



Board of Education Big Lake School District #727 Regular Meeting

Mission Statement

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

Thursday, October 26, 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	4
Minutes from the September 28, 2023 Regular Board Meeting and the October 4, 2023 Work Session	
B. Claims and Accounts	8
Claims and Accounts for the month of October	
C. Credit Card Report	25
D. Personnel	30
E. Final Reading and Approval of Policies	31
516.5 Overdose Medication	
VII. Donations	35
Chair, Tonya Reasoner	
VIII. MSHSL Grant Application Approval	36
Superintendent, Tim Truebenbach	
IX. Financial Report	37
Treasurer, Amber Sixberry	
September report will be presented.	
X. Bond Projects Update	
Buildings and Grounds Director, TJ Zerwas and Wold Architects and Engineers	
Liberty Road Proposal	
XI. Annual Community Education Update	53
Director of Community Education & Communication Services, Stephanie Hillman	
XII. Second Reading of Policies	71
Superintendent, Tim Truebenbach	
515 Protection and Privacy of Pupil Records; 515A Form Public Notice; 524 Internet Acceptable Use and Safety Policy; 604 Instructional Curriculum; 616 School District System Accountability	
XIII. School Board Committee/Representative Updates	
A. Finance Committee	1
Treasurer, Amber Sixberry	
B. Policy Committee	

Chair, Tonya Reasoner

C. Buildings and Grounds Committee

Board Member, Lenette Brown

D. School Board Representatives

XIV. Student Representative Report

Student Representative, Grace John

XV. Superintendent Report

Superintendent, Tim Truebenbach

A. Cabinet Department Update

XVI. Adjournment

Chair, Tonya Reasoner

Strategic Plan Focus Areas

Student Support

Staff Support

Family & Community Engagement



OPEN FORUM

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

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

The guidelines for open forum are as follows:

3

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

INDEPENDENT SCHOOL DISTRICT 727
BIG LAKE, MINNESOTA
SHERBURNE COUNTY

Minutes of the Regular Meeting
September 28, 2023
6:30 PM

I. CALL TO ORDER

The regular meeting of the Board of Education of Independent School District No. 727, Big Lake Schools, was called to order on September 28, 2023 at 6:30 PM in the Middle School Student Center by Chair Reasoner.

II. ROLL CALL

The following Board members were present: Mr. Tony Scales, Ms. Amber Sixberry, Ms. Tonya Reasoner, Ms. Lenette Brown, Ms. Ashley Schabilion, Mr. Derek Nelson—arrived at 6:32, and Student Representative Grace John.

III. APPROVE AGENDA

A motion was made by Scales seconded by Sixberry to approve the agenda.

The motion carried 5-0.

IV. PLEDGE OF ALLEGIANCE

Chair Reasoner and the Board led the Pledge of Allegiance.

V. OPEN FORUM

No participants

VI. CONSENT AGENDA

A motion was made by Brown seconded by Schabilion to approve the following:

- A. PREVIOUS MINUTES from the August 24, 2023 regular meeting and the September 5, 2023 work session
- B. CLAIMS AND ACCOUNTS for the month of September in the amount of \$3,174,149.48 checks 103950-104173
- C. CREDIT CARD REPORT
- D. PERSONNEL:

Employee (Last, First Name)	Position	Building	Effective Date	Action Type
Nelson, Erica	Paraeducator	Liberty	08/28/2023	New Hire
Lund, Anna	Activities Athletics Event Support	District Wide	08/30/2023	New Hire
Pundsack, Sara	PCN Grant Coordinator	High School/Middle School	09/15/2023	New Hire
Kisner, Renee	School Monitor	Independence	09/05/2023	Resignation
Smith, Ashley	School Monitor	Independence	09/05/2023	Resignation
Peterson, Karen	School Monitor	Independence	09/05/2023	Resignation
Corrick, Melody	School Monitor	Independence	09/05/2023	Resignation
Deppa, Lacey	School Monitor	Liberty	09/05/2023	Resignation
Murray, Hyacinth	SPED Paraeducator	Independence	09/06/2023	New Hire
Boe, Tania	SPED Paraeducator	Independence	09/06/2023	New Hire
Ilacqua, Lorraine	School Monitor	Liberty	09/11/2023	Resignation
Dubay, Donald	School Monitor	Middle School	06/01/2023	Resignation
Geroux, Kendra	Facility Scheduler	Community Ed	10/02/2023	New Hire
Regan, Phyllis	School Monitor	Liberty	09/20/2023	New Hire
Fiedler, Rachel	Paraeducator	Middle School	09/14/2023	Resignation
Berger, Jessica	School Monitor	Independence	09/26/2023	New Hire
Peterson, Theresa	School Monitor	Liberty	09/27/2023	New Hire

- E. EXTENDED FIELD TRIP REQUEST: EPIC
- F. FINAL READING AND APPROVAL OF POLICIES
613 Graduation Requirements; 620 Credit for Learning; 708 Transportation of Nonpublic School Students
- G. DESIGNATION OF IDENTIFIED OFFICIAL WITH AUTHORITY FOR EDUCATION IDENTITY AND ACCESS MANAGEMENT
- H. APPROVE TRANSPORTATION CONTRACT ADDENDUM
- I. MORRIS LEATHERMAN SURVEY RESEARCH PROPOSAL

The motion carried 5-0.

VII. DONATIONS

A motion was made by Reasoner seconded by Sixberry to approve the following donations:

Donor	Item	Designated Purpose (if any)
Minnco Credit Union	\$1,000.00	2023 Senior Scholarship
Jeff Flaten	Trumpet valued at \$550 and saxophone valued at \$300	Middle School Band
Big Lake Spud Fest	\$1,500.00	Girls Soccer Team to help fund overnight trip to Two Harbors
G & M Outdoor Service LLC	\$500.00	HS Scoreboard
Lupulin	\$1,081.00	Clear the Lists
Frozen Spoon	\$75.00	Help fund Middle School student programs
Minnco Credit Union	Backpacks, snacks, Clorox wipes valued at \$100.00	Hornet Hospitality Room at the high school
LISI—Carlie and Steven Kohn	\$1,500.00	Lunches for Youth Apprenticeship Fair
Frozen Spoon	\$75.00	Independence

The motion carried 5-0.

VIII. FINANCIAL REPORT

Director of Business Services, Angie Manuel, presented the financial report for August. A motion was made by Reasoner seconded by Nelson to approve the financial report and budget revisions as presented.

The motion carried 6-0.

IX. APPROVE PRELIMINARY PAY 2024 LEVY CERTIFICATION

Director of Business Services, Angie Manuel, recommended the board approve the 2024 Levy Certification at maximum. A motion was made by Schabilion seconded by Nelson to approve the 2024 Levy Certification at maximum.

The motion carried 6-0.

Ms. Manuel announced the Truth in Taxation meeting date of Thursday, December 14, 2023 at 6:01 PM in the Middle School Student Center.

X. TEACHING AND LEARNING DISTRICT GOAL PRESENTATION

Assistant Superintendent of Teaching and Learning, Minda Anderson, presented.

XI. FIRST READING OF POLICIES

515 Protection and Privacy of Pupil Records; 515A Form Public Notice; 524 Internet Acceptable Use and Safety Policy; 604 Instructional Curriculum; 616 School District System Accountability

XII. SECOND READING OF POLICIES

516.5 Overdose Medication

XIII. SUMMARY OF SUPERINTENDENT TRUEEBENBACH’S EVALUATION AND GOAL REVIEW

Chair Reasoner reviewed Superintendent Trueebenbach’s evaluation and goals. Overall Superintendent Trueebenbach is showing progress on reaching his four goals set for the 2023-2024 school year. Will update the board more frequently throughout the year on the progress of reaching his goals.

XIV. SCHOOL BOARD COMMITTEE/REPRESENTATIVE UPDATES

A. Finance—discussed levy

B. Policy—continued reviewing policies

C. Buildings and Grounds—no meeting. Scheduled meeting for October 26, 2023 at 5:00 PM in the Middle School Student Center.

D. School Board Representatives—Community Education review from Brown, Coop review from Reasoner, Wright Tech review from Sixberry, SEE and District Curriculum Advisory update from Schabilion

XV. STUDENT REPRESENTATIVE REPORT

School Board Student Representative, Grace John, gave her monthly report.

XVI. SUPERINTENDENT REPORT

Superintendent Trueebenbach gave his monthly report.

A. Cabinet Department Update—TJ Zerwas and Stephanie Hillman

XVII. ADJOURNMENT

A motion was made by Reasoner seconded by Nelson to adjourn the meeting. The meeting was adjourned at 7:55 PM.

The motion carried 6-0.

Clerk, Tony Scales
Approved October 26, 2023

INDEPENDENT SCHOOL DISTRICT 727
BIG LAKE, MINNESOTA
SHERBURNE COUNTY

Minutes of the Work Session
October 4, 2023
6:30 PM

I. CALL TO ORDER

The Work Session of the Board of Education of Independent School District No. 727, Big Lake Schools was called to order on October 4, 2023 at 6:39 PM, in the District Office Teaching and Learning Room, by Chair Reasoner.

II. ROLL CALL

The following Board members were present: Mr. Tony Scales, Ms. Amber Sixberry, Ms. Tonya Reasoner, Ms. Lenette Brown, Ms. Ashley Schabilion, and Mr. Derek Nelson—arriving at 6:51 PM.

III. DISTRICT FACILITIES AND FINANCIAL NEEDS DISCUSSION

Jodie Zesbaugh from Ehlers reviewed how existing debt and proposed new debt would affect taxes. Buildings and Grounds Director, TJ Zerwas, review possible projects and costs. Discussed possible questions for public survey.

IV. ADJOURNMENT

A motion was made by Reasoner seconded by Nelson to adjourn the meeting. The meeting was adjourned at 8:22 PM.

The motion carried 6-0.

Clerk, Tony Scales
Approved October 26, 2023

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2023 - 10/31/2023

											Pay/Void
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
001	104174	CH	1	06408	ALLIED BLACKTOP COMPANY	10/06/2023	\$4,720.00	155443	E 05 005 865 000 384 350	MAIN CAMPUS SECTION #1 PER QUOTE	
001	104174	CH	1	06408	ALLIED BLACKTOP COMPANY	10/06/2023	\$1,080.00	155443	E 05 005 865 000 384 350	MAIN CAMPUS SECTION #2 PER QUOTE	
001	104174	CH	1	06408	ALLIED BLACKTOP COMPANY	10/06/2023	\$7,540.00	155443	E 05 005 865 000 384 350	MAIN CAMPUS SECTION #3 PER QUOTE	
001	104174	CH	1	06408	ALLIED BLACKTOP COMPANY	10/06/2023	\$800.00	155443	E 05 005 865 000 384 350	MAIN CAMPUS SECTION #4 PER QUOTE	
001	104174	CH	1	06408	ALLIED BLACKTOP COMPANY	10/06/2023	\$2,400.00	155443	E 05 005 865 000 384 350	MAIN CAMPUS SECTION #5 PER QUOTE	
001	104174	CH	1	06408	ALLIED BLACKTOP COMPANY	10/06/2023	\$3,320.00	155443	E 05 005 865 000 384 350	MAIN CAMPUS SECTION #6 PER QUOTE	
001	104174	CH	1	06408	ALLIED BLACKTOP COMPANY	10/06/2023	\$540.00	155443	E 05 005 865 000 384 350	MAIN CAMPUS SECTION #7 PER QUOTE	
001	104174	CH	1	06408	ALLIED BLACKTOP COMPANY	10/06/2023	\$400.00	155443	E 05 005 865 000 384 350	MAIN CAMPUS SECTION #8 PER QUOTE	
001	104174	CH	1	06408	ALLIED BLACKTOP COMPANY	10/06/2023	\$1,900.00	155443	E 05 005 865 000 384 350	LIBERTY SECTION #1 PER QUOTE	
001	104174	CH	1	06408	ALLIED BLACKTOP COMPANY	10/06/2023	\$740.00	155443	E 05 005 865 000 384 350	LIBERTY SECTION #2 PER QUOTE	
001	104174	CH	1	06408	ALLIED BLACKTOP COMPANY	10/06/2023	\$400.00	155443	E 05 005 865 000 384 350	LIBERTY SECTION #3 PER QUOTE	
001	104174	CH	1	06408	ALLIED BLACKTOP COMPANY	10/06/2023	\$600.00	155443	E 05 005 865 000 384 350	LIBERTY SECTION #4 PER QUOTE	
001	104174	CH	1	06408	ALLIED BLACKTOP COMPANY	10/06/2023	\$80.00	155443	E 05 005 865 000 384 350	LIBERTY SECTION #5 PER QUOTE	
001	104174	CH	1	06408	ALLIED BLACKTOP COMPANY	10/06/2023	\$300.00	155443	E 05 005 865 000 384 350	LIBERTY SECTRION #6 PER QUOTE	
Check Total:							\$24,820.00				
001	104175	CH	1	04794	ANNANDALE SENIOR HIGH	10/06/2023	\$60.00	155440	E 11 300 294 116 000 369	09/12/2023 HS CROSS COUNTRY INVITE	
001	104175	CH	1	04794	ANNANDALE SENIOR HIGH	10/06/2023	\$60.00	155440	E 11 300 296 116 000 369	09/12/2023 HS CROSS COUNTRY INVITE	
Check Total:							\$120.00				
001	104176	CH	1	09213	AQUA ENGINEERING, INC.	10/06/2023	\$484.25	155442	E 01 005 810 000 000 350	B&G REPAIRS	
Check Total:							\$484.25				
001	104177	CH	1	13241	BENEFIT RESOURCE LLC	10/06/2023	\$220.00	155444	E 01 005 105 000 000 305	COBRA QUALIFYING EVENT FOR SEPT :	
Check Total:							\$220.00				
001	104178	CH	1	04806	BERGESON, JOHN	10/06/2023	\$135.00	155441	E 11 201 294 113 000 305	7/8TH FOOTBALL OFFICIAL VS BECKER	
Check Total:							\$135.00				
001	104180	CH	1	12904	CAPTIVATE MEDIA + CONSULTING	10/06/2023	\$3,675.00	155487	E 01 005 107 000 000 305	K-12 VIDEO PRODUCTION 50% DEPOSIT	
Check Total:							\$3,675.00				
001	104181	CH	1	06130	CARD SERVICES	10/06/2023	\$21.15	155455	E 01 100 203 902 000 490	INDY	
001	104181	CH	1	06130	CARD SERVICES	10/06/2023	\$38.94	155455	E 01 201 298 950 000 490	MS	
001	104181	CH	1	06130	CARD SERVICES	10/06/2023	\$116.37	155455	E 04 500 570 000 321 490	CE	
001	104181	CH	1	06130	CARD SERVICES	10/06/2023	\$40.97	155455	E 04 500 580 341 325 401	CE	
001	104181	CH	1	06130	CARD SERVICES	10/06/2023	\$143.27	155455	E 01 300 331 000 830 433	HS FACS	
001	104181	CH	1	06130	CARD SERVICES	10/06/2023	\$53.89	155455	E 01 300 331 000 830 433	HS FACS	8
001	104181	CH	1	06130	CARD SERVICES	10/06/2023	\$157.24	155455	E 01 300 331 000 830 433	HS FACS	
001	104181	CH	1	06130	CARD SERVICES	10/06/2023	\$15.93	155455	E 01 300 331 000 830 433	HS FACS	

