



**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, May 25, 2023
6:30 PM
Middle School Student Center
601 Minnesota Ave
Big Lake, MN 55309**

I. Call to Order	
Chair, Tonya Reasoner	
II. Roll Call	
Chair, Tonya Reasoner	
III. Approve Agenda	
Chair, Tonya Reasoner	
IV. Pledge of Allegiance	
Chair, Tonya Reasoner	
V. Open Forum	3
Chair, Tonya Reasoner	
VI. Consent Agenda	
Chair, Tonya Reasoner	
A. Previous Minutes	
Minutes from the April 27, 2023 Regular Board Meeting and the May 3, 2023 Special Meeting	
B. Claims and Accounts	4
Claims and Accounts for the month of May	
C. Credit Card Report	21
D. Personnel	28
E. Extended Field Trip Request	29
EPIC and Yearbook	
F. Final Reading and Approval of Policies	31
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	
VII. Donations	49
Chair, Tonya Reasoner	
VIII. Financial Report	50
Director of Business Services, Angie Manuel	
April report will be presented.	
IX. Approve Spud Fest Facility Rental Agreement	70
Director of Community Education & Communication Services, Stephanie Hillman	
X. Approval of Pay and Benefit Changes for Non-Affiliated Staff	
Superintendent, Tim Truebenbach	
XI. Second Reading of Policies	79
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

XII. Graduation Announcement

Superintendent, Tim Truebenbach

Friday, June 2, 2023 7:30 PM

XIII. Student Representative Report

Student Representative, Grace John

XIV. Superintendent Report

Superintendent, Tim Truebenbach

XV. Adjournment

Chair, Tonya Reasoner

Strategic Plan Focus Areas

Student Support

Staff Support

Family & Community Engagement



OPEN FORUM

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

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

The guidelines for open forum are as follows:

3

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: 07/01/2022 - 5/31/2023

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	103365	CH	1 05813	APPLE	05/05/2023	\$999.00	152937	E 12 201 416 000 740 466	iPad Pro 12.9" 128GB
						Check Total:	\$999.00		
001	103366	CH	1 12023	ARNOLD, WARREN	05/05/2023	\$220.00	152941	E 11 300 294 111 000 305	JV BASEBALL OFFICIAL VS CAMBRIDGE
						Check Total:	\$220.00		
001	103367	CH	1 10225	BARKER, CURTIS	05/05/2023	\$175.00	152942	E 11 300 296 125 000 305	V SOFTBALL OFFICIAL VS CAMBRIDGE
						Check Total:	\$175.00		
001	103368	CH	1 09991	BOOTH, KENNETH	05/05/2023	\$110.00	152938	E 11 201 294 111 000 305	7TH/8TH BASEBALL OFFICIAL VS ANNAPOLIS
						Check Total:	\$110.00		
001	103369	CH	1 13612	BORDEAUX, NANCY	05/05/2023	\$1,500.00	152939	E 01 005 790 000 320 305	04/18/2023 PLANNING AND PREPARATION
						Check Total:	\$1,500.00		
001	103370	CH	1 04980	BUKOWSKI, MICHAEL	05/05/2023	\$220.00	152943	E 11 300 294 111 000 305	V BASEBALL OFFICIAL VS CAMBRIDGE
						Check Total:	\$220.00		
001	103371	CH	1 06130	CARD SERVICES	05/05/2023	\$61.39	152975	E 01 201 298 950 000 490	MS
001	103371	CH	1 06130	CARD SERVICES	05/05/2023	\$97.37	152975	E 11 300 293 118 000 401	HS
001	103371	CH	1 06130	CARD SERVICES	05/05/2023	\$7.78	152975	E 01 300 298 918 000 490	HS
001	103371	CH	1 06130	CARD SERVICES	05/05/2023	\$600.00	152975	E 11 300 295 123 000 490	HS
001	103371	CH	1 06130	CARD SERVICES	05/05/2023	\$140.00	152975	E 11 300 295 123 000 490	HS
001	103371	CH	1 06130	CARD SERVICES	05/05/2023	\$39.86	152975	E 04 500 590 000 321 401	CE
001	103371	CH	1 06130	CARD SERVICES	05/05/2023	\$167.79	152975	E 04 500 560 157 321 401	CE
001	103371	CH	1 06130	CARD SERVICES	05/05/2023	\$47.21	152975	E 04 500 580 000 325 430	CE
001	103371	CH	1 06130	CARD SERVICES	05/05/2023	\$63.41	152975	E 04 500 580 341 325 490	CE
001	103371	CH	1 06130	CARD SERVICES	05/05/2023	\$36.46	152975	E 01 300 331 000 830 433	HS FACS
001	103371	CH	1 06130	CARD SERVICES	05/05/2023	\$58.98	152975	E 01 300 331 000 830 433	HS FACS
001	103371	CH	1 06130	CARD SERVICES	05/05/2023	\$71.83	152975	E 01 300 331 000 830 433	HS FACS
001	103371	CH	1 06130	CARD SERVICES	05/05/2023	\$51.45	152975	E 01 300 331 000 830 433	HS FACS
001	103371	CH	1 06130	CARD SERVICES	05/05/2023	\$32.07	152975	E 01 300 331 000 830 433	HS FACS
001	103371	CH	1 06130	CARD SERVICES	05/05/2023	\$149.06	152975	E 01 300 331 000 830 433	HS FACS
001	103371	CH	1 06130	CARD SERVICES	05/05/2023	\$79.03	152975	E 01 300 331 000 830 433	HS FACS
001	103371	CH	1 06130	CARD SERVICES	05/05/2023	\$70.86	152975	E 01 300 331 000 830 433	HS FACS
001	103371	CH	1 06130	CARD SERVICES	05/05/2023	\$73.70	152975	E 01 300 331 000 830 433	HS FACS
001	103371	CH	1 06130	CARD SERVICES	05/05/2023	\$138.84	152975	E 01 300 331 000 830 433	HS FACS
001	103371	CH	1 06130	CARD SERVICES	05/05/2023	\$30.05	152975	E 01 300 331 000 830 433	HS FACS
001	103371	CH	1 06130	CARD SERVICES	05/05/2023	(\$97.37)	152975	E 11 300 293 118 000 401	HS

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001	103371	CH	1 06130	CARD SERVICES	05/05/2023	\$97.37	152975	E 11 300 293 119 000 401	Athletics
Check Total:						\$2,017.14			
001	103372	CH	1 12226	DARRYL WALETZKO	05/05/2023	\$4,830.00	152973	E 01 005 810 000 000 363	APRIL 2023 PLOWING
Check Total:						\$4,830.00			
001	103373	CH	1 13282	DIRECT COMMUNICATION SOLUTIONS	05/05/2023	\$1,650.00	152944	E 01 005 760 000 720 405	MARCH 2023 SERVICES
Check Total:						\$1,650.00			
001	103374	CH	1 08417	EDUCATORS BENEFIT CONSULTANTS	05/05/2023	\$400.36	152952	E 01 005 105 000 000 305	403B ADMIN & COMPLIANCE MONTHLY I
Check Total:						\$400.36			
001	103375	CH	1 12990	FLEISCHMAN, GREG	05/05/2023	\$143.00	152945	E 11 300 294 162 000 305	JV/V BOYS LACROSSE OFFICIAL VSW M
001	103375	CH	1 12990	FLEISCHMAN, GREG	05/05/2023	\$17.90	152946	E 11 300 294 162 000 366	MILEAGE
001	103375	CH	1 12990	FLEISCHMAN, GREG	05/05/2023	\$84.00	152947	E 11 300 294 162 000 305	V LACROSSE OFFICIAL VS BECKER
001	103375	CH	1 12990	FLEISCHMAN, GREG	05/05/2023	\$17.91	152948	E 11 300 294 162 000 366	MILEAGE
Check Total:						\$262.81			
001	103376	CH	1 13293	GATES, MASON	05/05/2023	\$143.00	152949	E 11 300 294 162 000 305	JV/V BOYS LACROSS OFFICIAL VS MINN
Check Total:						\$143.00			
001	103377	CH	1 07780	HENKE, THOMAS W	05/05/2023	\$175.00	152950	E 11 300 296 125 000 305	VARSITY SOFTBALL OFFICIAL VS CAMB
Check Total:						\$175.00			
001	103378	CH	1 03321	INTERMEDIATE DIST 287	05/05/2023	\$5,705.00	152951	E 01 998 211 000 000 390	22/23 MID YEAR BILLING
001	103378	CH	1 03321	INTERMEDIATE DIST 287	05/05/2023	\$577.70	152951	E 01 998 208 000 000 390	22/23 MID YEAR BILLING
Check Total:						\$6,282.70			
001	103379	CH	1 06556	KOPETKA, FRANK	05/05/2023	\$175.00	152953	E 11 300 296 125 000 305	JV SOFTBALL OFFICIAL VS CAMBRIDGE
Check Total:						\$175.00			
001	103380	CH	1 13290	KREFT, DAVE	05/05/2023	\$220.00	152954	E 11 300 294 111 000 305	V BASEBALL OFFICIAL VS CAMBRIDGE
Check Total:						\$220.00			
001	103381	CH	1 13412	MARSH, RYAN	05/05/2023	\$175.00	152957	E 11 300 296 125 000 305	9TH SOFTBALL OFFICIAL VS CAMBRIDGE
Check Total:						\$175.00			
001	103383	CH	1 13016	NORTHLAND REFRIGERATION INCORF	05/05/2023	\$1,877.65	152955	E 01 100 810 000 000 350	INDY B&G REPAIRS
001	103383	CH	1 13016	NORTHLAND REFRIGERATION INCORF	05/05/2023	\$1,453.74	152971	E 02 201 770 000 701 350	WALK IN COLOR AT MS REPAIRS
Check Total:						\$3,331.39			
001	103384	CH	1 13611	ORREY, JOSEPH	05/05/2023	\$143.00	152959	E 11 300 294 162 000 305	JV/V B LACROSSE OFFICIAL VS MINNEA
001	103384	CH	1 13611	ORREY, JOSEPH	05/05/2023	\$31.20	152960	E 11 300 294 162 000 366	MILEAGE
Check Total:						\$174.20			
001	103385	CH	1 13589	PDX READING SPECIALIST, LLC	05/05/2023	\$359.76	152974	E 12 100 407 000 740 433	SKI-4-1-1. 99 letter & sound magnets

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001	103385	CH	1	13589	PDX READING SPECIALIST, LLC	05/05/2023	\$215.76	152974	E 12 100 407 000 740 433	SKU-7. Foldable/Magnetic Whiteboard	
Check Total:							\$575.52				
001	103386	CH	1	13614	PETERSON, NOAH	05/05/2023	\$110.00	152958	E 11 201 294 111 000 305	7TH/8TH BASEBALL OFFICIAL VS ROCKI	
Check Total:							\$110.00				
001	103387	CH	1	01840	RATWIK, ROSZAK & MALONEY, P.A.	05/05/2023	\$2,325.00	152967	E 01 005 110 305 000 305	MARCH 2023 LEGAL	
Check Total:							\$2,325.00				
001	103388	CH	1	12448	SACCOMAN, JOHN	05/05/2023	\$84.00	152962	E 11 300 294 162 000 305	V LACROSSE OFFICIAL VS BECKER	
001	103388	CH	1	12448	SACCOMAN, JOHN	05/05/2023	\$17.20	152963	E 11 300 294 162 000 366	MILEAGE	
Check Total:							\$101.20				
001	103389	CH	1	13279	SCHMIDBAUER, BILL	05/05/2023	\$84.00	152964	E 11 300 294 162 000 305	V LACROSSE OFFICIAL VS BECKER	
001	103389	CH	1	13279	SCHMIDBAUER, BILL	05/05/2023	\$30.50	152965	E 11 300 294 162 000 366	MILEAGE	
Check Total:							\$114.50				
001	103390	CH	1	10333	SHERBURNE NORTHERN WRIGHT SPE	05/05/2023	\$27,218.71	152961	E 12 410 408 000 740 396	22/23 SPED ONLINE STAFF	
001	103390	CH	1	10333	SHERBURNE NORTHERN WRIGHT SPE	05/05/2023	\$27,218.71	152961	E 12 410 407 000 740 396	22/23 SPED ONLINE STAFF	
001	103390	CH	1	10333	SHERBURNE NORTHERN WRIGHT SPE	05/05/2023	\$9,206.40	152961	E 12 410 407 000 740 396	22/23 SPED ONLINE STAFF	
001	103390	CH	1	10333	SHERBURNE NORTHERN WRIGHT SPE	05/05/2023	\$9,237.49	152961	E 12 400 407 000 740 396	22/23 SPED ONLINE STAFF	
001	103390	CH	1	10333	SHERBURNE NORTHERN WRIGHT SPE	05/05/2023	\$3,032.37	152961	E 12 410 407 000 740 396	22/23 SPED ONLINE STAFF	
001	103390	CH	1	10333	SHERBURNE NORTHERN WRIGHT SPE	05/05/2023	\$9,237.48	152961	E 12 400 407 000 740 397	22/23 SPED ONLINE STAFF	
Check Total:							\$85,151.16				
001	103391	CH	1	12762	T-MOBILE	05/05/2023	\$280.00	152972	E 01 005 630 000 000 320	HOT SPOTS 02/21/23-03/20/23	
Check Total:							\$280.00				
001	103392	CH	1	01089	VISION OF BIG LAKE	05/05/2023	\$80.00	152966	E 11 300 296 114 000 305	PO 31727 Van Training-Bob Blanchard	
Check Total:							\$80.00				
001	103393	CH	1	01240	WRIGHT TECHNICAL CENTER	05/05/2023	\$13,208.67	152968	E 01 300 399 000 000 391	WTC ASSESSMENT MAY 2023	
001	103393	CH	1	01240	WRIGHT TECHNICAL CENTER	05/05/2023	\$2,447.33	152968	E 01 005 850 000 348 335	BUILDING ADDITION 20-09 MAY 2023	
001	103393	CH	1	01240	WRIGHT TECHNICAL CENTER	05/05/2023	\$1,439.91	152968	E 05 005 865 000 000 390	LONG TERM FACILITY MAINT MAY 2023	
001	103393	CH	1	01240	WRIGHT TECHNICAL CENTER	05/05/2023	\$2,272.66	152968	E 01 300 399 000 830 391	CTE LEVY MAY 2023	
Check Total:							\$19,368.57				
001	103394	CH	1	13610	MICHAELIS, RON	05/05/2023	\$95.00	152956	E 11 300 296 125 000 305	9TH SOFTBALL OFFICIAL VS MONTICEL	
Check Total:							\$95.00				
001	103395	CH	1	13299	ALVIN, ZACHARY	05/12/2023	\$143.00	153192	E 11 300 296 162 000 305	JV/V LACROSSE OFFICIAL VS BECKER	
001	103395	CH	1	13299	ALVIN, ZACHARY	05/12/2023	\$25.00	153274	E 11 300 296 162 000 366	MILEAGE	
Check Total:							\$168.00				

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001	103396	CH	1	04794	ANNANDALE SENIOR HIGH	05/12/2023	\$150.00	153243	E 11 300 294 119 000 369	B GOLF INVITE 05/03/2023	
001	103396	CH	1	04794	ANNANDALE SENIOR HIGH	05/12/2023	\$150.00	153245	E 11 300 296 119 000 369	GOLF INVITE 05/17/2023	
Check Total:							\$300.00				
001	103397	CH	1	05813	APPLE	05/12/2023	\$632.00	153269	E 01 201 208 000 000 401	Apple Magic Mouse	
Check Total:							\$632.00				
001	103398	CH	1	09213	AQUA ENGINEERING, INC.	05/12/2023	\$2,408.56	153272	E 01 005 810 000 000 305	IRRIGATION START UP	
001	103398	CH	1	09213	AQUA ENGINEERING, INC.	05/12/2023	\$7,244.97	153273	E 01 005 810 000 000 305	IRRIGATION START UP	
Check Total:							\$9,653.53				
001	103399	CH	1	12271	ARNESON, WES	05/12/2023	\$175.00	153244	E 11 300 296 125 000 305	V SOFTBALL OFFICIAL VS ST FRANCIS	
Check Total:							\$175.00				
001	103401	CH	1	04806	BERGESON, JOHN	05/12/2023	\$110.00	153247	E 11 300 294 111 000 305	JV BASEBALL OFFICIAL VS ST FRANCIS	
Check Total:							\$110.00				
001	103402	CH	1	09085	BLACKMAN, BRIAN	05/12/2023	\$110.00	153248	E 11 201 294 111 000 305	7TH/8TH BASEBALL OFFICIAL VS STMA	
Check Total:							\$110.00				
001	103403	CH	1	09991	BOOTH, KENNETH	05/12/2023	\$110.00	153249	E 11 201 294 111 000 305	7TH/8TH BASEBALL OFFICIAL VS STMA	
Check Total:							\$110.00				
001	103404	CH	1	13591	BREAKOUT EDU	05/12/2023	\$129.00	153189	E 01 100 203 312 000 401	Breakout EDU Kit	
Check Total:							\$129.00				
001	103405	CH	1	01029	BRENTESON COMPANIES, INC	05/12/2023	\$1,500.00	153190	E 01 005 810 000 000 363	PROVIDE ROCK & FILL IN SINK HOLE AT	
Check Total:							\$1,500.00				
001	103406	CH	1	13302	BRUNNER, AARON	05/12/2023	\$143.00	153187	E 11 300 294 162 000 305	JV/V BOYS LACROSSE OFFICIAL VS RO	
001	103406	CH	1	13302	BRUNNER, AARON	05/12/2023	\$37.50	153188	E 11 300 294 162 000 366	MILEAGE	
Check Total:							\$180.50				
001	103407	CH	1	04838	CAMBRIDGE-ISANTI ISD #911	05/12/2023	\$90.00	153250	E 11 300 296 114 000 369	BOYS & GIRLS TRACK MEET 05/04/2023	
001	103407	CH	1	04838	CAMBRIDGE-ISANTI ISD #911	05/12/2023	\$90.00	153250	E 11 300 294 114 000 369	BOYS & GIRLS TRACK MEET 05/04/2023	
001	103407	CH	1	04838	CAMBRIDGE-ISANTI ISD #911	05/12/2023	\$150.00	153251	E 11 300 294 119 000 369	B GOLF INVITE 05/01/2023	
Check Total:							\$330.00				
001	103408	CH	1	12904	CAPTIVATE MEDIA + CONSULTING	05/12/2023	\$1,250.00	153191	E 01 005 107 000 000 305	50% DEPOSIT INDY VIDEO	
Check Total:							\$1,250.00				
001	103409	CH	1	13003	CURRICULUM ASSOCIATES	05/12/2023	\$349.00	153194	E 12 110 420 000 740 401	WS14291 - BRIGANCE IED III Standarized	
001	103409	CH	1	13003	CURRICULUM ASSOCIATES	05/12/2023	\$41.88	153194	E 12 110 420 000 740 401	Freight	
Check Total:							\$390.88				

