3,862,775	\$ (4,637,467)		(\$3,959,598)
General Fd Operating Investments	\$12,947,017	510,301	(500,000)		\$12,957,318
Food Service	\$2,821,384	102,593	-		\$2,923,977
Community Service	\$2,014,099	10,184	-		\$2,024,283
Debt Service	\$803,207	6,864	-		\$810,071
Facility Maintenance Invest. 2020A (Fd 07)	\$0	-	-		\$0
Facility Maintenance Invest. 2020A (Fd 15)	\$8,127	(8,127)	-		\$0
Facility Maintenance Invest. 2021A (Fd 07)	\$50,775	-	-		\$50,775
Facility Maintenance Invest. 2021A (Fd 15)	\$1,019,012	3,707	(6,626)		\$1,016,093
Facilities Investments 2022A (Fd 06)	\$21,982,757	26,517	(310,330)		\$21,698,944
OPEB Trust Fund	\$865,090	740	(17)		\$865,813
OPEB Trust Equities	\$564,234	-	(13,907)		\$550,327
TOTAL PER BOOKS	\$39,890,796	\$4,515,554	(\$5,468,347)	\$0	\$38,938,003
				MN Trust	\$1,798,733
				Operating Investments	\$12,957,318
				Refunding Bond Investments	\$0
				Building Fund Investments	\$22,765,812
				OPEB Trust	\$1,416,140
				TOTAL PER BANK	\$38,938,003

CASH AND INVESTMENT BALANCE SUMMARY BY FUND					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	\$ 12,745,940	\$ 8,836,039	\$ (9,605,917)	\$ -	\$ 11,976,062
Food Service	\$795,696	182,645	(174,255)	-	\$804,086
Community Service	\$1,198,213	234,640	(285,336)	-	\$1,147,517
Debt Service	1,298,919	6,864	(4,400)	-	1,301,383
Project Fund HVAC- Fund 15	\$1,012,386	10,333	(55,276)	-	\$967,443
Custodial Fund (Fund 18)	\$1,661	-	(84)	-	\$1,577
Bond Account Investments (fund 06)	\$21,982,757	\$334,508	(\$618,321)	\$0	\$21,698,944
OPEB Trust Fund	\$847,732	740	(252)	-	\$848,220
OPEB Trust Equities	\$564,234	-	(13,907)	-	\$550,327
TOTAL PER BOOKS	40,447,538	\$9,605,769	(\$10,757,748)	\$0	39,295,559
				Cash	\$356,039
				Petty Cash	\$1,517
		42		Investments	\$38,938,003
				TOTAL PER BANK	\$39,295,559

WIRE TRANSFER SUMMARY
Big Lake Public Schools
Independent School District #727
February 28, 2023

DATE	FROM	TO	AMOUNT	PURPOSE
2/1/2023	Old National-Checking	SSI MN TRANCHE 2 LLC	\$ 1,862.67	Solar Contract
2/1/2023	Old National-Checking	Heartland Pmt System	\$ 2,998.43	Nutri Kids Credit Card Fees
2/1/2023	MN Trust-PMA BONDS	Old National-Checking	\$ 6,626.06	Bond Draw 2021A
2/1/2023	Old National-Checking	USS MINNESOTA ONE MT	\$ 7,471.48	Solar Contract
2/1/2023	MN Trust-PMA BONDS	Old National-Checking	\$ 8,126.82	Bond Draw 2020A
2/1/2023	Old National-Checking	BLEM	\$ 8,754.33	Teacher Unions Dues
2/1/2023	Benefit Resource BRI	Old National-Checking	\$ 14,295.77	Cobra Payment
2/2/2023	MN Trust-PMA	Old National-Checking	\$ 1,800,000.00	Payroll and Payroll AP
2/3/2023	Old National-Checking	Neopost	\$ 250.00	DO Postage
2/3/2023	CC Choices ACH	Old National-Checking	\$ 1,949.00	Pathway I
2/7/2023	Old National-Checking	Further	\$ 3,925.71	Flex Claim Pymts
2/7/2023	Old National-Checking	Further	\$ 24,750.28	H.S.A Contributions
2/7/2023	Old National-Checking	Delta Dental	\$ 29,670.12	Dental Insurance
2/7/2023	Old National-Checking	EBC	\$ 62,501.59	403b & 457 contributions
2/8/2023	Old National-Checking	Bankcard Service	\$ 4,324.55	ELEYO Credit Card Fees
2/8/2023	Old National-Checking	BLEM	\$ 8,754.33	Teacher Unions Dues
2/9/2023	Old National-Checking	Neopost	\$ 200.00	DO Postage
2/9/2023	Old National-Checking	ELEYOmonthlysoft	\$ 1,275.00	ELEYO User Fees
2/10/2023	Old National-Checking	Transfirst/TSYS	\$ 441.18	Affinity Credit Card fees
2/14/2023	Old National-Checking	Further	\$ 7,508.52	Flex Claim Pymts
2/16/2023	MN Trust-PMA	Old National-Checking	\$ 1,330,000.00	Payroll and Payroll AP
2/17/2023	Old National-Checking	Old National Bank	\$ 78.72	Old National Service Charge
2/17/2023	CC Choices ACH	Old National-Checking	\$ 2,040.00	Pathway I
2/17/2023	Old National-Checking	Vision Transportation	\$ 260,795.86	Transportation billing
2/21/2023	Old National-Checking	FleetCor	\$ 651.95	Kwik Trip Billing
2/22/2023	Old National-Checking	Further	\$ 376.50	Further Fee
2/22/2023	Old National-Checking	Amazon	\$ 541.62	Invoice Payments
2/22/2023	Old National-Checking	Further	\$ 4,615.20	Flex Claim Pymts
2/22/2023	Old National-Checking	BLEM	\$ 8,754.33	Teacher Unions Dues
2/22/2023	Old National-Checking	EBC	\$ 62,156.15	403b & 457 contributions
2/23/2023	Old National-Checking	Neopost	\$ 201.00	DO Postage
2/23/2023	MN Trust-PMA	Old National-Checking	\$ 500,000.00	Payroll and Payroll AP
2/24/2023	Old National-Checking	CIGNA	\$ 10,360.91	Life & LTD Insurance
2/24/2023	Old National-Checking	Further	\$ 24,107.52	H.S.A Contributions
2/24/2023	MN Trust-PMA BONDS	Old National-Checking	\$ 307,991.32	Bond Draw 2022A
2/27/2023	Old National-Checking	Neopost	\$ 201.00	DO Postage
2/27/2023	Old National-Checking	Windstream	\$ 1,419.00	Windstream billing
2/28/2023	Old National-Checking	Bremer Bank	\$ 186.20	ACH Charge
2/28/2023	Old National-Checking	Further	\$ 2,046.89	Flex Claim Pymts
2/28/2023	Benefit Resource BRI	Old National-Checking	\$ 14,196.81	Cobra Payment

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

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

Member _____ introduced the following resolution and moved its adoption:

