



**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, April 27, 2023  
6:30 PM  
Middle School Student Center  
601 Minnesota Ave  
Big Lake, MN 55309**

<b>I. Call to Order</b>	
Chair, Tonya Reasoner	
<b>II. Roll Call</b>	
Chair, Tonya Reasoner	
<b>III. Approve Agenda</b>	
Chair, Tonya Reasoner	
<b>IV. Pledge of Allegiance</b>	
Chair, Tonya Reasoner	
<b>V. Retirement Recognition</b>	
Chair, Tonya Reasoner	
David Peterson will be recognized for his 20 years of service.	
<b>VI. Open Forum</b>	<b>3</b>
Chair, Tonya Reasoner	
<b>VII. Consent Agenda</b>	
Chair, Tonya Reasoner	
<b>A. Previous Minutes</b>	
Minutes from the March 23, 2023 Regular Board Meeting , the April 5, 2023 Work Session, and the April 20, 2023 Work Session	
<b>B. Claims and Accounts</b>	<b>4</b>
Claims and Accounts for the month of April	
<b>C. Credit Card Report</b>	<b>19</b>
<b>D. Personnel</b>	<b>24</b>
<b>E. Final Reading and Approval of Policies</b>	<b>25</b>
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	
One Read: 610 Field Trips	
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	
<b>VIII. Donations</b>	<b>43</b>
Chair, Tonya Reasoner	
<b>IX. Robotics Team Presentation</b>	
Coach, Miranda Forgey	
<b>X. Update on Written Recommendations from AIPAC</b>	<b>44</b>
Assistant Director of Student Services, Sonni Buerskin	
<b>XI. School Showcase</b>	<b>53</b>
Principals	
Districtwide PBIS	1
<b>XII. Financial Report</b>	<b>65</b>
Director of Business Services, Angie Manuel	

March report will be presented.	
<b>XIII. Approve 2023-2024 Contract Renewal with Chartwells</b>	<b>84</b>
Director of Business Services, Angie Manuel	
<b>XIV. Staffing Update</b>	<b>92</b>
Director of Business Services, Angie Manuel	
<b>XV. Safety and Security Overview</b>	<b>93</b>
Superintendent, Tim Truebenbach and Buildings and Grounds Manager, TJ Zerwas	
<b>XVI. High School Radon Testing Report</b>	<b>99</b>
Buildings and Grounds Manager, TJ Zerwas	
<b>XVII. First Reading of Policies</b>	<b>125</b>
Superintendent, Tim Truebenbach	
417 Chemical Use and Abuse; 419 Tobacco Free Environment; 515A Form Public Notice; 516 Student Medication; 520 Student Surveys; 520A Form Public Notice; 526 Hazing Prohibition; 560 Memorials for Deceased Students and Staff; 714 Fund Balances; 813 Use of Potassium Iodide, KI, in the Event of a Nuclear Accident	
Remove: 111 Non-School Sponsored Solicitations by Students; 438 Non-School Sponsored Solicitations by Staff Members	
<b>XVIII. Second Reading of Policies</b>	<b>163</b>
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	
<b>XIX. Committee Updates</b>	
A. Finance Committee	
Treasurer, Amber Sixberry	
B. Policy Committee	
Chair, Tonya Reasoner	
C. Buildings and Grounds Committee	
Board Member, Lenette Brown	
<b>XX. Student Representative Report</b>	
Student Representative, Grace John	
<b>XXI. Superintendent Report</b>	
Superintendent, Tim Truebenbach	
<b>XXII. Announce Closed Session for Negotiation Strategies</b>	
Chair, Tonya Reasoner	
<b>XXIII. Adjournment</b>	
Chair, Tonya Reasoner	

**Strategic Plan Focus Areas**

Student Support

Staff Support

Family & Community Engagement



# OPEN FORUM

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

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

**The guidelines for open forum are as follows:**

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

# Big Lake Public Schools, ISD #727

## Payment Reg by Check-No Voids

Payment Date Range: 04/01/2023 - 4/30/2023

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	103241	CH	1 05813	APPLE	04/07/2023	\$1,358.00	152692	E 01 005 630 000 000 555	MAC MINI M2
<b>Check Total:</b>						<b>\$1,358.00</b>			
001	103242	CH	1 13241	BENEFIT RESOURCE LLC	04/07/2023	\$244.00	152663	E 01 005 105 000 000 305	COBRA QUALIFYING EVENT FOR MARC
<b>Check Total:</b>						<b>\$244.00</b>			
001	103243	CH	1 12904	CAPTIVATE MEDIA + CONSULTING	04/07/2023	\$1,250.00	152665	E 01 005 107 000 000 305	50% FINAL PAYMENT FOR INDY VIDEO
<b>Check Total:</b>						<b>\$1,250.00</b>			
001	103244	CH	1 06130	CARD SERVICES	04/07/2023	\$15.98	152679	E 01 201 208 290 000 401	MS
001	103244	CH	1 06130	CARD SERVICES	04/07/2023	\$93.51	152679	E 01 201 208 290 000 401	MS
001	103244	CH	1 06130	CARD SERVICES	04/07/2023	\$49.33	152679	E 01 201 298 950 000 490	MS
001	103244	CH	1 06130	CARD SERVICES	04/07/2023	\$35.88	152679	E 01 300 298 918 000 490	HS
001	103244	CH	1 06130	CARD SERVICES	04/07/2023	\$3.19	152679	E 01 201 250 000 000 430	MS
001	103244	CH	1 06130	CARD SERVICES	04/07/2023	\$30.84	152679	E 01 201 250 000 000 430	MS
001	103244	CH	1 06130	CARD SERVICES	04/07/2023	\$35.11	152679	E 01 201 250 000 000 430	MS
001	103244	CH	1 06130	CARD SERVICES	04/07/2023	\$35.78	152679	E 04 500 580 341 325 490	CE
001	103244	CH	1 06130	CARD SERVICES	04/07/2023	\$95.31	152679	E 01 300 331 000 830 433	HS FACS
001	103244	CH	1 06130	CARD SERVICES	04/07/2023	\$58.84	152679	E 01 300 331 000 830 433	HS FACS
001	103244	CH	1 06130	CARD SERVICES	04/07/2023	\$113.70	152679	E 01 300 331 000 830 433	HS FACS
001	103244	CH	1 06130	CARD SERVICES	04/07/2023	\$35.37	152679	E 01 300 331 000 830 433	HS FACS
001	103244	CH	1 06130	CARD SERVICES	04/07/2023	\$51.69	152679	E 01 300 331 000 830 433	HS FACS
001	103244	CH	1 06130	CARD SERVICES	04/07/2023	\$40.06	152679	E 01 300 331 000 830 433	HS FACS
001	103244	CH	1 06130	CARD SERVICES	04/07/2023	\$141.23	152679	E 01 300 331 000 830 433	HS FACS
001	103244	CH	1 06130	CARD SERVICES	04/07/2023	\$109.15	152679	E 01 300 331 000 830 433	HS FACS
001	103244	CH	1 06130	CARD SERVICES	04/07/2023	\$82.54	152679	E 01 300 331 000 830 433	HS FACS
001	103244	CH	1 06130	CARD SERVICES	04/07/2023	\$16.02	152679	E 01 300 331 000 830 433	HS FACS
001	103244	CH	1 06130	CARD SERVICES	04/07/2023	\$94.89	152679	E 01 300 331 000 830 433	HS FACS
001	103244	CH	1 06130	CARD SERVICES	04/07/2023	\$22.56	152679	E 01 300 331 000 830 433	HS FACS
001	103244	CH	1 06130	CARD SERVICES	04/07/2023	\$76.06	152679	E 01 201 208 290 000 401	MS
001	103244	CH	1 06130	CARD SERVICES	04/07/2023	\$43.52	152679	E 01 201 250 000 000 430	MS
<b>Check Total:</b>						<b>\$1,280.56</b>			
001	103245	CH	1 12302	CREATE AND CONNECT STUDIO	04/07/2023	\$286.00	152690	E 04 500 560 000 321 305	KIDS YOGA
<b>Check Total:</b>						<b>\$286.00</b>			
001	103246	CH	1 13443	CUBING ENRICHMENT OPPORTUNITIE	04/07/2023	\$245.00	152666	E 04 500 560 000 321 305	ONE-DAY RUBIK'S SPEEDSOLVING & ST
<b>Check Total:</b>						<b>\$245.00</b>			

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	103247	CH	1 10215	CULINEX	04/07/2023	\$296.04	152664	E 02 100 770 000 701 530	BLUE HOSE MOVEABLE GAS CONNECT
<b>Check Total:</b>						<b>\$296.04</b>			
001	103248	CH	1 12226	DARRYL WALETZKO	04/07/2023	\$16,507.50	152698	E 01 005 810 000 000 363	MARCH PLOWING
<b>Check Total:</b>						<b>\$16,507.50</b>			
001	103249	CH	1 08417	EDUCATORS BENEFIT CONSULTANTS	04/07/2023	\$400.36	152667	E 01 005 105 000 000 305	403B ADMIN & COMPLIANCE
<b>Check Total:</b>						<b>\$400.36</b>			
001	103250	CH	1 13187	GEORGAKOPOULOS, TESS	04/07/2023	\$25.00	152689	E 04 500 560 080 321 305	INSTANT POT
<b>Check Total:</b>						<b>\$25.00</b>			
001	103251	CH	1 06230	GOPHER STATE ONE-CALL	04/07/2023	\$1.35	152699	E 01 005 810 000 000 350	TICKETS
<b>Check Total:</b>						<b>\$1.35</b>			
001	103252	CH	1 10521	INDIGENOUS REFLECTIONS INC	04/07/2023	\$79.50	152704	E 01 005 790 000 320 430	Every Child Matters Tote Bag
001	103252	CH	1 10521	INDIGENOUS REFLECTIONS INC	04/07/2023	\$15.00	152704	E 01 005 790 000 320 430	Shipping
<b>Check Total:</b>						<b>\$94.50</b>			
001	103253	CH	1 12635	JAKE W LARSON	04/07/2023	\$60.00	152668	E 01 300 259 000 000 350	HS PIANO REPAIRS
<b>Check Total:</b>						<b>\$60.00</b>			
001	103254	CH	1 06556	KOPETKA, FRANK	04/07/2023	\$66.00	152680	E 11 201 296 112 000 305	7TH/8TH GIRLS BASKETBALL OFFICIAL '
<b>Check Total:</b>						<b>\$66.00</b>			
001	103255	CH	1 02161	LAKESHORE LEARNING MATERIALS	04/07/2023	\$27.99	152700	E 12 100 401 000 740 401	DD338 Write & Wipe Thin Line Markers, cl
001	103255	CH	1 02161	LAKESHORE LEARNING MATERIALS	04/07/2023	\$22.99	152700	E 12 100 401 000 740 401	DE190. Reusable Write & Wipe Pockets, se
001	103255	CH	1 02161	LAKESHORE LEARNING MATERIALS	04/07/2023	\$24.99	152700	E 12 100 401 000 740 401	FA844 Magnetic Paper Pockets
001	103255	CH	1 02161	LAKESHORE LEARNING MATERIALS	04/07/2023	\$15.16	152700	E 12 100 401 000 740 401	LL869 Magnetic Write & Wipe Mini Boards
001	103255	CH	1 02161	LAKESHORE LEARNING MATERIALS	04/07/2023	\$19.98	152700	E 12 100 401 000 740 401	LL628 Double Sided Magnetic Write & Wip
001	103255	CH	1 02161	LAKESHORE LEARNING MATERIALS	04/07/2023	\$12.00	152700	E 12 100 401 000 740 401	shipping estimate
001	103255	CH	1 02161	LAKESHORE LEARNING MATERIALS	04/07/2023	\$24.99	152701	E 12 100 407 000 740 433	LM251. Addition Grab & Play Game, gr. 1-:
001	103255	CH	1 02161	LAKESHORE LEARNING MATERIALS	04/07/2023	\$19.99	152701	E 12 100 407 000 740 433	GF706 'Smath
001	103255	CH	1 02161	LAKESHORE LEARNING MATERIALS	04/07/2023	\$115.00	152701	E 12 100 407 000 740 433	GG245X Mastering Phonics Games Librar
001	103255	CH	1 02161	LAKESHORE LEARNING MATERIALS	04/07/2023	\$20.00	152701	E 12 100 407 000 740 433	PP522 Phonics & Word Recognition Folde
001	103255	CH	1 02161	LAKESHORE LEARNING MATERIALS	04/07/2023	\$27.00	152701	E 12 100 407 000 740 433	Freight
<b>Check Total:</b>						<b>\$330.09</b>			
001	103256	CH	1 13130	LMNO DESIGN CO LLC	04/07/2023	\$1,416.00	152669	E 01 300 790 000 699 303	PCN MEDIA CONSULTANT MARCH 2023
001	103256	CH	1 13130	LMNO DESIGN CO LLC	04/07/2023	\$687.80	152670	E 01 300 790 000 699 303	MONTANA SUMMER INSTITUTE TRAVEL
<b>Check Total:</b>						<b>\$2,103.80</b>			

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				Pay/Void							
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
001	103257	CH	1	13178	MIDWEST MACHINERY CO	04/07/2023	\$1,077.21	152671	E 01 005 810 000 000 401	B&G SUPPLIES	
<b>Check Total:</b>								<b>\$1,077.21</b>			
001	103258	CH	1	13029	MONTICELLO COMMUNITY EDUCATIOI	04/07/2023	\$170.00	152673	E 04 500 560 080 321 305	GMEMPHIS & THE MEANTIMES TRIP	
<b>Check Total:</b>								<b>\$170.00</b>			
001	103259	CH	1	13110	MONTICELLO DOG ACADEMY	04/07/2023	\$300.00	152672	E 04 500 560 080 321 305	PUPPY KINDERGARTEN/BASIC DOG OB	
<b>Check Total:</b>								<b>\$300.00</b>			
001	103260	CH	1	13586	REAL OT SOLUTIONS, INC	04/07/2023	\$27.90	152691	E 12 100 407 000 740 433	Size Matters, Student Workbook	
001	103260	CH	1	13586	REAL OT SOLUTIONS, INC	04/07/2023	\$120.00	152691	E 12 100 407 000 740 433	Size Matters, Teacher Manual	
001	103260	CH	1	13586	REAL OT SOLUTIONS, INC	04/07/2023	\$38.45	152691	E 12 100 407 000 740 433	shipping	
<b>Check Total:</b>								<b>\$186.35</b>			
001	103261	CH	1	12091	RPM ATHLETICS, LLC	04/07/2023	\$35.00	152674	E 11 300 296 114 000 401		
001	103261	CH	1	12091	RPM ATHLETICS, LLC	04/07/2023	\$35.00	152674	E 11 300 294 114 000 401		
001	103261	CH	1	12091	RPM ATHLETICS, LLC	04/07/2023	\$35.00	152674	E 11 300 294 114 000 401		
001	103261	CH	1	12091	RPM ATHLETICS, LLC	04/07/2023	\$35.00	152674	E 11 300 296 114 000 401		
001	103261	CH	1	12091	RPM ATHLETICS, LLC	04/07/2023	\$9.50	152674	E 11 300 296 114 000 401		
001	103261	CH	1	12091	RPM ATHLETICS, LLC	04/07/2023	\$9.50	152674	E 11 300 294 114 000 401		
001	103261	CH	1	12091	RPM ATHLETICS, LLC	04/07/2023	\$185.00	152674	E 11 300 296 114 000 401		
001	103261	CH	1	12091	RPM ATHLETICS, LLC	04/07/2023	\$185.00	152674	E 11 300 294 114 000 401		
001	103261	CH	1	12091	RPM ATHLETICS, LLC	04/07/2023	\$9.00	152674	E 11 300 296 114 000 401		
001	103261	CH	1	12091	RPM ATHLETICS, LLC	04/07/2023	\$9.00	152674	E 11 300 294 114 000 401		
001	103261	CH	1	12091	RPM ATHLETICS, LLC	04/07/2023	\$81.00	152674	E 11 300 296 114 000 401		
001	103261	CH	1	12091	RPM ATHLETICS, LLC	04/07/2023	\$81.00	152674	E 11 300 294 114 000 401		
001	103261	CH	1	12091	RPM ATHLETICS, LLC	04/07/2023	\$44.50	152674	E 11 300 296 114 000 401		
001	103261	CH	1	12091	RPM ATHLETICS, LLC	04/07/2023	\$44.50	152674	E 11 300 294 114 000 401		
001	103261	CH	1	12091	RPM ATHLETICS, LLC	04/07/2023	\$54.50	152674	E 11 300 296 114 000 401		
001	103261	CH	1	12091	RPM ATHLETICS, LLC	04/07/2023	\$54.50	152674	E 11 300 294 114 000 401		
001	103261	CH	1	12091	RPM ATHLETICS, LLC	04/07/2023	\$64.50	152674	E 11 300 296 114 000 401		
001	103261	CH	1	12091	RPM ATHLETICS, LLC	04/07/2023	\$64.50	152674	E 11 300 294 114 000 401		
001	103261	CH	1	12091	RPM ATHLETICS, LLC	04/07/2023	\$47.00	152674	E 11 300 296 114 000 401		
001	103261	CH	1	12091	RPM ATHLETICS, LLC	04/07/2023	\$47.00	152674	E 11 300 294 114 000 401		
001	103261	CH	1	12091	RPM ATHLETICS, LLC	04/07/2023	\$37.00	152674	E 11 300 296 114 000 401		
001	103261	CH	1	12091	RPM ATHLETICS, LLC	04/07/2023	\$37.00	152674	E 11 300 294 114 000 401		
001	103261	CH	1	12091	RPM ATHLETICS, LLC	04/07/2023	\$44.50	152674	E 11 300 296 114 000 401		
001	103261	CH	1	12091	RPM ATHLETICS, LLC	04/07/2023	\$44.50	152674	E 11 300 294 114 000 401		

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001	103261	CH	1	12091	RPM ATHLETICS, LLC	04/07/2023	\$22.00	152674	E 11 300 296 114 000 401	
001	103261	CH	1	12091	RPM ATHLETICS, LLC	04/07/2023	\$22.00	152674	E 11 300 294 114 000 401	
001	103261	CH	1	12091	RPM ATHLETICS, LLC	04/07/2023	\$11.00	152674	E 11 300 296 114 000 401	
001	103261	CH	1	12091	RPM ATHLETICS, LLC	04/07/2023	\$11.00	152674	E 11 300 294 114 000 401	
<b>Check Total:</b>							<b>\$1,359.00</b>			
001	103262	CH	1	01187	SCHMITT DIRECTOR CENTER	04/07/2023	\$59.50	152681	E 01 300 258 000 000 430	GMM329 DARKLANDS MARCH
001	103262	CH	1	01187	SCHMITT DIRECTOR CENTER	04/07/2023	\$322.25	152682	E 01 300 258 000 000 430	TPBX Grover Open Tone Temple Block Set
001	103262	CH	1	01187	SCHMITT DIRECTOR CENTER	04/07/2023	\$60.00	152683	E 01 300 258 000 000 430	04000956 ABBA on Broadway (CB)
001	103262	CH	1	01187	SCHMITT DIRECTOR CENTER	04/07/2023	\$60.00	152683	E 01 300 258 000 000 430	04007569 Selections from Encanto
001	103262	CH	1	01187	SCHMITT DIRECTOR CENTER	04/07/2023	\$34.19	152684	E 01 300 258 000 000 430	B13B
001	103262	CH	1	01187	SCHMITT DIRECTOR CENTER	04/07/2023	\$118.00	152685	E 01 300 258 000 000 430	T2PHBRH Grover Tambourine Studio Pro 1
001	103262	CH	1	01187	SCHMITT DIRECTOR CENTER	04/07/2023	\$11.25	152686	E 01 300 258 000 000 430	TR9401 Trophy TR 9401 Flip Folder Windo
001	103262	CH	1	01187	SCHMITT DIRECTOR CENTER	04/07/2023	\$85.00	152686	E 01 300 258 000 000 430	TR9400 Trophy TR9400 5 Pocket Flip Fold
001	103262	CH	1	01187	SCHMITT DIRECTOR CENTER	04/07/2023	\$60.00	152686	E 01 300 258 000 000 430	04007383 Music from LOKI
<b>Check Total:</b>							<b>\$810.19</b>			
001	103263	CH	1	03642	SHERBURNE COUNTY SAFE CHILD	04/07/2023	\$90.00	152677	E 01 300 211 000 000 366	MANDATED REPORTER TRAINING
<b>Check Total:</b>							<b>\$90.00</b>			
001	103264	CH	1	12845	SYSCO-MINNESOTA INC	04/07/2023	\$623.10	152675	E 02 110 770 000 701 490	FS SUPPLIES
001	103264	CH	1	12845	SYSCO-MINNESOTA INC	04/07/2023	\$163.44	152676	E 02 110 770 000 701 490	FS SUPPLIES
<b>Check Total:</b>							<b>\$786.54</b>			
001	103265	CH	1	12433	VARSITY ATHLETIC APPAREL, INC.	04/07/2023	\$129.00	152678	E 11 300 292 000 000 401	Large Service Bar #5187
001	103265	CH	1	12433	VARSITY ATHLETIC APPAREL, INC.	04/07/2023	\$35.00	152678	E 11 300 292 000 000 401	Shipping
<b>Check Total:</b>							<b>\$164.00</b>			
001	103266	CH	1	01240	WRIGHT TECHNICAL CENTER	04/07/2023	\$13,208.67	152702	E 01 300 399 000 000 391	WTC ASSESSMENT APRIL 2023
001	103266	CH	1	01240	WRIGHT TECHNICAL CENTER	04/07/2023	\$2,447.33	152702	E 01 005 850 000 348 335	BUILDING ADDITION 2009 APRIL 2023
001	103266	CH	1	01240	WRIGHT TECHNICAL CENTER	04/07/2023	\$1,439.91	152702	E 05 005 865 000 000 390	LONG TERM FACILITY MAINT APRIL 2023
001	103266	CH	1	01240	WRIGHT TECHNICAL CENTER	04/07/2023	\$2,272.66	152702	E 01 300 399 000 830 391	CTE LEVY APRIL 2023
<b>Check Total:</b>							<b>\$19,368.57</b>			
001	103267	CH	1	01035	CENTRAL MINNESOTA ERDC	04/07/2023	\$525.00	152705	E 01 005 110 000 000 316	4TH QUARTER UFARS/ACCOUNTING FE
001	103267	CH	1	01035	CENTRAL MINNESOTA ERDC	04/07/2023	\$4,050.00	152705	E 01 005 110 000 000 316	4TH QUARTER SMART
001	103267	CH	1	01035	CENTRAL MINNESOTA ERDC	04/07/2023	\$1,350.00	152705	E 01 005 110 000 000 316	4TH QUARTER CITRIX
<b>Check Total:</b>							<b>\$5,925.00</b>			
001	103268	CH	1	01840	RATWIK, ROSZAK & MALONEY, P.A.	04/07/2023	\$2,073.45	152737	E 01 005 110 305 000 305	FEBRUARY 2023 SERVICES
<b>Check Total:</b>							<b>\$2,073.45</b>			

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	103269	CH	1 03649	SHERBURNE CO HEALTH & HUMAN	04/07/2023	\$5,000.00	152736	E 01 300 211 000 000 394	22/23 SUPPORT SCHOOL-BASED TRUA
<b>Check Total:</b>						<b>\$5,000.00</b>			
001	103270	CH	1 07026	SOUTHWEST MN STATE UNIVERSITY	04/07/2023	\$3,300.00	152708	E 01 300 211 211 000 390	SPRING SEMESTER 2023
<b>Check Total:</b>						<b>\$3,300.00</b>			
001	103271	CH	1 04849	ST. CLOUD UNIVERSITY	04/07/2023	\$13,200.00	152709	E 01 300 211 211 000 390	SENIOR TO SOFTMORE COURSES FALL
<b>Check Total:</b>						<b>\$13,200.00</b>			
001	103272	CH	1 01240	WRIGHT TECHNICAL CENTER	04/07/2023	\$32,437.12	152748	E 01 998 211 000 303 390	WRIGHT ACADEMY HIGH SCHOOL MARI
<b>Check Total:</b>						<b>\$32,437.12</b>			
001	103273	CH	1 04849	ST. CLOUD UNIVERSITY	04/07/2023	\$612.50	152754	E 11 300 295 125 000 369	SOFTBALL SCRIMMAGES HS HUSKY ST.
<b>Check Total:</b>						<b>\$612.50</b>			
001	103274	CH	1 04472	CARING RIVERS UNITED WAY	04/07/2023	\$40.00	152731	B 01 215 045	United Way
001	103274	CH	1 04472	CARING RIVERS UNITED WAY	04/07/2023	\$14.00	152731	B 12 215 045	United Way
<b>Check Total:</b>						<b>\$54.00</b>			
001	103275	CH	1 13507	FIDELITY SECURITY L.IFE INSURANCE	04/07/2023	\$387.48	152752	B 01 215 054	APRIL 2023 VISION
001	103275	CH	1 13507	FIDELITY SECURITY L.IFE INSURANCE	04/07/2023	\$11.78	152752	B 04 215 054	APRIL 2023 VISION
001	103275	CH	1 13507	FIDELITY SECURITY L.IFE INSURANCE	04/07/2023	\$0.12	152752	B 05 215 054	APRIL 2023 VISION
001	103275	CH	1 13507	FIDELITY SECURITY L.IFE INSURANCE	04/07/2023	\$12.22	152752	B 11 215 054	APRIL 2023 VISION
001	103275	CH	1 13507	FIDELITY SECURITY L.IFE INSURANCE	04/07/2023	\$313.56	152752	B 12 215 054	APRIL 2023 VISION
<b>Check Total:</b>						<b>\$725.16</b>			
001	103276	CH	1 04234	MN CHILD SUPPORT PYMT CENTER	04/07/2023	\$247.50	152721	B 01 215 081	Child Support
001	103276	CH	1 04234	MN CHILD SUPPORT PYMT CENTER	04/07/2023	\$422.40	152721	B 12 215 081	Child Support
<b>Check Total:</b>						<b>\$669.90</b>			
001	103277	CH	1 04223	NCPERS GROUP LIFE INS	04/07/2023	\$149.34	152724	B 01 215 033	NCPR Life
<b>Check Total:</b>						<b>\$149.34</b>			
001	103278	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	04/07/2023	\$1,067.84	152726	B 01 215 040	U Due Nc
001	103278	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	04/07/2023	\$178.59	152726	B 04 215 040	U Dues Nc
001	103278	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	04/07/2023	\$2,103.99	152726	B 12 215 040	U Due Nc
<b>Check Total:</b>						<b>\$3,350.42</b>			
001	103279	CH	1 09274	STEWART, ZLIMEN & JUNGERS, LTD	04/07/2023	\$413.79	152728	B 12 215 079	Payroll Deductions
<b>Check Total:</b>						<b>\$413.79</b>			
001	103280	CH	1 05799	AFFINETY SOLUTIONS	04/14/2023	\$1,775.00	152765	B 11 131 000	2023/2024 ACTIVITIES ANNUAL SOFTWA
<b>Check Total:</b>						<b>\$1,775.00</b>			
001	103281	CH	1 05813	APPLE	04/14/2023	\$1,358.00	152763	E 01 005 630 000 000 555	MAC Mini

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	103281	CH	1 05813	APPLE	04/14/2023	\$79.00	152764	E 01 005 630 000 000 555	Magic Mouse-AME
<b>Check Total:</b>						<b>\$1,437.00</b>			
001	103282	CH	1 06597	FRONTLINE TECHNOLOGIES GROUP	04/14/2023	\$4,815.58	152766	E 01 005 105 000 000 305	APPLICANT TRACKING, UNLIMITED USA
<b>Check Total:</b>						<b>\$4,815.58</b>			
001	103283	CH	1 12517	GERTENS	04/14/2023	\$2,956.25	152767	E 01 005 810 000 000 401	GALLONS CORON 28-0-0 70%
001	103283	CH	1 12517	GERTENS	04/14/2023	\$535.00	152767	E 01 005 810 000 000 401	GALLONS ON DECK
001	103283	CH	1 12517	GERTENS	04/14/2023	\$500.00	152767	E 01 005 810 000 000 401	GALLONS FIRM UP
001	103283	CH	1 12517	GERTENS	04/14/2023	\$630.00	152767	E 01 005 810 000 000 401	NUCLEUS 8-24-0
001	103283	CH	1 12517	GERTENS	04/14/2023	\$250.00	152767	E 01 005 810 000 000 401	ORBIX
001	103283	CH	1 12517	GERTENS	04/14/2023	\$425.00	152767	E 01 005 810 000 000 401	RANGER PRO
001	103283	CH	1 12517	GERTENS	04/14/2023	\$185.00	152767	E 01 005 810 000 000 401	FLUMIGUARD
001	103283	CH	1 12517	GERTENS	04/14/2023	\$127.50	152767	E 01 005 810 000 000 401	GROUNDED
001	103283	CH	1 12517	GERTENS	04/14/2023	\$31.50	152767	E 01 005 810 000 000 401	POLYAN DRIFT CONTROL
001	103283	CH	1 12517	GERTENS	04/14/2023	\$6.27	152767	E 01 005 810 000 000 401	Department of AG Tax
<b>Check Total:</b>						<b>\$5,646.52</b>			
001	103284	CH	1 07027	HOUSE OF PRINT	04/14/2023	\$104.09	152768	E 04 500 520 000 322 305	ABE
001	103284	CH	1 07027	HOUSE OF PRINT	04/14/2023	\$208.18	152768	E 04 500 560 080 321 305	OPENING DOORS
001	103284	CH	1 07027	HOUSE OF PRINT	04/14/2023	\$3,851.43	152768	E 04 500 505 000 321 305	GENERAL CE
<b>Check Total:</b>						<b>\$4,163.70</b>			
001	103285	CH	1 03321	INTERMEDIATE DIST 287	04/14/2023	\$1,535.10	152774	E 01 998 211 000 303 390	SUMMER 2022 ALC BILLING
<b>Check Total:</b>						<b>\$1,535.10</b>			
001	103286	CH	1 01121	MASSP	04/14/2023	\$295.00	152772	E 01 300 050 000 000 366	MASSP 2023 Summer Conference Registr
<b>Check Total:</b>						<b>\$295.00</b>			
001	103287	CH	1 01298	NASCO	04/14/2023	\$76.46	152770	E 01 300 256 000 000 430	GEOMETRIC SOLIDS TB16963
001	103287	CH	1 01298	NASCO	04/14/2023	\$10.16	152770	E 01 300 256 000 000 430	GEOMETRIC SOLIDS TB26648
001	103287	CH	1 01298	NASCO	04/14/2023	\$16.96	152770	E 01 300 256 000 000 430	GEOMETRIC SOLIDS TB16659
001	103287	CH	1 01298	NASCO	04/14/2023	\$18.80	152770	E 01 300 256 000 000 430	PROTRACTORS TB23599
001	103287	CH	1 01298	NASCO	04/14/2023	\$0.00	152770	E 01 300 256 000 000 430	Discount Quote 13424 Free Shipping
<b>Check Total:</b>						<b>\$122.38</b>			
001	103288	CH	1 08850	NEW DOMINION SCHOOL	04/14/2023	\$1,989.24	152771	E 01 998 211 000 000 390	AT-MARCH 2023 SERVICES
<b>Check Total:</b>						<b>\$1,989.24</b>			
001	103289	CH	1 10768	NORTHEAST SERVICE COOPERATIVE	04/14/2023	9 \$4,500.00	152769	E 01 300 211 228 000 305	MSC ONLINE SPRING 2023
<b>Check Total:</b>						<b>\$4,500.00</b>			