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2023 - 10/31/2023

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	104181	CH	1	06130	CARD SERVICES	10/06/2023	\$84.85	155455	E 01 300 331 000 830 433	HS FACS
001	104181	CH	1	06130	CARD SERVICES	10/06/2023	\$75.28	155455	E 01 300 331 000 830 433	HS FACS
001	104181	CH	1	06130	CARD SERVICES	10/06/2023	\$65.67	155455	E 01 300 331 000 830 433	HS FACS
001	104181	CH	1	06130	CARD SERVICES	10/06/2023	\$86.12	155455	E 01 300 331 000 830 433	HS FACS
001	104181	CH	1	06130	CARD SERVICES	10/06/2023	\$67.39	155455	E 01 300 331 000 830 433	HS FACS
001	104181	CH	1	06130	CARD SERVICES	10/06/2023	\$44.97	155455	E 01 300 331 000 830 433	HS FACS
001	104181	CH	1	06130	CARD SERVICES	10/06/2023	\$40.30	155455	E 01 300 331 000 830 433	HS FACS
001	104181	CH	1	06130	CARD SERVICES	10/06/2023	\$52.86	155455	E 01 300 331 000 830 433	HS FACS
Check Total:								\$1,105.20		
001	104182	CH	1	01035	cmERDC	10/06/2023	\$13.19	155446	E 01 100 620 000 000 401	Astrobright, 65# Cover, 8 1/2 x 11, 250 sht/l
001	104182	CH	1	01035	cmERDC	10/06/2023	\$24.76	155447	E 01 100 203 000 000 401	BROWN KRAFT CLASP ENVELOPES, 10I
001	104182	CH	1	01035	cmERDC	10/06/2023	\$38.26	155447	E 01 100 203 000 000 401	MANILA FILE FOLDERS, LETTER SIZE, 1
001	104182	CH	1	01035	cmERDC	10/06/2023	\$4.31	155447	E 01 100 203 000 000 401	BLACK FELT TIP MARKERS, PERMANEN
001	104182	CH	1	01035	cmERDC	10/06/2023	\$4.31	155447	E 01 100 203 000 000 401	BLUE FELT TIP MARKERS, PERMANENT
001	104182	CH	1	01035	cmERDC	10/06/2023	\$17.20	155447	E 01 100 203 000 000 401	BLACK EXPO 2, DRY ERASE MARKERS,
001	104182	CH	1	01035	cmERDC	10/06/2023	\$4.34	155447	E 01 100 203 000 000 401	HIGHLIGHTER MARKERS, YELLOW, 12/F
001	104182	CH	1	01035	cmERDC	10/06/2023	\$2.33	155447	E 01 100 203 000 000 401	HIGHLIGHTER MARKERS, ASSORTED C
001	104182	CH	1	01035	cmERDC	10/06/2023	\$9.29	155447	E 01 100 203 000 000 401	BLACK, SANFORD SHARPIE, CHISEL TIF
001	104182	CH	1	01035	cmERDC	10/06/2023	\$5.07	155447	E 01 100 203 000 000 401	AMERICAN MADE PENCILS, #2, DIXON T
001	104182	CH	1	01035	cmERDC	10/06/2023	\$1.86	155447	E 01 100 203 000 000 401	BINDER CLIPS, 3/4" WIDE, 3/8 CAPACITY
001	104182	CH	1	01035	cmERDC	10/06/2023	\$70.98	155447	E 01 100 203 000 000 401	STAPLER, SWINGLINE #747
001	104182	CH	1	01035	cmERDC	10/06/2023	\$40.04	155447	E 01 100 203 000 000 401	TRANSPARENT TAPE HIGHLAND 3M #62
001	104182	CH	1	01035	cmERDC	10/06/2023	\$12.55	155447	E 01 100 203 000 000 401	BLACK TAPE DISPENSERS, 1 in. CORE, ,
001	104182	CH	1	01035	cmERDC	10/06/2023	\$23.89	155447	E 01 100 203 000 000 401	BOX SEALING TAPE W/DISPENSER, 3M
001	104182	CH	1	01035	cmERDC	10/06/2023	\$16.44	155447	E 01 100 203 000 000 401	FISKARS SCISSORS, ADULT SIZE, 8 inch
001	104182	CH	1	01035	cmERDC	10/06/2023	\$58.56	155447	E 01 100 203 000 000 401	ELECTRIC SHARPENER HUNT BOSTON
001	104182	CH	1	01035	cmERDC	10/06/2023	\$3.16	155447	E 01 100 203 000 000 401	HIGHLAND BRAND, POST-IT NOTE PAD\$
001	104182	CH	1	01035	cmERDC	10/06/2023	\$1.92	155447	E 01 100 203 000 000 401	SIZE 19 RUBBER BANDS 1/4 lb / BOX, 36
001	104182	CH	1	01035	cmERDC	10/06/2023	\$51.84	155447	E 01 100 203 000 000 401	LARGE GLUE STICKS, 1.27 OZ, GENERA
001	104182	CH	1	01035	cmERDC	10/06/2023	\$23.28	155447	E 01 100 203 000 000 401	SANFORD UNI-BALL GEL IMPACT
001	104182	CH	1	01035	cmERDC	10/06/2023	\$13.56	155447	E 01 100 203 000 000 401	BROWN KRAFT CLASP ENVELOPES, 10I
001	104182	CH	1	01035	cmERDC	10/06/2023	\$867.50	155448	E 01 005 110 000 000 305	2ND QUARTER TIMETRACKER FEES1
001	104182	CH	1	01035	cmERDC	10/06/2023	\$121.40	155449	E 01 100 203 000 000 401	Pink Paper, 20#, 8 1/2 x 11, 10 RMS/CS, A
001	104182	CH	1	01035	cmERDC	10/06/2023	\$122.32	155449	E 01 100 203 000 000 401	Lavender Paper, 20#, 8 1/2 x 11, 10 RMS/CS

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2023 - 10/31/2023

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	104182	CH	1 01035	cmERDC	10/06/2023	\$123.90	155450	E 01 100 203 000 000 401	Salmon Paper, 20#, 8 1/2 x 11, 10 RMS/CS
001	104182	CH	1 01035	cmERDC	10/06/2023	\$121.40	155450	E 01 100 203 000 000 401	Cherry Paper, 20#, 8 1/2 x 11, 10 RMS/CS,
001	104182	CH	1 01035	cmERDC	10/06/2023	\$121.40	155450	E 01 100 203 000 000 401	Buff Paper, 20#, 8 1/2 x 11, 10 RMS/CS, Ar
001	104182	CH	1 01035	cmERDC	10/06/2023	\$60.70	155450	E 01 100 620 000 000 401	Goldenrod Paper, 20#, 8 1/2 x 11, 10 RMS/
001	104182	CH	1 01035	cmERDC	10/06/2023	\$12.65	155450	E 01 100 203 000 000 401	Astrobright, 60# Text, 8 1/2 x 11, Cosmic O
001	104182	CH	1 01035	cmERDC	10/06/2023	\$12.65	155450	E 01 100 203 000 000 401	Astrobright, 60# Text, 8 1/2 x 11, Lunar Blu
001	104182	CH	1 01035	cmERDC	10/06/2023	\$12.65	155450	E 01 100 203 000 000 401	Astrobright, 60# Text, 8 1/2 X 11, Terrestrial
001	104182	CH	1 01035	cmERDC	10/06/2023	\$25.30	155450	E 01 100 203 000 000 401	Astrobright, 60# Text, 8 1/2 x 11, Terra Gree
001	104182	CH	1 01035	cmERDC	10/06/2023	\$13.19	155450	E 01 100 203 000 000 401	Astrobright, 65# Cover, 8 1/2 x 11, 250 sht/
001	104182	CH	1 01035	cmERDC	10/06/2023	\$13.19	155450	E 01 100 203 000 000 401	Astrobright, 65# Cover, 8 1/2 x 11, 250 sht/
001	104182	CH	1 01035	cmERDC	10/06/2023	\$13.19	155450	E 01 100 203 000 000 401	Astrobright, 65# Cover, 8 1/2 x 11, 250 sht/
001	104182	CH	1 01035	cmERDC	10/06/2023	\$13.19	155450	E 01 100 203 000 000 401	Astrobright, 65# Cover, 8 1/2 x 11, 250 sht/
001	104182	CH	1 01035	cmERDC	10/06/2023	\$13.19	155450	E 01 100 203 000 000 401	Astrobright, 65# Cover, 8 1/2 x 11, 250 sht/
001	104182	CH	1 01035	cmERDC	10/06/2023	\$13.19	155450	E 01 100 203 000 000 401	Astrobright, 65# Cover, 8 1/2 x 11, 250 sht/
001	104182	CH	1 01035	cmERDC	10/06/2023	\$55.99	155450	E 01 100 203 312 000 401	Kraft Rolls, 36 in., Bright Blue, 40# ROLLS,
001	104182	CH	1 01035	cmERDC	10/06/2023	\$54.00	155450	E 01 100 203 312 000 401	Kraft Rolls, 36 in., Yellow, 40# ROLLS, (10
001	104182	CH	1 01035	cmERDC	10/06/2023	\$36.50	155451	E 01 110 203 000 000 401	PO 31875 INDY SUPPLIES
Check Total:						\$2,268.64			
001	104184	CH	1 08417	EDUCATORS BENEFIT CONSULTANTS	10/06/2023	\$400.36	155452	E 01 005 105 000 000 305	403B ADMIN & COMPLIANCE MONTHLY I
Check Total:						\$400.36			
001	104185	CH	1 13738	FILIAGGI, CHRISTIAN	10/06/2023	\$89.00	155454	E 11 300 294 118 000 305	V SOCCER VS ST CLOUD APOLLO
Check Total:						\$89.00			
001	104186	CH	1 12955	KALLEDSTAED, JIM	10/06/2023	\$89.00	155456	E 11 300 294 118 000 305	V SOCCER VS ST CLOUD APOLLO
Check Total:						\$89.00			
001	104187	CH	1 13720	LEIF MEDIA & PR LLC	10/06/2023	\$275.00	155485	E 04 500 505 000 321 305	SEPTEMBER 2023 SERVICES
Check Total:						\$275.00			
001	104188	CH	1 10403	LEWIS, WILLIAM	10/06/2023	\$110.00	155458	E 11 300 294 113 000 305	V FB OFFICIAL VS CHISAGO LAKES
Check Total:						\$110.00			
001	104189	CH	1 13130	LMNO DESIGN CO LLC	10/06/2023	\$1,416.00	155457	E 01 300 790 000 699 303	PCN MEDIA CONSULTANT SEPTEMBER
Check Total:						\$1,416.00			
001	104190	CH	1 05341	MEDCO	10/06/2023	\$76.00	155459	E 04 500 560 122 321 401	PO 32039 CE SUPPLIES
001	104190	CH	1 05341	MEDCO	10/06/2023	\$23.47	155460	E 11 300 292 000 000 401	PO 32240 ATHLETIC SUPPLIES
Check Total:						\$99.47			

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2023 - 10/31/2023

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	104191	CH	1 10089	MIDDLETON, STEVEN	10/06/2023	\$110.00	155463	E 11 300 294 113 000 305	V FB OFFICIAL VS CHISAGO LAKES
						Check Total:	\$110.00		
001	104192	CH	1 06351	MILLER, TODD	10/06/2023	\$110.00	155464	E 11 300 294 113 000 305	V FB OFFICIAL VS CHISAGO LAKES
						Check Total:	\$110.00		
001	104193	CH	1 01095	MONTICELLO HIGH SCHOOL	10/06/2023	\$50.00	155462	E 11 300 294 116 000 369	09/09/2023 CROSS COUNTRY INVITE
001	104193	CH	1 01095	MONTICELLO HIGH SCHOOL	10/06/2023	\$50.00	155462	E 11 300 296 116 000 369	09/09/2023 CROSS COUNTRY INVITE
						Check Total:	\$100.00		
001	104194	CH	1 13076	NAWGJ	10/06/2023	\$20.00	155461	E 04 500 560 122 321 369	JUDGES ASSOCIATION FEE
						Check Total:	\$20.00		
001	104195	CH	1 13729	PORTILLO, ANTONIO	10/06/2023	\$64.00	155465	E 11 300 296 118 000 305	JV SOCCER OFFICIAL VS MONTICELLO
						Check Total:	\$64.00		
001	104196	CH	1 08441	SCHOLASTIC	10/06/2023	\$5,455.80	155466	E 05 110 203 601 302 460	LIBERTY SCHOLASTIC NEWS
						Check Total:	\$5,455.80		
001	104197	CH	1 10078	SCHOOL'S IN, LLC	10/06/2023	\$4,381.35	155471	E 05 110 203 000 302 530	JON-04310JC - Birch mobile cubby storage
001	104197	CH	1 10078	SCHOOL'S IN, LLC	10/06/2023	\$290.45	155471	E 05 110 203 000 302 530	shipping
						Check Total:	\$4,671.80		
001	104198	CH	1 13734	SCOTT JR ROBERT T	10/06/2023	\$150.00	155468	E 11 300 296 124 000 305	JV/V OFFICIAL VS MONTICELLO
						Check Total:	\$150.00		
001	104199	CH	1 08581	STURGES, SHANE	10/06/2023	\$150.00	155470	E 11 300 296 124 000 305	JV/V OFFICIAL VS MONTICELLO
						Check Total:	\$150.00		
001	104200	CH	1 13608	SVOBODNY, AARON	10/06/2023	\$135.00	155469	E 11 201 294 113 000 305	7/8TH FB OFFICIAL VS PRINCETON
						Check Total:	\$135.00		
001	104201	CH	1 13417	TERLINDEN, KEITH	10/06/2023	\$135.00	155472	E 11 201 294 113 000 305	7/8TH FB OFFICIAL VS BECKER
001	104201	CH	1 13417	TERLINDEN, KEITH	10/06/2023	\$110.00	155473	E 11 300 294 113 000 305	V FB OFFICIAL VS CHISAGO LAKES
						Check Total:	\$245.00		
001	104202	CH	1 12068	THE WATSON COMPANY, INC.	10/06/2023	\$2,238.13	155477	E 11 300 298 000 000 490	HS CONCESSIONS
						Check Total:	\$2,238.13		
001	104203	CH	1 04148	VIKING COCA-COLA BOTTLING CO	10/06/2023	\$445.20	155475	E 11 300 298 000 000 490	HS CONCESSIONS
001	104203	CH	1 04148	VIKING COCA-COLA BOTTLING CO	10/06/2023	\$1,153.30	155476	E 11 300 298 000 000 490	HS CONCESSIONS
						Check Total:	\$1,598.50		
001	104204	CH	1 06532	VISION STAFFING	10/06/2023	\$1,121.78	155474	E 01 005 810 356 000 305	11 GROUNDS WEEK OF 09/24/2023
						Check Total:	\$1,121.78		
001	104205	CH	1 13145	WALLACE RADIO SYNDICATION, LLC	10/06/2023	\$300.00	155480	E 11 300 296 121 000 401	WINTER DANCE TEAM

