



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, June 15, 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 May 25, 2023 Regular Board Meeting	
B. Claims and Accounts	4
Claims and Accounts for the month of June	
C. Credit Card Report	14
D. Personnel	19
E. Final Reading and Approval of Policies	20
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	
F. Approval of One Read Policy	55
565 School District-Booster Club Relationship	
G. Identified Official with Authority for Education Identity and Access Management Designation	59
Designate Superintendent Truebenbach as Identified Official with Authority for Education Identity and Access Management with Kimberly Johnson, District Office Administrative Assistant, to act as the Identified Official with Authority for Big Lake Schools.	
VII. Donations	60
Chair, Tonya Reasoner	
VIII. Financial Report	61
Director of Business Services, Angie Manuel	
May report will be presented.	
IX. Approve 2023-2024 School District Budget	80
Director of Business Services, Angie Manuel 1	
X. Approve LTFM Plan	97
Director of Business Services, Angie Manuel and Buildings and Grounds Manager, TJ Zerwas	

XI. Minnesota State High School League Resolution for Membership	102
Activities Director, Jared Matson MSHSL Partnership Video	
XII. Approve Resolution to Recertify District Population Estimate	104
Director of Community Education & Communication Services, Stephanie Hillman	
XIII. Approve Resolution on Holiday Compensation for Juneteenth	105
Superintendent, Tim Truebenbach	
XIV. First Reading of Policies	107
Superintendent, Tim Truebenbach 606 Textbooks and Instructional Materials; 611 Home Schooling; 613 Graduation Requirements; 620 Credit for Learning; 702 Accounting; 703 Annual Audit; 705 Investments; 708 Transportation of Nonpublic School Students; 710 Extracurricular Transportation; 712 Video Surveillance Other Than On Buses; 808 Animals on School Premises; 808A Staff Request Form for an Animal Visit; 808B Request Form for an Animal Visit; 905 Advertising Remove: 730 Delinquent Meal Bad Debt	
XV. Committee Updates	
A. Finance Committee Treasurer, Amber Sixberry	
B. Policy Committee Chair, Tonya Reasoner	
C. Buildings and Grounds Committee Board Member, Lenette Brown	
XVI. Superintendent Report	
Superintendent, Tim Truebenbach	
XVII. Adjournment	
Chair, Tonya Reasoner	

Strategic Plan Focus Areas

- Student Support
- Staff Support
- Family & Community Engagement



OPEN FORUM

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

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

The guidelines for open forum are as follows:

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

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2022 - 6/30/2023

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	103535	CH	1 04267	BIG LAKE YOUTH ATHLETICS ASSOC	06/02/2023	\$110.00	153457	E 11 300 298 142 000 305	CONCESSIONS
						Check Total:	\$110.00		
001	103536	CH	1 09085	BLACKMAN, BRIAN	06/02/2023	\$110.00	153466	E 11 201 294 111 000 305	7TH/8TH GRADE BASEBALL OFFICIAL V:
						Check Total:	\$110.00		
001	103537	CH	1 13243	BOECKERS, MARK	06/02/2023	\$110.00	153470	E 11 300 294 111 000 305	9TH GRADE BASEBALL OFFICIAL VS STI
						Check Total:	\$110.00		
001	103538	CH	1 09991	BOOTH, KENNETH	06/02/2023	\$95.00	153476	E 11 201 296 125 000 305	7TH/8TH GRADE SOFTBALL OFFICIAL V:
						Check Total:	\$95.00		
001	103539	CH	1 10289	BROWN, BRET	06/02/2023	\$110.00	153469	E 11 300 294 111 000 305	V BASEBALL OFFICIAL VS WILLMAR
001	103539	CH	1 10289	BROWN, BRET	06/02/2023	\$110.00	153475	E 11 300 294 111 000 305	9TH GRADE BASEBALL OFFICIAL VS PR
						Check Total:	\$220.00		
001	103540	CH	1 13218	CENTRAL MN MENTAL HEALTH CENTE	06/02/2023	\$679.00	153436	E 01 110 203 000 799 305	BRIDGES GRANT 2023-EXPANDED SUPP
						Check Total:	\$679.00		
001	103541	CH	1 07795	COLLEGE BOARD	06/02/2023	\$4,919.00	153465	E 01 300 710 710 000 461	HS AP EXAM FEES
						Check Total:	\$4,919.00		
001	103542	CH	1 01475	CONNEXUS ENERGY	06/02/2023	\$356.88	153437	E 01 005 810 860 000 331	ELECTRICAL (GLENWOOD)
001	103542	CH	1 01475	CONNEXUS ENERGY	06/02/2023	\$197.00	153482	E 01 005 810 860 000 331	ELECTRICAL (IRRIG SVC) SEPTEMBER :
						Check Total:	\$553.88		
001	103543	CH	1 10754	DOTY, BRIAN	06/02/2023	\$110.00	153435	E 11 300 294 111 000 305	9TH BASEBALL OFFICIAL VS ST FRANCI
001	103543	CH	1 10754	DOTY, BRIAN	06/02/2023	\$220.00	153468	E 11 300 294 111 000 305	V BASEBALL OFFICIAL VS WILLMAR
						Check Total:	\$330.00		
001	103544	CH	1 10016	EHRlichman, CRAIG	06/02/2023	\$110.00	153467	E 11 300 294 111 000 305	V BASEBALL OFFICIAL VS PRINCETON
						Check Total:	\$110.00		
001	103545	CH	1 13318	FOURTH BAPTIST CHRISTIAN SCHOOL	06/02/2023	\$550.00	153438	E 01 005 760 000 720 361	22/23 NON-PUBLIC TRANSPORTATION A
						Check Total:	\$550.00		
001	103546	CH	1 12411	GBR	06/02/2023	\$136.68	153439	E 01 300 219 000 317 358	INTERPRETING 03/07/2023
001	103546	CH	1 12411	GBR	06/02/2023	\$100.00	153440	E 01 300 219 000 317 358	INTERPRETOR 03/24/2023
						Check Total:	\$236.68		
001	103547	CH	1 12072	GELMO, IBSAA	06/02/2023	\$143.00	153471	E 11 300 296 162 000 305	JV/V LACROSSE OFFICIAL VS CHISAGO
001	103547	CH	1 12072	GELMO, IBSAA	06/02/2023	\$25.00	153472	E 11 300 296 162 000 366	MILEAGE
						Check Total:	\$168.00		
001	103548	CH	1 12466	HOLY SPIRIT ACADEMY	06/02/2023	\$275.00	153459	E 01 005 760 000 720 361	22/23 NON-PUBLIC TRANSPORTATION

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001	103548	CH	1	12466	HOLY SPIRIT ACADEMY	06/02/2023	\$275.00	153460	E 01 005 760 000 720 361	22/23 NON-PUBLIC TRANSPORATION	
Check Total:							\$550.00				
001	103549	CH	1	02161	LAKESHORE LEARNING MATERIALS	06/02/2023	\$298.50	153441	E 04 500 580 000 325 430	Heavy-Duty Sand Tools Set Item # TT447	
001	103549	CH	1	02161	LAKESHORE LEARNING MATERIALS	06/02/2023	(\$14.93)	153441	E 04 500 580 000 325 430	Discount	
Check Total:							\$283.57				
001	103550	CH	1	01121	MASSP	06/02/2023	\$295.00	153477	E 01 201 050 000 000 820	2023 MASSP SUMMER CONFERENCE (M	
Check Total:							\$295.00				
001	103551	CH	1	01121	MASSP	06/02/2023	\$95.00	153478	E 01 201 050 000 000 366	2023 SUMMER CONFERENCE MEALS	
Check Total:							\$95.00				
001	103552	CH	1	08583	MN TRUE TEAM TRACK	06/02/2023	\$30.00	153442	E 11 300 294 114 000 369	B&G TRACK & FIELD MEET	
001	103552	CH	1	08583	MN TRUE TEAM TRACK	06/02/2023	\$30.00	153442	E 11 300 296 114 000 369	B&G TRACK & FIELD MEET	
Check Total:							\$60.00				
001	103553	CH	1	09473	RASMUSSEN, SHERRI	06/02/2023	\$81.31	153444	E 04 799 590 000 351 433	FY 23 HOMESCHOOL SUPPLIES	
Check Total:							\$81.31				
001	103554	CH	1	13220	RUMPCA-BARRETT, JOELYN	06/02/2023	\$195.00	153448	E 04 500 570 000 321 305	AMERICAN HEART ASSOCIATION DPR, /	
Check Total:							\$195.00				
001	103555	CH	1	13463	SALMON, ABIGAIL	06/02/2023	\$300.00	153443	E 01 201 259 000 000 350	REHEARSAL & CONCERT PERFORMANC	
001	103555	CH	1	13463	SALMON, ABIGAIL	06/02/2023	\$200.00	153446	E 01 300 259 000 000 430	05/15/23 2 HOUR REHEARSAL, CONCERT	
Check Total:							\$500.00				
001	103556	CH	1	01833	SCHOOL SPECIALTY	06/02/2023	\$671.92	153449	E 04 500 590 000 321 401	Angeles Balance Bike Trike Item #: 145190	
Check Total:							\$671.92				
001	103557	CH	1	08981	SHRED RIGHT	06/02/2023	\$46.47	153456	E 01 005 810 000 000 333	B&G SHREDDING	
Check Total:							\$46.47				
001	103558	CH	1	13322	STYLE CATERING	06/02/2023	\$2,160.92	153445	E 04 500 505 000 321 305	CATERING 05/23/2023	
Check Total:							\$2,160.92				
001	103559	CH	1	13287	THOMPSON, JASON	06/02/2023	\$143.00	153473	E 11 300 296 162 000 305	JV/V LACROSSE OFFICIAL VS CHISAGO	
001	103559	CH	1	13287	THOMPSON, JASON	06/02/2023	\$25.00	153474	E 11 300 296 162 000 366	MILEAGE	
Check Total:							\$168.00				
001	103560	CH	1	12762	T-MOBILE	06/02/2023	\$140.00	153480	E 01 005 630 000 000 320	HOT SPOTS 04/21/23-05/20/23	
Check Total:							\$140.00				
001	103561	CH	1	01089	VISION OF BIG LAKE	06/02/2023	\$80.00	153479	E 01 797 203 000 303 305	Van training for Jennifer Roy 612-998-6764	
Check Total:							\$80.00				
001	103562	CH	1	06532	VISION STAFFING	06/02/2023	\$1,329.57	153450	E 01 005 810 356 000 305	GENERAL LAWN CARE & LABOR	

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Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description		
001	103562	CH	1 06532	VISION STAFFING	06/02/2023	\$1,355.82	153451	E 01 005 810 356 000 305	GENERAL LAWN CARE & LABOR		
001	103562	CH	1 06532	VISION STAFFING	06/02/2023	\$1,234.20	153452	E 01 005 810 356 000 305	GENERAL LAWN CARE & LABOR		
001	103562	CH	1 06532	VISION STAFFING	06/02/2023	\$1,273.47	153453	E 01 005 810 356 000 305	GENERAL LAWN CARE & LABOR		
001	103562	CH	1 06532	VISION STAFFING	06/02/2023	\$347.82	153454	E 01 005 810 356 000 305	GENERAL LAWN CARE & LABOR		
001	103562	CH	1 06532	VISION STAFFING	06/02/2023	\$510.51	153455	E 01 005 810 356 000 305	GENERAL LAWN CARE & LABOR		
Check Total:						\$6,051.39					
001	103563	CH	1 12679	WIESER EDUCATIONAL	06/02/2023	\$170.00	153447	E 01 200 205 000 417 430	SB3658WB Red Rhino Fiction Set 2		
001	103563	CH	1 12679	WIESER EDUCATIONAL	06/02/2023	\$170.00	153447	E 01 200 205 000 417 430	SB3656WB Red Rino Fiction Set 1		
001	103563	CH	1 12679	WIESER EDUCATIONAL	06/02/2023	\$40.80	153447	E 01 200 205 000 417 430	shipping		
Check Total:						\$380.80					
001	103564	CH	1 01240	WRIGHT TECHNICAL CENTER	06/02/2023	\$13,208.67	153458	E 01 300 399 000 000 391	WTC ASSESMENT JUNE 2023		
001	103564	CH	1 01240	WRIGHT TECHNICAL CENTER	06/02/2023	\$2,447.33	153458	E 01 005 850 000 348 335	BUILDING ADDITION 2009 JUNE 2023		
001	103564	CH	1 01240	WRIGHT TECHNICAL CENTER	06/02/2023	\$1,439.91	153458	E 05 005 865 000 000 390	LONG TERM FACILITY MAINT JUNE 2023		
001	103564	CH	1 01240	WRIGHT TECHNICAL CENTER	06/02/2023	\$2,272.66	153458	E 01 300 399 000 830 391	CTE LEVY JUNE 2023		
Check Total:						\$19,368.57					
001	103565	CH	1 01840	RATWIK, ROSZAK & MALONEY, P.A.	06/02/2023	\$1,262.00	153483	E 01 005 110 305 000 305	APRIL 2023 SERVICES		
Check Total:						\$1,262.00					
001	103566	CH	1 06130	CARD SERVICES	06/02/2023	\$32.96	153613	E 01 201 298 950 000 490	MS		
001	103566	CH	1 06130	CARD SERVICES	06/02/2023	\$84.67	153613	E 01 201 298 950 000 490	MS		
001	103566	CH	1 06130	CARD SERVICES	06/02/2023	\$34.19	153613	E 01 201 250 000 000 430	MS FACS		
001	103566	CH	1 06130	CARD SERVICES	06/02/2023	\$14.37	153613	E 01 201 250 000 000 430	MS FACS		
001	103566	CH	1 06130	CARD SERVICES	06/02/2023	\$134.45	153613	E 01 201 250 000 000 430	MS FACS		
001	103566	CH	1 06130	CARD SERVICES	06/02/2023	\$21.61	153613	E 01 201 250 000 000 430	MS FACS		
001	103566	CH	1 06130	CARD SERVICES	06/02/2023	\$49.60	153613	E 01 201 250 000 000 430	MS FACS		
001	103566	CH	1 06130	CARD SERVICES	06/02/2023	\$15.86	153613	E 01 201 250 000 000 430	MS FACS		
001	103566	CH	1 06130	CARD SERVICES	06/02/2023	\$43.20	153613	E 01 201 250 000 000 430	MS FACS		
001	103566	CH	1 06130	CARD SERVICES	06/02/2023	\$244.23	153613	E 04 500 596 000 344 490	CE		
001	103566	CH	1 06130	CARD SERVICES	06/02/2023	\$27.96	153613	E 04 500 580 000 325 490	CE		
001	103566	CH	1 06130	CARD SERVICES	06/02/2023	\$125.81	153613	E 01 300 331 000 830 433	HS FACS		
001	103566	CH	1 06130	CARD SERVICES	06/02/2023	\$92.38	153613	E 01 300 331 000 830 433	HS FACS		
001	103566	CH	1 06130	CARD SERVICES	06/02/2023	\$90.95	153613	E 01 300 331 000 830 433	HS FACS		
001	103566	CH	1 06130	CARD SERVICES	06/02/2023	\$175.79	153613	E 01 300 331 000 830 433	HS FACS		
001	103566	CH	1 06130	CARD SERVICES	06/02/2023	\$53.15	153613	E 01 300 331 000 830 433	HS FACS		
001	103566	CH	1 06130	CARD SERVICES	06/02/2023	\$52.00	153613	E 01 300 331 000 830 433	HS FACS		

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001	103566	CH	1 06130	CARD SERVICES	06/02/2023	\$93.36	153613	E 01 300 331 000 830 433	HS FACS
001	103566	CH	1 06130	CARD SERVICES	06/02/2023	\$92.22	153613	E 01 300 331 000 830 433	HS FACS
001	103566	CH	1 06130	CARD SERVICES	06/02/2023	\$57.96	153613	E 01 300 331 000 830 433	HS FACS
001	103566	CH	1 06130	CARD SERVICES	06/02/2023	\$143.70	153613	E 01 300 331 000 830 433	HS FACS
001	103566	CH	1 06130	CARD SERVICES	06/02/2023	\$15.96	153613	E 01 300 331 000 830 433	HS FACS
001	103566	CH	1 06130	CARD SERVICES	06/02/2023	\$299.64	153613	E 01 300 331 000 830 433	HS FACS
001	103566	CH	1 06130	CARD SERVICES	06/02/2023	\$67.31	153613	E 01 300 331 000 830 433	HS FACS
001	103566	CH	1 06130	CARD SERVICES	06/02/2023	\$201.04	153613	E 01 300 331 000 830 433	HS FACS
001	103566	CH	1 06130	CARD SERVICES	06/02/2023	\$11.95	153613	E 01 300 331 000 830 433	HS FACS
001	103566	CH	1 06130	CARD SERVICES	06/02/2023	\$136.87	153613	E 11 300 289 000 000 490	HS
001	103566	CH	1 06130	CARD SERVICES	06/02/2023	\$15.16	153613	E 11 300 298 000 000 401	ATHLETICS
Check Total:						\$2,428.35			
001	103567	CH	1 04472	CARING RIVERS UNITED WAY	06/05/2023	\$40.00	153656	B 01 215 045	United Way
001	103567	CH	1 04472	CARING RIVERS UNITED WAY	06/05/2023	\$14.00	153656	B 12 215 045	United Way
Check Total:						\$54.00			
001	103568	CH	1 04234	MN CHILD SUPPORT PYMT CENTER	06/05/2023	\$281.00	153646	B 01 215 081	Child Support
001	103568	CH	1 04234	MN CHILD SUPPORT PYMT CENTER	06/05/2023	\$422.40	153646	B 12 215 081	Child Support
Check Total:						\$703.40			
001	103569	CH	1 04223	NCPERS GROUP LIFE INS	06/05/2023	\$133.28	153649	B 01 215 033	NCPR Life
Check Total:						\$133.28			
001	103570	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	06/05/2023	\$1,066.63	153651	B 01 215 040	U Due Nc
001	103570	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	06/05/2023	\$178.60	153651	B 04 215 040	U Dues Nc
001	103570	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	06/05/2023	\$2,160.47	153651	B 12 215 040	U Due Nc
Check Total:						\$3,405.70			
001	103571	CH	1 09274	STEWART, ZLIMEN & JUNGERS, LTD	06/05/2023	\$424.92	153653	B 12 215 079	Payroll Deductions
Check Total:						\$424.92			
001	103573	CH	1 12821	BECK, MICHAEL	06/09/2023	\$87.50	153668	E 11 300 294 114 000 305	VARSITY TRACK STARTING OFFICIAL
001	103573	CH	1 12821	BECK, MICHAEL	06/09/2023	\$87.50	153668	E 11 300 296 114 000 305	VARSITY TRACK STARTING OFFICIAL
001	103573	CH	1 12821	BECK, MICHAEL	06/09/2023	\$25.25	153669	E 11 300 294 114 000 401	SHELLS
001	103573	CH	1 12821	BECK, MICHAEL	06/09/2023	\$25.50	153669	E 11 300 296 114 000 401	SHELLS
Check Total:						\$225.75			
001	103574	CH	1 13241	BENEFIT RESOURCE LLC	06/09/2023	\$484.00	153614	E 01 005 105 000 000 305	COBRA QUALIFYING EVENT APRIL 2023
001	103574	CH	1 13241	BENEFIT RESOURCE LLC	06/09/2023	\$224.00	153616	E 01 005 105 000 000 305	COBRA QUALIFYING EVENT MAY 2023
Check Total:						\$708.00			

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001	103575	CH	1	01231	BIG LAKE FLORAL & GIFT	06/09/2023	\$100.00	153677	E 01 300 211 222 000 401	FLOWERS FOR GRADUATION	
Check Total:							\$100.00				
001	103576	CH	1	10336	BOULDER POINTE EQUESTRIAN AND E	06/09/2023	\$258.00	153615	E 04 500 560 090 321 305	MY LITTLE HORSE CAMP	
Check Total:							\$258.00				
001	103577	CH	1	12743	CROWN CHRISTIAN SCHOOL	06/09/2023	\$275.00	153617	E 01 005 760 000 720 361	NON-PUBLIC TRANSPORTATION	
001	103577	CH	1	12743	CROWN CHRISTIAN SCHOOL	06/09/2023	\$550.00	153618	E 01 005 760 000 720 361	NON-PUBLIC TRANSPORTATION	
001	103577	CH	1	12743	CROWN CHRISTIAN SCHOOL	06/09/2023	\$550.00	153619	E 01 005 760 000 720 361	NON-PUBLIC TRANSPORTATION	
001	103577	CH	1	12743	CROWN CHRISTIAN SCHOOL	06/09/2023	\$275.00	153620	E 01 005 760 000 720 361	NON-PUBLIC TRANSPORTATION	
Check Total:							\$1,650.00				
001	103578	CH	1	09871	DEERE & COMPANY	06/09/2023	\$17,629.28	153674	E 05 005 810 000 302 530	JOHN DEERE 994R ZTRAK DIESEL MOW	
001	103578	CH	1	09871	DEERE & COMPANY	06/09/2023	\$0.00	153674	E 05 005 810 000 302 530	DELIVERING DEALER - MIDWEST MACH	
001	103578	CH	1	09871	DEERE & COMPANY	06/09/2023	\$0.00	153674	E 05 005 810 000 302 530	Please email invoices to b.schake@biglake	
Check Total:							\$17,629.28				
001	103579	CH	1	08417	EDUCATORS BENEFIT CONSULTANTS	06/09/2023	\$400.36	153622	E 01 005 105 000 000 305	403B ADMIN & COMPLIANCE MONTHLY I	
Check Total:							\$400.36				
001	103580	CH	1	13648	EDUTRAK, LLC	06/09/2023	\$1,161.60	153621	E 11 300 292 000 000 405	BASE SERVICE/DATABRDIGE SERVICE	
Check Total:							\$1,161.60				
001	103581	CH	1	13013	HERITAGE	06/09/2023	\$275.00	153623	E 01 005 760 000 720 361	22/23 NON-PUBLIC TRANSPORTATION	
Check Total:							\$275.00				
001	103582	CH	1	12149	LHOTKA, MIKE	06/09/2023	\$87.50	153666	E 11 300 294 114 000 305	VARSITY TRACK STARTING OFFICIAL	
001	103582	CH	1	12149	LHOTKA, MIKE	06/09/2023	\$87.50	153666	E 11 300 296 114 000 305	VARSITY TRACK STARTING OFFICIAL	
001	103582	CH	1	12149	LHOTKA, MIKE	06/09/2023	\$25.50	153667	E 11 300 294 114 000 305	SHELLS	
001	103582	CH	1	12149	LHOTKA, MIKE	06/09/2023	\$25.25	153667	E 11 300 296 114 000 401	SHELLS	
Check Total:							\$225.75				
001	103583	CH	1	13016	NORTHLAND REFRIGERATION INCORP	06/09/2023	\$690.50	153624	E 01 300 810 000 000 350	B&G REPAIRS	
Check Total:							\$690.50				
001	103584	CH	1	04315	NOVACARE REHABILITATION	06/09/2023	\$75.00	153671	E 11 300 292 153 000 305	ATHLETIC TRAINING COVERAGE 22/23	
Check Total:							\$75.00				
001	103585	CH	1	13659	RAMERT, JASON STUART	06/09/2023	\$140.00	153625	E 04 500 505 000 321 305	TECH FOR TEMPO DANCE	
Check Total:							\$140.00				
001	103586	CH	1	08389	SCHOLASTIC	06/09/2023	\$663.93	153661	E 01 110 216 638 401 430	LIBERTY BOOKS	
Check Total:							\$663.93				
001	103588	CH	1	08682	ST. ANDREW SCHOOL	06/09/2023	\$275.00	153627	E 01 005 760 000 720 361	22/23 NON-PUBLIC TRANSPORATION	