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001	103290	CH	1	13048	WELLNESS FOR LIVING LLC	04/14/2023	\$100.00	152773	E 04 500 560 000 321 305	SPRING COOKIES	
<b>Check Total:</b>							<b>\$100.00</b>				
001	103291	CH	1	07705	ENTERTAINMENT PLUS	04/14/2023	\$75.00	152776	E 11 300 289 000 000 305	PROM DJ DOWN PAYMENT 05/06/2023	
<b>Check Total:</b>							<b>\$75.00</b>				
001	103292	CH	1	13607	Holst, Page	04/12/2023	\$182.52	152777	E 01 005 110 999 000 401	Net Payroll 54/5/2023 Bank return ACH pm	
<b>Check Total:</b>							<b>\$182.52</b>				
001	103293	CH	1	05813	APPLE	04/21/2023	\$129.00	152810	E 01 005 630 000 000 555	PO 31712 Magic Keyboard	
001	103293	CH	1	05813	APPLE	04/21/2023	\$955.65	152848	E 12 100 401 000 740 433	Apple Apps and Books Credit for Education	
001	103293	CH	1	05813	APPLE	04/21/2023	\$354.39	152848	E 01 005 630 000 000 506	Apple Apps and Books Credit for Education	
001	103293	CH	1	05813	APPLE	04/21/2023	\$189.96	152848	E 12 110 401 000 740 433	Apple Apps and Books Credit for Education	
<b>Check Total:</b>							<b>\$1,629.00</b>				
001	103294	CH	1	12159	ARVIG	04/21/2023	\$133.22	152813	E 01 005 630 000 000 305	INTERNET 04/06/23-05/05/23	
<b>Check Total:</b>							<b>\$133.22</b>				
001	103295	CH	1	09085	BLACKMAN, BRIAN	04/21/2023	\$125.00	152814	E 11 300 296 125 000 305	V SOFTBALL OFFICIAL VS ALEX, GRANC	
<b>Check Total:</b>							<b>\$125.00</b>				
001	103296	CH	1	13243	BOECKERS, MARK	04/21/2023	\$95.00	152815	E 11 300 296 125 000 305	9TH SOFTBALL OFFICIAL VS ZIMMERMA	
<b>Check Total:</b>							<b>\$95.00</b>				
001	103297	CH	1	10336	BOULDER POINTE EQUESTRIAN AND E	04/21/2023	\$43.00	152816	E 04 500 560 090 321 305	01/14 MY LITTLE HORSE CAMP	
001	103297	CH	1	10336	BOULDER POINTE EQUESTRIAN AND E	04/21/2023	\$81.00	152816	E 04 500 560 090 321 305	03/13 DAY HORSE CAMP	
<b>Check Total:</b>							<b>\$124.00</b>				
001	103298	CH	1	10289	BROWN, BRETT	04/21/2023	\$95.00	152818	E 11 300 296 125 000 305	V SOFTBALL OFFICIAL VS ZIMMERMAN	
<b>Check Total:</b>							<b>\$95.00</b>				
001	103299	CH	1	01033	CENTRAL MCGOWAN INC	04/21/2023	\$172.74	152819	E 01 300 361 000 830 433	Cust# 05630 HS SHOP SUPPLIES	
<b>Check Total:</b>							<b>\$172.74</b>				
001	103300	CH	1	01038	CITY OF BIG LAKE	04/21/2023	\$2,500.00	152820	E 01 300 790 000 699 303	SUBSTANCE USE PREVENT 2023	
<b>Check Total:</b>							<b>\$2,500.00</b>				
001	103301	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	04/21/2023	\$1,587.00	152844	E 01 300 211 000 000 280	UNEMPLOYMENT BENEFITS QUARTER	
001	103301	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	04/21/2023	\$280.65	152844	E 01 300 292 000 000 280	UNEMPLOYMENT BENEFITS QUARTER	
<b>Check Total:</b>							<b>\$1,867.65</b>				
001	103302	CH	1	13198	ECSI	04/21/2023	\$1,285.00	152821	E 01 300 810 000 000 305	HS CLASSROOM PA REPAIRS	
<b>Check Total:</b>							<b>\$1,285.00</b>				
001	103303	CH	1	12677	ERIC ARMIN INC	04/21/2023	\$194.85	152822	E 01 100 203 312 000 401	351366 Teacher Geek Sail for Car Activity,	
<b>Check Total:</b>							<b>\$194.85</b>				

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	103304	CH	1	12110	FITZHARRIS SPORTS	04/21/2023	\$436.00	152825	E 11 300 296 120 000 401	
001	103304	CH	1	12110	FITZHARRIS SPORTS	04/21/2023	\$436.00	152825	E 11 300 294 120 000 401	
001	103304	CH	1	12110	FITZHARRIS SPORTS	04/21/2023	\$48.00	152825	E 11 300 296 120 000 401	
001	103304	CH	1	12110	FITZHARRIS SPORTS	04/21/2023	\$48.00	152825	E 11 300 294 120 000 401	
<b>Check Total:</b>								<b>\$968.00</b>		
001	103305	CH	1	12990	FLEISCHMAN, GREG	04/21/2023	\$143.00	152823	E 11 300 294 162 000 305	JV/V BOYS LACROSSE OFFICIAL VS DUI
001	103305	CH	1	12990	FLEISCHMAN, GREG	04/21/2023	\$17.90	152824	E 11 300 294 162 000 366	MILEAGE
<b>Check Total:</b>								<b>\$160.90</b>		
001	103306	CH	1	12962	KOCINA, DAMON	04/21/2023	\$143.00	152826	E 11 300 294 162 000 305	JV/V BOYS LACROSSE OFFICIAL VS DUI
001	103306	CH	1	12962	KOCINA, DAMON	04/21/2023	\$41.00	152827	E 11 300 294 162 000 366	MILEAGE
<b>Check Total:</b>								<b>\$184.00</b>		
001	103307	CH	1	13609	LAKESHIRTS ZEPHRY LLC	04/21/2023	\$1,181.26	152850	E 11 300 293 111 000 401	HS BASEBALL SUPPLIES
001	103307	CH	1	13609	LAKESHIRTS ZEPHRY LLC	04/21/2023	\$240.00	152851	E 11 300 293 111 000 401	HS BASEBALL SUPPLIES
<b>Check Total:</b>								<b>\$1,421.26</b>		
001	103308	CH	1	02161	LAKESHORE LEARNING MATERIALS	04/21/2023	\$49.99	152828	E 01 110 219 000 317 430	DD336 - Building Language Lotto
001	103308	CH	1	02161	LAKESHORE LEARNING MATERIALS	04/21/2023	\$79.99	152828	E 01 110 219 000 317 430	EE930X - Early Language Activity Boxes - (
001	103308	CH	1	02161	LAKESHORE LEARNING MATERIALS	04/21/2023	\$49.99	152828	E 01 110 219 000 317 430	DD925 - All About Letters Pocket Chart
001	103308	CH	1	02161	LAKESHORE LEARNING MATERIALS	04/21/2023	\$34.99	152828	E 01 110 219 000 317 430	PP949 - Positional Word Resource Box
001	103308	CH	1	02161	LAKESHORE LEARNING MATERIALS	04/21/2023	\$69.99	152828	E 01 110 219 000 317 430	EE417 - Word Family Flip Books
001	103308	CH	1	02161	LAKESHORE LEARNING MATERIALS	04/21/2023	\$6.99	152828	E 01 110 219 000 317 430	shipping
<b>Check Total:</b>								<b>\$291.94</b>		
001	103309	CH	1	05296	MONTICELLO COMMUNITY CENTER	04/21/2023	\$445.00	152829	E 04 500 560 080 321 305	IRISH TOUR
<b>Check Total:</b>								<b>\$445.00</b>		
001	103310	CH	1	01298	NASCO	04/21/2023	\$16.20	152830	E 01 100 203 312 000 401	NE20176 Nasco Tempera Paint, set of 6
001	103310	CH	1	01298	NASCO	04/21/2023	\$81.16	152831	E 01 100 203 312 000 401	9712084. Crayola Original 16 Color Marker
<b>Check Total:</b>								<b>\$97.36</b>		
001	103311	CH	1	05943	NORTH BRANCH HIGH SCHOOL	04/21/2023	\$50.00	152832	E 11 300 292 129 000 369	NORTH BRANCH KNOWLEDGE BOWL 12
<b>Check Total:</b>								<b>\$50.00</b>		
001	103312	CH	1	09953	POWERS, DAVID	04/21/2023	\$95.00	152833	E 11 300 296 125 000 305	V SOFTBALL OFFICIAL VS ZIMMERMAN
<b>Check Total:</b>								<b>\$95.00</b>		
001	103313	CH	1	09760	PREMIER LOCATING, INC.	04/21/2023	\$167.50	152849	E 01 005 810 000 000 305	TICKETS
<b>Check Total:</b>								<b>\$167.50</b>		

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	103314	CH	1 01073	RAS GLASS LLC	04/21/2023	\$465.00	152835	E 01 100 810 000 000 350	INDY B&G REPAIRS
<b>Check Total:</b>						<b>\$465.00</b>			
001	103315	CH	1 01034	RESOURCE TRAINING & SOLUTIONS	04/21/2023	\$5,110.00	152834	E 01 005 720 000 000 375	CONTRACT NURSING SERVICES MARCI
<b>Check Total:</b>						<b>\$5,110.00</b>			
001	103316	CH	1 12564	RUSSELL SECURITY RESOURCE, INC.	04/21/2023	\$1,223.50	152836	E 01 300 810 000 000 305	LOADING DOCK DOOR REPAIRS AT HS
<b>Check Total:</b>						<b>\$1,223.50</b>			
001	103317	CH	1 12448	SACCOMAN, JOHN	04/21/2023	\$143.00	152837	E 11 300 294 162 000 305	JV/V BOYS LACROSS OFFICIAL VS DULI
001	103317	CH	1 12448	SACCOMAN, JOHN	04/21/2023	\$40.30	152838	E 11 300 294 162 000 366	MILEAGE
<b>Check Total:</b>						<b>\$183.30</b>			
001	103318	CH	1 92660	SCOTT, TERESA	04/21/2023	\$1,000.00	152839	E 04 500 560 157 321 305	CASH BOX FOR WILLY WONKA, THE MU
<b>Check Total:</b>						<b>\$1,000.00</b>			
001	103319	CH	1 13608	SVOBODNY, AARON	04/21/2023	\$95.00	152840	E 11 300 296 125 000 305	JV SOFTBALL OFFICIAL VS ZIMMERMAN
<b>Check Total:</b>						<b>\$95.00</b>			
001	103320	CH	1 13417	TERLINDEN, KEITH	04/21/2023	\$125.00	152841	E 11 300 296 125 000 305	V SOFTBALL OFFICIAL VS ALEX, RAPIDS
<b>Check Total:</b>						<b>\$125.00</b>			
001	103321	CH	1 10494	THE BACH COMPANY	04/21/2023	\$942.20	152817	E 01 300 256 000 000 430	CS-FXCG50 - CASIO FX-CG 50 PRIZM
001	103321	CH	1 10494	THE BACH COMPANY	04/21/2023	\$210.00	152817	E 01 300 256 000 000 430	CS-FX300MS PLUS 2 TP CASIO FX-300M
001	103321	CH	1 10494	THE BACH COMPANY	04/21/2023	\$50.00	152817	E 01 300 256 000 000 430	SHIPPING
<b>Check Total:</b>						<b>\$1,202.20</b>			
001	103322	CH	1 12068	THE WATSON COMPANY, INC.	04/21/2023	\$329.94	152845	E 11 300 298 000 000 490	HS CONCESSIONS
<b>Check Total:</b>						<b>\$329.94</b>			
001	103323	CH	1 13212	THREE SONS HARDWARE LLC	04/21/2023	\$19.28	152842	E 01 005 810 000 000 350	B&G
001	103323	CH	1 13212	THREE SONS HARDWARE LLC	04/21/2023	\$163.88	152842	E 01 300 361 000 830 433	SHOP SUPPLIES
<b>Check Total:</b>						<b>\$183.16</b>			
001	103324	CH	1 04148	VIKING COCA-COLA BOTTLING CO	04/21/2023	\$1,960.25	152843	E 11 300 298 000 000 490	HS CONCESSIONS
<b>Check Total:</b>						<b>\$1,960.25</b>			
001	103325	CH	1 12845	SYSCO-MINNESOTA INC	04/21/2023	\$44.53	152852	E 02 005 770 000 701 490	FS SUPPLIES
<b>Check Total:</b>						<b>\$44.53</b>			
001	103326	CH	1 09884	VERIZON WIRELESS	04/21/2023	\$51.16	152853	E 01 201 050 000 000 320	ME CELL PHONES 02/11-03/10
001	103326	CH	1 09884	VERIZON WIRELESS	04/21/2023	\$51.16	152853	E 01 005 107 000 000 320	MP CELL PHONES 02/11-03/10
001	103326	CH	1 09884	VERIZON WIRELESS	04/21/2023	\$51.16	152853	E 04 500 505 000 321 320	SH CELL PHONES 02/11-03/10
001	103326	CH	1 09884	VERIZON WIRELESS	04/21/2023	\$51.16	152853	E 01 300 605 000 000 320	ST CELL PHONES 02/11-03/10
001	103326	CH	1 09884	VERIZON WIRELESS	04/21/2023	\$61.16	152853	E 01 005 630 000 000 320	BH CELL PHONES 02/11-03/10

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				Pay/Void							
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001	103326	CH	1	09884	VERIZON WIRELESS	04/21/2023	\$51.16	152853	E 01 100 605 000 000 320	SP CELL PHONES 02/11-03/10	
001	103326	CH	1	09884	VERIZON WIRELESS	04/21/2023	\$51.16	152853	E 01 005 020 000 000 320	TT CELL PHONES 02/11-03/10	
001	103326	CH	1	09884	VERIZON WIRELESS	04/21/2023	\$51.16	152853	E 01 201 605 000 000 320	AM CELL PHONES 02/11-03/10	
001	103326	CH	1	09884	VERIZON WIRELESS	04/21/2023	\$51.16	152853	E 01 201 810 000 000 320	AZ CELL PHONES 02/11-03/10	
001	103326	CH	1	09884	VERIZON WIRELESS	04/21/2023	\$51.16	152853	E 01 300 605 000 000 320	JK CELL PHONES 02/11-03/10	
001	103326	CH	1	09884	VERIZON WIRELESS	04/21/2023	\$51.16	152853	E 01 201 605 000 000 320	RA CELL PHONES 02/11-03/10	
001	103326	CH	1	09884	VERIZON WIRELESS	04/21/2023	\$51.16	152853	E 01 410 211 000 000 320	NH CELL PHONES 02/11-03/10	
001	103326	CH	1	09884	VERIZON WIRELESS	04/21/2023	\$51.16	152853	E 11 300 292 000 000 320	JM CELL PHONES 02/11-03/10	
001	103326	CH	1	09884	VERIZON WIRELESS	04/21/2023	\$51.16	152853	E 01 005 810 000 000 320	NK CELL PHONES 02/11-03/10	
001	103326	CH	1	09884	VERIZON WIRELESS	04/21/2023	\$51.16	152853	E 01 100 810 000 000 320	BM CELL PHONES 02/11-03/10	
001	103326	CH	1	09884	VERIZON WIRELESS	04/21/2023	\$51.16	152853	E 01 110 050 000 000 320	CG CELL PHONES 02/11-03/10	
001	103326	CH	1	09884	VERIZON WIRELESS	04/21/2023	\$51.16	152853	E 04 500 570 000 321 320	TF CELL PHONES 02/11-03/10	
001	103326	CH	1	09884	VERIZON WIRELESS	04/21/2023	\$51.16	152853	E 01 300 050 000 000 320	BD CELL PHONES 02/11-03/10	
001	103326	CH	1	09884	VERIZON WIRELESS	04/21/2023	\$25.58	152853	E 04 500 580 000 325 320	SF CELL PHONES 02/11-03/10	
001	103326	CH	1	09884	VERIZON WIRELESS	04/21/2023	\$25.58	152853	E 04 500 596 000 344 320	SF CELL PHONES 02/11-03/10	
001	103326	CH	1	09884	VERIZON WIRELESS	04/21/2023	\$61.16	152853	E 01 005 720 342 000 320	TJ CELL PHONES 02/11-03/10	
001	103326	CH	1	09884	VERIZON WIRELESS	04/21/2023	\$61.16	152853	E 01 005 630 000 000 320	JB CELL PHONES 02/11-03/10	
001	103326	CH	1	09884	VERIZON WIRELESS	04/21/2023	\$51.16	152853	E 01 005 810 000 000 320	PA CELL PHONES 02/11-03/10	
001	103326	CH	1	09884	VERIZON WIRELESS	04/21/2023	\$51.16	152853	E 01 300 790 000 699 320	NS CELL PHONES 02/11-03/10	
001	103326	CH	1	09884	VERIZON WIRELESS	04/21/2023	\$51.16	152853	E 01 100 050 000 000 320	JD CELL PHONES 02/11-03/10	
001	103326	CH	1	09884	VERIZON WIRELESS	04/21/2023	\$51.16	152853	E 01 005 605 000 000 320	TSP CELL PHONES 02/11-03/10	
001	103326	CH	1	09884	VERIZON WIRELESS	04/21/2023	\$51.16	152853	E 01 005 720 000 000 320	ND CELL PHONES 12/11-01/10	
<b>Check Total:</b>							<b>\$1,360.16</b>				
001	103327	CH	1	04267	BIG LAKE YOUTH ATHLETICS ASSOC	04/21/2023	\$110.00	152859	E 11 300 298 142 000 305	CONCESSIONS	
<b>Check Total:</b>							<b>\$110.00</b>				
001	103328	CH	1	04472	CARING RIVERS UNITED WAY	04/20/2023	\$40.00	152880	B 01 215 045	United Way	
001	103328	CH	1	04472	CARING RIVERS UNITED WAY	04/20/2023	\$14.00	152880	B 12 215 045	United Way	
<b>Check Total:</b>							<b>\$54.00</b>				
001	103329	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	04/20/2023	\$281.00	152871	B 01 215 081	Child Support	
001	103329	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	04/20/2023	\$422.40	152871	B 12 215 081	Child Support	
<b>Check Total:</b>							<b>\$703.40</b>				
001	103330	CH	1	12504	MN PEIP	04/20/2023	\$239,564.60	152884	B 01 215 030	MAY 2023 HEALTH	
001	103330	CH	1	12504	MN PEIP	04/20/2023	\$16,576.58	152884	B 04 215 030	MAY 2023 HEALTH	
001	103330	CH	1	12504	MN PEIP	04/20/2023	\$5,806.56	152884	B 05 215 030	MAY 2023 HEALTH	

### Big Lake Public Schools, ISD #727

#### Payment Reg by Check-No Voids

Payment Date Range: 04/01/2023 - 4/30/2023

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	103330	CH	1	12504	MN PEIP	04/20/2023	\$2,551.14	152884	B 11 215 030	MAY 2023 HEALTH	
001	103330	CH	1	12504	MN PEIP	04/20/2023	\$135,453.06	152884	B 12 215 030	MAY 2023 HEALTH	
001	103330	CH	1	12504	MN PEIP	04/20/2023	\$13,867.96	152884	B 01 215 051	MAY 2023 HEALTH	
001	103330	CH	1	12504	MN PEIP	04/20/2023	\$2,894.72	152884	B 04 215 051	MAY 2023 HEALTH	
001	103330	CH	1	12504	MN PEIP	04/20/2023	\$614.46	152884	B 05 215 051	MAY 2023 HEALTH	
001	103330	CH	1	12504	MN PEIP	04/20/2023	\$266.90	152884	B 11 215 051	MAY 2023 HEALTH	
001	103330	CH	1	12504	MN PEIP	04/20/2023	\$17,996.02	152884	B 12 215 051	MAY 2023 HEALTH	
<b>Check Total:</b>							<b>\$435,592.00</b>				
001	103331	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	04/20/2023	\$1,068.21	152875	B 01 215 040	U Due Nc	
001	103331	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	04/20/2023	\$178.59	152875	B 04 215 040	U Dues Nc	
001	103331	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	04/20/2023	\$2,103.99	152875	B 12 215 040	U Due Nc	
<b>Check Total:</b>							<b>\$3,350.79</b>				
001	103332	CH	1	09274	STEWART, ZLIMEN & JUNGERS, LTD	04/20/2023	\$432.31	152877	B 12 215 079	Payroll Deductions	
<b>Check Total:</b>							<b>\$432.31</b>				
<b>Bank 001 Total:</b>							<b>\$609,034.74</b>				
<b>Report Total:</b>							<b>\$609,034.74</b>				

# Big Lake Public Schools, ISD #727

## Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 4/30/2023

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	103333	CH	1 03804	ALL STAR TROPHY	04/28/2023	\$412.50	152895	E 11 300 293 114 000 401	
001	103333	CH	1 03804	ALL STAR TROPHY	04/28/2023	\$412.50	152895	E 11 300 296 114 000 401	
001	103333	CH	1 03804	ALL STAR TROPHY	04/28/2023	\$7.50	152895	E 11 300 296 114 000 401	
001	103333	CH	1 03804	ALL STAR TROPHY	04/28/2023	\$7.50	152895	E 11 300 293 114 000 401	
<b>Check Total:</b>						<b>\$840.00</b>			
001	103334	CH	1 12271	ARNESON, WES	04/28/2023	\$95.00	152894	E 11 300 296 125 000 305	VARSITY SOFTBALL OFFICIAL VS MONTI
<b>Check Total:</b>						<b>\$95.00</b>			
001	103335	CH	1 04980	BUKOWSKI, MICHAEL	04/28/2023	\$110.00	152896	E 11 300 294 111 000 305	VARSITY BASEBALL OFFICIAL VS MONTI
<b>Check Total:</b>						<b>\$110.00</b>			
001	103336	CH	1 04838	CAMBRIDGE-ISANTI ISD #911	04/28/2023	\$230.00	152932	E 11 300 291 139 000 401	M8 VISUAL ARTS COMPETITION SUPPL
<b>Check Total:</b>						<b>\$230.00</b>			
001	103337	CH	1 03184	CENTERPOINT ENERGY	04/28/2023	\$529.74	152900	E 01 201 810 000 000 330	MS SCHOOL FIRM GAS MARCH 2023
001	103337	CH	1 03184	CENTERPOINT ENERGY	04/28/2023	\$4,806.06	152900	E 01 201 810 000 000 330	MS SCHOOL INT GAS MARCH 2023
001	103337	CH	1 03184	CENTERPOINT ENERGY	04/28/2023	\$8,552.32	152900	E 01 100 810 000 000 330	INDY INT GAS MARCH 2023
001	103337	CH	1 03184	CENTERPOINT ENERGY	04/28/2023	\$192.17	152900	E 01 300 810 000 000 330	HS FIRM GAS MARCH 2023 15
001	103337	CH	1 03184	CENTERPOINT ENERGY	04/28/2023	\$12,601.83	152900	E 01 300 810 000 000 330	HS SCHOOL INT GAS MARCH 2023
001	103337	CH	1 03184	CENTERPOINT ENERGY	04/28/2023	\$187.19	152900	E 01 100 810 000 000 330	INDY FIRM #2 GAS MARCH 2023
001	103337	CH	1 03184	CENTERPOINT ENERGY	04/28/2023	\$592.08	152900	E 01 100 810 000 000 330	INDY FFIRM #1 GAS MARCH 2023
<b>Check Total:</b>						<b>\$27,461.39</b>			
001	103338	CH	1 13218	CENTRAL MN MENTAL HEALTH CENTE	04/28/2023	\$9,007.91	152886	E 01 005 730 000 699 304	SALARIES PAID 09/01/2022-03/31/2023
<b>Check Total:</b>						<b>\$9,007.91</b>			
001	103339	CH	1 01035	cmERDC	04/28/2023	\$5,861.00	152897	E 01 005 108 000 311 320	INTERNET ACCESS APRIL-JUNE 2023
<b>Check Total:</b>						<b>\$5,861.00</b>			
001	103341	CH	1 01475	CONNEXUS ENERGY	04/28/2023	\$26.52	152921	E 01 005 810 860 000 331	SOFTBALL CONCESSIONS ELECTRICAL
001	103341	CH	1 01475	CONNEXUS ENERGY	04/28/2023	\$8,784.53	152921	E 01 100 810 000 000 331	INDEPENDENCE ELECTRICAL ELECTRI
001	103341	CH	1 01475	CONNEXUS ENERGY	04/28/2023	\$11,940.05	152921	E 01 110 810 000 000 331	LIBERTY ELECTRICAL MARCH 2023
001	103341	CH	1 01475	CONNEXUS ENERGY	04/28/2023	\$55.09	152921	E 01 110 810 000 000 331	BASEBALL FIELD LIGHTS ELECTRICAL I
001	103341	CH	1 01475	CONNEXUS ENERGY	04/28/2023	\$223.22	152921	E 01 005 810 860 000 331	SOFTBALL FIELD LIGHTS ELECTRICAL I
<b>Check Total:</b>						<b>\$21,029.41</b>			
001	103342	CH	1 01026	DICK BLICK	04/28/2023	\$1,406.59	152898	E 01 110 203 000 000 430	LIBERTY SUPPLIES
001	103342	CH	1 01026	DICK BLICK	04/28/2023	\$34.25	152899	E 01 110 203 000 000 430	LIBERTY SUPPLIES
001	103342	CH	1 01026	DICK BLICK	04/28/2023	\$27.56	152930	E 01 100 212 000 000 430	30476-5806 Teachers Palette GLz Mdnt B
<b>Check Total:</b>						<b>\$1,468.40</b>			

# Big Lake Public Schools, ISD #727

## Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 4/30/2023

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	103343	CH	1 10780	EBERT, INC.	04/28/2023	\$118,474.50	152903	E 06 100 870 000 000 520	BOND PROJECT ID #22D100.02A
<b>Check Total:</b>						<b>\$118,474.50</b>			
001	103344	CH	1 07705	ENTERTAINMENT PLUS	04/28/2023	\$290.00	152902	E 11 300 289 000 000 305	PROM DJ- REMAINING BALANCE
<b>Check Total:</b>						<b>\$290.00</b>			
001	103345	CH	1 13254	IMAGINE LEARNING LLC	04/28/2023	\$9,400.00	152926	E 01 410 211 000 000 406	EDYNAMIC ELECTRIVES PER ENROLLM
<b>Check Total:</b>						<b>\$9,400.00</b>			
001	103346	CH	1 01095	ISD #882 - MONTICELLO	04/28/2023	\$200.00	152905	E 11 300 294 119 000 369	BOYS GOLF INVITATIONAL 05/15/2023
<b>Check Total:</b>						<b>\$200.00</b>			
001	103347	CH	1 13565	KUE CONTRACTORS INC	04/28/2023	\$9,231.15	152922	E 06 300 870 000 000 520	BOND 22A-HS RENOVATIONS "22E300.0
001	103347	CH	1 13565	KUE CONTRACTORS INC	04/28/2023	\$4,951.40	152923	E 06 300 870 000 000 520	BOND 22A-HS RENOVATIONS "22E300.0
<b>Check Total:</b>						<b>\$14,182.55</b>			
001	103348	CH	1 13166	LRS OF MINNESOTA, LLC	04/28/2023	\$962.44	152904	E 01 300 810 000 000 333	HS WASTE SERVICES
001	103348	CH	1 13166	LRS OF MINNESOTA, LLC	04/28/2023	\$732.52	152904	E 01 201 810 000 000 333	MS WASTE SERVICES
001	103348	CH	1 13166	LRS OF MINNESOTA, LLC	04/28/2023	\$853.03	152904	E 01 100 810 000 000 333	INDY WASTE SERVICES
001	103348	CH	1 13166	LRS OF MINNESOTA, LLC	04/28/2023	\$840.99	152904	E 01 110 810 000 000 333	LIBERTY WASTE SERVICES
001	103348	CH	1 13166	LRS OF MINNESOTA, LLC	04/28/2023	\$138.34	152904	E 01 005 810 000 000 333	GROUNDS WASTE SERVICES
<b>Check Total:</b>						<b>\$3,527.32</b>			
001	103349	CH	1 13412	MARSH, RYAN	04/28/2023	\$95.00	152906	E 11 300 296 125 000 305	JV SOFTBALL OFFICIAL VS MONTICELL
<b>Check Total:</b>						<b>\$95.00</b>			
001	103350	CH	1 04483	MCEA EXECUTIVE OFFICE	04/28/2023	\$98.00	152929	E 04 500 570 000 321 366	SAC BEHAVIOIRAL GUIDANCE 04/19/202
<b>Check Total:</b>						<b>\$98.00</b>			
001	103351	CH	1 07920	MCGRAW, CHAD	04/28/2023	\$110.00	152907	E 11 300 294 111 000 305	VARSITY BASEBALL OFFICIAL VS MONT
<b>Check Total:</b>						<b>\$110.00</b>			
001	103352	CH	1 03102	METRO SALES INC	04/28/2023	\$16.66	152919	E 01 100 050 000 000 350	INDY ADMIN OFFICE USAGE
001	103352	CH	1 03102	METRO SALES INC	04/28/2023	\$318.60	152919	E 01 100 050 000 000 380	INDY ADMIN OFFICE RENTAL
001	103352	CH	1 03102	METRO SALES INC	04/28/2023	\$9.18	152919	E 01 110 050 000 000 350	LIBERTY ADMIN OFFICE USAGE
001	103352	CH	1 03102	METRO SALES INC	04/28/2023	\$318.60	152919	E 01 110 050 000 000 380	LIBETY ADMIN OFFICE RENTAL
001	103352	CH	1 03102	METRO SALES INC	04/28/2023	\$7.26	152919	E 01 100 203 000 000 350	INDY COPIER
001	103352	CH	1 03102	METRO SALES INC	04/28/2023	\$6.16	152919	E 01 005 110 000 000 350	DO
001	103352	CH	1 03102	METRO SALES INC	04/28/2023	\$14.35	152919	E 04 500 580 000 325 350	LIBERTY ECFE COPIER
001	103352	CH	1 03102	METRO SALES INC	04/28/2023	\$45.75	152919	E 01 100 203 304 000 350	NEW LIBERTY COPIER
001	103352	CH	1 03102	METRO SALES INC	04/28/2023	\$28.23	152919	E 04 500 505 000 321 350	GENERAL CE
001	103352	CH	1 03102	METRO SALES INC	04/28/2023	\$28.23	152919	E 04 500 570 000 321 350	KID'S CLUB
001	103352	CH	1 03102	METRO SALES INC	04/28/2023	\$28.23	152919	E 04 500 596 000 344 350	SCHOOL READINESS

# Big Lake Public Schools, ISD #727

## Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 4/30/2023

				Pay/Void							
Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description		
001	103352	CH	1 03102	METRO SALES INC	04/28/2023	\$96.61	152919	E 01 300 211 000 000 350	NEW HS COLOR COPIER		
001	103352	CH	1 03102	METRO SALES INC	04/28/2023	\$757.46	152920	E 01 100 050 000 000 350	INDY ADMIN OFFICE USAGE		
001	103352	CH	1 03102	METRO SALES INC	04/28/2023	\$509.18	152920	E 01 110 050 000 000 350	LIBERTY ADMIN OFFICE USAGE		
001	103352	CH	1 03102	METRO SALES INC	04/28/2023	\$15.65	152920	E 01 100 203 000 000 350	INDY COPIER		
001	103352	CH	1 03102	METRO SALES INC	04/28/2023	\$48.28	152920	E 01 005 110 000 000 350	GENERAL CE		
001	103352	CH	1 03102	METRO SALES INC	04/28/2023	\$83.10	152920	E 02 005 770 000 701 350	FS		
001	103352	CH	1 03102	METRO SALES INC	04/28/2023	\$81.17	152920	R 01 000 000 000 000 099	HEAD START		
001	103352	CH	1 03102	METRO SALES INC	04/28/2023	\$615.90	152920	E 04 500 580 000 325 350	LIBERTY ECFE COPIER		
001	103352	CH	1 03102	METRO SALES INC	04/28/2023	\$153.98	152920	E 12 005 420 000 740 350	SPECIAL ED		
001	103352	CH	1 03102	METRO SALES INC	04/28/2023	\$254.67	152920	E 04 500 505 000 321 350	GENERAL CE		
001	103352	CH	1 03102	METRO SALES INC	04/28/2023	\$254.67	152920	E 04 500 596 000 344 350	KIDS CLUB		
001	103352	CH	1 03102	METRO SALES INC	04/28/2023	\$254.66	152920	E 04 500 596 000 344 350	SCHOOL READINESS		
001	103352	CH	1 03102	METRO SALES INC	04/28/2023	\$2,154.71	152920	E 01 300 211 000 000 350	NEW HS COLOR COPIER		
001	103352	CH	1 03102	METRO SALES INC	04/28/2023	\$26.31	152920	E 01 300 790 000 699 350	PCN GRANT ALLOCATION		
001	103352	CH	1 03102	METRO SALES INC	04/28/2023	\$87.50	152920	E 01 100 203 304 000 350	INDY YEARLY MAINT AGREEMENTS		
001	103352	CH	1 03102	METRO SALES INC	04/28/2023	\$233.68	152920	E 01 110 203 304 000 350	LIBERTY YEARLY MAINT AGREEMENTS		
001	103352	CH	1 03102	METRO SALES INC	04/28/2023	\$41.42	152920	E 01 201 208 304 000 350	MS YEARLY MAINT AGREEMENTS		
001	103352	CH	1 03102	METRO SALES INC	04/28/2023	\$87.50	152920	E 01 300 211 304 000 350	HS YEARLY MAINT AGREEMENTS		
001	103352	CH	1 03102	METRO SALES INC	04/28/2023	\$450.09	152920	E 01 300 211 304 000 350	PREPAID BALANCE		
<b>Check Total:</b>							<b>\$7,027.79</b>				
001	103353	CH	1 05296	MONTICELLO COMMUNITY ED	04/28/2023	\$445.00	152931	E 04 500 560 080 321 305	IRISH TOUR		
<b>Check Total:</b>							<b>\$445.00</b>				
001	103354	CH	1 10327	NORTHERN AIR CORPORATION	04/28/2023	\$160,360.00	152925	E 06 300 870 000 000 520	BOND 22C-CONTROLS 22C005.01A		
<b>Check Total:</b>							<b>\$160,360.00</b>				
001	103355	CH	1 13252	NORWOOD, CHARLES	04/28/2023	\$1,120.00	152908	E 04 500 560 157 321 305	LIGHTING DIRECTOR FOR MUSICAL		
<b>Check Total:</b>							<b>\$1,120.00</b>				
001	103356	CH	1 04315	NOVACARE REHABILITATION	04/28/2023	\$4,762.00	152909	E 11 300 292 000 000 305	ATHLETIC TRAINING SERVICES 2022/20		
<b>Check Total:</b>							<b>\$4,762.00</b>				
001	103357	CH	1 10268	PACKEY, JOSEPH	04/28/2023	\$95.00	152911	E 11 300 296 125 000 305	VARSITY SOFTBALL OFFICIAL VS MONT		
<b>Check Total:</b>							<b>\$95.00</b>				
001	103358	CH	1 07890	PMA FINANCIAL NETWORK INC.	04/28/2023	\$235.33	152910	E 45 005 935 000 000 305	ASSETS MARCH 2023		
<b>Check Total:</b>							<b>\$235.33</b>				
001	103359	CH	1 01187	SCHMITT DIRECTOR CENTER	04/28/2023	\$5.59	152913	E 01 300 258 000 000 430	08050036 Easy Jazz Classics (Alto 2) Tem		