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001	103410	CH	1	04944	DOMINO'S PIZZA	05/12/2023	\$211.96	153195	E 11 300 298 000 000 490	HS CONCESSIONS	
Check Total:							\$211.96				
001	103411	CH	1	05147	DORR, BRIAN	05/12/2023	\$110.00	153235	E 11 300 294 111 000 305	V BASEBALL OFFICIAL VS ST FRANCIS	
Check Total:							\$110.00				
001	103412	CH	1	12980	ELIASON, THOMAS	05/12/2023	\$84.00	153196	E 11 300 296 162 000 305	V LACROSSE OFFICIAL VS BECKER	
001	103412	CH	1	12980	ELIASON, THOMAS	05/12/2023	\$25.00	153197	E 11 300 296 162 000 305	MILEAGE	
001	103412	CH	1	12980	ELIASON, THOMAS	05/12/2023	(\$25.00)	153197	E 11 300 296 162 000 305	MILEAGE	
001	103412	CH	1	12980	ELIASON, THOMAS	05/12/2023	\$25.00	153197	E 11 300 296 162 000 366	MILEAGE	
Check Total:							\$109.00				
001	103413	CH	1	13615	FITZHARRIS, LEE	05/12/2023	\$75.00	153198	E 11 300 296 114 000 305	JV/V TRACK STARTING OFFICIAL VS MU	
001	103413	CH	1	13615	FITZHARRIS, LEE	05/12/2023	\$75.00	153198	E 11 300 294 114 000 305	JV/V TRACK STARTING OFFICIAL VS MU	
Check Total:							\$150.00				
001	103414	CH	1	06230	GOPHER STATE ONE-CALL	05/12/2023	\$18.90	153202	E 01 005 810 000 000 350	TICKETS	
Check Total:							\$18.90				
001	103415	CH	1	12766	GRILZ, NICOLE	05/12/2023	\$7.73	153201	E 04 799 590 000 351 433	FY 23 HOMESCHOOL SUPPLIES	
Check Total:							\$7.73				
001	103416	CH	1	12222	HALLBERG ENGINEERING	05/12/2023	\$2,965.00	153200	E 01 300 810 000 000 305	HS PA SYSTEM MODIFICATIONS	
Check Total:							\$2,965.00				
001	103417	CH	1	13635	HAMANN, WILLIAM	05/12/2023	\$143.00	153199	E 11 300 296 162 000 305	JV/V LACROSSE OFFICIAL VS BECKER	
001	103417	CH	1	13635	HAMANN, WILLIAM	05/12/2023	\$25.00	153275	E 11 300 296 162 000 305	MILEAGE	
001	103417	CH	1	13635	HAMANN, WILLIAM	05/12/2023	(\$25.00)	153275	E 11 300 296 162 000 305	MILEAGE	
001	103417	CH	1	13635	HAMANN, WILLIAM	05/12/2023	\$25.00	153275	E 11 300 296 162 000 366	MILEAGE	
Check Total:							\$168.00				
001	103418	CH	1	13447	INSPIRE BALLET ACADEMY	05/12/2023	\$480.00	153268	E 04 500 560 000 321 305	JAN 7 INTRO TO BALLET CLASS	
Check Total:							\$480.00				
001	103419	CH	1	04796	ISD #477-PRINCETON	05/12/2023	\$175.00	153263	E 11 300 294 119 000 369	B GOLF INVITE 05/12/2023	
Check Total:							\$175.00				
001	103420	CH	1	01095	ISD #882 - MONTICELLO	05/12/2023	\$100.00	153256	E 11 300 296 114 000 369	TRACK & FIELD MMET 04/25/2023	
001	103420	CH	1	01095	ISD #882 - MONTICELLO	05/12/2023	\$100.00	153256	E 11 300 294 114 000 369	TRACK & FIELD MMET 04/25/2023	
001	103420	CH	1	01095	ISD #882 - MONTICELLO	05/12/2023	\$200.00	153257	E 11 300 296 119 000 369	G GOLF INVITE 05/03/2023	
Check Total:							\$400.00				
001	103421	CH	1	12955	KALLEDSTAED, JIM	05/12/2023	\$84.00	153252	E 11 300 296 162 000 305	V LACROOSE OFFICIAL VS SARTELL	

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	103421	CH	1	12955	KALLEDSTAED, JIM	05/12/2023	\$25.00	153253	E 11 300 296 162 000 366	MILEAGE	
Check Total:								\$109.00			
001	103422	CH	1	13636	KARASEK, HUDSON	05/12/2023	\$84.00	153236	E 11 300 294 162 000 305	V LACROSSE OFFICIAL VS PARK CENTE	
001	103422	CH	1	13636	KARASEK, HUDSON	05/12/2023	\$23.50	153237	E 11 300 294 162 000 366	MILEAGE	
Check Total:								\$107.50			
001	103423	CH	1	05012	KIMBALL AREA HIGH SCHOOL	05/12/2023	\$100.00	153254	E 11 300 294 119 000 369	B GOLF INVITE 05/11/2023	
Check Total:								\$100.00			
001	103424	CH	1	12962	KOCINA, DAMON	05/12/2023	\$84.00	153238	E 11 300 294 162 000 305	V LACROSSE OFFICIAL VS PARK CENTE	
001	103424	CH	1	12962	KOCINA, DAMON	05/12/2023	\$23.50	153239	E 11 300 294 162 000 366	MILEAGE	
Check Total:								\$107.50			
001	103425	CH	1	12167	LEOM, DAVID	05/12/2023	\$110.00	153203	E 11 300 294 111 000 305	V BASEBALL OFFICIAL VS PRINCETON	
Check Total:								\$110.00			
001	103426	CH	1	12975	LUNDE, TIMOTHY	05/12/2023	\$84.00	153258	E 11 300 296 162 000 305	V LACROSSE OFFICIAL VS SARTELL	
001	103426	CH	1	12975	LUNDE, TIMOTHY	05/12/2023	\$25.00	153259	E 11 300 296 162 000 366	MILEAGE	
Check Total:								\$109.00			
001	103427	CH	1	13610	MICHAELIS, RON	05/12/2023	\$95.00	153207	E 11 300 296 125 000 305	9TH SOFTBALL OFFICIAL VS PRINCETO	
001	103427	CH	1	13610	MICHAELIS, RON	05/12/2023	\$175.00	153260	E 11 300 296 125 000 305	9TH SOFTBALL OFFICIAL VS ST FRANCI	
Check Total:								\$270.00			
001	103428	CH	1	03933	MIDWEST TECHNOLOGY PROD	05/12/2023	\$412.00	153204	E 01 201 255 000 000 430	Launcher, Dragster Kelvin Kel - Air	
001	103428	CH	1	03933	MIDWEST TECHNOLOGY PROD	05/12/2023	\$612.00	153204	E 01 201 255 000 000 430	Blanks for Dragster Kelvin Kel Air Wood Blk	
001	103428	CH	1	03933	MIDWEST TECHNOLOGY PROD	05/12/2023	\$104.40	153204	E 01 201 255 000 000 430	Turbomax Jet Point HSS Twist Drill Bits 21	
001	103428	CH	1	03933	MIDWEST TECHNOLOGY PROD	05/12/2023	\$112.84	153204	E 01 201 255 000 000 430	Freight	
Check Total:								\$1,241.24			
001	103429	CH	1	05255	MILACA HIGH SCHOOL	05/12/2023	\$150.00	153255	E 11 300 296 119 000 369	G GOLF INVITE 04/26/2023	
Check Total:								\$150.00			
001	103430	CH	1	13373	MOHN, MONICA	05/12/2023	\$359.00	153208	E 04 500 560 080 321 305	PARTY LINE DANCE & WEDDING DANCE	
Check Total:								\$359.00			
001	103431	CH	1	01095	MONTICELLO ISD #882	05/12/2023	\$2,938.52	153231	E 01 005 850 000 348 571	LEASE PAYMENT SY 22-23 YEAR 3	
001	103431	CH	1	01095	MONTICELLO ISD #882	05/12/2023	\$41,738.48	153231	E 01 005 850 000 348 570	LEASE PAYMENT SY 22-23 YEAR 3	
Check Total:								\$44,677.00			
001	103432	CH	1	13316	NEW LONDON SPICER	05/12/2023	\$125.00	153261	E 11 300 294 119 000 369	B GOLF INVITE 05/05/2023	
Check Total:								\$125.00			

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 07/01/2022 - 5/31/2023

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	103433	CH	1	10327	NORTHERN AIR CORPORATION	05/12/2023	\$1,743.30	153205	E 01 300 810 000 000 350	HS B&G REPAIRS
							Check Total:	\$1,743.30		
001	103434	CH	1	07002	NYSTROM PUBLISHING CO., INC.	05/12/2023	\$260.90	153206	E 01 005 107 000 000 401	Birthday postcards-1000
							Check Total:	\$260.90		
001	103435	CH	1	13611	ORREY, JOSEPH	05/12/2023	\$143.00	153211	E 11 300 294 162 000 305	JV/V BOYS LACROSSE OFFIAL VS ROCK
001	103435	CH	1	13611	ORREY, JOSEPH	05/12/2023	\$27.00	153212	E 11 300 294 162 000 366	MILEAGE
							Check Total:	\$170.00		
001	103436	CH	1	10268	PACKEY, JOSEPH	05/12/2023	\$175.00	153262	E 11 300 296 125 000 305	V SOFTBALL OFFICIAL VS ST FRANCIS
							Check Total:	\$175.00		
001	103437	CH	1	12356	PANNING, BRADLEY	05/12/2023	\$95.00	153209	E 11 300 296 125 000 305	V SOFTBALL OFFICIAL VS PRINCETON
							Check Total:	\$95.00		
001	103438	CH	1	13633	PARSONS, KAREN E	05/12/2023	\$110.00	153214	E 04 500 560 080 321 305	SHOW & TELL AT MONTGOMERY AT TCL
							Check Total:	\$110.00		
001	103439	CH	1	09361	PRATT, MARK	05/12/2023	\$110.00	153210	E 11 300 294 111 000 305	JV BASEBALL OFFICIAL VS PRINCETON
							Check Total:	\$110.00		
001	103440	CH	1	09760	PREMIER LOCATING, INC.	05/12/2023	\$666.25	153213	E 01 005 810 000 000 305	TICKETS
							Check Total:	\$666.25		
001	103441	CH	1	04796	PRINCETON ISD #477	05/12/2023	\$175.00	153264	E 11 300 294 119 000 369	B GOLF INVITE 05/30/2023
							Check Total:	\$175.00		
001	103442	CH	1	13571	RED BALLOON BOOKSHOP	05/12/2023	\$259.57	153215	E 01 797 203 012 163 460	INDY SUPPLIES
001	103442	CH	1	13571	RED BALLOON BOOKSHOP	05/12/2023	\$326.84	153216	E 01 797 203 012 163 460	Ocean Life classroom texts (see attached li
001	103442	CH	1	13571	RED BALLOON BOOKSHOP	05/12/2023	\$402.84	153217	E 01 797 203 012 163 460	Mythology classroom texts - (see classroom
							Check Total:	\$989.25		
001	103443	CH	1	05565	ROCORI HIGH SCHOOL	05/12/2023	\$30.00	153265	E 11 300 296 114 000 369	BOYS & GIRLS TRACK & FIELD 05/09/202
001	103443	CH	1	05565	ROCORI HIGH SCHOOL	05/12/2023	\$30.00	153265	E 11 300 294 114 000 369	BOYS & GIRLS TRACK & FIELD 05/09/202
							Check Total:	\$60.00		
001	103444	CH	1	01395	ROGERS HIGH SCHOOL	05/12/2023	\$180.00	153266	E 11 300 296 119 000 369	G GOLF INVITE 05/25/2023
							Check Total:	\$180.00		
001	103445	CH	1	12448	SACCOMAN, JOHN	05/12/2023	\$143.00	153222	E 11 300 294 162 000 305	JV/V BOYS LACROSSE OFFICIAL VS RO
001	103445	CH	1	12448	SACCOMAN, JOHN	05/12/2023	\$17.90	153223	E 11 300 294 162 000 305	MILEAGE
001	103445	CH	1	12448	SACCOMAN, JOHN	05/12/2023	(\$17.90)	153223	E 11 300 294 162 000 305	MILEAGE
001	103445	CH	1	12448	SACCOMAN, JOHN	05/12/2023	\$17.90	153223	E 11 300 294 162 000 366	MILEAGE
							Check Total:	\$160.90		

10

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 07/01/2022 - 5/31/2023

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	103446	CH	1	10762	SCHLICHTER, EUGENE	05/12/2023	\$95.00	153220	E 11 300 296 125 000 305	V SOFTBALL OFFICIAL VS PRINCETON	
							Check Total:	\$95.00			
001	103447	CH	1	01187	SCHMITT DIRECTOR CENTER	05/12/2023	\$311.94	153221	E 01 201 258 000 000 430	MS SUPPLIES	
							Check Total:	\$311.94			
001	103448	CH	1	04822	SCHNEIDER, PAT	05/12/2023	\$110.00	153240	E 11 300 294 111 000 305	V BASEBALL OFFICIAL VS ST FRANCIS	
							Check Total:	\$110.00			
001	103449	CH	1	01833	SCHOOL SPECIALTY LLC	05/12/2023	\$266.00	153218	E 01 110 203 000 000 430	409340- Prang SHADES OF ME 9x12 Con	
							Check Total:	\$266.00			
001	103450	CH	1	10333	SHERBURNE NORTHERN WRIGHT SPE	05/12/2023	\$118,112.00	153219	R 12 000 000 000 740 360	FINAL 21-22 PAYMENT	
							Check Total:	\$118,112.00			
001	103451	CH	1	13638	ST CROIX LUTHERAN	05/12/2023	\$150.00	153267	E 11 300 296 114 000 369	BOYS & GIRLS TRACK & FIELD 05/02/20	
001	103451	CH	1	13638	ST CROIX LUTHERAN	05/12/2023	\$150.00	153267	E 11 300 294 114 000 369	BOYS & GIRLS TRACK & FIELD 05/02/20	
							Check Total:	\$300.00			
001	103452	CH	1	12779	TGK AUTOMOTIVE	05/12/2023	\$156.96	153224	E 01 005 810 000 000 305	APRIL 2023 B&G SUPPLIES	
							Check Total:	\$156.96			
001	103453	CH	1	12068	THE WATSON COMPANY, INC.	05/12/2023	\$849.38	153228	E 11 300 298 000 000 490	HS CONCESSIONS	
							Check Total:	\$849.38			
001	103454	CH	1	13637	UTTER, STEWERT	05/12/2023	\$84.00	153241	E 11 300 294 162 000 305	V LACROSSE OFFICIAL VS PARK CENTE	
001	103454	CH	1	13637	UTTER, STEWERT	05/12/2023	\$35.40	153242	E 11 300 294 162 000 366	MILEAGE	
							Check Total:	\$119.40			
001	103455	CH	1	7823	VAN LUYK, LEONARD	05/12/2023	\$84.00	153270	E 11 300 296 162 000 305	V LACROSSE OFFICIAL VS SARTELL	
001	103455	CH	1	7823	VAN LUYK, LEONARD	05/12/2023	\$25.00	153276	E 11 300 296 162 000 366	MILEAGE	
							Check Total:	\$109.00			
001	103456	CH	1	04148	VIKING COCA-COLA BOTTLING CO	05/12/2023	\$493.10	153225	E 11 300 298 000 000 490	HS CONCESSIONS	
001	103456	CH	1	04148	VIKING COCA-COLA BOTTLING CO	05/12/2023	(\$1.29)	153226	E 11 300 298 000 000 490	HS CONCESSIONS CREDIT	
							Check Total:	\$491.81			
001	103457	CH	1	13311	WAYZATA RESULTS	05/12/2023	\$450.00	153230	E 11 300 296 114 000 305	HS TRACK 04/27/2023	
001	103457	CH	1	13311	WAYZATA RESULTS	05/12/2023	\$450.00	153230	E 11 300 294 114 000 305	HS TRACK 04/27/2023	
							Check Total:	\$900.00			
001	103458	CH	1	13129	WILLIAMS JR, ROBERT	05/12/2023	\$110.00	153227	E 11 201 294 111 000 305	7TH/8TH BASEBALL OFFICIAL VS NORT	
001	103458	CH	1	13129	WILLIAMS JR, ROBERT	05/12/2023	\$95.00	153229	E 11 300 296 125 000 305	JV SOFTBALL OFFICIAL VS PRINCETON	
							Check Total:	\$205.00			
001	103459	CH	1	01240	WRIGHT TECHNICAL CENTER	05/12/2023	\$22,950.86	153232	E 01 998 211 000 303 390	WRIGHT ACADEMY7 HIGH SCHOOL APF	