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001	104205	CH	1	13145	WALLACE RADIO SYNDICATION, LLC	10/06/2023	(\$300.00)	155480	E 11 300 296 121 000 401	WINTER DANCE TEAM
001	104205	CH	1	13145	WALLACE RADIO SYNDICATION, LLC	10/06/2023	\$300.00	155480	E 11 300 296 121 000 305	WRNG CODE
Check Total:							\$300.00			
001	104206	CH	1	13048	WELLNESS FOR LIVING LLC	10/06/2023	\$125.00	155481	E 04 500 585 000 332 305	KINETIC SAND
Check Total:							\$125.00			
001	104207	CH	1	13566	WELSH, NICKIE	10/06/2023	\$15.00	155467	E 04 500 565 090 321 305	HOW TO CREATE YOUR OWN YOUTUBE
Check Total:							\$15.00			
001	104208	CH	1	13008	WINONA STATE UNIVERSITY	10/06/2023	\$1,000.00	155479	E 01 300 960 000 340 898	SCHOLARSHIP (BK)
Check Total:							\$1,000.00			
001	104209	CH	1	05170	WISNIESKI, DAVID	10/06/2023	\$135.00	155478	E 11 201 294 113 000 305	7/8TH FB OFFICIAL VS PRINCETON
Check Total:							\$135.00			
001	104210	CH	1	08807	WRECK-LESS DRIVING ACADEMY	10/06/2023	\$4,500.00	155482	E 04 500 585 239 332 305	CLASSROOM SESSIONS SEPTEMBER 1
Check Total:							\$4,500.00			
001	104211	CH	1	13747	BUFFALO BISON DANCE TEAM BOOST	10/06/2023	\$150.00	155445	E 11 300 295 121 000 401	RED DRESS WITH BUILT IN SHORTS
Check Total:							\$150.00			
001	104212	CH	1	13736	ISD #911	10/06/2023	\$4,359.00	155453	E 01 005 108 000 311 320	QUARTERLY INTERNET BILLING
Check Total:							\$4,359.00			
001	104213	CH	1	13507	FIDELITY SECURITY L.IFE INSURANCE	10/05/2023	\$626.24	155520	B 01 215 054	OCTOBER 2023 VISION
001	104213	CH	1	13507	FIDELITY SECURITY L.IFE INSURANCE	10/05/2023	\$11.78	155520	B 04 215 054	OCTOBER 2023 VISION
001	104213	CH	1	13507	FIDELITY SECURITY L.IFE INSURANCE	10/05/2023	\$0.12	155520	B 05 215 054	OCTOBER 2023 VISION
001	104213	CH	1	13507	FIDELITY SECURITY L.IFE INSURANCE	10/05/2023	\$6.11	155520	B 11 215 054	OCTOBER 2023 VISION
001	104213	CH	1	13507	FIDELITY SECURITY L.IFE INSURANCE	10/05/2023	\$183.48	155520	B 12 215 054	OCTOBER 2023 VISION
Check Total:							\$827.73			
001	104214	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	10/05/2023	\$281.00	155507	B 01 215 081	Child Support
Check Total:							\$281.00			
001	104215	CH	1	04223	NCPERS GROUP LIFE INS	10/05/2023	\$133.34	155510	B 01 215 033	NCPR Life
Check Total:							\$133.34			
001	104216	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	10/05/2023	\$453.22	155512	B 01 215 040	U Due Nc
001	104216	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	10/05/2023	\$129.37	155512	B 04 215 040	U Dues Nc
001	104216	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	10/05/2023	\$2,206.04	155512	B 12 215 040	U Due Nc
Check Total:							\$2,788.63			
001	104217	CH	1	04472	SHERBURNE AREA UNITED WAY	10/05/2023	\$40.00	155516	B 01 215 045	United Way

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001	104217	CH	1 04472	SHERBURNE AREA UNITED WAY	10/05/2023	\$14.00	155516	B 12 215 045	United Way
						Check Total:	\$54.00		
001	104218	CH	1 03804	ALL STAR TROPHY	10/13/2023	\$390.00	155537	E 01 300 211 960 000 401	HORNET HALL OF FAME PLAQUE
						Check Total:	\$390.00		
001	104219	CH	1 13721	BOOGREN, ANTHONY	10/13/2023	\$79.00	155536	E 11 300 296 118 000 305	JV/V SOCCER VS CHISAGO LAKES
001	104219	CH	1 13721	BOOGREN, ANTHONY	10/13/2023	\$128.00	155536	E 11 300 294 118 000 305	JV/V SOCCER VS CHISAGO LAKES
						Check Total:	\$207.00		
001	104220	CH	1 13730	CEDAR LEAF CONSULTING, LLC	10/13/2023	\$400.00	155548	E 01 005 630 000 000 305	Jamf Consulting Services (9/28/23 2 hours)
001	104220	CH	1 13730	CEDAR LEAF CONSULTING, LLC	10/13/2023	\$400.00	155549	E 01 005 630 000 000 305	Jamf Consulting Services (10/03/23 2 hours)
						Check Total:	\$800.00		
001	104221	CH	1 02684	CENTENNIAL SCHOOLS ISD #12	10/13/2023	\$220.50	155539	E 01 998 211 000 000 390	FINAL 22-23 TUITION
001	104221	CH	1 02684	CENTENNIAL SCHOOLS ISD #12	10/13/2023	\$410.76	155540	E 01 998 211 000 000 390	FINAL 22-23 TUITION
						Check Total:	\$631.26		
001	104222	CH	1 01035	cmERDC	10/13/2023	\$18.96	155541	E 04 500 505 000 321 401	CE SUPPLIES
001	104222	CH	1 01035	cmERDC	10/13/2023	\$6.40	155543	E 01 100 203 312 000 401	Orange Liquid Tempera, CRAYOLA, 32 oz.
001	104222	CH	1 01035	cmERDC	10/13/2023	\$189.60	155546	E 01 100 203 000 000 401	DRY ERASE MARKERS, ASSORTED COLORS
001	104222	CH	1 01035	cmERDC	10/13/2023	\$1.46	155546	E 01 100 203 000 000 401	BINDER CLIPS, 1" WIDE, 5/8 CAPACITY, 100/PK
						Check Total:	\$216.42		
001	104223	CH	1 12109	COR ROBOTICS LLC	10/13/2023	\$720.00	155542	E 04 500 585 000 332 305	CE CLASSES
						Check Total:	\$720.00		
001	104224	CH	1 10215	CULINEX	10/13/2023	\$7,151.40	155545	E 02 100 770 000 701 530	FS HEATED HOLDING CABINET
						Check Total:	\$7,151.40		
001	104225	CH	1 13282	DIRECT COMMUNICATION SOLUTIONS	10/13/2023	\$1,650.00	155544	E 01 005 760 000 720 405	BUSWHERE SOFTWARE LICENSE (OCTOBER)
						Check Total:	\$1,650.00		
001	104226	CH	1 04944	DOMINO'S PIZZA	10/13/2023	\$1,209.89	155547	E 11 300 298 000 000 490	HS CONCESSIONS
						Check Total:	\$1,209.89		
001	104227	CH	1 10168	GABBERT, LEONARD	10/13/2023	\$90.00	155554	E 11 300 294 113 000 305	JV FOOTBALL OFFICIAL VS PRINCETON
						Check Total:	\$90.00		
001	104228	CH	1 12517	GERTENS	10/13/2023	\$594.76	155553	E 01 005 810 000 000 401	B&G SUPPLIES
001	104228	CH	1 12517	GERTENS	10/13/2023	\$3,430.00	155577	E 01 005 810 000 000 363	LIGHTNING FAST -15 DEGREE SIDEWALK
						Check Total:	\$4,024.76		
001	104229	CH	1 06230	GOPHER STATE ONE-CALL	10/13/2023	\$9.45	155551	E 01 005 810 000 000 350	TICKETS RECEIVED
						Check Total:	\$9.45		

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001	104230	CH	1	03951	HEINEMANN	10/13/2023	\$185.92	155552	E 01 100 203 000 000 401	978-0-325-13484-0. Burns/Listening to Lec	
001	104230	CH	1	03951	HEINEMANN	10/13/2023	\$9.00	155552	E 01 100 203 000 000 401	shipping	
Check Total:							\$194.92				
001	104231	CH	1	03321	INTERMEDIATE DIST 287	10/13/2023	\$2,257.80	155555	E 01 998 211 000 000 390	FY 22-23 CARE & TREATMENT FINAL BIL	
001	104231	CH	1	03321	INTERMEDIATE DIST 287	10/13/2023	\$2,469.80	155555	E 01 998 208 000 000 390	FY 22-23 CARE & TREATMENT FINAL BIL	
Check Total:							\$4,727.60				
001	104232	CH	1	12635	JAKE W LARSON	10/13/2023	\$240.00	155557	E 01 110 259 000 000 350	LIBERTY PIANO TUNING	
Check Total:							\$240.00				
001	104233	CH	1	10461	JOHNSON CONTROLS	10/13/2023	\$12,150.00	155556	E 05 005 865 000 363 350	ANNUAL FIRE INSPECTION	
Check Total:							\$12,150.00				
001	104234	CH	1	13723	KELLEY, MARK	10/13/2023	\$71.50	155558	E 11 300 296 118 000 305	V SOCCER VS CHISAGO LAKES	
001	104234	CH	1	13723	KELLEY, MARK	10/13/2023	\$71.50	155558	E 11 300 294 118 000 305	V SOCCER VS CHISAGO LAKES	
Check Total:							\$143.00				
001	104235	CH	1	13714	MCCLURE, MATTHEW	10/13/2023	\$64.00	155561	E 11 300 296 118 000 305	JV SOCCER VS CHISAGO LAKES	
001	104235	CH	1	13714	MCCLURE, MATTHEW	10/13/2023	\$56.00	155561	E 11 300 294 118 000 305	JV SOCCER VS CHISAGO LAKES	
Check Total:							\$120.00				
001	104236	CH	1	01134	MESPA	10/13/2023	\$703.00	155559	E 01 100 050 000 000 820	MESPA MEMBERSHIP (JONA DEAVEL)	
Check Total:							\$703.00				
001	104237	CH	1	13672	MILIUS, MARGARET M	10/13/2023	\$192.00	155576	E 04 500 565 090 321 305	4 PERSON INTROL CLASS 09/20/2023	
Check Total:							\$192.00				
001	104238	CH	1	13110	MONTICELLO DOG ACADEMY	10/13/2023	\$300.00	155560	E 04 500 565 090 321 305	PUPPY KINDERGATEN/BASIC DOG OBE	
Check Total:							\$300.00				
001	104239	CH	1	12816	PAYSSE, NELSON	10/13/2023	\$71.50	155563	E 11 300 296 118 000 305	V SOCCER VS CHISAGO LAKES	
001	104239	CH	1	12816	PAYSSE, NELSON	10/13/2023	\$71.50	155563	E 11 300 294 118 000 305	V SOCCER VS CHISAGO LAKES	
Check Total:							\$143.00				
001	104240	CH	1	07721	PRIOR LAKE DANCE TEAM	10/13/2023	\$1,365.00	155562	E 11 300 296 121 000 434	BLACK FRINGE COSTUMES RENTAL	
Check Total:							\$1,365.00				
001	104241	CH	1	05508	RICKER, MARK	10/13/2023	\$90.00	155564	E 11 300 294 113 000 305	JV FOOTBALL OFFICIAL VS PRINCETON	
Check Total:							\$90.00				
001	104242	CH	1	12564	RUSSELL SECURITY RESOURCE, INC.	10/13/2023	\$450.00	155578	E 01 005 810 000 000 305	B&G REPAIRS	
Check Total:							\$450.00				
001	104243	CH	1	10026	SAFETYFIRST SPECIALTY CONTRACTI	10/13/2023	\$5,755.00	155566	E 05 005 865 000 347 350	PO 32033 INDY SPRING MAINTENANCE	
Check Total:							\$5,755.00				