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

Payment Date Range: 7/1/2022 - 4/30/2023

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	103359	CH	1 01187	SCHMITT DIRECTOR CENTER	04/28/2023	\$63.75	152914	E 01 300 258 000 000 430	RSMC046 The Clapping Song (CB)
<b>Check Total:</b>						<b>\$69.34</b>			
001	103360	CH	1 13428	SCHWAB VOLHABER LUBRATT INC	04/28/2023	\$114,950.00	152912	E 06 005 870 000 000 520	BOND ID 22D100.01A
<b>Check Total:</b>						<b>\$114,950.00</b>			
001	103361	CH	1 08382	SPEECH CORNER	04/28/2023	\$31.99	152915	E 12 201 401 000 740 433	Rainbow Sentences JL 170
001	103361	CH	1 08382	SPEECH CORNER	04/28/2023	\$17.99	152915	E 12 201 401 000 740 433	50 Comprehension Activities JL 075
001	103361	CH	1 08382	SPEECH CORNER	04/28/2023	\$25.99	152915	E 12 201 401 000 740 433	Expressive Language Speech Corner Phot
001	103361	CH	1 08382	SPEECH CORNER	04/28/2023	\$17.99	152915	E 12 201 401 000 740 433	50 Social Scenario Activities JL140
001	103361	CH	1 08382	SPEECH CORNER	04/28/2023	\$25.99	152915	E 12 201 401 000 740 433	Social Inferences and Subtle Cues SC220
001	103361	CH	1 08382	SPEECH CORNER	04/28/2023	\$25.99	152915	E 12 201 401 000 740 433	Determining Meaning from Social Languag
001	103361	CH	1 08382	SPEECH CORNER	04/28/2023	\$25.99	152915	E 12 201 401 000 740 433	Conversational Starters for Teens SC291
001	103361	CH	1 08382	SPEECH CORNER	04/28/2023	\$25.99	152915	E 12 201 401 000 740 433	Articulation carryover speech corner photo
001	103361	CH	1 08382	SPEECH CORNER	04/28/2023	\$8.99	152915	E 12 201 401 000 740 433	Shipping
<b>Check Total:</b>						<b>\$206.91</b>			
001	103362	CH	1 13544	SUSAN MARIE SEXTON	04/28/2023	\$32.00	152893	E 12 110 401 000 740 433	5-minute kids manual - CD <span style="float: right;">18</span>
001	103362	CH	1 13544	SUSAN MARIE SEXTON	04/28/2023	\$111.00	152893	E 12 110 401 000 740 433	Complete set of therapy books - CD
<b>Check Total:</b>						<b>\$143.00</b>			
001	103363	CH	1 10633	WOLD ARCHITECTS, INC	04/28/2023	\$14,200.71	152916	E 06 100 870 000 000 305	BOND PROJECT #22D100.01B INDY ES I
001	103363	CH	1 10633	WOLD ARCHITECTS, INC	04/28/2023	\$12,675.15	152917	E 06 300 870 000 000 305	BOND PROJECT ID #22E300.01B HS REI
<b>Check Total:</b>						<b>\$26,875.86</b>			
001	103364	CH	1 01165	XCEL ENERGY-NSP	04/28/2023	\$4,299.39	152918	E 01 110 810 000 000 330	LIBERTY GAS P 302291437 MARCH 2023
<b>Check Total:</b>						<b>\$4,299.39</b>			
<b>Bank 001 Total:</b>						<b>\$533,070.10</b>			
<b>Report Total:</b>						<b>\$533,070.10</b>			

# Big Lake Public Schools, ISD #727

## Payment Reg by Check-No Voids

Payment Date Range: 04/01/2023 - 4/30/2023

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1 01038	CITY OF BIG LAKE	04/03/2023	\$1,826.60	152639	E 01 300 810 000 000 332	Water/Sewer HS 01/12/23-02/03/23
001		CC	1 01038	CITY OF BIG LAKE	04/03/2023	\$937.83	152640	E 01 100 810 000 000 332	Water/Sewer Indy 01/12/23-02/03/23
001		CC	1 01038	CITY OF BIG LAKE	04/03/2023	\$892.57	152642	E 01 201 810 000 000 332	Water/Sewer MS 01/12/23-02/03/23
001		CC	1 01038	CITY OF BIG LAKE	04/03/2023	\$1,025.59	152643	E 01 110 810 000 000 332	Water/Sewer Liberty 01/12/23-02/03/23
001		CC	1 01038	CITY OF BIG LAKE	04/03/2023	\$33.24	152644	E 01 005 810 000 000 332	Water/Sewer Admissions 01/21-02/20
001		CC	1 01038	CITY OF BIG LAKE	04/03/2023	\$33.24	152645	E 01 005 810 000 000 332	Water/Sewer Bathrooms 01/21/23-02/20/23
001		CC	1 01065	HILLYARD FLOOR CARE	04/03/2023	\$2,976.88	152553	E 01 110 810 000 000 401	PO 31718 Liberty Cleaning Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	04/03/2023	\$2,139.53	152556	E 01 201 810 000 000 401	PO 31717 MS Cleaning Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	04/03/2023	\$1,979.50	152589	E 01 300 810 000 000 401	PO 31676 HS Cleaning Supplies
001		CC	1 01107	JOSTENS	04/03/2023	\$1,123.35	152593	E 01 300 211 222 000 401	Certificate of Attendance & Graduation Dipl
001		CC	1 01233	WESTERN PSYCHOLOGICAL SERVICE	04/03/2023	\$94.00	152633	E 12 110 401 000 740 433	PO 31610 CAAP-2 Articulation Response F
001		CC	1 02097	BIG LAKE CHAMBER OF COMMERCE	04/03/2023	\$100.00	152570	E 01 300 790 000 699 406	Community Fair Booth space
001		CC	1 02105	PRO-ED	04/03/2023	\$44.00	152600	E 12 201 410 000 740 433	PO 31543 TPI-2 Home Rating Form # 1417
001		CC	1 02493	ELK RIVER PRINTING	04/03/2023	\$31.36	152648	E 01 400 203 000 000 401	Big Lake Online Post Cards
001		CC	1 02493	ELK RIVER PRINTING	04/03/2023	\$31.36	152648	E 01 400 211 000 000 401	Big Lake Online Post Cards
001		CC	1 02824	FLINN SCIENTIFIC INC	04/03/2023	\$81.92	152576	E 01 300 260 000 000 430	PO 31677 Sling Psychrometer, Small-Size
001		CC	1 03455	GRAINGER	04/03/2023	\$40.00	152582	E 01 300 810 000 000 350	PO 31675 Sockets
001		CC	1 03455	GRAINGER	04/03/2023	\$12.64	152588	E 01 300 810 000 000 350	PO 31675 Couplings
001		CC	1 03455	GRAINGER	04/03/2023	\$110.10	152590	E 01 300 810 000 000 350	PO 31675 Spuds & Vac Breaker
001		CC	1 03455	GRAINGER	04/03/2023	\$387.76	152591	E 01 300 810 000 000 350	PO 31687 SEWAGE EJECTION PUMP
001		CC	1 03455	GRAINGER	04/03/2023	\$266.96	152601	E 05 005 865 000 347 401	PO 31244 Welding Jackets
001		CC	1 03455	GRAINGER	04/03/2023	\$947.92	152605	E 12 300 411 000 619 401	PO 31264 Lockers- SPED Classroom usag
001		CC	1 04063	THE LIBRARY STORE, INC.	04/03/2023	\$154.40	152577	E 01 201 620 000 000 401	PO 31683 MS ClearSeal Repositionable La
001		CC	1 04336	MASBO	04/03/2023	\$290.00	152549	E 01 005 640 000 316 366	2023 MASBO Annual Conference (Angie M
001		CC	1 04576	MCTM	04/03/2023	\$275.00	152548	E 01 300 256 000 000 366	PO 31747 2023 MCTM Spring Conference
001		CC	1 04641	IEA	04/03/2023	\$96.25	152560	E 05 110 865 000 349 305	February 2023 Services
001		CC	1 04641	IEA	04/03/2023	\$2,400.00	152560	E 05 005 865 000 352 305	February 2023 Services
001		CC	1 04641	IEA	04/03/2023	\$2,092.41	152560	E 05 005 865 000 352 305	February 2023 Services
001		CC	1 04641	IEA	04/03/2023	\$2,054.90	152560	E 05 100 865 000 358 305	February 2023 Services
001		CC	1 04641	IEA	04/03/2023	\$1,820.00	152560	E 06 005 870 000 000 305	February 2023 Services
001		CC	1 04944	DOMINO'S PIZZA	04/03/2023	\$176.52	152599	E 01 100 203 902 000 490	conference dinner
001		CC	1 05216	BEST WESTERN HOTEL	04/03/2023	\$4.00	152554	E 01 005 020 000 000 366	Day @ the capitol (TT)
001		CC	1 05264	BSN SPORTS	04/03/2023	\$75.94	152563	E 11 300 293 162 000 401	PO 31681 Lacrosse Supplies
001		CC	1 05264	BSN SPORTS	04/03/2023	\$111.18	152563	E 11 300 294 162 000 401	PO 31681 Lacrosse Supplies

### Big Lake Public Schools, ISD #727

#### Payment Reg by Check-No Voids

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1 05264	BSN SPORTS	04/03/2023	\$32.13	152563	E 11 300 295 162 000 401	PO 31681 Lacrosse Supplies
001		CC	1 05264	BSN SPORTS	04/03/2023	\$30.75	152563	E 11 300 296 162 000 401	PO 31681 Lacrosse Supplies
001		CC	1 05264	BSN SPORTS	04/03/2023	\$15.22	152563	E 11 300 293 162 000 401	PO 31681 Lacrosse Supplies
001		CC	1 05264	BSN SPORTS	04/03/2023	\$22.28	152563	E 11 300 294 162 000 401	PO 31681 Lacrosse Supplies
001		CC	1 05264	BSN SPORTS	04/03/2023	\$6.44	152563	E 11 300 293 162 000 401	PO 31681 Lacrosse Supplies
001		CC	1 05264	BSN SPORTS	04/03/2023	\$6.15	152563	E 11 300 296 162 000 401	PO 31681 Lacrosse Supplies
001		CC	1 05264	BSN SPORTS	04/03/2023	\$160.02	152568	E 11 300 293 162 000 401	PO 31681 Lacrosse
001		CC	1 05264	BSN SPORTS	04/03/2023	\$234.29	152568	E 11 300 294 162 000 401	PO 31681 Lacrosse
001		CC	1 05264	BSN SPORTS	04/03/2023	\$67.43	152568	E 11 300 295 162 000 401	PO 31681 Lacrosse
001		CC	1 05264	BSN SPORTS	04/03/2023	\$65.06	152568	E 11 300 296 162 000 401	PO 31681 Lacrosse
001		CC	1 05264	BSN SPORTS	04/03/2023	\$13.67	152568	E 11 300 293 162 000 401	PO 31681 Lacrosse
001		CC	1 05264	BSN SPORTS	04/03/2023	\$20.01	152568	E 11 300 294 162 000 401	PO 31681 Lacrosse
001		CC	1 05264	BSN SPORTS	04/03/2023	\$5.79	152568	E 11 300 295 162 000 401	PO 31681 Lacrosse
001		CC	1 05264	BSN SPORTS	04/03/2023	\$5.53	152568	E 11 300 296 162 000 401	PO 31681 Lacrosse
001		CC	1 05264	BSN SPORTS	04/03/2023	\$7.57	152568	E 11 300 293 162 000 401	PO 31681 Lacrosse
001		CC	1 05264	BSN SPORTS	04/03/2023	\$11.08	152568	E 11 300 294 162 000 401	PO 31681 Lacrosse
001		CC	1 05264	BSN SPORTS	04/03/2023	\$3.20	152568	E 11 300 293 162 000 401	PO 31681 Lacrosse
001		CC	1 05264	BSN SPORTS	04/03/2023	\$3.06	152568	E 11 300 296 162 000 401	PO 31681 Lacrosse
001		CC	1 05264	BSN SPORTS	04/03/2023	\$313.00	152652	E 11 300 294 111 000 401	HS Baseball Supplies
001		CC	1 05264	BSN SPORTS	04/03/2023	\$66.95	152652	E 11 300 294 111 000 401	HS Baseball Supplies
001		CC	1 05599	SUBWAY	04/03/2023	\$30.13	152574	E 01 005 010 000 000 490	Policy Committee Meeting
001		CC	1 05951	RUTTGER'S BAY LAKE LODGE	04/03/2023	\$502.54	152604	E 01 300 790 000 699 366	ST Rutgers Confirmation
001		CC	1 05951	RUTTGER'S BAY LAKE LODGE	04/03/2023	\$502.54	152607	E 01 300 790 000 699 366	Nicole's Reservation
001		CC	1 05951	RUTTGER'S BAY LAKE LODGE	04/03/2023	\$502.54	152611	E 01 300 790 000 699 366	Randi Anderson's Reservation
001		CC	1 06051	FINKEN WATER CENTERS	04/03/2023	\$93.70	152566	E 01 100 810 000 000 401	Solar Salt
001		CC	1 06051	FINKEN WATER CENTERS	04/03/2023	(\$52.05)	152566	E 01 005 810 000 000 332	Solar Salt
001		CC	1 06051	FINKEN WATER CENTERS	04/03/2023	\$52.45	152566	E 01 201 810 000 000 401	Solar Salt
001		CC	1 06051	FINKEN WATER CENTERS	04/03/2023	\$68.95	152566	E 01 300 810 000 000 401	Solar Salt
001		CC	1 06130	COBORN'S INC.	04/03/2023	\$250.00	152572	E 04 500 505 000 321 305	CE General (Community Fair tablecloth dry
001		CC	1 06130	COBORN'S INC.	04/03/2023	\$270.00	152578	E 04 500 505 000 321 305	CE General (Community Fair tablecloth dry
001		CC	1 06130	COBORN'S INC.	04/03/2023	\$191.65	152583	E 01 300 790 000 699 490	PCN- Donuts and coffee
001		CC	1 06130	COBORN'S INC.	04/03/2023	\$252.79	152650	E 01 005 241 204 000 490	Wellness Supplies
001		CC	1 06319	HAMPTON INN	04/03/2023	20 \$892.56	152615	E 11 300 294 115 000 366	State Wrestling
001		CC	1 06319	HAMPTON INN	04/03/2023	\$930.31	152620	E 11 300 294 115 000 366	State Wrestling

# Big Lake Public Schools, ISD #727

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Payment Date Range: 04/01/2023 - 4/30/2023

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1 06319	HAMPTON INN	04/03/2023	\$892.56	152622	E 11 300 294 115 000 366	State Wrestling
001		CC	1 06697	MSSWA	04/03/2023	\$65.00	152585	E 01 300 740 000 000 820	PO 31675 Membership JS
001		CC	1 06700	B & H FOTO & ELECTRONICS CORP	04/03/2023	\$1,891.99	152581	E 01 005 630 000 000 315	Vivotek Network Cameras
001		CC	1 07551	RIDDELL	04/03/2023	\$6,724.95	152617	E 11 300 293 113 000 401	PO 31527 Football Shoulder Pads
001		CC	1 07628	BerganKDV	04/03/2023	\$17,200.00	152647	E 01 005 110 000 000 305	Final Audit Billing
001		CC	1 07785	CARIBOU COFFEE CO	04/03/2023	\$150.20	152587	E 01 300 790 000 699 490	PCN- Coffee
001		CC	1 07859	MINNESOTA SOCIETY OF CPAs	04/03/2023	\$355.00	152616	E 01 005 110 000 000 820	CPA Membership- AM 4/1/23-3/31/24
001		CC	1 08066	TARGET	04/03/2023	\$32.44	152580	E 01 300 298 918 000 490	Java Hive Supplies
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	04/03/2023	\$34.93	152631	E 01 100 810 000 000 320	Indy Long Distance February 2023
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	04/03/2023	\$19.47	152632	E 01 300 810 000 000 320	HS Long Distance February 2023
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	04/03/2023	\$6.61	152634	E 04 500 505 000 321 305	CE Long Distance February 2023
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	04/03/2023	\$50.09	152635	E 01 005 810 000 000 320	DO Long Distance February 2023
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	04/03/2023	\$23.79	152636	E 01 201 810 000 000 320	MS Long Distance February 2023
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	04/03/2023	\$36.44	152637	E 01 110 810 000 000 320	Liberty Long Distance February 2023
001		CC	1 09044	MENARDS - ELK RIVER	04/03/2023	\$449.43	152559	E 01 005 810 000 000 350	B&G Supplies
001		CC	1 09044	MENARDS - ELK RIVER	04/03/2023	\$725.05	152559	E 01 110 810 000 000 350	B&G Supplies
001		CC	1 09044	MENARDS - ELK RIVER	04/03/2023	\$121.95	152559	E 01 005 810 000 000 401	B&G Supplies
001		CC	1 09044	MENARDS - ELK RIVER	04/03/2023	\$1,873.66	152608	E 01 300 361 000 830 433	HS Shop Supplies
001		CC	1 09217	HORIZON COMMERCIAL POOL SUPPLY	04/03/2023	\$175.00	152584	E 01 300 810 000 000 305	HS Pool Repairs
001		CC	1 09217	HORIZON COMMERCIAL POOL SUPPLY	04/03/2023	\$1,744.00	152586	E 01 300 810 000 000 305	HS Pool Repairs
001		CC	1 09386	DOUBLETREE BY HILTON HOTEL	04/03/2023	\$614.52	152613	E 01 300 790 000 699 366	N Seafolk Hotel
001		CC	1 09967	MACMH	04/03/2023	\$324.00	152569	E 01 100 203 012 150 430	Mental Health Conference Registration
001		CC	1 09967	MACMH	04/03/2023	\$6,480.00	152569	E 01 005 730 012 160 366	Mental Health Conference Registration
001		CC	1 09967	MACMH	04/03/2023	(\$6,480.00)	152569	E 01 005 730 012 160 366	Mental Health Conference Registration
001		CC	1 09967	MACMH	04/03/2023	\$4,188.13	152569	E 01 005 730 012 160 366	
001		CC	1 09967	MACMH	04/03/2023	\$45.00	152569	E 01 300 211 000 799 305	
001		CC	1 09967	MACMH	04/03/2023	\$2,060.00	152569	E 01 201 208 000 799 305	
001		CC	1 09967	MACMH	04/03/2023	\$186.87	152569	E 01 110 203 000 799 305	
001		CC	1 10512	CASEY'S	04/03/2023	\$62.28	152595	E 01 110 203 902 000 490	Conferences Dinner
001		CC	1 10512	CASEY'S	04/03/2023	\$47.25	152598	E 01 110 203 902 000 490	Conferences Dinner
001		CC	1 10512	CASEY'S	04/03/2023	\$47.25	152602	E 01 110 203 902 000 490	Conferences Dinner
001		CC	1 10512	CASEY'S	04/03/2023	\$62.28	152603	E 01 110 203 902 000 490	Conferences Dinner
001		CC	1 10553	VEX ROBOTICS	04/03/2023	21 \$109.65	152546	E 01 201 255 000 000 430	PO 31647 & 31716
001		CC	1 10553	VEX ROBOTICS	04/03/2023	\$131.91	152546	E 01 201 255 000 000 430	PO 31647 & 31716

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1	10575	CONSTANT CONTACT	04/03/2023	\$195.00	152628	E 04 500 505 000 321 305	CE Mktg
001		CC	1	10658	OZONE, LLC	04/03/2023	\$999.55	152592	E 04 500 560 122 321 436	CE Gymnastics
001		CC	1	12129	SIPTRUNK, INC	04/03/2023	\$71.22	152630	E 01 005 630 000 000 320	Backup Phones
001		CC	1	12304	SAM'S CLUB	04/03/2023	\$32.50	152543	E 01 300 331 000 830 433	Java HIVE and FACS supplies
001		CC	1	12304	SAM'S CLUB	04/03/2023	\$47.94	152543	E 01 300 298 918 000 490	Java HIVE and FACS supplies
001		CC	1	12304	SAM'S CLUB	04/03/2023	\$182.80	152619	E 01 300 298 918 000 490	Java Hive food & Supplies
001		CC	1	12304	SAM'S CLUB	04/03/2023	\$51.34	152619	E 01 300 298 918 000 401	Java Hive food & Supplies
001		CC	1	12383	LITTLE FLOWER YOGA	04/03/2023	\$32.50	152629	E 01 201 710 000 000 305	Mindful Mondays Yoga
001		CC	1	12418	USPS	04/03/2023	\$8.13	152564	E 01 300 211 000 000 329	Postage
001		CC	1	12418	USPS	04/03/2023	\$17.10	152649	E 01 400 203 000 000 329	Postage
001		CC	1	12418	USPS	04/03/2023	\$10.05	152649	E 01 005 010 000 000 329	Postage
001		CC	1	12421	PATRICK MCGOVERN'S	04/03/2023	\$114.45	152623	E 11 300 294 115 000 366	State Wrestling
001		CC	1	12442	SCHEELS	04/03/2023	\$424.00	152545	E 01 005 241 204 000 401	Wellness Supplies
001		CC	1	12442	SCHEELS	04/03/2023	(\$90.00)	152547	E 01 005 241 204 000 401	Credit for items cancelled (Wellness)
001		CC	1	12463	WIX.COM	04/03/2023	\$192.00	152544	E 01 300 790 000 699 406	Website builder
001		CC	1	12463	WIX.COM	04/03/2023	\$25.85	152624	E 01 300 790 000 699 820	Wix Membership
001		CC	1	12510	BEST BUY BUSINESS ADVANTAGE ACC	04/03/2023	\$1,111.16	152573	E 01 005 630 000 000 465	Two reMarkable device packages
001		CC	1	12528	RAYMOND GEDDES & COMPANY, INC.	04/03/2023	\$75.11	152550	E 01 100 203 290 000 401	PBIS supplies
001		CC	1	12528	RAYMOND GEDDES & COMPANY, INC.	04/03/2023	\$49.06	152551	E 01 100 203 290 000 401	PBIS Supplies
001		CC	1	12673	EBAY	04/03/2023	\$43.38	152558	E 04 500 560 157 321 401	CE Musical
001		CC	1	12695	COSSETTA	04/03/2023	\$120.46	152621	E 11 300 294 115 000 366	State Wrestling
001		CC	1	12808	EDPUZZLE	04/03/2023	\$12.50	152594	E 01 201 270 000 000 430	Ed puzzle Teacher Pro- JB
001		CC	1	12808	EDPUZZLE	04/03/2023	\$12.50	152596	E 01 201 270 000 000 430	Ed Puzzle Teacher Pro- JP
001		CC	1	12851	NEW YORK TIMES	04/03/2023	\$17.00	152609	E 01 300 220 000 000 430	English Dep- JS
001		CC	1	12871	ZOOM US	04/03/2023	\$17.17	152597	E 01 005 630 000 000 401	Monthly Board Meeting
001		CC	1	12871	ZOOM US	04/03/2023	\$104.93	152610	E 01 300 790 000 699 820	Zoom Membership
001		CC	1	12986	SCAN AIR FILTER	04/03/2023	\$293.50	152627	E 01 201 810 000 000 401	B&G Supplies
001		CC	1	12986	SCAN AIR FILTER	04/03/2023	\$293.85	152627	E 01 300 810 000 000 401	B&G Supplies
001		CC	1	13072	CINTAS CORPORATION NO 2	04/03/2023	\$123.32	152614	E 01 300 810 350 000 305	Uniform Services February 2023
001		CC	1	13072	CINTAS CORPORATION NO 2	04/03/2023	\$123.32	152614	E 01 100 810 350 000 305	Uniform Services February 2023
001		CC	1	13072	CINTAS CORPORATION NO 2	04/03/2023	\$123.32	152614	E 01 201 810 350 000 305	Uniform Services February 2023
001		CC	1	13072	CINTAS CORPORATION NO 2	04/03/2023	\$123.32	152614	E 01 110 810 350 000 305	Uniform Services February 2023
001		CC	1	13072	CINTAS CORPORATION NO 2	04/03/2023	22 (\$2.57)	152614	E 01 300 810 350 000 305	Uniform Services February 2023
001		CC	1	13185	PATRIOT NEWS MN	04/03/2023	\$150.00	152557	E 01 005 010 000 000 305	Mar 11, Legal (week 1)

### Big Lake Public Schools, ISD #727

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1	13185	PATRIOT NEWS MN	04/03/2023	\$81.25	152651	E 01 005 010 000 000 305	Feb 18, Legal (week 1)
001		CC	1	13229	VISTA OUTDOOR SALES	04/03/2023	\$9,600.00	152571	E 11 300 292 154 000 401	Trap Team Supplies
001		CC	1	13234	MEETINGS NORTHWEST	04/03/2023	\$525.00	152567	E 01 300 790 000 699 366	2023 Montana Summer Institute (Shallyn Tr
001		CC	1	13271	SUMMIT INFORMATION RES	04/03/2023	\$1,373.00	152552	E 05 005 630 000 795 555	Cisco SFP LRM Module
001		CC	1	13371	RESILITE SPPORTS PRODUCTS, INC	04/03/2023	\$8,725.00	152562	E 11 300 293 115 000 401	PO 31193 1-3/8" Crosslink Foam Underlayr
001		CC	1	13371	RESILITE SPPORTS PRODUCTS, INC	04/03/2023	\$30,400.00	152612	E 11 300 294 115 000 530	PO 31200 Wrestling Mats
001		CC	1	13578	EAGLE STREET GRILLE	04/03/2023	\$50.34	152626	E 11 300 294 115 000 366	State Wrestling
001		CC	1	13594	FREDDIES	04/03/2023	\$19.53	152561	E 01 005 020 000 000 366	Superintendent's Meeting
001		CC	1	13595	GOODR LLC	04/03/2023	\$360.00	152555	E 01 005 241 204 000 401	Wellness supplies
001		CC	1	13596	GET A CLU TRIVIA	04/03/2023	\$350.00	152565	E 01 005 241 204 000 401	Private Trivia Event 04/20
001		CC	1	13597	DOT CAFE	04/03/2023	\$15.69	152575	E 01 005 020 000 000 490	Capital Day
001		CC	1	13598	WILLYS ON THE WATER	04/03/2023	\$22.00	152579	E 01 005 020 000 000 490	Chamber Meeting
001		CC	1	13599	JOAHSARK PETTING ZOO	04/03/2023	\$1,050.00	152606	E 04 500 570 000 321 369	KC Summer Field Trip
001		CC	1	13601	INTERCONTINENTAL ST PAUL	04/03/2023	\$1,571.50	152638	E 11 300 296 122 000 366	Gymnastics Hotel
001		CC	1	13602	CHILDBRITE BY MANTA	04/03/2023	\$8.80	152641	E 12 110 412 000 740 401	Sensory table plug
001		CC	1	13603	SCHOOL SPACE MEDIA	04/03/2023	\$10.78	152618	E 11 300 292 000 000 305	State Wrestling (nspn-tv)
001		CC	1	7760	PIONEER ATHLETICS	04/03/2023	\$8,400.00	152646	E 05 300 292 000 302 530	PO 31604 Fence Slats

**Check Total: \$138,365.04**

**Bank 001 Total:**

**Report Total:**

<b>Employee (Last, First Name)</b>	<b>Position</b>	<b>Building</b>	<b>Effective Date</b>	<b>Action Type</b>
Botzet, Rachel	Teacher	Independence	06/02/2023	Resignation
Wicklund, Chelsea	Teacher	Independence	06/02/2023	Resignation
Trytten, Kaitlyn	Teacher	Liberty	06/02/2023	Resignation
Zuidema, Jane	Teacher	Liberty	06/02/2023	Resignation
Forgery, Miranda	Teacher	Middle School	06/02/2023	Resignation
Tienter, Tamara	Teacher	High School	06/02/2023	Resignation
Fleisher, Jaclynn	Teacher	Liberty	06/02/2023	Resignation
Picka, Deanna	Teacher	High School	06/02/2023	Resignation
Luniewski, Traci	Teacher	High School	06/02/2023	Resignation
Hagman, Athena	Teacher	Liberty	06/02/2023	Resignation
Page, Tami	Teacher	Middle School	06/02/2023	Resignation
Weber, Melinda	Teacher	Liberty	06/02/2023	Resignation
Schoon, Gina	School Readiness Instructor	Community Ed	05/31/2023	Resignation
Harris, Angie	Teacher	Liberty	08/28/2023	New Hire
Peterson, David	Custodian	Independence	04/21/2023	Retirement
Schneider, Kaylei	Teacher	Independence	08/28/2023	New Hire
Morrison, Alisha	Teacher	Liberty	08/28/2023	Transfer
Shaw, Kristy	Teacher	Liberty	08/28/2023	Rehire
Gorecki, Charles	Teacher	High School	08/28/2023	New Hire
Wear, Erin	Teacher	Middle School	08/28/2023	New Hire
Hermanson, Hanna	Teacher	Independence	08/28/2023	New Hire
Felton, Riley	Teacher	Liberty	08/28/2023	New Hire
Shriver, Nicholas	Teacher	High School	08/28/2023	New Hire
Penner, Morgan	Teacher	High School	08/28/2023	New Hire
Fisher, Brooke	Teacher	Independence	08/28/2023	New Hire
Berber, Prescovia	Teacher	Liberty	08/28/2023	Rehire
Soldner, Katie	Teacher	Middle School	08/28/2023	New Hire
Duncan, Michaela	Teacher	Independence	08/28/2023	Rehire
Krutzig, Tanner	Teacher	District Wide	08/28/0203	Transfer
Halsted, Elizabeth	Paraeducator	Middle School	04/25/2023	Transfer
Gordy, Caryl	Teacher	District Wide	08/28/2023	Transfer
Helgoe, Ally	Teacher	Middle School	08/28/2023	Transfer
Fluegel, Jenna	School Readiness Instructor	Community Ed	07/01/2023	New Hire
Garlock, Shea	Teacher	Middle School	08/28/2023	New Hire
Schwartz, Rebecca	Long-term Substitute Teacher	Independence	04/24/2023	Transfer
Thompson, Morgan	Teacher	Middle School	08/28/2023	New Hire



## 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 (6<sup>th</sup> 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 (8<sup>th</sup> Cir. 2012)  
*Wigg v. Sioux Falls Sch. Dist.*, 382 F.3d 807 (8<sup>th</sup> Cir. 2004)  
*Doe v. School Dist. of City of Norfolk*, 340 F.3d 605 (8<sup>th</sup> Cir. 2003)  
*Stark v. Independent Sch. Dist. No. 640*, 123 F.3d 1068 (8<sup>th</sup> Cir. 1997)  
*Florey v. Sioux Falls Sch. Dist. 49-5*, 619 F.2d 1311 (8<sup>th</sup> Cir. 1980)  
*Roark v. South Iron R-1 Sch. Dist.*, 573 F.3d 556 (8<sup>th</sup> 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 610  
Adopted: 1.25.18  
Revised: 3.1.23  
Revised: 4.27.23

## **FIELD TRIPS**

### **I. PURPOSE**

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests

### **II. GENERAL STATEMENT OF POLICY**

The general expectation of the school board is that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Student trips will be categorized within three general areas:

#### **A. Instructional Trips**

Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal and shall be financed by school district funds within the constraints of the school building budget.