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	103588	CH	1	08682	ST. ANDREW SCHOOL	06/09/2023	\$275.00	153628	E 01 005 760 000 720 361	22/23 NON-PUBLIC TRANSPORATION1	
001	103588	CH	1	08682	ST. ANDREW SCHOOL	06/09/2023	\$275.00	153629	E 01 005 760 000 720 361	22/23 NON-PUBLIC TRANSPORATION	
001	103588	CH	1	08682	ST. ANDREW SCHOOL	06/09/2023	\$550.00	153630	E 01 005 760 000 720 361	22/23 NON-PUBLIC TRANSPORATION2	
001	103588	CH	1	08682	ST. ANDREW SCHOOL	06/09/2023	\$550.00	153631	E 01 005 760 000 720 361	22/23 NON-PUBLIC TRANSPORATION	
001	103588	CH	1	08682	ST. ANDREW SCHOOL	06/09/2023	\$825.00	153632	E 01 005 760 000 720 361	22/23 NON-PUBLIC TRANSPORATION	
001	103588	CH	1	08682	ST. ANDREW SCHOOL	06/09/2023	\$275.00	153633	E 01 005 760 000 720 361	22/23 NON-PUBLIC TRANSPORATION	
001	103588	CH	1	08682	ST. ANDREW SCHOOL	06/09/2023	\$275.00	153634	E 01 005 760 000 720 361	22/23 NON-PUBLIC TRANSPORATION	
Check Total:							\$3,300.00				
001	103589	CH	1	05314	TECH CHECK	06/09/2023	\$24,000.00	153665	E 12 005 404 011 640 556	Lu Interactive Playground	
Check Total:							\$24,000.00				
001	103590	CH	1	01089	VISION OF BIG LAKE	06/09/2023	\$80.00	153672	E 12 300 400 178 000 305	Van training James Anderson 612-219-151	
001	103590	CH	1	01089	VISION OF BIG LAKE	06/09/2023	\$80.00	153672	E 12 300 400 178 000 305	Van training Amy Otto 763-458-3105	
001	103590	CH	1	01089	VISION OF BIG LAKE	06/09/2023	\$80.00	153672	E 12 300 400 178 000 305	Van Training Mary Walsh 763-360-8664	
001	103590	CH	1	01089	VISION OF BIG LAKE	06/09/2023	\$80.00	153672	E 12 300 400 178 000 305	Van Training Beth Remarcik 612-386-0115	
Check Total:							\$320.00				
001	103591	CH	1	13522	VOIGT'S MOTORCOACH TRAVEL, INC.	06/09/2023	\$3,952.92	153626	E 01 201 260 214 733 360	BUS AND PARKING PERMIT	
Check Total:							\$3,952.92				
001	103592	CH	1	05813	APPLE	06/09/2023	\$79.00	153678	E 01 005 630 000 000 555	PO 31712 Magic Mouse	
Check Total:							\$79.00				
001	103594	CH	1	13642	SOCIAL CLUB SIMPLE	06/14/2023	\$15.00	153673	E 04 500 560 000 321 305	CELL PHONES & PARENTING 06/01/2023	
Check Total:							\$15.00				
001	103595	CH	1	13507	FIDELITY SECURITY L.IFE INSURANCE	06/05/2023	\$605.06	153676	B 01 215 054	JUNE 2023 VISION	
001	103595	CH	1	13507	FIDELITY SECURITY L.IFE INSURANCE	06/05/2023	\$5.89	153676	B 04 215 054	JUNE 2023 VISION	
001	103595	CH	1	13507	FIDELITY SECURITY L.IFE INSURANCE	06/05/2023	\$0.06	153676	B 05 215 054	JUNE 2023 VISION	
001	103595	CH	1	13507	FIDELITY SECURITY L.IFE INSURANCE	06/05/2023	\$6.10	153676	B 11 215 054	JUNE 2023 VISION	
001	103595	CH	1	13507	FIDELITY SECURITY L.IFE INSURANCE	06/05/2023	\$156.78	153676	B 12 215 054	JUNE 2023 VISION	
Check Total:							\$773.89				
Bank 001 Total:							\$104,375.14				
Report Total:							\$104,375.14				

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	103596	CH	1	06412	ANOKA RAMSEY COMMUNITY COLLEGE	06/16/2023	\$1,000.00	153700	E 01 300 960 000 340 898	SCHOLARSHIP (MACY CRAIG)	
Check Total:							\$1,000.00				
001	103597	CH	1	09213	AQUA ENGINEERING, INC.	06/16/2023	\$731.20	153687	E 01 005 810 000 000 350	B&G SUPPLIES	
001	103597	CH	1	09213	AQUA ENGINEERING, INC.	06/16/2023	\$1,076.08	153699	E 01 005 810 000 000 350	B&G REPAIRS	
Check Total:							\$1,807.28				
001	103598	CH	1	12159	ARVIG	06/16/2023	\$133.22	153735	E 01 005 630 000 000 305	HOT SPOTS 06/06/23-07/05/23	
Check Total:							\$133.22				
001	103599	CH	1	13616	C & H SPORT SURFACES INC	06/16/2023	\$4,485.00	153686	E 01 005 810 000 000 350	REPAIRS TO TRACK SURFACE PER QUOTE	
Check Total:							\$4,485.00				
001	103600	CH	1	03184	CENTERPOINT ENERGY	06/16/2023	\$9.77	153702	E 01 201 810 000 000 330	MS SCHOOL FIRM GAS MAY 2023	
001	103600	CH	1	03184	CENTERPOINT ENERGY	06/16/2023	\$65.65	153702	E 01 201 810 000 000 330	MS SCHOOL INT GAS MAY 2023	
001	103600	CH	1	03184	CENTERPOINT ENERGY	06/16/2023	\$93.01	153702	E 01 100 810 000 000 330	INDY INT GAS MAY 2023	
001	103600	CH	1	03184	CENTERPOINT ENERGY	06/16/2023	\$6.00	153702	E 01 300 810 000 000 330	HS FIRM GAS MAY 2023	
001	103600	CH	1	03184	CENTERPOINT ENERGY	06/16/2023	\$166.02	153702	E 01 300 810 000 000 330	HS SCHOOL INT GAS MAY 2023	
001	103600	CH	1	03184	CENTERPOINT ENERGY	06/16/2023	\$3.81	153702	E 01 100 810 000 000 330	INDY FIRM #2 GAS MAY 2023	
001	103600	CH	1	03184	CENTERPOINT ENERGY	06/16/2023	\$576.60	153702	E 01 100 810 000 000 330	INDY FIRM #1 GAS MAY 2023	
Check Total:							\$920.86				
001	103601	CH	1	12948	DAVE NELSON GREENHOUSE LLC	06/16/2023	\$1,410.00	153701	E 04 500 580 000 325 401	ECFE FLOWER FUNDRAISER	
Check Total:							\$1,410.00				
001	103602	CH	1	10780	EBERT, INC.	06/16/2023	\$425,799.50	153737	E 06 100 870 000 000 520	BOND 22A INDY RENOVATIONS 22D100.0	
Check Total:							\$425,799.50				
001	103603	CH	1	12517	GERTENS	06/16/2023	\$1,110.00	153731	E 01 005 810 000 000 401	LOUISVILLE SLUGGER FIELD CHALK	
001	103603	CH	1	12517	GERTENS	06/16/2023	\$0.00	153731	E 01 005 810 000 000 401	SHIPPING INCLUDED	
Check Total:							\$1,110.00				
001	103604	CH	1	06230	GOPHER STATE ONE-CALL	06/16/2023	\$14.85	153706	E 01 005 810 000 000 350	TICKETS	
Check Total:							\$14.85				
001	103605	CH	1	13043	GOPHERMODS, LLC	06/16/2023	\$1,199.00	153705	E 01 005 630 630 000 315	IPADS REPAIRS	
Check Total:							\$1,199.00				
001	103606	CH	1	13592	GROWING GREEN HEARTS	06/16/2023	\$536.68	153704	E 01 100 218 000 388 369	Site Visit May 2, 2023, Stories in the Rocks	
Check Total:							\$536.68				
001	103607	CH	1	03951	HEINEMANN	06/16/2023	\$10,003.29	153703	E 01 797 203 012 161 460	See attached order form	
001	103607	CH	1	03951	HEINEMANN	06/16/2023	\$862.21	153703	E 01 797 203 012 161 460	shipping	
Check Total:							\$10,865.50				

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001	103608	CH	1 13565	KUE CONTRACTORS INC	06/16/2023	\$79,729.51	153738	E 06 300 870 000 000 520	BOND 22A HS RENOVATIONS 22E300.01
Check Total:						\$79,729.51			
001	103609	CH	1 13130	LMNO DESIGN CO LLC	06/16/2023	\$1,416.00	153707	E 01 300 790 000 699 303	PCN MEDIA CONSULTANT MAY 2023
001	103609	CH	1 13130	LMNO DESIGN CO LLC	06/16/2023	\$209.14	153708	E 01 300 790 000 699 366	MILEAGE
Check Total:						\$1,625.14			
001	103610	CH	1 08353	M & M EXPRESS SALES & SERVICE	06/16/2023	\$30.00	153739	E 01 005 810 000 000 350	NSHARPEN CHAIN(S) OFF SAW
Check Total:						\$30.00			
001	103611	CH	1 13662	MICHIGAN TECHNOLOGY UNIVERSITY	06/16/2023	\$5,875.00	153710	E 01 300 960 000 340 898	SCHOLARSHIP (CARTER ERICKSON)
Check Total:						\$5,875.00			
001	103612	CH	1 13606	MINNESOTA ATHLETIC APPAREL, INC.	06/16/2023	\$659.88	153715	E 11 300 288 154 000 401	Trap Vests
001	103612	CH	1 13606	MINNESOTA ATHLETIC APPAREL, INC.	06/16/2023	\$19.01	153715	E 11 300 288 154 000 401	Shipping
Check Total:						\$678.89			
001	103613	CH	1 13663	MINNESOTA STATE - MANKATO	06/16/2023	\$875.00	153736	E 01 300 960 000 340 898	SCHOLARSHIP (SEREN MCWHORTER)
Check Total:						\$875.00			
001	103614	CH	1 12478	MINNESOTA STATE UNIVERSITY MOOF	06/16/2023	\$200.00	153711	E 01 300 960 000 340 898	SCHOLARSHIP (ISABELLA LUETMER)
Check Total:						\$200.00			
001	103615	CH	1 06411	MISSISSIPPI 8 CONFERENCE	06/16/2023	\$1,264.50	153714	E 11 300 294 114 000 369	TRACK & FIELD CONFERENCE
001	103615	CH	1 06411	MISSISSIPPI 8 CONFERENCE	06/16/2023	\$1,264.50	153714	E 11 300 296 114 000 369	TRACK & FIELD CONFERENCE
Check Total:						\$2,529.00			
001	103616	CH	1 13029	MONTICELLO COMMUNITY EDUCATIOI	06/16/2023	\$712.00	153712	E 04 500 560 080 321 305	HUDSON, WI LUNCH CRUISE
Check Total:						\$712.00			
001	103617	CH	1 10327	NORTHERN AIR CORPORATION	06/16/2023	\$50,196.00	153734	E 15 300 865 000 380 520	SIEMENS LINKAGELESS CONTROLS AN
001	103617	CH	1 10327	NORTHERN AIR CORPORATION	06/16/2023	\$0.00	153734	E 15 300 865 000 380 520	LTFM BOND
Check Total:						\$50,196.00			
001	103618	CH	1 13016	NORTHLAND REFRIGERATION INCORF	06/16/2023	\$567.77	153713	E 02 201 770 000 701 350	MIDDLE SCHOOL FREEZER REPAIRS
Check Total:						\$567.77			
001	103619	CH	1 07890	PMA ASSET MANAGEMENT, LLC	06/16/2023	\$236.59	153730	E 45 005 935 000 000 305	ASSETS MAY 2023
Check Total:						\$236.59			
001	103620	CH	1 09760	PREMIER LOCATING, INC.	06/16/2023	\$187.50	153740	E 01 005 810 000 000 305	TICKETS
Check Total:						\$187.50			
001	103621	CH	1 12674	QUADIENT LEASING USA, INC.	06/16/2023	\$521.31	153718	E 01 005 110 000 000 335	LEASE N22102524 04/04/23-07/03/23
Check Total:						\$521.31			

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	103622	CH	1 05945	REGION 7AA	06/16/2023	\$1,216.00	153720	R 11 300 294 111 000 099	05/30/23 SECTION BASEBALL GATE ADM
						Check Total:	\$1,216.00		
001	103623	CH	1 08133	REGION 8AA, MSHSL	06/16/2023	\$2,075.00	153719	R 11 300 292 153 000 099	05/29/2023 SECTION GIRLS LACROSSE
						Check Total:	\$2,075.00		
001	103624	CH	1 01034	RESOURCE TRAINING & SOLUTIONS	06/16/2023	\$1,260.00	153716	E 01 005 720 000 000 375	CONTRACT NURSING SERVICES
						Check Total:	\$1,260.00		
001	103625	CH	1 13220	RUMPCA-BARRETT, JOELYN	06/16/2023	\$550.00	153717	E 04 500 570 000 321 305	AMERICAN HEART ASSOCIATION, CPR,
						Check Total:	\$550.00		
001	103626	CH	1 13587	SCHELDE SPORTS NORTH AMERICA	06/16/2023	\$2,167.50	153721	E 01 300 240 000 000 430	SSVB404S2P I4 INFINITY 4" POST PAIR V
001	103626	CH	1 13587	SCHELDE SPORTS NORTH AMERICA	06/16/2023	\$400.00	153721	E 01 300 240 000 000 430	Shipping
						Check Total:	\$2,567.50		
001	103627	CH	1 13018	ST STEPHEN SCHOOL	06/16/2023	\$275.00	153725	E 01 005 760 000 720 361	22/23 NON-PUBLICATION TRANSPORATI
						Check Total:	\$275.00		
001	103628	CH	1 10163	ST. FRANCIS XAVIER SCHOOL	06/16/2023	\$550.00	153722	E 01 005 760 000 720 361	22/23 NON PUBLIC TRANSPORATION
001	103628	CH	1 10163	ST. FRANCIS XAVIER SCHOOL	06/16/2023	\$550.00	153723	E 01 005 760 000 720 361	22/23 NON PUBLIC TRANSPORATION
001	103628	CH	1 10163	ST. FRANCIS XAVIER SCHOOL	06/16/2023	\$275.00	153724	E 01 005 760 000 720 361	22/23 NON PUBLIC TRANSPORATION
						Check Total:	\$1,375.00		
001	103629	CH	1 13212	THREE SONS HARDWARE LLC	06/16/2023	\$11.16	153729	E 01 300 361 000 830 433	MAY 2023 SUPPLIES
001	103629	CH	1 13212	THREE SONS HARDWARE LLC	06/16/2023	\$14.99	153729	E 01 005 810 000 000 401	MAY 2023 SUPPLIES
001	103629	CH	1 13212	THREE SONS HARDWARE LLC	06/16/2023	\$12.98	153729	E 04 500 596 000 344 401	MAY 2023 SUPPLIES
001	103629	CH	1 13212	THREE SONS HARDWARE LLC	06/16/2023	\$13.19	153729	E 01 201 810 000 000 401	MAY 2023 SUPPLIES
						Check Total:	\$52.32		
001	103630	CH	1 13613	VENTRIS LEARNING LLC	06/16/2023	\$210.00	153726	E 05 100 203 602 302 460	Teacher manuals
001	103630	CH	1 13613	VENTRIS LEARNING LLC	06/16/2023	\$210.00	153726	E 05 110 203 602 302 460	Teacher manuals
001	103630	CH	1 13613	VENTRIS LEARNING LLC	06/16/2023	\$15.75	153726	E 05 100 203 602 302 460	Shipping
001	103630	CH	1 13613	VENTRIS LEARNING LLC	06/16/2023	\$15.75	153726	E 05 100 203 602 302 460	Shipping
						Check Total:	\$451.50		
001	103631	CH	1 13508	WILD BRATZ LLC	06/16/2023	\$2,099.50	153728	R 04 500 580 000 325 100	ECFE BRAT FUNDRAISER
						Check Total:	\$2,099.50		
001	103632	CH	1 10633	WOLD ARCHITECTS, INC	06/16/2023	\$16,950.95	153741	E 06 100 870 000 000 305	BOND PROJECT #22D100.01B INDY ES F
001	103632	CH	1 10633	WOLD ARCHITECTS, INC	06/16/2023	\$5,941.50	153742	E 06 300 870 000 000 305	BOND PROJECT #22E300.01B HS RENO
001	103632	CH	1 10633	WOLD ARCHITECTS, INC	06/16/2023	12 \$12,799.70	153743	E 06 110 870 000 000 305	BOND PROJECT #22E110.01B LIBERTY E
						Check Total:	\$35,692.15		

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	103633	CH	1 10029	WOODLAND WORK DESIGNS, LLC	06/16/2023	\$500.00	153727	E 01 300 211 222 000 305	2023 Commencement Photos
Check Total:						\$500.00			
001	103634	CH	1 10327	NORTHERN AIR CORPORATION	06/16/2023	\$51,680.00	153744	E 06 300 870 000 000 520	BOND 22C CONTROLS 22C005.01A
Check Total:						\$51,680.00			
001	103635	CH	1 08379	APPLE INC.	06/16/2023	\$1,937.00	153745	E 06 300 870 000 000 530	Apple TV 4K + Ethernet HS Media
001	103635	CH	1 08379	APPLE INC.	06/16/2023	\$1,788.00	153745	E 06 005 870 000 000 530	Apple TV 4K + Ethernet - DO
001	103635	CH	1 08379	APPLE INC.	06/16/2023	\$2,831.00	153745	E 01 005 630 000 000 456	Apple TV 4K + Ethernet
Check Total:						\$6,556.00			
Bank 001 Total:						\$699,595.57			
Report Total:						\$699,595.57			

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1 01034	RESOURCE TRAINING & SOLUTIONS	06/09/2023	\$20.00	153495	E 01 005 640 000 316 366	2023 Legislative Recap (Angie Manuel)
001		CC	1 01034	RESOURCE TRAINING & SOLUTIONS	06/09/2023	\$20.00	153528	E 01 005 640 000 316 366	2023 Legislative Recap (Minda Anderson)
001		CC	1 01034	RESOURCE TRAINING & SOLUTIONS	06/09/2023	\$760.00	153594	E 01 005 640 000 316 366	Nursing Services and Students of Excellen
001		CC	1 01034	RESOURCE TRAINING & SOLUTIONS	06/09/2023	\$2,660.00	153594	E 01 005 720 000 000 375	Nursing Services and Students of Excellen
001		CC	1 01065	HILLYARD FLOOR CARE	06/09/2023	\$559.88	153509	E 01 100 810 000 000 401	PO 31944 Indy Cleaning Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	06/09/2023	\$3,747.57	153510	E 01 110 810 000 000 401	PO 319947/31944 B&G Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	06/09/2023	\$6,984.29	153510	E 01 100 810 000 000 401	PO 319947/31944 B&G Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	06/09/2023	\$4,643.56	153525	E 01 300 810 000 000 401	B&G Supplies PO 28265/31946/31945
001		CC	1 01065	HILLYARD FLOOR CARE	06/09/2023	\$236.00	153525	E 01 110 810 000 000 350	B&G Supplies PO 28265/31946/31945
001		CC	1 01065	HILLYARD FLOOR CARE	06/09/2023	\$313.63	153525	E 01 110 810 000 000 350	B&G Supplies PO 28265/31946/31945
001		CC	1 01065	HILLYARD FLOOR CARE	06/09/2023	\$3,169.86	153525	E 01 201 810 000 000 401	B&G Supplies PO 28265/31946/31945
001		CC	1 01065	HILLYARD FLOOR CARE	06/09/2023	\$32.63	153525	E 01 300 810 000 000 350	B&G Supplies PO 28265/31946/31945
001		CC	1 01065	HILLYARD FLOOR CARE	06/09/2023	\$272.05	153551	E 01 201 810 000 000 401	MS B&G Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	06/09/2023	\$136.60	153589	E 01 110 810 000 000 401	PO 31898 Liberty Cleaning Supplies
001		CC	1 01134	MESPA	06/09/2023	\$728.00	153537	E 01 110 050 000 000 820	FY 24 Membership Renewal (Teresa Smoc
001		CC	1 01146	MONTICELLO PRINTING	06/09/2023	\$254.67	153522	E 01 100 203 000 000 401	Indy Stem Note Cards & Envelopes PO 31
001		CC	1 01435	AWARD EMBLEM MFG CO INC	06/09/2023	\$34.51	153520	E 11 300 291 136 000 401	PO 31942 Fine Arts Pins & Drama Masks
001		CC	1 01435	AWARD EMBLEM MFG CO INC	06/09/2023	\$1,681.48	153521	E 01 300 211 133 000 401	PO 31889 Fine Arts Banquet Awards - See
001		CC	1 02266	SOCIAL STUDIES SCHOOL SERVICE	06/09/2023	\$59.95	153602	E 01 201 270 000 000 430	PO 31766 MS Downloadable Hungry Plane
001		CC	1 02274	VALLEYFAIR	06/09/2023	\$1,250.00	153542	E 01 300 258 214 000 369	HS Band Concert Valleyfair 50 tickets
001		CC	1 02274	VALLEYFAIR	06/09/2023	\$750.00	153543	E 01 300 258 214 000 369	MS & HS Valley Fair 05/.25.2023
001		CC	1 02274	VALLEYFAIR	06/09/2023	\$1,200.00	153543	E 01 201 258 214 000 369	MS & HS Valley Fair 05/.25.2023
001		CC	1 02493	ELK RIVER PRINTING	06/09/2023	\$101.88	153550	E 01 300 790 000 699 303	Postcards (Elk River Printing)
001		CC	1 03351	GOPHER SPORT	06/09/2023	\$1,072.96	153609	E 12 201 408 000 619 401	PO 31648: MS Tumble Pro 2" Polyethylene
001		CC	1 03351	GOPHER SPORT	06/09/2023	\$1,195.38	153567	E 01 110 240 000 000 430	PO 31842 Liberty Supplies
001		CC	1 03388	CONTINENTAL CLAY CO	06/09/2023	\$776.15	153595	E 01 300 212 000 000 430	PO 31753 HS Art Supplies
001		CC	1 03455	GRAINGER	06/09/2023	\$36.00	153497	E 01 300 810 000 000 401	PO 31967 HS o rings Supplies
001		CC	1 03455	GRAINGER	06/09/2023	\$622.00	153513	E 01 300 810 000 000 401	PO 31967 DO Boxes
001		CC	1 03455	GRAINGER	06/09/2023	\$128.76	153514	E 01 300 810 000 000 350	PO 31967 HS GRAINGER REPAIR SUPPL
001		CC	1 03455	GRAINGER	06/09/2023	\$849.57	153526	E 05 005 865 000 363 350	FIRE CABINET PO 31921
001		CC	1 03455	GRAINGER	06/09/2023	\$234.44	153527	E 01 100 810 000 000 305	PO 31917 Indy Water Filter
001		CC	1 03455	GRAINGER	06/09/2023	\$234.44	153555	E 01 201 810 000 000 350	PO 31920 MS Water Filters
001		CC	1 03455	GRAINGER	06/09/2023	\$177.00	153573	E 01 300 810 000 000 350	PO 31921 Wet Floor Signs
001		CC	1 03455	GRAINGER	06/09/2023	\$351.66	153578	E 01 300 810 000 000 350	PO 31918 HS Water Filters