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

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

1. The School Board of Cooperative School District 966 has approved a long-term facility maintenance program budget for its facilities for the 2024-2025 school year in the amount of \$167,000.00 of which District No. 727's proportionate share is \$16,496.26. The various components of this program budget are attached as Exhibit A hereto and are incorporated herein by reference. Said budget is hereby approved. (Exhibit A)
2. Minnesota Statutes, Section 123B.53, Subdivision 1, as amended, provides that if a cooperative school district's long-term facility maintenance budget is approved by the school boards of each of the cooperative school district's member school districts, each member district may include its proportionate share of the costs of the cooperative school district program in its long-term facility maintenance revenue application.
3. The proportionate share of the costs of the cooperative school district's long-term facility maintenance program for each member school district to be included in its application shall be determined by multiplying the total cost of the cooperative school district long-term facility maintenance program times a three-year weighted average adjusted pupil unit's formula. The long-term facility maintenance costs shall be funded through annual levy instead of issuing bonds. The inclusion of this proportionate share in the district's long-term facility maintenance revenue application for fiscal year 2024 is hereby approved, subject to approval by the Commissioner of Education.
4. Upon receipt of the proportionate share of long-term facility maintenance revenue attributable to the cooperative school district program, the district shall promptly pay to the cooperative school district the applicable aid or levy proceeds.

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

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

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

WITNESS MY HAND officially as such Clerk this _____ day of _____, 2023.

Clerk

School District No. 727

WTC LTFM Project List

		FY2023		FY2024		FY2025	
Finance Code	Category (1)						
347	Physical Hazards	\$500	Personal Protective Equipment	\$1,000	Personal Protective Equipment	\$1,000	Machine Guarding / Shop PPE
349	Other Hazardous Materials	\$0		\$0		\$0	
352	Environ. Health and Safety Management	\$6,000	IEA Management Fees	\$4,500	IEA Management Fees	\$4,500	IEA Management Fees
358	Asbestos Removal and Encapsulation	\$0	NA	\$0	NA	\$0	NA
363	Fire Safety	\$3,500	Alarm, Sprinkler & Extinguisher Testing	\$5,000	Alarm, Sprinkler & Extinguisher Testing	\$4,000	Alarm, Sprinkler & Extinguisher Testing
366	Indoor Air Quality	\$0	NA	\$0	NA	\$0	NA
		\$10,000		\$10,500		\$9,500	
368	Building Envelope	\$0		\$2,000	Cosmo exterior door replacement	\$0	
369	Building Hardware and Equipment	\$6,000	Maintenance shed door replacement and auto lift repairs	\$1,000	Garage door opener replacements (2)	\$2,000	PA System Upgrade
370	Electrical	\$55,000	Main Switchgear Panel Replacement	\$8,000	Miscellaneous electrical work	\$8,000	Miscellaneous electrical work
379	Interior Surfaces	\$5,000	Flooring & painting	\$10,000	Flooring & painting	\$15,000	Flooring & painting
380	Mechanical Systems	\$5,000	HVAC preventative maintenance	\$6,000	HVAC preventative maintenance	\$38,000	HVAC Temp Zone Controls / HVAC PM
381	Plumbing	\$2,000	Miscellaneous plumbing repairs	\$5,000	Miscellaneous plumbing repairs	\$5,000	Miscellaneous plumbing repairs
382	Professional Services and Salary	\$0		\$16,000	In-house salary for work performed on deferred capital and maintenance projects	\$16,000	In-house salary for work performed on deferred capital and maintenance projects
383	Roof Systems	\$1,000	Miscellaneous roofing repairs	\$2,000	Miscellaneous roofing repairs	\$3,000	Miscellaneous roofing repairs
384	Site Projects	\$5,000	Concrete replacement/repairs	\$10,000	Concrete replacement/repairs	\$20,000	Asphalt repairs
		\$79,000		\$60,000		\$107,000	
	Pay as You Go Projects	\$90,154		\$87,342		\$89,610	
	Bond Project	\$78,846		\$79,658		\$77,390	
	Total LTFM from Member Districts	\$169,000		\$167,000		\$167,000	

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACTS OF PROBATIONARY CERTIFIED STAFF

WHEREAS, _____ is a probationary certified staff employed by Independent School District No. 727, Big Lake, MN,

THEREFORE, BE IT RESOLVED, by the School Board of Independent School District No. 727, that pursuant to Minnesota Statutes § 122A.40, Subdivision 5, that the teaching contract of _____ is a probationary certified staff in Independent School District No. 727, is hereby terminated effective at the close of the current 2022 – 2023 school year.

BE IT FURTHER RESOLVED that written notice be sent to _____, regarding termination and non-renewal of his contract as provided by law, and that said notice shall be in substantially the following form:

Dear :

You are hereby notified that at a meeting of the School Board of Independent School District No. 727 held on March 23, 2023, a resolution was adopted by majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2023-2024 school year. Said action of the School Board is taken pursuant to M.S. 122A.40 and in accordance with Section 12.1 of the Master Contract.

You may officially request that the School Board give its reasons for the non-renewal of your teaching contract. Such request is to be made in writing to the Human Resources Manager.

Yours very truly,

SCHOOL BOARD OF INDEPENDENT
SCHOOL DISTRICT NO. 727

By _____
Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by

_____ and upon vote being taken thereon, the following
voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Probationary Non- Renewal List 22/23:

Rebecca Brown
Michaela Duncan
Andrew Milford
Heather Olson
Kristy Shaw



Policy 511
Adopted: 5.24.10
Revised: 5.28.15
Reviewed: 4.6.15
Revised: 8.24.17
Revised: 2.22.18

STUDENT FUNDRAISING

I. PURPOSE

The purpose of this policy is to address student fundraising efforts.

II. GENERAL STATEMENT OF POLICY

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.

III. RESPONSIBILITY

- A. The building administrators shall be responsible for developing recommendations to the superintendent that will result in a level of activity deemed acceptable by employees, parents, and students. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees, or the school.
- B. All fundraising activities must be approved, in advance, by the administration. Participation in nonapproved activities shall be considered a violation of school district policy.
- C. The superintendent shall be responsible for providing coordination of student fundraising throughout the school district as deemed appropriate.
- D. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization, and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
- E. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner.

IV. ANNUAL REPORT

The superintendent shall report to the school board, at least annually, on the nature and scope of student fundraising activities approved pursuant to this policy.

Legal References: Minn. Stat. § 120A.20 (Admission to Public School)
Minn. Stat. § 123B.09, Subd. 8 (Boards of Independent School Districts)
Minn. Stat. § 123B.36 (Authorized Fees)

Cross References: MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 713 (Student Activity Accounting)

External Fundraising

~~All school sponsored activities or events where funds are being raised by the sale of products or services to the public, must be approved by the school board before the activity or event is scheduled.~~

Internal Fundraising

~~The Superintendent will inform the school board of activities or events where funds are raised solely within the schools.~~

~~Fundraising events that are held on a recurring basis (once per year, quarterly, etc.) shall be approved each year by the School Board.~~

~~Fundraising forms and regulations shall be available in each district building.~~

~~**Rationale:** The School Board recognizes a desire and a need for fundraising to support district programs and student activities. The frequency and number of fundraising events will be monitored to control and prevent excessive demands on employees, students and the general public.~~

ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET

I. PURPOSE

~~Rationale:~~ The purpose of this policy is to establish lines of authority and procedures for the establishment of the school district's revenue and expenditure budgets.