#### **B. Supplementary Trips**

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day. Examples of trips in this category involve student activities, clubs, and other special interest groups. These trips are subject to review and approval of the activities director and/or the building principal. Financial contributions by students may be requested. (Minnesota Statutes section 123B.36)

#### **C. Extended Trips**

- 1) Trips that involve one or more overnight stops fall into this category. Extended trips may be instructional or supplementary and must be requested well in advance of the planned activity. An extended trip request form must be completed and approved at each level: student, principal, superintendent, and school board. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g., tournament competition).
- 2) The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.

### **III. REGULATIONS**

- A. Rules of conduct and discipline for students and employees shall apply to all student trip activity.
- B. The school administration shall be responsible for providing more detailed procedures, including parental involvement, supervision, and such other factors deemed important and in the best interest of students.
- C. Transportation shall be furnished through a commercial carrier or school-owned vehicle.

- D. An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior, written approval from administration.
- E. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.
  - 1) If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.
  - 2) An employee must obtain preapproval by administration of student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If preapproval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and circumstances for use of a personal vehicle shall be documented by administration.

#### IV. SCHOOL BOARD REVIEW

The superintendent shall at least annually report to the school board upon the utilization of trips under this policy.

**Legal References:** Minn. Stat. § 123B.36 (Authorized Fees)  
 Minn. Stat. § 123B.37 (Prohibited Fees)  
 Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)  
 Minn. Stat. § 169.011, Subd. 71(a) (Definitions)  
 Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards)  
*Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721*, 327 F.3d 675 (8<sup>th</sup> Cir. 2003)  
*Lee v. Pine Bluff Sch. Dist.*, 472 F.3d 1026 (8<sup>th</sup> Cir. 2007)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
 MSBA/MASA Model Policy 423 (Employee – Student Relationships)  
 MSBA/MASA Model Policy 506 (Student Discipline)  
 MSBA/MASA Model Policy 707 (Transportation of Public School Students)  
 MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
 MSBA/MASA Model Policy 710 (Extracurricular Transportation)



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.*



## **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.*

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)
The Bank of Elk River	\$1,000.00	Senior Scholarship
Christie’s Carcinoid Memorial Scholarship	\$400.00	Two Senior Scholarships
Big Lake Spud Fest	\$5,000.00	Musical
Liz Fagen	\$125.00	District Hornet Hospitality Room
Big Lake Spud Fest	\$2,500.00	Lions Quest supplies for Middle School SEL programming
Compass Group (Chartwells)	\$3,666.00	\$2,000.00 Senior Scholarships, \$1,666.00 Java Hive

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted on April 27, 2023.

# American Indian Parent Advisory Committee (AIPAC) Update

School Board Presentation  
March 27th, 2023



# Recommendations from AIPAC

---

1. Hire a Native American Cultural Liaison
2. Schedule a speaker to present on Native American Trauma and Healing
3. Offer a drumming group
4. Organize a Jingle Dress presentation
5. Schedule a Spring field trip to a location supported by the Minnesota Historical Society
6. Schedule a community Powwow or provide transportation to another Minnesota Powwow

# Field Trip to Osprey Wilds

- Outdoor experiential learning center
- Students went on an Ojibwe hike, became one with the wolves, and went maple syruping
- Forty students grades 3-5 attended with priority enrollment for our Native students



# Presentation: Native American Intergenerational Trauma and Healing

by Nancy Bordeaux, CEO of Tawacin Tanka

- 25 people attended including Native families, school staff, and a Native high school student
- School staff have shared they feel more knowledgeable about the traditions that many Native people use to find healing.



# POW WOW

## Join us for a POW WOW!

Free transportation to the the Honoring the Youth Pow Wow  
in St. Louis Park! You are invited!

**MAY 20, 2023**



### TRIP DETAILS:

**Who:** Students and Families  
(students under 18 must be  
accompanied by an adult)

**What:** Trip to Honoring the  
Youth Pow Wow in St. Louis Park

**When:** May 20. Bus will depart  
from Big Lake High School at  
11am, and leave the Pow Wow  
at about 4pm.

**Cost:** Free

Grand Entry | Honoring Ancestors | Dancing | Drumming | Food and Vendors



**BigLake**  
SCHOOLS

Native American Parent Advisory Council

Email Sonni Buerskin at  
[s.buerskin@biglakeschools.org](mailto:s.buerskin@biglakeschools.org)  
for questions or to register!

- Saturday, May 20th 12:00-4:00
- Transportation to a Pow Wow hosted by St. Louis Park Schools
- Native American students and their families are welcome to attend

# Recommendations from AIPAC

---

1. Hire a Native American Cultural Liaison
- ~~2. Schedule a speaker to present on Native American Trauma and Healing~~
3. Offer a drumming group
4. Organize a Jingle Dress presentation
- ~~5. Schedule a Spring field trip to a location supported by the Minnesota Historical Society~~
- ~~6. Schedule a community Powwow or provide transportation to another Minnesota Powwow~~

# Literacy Totes for Tots



- Literacy totes have been given to our current Native preschool students
- Literacy totes have been given to our early childhood screening team. Whenever a Native child is screened, they will be given a tote to take home.

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# K-8 Literacy Incentive Program

- Each Native student received a book appropriate for their grade level to read during the month of May.
- Students that read their books before the end of May will receive a prize.
- All students get to keep their books!



# Next Steps

- School board responds to the AIPAC recommendations in writing. This response is signed by all board members.
- The response is shared with MDE and the AIPAC chair.
- The district begins work on their 23-24 AIEA application so that activities, speakers, groups, etc. can begin early next fall.



# District-wide Presentation

# PBIS

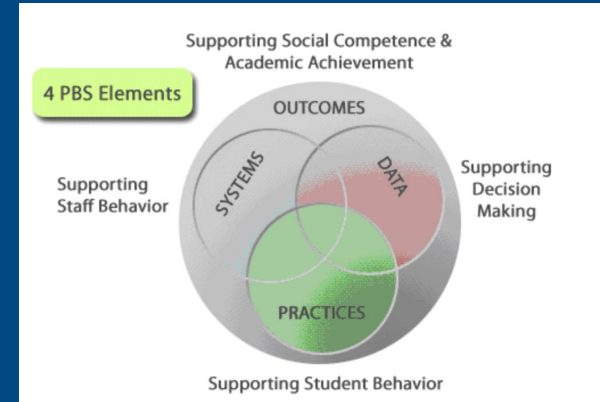
April 2023



# What is Positive Behavior Interventions and Supports (PBIS)?

- **Definition:** Positive Behavioral Interventions and Supports (PBIS) is a framework for organizing strategies to enhance academic and social outcomes using data-based decision making. [Description here in Minnesota Statute 122A.627.](#) [View research supporting PBIS.](#)
- **What it looks like:** PBIS schools organize their evidence-based behavioral practices and systems into an **integrated collection** or **continuum** where students get supports based on their response to intervention.

A **three-tiered prevention logic** requires that all students receive supports at the **universal** or **primary tier**. If the behavior of some students is not responsive, more intensive behavioral supports are provided, in the form of a group contingency (**selected** or **secondary tier**) or a highly individualized plan (**intensive** or **tertiary tier**).



# PBIS District Team

- Ms. Deavel applied for District PBIS Grant last year
- Received award
  - \$5,000
  - Created a PBIS District Team
    - Met throughout the year to further collaborate with North Regional PBIS Coach, Erin Engness
      - Ms. Gordy – Liberty Elementary Principal
      - Ms. Deavel – Independence Elementary STEM Principal
      - Mr. Ernst – Big Lake Middle School Principal
      - Ms. Anderson – Big Lake Middle School Assistant Principal
      - Ms. Smock-Potter – District SEL Coordinator, Big Lake Online Administrator & District Homeless Liaison
      - Ms. Anderson – Assistant Superintendent

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# PBIS Teams in Big Lake Schools

- Liberty Elementary (since 2020)
  - Jackie Durand, Coach
  - Caryl Gordy, Lynn Bormann, Deb Terlinden, Sara Edgar, Jackie Fleisher, Kayley Richman, Kelsey Olson, Anna Bourdeaux, Becky Hoover
- Independence Elementary STEM (since 2019-2020)
  - Jona Deavel, Coach
  - Scott Pierce, Amanda Furnstahl, Kimmy Windsperger, Kellie Olson, Jenna O'Brien, Emily Wroge, Andrea Pierson, Simona Samuelson, Deanna Hernandez, Nicole Kuchera (para), Libby Wenderski (parent), and Rebecca Schwartz (parent)
- Big Lake Middle School (since 2012)
  - Megan Thorstad, Coach
  - Randi Anderson, Amber Marsh, Deb Myhre, Ryan Herrboldt, Tony Trudeau, Trista Seitzer, Barb Nelson

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[biglakeschools.org](http://biglakeschools.org)

# Training of Staff

- All PBIS Schools
- All staff
- Back to School Week
- Continual basis
- Led by School PBIS Teams
  - Initial plans are created in the summer
  - Adjusted along the way
  - Supported by PBIS mini-grants



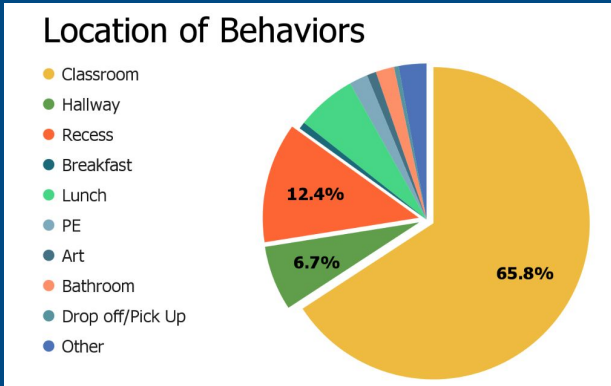
# Data Collection

- Liberty
  - Teachers fill out google forms for behavior
  - Examine trends at conference times, SAT meetings, at least 3 times annually at staff meetings – intervention staff review 1 x mo to adjust goals
- Independence
  - Teachers fill out a behavior referral via a google link for all behaviors that are deemed administrative need/SSR referral.
  - Examine trends monthly at PBIS team meetings & report is shared out to all staff
- Middle School
  - Teachers fill out behavior referrals
  - PBIS team discusses data trends & these are shared at staff meetings

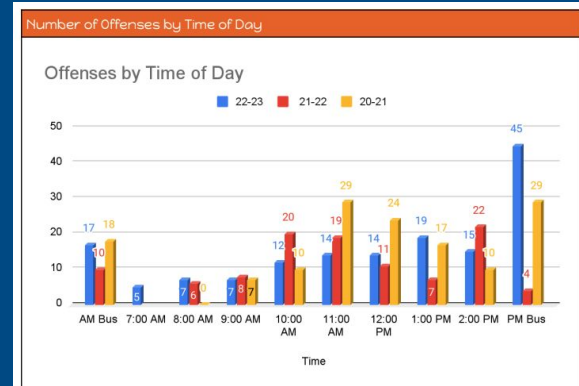
58

# Sample of Student Data

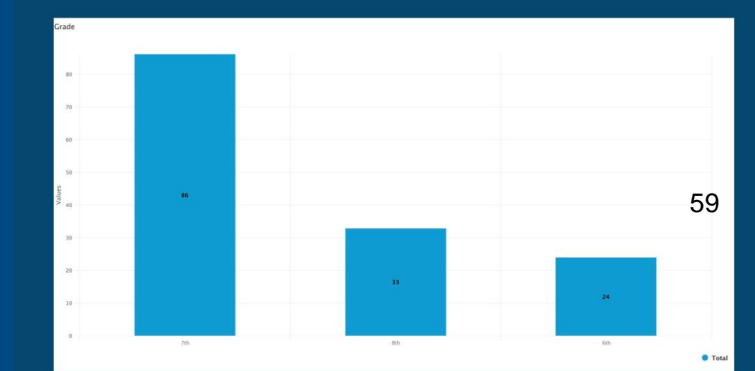
- Liberty



- Independence



- Big Lake Middle School



What is the grade?



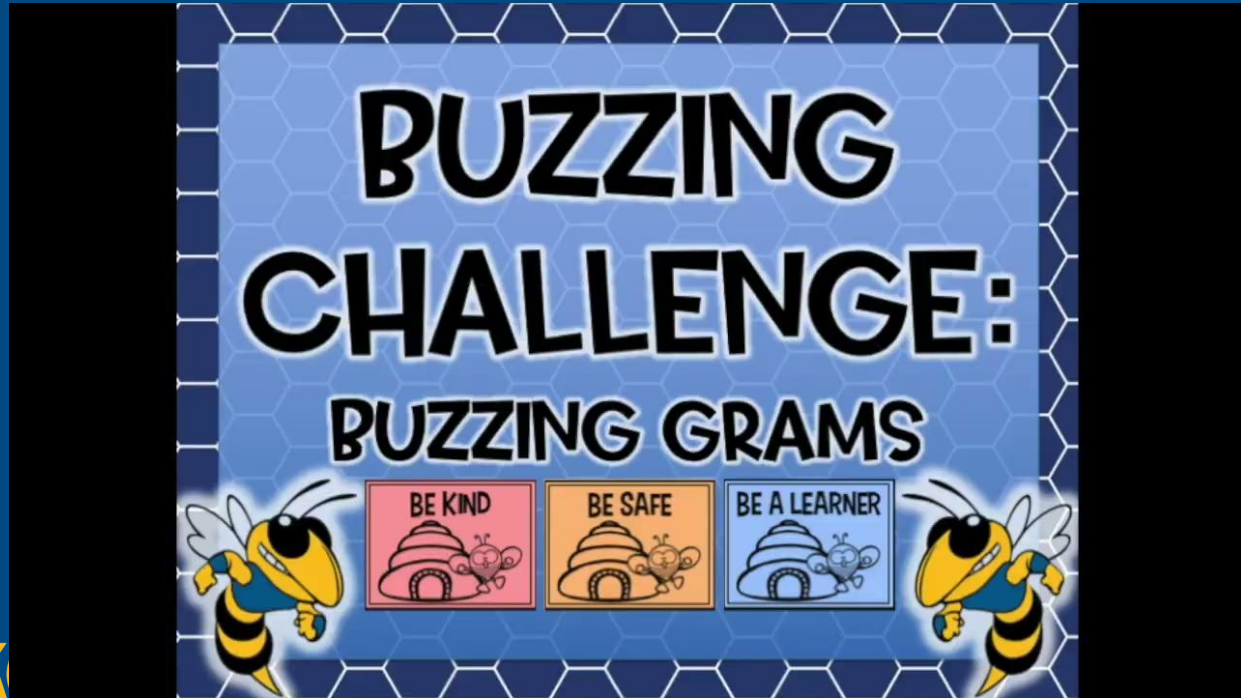
# Current Focus Areas & Action Plans

- Liberty
  - Focus - Improving behavior in less structured settings
  - Action - Bus Buzzing Grams, Golden Tray, Transition Challenges
- Independence
  - Focus - Improving bus behavior and behaviors in less structured areas
  - Action - Advocating for bus monitors, partnering with and providing PBIS training to Vision, purposely recognizing positive behaviors in hallways, piloting Smart Pass
- Big Lake Middle School
  - Focus - Reducing tardiness to class, improving behavior during lunch, teaching and re-teaching PRIDE
  - Action - Adding positive replacement behaviors with blue vs. gold competitions and celebrations, re-teaching expectations, targeting certain behaviors each month



# Liberty Elementary Highlight

- Buzzing challenge video



# Independence Elementary STEM Highlight

2022 - 2023 Independence Morning Meeting

[September](#) [October](#) [November](#) [December](#) [January](#) [February](#) [March](#) [April](#) [May](#) [June](#)

September - Collaboration

Monday	Tuesday	Wednesday	Thursday	Friday
5 No School	6 Assessment Day	7 Assessment Day	8 <b>Morning Presentation</b> Teaching Expectations: Voice Levels, Launch & Release, End of Day and Morning Procedures <b>MM:</b> Use Building Class Family #1	9 <b>Morning Presentation</b> Story Time with Mrs. Deavel & Teaching Expectation: Hallways & Bathrooms <b>MM:</b> Use Building Class Family #2
12 <b>Morning Presentation</b> Teaching Expectations: Bus Safety & PBIS <b>MM:</b> CSC Week 1 Getting to Know One Another - Day 1	13 <b>Morning Presentation</b> STEM Teaching & Teaching Expectations: Name Tags & Lockers <b>MM:</b> Day 2	14 <b>Morning Presentation</b> Teaching Expectations: Technology & Fire Drill <b>MM:</b> Day 3	15 <b>Morning Presentation</b> Teaching Expectations: Digital Citizenship & Movement Pathways <b>MM:</b> Day 4	16 <b>Morning Presentation</b> Teaching Expectations: Main Office, Health Office, & Media Center <b>MM:</b> Day 5
19 <b>Morning Presentation</b> Teaching Expectations: Quiet Calendars <b>MM:</b> CSC Week 2 Agreeing on Norms - Day 1	20 <b>Morning Presentation</b> Teaching Expectations: Buzz Bookstore & Guest Teacher <b>MM:</b> Day 2	21 <b>Morning Presentation</b> Teaching Expectations: Student Handbooks <b>MM:</b> Day 3	22 <b>Morning Presentation</b> Teaching Expectations: Student Handbooks <b>MM:</b> Day 4	23 <b>Morning Presentation</b> <b>MM:</b> Day 5
26 <b>Morning Presentation</b> Zones of Regulation & Fundraiser Info <b>MM:</b> CSC Preparing for a Substitute - Day 1	27 <b>Morning Presentation</b> Meet our Staff into 3rd Grade <b>MM:</b> Day 2	28 <b>Morning Presentation</b> Meet our Staff Special Education Teachers <b>MM:</b> Day 3	29 <b>Morning Presentation</b> Community Partners Highlight & Meet our Staff Speech Clinicians <b>MM:</b> Day 4	30 <b>Morning Presentation</b> Teaching Expectations: Assemblies/Speakers SOTM <b>MM:</b> Day 5

Click [HERE](#) for additional activities around Collaboration. Click [HERE](#) for Zones of Regulation resources.

**Principal Deavel** @Indy\_STEM · Apr 13

We started off this week with a Principal Taxi ride and throughout the week enjoyed having the Stinger Store come to 3rd Grade.

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**Principal Deavel** @Indy\_STEM · Apr 6

Congratulations to the 3rd Grade March Students of the Month who were recognized for their positivity!

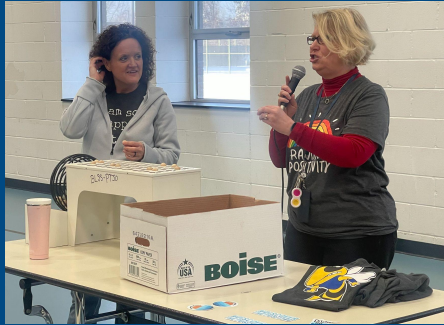
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**Principal Deavel** @Indy\_STEM · Apr 11

Our students have been having a blast using their Hornet Tickets to earn extra PE time!

🗨️ 🔄 ❤️ 1 📊 42 📤

# Big Lake Middle School Highlight



Thanks for your time!

Any questions?



**CASH REPORT FOR SCHOOL BOARD**

**BIG LAKE PUBLIC SCHOOLS**

Independent School District # 727

for month: March 2023

<b>101 - CASH ACCOUNTS</b>					
	<b>Beg Balance</b>	<b>Receipts</b>	<b>Checks</b>	<b>Adjustments</b>	<b>End Balance</b>
General Fund	\$ 2,976,825	\$ 4,171,378	\$ (4,181,583)		\$ 2,966,620
Food Service	(\$2,119,891)	101,902	(164,901)		(\$2,182,890)
Community Service	(\$876,766)	260,849	(262,381)		(\$878,298)
Building Fund	\$0	54,307	(54,307)		\$0
Debt Service	\$440,537	16,925	-		\$457,462
Project fund- HVAC (Fund 15)	(\$48,650)	234,721	(186,071)		\$0
Custodial Fund (Fund 18)	\$1,577	11	-		\$1,588
OPEB Trust Fund	(\$17,593)	-	(229)		(\$17,822)
<b>TOTAL PER BOOKS</b>	<b>356,039</b>	<b>4,840,093.00</b>	<b>(\$4,849,472)</b>	<b>\$0</b>	<b>346,660</b>
				General Checking Account	\$346,662
				<b>TOTAL PER BANK</b>	<b>\$346,662</b>

<b>102 - PETTY CASH ACCOUNT</b>					
	<b>Beg Balance</b>	<b>Receipts</b>	<b>Checks</b>	<b>Adjustments</b>	<b>End Balance</b>
General Fund	\$1,517	1,247	(\$120)	-	\$2,644
				Petty Cash Checking Account	\$2,644
				<b>TOTAL PER BANK</b>	<b>\$2,644</b>

<b>104 - INVESTMENT ACCOUNTS</b>					
	<b>Beg Balance</b>	<b>Deposits</b>	<b>Withdrawals</b>	<b>Adjustments</b>	<b>End Balance</b>
General Fund	(\$3,959,598)	\$ 4,300,369	\$ (3,300,000)		(\$2,959,229)
General Fd Operating Investments	\$12,957,318	48,929	-		\$13,006,247
Food Service	\$2,923,977	126,095	-		\$3,050,072
Community Service	\$2,024,283	109,629	-		\$2,133,912
Debt Service	\$810,071	-	-		\$810,071
Facility Maintenance Invest. 2020A (Fd 07)	\$0	-	-		\$0
Facility Maintenance Invest. 2020A (Fd 15)	\$0	-	-		\$0
Facility Maintenance Invest. 2021A (Fd 07)	\$50,775	-	(16,925)		\$33,850
Facility Maintenance Invest. 2021A (Fd 15)	\$1,016,093	3,711	(234,722)		\$785,082
Facilities Investments 2022A (Fd 06)	\$21,698,944	156,546	(54,307)		\$21,801,183
OPEB Trust Fund	\$865,813	5,033	(16)		\$870,830
OPEB Trust Equities	\$550,327	8,982	-		\$559,309
<b>TOTAL PER BOOKS</b>	<b>\$38,938,003</b>	<b>\$4,759,294</b>	<b>(\$3,605,970)</b>	<b>\$0</b>	<b>\$40,091,327</b>
				MN Trust	\$3,034,826
				Operating Investments	\$13,006,247
				Refunding Bond Investments	\$0
				Building Fund Investments	\$22,620,115
				OPEB Trust	\$1,430,139
				<b>TOTAL PER BANK</b>	<b>\$40,091,327</b>

<b>CASH AND INVESTMENT BALANCE SUMMARY BY FUND</b>					
	<b>Beg Balance</b>	<b>Deposits</b>	<b>Withdrawals</b>	<b>Adjustments</b>	<b>End Balance</b>
General Fund	\$ 11,976,062	\$ 8,521,923	\$ (7,481,703)	\$ -	\$ 13,016,282
Food Service	\$804,086	227,997	(164,901)	-	\$867,182
Community Service	\$1,147,517	370,478	(262,381)	-	\$1,255,614
Debt Service	1,301,383	16,925	(16,925)	-	1,301,383
Project Fund HVAC- Fund 15	\$967,443	238,432	(420,793)	-	\$785,082
Custodial Fund (Fund 18)	\$1,577	11	-	-	\$1,588
Bond Account Investments (fund 06)	\$21,698,944	\$210,853	(\$108,614)	\$0	\$21,801,183
OPEB Trust Fund	\$848,220	5,033	(245)	-	\$853,008
OPEB Trust Equities	\$550,327	8,982	-	-	\$559,309
<b>TOTAL PER BOOKS</b>	<b>39,295,559</b>	<b>\$9,600,634</b>	<b>(\$8,455,562)</b>	<b>\$0</b>	<b>40,440,631</b>
				Cash	\$346,662
				Petty Cash	\$2,644
		65		Investments	\$40,091,327
				<b>TOTAL PER BANK</b>	<b>\$40,440,633</b>

**BI LAKE PUBLIC SCHOOLS ISD #727**  
**Investment Transactions 22-23**  
**March 31, 2023**

	Yield	Purchased	Maturity Date	Balance 07/01/21	Purchased	Premium/ Interest Paid	Interest Rec'd	Realized Gain/Loss	Matured	Mark to Market Unrealized Loss	Balance 03/31/23
<b>PMA (Operating Investments):</b>											
Greenstate Credit Union CD	0.100%	6/10/2021	12/12/2022	249,600.00					249,600.00		0.00
Bank 7 CD	0.101%	6/10/2021	12/12/2022	249,600.00					249,600.00		0.00
Servisfirst Bank CD	0.080%	7/27/2021	7/27/2022	249,800.00					249,800.00		0.00
Western Alliance Bank/Torry Pines Bank CD	0.106%	7/27/2021	7/27/2022	249,700.00					249,700.00		0.00
State Bank of India CD	0.250%	9/29/2021	9/29/2023	241,327.81						2,049.77	243,377.58
US Treasury 49695	0.250%	11/22/2021	6/30/2023	972,773.00						16,343.00	989,116.00
US Treasury 52328-1	2.119%	4/21/2022	7/31/2023	994,650.78						14,894.27	1,009,545.05
First National Bank CD	1.977%	5/26/2022	7/26/2023	243,900.00							243,900.00
TBK Bank CD	1.890%	5/26/2022	7/26/2023	244,500.00							244,500.00
Bank Hapola CD	1.890%	5/26/2022	7/26/2023	244,500.00							244,500.00
CFG Bank CD	1.893%	5/26/2022	7/26/2023	244,500.00							244,500.00
Pacific Western Bank CD	4.470%	11/2/2022	5/2/2024		\$244,454.90					(1,729.31)	242,725.59
Flushing Bank CD	4.470%	11/4/2022	5/6/2024		\$248,648.18					(1,822.21)	246,825.97
HTLF Bank CD	4.470%	11/7/2022	5/7/2024		\$244,454.90					(1,740.78)	242,714.12
Capital Bk WA- Rockville MD CD	4.470%	11/9/2022	5/9/2024		\$249,468.37					(1,786.58)	247,681.79
Pentagon Federal Credit Union	4.410%	10/26/2022	1/25/2024		\$1,500,000.00						1,500,000.00
US Treasury 54927	3.025%	7/22/2022	10/15/2023		\$999,323.56	(346.41)				10,754.36	1,009,731.51
MN Trust Term Series- 20220916AA09	0.120%	12/17/2021	9/16/2022	500,000.00					500,000.00		0.00
MN Trust Term Series- 20230125AA09	2.850%	8/18/2022	1/25/2023		1,000,000.00				1,000,000.00		0.00
MN Trust Term Series- 20240125AA09	3.100%	8/18/2022	1/25/2024		300,000.00						300,000.00
MN Trust Term Series- 20230911AA09	3.450%	9/9/2022	9/11/2023		800,000.00						800,000.00
MN Trust Term Series- 20230725AB09	4.700%	2/16/2023	7/25/2023		500,000.00						500,000.00
Savings Deposit Account	0.380%	4/30/2022		5,007,046.54				90,586.38	4,500,000.00		5,007,046.54
Mn Trust Limited Term Duration		6/11/2017		4,017,933.49				81,563.06			4,099,496.55
MN Trust Investment Shares Portfolio	0.920%			7,619,967.42	32,178,235.53		48,712.46		36,812,089.50		3,034,825.91
<b>Subtotal - General Fund</b>				<b>21,329,799.04</b>	<b>38,264,585.44</b>	<b>(346.41)</b>	<b>48,712.46</b>	<b>172,149.44</b>	<b>43,810,789.50</b>	<b>36,962.52</b>	<b>16,041,072.99</b>
											Ok with SMART Fund 104-002 and 104-014
<b>Fund 6</b>											
<b>PMA (2022A Bond Investments):</b>											
Treasury Bill-50410	0.261%	1/31/2022	7/21/2022	999,447.00			1,221.62	(668.62)	1,000,000.00		0.00
Treasury Bill-50411	0.290%	1/31/2022	8/11/2022	998,478.00					1,000,000.00	1,522.00	0.00
US Treasury-50412	0.352%	1/31/2022	9/15/2022	349,878.90				89.25	350,000.00	31.85	0.00
US Treasury-50414	0.412%	1/31/2022	10/15/2022	299,391.90				131.70	300,000.00	476.40	(0.00)
US Treasury-50417	0.599%	1/31/2022	11/15/2023	348,058.55				257.25	350,000.00	1,694.20	(0.00)
US Treasury-50418	0.772%	1/31/2022	6/15/2023	341,236.35						5,640.60	346,876.95
US Treasury-50419	0.820%	1/31/2022	7/15/2023	485,781.00						7,598.00	493,379.00
US Treasury-50420	0.862%	1/31/2022	8/15/2023	484,394.50						7,031.50	491,426.00
US Treasury-50421	0.886%	1/31/2022	9/15/2023	483,515.50						6,308.50	489,824.00
US Treasury-50423	1.082%	1/31/2022	5/15/2024	285,363.30						714.90	286,078.20
US Treasury-50424	1.099%	1/31/2022	6/15/2024	474,551.00						800.50	475,351.50
US Treasury-50432	1.112%	1/31/2022	7/15/2024	474,887.50						78.00	474,965.50
US Treasury-50433	1.133%	1/31/2022	8/15/2024	474,118.00							473,398.50
Treasury Bill-50631	0.425%	2/8/2022	8/11/2022	998,478.00					1,000,000.00	1,522.00	0.00
Treasury Bill-50632	0.425%	2/8/2022	9/8/2022	498,518.00				196.00	500,000.00	1,286.00	0.00
Treasury Bill-50634	0.455%	2/8/2022	10/6/2022	497,663.00				97.50	500,000.00	2,239.50	0.00
Treasury Bill-50635	0.712%	2/8/2022	1/26/2023	985,931.00				2,479.00	1,000,000.00	11,590.00	0.00
US Treasury-50636	0.898%	2/8/2022	5/15/2023	976,406.00						18,256.00	994,662.00
US Treasury-50637	1.013%	2/8/2022	8/15/2023	484,394.50						7,031.50	491,426.00
US Treasury-50638	1.043%	2/8/2022	9/15/2023	483,515.50						6,308.50	489,824.00
US Treasury-50639	1.095%	2/8/2022	11/15/2023	964,258.00						8,320.00	972,578.00
US Treasury-50640	1.118%	2/8/2022	12/15/2023	960,195.00						8,399.00	968,594.00
US Treasury-51187	0.983%	3/2/2022	7/15/2023	485,781.00						7,598.00	493,379.00
US Treasury- 51189	1.024%	3/2/2022	8/15/2023	484,394.50						7,031.50	491,426.00
Treasury Bill-51628	0.593%	3/21/2022	8/25/2022	498,867.50					500,000.00	1,132.50	0.00
US Treasury-51629	0.920%	3/21/2022	11/30/2022	198,179.60				553.60	200,000.00	1,266.80	0.00
US Treasury-51630	1.026%	3/21/2022	12/31/2022	197,640.60					200,000.00	2,359.40	0.00
US Treasury-51631	1.576%	3/21/2022	7/31/2023	499,160.00						(2,480.50)	496,679.50
US Treasury-51632	1.594%	3/21/2022	8/31/2023	677,468.40						9,379.30	686,847.70
US Treasury-51633	1.637%	3/21/2022	9/30/2023	677,304.60						7,711.20	685,015.80
US Treasury-51634	1.685%	3/21/2022	10/31/2023	290,097.60						2,437.50	292,535.10
US Treasury-51635	1.818%	3/21/2022	2/29/2024	495,625.00						(6,035.00)	489,590.00
US Treasury-51636	1.841%	3/21/2022	3/31/2024	986,016.00						(10,352.00)	975,664.00
US Treasury-51809	1.354%	3/28/2022	2/15/2023	952,070.00					1,000,000.00	6,715.00	0.00
US Treasury-51810	1.584%	3/28/2022	4/15/2023	979,727.00				1,217.00		18,835.00	998,562.00
US Treasury-51813	1.755%	3/28/2022	6/15/2023	974,961.00						16,116.00	991,077.00
US Treasury-51815	2.240%	3/28/2022	5/15/2024	951,211.00						2,383.00	953,594.00
US Treasury-51817	2.259%	3/28/2022	6/15/2024	949,102.00						1,601.00	950,703.00
US Treasury-52467	2.472%	4/26/2022	7/15/2024	712,031.25						117.00	712,148.25
US Treasury-52827	2.529%	5/12/2022	8/15/2024	1,420,254.00						(58.50)	1,420,195.50
Pentagon Federal Credit Union CD	0.511%	3/2/2022	9/1/2022	248,800.00					248,800.00		0.00
TruStar Bank CD	4.608%	2/8/2023	8/9/2024		233,600.00						233,600.00
Latino Community Credit Union CD	4.605%	2/8/2023	8/9/2024		233,600.00						233,600.00
Pacific National Bank	4.595%	2/10/2023	8/13/2024		233,700.00						233,700.00
Fieldpoint Private Bank & Trust CD	4.613%	2/10/2023	8/13/2024		233,350.00						233,350.00
General Electric Credit Union CD	4.743%	2/8/2023	11/26/2024		230,050.00						230,050.00
ELGA Credit Union CD	4.440%	2/8/2023	11/26/2024		231,150.00						231,150.00
First Internet Bank of Indiana	4.370%	2/9/2023	1/15/2025		230,150.00						230,150.00
PeoplesFirst Bank CD	4.504%	2/9/2023	1/15/2025		229,550.00						229,550.00
Savings Deposit Account- Woodlands	0.050%	2/28/2022		36.99					36.99	\$	(0.00)
Savings Deposit Account- Full Flex	0.380%	4/30/2022		999.97			7.52		1,007.57	0.08	(0.00)
MN Trust Investment Shares Portfolio	0.920%	1/31/2022		1,494,271.17	6,948,800.08	5,593.75	122,403.19		6,710,635.96		1,860,432.23
<b>Subtotal - Building Fund 6</b>				<b>27,561,559.68</b>	<b>8,803,950.08</b>	<b>5,593.75</b>	<b>123,632.33</b>	<b>4,352.68</b>	<b>14,860,480.52</b>	<b>162,574.73</b>	<b>21,801,182.73</b>
											B06-104-022
<b>Fund 15</b>											
<b>PMA (2020A Facility Maintenance Bonds Investments):</b>											
Financial Federal Bank CD	1.500%	02/18/20	07/26/22	180,000.00					180,000.00		0.00
MN Trust Investment Shares Portfolio	0.030%	02/29/20		1,001.90	180,000.00		8,124.92			189,126.82	0.00
<b>PMA (2021A Facility Maintenance Bonds Investments):</b>											
Savings Deposit Account	0.380%	4/25/2022		1,001,409.34				24,085.86	400,000.00	79.14	625,574.34
MN Trust Investment Shares Portfolio	0.920%			348,727.39	400,000.00		3,520.19		558,889.98		193,357.60
<b>Subtotal - Building Fund 15</b>				<b>1,531,138.63</b>	<b>580,000.00</b>	<b>-</b>	<b>11,645.11</b>	<b>24,085.86</b>	<b>1,328,016.80</b>	<b>79.14</b>	<b>818,931.94</b>
											B07,15 104-021
<b>PMA (OPEB Trust Investments):</b>											
Preferred Bank CD	0.051%	8/30/2021	8/30/2022	120,000.00					120,000.00		0.00
US Treasury	0.360%	11/3/2021	11/15/2023	241,064.50						2,080.00	243,144.50
Bank of China CD	0.081%	12/22/2021	8/30/2022	155,000.00					155,000.00		0.00</