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 06/01/2023 - 6/30/2023

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1 03455	GRAINGER	06/09/2023	\$351.66	153579	E 01 110 810 000 000 350	PO 31919 Liberty Water Filters
001		CC	1 04279	MCPETE'S SPORTS BAR & LANES	06/09/2023	\$1,200.00	153566	E 01 300 790 000 699 490	04/22 Bowling, Shoes & Taco bar
001		CC	1 04336	MASBO	06/09/2023	\$25.00	153494	E 01 005 640 000 316 366	2023 Legislative Conference (Angie Manue
001		CC	1 04336	MASBO	06/09/2023	\$110.00	153516	E 01 005 020 000 000 820	FY 24 Membership (Tim)
001		CC	1 04410	MINNESOTA DEPARTMENT OF HEALTH	06/09/2023	\$2.26	153539	E 01 005 640 000 316 366	Service Fee (EHL Learn) MN Dept of Healt
001		CC	1 04410	MN DEPARTMENT OF HEALTH	06/09/2023	\$105.00	153540	E 01 005 640 000 316 366	MN Dept of Health CTC Hearing Vision Ski
001		CC	1 04641	IEA	06/09/2023	\$1,270.00	153508	E 05 005 865 000 352 305	Bond 22C005.03B=\$1,820
001		CC	1 04641	IEA	06/09/2023	\$1,820.00	153508	E 06 005 870 000 000 305	Bond 22C005.03B=\$1,820
001		CC	1 04641	IEA	06/09/2023	\$576.63	153508	E 05 005 865 000 352 305	Bond 22C005.03B=\$1,820
001		CC	1 04641	IEA	06/09/2023	\$1,742.50	153597	E 06 100 870 000 000 305	Bond Project 22D100.01E, 22C005.03B
001		CC	1 04641	IEA	06/09/2023	\$1,354.11	153597	E 05 005 865 000 352 305	Bond Project 22D100.01E, 22C005.03B
001		CC	1 04641	IEA	06/09/2023	\$1,820.00	153597	E 06 005 870 000 000 305	Bond Project 22D100.01E, 22C005.03B
001		CC	1 04641	IEA	06/09/2023	\$2,687.63	153597	E 06 100 870 000 000 305	Bond Project 22D100.01E, 22C005.03B
001		CC	1 04641	IEA	06/09/2023	\$6,000.00	153597	E 05 005 865 000 349 305	Bond Project 22D100.01E, 22C005.03B
001		CC	1 04719	M-F ATHLETIC COMPANY	06/09/2023	\$74.50	153534	E 11 300 294 116 000 401	Multi color chute rope and Pennants 110' - 1
001		CC	1 04719	M-F ATHLETIC COMPANY	06/09/2023	\$74.50	153534	E 11 300 296 116 000 401	Multi color chute rope and Pennants 110' - 1
001		CC	1 04944	DOMINO'S PIZZA	06/09/2023	\$94.00	153486	E 04 500 580 000 325 490	EC Staff Mtg
001		CC	1 04944	DOMINO'S PIZZA	06/09/2023	\$552.97	153501	E 11 300 288 154 000 490	Trap Team Pizza
001		CC	1 04944	DOMINO'S PIZZA	06/09/2023	\$64.34	153503	E 01 300 790 000 699 490	Food for 1 on 1 meetings at lupulin
001		CC	1 05264	BSN SPORTS	06/09/2023	\$4,962.69	153488	E 11 300 293 113 000 401	PO 31526 FB Supplies
001		CC	1 05505	TREND ENTERPRISES, INC.	06/09/2023	\$143.00	153554	E 04 500 580 000 325 430	ECFE/SR/KC Supplies
001		CC	1 05505	TREND ENTERPRISES, INC.	06/09/2023	\$143.00	153554	E 04 500 596 000 344 430	ECFE/SR/KC Supplies
001		CC	1 05505	TREND ENTERPRISES, INC.	06/09/2023	\$143.00	153554	E 04 500 570 000 321 401	ECFE/SR/KC Supplies
001		CC	1 06051	FINKEN WATER CENTERS	06/09/2023	\$44.20	153491	E 01 201 810 000 000 401	Solar Salt
001		CC	1 06051	FINKEN WATER CENTERS	06/09/2023	\$85.45	153512	E 01 100 810 000 000 401	Solar salt and drinking water
001		CC	1 06051	FINKEN WATER CENTERS	06/09/2023	\$68.95	153512	E 01 300 810 000 000 401	Solar salt and drinking water
001		CC	1 06051	FINKEN WATER CENTERS	06/09/2023	\$60.95	153512	E 01 005 810 000 000 332	Solar salt and drinking water
001		CC	1 06105	COMMITTEE FOR CHILDREN	06/09/2023	\$1,836.00	153523	E 04 500 580 012 160 460	Second Step Early Learning, Classroom Kit
001		CC	1 06130	COBORN'S INC.	06/09/2023	\$72.61	153496	E 01 300 790 000 699 490	Donuts for Morning Meeting
001		CC	1 06130	COBORN'S INC.	06/09/2023	\$222.67	153549	E 01 300 211 131 000 401	Academic Awards Banquet. A.Larsen
001		CC	1 06130	COBORN'S INC.	06/09/2023	\$3.57	153549	E 01 005 110 999 000 401	Academic Awards Banquet. A.Larsen
001		CC	1 06130	COBORN'S INC.	06/09/2023	\$57.09	153587	E 01 005 105 000 000 490	Liberty Interviews
001		CC	1 06319	HAMPTON INN	06/09/2023	\$409.48	153530	E 01 005 640 000 316 366	MASBO Spring Conference (Angie Manuel
001		CC	1 06327	THREE RIVERS PARK DISTRICT	06/09/2023	\$250.00	153565	E 01 100 203 012 150 303	CE Discovery Field Trip

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 06/01/2023 - 6/30/2023

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	06/09/2023	\$25.07	153603	E 01 110 810 000 000 320	Liberty Long Distance
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	06/09/2023	\$20.10	153604	E 01 300 810 000 000 320	HS Long Distance
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	06/09/2023	\$27.32	153605	E 01 100 810 000 000 320	Indy Long Distance
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	06/09/2023	\$20.14	153606	E 01 201 810 000 000 320	MS Long Distance
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	06/09/2023	\$29.88	153607	E 01 005 810 000 000 320	DO Long Distance
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	06/09/2023	\$7.77	153608	E 04 500 505 000 321 305	CE Long Distance
001		CC	1 08347	WALMART	06/09/2023	\$69.70	153544	E 04 500 570 000 321 401	KC Supplies
001		CC	1 08347	WALMART	06/09/2023	\$211.56	153562	E 01 110 203 902 000 401	Staff appreciation snacks/ you matter day c
001		CC	1 09044	MENARDS - ELK RIVER	06/09/2023	\$92.38	153545	E 01 110 810 000 000 350	B&G Supplies
001		CC	1 09044	MENARDS - ELK RIVER	06/09/2023	\$333.50	153545	E 01 005 810 000 000 401	B&G Supplies
001		CC	1 09217	HORIZON COMMERCIAL POOL SUPPLY	06/09/2023	\$1,549.01	153498	E 01 300 810 000 000 404	HS Pool Supplies
001		CC	1 09649	TWINS BALLPARK, LLC	06/09/2023	\$478.00	153588	E 01 100 203 911 000 369	school patrol field trip to MN Twins game 5/
001		CC	1 09984	THE INSTRUMENTALIST CO.	06/09/2023	\$236.00	153596	E 01 300 211 133 000 401	PO 31885 Band Supplies
001		CC	1 10104	THE SUITES HOTEL	06/09/2023	\$254.86	153531	E 01 005 020 000 000 366	Masbo Conference (Tim T)
001		CC	1 10338	ADAM'S PEST CONTROL, INC.	06/09/2023	\$52.00	153490	E 01 201 810 000 000 305	Target Pests: Ants
001		CC	1 10338	ADAM'S PEST CONTROL, INC.	06/09/2023	\$41.60	153490	E 01 300 810 000 000 305	Target Pests: Ants
001		CC	1 10338	ADAM'S PEST CONTROL, INC.	06/09/2023	\$52.00	153490	E 01 100 810 000 000 305	Target Pests: Ants
001		CC	1 10338	ADAM'S PEST CONTROL, INC.	06/09/2023	\$52.00	153490	E 01 110 810 000 000 305	Target Pests: Ants
001		CC	1 10338	ADAM'S PEST CONTROL, INC.	06/09/2023	\$156.00	153580	E 01 201 810 000 000 305	MS B&G Services
001		CC	1 10338	ADAM'S PEST CONTROL, INC.	06/09/2023	\$156.00	153581	E 01 110 810 000 000 305	Liberty B&G Services
001		CC	1 10338	ADAM'S PEST CONTROL, INC.	06/09/2023	\$156.00	153582	E 01 300 810 000 000 305	HS B&G Services
001		CC	1 10338	ADAM'S PEST CONTROL, INC.	06/09/2023	\$156.00	153583	E 01 100 810 000 000 305	Indy B&G Services
001		CC	1 10338	ADAM'S PEST CONTROL, INC.	06/09/2023	\$41.60	153584	E 01 300 810 000 000 305	HS B&G Services
001		CC	1 10434	MAJESTIC CREATIONS	06/09/2023	\$1,393.79	153500	E 01 005 105 000 000 401	Service Awards (Majestic Creations)
001		CC	1 10455	NORTH SHORE GYM SALES LLC	06/09/2023	\$171.84	153574	E 04 500 560 122 321 401	CE Volleyball
001		CC	1 10505	FUN EXPRESS, LLC	06/09/2023	\$249.95	153572	E 01 110 203 909 000 401	PO 31420 Liberty Supplies
001		CC	1 10512	CASEY'S	06/09/2023	\$15.02	153499	E 01 005 105 000 000 490	HR Assistant Interviews
001		CC	1 10512	CASEY'S	06/09/2023	\$67.89	153586	E 01 005 105 000 000 490	Liberty Principal Interviews
001		CC	1 10575	CONSTANT CONTACT	06/09/2023	\$195.00	153590	E 04 500 505 000 321 305	CE Marketing
001		CC	1 10586	AUSCO DESIGN &MARKETING	06/09/2023	\$5,058.25	153506	E 04 500 570 000 321 305	KC tshirts
001		CC	1 10619	4IMPRINT	06/09/2023	\$1,597.50	153485	E 04 500 580 241 325 401	ECFE in the Park / CE promotional items
001		CC	1 10619	4IMPRINT	06/09/2023	\$1,142.68	153485	E 04 500 505 000 321 401	ECFE in the Park / CE promotional items
001		CC	1 12031	LANGUAGELINE Solutions	06/09/2023	16 \$19.75	153548	E 01 201 219 000 317 358	MS Interpreter
001		CC	1 12031	LANGUAGELINE Solutions	06/09/2023	\$19.75	153568	E 01 201 219 000 317 358	May Interpreter

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 06/01/2023 - 6/30/2023

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1	12031	LANGUAGELINE Solutions	06/09/2023	\$35.55	153569	E 01 201 219 000 317 358	MS Interpreter
001		CC	1	12031	LANGUAGELINE Solutions	06/09/2023	\$11.85	153570	E 01 201 219 000 317 358	May Interpreter
001		CC	1	12031	LANGUAGELINE Solutions	06/09/2023	\$15.80	153571	E 01 201 219 000 317 358	MS Interpreter
001		CC	1	12031	LANGUAGELINE Solutions	06/09/2023	\$79.00	153585	E 01 201 219 000 317 358	Interpreter May 2023
001		CC	1	12127	JIMMY JOHNS	06/09/2023	\$669.74	153559	E 04 500 505 000 321 490	STEM Night Food
001		CC	1	12129	SIPTRUNK, INC	06/09/2023	\$70.05	153592	E 01 005 630 000 000 320	Back-up Phones
001		CC	1	12145	GOPHER STAGE LIGHTING	06/09/2023	\$109.96	153553	E 04 500 560 157 321 401	CE Supplies
001		CC	1	12145	GOPHER STAGE LIGHTING	06/09/2023	\$67.01	153553	E 04 500 560 157 321 401	CE Supplies
001		CC	1	12304	SAM'S CLUB	06/09/2023	\$374.34	153560	E 11 300 289 000 000 490	HS Prom
001		CC	1	12382	ADOBE	06/09/2023	\$179.88	153599	E 04 500 505 000 321 305	CE Marketing
001		CC	1	12404	CHILI'S	06/09/2023	\$195.18	153601	E 11 300 293 114 000 490	Boys Track Hamline Elite
001		CC	1	12418	USPS	06/09/2023	\$8.37	153561	E 11 300 292 000 000 329	Athletics Postage
001		CC	1	12459	EL LORO	06/09/2023	\$57.57	153536	E 11 300 292 000 000 490	Activities Dept Meeting Food includes \$10.1
001		CC	1	12464	FLIGHT DECK ATHLETICS	06/09/2023	(\$15.01)	153532	E 01 005 110 999 000 401	Tax Credit
001		CC	1	12464	FLIGHT DECK ATHLETICS	06/09/2023	(\$38.76)	153533	E 01 005 110 999 000 401	Tax refund
001		CC	1	12464	FLIGHT DECK ATHLETICS	06/09/2023	\$93.50	153577	E 11 300 294 114 000 401	Pacer FX 13"6 170
001		CC	1	12464	FLIGHT DECK ATHLETICS	06/09/2023	\$15.01	153577	E 01 005 110 999 000 401	Pacer FX 13"6 170
001		CC	1	12464	FLIGHT DECK ATHLETICS	06/09/2023	\$93.50	153577	E 11 300 296 114 000 401	Pacer FX 13"6 170
001		CC	1	12472	MARSHALL MEMO	06/09/2023	\$200.00	153547	E 01 005 020 000 000 366	Subscription
001		CC	1	12484	HUBBARD ELECTRIC INC	06/09/2023	\$828.10	153492	E 01 201 810 000 000 350	MS B&G Supplies
001		CC	1	12511	PANERA BREAD	06/09/2023	\$114.08	153557	E 01 110 203 902 000 490	Staff Appreciation Breakfast
001		CC	1	12687	UPS	06/09/2023	\$8.00	153505	E 11 300 292 000 000 329	Shipping
001		CC	1	12687	UPS	06/09/2023	\$17.53	153517	E 11 300 292 000 000 329	Shipping
001		CC	1	12687	UPS	06/09/2023	\$53.25	153575	E 04 500 560 157 321 329	CE Musical
001		CC	1	12781	SAVVAS	06/09/2023	\$3,254.75	153511	E 12 100 407 011 640 433	PO 31782 FOCUS MATH QUOTE #222602
001		CC	1	12781	SAVVAS	06/09/2023	\$260.38	153511	E 12 100 407 011 640 433	PO 31782 FOCUS MATH QUOTE #222602
001		CC	1	12781	SAVVAS	06/09/2023	\$260.38	153511	E 12 110 407 011 640 433	PO 31782 FOCUS MATH QUOTE #222602
001		CC	1	12781	SAVVAS	06/09/2023	\$3,254.75	153511	E 12 110 407 011 640 433	PO 31782 FOCUS MATH QUOTE #222602
001		CC	1	12808	EDPUZZLE	06/09/2023	\$12.50	153535	E 01 201 270 000 000 430	Social Studies Monthly JP
001		CC	1	12808	EDPUZZLE	06/09/2023	\$12.50	153538	E 01 201 270 000 000 430	Social Studies monthly J Browen
001		CC	1	12851	NEW YORK TIMES	06/09/2023	\$17.00	153591	E 01 300 220 000 000 430	English May
001		CC	1	13026	ABA MATH	06/09/2023	\$65.00	153507	E 04 500 560 000 321 305	Code Championship Tournament
001		CC	1	13041	TRIPLE SHIFT ENTMT	06/09/2023	\$430.50	153593	E 04 500 570 000 321 369	KC Field Trip
001		CC	1	13064	CREATURE FEATURES LLC	06/09/2023	\$641.50	153600	E 04 500 570 000 321 369	KC Field Trip

Big Lake Public Schools, ISD #727

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Payment Date Range: 06/01/2023 - 6/30/2023

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1	13072	CINTAS CORPORATION NO 2	06/09/2023	\$128.24	153552	E 01 300 810 350 000 305	Uniform Services April 2023
001		CC	1	13072	CINTAS CORPORATION NO 2	06/09/2023	\$128.20	153552	E 01 110 810 350 000 305	Uniform Services April 2023
001		CC	1	13072	CINTAS CORPORATION NO 2	06/09/2023	\$128.24	153552	E 01 201 810 350 000 305	Uniform Services April 2023
001		CC	1	13072	CINTAS CORPORATION NO 2	06/09/2023	\$128.24	153552	E 01 100 810 000 000 305	Uniform Services April 2023
001		CC	1	13072	CINTAS CORPORATION NO 2	06/09/2023	(\$2.55)	153552	E 01 300 810 350 000 305	Uniform Services April 2023
001		CC	1	13185	PATRIOT NEWS MN	06/09/2023	\$175.00	153524	E 01 005 010 000 000 305	May 13, Legal (week 1) Board Highlights
001		CC	1	13185	PATRIOT NEWS MN	06/09/2023	\$62.50	153546	E 01 005 010 000 000 305	My 6, Legal (week 1) Board Work Sessions
001		CC	1	13185	PATRIOT NEWS MN	06/09/2023	\$193.75	153546	E 01 005 010 000 000 305	My 6, Legal (week 1) Board Work Sessions
001		CC	1	13200	HUDDLE HUTS	06/09/2023	\$37.00	153504	E 11 300 293 114 000 401	CORNER LEG POLE REPLACEMENT PO
001		CC	1	13200	HUDDLE HUTS	06/09/2023	\$37.00	153504	E 11 300 295 114 000 401	CORNER LEG POLE REPLACEMENT PO
001		CC	1	13226	NINJA ANYWHERE LLC	06/09/2023	\$1,680.00	153598	E 04 500 570 000 321 369	KC Field Trip
001		CC	1	13232	IMPRINT.COM	06/09/2023	\$147.63	153493	E 04 500 505 000 321 305	CE Banners
001		CC	1	13277	JELLYFISH GRAPHICS	06/09/2023	\$14,944.40	153487	E 01 300 790 000 699 401	HS PCN Supplies
001		CC	1	13384	NAVIGATE 360	06/09/2023	\$749.00	153484	E 01 005 790 342 000 366	Alice Training
001		CC	1	13598	WILLYS ON THE WATER	06/09/2023	\$21.85	153558	E 01 005 020 000 000 366	Chamber Lunch
001		CC	1	13649	CROFT PUB AND GRUB	06/09/2023	\$67.89	153518	E 01 300 790 000 699 366	Dinner at Croft pub in grub
001		CC	1	13650	MAKESTICKERS.COM	06/09/2023	\$148.20	153529	E 04 500 505 000 321 401	CE stickers
001		CC	1	13651	FORM APPROVALS	06/09/2023	\$84.00	153541	E 01 100 050 000 000 405	Google Form Add On
001		CC	1	13652	THE FUN LAB	06/09/2023	\$100.00	153556	E 04 500 570 000 321 369	KC Field Trip
001		CC	1	13653	PUMP IT UP EDEN PRAIRIE	06/09/2023	\$100.00	153563	E 04 500 570 000 321 369	KC Field Trip
001		CC	1	13654	CITY OF ELK RIVER	06/09/2023	\$100.00	153564	E 01 100 203 012 150 303	CE Discovery Field Trip
001		CC	1	13656	MIDWEST VOLLEYBALL	06/09/2023	\$195.89	153576	E 04 500 560 000 321 401	CE Volleyball
001		CC	1	13657	WALMART.COM	06/09/2023	\$200.53	153502	E 01 300 331 000 830 433	HS FACS 5.23.23
001		CC	1	13657	WALMART.COM	06/09/2023	\$35.64	153610	E 01 110 203 902 000 401	Chalk for Recess/You matter day
001		CC	1	13657	WALMART.COM	06/09/2023	\$35.67	153611	E 01 110 203 902 000 401	Chalk for Recess/You matter day
001		CC	1	13657	WALMART.COM	06/09/2023	\$8.91	153612	E 01 110 203 902 000 401	Chalk for Recess/You matter day
001		CC	1	13658	MONTICELLO PUBLIC GOSQ.COM	06/09/2023	\$175.00	153515	E 12 201 408 000 740 366	Collins Conference SpEd
001		CC	1	13658	MONTICELLO PUBLIC GOSQ.COM	06/09/2023	\$175.00	153519	E 01 005 640 000 316 366	FY 24 2023 Resiliency Conference 08/02 (P
001		CC	1	7760	PIONEER ATHLETICS	06/09/2023	\$299.00	153489	E 11 300 293 111 000 401	PO 31958 HS Baseball Supplies

Check Total: \$109,609.58

Bank 001 Total: \$109,609.58

Report Total: \$109,609.58

June 15, 2023 Personnel				
Employee (Last, First Name)	Position	Building	Effective Date	Action Type
Larson, Jessica	Teacher	Independence	08/28/2023	New Hire
Bonnett, Benjamin	SEL Coordinator	District Wide	07/03/2023	New Hire
Ibberson, Andrea	Teacher	High School	06/02/2023	Resignation
Kalvig, Emilie	Teacher	Middle School	08/28/2023	New Hire
Broussard, Alyssa	HR/Payroll Assistant	District Wide	06/27/2023	New Hire
Neumiller, Jennifer	Administrative Assistant	Independence	06/01/2023	Rehire
Lucken, Jennifer	Teacher	Liberty	06/02/2023	Resignation
Olson, Heather	Teacher	Liberty	08/28/2023	Rehire
Domka, Timothy	Maintenance Supervisor	Middle School	06/19/2023	New Hire
Wennerberg, Daniel	Paraeducator	High School	06/01/2023	Resignation
Eide, Linda	School Monitor	Liberty	06/01/2023	Resignation
Hertel, Weston	Teacher	Middle School	08/28/2023	New Hire
Palmer, Stacy	Teacher	High School	08/28/2023	New Hire
Stenberg, Colene	Paraeducator	High School	06/01/2023	Resignation
Keister, Abbey	Teacher	High School	08/28/2023	New Hire
Schutta, Angela	Social Worker	District Wide	08/28/2023	New Hire
Peterson, Taylor	Teacher	High School	08/28/2023	New Hire
Lauderbaugh, Benjimin	Robotics Coach	High School	11/13/2023	New Hire
Chant, Kevin	Girls Basketball Coach	High School	11/13/2023	New Hire
Degiovanni, Karen	Kids Club Group Leader	Community Ed	06/30/2023	Retirement
Thompson, Ashlyn	Teacher	Liberty	08/28/2023	New Hire
Jacobsen, Chelsea	Paraeducator	Independence	09/05/2023	Transfer



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

- A. Yearbooks: A student or staff member who has died may be acknowledged in the yearbook during the year of their death. Information will be limited to their name, photo, age at death, and school activities in which they participated.
- B. Commemorative Events and/or Items: A commemorative event may be established and held in the name of the deceased student or staff member. Activities cannot be held during the school day, and may be sponsored by a class, club, or activity in which the deceased student or staff member participated. Events held on district property require prior district approval. Advertisement of events must occur outside the school day.
- 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.*

SCHOOL DISTRICT – BOOSTER CLUB RELATIONSHIP

I. PURPOSE

The purpose of this policy is to provide information and guidance for internal and external booster clubs as they relate to and interact with Big Lake Schools.

II. GENERAL STATEMENT OF POLICY

The district recognizes the value of booster clubs and their support of district programs. All booster clubs must follow the guidelines outlined in this policy, District Policy 511 “Student Fundraising”, and District Policy 706 “Acceptance of Gifts.”

III. DEFINITIONS

Booster clubs are clubs that exist for the primary purpose of supporting and promoting school-based activities.

Internal Booster Clubs are clubs that exist within the school district and whose activities and funds are directly under the control of the school district. Examples are fundraising accounts for school based activities.

External Booster Clubs are clubs that exist outside of the school district. These clubs operate as separate entities, control their own funds, and have their own bank accounts.

Advisors help establish the framework, which reflects the goals and attitudes of the program and its members and aligns the program to enhance the curricular program. The advisor follows prescribed procedures as stated in their employment description.

Coaches help educate students through participation in interscholastic competition. Coaches establish the fundamental philosophy, skills and techniques taught to student participants under the general direction of the Activities Director or Director of Community Education. The coach follows prescribed procedures as stated in their employment description.

Volunteer Coaches help educate students through participation in interscholastic competition. Coaches establish the fundamental philosophy, skills and techniques taught to student participants under the general direction of the Activities Director or Director of Community Education. The coach follows prescribed procedures as stated in their employment description and forego compensation.

Volunteer Advisors help establish the framework, which reflects the goals and attitudes of the program and its members and aligns the program to enhance the curricular program. The advisor follows prescribed procedures as stated in their employment description. The advisor follows prescribed procedures as stated in their employment description and forego compensation.