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 07/01/2022 - 5/31/2023

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	103459	CH	1 01240	WRIGHT TECHNICAL CENTER	05/12/2023	\$296.04	153233	E 01 300 211 000 000 280	UNEMPLOYMENT BENEFIT CHARGE QT
Check Total:						\$23,246.90			
001	103460	CH	1 01503	BECKER HIGH SCHOOL	05/12/2023	\$175.00	153246	E 11 300 294 119 000 369	B GOLF INVITE 05/15/2023
Check Total:						\$175.00			
001	103461	CH	1 04472	CARING RIVERS UNITED WAY	05/05/2023	\$40.00	153170	B 01 215 045	United Way
001	103461	CH	1 04472	CARING RIVERS UNITED WAY	05/05/2023	\$14.00	153170	B 12 215 045	United Way
Check Total:						\$54.00			
001	103462	CH	1 13507	FIDELITY SECURITY L.IFE INSURANCE	05/05/2023	\$381.26	153279	B 01 215 054	APRIL 2023 VISION
001	103462	CH	1 13507	FIDELITY SECURITY L.IFE INSURANCE	05/05/2023	\$11.78	153279	B 04 215 054	APRIL 2023 VISION
001	103462	CH	1 13507	FIDELITY SECURITY L.IFE INSURANCE	05/05/2023	\$0.12	153279	B 05 215 054	APRIL 2023 VISION
001	103462	CH	1 13507	FIDELITY SECURITY L.IFE INSURANCE	05/05/2023	\$12.21	153279	B 11 215 054	APRIL 2023 VISION
001	103462	CH	1 13507	FIDELITY SECURITY L.IFE INSURANCE	05/05/2023	\$313.56	153279	B 12 215 054	APRIL 2023 VISION
Check Total:						\$718.93			
001	103463	CH	1 04234	MN CHILD SUPPORT PYMT CENTER	05/05/2023	\$281.00	153160	B 01 215 081	Child Support
001	103463	CH	1 04234	MN CHILD SUPPORT PYMT CENTER	05/05/2023	\$422.40	153160	B 12 215 081	Child Support
Check Total:						\$703.40			
001	103464	CH	1 04223	NCPERS GROUP LIFE INS	05/05/2023	\$149.34	153163	B 01 215 033	NCPR Life
Check Total:						\$149.34			
001	103465	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	05/05/2023	\$1,025.71	153165	B 01 215 040	U Due Nc
001	103465	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	05/05/2023	\$178.59	153165	B 04 215 040	U Dues Nc
001	103465	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	05/05/2023	\$2,135.29	153165	B 12 215 040	U Due Nc
Check Total:						\$3,339.59			
001	103466	CH	1 09274	STEWART, ZLIMEN & JUNGERS, LTD	05/05/2023	\$415.48	153167	B 12 215 079	Payroll Deductions
Check Total:						\$415.48			
001	103467	CH	1 12159	ARVIG	05/19/2023	\$133.22	153319	E 01 005 630 000 000 305	INTERNET MAY 2023
Check Total:						\$133.22			
001	103468	CH	1 09991	BOOTH, KENNETH	05/19/2023	\$95.00	153287	E 11 201 296 125 000 305	7TH/8TH SOFTBALL OFFICIAL VS BUFFA
001	103468	CH	1 09991	BOOTH, KENNETH	05/19/2023	\$95.00	153288	E 11 300 296 125 000 305	9TH SOFTBALL OFFICIAL VS BECKER
Check Total:						\$190.00			
001	103469	CH	1 10289	BROWN, BRETT	05/19/2023	\$110.00	153289	E 11 300 294 111 000 305	V BASEBALL OFFICIAL VSW ZIMMERMA
Check Total:						\$110.00			
001	103470	CH	1 01033	CENTRAL MCGOWAN INC	05/19/2023	\$138.73	153320	E 01 300 361 000 830 433	Cust# 05630 HS SHOP SUPPLIES
Check Total:						\$138.73			

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 07/01/2022 - 5/31/2023

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	103471	CH	1	01026	DICK BLICK	05/19/2023	\$109.90	153321	E 01 300 331 000 830 433	B070151012 Blick' economy 24 piece canv
001	103471	CH	1	01026	DICK BLICK	05/19/2023	\$27.99	153321	E 01 300 331 000 830 433	B303041009 Boxwood clay double ended t
001	103471	CH	1	01026	DICK BLICK	05/19/2023	\$16.55	153321	E 01 300 331 000 830 433	B33525005activa Art Plaster
Check Total:								\$154.44		
001	103472	CH	1	10754	DOTY, BRIAN	05/19/2023	\$110.00	153290	E 11 300 294 111 000 305	V BASEBALL OFFICIAL VS ZIMMERMAN
Check Total:								\$110.00		
001	103473	CH	1	13641	JOHANNSEN, JORDAN	05/19/2023	\$196.50	153291	E 01 005 730 012 160 366	TRAINING
Check Total:								\$196.50		
001	103474	CH	1	13005	KUDEBEH, STEVEN	05/19/2023	\$143.00	153324	E 11 300 296 162 000 305	JV/V LACROSSE OFFICIAL VS MONTICE
001	103474	CH	1	13005	KUDEBEH, STEVEN	05/19/2023	\$25.00	153325	E 11 300 296 162 000 366	MILEAGE
Check Total:								\$168.00		
001	103475	CH	1	13130	LMNO DESIGN CO LLC	05/19/2023	\$1,416.00	153292	E 01 300 790 000 699 303	PCN MEDIA CONSULTANT APRIL 2023PC
001	103475	CH	1	13130	LMNO DESIGN CO LLC	05/19/2023	\$36.68	153293	E 01 300 790 000 699 303	MILEAGE
001	103475	CH	1	13130	LMNO DESIGN CO LLC	05/19/2023	(\$36.68)	153293	E 01 300 790 000 699 303	MILEAGE
001	103475	CH	1	13130	LMNO DESIGN CO LLC	05/19/2023	\$36.68	153293	E 01 300 790 000 699 366	MILEAGE
Check Total:								\$1,452.68		
001	103476	CH	1	06355	MINNESOTA ELEVATOR, INC	05/19/2023	\$601.59	153295	E 05 005 865 000 347 350	APR-JUN QUARTERLY SERVICE
Check Total:								\$601.59		
001	103477	CH	1	08850	NEW DOMINION SCHOOL	05/19/2023	\$1,383.15	153294	E 01 998 211 000 000 390	AT APRIL 2023
Check Total:								\$1,383.15		
001	103478	CH	1	07890	PMA ASSET MANAGEMENT, LLC	05/19/2023	\$237.26	153297	E 45 005 935 000 000 305	ASSETS APRIL 2023
Check Total:								\$237.26		
001	103479	CH	1	09361	PRATT, MARK	05/19/2023	\$110.00	153296	E 11 300 294 111 000 305	JV BASEBALL OFFICIAL VS ZIMMERMAN
Check Total:								\$110.00		
001	103480	CH	1	13571	RED BALLOON BOOKSHOP	05/19/2023	\$630.24	153298	E 01 797 203 012 163 460	BOOK ORDER
001	103480	CH	1	13571	RED BALLOON BOOKSHOP	05/19/2023	\$197.33	153299	E 01 797 203 012 163 460	BOOK ORDER
001	103480	CH	1	13571	RED BALLOON BOOKSHOP	05/19/2023	\$187.64	153300	E 01 797 203 012 163 460	BOOK ORDER
001	103480	CH	1	13571	RED BALLOON BOOKSHOP	05/19/2023	\$134.16	153301	E 01 797 203 012 163 460	BOOK ORDER
001	103480	CH	1	13571	RED BALLOON BOOKSHOP	05/19/2023	\$157.40	153302	E 01 797 203 012 163 460	BOOK ORDER
001	103480	CH	1	13571	RED BALLOON BOOKSHOP	05/19/2023	\$157.38	153303	E 01 797 203 012 163 460	BOOK ORDER
001	103480	CH	1	13571	RED BALLOON BOOKSHOP	05/19/2023	\$299.07	153304	E 01 797 203 012 163 460	BOOK ORDER
001	103480	CH	1	13571	RED BALLOON BOOKSHOP	05/19/2023	13 \$15.19	153305	E 01 797 203 012 163 460	BOOK ORDER
001	103480	CH	1	13571	RED BALLOON BOOKSHOP	05/19/2023	\$117.35	153306	E 01 797 203 012 163 460	BOOK ORDER
001	103480	CH	1	13571	RED BALLOON BOOKSHOP	05/19/2023	\$442.74	153307	E 01 797 203 012 163 460	ORDER

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 07/01/2022 - 5/31/2023

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	103480	CH	1	13571	RED BALLOON BOOKSHOP	05/19/2023	\$107.04	153308	E 01 797 203 012 163 460	BOOK ORDER
001	103480	CH	1	13571	RED BALLOON BOOKSHOP	05/19/2023	\$381.15	153309	E 01 797 203 012 163 460	BOOK ORDER
001	103480	CH	1	13571	RED BALLOON BOOKSHOP	05/19/2023	(\$381.15)	153309	E 01 797 203 012 163 460	BOOK ORDER
001	103480	CH	1	13571	RED BALLOON BOOKSHOP	05/19/2023	\$381.15	153309	E 01 100 610 000 320 460	INDIGENOUS PEOPLE BOOKS
001	103480	CH	1	13571	RED BALLOON BOOKSHOP	05/19/2023	\$159.04	153310	E 01 797 203 012 163 460	BOOK ORDER
001	103480	CH	1	13571	RED BALLOON BOOKSHOP	05/19/2023	\$257.20	153311	E 01 797 203 012 163 460	BOOK ORDER
Check Total:							\$3,242.93			
001	103481	CH	1	13640	REEVES, ANA	05/19/2023	\$225.00	153328	E 04 500 560 000 321 305	FULL SESSION
001	103481	CH	1	13640	REEVES, ANA	05/19/2023	\$750.00	153328	E 04 500 560 000 321 305	MONTH SESSION
Check Total:							\$975.00			
001	103482	CH	1	12071	SCHARDIN, ANTHONY	05/19/2023	\$95.00	153314	E 11 300 296 125 000 305	V SOFTBALL OFFICIAL VS BECKER
Check Total:							\$95.00			
001	103483	CH	1	10762	SCHLICHTER, EUGENE	05/19/2023	\$95.00	153315	E 11 300 296 125 000 305	V SOFTBALL OFFICIAL VS BECKER
Check Total:							\$95.00			
001	103484	CH	1	01833	SCHOOL SPECIALTY LLC	05/19/2023	\$104.96	153313	E 12 100 408 000 740 433	7764859 Childcraft Round Bean Bag Chair,
001	103484	CH	1	01833	SCHOOL SPECIALTY LLC	05/19/2023	\$104.96	153313	E 12 100 408 000 740 433	7119040. Childcraft Round Bean Bag Chair
Check Total:							\$209.92			
001	103485	CH	1	13642	SOCIAL CLUB SIMPLE	05/19/2023	\$60.00	153329	E 04 500 560 080 321 305	SOCIAL MEDIA FOR BUSINESS 05/11/202
Check Total:							\$60.00			
001	103486	CH	1	13161	SOUTHWEST METRO	05/19/2023	\$7,368.48	153312	E 01 998 211 000 000 390	FY 23 LAKESIDE ACADEMY TUITION BIL
Check Total:							\$7,368.48			
001	103487	CH	1	13639	THE HIVE COMPETITION CHEERLEADI	05/19/2023	\$250.00	153316	E 04 500 560 157 321 305	CHOREOGRAPHY FOR WILLY WONKA M
Check Total:							\$250.00			
001	103488	CH	1	13287	THOMPSON, JASON	05/19/2023	\$143.00	153326	E 11 300 296 162 000 305	JV/V LACROSSE OFFICIAL VS MONTICE
001	103488	CH	1	13287	THOMPSON, JASON	05/19/2023	\$25.00	153327	E 11 300 296 162 000 366	MILEAGE
Check Total:							\$168.00			
001	103489	CH	1	04148	VIKING COCA-COLA BOTTLING CO	05/19/2023	\$381.35	153317	E 11 300 298 000 000 490	HS CONCESSIONS
Check Total:							\$381.35			
001	103490	CH	1	01089	VISION OF BIG LAKE	05/19/2023	\$80.00	153322	E 04 500 570 000 321 305	Van training Kourtney Hintz 715-297-9856
001	103490	CH	1	01089	VISION OF BIG LAKE	05/19/2023	\$80.00	153322	E 04 500 570 000 321 305	Van Training Renae Rotz 763-442-5334
001	103490	CH	1	01089	VISION OF BIG LAKE	05/19/2023	\$80.00	153322	E 04 500 570 000 321 305	Van training Stacy Braegelmann 763-370-1
Check Total:							\$240.00			

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 07/01/2022 - 5/31/2023

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	103491	CH	1 13247	WILLIAMS IV, LOUIS	05/19/2023	\$110.00	153323	E 11 300 294 111 000 305	JV BASEBALL OFFICIAL VS MONTICELL

Check Total: \$110.00

Bank 001 Total:

Report Total:

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 5/31/2023

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	103492	CH	1 04472	CARING RIVERS UNITED WAY	05/19/2023	\$40.00	153350	B 01 215 045	United Way
001	103492	CH	1 04472	CARING RIVERS UNITED WAY	05/19/2023	\$14.00	153350	B 12 215 045	United Way
Check Total:						\$54.00			
001	103493	CH	1 04234	MN CHILD SUPPORT PYMT CENTER	05/19/2023	\$281.00	153341	B 01 215 081	Child Support
001	103493	CH	1 04234	MN CHILD SUPPORT PYMT CENTER	05/19/2023	\$422.40	153341	B 04 215 081	Payroll Deductions
Check Total:						\$703.40			
001	103494	CH	1 12504	MN PEIP	05/19/2023	\$240,018.08	153354	B 01 215 030	JUNE 2023 HEALTH
001	103494	CH	1 12504	MN PEIP	05/19/2023	\$16,718.63	153354	B 04 215 030	JUNE 2023 HEALTH
001	103494	CH	1 12504	MN PEIP	05/19/2023	\$5,806.56	153354	B 05 215 030	JUNE 2023 HEALTH
001	103494	CH	1 12504	MN PEIP	05/19/2023	\$2,551.12	153354	B 11 215 030	JUNE 2023 HEALTH
001	103494	CH	1 12504	MN PEIP	05/19/2023	\$137,209.45	153354	B 12 215 030	JUNE 2023 HEALTH
001	103494	CH	1 12504	MN PEIP	05/19/2023	\$12,749.27	153354	B 01 215 051	JUNE 2023 HEALTH
001	103494	CH	1 12504	MN PEIP	05/19/2023	\$2,876.71	153354	B 04 215 051	JUNE 2023 HEALTH
001	103494	CH	1 12504	MN PEIP	05/19/2023	\$614.46	153354	B 05 215 051	JUNE 2023 HEALTH
001	103494	CH	1 12504	MN PEIP	05/19/2023	\$266.86	153354	B 11 215 051	JUNE 2023 HEALTH
001	103494	CH	1 12504	MN PEIP	05/19/2023	\$17,699.20	153354	B 12 215 051	JUNE 2023 HEALTH
Check Total:						\$436,510.34			
001	103495	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	05/19/2023	\$1,059.49	153345	B 01 215 040	U Due Nc
001	103495	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	05/19/2023	\$208.53	153345	B 04 215 040	U Dues Nc
001	103495	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	05/19/2023	\$2,105.35	153345	B 12 215 040	U Due Nc
Check Total:						\$3,373.37			
001	103496	CH	1 09274	STEWART, ZLIMEN & JUNGERS, LTD	05/19/2023	\$448.84	153347	B 12 215 079	Payroll Deductions
Check Total:						\$448.84			
001	103497	CH	1 13644	ALBRECHT, DAVID	05/26/2023	\$143.00	153368	E 11 300 296 162 000 305	JV/V LACROSSE OFFICIAL VS BRAINERI
001	103497	CH	1 13644	ALBRECHT, DAVID	05/26/2023	\$25.00	153369	E 11 300 296 162 000 366	MILEAGE
Check Total:						\$168.00			
001	103498	CH	1 09085	BLACKMAN, BRIAN	05/26/2023	\$110.00	153364	E 11 300 294 111 000 305	9TH BASEBALL OFFICIAL VS BECKER
001	103498	CH	1 09085	BLACKMAN, BRIAN	05/26/2023	\$110.00	153365	E 11 201 294 111 000 305	7TH/8TH BASEBALL OFFICIAL VS BUFFA
Check Total:						\$220.00			
001	103499	CH	1 09991	BOOTH, KENNETH	05/26/2023	\$110.00	153374	E 11 300 294 111 000 305	9TH BASEBALL OFFICIAL VS MONTICEL
001	103499	CH	1 09991	BOOTH, KENNETH	05/26/2023	\$220.00	153375	E 11 300 294 111 000 305	9TH BASEBALL OFFICIAL VS CHISAGO L
Check Total:						\$330.00			
001	103500	CH	1 04980	BUKOWSKI, MICHAEL	05/26/2023	\$220.00	153366	E 11 300 294 111 000 305	JV/V BASEBALL OFFICIAL VS BECKER
Check Total:						\$220.00			

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 5/31/2023

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	103501	CH	1	13348	BUSINESS ESSENTIALS	05/26/2023	\$1,739.20	153370	E 01 100 203 000 000 401	WHITE COPY PAPER
001	103501	CH	1	13348	BUSINESS ESSENTIALS	05/26/2023	\$1,739.20	153371	E 01 201 208 000 000 401	WHITE COPY PAPER BOI900
001	103501	CH	1	13348	BUSINESS ESSENTIALS	05/26/2023	\$1,739.20	153372	E 01 110 203 000 000 401	WHITE COPY PAPER BOI900
001	103501	CH	1	13348	BUSINESS ESSENTIALS	05/26/2023	\$1,739.20	153373	E 01 300 211 000 000 401	BOI900 WHITE COPY PAPER
Check Total:							\$6,956.80			
001	103502	CH	1	03184	CENTERPOINT ENERGY	05/26/2023	\$514.36	153382	E 01 201 810 000 000 330	MS SCHOOL FIRM GAS APRIL 2023
001	103502	CH	1	03184	CENTERPOINT ENERGY	05/26/2023	\$2,467.11	153382	E 01 201 810 000 000 330	MS SCHOOL INT GAS APRIL 2023
001	103502	CH	1	03184	CENTERPOINT ENERGY	05/26/2023	\$4,011.84	153382	E 01 100 810 000 000 330	INDY INT GAS APRIL 2023
001	103502	CH	1	03184	CENTERPOINT ENERGY	05/26/2023	\$184.59	153382	E 01 300 810 000 000 330	HS FIRM GAS APRIL 2023
001	103502	CH	1	03184	CENTERPOINT ENERGY	05/26/2023	\$7,627.57	153382	E 01 300 810 000 000 330	HS SCHOOL INT GAS APRIL 2023
001	103502	CH	1	03184	CENTERPOINT ENERGY	05/26/2023	\$129.40	153382	E 01 100 810 000 000 330	INDY FIRM #2 GAS APRIL 2023
001	103502	CH	1	03184	CENTERPOINT ENERGY	05/26/2023	\$0.00	153382	E 01 100 810 000 000 330	INDY FFIRM #1 GAS APRIL 2023
Check Total:							\$14,934.87			
001	103503	CH	1	01475	CONNEXUS ENERGY	05/26/2023	\$27.08	153393	E 01 005 810 860 000 331	SOFTBALL CONCESSIONS ELECTRICAL
001	103503	CH	1	01475	CONNEXUS ENERGY	05/26/2023	\$6,820.46	153393	E 01 100 810 000 000 331	INDEPENDENCE ELECTRICAL APRIL 2023
001	103503	CH	1	01475	CONNEXUS ENERGY	05/26/2023	\$9,659.88	153393	E 01 110 810 000 000 331	LIBERTY ELECTRICAL APRIL 2023
001	103503	CH	1	01475	CONNEXUS ENERGY	05/26/2023	\$191.61	153393	E 01 110 810 000 000 331	BASEBALL FIELD LIGHTS ELECTRICAL /
001	103503	CH	1	01475	CONNEXUS ENERGY	05/26/2023	\$1,507.91	153393	E 01 005 810 860 000 331	SOFTBALL FIELD LIGHTS ELECTRICAL /
Check Total:							\$18,206.94			
001	103504	CH	1	13647	CRUM, JASMIN	05/26/2023	\$81.31	153383	E 04 799 590 000 351 433	FY 23 HOMESCHOOL SUPPLIES (MAX)
Check Total:							\$81.31			
001	103505	CH	1	10215	CULINEX	05/26/2023	\$593.04	153379	E 02 110 770 000 701 401	LIBERTY FS
001	103505	CH	1	10215	CULINEX	05/26/2023	(\$1,242.81)	153380	E 02 005 770 000 701 530	CREDIT FOR CABINET
001	103505	CH	1	10215	CULINEX	05/26/2023	\$3,510.70	153381	E 02 110 770 000 701 530	HEATED HOLDING CABINET
Check Total:							\$2,860.93			
001	103506	CH	1	13646	DAVIS, KEVIN	05/26/2023	\$59.00	153376	E 11 300 296 162 000 305	JV LACROSSE OFFICIAL VS ST FRANCIS
001	103506	CH	1	13646	DAVIS, KEVIN	05/26/2023	\$25.00	153377	E 11 300 296 162 000 366	MILEAGE
Check Total:							\$84.00			
001	103507	CH	1	10721	DAZZLING DAVE YO-YO EXTRAORDIN	05/26/2023	\$700.00	153378	E 01 100 203 012 150 303	YO-YO ENTERTAINMENT & WORKSHOP
Check Total:							\$700.00			
001	103508	CH	1	12976	DEVORE, DREW	05/26/2023	\$84.00	153384	E 11 300 296 162 000 305	V LACROSSE OFFICIAL VS BRAINERD
001	103508	CH	1	12976	DEVORE, DREW	05/26/2023	\$25.00	153385	E 11 300 296 162 000 366	MILEAGE
Check Total:							\$109.00			