**WIRE TRANSFER SUMMARY**  
**Big Lake Public Schools**  
**Independent School District #727**  
**March 31, 2023**

DATE	FROM	TO	AMOUNT	PURPOSE
3/1/2023	Old National-Checking	Amazon	\$ 1,398.93	Invoice Payments
3/1/2023	Old National-Checking	Heartland Pmt System	\$ 2,925.86	Nutri Kids Credit Card Fees
3/1/2023	MN Trust-PMA BONDS	Old National-Checking	\$ 80,327.51	Bond Draw 2021A
3/2/2023	Old National-Checking	Neopost	\$ 200.00	DO Postage
3/2/2023	MN Trust-PMA	Old National-Checking	\$ 1,500,000.00	Payroll and Payroll AP
3/3/2023	CC Choices ACH	Old National-Checking	\$ 5,659.00	Pathway I
3/7/2023	Old National-Checking	Further	\$ 456.74	Flex Claim Pymts
3/7/2023	Old National-Checking	Delta Dental	\$ 28,313.72	Dental Insurance
3/7/2023	Old National-Checking	EBC	\$ 62,601.81	403b & 457 contributions
3/8/2023	Old National-Checking	Old National-Petty Cash	\$ 555.70	Transfer to Perry Cash
3/8/2023	Old National-Checking	SSI MN TRANCHE 2 LLC	\$ 2,392.33	Solar Contract
3/8/2023	Old National-Checking	Bankcard Service	\$ 4,681.94	ELEYO Credit Card Fees
3/8/2023	Old National-Checking	USS MINNESOTA ONE MT	\$ 10,894.55	Solar Contract
3/9/2023	Old National-Checking	ELEYOmonthlysoft	\$ 1,425.00	ELEYO User Fees
3/9/2023	Old National-Checking	Amazon	\$ 4,141.96	Invoice Payments
3/9/2023	Old National-Checking	Further	\$ 24,055.14	H.S.A Contributions
3/10/2023	Old National-Checking	Transfirst/TSYS	\$ 1,984.55	Affinity Credit Card fees
3/14/2023	Old National-Checking	Further	\$ 2,368.70	Flex Claim Pymts
3/15/2023	Old National-Checking	Neopost	\$ 201.00	DO Postage
3/16/2023	Old National-Checking	Amazon	\$ 1,926.38	Invoice Payments
3/17/2023	Old National-Checking	Old National Bank	\$ 144.79	Old National Service Charge
3/17/2023	Old National-Checking	Vision Transportation	\$ 238,389.00	Transportation billing
3/17/2023	MN Trust-PMA	Old National-Checking	\$ 1,800,000.00	Payroll and Payroll AP
3/20/2023	Old National-Checking	FleetCor	\$ 656.86	Kwik Trip Billing
3/21/2023	Old National-Checking	Further	\$ 388.80	Further Fee
3/21/2023	Old National-Checking	Further	\$ 981.19	Flex Claim Pymts
3/22/2023	Old National-Checking	Amazon	\$ 3,673.82	Invoice Payments
3/22/2023	Old National-Checking	BLEM	\$ 8,669.43	Teacher Unions Dues
3/22/2023	Old National-Checking	State of MN	\$ 16,000.00	MN State retirement Plan
3/23/2023	Old National-Checking	Neopost	\$ 200.00	DO Postage
3/23/2023	Old National-Checking	EBC	\$ 60,846.28	403b & 457 contributions
3/24/2023	Old National-Checking	BLEM	\$ 8,669.43	Teacher Unions Dues
3/24/2023	Old National-Checking	BLEM	\$ 8,754.33	Teacher Unions Dues
3/24/2023	Old National-Checking	Further	\$ 26,399.84	H.S.A Contributions
3/24/2023	MN Trust-PMA BONDS	Old National-Checking	\$ 54,307.26	Bond Draw 2021A
3/24/2023	Old National-Checking	Compass Group	\$ 156,200.27	Chartwells
3/24/2023	MN Trust-PMA BONDS	Old National-Checking	\$ 171,318.48	Bond Draw 2022A
3/27/2023	Old National-Checking	Windstream	\$ 1,419.00	Windstream billing
3/28/2023	Old National-Checking	Further	\$ 2,418.76	Flex Claim Pymts
3/29/2023	Old National-Checking	CIGNA	\$ 10,367.11	Life & LTD Insurance
3/30/2023	Old National-Checking	Neopost	\$ 200.00	DO Postage
3/31/2023	Old National-Checking	Bremer Bank	\$ 173.80	ACH Charge
3/31/2023	Old National-Checking	Amazon	\$ 4,618.06	Invoice Payments
3/31/2023	CC Choices ACH	Old National-Checking	\$ 5,818.00	Pathway I
3/31/2023	Benefit Resource BRI	Old National-Checking	\$ 14,239.09	Cobra Payment

**ISD #727 2022-2023 Revised Budget**

**March 2023**

	<b>Audited Fund Balance June 30,2022</b>	<b>Revenue Budget 22-23</b>	<b>Expenditure Budget 22-23</b>	<b>Projected Net Change Incr(Decr) in Fund Balance</b>	<b>Transfers</b>	<b>Budgeted Fund Balance June 30,2023</b>
<b>General:</b>						
Restricted -						
Long Term Facilities Maintenance	\$ 133,946	\$ 346,639	\$ 345,791	\$ 848	\$ -	\$ 134,794
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	\$ 514,115	\$ (24,753)	\$ -	\$ 100,781
Basic Skills	\$ 30,157	\$ 466,282	\$ 522,385	\$ (56,103)	\$ 25,946	\$ -
Third Party/Medical Assistance	\$ 260,211	\$ 50,000	\$ 107,920	\$ (57,920)	\$ -	\$ 202,291
Area Learning Center (ALC)	\$ 30,462	\$ 409,317	\$ 332,665	\$ 76,652	\$ -	\$ 107,114
Scholarships	\$ 24,750	\$ 12,000	\$ 12,000	\$ -	\$ -	\$ 24,750
Student Activities	\$ 22,993	\$ 6,106	\$ 1,650	\$ 4,456	\$ -	\$ 27,449
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	\$ 856,563	\$ (69,900)	\$ -	\$ 22,269
Assigned for Athletics and Activities	\$ 246,912	\$ 1,105,629	\$ 1,198,953	\$ (93,324)	\$ -	\$ 153,588
Assigned for Building Level Activities	\$ 143,735	\$ 23,667	\$ 36,589	\$ (12,922)	\$ -	\$ 130,813
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	\$ 35,083,423	\$ 36,923,060	\$ (1,839,637)	\$ (25,946)	\$ 6,017,679
Subtotal	\$ 11,941,893	\$ 40,176,429	\$ 43,228,916	\$ (3,052,487)	\$ -	\$ 8,889,406
<b>Food Service:</b>						
Restricted						
Restricted	\$ 670,342	\$ 2,102,874	\$ 2,224,252	\$ (121,378)	\$ -	\$ 548,964
Nonspendable for Inventory	\$ 35,392	\$ -	\$ -	\$ -	\$ -	\$ 35,392
Subtotal	\$ 705,734	\$ 2,102,874	\$ 2,224,252	\$ (121,378)	\$ -	\$ 584,356
<b>Community Service:</b>						
Restricted -						
Community Education	\$ 814,484	\$ 2,228,988	\$ 2,187,070	\$ 41,918	\$ (34)	\$ 856,368
ECFE	\$ 125,032	\$ 275,667	\$ 304,351	\$ (28,684)	\$ -	\$ 96,348
School Readiness	\$ (31,078)	\$ 443,037	\$ 503,378	\$ (60,341)	\$ -	\$ (91,419)
Preschool Screening	\$ 4,167	\$ 18,800	\$ 23,001	\$ (4,201)	\$ 34	\$ -
Subtotal	\$ 912,605	\$ 2,966,492	\$ 3,017,800	\$ (51,308)	\$ -	\$ 861,297
<b>Building Construction Fund</b>						
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
<b>Debt Service - Restricted</b>	\$ 1,582,724	\$ 5,847,313	\$ 6,049,549	\$ (202,236)	\$ -	\$ 1,380,488
<b>OPEB Irrevocable Trust Fund</b>	\$ 1,394,029	\$ 20,000	\$ 271,980	\$ (251,980)	\$ -	\$ 1,142,049
<b>Total</b>	\$ 44,127,318	\$ 51,216,608	\$ 64,290,963	\$ (13,074,355)	\$ -	\$ 31,052,963

**SUMMARY OF YTD 21-22 BUDGET ADJUSTMENTS**

*\*Denotes Specific School Board Approval*

**GENERAL FUND:**

**REVENUE:**

	<b>AMOUNT</b>		<b>DATE</b>
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
-Increase athletics & activities fundraising revenue	\$14,123		
-Establish budgets for PBIS mini-grants	\$6,500		
-Update Title grant budgets for mid-year grant amendment	\$6,141		
-Increase endowment revenue per revised estimates from MDE	\$7,526		
-Decrease Indian Ed aid revenue per revised estimates from staffing revision	(\$7,541)		

**NET CURRENT REVENUE BUDGET**

\$40,176,429

**GENERAL FUND:**

**EXPENSE:**

	<b>AMOUNT</b>		<b>DATE</b>
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
-Incr athletics & activities expenses (fundraising, transportation, state tournaments)	\$44,263		
-Establish budgets for PBIS mini-grants	\$6,500		
-Staffing budget revision #2 - changes in health insur elections & other staffing changes since last fall	(\$61,548)		
-Update Title grant budgets for mid-year grant amendment	(\$2,220)		
-Decrease transportation budgets for e-learning/snow days and grant dollars for summer school transp	(\$70,262)		
-Decrease tuition payments to WTC for less students in CTE transition disabled programs	(\$9,684)		
- Increase snowplowing budget due to record snowfall	\$55,723		
-Decrease copier expense budget for final maintenance agreements	(\$3,192)		

**NET CURRENT EXPENSE BUDGET**

\$43,228,916

**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	*	Mar-23
- Adjust budget for Chartwells reimbursement of equipment	\$40,000	*	Mar-23

**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	*	Mar-23

**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
-Increase gymnastics & preschool tuition revenues for increased participation	\$133,370		

**NET CURRENT REVENUE BUDGET**

\$2,966,492

**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
-Increased expenditures for various programs based on increased participation	\$117,150		

**NET CURRENT EXPENSE BUDGET**

\$3,017,800

<b>AMOUNT</b>	<b>DATE</b>
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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*

	<b>AMOUNT</b>	<b>DATE</b>
<b>DEBT SERVICE FUND</b>		
<b>REVENUE:</b>		
Original Budget	\$5,833,601 *	Jun-22
-Adjust tax levy for revised estimate of delinquency rate	\$13,712 *	Nov-22
<b>NET CURRENT REVENUE BUDGET</b>	<u>\$5,847,313</u>	
<b>EXPENSE:</b>		
Original Budget	\$6,049,549 *	Jun-22
<b>NET CURRENT EXPENSE BUDGET</b>	<u>\$6,049,549</u>	
	<b>AMOUNT</b>	<b>DATE</b>
<b>OPEB Irrevocable Trust Fund</b>		
<b>REVENUE:</b>		
Original Budget	20,000 *	Jun-22
<b>NET CURRENT REVENUE BUDGET</b>	<u>20,000</u>	
<b>EXPENSE:</b>		
Original Budget	\$279,643 *	Jun-22
Updated implicit rate subsidy from most current actuary study	(\$7,663)	
<b>NET CURRENT EXPENSE BUDGET</b>	<u>\$271,980</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*

	<b>REVENUE</b>				<b>EXPENDITURES</b>		
	Budget	Actual \$ YTD	<i>(Calculated)</i> Actual % YTD		Budget	Actual \$ YTD	<i>(Calculated)</i> Actual % YTD
General Fund (01,05,11 &12)	\$ 40,176,429	\$ 22,616,513	56%	\$ 43,228,916	\$ 26,548,932	61% <i>See Note 1</i>	
Food Service (02)	\$ 2,102,874	\$ 1,370,516	65%	\$ 2,224,252	\$ 1,218,307	55%	
Community Service (04)	\$ 2,966,492	\$ 2,104,148	71%	\$ 3,017,800	\$ 2,066,107	68%	
Building Construction (06)	\$ 103,500	\$ 356,002	344%	\$ 9,498,466	\$ 5,290,121	56%	
Debt Service (07)	\$ 5,847,313	\$ 448,667	8%	\$ 6,049,549	\$ 6,049,725	100%	
OPEB Irrevocable Trust Fund (45)	\$ 20,000	\$ 36,527	183%	\$ 271,980	\$ 18,009	7% <i>See Note 1</i>	

- 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*

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# School Board Financial Report

April 27th, 2023

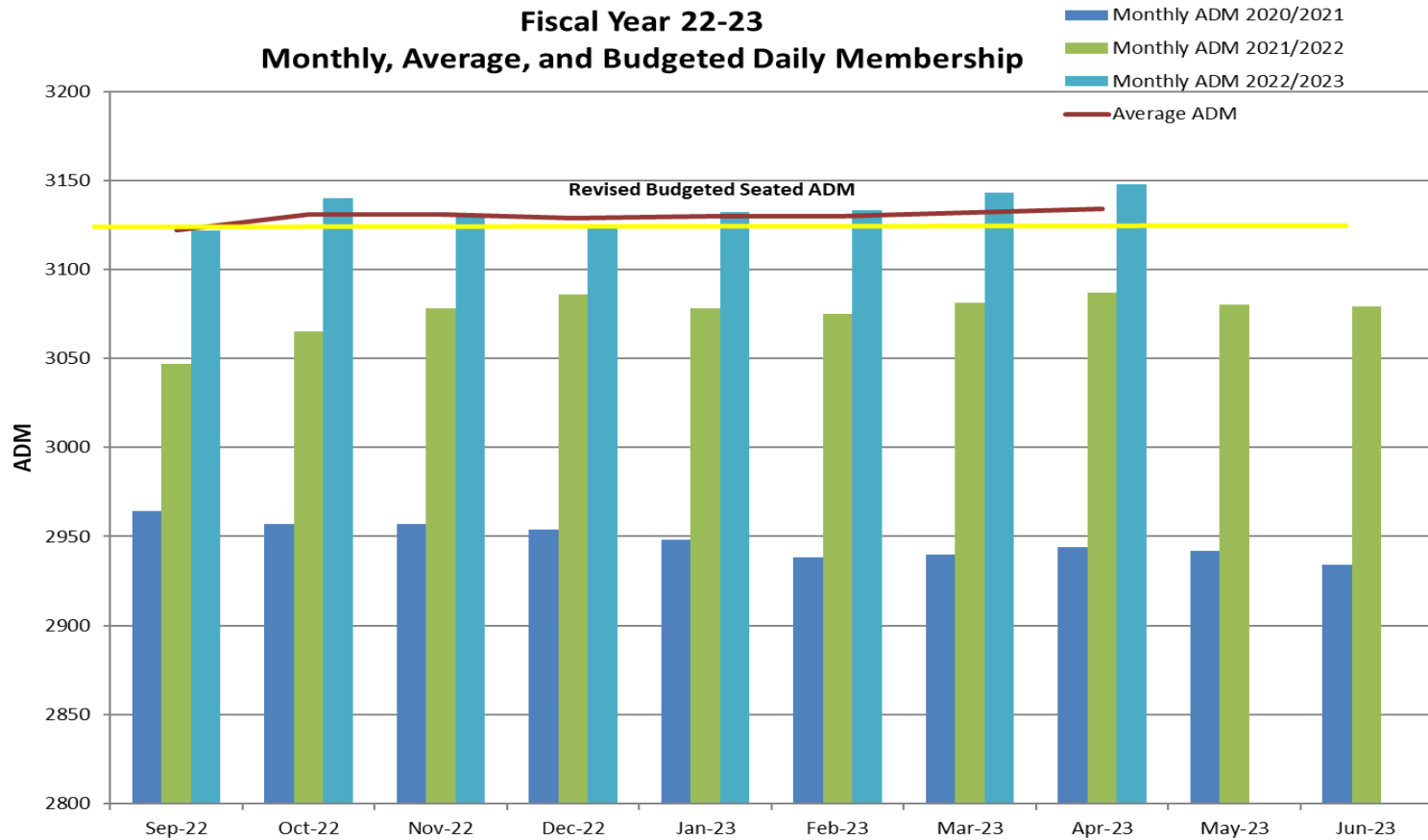
Presented by Angie Manuel, Director of Business Services

# Enrollment Update

- Increase of 6 ADM's from March 1<sup>st</sup> to April 3rd
  - Increase in Liberty elementary in-person students
  - Increase in 6-12 Big Lake Online due to change in trimesters
- Average ADM as of April 3rd: 3,134
  - Average ADM above enrollment budget by 8 ADM's

ADM=Average Daily Membership

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



# Financial Update

## General Fund Budget Update

- Revenues increased \$26,749
  - Athletic and activities fundraising revenue
  - Various aids and grants due to revised estimates from MDE

# Financial Update

## General Fund Budget Update

- Expenditures decreased \$40,420
  - Increase in snowplowing budget (doubled from last year) offset by savings in transportation for e-learning and snow days.
  - Other savings in tuition and staffing budgets

# Financial Update

General Fund Unassigned Fund Balance: \$6,017,679

Increase of \$96,656

*Increase in Unassigned Fund Balance due to improvement in revenues and expenses ( as shown in previous slides) and decrease of staffing expenses in Unassigned Fund Balance codes*

# Financial Update

## OPEB Trust Fund Budget Update

- Expenditures decreased \$7,663
  - Updated implicit rate subsidy from most recent actuary study

ISD #272 2022-2023 Revised Budget

March 2023

	Audited	Revenue	Expenditure	Projected		
	Fund Balance	Budget	Budget	Net Change		Budgeted
	June 30,2022	22-23	22-23	Incr(Decr)	Transfers	Fund Balance
				in Fund Balance		June 30,2023
<b>General:</b>						
Restricted -						
Long Term Facilities Maintenance	\$ 133,946	\$ 346,639	\$ 345,791	\$ 848	\$ -	\$ 134,794
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	\$ 514,115	\$ (24,753)	\$ -	\$ 100,781
Basic Skills	\$ 30,157	\$ 466,282	\$ 522,385	\$ (56,103)	\$ 25,946	\$ -
Third Party/Medical Assistance	\$ 260,211	\$ 50,000	\$ 107,920	\$ (57,920)	\$ -	\$ 202,291
Area Learning Center (ALC)	\$ 30,462	\$ 409,317	\$ 332,665	\$ 76,652	\$ -	\$ 107,114
Scholarships	\$ 24,750	\$ 12,000	\$ 12,000	\$ -	\$ -	\$ 24,750
Student Activities	\$ 22,993	\$ 6,106	\$ 1,650	\$ 4,456	\$ -	\$ 27,449
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	\$ 856,563	\$ (69,900)	\$ -	\$ 22,269
Assigned for Athletics and Activities	\$ 246,912	\$ 1,105,629	\$ 1,198,953	\$ (93,324)	\$ -	\$ 153,588
Assigned for Building Level Activities	\$ 143,735	\$ 23,667	\$ 36,589	\$ (12,922)	\$ -	\$ 130,813
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	\$ 35,083,423	\$ 36,923,060	\$ (1,839,637)	\$ (25,946)	\$ 6,017,679
Subtotal	\$ 11,941,893	\$ 40,176,429	\$ 43,228,916	\$ (3,052,487)	\$ -	\$ 8,889,406
<b>Food Service:</b>						
Restricted						
Restricted	\$ 670,342	\$ 2,102,874	\$ 2,224,252	\$ (121,378)	\$ -	\$ 548,964
Nonspendable for Inventory	\$ 35,392	\$ -	\$ -	\$ -	\$ -	\$ 35,392
Subtotal	\$ 705,734	\$ 2,102,874	\$ 2,224,252	\$ (121,378)	\$ -	\$ 584,356
<b>Community Service:</b>						
Restricted -						
Community Education	\$ 814,484	\$ 2,228,988	\$ 2,187,070	\$ 41,918	\$ (34)	\$ 856,368
ECFE	\$ 125,032	\$ 275,667	\$ 304,351	\$ (28,684)	\$ -	\$ 96,348
School Readiness	\$ (31,078)	\$ 443,037	\$ 503,378	\$ (60,341)	\$ -	\$ (91,419)
Preschool Screening	\$ 4,167	\$ 18,800	\$ 23,001	\$ (4,201)	\$ 34	\$ -
Subtotal	\$ 912,605	\$ 2,966,492	\$ 3,017,800	\$ (51,308)	\$ -	\$ 861,297
<b>Building Construction Fund</b>						
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
<b>Debt Service - Restricted</b>	\$ 1,582,724	\$ 5,847,313	\$ 6,049,549	\$ (202,236)	\$ -	\$ 1,380,488
<b>OPEB Irrevocable Trust Fund</b>	\$ 1,394,029	\$ 20,000	\$ 271,980	\$ (251,980)	\$ -	\$ 1,142,049
Total	\$ 44,127,318	\$ 51,216,608	\$ 64,290,963	\$ (13,074,355)	\$ -	\$ 31,052,963

# Legislative Update

## Unemployment Insurance Proposal Heard by Senate on Monday

- No funding attached to proposal
- MSBA estimates cost of proposal \$225 per pupil, creating another cross-subsidy of general education dollars
- Big Lake estimate: \$629,254
- Question on how it could impact contracted food service and transportation employees

# School Board Action

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**Approve financial report and budget revisions**



# MEMO

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TO: Big Lake School Board

FROM: Angie Manuel, Director of Business Services

DATE: 4-26-23

SUBJECT: Renewal of Food Service Management Contract

The food service contract renewal with Chartwell's is attached for your review. This is the 2nd year of the food service management company contract with Chartwell's. State law allows the original contract plus 4 renewals for a total of 5 years. At end of 5 years, the District must solicit proposals for a food service management company using federal procurement standards. The procurement for the current contract was done last winter.

The contract renewal proposes a cost-reimbursable contract, which is the same as prior years, and an increase of 5.5% to the administrative fees. The administrative fee paid to Chartwell's would change to 20.57 cents per meal, from the 22-23 contract of 19.5 cents per meal. The maximum increase in administrative fees allowed by the Food and Nutrition division of the Minnesota Department of Education is 8.8% and is derived from the Consumer Price Index for food away from home in the Midwest region. I asked Chartwell's to consider a lower fee increase than 8.8%, such as 6%, and they responded with the 5.5% increase. I believe 5.5% is a fair increase considering the current labor and inflationary environment.

I recommend approval of the 2023-2024 contract renewal with Chartwell's.

## School Nutrition Programs Renewal of Food Service Management Contract School Year 2023-24

Food service management contracts that started in 2019-20 or later may be renewed for the 2023-24 contract year if both parties have mutually agreed to renew.

Federal regulations for the National School Lunch Program (NSLP), at 7 Code of Federal Regulations section 210.16 and Minnesota Statutes section 123B.52, allow a food service management contract to be renewed for a term not to exceed one year for up to four renewals (a total of five years including the original contract).

This renewal document must be used to meet NSLP requirements and for contract payments to be allowable costs to the nonprofit school food service. No changes may be made to this renewal document without preapproval by the Minnesota Department of Education (MDE), except for the information required to be inserted by the school food authority.

### 1. Definitions

“SFA” is the school food authority (school district, nonpublic school or residential child care organization) contracting for food service management.

SFA: \_\_\_\_\_

Cyber-Linked Interactive Child Nutrition Systems (CLiCS) Identification Number: \_\_\_\_\_

“Company” is the company providing food service management to School.

Company: \_\_\_\_\_

“Original contract” is the first year of the food service management contract, which was competitively procured and specified the terms for contract renewals.

The original contract was for school year \_\_\_\_\_.

### 2. Renewal of Contract

SFA and Company mutually agree to renew the original contract for the term indicated below, not to exceed one year.

This is the \_\_\_\_\_ year of the contract, counting the original year of the contract and renewals.

Start Date for Renewed Contract: \_\_\_\_\_ End Date for Renewed Contract: \_\_\_\_\_

**3. Adjusted Meal Prices**

SFA and Company have mutually agreed to 2023-24 prices or fees as shown below. The maximum amount that 2023-24 prices or fees may be increased is 8.8 percent (Consumer Price Index (CPI-U), Food Away from Home, Midwest Region, for the twelve months ending December 2022).

Check one:

Fixed Meal Price Contract – Prices are adjusted as shown below.

Cost-Reimbursable Contract – Fees are adjusted as shown below.

The fixed price(s) or fixed administrative fee(s), and the calculation of the revised price(s) or fee(s), are shown below:

Meal Service	2022-23 Price or Fee	Percent Increase (maximum 8.8%)	2023-24 Price or Fee
	\$ _____	_____ %	\$ _____
	\$ _____	_____ %	\$ _____
	\$ _____	_____ %	\$ _____
	\$ _____	_____ %	\$ _____

**4. Meal Equivalency Factor**

The meal equivalency factor for school year 2023-2024, used to determine the number of lunches that the a la carte food service revenue is equivalent to for billing purposes, is \$4.95.

**5. Value of USDA Foods**

Contract prices do not take into account the value of USDA Foods that Company will receive during the contract year. Company will continue to credit SFA for USDA Foods received for the renewed contract year.

At the time that this contract renewal is sent to MDE, the SFA must include a completed Reconciliation of Credits for USDA Foods form to show that USDA Foods have been fully credited during the 2022-23 contract year.

**6. Non-Financial Adjustments**

No material changes have been made since the original contract.

Minor non-financial adjustments for renewal, if any, are described here:

**7. Revised Program Requirements**

Company agrees to meet all SNP requirements including requirements that become effective during the renewed contract year.

**8. Termination**

Either party may terminate the contract for cause as allowed in the original contract. The contract may be terminated for (no cause) if the partners mutually agree to terminate for convenience.

**SIGNATURES**

School Food Authority: \_\_\_\_\_

Address: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

School Food Authority Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Company Contact: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## Independent Price Determination Certificate

Both the SFA and the FSMC shall execute this Independent Price Determination Certificate.

\_\_\_\_\_  
Name of FSMC

\_\_\_\_\_  
Name of SFA

By submission of this offer, the FSMC certifies, and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:

1. The prices in this offer have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other FSMC or with any competitor.
2. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed to the FSMC and will not knowingly be disclosed by the FSMC prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other FSMC for the purpose of restricting competition.
3. No attempt has been made or will be made by the FSMC to induce any person or firm to submit or not submit an offer for the purpose of restricting competition.

Each person signing this offer on behalf of the FSMC certifies that:

1. He or she is the person in FSMC's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to 1 through 3 above; or
2. He or she is not the person in FSMC's organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate in any action contrary to 1 through 3 above, and as their agent does hereby certify; and he or she has not participated, and will not participate, in any action contrary to 1 through 3 above.

**To the best of my knowledge, this FSMC, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any government agency and have not in the last three years been convicted of or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:**

\_\_\_\_\_  
Signature of FSMC's Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

In accepting this offer, the SFA certifies that no representative of the school food authority has taken any action that may have jeopardized the independence of the offer referred above.

\_\_\_\_\_  
Signature of SFA  
Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## INSTRUCTIONS FOR DEBARMENT CERTIFICATION FORM

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

# CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

## LOWER-TIER COVERED TRANSACTIONS

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

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

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

Company Name: \_\_\_\_\_

Project Name: National School Lunch Program

Name/Title of Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## CERTIFICATION REGARDING LOBBYING

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

1. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of any federal grant, the making of a federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment or modification of a federal contract, grant, loan or cooperative agreement;
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Company Name: \_\_\_\_\_

Project Name: National School Lunch Program

Name/Title of Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# MEMO

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TO: Big Lake School Board

FROM: Angie Manuel, Director of Business Services  
Sue Schmidt, Human Resources Manager

DATE: April 26<sup>th</sup>, 2023

SUBJECT: Staffing Addition Request

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During the finance committee on April 20<sup>th</sup>, we discussed the need for the addition of a Human Resources and Payroll Assistant. With the district's growth and current labor market, and increased federal and state regulations, the workload for payroll and human resources staff has reached a level beyond their capacity. Sue and I discussed with the finance committee examples of added regulations and responsibilities that have been added over the last few years with no increase in staff. The finance committee was supportive of our request.

After our discussion with the finance committee, Sue and I respectfully request the addition of a 1.0 FTE Human Resources and Payroll Assistant with a projected start date of June, 2023.