IV. A RELATIONSHIP BETWEEN THE SCHOOL DISTRICT AND EXTERNAL BOOSTER CLUB EXISTS WHEN ONE OR MORE TO THE FOLLOWING CONDITIONS ARE MET:

- A. The group is permitted access to school facilities and communication forums after following District policies and procedures, including, but not limited to: Facilities Use Agreements and Advertisement policies.
- B. School employees routinely assist in the group's activities.
- C. The group is provided access to the school's name, and/or mascot and district branding guide. All materials should reflect the district's brand visually and follow Policy 109.
- D. Announcements for group related functions do not provide clear indication of whether the event is sponsored by the booster club or the school district.

V. WHEN A RELATIONSHIP BETWEEN AN EXTERNAL BOOSTER CLUB AND THE SCHOOL DISTRICT EXISTS, THE FOLLOWING CONDITIONS MUST BE MET BY THE CLUB:

- A. Title IX Compliance: Title IX regulations prohibit aiding and perpetuating discrimination by "providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students." The school district is responsible for compliance with Title IX regulations and, in turn, must hold each Booster Club in compliance with Title IX regulations. If the district determines a contribution creates an imbalance in Title IX it must require an equal contribution to maintain balance or deny the gift. In the final analysis the school district is responsible for Title IX compliance regardless of whether the disparate benefits are created by booster clubs or other sources of outside assistance.
- B. Minnesota State High School League (MSHSL) Compliance: In the event that the activity benefiting from the activities of an internal or external booster club is a member of the MSHSL all activities of and donations from the booster club must meet MSHSL rules and regulations.
- C. External Booster Clubs must have their own Federal Taxpayer Identification Number, a State Employer's ID number and if appropriate, a State Seller's Permit Number (Sales Tax), and a Sales Tax Exemption Form ST3.
- D. Booster Clubs are not allowed to use a school district address.**
- E. Booster Clubs may not provide direct funding or reimbursement to student athletes for their participation in camps or clinics outside of the regular season.
- F. Announcements of events sponsored by a Booster Club shall clearly indicate that it is sponsored by the group and not by the school district.
- G. In the event a group donates money to fund a coaching or directing position, the funds must be donated to the school district designated for such a purpose. If accepted and approved by the district, the coach shall be paid through its payroll system. The school district must pay all coaches; a booster club is not allowed to pay coaches.
- H. In the event a Booster Club wishes to purchase equipment, the funds for the equipment may be donated to and approved by the school board and designated for such a purpose. Once approved, the district may purchase the equipment. If the equipment is being directly purchased, the Booster Club must get prior approval from the Activities Director. The equipment becomes the sole property of the school district.
- I. All donations of funds and equipment shall be made and accepted in accordance with School Board Policy 706, "Acceptance of Gifts".
- J. All fundraising activities completed by a Booster Club shall comply with School Board Policy 511 "Student Fundraising".
- K. All Booster Clubs must comply with School Board Policy 210 "Conflict of Interest".
- L. The sale of all food items sold through concessions or fundraising shall conform to Minnesota Department of Health.

- M. The sale of all food items sold through concessions or fundraising during the school day must comply with Smart Snacks in School federal regulations. A school day for Smart Snacks regulations is defined as one half hour before school start time and one half hour after school end time.
- N. Checks written to external booster clubs must be written to the Booster Club organization, not to Big Lake Schools. Under no circumstances should a check intended for the Booster Club be written out to a coach or other employee of the school district.
- O. A school district employed coach, advisor, and volunteer coaches or advisors cannot be a Board member of the Booster Club for their respective employed program. Coaches, advisors, and volunteer coaches or advisors, may only be an advisory member of the Booster Club.
- P. At no time shall a paid coach or employee of Big Lake Schools have check writing authority as part of a club within the sport(s) they coach.

VI. THE SCHOOL DISTRICT STRONGLY RECOMMENDS THAT BOOSTER CLUBS:

- A. Maintain a general liability insurance policy that names the school district as an additional insured party. Such policy should be comprehensive liability policy that includes property coverage, officer's liability, and bond coverage for the treasurer or fund custodian.
- B. Big Lake Schools strongly encourages all booster clubs to organize as a 501(c)3 non-profit. Each booster club should have elected or appointed officers in accordance with 501(c)3 regulations. In accordance with 501(c)3 IRS regulations, Booster Clubs shall not keep individual fundraising accounts for students. All fundraising shall be for the benefit for the program as a whole.
- C. The school district recommends each booster club follow specific accounting practices, which include, but are not limited to the following:
 - 1. The treasurer of the booster club shall handle all funds and deposit funds into the Booster Club's authorized bank account.
 - 2. Two people should be involved in the authorization and signing of any check.
 - 3. Purchases of equipment must be reviewed and done by the School District.
 - 4. Two people should count the money and provide the treasurer with a signed proceeds receipt.
 - 5. Sales slips, receipts, or invoices should be provided for every expenditure.
 - 6. Bank statements should be reconciled by the treasurer and reviewed by someone who does not have check signing authority.
 - 7. The treasurer's report should contain all transactions that took place prior to the meeting.
 - 8. Financial records of each booster club should be open to all members and the public.
 - 9. Big Lake Schools reserves the right to request tax statements, receipts, expenditures, and balances.
- D. Booster Clubs should conduct internal reviews and/or audits of their financial records as a defense against embezzlement and fraud.

Legal References: Minn. Stat. 123B.02, Subd. 6 (Bequests, Donations and Gifts)
 Minn. Stat. 465.03 (Gifts)
 Minnesota Statute 609.761, Subd. 5 (Raffles) Federal Law 20 U.S.C. 1681-1688 (Title IX)

Cross References: Policy #102 (Equal Educational Opportunity)
 Policy #511 (Student Fundraising Policy)
 Policy #706 (Acceptance of Gifts)

Office of the State Auditor Statement of Position “Outside Organizations Supporting Schools”



Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or exec. director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role(s).

Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: _____ Big Lake Schools _____

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): _____ 0727-01 _____

Superintendent or Exec. Director Name: _____ Tim Trueebenbach _____

Will act as the IOwA? _____ Yes No

If no, identify below the individual who will act as the IOwA for your organization.

The Superintendent or Exec. Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOwA) for this organization:

Print Name: _____ Kimberly Johnson _____

Title: _____ District Office Administrative Assistant _____

Board Member Signature:

Name: _____

Date: _____

Once the EDIAM Board Resolution is completed, scan and email it to: useraccess.mde@state.mn.us

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)
Hannay Electric	\$250.00	End of Year Celebration for Liberty
Maple Grove High School Musical Theatre Program/Parent Boosters	Ryobi Tools valued at \$730.00	Community Education’s Spring Musical Program
Big Lake Baseball Booster Club	\$3,806.00	Varsity Dug Outs Aprons Material
Kwik Trip	\$750.00	Half to each Boys and Girls Soccer
Viking Coca Cola	\$1,250.00	Scoreboard sponsorship
Mike Windsperger	\$40.00	Community Education Summer Kickoff
Big Lake Elementary PTO	\$2,512.13	Buses for 1 st and 2 nd grade field trips
Big Lake PTO	\$4,287.94	Buses for grades 3-5 field trips

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted on June 15, 2023.

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

DATE	FROM	TO	AMOUNT	PURPOSE
5/1/2023	Old National-Checking	Heartland Pmt System	\$ 3,346.78	Nutri Kids Credit Card Fees
5/1/2023	Old National-Checking	SSI MN TRANCHE 2 LLC	\$ 5,553.21	Solar Contract
5/1/2023	Old National-Checking	USS MINNESOTA ONE MT	\$ 26,469.76	Solar Contract
5/2/2023	Old National-Checking	Further	\$ 1,149.60	Flex Claim Pymts
5/3/2023	Old National-Checking	Amazon	\$ 905.06	Invoice Payments
5/3/2023	Old National-Checking	Public Surplus	\$ 4,925.00	Sale of Auction Items
5/4/2023	MN Trust-PMA	Old National-Checking	\$ 2,000,000.00	Payroll and Payroll AP
5/8/2023	Old National-Checking	Neopost	\$ 200.00	DO Postage
5/8/2023	Old National-Checking	Delta Dental	\$ 29,252.00	Dental Insurance
5/9/2023	Old National-Checking	Further	\$ 2,746.08	Flex Claim Pymts
5/9/2023	Old National-Checking	Bankcard Service	\$ 6,893.81	ELEYO Credit Card Fees
5/10/2023	Old National-Checking	Transfirst/TSYS	\$ 780.90	Affinity Credit Card fees
5/10/2023	Old National-Checking	ELEYOmonthlysoft	\$ 1,575.00	ELEYO User Fees
5/10/2023	Old National-Checking	Amazon	\$ 2,923.41	Invoice Payments
5/12/2023	Old National-Checking	MN Dept of Rev	\$ 890.24	Sales Tax amendments
5/12/2023	Old National-Checking	BLEM	\$ 8,760.71	Teacher Unions Dues
5/12/2023	Old National-Checking	EBC	\$ 59,588.34	403b & 457 contributions
5/15/2023	Old National-Checking	FleetCor	\$ 811.20	Kwik Trip Billing
5/15/2023	Old National-Checking	Further	\$ 24,321.19	H.S.A Contributions
5/16/2023	Old National-Checking	Further	\$ 1,769.96	Flex Claim Pymts
5/17/2023	Old National-Checking	Old National Bank	\$ 100.91	Old National Service Charge
5/18/2023	Old National-Checking	Amazon	\$ 3,028.05	Invoice Payments
5/18/2023	MN Trust-PMA	Old National-Checking	\$ 2,000,000.00	Payroll and Payroll AP
5/19/2023	Old National-Checking	Vision Transportation	\$ 277,636.62	Transportation billing
5/22/2023	Old National-Checking	Neopost	\$ 200.00	DO Postage
5/22/2023	Old National-Checking	BLEM	\$ 8,760.71	Teacher Unions Dues
5/23/2023	Old National-Checking	Further	\$ 381.40	Further Fee
5/23/2023	Old National-Checking	Further	\$ 1,515.33	Flex Claim Pymts
5/23/2023	Old National-Checking	EBC	\$ 59,290.75	403b & 457 contributions
5/24/2023	Old National-Checking	Amazon	\$ 3,377.84	Invoice Payments
5/25/2023	Old National-Checking	NewYork Life	\$ 10,335.54	Life & LTD Insurance
5/25/2023	Old National-Checking	Further	\$ 24,321.19	H.S.A Contributions
5/26/2023	CC Choices ACH	Old National-Checking	\$ 5,441.00	Pathway I
5/26/2023	Old National-Checking	Compass Group	\$ 163,613.28	Chartwells
5/26/2023	MN Trust-PMA BONDS	Old National-Checking	\$ 214,148.01	Bond Draw 2022A
5/31/2023	Old National-Checking	Bremer Bank	\$ 173.40	ACH Charge
5/31/2023	Old National-Checking	Further	\$ 1,368.17	Flex Claim Pymts
5/31/2023	Old National-Checking	Verizon	\$ 1,391.50	Verizon billing
5/31/2023	Benefit Resource BRI	Old National-Checking	\$ 15,273.95	Cobra Payment

CASH REPORT FOR SCHOOL BOARD

BIG LAKE PUBLIC SCHOOLS
 Independent School District # 727
 for month: May 2023

101 - CASH ACCOUNTS					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$ 3,284,864	\$ 5,174,372	\$ (4,593,235)		\$ 3,866,001
Food Service	(\$2,315,201)	90,757	(203,928)		(\$2,428,372)
Community Service	(\$983,653)	285,474	(290,213)		(\$988,392)
Building Fund	\$0	214,148	(214,148)		\$0
Debt Service	\$457,462	-	-		\$457,462
Project fund- HVAC (Fund 15)	\$0	-	-		\$0
Custodial Fund (Fund 18)	\$1,588	-	(50)		\$1,538
OPEB Trust Fund	(\$18,057)	-	(16,237)		(\$34,294)
TOTAL PER BOOKS	427,003	5,764,751.00	(\$5,317,811)	\$0	873,943
				General Checking Account	\$873,943
				TOTAL PER BANK	\$873,943

102 - PETTY CASH ACCOUNT					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$2,367	-	(\$90)	-	\$2,277
				Petty Cash Checking Account	\$2,277
				TOTAL PER BANK	\$2,277

104 - INVESTMENT ACCOUNTS					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	(\$2,606,952)	\$ 5,207,204	\$ (6,392,400)		(\$3,792,148)
General Fd Operating Investments	\$13,032,500	2,407,702	-		\$15,440,202
Food Service	\$3,178,245	113,651	-		\$3,291,896
Community Service	\$2,148,617	95,484	-		\$2,244,101
Debt Service	\$810,071	1,518,983	-		\$2,329,054
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)	\$788,345	3,484	-		\$791,829
Facilities Investments 2022A (Fd 06)	\$21,408,234	37,635	(214,148)		\$21,231,721
OPEB Trust Fund	\$872,789	1,595	-		\$874,384
OPEB Trust Equities	\$569,685	-	(1,896)		\$567,789
TOTAL PER BOOKS	\$40,235,384	\$9,385,738	(\$6,608,444)	\$0	\$43,012,678
				MN Trust	\$4,072,903
				Operating Investments	\$15,440,202
				Refunding Bond Investments	\$0
				Building Fund Investments	\$22,057,400
				OPEB Trust	\$1,442,173
				TOTAL PER BANK	\$43,012,678

CASH AND INVESTMENT BALANCE SUMMARY BY FUND					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	\$ 13,712,779	\$ 12,789,278	\$ (10,985,725)	\$ -	\$ 15,516,332
Food Service	\$863,044	204,408	(203,928)	-	\$863,524
Community Service	\$1,164,964	380,958	(290,213)	-	\$1,255,709
Debt Service	1,301,383	1,518,983	-	-	2,820,366
Project Fund HVAC- Fund 15	\$788,345	3,484	-	-	\$791,829
Custodial Fund (Fund 18)	\$1,588	-	(50)	-	\$1,538
Bond Account Investments (fund 06)	\$21,408,234	\$251,783	(\$428,296)	\$0	\$21,231,721
OPEB Trust Fund	\$854,732	1,595	(16,237)	-	\$840,090
OPEB Trust Equities	\$569,685	-	(1,896)	-	\$567,789
TOTAL PER BOOKS	40,664,754	\$15,150,489	(\$11,926,345)	\$0	43,888,898
				Cash	\$873,943
				Petty Cash	\$2,277
				Investments	\$43,012,678
				TOTAL PER BANK	\$43,888,898

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	* May-23
-Adjust federal ESSER grants to revised estimates	\$155,306	* May-23
-Adjust SPED federal grant dollars to revised estimates	\$32,092	* May-23
-Revised fee estimates	\$1,090	* May-23
- Increase SPED aid budget for 21-22 final and revised 22-23 estimate	\$365,741	* May-23
- Increase reimbursement from SPED coop for Connections program	\$65,801	* May-23
-Adjust budget for designated revenue/expenses; rev=exp	\$10,300	
-Increase investment income for increased rates of return	\$184,519	
-Increase LTFM aid for revised estimate	\$13,935	
-Decrease designated fee budgets for revised estimates	(\$28,700)	
NET CURRENT REVENUE BUDGET	\$41,030,970	

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	* May-23
-Adjust federal ESSER grants to revised estimates	\$135,306	* May-23
-Adjust SPED federal grant dollars to revised estimates	(\$4,118)	* May-23
-Increase supply budgets for overage in fees	\$1,090	* May-23
-Decrease projects not completed in 22-23, to be reinstated in 23-24 budgets	(\$114,241)	
-Adjust budget for designated revenue/expenses; rev=exp	\$10,300	
-Increase LTFM expenditures for revised estimates	\$11,984	
-Decrease designated expenditure budgets (from fees) for revised estimates	(\$20,997)	
NET CURRENT EXPENSE BUDGET	\$43,302,697	

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
-Increase investment income for increased rates of return	\$11,976	
NET CURRENT REVENUE BUDGET	\$2,114,850	
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
-Increase investment income for increased rates of return	\$16,295	
NET CURRENT REVENUE BUDGET	\$2,982,787	
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	
	AMOUNT	DATE
BUILDING CONSTRUCTION FUND		
REVENUE:		
Original Budget	\$103,500	* Jun-22
-Increase investment income for increased rates of return	\$338,500	
NET CURRENT REVENUE BUDGET	\$442,000	
EXPENSE:		
Original Budget	\$9,498,466	* Jun-22
-Increase construction project budgets for revised estimates	\$119,144	
NET CURRENT EXPENSE BUDGET	\$9,617,610	

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
-Increase investment income for increased rates of return	\$42,516	
NET CURRENT REVENUE BUDGET	<u>\$5,889,829</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
-Increase investment income for increased rates of return	30,000	
NET CURRENT REVENUE BUDGET	<u>50,000</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>	

School Board Financial Report

June 15th, 2023

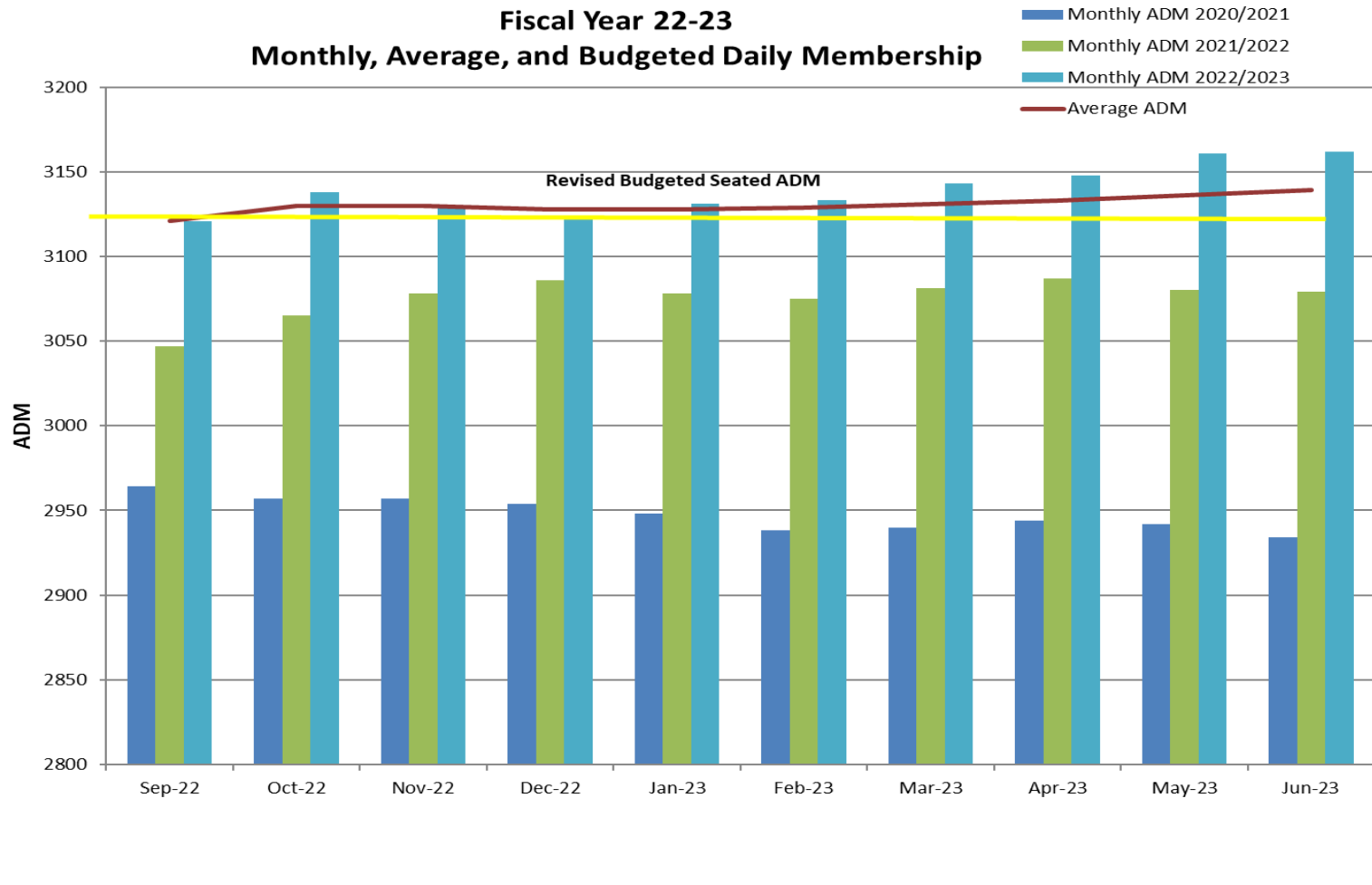
Presented by Angie Manuel, Director of Business Services

Enrollment Update

- Increase of 2 ADM's from May 1st to June 1st
- Projected ADM for 22-23 school year: 3,138.83
 - Projected ADM above enrollment budget by 12.83 ADM's
- MARSS data finalized by mid-September

ADM=Average Daily Membership

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



Financial Update

General Fund Budget Update

- Revenues increased \$180,054
 - Investment income: \$ 184,519
 - Increased rates of return
 - Other miscellaneous changes: -\$4,465

Financial Update

General Fund Budget Update

- Expenditures decreased \$112,954
 - Decrease project budgets expected to be completed in fiscal year 2023-2024
 - Project budgets reinstated in the next fiscal year

Financial Update

General Fund Unassigned Fund Balance: \$6,613,525

Increase of \$108,094

- *Current interest rate environment has positively impacted general fund operational results*

Financial Update

Food Service and Community Service Budget Revisions

- Increase investment income
 - Food Service: \$11,976
 - Community Service: \$16,295

Financial Update

Building Construction Fund Budget Updates

- Revenues increased \$338,500
 - Investment income
- Expenditures increased \$119,144
 - Timing of construction projects

Financial Update

Debt Service and OPEB Trust Fund Budget Revisions

- Increase investment income
 - Debt Service: \$42,516
 - OPEB Trust Fund: \$30,000

ISD #27 2022-2023 Revised Budget

May 2023

	Audited	Revenue	Expenditure	Projected		Budgeted
	Fund Balance	Budget	Budget	Net Change		Fund Balance
	June 30,2022	22-23	22-23	Incr(Decr)	Transfers	June 30,2023
				in Fund Balance		
General:						
Restricted -						
Long Term Facilities Maintenance	\$ 133,946	\$ 360,574	\$ 357,775	\$ 2,799	\$ -	\$ 136,745
Operating Capital	\$ 758,930	\$ 779,589	\$ 1,100,365	\$ (320,776)	\$ -	\$ 438,154
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
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	\$ 15,954	\$ 448,790	\$ (432,836)	\$ -	\$ 207,281
Nonspendable for Prepaid Items	\$ 60,752	\$ -	\$ -	\$ -	\$ -	\$ 60,752
Unassigned Fund Balance	\$ 7,883,262	\$ 35,919,529	\$ 37,163,320	\$ (1,243,791)	\$ (25,946)	\$ 6,613,525
Subtotal	\$ 11,941,893	\$ 41,030,970	\$ 43,302,697	\$ (2,271,727)	\$ -	\$ 9,670,166
Food Service:						
Restricted	\$ 670,342	\$ 2,114,850	\$ 2,224,252	\$ (109,402)	\$ -	\$ 560,940
Nonspendable for Inventory	\$ 35,392	\$ -	\$ -	\$ -	\$ -	\$ 35,392
Subtotal	\$ 705,734	\$ 2,114,850	\$ 2,224,252	\$ (109,402)	\$ -	\$ 596,332
Community Service:						
Restricted -						
Community Education	\$ 814,484	\$ 2,245,283	\$ 2,187,070	\$ 58,213	\$ (34)	\$ 872,663
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	\$ 2,982,787	\$ 3,017,800	\$ (35,013)	\$ -	\$ 877,592
Building Construction Fund						
Restricted -						
Long-Term Facilities Maintenance	\$ 1,106,865	\$ 42,000	\$ 551,307	\$ (509,307)	\$ -	\$ 597,558
Referendum Projects	\$ 26,483,468	\$ 400,000	\$ 9,066,303	\$ (8,666,303)	\$ -	\$ 17,817,165
	\$ 27,590,333	\$ 442,000	\$ 9,617,610	\$ (9,175,610)	\$ -	\$ 18,414,723
Debt Service - Restricted	\$ 1,582,724	\$ 5,889,829	\$ 6,049,549	\$ (159,720)	\$ -	\$ 1,423,004
OPEB Irrevocable Trust Fund	\$ 1,394,029	\$ 50,000	\$ 271,980	\$ (221,980)	\$ -	\$ 1,172,049
Total	\$ 44,127,318	\$ 52,510,436	\$ 64,483,888	\$ (11,973,452)	\$ -	\$ 32,153,866