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001	104244	CH	1 01885	ST. FRANCIS HIGH SCHOOL	10/13/2023	\$30.00	155565	E 11 300 296 120 000 401	TENNIS MEDALS
						Check Total:	\$30.00		
001	104245	CH	1 13608	SVOBODNY, AARON	10/13/2023	\$135.00	155567	E 11 201 294 113 000 305	7/8TH FOOTBALL OFFICIAL VS STMA WE
						Check Total:	\$135.00		
001	104246	CH	1 12845	SYSCO-MINNESOTA INC	10/13/2023	\$38.08	155568	E 11 300 298 000 000 490	HS CONCESSIONS
						Check Total:	\$38.08		
001	104247	CH	1 13748	THOMAS, MADELYNN	10/13/2023	\$901.00	155550	E 04 500 580 341 325 401	PAC APPAREL FUNDRAISER
						Check Total:	\$901.00		
001	104248	CH	1 12762	T-MOBILE	10/13/2023	\$140.00	155569	E 01 005 630 000 000 320	INTERNET 08/21/23-09/20/23
						Check Total:	\$140.00		
001	104249	CH	1 01226	TRANS-MISSISSIPPI BIOL SUPPLY	10/13/2023	\$136.84	155570	E 01 201 260 000 000 430	Classroom set 100 pond water mixture. #10
001	104249	CH	1 01226	TRANS-MISSISSIPPI BIOL SUPPLY	10/13/2023	\$30.41	155570	E 01 201 260 000 000 430	Freight
						Check Total:	\$167.25		
001	104250	CH	1 04148	VIKING COCA-COLA BOTTLING CO	10/13/2023	\$1,611.60	155571	E 11 300 298 000 000 490	HS CONCESSIONS
						Check Total:	\$1,611.60		
001	104251	CH	1 06532	VISION STAFFING	10/13/2023	\$1,301.52	155575	E 01 005 810 356 000 305	GROUNDS WEEK OF 10/01/2023
						Check Total:	\$1,301.52		
001	104252	CH	1 01240	WRIGHT TECHNICAL CENTER	10/13/2023	\$11,378.00	155573	E 01 300 399 000 000 391	NOV WTC ASSESSMENT
001	104252	CH	1 01240	WRIGHT TECHNICAL CENTER	10/13/2023	\$2,493.00	155573	E 01 005 850 000 348 335	NOV BUILDING ADDITION 2009
001	104252	CH	1 01240	WRIGHT TECHNICAL CENTER	10/13/2023	\$1,437.00	155573	E 05 005 865 000 000 390	NOV LONG TERM FACILITY MAINT
001	104252	CH	1 01240	WRIGHT TECHNICAL CENTER	10/13/2023	\$2,713.00	155573	E 01 300 399 000 830 391	NOV CTE LEVY
001	104252	CH	1 01240	WRIGHT TECHNICAL CENTER	10/13/2023	\$11,378.00	155573	E 01 300 399 000 000 391	DEC WTC ASSESSMENT
001	104252	CH	1 01240	WRIGHT TECHNICAL CENTER	10/13/2023	\$2,493.00	155573	E 01 005 850 000 348 335	DEC BUILDING ADDITION 2009
001	104252	CH	1 01240	WRIGHT TECHNICAL CENTER	10/13/2023	\$1,437.00	155573	E 05 005 865 000 000 390	DEC LONG TERM FACILITY MAINT
001	104252	CH	1 01240	WRIGHT TECHNICAL CENTER	10/13/2023	\$2,713.00	155573	E 01 300 399 000 830 391	DEC CTE LEVY
						Check Total:	\$36,042.00		
001	104253	CH	1 13427	YANTES, DAVID	10/13/2023	\$90.00	155572	E 11 300 294 113 000 305	JV FOOTBALL OFFICIAL VS PRINCETON
001	104253	CH	1 13427	YANTES, DAVID	10/13/2023	\$135.00	155574	E 11 201 294 113 000 305	7/8TH FOOTBALL OFFICIAL VS STMA WE
						Check Total:	\$225.00		
001	104254	CH	1 04794	ANNANDALE SENIOR HIGH	10/13/2023	\$120.00	155582	E 11 300 296 116 000 369	GIRLS CROSS COUNTRY INVITE 09/12/2
001	104254	CH	1 04794	ANNANDALE SENIOR HIGH	10/13/2023	\$120.00	155589	E 11 300 294 116 000 369	BOYS CROSS COUNTRY INVITE 09/12/2
						Check Total:	\$240.00		

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001	104255	CH	1 01503	BECKER HIGH SCHOOL SPEECH TEAM	10/13/2023	\$105.00	155590	E 11 300 296 126 000 369	SWIM/DIVE INVITE 10/14/2023
						Check Total:	\$105.00		
001	104256	CH	1 13105	BLOOMINGTON JEFFERSON	10/13/2023	\$460.00	155594	E 11 300 296 124 000 369	VOLLEYBALL TOURNAMENT 10/14/2023
						Check Total:	\$460.00		
001	104257	CH	1 04837	DASSEL-COKATO HIGH SCHOOL	10/13/2023	\$250.00	155596	E 11 300 296 124 000 369	VOLLEYBALL INVITE 09/23/2023
						Check Total:	\$250.00		
001	104258	CH	1 04409	DULUTH EAST HIGH SCHOOL	10/13/2023	\$135.00	155591	E 11 300 296 126 000 369	SWIM/DRIVE ENTRY FEE 10/07/2023
						Check Total:	\$135.00		
001	104259	CH	1 07779	HUTCHINSON HIGH SCHOOL	10/13/2023	\$150.00	155592	E 11 300 291 915 000 401	VOLLEYBALL ENTRY FEE 09/30/2023
						Check Total:	\$150.00		
001	104260	CH	1 04796	ISD #477-PRINCETON	10/13/2023	\$100.00	155585	E 11 300 296 116 000 369	GIRLS CROSS COUNTRY INVITE 10/10/2
001	104260	CH	1 04796	ISD #477-PRINCETON	10/13/2023	\$100.00	155586	E 11 300 294 116 000 369	BOYS CROSS COUNTRY INVITE 10/10/2
						Check Total:	\$200.00		
001	104261	CH	1 06411	MISSISSIPPI 8 CONFERENCE	10/13/2023	\$299.60	155593	E 11 300 291 915 000 401	ADDITIONAL M8 T-SHIRTS
						Check Total:	\$299.60		
001	104262	CH	1 05565	ROCORI HIGH SCHOOL	10/13/2023	\$100.00	155587	E 11 300 296 116 000 369	GIRLS CROSS COUNTRY 09/21/2023
001	104262	CH	1 05565	ROCORI HIGH SCHOOL	10/13/2023	\$100.00	155588	E 11 300 294 116 000 369	BOYS CROSS COUNTRY INVITE 09/21/2023
						Check Total:	\$200.00		
001	104263	CH	1 04835	ST MICHAEL-ALBERTVILLE	10/13/2023	\$150.00	155583	E 11 300 294 116 000 369	BOYS CROSS COUNTRY INVITE 10/04/2023
001	104263	CH	1 04835	ST MICHAEL-ALBERTVILLE	10/13/2023	\$150.00	155584	E 11 300 296 116 000 369	GIRLS CROSS COUNTRY INVITE 10/04/2023
001	104263	CH	1 04835	ST MICHAEL-ALBERTVILLE	10/13/2023	\$175.00	155595	E 11 300 296 124 000 369	VOLLEYBALL ENTRY FEE 09/23/2023
						Check Total:	\$475.00		
001	104265	CH	1 04148	VIKING COCA-COLA BOTTLING CO	10/13/2023	\$1,065.00	155581	E 11 300 298 000 000 490	HS CONCESSIONS
						Check Total:	\$1,065.00		
001	104266	CH	1 01095	MONTICELLO HIGH SCHOOL	10/13/2023	\$50.00	155598	E 11 300 296 116 000 369	09/09/2023 CROSS COUNTRY INVITE
001	104266	CH	1 01095	MONTICELLO HIGH SCHOOL	10/13/2023	\$50.00	155598	E 11 300 294 116 000 369	09/09/2023 CROSS COUNTRY INVITE
						Check Total:	\$100.00		
001	104267	CH	1 13751	HUDOBA, STEVEN	10/13/2023	\$87.00	155599	E 11 300 296 126 000 305	JV/V SWIM OFFICIAL VS CHISAGO LAKE
						Check Total:	\$87.00		
001	104268	CH	1 13752	JOHNSON, MICHAEL	10/13/2023	\$79.00	155600	E 11 300 294 118 000 305	V BOYS SOCCER VS WESTONKA
						Check Total:	\$79.00		
001	104269	CH	1 06556	KOPETKA, FRANK	10/13/2023	\$135.00	155601	E 11 201 294 113 000 305	7/8TH FB OFFICIAL VS CAMBRIDGE MID
						Check Total:	\$135.00		

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	104270	CH	1 09808	MANDILE, RICHARD	10/13/2023	\$79.00	155602	E 11 300 294 118 000 305	V BOYS SOCCER VS MOUND WESTONK
					Check Total:		\$79.00		
001	104271	CH	1 13412	MARSH, RYAN	10/13/2023	\$90.00	155606	E 11 300 294 113 000 305	JV FB OFFICIAL VS ZIMMERMAN
					Check Total:		\$90.00		
001	104272	CH	1 13714	MCCLURE, MATTHEW	10/13/2023	\$56.00	155603	E 11 300 294 118 000 305	JV SOCCER OFFICIAL VS MOUND WEST
					Check Total:		\$56.00		
001	104273	CH	1 13418	MCKEEFRY, JEFF	10/13/2023	\$137.00	155604	E 11 300 296 118 000 305	JV/V SOCCER OFFICIAL VS ZIMMERMAN
					Check Total:		\$137.00		
001	104274	CH	1 13148	MITTELSTAEDT, MICHAEL	10/13/2023	\$90.00	155605	E 11 300 294 113 000 305	JV FB OFFICIAL VS ZIMMERMAN
					Check Total:		\$90.00		
001	104275	CH	1 12905	RISDALL, PAUL	10/13/2023	\$79.00	155607	E 11 300 296 118 000 305	V SOCCER OFFICIAL VS ZIMMERMAN
					Check Total:		\$79.00		
001	104276	CH	1 09282	TOWBERMAN, JEFF	10/13/2023	\$128.00	155608	E 11 300 294 118 000 305	JV/V BOYS SOCCER VS MOUND WESTC
					Check Total:		\$128.00		
001	104277	CH	1 7823	VAN LUYK, LEONARD	10/13/2023	\$79.00	155609	E 11 300 296 118 000 305	V SOCCER OFFICIAL VS ZIMMERMAN
					Check Total:		\$79.00		
001	104278	CH	1 13397	WELCH, PATRICK	10/13/2023	\$90.00	155610	E 11 300 294 113 000 305	JV FB OFFICIAL VS ZIMMERMAN
					Check Total:		\$90.00		
001	104279	CH	1 13129	WILLIAMS JR, ROBERT	10/13/2023	\$135.00	155611	E 11 201 294 113 000 305	7/8TH FB OFFICIAL VS CAMBRIDGE MID
					Check Total:		\$135.00		
001	104280	CH	1 13112	ELITE GYMNASTICS ACADEMY	10/13/2023	\$2,180.00	155613	E 04 500 560 122 321 369	GOLD & PLATINUM XCEL GYMNASTICS
					Check Total:		\$2,180.00		
001	104281	CH	1 12541	IGM GYMNASTICS	10/13/2023	\$2,360.00	155614	E 04 500 560 122 321 369	GOLD & PLATINUM XCEL GYMNASTICS
					Check Total:		\$2,360.00		
001	104282	CH	1 04847	MATH MASTERS OF MN	10/13/2023	\$360.00	155615	E 01 100 218 000 388 369	Math Masters Gr. 5 Registration (Sartell, MI
					Check Total:		\$360.00		
001	104283	CH	1 01134	MESPA	10/13/2023	\$175.00	155616	E 01 100 050 000 000 366	School Law Seminar Nov. 1, 2023, St. Clou
001	104283	CH	1 01134	MESPA	10/13/2023	\$225.00	155617	E 01 100 050 000 000 366	School Law Seminar Nov. 1, 2023, St. Clou
					Check Total:		\$400.00		
001	104284	CH	1 13405	NORTHCREST KIDS ACTIVITY CENTER	10/13/2023	\$2,180.00	155618	E 04 500 560 122 321 369	GOLD & PLATINUM XCEL GYMNASTICS
					Check Total:		\$2,180.00		
001	104285	CH	1 10219	TWISTERS INC. OF CHAMPLIN	10/13/2023	\$2,648.00	155619	E 04 500 560 122 321 369	GOLD & PLATINUM XCEL GYMNASTICS
					Check Total:		\$2,648.00		

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001	104286	CH	1	12068	THE WATSON COMPANY, INC.	10/13/2023	\$476.17	155579	E 11 300 298 000 000 490	HS CONCESSIONS
001	104286	CH	1	12068	THE WATSON COMPANY, INC.	10/13/2023	\$554.27	155580	E 11 300 298 000 000 490	HS CONCESSIONS
001	104286	CH	1	12068	THE WATSON COMPANY, INC.	10/13/2023	(\$93.75)	155620	E 11 300 298 000 000 490	CREDIT HS CONCESSIONS
Check Total:								\$936.69		
001	104287	CH	1	12165	AMPLIFY EDUCATION INC.	10/20/2023	\$950.00	155630	E 05 110 203 602 302 460	CKLA grade 1 activity books
001	104287	CH	1	12165	AMPLIFY EDUCATION INC.	10/20/2023	\$20.00	155630	E 05 110 203 602 302 460	grade 1 skills code chart
001	104287	CH	1	12165	AMPLIFY EDUCATION INC.	10/20/2023	\$950.00	155630	E 05 110 203 602 302 460	grade 2 activity books
001	104287	CH	1	12165	AMPLIFY EDUCATION INC.	10/20/2023	\$20.00	155630	E 05 110 203 602 302 460	grade 2 code chart
001	104287	CH	1	12165	AMPLIFY EDUCATION INC.	10/20/2023	\$155.20	155630	E 05 110 203 602 302 460	shipping and handling
Check Total:								\$2,095.20		
001	104288	CH	1	7790	BLASKO, THEODORE	10/20/2023	\$87.00	155631	E 11 300 296 126 000 305	JV/V SWIM OFFICIAL VS PRINCETON
Check Total:								\$87.00		
001	104289	CH	1	05341	MEDCO	10/20/2023	\$103.70	155632	E 11 300 292 000 000 401	PO 32240 MEDICAL SUPPLIES
001	104289	CH	1	05341	MEDCO	10/20/2023	\$29.10	155633	E 11 300 292 000 000 401	PO 32240 MEDICAL SUPPLIES
Check Total:								\$132.80		
001	104290	CH	1	1016	O'REILLY AUTOMOTIVE, INC.	10/20/2023	\$56.93	155634	E 01 005 810 000 000 401	B&G BATTERY
001	104290	CH	1	1016	O'REILLY AUTOMOTIVE, INC.	10/20/2023	\$47.15	155635	E 01 005 810 000 000 401	B&G O-RING KIT
Check Total:								\$104.08		
001	104291	CH	1	07890	PMA ASSET MANAGEMENT, LLC	10/20/2023	\$236.63	155636	E 45 005 935 000 000 305	ASSETS 09/01/23-09/30/23
Check Total:								\$236.63		
001	104292	CH	1	01073	RAS GLASS LLC	10/20/2023	\$886.26	155638	E 01 110 810 000 000 350	LIBERTY B&G REPAIRS
Check Total:								\$886.26		
001	104293	CH	1	12564	RUSSELL SECURITY RESOURCE, INC.	10/20/2023	\$980.00	155637	E 01 005 810 000 000 350	B&G ELECTRIC STIKES AND FACEPLATI
Check Total:								\$980.00		
001	104294	CH	1	13608	SVOBODNY, AARON	10/20/2023	\$135.00	155639	E 11 201 294 113 000 305	7/8TH FOOTBALL OFFICIAL VS BUFFALC
Check Total:								\$135.00		
001	104295	CH	1	05314	TECH CHECK	10/20/2023	\$14,253.12	155640	E 05 005 630 000 795 555	Lenovo ThinkPad X1 Carbon 14" Ultrabook
Check Total:								\$14,253.12		
001	104296	CH	1	13212	THREE SONS HARDWARE LLC	10/20/2023	\$46.21	155641	E 01 300 810 000 000 401	B&G SEPTEMBER 2023
001	104296	CH	1	13212	THREE SONS HARDWARE LLC	10/20/2023	\$5.98	155641	E 01 300 361 000 830 433	B&G SEPTEMBER 2023
Check Total:								\$52.19		
001	104297	CH	1	09858	VETSCH, DAREK	10/20/2023	\$135.00	155643	E 11 201 294 113 000 305	7/8TH FOOTBALL OFFICIAL VS BUFFALC
Check Total:								\$135.00		