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 5/31/2023

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	103509	CH	1	13282	DIRECT COMMUNICATION SOLUTIONS	05/26/2023	\$1,650.00	153388	E 01 005 760 000 720 405	MAY 2023 BUSWHERE SERVICES	
Check Total:							\$1,650.00				
001	103510	CH	1	04944	DOMINO'S PIZZA	05/26/2023	\$318.97	153386	E 11 300 298 000 000 490	HS CONCESSIONS	
Check Total:							\$318.97				
001	103511	CH	1	10780	EBERT, INC.	05/26/2023	\$37,054.75	153394	E 06 100 870 000 000 520	BOND 22A-INDY RENNOVATIONS "22D10	
001	103511	CH	1	10780	EBERT, INC.	05/26/2023	\$97,793.00	153395	E 06 100 870 000 000 520	BOND 22A-INDY RENOVATIONS "22D100	
Check Total:							\$134,847.75				
001	103512	CH	1	12990	FLEISCHMAN, GREG	05/26/2023	\$143.00	153389	E 11 300 294 162 000 305	JV/V BOYS LACROSSE OFFICIAL VS ST	
001	103512	CH	1	12990	FLEISCHMAN, GREG	05/26/2023	\$20.70	153390	E 11 300 294 162 000 366	MILEAGE	
Check Total:							\$163.70				
001	103513	CH	1	13293	GATES, MASON	05/26/2023	\$143.00	153391	E 11 300 294 162 000 305	JV/V BOYS LACROSSE OFFICIAL VS ST	
001	103513	CH	1	13293	GATES, MASON	05/26/2023	\$17.20	153392	E 11 300 294 162 000 366	MILEAGE	
Check Total:							\$160.20				
001	103514	CH	1	01387	GOODHEART-WILCOX CO. INC.	05/26/2023	\$27,737.36	153396	E 01 300 241 602 000 406	Comprehensive Health HS	
001	103514	CH	1	01387	GOODHEART-WILCOX CO. INC.	05/26/2023	\$16,770.67	153396	E 01 201 241 602 000 406	Comprehensive Health MS	
Check Total:							\$44,508.03				
001	103515	CH	1	13565	KUE CONTRACTORS INC	05/26/2023	\$54,257.54	153397	E 06 300 870 000 000 520	BOND 22A-HS RENOVATIONS "22E300.0	
Check Total:							\$54,257.54				
001	103516	CH	1	13166	LRS OF MINNESOTA, LLC	05/26/2023	\$860.27	153398	E 01 300 810 000 000 333	HS WASTE SERVICES MAY 2023	
001	103516	CH	1	13166	LRS OF MINNESOTA, LLC	05/26/2023	\$746.41	153398	E 01 201 810 000 000 333	MS WASTE SERVICES MAY 2023	
001	103516	CH	1	13166	LRS OF MINNESOTA, LLC	05/26/2023	\$831.29	153398	E 01 100 810 000 000 333	INDY WASTE SERVICES MAY 2023	
001	103516	CH	1	13166	LRS OF MINNESOTA, LLC	05/26/2023	\$836.77	153398	E 01 110 810 000 000 333	LIB WASTE SERVICES MAY 2023	
001	103516	CH	1	13166	LRS OF MINNESOTA, LLC	05/26/2023	\$137.65	153398	E 01 005 810 000 000 333	GROUNDS WASTE SERVICES MAY 2023	
Check Total:							\$3,412.39				
001	103517	CH	1	13412	MARSH, RYAN	05/26/2023	\$95.00	153400	E 11 300 296 125 000 305	JV SOFTBALL OFFICIAL VS BUFFALO	
Check Total:							\$95.00				
001	103518	CH	1	07920	MCGRAW, CHAD	05/26/2023	\$220.00	153399	E 11 300 294 111 000 305	JV/V BASEBALL OFFICIAL VS BECKER	
Check Total:							\$220.00				
001	103519	CH	1	12605	MRI SOFTWARE LLC	05/26/2023	\$1,824.00	153401	E 01 005 105 170 000 305	BACKGROUND SCREENING APRIL 2023	
Check Total:							\$1,824.00				
001	103520	CH	1	09997	NORTHAGEN, DUANE	05/26/2023	\$95.00	153402	E 11 300 296 125 000 305	V SOFTBALL OFFICIAL VS BUFFALO	
Check Total:							\$95.00				
001	103521	CH	1	09760	PREMIER LOCATING, INC.	05/26/2023	\$140.00	153403	E 01 005 810 000 000 305	TICKETS	

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 5/31/2023

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	103521	CH	1 09760	PREMIER LOCATING, INC.	05/26/2023	\$290.00	153404	E 01 005 810 000 000 305	TICKETS
Check Total:						\$430.00			
001	103522	CH	1 13571	RED BALLOON BOOKSHOP	05/26/2023	\$400.00	153405	E 01 797 203 012 163 460	SERVICE CHARGE
001	103522	CH	1 13571	RED BALLOON BOOKSHOP	05/26/2023	\$304.56	153406	E 01 797 203 012 163 460	BOOK ORDER
Check Total:						\$704.56			
001	103523	CH	1 09219	SANTRIZOS, SCOTT	05/26/2023	\$95.00	153418	E 11 300 296 125 000 305	9TH SOFTBALL OFFICIAL VS BUFFALO
Check Total:						\$95.00			
001	103524	CH	1 10762	SCHLICHTER, EUGENE	05/26/2023	\$95.00	153419	E 11 300 296 125 000 305	V SOFTBALL OFFICIAL VS BUFFALO
Check Total:						\$95.00			
001	103525	CH	1 13642	SOCIAL CLUB SIMPLE	05/26/2023	\$60.00	153407	E 04 500 560 080 321 305	INSTAGRAM FOR BUSINESS 05/16/2023
Check Total:						\$60.00			
001	103526	CH	1 10469	TENGWALL, CHRIS	05/26/2023	\$143.00	153409	E 11 300 296 162 000 305	JV/V LACROSSE OFFICIAL VS BRAINERI
001	103526	CH	1 10469	TENGWALL, CHRIS	05/26/2023	\$25.00	153410	E 11 300 296 162 000 366	MILEAGE
001	103526	CH	1 10469	TENGWALL, CHRIS	05/26/2023	\$59.00	153420	E 11 300 296 162 000 305	JV LACROSSE OFFICIAL VS ST MIICHAE
001	103526	CH	1 10469	TENGWALL, CHRIS	05/26/2023	\$25.00	153421	E 11 300 296 162 000 366	MILEAGE
Check Total:						\$252.00			
001	103527	CH	1 13092	THE BARN QUILT LADY	05/26/2023	\$150.00	153408	E 04 500 560 080 321 305	PAINT YOUR BARN QUILT CLASS 04/15/2
Check Total:						\$150.00			
001	103528	CH	1 12068	THE WATSON COMPANY, INC.	05/26/2023	\$314.18	153412	E 11 300 298 000 000 490	HS CONCESSIONS
Check Total:						\$314.18			
001	103529	CH	1 13212	THREE SONS HARDWARE LLC	05/26/2023	\$44.45	153411	E 01 300 810 000 000 350	HS MAINT
001	103529	CH	1 13212	THREE SONS HARDWARE LLC	05/26/2023	\$4.03	153411	E 01 201 810 000 000 350	MS MAINT
001	103529	CH	1 13212	THREE SONS HARDWARE LLC	05/26/2023	\$127.62	153411	E 01 300 361 000 830 433	HS SHOP
001	103529	CH	1 13212	THREE SONS HARDWARE LLC	05/26/2023	\$30.56	153411	E 04 500 560 157 321 401	CE
Check Total:						\$206.66			
001	103530	CH	1 13294	WEINER, BENJAMIN	05/26/2023	\$143.00	153422	E 11 300 294 162 000 305	JV/V BOYS LACROSSE OFFICIAL VS ST
001	103530	CH	1 13294	WEINER, BENJAMIN	05/26/2023	\$28.40	153423	E 11 300 294 162 000 366	MILEAGE
Check Total:						\$171.40			
001	103531	CH	1 03003	WEST MUSIC COMPANY	05/26/2023	\$169.99	153414	E 01 201 259 000 000 430	Latin Percussion LPA 1331
001	103531	CH	1 03003	WEST MUSIC COMPANY	05/26/2023	\$228.00	153414	E 01 201 259 000 000 430	Markerboard People
001	103531	CH	1 03003	WEST MUSIC COMPANY	05/26/2023	\$31.84	153414	E 01 201 259 000 000 430	Freight
Check Total:						\$429.83			
001	103532	CH	1 10633	WOLD ARCHITECTS, INC	05/26/2023	\$10,436.71	153415	E 06 100 870 000 000 305	PROJECT ID #22D100.01B INDY ES REN

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 5/31/2023

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	103532	CH	1	10633	WOLD ARCHITECTS, INC	05/26/2023	\$4,283.84	153416	E 06 110 870 000 000 305	PROJECT ID #22G110.01B LIBERTY ES F	
001	103532	CH	1	10633	WOLD ARCHITECTS, INC	05/26/2023	\$10,322.17	153417	E 06 300 870 000 000 305	PROJECT ID #22E300.01B HS RENOVATI	
Check Total:							\$25,042.72				
001	103533	CH	1	01165	XCEL ENERGY-NSP	05/26/2023	\$2,202.34	153413	E 01 110 810 000 000 330	LIBERTY GAS P 302291437 APRIL 2023	
Check Total:							\$2,202.34				
Bank 001 Total:							\$757,668.07				
Report Total:							\$757,668.07				

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 05/01/2023 - 5/31/2023

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1 01038	CITY OF BIG LAKE	05/05/2023	\$1,267.19	152976	E 01 110 810 000 000 332	Water/Sewer Liberty 03/06/2023-04/10/2023
001		CC	1 01038	CITY OF BIG LAKE	05/05/2023	\$1,134.17	152979	E 01 201 810 000 000 332	Water/Sewer MS 03/06/2023-04/10/2023
001		CC	1 01038	CITY OF BIG LAKE	05/05/2023	\$1,980.26	152983	E 01 300 810 000 000 332	Water/Sewer HS 03/06/2023-04/10/2023
001		CC	1 01038	CITY OF BIG LAKE	05/05/2023	\$1,300.23	152984	E 01 100 810 000 000 332	Water/Sewer Indy 03/06/2023-04/10/2023
001		CC	1 01038	CITY OF BIG LAKE	05/05/2023	\$33.24	152992	E 01 005 810 000 000 332	Water/Sewer Admissions 03/21/2023-04/20/2023
001		CC	1 01038	CITY OF BIG LAKE	05/05/2023	\$33.24	152998	E 01 005 810 000 000 332	Water/Sewer Bathrooms 03/21/2023-04/20/2023
001		CC	1 01038	CITY OF BIG LAKE	05/05/2023	\$30.00	153041	E 01 100 203 012 150 303	Wright Crossing park shelter
001		CC	1 01038	CITY OF BIG LAKE	05/05/2023	(\$30.00)	153041	E 01 100 203 012 150 303	Wright Crossing park shelter
001		CC	1 01038	CITY OF BIG LAKE	05/05/2023	\$30.00	153041	E 04 500 570 000 321 305	Wright Crossing Park Shelter
001		CC	1 01038	CITY OF BIG LAKE	05/05/2023	\$1,897.52	153138	E 01 300 810 000 000 332	HS Water/Sewer 02/03/2023-03/06/2023
001		CC	1 01038	CITY OF BIG LAKE	05/05/2023	\$998.23	153140	E 01 100 810 000 000 332	Indy Water/Sewer 02/03/2023-03/06/2023
001		CC	1 01038	CITY OF BIG LAKE	05/05/2023	\$1,013.37	153142	E 01 201 810 000 000 332	MS Water/Sewer 02/03/2023-03/06/2023
001		CC	1 01038	CITY OF BIG LAKE	05/05/2023	\$33.24	153143	E 01 005 810 000 000 332	Admissions Water/Sewer 02/03/2023-03/06/2023
001		CC	1 01038	CITY OF BIG LAKE	05/05/2023	\$33.24	153144	E 01 005 810 000 000 332	Bathrooms Water/Sewer 02/03/2023-03/06/2023
001		CC	1 01038	CITY OF BIG LAKE	05/05/2023	\$1,085.99	153146	E 01 110 810 000 000 332	Liberty Water/Sewer 02/03/2023-03/06/2023
001		CC	1 01048	DEMCO INC	05/05/2023	\$231.24	153018	E 01 100 620 000 000 401	PO 31778 Indy Media Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	05/05/2023	\$3,680.09	152996	E 01 110 810 000 000 401	PO 31898 Liberty Cleaning Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	05/05/2023	\$43.26	153026	E 01 300 810 000 000 401	PO 31864 HS Cleaning Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	05/05/2023	\$2,165.72	153042	E 01 300 810 000 000 401	PO 31864 HS Cleaning Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	05/05/2023	\$162.12	153064	E 01 201 810 000 000 401	PO 31717 MS Misc Cleaning Supplies
001		CC	1 01131	STAR TRIBUNE	05/05/2023	\$62.27	153132	E 01 005 020 000 000 820	Subscription
001		CC	1 01146	MONTICELLO PRINTING	05/05/2023	\$149.87	153070	E 01 005 110 000 000 401	PO 31654: DO Window Envelopes # 10
001		CC	1 01146	MONTICELLO PRINTING	05/05/2023	\$221.52	153072	E 01 201 208 000 000 401	Middle School #10 Window envelopes
001		CC	1 01188	SCHOLASTIC INC	05/05/2023	\$284.00	153062	E 04 500 580 241 325 430	ECFE in the Park
001		CC	1 01188	SCHOLASTIC INC	05/05/2023	\$762.70	153108	E 01 100 203 290 000 401	books for Buzz's Bookstore
001		CC	1 01188	SCHOLASTIC INC	05/05/2023	\$1,809.00	153115	E 04 500 580 241 325 430	ECFE in the Park books
001		CC	1 01881	ANDERSON'S	05/05/2023	\$59.73	153005	E 11 300 289 000 000 401	Feather Mask Silhouette (Prom Supplies) P
001		CC	1 01908	MINNESOTA HISTORICAL SOCIETY	05/05/2023	\$45.00	153125	E 01 201 270 000 000 430	MNHS Membership A Bischoff
001		CC	1 01908	MINNESOTA HISTORICAL SOCIETY	05/05/2023	\$45.00	153127	E 01 201 270 000 000 430	MNHS Membership- A Segner
001		CC	1 02231	NASSP	05/05/2023	\$1,350.00	153129	E 01 300 211 000 799 305	Prepare Safety Training Materials
001		CC	1 02367	SOUTHEASTERN PERFORMAMCE APP	05/05/2023	\$949.63	152995	E 11 300 291 128 000 401	PO 31605 Tuxedo Coat/Pants/Cummerbun
001		CC	1 02427	FOLLETT SCHOOL SOLUTIONS, INC.	05/05/2023	\$387.46	153034	E 01 100 620 000 000 470	PO 30709 Indy Media Supplies
001		CC	1 02427	FOLLETT SCHOOL SOLUTIONS, INC.	05/05/2023	\$431.96	153067	E 01 100 620 000 000 470	PO 31599 Indy Supplies
001		CC	1 02427	FOLLETT SCHOOL SOLUTIONS, INC.	05/05/2023	\$50.19	153067	E 05 100 620 000 302 470	PO 31599 Indy Supplies