II. GENERAL STATEMENT OF POLICY

~~Big Lake Schools will~~ The policy of the school district is to establish its revenue and expenditure budgets in accordance with the applicable provisions of law. Budget planning is an integral part of program planning so that the annual budget will effectively express and implement school board goals and the priorities of the school district.

III. REQUIREMENT

A. ~~Prior to January 31 of each year,~~ The superintendent or such other school official as designated by the superintendent or the school board shall each year prepare a preliminary revenue and expenditure ~~forecast~~ budgets for review by the school board or its designated committee or committees. The preliminary ~~forecast~~ budgets shall be accompanied by such written ~~rationale~~ commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the ~~forecast~~ projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure ~~forecast~~ budget as necessary to carry out the ~~school district's mission and vision~~ education program within the revenues projected.

~~Upon review of the forecast, the superintendent or such other school official as designated by the superintendent shall prepare budget parameters, which support the assumptions outlined in the revenue and expenditure forecast. Such budget parameters shall be approved by the school board by January 31 of each year.~~

~~Subsequent to the approval of the budget parameters, the superintendent or such other school official as designated by the superintendent shall inform the school board of budget options and initiatives (budget plan) to support the district's vision and mission for the following school year. The budget plan will be reviewed with the School Board by April 31, or earlier when possible, each year. Administration will prepare the line item revenue and expenditure budget in accordance with the budget plan.~~

B. The school district must maintain separate accounts to identify revenues and expenditures for each building. Expenditures shall be reported in compliance with Minnesota Statutes section 123B.76.

C. Prior to July 1 of each year, the school board shall approve and adopt its ~~line item~~ initial revenue and expenditure budgets for the next school year. The ~~adopted expenditure~~ budget and assumptions will be presented in summary form with line item revenues and expenditures being available upon request. The ~~adopted expenditure~~ budget document shall be considered the school board's expenditure authorization for that school year. ~~Generally,~~ No funds may be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. ~~Administration may preorder budgeted items for the following school year in order to take advantage of purchasing discounts.~~

D. Each year, the school district shall publish its adopted revenue and expenditure budgets for

the current year, the actual revenues, expenditures, and fund balances for the prior year, and the projected fund balances for the current year in the form prescribed by the **Minnesota Commissioner of Education** within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. **A statement shall be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent.** A summary of this information and the address of the school district's official website where the information can be found must be published in a newspaper of general circulation in the school district. At the same time as this publication, the school district shall publish the other information required by Minnesota Statutes section 123B.10.

- E. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year.
- F. The school district must also post the materials specified in Paragraph III.D. above on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

IV. IMPLEMENTATION

- A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but maintains the ultimate responsibility for this function.
- B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).
- C. The superintendent or the superintendent's designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.
- D. Supplies and capital equipment can be ordered prior to budget adoption only **by authority after communication of** with the school board. ~~or as identified in the budget plan.~~ If additional personnel are provided in the proposed budget, actual hiring may not occur until the ~~budget staffing plan~~ is ~~adopted unless otherwise~~ approved by the school board ~~as indicated in the budget plan.~~ Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically ~~approved by~~ communicated to the school board.
- E. The school district shall make such reports to the **Minnesota Commissioner of Education** as required relating to initial allocations of revenue, reallocations of revenue, and expenditures of funds.

~~**Rationale:** The purpose of this policy is to establish lines of authority and procedures for the establishment of the school district's revenue and expenditure budgets.~~

Legal References: Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirements)

Cross References: MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)

MODIFICATION OF SCHOOL DISTRICT BUDGET

I. PURPOSE

The purpose of this policy is to establish procedures for the modification of the school district's adopted revenue and expenditure budgets.

II. GENERAL STATEMENT OF POLICY

~~Big Lake Schools will~~ The policy of this school district is to modify its revenue and expenditure budgets in accordance with the applicable provisions of law.

III. REQUIREMENT

- A. The school district's adopted expenditure budget shall be considered the school board's expenditure authorization for that school year.
- ~~B. Except for certain hiring exceptions, if sufficient funds are not included in the expenditure budget in a particular fund to allow the proposed expenditure, funds for this purpose may not be expended from that fund prior to the adoption of an expenditure budget amendment by the school board to authorize that expenditure for that school year. When additional hiring is needed that is time sensitive, including but not limited to, additional teachers to lower class sizes or a hard to find licensure area, the Superintendent may initiate the hiring process and then communicate the rationale for the hiring with the School Board. Generally, an amended expenditure shall not exceed the projected revenues available for that purpose in that fund. However, if necessary, the school board shall also make necessary revisions in the expenditure budget if it appears that expenditures would otherwise exceed revenues and fund balances in a fund. If revisions or modifications in the adopted expenditure budget are determined to be advisable by the administration, the superintendent or designee shall recommend the proposed changes to the school board. The proposed changes shall be accompanied by sufficient and appropriate background information on the revenue and policy issues involved to allow the school board to make an informed decision. A school board member may also propose modifications on that board member's own motion, provided, however, the school board member is encouraged to review the proposed modifications with the superintendent prior to their being proposed so that the administration may prepare necessary background materials for the school board prior to its consideration of those proposed modifications.~~
- C. If sufficient funds are not included in the expenditure budget in a particular fund to allow the proposed expenditure, funds for this purpose may not be expended from that fund prior to the adoption of an expenditure budget amendment by the school board to authorize that expenditure for that school year. ~~Generally, An~~ amended expenditure shall not exceed the projected revenues available for that purpose in that fund. ~~However, if necessary, the school board shall also make necessary revisions in the expenditure budget if it appears that expenditures would otherwise exceed revenues and fund balances in a fund.~~
- D. The school district's revenue budget shall be amended from time to time during a fiscal year to reflect updated or revised revenue estimates. The superintendent ~~or designee or such other school official as designated by the superintendent~~ shall make recommendations to the school board for appropriate revisions. ~~If necessary, the school board shall also make necessary revisions in the expenditure budget if it appears that expenditures would otherwise exceed revenues and fund balances in a fund.~~

~~E.—Amendments and modifications that increase or decrease an individual fund’s revenues and expenditures require school board approval. Budgeted line item transfers that do not increase or decrease an individual fund’s revenues and expenditures do not require school board approval.~~

~~III.—PURPOSE~~

~~This policy is to establish procedures for the modification of the school district’s adopted revenue and expenditure budgets.~~

Legal References: Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)

Cross References: MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)

DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF ~~CAPITAL FIXED~~ ASSETS AND ~~CAPITAL A FIXED~~ ASSET ACCOUNTING SYSTEM

I. PURPOSE

~~Rationale:~~ The purpose of this policy is to provide for the development and maintenance of an inventory of the ~~capital fixed~~ assets of the school district and the establishment and maintenance of a ~~capital fixed~~ asset accounting system.