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	104298	CH	1 06532	VISION STAFFING	10/20/2023	\$1,249.23	155642	E 01 005 810 356 000 305	GROUPS WEEK OF 10/08/2023
Check Total:						\$1,249.23			
001	104299	CH	1 13048	WELLNESS FOR LIVING LLC	10/20/2023	\$260.00	155644	E 04 500 585 000 362 305	HALLOWEN COOKIES (LIBERTY)
Check Total:						\$260.00			
Bank 001 Total:						\$187,025.58			
Report Total:						\$187,025.58			

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	104300	CH	1 04234	MN CHILD SUPPORT PYMT CENTER	10/27/2023	\$281.00	155660	B 01 215 081	Child Support	
Check Total:						\$281.00				
001	104301	CH	1 12504	MN PEIP	10/27/2023	\$251,433.15	155751	B 01 215 030	NOVEMBER 2023 HEALTH	
001	104301	CH	1 12504	MN PEIP	10/27/2023	\$14,446.47	155751	B 04 215 030	NOVEMBER 2023 HEALTH	
001	104301	CH	1 12504	MN PEIP	10/27/2023	\$5,806.80	155751	B 05 215 030	NOVEMBER 2023 HEALTH	
001	104301	CH	1 12504	MN PEIP	10/27/2023	\$2,289.90	155751	B 11 215 030	NOVEMBER 2023 HEALTH	
001	104301	CH	1 12504	MN PEIP	10/27/2023	\$118,832.96	155751	B 12 215 030	NOVEMBER 2023 HEALTH	
001	104301	CH	1 12504	MN PEIP	10/27/2023	\$29,392.17	155751	B 01 215 051	NOVEMBER 2023 HEALTH	
001	104301	CH	1 12504	MN PEIP	10/27/2023	\$2,544.90	155751	B 04 215 051	NOVEMBER 2023 HEALTH	
001	104301	CH	1 12504	MN PEIP	10/27/2023	\$614.46	155751	B 05 215 051	NOVEMBER 2023 HEALTH	
001	104301	CH	1 12504	MN PEIP	10/27/2023	\$202.36	155751	B 11 215 051	NOVEMBER 2023 HEALTH	
001	104301	CH	1 12504	MN PEIP	10/27/2023	\$14,797.83	155751	B 12 215 051	NOVEMBER 2023 HEALTH	
Check Total:						\$440,361.00				
001	104302	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	10/27/2023	\$2,027.22	155664	B 01 215 040	U Due Nc	
001	104302	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	10/27/2023	\$181.27	155664	B 04 215 040	U Dues Nc	
001	104302	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	10/27/2023	\$2,277.75	155664	B 12 215 040	U Due Nc	
Check Total:						\$4,486.24				
001	104303	CH	1 04472	SHERBURNE AREA UNITED WAY	10/27/2023	\$40.00	155668	B 01 215 045	United Way	
001	104303	CH	1 04472	SHERBURNE AREA UNITED WAY	10/27/2023	\$14.00	155668	B 12 215 045	United Way	
Check Total:						\$54.00				
001	104304	CH	1 03804	ALL STAR TROPHY	10/27/2023	\$27.50	155705	E 11 300 296 120 000 401	M8 PLAYER OTY TENNIS	
Check Total:						\$27.50				
001	104305	CH	1 13465	ANDERSON, JULIE	10/27/2023	\$768.00	155706	E 04 500 565 090 321 305	ZUMBA	
Check Total:						\$768.00				
001	104306	CH	1 07628	BerganKDV	10/27/2023	\$13,000.00	155707	E 01 005 110 000 000 305	AUDIT OF FINANCIAL STATEMENTS YE	
Check Total:						\$13,000.00				
001	104307	CH	1 13728	BETZLER, RON	10/27/2023	\$125.00	155708	E 11 300 296 124 000 305	JV/V OFFICIAL VS DELANO	
Check Total:						\$125.00				
001	104308	CH	1 12634	BJOREM SPEECH PUBLICATIONS	10/27/2023	\$60.00	155709	E 12 110 401 000 740 433	Bjorem Speech Sound Cues	
001	104308	CH	1 12634	BJOREM SPEECH PUBLICATIONS	10/27/2023	\$39.99	155709	E 12 110 401 000 740 433	Bjorem Speech Sound Cue Minis by The S	
001	104308	CH	1 12634	BJOREM SPEECH PUBLICATIONS	10/27/2023	\$9.00	155709	E 12 110 401 000 740 433	shipping	
Check Total:						\$108.99				
001	104309	CH	1 13730	CEDAR LEAF CONSULTING, LLC	10/27/2023	\$400.00	155710	E 01 005 630 000 000 305	Jamf Consulting 10/17/23	
Check Total:						\$400.00				

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	104310	CH	1	13218	CENTRAL MN MENTAL HEALTH CENTE	10/27/2023	\$87.50	155760	E 01 110 203 000 799 305	LIBERTY BRIDGES GRANT 2023 EXPAN	
001	104310	CH	1	13218	CENTRAL MN MENTAL HEALTH CENTE	10/27/2023	\$175.00	155760	E 01 201 208 000 799 305	MS BRIDGES GRANT 2023 EXPANDED S	
001	104310	CH	1	13218	CENTRAL MN MENTAL HEALTH CENTE	10/27/2023	\$525.00	155760	E 01 300 211 000 799 305	HS BRIDGES GRANT 2023 EXPANDED S	
001	104310	CH	1	13218	CENTRAL MN MENTAL HEALTH CENTE	10/27/2023	\$2,975.00	155760	E 01 100 203 000 799 305	INDEPENDENCE BRIDGES GRANT 2023	
Check Total:							\$3,762.50				
001	104311	CH	1	01035	cmERDC	10/27/2023	\$19.20	155713	E 01 110 212 000 000 430	PO 31872 LIBERTY ART SUPPLIES	
Check Total:							\$19.20				
001	104312	CH	1	01475	CONNEXUS ENERGY	10/27/2023	\$913.24	155768	E 01 005 810 860 000 331	ELECTRICAL (GLENWOOD)	
001	104312	CH	1	01475	CONNEXUS ENERGY	10/27/2023	\$917.28	155769	E 01 005 810 860 000 331	ELECTRICAL (IRRIG SVC) SEPTEMBER	
Check Total:							\$1,830.52				
001	104313	CH	1	13688	DASH SPORTS LLC	10/27/2023	\$4,213.40	155712	E 04 500 560 000 321 305	CE CAMPS	
Check Total:							\$4,213.40				
001	104314	CH	1	08370	DIETL, RON	10/27/2023	\$110.00	155756	E 11 300 294 113 000 305	VARSITY FOOTBALL OFFICIAL VS COLL	
Check Total:							\$110.00				
001	104315	CH	1	10780	EBERT, INC.	10/27/2023	\$351,739.44	155729	E 06 100 870 000 000 520	BOND 22A INDY RENOVATIONS 22D100.	
Check Total:							\$351,739.44				
001	104316	CH	1	12491	ELECTRICAL PRODUCTION SERICES	10/27/2023	\$1,935.54	155715	E 05 005 630 000 795 555	RADIO NETWORK CONNECTIONS SERV	
Check Total:							\$1,935.54				
001	104317	CH	1	13112	ELITE GYMNASTICS ACADEMY	10/27/2023	\$630.00	155748	E 04 500 560 122 321 436	XCEL STATE MEET MARCH 15-17 LEOTA	
Check Total:							\$630.00				
001	104318	CH	1	12677	ERIC ARMIN INC	10/27/2023	\$268.50	155714	E 01 300 256 000 000 430	520400 Exploragons Student Set 80 Piece	
001	104318	CH	1	12677	ERIC ARMIN INC	10/27/2023	\$0.00	155714	E 01 300 256 000 000 430	Free Shipping over \$99	
Check Total:							\$268.50				
001	104319	CH	1	13755	FRANTA, THOMAS	10/27/2023	\$110.00	155716	E 11 300 294 113 000 305	VARSITY FB OFFICIAL VS BECKER	
Check Total:							\$110.00				
001	104320	CH	1	12222	HALLBERG ENGINEERING	10/27/2023	\$7,000.00	155718	E 06 005 870 000 000 305	BOND PROJECT ID #22C005.01B HS & L	
Check Total:							\$7,000.00				
001	104321	CH	1	05030	HENDRICKSON, GRAHAM	10/27/2023	\$125.00	155719	E 11 300 296 124 000 305	JV/V OFFICIAL VS CAMBRIDGE-ISANTI	
Check Total:							\$125.00				
001	104322	CH	1	06482	HOLMGREN, BRENDA	10/27/2023	\$125.00	155720	E 11 300 296 124 000 305	JV/V OFFICIAL VS DELANO	
Check Total:							\$125.00				
001	104323	CH	1	08952	HOUGHTON MIFFLIN HARCOART PUBLI	10/27/2023	\$6,075.00	155717	E 05 100 203 602 302 406	Math in Focus IES Digital License FY24/25	
Check Total:							\$6,075.00				

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001	104324	CH	1	13756	JOHNSTON, KEVIN	10/27/2023	\$110.00	155765	E 11 300 294 113 000 305	VARSITY FOOTBALL OFFICIAL VS COLL	
Check Total:							\$110.00				
001	104325	CH	1	13565	KUE CONTRACTORS INC	10/27/2023	\$617,187.26	155721	E 06 300 870 000 000 520	BOND 22A HS RENOVATIONS 22E300.01	
001	104325	CH	1	13565	KUE CONTRACTORS INC	10/27/2023	\$135,144.15	155722	E 06 300 870 000 000 520	BOND 22A HS RENOVATIONS 22E300.01	
Check Total:							\$752,331.41				
001	104326	CH	1	13166	LRS OF MINNESOTA, LLC	10/27/2023	\$805.60	155728	E 01 100 810 000 000 333	WASTE SERVICES OCTOBER 2023	
001	104326	CH	1	13166	LRS OF MINNESOTA, LLC	10/27/2023	\$699.13	155728	E 01 300 810 000 000 333	WASTE SERVICES OCTOBER 2023	
001	104326	CH	1	13166	LRS OF MINNESOTA, LLC	10/27/2023	\$140.61	155728	E 01 005 810 000 000 333	WASTE SERVICES OCTOBER 2023	
001	104326	CH	1	13166	LRS OF MINNESOTA, LLC	10/27/2023	\$1,255.23	155728	E 01 110 810 000 000 333	WASTE SERVICES OCTOBER 2023	
001	104326	CH	1	13166	LRS OF MINNESOTA, LLC	10/27/2023	\$805.60	155728	E 01 201 810 000 000 333	WASTE SERVICES OCTOBER 2023	
001	104326	CH	1	13166	LRS OF MINNESOTA, LLC	10/27/2023	\$942.93	155728	E 01 300 810 000 000 333	WASTE SERVICES OCTOBER 2023	
Check Total:							\$4,649.10				
001	104327	CH	1	04887	MBCA CLINIC	10/27/2023	\$375.00	155762	E 11 300 294 112 000 366	MBCA FALL CLINIC 10/27-10/28	
Check Total:							\$375.00				
001	104328	CH	1	03933	MIDWEST TECHNOLOGY PROD	10/27/2023	\$26.40	155723	E 01 300 361 000 830 433	M614319 189-24 CS OSBORNE ²² T-PINS 1	
001	104328	CH	1	03933	MIDWEST TECHNOLOGY PROD	10/27/2023	\$484.00	155723	E 01 300 361 000 830 433	M402772 1756 ESTES ALPHA SKILL LEVI	
001	104328	CH	1	03933	MIDWEST TECHNOLOGY PROD	10/27/2023	\$32.40	155723	E 01 300 361 000 830 433	M478218 721025 ABS REAR DRAGSTER	
001	104328	CH	1	03933	MIDWEST TECHNOLOGY PROD	10/27/2023	\$32.40	155723	E 01 300 361 000 830 433	M478216 721020 ABS FRONT DRAGSTEI	
001	104328	CH	1	03933	MIDWEST TECHNOLOGY PROD	10/27/2023	\$28.40	155723	E 01 300 361 000 830 433	M957908 721040 ABS DRAGSTER AXLES	
001	104328	CH	1	03933	MIDWEST TECHNOLOGY PROD	10/27/2023	\$249.30	155723	E 01 300 361 000 830 433	M402741 1783 ESTES ENGINE BULK PAI	
001	104328	CH	1	03933	MIDWEST TECHNOLOGY PROD	10/27/2023	\$21.60	155723	E 01 300 361 000 830 433	M478212 721041 ABS SCREW EYE 100P	
001	104328	CH	1	03933	MIDWEST TECHNOLOGY PROD	10/27/2023	\$144.00	155723	E 01 300 361 000 830 433	M957923 30404 LELAND CO2 CARTRIDG	
Check Total:							\$1,018.50				
001	104329	CH	1	12605	MRI SOFTWARE LLC	10/27/2023	\$41.00	155761	E 01 005 105 170 000 305	BACKGROUND SCREENING SEPTEMBE	
Check Total:							\$41.00				
001	104330	CH	1	13754	MUNDALE, DAVE	10/27/2023	\$140.00	155725	E 11 300 296 126 000 305	JV/V SWIM OFFICIAL VS PRINCTON	
Check Total:							\$140.00				
001	104331	CH	1	01298	NASCO	10/27/2023	\$1,279.95	155726	E 05 110 203 000 302 530	9707742 - Drying rack back to back 60slot	
001	104331	CH	1	01298	NASCO	10/27/2023	\$86.60	155726	E 05 110 203 000 302 530	Shipping	
Check Total:							\$1,366.55				
001	104332	CH	1	13739	O'DAY MANAGMENT INC	10/27/2023	\$162.00	155770	E 01 110 810 000 000 305	LIBERTY ATG SURVEY	
001	104332	CH	1	13739	O'DAY MANAGMENT INC	10/27/2023	\$162.00	155771	E 01 300 810 000 000 305	HS ATG SURVEY	
001	104332	CH	1	13739	O'DAY MANAGMENT INC	10/27/2023	\$215.50	155772	E 01 100 810 000 000 305	INDEPENDENCE ATG SURVEY	
Check Total:							\$539.50				