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 05/01/2023 - 5/31/2023

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1	02499	J.W. PEPPER OF MINNEAPOLIS	05/05/2023	\$630.00	153120	E 01 300 259 000 000 430	PO 31693 Choir Supplies
001		CC	1	03351	GOPHER SPORT	05/05/2023	\$3,933.31	153081	E 01 300 240 000 000 430	PO 31714 HS PE Supplies
001		CC	1	03351	GOPHER SPORT	05/05/2023	(\$145.39)	153081	E 01 300 240 000 000 430	PO 31714 HS PE Supplies
001		CC	1	03351	GOPHER SPORT	05/05/2023	(\$16.15)	153081	E 01 300 240 000 000 430	PO 31714 HS PE Supplies
001		CC	1	03351	GOPHER SPORT	05/05/2023	\$223.29	153081	E 01 300 240 000 000 430	PO 31714 HS PE Supplies
001		CC	1	03351	GOPHER SPORT	05/05/2023	\$242.54	153083	E 01 300 240 000 000 430	PO 21771 HS PE Supplies
001		CC	1	03849	DISCOUNT SCHOOL SUPPLY	05/05/2023	\$60.11	153038	E 12 100 401 000 740 401	PO 31779 Indy Supplies
001		CC	1	03849	DISCOUNT SCHOOL SUPPLY	05/05/2023	\$40.80	153038	E 12 100 401 000 740 401	PO 31779 Indy Supplies
001		CC	1	04063	THE LIBRARY STORE, INC.	05/05/2023	\$141.34	153035	E 01 201 620 000 000 401	PO 31839 MS Media Supplies
001		CC	1	04250	BUREAU OF EDUCATION & RESEARCH	05/05/2023	\$159.00	153101	E 12 100 407 000 740 366	course registration for B. Miesen
001		CC	1	04336	MASBO	05/05/2023	\$290.00	153116	E 01 005 020 000 000 366	2023 Masbo Conference (Tim Trueebenba
001		CC	1	04524	TEACHER'S DISCOVERY	05/05/2023	\$44.98	153069	E 01 201 270 000 000 430	PO 31806 WWII Propoganda Mini Poster S
001		CC	1	04874	AMAZON.COM	05/05/2023	\$171.80	153103	E 01 005 630 000 000 455	Bulk Earbud Headphones Multi
001		CC	1	04874	AMAZON.COM	05/05/2023	\$47.94	153121	E 01 005 630 000 000 455	90 Degree USB Adapters
001		CC	1	04874	AMAZON.COM	05/05/2023	\$131.94	153130	E 01 005 630 000 000 455	Personal device Wifi Routers
001		CC	1	04944	DOMINO'S PIZZA	05/05/2023	\$264.47	153046	E 04 500 560 157 321 490	CE Musical - Cast meal
001		CC	1	05264	BSN SPORTS	05/05/2023	\$150.00	152986	E 05 300 292 000 302 530	PO 31884 Baseball Pants
001		CC	1	05264	BSN SPORTS	05/05/2023	\$273.83	153006	E 11 300 293 162 000 401	Athletic Supplies
001		CC	1	05264	BSN SPORTS	05/05/2023	\$400.27	153006	E 11 300 294 162 000 401	Athletic Supplies
001		CC	1	05264	BSN SPORTS	05/05/2023	\$115.20	153006	E 11 300 295 162 000 401	Athletic Supplies
001		CC	1	05264	BSN SPORTS	05/05/2023	\$110.70	153006	E 11 300 296 162 000 401	Athletic Supplies
001		CC	1	05264	BSN SPORTS	05/05/2023	(\$180.00)	153006	E 05 300 292 000 302 530	Athletic Supplies
001		CC	1	05264	BSN SPORTS	05/05/2023	\$428.50	153071	E 11 300 293 114 000 401	PO 31680 Track Supplies
001		CC	1	05264	BSN SPORTS	05/05/2023	\$428.50	153071	E 11 300 295 114 000 401	PO 31680 Track Supplies
001		CC	1	05351	HOME DEPOT	05/05/2023	\$48.12	153017	E 01 300 331 000 830 433	HS FACS gardening supplies
001		CC	1	05351	HOME DEPOT	05/05/2023	\$59.97	153060	E 04 500 580 000 325 430	ECFE and SR Supplies
001		CC	1	05351	HOME DEPOT	05/05/2023	\$59.97	153060	E 04 500 596 000 344 401	ECFE and SR Supplies
001		CC	1	05351	HOME DEPOT	05/05/2023	\$89.97	153098	E 01 300 810 000 000 350	B&G Supplies
001		CC	1	05351	HOME DEPOT	05/05/2023	\$30.32	153098	E 01 005 810 000 000 350	B&G Supplies
001		CC	1	05351	HOME DEPOT	05/05/2023	\$1,259.98	153099	E 05 005 865 000 367 401	EZ-Access Gateway 3G 8 ft Aluminum
001		CC	1	05351	HOME DEPOT	05/05/2023	\$84.39	153139	E 01 300 331 000 830 433	HS FACS garden supplies
001		CC	1	05555	MN BOARD OF SCHOOL ADMIN.	05/05/2023	\$2.15	153088	E 01 300 050 000 000 820	Service Fee
001		CC	1	05555	MN BOARD OF SCHOOL ADMIN.	05/05/2023	\$2.15	153088	E 01 201 050 000 000 820	Service Fee
001		CC	1	05555	MN BOARD OF SCHOOL ADMIN.	05/05/2023	\$2.15	153088	E 01 300 605 000 000 820	Service Fee

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 05/01/2023 - 5/31/2023

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001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/05/2023	\$2.15	153088	E 01 300 605 000 000 820	Service Fee
001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/05/2023	\$2.15	153088	E 01 400 050 000 000 820	Service Fee
001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/05/2023	\$2.15	153088	E 01 110 050 000 000 820	Service Fee
001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/05/2023	\$2.15	153088	E 01 110 605 000 000 820	Service Fee
001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/05/2023	\$2.15	153088	E 01 100 050 000 000 820	Service Fee
001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/05/2023	\$2.15	153088	E 01 005 610 000 000 820	Service Fee
001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/05/2023	\$2.15	153088	E 01 100 605 000 000 820	Service Fee
001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/05/2023	\$2.15	153088	E 01 005 020 000 000 820	Service Fee
001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/05/2023	\$2.15	153088	E 04 500 505 000 321 820	Service Fee
001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/05/2023	\$100.00	153095	E 01 201 050 000 000 820	Dues
001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/05/2023	\$100.00	153095	E 01 300 050 000 000 820	Dues
001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/05/2023	\$100.00	153095	E 01 300 605 000 000 820	Dues
001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/05/2023	\$100.00	153095	E 01 300 605 000 000 820	Dues
001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/05/2023	\$100.00	153095	E 01 400 050 000 000 820	Dues
001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/05/2023	\$100.00	153095	E 01 110 050 000 000 820	Dues
001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/05/2023	\$100.00	153095	E 01 110 605 000 000 820	Dues
001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/05/2023	\$100.00	153095	E 01 100 050 000 000 820	Dues
001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/05/2023	\$100.00	153095	E 01 100 605 000 000 820	Dues
001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/05/2023	\$100.00	153095	E 01 005 610 000 000 820	Dues
001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/05/2023	\$100.00	153095	E 01 005 020 000 000 820	Dues
001		CC	1 05555	MN BOARD OF SCHOOL ADMIN.	05/05/2023	\$100.00	153095	E 04 500 505 000 321 820	Dues
001		CC	1 05685	INSECT LORE	05/05/2023	\$44.47	153030	E 04 500 596 000 344 430	SR / ECFE Supplies
001		CC	1 05685	INSECT LORE	05/05/2023	\$44.46	153030	E 04 500 580 000 325 430	SR / ECFE Supplies
001		CC	1 06051	FINKEN WATER CENTERS	05/05/2023	\$93.45	152990	E 01 005 810 000 000 332	Drinking Water
001		CC	1 06051	FINKEN WATER CENTERS	05/05/2023	\$68.95	153085	E 01 100 810 000 000 401	Softener Salt
001		CC	1 06051	FINKEN WATER CENTERS	05/05/2023	\$31.45	153085	E 01 201 810 000 000 401	Softener Salt
001		CC	1 06051	FINKEN WATER CENTERS	05/05/2023	\$60.70	153085	E 01 300 810 000 000 401	Softener Salt
001		CC	1 06105	COMMITTEE FOR CHILDREN	05/05/2023	\$5,939.00	152977	E 12 201 408 011 640 406	PO 31894 Second Step Elementary and Mi
001		CC	1 06130	COBORN'S INC.	05/05/2023	\$9.96	153013	E 01 005 010 000 000 490	Finance Committee Meeting 04.20.2023
001		CC	1 06190	MNAFEE	05/05/2023	\$65.00	153075	E 04 500 580 000 325 366	MNAFEE Training
001		CC	1 06190	MNAFEE	05/05/2023	\$60.00	153076	E 04 500 580 000 325 366	MNAFEE Training
001		CC	1 06327	THREE RIVERS PARK DISTRICT	05/05/2023	\$360.00	153016	E 01 110 203 012 160 369	Liberty Permits Fieldtrip
001		CC	1 06563	HEARTLAND SCHOOL SOLUTIONS	05/05/2023	23 \$21,699.00	153092	E 02 005 770 000 701 465	Optical Scanner, Pin Pad, POS Terminal
001		CC	1 08066	TARGET	05/05/2023	\$7.87	153091	E 01 110 203 011 159 401	Homeless Clothing \$50.61 billed separately

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 05/01/2023 - 5/31/2023

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001		CC	1 08066	TARGET	05/05/2023	\$50.61	153102	E 01 110 203 011 159 401	Homeless Clothing \$7.87 billed separately
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	05/05/2023	\$1.96	153105	E 04 500 505 000 321 305	Long Distance CE March 2023
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	05/05/2023	\$19.93	153106	E 01 100 810 000 000 320	Indy Long Distance March 2023
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	05/05/2023	\$26.81	153109	E 01 110 810 000 000 320	Liberty Long Distance March 2023
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	05/05/2023	\$11.95	153110	E 01 300 810 000 000 320	HS Long Distance March 2023
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	05/05/2023	\$15.30	153111	E 01 201 810 000 000 320	MS Long Distance March 2023
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	05/05/2023	\$32.04	153113	E 01 005 810 000 000 320	DO Long Distance March 2023
001		CC	1 08347	WALMART	05/05/2023	\$141.86	153007	E 01 300 790 000 699 401	General Supplies
001		CC	1 08347	WALMART	05/05/2023	\$175.36	153043	E 01 110 203 902 000 401	Staff appreciation supplies
001		CC	1 08347	WALMART	05/05/2023	\$9.96	153074	E 04 500 580 000 325 430	ECFE and KC Supplies
001		CC	1 08347	WALMART	05/05/2023	\$26.46	153074	E 04 500 570 000 321 401	ECFE and KC Supplies
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	05/05/2023	\$55.20	153024	E 01 110 203 000 000 401	PO 31843 Deluxe Colored Paper 20lb bonc
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	05/05/2023	\$418.35	153049	E 01 110 203 000 000 430	PO 31769 Liberty Supplies
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	05/05/2023	\$64.74	153050	E 01 300 050 000 000 401	PO 31821 HS Supplies
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	05/05/2023	\$20.70	153063	E 01 100 203 312 000 401	PO 31795 Indy STEM Supplies
001		CC	1 09044	MENARDS - ELK RIVER	05/05/2023	\$223.39	153014	E 01 005 810 000 000 350	B&G Supplies
001		CC	1 09044	MENARDS - ELK RIVER	05/05/2023	\$158.26	153014	E 01 005 810 000 000 350	B&G Supplies
001		CC	1 09044	MENARDS - ELK RIVER	05/05/2023	\$1,883.32	153079	E 01 300 361 000 830 433	PO 31730 \$1,883.32, B&G \$533.85
001		CC	1 09044	MENARDS - ELK RIVER	05/05/2023	\$533.85	153079	E 01 005 810 000 000 401	PO 31730 \$1,883.32, B&G \$533.85
001		CC	1 09217	HORIZON COMMERCIAL POOL SUPPLY	05/05/2023	\$694.00	153025	E 01 300 810 000 000 305	HS pool repairs
001		CC	1 09217	HORIZON COMMERCIAL POOL SUPPLY	05/05/2023	\$1,501.60	153145	E 01 300 810 000 000 404	HS Pool Supplies
001		CC	1 09450	MIDWEST SPECIAL INSTRUMENTS	05/05/2023	\$360.00	152994	E 01 005 720 000 000 350	PO 31762 Audiometers recalibrated for Hez
001		CC	1 09596	LEARNING ALLY	05/05/2023	\$1,705.53	153054	E 01 100 203 602 000 406	Third Installment Due 12/31/22
001		CC	1 09596	LEARNING ALLY	05/05/2023	\$1,705.53	153054	E 01 110 203 602 000 406	Third Installment Due 12/31/22
001		CC	1 09596	LEARNING ALLY	05/05/2023	\$1,705.53	153054	E 01 201 208 602 000 406	Third Installment Due 12/31/22
001		CC	1 09596	LEARNING ALLY	05/05/2023	\$1,705.54	153054	E 01 300 211 602 000 406	Third Installment Due 12/31/22
001		CC	1 09649	TWINS BALLPARK, LLC	05/05/2023	\$5,530.00	153117	E 01 201 260 214 000 369	6th Grade Field Trip Tickets
001		CC	1 10052	MinnSPRA Membership Services	05/05/2023	\$100.00	153051	E 01 005 107 000 000 366	District Communications - Conference- MP
001		CC	1 10105	SUPER DUPER PUBLICATIONS	05/05/2023	\$280.35	152989	E 12 201 401 000 740 433	PO 31814 MS Supplies
001		CC	1 10322	MUSIC THEATRE INTERNATIONAL	05/05/2023	\$56.52	153097	E 04 500 560 157 321 305	CE Musical
001		CC	1 10338	ADAM'S PEST CONTROL, INC.	05/05/2023	\$41.60	153087	E 01 300 810 000 000 305	HS Target Pests
001		CC	1 10434	MAJESTIC CREATIONS	05/05/2023	\$55.00	153021	E 01 005 010 000 000 401	Bamboo Cribbage Board (Majestic Creator
001		CC	1 10434	MAJESTIC CREATIONS	05/05/2023	\$86.50	153123	E 01 005 020 000 000 401	Black Ogio Corporate City Corp Messenge
001		CC	1 10497	GEYER INSTRUCTIONAL PRODUCTS	05/05/2023	\$336.50	152997	E 01 300 256 000 000 430	PO 31735 HS Graph Paper (Geyer Instruct

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 05/01/2023 - 5/31/2023

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Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description		
001		CC	1 10498	PEARSON EDUCATION, INC.	05/05/2023	\$403.86	153037	E 12 110 401 000 740 433	PO 31640 Liberty Supplies		
001		CC	1 10512	CASEY'S	05/05/2023	\$30.04	153008	E 01 005 010 000 000 490	Finance Committee Meeting 04/20/2023		
001		CC	1 10575	CONSTANT CONTACT	05/05/2023	\$195.00	153112	E 04 500 505 000 321 305	CE Marketing		
001		CC	1 10586	AUSCO DESIGN &MARKETING	05/05/2023	\$250.00	153055	E 04 500 560 000 321 401	CE Volleyball Shirts		
001		CC	1 10619	4IMPRINT	05/05/2023	\$3,971.07	153044	E 04 500 505 000 321 401	CE Supplies (Stem Shirts)		
001		CC	1 10738	KWIK TRIP EXTENDED NETWORK	05/05/2023	\$10.74	153119	E 11 300 292 000 000 366	HS Athletic Conference		
001		CC	1 12027	GODADDY.COM	05/05/2023	\$899.98	153040	E 01 005 630 000 000 505	Standard Wildcard SSL Renewal		
001		CC	1 12031	LANGUAGELINE Solutions	05/05/2023	\$165.90	153011	E 01 201 219 000 317 358	MS Interpreter 04/04 & 04/06		
001		CC	1 12031	LANGUAGELINE Solutions	05/05/2023	\$51.35	153066	E 01 201 219 000 317 305	Interpreter 04/06/2023		
001		CC	1 12031	LANGUAGELINE Solutions	05/05/2023	\$27.65	153080	E 01 201 219 000 317 305	Interpreter 04/04/2023		
001		CC	1 12129	SIPTRUNK, INC	05/05/2023	\$70.05	153114	E 01 005 630 000 000 320	Back up phones		
001		CC	1 12187	CHIPOLTE MEXICAN RESTURANT	05/05/2023	\$13.47	153137	E 11 300 292 000 000 366	HS Athletic Conference		
001		CC	1 12236	HEALY AWARDS INC	05/05/2023	\$49.16	153078	E 11 300 292 000 000 401	PO 31744 9" x 12" vividcolor plaque - w/ind		
001		CC	1 12304	SAM'S CLUB	05/05/2023	\$9.48	153052	E 01 300 790 000 699 401	Drinks for Epic Event		
001		CC	1 12304	SAM'S CLUB	05/05/2023	\$0.73	153052	E 01 005 110 999 000 401	Drinks for Epic Event		
001		CC	1 12304	SAM'S CLUB	05/05/2023	\$122.91	153053	E 01 300 790 000 699 401	Snacks and supplies for Epic Event		
001		CC	1 12304	SAM'S CLUB	05/05/2023	\$5.91	153053	E 01 005 110 999 000 401	Snacks and supplies for Epic Event		
001		CC	1 12418	USPS	05/05/2023	\$18.05	153032	E 01 400 203 000 000 329	Postage		
001		CC	1 12418	USPS	05/05/2023	\$12.90	153039	E 01 400 203 000 000 329	Postage		
001		CC	1 12418	USPS	05/05/2023	\$16.05	153058	E 01 005 110 000 000 329	Postage		
001		CC	1 12418	USPS	05/05/2023	\$8.13	153100	E 01 005 105 000 000 329	Postage		
001		CC	1 12418	USPS	05/05/2023	\$20.75	153107	E 01 400 203 000 000 329	Postage		
001		CC	1 12418	USPS	05/05/2023	\$12.05	153124	E 01 400 203 000 000 329	Postage		
001		CC	1 12442	SCHEELS	05/05/2023	\$90.00	153136	E 01 005 241 204 000 401	Wellness		
001		CC	1 12463	WIX.COM	05/05/2023	\$372.00	153004	E 01 005 630 000 000 305	Website Builder		
001		CC	1 12464	FLIGHT DECK ATHLETICS	05/05/2023	\$260.88	153061	E 11 300 294 114 000 401	HS Track Supplies		
001		CC	1 12464	FLIGHT DECK ATHLETICS	05/05/2023	\$260.88	153061	E 11 300 296 114 000 401	HS Track Supplies		
001		CC	1 12484	HUBBARD ELECTRIC INC	05/05/2023	\$976.08	153094	E 01 110 810 000 000 350	B&G Supplies		
001		CC	1 12484	HUBBARD ELECTRIC INC	05/05/2023	\$419.04	153094	E 01 201 810 000 000 350	B&G Supplies		
001		CC	1 12657	PARTY CITY	05/05/2023	\$83.50	153056	E 04 500 560 157 321 401	CE Musical		
001		CC	1 12808	EDPUZZLE	05/05/2023	\$12.50	153057	E 01 201 270 000 000 430	Purchase Edpuzzle Pro Teacher Jeff Pintok		
001		CC	1 12808	EDPUZZLE	05/05/2023	\$12.50	153059	E 01 201 270 000 000 430	Ed Puzzle Teacher Pro- JB		
001		CC	1 12851	NEW YORK TIMES	05/05/2023	\$17.00	153082	E 01 300 220 000 000 430	Spaulding Subscription	25	
001		CC	1 12891	WILSON LANGUAGE TRAINING	05/05/2023	\$524.88	153036	E 05 100 203 602 302 460	PO 31796 Indy Supplies		