II. GENERAL STATEMENT OF PROCEDURE

The ~~intent of Big Lake Schools~~ policy of the school district is that a ~~capital fixed~~ asset accounting system and an inventory of ~~capital fixed~~ assets be developed and maintained. ~~This policy defines dollar thresholds and descriptions for categories of capital assets for all departments of the district.~~

III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

The ~~Director of Business Services~~ superintendent or such other school official as designated by the superintendent or the school board shall be responsible for the development and maintenance of an inventory of the ~~capital fixed~~ assets of the school district and for the establishment and maintenance of a formal ~~capital fixed~~ asset accounting system. ~~The Director of Business Services may delegate certain responsibilities and procedures to the District Accountant.~~ The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS) ~~and Government Accounting Standards Board Statement No. 34 (GASB 34).~~ In addition, the inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district.

IV. REPORT

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board.

~~V. DEFINITIONS~~

~~Capital assets include land, land improvements, buildings, building improvements, construction in progress, machinery and equipment, vehicles, easements, works of art and historical treasures acquired by the District for use in providing services to the public. A capital asset is to be reported and depreciated in government-wide financial statements, in accordance with the provisions of GASB 34.~~

~~VI. ACCOUNTING~~

~~A. Inventory Record. The District shall maintain an inventory of all capital assets. The Finance Department is responsible for the maintenance of the capital asset inventory system. Each inventory record shall include, when possible, description, year of acquisition, method of~~

acquisition (e.g. purchase, donation), cost or estimated cost, salvage value, estimated useful life, location, serial # (if applicable), tag #, and program code.

- ~~B. Capital Asset Additions. Capital asset additions shall be recorded in accordance with generally accepted government accounting standards. Assets shall be capitalized using a threshold of \$3,000 or more per single item and having a useful life of more than one year. Capital assets are recorded at historical cost, which includes all costs necessary to place the asset in service. Donated capital assets will be recorded at estimated market value at time of donation.~~
- ~~C. Depreciable Lives. In determining the useful life of an asset, the district uses the guidelines listed below, as recommended by ASBO (Association of School Business Officials) GASB 34 Implementation Recommendations:~~

Asset Class	Estimated Useful Life (Years)
Athletic Equipment	10
Audio Visual Equipment (as of 6-30-17)	10
Media Equipment (as of 7-1-17)	5
Building Construction-Interior	25
Business Equipment	10
Communication Equipment	10
Computer Hardware	5
Copy Machines	5
Admin Software Short Term	10
Admin Software Long Term	20
Instruction Software Short Term	5
Instruction Software Long Term	10
Custodial Equipment	15
Electrical	30
Outdoor Equipment or Storage Buildings	20
Fire System/Sprinklers	25
Furniture & Accessories	20
Grounds Equipment	15
HVAC Systems	20
Instructional Equipment	10
Kitchen Equipment	15
Land	Non-depreciable
Machine & Tools	15
Musical Instruments	10
Plumbing	30
Roofing	20
School Buildings	50
Science & Engineering Equipment	10
Site Improvements	20
Vehicles	8

- ~~D. Depreciation Method. Big Lake Schools will depreciate all classes of capital assets based on the straight-line depreciation method. The basis of the asset is written off evenly over the useful life of the asset.~~
- ~~E. Capital Asset Disposals. Capital asset disposals shall be accounted for using an “Equipment Disposal/Transfer Form” as developed by the Finance Department. Employees of the school~~

~~district shall complete this form if district-owned equipment is sold, transferred, or disposed of in any way.~~

~~VII. MAINTENANCE~~

~~The capital asset database is to be maintained and updated annually and upon receipt of any new equipment or capital asset disposal forms. The Finance Department will maintain the capital asset database using finance software as approved by the Minnesota Department of Education. To assist in the validity of the capital asset database, each classroom, office or department will complete an annual verification of all capital assets in their respective areas and report any discrepancies to the Finance Department.~~

~~**Rationale:** This policy is to provide for the development and maintenance of an inventory of the capital assets of the school district and the establishment and maintenance of a capital asset accounting system.~~

~~**Legal References:** Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.51 (Schoolhouse and Sites; Uses for School and Nonschool Purposes; Closings)~~

~~**Cross References:** MSBA/MASA Model Policy 702 (Accounting)~~

STUDENT ACTIVITY ACCOUNTING

I. PURPOSE

~~**Rationale:**~~ The school board recognizes the need to provide alternative paths to learning, skill development for its students, and activities for student enjoyment. It also understands its commitment to and obligation for assuring maximum accountability for public funds and student activity funds. For these reasons, the school board will assume control over and/or oversee funds for student activities as set forth in this policy.

II. GENERAL STATEMENT OF POLICY

A. Curricular and Co-curricular Activities

The school board shall take charge of, control over, and account for all student activity funds that relate to curricular and co-curricular activities.

B. Extracurricular Activities

The school board shall take charge of and control over all student activity accounting that relates to extracurricular activities.

C. Non-Student Activities

In overseeing student activity accounts under this policy, the school board shall not maintain or account for funds generated by non-students including, but not limited to, convenience funds of staff members, booster club funds, parent-teacher organization or association funds, or funds donated to the school district for specified purposes other than student activities.

III. DEFINITIONS

A. Co-curricular Activity

A “co-curricular activity” means those portions of the school-sponsored and directed activities designed to provide opportunities for students to participate in such experiences on an individual basis or in groups, at school and at public events, for improvement of skills (i.e., interscholastic sports, band, etc.). Co-curricular activities are not offered for school credit, cannot be counted toward graduation, and have *one or more* of the following characteristics:

- 1) They are conducted at regular and uniform times during school hours, or at times established by school authorities;
- 2) They are directed or supervised by instructional staff in a learning environment similar to that found in courses offered for credit; and
- 3) They are partially, primarily, or totally funded by public moneys for general instructional purposes under direction and control of the school board.

B. Curricular Activity

A “curricular activity” means those portions of the school program for which credit is granted, whether the activity is part of a required or elective program.

C. Extracurricular (Non-curricular/Supplementary) Activity

An “extracurricular (non-curricular/supplementary) activity” means all direct and personal services for students for their enjoyment that are managed and

operated under the guidance of an adult or staff member. Extracurricular activities have *all* of the following characteristics:

- 1) They are not offered for school credit nor required for graduation;
- 2) They generally are conducted outside school hours or, if partly during school hours, at times agreed by the participants and approved by school authorities;
- 3) The content of the activities is determined primarily by the student participants under the guidance of a staff member or other adult.

D. Public Purpose Expenditure

A “public purpose expenditure” is one which benefits the community as a whole, is directly related to the functions of the school district, and does not have as its primary objective the benefit of private interest.