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001	104333	CH	1 06858	PLAMAN, BRAD	10/27/2023	\$110.00	155731	E 11 300 294 113 000 305	V FB OFFICIAL VS BECKER
						Check Total:	\$110.00		
001	104334	CH	1 13757	POWERS, WADE	10/27/2023	\$110.00	155766	E 11 300 294 113 000 305	VARSITY FOOTBALL OFFICIAL VS COLL
						Check Total:	\$110.00		
001	104335	CH	1 09760	PREMIER LOCATING, INC.	10/27/2023	\$52.50	155730	E 01 005 810 000 000 305	TICKETS RECEIVED
001	104335	CH	1 09760	PREMIER LOCATING, INC.	10/27/2023	\$301.25	155773	E 01 005 810 000 000 305	TICKETS RECEIVED
						Check Total:	\$353.75		
001	104336	CH	1 12858	PRICE, MATTHEW	10/27/2023	\$110.00	155732	E 11 300 294 113 000 305	V FB OFFICIAL VS BECKER
						Check Total:	\$110.00		
001	104337	CH	1 05508	RICKER, MARK	10/27/2023	\$90.00	155733	E 11 300 294 113 000 305	9TH FB OFFICIAL VS BECKER
						Check Total:	\$90.00		
001	104338	CH	1 10640	SCHUSTER, TODD	10/27/2023	\$110.00	155757	E 11 300 294 113 000 305	VARSITY FOOTBALL OFFICIAL VS COLL
						Check Total:	\$110.00		
001	104339	CH	1 04430	SEPECIAL SCHOOLS DISTRICT #1	10/27/2023	\$99.00	155724	E 04 500 583 000 354 430	ECS-MPSI (MPLS PRESCHOOL SCREEN
						Check Total:	\$99.00		
001	104340	CH	1 07026	SOUTHWEST MN STATE UNIVERSITY	10/27/2023	\$3,300.00	155734	E 01 300 211 211 000 390	FALL SEMESTER 2023 CONCURRENT E
						Check Total:	\$3,300.00		
001	104341	CH	1 12839	THE METRO GROUP, INC.	10/27/2023	\$2,927.88	155750	E 01 300 810 000 000 401	HS B&G SUPPLIES
						Check Total:	\$2,927.88		
001	104342	CH	1 13748	THOMAS, MADELYNN	10/27/2023	\$98.00	155735	E 04 500 580 341 325 401	PAC APPAREL FUNDRAISER
						Check Total:	\$98.00		
001	104343	CH	1 13102	TITAN ENVIRONMENTAL, INC.	10/27/2023	\$6,875.00	155736	E 06 100 870 000 000 520	BOND PROJECT ID #22D100.02E
						Check Total:	\$6,875.00		
001	104344	CH	1 13753	TOENJES, TANNER	10/27/2023	\$110.00	155737	E 11 300 294 113 000 305	V FB OFFICIAL VS BECKER
001	104344	CH	1 13753	TOENJES, TANNER	10/27/2023	\$110.00	155758	E 11 300 294 113 000 305	VARSITY FOOTBALL OFFICIAL VS COLL
						Check Total:	\$220.00		
001	104345	CH	1 04148	VIKING COCA-COLA BOTTLING CO	10/27/2023	\$276.75	155767	E 11 300 298 000 000 490	HS CONCESSIONS
						Check Total:	\$276.75		
001	104346	CH	1 06532	VISION STAFFING	10/27/2023	\$1,161.27	155738	E 01 005 810 356 000 305	GROUNDS WEEK OF 10/15/2023
						Check Total:	\$1,161.27		
001	104347	CH	1 13155	VISIONS, INC.	10/27/2023	\$692.18	155739	E 11 300 292 000 000 401	
001	104347	CH	1 13155	VISIONS, INC.	10/27/2023	\$550.00	155739	E 11 300 295 122 000 401	
						Check Total:	\$1,242.18		

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2023 - 10/31/2023

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	104348	CH	1 13397	WELCH, PATRICK	10/27/2023	\$90.00	155741	E 11 300 294 113 000 305	9TH GRADE FB OFFICIAL VS BECKER
						Check Total:	\$90.00		
001	104349	CH	1 04800	WESTVEER, DIRK J	10/27/2023	\$87.00	155759	E 11 300 296 126 000 305	JV/V SWIM OFFICIAL VS DELANO
						Check Total:	\$87.00		
001	104350	CH	1 12861	WHITE, TERRY	10/27/2023	\$110.00	155743	E 11 300 294 113 000 305	VARSITY FB OFFICIAL VS BECKER
						Check Total:	\$110.00		
001	104351	CH	1 10633	WOLD ARCHITECTS, INC	10/27/2023	\$2,988.66	155744	E 06 300 870 000 000 305	BOND PROJECT ID #22E300.01B HS REI
001	104351	CH	1 10633	WOLD ARCHITECTS, INC	10/27/2023	\$23,353.39	155745	E 06 110 870 000 000 305	BOND PROJECT ID #22G110.01B LIBERT
001	104351	CH	1 10633	WOLD ARCHITECTS, INC	10/27/2023	\$17,184.39	155746	E 06 300 870 000 000 305	BOND PROJECT ID #22D100.01B INDY E
						Check Total:	\$43,526.44		
001	104352	CH	1 01240	WRIGHT TECHNICAL CENTER	10/27/2023	\$16,465.68	155749	E 01 998 211 000 303 390	WRIGHT ACADEMY HIGH SCHOOL SEP
						Check Total:	\$16,465.68		
001	104353	CH	1 01165	XCEL ENERGY-NSP	10/27/2023	\$474.11	155740	E 01 110 810 000 000 330	LIBERTY GAS P 302291437 SEPTEMBE
						Check Total:	\$474.11		
001	104354	CH	1 13427	YANTES, DAVID	10/27/2023	\$90.00	155742	E 11 300 294 113 000 305	9TH GRADE FB OFFICIAL VS BECKER
						Check Total:	\$90.00		
001	104355	CH	1 12507	ZIMPFER, ALISON	10/27/2023	\$125.00	155747	E 11 300 296 124 000 305	JV/V OFFICIAL VS CAMBRIDGE-ISANTI
						Check Total:	\$125.00		
001	104356	CH	1 12523	POGATCHNIK, DEAN	10/27/2023	\$110.00	155774	E 11 300 294 113 000 305	VARSITY FOOTBALL OFFICIAL VS WILLI
						Check Total:	\$110.00		
001	104357	CH	1 06662	TEN SIGMA	10/27/2023	\$69.00	155775	E 12 201 407 000 740 401	10 pack Online Transition Surveys
						Check Total:	\$69.00		
001	104358	CH	1 13739	O'DAY MANAGMENT INC	10/27/2023	\$162.00	155776	E 01 201 810 000 000 305	MS ATG SURVEY
						Check Total:	\$162.00		
001	104359	CH	1 10176	BARTLETT, JENNIFER	10/25/2023	\$100.91	155777	E 01 005 110 999 000 401	Bank return ACH pmt 10.20.23 Payroll net
						Check Total:	\$100.91		
Bank 001 Total:							\$1,676,620.86		
Report Total:							\$1,676,620.86		

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 09/01/2023 - 09/30/2023

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1 01034	RESOURCE TRAINING & SOLUTIONS	09/01/2023	\$79.00	154798	E 01 005 105 000 000 305	FY 24 Educational Support Professionals (f
001		CC	1 01038	CITY OF BIG LAKE	09/01/2023	\$332.15	154734	E 01 100 810 000 000 332	FY 24 Indy Water/Sewer 07/07-08/04
001		CC	1 01038	CITY OF BIG LAKE	09/01/2023	\$93.77	154735	E 01 005 810 000 000 332	FY 24 Bathrooms Water/Sewer 07/07-08/04
001		CC	1 01038	CITY OF BIG LAKE	09/01/2023	\$371.82	154737	E 01 300 810 000 000 332	FY 24 HS Water/Sewer 07/07-08/04
001		CC	1 01038	CITY OF BIG LAKE	09/01/2023	\$312.75	154738	E 01 110 810 000 000 332	FY 24 Liberty Water/Sewer 07/07-08/04
001		CC	1 01038	CITY OF BIG LAKE	09/01/2023	\$45.06	154739	E 01 005 810 000 000 332	FY 24 Admissions Water/Sewer 07/07-08/04
001		CC	1 01038	CITY OF BIG LAKE	09/01/2023	\$892.57	154740	E 01 201 810 000 000 332	FY 24 MS Water/Sewer 07/13-08/14
001		CC	1 01065	HILLYARD FLOOR CARE	09/01/2023	\$482.09	154782	E 01 110 810 000 000 401	FY 24 Liberty Cleaning Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	09/01/2023	\$71.20	154787	E 01 201 810 000 000 401	FY 24 MS PO 32089 Misc Cleaning Supplie
001		CC	1 01065	HILLYARD FLOOR CARE	09/01/2023	\$21,075.65	154789	E 01 005 810 000 000 530	FY 24 PO 32057 Chariot Extractor
001		CC	1 01065	HILLYARD FLOOR CARE	09/01/2023	\$483.70	154792	E 01 201 810 000 000 401	FY 24 MS PO 32089 Misc Cleaning Supplie
001		CC	1 01127	OFFICE DEPOT	09/01/2023	\$56.99	154786	E 01 110 203 000 000 401	FY 24 Reading Intervention -cart
001		CC	1 01146	MONTICELLO PRINTING	09/01/2023	\$194.86	154820	E 01 100 203 000 000 401	FY 24 Envelopes (Monticello Printing)
001		CC	1 01146	MONTICELLO PRINTING	09/01/2023	\$195.17	154820	E 01 300 211 000 000 401	FY 24 Envelopes (Monticello Printing)
001		CC	1 01146	MONTICELLO PRINTING	09/01/2023	\$553.36	154820	E 01 005 110 000 000 401	FY 24 Envelopes (Monticello Printing)
001		CC	1 01146	MONTICELLO PRINTING	09/01/2023	\$216.66	154820	E 02 005 770 000 701 401	FY 24 Envelopes (Monticello Printing)
001		CC	1 01215	SUPREME SCHOOL SUPPLY	09/01/2023	\$30.30	154781	E 01 201 208 000 000 401	FY 24 PO 32096 Teachers Daily Reference
001		CC	1 01215	SUPREME SCHOOL SUPPLY	09/01/2023	\$109.48	154819	E 01 300 211 000 000 401	FY 24 PO 32132 HS Supplies
001		CC	1 02231	NASSP	09/01/2023	\$95.00	154808	E 11 300 298 901 301 820	FY 24 PO 32110 Nat Stu Co Membership a
001		CC	1 02231	NASSP	09/01/2023	\$385.00	154808	E 01 300 298 130 301 820	FY 24 PO 32110 Nat Stu Co Membership a
001		CC	1 02824	FLINN SCIENTIFIC INC	09/01/2023	\$669.01	154757	E 01 300 260 000 000 430	FY 24 PO 32119 Science Supplies
001		CC	1 02824	FLINN SCIENTIFIC INC	09/01/2023	\$1,042.86	154799	E 01 300 260 000 000 430	FY 24 HS Science Supplies
001		CC	1 02927	IDEAL ADVERTISING SCREEN PRINTIN	09/01/2023	\$120.00	154790	E 11 300 293 116 000 401	FY 24 HS PO 32091 Cross Country Appare
001		CC	1 02927	IDEAL ADVERTISING SCREEN PRINTIN	09/01/2023	\$120.00	154790	E 11 300 295 116 000 401	FY 24 HS PO 32091 Cross Country Appare
001		CC	1 03455	GRAINGER	09/01/2023	\$730.60	154778	E 01 005 810 000 000 401	FY 24 Fork Extensions, Keyed Padlocks
001		CC	1 03455	GRAINGER	09/01/2023	\$82.85	154788	E 01 110 810 000 000 401	FY 24 Liberty PO 32159 Misc Repair Suppl
001		CC	1 03455	GRAINGER	09/01/2023	\$141.57	154793	E 01 300 810 000 000 401	FY 24 HS PO 32161 Repair Supplies
001		CC	1 03455	GRAINGER	09/01/2023	\$230.63	154797	E 01 100 810 000 000 401	FY 24 Indy PO HVAC Belts
001		CC	1 03950	RENAISSANCE LEARNING, INC.	09/01/2023	\$780.00	154773	E 01 005 640 000 316 305	FY 24 Fastfix Subscription
001		CC	1 04336	MASBO	09/01/2023	\$25.00	154826	E 01 005 640 000 316 366	FY 24 2023 Tax Levy Workshop (Angie Mai
001		CC	1 04874	AMAZON.COM	09/01/2023	\$389.51	154747	E 01 005 630 000 000 455	FY 24 Tech Supplies
001		CC	1 05264	BSN SPORTS	09/01/2023	\$72.50	154764	E 11 300 294 118 000 401	FY 24 Soccer Goal Official Corner Flags
001		CC	1 05264	BSN SPORTS	09/01/2023	\$72.50	154764	E 11 300 296 118 000 401	FY 24 Soccer Goal Official Corner Flags
001		CC	1 05264	BSN SPORTS	09/01/2023	\$335.00	154765	E 11 300 294 118 000 434	FY 24 PO 31743 Soccer Jerseys