School Board Action

Approve financial report and budget revisions

COMPLIANCE ISSUES

- | | | |
|----|---|---------------|
| 1) | Preliminary UFARS data loaded to MDE by September 15th, 2022 | In compliance |
| 2) | Revenue and Expenditure Budget published by earlier of one week after school board accepts final audit or November 30, 2022 | In compliance |
| 3) | Final UFARS data to MDE by November 30, 2022 | In compliance |
| 4) | The 2021/2022 audit (electronic copy) received at MDE by December 31st, 2022 | In compliance |
| 5) | Board members having received training in financial matters per statute | In compliance |

FISCAL HEALTH - INCOME STATEMENT PARAMETERS

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

	REVENUE				EXPENDITURES		
	Budget	Actual \$ YTD	<i>(Calculated)</i> Actual % YTD		Budget	Actual \$ YTD	<i>(Calculated)</i> Actual % YTD
General Fund (01,05,11 &12)	\$ 41,030,970	\$ 30,304,298	74%	\$ 43,302,697	\$ 33,739,141	78% <i>See Note 1</i>	
Food Service (02)	\$ 2,114,850	\$ 1,783,136	84%	\$ 2,224,252	\$ 1,634,592	73%	
Community Service (04)	\$ 2,982,787	\$ 2,625,183	88%	\$ 3,017,800	\$ 2,671,379	89%	
Building Construction (06)	\$ 442,000	\$ 444,098	100%	\$ 9,617,610	\$ 5,940,932	62%	
Debt Service (07)	\$ 5,889,829	\$ 448,667	8%	\$ 6,049,549	\$ 6,049,725	100%	
OPEB Irrevocable Trust Fund (45)	\$ 50,000	\$ 48,602	97%	\$ 271,980	\$ 34,523	13%	

- 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*

ISD #727 2022-2023 Revised Budget

May 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	\$ 360,574	\$ 357,775	\$ 2,799	\$ -	\$ 136,745
Operating Capital	\$ 758,930	\$ 779,589	\$ 1,100,365	\$ (320,776)	\$ -	\$ 438,154
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
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	\$ 15,954	\$ 448,790	\$ (432,836)	\$ -	\$ 207,281
Nonspendable for Prepaid Items	\$ 60,752	\$ -	\$ -	\$ -	\$ -	\$ 60,752
Unassigned Fund Balance	\$ 7,883,262	\$ 35,919,529	\$ 37,163,320	\$ (1,243,791)	\$ (25,946)	\$ 6,613,525
Subtotal	\$ 11,941,893	\$ 41,030,970	\$ 43,302,697	\$ (2,271,727)	\$ -	\$ 9,670,166
Food Service:						
Restricted						
Restricted	\$ 670,342	\$ 2,114,850	\$ 2,224,252	\$ (109,402)	\$ -	\$ 560,940
Nonspendable for Inventory	\$ 35,392	\$ -	\$ -	\$ -	\$ -	\$ 35,392
Subtotal	\$ 705,734	\$ 2,114,850	\$ 2,224,252	\$ (109,402)	\$ -	\$ 596,332
Community Service:						
Restricted -						
Community Education	\$ 814,484	\$ 2,245,283	\$ 2,187,070	\$ 58,213	\$ (34)	\$ 872,663
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	\$ 2,982,787	\$ 3,017,800	\$ (35,013)	\$ -	\$ 877,592
Building Construction Fund						
Restricted -						
Long-Term Facilities Maintenance	\$ 1,106,865	\$ 42,000	\$ 551,307	\$ (509,307)	\$ -	\$ 597,558
Referendum Projects	\$ 26,483,468	\$ 400,000	\$ 9,066,303	\$ (8,666,303)	\$ -	\$ 17,817,165
	\$ 27,590,333	\$ 442,000	\$ 9,617,610	\$ (9,175,610)	\$ -	\$ 18,414,723
Debt Service - Restricted	\$ 1,582,724	\$ 5,889,829	\$ 6,049,549	\$ (159,720)	\$ -	\$ 1,423,004
OPEB Irrevocable Trust Fund	\$ 1,394,029	\$ 50,000	\$ 271,980	\$ (221,980)	\$ -	\$ 1,172,049
Total	\$ 44,127,318	\$ 52,510,436	\$ 64,483,888	\$ (11,973,452)	\$ -	\$ 32,153,866



ISD #727 – Big Lake 2023-2024 Original Budget

80

June 15th, 2023

ISD 727 Big Lake 2023-2024 Budget

Minnesota statutes require
School Board approval of
revenue and expenditure
budget by June 30th

81



23-24 GENERAL FUND

**Beginning Unassigned Fund Balance:
\$6,613,525**

Fund Balance Available for General Operations

Ending Unassigned Fund Balance \$6,870,302

- 17.4% of 23-24 unassigned expenditures
- In compliance with 9-12% minimum operating fund balance policy
- Unassigned Fund Balance Surplus of \$256,777
 - General education aid increase of 4%, significant increase in special education cross-subsidy aid, and historic increase in compensatory revenue contributed to operating surplus

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ISD #727 2023-2024 Original Budget

June 2023

	Budgeted Fund Balance June 30,2023	Revenue Budget 23-24	Expenditure Budget 23-24	Projected Net Change Incr(Decr) in Fund Balance	Transfers	Budgeted Fund Balance June 30,2024
General:						
Restricted -						
Long Term Facilities Maintenance	\$ 136,745	\$ 401,095	\$ 353,751	\$ 47,344	\$ -	\$ 184,089
Operating Capital	\$ 438,154	\$ 782,776	\$ 1,094,785	\$ (312,009)	\$ -	\$ 126,145
Capital Projects Levy	\$ 512,606	\$ 669,369	\$ 646,021	\$ 23,348	\$ -	\$ 535,954
Staff Development	\$ 100,781	\$ 506,695	\$ 502,168	\$ 4,527	\$ -	\$ 105,308
Basic Skills	\$ -	\$ 1,792,691	\$ 1,168,934	\$ 623,757	\$ -	\$ 623,757
Third Party/Medical Assistance	\$ 202,291	\$ 75,000	\$ 108,037	\$ (33,037)	\$ -	\$ 169,254
Area Learning Center (ALC)	\$ 107,114	\$ 362,155	\$ 376,334	\$ (14,179)	\$ -	\$ 92,935
Scholarships	\$ 24,750	\$ 18,000	\$ 18,000	\$ -	\$ -	\$ 24,750
Student Activities	\$ 27,449	\$ 2,300	\$ 8,300	\$ (6,000)	\$ -	\$ 21,449
Committed for Severance	\$ 902,928	\$ -	\$ 18,583	\$ (18,583)	\$ -	\$ 884,345
Committed for Liberty Shelter	\$ 29,120	\$ -	\$ 29,120	\$ (29,120)	\$ -	\$ -
Assigned for Q Comp	\$ 22,269	\$ 836,537	\$ 805,542	\$ 30,995	\$ -	\$ 53,264
Assigned for Athletics and Activities	\$ 153,588	\$ 1,199,484	\$ 1,218,464	\$ (18,980)	\$ -	\$ 134,608
Assigned for Building Level Activities	\$ 130,813	\$ 42,506	\$ 68,772	\$ (26,266)	\$ -	\$ 104,547
Other Assigned Fund Balances	\$ 207,281	\$ 14,454	\$ 164,466	\$ (150,012)	\$ -	\$ 57,269
Nonspendable for Prepaid Items	\$ 60,752	\$ -	\$ -	\$ -	\$ -	\$ 60,752
Unassigned Fund Balance	\$ 6,613,525	\$ 39,746,629	\$ 39,489,852	\$ 256,777	\$ -	\$ 6,870,302
Subtotal	\$ 9,670,166	\$ 46,449,691	\$ 46,071,129	\$ 378,562	\$ -	\$ 10,048,728
Food Service:						
Restricted	\$ 560,940	\$ 2,399,363	\$ 2,528,694	\$ (129,331)	\$ -	\$ 83 431,609
Nonspendable for Inventory	\$ 35,392			\$ -	\$ -	\$ 35,392
Subtotal	\$ 596,332	\$ 2,399,363	\$ 2,528,694	\$ (129,331)	\$ -	\$ 467,001
Community Service:						
Restricted -						
Community Education	\$ 872,663	\$ 2,087,138	\$ 2,070,236	\$ 16,902	\$ -	\$ 889,565
ECFE	\$ 96,348	\$ 287,744	\$ 296,337	\$ (8,593)	\$ -	\$ 87,755
School Readiness	\$ (91,419)	\$ 472,231	\$ 510,934	\$ (38,703)	\$ -	\$ (130,122)
Preschool Screening	\$ -	\$ 19,150	\$ 28,468	\$ (9,318)	\$ -	\$ (9,318)
Subtotal	\$ 877,592	\$ 2,866,263	\$ 2,905,975	\$ (39,712)	\$ -	\$ 837,880
Building Construction Fund						
Restricted -						
Long-Term Facilities Maintenance	\$ 597,558	\$ 25,000	\$ 622,558	\$ (597,558)	\$ -	\$ -
Referendum Projects	\$ 17,817,165	\$ 200,000	\$ 9,105,500	\$ (8,905,500)	\$ -	\$ 8,911,665
	\$ 18,414,723	\$ 225,000	\$ 9,728,058	\$ (9,503,058)	\$ -	\$ 8,911,665
Debt Service - Restricted	\$ 1,423,004	\$ 6,462,877	\$ 6,464,376	\$ (1,499)	\$ -	\$ 1,421,505
OPEB Irrevocable Trust Fund	\$ 1,172,049	\$ 50,000	\$ 164,419	\$ (114,419)	\$ -	\$ 1,057,630
Total	\$ 32,153,866	\$ 58,453,194	\$ 67,862,651	\$ (9,409,457)	\$ -	\$ 22,744,409

General Fund Revenues

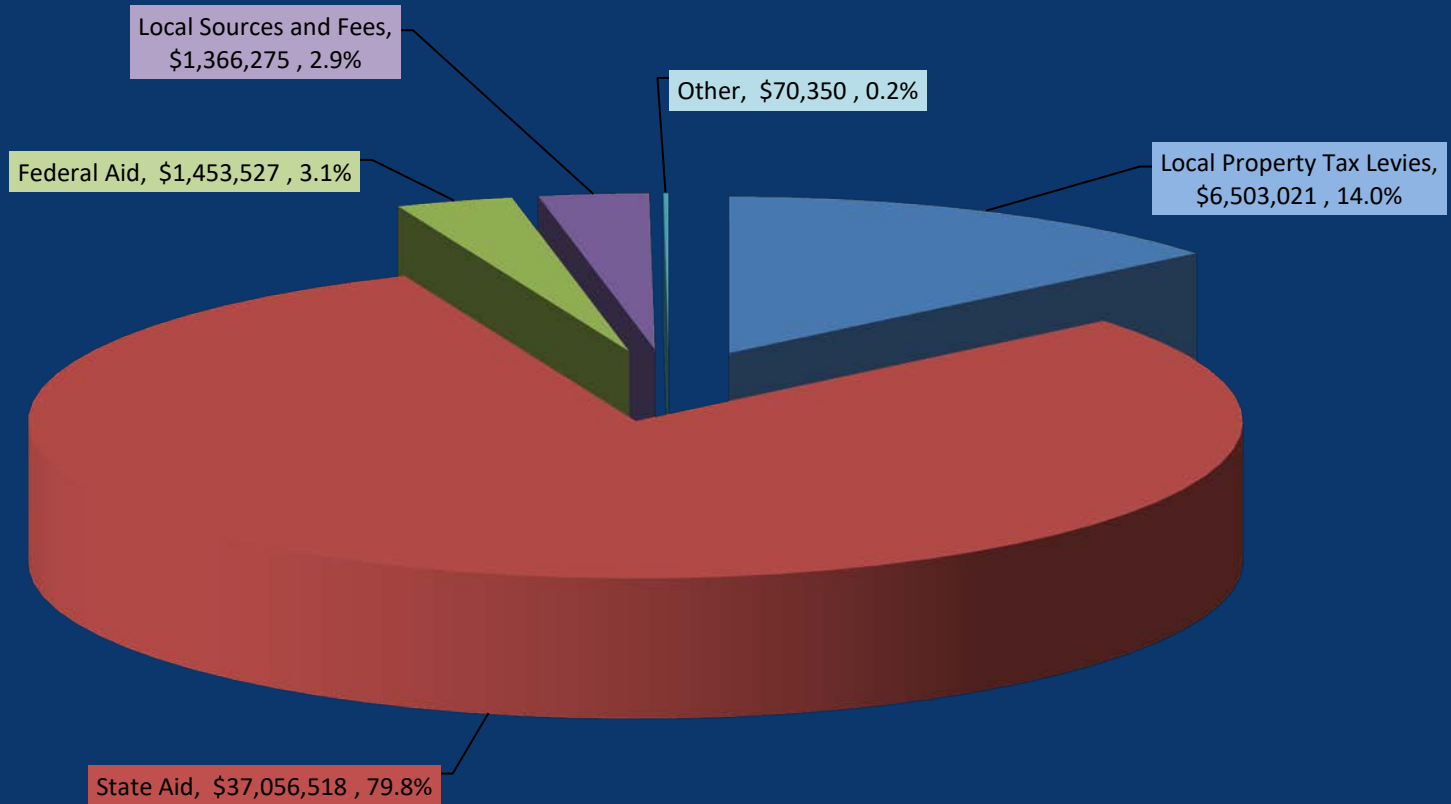
Total Revenues: \$46,449,691

- **General Education Aid \$ 29,234,629**
 - \$2,177,206 increase, 4% formula allowance increase to \$7,138/student
 - Of \$2,177,206 increase, \$1,326,539 is compensatory aid increase
 - Total compensatory aid: \$1,791,191 (includes EL cross-subsidy increase)
 - Total budgeted ADM: 3,245; Kindergarten assumption: 250
 - 37 ADM (1.1%) increase using 3 year weighted average cohort analysis
- **Special Education Aid \$ 6,350,000, \$2,250,000 increase** ⁸⁴
 - \$2,000,000 increase in special education cross-subsidy; 6% to 44%
- **Property Tax Levy \$ 6,503,021**
- **Federal Aid: \$1,453,527**
 - ESSER III and summer recovery grants \$ 925,431
 - Title grants \$188,857; SPED \$115,864; PCN grant \$223,375

2023-2024 General Fund Budget

Revenues by Major Source

Budget \$ 46,449,691



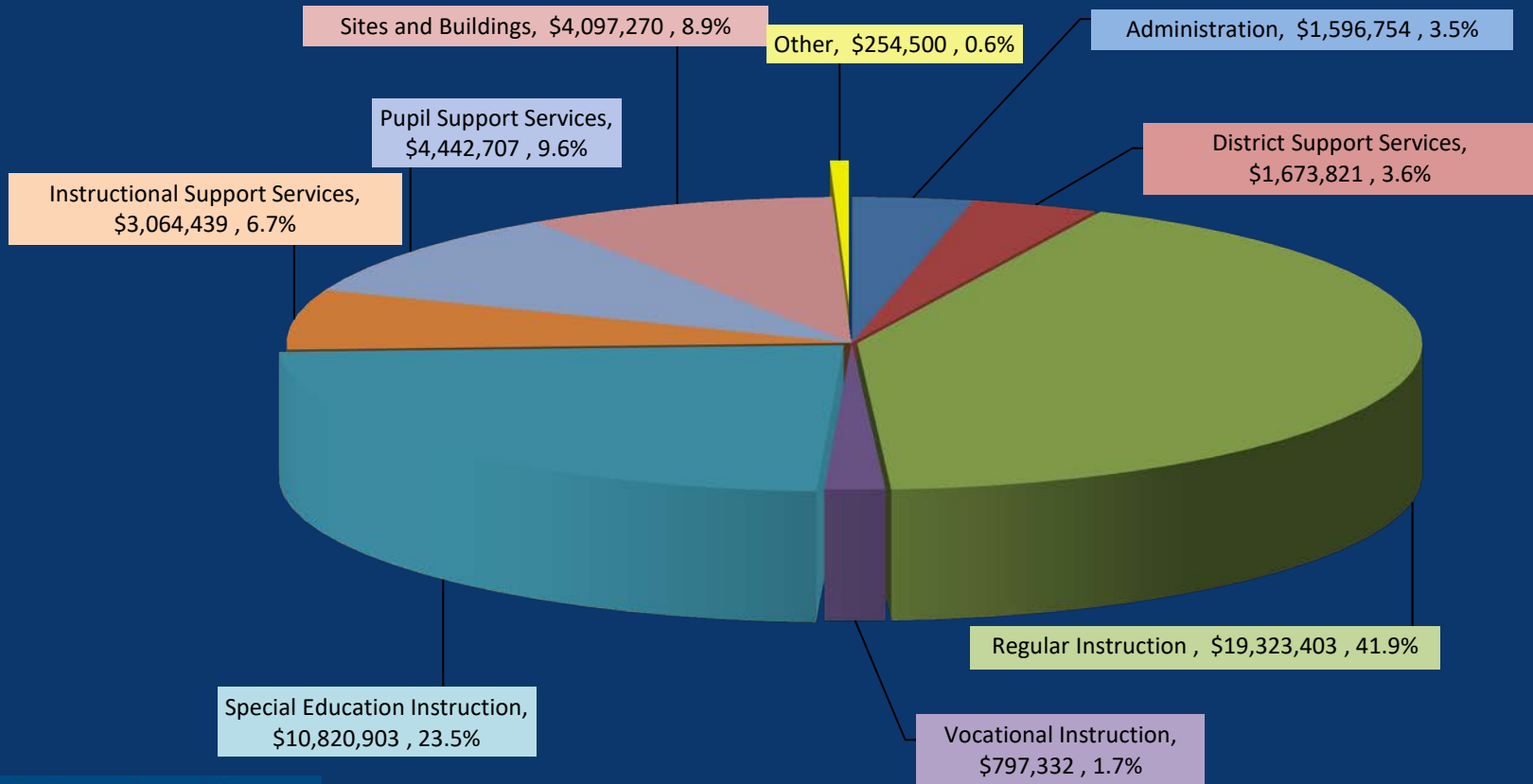
General Fund Expenditures

Total Expenditures: \$46,071,129

- **Salaries/Benefits: \$36.7 million**
 - New positions approved by the School Board:
 - 1 EL (English Learner) Teacher
 - 2 Special Education Social Workers
 - 1 HS Setting III Teacher
 - 2 Special Education Evaluators
 - 2 Elementary Teachers
 - 1 Elementary Specialist Teacher
 - 1 Human Resources and Payroll Assistant
 - Additional Unemployment Costs: \$629,000
 - Estimate half of costs offset by state aid
- **Purchased Services: \$6.6 million**
 - Transportation, utilities, repairs, property & liability insurance
- **Supplies, Capital, Other: \$2.8 million**
 - Curriculum, technology, and capital projects

86

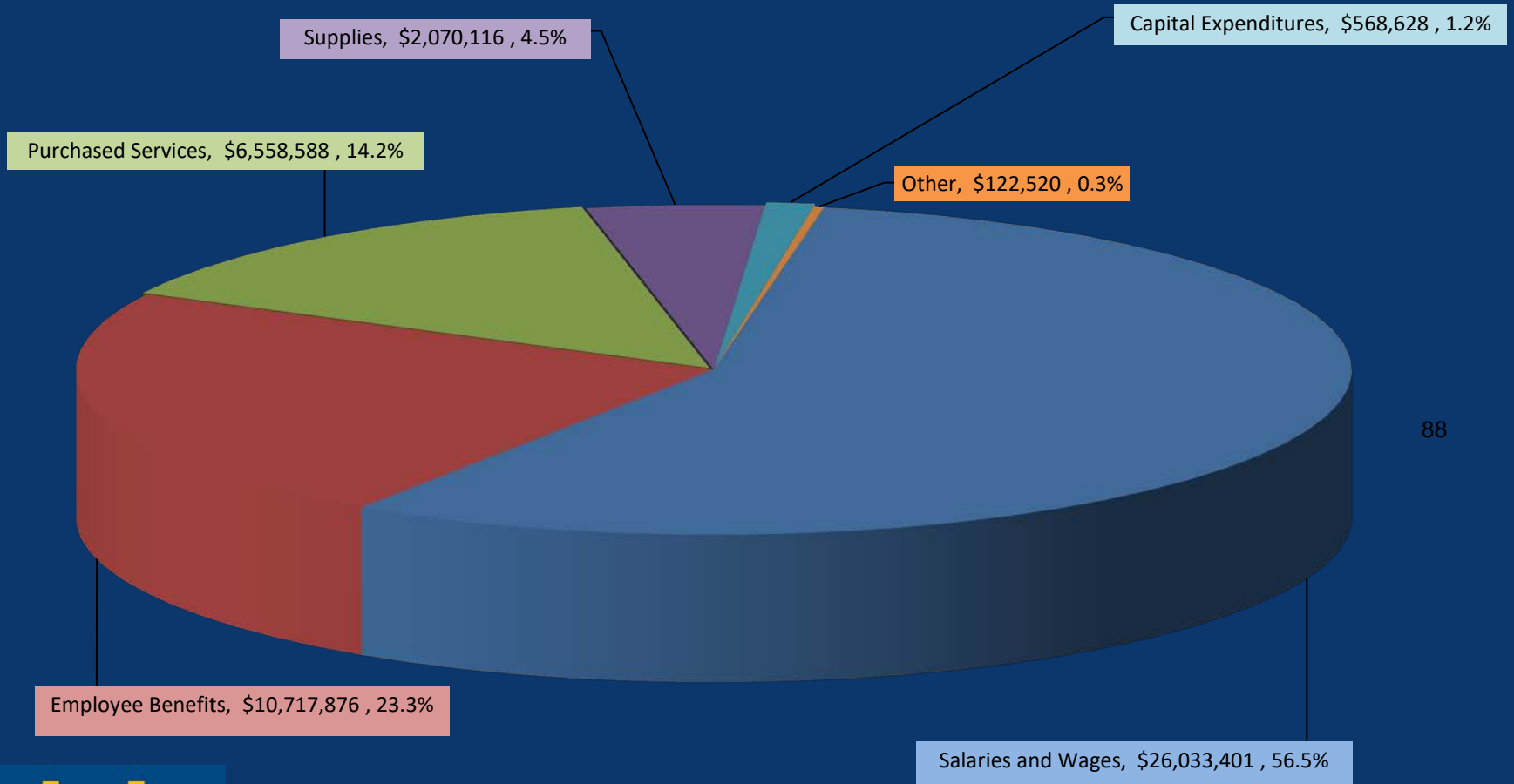
2023-2024 General Fund Budget Expenditures by Program Area Budget \$ 46,071,129



87



2023-2024 General Fund Budget Expenditures by Object Category Budget \$ 46,071,129



88



General Fund Results

- \$378,562 general fund surplus
 - Unassigned surplus \$256,777
 - \$312,009 Operating Capital deficit
 - Delayed projects from 22-23 budgeted in 23-24
 - \$150,012 Other Assigned Fund Balance deficit
 - Delayed projects from 22-23 budgeted in 23-24
 - \$623,757 surplus in Basic Skills fund balance
 - Basic Skills surplus and 24-25 compensatory revenue will offset ESSER grant costs expiring at the end of 23-24. Most ESSER grant costs are compensatory eligible expenditures.
- **Unassigned Fund Balance: \$6,870,302**
 - 17.4% of Unassigned expenditures

89

Food Service Fund

- Revenue: \$ 2,399,363
- Expenditures: \$ 2,528,694
- Deficit \$ 129,331
 - Deficit is a result of investment in kitchen equipment
- Total Fund Balance: \$ 467,001
- Universal free meals: 1 breakfast and 1 lunch per student
- 2nd entrees, 2nd meals, extra milk, and ala carte food are not free.
- \$ 175,000 investment in kitchen equipment per replacement plan

90

Community Service Fund

- Revenue: \$ 2,866,263
- Expenditures: \$ 2,905,975
- Planned spenddown of fund balance
- Projected ending fund balance: \$837,880
- Budget was reviewed by Community Education Advisory Council

91

Building Construction Fund

- Revenue: \$ 225,000
- Expenditures: \$ 9,728,058
- Construction Projects:
 - Continuation of November 2021 bond referendum projects
 - Independence HVAC renovations
 - High School renovations, including fitness center

92

Other Funds

- Debt Service

- District mortgage payments

- Revenues = \$6,462,877

- Expenditures = \$6,464,376

- Fund Balance regulated by MDE - excess levy dollars returned to District taxpayers

93

Other Funds

- OPEB Irrevocable Trust Fund
 - Other Post Employment Benefits
 - Proceeds from 2009 OPEB bonds
 - 2009 bonds are paid
 - Revenues = \$ 50,000
 - Expenditures = \$ 164,419

94

General Fund Future

Ending Unassigned Fund Balance \$6,870,302

- 24-25 compensatory funding is guaranteed at 23-24 level
 - ESSER grant expires at the end of 23-24; most costs can be funded by compensatory funding.
- 2% increase in general education aid in 24-25; general education aid increases tied to inflation thereafter. Minimum 2% Maximum 3%
- Special education cross subsidy aid increases from 44% to 50%
- Board approved operating referendum resolution may be completed between July 1st, 2023 and June 15th, 2025
- Capital projects (technology) levy must be renewed by November 2025 election
- A bond being paid off in fiscal year 2025 allows flexibility in future bond and/or operating referendum discussions

95

The Unassigned Fund Balance is above the District's 9-12% minimum fund balance policy and is adequate to satisfy bond rating agencies.