IV. MANAGEMENT AND CONTROL OF ACTIVITY FUNDS

A. Curricular and Co-curricular Activities

- 1) All money received on account of co-curricular activities shall be turned over to the finance department, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
- 2) The finance department shall account for all revenues and expenditures related to curricular and co-curricular activities in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS) and school district policies and procedures

B. Extracurricular Activities

- 1) Any and all costs of extracurricular activities may be provided from school revenues.
- 2) All money received or expended for extracurricular activities shall be recorded in the same manner as other revenues and expenditures of the school district and shall be turned over to the finance department, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
- 3) The finance department shall account for all revenues and expenditures related to extracurricular activities in accordance with UFARS and school district policies and procedures.
- 4) All student activity funds will be collected and expended:
 - a. in compliance with school district policies and procedures;
 - b. under the general direction of the principal and with the participation of students and faculty members who are responsible for generating the revenue;
 - c. in a manner which does not produce a deficit or an unreasonably large accumulation of money to a particular student activity fund;
 - d. for activities which directly benefit the majority of those students making the contributions in the year the contributions were made whenever possible; and
 - e. in a manner which meets a public purpose.
- 5) Activity accounts of a graduated class will be terminated prior to the start of the school year following graduation. Any residual money from a graduating class activity fund will remain in the general fund and may be

used for any school district purpose. Prior to depositing such accounts, all donations or gifts accepted for the specific purpose of the student activity account shall be administered in accordance with the terms of the gift or donation and school district policy.

V. DEMONSTRATION OF ACCOUNTABILITY

A. Annual External Audit

The school board shall direct its independent certified public accountants to audit, examine, and report upon student activity accounts as part of its annual school district audit in accordance with state law.

B. Fundraiser Report

The report will list the organization, type of fundraisers, timing, and purpose and will be presented to the school board monthly.

~~***Rationale:** The school board recognizes the need to provide alternative paths to learning, skill development for its students, and activities for student enjoyment. It also understands its commitment to and obligation for assuring maximum accountability for public funds and student activity funds. For these reasons, the school board will assume control over and/or oversee funds for student activities as set forth in this policy.*~~

Legal References:

- Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Districts)
- Minn. Stat. § 123B.09 (Boards of Independent School Districts)
- Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)
- Minn. Stat. § 123B.35 (General Policy)
- Minn. Stat. § 123B.36 (Authorized Fees)
- Minn. Stat. § 123B.37 (Prohibited Fees)
- Minn. Stat. § 123B.38 (Hearing)
- Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
- Minn. Stat. § 123B.52 (Contracts)
- Minn. Stat. § 123B.76 (Expenditures; Reporting)
- Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)
- Minn. Rules Part 3500.1050 (Definitions for Pupil Fees)
- Visina v. Freeman*, 252 Minn. 177, 89 N.W.2d 635 (1958)
- Minn. Op. Atty. Gen. 159a-16 (May 10, 1966)

Cross References:

- Uniform Financial Accounting and Reporting Standards (UFARS)
- MSBA/MASA Model Policy 510 (School Activities)
- MSBA/MASA Model Policy 511 (Student Fundraising)
- MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
- MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
- MSBA/MASA Model Policy 702 (Accounting)
- MSBA/MASA Model Policy 703 (Annual Audit)

MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)
MSBA/MASA Model Policy 706 (Acceptance of Gifts)

PUBLIC DATA REQUESTS

I. PURPOSE

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

II. GENERAL STATEMENT OF POLICY

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13 (MGDPA), and Minnesota Rules parts 1205.0100-1205.2000 in responding to requests for public data.

III. DEFINITIONS

A. Confidential Data on Individuals

Data made not public by statute or federal law applicable to the data and are inaccessible to the individual subject of those data.

B. Data on Individuals

All government data in which any individual is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and the data are not accessed by the name or other identifying data of any individual

C. Data Practices Compliance Officer

The data practices compliance official is the designated employee of the school district to whom persons may direct questions or concerns regarding problems in obtaining access to data or other practices problems. The responsible authority may be the data practices compliance official.

D. Government Data

All data collected, created, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use
~~“Government data” means all recorded information that the school district has, including paper, email, flash drives, CDs, DVDs, photographs, etc.~~

E. Individual

“Individual” means a natural person. In the case of a minor or an incapacitated person as defined in Minnesota Statutes section 524.5-102, subdivision 6, "individual" includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority shall withhold data from parents or guardians, or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor pursuant to Policy 515 and/or legal council.

F. Inspection

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

G. Not Public Data

Any government data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic

H. Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data: (a) not accessible to the public; and (b) accessible to the subject, if any, of the data

I. Private Data on Individuals

Data made by statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of those data

J. Protected Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data (a) not public and (b) not accessible to the subject of the data

K. Public Data

All government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential

~~“Public data” means all government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential.~~

L. Public Data Not on Individuals

Data accessible to the public pursuant to Minnesota Statutes section 13.03

M. Public Data on Individuals

Data accessible to the public in accordance with the provisions of section 13.03

N. Responsible Authority

~~“Responsible authority” means~~ The individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

O. Summary Data

~~“Summary data” means~~ Statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable. **Unless classified pursuant to Minnesota Statutes section 13.06, another statute, or federal law, summary data is public.**

IV. REQUESTS FOR PUBLIC DATA

A. All requests for public data must be made in writing directed to the responsible authority.

1) A request for public data must include the following information:

- a. Date the request is made;
- b. A clear description of the data requested;
- c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
- d. Method to contact the requestor (such as phone number, address, or email address).

2) ~~Unless specifically authorized by statute, the school district may not require persons to identify themselves, state a reason for, or justify a request to gain access to public government data. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data. A requestor is not required to explain the reason for the data request.~~

3) The identity of the requestor is public, if provided, but cannot be required by the government entity.

4) The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.

- B. The responsible authority will respond to a data request at reasonable times and places as follows:
- 1) The responsible authority will notify the requestor in writing as follows:
 - a. The requested data does not exist; or
 - b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
 - i. If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.
 - ii. Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
 - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.
 - 2) The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
 - 3) The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
 - 4) The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
 - 5) The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

V. REQUEST FOR SUMMARY DATA

- A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.
A request for the preparation of summary data must include the following information:
- 1) Date the request is made;
 - 2) A clear description of the data requested;
 - 3) Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - 4) Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
- 1) The estimated costs of preparing the summary data, if any; and
 - 2) The summary data requested; or
 - 3) A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
 - 4) A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

VI. DATA BY AN INDIVIDUAL DATA SUBJECT

- A.** Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals shall be limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.
- B.** Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes section 13.05, subdivision 4.
- C.** Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.
- D.** After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.
- E.** The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.
- F.** The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.
- G.** An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
- H.** The determination of the responsible authority may be appealed pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the commissioner shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the commissioner may refer the matter to mediation. Following these efforts, the commissioner shall dismiss the appeal or issue the order and notice of hearing.
- I.** Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes section 138.17.
- J.** After completing, correcting, or destroying successfully challenged data, the school district may retain a copy of the commissioner of administration's order issued under Minnesota

Statutes chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

VII. REQUESTS FOR DATA BY AN INDIVIDUAL SUBJECT OF THE DATA

- A. All requests for individual subject data must be made in writing directed to the responsible authority.
- B. A request for individual subject data must include the following information:
 - 1. Statement that one is making a request as a data subject for data about the individual or about a student for whom the individual is the parent or guardian;
 - 2. Date the request is made;
 - 3. A clear description of the data requested;
 - 4. Proof that the individual is the data subject or the data subject's parent or guardian;
 - 5. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - 6. Method to contact the requestor (such as phone number, address, or email address).
- C. The identity of the requestor of private data is private.
- D. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- E. Policy 515 (Protection and Privacy of Pupil Records) addresses requests of students or their parents for educational records and data

VIII. COSTS

A. Public Data

- 1) The school district will charge for copies provided as follows:
 - a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.
 - b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.
 - i. The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
 - ii. Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.
- 2) All charges must be paid for in cash in advance of receiving the copies.