Please do not hesitate to contact us with any questions or concerns.

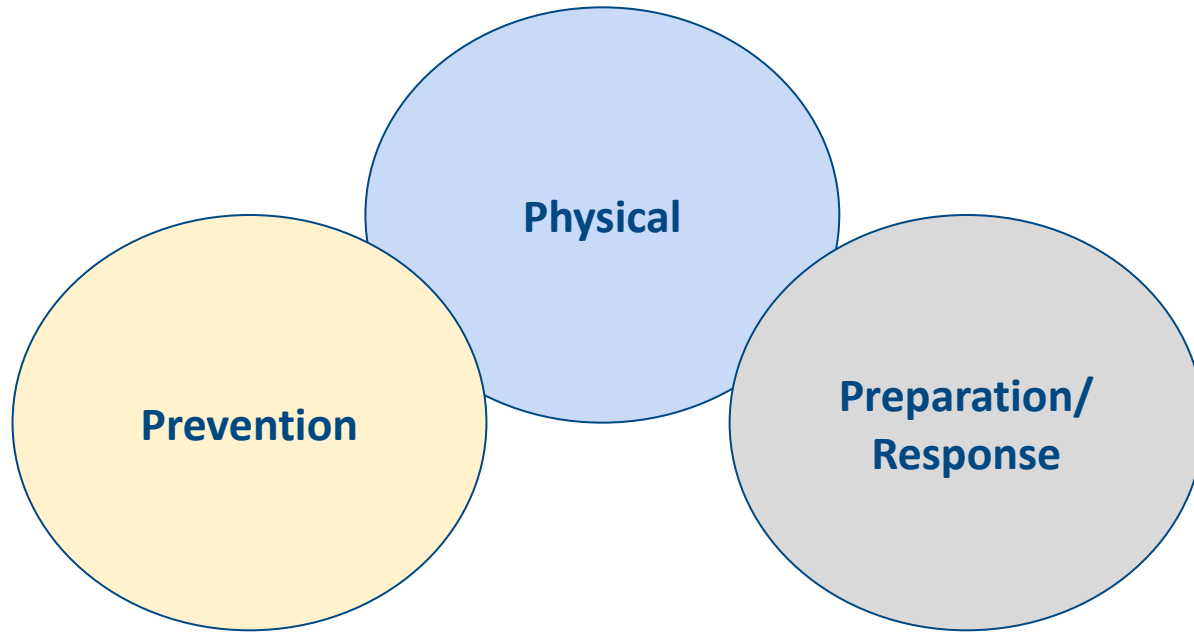


# Big Lake Schools

## Safety and Security Overview

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# 3 Components of School Safety Currently present in Big Lake



# Prevention Strategies

- School Climate and Culture
  - Hornet Way
  - PBIS
  - SEL
  - MTSS
- Reporting
  - See Something Say Something
- Threat Assessment Teams
- School Resource Officer
- Providing School Counselors and Social Workers
- Extracurricular Activities (Athletics, Fine Arts and Academics and Community Education Programming)
- Staff Training/Inservice

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# Physical Strategies

- Installation of Secured Vestibules at all office entrances.
- Visitor Management System
- Card Access System
- Secured keyway on all exterior doors
- Security Camera coverage of facilities
- Lockdown Systems that include blue emergency strobe lights in gymnasiums, cafeterias, music and industrial arts spaces

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# Preparation and Response Strategies

- Safety Drills and Student Trainings
- Crisis Management Plans
  - Annual Review
  - Training and Exercise of Plans with staff and community partners
  - Emergency Flip Charts
- ALICE

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# Continued Support

- Additional School Counselors
- Training of Substitute Staff on ALICE and Crisis Procedures
- PREPaRE School Crisis training
- MTSS
- Communications Specialist
- BusWhere
- ALICE Instructor Certification Training

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March 29, 2023



TJ Zerwas  
 Buildings and Grounds Manager  
 Big Lake Public Schools  
 501 Minnesota Avenue  
 Big Lake, MN 55309

**RE: Big Lake High School  
 Short-Term Radon Testing Results  
 IEA Project #202310100**

Dear Mr. Zerwas:

IEA placed 164 Air Chek Pro Chek short-term radon test kits in the following building for the purpose of evaluating radon levels:

- Big Lake High School – 164 Samples

The radon samples were placed by the following Minnesota Department of Health (MDH) licensed Radon Measurement Professionals:

Measurement Professional	License Number	Signature
Eddie Anderson	RMEA-00472	
Jack Skluzacek	RMEA-00475	

Conditions of air intakes were good and the ventilation system was operating in good condition at the time of placement and retrieval.

## INTRODUCTION

Radon is a colorless, odorless, tasteless, radioactive gas that occurs naturally in soil, rocks, and underground water supplies and in the ambient air. According to the U.S. Environmental Protection Agency (EPA) and other scientific organizations, naturally occurring radon gas has been associated with an increased risk of developing lung cancer. The chances of developing lung cancer from radon exposure are dependent on several factors, including individual susceptibility and, perhaps more importantly, the dose and duration of exposure. Radon testing in schools is highly recommended by the Minnesota Department of Health (MDH) and EPA.

INSTITUTE FOR ENVIRONMENTAL ASSESSMENT, INC.  
[www.ieasafety.com](http://www.ieasafety.com)

BROOKLYN PARK  
 9201 West Broadway, #600  
 Brooklyn Park, MN 55445  
 763-315-7900 / FAX 763-315-7920  
 800-233-9513

MANKATO  
 610 North Riverfront Drive  
 Mankato, MN 56001  
 507-345-8818 / FAX 507-345-5301  
 800-233-9513

ROCHESTER  
 210 Woodlake Drive SE  
 Rochester, MN 55904  
 507-281-6664 / FAX 507-281-6695  
 800-233-9513

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BRAINERD  
 601 NW 5<sup>th</sup> Street, Ste. #4  
 Brainerd, MN 56401  
 218-454-0703 / FAX 218-454-0703  
 800-233-9513

MARSHALL  
 1420 East College Drive  
 Marshall, MN 56258  
 507-476-3599 / FAX 507-537-6985  
 800-233-9513

VIRGINIA  
 5525 Emerald Avenue  
 Mountain Iron, MN 55768  
 218-410-9521  
 800-233-9513

IEA placed 164 Air Chek Pro Chek short-term radon test kits in frequently occupied areas in the buildings listed above at Big Lake Schools for the purpose of sampling for radon in accordance with the MDH’s *Guidance for Radon Testing in Minnesota Schools (2021)* and ANSI/AARST ‘*Protocol for Conducting Measurements of Radon and Radon Decay Products in Schools and Large Buildings*’ (ANSI/AARST MALB 2014 with 1/21 revisions). A total of 164 radon test kits were placed from March 14 to March 17, 2023, for a total short-term sampling period of three (3) days. There were no test kits that were missing at the time of pick-up. The radon test kits were analyzed by AirChek, Inc., MDH license #RL-00003, located at 1936 Butler Bridge Road, Mills River, NC 28759. The sampling and analysis methodologies are provided in Appendix A.

IEA followed ANSI/AARST MALB 2014 with 1/21 revisions for quality assurance measurements by including duplicate kits, control kits (blanks), and spiked kits.

Client communications and commitments were delivered to the client on the following dates:

- Client Advisories and Authorizations – January 23, 2023
- Facilitating Staff Commitments – March 1, 2023
- Occupant Notices – March 1, 2023 and March 13, 2023 (Follow-up reminder)

## EVALUATION CRITERIA

The MDH and the EPA have established a recommended action level in intended to be occupied areas of 4.0 picocuries per liter (pCi/L) for an annual average. Testing was conducted during school days when the building is significantly occupied. The HVAC system was set as it normally is during school days. Testing was conducted during the heating season when the average outdoor temperature is less than 65°F., as recommended by the MDH, when the ventilation system was operating normally, and windows and doors were closed. Consequently, sampling under these “closed” conditions is when the radon risk is most likely to occur.

MDH recommends follow-up testing for sampling results that are above the action level. Please refer to the following table for MDH guidelines:

RESULTS (pCi/L)	RECOMMENDED ACTION
LESS THAN 4	Re-test after changes to foundation or HVAC and every 5 years
GREATER THAN 4	Conduct CRM short-term testing during winter months
LESS THAN 4 (DURING OCCUPANCY) AFTER CRM TESTING	Repeat CRM testing if not conducted during winter or if conducted during abnormal ventilation. Otherwise consider re-testing after changes to foundation or HVAC and every 5 years
GREATER THAN 4 (DURING OCCUPANCY) AFTER CRM TESTING	Reduce radon in rooms to less than 4 through radon mitigation. Conduct CRM testing to verify radon reduction.

CRM: Continuous Radon Monitor

## RESULTS & DISCUSSION

The laboratory report, which includes maps of each building with sampling locations, is provided in Appendix B. Following are summary results for the building.

### **Big Lake High School**

501 Minnesota Avenue East  
Big Lake, MN 55309

A total of 164 test kits were placed at Big Lake High School. All results indicated that radon levels were below the action level of 4 pCi/L. See Table 1 below for a summary of the results:

TABLE 1: Big Lake High School - RANGE OF RESULTS				
	0.0 – 1.9 pCi/L	2.0 – 2.9 pCi/L	3.0 – 3.9 pCi/L	≥ 4 pCi/L
<b>Number of Tests</b>	162	2	0	0

pCi/L: picocuries per liter

## CONCLUSIONS & RECOMMENDATIONS

The radon levels in the sampled locations were below the EPA action level of 4 pCi/L.

It is recommended to take action and address results of radon concentrations greater than half the action level (2-4 pCi/L).

The EPA has established recommended guidelines for permissible radon concentrations in schools. The following are general recommendations for frequently occupied areas of schools:

- The building should be retested at least every 5 years and in conjunction with any sale of the building.
- Rooms that were not tested because they were not occupied should be tested if they become occupied in the future.

In addition, retesting should be conducted when any of the following circumstances occur:

- A new addition is constructed, or a significant renovation occurs
- A ground contact area not previously tested is occupied
- Heating or cooling systems are significantly altered, resulting in changes to air pressures or distribution
- Ventilation is significantly altered by extensive weatherization, changes to mechanical systems, or comparable procedures
- Significant openings to soil occur due to:
  - Ground water or slab surface water control systems (e.g., sumps, perimeter drain tile, shower/tub retrofits, etc.)
  - Natural settlement causing major cracks to develop
  - Earthquakes, construction blasting, or formation of sink holes nearby
  - A mitigation system is altered, modified or repaired
- Rooms should be retested during the winter heating season (i.e., under “closed” conditions) which is typically “worst case” conditions.

Per Minnesota Statutes, section 123B.571, school districts are required to report radon test results at a school board meeting and report results to the MDH. IEA is able to assist with presenting results to the school board, and the MDH reporting. The MDH ‘School Radon Testing Form’ is located in Appendix E.

For more information regarding radon, see the EPA’s A Citizen’s Guide to Radon at <http://www.epa.gov/radon>. MDH can be contacted at [health.indoorair@state.mn.us](mailto:health.indoorair@state.mn.us) or 651-201-4601.

## GENERAL COMMENTS

The analysis and opinions expressed in this report are based upon data obtained from radon sampling district-wide and are representative of the locations and time period sampled. This report does not reflect variations in conditions that may occur across the site, property, or facility. Actual conditions may vary and may not become evident without further assessment.

The report is prepared for the exclusive use of our client for specific application to the project discussed and has been prepared in accordance with generally accepted environmental, health and safety practices. Other than as provided in the preceding sentence and in our Proposal #11027 dated January 23, 2023, regarding radon sampling services at the district locations, including the General Conditions attached thereto, no warranties are extended or made.

IEA appreciates the opportunity to submit this analysis to Big Lake Schools.

Should you require additional radon testing or have any questions regarding radon or any other environmental, health, or safety-related concerns, please do not hesitate to contact our office.

Sincerely,

IEA, Inc.

Reviewed by:

  
Allison Eischens  
EHS Project Manager  
EHS Division

  
Mary Ferrian, CSP  
EHS Division Manager

ARE/khb 03292023

Enc.

# **Appendix A**

## *Methodology and Quality Control Measurements*

## **Sampling Methodology**

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IEA placed Air Chek, Inc. Pro Chek activated charcoal radon test kits designed specifically for the detection of gamma emissions caused by the decay of Radon-222 and its daughter products. The kit is made of a padded envelope which contains activated charcoal. The kit is placed during normal occupancy HVAC operations and sealed with vinyl tape after 72 to 96 hours of indoor exposure. Individual kits are uniquely identified with a number and corresponding bar code.

Upon receipt at the analytical laboratory, the kits are logged in using the unique numbers assigned to each kit. The kits are placed on a gamma detector to count the gamma emissions from the decay of radon adsorbed by the charcoal. A calibration factor determined in part by the exposure time and decay time is used to calculate the radon concentration. A correction factor is also applied for weight gain from any moisture absorbed by the charcoal during the sampling period.

Any unusual conditions are noted on the processing form and shown on the exposure report.

## MDH and ANSI/AARST MALB 2014 Quality Control Measurements

IEA followed ANSI/AARST MALB 2014 with 1/21 revisions and MDH recommendations for quality assurance measurements to ensure the accuracy of test results. Quality assurance measurements include side-by-side test kits (duplicates) and unexposed control test kits (blanks).

Duplicates are pairs of test kits placed 4-8 inches apart for the same test period. Duplicates are stored, placed, retrieved, and shipped to the laboratory for analysis in the same manner as the other test kits so that the laboratory cannot distinguish them. Since duplicates are placed side-by-side, the measured values for radon should be the same. The average of all duplicates' relative percent difference (RPD) should not exceed 25%. If they do, an investigation to identify the cause may be warranted and could include repeating the measurements. Duplicate averages are listed in Table 1 below.

<b>Table 1: Duplicate Device Measurements and Averages</b>			
<b>Location</b>	<b>Test 1 (pCi/L)</b>	<b>Test 2 (pCi/L)</b>	<b>Average (pCi/L)</b>
D127	1.0	0.6	0.8
DA110	1.1	1.5	1.3
DA129	0.8	0.8	0.8
DC103	0.9	1.2	1.05
DCAFETERIA WEST	0.3	0.3	0.3
DE104	0.9	0.8	0.85
DE131	0.6	0.8	0.7
DE154	0.8	0.3	0.55
DF120	0.9	0.8	0.85
DH113	0.3	0.3	0.3
DH146	1.3	0.9	1.1
DK103	0.7	0.3	0.5
DK129	0.8	0.3	0.55
DK140	0.3	0.3	0.3
DK202	0.3	0.3	0.3

Blanks can be used to determine whether the manufacturing, shipping, storage, or processing of the detector has "contaminated" your measurements. Blanks are opened and immediately re-sealed to keep room air from infiltrating the test kit. Blanks are labeled and shipped in the same manner as the exposed test kits so that the laboratory cannot distinguish them. Since blanks are not exposed to radon, their measurement value should be below the lower limit of detection. Field blanks are listed in the laboratory report as FStorage Room A, FStorage Room B, etc. Office blanks are listed in the laboratory report as OStorage Room A, OStorage Room B, etc. Lab-Transit Blanks are listed in Table 2 below.

<b>Table 2: Blanks</b>				
<b>Date</b>	<b>Device ID</b>	<b>Type of Blank</b>	<b>Description</b>	<b>Radon Concentration</b>
3/14/2023	11607097	Field	FStorage Room A	< 0.3
3/14/2023	11607098	Field	FStorage Room B	< 0.3
3/14/2023	11607100	Field	FStorage Room C	< 0.3
3/14/2023	11607099	Office	OStorage Room A	< 0.3

Table 2: Blanks				
Date	Device ID	Type of Blank	Description	Radon Concentration
3/14/2023	11608511	Office	OStorage Room B	< 0.3
3/14/2023	11608512	Office	OStorage Room C	< 0.3
11/8/2022	11623107	Lab-Transit	LTBP-1	< 0.3
11/8/2022	11605410	Lab-Transit	LTBP-2	< 0.3
11/8/2022	11623106	Lab-Transit	LTBP-3	< 0.3
11/8/2022	11623105	Lab-Transit	LTBP-4	< 0.3
11/8/2022	11623104	Lab-Transit	LTBP-5	< 0.3
11/8/2022	11623103	Lab-Transit	LTBP-6	< 0.3
11/8/2022	11623102	Lab-Transit	LTBP-7	< 0.3
11/8/2022	11623101	Lab-Transit	LTBP-8	< 0.3
11/8/2022	11605402	Lab-Transit	LTBP-9	< 0.3
11/8/2022	11605404	Lab-Transit	LTBP-10	< 0.3
11/8/2022	11623121	Lab-Transit	LTBP-11	< 0.3
11/8/2022	11623117	Lab-Transit	LTBP-12	< 0.3
11/8/2022	11623120	Lab-Transit	LTBP-13	< 0.3
11/8/2022	11623119	Lab-Transit	LTBP-14	< 0.3
11/8/2022	11623114	Lab-Transit	LTBP-15	< 0.3
11/8/2022	11623113	Lab-Transit	LTBP-16	< 0.3
11/8/2022	11623136	Lab-Transit	LTBP-17	< 0.3
11/8/2022	11605429	Lab-Transit	LTBP-18	< 0.3
11/8/2022	11623135	Lab-Transit	LTBP-19	< 0.3
11/8/2022	11623118	Lab-Transit	LTBP-20	< 0.3
11/8/2022	11605428	Lab-Transit	LTBP-21	< 0.3
11/8/2022	11623112	Lab-Transit	LTBP-22	< 0.3
11/8/2022	11623111	Lab-Transit	LTBP-23	< 0.3
11/8/2022	11605427	Lab-Transit	LTBP-24	< 0.3
11/8/2022	11605411	Lab-Transit	LTBP-25	< 0.3
11/8/2022	11623130	Lab-Transit	LTBP-26	< 0.3
11/8/2022	11605430	Lab-Transit	LTBP-27	< 0.3
11/8/2022	11605426	Lab-Transit	LTBP-28	< 0.3
11/8/2022	11623134	Lab-Transit	LTBP-29	< 0.3
11/8/2022	11623133	Lab-Transit	LTBP-30	< 0.3
11/8/2022	11605412	Lab-Transit	LTBP-31	< 0.3
11/8/2022	11605422	Lab-Transit	LTBP-32	< 0.3
11/8/2022	11605438	Lab-Transit	LTBP-33	< 0.3
11/8/2022	11605437	Lab-Transit	LTBP-34	< 0.3
11/8/2022	11605436	Lab-Transit	LTBP-35	< 0.3
11/8/2022	11605435	Lab-Transit	LTBP-36	< 0.3
11/8/2022	11605434	Lab-Transit	LTBP-37	< 0.3
11/8/2022	11605408	Lab-Transit	LTBP-38	< 0.3

Table 2: Blanks				
Date	Device ID	Type of Blank	Description	Radon Concentration
11/8/2022	11605407	Lab-Transit	LTBP-39	< 0.3
11/8/2022	11605409	Lab-Transit	LTBP-40	< 0.3
11/8/2022	11605406	Lab-Transit	LTBP-41	< 0.3
11/8/2022	11605405	Lab-Transit	LTBP-42	< 0.3
11/8/2022	11605403	Lab-Transit	LTBP-43	< 0.3
11/8/2022	11623109	Lab-Transit	LTBP-44	< 0.3
11/8/2022	11623108	Lab-Transit	LTBP-45	< 0.3
11/8/2022	11605401	Lab-Transit	LTBP-46	0.5
11/8/2022	11605424	Lab-Transit	LTBP-47	< 0.3
11/8/2022	11605423	Lab-Transit	LTBP-48	< 0.3
11/8/2022	11605420	Lab-Transit	LTBP-49	< 0.3
11/8/2022	11605419	Lab-Transit	LTBP-50	< 0.3
11/8/2022	11605418	Lab-Transit	LTBP-51	< 0.3
11/8/2022	11605417	Lab-Transit	LTBP-52	< 0.3
11/8/2022	11605416	Lab-Transit	LTBP-53	< 0.3
11/8/2022	11623129	Lab-Transit	LTBP-54	< 0.3
11/8/2022	11605415	Lab-Transit	LTBP-55	< 0.3
11/8/2022	11605425	Lab-Transit	LTBP-56	< 0.3
11/8/2022	11623122	Lab-Transit	LTBP-57	< 0.3
11/8/2022	11605414	Lab-Transit	LTBP-58	< 0.3
11/8/2022	11605421	Lab-Transit	LTBP-59	< 0.3
11/8/2022	11623128	Lab-Transit	LTBP-60	< 0.3
11/8/2022	11623127	Lab-Transit	LTBP-61	< 0.3
11/8/2022	11605413	Lab-Transit	LTBP-62	< 0.3
11/8/2022	11623140	Lab-Transit	LTBP-63	< 0.3
11/8/2022	11605441	Lab-Transit	LTBP-64	< 0.3
11/8/2022	11623138	Lab-Transit	LTBP-65	< 0.3
11/8/2022	11623137	Lab-Transit	LTBP-66	< 0.3
11/8/2022	11623132	Lab-Transit	LTBP-67	< 0.3
11/8/2022	11623131	Lab-Transit	LTBP-68	< 0.3
11/8/2022	11623124	Lab-Transit	LTBP-69	< 0.3
11/8/2022	11605433	Lab-Transit	LTBP-70	< 0.3
11/8/2022	11605432	Lab-Transit	LTBP-71	< 0.3
11/8/2022	11623116	Lab-Transit	LTBP-72	< 0.3
11/8/2022	11623123	Lab-Transit	LTBP-73	< 0.3
11/8/2022	11623115	Lab-Transit	LTBP-74	< 0.3
11/8/2022	11623110	Lab-Transit	LTBP-75	< 0.3
11/8/2022	11605431	Lab-Transit	LTBP-76	< 0.3
11/8/2022	11623126	Lab-Transit	LTBP-77	< 0.3
11/8/2022	11623125	Lab-Transit	LTBP-78	< 0.3

<b>Table 2: Blanks</b>				
<b>Date</b>	<b>Device ID</b>	<b>Type of Blank</b>	<b>Description</b>	<b>Radon Concentration</b>
11/8/2022	11623139	Lab-Transit	LTBP-79	< 0.3
11/8/2022	11605440	Lab-Transit	LTBP-80	< 0.3
11/8/2022	11605439	Lab-Transit	LTBP-81	< 0.3
11/8/2022	11623141	Lab-Transit	LTBP-82	< 0.3

Spikes are test kits that have been exposed in a chamber to a known concentration of radon. Using spiked measurements can help evaluate the accuracy of a laboratory analysis and/or how accurately test kits supplied by a laboratory measure radon. Spiked test kits are labeled and shipped in the same manner as the exposed test kits so that the laboratory cannot distinguish them. Spiked results completed for our laboratory are included in the following pages. Spiked test kits are listed in Table 3 below.

<b>Table 3: Spiked Detectors</b>			
<b>Date</b>	<b>Device ID</b>	<b>Measured Value (pCi/L)</b>	<b>Reference Value (pCi/L)</b>
3/3/2023	11619215	40.6	40
3/3/2023	11619216	39.1	40
3/3/2023	11619217	40.7	40
3/3/2023	11619218	38.7	40
3/3/2023	11619219	40.1	40
3/3/2023	11619220	40.8	40

# **Appendix B**

## *Laboratory Report and Maps*

Radon test result report for:  
**BIG LAKE SCHOOLS**  
**BIG LAKE HIGH SCHOOL**

Kit #	Room Id	Started	Ended	pCi/L	Analyzed
11607052	128	2023-03-14 @ 10:00 am	2023-03-17 @ 9:00 am	0.8 ± 0.3	2023-03-21
11607001	A103	2023-03-14 @ 8:00 am	2023-03-17 @ 8:00 am	0.9 ± 0.3	2023-03-21
11607798	A104	2023-03-14 @ 8:00 am	2023-03-17 @ 9:00 am	0.9 ± 0.3	2023-03-21
11607797	A105	2023-03-14 @ 8:00 am	2023-03-17 @ 8:00 am	1.2 ± 0.3	2023-03-21
11607790	A106	2023-03-14 @ 8:00 am	2023-03-17 @ 8:00 am	0.8 ± 0.3	2023-03-21
11607789	A107	2023-03-14 @ 8:00 am	2023-03-17 @ 8:00 am	1.5 ± 0.3	2023-03-21
11607782	A108	2023-03-14 @ 8:00 am	2023-03-17 @ 8:00 am	1.2 ± 0.3	2023-03-21
11607796	A109	2023-03-14 @ 8:00 am	2023-03-17 @ 8:00 am	2.0 ± 0.4	2023-03-21
11607800	A109A	2023-03-14 @ 8:00 am	2023-03-17 @ 8:00 am	0.8 ± 0.3	2023-03-21
11607012	A119	2023-03-14 @ 9:00 am	2023-03-17 @ 9:00 am	1.0 ± 0.3	2023-03-21
11607006	A124	2023-03-14 @ 9:00 am	2023-03-17 @ 9:00 am	0.8 ± 0.3	2023-03-21
11607791	AUDITORIUM NE	2023-03-14 @ 8:00 am	2023-03-17 @ 8:00 am	< 0.3	2023-03-21
11607785	AUDITORIUM NORTH	2023-03-14 @ 8:00 am	2023-03-17 @ 8:00 am	0.6 ± 0.3	2023-03-21
11607016	AUXILIARY GYMNASIUM 1	2023-03-14 @ 9:00 am	2023-03-17 @ 9:00 am	1.5 ± 0.4	2023-03-21
11607023	AUXILIARY GYMNASIUM 2	2023-03-14 @ 9:00 am	2023-03-17 @ 9:00 am	1.0 ± 0.3	2023-03-21
11607024	AUXILIARY GYMNASIUM 3	2023-03-14 @ 9:00 am	2023-03-17 @ 9:00 am	1.5 ± 0.3	2023-03-21
11607030	AUXILIARY GYMNASIUM 4	2023-03-14 @ 9:00 am	2023-03-17 @ 9:00 am	1.4 ± 0.3	2023-03-21
11607029	AUXILIARY GYMNASIUM OFFICE	2023-03-14 @ 9:00 am	2023-03-17 @ 9:00 am	0.6 ± 0.3	2023-03-21
11607749	C100	2023-03-14 @ 8:00 am	2023-03-17 @ 8:00 am	1.0 ± 0.3	2023-03-21
11607764	C106	2023-03-14 @ 8:00 am	2023-03-17 @ 8:00 am	0.8 ± 0.3	2023-03-21
11607768	C106 OFFICE	2023-03-14 @ 8:00 am	2023-03-17 @ 8:00 am	< 0.3	2023-03-21
11607763	C107	2023-03-14 @ 7:00 am	2023-03-17 @ 8:00 am	< 0.3	2023-03-21
11607762	C112	2023-03-14 @ 7:00 am	2023-03-17 @ 8:00 am	0.6 ± 0.3	2023-03-21
11607775	C115 NW	2023-03-14 @ 8:00 am	2023-03-17 @ 8:00 am	0.9 ± 0.3	2023-03-21
11607776	C115 OFFICE	2023-03-14 @ 8:00 am	2023-03-17 @ 8:00 am	0.6 ± 0.3	2023-03-21
11607767	C115 SOUTH	2023-03-14 @ 8:00 am	2023-03-17 @ 8:00 am	0.7 ± 0.3	2023-03-21
11607778	C121 NORTH	2023-03-14 @ 8:00 am	2023-03-17 @ 8:00 am	0.6 ± 0.3	2023-03-21
11607784	C121 OFFICE	2023-03-14 @ 8:00 am	2023-03-17 @ 8:00 am	0.7 ± 0.3	2023-03-21
11607783	C121 SOUTH	2023-03-14 @ 8:00 am	2023-03-17 @ 8:00 am	1.0 ± 0.3	2023-03-21
11607757	C125	2023-03-14 @ 8:00 am	2023-03-17 @ 8:00 am	0.7 ± 0.3	2023-03-21
11607758	C130	2023-03-14 @ 8:00 am	2023-03-17 @ 8:00 am	1.1 ± 0.3	2023-03-21
11607765	C130 OFFICE	2023-03-14 @ 8:00 am	2023-03-17 @ 8:00 am	1.0 ± 0.3	2023-03-21
11607771	C134	2023-03-14 @ 8:00 am	2023-03-17 @ 8:00 am	0.7 ± 0.3	2023-03-21
11607750	C134 OFFICE	2023-03-14 @ 8:00 am	2023-03-17 @ 8:00 am	0.6 ± 0.3	2023-03-21
11607741	CAFETERIA S	2023-03-14 @ 7:00 am	2023-03-17 @ 7:00 am	0.6 ± 0.3	2023-03-21
11607739	CUSTODIAL OFFICE	2023-03-14 @ 7:00 am	2023-03-17 @ 7:00 am	< 0.3	2023-03-21
11607781	D110	2023-03-14 @ 8:00 am	2023-03-17 @ 8:00 am	1.0 ± 0.3	2023-03-21

Radon test result report for:  
**BIG LAKE SCHOOLS**  
**BIG LAKE HIGH SCHOOL**

Kit #	Room Id	Started	Ended	pCi/L	Analyzed
11607792	D116	2023-03-14 @ 8:00 am	2023-03-17 @ 8:00 am	0.7 ± 0.3	2023-03-21
11607772	D116 CONTROL ROOM	2023-03-14 @ 8:00 am	2023-03-17 @ 8:00 am	1.0 ± 0.3	2023-03-21
11607756	D120	2023-03-14 @ 7:00 am	2023-03-17 @ 8:00 am	0.6 ± 0.3	2023-03-21
11607755	D125	2023-03-14 @ 7:00 am	2023-03-17 @ 8:00 am	< 0.3	2023-03-21
11607744	D126	2023-03-14 @ 7:00 am	2023-03-17 @ 8:00 am	< 0.3	2023-03-21
11607742	D127	2023-03-14 @ 7:00 am	2023-03-17 @ 8:00 am	< 0.3	2023-03-21
11607044	D127 - 1	2023-03-14 @ 10:00 am	2023-03-17 @ 9:00 am	1.0 ± 0.3	2023-03-21
11607051	D127 - 2	2023-03-14 @ 10:00 am	2023-03-17 @ 9:00 am	0.6 ± 0.3	2023-03-21
11607743	D129	2023-03-14 @ 7:00 am	2023-03-17 @ 8:00 am	< 0.3	2023-03-21
11607751	D129 PROCESSING ROOM	2023-03-14 @ 7:00 am	2023-03-17 @ 8:00 am	1.9 ± 0.3	2023-03-21
11607752	D133	2023-03-14 @ 7:00 am	2023-03-17 @ 8:00 am	0.7 ± 0.3	2023-03-21
11607760	D134	2023-03-14 @ 7:00 am	2023-03-17 @ 8:00 am	0.9 ± 0.3	2023-03-21
11607748	D136	2023-03-14 @ 7:00 am	2023-03-17 @ 7:00 am	0.6 ± 0.3	2023-03-21
11607753	D136 NW	2023-03-14 @ 7:00 am	2023-03-17 @ 8:00 am	< 0.3	2023-03-21
11607754	D136 SW	2023-03-14 @ 7:00 am	2023-03-17 @ 7:00 am	< 0.3	2023-03-21
11607794	DA110 - 1	2023-03-14 @ 8:00 am	2023-03-17 @ 8:00 am	1.1 ± 0.3	2023-03-21
11607795	DA110 - 2	2023-03-14 @ 8:00 am	2023-03-17 @ 8:00 am	1.5 ± 0.4	2023-03-21
11607766	DA129 - 1	2023-03-14 @ 8:00 am	2023-03-17 @ 8:00 am	0.8 ± 0.3	2023-03-21
11607777	DA129 - 2	2023-03-14 @ 8:00 am	2023-03-17 @ 8:00 am	0.8 ± 0.3	2023-03-21
11607769	DC103 - 1	2023-03-14 @ 8:00 am	2023-03-17 @ 8:00 am	0.9 ± 0.3	2023-03-21
11607770	DC103 - 2	2023-03-14 @ 8:00 am	2023-03-17 @ 8:00 am	1.2 ± 0.3	2023-03-21
11607740	DCAFETERIA WEST - 1	2023-03-14 @ 7:00 am	2023-03-17 @ 7:00 am	< 0.3	2023-03-21
11607747	DCAFETERIA WEST - 2	2023-03-14 @ 7:00 am	2023-03-17 @ 7:00 am	< 0.3	2023-03-21
11607026	DE104 - 1	2023-03-14 @ 10:00 am	2023-03-17 @ 9:00 am	0.9 ± 0.3	2023-03-21
11607033	DE104 - 2	2023-03-14 @ 10:00 am	2023-03-17 @ 9:00 am	0.8 ± 0.3	2023-03-21
11607759	DE131 - 1	2023-03-14 @ 7:00 am	2023-03-17 @ 8:00 am	0.6 ± 0.3	2023-03-21
11607761	DE131 - 2	2023-03-14 @ 7:00 am	2023-03-17 @ 8:00 am	0.8 ± 0.3	2023-03-21
11607086	DE154 - 1	2023-03-14 @ 11:00 am	2023-03-17 @ 10:00 am	0.8 ± 0.3	2023-03-21
11607088	DE154 - 2	2023-03-14 @ 11:00 am	2023-03-17 @ 10:00 am	< 0.3	2023-03-21
11607003	DF120 - 1	2023-03-14 @ 9:00 am	2023-03-17 @ 9:00 am	0.9 ± 0.3	2023-03-21
11607009	DF120 - 2	2023-03-14 @ 9:00 am	2023-03-17 @ 9:00 am	0.8 ± 0.3	2023-03-21
11607025	DH113 - 1	2023-03-14 @ 10:00 am	2023-03-17 @ 9:00 am	< 0.3	2023-03-21
11607053	DH113 - 2	2023-03-14 @ 10:00 am	2023-03-17 @ 9:00 am	< 0.3	2023-03-21
11607039	DH146 - 1	2023-03-14 @ 9:00 am	2023-03-17 @ 9:00 am	1.3 ± 0.3	2023-03-21
11607010	DH146 - 2	2023-03-14 @ 9:00 am	2023-03-17 @ 9:00 am	0.9 ± 0.3	2023-03-21
11607038	DISTRICT OFFICES MAIN	2023-03-14 @ 9:00 am	2023-03-17 @ 9:00 am	0.9 ± 0.3	2023-03-21
11607047	DISTRICT SERVICES CONFERENCE ROOM	2023-03-14 @ 10:00 am	2023-03-17 @ 9:00 am	0.9 ± 0.3	2023-03-21