School Board Action

Approval of 2023-2024 District revenue and expenditure budgets

Total Revenue:	\$ 58,453,194
Total Expenditures:	<u>\$ 67,862,651</u>
Deficit	\$ (9,409,457)
Building Construction Fund Projects	<u>\$ 9,503,058</u>
Net District Surplus	\$ 93,601

96

Without the spenddown of building bond proceeds, the District has a net surplus of \$93,601



EXTRACT OF SCHOOL BOARD MEETING MINUTES

INDEPENDENT SCHOOL DISTRICT NO. 727

BIG LAKE PUBLIC SCHOOLS STATE OF MINNESOTA

Pursuant to due call and notice thereof, a School Board meeting of Independent School District No. 727, State of Minnesota, was held on June 15, 2023, at 6:30 p.m., for the purpose in part, of approving the District's Fiscal Year (FY) 25 Long-Term Facility Maintenance Ten-Year Plan as established in Minnesota Statutes 2021, section 123B.595.

School Board Member _____ introduced the following resolution and moved its adoption.

RESOLUTION ADOPTING INDEPENDENT SCHOOL DISTRICT NO. 727

FY 25 LONG-TERM FACILITIES MAINTENANCE TEN-YEAR PLAN

BE IT RESOLVED that the School Board of Independent School District No. 727, State of Minnesota, approves the attached FY 25 Long-Term Facilities Maintenance Ten-Year Plan.

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

And the following voted against _____.

WHEREUPON the resolution was declared duly passed and adopted the 15th day of June, 2023.

SCHOOL BOARD CHAIR SIGNATURE



LTFM (Long-Term Facilities Maintenance) Budget

Fiscal Year 2024



What is LTFM or Long-Term Facilities Maintenance?

LTFM or Long-term Facilities Maintenance was established under Minnesota State Statute 123B.595 and went into effect in the 2017 fiscal year. This revenue source replaced the aging Health and Safety/Deferred Maintenance revenue that school districts received.

- LTFM revenue provides up to \$380.00 per adjusted pupil unit.
- Eligible projects are deferred capital expenditures and maintenance projects that prevent the further erosion of existing facilities.
- The function of spaces must remain the same after maintenance projects funded with this revenue source.
- Construction of new facilities or additions/alterations, violence prevention, facility security, finance lease purchase, installment purchases and energy efficiency projects do not qualify for funding under this revenue source.

To qualify districts must submit an annual 10 year plan that is approved by the school board. The plan must include provisions for implementation of Health and Safety programs that comply with Health and Safety Environmental Management regulations, best practices and Indoor Air Quality standards. The attached 10 year plan as submitted allows for the completion of current maintenance projects, has budget allowances to fund the required health and safety programs while maintaining a positive fund balance.



10 Year LTFM Plan

District Info.	Enter Information	District Info.	Enter Information
District Name:	Big Lake Schools	Date:	6/14/23
District Number:	0727	Email:	a.manuel@biglakeschools.org
District Contact Name:	Angie Manuel		
Contact Phone #	763-262-5185		

Expenditure Categories		Fiscal Year (FY) Ending June 30										
		2023 (base year)	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.												
Finance Code	Category (1)											
347	Physical Hazards	\$28,274	\$48,750	\$39,370	\$37,815	\$35,935	\$61,080	\$37,400	\$32,545	\$30,165	\$32,960	\$31,700
349	Other Hazardous Materials	\$15,680	\$11,050	\$10,900	\$15,200	\$14,250	\$15,250	\$6,000	\$9,100	\$16,200	\$15,300	\$16,000
352	Environmental Health and Safety Management	\$86,528	\$85,645	\$83,000	\$82,850	\$82,550	\$82,400	\$87,550	\$87,300	\$90,000	\$95,600	\$95,000
358	Asbestos Removal and Encapsulation	\$30,416	\$7,350	\$2,350	\$1,175	\$2,350	\$2,350	\$1,200	\$2,400	\$2,400	\$1,200	\$2,400
363	Fire Safety	\$122,702	\$44,000	\$47,900	\$37,350	\$37,550	\$48,500	\$36,050	\$39,050	\$48,600	\$36,950	\$38,250
366	Indoor Air Quality	\$2,415	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Health and Safety Capital Projects	\$286,015	\$196,795	\$183,520	\$174,390	\$172,635	\$209,580	\$168,200	\$170,395	\$187,365	\$182,010	\$183,350
Health and Safety - Projects Costing \$100,000 or more per Project/Site/Year												
Finance Code	Category (2)											
358	Asbestos Removal and Encapsulation	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Health and Safety Capital Projects \$100,000 or More	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151												
Finance Code	Category 3 (a)											
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Remodeling for Approved Voluntary Pre-K Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Remodeling for Gender-Neutral Single-User Restrooms												
Finance Code	Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025											
UFARS Coding Pending	Remodeling for gender-neutral single user restroom per site.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Remodeling for Gender-Neutral Single User Projects	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Accessibility												
Finance Code	Category (4)											
367	Accessibility	\$1,260	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Accessibility Projects	\$1,260	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Deferred Capital Expenditures and Maintenance Projects												
Finance Code	Category (5)											
368	Building Envelope	\$85,672	\$128,960	\$42,000	\$35,000	\$7,000	\$0	\$32,500	\$56,500	\$0	\$0	\$0
369	Building Hardware and Equipment	\$48,650	\$123,150	\$0	\$32,500	\$20,000	\$0	\$0	\$50,000	\$0	\$0	\$45,800
370	Electrical	\$1,210	\$150,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
379	Interior Surfaces	\$0	\$0	\$32,500	\$6,500	\$40,500	\$6,500	\$64,500	\$16,500	\$100,000	\$103,500	\$25,000
380	Mechanical Systems	\$285,033	\$266,623	\$0	\$25,000	\$25,000	\$35,000	\$35,000	\$35,000	\$45,000	\$35,000	\$45,000
381	Plumbing	\$0	\$0	\$0	\$2,500	\$2,500	\$2,500	\$5,000	\$5,000	\$5,000	\$7,500	\$7,500
382	Professional Services and Salary	\$0	\$20,600	\$21,218	\$21,855	\$22,510	\$23,185	\$23,881	\$24,597	\$25,335	\$26,095	\$26,878
383	Roof Systems	\$134,066	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000	\$6,500
384	Site Projects	\$5,500	\$117,000	\$9,000	\$0	\$5,000	\$16,500	\$48,500	\$16,500	\$9,000	\$19,000	\$36,000
	Total Deferred Capital Expense and Maintenance	\$560,131	\$806,333	\$104,718	\$123,355	\$122,510	\$83,685	\$209,381	\$204,097	\$184,335	\$194,095	\$192,678
Total Annual 10-Year Plan Expenditures		\$847,406	\$1,003,128	\$288,238	\$297,745	\$295,145	\$293,265	\$377,581	\$374,492	\$371,700	\$376,105	\$376,028

100



FY 2024 Projects (Pay as you go)

- Parking Lot/Drives Maintenance - Crack Sealing and Patching = \$29,000
- Drainage system repair/replacement (Middle School) = \$38,000
- Roof Access Ladders Middle School(maintenance access and OSHA compliance) = \$13,300
- Interior door system replacements (HS Pool Area) = \$23,150
- Exterior door system replacements (Middle School and Independence) = \$28,960

Other Projects Completed this spring/summer with remaining previous LTFM Bond proceeds:

- Boiler Burner Replacements at Liberty Elementary School = \$119,000
- High School Auditorium Air Conditioning Repairs (compressor replacements) = \$46,000



**2023-2024 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE
Membership Renewal Form**

This form must be completed once for each school in the district.

Must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2023. Retain one copy for the school files.

RESOLVED, that the Governing Board or Entity of Big Lake High School (Name of School) located in the State of Minnesota delegates the control, supervision and regulation of interscholastic activities and athletics (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the school listed is authorized by this, the Governing Board of said school district or school to renew its membership in the Minnesota State High School League; and. Participate in the approved interscholastic activities and athletics sponsored by said League and its various subdivisions.

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

Signing this Resolution for Membership affirms that this Governing Board has reviewed all required membership materials provided by the League which defines the purpose and value of education-based activity and athletic and programs and defines each member school's responsibilities.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Student Code of Responsibilities (Bylaw 206.2) violations for students participating in activity and athletic programs by member schools.

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

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

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

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

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

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

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

Big Lake High School

Name of School (Please Print)

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

Amber Sixberry

Jared Matson

(Designated School Board Member – please print)

(Designated School Representative – please print)

a.sixberry@biglakeschools.org

j.matson@biglakeschools.org

Email Address

Email Address

208.02 ACTIVITY REPRESENTATIVES

Jared Matson

Jared Matson

(Boys Sports – please print)

(Girls Sports – please print)

Jared Matson

Jared Matson

(Speech – please print)

(Music – please print)

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

Amber Sixberry

TBD

(Board Member—please print)

(Student—please print)

TBD

Jared Matson

(Parent—please print)

(Faculty Member—please print)

Jared Matson

(Mailing Representative—please print)

The Mailing Representative is the person to whom mailings go. This is usually the Activity Director.

Print Name: Tony Scales

Print Name: Tim Truebenbach

(Clerk/Secretary - Local Governing Board)

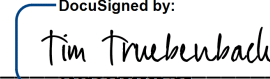
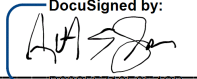
(Superintendent or Head of School)

DocuSigned by:

DocuSigned by:

Signed:

Signed:



(Clerk/Secretary - Local Governing Board)

(Superintendent or Head of School)

Date:

5/11/2023

Date:

5/11/2023



Certification of Updated District Population Estimate

Member _____ introduced the following resolution and moved its adoption.

RESOLUTION

CERTIFYING THE POPULATION ESTIMATE FOR THE 2023 PAYABLE 2024 LEVY OF INDEPENDENT SCHOOL DISTRICT 727, BIG LAKE SCHOOLS

WHEREAS, the Independent School District #727 has experienced an increase in population from the 2020 census figure of 19,573, to the current census figure of 20,683 as determined by the State Demographer.

BE IT RESOLVED, by the School Board of Independent School District #727 that the census figure of 20,683 be certified to the State Demographer for approval of use in the 2023 payable 2024 revenue calculations.

For the adoption of the foregoing resolution was duly seconded by Member _____ and upon vote being taken thereon, the following voted in favor thereof: _____

And the following voted against: _____

Whereupon said resolution was declared duly passed and adopted.

Date: _____

BY ORDER OF THE SCHOOL BOARD

_____ (Clerk Signature)

_____ (Clerk Name)

School Board Clerk



BOARD RESOLUTION ON HOLIDAY COMPENSATION FOR 2023-24
For Independent School District 727 Big Lake MN

WHEREAS, Minnesota Statutes Section 645.44 was amended during this legislative session to include the incorporation of Juneteenth as a legal holiday in Minnesota and effective for June 19, 2023;

WHEREAS, the executive regulatory agency for enforcement of laws pertaining to Minnesota public schools has provided guidance to all Minnesota school districts that Juneteenth shall be treated as a holiday for the purposes of Minnesota Statute 645.44 and otherwise prohibits the transition of public business on this date;

THEREFORE, Big Lake Schools will be closed on June 19, 2023 and will not conduct any public business on this date including but not limited to: 1) conducting a school board meeting; 2) hosting activities or events; and 3) providing childcare or access to school facilities for rental.

In addition, and through June 19, 2024, the school board authorizes that administration should compensate permanently scheduled employees as indicated below, to the extent that an individual is otherwise permanently scheduled to work on the same date, with a paid holiday on this date as it would for other federal designated holidays such as July 4th. The district office and all building offices will be closed on this day(s).

- Community Education and Kids Club staff who work a 12 month schedule with a minimum of 20 hours a week
- Superintendent, Assistant Superintendent, Directors, Supervisors, Coordinators, Managers and Specialists (non-classified)
- Administrative Assistants; Community Education Program Secretaries; and
- Custodians

For permanent staff designated above with less than year round schedules, the day would count as a day worked towards the employee's designated work year. Administration is given reasonable discretion to apply this resolution to staff not specifically designated herein as needed.

Activity supervisors, coaches, temporary, seasonal, summer, and non-permanent staff would not be paid in the same manner as any other similarly designated

holiday. Certified and support staff that are not otherwise designated or expected to work on this day would not be compensated.

This authorization will remain in effect through June 30, 2024 to permit the school district to address this issue in the next round of collective bargaining contracts where applicable or to include this observance in any respective individual contracts/notices addressing the terms of conditions of employment for non-classified staff.

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted on June 15, 2023.

TEXTBOOKS AND INSTRUCTIONAL MATERIALS

I. PURPOSE

The purpose of this policy is to provide direction for selection of textbooks and instructional materials.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that selection of textbooks and instructional materials is a vital component ~~for the implementation~~ of the school district's curriculum. The school board also recognizes that it has the authority to make final decisions on selection of all textbooks and instructional materials.

III. RESPONSIBILITY OF SELECTION

- A. While the school board retains its authority to make final decisions on the selection of textbooks and instructional materials, the school board recognizes the expertise of the professional staff and the vital need of such staff to be primarily involved in the ~~selection recommendation~~ of textbooks and instructional materials. Accordingly, the school board delegates to the superintendent the responsibility to direct the professional staff in formulating recommendations to the school board on textbooks and other instructional materials.
- B. In reviewing textbooks and instructional materials during the selection process, the professional staff shall select materials which:
 - 1) support the goals and objectives of the education programs;
 - 2) consider the needs, age, and maturity of students;
 - 3) foster respect and appreciation for cultural diversity and varied opinion;
 - 4) fit within the constraints of the school district budget;
 - 5) are in the English language. Another language may be used, pursuant to Minnesota Statutes section 124D.61;
 - 6) permit grade-level instruction for students to read and study America's founding documents, including documents that contributed to the foundation or maintenance of America's representative form of limited government, the Bill of Rights, our free-market economic system, and patriotism; and
 - 7) do not censor or restrain instruction in American or Minnesota state history or heritage based on religious references in original source documents, writings, speeches, proclamations, or records.
- C. The superintendent or the superintendent's designee shall be responsible for developing procedures and guidelines to establish an orderly process for the review and recommendation of textbooks and other instructional materials by the professional staff. Such procedures and guidelines shall provide opportunity for input and consideration of the views of students, parents, and other interested members of the school district community. This procedure shall be coordinated with the school district's curriculum development ~~and/or review process~~ and may utilize advisory committees.
- ~~D. With an increasing presence of personalized learning, students may locate and/or use materials as part of an inquiry process that may not have been assigned and/or recommended by classroom teachers and that may not be part of materials or resources that have been selected as part of the district's curriculum review and selection process.~~

IV. SELECTION OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS

- A. The superintendent or the superintendent's designee shall be responsible for keeping the school board informed of progress on the part of staff and others involved in the textbook and other instructional materials review and selection process.
- B. The superintendent or superintendent's designee shall present a recommendation to the school board on the selection of textbooks and other instructional materials after completion of the review process as outlined in this policy.

V. RECONSIDERATION OF TEXTBOOKS OR OTHER INSTRUCTIONAL MATERIALS

- A. The school board recognizes differences of opinion on the part of some members of the school district community relating to certain areas of the instruction program. Interested persons may request an opportunity to review materials and submit a request for reconsideration of the use of certain textbooks or instructional materials.
- B. The superintendent or superintendent's designee shall be responsible for the development of guidelines and procedures to identify the steps to be followed to seek reconsideration of textbooks or other instructional materials.
- C. The superintendent or superintendent's designee shall present a procedure to the school board for review and approval regarding reconsideration of textbooks or other instructional materials. When approved by the school board, such procedure shall be an addendum to this policy.

~~*Rationale: The purpose of this policy is to provide direction for selection of textbooks and instructional materials.*~~

Legal References: Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction)
Minn. Stat. § 120B.235 (American Heritage Education)
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09, Subd. 8 (School Board Responsibilities)
Minn. Stat. § 124D.59-124D.61 (Education for English Learners Act)
Minn. Stat. § 127A.10 (State Officials and School Board Members to be Disinterested; Penalty)
Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260 (1988)
Pratt v. Independent Sch. Dist. No. 831, 670 F.2d 771 (8th Cir. 1982)

Cross References: MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)

HOME SCHOOLING

I. PURPOSE

Rationale: The purpose of this policy is to recognize and provide guidelines in accordance with state law for parents who wish to have their children receive education in a home school that is an alternative to an accredited public or private school.

II. GENERAL STATEMENT OF POLICY

The Compulsory Attendance Law (Minnesota Statutes section 120a.22) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship.

III. CONDITIONS FOR HOME SCHOOLING

The person in charge of a home school and the school district must provide instruction and meet the requirements specified in Minnesota Statutes section 120A.22.

IV. IMMUNIZATIONS

The parent or guardian of a home-schooled child shall submit statements as required by Minnesota Statutes section 121A.15, Subds. 1, 2, 3, 4, and 12, on the appropriate Minnesota Department of Education form, to the superintendent of the school district in which the child resides by October 1 of the first year of home schooling in Minnesota and the grade 7 year.

V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS

Upon formal request, as required by law, the school district will provide textbooks (including a teacher's edition, guide, or other materials that accompany a textbook when the edition, guide, or materials are packaged physically or electronically with textbooks for student use), individualized instructional or cooperative learning materials (including teacher materials that accompany pupil materials), software or other educational technology, and standardized tests and loan or provide them for use by a home-schooled child as provided ~~under state law. in Minn. Stat. § 123B.42 and Minn. Rules Ch. 3540.~~ The school district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to ~~state law Minn. Stat. §§ 123B.40-123B.48~~ for this purpose. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that the school district does not incur more than an incidental cost as a result of providing access electronically.

VI. PUPIL SUPPORT SERVICES

Upon formal request, as required by law, the school district will provide pupil support services in the form of health services and counseling and guidance services to a home-schooled child as provided ~~by under state law. Minn. Stat. § 123B.44 and Minn. Rules Ch. 3540.~~ The school district is not required to expend an amount for

any of these purposes that exceeds the amount it receives pursuant to ~~state law. Minn. Stat. §§ 123B.40-123B.48 for any of these purposes.~~

VII. EXTRACURRICULAR ACTIVITIES

Resident pupils who receive instruction in a home school (~~in which where~~ five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public school students. (~~Minn. Stat. §§ 123B.36, Subd. 1, and 123B.49, Subd. 4~~)

VIII. SHARED TIME PROGRAMS

Enrollment in class offerings of the school district.

- A. A home-schooled child who is a resident of the school district may enroll in classes in the school district as a shared time pupil on the same basis as other nonpublic school students. The provisions of this policy shall not be determinative of whether the school district allows the enrollment of any pupils on a shared-time basis.
- B. The school district may limit enrollment of shared-time pupils in such classes based on the capacity of a program, class, grade level, or school building. The school board and administration retain sole discretion and control over scheduling of all classes and assignment of shared time pupils to classes.

IX. OPTIONAL COOPERATIVE ARRANGEMENTS

A. Activities

1. Minnesota State High School League-sponsored activities (where six or more students receive instruction in the home school or the home school students are not residents of the school district).

A home school that is a member of the Minnesota State High School League may request that the school district enter into a cooperative sponsorship arrangement as provided in Minnesota State High School League bylaws ~~403.00~~. The approval of such an arrangement shall be at the discretion of the school board.

- a. The home school must become a member of the Minnesota State High School League in accordance with the rules of the Minnesota State High School League.
 - b. The home school is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.
 - c. The home school is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.
2. Non-Minnesota State High School League activities in which six or more students receive instruction in the home school.

A home-schooled child may participate in non-Minnesota State High School League activities offered by the school district upon application and approval from the school board to participate in the activity and the payment of any activity fees associated with the activity. However, home

school students may not be charged higher activity fees than other public school students. An approval shall be granted at the discretion of the school board.

B. Transportation Services

1. The school district may provide nonpublic nonregular transportation services to a home-schooled child.
2. The school board of the school district retains sole discretion and control and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

~~*Rationale: The purpose of this policy is to recognize and provide guidelines in accordance with state law for parents who wish to have their children receive education in a home school that is an alternative to an accredited public or private school.*~~

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (Definitions)
Minn. Stat. § 123B.42 (Textbooks, Individual Instruction or Cooperative Learning Material, Standard Tests)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.86 (Equal Treatment - Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Rules Ch. 3540 (Nonpublic Schools)

Cross References: MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
MSBA/MASA Model Policy 510 (School Activities)



GRADUATION REQUIREMENTS

I. PURPOSE

The purpose of this policy is to set forth requirements for graduation from the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that all students must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

III. DEFINITIONS

- A. "Academic standard" means: (1) a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, or the arts, or (2) a locally adopted expectation for student learning in health, the arts, career and technical education, or world languages.
- B. "Credit" means a student's successful completion of an academic trimester of study or a student's mastery of the applicable subject matter, as determined by the school district.
- C. "Section 504 Accommodation" means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.
- D. "Individualized Education Program" or "IEP" means a written statement developed for a student eligible by law for special education and services.
- E. "English language learners" or "ELL" student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.

IV. DISTRICT ASSESSMENT COORDINATOR

Assistant Superintendent of Teaching and Learning shall be named the District Assessment Coordinator. Said person shall be in charge of all test procedures and shall bring recommendations to the school board annually for approval.

V. GRADUATION ASSESSMENT REQUIREMENTS

Students' state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:

- A. Achievement and career and college readiness in mathematics, reading, and writing, as measured against a continuum of empirically derived, clearly defined benchmarks focused on students' attainment of knowledge and skills so that students, their parents, and teachers know how well students must perform to have a reasonable chance to succeed in a career or college without the need for postsecondary remediation and which facilitates the monitoring of students' continuous development

- of and growth in requisite knowledge and skills; analysis of students' progress and performance levels, identification of students' academic strengths and diagnosis of areas where students require curriculum or instructional adjustments, targeted interventions, or remediation; and determination of students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student based on analysis of students' progress and performance data; and
- B. Consistent with this paragraph and Minnesota Statutes section 120B.125, age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.
 - C. Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.
 - D. Students meeting the state graduation requirements under this section must receive targeted, relevant, academically rigorous, and resourced instruction which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.
 - E. Students meeting the state graduation requirements under this section and who are students in grade 11 or 12 and who are identified as academically ready for a career or college are actively encouraged by the school district to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment to graduate from high school.
 - F. A student's progress toward career and college readiness must be recorded on the student's high school transcript.