B. Summary Data

- 1) Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
- 2) The school district may assess costs associated with the preparation of summary data as follows:
 - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
 - b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

C. Data Belonging to an Individual Subject

- 1) The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

The responsible authority shall not charge the data subject any fee in those instances where the data subject only desires to view private data.

The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies. Based on the factors set forth in Minnesota Rule 1205.0300, subpart 4, the school district determines that a reasonable fee would be the charges set forth in section VIII.A of this policy that apply to requests for data by the public.

- 2) The school district may not charge a fee to search for or to retrieve educational records of a child with a disability by the child's parent or guardian or by the child upon the child reaching the age of majority.

IX. ANNUAL REVIEW AND POSTING

- A. The responsible authority shall prepare a written data access policy and a written policy for the rights of data subjects (including specific procedures the school district uses for access by the data subject to public or private data on individuals). The responsible authority shall update the policies no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.
- B. Copies of the policies shall be easily available to the public by distributing free copies to the public or by posting the policies in a conspicuous place within the school district that is easily accessible to the public or by posting them on the school district's website.

Responsible Authority:

Tim Truebenbach
501 Minnesota Ave, Big Lake MN 55309
763-262-2536 t.truebenbach@biglakeschools.org

Data Practices Compliance Official:

Data Practices Designee(s):

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.01 (Government Data)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.025 (Government Entity Obligation)
Minn. Stat. § 13.03 (Access to Government Data)
Minn. Stat. § 13.04 (Rights of Subjects to Data)
Minn. Stat. § 13.05 (Duties of Responsible Authority)
Minn. Stat. § 13.32 (Educational Data)
Minn. Rules Part 1205.0300 (Access to Public Data)
Minn. Rules Part 1205.0400 (Access to Private Data)

Cross References: MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

INDEPENDENT SCHOOL DISTRICT NO. ____
PUBLIC DATA REQUEST FORM

TO BE COMPLETED BY THE REQUESTOR

REQUESTOR NAME (NOT REQUIRED):	PHONE NUMBER:*
ADDRESS:*	EMAIL ADDRESS:*
DATE OF REQUEST:	
DESCRIPTION OF THE INFORMATION REQUESTED: (attach additional page if necessary)	
MANNER IN WHICH RESPONSIVE DATA IS TO BE PROVIDED:	
INSPECTION ONLY _____ COPIES ONLY** _____ BOTH INSPECTION AND COPIES _____ **	
**Inspection is free, but there is a charge for copies. Payment must be received before copies will be provided.	

FOR OFFICE USE ONLY

DATE REQUEST RECEIVED:	REQUEST RECEIVED BY:
DATE OF RESPONSE:	RESPONSE PROVIDED BY:

* Requestor's name is optional. However, contact information is necessary to mail/email the data. Also, contact information is needed if the school district does not understand the request. We will not work on such a request until clarified.

DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

I. PURPOSE

~~Rationale:~~ The purpose of this ~~procedure~~ policy is to provide guidelines for the superintendent to assist ~~District personnel~~ in timely disposition of obsolete equipment and material.

II. GENERAL STATEMENT OF POLICY

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsoleted equipment and material.

III. DEFINITIONS

- A. "Contract" means an agreement entered into by the school district for the sale of supplies, materials, or equipment.
- B. "Official newspaper" is a regular issue of a qualified legal newspaper.

IV. MANNER OF DISPOSITION

A. Authorization

The superintendent or designee shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this ~~document~~ policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent or designee shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

B. Contracts Over \$175,000

- 1) If the ~~aggregate~~ value of the equipment or materials is estimated to exceed \$175,000, sealed bids shall be solicited by two weeks' published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the superintendent or designee shall deem necessary.
- 2) The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.
- 3) A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.
- 4) In the case of identical high bids from two or more bidders, the superintendent or designee may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the superintendent or designee may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price

paid does not fall below the original bid. If no satisfactory bid is received, the superintendent or designee may re-advertise.

- 5) All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.
- 6) Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After competition of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until re-solicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.

C. Contracts From \$25,000 to \$175,000

If the ~~aggregate~~ amount of the sale (~~contract~~) is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.

D. Contracts \$25,000 of Less

If the ~~aggregate~~ amount of sale (~~contract~~) is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, at the discretion of the superintendent or designee. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.

E. Electronic Sale of Surplus Supplies, Materials, and Equipment

Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.

F. Notice of Quotation

Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.

G. Sales to Employees

No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted

notice. A school district employee may purchase no more than one motor vehicle from the school district ~~in at any 12-month period~~ **one auction**. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.

H. Exceptions for Surplus School Computers

- 1) A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment, **including a tablet device**, by conveying the property and title to:
 - a. Another school district;
 - b. The state department of corrections;
 - c. The board of trustees of Minnesota State Colleges and Universities;
 - d. The family of a student residing in the district whose total family income meets the federal definition of poverty; or
 - e. **A charitable organization under section 501(c)(3) of the Internal Revenue code that is registered with the attorney general's office for educational use.**
- 2) **If surplus school computers are not disposed of as described in Paragraph 1., upon adoption of a written resolution of the school board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the school board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-price meals and then dispose of the remaining computers or tablets by lottery**

~~**Note: The provisions of this administrative procedure substantially reflect statutory requirements.**~~

~~**Rationale: This procedure is to provide guidelines for District personnel in timely disposition of obsolete equipment and material.**~~

Legal References: Minn. Stat. § 13.591 (Business Data)
Minn. Stat. § 15.054 (Sale or Purchase of State Property; Penalty)
Minn. Stat. § 123B.29 (Sale at Auction)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 645.11 (Published Notice)

Cross References: MSBA School Law Bulletin "F" (School District Contract and Bidding Procedures)



SCHOOL DISTRICT MISSION STATEMENT

I. PURPOSE

The purpose of this policy is to establish a clear statement of the purpose for which the school district exists.

II. GENERAL STATEMENT OF POLICY

The school board believes that a mission statement should be adopted. The mission statement should be based on the beliefs and values of the community, should direct any change effort, and should be the basis on which decisions are made. The school board, on behalf of and with extensive participation by the community, should develop a consensus among its members regarding the nature of the enterprise the school board governs, the purposes it serves, the constituencies it should consider, including student representation, and the results it intends to produce.

III. MISSION STATEMENT

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

IV. REVIEW

The school board will review the school district's mission every two years, especially when members of the board change. The school board will conduct a comprehensive review of the mission, including the beliefs and values of the community, every five to seven years.

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

Cross References: None



SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON

I. PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

II. GENERAL STATEMENT OF POLICY

A. Lockers and Personal Possessions Within a Locker

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. Desks

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

C. Personal Possessions and Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

D. A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions.

III. DEFINITIONS

A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.

B. "Personal possessions" includes, but is not limited to, purses, backpacks, book bags, packages, and clothing.

C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.