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1 05264	BSN SPORTS	09/01/2023	\$740.60	154768	E 11 300 296 125 000 401	FY 24 PO 32190 Softball Supplies
001		CC	1 05264	BSN SPORTS	09/01/2023	\$818.52	154775	E 11 300 294 113 000 401	FY 24 HS Football Knee Pads, Wrist Coact
001		CC	1 05351	HOME DEPOT	09/01/2023	\$748.00	154815	E 01 005 110 000 000 401	FY 24 Top Freezer Refrigerator for DO
001		CC	1 05473	MASA	09/01/2023	\$329.00	154758	E 01 005 640 000 316 366	FY 24 2023 Fall Conference (Minda Anders
001		CC	1 05473	MASA	09/01/2023	\$329.00	154771	E 01 005 640 000 316 366	FY 24 MASA Fall Conference (Minda Andei
001		CC	1 05599	SUBWAY	09/01/2023	\$274.54	154805	E 01 005 730 013 160 490	FY 24 Prepare Workshop
001		CC	1 05599	SUBWAY	09/01/2023	\$291.69	154812	E 01 005 730 013 160 490	FY 24 Food for Meeting (Subway)
001		CC	1 06291	ZERO TO THREE	09/01/2023	\$830.00	154804	E 04 500 580 000 325 366	FY 24 EC Conference
001		CC	1 06448	SUMMERLAND	09/01/2023	\$1,656.00	154746	E 04 500 570 000 321 369	FY 24 KC Field Trip
001		CC	1 06584	RIVER CITY EXTREME	09/01/2023	\$2,583.00	154780	E 04 500 570 000 321 369	FY 24 KC Field Trip
001		CC	1 07551	RIDDELL	09/01/2023	\$4,208.88	154816	E 11 300 294 113 000 530	FY 24 Football Helmets
001		CC	1 07551	RIDDELL	09/01/2023	\$4,154.95	154817	E 11 300 294 113 000 530	FY 24 Football Helmets
001		CC	1 08066	TARGET	09/01/2023	\$556.00	154833	E 12 300 408 000 372 401	FY 24 HS Lounge Chair
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	09/01/2023	\$7.10	154822	E 01 300 810 000 000 320	FY 24 Long Distance HS
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	09/01/2023	\$7.34	154823	E 01 005 810 000 000 320	FY 24 Long Distance DO
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	09/01/2023	\$7.49	154824	E 01 100 810 000 000 320	FY 24 Long Distance Indy
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	09/01/2023	\$3.43	154825	E 01 201 810 000 000 320	FY 24 Long Distance MS
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	09/01/2023	\$4.50	154829	E 04 500 505 000 321 305	FY 24 Long Distance CE
001		CC	1 08347	WALMART	09/01/2023	\$80.60	154755	E 04 500 570 000 321 401	FY 24 KC Supplies
001		CC	1 08347	WALMART	09/01/2023	\$33.32	154809	E 04 500 505 000 321 401	FY 24 CE Office Supplies
001		CC	1 08422	AICPA RENEWAL PROCESSING	09/01/2023	\$340.00	154806	E 01 005 110 000 000 820	FY 24 Membership Renewal (Angie Manue
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	09/01/2023	\$207.40	154742	E 01 300 211 000 000 401	FY 24 PO 32137 HS Math supplies
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	09/01/2023	\$64.47	154760	E 01 300 211 000 000 401	FY 24 Binder D-Ring 1"
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	09/01/2023	\$206.64	154800	E 01 300 211 000 000 401	FY 24 HS PO 32140 KCC21400 TISSUE, F
001		CC	1 09044	MENARDS - ELK RIVER	09/01/2023	\$181.00	154785	E 01 201 810 000 000 350	FY 24 B&G Supplies
001		CC	1 09044	MENARDS - ELK RIVER	09/01/2023	\$59.91	154785	E 01 005 810 000 000 401	FY 24 B&G Supplies
001		CC	1 09044	MENARDS - ELK RIVER	09/01/2023	\$458.32	154785	E 01 110 810 000 000 350	FY 24 B&G Supplies
001		CC	1 09728	FEDERATED CO-OPS	09/01/2023	\$1,345.31	154777	E 01 005 810 000 000 440	FY 24 Fuel
001		CC	1 09757	PROJECT LEAD THE WAY, INC.	09/01/2023	\$569.00	154743	E 01 201 255 000 000 430	FY 24 Design and Modeling consumable ki
001		CC	1 09757	PROJECT LEAD THE WAY, INC.	09/01/2023	\$345.00	154744	E 01 201 255 000 000 430	FY 24 Automation and Robotics Consumab
001		CC	1 09757	PROJECT LEAD THE WAY, INC.	09/01/2023	\$1,200.00	154745	E 01 201 640 316 316 366	FY 24 PO 32135 Design & Modeling/Autorr
001		CC	1 09820	AIRMAXX TRAMPOLINE PARK, LLC	09/01/2023	\$2,565.00	154811	E 04 500 570 000 321 369	FY 24 KC Field Trip
001		CC	1 10311	MASMS	09/01/2023	\$720.00	154803	E 01 005 640 000 316 366	FY 24 Conference
001		CC	1 10311	MASMS	09/01/2023	\$625.00	154832	E 01 005 810 000 000 820	FY 24 Membership

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1	10338	ADAM'S PEST CONTROL, INC.	09/01/2023	\$52.00	154779	E 01 110 810 000 000 305	FY 24 Target Pests
001		CC	1	10338	ADAM'S PEST CONTROL, INC.	09/01/2023	\$52.00	154779	E 01 100 810 000 000 305	FY 24 Target Pests
001		CC	1	10338	ADAM'S PEST CONTROL, INC.	09/01/2023	\$52.00	154779	E 01 201 810 000 000 305	FY 24 Target Pests
001		CC	1	10338	ADAM'S PEST CONTROL, INC.	09/01/2023	\$41.60	154779	E 01 300 810 000 000 305	FY 24 Target Pests
001		CC	1	10575	CONSTANT CONTACT	09/01/2023	\$227.00	154814	E 04 500 505 000 321 305	FY 24 CE Marketing
001		CC	1	10659	MATBOSSAPP.COM	09/01/2023	\$599.00	154810	E 11 300 294 115 000 401	FY 24 MatBoss VideoStats Subscription
001		CC	1	12031	LANGUAGELINE Solutions	09/01/2023	\$75.05	154767	E 01 005 219 000 317 305	FY 24 Interpreter
001		CC	1	12129	SIPTRUNK, INC	09/01/2023	\$70.34	154756	E 01 005 630 000 000 320	FY 24 Back-up Phones
001		CC	1	12236	HEALY AWARDS INC	09/01/2023	\$695.91	154821	E 11 300 294 113 000 401	FY 24 PO 32092 Football supplies
001		CC	1	12237	HUDL	09/01/2023	\$4,500.00	154801	E 11 300 292 000 000 405	FY 24 Hudl AD Package 08/15/2023-08/14/
001		CC	1	12237	HUDL	09/01/2023	\$2,500.00	154801	E 11 300 293 113 000 401	FY 24 Hudl AD Package 08/15/2023-08/14/
001		CC	1	12237	HUDL	09/01/2023	\$1,000.00	154801	E 11 300 293 112 000 401	FY 24 Hudl AD Package 08/15/2023-08/14/
001		CC	1	12237	HUDL	09/01/2023	\$1,000.00	154801	E 11 300 295 112 000 401	FY 24 Hudl AD Package 08/15/2023-08/14/
001		CC	1	12237	HUDL	09/01/2023	\$800.00	154801	E 11 300 293 118 000 401	FY 24 Hudl AD Package 08/15/2023-08/14/
001		CC	1	12237	HUDL	09/01/2023	\$800.00	154801	E 11 300 295 118 000 401	FY 24 Hudl AD Package 08/15/2023-08/14/
001		CC	1	12237	HUDL	09/01/2023	\$800.00	154801	E 11 300 293 162 000 401	FY 24 Hudl AD Package 08/15/2023-08/14/
001		CC	1	12237	HUDL	09/01/2023	\$800.00	154801	E 11 300 295 162 000 401	FY 24 Hudl AD Package 08/15/2023-08/14/
001		CC	1	12237	HUDL	09/01/2023	\$800.00	154801	E 11 300 295 124 000 401	FY 24 Hudl AD Package 08/15/2023-08/14/
001		CC	1	12283	ATTAINMENT COMPANY, INC.	09/01/2023	\$179.10	154754	E 12 300 401 000 740 433	FY 24 PO 32111 Pre-Employment Transitio
001		CC	1	12283	ATTAINMENT COMPANY, INC.	09/01/2023	\$407.95	154754	E 12 300 407 000 740 433	FY 24 PO 32111 Pre-Employment Transitio
001		CC	1	12283	ATTAINMENT COMPANY, INC.	09/01/2023	\$407.95	154754	E 12 300 408 000 740 433	FY 24 PO 32111 Pre-Employment Transitio
001		CC	1	12283	ATTAINMENT COMPANY, INC.	09/01/2023	\$24.88	154754	E 12 300 407 000 740 433	FY 24 PO 32111 Pre-Employment Transitio
001		CC	1	12283	ATTAINMENT COMPANY, INC.	09/01/2023	\$24.87	154754	E 12 300 408 000 740 433	FY 24 PO 32111 Pre-Employment Transitio
001		CC	1	12304	SAM'S CLUB	09/01/2023	\$56.94	154759	E 01 300 790 000 699 490	FY 24 Food for meeting
001		CC	1	12418	USPS	09/01/2023	\$12.20	154748	E 01 400 203 000 000 329	FY 24 Postage
001		CC	1	12418	USPS	09/01/2023	\$8.50	154750	E 01 005 105 000 000 329	FY 24 Postage
001		CC	1	12439	VISTA PRINT	09/01/2023	\$59.98	154813	E 01 300 790 000 699 303	FY 24 Vinyl Banners
001		CC	1	12455	EASY KEYS	09/01/2023	\$13.06	154741	E 01 201 208 000 000 401	FY 24 Master Lock Cabinet Key - Julie
001		CC	1	12758	TURNITIN LLC	09/01/2023	\$2,191.00	154761	E 05 300 220 602 302 406	FY 24 OCPLUS a, Enterprise Subscription
001		CC	1	12758	TURNITIN LLC	09/01/2023	\$2,191.00	154761	E 05 201 220 602 302 406	FY 24 OCPLUS a, Enterprise Subscription
001		CC	1	12759	PRUSA RESEARCH	09/01/2023	\$1,228.29	154752	E 01 005 630 000 000 556	FY 24 PO 32244 3D Printers
001		CC	1	12759	PRUSA RESEARCH	09/01/2023	\$4,913.04	154752	E 01 300 211 312 000 455	FY 24 PO 32244 3D Printers
001		CC	1	12781	SAVVAS	09/01/2023	27 \$3,000.00	154791	E 05 300 270 602 302 460	FY 24 Revel for Psychology: From Inquiry t
001		CC	1	12790	N2Y, LLC	09/01/2023	\$3,454.91	154802	E 12 005 411 000 372 406	FY 24 PO 32194 Unique Learning System/l

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1	12831	NEWSELA	09/01/2023	\$2,475.00	154749	E 05 110 203 602 302 406	FY 24 Newsela Social Studies
001		CC	1	12831	NEWSELA	09/01/2023	\$2,475.00	154749	E 05 100 203 602 302 406	FY 24 Newsela Social Studies
001		CC	1	12831	NEWSELA	09/01/2023	\$2,475.00	154749	E 05 201 270 602 302 406	FY 24 Newsela Social Studies
001		CC	1	12831	NEWSELA	09/01/2023	\$2,475.01	154749	E 05 300 270 602 302 406	FY 24 Newsela Social Studies
001		CC	1	13057	EDWEEK DIGITAL OPED	09/01/2023	\$35.00	154828	E 01 005 020 000 000 366	FY 24 Subscription
001		CC	1	13072	CINTAS CORPORATION NO 2	09/01/2023	\$128.95	154774	E 01 300 810 350 000 305	FY 24 Uniforms July 2023
001		CC	1	13072	CINTAS CORPORATION NO 2	09/01/2023	\$128.91	154774	E 01 100 810 350 000 305	FY 24 Uniforms July 2023
001		CC	1	13072	CINTAS CORPORATION NO 2	09/01/2023	\$261.67	154774	E 01 201 810 350 000 305	FY 24 Uniforms July 2023
001		CC	1	13072	CINTAS CORPORATION NO 2	09/01/2023	\$128.91	154774	E 01 110 810 350 000 305	FY 24 Uniforms July 2023
001		CC	1	13166	LRS OF MINNESOTA, LLC	09/01/2023	(\$38.34)	154831	E 01 300 810 000 000 333	FY 24 July Waste Services, charged \$35.67
001		CC	1	13166	LRS OF MINNESOTA, LLC	09/01/2023	\$291.52	154831	E 01 201 810 000 000 333	FY 24 July Waste Services, charged \$35.67
001		CC	1	13166	LRS OF MINNESOTA, LLC	09/01/2023	(\$8.38)	154831	E 01 100 810 000 000 333	FY 24 July Waste Services, charged \$35.67
001		CC	1	13166	LRS OF MINNESOTA, LLC	09/01/2023	(\$141.61)	154831	E 01 110 810 000 000 333	FY 24 July Waste Services, charged \$35.67
001		CC	1	13166	LRS OF MINNESOTA, LLC	09/01/2023	\$172.00	154831	E 01 005 810 000 000 333	FY 24 July Waste Services, charged \$35.67
001		CC	1	13166	LRS OF MINNESOTA, LLC	09/01/2023	\$1,012.05	154831	E 01 300 810 000 000 333	FY 24 July Waste Services, charged \$35.67
001		CC	1	13185	PATRIOT NEWS MN	09/01/2023	\$112.50	154796	E 01 005 010 000 000 305	FY 24 Aug 5, Legal (week 1)
001		CC	1	13227	GLM DISPLAYS	09/01/2023	\$186.19	154776	E 01 300 790 000 699 401	FY 24 MS Banner
001		CC	1	13308	INDEED	09/01/2023	\$200.00	154818	E 01 005 105 000 000 305	FY 24 Sponsored Jobs on Indeed.com
001		CC	1	13369	WRUCK SEWER PORTABLE RENTAL, L	09/01/2023	\$181.50	154762	E 04 500 505 000 321 335	FY 24 CE Portable Rental
001		CC	1	13379	SIDEKICK THEATRE	09/01/2023	\$2,016.00	154807	E 04 500 570 000 321 369	FY 24 Field Trip
001		CC	1	13594	FREDDIES	09/01/2023	\$19.77	154753	E 01 005 020 000 000 366	FY 24 Superintendent Meeting 08.18.2023
001		CC	1	13650	MAKESTICKERS.COM	09/01/2023	\$148.20	154763	E 01 005 107 000 000 305	FY 24 District Stickers
001		CC	1	13652	THE FUN LAB	09/01/2023	\$1,471.57	154736	E 04 500 570 000 321 369	FY 24 KC Field Trip
001		CC	1	13653	PUMP IT UP EDEN PRAIRIE	09/01/2023	\$745.00	154827	E 04 500 570 000 321 369	FY 24 KC Field Trip
001		CC	1	13687	E&G 1123 ECOMM	09/01/2023	\$51.45	154795	E 01 005 010 000 000 490	FY 24 Policy Committee Meeting Food
001		CC	1	13696	TYCHE LL INVESTMENTS LLC	09/01/2023	\$171.00	154769	E 11 300 296 118 000 401	FY 24 Soccer Jerseys Bibs Scrimmage or T
001		CC	1	13696	TYCHE LL INVESTMENTS LLC	09/01/2023	\$171.00	154830	E 11 300 296 118 000 401	FY 24 Soccer Jerseys
001		CC	1	13700	LAB-PRO INC	09/01/2023	\$59.98	154784	E 01 201 260 000 000 430	FY 24 Science Lab
001		CC	1	13702	Soccer.com	09/01/2023	\$126.99	154772	E 11 300 296 118 000 401	FY 24 Freekick Man Set of 3
001		CC	1	13706	HARDDISK DIRECT LTD	09/01/2023	\$655.72	154770	E 01 005 630 000 000 555	FY 24 PO 32223 Toshiba 1.2 TB HDEBF01
001		CC	1	13711	KEYCHRON	09/01/2023	\$290.87	154751	E 01 005 630 000 000 455	FY 24 PO 32257 three keyboards
001		CC	1	13717	NATIONAL ASSOCIATION OF SCHOOL F	09/01/2023	\$1,595.00	154783	E 01 005 730 013 160 460	FY 24 WORKBOOKS
001		CC	1	13718	CLASSIC ACRYLICS	09/01/2023	\$225.00	154766	E 01 110 203 290 000 401	FY 24 Buzzing grams box
001		CC	1	7760	PIONEER ATHLETICS	09/01/2023	\$1,036.20	154794	E 01 005 810 000 000 401	FY 24 Brite Stripe Yellow Gold