VI. GRADUATION CREDIT REQUIREMENTS

Students must successfully complete, as determined by the school district, the following high school level credits for graduation:

To graduate from Big Lake High School, a student must have successfully completed a minimum of 73 credits (required and elective), to fulfill graduation requirements. A "credit" is equivalent to a student's successful completion of one trimester of study or a student's mastery of the applicable subject matter in grades 9-12, as determined by school district administration.

Credit Distribution Requirement:

12.0 English

12.0 Social Studies:

3 credits of Civics

3 credits of U.S. History, 2 credits Economics

2 credits of World History

1 credit of Geography

1 elective

9.0 Mathematics (must include 3 credits of Algebra II)

9.0 Science (must include 3 credits of Chemistry or Physics)

6.0 Physical Education/Health

3.0 Arts

1.0 High School Success Skills or EXCEL Civics (requiring additional elective)

1.0 Financial Literacy or Money Management Skills

1.0 Career Planning

1.0 One Course from the List Below

- Career Preparation
- On the Job Training
- Youth Apprenticeship
- Creating Entrepreneurial Opportunities (CEO)
- College Success Skills

18.0 Electives

73.0 Total credits (minimum)

Credit equivalencies

- A one-half credit of economics taught in a school's agriculture education or business department may fulfill a one-half credit in social studies if the credit is sufficient to satisfy all of the academic standards in economics.
- An agriculture science or career and technical education credit may fulfill the elective science credit required if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required if the credit meets the state chemistry or physics academic standards as approved by the school district. A student must satisfy either all of the chemistry or physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit.
- A career and technical education credit may fulfill a mathematics or arts credit requirement.
- A computer science credit may fulfill a mathematics credit requirement if the credit meets state academic standards in mathematics.
- A Project Lead the Way credit may fulfill a mathematics or science credit requirement if the credit meets the state academic standards in mathematics or science.

VII. GRADUATION STANDARDS REQUIREMENTS

A. All students must have the opportunity to demonstrate their understanding of the following academic standards:

- 1) School District Standards, Health (K-12);
- 2) School District Standards, Career and Technical Education (K-12); and
- 3) School District Standards, World Languages (K-12)

- B. Academic standards in health, world languages, and career and technical education will be reviewed on an annual basis.* A school district must use the current world languages standards developed by the American Council on the Teaching of Foreign Languages.
* Reviews are required to be conducted on a periodic basis. Therefore, this time period may be changed to accommodate individual school district needs.
- C. All students must satisfactorily complete the following required Graduation Standards in accordance with the standards developed by the Minnesota Department of Education (MDE):
 - 1) Minnesota Academic Standards, English Language Arts K-12;
 - 2) Minnesota Academic Standards, Mathematics K-12;
 - 3) Minnesota Academic Standards, Science K-12;
 - 4) Minnesota Academic Standards, Social Studies K-12; and
 - 5) Minnesota Academic Standards, Physical Education K-12.
- D. State standards in the Arts K-12 are available, or school districts may choose to develop their own standards.
- E. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

VIII. EARLY GRADUATION

Students may be considered for early graduation, as provided for within Minnesota Statutes section 120B.07, upon meeting the following conditions:

- A. All course or standards and credit requirements must be met;
- B. The principal or designee shall conduct an interview with the student and contact parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and
- C. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

~~**Rationale:**—A critical dimension of a quality educational program is the extent to which it offers courses, activities, experiences and instruction tailored to the particular needs of each student. Students must demonstrate that they have met certain minimum requirements to receive a diploma.~~

Legal References: Minn. Stat. § 120B.018 (Definitions)
 Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
 Minn. Stat. § 120B.021 (Required Academic Standards)
 Minn. Stat. § 120B.023 (Benchmarks)
 Minn. Stat. § 120B.024 (Credits)
 Minn. Stat. § 120B.07 (Early Graduation)
 Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)
 Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)

Minn. Stat. § 120B.30 (Statewide Testing and Reporting System)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Part 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)

CREDIT FOR LEARNING

I. PURPOSE

~~**Rationale:**~~ The purpose of this policy is to recognize student achievement which occurs in Post Secondary Enrollment Options and other advanced enrichment programs. The purpose of this policy also is to recognize student achievement which occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. The purpose of this policy also is to address the transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, post-secondary or higher education institutions, other learning environments, and online courses and programs.

III. DEFINITIONS

- A. "Accredited school" means a school that is accredited by an accrediting agency, recognized according to Minnesota Statutes section 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (Commissioner).
- B. "Blended learning" is a form of digital learning that occurs when a student learns part time in a supervised physical setting and part time through digital delivery of instruction, or a student learns in a supervised physical setting where technology is used as a primary method to deliver instruction.
- C. "Commissioner" means the Commissioner of MDE.
- D. "Digital learning" is learning facilitated by technology that offers students an element of control over the time, place, path, or pace of their learning and includes blended and online learning.
- E. "Eligible institution" means a Minnesota public post-secondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by ~~an accreditor recognized by the United States Department of Education, the North-Central Association of Colleges and Schools~~, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.
- F. "Nonpublic school" is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.

- G. "Online learning" is a form of digital learning delivered by an approved online learning provider.
- H. "Online learning provider" is a school district, an intermediate school district, an organization of two or more school districts operating under a joint powers agreement, or a charter school located in Minnesota that provides online learning to students and is approved by MDE to provide online learning courses.
- I. "Weighted grade" is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.

IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS

- A. Transfer of Academic Requirements from Other ~~Minnesota Public or Private Accredited~~ Secondary Schools
 - 1) The school district will accept and transfer secondary credits and grades awarded to a student from another ~~Minnesota public or private accredited~~ secondary school upon presentation of a certified transcript from the transferring public secondary school evidencing the course taken and the grade and credit awarded ~~according to procedure found in the high school registration guide.~~
 - ~~a. — When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.~~
 - ~~b. — In the event the content of a course taken at an accredited nonpublic school or public school does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements. Credit that does not fully align with the school district's high school graduation requirements will not be used to compute honor roll and/or class rank.~~
 - ~~e. — If no comparable course is offered by the school district for which high school graduation credit would be provided, no credit will be provided to the student.~~
 - 2) Credits and grades awarded from another ~~Minnesota public or private accredited~~ secondary school may be used to compute ~~the honor roll and/or class rank towards being recognized for the Top 10% of the Class recognition~~ if a student has earned at least **50% or more of their** credits from the ~~school district Big Lake High School~~ or have been enrolled their entire junior and senior year.
 - ~~3. — Credits and grades awarded from another public or private accredited secondary school will be used to determine honor roll status for that trimester or year.~~
- B. Transfer of Academic Requirements from ~~Other Non-Accredited Public or Private~~ ~~Secondary~~ Schools
 - 1) ~~The school district will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the~~

transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded

- a. When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.
 - b. Commensurate credits and grades awarded from an accredited nonpublic school or public school in another state may be used to compute honor roll and/or class rank if a student has earned at least **50% or more of their** credits from the school district.
 - c. In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements. Credit that does not fully align with the school district's high school graduation requirements will not be used to compute honor roll and/or class rank.
 - d. If no comparable course is offered by the school district for which high school graduation credit would be provided, no credit will be provided to the student.
- 2) Students transferring from a non-accredited, nonpublic school shall receive credit from the school district upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.
- a. Students will be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.
 - b. Where the school district determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with school district graduation requirements, credit shall be awarded, but the grade shall be "P" (pass).
 - c. In the event the content of a course taken at an non-accredited, nonpublic school does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements.
 - d. If no comparable course is offered by the school district for which local high school graduation credit would be provided, no credit will be provided to the student.
 - e. Credit and grades earned from a non-accredited nonpublic school shall not be used to compute honor roll and/or class rank.

V. POST-SECONDARY ENROLLMENT CREDIT

- A. A student who satisfactorily completes a post-secondary enrollment options course or program under Minnesota Statutes section 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the Minnesota Academic Standards content standards corresponding to that specific rigorous course of study.
- B. Secondary credits granted to a student through a post-secondary enrollment options course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
 - 1) Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.
 - 2) Three trimesters or two semester post-secondary credits shall equal at least one full year of high school credit. Fewer post-secondary credits may be prorated.
 - 3) When a determination is made that the content of the post-secondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
 - 4) In the event the content of the post-secondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
 - 5) If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.
 - 6) When secondary credit is granted for post-secondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a post-secondary institution.
- C. ~~Upon a written request,~~ A list of the courses or programs meeting the necessary requirements may be obtained from the school district.

VI. CREDIT FROM ONLINE LEARNING COURSES

- A. Secondary credits granted to a student through an online learning course or program that meets or exceeds a graduation standard or requirement shall be counted toward the graduation and credit requirements of a student completing the Minnesota Academic Standards.
- B. Course credit will be considered only upon official documentation from the online learning provider evidencing the course taken and the grade and credit awarded to the student.
- C. When a student provides documentation from an online learning provider, the course credit and course grade shall be recorded and counted toward graduation credit

requirements for all courses or programs that meet or exceed the school district's graduation requirements in the same manner as credits are awarded for students transferring from another Minnesota public ~~or credited private~~ school as set forth in Section IV.A above.

~~VI. HOME SCHOOL~~

~~A. Upon enrollment at Big Lake High School, students transferring from home school must provide complete and detailed records (including course descriptions and MCA test results, if available) that demonstrate completion of Big Lake High School graduation requirements. Such student must enroll as a full-time student at Big Lake High School a minimum of the last two trimesters of the senior year in order to earn a diploma.~~

VII. ADVANCED ACADEMIC CREDIT

- A. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution **or a nonprofit public agency**, other than the school district.
- B. Course credit will be considered only upon official documentation from the higher education institution **or nonprofit public agency** that the student successfully completed the course attended and passed an examination approved by the school district.
- C. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
- D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
- E. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

VIII. WEIGHTED GRADES

- A. The school district offers weighted grades **for courses that are identified as more rigorous or academically challenging as follows: in several classes including those labeled CIC (College in the Classroom), PSEO (Post-Secondary Enrollment Option), EXCEL (Accelerated coursework) and AP (Advanced Placement) classes. The grading scale below exemplifies the standard weight for each letter grade as well as the weighted figure added to the student's GPA (grade point average).**
 - 1) A grade awarded in an Advanced Placement course will be multiplied by a factor of 1.085 (i.e., 1.07).
 - 2) A grade awarded in an Honors course will be multiplied by a factor of 1.085.
 - 3) A grade awarded in a College In the Schools course will be multiplied by a factor of 1.085.

- 4) A grade awarded in a course taken through a Post-Secondary Enrollment Options program will be multiplied by a factor of 1.085.
- 5) A grade awarded in a course in a dual enrollment course will be multiplied by a factor of 1.085.

GPA Calculator				
Grade	Regular	Weighted	Cum GPA	Grad Credit
A	4.00	4.34	*	*
A-	3.67	4.01	*	*
B+	3.34	3.67	*	*
B	3.00	3.34	*	*
B-	2.67	3.01	*	*
C+	2.34	2.67	*	*
C	2.00	2.34	*	*
C-	1.67	2.01	*	*
D+	1.34	1.67	*	*
D	1.00	1.34	*	*
D-	0.67	1.01	*	*
F	0.00	0.00	*	
I	Incomplete Grade			

- B. The school district will update its course registration guide prior to the beginning of each school year with a listing of the courses for which a student may earn a weighted grade.

IX. PROCESS FOR AWARDING CREDIT

- A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal or designee will notify students in writing of the decision as to how credits and grades will be awarded.
- B. A student or the student’s parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request of a student or the student’s parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal’s decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.
- C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student’s parent or guardian except as set forth in Section IX.D. below.
- D. If a student disputes the number of credits granted by the school district for a particular post-secondary enrollment course, online learning course, or advanced academic credit

course, the student may appeal the school district's decision to the Commissioner. The decision of the Commissioner shall be final.

- E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

~~***Rationale:** The purpose of this policy is to recognize student achievement which occurs in Post Secondary Enrollment Options and other advanced enrichment programs. The purpose of this policy also is to recognize student achievement which occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. The purpose of this policy also is to address the transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.*~~

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.14 (Advanced Academic Credit)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.445 (Nonpublic Education Council)
Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)
Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)
Minn. Stat. § 124D.095 (Online Learning Option)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma) (repealed Minn. L. 2013, Ch. 116, Art. 2, § 22)
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 624 (Online Learning Options)

ACCOUNTING

I. PURPOSE

The purpose of this policy is to adopt the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in guidelines adopted by the Minnesota Department of Education.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to comply with the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts.

III. MAINTENANCE OF BOOKS AND ACCOUNTS

The school district shall maintain its books and records and do its accounting in compliance with the Uniform Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in the guidelines adopted by the Minnesota Department of Education and in compliance with applicable state laws and rules relating to reporting of revenues and expenditures.

IV. PERMANENT FUND TRANSFERS

Unless otherwise authorized pursuant to Minnesota Statutes section 123B.80, as amended, or any other law, fund transfers shall be made in compliance with UFARS and permanent fund transfers shall only be made in compliance with Minnesota Statutes section 123B.79, as amended, or other applicable statute.

V. REPORTING

The school board shall provide for an annual audit of the books and records of the school district to assure compliance of its records with UFARS. Each year, the school district shall also provide for the publication of the financial information specified in Minnesota Statutes section 123B.10 in the manner specified therein.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 123B.75 (Revenue; Reporting)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)
Minn. Stat. § 123B.78 (Cash Flow; School District Revenues; Borrowing for Current Operating Costs; Capital Expenditure Deficits)
Minn. Stat. § 123B.79 (Permanent Fund Transfers)
Minn. Stat. § 123B.80 (Exceptions for Permanent Fund Transfers)

Cross References: MSBA/MASA Model Policy 703 (Annual Audit)

ANNUAL AUDIT

I. PURPOSE

The purpose of this policy is to provide for an annual audit of the books and records of the school district in order to comply with law, to provide a permanent record of the financial position of the school district, and to provide guidance to the school district to correct any errors and discrepancies in its practices.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all laws relating to the annual audit of the books and records of the school district.

III. REQUIREMENT

- A. The school board shall appoint independent certified public accountants to audit, examine, and report upon the books and records of the school district. The school board may enter into a contract with a person or firm to provide the agreed upon services.
- B. After the close of each fiscal year, the books, records, and accounts of the school district shall be audited by said independent certified public accountants in accordance with applicable standards and legal requirements. The superintendent and members of the administration shall cooperate with the auditors.
- C. The school district shall, prior to September 15 of each year, submit unaudited financial data for the preceding year to the Minnesota Commissioner of Education (Commissioner) on forms prescribed by the Commissioner. The report shall also include those items required by Minnesota Statutes section 123B.14, subdivision 7.
- D. The school district shall, prior to November 30 of each year, provide to the Commissioner audited financial data for the preceding fiscal year. The school district shall, prior to December 31 of each year, provide to the Commissioner and the State Auditor an audited financial statement in a form that will allow comparison with and correction of material differences in the unaudited data. The audited financial statement must also provide a statement of assurance pertaining to compliance with uniform financial accounting and reporting standards and a copy of the management letter submitted to the school district by its auditor.
- E. The audit must be conducted in compliance with generally accepted governmental auditing standards, the Federal Single Audit Act, and the Minnesota Legal Compliance Audit Guide for School Districts issued by the Office of the State Auditor.
- F. The school board must approve the audit report or require a further or amended report.
- G. The administration shall report to the school board regarding any actions necessary to correct any deficiencies or exceptions noted in the audit.
- H. The accounts and records of the school district shall also be subject to audit and inspection by the State Auditor to the extent provided in Minnesota Statutes chapter 6.

Legal References: Minn. Stat. Ch. 6 (State Auditor)

Minn. Stat. § 123B.02 (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.77, Subds. 2 and 3 (Accounting, Budgeting, and Reporting Requirement)

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



INVESTMENTS

I. PURPOSE

The purpose of this policy is to establish guidelines for the deposit and investment of all school district funds. These funds are accounted for in the District's annual financial report and include all current funds, and any other funds that may be created from time to time.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all state laws relating to investments and to guarantee that investments meet certain primary criteria.

Authority to manage the investment program is granted to the Director of Business Services. The Director of Business Services may delegate certain duties to the District Accountant, but the Director of Business Services shall remain responsible for the operation of the investment program.

III. GENERAL OBJECTIVES

- A. The funds of the school district shall be deposited or invested in accordance with this policy and Minnesota Statutes and any other applicable law or written procedures.
- B. The primary objectives of deposit and investment activities shall be safety, liquidity, yield, and maintaining the public's trust:
 1. Safety and Security. Safety of principal is the foremost objective of the investment program. The investments of the school district shall be undertaken in a manner that seeks to ensure the preservation of the capital in the overall investment portfolio. To attain this objective only appropriate investment instruments will be purchased and insurance or collateral may be required to ensure the return of principal. In addition, the objective will be to mitigate credit risk and interest rate risk
 2. Credit Risk-Big Lake Schools will minimize credit risk, which is the risk of loss due to the failure of the security insurer or backer, by:
 - Limiting investments to the types of securities listed in Section VI of this administrative policy.
 - Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the school district will do business in accordance with Section IV.
 - Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.
 3. Interest Rate Risk. Big Lake Schools will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by:

- Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity
 - Investing operating funds primarily in shorter-term securities, money market mutual funds, or similar investment pools and limiting the average maturity of the portfolio in accordance with this policy.
4. Liquidity. Big Lake Schools' investment portfolio shall be structured in such manner as to provide sufficient liquidity to pay obligations as they come due.
 5. Yield. The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the risk constraints, the cash flow characteristics of the portfolio and legal restrictions for return on investments.
 6. Maintaining the Public's Trust: The Director of Business Services shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Big Lake School District, the School Board or its administrative personnel.

IV. STANDARDS OF CARE

A. Prudence

The standard of prudence to be used by district personnel shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. District personnel acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

The "prudent person" standard states that, "Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

B. Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the school district.

V. AUTHORIZED FINANCIAL INSTITUTIONS, DEPOSITORIES, AND BROKER/DEALERS

A list will be maintained of financial institutions and depositories authorized to provide investment services. Public depositories must be qualified in accordance with Minnesota Statutes.

~~All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:~~

- ~~● Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines;~~
- ~~● Financial institutions must be a member of FDIC system and be willing and capable of posting required collateral or private insurance for funds in excess of FDIC insurable limits and in amounts required by the District;~~
- ~~● Intermediaries must be a member of a recognized U.S. Securities and Exchange Commission Self-Regulatory Organization such as the New York Stock Exchange, National Association of Securities Dealers, Municipal Securities Rule Making Board, etc.;~~
- ~~● Maintain an office within the State of Minnesota and be licensed to conduct business in this State;~~
- ~~● Certification of having read and understood and agreeing to comply with the Big Lake ISD 727's investment policies;~~
- ~~● Evidence of adequate insurance coverage.~~

~~An annual review of the financial condition and registration of all qualified financial institutions and broker/dealers will be conducted by district personnel.~~

~~Prior to completing an initial transaction with a broker, the school district shall provide to the broker a written statement of investment restrictions which shall include a provision that all future investments are to be made in accordance with Minnesota statutes governing the investment of public funds. The broker must annually acknowledge receipt of the statement of investment restrictions and agree to handle the school district's account in accordance with these restrictions. The school district may not enter into a transaction with a broker until the broker has provided this annual written agreement to the school district. The notification form to be used shall be the form prescribed by the Office of the State Auditor. A copy of this investment policy, including any amendments thereto, shall be provided to each such broker.~~

Designation of Depositories

The School Board shall annually designate one or more official depositories for school district funds. The school district and the depository shall each comply with the provisions of Minnesota Statutes and any other applicable law, including any provisions relating to designation of a depository, qualifying institutions, depository bonds, and approval, deposit, assignment, substitution, addition, and withdrawal of collateral.

VI. COLLATERALIZATION AND SAFEKEEPING OF SECURITIES

A. Collateralization

1. It is the policy of the District to require that time deposits in excess of FDIC insurable limits be secured by collateral at 110% or private insurance to protect public deposits in a single financial institution if it were to default.
2. Eligible collateral instruments are any investment instruments acceptable under Minnesota Statutes. The collateral must be placed in safekeeping at or before the time the District buys the investments so that it is evident that the purchase of the investment is predicated on the securing of collateral.
3. Safekeeping of Collateral

- a) Third party safekeeping is required for all collateral. To accomplish this, the securities must be held at one or more of the following locations:
 - 1) at a Federal Reserve Bank or its branch office;
 - 2) at another custodial facility in a trust or safekeeping department through book-entry at the Federal Reserve;
 - 3) by an escrow agent of the pledging institution; or
 - 4) by the trust department of the issuing bank
 - b) Safekeeping will be documented by an approved written agreement between Big Lake ISD #727 and the governing board of the bank that complies with FDIC regulations. This may be in the form of a safekeeping agreement.
 - c) Substitution or exchange of securities held in safekeeping for the District can be approved exclusively by the Director of Business Services, and only if the market value of the replacement securities is equal to or greater than the market value of the securities being replaced.
- B. Safekeeping of Securities
- 1. Third party safekeeping is required for all securities and commercial paper. To accomplish this, the securities must be held only at the following locations:
 - a) at a Federal Reserve Bank or its branch office;
 - b) at another custodial facility, which shall be a trust or safekeeping department through book-entry at the Federal Reserve, unless physical securities are involved; or
 - c) in an insured account at a primary reporting dealer
 - 2. Safekeeping will be documented by an approved written agreement between Big Lake Schools and the holder of the securities. This may be in the form of a safekeeping agreement, trust agreement, escrow agreement or custody agreement.
 - 3. Original certificates of deposits will be held by the originating bank. A safekeeping receipt will be acceptable documentation

VII. SUITABLE AND AUTHORIZED INVESTMENTS

The District has chosen to limit its allowable investments to those instruments listed below:

- 1. Bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued by the United States of America, its agencies and allowable instrumentalities;
- 2. Interest bearing savings accounts, interest bearing certificates of deposit or interest bearing time deposits, or any other investments constituting direct obligations of any bank;
- 3. Certificates of deposit with federally insured institutions that are collateralized or insured in excess of the \$250,000 provided by the Federal Deposit Insurance Corporation coverage limit;
- 4. Collateralized repurchase agreements that conform to the requirements stated in Minnesota Statutes.
- 5. Commercial paper meeting the following requirements:
 - a) The corporation must be organized in the United States or be a Canadian subsidiary.
 - b) The corporation's assets must exceed \$500,000,000.

- c) Investments are limited to those in the highest ratings category by a nationally recognized statistical rating organization (NRSRO).
 - d) The obligations cannot have a maturity longer than 150 days.
 - e) Not more than 25% of the total investment fund can be invested in commercial paper at any time.
 - f) The total investment in any one corporation cannot exceed 5% of the corporation's outstanding obligations.
 - g) The total investment in any one corporation cannot be more than \$5 million.
6. Investments may be made only in those savings banks or savings and loan associations that are insured by the Federal Deposit Insurance Corporation.
 7. Investment products that are considered as derivatives are specifically excluded from approved investments.
 8. With respect to assets of an OPEB (Other Postemployment Benefits) trust, investments provided in (1) through (7) hereof and the following allowable investments under Minnesota Statute Section 356A.06, subdivision 7:
 - a. Government obligations which includes funds in governmental bonds, notes, bills, mortgages, and other evidences of indebtedness if the issue is backed by the full faith and credit of the issuer or the issue is rated among the top four quality rating categories by a nationally recognized rating agency.;
 - b. Investment-grade corporate obligations;
 - c. Corporate stocks and mutual funds.
 - d. The maximum percentage of investments in equities shall not exceed 20% of the OPEB Trust portfolio.

VIII. DIVERSIFICATION

It is the policy of the District to diversify its investment portfolio. Investments shall be diversified to eliminate the risk of loss resulting in over concentration in a specific maturity, issuer, or class of securities. Diversification strategies shall be determined and revised periodically by the Director of Business Services.

IX. REPORTING REQUIREMENTS

- A. The Director of Business Services shall prepare and submit to the School Board a quarterly investment report that shall include data on investments being held as well as any narrative necessary for clarification.
- B. The Director of Business Services shall establish systems and procedures to comply with applicable federal laws and regulations governing the investment of bond proceeds and funds in a debt service account for a bond issue. The record keeping system shall be reviewed annually by the independent auditor or by another party contracted or designated to review investments for arbitrage rebate or penalty calculation purposes.