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 05/01/2023 - 5/31/2023

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1	13039	FAIRY DUST TREACHING	05/05/2023	\$47.00	153089	E 04 500 580 000 325 366	ECFE Training
001		CC	1	13058	ID ENHANCEMENTS, INC.	05/05/2023	\$369.00	153022	E 01 005 810 000 000 401	Reader with Keypad, Standard Profile with
001		CC	1	13058	ID ENHANCEMENTS, INC.	05/05/2023	(\$449.00)	153029	E 01 005 810 000 000 350	Profile Reader and Keypad
001		CC	1	13058	ID ENHANCEMENTS, INC.	05/05/2023	\$896.00	153029	E 01 005 810 000 000 350	Profile Reader and Keypad
001		CC	1	13072	CINTAS CORPORATION NO 2	05/05/2023	\$157.91	153073	E 01 300 810 350 000 305	Uniform Services (\$5.10 Discount) March 2
001		CC	1	13072	CINTAS CORPORATION NO 2	05/05/2023	\$157.88	153073	E 01 100 810 350 000 305	Uniform Services (\$5.10 Discount) March 2
001		CC	1	13072	CINTAS CORPORATION NO 2	05/05/2023	\$157.88	153073	E 01 201 810 350 000 305	Uniform Services (\$5.10 Discount) March 2
001		CC	1	13072	CINTAS CORPORATION NO 2	05/05/2023	\$157.88	153073	E 01 110 810 350 000 305	Uniform Services (\$5.10 Discount) March 2
001		CC	1	13072	CINTAS CORPORATION NO 2	05/05/2023	(\$5.10)	153073	E 01 300 810 350 000 305	Uniform Services (\$5.10 Discount) March 2
001		CC	1	13074	CLIA LABORATORY PROGRAM	05/05/2023	\$180.00	153000	E 05 005 865 000 352 305	Clia Laboratory User Fees
001		CC	1	13106	CADCA ALEXANDRA VA	05/05/2023	\$500.00	153028	E 01 300 790 000 699 366	Youth Leadership Event
001		CC	1	13106	CADCA ALEXANDRA VA	05/05/2023	\$745.00	153031	E 01 300 790 000 699 366	Youth Leadership event
001		CC	1	13109	INN ON LAKE SUPERIOR	05/05/2023	\$353.40	152978	E 01 005 730 012 160 366	MACMH 04/23/23-04/26/2023 (Cara Miller)
001		CC	1	13109	INN ON LAKE SUPERIOR	05/05/2023	\$353.40	152980	E 01 005 730 012 160 366	MACMH 04/23/23-04/26/2023 (Amber Mar
001		CC	1	13109	INN ON LAKE SUPERIOR	05/05/2023	\$353.40	152981	E 01 005 730 012 160 366	MACMH 04/23/23-04/26/2023 (Jona Deave
001		CC	1	13109	INN ON LAKE SUPERIOR	05/05/2023	\$353.40	152982	E 01 100 203 012 150 430	MACMH 04/23/23-04/26/2023 (Scott Pierce
001		CC	1	13109	INN ON LAKE SUPERIOR	05/05/2023	\$353.40	152985	E 01 005 730 012 160 366	MACMH 04/23/23-04/26/2023 (Minda Ande
001		CC	1	13109	INN ON LAKE SUPERIOR	05/05/2023	\$353.40	152987	E 01 005 730 012 160 366	MACMH 04/23/23-04/26/2023 (Shallyn Torc
001		CC	1	13109	INN ON LAKE SUPERIOR	05/05/2023	\$494.08	152988	E 01 005 730 012 160 366	MACMH 04/23/23-04/26/2023 (Emily Wrog
001		CC	1	13109	INN ON LAKE SUPERIOR	05/05/2023	\$353.40	152991	E 01 005 730 012 160 366	MACMH 04/23/23-04/26/2023 (Kelsey Star
001		CC	1	13109	INN ON LAKE SUPERIOR	05/05/2023	\$353.40	152993	E 01 005 730 012 160 366	MACMH 04/23/23-04/26/2023 (Deb Terlind
001		CC	1	13109	INN ON LAKE SUPERIOR	05/05/2023	\$353.40	152999	E 01 005 730 012 160 366	MACMH 04/23/23-04/26/2023 (Stephanie f
001		CC	1	13138	CHICK-FIL-A	05/05/2023	\$22.56	153118	E 01 005 110 999 000 401	State HS Meeting
001		CC	1	13141	CANVA	05/05/2023	\$119.99	153009	E 01 300 790 000 699 405	Canva Membership
001		CC	1	13185	PATRIOT NEWS MN	05/05/2023	\$87.50	153019	E 01 005 010 000 000 305	April 15, Legal (Week 1)
001		CC	1	13185	PATRIOT NEWS MN	05/05/2023	\$206.25	153068	E 01 005 010 000 000 305	April 1, Legal (Week 1)
001		CC	1	13185	PATRIOT NEWS MN	05/05/2023	\$68.75	153141	E 01 005 010 000 000 305	Mar 18, Legal (week 1)
001		CC	1	13234	MEETINGS NORTHWEST	05/05/2023	\$525.00	153048	E 01 300 790 000 699 366	Montana Institute Livestream Event
001		CC	1	13246	HERITAGE EMBROIDERY & DESIGN	05/05/2023	\$160.00	153020	E 11 300 296 124 000 401	Hammock Volleyball Cart
001		CC	1	13262	LATER.COM INSTAGRAM	05/05/2023	\$150.00	153077	E 01 300 790 000 699 303	Social media posting support
001		CC	1	13274	OOSHIRTS.COM	05/05/2023	\$637.13	153090	E 04 500 560 157 321 436	CE Musical Shirts
001		CC	1	13277	JELLYFISH GRAPHICS	05/05/2023	\$1,017.00	153003	E 01 300 790 000 699 401	PCN T-Shirts
001		CC	1	13342	NOAHS ARK ANIMAL	05/05/2023	26 \$2,947.80	153027	E 04 500 570 000 321 369	Field Trips
001		CC	1	13455	GRANDSTAY ST CLOUD	05/05/2023	\$134.03	153122	E 11 300 292 000 000 366	HS Athletic Conference

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 05/01/2023 - 5/31/2023

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1	13513	HEALTH E LEARNING	05/05/2023	\$30.00	153084	E 04 500 583 000 354 366	ECS Vision Training
001		CC	1	13513	HEALTH E LEARNING	05/05/2023	\$0.65	153086	E 04 500 583 000 354 366	EC Vision Training
001		CC	1	13513	HEALTH E LEARNING	05/05/2023	\$0.65	153093	E 04 500 583 000 354 366	ECS Hearing Training
001		CC	1	13513	HEALTH E LEARNING	05/05/2023	\$30.00	153096	E 04 500 583 000 354 366	ECS Hearing Training
001		CC	1	13579	NATIONAL ASSOCIATION OF SOCIAL W	05/05/2023	\$158.00	153135	E 01 300 740 000 000 820	Traci Luniewski Membership
001		CC	1	13590	STEM SUPPLIES	05/05/2023	\$83.94	153045	E 01 100 203 312 000 401	PO 31812 Indy Simple Machines Poster S
001		CC	1	13617	MINNESOTA CERTIFICATION BOARD	05/05/2023	\$125.00	153001	E 01 300 790 000 699 366	Certified prevention professional through th
001		CC	1	13618	TAVERN ON THE HILL	05/05/2023	\$456.23	153002	E 01 005 730 012 160 366	MACMH Conference Dinner - 18 staff mem
001		CC	1	13619	BOOMTOWN BREWERY	05/05/2023	\$50.62	153010	E 01 005 730 012 160 366	MACMH conference dinner - Teresa Smock
001		CC	1	13620	PS I LOVE YOU	05/05/2023	\$1,325.00	153012	E 04 500 560 157 321 436	CE Musical Concession Sales
001		CC	1	13621	BLUE EGG BAKERY	05/05/2023	\$175.50	153015	E 01 110 203 902 000 490	Staff Appreciation Breakfast
001		CC	1	13622	TROPHY CENTER	05/05/2023	\$75.04	153023	E 11 300 291 161 000 401	HS Math League Scholastic Pins
001		CC	1	13623	BIG LAKE BASEBALL BOOSTER	05/05/2023	\$500.00	153033	E 01 300 790 000 699 401	Baseball Banner
001		CC	1	13624	MPLS CONV CTR RAMP	05/05/2023	\$8.00	153047	E 01 005 610 000 000 366	STEM Conference Parking
001		CC	1	13626	PRIORITY TIRE LLC	05/05/2023	\$1,457.23	153065	E 01 005 810 000 000 350	B&G Tires
001		CC	1	13627	SPEECH TREE CO	05/05/2023	\$137.21	153104	E 12 110 401 000 740 433	Speech materials
001		CC	1	13628	ASCA	05/05/2023	\$129.00	153126	E 01 201 710 000 000 820	Anthony Trudeau Professional School Cour
001		CC	1	13629	U OF M PARKING	05/05/2023	\$6.00	153128	E 01 110 203 000 000 366	Parking - Job Fair
001		CC	1	13630	SMORE.COM	05/05/2023	\$99.00	153131	E 01 201 605 000 000 401	Randi Anderson weekly newsteleer
001		CC	1	13631	TACO JOHNS	05/05/2023	\$14.72	153133	E 11 300 292 000 000 366	HS Athletic Conference
001		CC	1	13632	PISIGNAGE.COM	05/05/2023	\$350.00	153134	E 01 005 630 000 000 505	Raspberry Pi signage Licenses

Check Total: \$110,026.16

Bank 001 Total:

Report Total:

Employee (Last, First Name)	Position	Building	Effective Date	Action Type
Egan, Matthew	Teacher	High School	08/28/2023	Rehire
Pueringer, Sara	Teacher	Middle School	08/28/2023	New Hire
Kroll, Samantha	Teacher	Independence	08/28/2023	New Hire
Lavalier-Kortenkamp, Brenna	Teacher	Independence	08/28/2023	New Hire
Warren, Kacie	Teacher	Liberty	08/28/2023	New Hire
Hanson, Michelle	District Health Coordinator /License	District Wide	08/28/2023	New Hire
Durushia, Heather	Administrative Assistant	Independence	06/02/2023	Resignation
Nelson, Rosemary	Teacher	Liberty	06/02/2023	Resignation
Forgey, Andrew	Paraeducator	Independence	06/01/2023	Resignation
Holthaus, Loren	Teacher	High School	06/02/2023	Resignation
Zachman, Adam	Maintenance Supervisor	Middle School	06/02/2023	Resignation
Brommer, Dawn	Teacher	High School	06/02/2023	Resignation

Extended Field Trip Request Form

Date of Request 4-25-23

School Big Lake High School

Class or group EPIC

Destination CADCA - Dallas, TX (grapevine, TX)

Purpose This conference equips participants with tools needed to take steps in their community to prevent underage drinking, drugs, & vaping

Dates of trip July 16-20

Number of Students Attending 4

Teacher(s)/Advisor(s) Brenda Larson

Chaperones (specify staff or parent)

1. <u>Alicia Maxwell</u>	6.
2. <u>Nicole Seafolk</u>	7.
3. <u>Heidi Dehmer</u>	8.
4.	9.
5.	10.

Mode of Transportation Plane, Rental car

Accommodations Jaylord Texan Hotel + Convention Center

Insurance Arrangements _____

Requesting Teacher/AD Signature [Signature] Date 4/25/23

Approved by Building Principal [Signature] Date 4/27/23

Approved by Superintendent [Signature] Date 4/28/23

Extended Field Trip Request Form

Date of Request 3-27-23

School Big Lake High School

Class or group Yearbook Editors

Destination Gustavus Adolphus College in St. Peter, MN

Purpose Yearbook

Dates of trip JUNE 27, 28 and 29th @ 8AM

Number of Students Attending 2

Teacher(s)/Advisor(s) Samantha Glover

Chaperones (specify staff or parent)

1. <u>Samantha Glover</u>	6.
2.	7.
3.	8.
4.	9.
5.	10.

Mode of Transportation Driving self -> all students drive themselves

Accommodations Dorms

Insurance Arrangements _____

Requesting Teacher/AD Signature [Signature] Date 4/17/23

Approved by Building Principal [Signature] Date 4/25/23

Approved by Superintendent [Signature] Date 5/8/23



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

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

Data Practices Compliance Official:

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

Data Practices Designee(s):

Tim Truebenbach
501 Minnesota Ave, Big Lake MN 55309
763-262-2536 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)

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)

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)
Lupulin Brewing Company	\$1,749.00	District Hornet Hospitality Room
Knights of Columbus	\$9,208.00	6 th grade field trip
Big Lake Spud Fest	\$4,000.00	Summer CE Kick Off
Par Aide Products	\$100.00	½ to each boys and girls golf teams
Walter Scheidecker	\$350.00	Baseball
New Creations	\$500.00	Senior scholarship
Boys Soccer Booster Club	\$1,613.74	Equipment
Big Lake Spud Fest	\$1,600.00	Year end staff celebration
Big Lake Spud Fest	\$9,000.00	\$5,000 towards Flex Farm, \$2,500.00 Kids Club and Hive Time toys and learning tools, \$1,500.00 youth basketball equipment
Big Lake Lions	\$6,000.00	Senior scholarships
Connexus Energy Foundation	\$3,000.00	Senior scholarships
Elizabeth Fagen	\$350.00	Teacher appreciation event

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted on May 25, 2023.

CASH REPORT FOR SCHOOL BOARD

BIG LAKE PUBLIC SCHOOLS

Independent School District # 727

for month: April 2023

101 - CASH ACCOUNTS					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$ 2,966,622	\$ 4,673,642	\$ (4,355,400)		\$ 3,284,864
Food Service	(\$2,182,890)	88,143	(220,454)		(\$2,315,201)
Community Service	(\$878,298)	308,859	(414,214)		(\$983,653)
Building Fund	\$0	436,663	(436,663)		\$0
Debt Service	\$457,462	-	-		\$457,462
Project fund- HVAC (Fund 15)	\$0	-	-		\$0
Custodial Fund (Fund 18)	\$1,588	-	-		\$1,588
OPEB Trust Fund	(\$17,822)	-	(235)		(\$18,057)
TOTAL PER BOOKS	346,662	5,507,307.00	(\$5,426,966)	\$0	427,003
				General Checking Account	\$427,003
				TOTAL PER BANK	\$427,003

102 - PETTY CASH ACCOUNT					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$2,644	-	(\$277)	-	\$2,367
				Petty Cash Checking Account	\$2,367
				TOTAL PER BANK	\$2,367

104 - INVESTMENT ACCOUNTS					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	(\$2,959,229)	\$ 4,577,548	\$ (4,225,271)		(\$2,606,952)
General Fd Operating Investments	\$13,006,247	26,253	-		\$13,032,500
Food Service	\$3,050,072	128,173	-		\$3,178,245
Community Service	\$2,133,912	14,705	-		\$2,148,617
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)	\$33,850	-	-		\$33,850
Facility Maintenance Invest. 2021A (Fd 15)	\$785,082	3,263	-		\$788,345
Facilities Investments 2022A (Fd 06)	\$21,801,183	43,714	(436,663)		\$21,408,234
OPEB Trust Fund	\$870,830	1,975	(16)		\$872,789
OPEB Trust Equities	\$559,309	10,376	-		\$569,685
TOTAL PER BOOKS	\$40,091,327	\$4,806,007	(\$4,661,950)	\$0	\$40,235,384
				MN Trust	\$3,529,981
				Operating Investments	\$13,032,500
				Refunding Bond Investments	\$0
				Building Fund Investments	\$22,230,429
				OPEB Trust	\$1,442,474
				TOTAL PER BANK	\$40,235,384

CASH AND INVESTMENT BALANCE SUMMARY BY FUND					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	\$ 13,016,284	\$ 9,277,443	\$ (8,580,948)	\$ -	\$ 13,712,779
Food Service	\$867,182	216,316	(220,454)	-	\$863,044
Community Service	\$1,255,614	323,564	(414,214)	-	\$1,164,964
Debt Service	1,301,383	-	-	-	1,301,383
Project Fund HVAC- Fund 15	\$785,082	3,263	-	-	\$788,345
Custodial Fund (Fund 18)	\$1,588	-	-	-	\$1,588
Bond Account Investments (fund 06)	\$21,801,183	\$480,377	(\$873,326)	\$0	\$21,408,234
OPEB Trust Fund	\$853,008	1,975	(251)	-	\$854,732
OPEB Trust Equities	\$559,309	10,376	-	-	\$569,685
TOTAL PER BOOKS	40,440,633	\$10,313,314	(\$10,089,193)	\$0	40,664,754
				Cash	\$427,003
				Petty Cash	\$2,367
		51		Investments	\$40,235,384
				TOTAL PER BANK	\$40,664,754

WIRE TRANSFER SUMMARY
Big Lake Public Schools
Independent School District #727
April 30, 2023