- D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

IV. PROCEDURES

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.
- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

IV. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

V. SEIZURE OF CONTRABAND

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

VI. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

Legal References: U. S. Const., amend. IV
Minn. Const., art. I, § 10
Minn. Stat. § 121A.72 (School Locker Policy)
New Jersey v. T.L.O., 469 U.S. 325 (1985)
G.C. v. Owensboro Public Schools, 711 F.3d 623 (6th Cir. 2013)

Cross References: MSBA/MASA Model Policy 417 (Chemical Use and Abuse)

MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 506 (Student Discipline)

SCHOOL ACTIVITIES

I. PURPOSE

The purpose of this policy is to impart to students, employees, and the community the school district's policy related to the student activity program.

II. GENERAL STATEMENT OF POLICY

School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental and emotional well-being. They are of secondary importance in relationship to the formal instructional program; however, they complement the instructional program in providing students with additional opportunities for growth and development.

III. RESPONSIBILITY

- A. The school board expects all students who participate in school-sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.
- B. The school board expects all spectators at school sponsored activities, including parents, employees, and other members of the public, to behave in an appropriate manner at those activities. Students and employees may be subject to discipline and parents and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal or unsportsmanlike behavior at these activities or events.
- C. The superintendent shall be responsible for disseminating information needed to inform students, parents, staff and the community of the opportunities available within the school activity program and the rules of participation.
- D. Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. Those employees who conduct MSHSL activities shall be responsible for familiarizing students and parents with all applicable rules, penalties, and opportunities.
- E. The superintendent shall be responsible for conducting or delegating an annual evaluation of school activity programs and presenting the results and any recommendations to the school board.
- F. The school board will ensure that any funds raised from extracurricular activities will be spent only on extracurricular activities.

Legal References: Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)

Cross References: MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 713 (Student Activity Accounting)

RELIGION

I. PURPOSE

The purpose of this policy is to identify the status of religion as it pertains to the programs of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall neither promote nor disparage any religious belief or nonbelief. Instead, the school district encourages all students and employees to have appreciation for and tolerance of each other's views.
- B. The school district also recognizes that religion has had and is having a significant role in the social, cultural, political, and historical development of civilization.
- C. The school district recognizes that one of its educational objectives is to increase its students' knowledge and appreciation of music, art, drama, and literature which may have had a religious basis or origin as well as a secular importance.
- D. The school district supports the inclusion of religious music, art, drama, and literature in the curriculum and in school activities provided it is intrinsic to the learning experience and is presented in an objective manner without sectarian indoctrination.
- E. The historical and contemporary values and the origin of various religions, holidays, customs, and beliefs may be explained in an unbiased and nonsectarian manner.

III. RESPONSIBILITY

- A. The superintendent shall be responsible for ensuring that the study of religious materials, customs, beliefs, and holidays in the school district is in keeping with the following guidelines:
 1. The proposed activity must have a secular purpose.
 2. The primary objective of the activity must be one that neither advances nor inhibits religion.
 3. The activity must not foster excessive governmental relationships with religion.
 4. Notwithstanding the foregoing guidelines, reasonable efforts will be made to accommodate any student who wishes to be excused from a curricular activity for a religious observance. The school district must provide annual notice to parents of this policy.
- B. The superintendent is granted authority to develop and present for school board review and approval directives and guidelines for the purpose of providing further guidance relative to the teaching of materials related to religion. Approved directives and guidelines shall be attached as an addendum to this policy.

Legal References: U. S. Const., amend. I
Minn. Stat. § 120A.22, Subd. 12(3) (Compulsory Instruction)
Minn. Stat. § 120A.35 (Absence from School for Religious Observance)
Minn. Stat. § 121A.10 (Moment of Silence)
Good News Club v. Milford Central School, 533 U.S. 98 (2001)
Santa Fe Indep. Sch. Dist. v. Doe, 530 U.S. 290 (2000)
Tangipahoa Parish Bd. of Educ. v. Freiler, 530 U.S. 1251 (2000)
Lemon v. Kurtzman, 403 U.S.602, (1971)

Child Evangelism Fellowship v. Minneapolis Special Sch. Dist. No. 1, 690 F.3d 996 (8th Cir. 2012)
Wigg v. Sioux Falls Sch. Dist., 382 F.3d 807 (8th Cir. 2004)
Doe v. School Dist. of City of Norfolk, 340 F.3d 605 (8th Cir. 2003)
Stark v. Independent Sch. Dist. No. 640, 123 F.3d 1068 (8th Cir. 1997)
Florey v. Sioux Falls Sch. Dist. 49-5, 619 F.2d 1311 (8th Cir. 1980)
Roark v. South Iron R-1 Sch. Dist., 573 F.3d 556 (8th Cir. 2009)
Child Evangelism Fellowship v. Elk River Area Sch. Dist. No. 728, 599 F.Supp.2d 1136 (D. Minn. 2009)
LeVake v. Independent Sch. Dist. No. 656, 625 N.W.2d 502 (Minn. App. 2001)
Minn. Op. Atty. Gen. 169-J (Feb. 14, 1968)
Minn. Op. Atty. Gen. 169-K (Oct. 21, 1949)
Minn. Op. Atty. Gen. 63 (1940)
Minn. Op. Atty. Gen. 120 (1924)
Minn. Op. Atty. Gen. 121 (1924)

Cross References: MSBA/MASA Model Policy 801 (Equal Access to School Facilities)



DEVELOPMENT OF PARENT AND FAMILY ENGAGEMENT POLICIES FOR TITLE I PROGRAMS

I. PURPOSE

The purpose of this policy is to encourage and facilitate involvement by parents of students participating in Title I in the educational programs and experiences of students. The policy shall provide the framework for organized, systematic, ongoing, informed, and timely parental involvement in relation to decisions about the Title I services within the school district. The involvement of parents by the school district shall be directed toward both public and private school children whose parents are school district residents or whose children attend school within the boundaries of the school district

II. GENERAL STATEMENT

- A. The policy of the school district is to plan and implement, with meaningful consultation with parents of participating children, programs, activities and procedures for the engagement of parents and families in its Title I programs.
- B. The policy of the school district is to fully comply with 20 United States Code section 6318 which requires the school district to develop jointly with, agree upon with, and distribute to parents of children participating in Title I programs written parent and family engagement policies.

III. DEVELOPMENT OF DISTRICT LEVEL POLICY

The school board will direct the administration to develop jointly with, agree upon with, and distribute to parents and family members of participating children a written parent and family engagement policy that will be incorporated into the school district's Title I plan. The policy will establish the expectations for meaningful parent and family involvement and describe how the school district will:

- A. Involve parents and family members in the joint development of the school district's Title I plan and the development of support and improvement plans;
- B. Provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within the school district in planning and implementing effective parental and family involvement activities to improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;
- C. Coordinate and integrate parent and family engagement strategies with similar strategies, to the extent feasible and appropriate, with other relevant federal, state, and local laws and programs;
- D. Conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of the schools served, including identifying barriers to greater participation by parents in parental involvement activities (with particular attention to, parents who are

economically disadvantaged, disabled, have limited English proficiency, have limited literacy, or who are of a racial or ethnic minority background); the needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and strategies to support successful school and family interactions;

- E. Use the findings of such evaluations to design evidence-based strategies for more effective parental involvement and to revise, if necessary, the district-level and school-level and family engagement policies; and
- F. Involve parents in the activities of the schools, which may include establishing a parent advisory board comprised of a sufficient number and representative group of parents or family members served by the school district to adequately represent the needs of the population served by the school district for the purposes of developing, revising, and reviewing the parent and family engagement policy.