X. ELECTRONIC FUNDS TRANSFER OF FUNDS FOR INVESTMENT

The school district may make electronic funds transfers for investments of excess funds upon compliance with Minnesota Statutes 471.38.

~~**Rationale:** The purpose of this policy is to establish guidelines for the deposit and investment of all school district funds. These funds are accounted for in the District's annual financial report and include all current funds, and any other funds that may be created from time to time.~~

Legal References: Minnesota Statute Chapter 118A
Minnesota Statute Chapter 118A.03
Minnesota Statute Chapter 118A.05, subdivision 2
Minnesota Statute Chapter 356A.06, subdivision 7

TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS

I. PURPOSE

The purpose of this policy is to address transportation rights of nonpublic school students and to provide equality of treatment in transporting such students pursuant to law.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to recognize the rights of nonpublic school students and to provide equal transportation to those students as required by law.

III. ELIGIBILITY

- A. The school district shall provide equal transportation within the district for all students to any school when transportation is deemed necessary by the school district because of distance or traffic conditions in like manner and form as provided in Minnesota Statutes sections 123B.88 and 123B.92 when applicable.
- B. Upon the request of a parent or guardian, the school district must provide transportation to the school district boundary for students residing in the school district at least the same distance from a nonpublic school actually attended in another school district as public school students are transported in the transporting school district. Such transportation must be provided whether or not there is another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means.
- C. The school district may provide transportation to a nonpublic school in another school district for students residing in the school district and attending that school, whether there is or is not another nonpublic school within the transporting school district, if the transportation is to schools maintaining grades or departments not maintained in the school district or if the attendance of such students at school can more safely, economically, or conveniently be provided for by such means. If the school district transports students to a nonpublic school located in another school district, the nonpublic school shall pay the cost of such transportation provided outside the school district boundaries.
- D. The school district must provide the necessary transportation within school district boundaries between the nonpublic school and a public school or neutral site for nonpublic school students who are provided pupil support services if the school district elects to provide pupil support services at a site other than a nonpublic school.
- E. When transportation is provided, the scheduling of routes, manner and method of transportation, control and discipline of students, and any other matter relating thereto shall be within the sole discretion, control, and management of the school district. A nonpublic or charter school student transported by the school district shall comply with school district student bus conduct and student bus discipline policies.
- F. Additional transportation to and from a nonpublic school may be provided at the expense of the school district when such services are provided in the discretion of the school district.

IV. STUDENTS WITH DISABILITIES

- A. If a resident student with a disability attends a nonpublic school located within the school district, the school district must provide necessary transportation for the student within the school district between the nonpublic school and the educational facility where special

instruction and services are provided on a shared-time basis. If a resident student with a disability attends a nonpublic school located in another school district and if no agreement exists for the provision of special instruction and services on a shared time basis to that student by the school district of attendance and where the special instruction and services are provided within the school district, the school district shall provide necessary transportation for that student between the school district boundary and the educational facility. The school district may provide necessary transportation for that student between its boundary and the nonpublic school attended, but the nonpublic school shall pay the cost of transportation provided outside the school district boundary. School districts may make agreements for who provides transportation. Parties serving students on a shared time basis have access to a due process hearing system as provided by law.

- B. When the disabling conditions of a student with a disability are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program, the student shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling conditions and applicable laws. This section shall not be applicable to parents who transport their own child under a contract with the school district.
- C. Each driver and aide assigned to a vehicle transporting students with a disability must (1) be instructed in basic first aid and procedures for the students under their care; (2) within one month after the effective date of assignment, participate in a program of in-service training on the proper methods of dealing with the specific needs and problems of students with disabilities; (3) assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and (4) ensure that proper safety devices are in use and fastened properly.
- D. Each driver and aide assigned to a vehicle transporting students with a disability shall have available to them the following information in hard copy or immediately accessible through a two-way communication system: (1) the student's name and address; (2) the nature of the student's disabilities; (3) emergency health care information; and (4) the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.
- E. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the due process procedures provided for in Minnesota Statutes chapter 125A.

V. APPLICATION OF GENERAL POLICY

The provisions of the school district's policy on transportation of public school students [*Model Policy 707*] shall apply to the transportation of nonpublic school students except as specifically provided herein.

Legal References: Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.84 (Policy)
Minn. Stat. § 123B.86 (Equal Treatment)
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
Minn. Stat. § 123B.91, Subd. 1a (School District Bus Safety Requirements)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. Ch. 125A (Special Education and Special Programs)
Minn. Stat. § 125A.18 (Special Instruction; Nonpublic Schools)

Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disability)
Americans United, Inc. as Protestants and Other Am. United for Separation of Church and State, et al. v. Independent Sch. Dist. No. 622, et al., 288 Minn. 1996, 179 N.W.2d 146 (Minn. 1970)
Eldredge v. Independent Sch. Dist. No. 625, 422 N.W.2d 319 (Minn. Ct. App. 1988)
Healy v. Independent Sch. Dist. No. 625, 962 F.2d 1304 (8th Cir. 1992)
Minn. Op. Atty. Gen. 166a-7 (June 3, 1983)
Minn. Op. Atty. Gen. 166a-7 (Sept. 14, 1981)
Minn. Op. Atty. Gen. 166a-7 (July 15, 1976)
Minn. Op. Atty. Gen. 166a-7 (July 17, 1970)
Minn. Op. Atty. Gen. 166a-7 (Oct. 3, 1969)
Minn. Op. Atty. Gen. 166a-7 (Sept. 12, 1969)

Cross References: MSBA/MASA Model Policy 707 (Transportation of Public School Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)



EXTRACURRICULAR ~~AND CO-CURRICULAR~~ TRANSPORTATION

I. PURPOSE

~~Rationale-~~ The purpose of this policy is to make clear to students, parents, and staff the school district's policy regarding extracurricular transportation.

II. GENERAL STATEMENT OF POLICY

The determination as to whether to provide transportation for students, spectators, or participants to and from extracurricular activities shall be made solely by the ~~activities director or his/her designee~~ school district administration. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in extracurricular activities shall be advised by the ~~activities director administration or his/her designee~~ as to the transportation arrangements made, if any.

III. ARRANGEMENT OF EXTRACURRICULAR TRANSPORTATION

School district employees shall not undertake independent arrangement, scheduling, or coordination of transportation for extracurricular activities unless specifically directed or approved by the school district administration. All transportation arrangements made by a school district employee must be approved ~~by the activities director or his/her designee~~ a building administrator. If the school district makes no arrangements for extracurricular transportation, students who wish to participate are responsible for arranging for or providing their own transportation. ~~The student must complete the transportation waiver form and return it to the activities director prior to transporting himself/herself to a school sponsored activity.~~ Alternative transportation options may be achieved through a waiver form found at and processed through the activities office.

IV. NO EMPLOYEE TRANSPORTATION OF STUDENTS WITH PERSONAL VEHICLES

An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance. ~~Examples of an emergency would be a illness, family emergency, etc. The coach/advisor will attempt to contact the activities director or his/her designee to help determine if the situation constitutes an emergency. If the activities director or his/her designee isn't available, the coach/advisor will decide if the situations constitutes an emergency.~~

In a nonemergency situation, an employee must get prior, written approval ~~when~~

~~possible~~ from the ~~activities director or his/her designee~~ administration before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The ~~activities director or his/her designee~~ administration has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the ~~activities director or his/her designee~~ administration as soon thereafter as practicable.

All vehicles used to transport students shall be properly registered and insured.

V. FEES

In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.

~~*Rationale: The purpose of this policy is to make clear to students, parents, and staff the school district's policy regarding extracurricular transportation.*~~

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)

Minn. Stat. § 169.011, Subd. 71(a) (Definitions)

Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards)

Cross References: MSBA/MASA Model Policy 610 (Field Trips)

MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

VIDEO SURVEILLANCE OTHER THAN ON BUSES

I. PURPOSE

~~**Rationale:** Maintaining the health, welfare, and safety of students, staff, and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school district property. The school board recognizes the value of video/electronic surveillance systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property.~~

II. GENERAL STATEMENT OF POLICY

A. Placement

- 1) School district buildings and grounds may be equipped with video cameras.
- 2) Video surveillance may occur in any school district building or on any school district property.
- 3) Video surveillance will **normally** not be used in bathrooms or locker rooms, although these areas may be placed under surveillance by individuals of the same sex as the occupants of the bathrooms or locker rooms. ~~Video surveillance in bathrooms or locker rooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.~~

B. Use of Video Recordings

- 1) Video recordings will be viewed by school district personnel, ~~which may include school district liaison officers,~~ on a random basis and/or when problems have been brought to the attention of the school district.
- ~~2) Video recordings may be accessed and monitored by authorized law enforcement personnel in emergency situations, when the footage is of public events, and when Big Lake Schools students and personnel are not scheduled to be present on Big Lake Schools properties.~~
- 3) A video recording of the actions of students and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct in school district buildings or on school grounds.
- 4) A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code section 1232g, and the rules and/or regulations promulgated thereunder.
- ~~5) Students and staff will not be under continuous electronic surveillance. Video will only be used by the proper authorities when investigating an incident.~~

C. Security and Maintenance

- 1) The school district shall establish appropriate security safeguards to ensure that video recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code section 1232g, and the rules and/or regulations promulgated thereunder.

- 2) The school district shall ensure that video recordings are retained in accordance with the school district's records retention schedule.

~~**Rationale:** Maintaining the health, welfare, and safety of students, staff, and visitors while on school district property and the protection of school district property are important functions of Big Lake Schools. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school district property. The Big Lake School Board recognizes the value of video/electronic surveillance systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property.~~

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 121A.585 (Notice of Recording Device)
Minn. Stat. § 138.17 (Government Records; Administration)
Minn. Stat. § 609.746 (Interference with Privacy)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
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 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)

ANIMALS ON SCHOOL PREMISES

I. PURPOSE

The purpose of this policy is to ensure the health and safety of students while enriching the school curriculum and student support with visits/lessons regarding animals.

II. GENERAL STATEMENT OF POLICY

A. Reason

An animal may be requested for a school visit for a variety of reasons including enriching the curriculum, learning about animals, increasing the excitement about an event or for animal therapy.

B. Prior Written Permission Required

Prior written approval via the **REQUEST FORM FOR AN ANIMAL VISIT** must be obtained before any animal is brought onto school premises. Handlers/owners wishing to bring animals on school premises can obtain request forms in each building office. Applicants can submit their information to be available as a resource to any staff. A **STAFF REQUEST FORM FOR AN ANIMAL VISIT** must be approved before scheduling an animal visit. Before approvals will be given, a building-wide perspective will be taken, as Big Lake Schools prefers to offer and provide similar experiences to every student in a given grade level.

C. Therapy Animal

1) Role

A therapy animal is most commonly a dog (but can be other species) that is certified or registered and has been obedience trained and screened for their ability to interact favorably with humans and other animals. The primary role of a therapy animal is to complement more traditional modes of treatment or therapy through comforting, supportive, calming and engaging interactions. Because therapy animals have not been trained to perform a specific job, task or duty due to an individual's disability, they do not qualify as a service animal under the Americans with Disability Act (ADA).

2) Certified Animals (most commonly dogs)

The therapy animal and certified handler must be approved through a certified therapy animal organization such as: Helping and Healing Paws, Pet Partners, or Therapy Dog International. The organization must carry insurance for the animal and handler.

3) Certified Handlers

Certified handlers working with an accredited therapy or service animal program, who are in the building to provide social emotional support or provide animal therapy, will be allowed on school property with an approved background check, approved request form, and prearranged schedule.

4) Control

Therapy animals must remain under control of the owner at all times. The therapy animal must be harnessed, leashed or tethered while on school premises. Under control also means that a therapy animal should not be allowed to bark repeatedly while on school premises. If the therapy animal is out of control and the owner does not take effective action to control it, the district may request that the animal be removed from the premises.

D. Safety

1) Animal Health

Animals must meet standards of health as prescribed by veterinarians at the owner's expense. The district bears no financial responsibility for the required training, care, feeding, health, behavior and suitability for interacting with students and others while on and/or off school premises.

2) Proof of Inoculation

Animal owners/handlers must present proof of all proper inoculations verified by a veterinarian and/or accrediting agency. This includes, but is not limited to: rabies, distemper, hepatitis, parvovirus, healthy stool sample analysis, proof of heartworm test, and proof of physical. If this list of needed inoculations becomes out-of-date or there is an alternative list of inoculations per a specific

- type of animal, proof of this from a veterinarian will be reviewed.
- 3) **Restraint/Handling**
All animals must be properly restrained and controlled at all times in appropriate cages, tanks or leashes. Owners/handlers violating this provision will be asked to leave school premises immediately. Laboratory animals (mammals, fish, reptiles and birds) that are part of a curriculum project may be brought into a classroom for the duration of the project, but they must be kept in appropriate, properly maintained cages/containers.
 - 4) **Responsibility**
The owner must ensure their animal: is controlled; housebroken; the animal's presence or behavior does not fundamentally interfere in the functions of the school district; behaves in a way that does not pose a direct threat to the health or safety of others or have a history of such behavior. The district retains the discretion to exclude or remove any animal from its property. The owner agrees to be responsible for any and all damage to school district property, personal property, and any injuries to individuals caused by their animal. The owner agrees to indemnify, defend, and hold harmless the school district, its school board members, administrators, employees, and agents, from and against any and all claims, actions, suits, judgments, and demands brought by any party arising on account of, or in connection with, any activity of or damage caused by their animal.
 - 5) **Health and Cultural Considerations**
To address children and adults with allergies, asthma, other health or cultural concerns regarding a specific animal visit, instructors will communicate with parents/guardians to identify concerns before bringing an animal into the classroom. If needed, instructors will take the following steps:
 - a. Animals brought in for demonstration projects will be kept in an area away from students/faculty with health/cultural issues and after the presentation the animal will be removed from the building as quickly as possible.
 - b. Animals used for curriculum or therapy purposes will be segregated from students/faculty with health/cultural concerns. If the health/cultural issue is significant, the instructor will develop an alternative lesson for the class and not bring the animal into the classroom.
 - c. Non-allergenic animals (reptiles, amphibians, most insects, crabs and fish) will be used whenever possible as an alternative to birds and animals that may trigger more allergic reactions.
 - 6) **Transportation**
Animals are not allowed on district transportation. It is the sole responsibility of the owner to transport the animal.
 - 7) **Signage**
Signs may be posted on school grounds that animals are not allowed on school property without prior permission.

This policy is superseded by policies related to Service Animals and Canine Searches.

Cross References: MSBA/MASA Model Policy 535 (Service Animals)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
Student Handbook (Locker/Desk & Canine Searches)



**808A - STAFF
REQUEST FORM FOR AN ANIMAL VISIT**

This form is to be completed by the employee in the school building who is making the request for the animal. Please turn in your request to the Building Administrator/ Director.

Employee Name: _____ Date: _____

Big Lake Schools Building: _____

Type/Breed of Animal: _____

Name of Animal: _____ Name of Handler/Owner: _____

Reason/purpose for the animal request:

Frequency of animal(s) on site:

Signatures for Approval:

Building Administrator/Director Signature: _____ Date: _____ Director

of Buildings & Grounds Signature: _____ Date: _____

Note: Animals will not be allowed on school premises until the district has received all information from the requester, and it has been approved with all signatures. This Registration/Agreement is valid until the end of the current school year. It must be renewed prior to the start of each subsequent school year or whenever a different animal will be used.

Approval and Communication to Families:

The Building Administrator/Director will work with their teachers to notify families and staff, before visits start to occur through regular communication methods regarding the presence of an animal on school premises. The following language is suggested for a therapy animal:

We are excited to share with you that there will be a therapy dog in our school assisting students throughout the school year. A therapy animal is most commonly a dog (but can be other species) that are certified or registered and have been obedience trained and screened for their ability to interact favorably with humans and other animals.

The primary role of a therapy animal is to complement more traditional modes of treatment or therapy through comforting, supportive, calming and engaging interactions. Because therapy animals have not been trained to perform a specific job, task or duty due to an individual's disability, they do not qualify as a service animal under the Americans with Disability Act (ADA).

Date communication was sent: _____



808B - REQUEST FORM FOR AN ANIMAL VISIT

This form is to be completed by the owner or handler of an animal requesting to visit Big Lake Schools. Please turn in your request to the Building Administrator/ Director.

Handler/Owner Name: _____ Date: _____

Phone: _____ Email: _____

Big Lake Schools Building: _____

Type/Breed of Animal: _____

Name of Animal: _____

Name of Employee Sponsor (if applicable): _____

Reason/purpose for the animal request:

Frequency of animal(s) on site:

Qualifications and Experience:

Checklist for Completion of Form:

- ___ Attached is documentation that the animal is properly licensed
- ___ Attached is documentation that the animal is properly and currently vaccinated
- ___ Attached is a copy of the owners' current homeowner's, renter's, business, or certified therapy animal insurance policy that covers possible damage or injury to people and property.
- ___ If the request is for animal therapy, the therapy dog and handler must be certified through official therapy dog organizations such as: Helping and Healing Paws, Pet Partners, or Therapy Dog International. The organization must carry insurance for the dog and handler. A copy of this current therapy animal identification and certification card, and their insurance must be attached to this form, as well be available at all times when on school premises.
- ___ The owner(s) agree that:
 - a. The animal must show visible cleanliness with no signs of fleas and/or ticks.

b. They will maintain certification of proper inoculations verified by a veterinarian and/or accrediting agency. This includes, but is not limited to: rabies, distemper, hepatitis, parvovirus, healthy stool sample analysis, proof of heartworm test, and proof of physical. If this list of needed inoculations becomes out-of-date or there is an alternative list of inoculations per a specific type of animal, proof of this from a veterinarian will be reviewed.

Signatures for Responsibility:

I have read and understand the School District’s policy regarding animals and will abide by the terms of the policy. I understand that if my animal: is out of control and/or the animal’s handler does not effectively control the animal’s behavior; is not housebroken; the animal’s presence or behavior fundamentally interferes in the functions of the School District; behaves in a way that poses a direct threat to the health or safety of others, has a history of such behavior; or otherwise poses a direct threat to the health and safety of others that cannot be eliminated by reasonable modifications, the School District has the discretion to exclude or remove my animal from its property. I agree to be responsible for any and all damage to School District property, personal property, and any injuries to individuals caused by my animal. I agree to indemnify, defend, and hold harmless the School District, its school board members, administrators, employees, and agents, from and against any and all claims, actions, suits, judgments, and demands brought by any party arising on account of, or in connection with, any activity of or damage caused by my animal.

Handler/Owner Signature: _____ Date: _____

Note: Animals will not be allowed on school premises until the district has received all information from the requester, and it has been approved with all signatures. This Registration/Agreement is valid until the end of the current school year. It must be renewed prior to the start of each subsequent school year or whenever a different animal will be used.

~~PAID-ADVERTISING~~

I. PURPOSE

~~Rationale:~~ **The purpose of this policy is to provide guidelines for the advertising or promoting of products or services to students and parents in the schools.**

~~For the purpose of this policy, advertising is defined as the promotion of goods or services for sale through school district means, and of which the school district benefits financially from.~~

II. GENERAL STATEMENT OF POLICY

The school district's ~~policy is that the~~ name, facilities, staff, students, or any part of the school district shall not be used for advertising or promoting the interests of a commercial or non-profit agency or organization except as set forth below.

III. ADVERTISING GUIDELINES

~~Big Lake Schools will allow advertising under the following conditions:~~

- A. ~~District/School~~ publications, including publications such as programs and ~~catalogs~~ calendars, may accept and publish paid advertising provided they receive advance approval from the appropriate administrator. In no instance shall ~~publications accept~~ advertising or ~~advertising images be accepted~~ for alcohol, tobacco, drugs, drug paraphernalia, ~~gambling~~, weapons, or obscene, pornographic, or illegal materials. Advertisements may be rejected by the school district if determined to be inconsistent with the educational objectives of the school district or inappropriate for inclusion in a certain publication. ~~For example, advertisements may be rejected if determined to be false, misleading, or deceptive, or if they relate to an illegal activity or antisocial behavior. The faculty advisor is responsible for screening all such advertising for appropriateness, including compliance with the school district policy prohibiting sexual, racial, and religious harassment.~~
- B. The school board may approve ~~the use of~~ advertising in school district facilities or on school district property. Any approval will state precisely where such advertising may be placed. ~~The restrictions listed in Section A. above will apply. Advertising will not be allowed outside the specific area approved by the school board. Specific advertising must be approved by the superintendent or designee. In no instance will an advertising device be erected or maintained within 100 feet of a school that is visible to and primarily intended to advertise and inform or to attract or which does attract the attention of operators and occupants of motor vehicles. The superintendent or designee must approve specific advertisements.~~
- C. Donations which include or carry advertisements must be approved by the school board. ~~The school board may accept donations (monetary or equipment) or sponsorships, which have advertising strings attached, provided the advertising is approved by the administration. The district may acknowledge a donation it receives from an organization by displaying a "donated by," or similar such by-line with the organization's name and/or logo on the item.~~
- D. The school district or a school may acknowledge a donation it has received from an organization by displaying a "donated by," "sponsored in part by," or a similar by-line with the organization's name and/or symbol on the item. Examples include activity programs or yearbooks.

- E. Nonprofit entities and organizations may be allowed to use the school district name, students, or facilities for purposes of advertising or promotion if the purpose is determined to be educationally related and prior approval is obtained from the school board. Advertising will be limited to the specific event or purpose approved by the school board. ~~Schools shall be allowed to enter into business partnerships/sponsorships to accept advertising providing that the schools benefit financially.~~
- F. Contracts for computers or related equipment or services that require advertising to be disseminated to students will not be entered into or permitted unless done pursuant to and in accordance with state law.
- G. The inclusion of advertisements in school district publications, in school district facilities, or on school district property does not constitute approval and/or endorsement of any product, service, organization, or activity. Approved advertisements will not imply or declare such approval or endorsement.

IV. ACCOUNTING

Advertising revenues must be accounted for and reported in compliance with UFARS. A periodic report shall be made to the school board by the superintendent regarding the scope and amount of such revenues.

~~*Rationale: Provide guidelines for the advertising or promoting of products or services to students and parents in the schools.*~~

Legal References: Minn. Stat. § 123B.93 (Advertising on School Buses)

Minn. Stat. § 125B.022 (Contracts for Computers or Related Equipment or \ Service)

Minn. Stat. § 173.08 (Excluded Road Advertising Devices)

Cross References: MSBA/MASA Model Policy 421 (Gifts to Employees and School Board Members)

MSBA/MASA Model Policy 702 (Accounting)

DELINQUENT MEAL BAD DEBT

I. POLICY OBJECTIVE

To provide clear guidance on when an unpaid meal charge is considered delinquent meal bad debt.

II. RESPONSIBILITY

The Director of Business Services is responsible for the oversight and maintenance of delinquent meal bad debt.

III. BACKGROUND AND DEFINITIONS

The District currently has a procedure in place to collect unpaid meal charges. The unpaid charges become delinquent meal debt when payment is overdue for meals eaten and money not provided. The debt is considered “delinquent meal debt” as long as it is considered collectable and efforts are being made to collect the debt. All costs incurred in collecting delinquent meal debt may be charged to the food service fund.

Delinquent meal debt becomes “delinquent meal **bad** debt” when payment is overdue, and it is determined that further collection efforts for delinquent debt are useless or too costly. Food service funds cannot be used to cover the losses of delinquent meal bad debt. Delinquent meal debt will be considered bad debt when the collection agency the District contracts with is unsuccessful in collecting the debt at the end of one year.

IV. COSTS OF DELINQUENT MEAL BAD DEBT

The costs of delinquent meal bad debt must be charged to the general fund. Each year, the bad debt costs will be accumulated and presented to the School Board for informational purposes.

V. DONATIONS FROM THE COMMUNITY

The District will provide opportunities for the community to donate funds to assist families in need of financial assistance. Donations for unpaid meal charges will be accepted by the School Board as outlined in District donation policy.

***Rationale:** Established to provide clear guidance on when a delinquent meal debt is considered bad debt and provide a funding source to cover the costs of bad debt.*