DATE	FROM	TO	AMOUNT	PURPOSE
4/3/2023	Old National-Checking	Heartland Pmt System	\$ 3,756.31	Nutri Kids Credit Card Fees
4/4/2023	Bremer	Old National-Checking	\$ 182.52	Employee ACH return
4/4/2023	Old National-Checking	Further	\$ 2,947.01	Flex Claim Pymts
4/4/2023	MN Trust-PMA	Old National-Checking	\$ 1,700,000.00	Payroll and Payroll AP
4/6/2023	Old National-Checking	SSI MN TRANCHE 2 LLC	\$ 4,906.63	Solar Contract
4/6/2023	Old National-Checking	USS MINNESOTA ONE MT	\$ 21,660.80	Solar Contract
4/6/2023	Old National-Checking	Delta Dental	\$ 28,897.76	Dental Insurance
4/7/2023	Old National-Checking	BLEM	\$ 8,711.88	Teacher Unions Dues
4/7/2023	Old National-Checking	Amazon	\$ 9,498.75	Invoice Payments
4/7/2023	Old National-Checking	EBC	\$ 60,096.48	403b & 457 contributions
4/10/2023	Old National-Checking	Neopost	\$ 200.00	DO Postage
4/10/2023	Old National-Checking	Transfirst/TSYS	\$ 2,136.78	Affinity Credit Card fees
4/10/2023	Old National-Checking	Bankcard Service	\$ 5,182.76	ELEYO Credit Card Fees
4/10/2023	Old National-Checking	Further	\$ 24,239.81	H.S.A Contributions
4/11/2023	Old National-Checking	ELEYOmonthlysoft	\$ 1,425.00	ELEYO User Fees
4/11/2023	Old National-Checking	Further	\$ 4,143.23	Flex Claim Pymts
4/14/2023	Old National-Checking	Amazon	\$ 1,628.22	Invoice Payments
4/17/2023	Old National-Checking	MN Dept of Rev	\$ 4.00	Sales Tax
4/17/2023	Old National-Checking	Old National Bank	\$ 114.53	Old National Service Charge
4/17/2023	Old National-Checking	FleetCor	\$ 947.36	Kwik Trip Billing
4/18/2023	Old National-Checking	Further	\$ 1,382.19	Flex Claim Pymts
4/19/2023	Old National-Checking	Windstream	\$ 1,412.80	Windstream billing
4/20/2023	Old National-Checking	Amazon	\$ 16,481.69	Invoice Payments
4/20/2023	MN Trust-PMA	Old National-Checking	\$ 2,000,000.00	Payroll and Payroll AP
4/21/2023	Old National-Checking	Further	\$ 387.00	Further Fee
4/21/2023	Old National-Checking	Vision Transportation	\$ 307,643.08	Transportation billing
4/24/2023	Old National-Checking	Neopost	\$ 200.00	DO Postage
4/24/2023	Old National-Checking	BLEM	\$ 8,760.71	Teacher Unions Dues
4/24/2023	Old National-Checking	CIGNA	\$ 10,349.40	Life & LTD Insurance
4/24/2023	Old National-Checking	EBC	\$ 60,370.15	403b & 457 contributions
4/25/2023	Old National-Checking	Further	\$ 1,414.22	Flex Claim Pymts
4/26/2023	Old National-Checking	Further	\$ 24,439.81	H.S.A Contributions
4/27/2023	Old National-Checking	Amazon	\$ 1,535.82	Invoice Payments
4/28/2023	Old National-Checking	Bremer Bank	\$ 172.40	ACH Charge
4/28/2023	CC Choices ACH	Old National-Checking	\$ 5,955.00	Pathway I
4/28/2023	Benefit Resource BRI	Old National-Checking	\$ 12,595.66	Cobra Payment
4/28/2023	Old National-Checking	Compass Group	\$ 213,227.44	Chartwells
4/28/2023	MN Trust-PMA BONDS	Old National-Checking	\$ 436,662.91	Bond Draw 2022A

ISD #727 2022-2023 Revised Budget

April 2023

	Audited Fund Balance June 30,2022	Revenue Budget 22-23	Expenditure Budget 22-23	Projected Net Change Incr(Decr) in Fund Balance	Transfers	Budgeted Fund Balance June 30,2023
General:						
Restricted -						
Long Term Facilities Maintenance	\$ 133,946	\$ 346,639	\$ 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	\$ 35,757,910	\$ 37,109,795	\$ (1,351,885)	\$ (25,946)	\$ 6,505,431
Subtotal	\$ 11,941,893	\$ 40,850,916	\$ 43,415,651	\$ (2,564,735)	\$ -	\$ 9,377,158
Food Service:						
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
Community Service:						
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
Building Construction Fund						
Restricted -						
Long-Term Facilities Maintenance	\$ 1,106,865	\$ 3,500	\$ 432,163	\$ (428,663)	\$ -	\$ 678,202
Referendum Projects	\$ 26,483,468	\$ 100,000	\$ 9,066,303	\$ (8,966,303)	\$ -	\$ 17,517,165
	\$ 27,590,333	\$ 103,500	\$ 9,498,466	\$ (9,394,966)	\$ -	\$ 18,195,367
Debt Service - Restricted	\$ 1,582,724	\$ 5,847,313	\$ 6,049,549	\$ (202,236)	\$ -	\$ 1,380,488
OPEB Irrevocable Trust Fund	\$ 1,394,029	\$ 20,000	\$ 271,980	\$ (251,980)	\$ -	\$ 1,142,049
Total	\$ 44,127,318	\$ 51,891,095	\$ 64,477,698	\$ (12,586,603)	\$ -	\$ 31,540,715

SUMMARY OF YTD 21-22 BUDGET ADJUSTMENTS

**Denotes Specific School Board Approval*

GENERAL FUND:

REVENUE:

	AMOUNT	DATE
Original Budget	\$39,516,107	* Jun-22
-Increase general education aid for pupil unit increase	\$280,521	* Nov-22
-Increase various state aid budgets per new aid entitlement reports	\$17,864	* Nov-22
-Adjust tax levy for revised estimate of delinquency rate	\$25,844	* Nov-22
-Title grant revisions based on actual entitlements	\$18,395	* Nov-22
-Adjust federal grant revenue budgets based on revised estimates	\$97,961	* Jan-23
-Establish budgets for 22-23 insurance recovery revenue from 21-22 claims	\$105,475	* Jan-23
-Establish budgets for donations and fundraising revenue	\$96,832	* Jan-23
-Adjusted literacy aid estimate for updated state entitlement	(\$9,319)	* Jan-23
-Increase athletics & activities fundraising revenue	\$14,123	* Apr-23
-Establish budgets for PBIS mini-grants	\$6,500	* Apr-23
-Update Title grant budgets for mid-year grant amendment	\$6,141	* Apr-23
-Increase endowment revenue per revised estimates from MDE	\$7,526	* Apr-23
-Decrease Indian Ed aid revenue per revised estimates from staffing revision	(\$7,541)	* Apr-23
- Adjust SPED revenue for lease levy expense for SPED operations; rev=exp	\$54,457	
-Adjust federal ESSER grants to revised estimates	\$155,306	
-Adjust SPED federal grant dollars to revised estimates	\$32,092	
-Revised fee estimates	\$1,090	
- Increase SPED aid budget for 21-22 final and revised 22-23 estimate	\$365,741	
- Increase reimbursement from SPED coop for Connections program	\$65,801	

NET CURRENT REVENUE BUDGET

\$40,850,916

GENERAL FUND:

EXPENSE:

	AMOUNT	DATE
Original Budget	\$42,563,135	* Jun-22
-Increase expenditure budget for Assigned Fund Balance projects	\$57,465	* Nov-22
-Decrease various tuition expenditure budgets for revised estimates	(\$44,000)	* Nov-22
-Reinstate capital expenditure budgets for delayed projects	\$168,878	* Nov-22
-Increase insurance expenditure budgets for building values & cybersecurity insurance	\$26,561	* Nov-22
-Staffing budget revision #1-actual health insur costs, actual wage costs for new hires, contract settlement	(\$68,646)	* Nov-22
-Title grant revisions based on revised cost estimates	\$120	* Nov-22
-Increase transportation budget for added single route and additional SPED/C&T/Homeless routes	\$199,989	* Nov-22
-Adjust federal grant expenses based on revised estimates	\$107,606	* Jan-23
-Establish budgets for 22-23 insurance costs from 21-22 claims	\$121,536	* Jan-23
-Establish budgets for donations and fundraising expenses	\$103,939	* Jan-23
-Staffing budget revision #2 for changes in insurance costs due to open enrollment	\$22,858	* Jan-23
-Transportation budget estimate updated for e-learning days and increase in special services routes	\$9,895	* Jan-23
-Incr athletics & activities expenses (fundraising, transportation, state tournaments)	\$44,263	* Apr-23
-Establish budgets for PBIS mini-grants	\$6,500	* Apr-23
-Staffing budget revision #2 - changes in health insur elections & other staffing changes since last fall	(\$61,548)	* Apr-23
-Update Title grant budgets for mid-year grant amendment	(\$2,220)	* Apr-23
-Decrease transportation budgets for e-learning/snow days and grant dollars for summer school transp	(\$70,262)	* Apr-23
-Decrease tuition payments to WTC for less students in CTE transition disabled programs	(\$9,684)	* Apr-23
- Increase snowplowing budget due to record snowfall	\$55,723	* Apr-23
- Decrease copier expense budget for final maintenance agreements	(\$3,192)	* Apr-23
- Adjust SPED revenue for lease levy expense for SPED operations; rev=exp	\$54,457	
-Adjust federal ESSER grants to revised estimates	\$135,306	
-Adjust SPED federal grant dollars to revised estimates	(\$4,118)	
-Increase supply budgets for overage in fees	\$1,090	

NET CURRENT EXPENSE BUDGET

\$43,415,651

SUMMARY OF YTD 21-22 BUDGET ADJUSTMENTS

**Denotes Specific School Board Approval*

	AMOUNT	DATE
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	* Apr-23
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	* Apr-23
NET CURRENT EXPENSE BUDGET	\$3,017,800	
BUILDING CONSTRUCTION FUND:		
REVENUE:		
Original Budget	\$103,500	* Jun-22
NET CURRENT REVENUE BUDGET	\$103,500	
EXPENSE:		
Original Budget	\$9,498,466	* Jun-22
NET CURRENT EXPENSE BUDGET	\$9,498,466	

SUMMARY OF YTD 21-22 BUDGET ADJUSTMENTS

**Denotes Specific School Board Approval*

	AMOUNT	DATE
DEBT SERVICE FUND		
REVENUE:		
Original Budget	\$5,833,601 *	Jun-22
-Adjust tax levy for revised estimate of delinquency rate	\$13,712 *	Nov-22
NET CURRENT REVENUE BUDGET	<u>\$5,847,313</u>	
EXPENSE:		
Original Budget	\$6,049,549 *	Jun-22
NET CURRENT EXPENSE BUDGET	<u>\$6,049,549</u>	
	AMOUNT	DATE
OPEB Irrevocable Trust Fund		
REVENUE:		
Original Budget	20,000 *	Jun-22
NET CURRENT REVENUE BUDGET	<u>20,000</u>	
EXPENSE:		
Original Budget	\$279,643 *	Jun-22
Updated implicit rate subsidy from most current actuary study	(\$7,663) *	Apr-23
NET CURRENT EXPENSE BUDGET	<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*

	REVENUE			<i>(Calculated)</i>	EXPENDITURES		
	Budget	Actual \$ YTD	Actual % YTD		Budget	Actual \$ YTD	Actual % YTD
General Fund (01,05,11 &12)	\$ 40,850,916	\$ 26,783,022	66%	\$ 43,415,651	\$ 30,021,031	69% <i>See Note 1</i>	
Food Service (02)	\$ 2,102,874	\$ 1,586,300	75%	\$ 2,224,252	\$ 1,438,233	65%	
Community Service (04)	\$ 2,966,492	\$ 2,380,108	80%	\$ 3,017,800	\$ 2,431,922	81%	
Building Construction (06)	\$ 103,500	\$ 402,978	389%	\$ 9,498,466	\$ 5,726,785	60%	
Debt Service (07)	\$ 5,847,313	\$ 448,667	8%	\$ 6,049,549	\$ 6,049,725	100%	
OPEB Irrevocable Trust Fund (45)	\$ 20,000	\$ 48,882	244%	\$ 271,980	\$ 18,265	7%	

- 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*

School Board Financial Report

May 25th, 2023

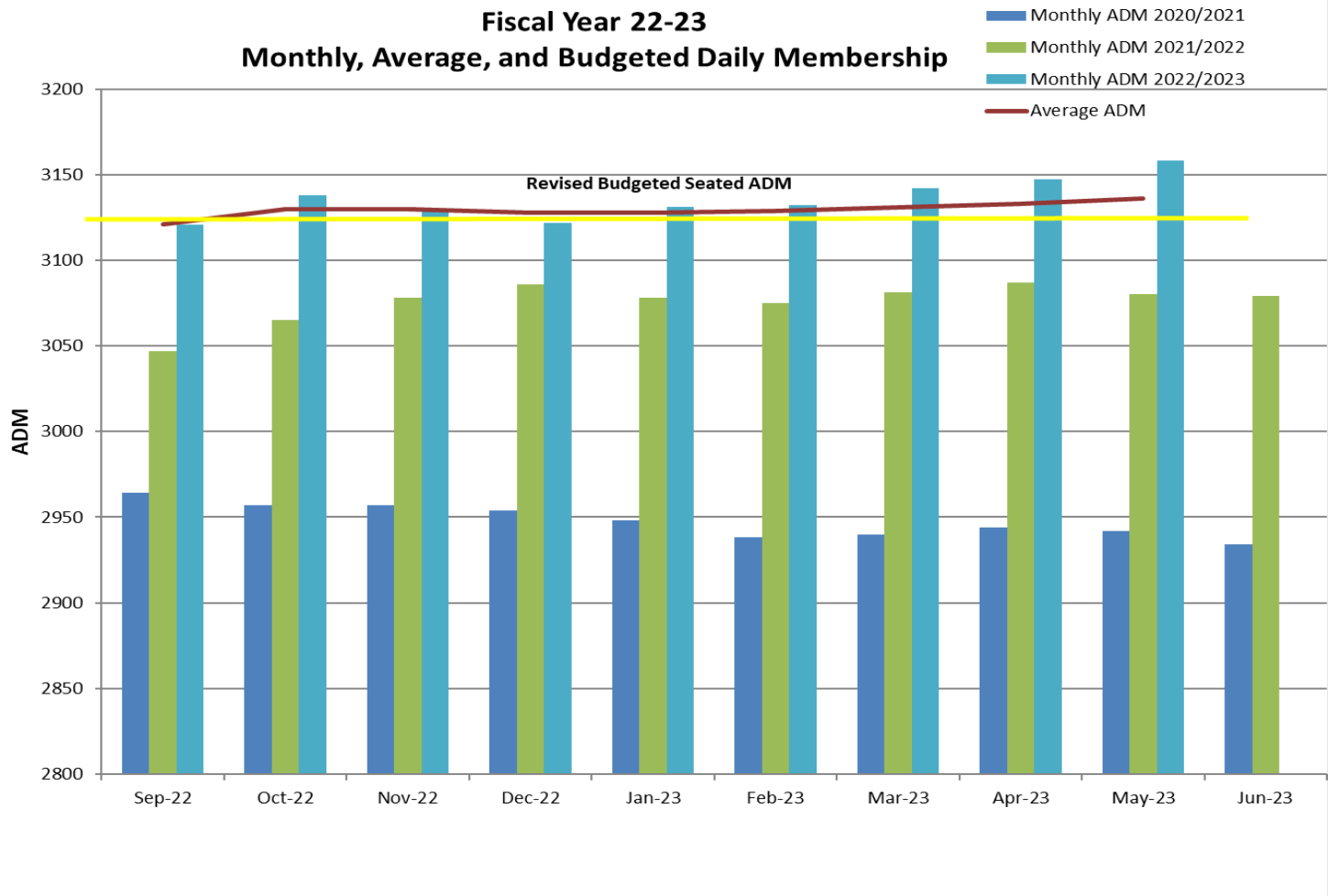
Presented by Angie Manuel, Director of Business Services

Enrollment Update

- Increase of 11 ADM's from April 3rd to May 1st
 - Big Lake Online +3, Other sites (in-person) +8
 - Transfers from other districts (move-in's)
- Average ADM as of April 3rd: 3,136
 - Average ADM above enrollment budget by 10 ADM's

ADM=Average Daily Membership

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



Financial Update

General Fund Budget Update

- Revenues increased \$674,487
 - SPED aid and SPED related grants: \$640,231
 - Other grants: \$34,256

Financial Update

General Fund Budget Update

- Expenditures increased \$ 186,735
 - SPED grant expenses and coop program expense \$ 152,479
 - Other grants \$ 34,256

Financial Update

General Fund Unassigned Fund Balance: \$6,505,431

Increase of \$487,752

- *Increase related to revenue received from 21-22 SPED aid and revised estimate of 22-23 SPED aid*
- *Increase in special education federal grant funding*

	Audited	Revenue	Expenditure	Net Change	Budgeted
	Fund Balance	Budget	Budget	Incr(Decr)	Fund Balance
	June 30,2022	22-23	22-23	in Fund Balance	June 30,2023
				Transfers	
General:					
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
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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	\$ -	\$ -
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
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Subtotal	\$ 11,941,893	\$ 40,850,916	\$ 43,415,651	\$ (2,564,735)	\$ 9,377,158
Food Service:					
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
Community Service:					
Restricted -					
Community Education	\$ 814,484	\$ 2,228,988	\$ 2,187,070	\$ 41,918	\$ 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
Building Construction Fund					
Restricted -					
Long-Term Facilities Maintenance	\$ 1,106,865	\$ 3,500	\$ 432,163	\$ (428,663)	\$ 678,202
Referendum Projects	\$ 26,483,468	\$ 100,000	\$ 9,066,303	\$ (8,966,303)	\$ 17,517,165
	\$ 27,590,333	\$ 103,500	\$ 9,498,466	\$ (9,394,966)	\$ 18,195,367
Debt Service - Restricted	\$ 1,582,724	\$ 5,847,313	\$ 6,049,549	\$ (202,236)	\$ 1,380,488
OPEB Irrevocable Trust Fund	\$ 1,394,029	\$ 20,000	\$ 271,980	\$ (251,980)	\$ 1,142,049
Total	\$ 44,127,318	\$ 51,891,095	\$ 64,477,698	\$ (12,586,603)	\$ 31,540,715

Education Finance Bill

- General Education Aid Increase 4%, 2%
 - Increases after FY 25 tied to inflation (based on CPI: min 2% max 3%)
- Increase SPED Cross Subsidy Aid Factor from 6% to 44%
- Increase English Learner per pupil allowance
 - Partially offset cost of additional EL teacher
- Student support personnel aid

Education Finance Bill

- School Library Aid
- American Indian Aid
- READ Act
 - Curriculum and supporting materials; professional development
- Safe schools and cybersecurity grants

Education Finance Bill

- ECFE Aid (tied to general education aid increase)
- Increase Preschool Screening aid by 30%
- Community Education revenue increase effective FY 2025
- School Unemployment Insurance Aid-\$135m FY 2024, spend through FY 2027
- Special Education Unemployment Insurance Costs-\$64m/year-FY 2026
- Board approval of operating referendum previously approved by the voters

Paid Family Medical Leave

- All employers in MN, including school districts
- Managed by Minnesota Department of Employment and Economic Development
- Maximum length of paid benefits: 20 weeks
- January 1, 2026 effective date for benefits to begin and premium to be charged
- New tax of .7% of employee wages, half paid by employer and half by employee
- Allows DEED to adjust annual premium rate to 1.2% if there is a deficiency in the benefit account beginning January 1st, 2027

68

School Board Action

Approve financial report and budget revisions

2023 Facility Use Agreement

Between Independent School District No 727 and Spud Fest Inc.