Radon test result report for:  
**BIG LAKE SCHOOLS**  
**BIG LAKE HIGH SCHOOL**

Kit #	Room Id	Started	Ended	pCi/L	Analyzed
11607083	DK103 - 1	2023-03-14 @ 10:00 am	2023-03-17 @ 10:00 am	0.7 ± 0.3	2023-03-21
11607082	DK103 - 2	2023-03-14 @ 10:00 am	2023-03-17 @ 10:00 am	< 0.3	2023-03-21
11607065	DK129 - 1	2023-03-14 @ 10:00 am	2023-03-17 @ 10:00 am	0.8 ± 0.3	2023-03-21
11607075	DK129 - 2	2023-03-14 @ 10:00 am	2023-03-17 @ 10:00 am	< 0.3	2023-03-21
11607071	DK140 - 1	2023-03-14 @ 10:00 am	2023-03-17 @ 10:00 am	< 0.3	2023-03-21
11607049	DK141 - 2	2023-03-14 @ 10:00 am	2023-03-17 @ 10:00 am	< 0.3	2023-03-21
11607095	DK202 - 1	2023-03-14 @ 11:00 am	2023-03-17 @ 10:00 am	< 0.3	2023-03-21
11607096	DK202 - 2	2023-03-14 @ 11:00 am	2023-03-17 @ 10:00 am	< 0.3	2023-03-21
11607048	E100	2023-03-14 @ 10:00 am	2023-03-17 @ 9:00 am	1.1 ± 0.3	2023-03-21
11607054	E101	2023-03-14 @ 10:00 am	2023-03-17 @ 9:00 am	1.7 ± 0.3	2023-03-21
11607055	E102	2023-03-14 @ 10:00 am	2023-03-17 @ 9:00 am	2.7 ± 0.4	2023-03-21
11607056	E103	2023-03-14 @ 10:00 am	2023-03-17 @ 9:00 am	1.5 ± 0.4	2023-03-21
11607061	E105	2023-03-14 @ 10:00 am	2023-03-17 @ 9:00 am	1.3 ± 0.3	2023-03-21
11607034	E106	2023-03-14 @ 10:00 am	2023-03-17 @ 9:00 am	0.9 ± 0.3	2023-03-21
11607059	E107	2023-03-14 @ 10:00 am	2023-03-17 @ 9:00 am	1.1 ± 0.3	2023-03-21
11607060	E112	2023-03-14 @ 10:00 am	2023-03-17 @ 9:00 am	0.8 ± 0.3	2023-03-21
11607064	E113	2023-03-14 @ 10:00 am	2023-03-17 @ 9:00 am	0.9 ± 0.3	2023-03-21
11607069	E114	2023-03-14 @ 10:00 am	2023-03-17 @ 9:00 am	0.8 ± 0.3	2023-03-21
11607042	E115	2023-03-14 @ 10:00 am	2023-03-17 @ 9:00 am	0.6 ± 0.3	2023-03-21
11607041	E117	2023-03-14 @ 10:00 am	2023-03-17 @ 9:00 am	< 0.3	2023-03-21
11607036	E123	2023-03-14 @ 10:00 am	2023-03-17 @ 9:00 am	0.6 ± 0.3	2023-03-21
11607043	E126	2023-03-14 @ 10:00 am	2023-03-17 @ 9:00 am	0.6 ± 0.3	2023-03-21
11607062	E136	2023-03-14 @ 10:00 am	2023-03-17 @ 9:00 am	0.8 ± 0.3	2023-03-21
11607063	E139	2023-03-14 @ 10:00 am	2023-03-17 @ 9:00 am	1.2 ± 0.3	2023-03-21
11607087	E151	2023-03-14 @ 11:00 am	2023-03-17 @ 10:00 am	0.9 ± 0.3	2023-03-21
11607091	E152	2023-03-14 @ 11:00 am	2023-03-17 @ 10:00 am	0.7 ± 0.3	2023-03-21
11607081	E153	2023-03-14 @ 11:00 am	2023-03-17 @ 10:00 am	0.7 ± 0.3	2023-03-21
11607097	FSTORAGE ROOM A	2023-03-14 @ 11:00 am	2023-03-17 @ 10:00 am	< 0.3	2023-03-21
11607098	FSTORAGE ROOM B	2023-03-14 @ 11:00 am	2023-03-17 @ 10:00 am	< 0.3	2023-03-21
11607100	FSTORAGE ROOM C	2023-03-14 @ 11:00 am	2023-03-17 @ 10:00 am	< 0.3	2023-03-21
11607011	G100 1	2023-03-14 @ 9:00 am	2023-03-17 @ 9:00 am	< 0.3	2023-03-21
11607013	G100 2	2023-03-14 @ 9:00 am	2023-03-17 @ 9:00 am	< 0.3	2023-03-21
11607014	G100 3	2023-03-14 @ 9:00 am	2023-03-17 @ 9:00 am	< 0.3	2023-03-21
11607004	G100 4	2023-03-14 @ 9:00 am	2023-03-17 @ 9:00 am	< 0.3	2023-03-21
11607007	G100 5	2023-03-14 @ 9:00 am	2023-03-17 @ 9:00 am	< 0.3	2023-03-21
11607008	G100 6	2023-03-14 @ 9:00 am	2023-03-17 @ 9:00 am	0.5 ± 0.3	2023-03-21
11607020	G100 7	2023-03-14 @ 9:00 am	2023-03-17 @ 9:00 am	< 0.3	2023-03-21

Radon test result report for:  
**BIG LAKE SCHOOLS**  
**BIG LAKE HIGH SCHOOL**

Kit #	Room Id	Started	Ended	pCi/L	Analyzed
11607019	G100 8	2023-03-14 @ 9:00 am	2023-03-17 @ 9:00 am	< 0.3	2023-03-21
11607005	GUIDANCE COUNSELORS	2023-03-14 @ 9:00 am	2023-03-17 @ 9:00 am	0.8 ± 0.3	2023-03-21
11607018	H138	2023-03-14 @ 10:00 am	2023-03-17 @ 9:00 am	0.9 ± 0.3	2023-03-21
11607046	H138.1	2023-03-14 @ 10:00 am	2023-03-17 @ 9:00 am	1.2 ± 0.3	2023-03-21
11607035	H139	2023-03-14 @ 10:00 am	2023-03-17 @ 9:00 am	1.2 ± 0.3	2023-03-21
11607040	H141	2023-03-14 @ 9:00 am	2023-03-17 @ 9:00 am	0.7 ± 0.3	2023-03-21
11607045	H142	2023-03-14 @ 10:00 am	2023-03-17 @ 9:00 am	1.3 ± 0.4	2023-03-21
11607017	H143	2023-03-14 @ 9:00 am	2023-03-17 @ 9:00 am	1.3 ± 0.4	2023-03-21
11607032	H147	2023-03-14 @ 9:00 am	2023-03-17 @ 9:00 am	1.0 ± 0.3	2023-03-21
11607002	H148	2023-03-14 @ 9:00 am	2023-03-17 @ 9:00 am	0.6 ± 0.3	2023-03-21
11607031	H152	2023-03-14 @ 9:00 am	2023-03-17 @ 9:00 am	1.1 ± 0.3	2023-03-21
11607027	H152A	2023-03-14 @ 9:00 am	2023-03-17 @ 9:00 am	0.9 ± 0.3	2023-03-21
11607028	H152B	2023-03-14 @ 9:00 am	2023-03-17 @ 9:00 am	0.8 ± 0.3	2023-03-21
11607037	H152C	2023-03-14 @ 9:00 am	2023-03-17 @ 9:00 am	0.9 ± 0.3	2023-03-21
11607788	HEALTH OFFICE	2023-03-14 @ 8:00 am	2023-03-17 @ 8:00 am	< 0.3	2023-03-21
11607022	I102 NE	2023-03-14 @ 9:00 am	2023-03-17 @ 9:00 am	0.6 ± 0.3	2023-03-21
11607015	I102 NW	2023-03-14 @ 9:00 am	2023-03-17 @ 9:00 am	1.1 ± 0.3	2023-03-21
11607080	K100	2023-03-14 @ 10:00 am	2023-03-17 @ 10:00 am	1.3 ± 0.3	2023-03-21
11607085	K101	2023-03-14 @ 10:00 am	2023-03-17 @ 10:00 am	0.5 ± 0.3	2023-03-21
11607084	K102	2023-03-14 @ 10:00 am	2023-03-17 @ 10:00 am	0.8 ± 0.3	2023-03-21
11607074	K104	2023-03-14 @ 10:00 am	2023-03-17 @ 10:00 am	0.8 ± 0.3	2023-03-21
11607078	K105	2023-03-14 @ 10:00 am	2023-03-17 @ 10:00 am	0.6 ± 0.3	2023-03-21
11607072	K108	2023-03-14 @ 10:00 am	2023-03-17 @ 10:00 am	0.6 ± 0.3	2023-03-21
11607076	K112	2023-03-14 @ 10:00 am	2023-03-17 @ 10:00 am	0.8 ± 0.3	2023-03-21
11607079	K119	2023-03-14 @ 10:00 am	2023-03-17 @ 10:00 am	< 0.3	2023-03-21
11607077	K131	2023-03-14 @ 10:00 am	2023-03-17 @ 10:00 am	0.7 ± 0.3	2023-03-21
11607073	K131 OFFICE	2023-03-14 @ 10:00 am	2023-03-17 @ 10:00 am	0.6 ± 0.3	2023-03-21
11607066	K132	2023-03-14 @ 10:00 am	2023-03-17 @ 10:00 am	< 0.3	2023-03-21
11607058	K134	2023-03-14 @ 10:00 am	2023-03-17 @ 10:00 am	0.5 ± 0.3	2023-03-21
11607057	K135	2023-03-14 @ 10:00 am	2023-03-17 @ 10:00 am	< 0.3	2023-03-21
11607067	K136	2023-03-14 @ 10:00 am	2023-03-17 @ 10:00 am	< 0.3	2023-03-21
11607068	K137	2023-03-14 @ 10:00 am	2023-03-17 @ 10:00 am	< 0.3	2023-03-21
11607050	K138	2023-03-14 @ 10:00 am	2023-03-17 @ 10:00 am	0.5 ± 0.3	2023-03-21
11607070	K140	2023-03-14 @ 10:00 am	2023-03-17 @ 10:00 am	< 0.3	2023-03-21
11607094	K206	2023-03-14 @ 11:00 am	2023-03-17 @ 10:00 am	< 0.3	2023-03-21
11607745	KITCHEN	2023-03-14 @ 7:00 am	2023-03-17 @ 7:00 am	< 0.3	2023-03-21
11607746	KITCHEN OFFICE	2023-03-14 @ 7:00 am	2023-03-17 @ 7:00 am	0.9 ± 0.3	2023-03-21

Radon test result report for:

**BIG LAKE SCHOOLS****BIG LAKE HIGH SCHOOL**

Kit #	Room Id	Started	Ended	pCi/L	Analyzed
11607787	MAIN OFFICE	2023-03-14 @ 8:00 am	2023-03-17 @ 8:00 am	0.8 ± 0.3	2023-03-21
11607779	MEDIA CENTER N WORKROOM	2023-03-14 @ 8:00 am	2023-03-17 @ 8:00 am	0.6 ± 0.3	2023-03-21
11607773	MEDIA CENTER NE	2023-03-14 @ 8:00 am	2023-03-17 @ 8:00 am	< 0.3	2023-03-21
11607780	MEDIA CENTER NE OFFICE	2023-03-14 @ 8:00 am	2023-03-17 @ 8:00 am	< 0.3	2023-03-21
11607786	MEDIA CENTER NW	2023-03-14 @ 8:00 am	2023-03-17 @ 8:00 am	0.6 ± 0.3	2023-03-21
11607793	MEDIA CENTER NW OFFICE	2023-03-14 @ 8:00 am	2023-03-17 @ 8:00 am	0.9 ± 0.3	2023-03-21
11607799	MEDIA CENTER NW WORKROOM	2023-03-14 @ 8:00 am	2023-03-17 @ 8:00 am	0.6 ± 0.3	2023-03-21
11607099	OSTORAGE ROOM A	2023-03-14 @ 7:00 am	2023-03-17 @ 7:00 am	< 0.3	2023-03-21
11608511	OSTORAGE ROOM B	2023-03-14 @ 7:00 am	2023-03-17 @ 7:00 am	< 0.3	2023-03-21
11608512	OSTORAGE ROOM C	2023-03-14 @ 7:00 am	2023-03-17 @ 7:00 am	< 0.3	2023-03-21
11607092	PRACTICE ROOM A	2023-03-14 @ 11:00 am	2023-03-17 @ 8:00 am	0.7 ± 0.3	2023-03-21
11607093	PRACTICE ROOM B	2023-03-14 @ 11:00 am	2023-03-17 @ 8:00 am	0.9 ± 0.3	2023-03-21
11607089	PRACTICE ROOM C	2023-03-14 @ 11:00 am	2023-03-17 @ 8:00 am	0.8 ± 0.3	2023-03-21
11607090	PRACTICE ROOM D	2023-03-14 @ 11:00 am	2023-03-17 @ 8:00 am	0.8 ± 0.3	2023-03-21
11607774	STAGE	2023-03-14 @ 8:00 am	2023-03-17 @ 8:00 am	0.5 ± 0.3	2023-03-21
11607021	WEIGHT ROOM	2023-03-14 @ 9:00 am	2023-03-17 @ 9:00 am	< 0.3	2023-03-21





## **Appendix C**

*Signed Non-Interference Agreement*

# NOTICE OF INSPECTION FOR ALL FACILITATING STAFF

## A radon test is scheduled for:

Building: Big Lake High School

Test Start Date: 03-14-2023

Test End Date: 03-17-2023

Please help to maintain the required test conditions throughout the building

1. All windows and exterior doors must be kept closed (aside from momentary entry or exit) for 12 hours before and during the test.
2. Heating and cooling systems must be set to normal occupied operating temperatures.
3. Test devices are not to be disturbed.

Further guidance on required building conditions are located on the next page.

Test devices are not dangerous in anyway. The type of devices used for this testing will include:

**Short-term test kits.** It is important that these devices are fully open and not covered. They will be analyzed by a laboratory.

**Continuous radon monitors.** These are electronic devices that record hourly radon readings.

**Long-term test kits.** It is important that these devices are not covered. They will be analyzed by a laboratory.

Declaration of Observed Compliance

Failure to reasonably maintain test conditions can lead to unnecessary expense, disruptions and unreliable data.

Disturbing test devices can also cause unreliable or invalid test results.

- Please report in a timely manner if required test conditions are not maintained.
- Please sign and return this form once the test is complete.

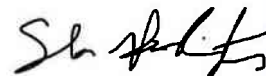
To the best of my knowledge, the required conditions were maintained during the test.

Yes

Name:

Shawn Pocklington

Signature:



Licensed Measurement Professional:

David McNeill RMEA-00473

## More Detailed Guidance for Staff

<b>Required Closed-Building Conditions</b>	
Windows	Keep Closed, Seal broken windows closed
External doors (except for normal entry or exit)	Keep Closed
Heating & Cooling Systems	Set to normal operating conditions
Bathroom fans	Operate normally
Fireplaces (including gas)	Do not operate
Auxiliary or temporary systems that bring air into the building	Do not operate (unless an integral part of HVAC or supplies make-up air for combustion appliances)
Exhaust systems (ex. from shops, laundries, kitchens)	Avoid excessive operation
Interior doors, Stairwells, Fire Doors	Operate Normally
Garage doors	Operate normally
Ceiling Fans, Portable Fans	Do not blow directly on the test device
Window AC Units	Operate in recirculation mode only
Window Fans	Do not operate. Seal shut or remove.
Humidifiers, Dehumidifiers, Portable Air Cleaners	Operate Normally
Central Vacuum Cleaner Systems	Operate Normally
Passive crawl space vents	Operate normally
Crawlspace exhaust systems for humidity control	Operate normally
Passive Vents for Combustion Make-Up Air	Leave Open
Combustion Appliance Vents	Operate Normally
Passive Solar Systems	Operate Normally
Attic Vent Fans	Operate Normally
Evaporative Cooling Systems	Do not operate
<b>Required for Test Locations Within a Room</b>	
Place detectors within the general <b>breathing zone</b>  Locate detectors <b>no less than:</b>	3 feet from exterior doors, windows or other openings to the outdoors
	20 inches above the floor
	4 inches from other test devices and objects
	1 foot below the ceiling
Place detectors where they are not easily disturbed:	Select a place in an occupied area where the detectors are unlikely to be moved
Place detectors where they are not influenced by other factors:	Do not place devices in closets, crawlspaces, cupboards, sumps or nooks within building foundations
	Do not place devices in area with high air movement (ex. mechanical areas, furnace closets)
	Do not place devices in areas of high humidity (ex. kitchens, bathrooms, laundry rooms)
	Do not place devices near drafts from HVAC systems or fans
	Do not place test devices near heat sources (ex. appliances, radiators, fireplaces, direct sunlight)
	Do not place detectors on devices that produce radiation (ex. natural stone counters, pool tables, rock collections)

## **Appendix D**

### *Average Building Operating Conditions Comparison*

## Southern MN

Climate Zone 6 (includes Southern MN)



		Averages			During the Test
		24 Hour	Daytime	Daytime 9-Month	Prevailing During the Test
<b>Operating Condition</b>	Outdoor Temperature	45 °F	50 °F	N/A	32°F
	Heating Conditions	75%	66%	88%	100%
	Cooling Conditions	-	16%	11%	0%
	Mixed Conditions	25%	16%	-	0%
<b>Normal Operating Condition</b>		<ul style="list-style-type: none"> <li>• Heating conditions</li> <li>• No variance in outdoor air ventilation</li> </ul>			<ul style="list-style-type: none"> <li>• Heating conditions</li> <li>• No variance in outdoor air ventilation</li> </ul>
<b>Condition less likely to inhibit characterization of a radon hazard</b>		<ul style="list-style-type: none"> <li>• Heating and air distribution systems active</li> </ul>			<ul style="list-style-type: none"> <li>• Heating and air distribution systems active</li> </ul>

# **Appendix E**

## *MDH Reporting Form*

# School Radon Testing Reporting Form

According to Minnesota Statute 123B.571 subd. 3, a school district that has tested its school buildings for the presence of radon shall report the results of its tests to the Department of Health. Please use this form to submit information about the most recent round or cycle of testing conducted for each building.

## Instructions

1. Complete one form for each building tested. In this case, a building is defined as an occupied facility with a unique address. This includes administrative buildings.
2. Include this form, raw data (e.g. laboratory report) and a building map.
3. Submit this form when all work is completed for a round of testing. This includes reporting to the school board, and follow-up testing and post-mitigation testing, if applicable.
4. Email information to [health.indoorair@state.mn.us](mailto:health.indoorair@state.mn.us).

## Contact Information

Name:	
Mailing Address:	
Phone:	Email:

## Initial Radon Testing Information

School Building Name:	
School District & District Number:	
Building Address:	
Test Kit Manufacturer:	Device Name:
Date of Kit Retrieval (DD/MM/YY):	Length of Test (days):
How many rooms were tested?	
Does the test period include weekends? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the test period include school breaks or holidays? <input type="checkbox"/> Yes <input type="checkbox"/> No	

SCHOOL RADON TESTING REPORTING FORM

<p>Were all frequently-occupied ground contact rooms tested?<sup>1</sup>      <input type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>If no, did you attempt to test all frequently occupied ground contact rooms, meaning test kits were placed in all these rooms? <input type="checkbox"/> Yes   <input type="checkbox"/> No</p>
<p>How many rooms had results <math>\geq 4</math> pCi/L?:</p>
<p>Were the results reported at a school board meeting?      <input type="checkbox"/> Yes   <input type="checkbox"/> No</p>

## Follow-up Testing, Mitigation, & Post-Mitigation Testing

If one or more rooms tested  $\geq 4$  pCi/L, please answer the questions below:

<p>How many rooms had follow-up testing?:</p>		
<p>Number of rooms with follow-up results</p>	<p><math>\geq 4</math> pCi/L:</p>	<p>&lt; 4 pCi/L:</p>
<p>Of the rooms that had test results <math>\geq 4</math> pCi/L, how many rooms were:</p>		
<p>mitigated by HVAC balancing or operational changes? :</p>		
<p>mitigated by installation of active soil depressurization?:</p>		
<p>addressed through other corrective measures?<sup>2</sup>:</p>		
<p>What was the cost of the installation and/or HVAC service work, to mitigate radon? \$</p>		
<p>What is the known or anticipated annual operating cost of mitigation (estimate)? \$</p>		
<p>After radon mitigation, how many rooms were retested?:</p>		
<p>Post mitigation results (# of rooms)</p>	<p><math>\geq 4</math> pCi/L:</p>	<p>&lt; 4 pCi/L:</p>

<sup>1</sup> This includes classrooms, offices, break rooms, laboratories, cafeterias, libraries, auditoriums, gymnasiums, etc. It includes rooms on grade and rooms above unoccupied spaces that are in contact with the ground, such as rooms above storage rooms, crawl spaces, tunnels, and boiler rooms. If only a sample or portion of rooms were tested, then respond with 'no'.

<sup>2</sup> 'Other corrective measures' could include moving staff out of a room and making a room unoccupied or trying to seal radon entry points.

## CHEMICAL USE AND ABUSE

### I. PURPOSE

~~Rationale:~~ The ~~Big Lake School Board~~ school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the ~~Big Lake School District~~ school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

### II. GENERAL STATEMENT OF POLICY

- A. Use ~~or possession~~ of controlled substances, toxic substance, medical cannabis, marijuana, and alcohol ~~before, during, or after school hours, at school or in any other school location, is prohibited in the school setting~~ in accordance with ~~Big Lake School District~~ school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. The school district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievement.  
~~The policy of the Big Lake School District is to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.~~
- C. ~~The Big Lake Schools~~ Every school that participates in a school district chemical abuse program shall establish ~~and maintain in every school~~ a chemical abuse pre-assessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- ~~D. The superintendent, with the advice of the school board, shall be responsible for establishing a school and community advisory team to address chemical abuse problems in the district.~~
- E. The ~~Big Lake School District~~ school district shall establish a drug-free awareness program for its employees. ~~and maintain a program to educate and assist employees, students and others in understanding this policy and the goals of achieving drug-free schools and workplaces.~~

### III. DEFINITIONS

- A. “Chemical abuse,” ~~as applied to students,~~ means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the ~~student’s minor’s~~ normal function in academic, school, or social activities is chronically impaired.
- B. “Controlled substances,” ~~as applied to the chemical abuse assessment of students,~~ means a drug, substance, or immediate precursor in Schedules I through V of Minnesota Statutes section 152.02 and “marijuana” as defined in Minnesota Statutes section 152.01, subdivision 9 but not distilled spirits, wine, malt beverage, intoxicating liquors or tobacco. As otherwise defined in this policy “controlled substances” include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any

other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code section 812, including analogues and look-alike drugs.

~~“Chemicals” includes, but is not limited to, alcohol, toxic substances, medical cannabis, and controlled substances as defined in the school district’s Drug-Free Workplace/Drug-Free School policy.~~

C. “Drug prevention” means prevention, early intervention, rehabilitation referral, recovery support services, or education related to the illegal use of drugs, such as raising awareness about the consequences of drug use that are evidence based.

~~“Use” includes to sell, buy, manufacture, distribute, dispense, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration.~~

D. “Teacher” means all persons employed in a public school or education district or by a service cooperative as members of the instructional, supervisory, and support staff including superintendents, principals, supervisors, secondary vocational and other classroom teachers, librarians, counselors, school psychologists, school nurses, school social workers, audio-visual directors and coordinators, recreation personnel, media generalists, media supervisors, and speech therapists.

~~“School location” includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.~~

#### IV. STUDENTS

A. Districtwide School Discipline Policy

Procedures for detecting and addressing chemical abuse problems of a student while on school premises are included in the districtwide school student discipline policy.

B. Programs and Activities

1. The school district shall develop, implement, and evaluate comprehensive programs and activities that foster safe, healthy, supportive, and drug-free environments that support student academic achievements. The programs and activities may include, among other programs and activities, drug prevention activities and programs that may be evidence based, including programs to educate students against the use of alcohol, tobacco, marijuana, smokeless tobacco products, and electronic cigarettes.
2. As part of its drug-free programs, the school district may implement drug abuse resistance education programs that enable peace officers to undergo the training to teach a curriculum on drug abuse resistance in schools.

##### ~~Instruction~~

- ~~1. Every school shall provide an instructional program in chemical abuse and the prevention of chemical dependency. The Big Lake District school district may involve parents, students, health care professionals, state department staff, and members of the community in developing the curriculum.~~
- ~~2. Each school shall have age-appropriate and developmentally based activities that:
  - a) address the consequences of violence and the illegal use of drugs, as appropriate;
  - b) promote a sense of individual responsibility;
  - c) teach students that most people do not illegally use drugs;
  - d) teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;~~

- ~~e) teach students about the dangers of emerging drugs;~~
- ~~f) engage students in the learning process; and~~
- ~~g) incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.~~
- ~~3. Each school shall have activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.~~
- ~~4. Each school shall disseminate drug and violence prevention information within the school and to the community.~~
- ~~5. Each school shall have professional development and training for, and involvement of, school personnel, student services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.~~
- ~~6. Each school shall have drug and violence prevention activities that may include the following:~~
  - ~~a) Community-wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.~~
  - ~~b) The hiring and mandatory training, based on scientific research, of school security personnel who interact with students in support of youth drug and violence prevention activities under this policy that are implemented in the school.~~
  - ~~c) Conflict resolution programs, including peer mediation programs that educate and train peer mediators and a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.~~
  - ~~d) Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.~~
  - ~~e) Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal drug use.~~

**C. Reports of Chemical Use, Possession, or Transfer of Alcohol or a Controlled Substance and Abuse**

- 1. A teacher in a nonpublic school participating in a school district chemical use program, or a public school teacher, who knows or has reason to believe that a student is using, possessing, or transferring alcohol or a controlled substance while on the school premises or involved in school-related activities, shall immediately notify the school's chemical abuse preassessment team, or staff member assigned duties similar to those of such a team, of this information
- ~~1. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing, or selling chemicals in a school location:~~
  - ~~a) The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.~~
  - ~~b) The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.~~
  - ~~c) The administrator will notify law enforcement officials, the student's counselor, and the chemical pre-assessment team.~~

- d) ~~The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.~~
  - e) ~~The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.~~
2. ~~If a Big Lake School school district employee has reason to believe that a student is abusing, possessing, transferring, distributing, or selling chemicals:~~
- a) ~~The employee shall notify the building administrator or a member of the pre-assessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.~~
  - b) ~~The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.~~
3. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals ~~shall~~ **may** be suspended ~~and proposed for expulsion~~ in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minnesota Statutes section 121A.40-121A.56, ~~and proposed for expulsion.~~
4. Searches by school district officials in connection with the ~~use~~ **abuse**, possession, ~~or transfer, distribution, or sale~~ of ~~chemicals~~ alcohol or a controlled substance will be conducted in accordance with school board policies related to search and seizure.
5. ~~Nothing in paragraph IV.B.1 prevents a teacher or any other school employee from reporting to a law enforcement agency any violation of law occurring on school premises or at school sponsored events.~~

D. Pre-assessment Team

- 1. Every school ~~that participates in a school district chemical abuse program may shall have~~ **establish** a chemical abuse pre-assessment team designated by the superintendent or designee. The team ~~will~~ **may** be composed of classroom teachers, administrators, and ~~other appropriate professional staff~~ to the extent they exist in ~~each~~ the school, ~~such as the~~ school nurse, school counselor or psychologist, social worker, chemical abuse specialist, ~~or~~ ~~and others~~ **appropriate professional staff**. ~~For schools that do not have a chemical abuse program and team, the superintendent or designee will assign these duties to a designated school district employee.~~
- 2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- 3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

E. Data Practices

- 1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minnesota Statutes section 13.32 and applicable federal law and

regulations.

2. Destruction of Records

- a) If the pre-assessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
- b) If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with ~~such~~ information ~~about school or community services in connection with chemical abuse~~, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.
- c) ~~This section shall govern~~ destruction of records identifying individual students shall be governed by paragraph IV.E.2 notwithstanding ~~provisions of the Records Management Act~~, Minnesota Statutes section 138.163 (Preservation and Disposal of Public Records).

F. Consent

Any minor may give effective consent for medical, mental, and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

## V. EMPLOYEES

- A. The school district shall establish a drug-free awareness program to inform employees about:
  1. The dangers drug abuse in the workplace
  2. The school district's policy of maintaining a drug-free workplace
  3. Available drug counseling, rehabilitation, and employee assistance programs
  4. The penalties that may be imposed on employees for drug abuse violations
- B. The school district shall notify a federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice from the employee or otherwise receiving actual notice of any criminal drug statute conviction occurring in the workplace.

~~**Rationale:** The Big Lake School Board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the Big Lake School District in its goal to prevent chemical use and abuse by providing procedures for education and intervention.~~

**Legal References:** Minn. Stat. § 13.32 (Educational Data)

Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)

Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)

Minn. Stat. § 124D.695 (Approved Recovery Program Funding)

Minn. Stat. § 126C.44 (Safe Schools Levy)

Minn. Stat. § 138.163 (Preservation and Disposal of Public Records)

Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)

Minn. Stat. § 152.01 (Definitions)

Minn. Stat. § 152.02 (Schedules of Controlled Substances; Administration of Chapter)  
Minn. Stat. § 152.22 (Definitions: Medical Cannabis)  
Minn. Stat. § 152.23 (Limitations: Medical Cannabis)  
Minn. Stat. § 299A.33 (DARE Program)  
Minn. Stat. § 466.07, subd. 1 (Indemnification Required)  
Minn. Stat. § 609.101, subd. 3(e) (Controlled Substance Offenses; Minimum Fines)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
20 U.S.C. §§ 7101-7122 (Student Support and Academic Enrichment Grants)  
20 U.S.C. § 5812 (National Education Goals)  
20 U.S.C. § 7175 (Local Activities)  
41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)  
34 C.F.R. Part 84 (Government-wide Requirements for Drug-Free Workplace)

***Cross References:*** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)  
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug Free School)  
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)  
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)



## TOBACCO-FREE ENVIRONMENT: POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; ~~VAPING AWARENESS AND PREVENTION INSTRUCTION~~

### I. **PURPOSE**

~~Rationale:~~ The purpose of this policy is to maintain a learning and working environment that is tobacco free.