IV. DEVELOPMENT OF SCHOOL LEVEL POLICY

The school board will direct the administration of each school to develop (or amend an existing parental involvement policy) jointly with, and distribute to, parents of participating children a written parent and family engagement policy, agreed upon by such parents and families, that shall describe the means for carrying out the federal requirements of parent and family engagement. Parents shall be notified of the policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.

- A. The policy will describe the means by which each school with a Title I program will:
 - 1) Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I programs, and to explain to parents of participating children the program, its requirements, and their right to be involved;
 - 2) Offer a flexible number of meetings, such as meetings in the morning or evening, and may provide with Title I funds transportation, child care, or home visits, as such services relate to parental involvement;
 - 3) Involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the parental involvement programs, including the planning review, and improvement of the school parent and family engagement policy and the joint development of the school-wide program plan, except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if process includes an adequate representation of parents of participating children;
 - 4) Provide parents of participating children with: timely information about Title I programs; a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of the challenging state academic standards; if requested by parents, opportunities for regular meetings to formulate suggestions, and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible; and

- 5) If the school-wide program plan is not satisfactory to the parents of participating children, submit any parent's comments on the plan when it is submitted to the school district.
- B. As a component of this policy, each school shall jointly develop with parents a school/parent compact that outlines how parents, staff, and students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standards. The compact shall:
- 1) Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to meet state student academic achievement standards;
 - 2) Describe the ways each parent will be responsible for supporting his or her child's learning by volunteering in his or her child's classroom, and participating, as appropriate, in decisions relating to his or her child's education and use of extracurricular time.
 - 3) Address the importance of communication between teachers and parents on an on-going basis through the use of:
 - a. Annual parent-teacher conferences to discuss the compact and the child's achievement;
 - b. Frequent progress reports to the parents; and
 - c. Reasonable access to staff, opportunities to volunteer, participate in the child's class, and observe in the child's classroom.
 - d. Ensuring regular two-way, meaningful communication between family members and school staff and, to the extent practicable, in a language that family members can understand
- C. To ensure effective involvement of parents and to support a partnership among the school, parents, and community to improve student academic achievement, the policy will describe how the school district will:
- 1) Provide assistance to participating parents in understanding such topics as the state's academic content standards and state academic achievement standards, state and local academic assessments, Title I requirements, and how to monitor a child's progress and work with educators to improve the achievement of their children;
 - 2) Provide materials and training to assist parents in working with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement;
 - 3) Educate school staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and school;
 - 4) Coordinate and integrate parental involvement programs and activities with other federal, state, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children to the extent feasible and appropriate;
 - 5) Ensure, to the extent practicable, that information about school and parent meetings, programs, and activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand; and

- 6) Provide such other reasonable support for parental involvement activities as requested by parents.
- D. The policy will also describe the process to be taken if the school district and school choose to:
- 1) Involve parents in the development of training for school staff to improve the effectiveness of such training;
 - 2) Provide necessary literacy training with funds received under Title I programs if all other funding has been exhausted;
 - 3) Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school related meetings and training sessions;
 - 4) Train parents to enhance the involvement of other parents;
 - 5) Arrange meetings at a variety of times or conduct in-home conferences between teachers or other educators, who work directly with participating children, and parents who are unable to attend such conferences at school in order to maximize parental involvement and participation in school-related activities;
 - 6) Adopt and implement model approaches to improving parental involvement;
 - 7) Develop appropriate roles for community-based organizations and business in parental involvement activities; and
 - 8) Establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in Title I programs.
- E. To carry out the requirements of parent-and family engagement, the school district and schools, to the extent practicable, will provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports in a format and to the extent practicable, in a language that is understandable by the parents.
- F. The school district and each school shall inform parents and parent organizations of the existence of family engagement in education programs.

The policies will be updated periodically to meet the changing needs of parents and the school.

Legal References: 20 U.S.C. § 6318 (Parental Involvement)

Cross References: None



Policy 106
Adopted: 10.23.07
Reviewed: 11.3.14
Revised 11.20.14
Reviewed: 2.23.17

DECISION MAKING

Big Lake Schools shall use a disciplined, intentional, and transparent decision making process that provides outcomes aligned with the Strategic Framework informed by assessment and analysis of timely, accurate, relevant, and comprehensive data, information and research.

Rationale: *Big Lake Schools shall operate in a transparent way in providing information about the effectiveness of its program and operation to its internal and external community.*



Policy 107
Adopted: 10.23.07
Reviewed: 10.7.14
Revised: 11.20.14
Reviewed: 2.23.17

MONITORING AND REPORTING

- I. Big Lake Schools will collect data through documented monitoring processes and create reports that contain analysis of results for compliance with the District's policies, progress toward accomplishment of the annual goals, and the achievement of the District Mission and Vision.
- II. Annually report on the planning, goals, accomplishments and challenges of the District in an easily understood format that will effectively communicate the District's results to the community.

Rationale: *Regular reporting on agreed upon goals helps the internal and external community judge the effectiveness of its actions and its schools.*



Policy 108
Adopted: 10.23.07
Reviewed: 10.7.14
Revised: 11.20.14
Reviewed: 2.23.17

COMMUNITY PARTICIPATION IN AND KNOWLEDGE OF SCHOOL ACTIVITIES

Big Lake Schools shall develop and implement processes and procedures that support the community's participation in and knowledge of the educational endeavors and activities designed to further the accomplishment of the annual goals and achievement of the District Mission and Vision.

Rationale: *Big Lake Schools is committed to engagement with its community because of its conviction that the public schools belong in every sense to the people who created them by consent and support them by taxation. The schools are only as strong as the intelligent and informed support of the people of the community.*



Policy 112
Adopted: 11.29.07
Reviewed: 10.7.14
Revised: 11.20.14
Reviewed: 2.23.17

EXPECTATIONS OF SERVICE TO OUR COMMUNITY

Big Lake Schools management practices shall:

- I. Provide control and direction in alignment with Big Lake Schools policies
- II. Develop a culture of administrative responsiveness, and efficiency, in which everyone is valued and respected.

Rationale: *Big Lake Schools is committed to a culture of mutual respect.*



Policy 436
Adopted: 11.29.07
Reviewed: 1.5.15
Revised: 2.26.15
Reviewed: 5.25.17

NON-SCHOOL EMPLOYMENT ACTIVITIES OF DISTRICT 727 PERSONNEL

Big Lake Schools employees shall not engage in any other employment or activities that would make time and/or energy demands which interfere with their effectiveness in performing regularly assigned duties; would compromise the integrity of or embarrass the District; would adversely affect their employment status or professional standing; or, would conflict with assigned duties.

Rationale: *The students of Big Lake Schools, deserve the services of the highest quality provided by a professional staff that are good models for students.*