This Facility Use Agreement (“Agreement”) is entered into between Independent School District No. 727, Big Lake, a Minnesota municipal corporation (“the District”), and Spud Fest, Inc., a Minnesota corporation (“SFI”), as of the date of the latest signature set forth below. The District and SFI are hereinafter collectively referred to as the “parties” and individually as a “party.”

1. Facilities, Grounds and Equipment Use

The District, in consideration of the covenants set forth herein, agrees to allow SFI to use the facilities, grounds and equipment specified below, subject to the terms and conditions contained within this Agreement. The purpose of this Agreement is to provide a location for the annual Spud Fest celebration that typically occurs on or about the fourth weekend of June.

- a. Main Campus. The District has a campus site located between Glenwood Avenue and Minnesota Avenue, and between County Road 43 and Eagle Lake Road, in Big Lake, Minnesota (“the Main Campus”), identified in attached Exhibit A. SFI shall have non-exclusive use of a portion of the Main Campus, as follows:
 - i. School Buildings. SFI shall be permitted use of the Big Lake School Auditorium, Atrium and Cafeteria, as shown in Exhibit A, solely for operation of the Big Lake Ambassador program and limited to coronation rehearsal, coronation, and the Big Lake Ambassador Luncheon. All other school buildings located on the Main Campus are excluded from use by SFI. Notwithstanding this limited use, SFI will be allowed access to school buildings for emergency purposes (e.g., severe weather).
 - ii. Athletic Fields. SFI shall be permitted exclusive use of the softball and baseball fields commencing at 9:00 p.m., on Wednesday, June 21, 2023 through Sunday June 25, 2023. SFI shall be permitted to use the field lights at the softball four-plex, for the cost enumerated in this Agreement, on the condition that it designates a person to be in exclusive charge of the lights and that this person has read, signed and returned to Community Education the Outside Organization Use of Field Lights form.
 - iii. Tennis Courts. SFI shall be permitted use of the tennis courts west of the Middle School for purposes of tennis and/or pickleball only. Any other use by SFI or their event attendants is prohibited and subject to damage liability or additional rental fees.

- iv. Parking. SFI will be allowed to use the parking facilities of the High School and Middle School for purposes of operation of a carnival from June 18, 2023 to June 25, 2023. At all other times during the term of this Agreement, SFI may use parking lot areas at the Main Campus but is to limit parking to designated parking lots/areas and not allow parking on any grass, athletic fields, school lawns, grassy areas, or other restricted areas, unless SFI obtains prior written approval from the District's Community Education Director.
- b. Liberty Campus. The District has a second site known as Liberty Elementary, which is located at 17901 205th Ave. NW, Big Lake, MN 55309 ("Liberty Campus"), identified in attached Exhibit B. SFI shall have non-exclusive use of a portion of Liberty Campus, as shown on the attached Exhibit B, commencing Friday, June 23, 2023 at 2:00 pm and continuing through Sunday, June 25, 2023, and limited to the following:
 - i. Athletic Fields. SFI shall be permitted exclusive use of Liberty Ball Field 1.
 - ii. Parking. SFI will allowed to use the parking facilities of Liberty Campus abutting Liberty Elementary and Liberty Ball Field 1 as shown in Exhibit B. SFI is to limit parking to the designated parking lots/areas and not allow parking in the lot/spaces near Liberty Ball Fields 2 and 3 and the Practice Fields 1-5 or on any grass, athletic fields or other restricted areas, unless SFI obtains prior written approval from the District's Community Education Director.
- c. Excluded Use. Notwithstanding anything in Exhibit A or B to the contrary, specifically excluded from this Agreement is the use of the following areas:
 - i. Practice football/soccer fields
 - ii. Areas in which the District is growing newly seeded grass, as reviewed by the parties prior to the Spud Fest. SFI agrees to tape off or otherwise mark as "off limits" those areas.
 - iii. All school buildings, except the Big Lake High School Auditorium, Cafeteria, and Atrium as set forth in Paragraph 1.A.1 above.
 - iv. All fenced in construction areas
 - v. Tennis courts
 - vi. Liberty Fields 2 & 3
 - vii. Liberty Playground Area
 - viii. Varsity Football Stadium and Soccer Field
 - ix. District equipment or personal property, unless SFI obtains prior written approval from the District's Community Education Director.

2. Term

The term of this Agreement will be a period of four days, Wednesday, June 21, 2023 through Sunday, June 25, 2023, which are the dates for the 2023 Spud Festival, except as otherwise stated in this Agreement.

3. Limitations of Use, Rules and Regulations

The use of District facilities and grounds by SFI shall be solely for the Spud Fest celebration. SFI will not make or suffer any unlawful or offensive use of the facilities and grounds or any use or occupancy thereof contrary to any District policy, federal law, state law or ordinance of the City of Big Lake now or subsequently hereto made. SFI and any vendors with whom it contracts for the Spud Fest shall be expected to at all times comply with the Rules and Regulations set forth in the District's Guidelines and Procedures for Use of District Facilities, Grounds and Equipment, a copy of which is attached as Exhibit C.

4. Fee

SFI shall pay a fee for the 2023 Spud Fest to the District in the amount of \$3,500. A \$500.00 deposit is due a minimum of two weeks prior to the first day of the Agreement Term. The remaining balance of \$3,000.00 is due on or before September 1, 2023. This fee payment is in addition to the payment of any and all costs as set forth herein.

5. Costs

SFI shall pay the following costs and reimbursements to the District, up to a maximum of \$2,250 per four-day rental period:

- a. Hourly custodial costs for field and grounds preparation, restoration and cleanup at the rate of \$45 per hour, with the exception of the preparation and restoration of the softball/baseball fields, which will be billed to SFI at the rate of \$21.00 per hour. Hourly custodial costs for the Big Lake Ambassador program will be billed at \$45 per hour. Personnel costs will only be charged to SFI if the time spent was not during normal working hours for the custodian(s) who performed the work.
- b. Cost for chalk and diamond dry that is applied on the softball/baseball fields for the Spud Fest games or provided to the representatives of SFI for use on the fields will be charged at the following rates:
 - a. Field Marking Chalk \$9.50/bag
 - b. Diamond Dry \$11.00/bag

- c. Cost for lighting ball fields at the four-plex will be charged at \$15 per hour, per field.
- d. Any cleaning or removing of portable restrooms will be charged at the rate of \$60 per portable restroom, plus the personnel cost, if any, under Paragraph 5. A above.
- e. Any miscellaneous costs arising out of the use of District grounds and facilities during Spud Fest, including but not limited to, repair of grass, soil, equipment and buildings that are damaged during Spud Fest, any staging or setup costs by the District, and fuel costs.

The District shall issue an invoice for all costs and reimbursements owed by SFI within 14 days after the costs are incurred. SFI shall tender payment within 30 days after the date of the invoice.

6. Alcohol Permit

SFI shall not allow the selling, serving, or consumption of alcoholic beverages of any kind on District grounds or facilities except as expressly permitted pursuant to Minnesota Statutes, section 624.701, subdivision 1a (as amended)) and approved by the School Board pursuant to District Policy 418. SFI is solely responsible for ensuring compliance with all permitting requirements. SFI acknowledges that, pursuant to Minnesota Statutes, section 624.701, it is a criminal offense to introduce or possess alcohol on school grounds unless alcohol is being sold on school grounds pursuant to a temporary license. SFI shall ensure that all vendors at Spud Fest who are selling alcohol have a temporary license issued to them pursuant to Minnesota Statutes, section 340A.403, subdivision 2, or section 340A.404, subdivision 10 (as amended). The District reserves the right to inspect all said temporary licenses upon demand. The failure of SFI to ensure compliance with all permit and District Policy requirements, resulting in the denial of permission for alcohol to be sold, served or consumed on school grounds by some or all SFI vendors, shall not void or otherwise affect enforcement of any other provisions of this Agreement.

7. Fireworks

SFI acknowledges that, pursuant to Minnesota Statutes, section 624.21, it is unlawful for any person to possess, use, or explode any fireworks unless the person possesses a valid permit for a firework display from the appropriate governmental subdivision of the state. SFI shall ensure that it obtains and possess the appropriate permit for any firework display occurring on District property during the term of this Agreement and shall provide a copy of such permit to the 5 District at least two weeks prior to the first day of the Agreement Term Any such firework display shall be located on the Main Campus in the grassy area between the varsity football field

and the softball four-plex (fields 1-4), as shown in Exhibit A. SFI shall enforce the recommended safety distances for the firework display. SFI shall ensure that all combustible or explosive material, waste, or inflammable matter of any kind, related to the fireworks are not stored for extended periods of time on District property, are transported and stored safely onto District property prior to the display and are promptly and thoroughly removed immediately following the display. In the event of rain at the planned time of the firework display, SFI will hold the firework display the following day with an experienced pyrotechnist securing the site overnight. The insurance required by Paragraph 9 of this Agreement shall include coverage for SFI's firework display.

8. Food and Beverages

In addition to the requirements set forth in Paragraphs 6 and 10 of this Agreement, SFI shall ensure that all food, refreshments, or concessions prepared, served or sold on District property subject to this Agreement are restricted to outside areas, with the exception of the Big Lake Ambassador Luncheon, and compliant with the Minnesota Department of Health licensing regulations. A copy of any required licenses shall be provided by SFI to the District at least two weeks prior to the first day of the Agreement Term.

9. Insurance

SFI agrees to obtain general liability insurance in the amount of not less than \$1,500,000 for any number of claims arising out of a single occurrence, and \$3,000,000 aggregate, and Big Lake School District 727, 501 Minnesota Ave, Big Lake, MN must be named as an additional insured. SFI further agrees to require any and all vendors, carnival companies and entertainers to have damage and liability insurance, naming the District as an additional insured, in an amount not less than \$500,000 per person and \$1,500,000 for any number of claims arising out of a single event, to the extent such entities are not specifically covered by the general liability policy of SFI. A copy of SFI's liability insurance and proof of coverage of all vendors, carnival companies and entertainers must be submitted to the District at least two weeks prior to the first day of the Agreement Term.

10. Security/Supervision/Safety

SFI is solely responsible for the safety and security of its employees, agents, representatives, vendors, guests, and invitees for all activities and use of District property subject to this Agreement. SFI agrees to provide security and supervision for all areas and all Spud Fest activities during the Term of the Agreement. SFI may contract with a security company and/or utilize trained security personnel. Security

of school grounds and supervision for Spud Fest participants will be the sole responsibility of SFI. SFI will inform the District, in writing, prior to Spud Fest of its plan on providing security supervision.

The District agrees to the use of its facilities grounds and equipment pursuant to this Agreement on the condition that COVID-19 precautions, including federal and state regulations and guidance, will be abided by SFI and its employees, agents, representatives, vendors, guests, and invitees to Spud Fest. In consideration of receiving permission to host Spud Fest activities on District premises, SFI agrees to develop and implement, during the term of this Agreement, a COVID-19 Preparedness Plan, incorporating the requirements included in Minnesota Governor Walz's Executive Order 21-11, Requirements of all Businesses and Other Entities found in the Stay Safe Guidance for All Business and Entities and the Stay Safe MN COVID-19 Preparedness Plan Business Requirements for Indoor and Outdoor Venues, as amended or modified. SFI shall provide the District with a copy of its COVID-19 Preparedness Plan at least two weeks prior to the first day of the Agreement Term and shall communicate this Plan to and require compliance of all of its representatives, agents, employees and vendors involved in Spud Fest activities. SFI also shall comply with any other COVID-19 requirements and guidelines from the Center for Disease Control and other state and federal authorities. SFI further acknowledges and voluntarily assumes all risk of injury, disease or illness to its employees, agents, representatives, vendors, guests, and invitees that may result from participation in Spud Fest. The parties agree that the District shall bear no responsibility for the health and safety of individuals involved in or participating in Spud Fest or in relation to any cases of COVID-19 that may be contracted during, or in any way linked to, or allegedly linked to, Spud Fest and shall defend and indemnify the District from any such claims that may arise out of the terms of this Agreement.

11. Maintenance of Grounds

SFI shall keep in good order and repair District facilities, grounds and equipment used by SFI as part of this Agreement. SFI agrees to perform the following maintenance of the Main and Liberty Campuses:

- a. Pick up and remove all trash, vendor equipment and other Spud Fest materials from the Main and Liberty Campuses.
- b. Repair all ruts and damages to grass on the Main and Liberty Campuses grounds, including all damage to the baseball and softball fields.
- c. Return the Parking Lots to the same condition that they were in at the beginning of Spud Fest. Any damage caused to the actual parking surfaces will be repaired by the District and billed to SFI.

- d. SFI or its vendors shall not voluntarily discharge chemicals, waste, or sewage on district grounds that are not in compliance with the local and state law guidelines. Any voluntary or involuntary discharge of chemicals, waste, or sewage shall be the responsibility of SFI to provide all environmental cleanup and restoration.

Failure of SFI to perform the above maintenance will result in the District performing the maintenance and billing the costs thereof to SFI pursuant to the rates set forth in Paragraph 5.A. above.

12. Notices

All notices or other writings to be given or sent by either party to the other shall be in writing via United States certified mail. Notices are to be sent to the following address:

For the District: Stephanie Hillman
Director of Community Education
Services Community Education Services
Liberty Elementary
17901 – 205th Ave. NW
Big Lake, MN 55309

For SFI: Reanne Danielowski
Spud Fest President
Spud Fest, Inc.
P.O. Box 215
160 Lake St. N.
Big Lake, MN 55309

13. Non-Assignability

SFI may not assign or sell its interests or rights under this Agreement without the express written permission of the District.

14. Indemnification

SFI shall defend and indemnify the District, its board members, employees, agents, representatives, attorneys and insurers against any and all claims, demands, 8 actions, causes of actions and liability, including reasonable attorney's fees, brought by and on behalf of any person or entity arising out of (1) SFI's failure to perform any term or condition of this Agreement; (2) any injury or damage occurring on the

Main and Liberty Campuses or other District property during the Spud Fest rental period if said injury or damage is inflicted on or caused by a Spud Fest patron, guest, licensee, independent contractor or employee; or (3) SFI's failure to comply with any applicable statute, ordinance or rule. Upon timely and written notice from the District, SFI shall defend the District in any such action or proceeding within the purview of this paragraph brought against the District, its employees, officers, directors, attorneys and agents. Notwithstanding any other provision of this Agreement, SFI shall not settle or compromise any claim against the District without a signed agreement approved by the District. SFI's duties pursuant to this paragraph survives the termination and/or expiration of this Agreement.

15. Force Majeure

The time within which any of the parties hereto shall be required to perform any act or acts under this Agreement, except for the payment of monies, shall be extended to the extent that the performance of such act or acts shall be delayed by acts of God, pandemic (including but not limited to the COVID-19 pandemic), fire, windstorm, flood, explosion, collapse of structures, riot, war, peacetime emergency, labor and/or legal disputes, delays or restrictions by government bodies, inability to obtain or use necessary materials or any cause beyond the reasonable control of such party, provided however that the party entitled to such extension hereunder shall give prompt notice to the other party of the occurrence causing such delay.

16. Termination

This Agreement may be terminated, with or without cause, by either party upon thirty (30) days' notice in writing to the other party. The District may immediately terminate this Agreement, for cause, if SFI fails to perform any obligation required by this Agreement. Except as otherwise provided in this Agreement, all obligations, rights, duties and entitlements created by this Agreement terminate and are extinguished, without need of any further action by either party, upon the effective date of termination or expiration of this Agreement.

17. Enforcement

Failure to insist on compliance with any term, covenant, or condition contained in this Agreement shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power contained in this Agreement at any time be deemed a waiver or relinquishment of any right or power at any other time.

18. Minnesota Law and Severability

This Agreement shall be governed by the laws of the State of Minnesota, without regard to its conflict of law provisions. If a court of competent jurisdiction determines that any part of this Agreement is void or voidable, violates any law, or is otherwise unenforceable, the remaining portions of this Agreement will remain in full force and effect, unless the remaining portions would not serve the original purposes of this Agreement.

19. Entire Agreement

This Agreement shall constitute the entire agreement between the parties. Any prior understanding or representation preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Agreement.

By signing below, each party specifically acknowledges that it has read this Agreement, that it has had the opportunity to review this Agreement with legal counsel, that it understands this Agreement, that it has proper authority to execute this Agreement, and that it agrees to be legally bound by all terms of this Agreement.

Independent School District No. 727	Spud Fest, Inc.
By:	By:
Its:	Its:
Date:	Date:

CHEMICAL USE AND ABUSE

I. PURPOSE

The 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 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 accordance with 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.
- C. Every school that participates in a school district chemical abuse program shall establish 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 school district shall establish a drug-free awareness program for its employees.

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 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.
- 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.
- 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.

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.

C. Reports of Use, Possession, or Transfer of Alcohol or a Controlled Substance

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 pre-assessment team, or staff member assigned duties similar to those of such a team, of this information
2. Students involved in the abuse, possession, transfer, distribution, or sale of chemicals 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.
3. Searches by school district officials in connection with the use, possession, or transfer, of alcohol or a controlled substance will be conducted in accordance with school board policies related to search and seizure.
4. 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 establish a chemical abuse pre-assessment team designated by the superintendent or designee. The team may be composed of classroom teachers, administrators, and to the extent they exist in the school, 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 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) Destruction of records identifying individual students shall be governed by paragraph IV.E.2 notwithstanding 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.

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

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

II. GENERAL STATEMENT OF POLICY

- 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 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 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 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 school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The 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. 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. 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.

- 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.

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, any trained health aid, principal, or teacher 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 "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 school nurse 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 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 a school nurse, a licensed school nurse 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.
- K. 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 permitting the student to 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. The parent or guardian must submit written authorization 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.
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.
- L. "Parent" for students 18 years old or older is the student.
- M. 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

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 notice when their students are scheduled to participate in a student survey by United States mail, e-mail, or another direct form of communication.
- C. The school district must give parents the opportunity to review the survey and to opt their students out of participating in the survey.

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 (3rd Cir. 2005)
Fields v. Palmdale School Dist., 427 F.3d. 1197 (9th 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 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 are 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 that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- 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.
- 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.

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. 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.

- 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, 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 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 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 engage in hazing

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district, who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged hazing, who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or 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.
- B. The school district will develop a method of discussing this policy with students and employees

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 utilize a process for memorial decision-making, aligned to this Board approved policy regarding 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, whichever 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.
- 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, whichever occurs first.

FUND BALANCES

I. PURPOSE

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 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.

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

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



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.*