### II. **GENERAL STATEMENT OF POLICY**

~~The Big Lake School District is a tobacco-free environment.~~

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that the ~~Big Lake School District school district~~ owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the ~~Big Lake School District school district~~.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that the ~~Big Lake School District school district~~ owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the ~~Big Lake School District school district~~.
- C. The ~~Big Lake School District school district~~ will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The ~~Big Lake School District school district~~ will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.

### III. ~~TOBACCO AND TOBACCO-RELATED DEVICES DEFINITIONS~~

- A. "Electronic delivery device" means any product containing or delivering nicotine, lobelia, or any other substance, ~~whether natural or synthetic~~, intended for human consumption that can be used by a person to simulate

smoking in the delivery of nicotine or any other substance through inhalation of **aerosol or vapor** from the product. Electronic delivery device includes **but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. ~~any component part of the product, whether or not marketed or sold separately.~~** Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device **excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration. ~~does not include any product that has been approved or certified by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is marketed and sold for such an approved purpose.~~**

- B. “Heated tobacco product” means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth
- C. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product including, but not limited to: cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. **Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.**
- D. “Tobacco-related devices” means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors **aerosol or vapor** of tobacco or tobacco products. Tobacco related devices include components of tobacco related devices, which may be marketed or sold separately.
- E. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.
- F. **“Vaping” means using an activated electronic delivery device or heated tobacco product.**

#### IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a

tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

## V. VAPING PREVENTING INSTRUCTION

- A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.
- B. The school district may use instructional materials based upon the Minnesota Department of health's school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district's locally developed health standards.

## VI. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and any school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

## VII. DISSEMINATION OF THE POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

~~*Rationale: The purpose of this policy is to maintain a learning and working environment that is tobacco free.*~~

**Legal References:** Minn. Stat. § 120B.238 (Vaping Awareness and Prevention)  
Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)  
Minn. Stat. § 609.685 (Sale of Tobacco to Children)

2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

***Cross References:*** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)



## PUBLIC NOTICE

Independent School District No. 727 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

- A. Parents and eligible students are hereby informed that they have the following rights:
1. That a parent or eligible student has a right to inspect and review the student's education records within 45 days after the day the request for access is received by the school district. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;
  2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading, or in violation of the privacy rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;
  3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;
  4. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer, or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, and student health and welfare and the ability to respond to a request for educational data;
  5. That the school district forwards education records on request to a school or post-secondary educational institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to 20 U.S.C. § 7917, part of the federal Every Student Succeeds Act and data regarding a student's history of violent behavior, and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;

6. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 1232g and the rules promulgated thereunder. The name and address of the office that administers the Family Education Rights and Privacy Act is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue S.W.  
Washington, D.C. 20202

7. That the parent or eligible student has a right to obtain a copy of the school district's policy regarding the protection and privacy of pupil records; and
  8. That copies of the school district's policy regarding the protection and privacy of school records are located at 501 Minnesota Ave, Big Lake MN 55309.
- B. Independent School District No. 727 has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:
1. It classifies records as public, private, or confidential.
  2. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
  3. It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights.
  4. It establishes procedures and regulations for access to and disclosure of education records.
  5. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.
- C. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon written request to the Superintendent.
- D. Pursuant to applicable law, Independent School District No. 727 gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."

"Directory information" includes the following information relating to a student: the student's name; address; telephone number; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" also includes the name, address, and telephone number of the student's parent(s). "Directory information" does not include a student's social security number or a student's identification number (ID) if the ID may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number, password, or other factor known or possessed only by the authorized user. It also does not include identifying information on a student's religion, race, color, social position, or nationality.

1. **THE INFORMATION LISTED ABOVE SHALL BE PUBLIC INFORMATION WHICH THE SCHOOL DISTRICT MAY DISCLOSE FROM THE EDUCATION RECORDS OF A STUDENT OR INFORMATION REGARDING A PARENT.**

2. **SHOULD THE PARENT OF A STUDENT OR THE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT EXCEPT TO SCHOOL OFFICIALS AS PROVIDED UNDER FEDERAL LAW.**
3. **IN ORDER TO MAKE ANY OR ALL OF THE DIRECTORY INFORMATION LISTED ABOVE "PRIVATE" (I.E., SUBJECT TO CONSENT PRIOR TO DISCLOSURE), THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE BUILDING PRINCIPAL WITHIN THIRTY (30) DAYS AFTER THE DATE OF THE LAST PUBLICATION OF THIS NOTICE. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:**
  - a. **NAME OF STUDENT AND PARENT, AS APPROPRIATE;**
  - b. **HOME ADDRESS;**
  - c. **SCHOOL PRESENTLY ATTENDED BY STUDENT;**
  - d. **PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;**
  - e. **SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH IS NOT TO BE MADE PUBLIC WITHOUT THE PARENT'S OR ELIGIBLE STUDENT'S PRIOR WRITTEN CONSENT.**

E. Pursuant to applicable law, Independent School District No. 727 hereby gives notice to parents of students and eligible students in grades 11 and 12 of their rights regarding release of information to military recruiting officers and post-secondary educational institutions. The school district must release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

**SHOULD THE PARENT OF A STUDENT OR THE ELIGIBLE STUDENT SO DESIRE, ANY OR ALL OF THE LISTED INFORMATION WILL NOT BE DISCLOSED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT.**

**IN ORDER TO REFUSE THE RELEASE OF THIS INFORMATION WITHOUT PRIOR CONSENT, THE PARENT OR ELIGIBLE STUDENT MUST MAKE A WRITTEN REQUEST TO THE RESPONSIBLE AUTHORITY, *BUILDING PRINCIPAL*, BY *OCTOBER 1* EACH YEAR. THIS WRITTEN REQUEST MUST INCLUDE THE FOLLOWING INFORMATION:**

- (1) **NAME OF STUDENT AND PARENT, AS APPROPRIATE;**
- (2) **HOME ADDRESS;**
- (3) **STUDENT'S GRADE LEVEL;**
- (4) **SCHOOL PRESENTLY ATTENDED BY STUDENT;**
- (5) **PARENT'S LEGAL RELATIONSHIP TO STUDENT, IF APPLICABLE;**
- (6) **SPECIFIC CATEGORY OR CATEGORIES OF INFORMATION WHICH ARE NOT TO BE RELEASED TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS WITHOUT PRIOR CONSENT;**
- (7) **SPECIFIC CATEGORY OR CATEGORIES OF DIRECTORY INFORMATION WHICH ARE NOT TO BE RELEASED TO THE PUBLIC, INCLUDING**

**MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS.**

*Notice: Refusal to release the above information to military recruiting officers and post-secondary educational institutions alone does not affect the school district's release of directory information to the public, including military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in the Directory Information section of this notice also must be followed. If you do not want your child's or eligible student's directory information released to military recruiting officers or post-secondary educational institutions, you also must notify the school district that you do not want this directory information released to any member of the public, including military recruiting officers and post-secondary educational institutions.*

INDEPENDENT SCHOOL DISTRICT NO. 727  
Big Lake, MINNESOTA

Dated: \_\_\_\_\_

\_\_\_\_\_

Chair



Policy 516  
Adopted: 5.24.07  
Reviewed: 4.6.15  
Revised: 5.28.15  
Revised: 1.25.18

## STUDENT MEDICATION

### I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

### II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, ~~or~~ any trained health ~~assistant aid~~, principal, or teacher ~~or education assistant~~ will administer prescribed medications, except any form of medical cannabis, in accordance with law and school district procedures.

### III. REQUIREMENTS

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- B. An "~~Medication Administration Request Form~~ ~~Administering Prescription Medications~~" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication as used in this policy does not include any form of medical cannabis as defined in Minnesota Statutes section 152.22, subdivision 6.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law and must be administered in a manner consistent with the instructions on the label.
- D. The ~~licensed~~ school nurse ~~or health assistant~~ may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.

- H. The school nurse, or other designated person, shall be responsible for the filing of the ~~“Medication Administration Request Form”~~ **Administering Prescription Medications form** in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with ~~the building health assistant and the~~ a school nurse, a licensed school nurse, ~~; and may include~~ or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minnesota Statutes section 121A.21). ~~The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.~~
- J. ~~If the administration of a drug or medication described in this section requires the school district to store the drug or medication, the parent or legal guardian must inform the school if the drug or medication is a controlled substance. For a drug or medication that is not a controlled substance, the request must include a provision designating the school district as an authorized entity to transport the drug or medication for the purpose of destruction if any unused drug or medication remains in the possession of school personnel. For a drug or medication that is a controlled substance, the request must specify that the parent or legal guardian is required to retrieve the drug or controlled substance when requested by the school.~~
- JK. Specific Exceptions:**
1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
  2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
  3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
  4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
  5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
    - a. the school district has received a written authorization from the pupil’s parent ~~and doctor, which means the completion of the Self Administration of Medication Form,~~ permitting the student to ~~self-carry and~~ self-administer the medication;
    - b. the inhaler is properly labeled for that student; and
    - c. the parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. ~~In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.~~

~~If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;~~

6. Medications:
  - a. that are used off school grounds;
  - b. that are used in connection with athletics or extracurricular activities; or
  - c. that are used in connection with activities that occur before or after the regular school day are not governed by this policy.
7. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication ~~and if a doctor has authorized the self-administration.~~ The parent or guardian must submit written authorization ~~as well as submit an annual Self Administration of Medication form signed by a health care provider~~ for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.

~~School personnel will participate in storing or administering nonprescription medications in all district schools unless a Self Administration of Medication form is updated each year.~~

8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:
  - a. possess epinephrine auto-injectors; or
  - b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional

day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's § 504 plan.

9. A student may possess and apply a topical sunscreen product during the school day while on school property or at a school-sponsored event without a prescription, physician's note, or other documentation from a licensed health care professional. School personnel are not required to provide sunscreen or assist students in applying sunscreen.

~~KL.~~ "Parent" for students 18 years old or older is the student.

~~LM.~~ ~~The school will contact emergency health care (911) when auto-injector has not been provided for a student with a known anaphylactic allergy condition~~  
Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors

N. Procedure regarding unclaimed drugs or medications.

- 1) The school district has adopted the following procedure for the collection and transport of any unclaimed or abandoned prescription drugs or medications remaining in the possession of school personnel in accordance with this policy. Before the transportation of any prescription drug or medication under this policy, the school district shall make a reasonable attempt to return the unused prescription drug or medication to the student's parent or legal guardian. Transportation of unclaimed or unused prescription drugs or medications will occur at least annually, but may occur more frequently at the discretion of the school district
- 2) If the unclaimed or abandoned prescription drug is not a controlled substance as defined under Minnesota Statutes section 152.01, subdivision 4, or is an over-the-counter medication, the school district will either designate an individual who shall be responsible for transporting the drug or medication to a designated drop-off box or collection site or request that a law enforcement agency transport the drug or medication to a drop-off box or collection site on behalf of the school district

- 3) If the unclaimed or abandoned prescription drug is a controlled substance as defined in Minnesota Statutes section 152.01, subdivision 4, the school district or school personnel is prohibited from transporting the prescription drug to a drop-off box or collection site for prescription drugs identified under this paragraph. The school district must request that a law enforcement agency transport the prescription drug or medication to a collection bin that complies with Drug Enforcement Agency regulations, or if a site is not available, under the agency's procedure for transporting drugs

~~**Rationale:** The purpose of this policy is to set forth the provisions that must be followed when administering non-emergency prescription medication to students at school.~~

**Legal References:** Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.21 (Hiring of Health Personnel)  
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)  
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)  
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)  
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)  
Minn. Stat. § 121A.223 (Possession and Use of Sunscreen)  
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)  
Minn. Stat. § 152.01 (Definitions)  
Minn. Stat. § 152.22 (Definitions)  
Minn. Stat. § 152.23 (Limitations)  
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

**Cross References:** MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

## STUDENT SURVEYS

### I. PURPOSE

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys

### II. GENERAL STATEMENT OF POLICY

Student surveys may be conducted as determined necessary by the school district. Surveys, analyses, and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 United States Code section 1232h.

### III. STUDENT SURVEYS IN GENERAL

- A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. No requirement that the student return the survey shall exist, and no record of the student's returning a survey will be maintained.
- B. The superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin.
- C. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality, **mental health and psychological conditions**, and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or has the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.
- D. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the school district will take appropriate steps to ensure the data is protected in accordance with Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act), 20 United States Code section 1232g (Family Educational Rights and Privacy Act) and 34 Code of Federal Regulations Part 99.
- E. The school district must not impose an academic or other penalty on a student who opts out of participating in a student survey.

### IV. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM

- A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.
- B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or

emancipated minor), or, in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:

- 1) political affiliations or beliefs of the student or the student's parent;
- 2) mental and psychological problems of the student or the student's family;
- 3) sex behavior or attitudes;
- 4) illegal, antisocial, self-incriminating, or demeaning behavior;
- 5) critical appraisals of other individuals with whom respondents have close family relationships;
- 6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- 7) religious practices, affiliations, or beliefs of the student or the student's parent; or
- 8) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

C. A school district that receives funds under any program funded by the U.S. Department of Education shall develop local policies consistent with Sections IV.A. and IV.B., above, concerning student privacy, parental access to information, and administration of certain physical examinations to minors.

1) The following policies are to be adopted in consultation with parents:

- a. The right of a parent to inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student, including procedures for granting a parent's request for reasonable access to such survey within a reasonable period of time after the request is received.

"Parent" means a legal guardian or other person acting *in loco parentis* (in place of a parent), such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child.

- b. Arrangements to protect student privacy in the event of the administration or distribution of a survey, including an evaluation, to a student which contains one or more of the items listed in Section IV.B., above, including the right of a parent of a student to inspect, on request, any such survey.
- c. The right of a parent of a student to inspect, on request, any instructional material used as part of the educational curriculum for the student and procedures for granting a request by a parent for such access within a reasonable period of time after the request is received.

"Instructional material" means instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (i.e., materials accessible through the Internet). The term does not include academic tests or academic assessments.

- d. The administration of physical examinations or screenings that the school district may administer to a student. This provision does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (20 United States Code section 1400, *et seq.*).
- e. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing the

information to others for that purpose), including arrangements to protect student privacy that are provided by the school district in the event of such collection, disclosure, or use.

- i. “Personal information” means individually identifiable information including a student or parent’s first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.
  - ii. This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:
    - college or other post-secondary education recruitment or military;
    - book clubs, magazines, and programs providing access to low cost literary products;
    - curriculum and instructional materials used by elementary and secondary schools;
    - tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;
    - the sale by students of products or services to raise funds for school-related or education-related activities; and
    - student recognition programs.
  - iii. The right of a parent to inspect, on request, any instrument used in the collection of information, as described in Section IV.C.1., Subparagraph a, above, before the instrument is administered or distributed to a student and procedures for granting a request by a parent for reasonable access to such an instrument within a reasonable period of time after the request is received.
- 2) The policies adopted under Section IV.C., Subparagraph 1., above, shall provide for reasonable notice of the adoption or continued use of such policies directly to parents of students enrolled in or served by the school district.
- a. The notice will be provided at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.
  - b. The notice will provide parents with an opportunity to opt out of participation in the following activities:
    - i. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
    - ii. The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Section IV.B., above.
    - iii. Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and

scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.

“Invasive physical examination” means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

- c. The notice will advise students of the specific or approximate dates during the school year when the activities in Section IV.C.2., Subparagraph b., above, are scheduled, or expected to be scheduled.
- d. The notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply to any physical examination or screening that is permitted or required by applicable state law, including physical examinations or screenings that are permitted without parental notification.

## V. NOTICE

- A. The school district must give parents and students notice of this policy at the beginning of each school year and after making substantive changes to this policy.
- B. The school district **must inform parents at the beginning of the school year if the district or school has identified specific or approximate dates for administering surveys and give parents reasonable notice of planned surveys scheduled after the start of the school year. The school district must give parents direct, timely reasonable notice when their students are scheduled to participate in a student survey by United States mail, e-mail, or another direct form of communication. of planned surveys scheduled after the start of the school year.**
- C. The school district must give parents the opportunity to review the survey and to opt their students out of participating in the survey.

~~**Rationale:** Occasionally, the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.~~

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 121A.065 (District Surveys to Collect Student Information; Parent Notice and Opportunity for Opting Out)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
20 U.S.C. § 1232h (Protection of Pupil Rights)  
34 C.F.R. § 99 (Family Educational Rights and Privacy Act Regulations)  
*Gonzaga University v. Doe*, 536 U.S. 273 (2002)  
*C.N. v. Ridgewood Bd. of Educ.*, 430 F.3d. 159 (3<sup>rd</sup> Cir. 2005)  
*Fields v. Palmdale School Dist.*, 427 F.3d. 1197 (9<sup>th</sup> Cir. 2005)

**Cross References:** MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedure and Process)



## PUBLIC NOTICE

Independent School District No. 727 gives notice to parents of students currently in attendance in the school district, eligible students currently in attendance in the school district, and students currently in attendance in the school district of their rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations.

Parents, eligible students, and students are hereby informed that they have the following rights:

1. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by parents or guardians of students.
2. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
  - a. political affiliations or beliefs of the student or the student's parent;
  - b. mental and psychological problems of the student or the student's family;
  - c. sex behavior or attitudes;
  - d. illegal, antisocial, self-incriminating, or demeaning behavior;
  - e. critical appraisals of other individuals with whom respondents have close family relationships;
  - f. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  - g. religious practices, affiliations, or beliefs of the student or the student's parent; or
  - h. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
3. A parent, on behalf of a student or an eligible student, has the right to receive notice and an opportunity to opt the student out of participating in:
  - a. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
  - b. The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Paragraph 1.b., above.
  - c. Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under state law.
4. This notice does not preempt applicable state law that may require parental notification.
5. The school district has developed and adopted a policy, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.

6. The school district will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.
7. The school district will directly notify parents and eligible students, at least annually at the start of each school year or, if scheduled thereafter, parents will be provided with reasonable notice of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:
  - a. Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
  - b. Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
  - c. Any nonemergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue SW  
 Washington, DC 20202-5920

INDEPENDENT SCHOOL DISTRICT NO. 727 Big Lake, MINNESOTA

Date: \_\_\_\_\_  
\_\_\_\_\_  
School Board Chair



## HAZING PROHIBITION

### I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

### II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid, or engage, ~~permit, condone or tolerate~~ in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

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

- G. This policy applies to hazing ~~behavior~~ that occurs during and after school hours, on or off school ~~premises or property~~, at school functions or activities, or on school transportation. ~~and during and after school hours.~~
- H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- I. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### III. DEFINITIONS

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other **school-related** purpose. The term hazing includes, but is not limited to:
1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
  2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
  5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- ~~B. "Immediately" means as soon as possible but in no event longer than 24 hours.~~  
~~Reprisal/Retaliation~~  
~~Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.~~
- C. "On school premises or school district property, or at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. "Student" means a student enrolled in a public school or charter school.
- F. "Student Organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.
- ~~G. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.~~

#### IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the **target or** victim of hazing or any person with knowledge or belief of conduct, which may constitute hazing, shall report the alleged acts immediately to **an appropriate school district official designated by this policy.** ~~the building principal, Human Rights Officer or Superintendent.~~—A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

~~Board of Education members, district employees, agents, volunteers, contractors or persons subject to supervision and control of Big Lake Schools, shall be particularly alert to possible situations, circumstances or events, which might include hazing. Any person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.~~

- C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, ~~or~~ work assignments, or educational or work environment.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible

authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.

- F. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

## V. SCHOOL DISTRICT ACTION

- A. ~~Within three (3) days of the Upon~~ receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. ~~The Big Lake Schools~~ The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.
- C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses
- D. Upon completion of an investigation that determines hazing has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable school district policies and regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law
- F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing
- G. ~~Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.~~

## VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, ~~Board of Education member teacher, district employee, agent, administrator,~~ volunteer, contractor, or ~~other employee of the school district person subject to supervision and control of Big Lake Schools,~~ who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged hazing, who provides information about hazing, ~~or against any person~~ who testifies, assists, or participates in an investigation of alleged hazing, or ~~or against any person~~ who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct.

## VII. DISSEMINATION OF POLICY

- A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks. ~~be referenced in the Big Lake Schools Student Handbooks.~~
- B. The school district will develop a method of discussing this policy with students and employees

~~**Rationale:** The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing.~~

**Legal References:** Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)  
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.69 (Hazing Policy)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])

## MEMORIALS FOR DECEASED STUDENTS AND STAFF

### I. PURPOSE

Big Lake Schools recognizes that the loss of a student or staff member deeply impacts students, staff and families. The purpose of this policy is to ensure that the Big Lake Schools support staff, students and families impacted by a death are connected to appropriate school and community resources. Because it is recognized that memorial decisions made immediately in the aftermath of a crisis or death may be made without full consideration of the potential implications for students, staff, families and the community, Big Lake Schools will ~~provide~~ utilize a process for memorial decision-making, ~~as well as aligned to this Board approved policy regarding memorial activities. This policy also recognizes that memorials after suicide may communicate suicide as an appropriate or desired response to life's challenges; therefore, careful and deliberate consideration has been given in determining approved memorial activities.~~ The District reserves the right to determine if a memorial is appropriate. ~~This policy recognizes that memorials after suicide require intentional messaging to appropriately recognize the deceased without contributing to additional emotional trauma or suicide risk of others. Therefore, careful and deliberate consideration has been given in determining approved memorial activities.~~

### II. DEFINITIONS

- A. Memorials: Objects or activities to remember an event or deceased person(s).
- B. Living Memorials: A memorial intended to be sustained over time.
- C. Crisis Response Team (CRT): An appointed group of staff members at each building who consult with the building principal to help coordinate building-wide procedures and protocols for mental health needs in the recovery phase of a crisis situation needing grief support.
- D. Crisis Support Team (CST): A designated group of district and non-district professionals to provide grief services following a death of a student or staff member including clergy, outside community support, grief specialists, school-linked therapist, etc.
- E. Crisis: Any natural disaster or unexpected event that negatively affects a student, a staff member or a significant group of the school population and usually involves serious emotional, psychological and/or physical injury or death.
- F. Impact: The magnitude of the potential loss or seriousness of the crisis.

### III. GENERAL STATEMENT OF POLICY

In recognition that schools are designed primarily to support learning, school sites should not serve as the main venue for the memorializing of students or staff. Memorial activities expressed at school need to be coordinated and approved through the Crisis Response Team (CRT), as well as building administration. The CRT will assist families and students in selecting memorial activities that are appropriate for school and assist students and staff in healthy bereavement. It is further recognized that building administration should have a certain amount of discretion in these situations to make professional judgments -- in consultation

with the Superintendent and CRT -- to best meet the overall needs of students, staff, parents and the community as a whole.

#### IV. MEMORIAL POLICY

Temporary memorials may be displayed within the school building or on school grounds until the day of the funeral, or within one week following the death, which ever comes first, after which time they will be given to the family by designated district officials. Allowable temporary memorials include banners, pictures, and student desk displays, and are only allowed in locations monitored by school officials. Temporary memorials cannot alter district owned property, including lockers and desks. All temporary memorial activities must occur under the direct supervision of the administration. Memorials for deceased students and staff will be limited to endowments, scholarships, or items with educational significance. Scholarship and endowment memorials may be established one time, or in the form of a perpetual award, with a description of the purpose of the endowment or scholarship. Memorials may not include the retirement, alteration, or discontinued use of school property. Other recommended memorial activities include:

- A. Yearbooks: A student or staff member who has died may be acknowledged in the yearbook during the year of their death. Information will be limited to their name, photo, age at death, and school activities in which they participated.
- B. Commemorative Events and/or Items: A commemorative event may be established and held in the name of the deceased student or staff member. Activities cannot be held during the school day, and may be sponsored by a class, club, or activity in which the deceased student or staff member participated. **Events held on district property require prior district approval.** Advertisement of events must occur outside the school day. ~~It is recommended that commemorative events utilize community partners (e.g., employers of the deceased, faith communities, etc.).~~
- C. Graduation Recognition: One symbol representing all deceased members of a graduating class, beginning with the freshman year, such as a plant, bouquet of flowers or empty chair, may be present on stage. A member of the school administration can also direct the audience in a moment of silence to collectively recognize deceased members of the graduating class.
- D. Moment of Silence Recognition: A 'moment of silence' may be used following the death of a student or staff member to honor their memory. School-wide moments of silence should occur within 2 school days following notification of the death. Moments of silence are also approved for use at ISD 727 Board of Education meetings, co-curricular events in which the deceased participated, and community based events.

Approved existing memorials established prior to the implementation of this policy will remain intact. Existing memorials are generally the sole responsibility of the entity providing the memorial; district staff and/or finances may only be used to maintain current memorials as part of regular maintenance processes and/or to ensure safe conditions. The district reserves the right to remove a memorial if it is not or cannot be maintained or is contrary to the overall educational needs of students.

#### V. PROHIBITED MEMORIAL ACTIVITIES

Selling and/or fundraising of memorial items during the school day is prohibited. District student activity accounts cannot be used to support, finance, or fundraise for memorialization. Proceeds from district co-curricular events or contests cannot be donated to agencies for memorialization. Utilizing formal all-school or school-wide events, including Commencement, Homecoming festivities, Prom, and other thematic events or weeks to memorialize deceased students or staff is prohibited. Commemorative items or events can be sponsored by community-based agencies and promoted outside the school day.

School district facilities will not be used for formal memorial services or funerals.

However, the Superintendent, in consultation with the CRT, has the discretion to consider memorial events that utilize district facilities when the death of a student or staff member has a significant impact on a majority of students, staff and/or community.

Formal, school-wide recognition of anniversary dates will not occur.

If the death of a student or staff member occurred on school property or in a public location accessible by community members, such as a crash site, district staff will not provide memorial monitoring **and any displays on district property will be removed after the day of the funeral or within one week following the death, which ever occurs first.**

## FUND BALANCES

### I. PURPOSE

**Rationale:** The purpose of this policy is to create new fund balance classifications to allow for more useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB).

### II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with GASB Statement No. 54. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail.

### III. DEFINITIONS

- A. "Assigned" fund balance amounts are comprised of unrestricted funds constrained by the school district's intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district's intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.
- B. "Committed" fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the school board and that remain binding unless removed by the school board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.
- C. "Enabling legislation" means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.
- D. "Fund balance" means the arithmetic difference between the assets and liabilities reported in a school district fund.
- E. "Nonspendable" fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently unspendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.
- F. "Restricted" fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.
- G. "Unassigned" fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should

the total of nonspendable, restricted, and committed fund balances exceed the total net resources of that fund.

- H. "Unrestricted" fund balance is the amount of fund balance left after determining both nonspendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

#### IV. **CLASSIFICATION OF FUND BALANCES**

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: nonspendable, restricted, committed, assigned, and unassigned.

#### V. **MINIMUM FUND BALANCE**

The school district will strive to maintain a minimum unassigned general fund balance of ~~8~~ **9-12** percent of general fund operating expenditures. General fund operating expenditures do not include committed, restricted, or assigned fund balance expenditures. When the District is projected to drop below its minimum fund balance, District administration shall initiate measures to either generate additional revenue or reduce expenditures through a budget reduction plan, or a combination of both. Spend down below the minimum fund balance can only occur after School Board approval of such spend down.

#### VI. **ORDER OF RESOURCE USE**

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned.

#### VII. **COMMITTING FUND BALANCE**

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

#### VIII. **ASSIGNING FUND BALANCE**

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the following: Director of Business Services and Superintendent. Assignments so made shall be reported to the school board on a yearly basis or at the time the Assignment determination is made by either the Director of Business Services or Superintendent. Assignments shall be communicated to the School Board by way of the monthly Treasurer reports presented at each School Board meeting.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

#### IX. **REVIEW**

The school board will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level.

~~**Rationale:** This policy is to clearly define fund balance classifications to allow for more useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB).~~

**Legal References:** Statement No. 54 of the Governmental Accounting Standards Board

**Cross References:** None

## USE OF POTASSIUM IODIDE, KI, IN THE EVENT OF A NUCLEAR ACCIDENT

### I. PURPOSE

~~**Rationale:** The Nuclear Regulatory Commission and the Food and Drug Administration have found potassium iodide (KI), a non-prescription medication, if taken just prior to or within four hours of radiation exposure, blocks the thyroid gland uptake of radioactive iodine and reduces the risk of thyroid cancers and other diseases. Children are the most vulnerable to the effects of this type of radiation and should be offered protection during a nuclear emergency. KI does not offer protection from other types of radiation exposure or other hazards that may occur in a nuclear emergency.~~

### II. GENERAL STATEMENT OF POLICY

Big Lake Schools will distribute Potassium Iodide (KI) according to the Food and Drug Administration's recommended dosages in the unlikely event of, and potential exposure to, radioactive material from Monticello Nuclear Generating Plant. Participation requires signed prior consent from a parent or guardian for children under 18 years of age authorizing such administration. All staff and visitors within a participating school at the time of dispensing may also be offered KI. Potassium Iodide will be distributed by a trained individual as designated in the KI distribution plan.

### III. NUCLEAR EMERGENCY

- A. In the event of an emergency at the Monticello Nuclear Generating Plant, Big Lake students will be evacuated directly to sites identified in the Student Handbook
- B. In order to expedite the safe evacuation of our students, parents will be reunited with their child/children at the evacuation sites
- C. Parents should NOT come to Big Lake Schools if an evacuation is in process

~~**Rationale:** The Nuclear Regulatory Commission and the Food and Drug Administration have found potassium iodide (KI), a non-prescription medication, if taken just prior to or within four hours of radiation exposure, blocks the thyroid gland uptake of radioactive iodine and reduces the risk of thyroid cancers and other diseases. Children are the most vulnerable to the effects of this type of radiation and should be offered protection during a nuclear emergency. KI does not offer protection from other types of radiation exposure or other hazards that may occur in a nuclear emergency.~~



Policy 111  
Adopted: 8.23.07  
Reviewed: 10.7.14  
Revised: 11.20.14  
Reviewed: 2.23.17

## **NON-SCHOOL SPONSORED SOLICITATIONS BY STUDENTS**

Students or parents shall not be asked to sell or purchase tickets, articles or services except those that are sponsored or authorized by Big Lake Schools. Those sales shall not violate Administrative Rules, Regulations and Procedures.

***Rationale:** Big Lake Schools wishes to safeguard the students and their parents from money-raising plans of outside organizations, commercial enterprises and their representatives.*



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

## NON-SCHOOL SPONSORED SOLICITATIONS BY STAFF MEMBERS

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

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



## 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)

## **ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET**

### **I. PURPOSE**

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**

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. The superintendent or such other school official as designated by the superintendent or the school board shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. The preliminary budgets shall be accompanied by such written 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 projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected.
- 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 initial revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the school board's expenditure authorization for that school year. 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.
- 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 after communication with the school board. If additional personnel are provided in the proposed budget, actual hiring may not occur until the staffing plan is approved by the school board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically 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.

**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

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. 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. An amended expenditure shall not exceed the projected revenues available for that purpose in that 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~~ 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.

**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 FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM**

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF PROCEDURE**

The policy of the school district is that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

### **III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM**

A. The 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 fixed assets of the school district and for the establishment and maintenance of a formal fixed asset accounting system. 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). 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.

#### **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 \$5,000 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.

### **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.

**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

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.

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

#### **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

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

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

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.

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](mailto:t.truebenbach@biglakeschools.org)

Data Practices Compliance Official:

Tim Truebenbach  
501 Minnesota Ave, Big Lake MN 55309  
763-262-2536 [t.truebenbach@biglakeschools.org](mailto:t.truebenbach@biglakeschools.org)

Data Practices Designee(s):

Tim Truebenbach  
501 Minnesota Ave, Big Lake MN 55309  
763-262-2536 [t.truebenbach@biglakeschools.org](mailto:t.truebenbach@biglakeschools.org)

**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. 727  
**PUBLIC DATA REQUEST FORM**

**TO BE COMPLETED BY THE REQUESTOR**

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

**FOR OFFICE USE ONLY**

<b>DATE REQUEST RECEIVED:</b>	<b>REQUEST RECEIVED BY:</b>
<b>DATE OF RESPONSE:</b>	<b>RESPONSE PROVIDED BY:</b>

\* 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

The purpose of this policy is to provide guidelines for the superintendent to assist 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 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 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 amount of the sale 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 amount of sale 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 at any 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

**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)