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 09/01/2023 - 09/30/2023

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1 7760	PIONEER ATHLETICS	09/01/2023	\$1,476.00	154834	E 01 005 810 000 000 401	FY 24 Fastlane Pavement Paint
001		CC	1 13369	WRUCK SEWER PORTABLE RENTAL, L	09/04/2023	\$99.00	154727	E 04 500 505 000 321 335	FY 23 Portable rental 04/17-04/23
001		CC	1 13369	WRUCK SEWER PORTABLE RENTAL, L	09/04/2023	\$951.00	154728	E 04 500 505 000 321 335	FY 23 CE Portable Rental 06/14
001		CC	1 10207	ACT, INC.	09/04/2023	\$6,240.00	154733	E 01 300 710 710 000 461	FY 23 Writing Tests-Online
001		CC	1 12145	GOPHER STAGE LIGHTING	09/04/2023	\$150.70	154732	E 04 500 560 157 321 401	FY 23 CE Supplies
001		CC	1 05264	BSN SPORTS	09/04/2023	\$2,370.00	154730	E 05 300 292 000 302 530	FY 23 HS Custom Vapor Select
001		CC	1 05264	BSN SPORTS	09/04/2023	\$584.97	154731	E 11 300 293 118 000 401	FY 23 PO 31972 Soccer Indoor/Outdoor Ag
001		CC	1 01034	RESOURCE TRAINING & SOLUTIONS	09/04/2023	\$1,085.00	154726	E 01 005 720 000 000 375	FY 23 Contract Nursing Services

Check Total: \$124,769.49

Bank 001 Total:

Report Total:

October 2023 Personnel

Employee (Last, First Name)	Position	Building	Effective Date	Action Type
Webb, Rahmyra	School Monitor	Independence	10/18/2023	New Hire
Martin, Lance	Building Substitute	Liberty	10/24/2023	New Hire

OVERDOSE MEDICATION

I. PURPOSE

As a means of enhancing the health and safety of its students, staff and visitors, the school district will acquire, administer, and store doses of an opiate antagonist, specifically Naloxone (Narcan)ⁱ, and administration devices or kits for emergency use to assist a student, staff member, or other individual believed or suspected to be experiencing an opioid overdose on school district property during the school day or at school district activities.

II. GENERAL STATEMENT OF POLICY

The school board authorizes school district administration to obtain and possess opioid overdose reversal medication, such as Naloxone to be maintained and administered to a student or other individual by trained school staff if the staff member determines in good faith that the person to whom the medication is administered is experiencing an opioid overdose. Authorization for obtaining, possessing and administering Naloxone or similar permissible medications under this policy are contingent upon: 1) the continued validity of state and federal law that permit a person who is not a healthcare professional to dispense an opiate antagonist to the school district and its employees by law; 2) that the school district and its staff are immune from criminal prosecution and not otherwise liable for civil damages for administering the opiate antagonist to another person who the staff member believes in good faith to be suffering from a drug overdose; and 3) the availability of funding either from outside sources or as approved by the school board to obtain and administer opioid overdose reversal medication.

III. DEFINITIONS

- A. **“Drug-related overdose”** means an acute condition, including mania, hysteria, extreme physical illness, respiratory depression or coma, resulting from the consumption or use of a controlled substance, or another substance with which a controlled substance was combined, and that a layperson would reasonably believe to be a drug overdose that requires immediate medical assistance.
- B. **“Naloxone Coordinator”** is a school district staff person or administrator appointed to monitor adherence to protocols outlined in this policy and referenced procedures. The Naloxone Coordinator is responsible for building-level administration and management of Opiate Antagonist medications and supplies. The school district’s Naloxone Coordinator is Michelle Hanson.
- C. **“Opiate”** means any dangerous substance having an addiction forming or addiction sustaining liability similar to morphine or being capable of conversion into a drug having such addiction forming or addiction sustaining liability.
- D. **“Opiate Antagonist”** means naloxone hydrochloride (“Naloxone”) or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of a drug overdose.
- E. **“Standing Order”** means directions from the school district’s medical provider that sets forth how to house and administer Naloxone or other Opiate Antagonist medications to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose. This Standing Order should include the following information:
 - 1) Administration type
 - 2) Dosage
 - 3) Date of issuance
 - 4) Signature of the authorized provider

IV. GENERAL STATEMENT OF POLICY AND RESPONSIBILITIES

- A. The school district must maintain a supply of opiate antagonists as each school site to be administered in compliance with Minnesota law. Each school building must have two doses of nasal naloxone available on-site. The Minnesota Department of Education offered guidance regarding the meaning of “school site.” If a school site includes multiple buildings, the two-dose requirement applies to buildings used for instruction. It does not apply to administrative buildings, facility buildings, ice arenas, and similar buildings not used for instruction.
- B. A licensed physician, a licensed advanced practice registered nurse authorized to prescribe drugs pursuant to Minnesota Statutes, section 148.235, or a licensed physician assistant may authorize a nurse or other personnel employed by, or under contract with, a public school may be authorized to administer opiate antagonists as defined under Minnesota Statutes, section 604A.04, subdivision 1.
- C. A licensed practical nurse is authorized to possess and administer an opiate antagonist in a school setting notwithstanding Minnesota Statutes, 148.235, subdivisions 8 and 9.
- D. District Collaborative Planning and Implementation Team

To the extent Naloxone is obtained for use consistent with this policy, the school district will establish a district-wide collaborative planning and implementation team (“District Planning Team”) who will oversee the general development and operations related to the use of opiate antagonist Naloxone and regularly report to the school board as to its activities.

- 1) The District Planning Team will include the Naloxone Coordinator and may include the superintendent (or designee), school nurse, public health experts, first responders, student or family representatives, and community partners who will be assigned to the Team by the superintendent or designee or solicited as volunteers by the superintendent.
- 2) The District Planning Team, through the Naloxone Coordinator, will obtain a protocol or Standing Order from a licensed medical prescriber for the use of Naloxone or other Opiate Antagonist by school district staff in all school facilities and activities and will update or renew the protocol or Standing Order annually or as otherwise required. A copy of the protocol or Standing Order will be maintained in the office of the Naloxone Coordinator.
- 3) The District Planning Team will develop district-wide guidelines and procedures and determine the form(s) of Naloxone to be used within the school district (nasal, auto injector, manual injector) and the method and manner of arranging for the financing and purchasing, storage and use of Naloxone to be approved by the school board. Once approved by the school board, these guidelines and procedures will be attached and incorporated into this policy. At a minimum, these guidelines and procedures will:
 - a. Ensure that when Naloxone is administered, school district employees must activate the community emergency response system (911) to ensure additional medical support due to the limited temporary effect of Naloxone and the continued need of recipients of additional medical care;
 - b. Require school district employees to contact a school district healthcare professional to obtain medical assistance for the recipient of the Naloxone, if possible, pending arrival of emergency personnel;
 - c. Direct school district employees to make immediate attempts to determine if the recipient is a minor and, if so, locate the identity of the parent or guardian of the minor and ensure contact with that parent or guardian is made as soon as possible after administration of the Naloxone for the purpose of informing the parent or guardian of the actions that have been taken; and
 - d. Require school district staff to inform the building administrator or other administrator overseeing an event or activity of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps.

- 4) The District Planning Team will determine the type and method of annual training, identify staff members at each school site to be trained, and coordinate the implementation of the training with the assistance of the Naloxone Coordinator.

E. Site Planning Teams

- 1) In consultation with the District Planning Team, the administrator at each school site may establish, in the manner the superintendent or Naloxone Coordinator deems appropriate, a Site Planning Team within the school site.
- 2) The Site Planning Team will be responsible for the coordination and implementation of this policy, district-wide guidelines and procedures within the school site and will develop and implement any specific guidelines and procedure for the storage and use of Naloxone within the school site in a manner consistent with this policy and district wide procedures and guidelines.

F. School District Staff

School district staff members will be responsible for attending all required training pertaining to the policy, procedures and guidelines for the storage and use of Naloxone and performing any assigned responsibilities pursuant to the guidelines and procedures.

V. NALOXONE STORAGE

- A. The Site Planning Team will select numerous Naloxone storage locations within the school site and outside the school site when activities are conducted off school grounds.
- B. The selected storage locations of Naloxone will be classified as non-public "security information" as the school board has determined that the disclosure of this data to the general public would be likely to substantially jeopardize the security of the medication that could be subject to theft, tampering, and improper use. Therefore, the identity of the storage locations will be shared only with those school district staff members whom the District Planning Team or Site Team have determined need access to this information to aid public health and safety as determined in the procedures and guidelines.
- C. Stock Naloxone will be clearly labeled, monitored for expiration dates, and stored in a secured location that is accessible by trained staff as set forth in paragraph V.B.

VI. Privacy Protections

The school district will maintain the privacy of students and staff related to the administration of Naloxone as required by law.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 121A.21 (School Health Services)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.224 (Opiate Antagonists)
Minn. Stat. § 144.344 (Emergency Treatment)
Minn. Stat. § 148.235 (Prescribing Drugs and Therapeutic Devices)
Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess)
Minn. Stat. § 152.01 (Definitions)
Minn. Stat. § 152.02 (Schedules of Controlled Substances)
Minn. Stat. § 604A.01 (Good Samaritan Law)
Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability)
Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)
Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance)
Minn. R. Pt. 6800.4220 (Schedule II Controlled Substances)
20 U.S.C. § 1232g (Family Educational and Privacy Rights)

Cross Reference: MSBA/MASA Model Policy 516 (Student Medication)
Minnesota Department of Health Toolkit on the Administration of Naloxone

¹ Naloxone is the medication that reverses an opioid overdose. Narcan® is the brand name for the intranasal applicator (nasal spray) form of naloxone. Naloxone usually refers to an intramuscular (IN+M) naloxone form that comes in a vial and is administered with a syringe, normally dispensed as an "IM kit."

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)
Big Lake Spud Run	\$1,000.00	High School
Geoff Randall Memorial Scholarships	\$6,000.00	Two \$3,000.00 senior scholarships
Big Lake Spud Fest	\$1,000.00	STEM class activities
RiverWood Bank	\$1,000.00	Middle School programs
Big Lake Spud Run	\$2,000.00	\$1,000.00 Trap Team; \$1,000.00 Robotics
Catherine Norman	Gourds valued at approximately \$600.00	Kindergarten and Early Childhood classes
Caribou Coffee	Coffee	Teachers during workshop week at Independence
Minnco Credit Union	School Supplies	For students in need at Independence
Ember Coffee	Beverages	Back to school week for teachers and staff
Big Lake Hornets Booster	\$599.00	Wrestling Mat Sterilizer
Big Lake BSBC-Macs Minis	\$50.00	Girls Soccer
Big Lake Gymnastics	\$550.00	Gym decals
Big Lake Swim and Dive Booster Club	\$1,754.00	Swim headsets

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted on October 26, 2023.

FORM A

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

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

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

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

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

10 / 26 / 23
Date

Board Chair/Head of School

10 / 26 / 23
Date

Board Clerk – Treasurer/ Finance Director

CASH REPORT FOR SCHOOL BOARD

BIG LAKE PUBLIC SCHOOLS

Independent School District # 727

for month: Sept 2023

101 - CASH ACCOUNTS					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$ 5,115,928	\$ 3,169,821	\$ (3,686,855)		\$ 4,598,894
Food Service	(\$2,712,994)	23,540	(122,215)		(\$2,811,669)
Community Service	(\$1,005,113)	200,015	(273,429)		(\$1,078,527)
Building Fund	\$0	2,034,547	(2,034,547)		\$0
Debt Service	\$549,125	-	-		\$549,125
Project fund- HVAC (Fund 15)	\$0	91,900	(91,900)		\$0
Custodial Fund (Fund 18)	\$1,451	-	(282)		\$1,169
OPEB Trust Fund	(\$55,898)	-	(130,071)		(\$185,969)
TOTAL PER BOOKS	1,892,499	5,519,823.00	(\$6,339,299)	\$0	1,073,023
				General Checking Account	\$1,073,023
				TOTAL PER BANK	\$1,073,023

102 - PETTY CASH ACCOUNT					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$2,000	-	(\$501)	-	\$1,499
				Petty Cash Checking Account	\$1,499
				TOTAL PER BANK	\$1,499

104 - INVESTMENT ACCOUNTS					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	(\$4,849,589)	\$ 4,468,416	\$ (2,600,000)		(\$2,981,173)
General Fd Operating Investments	\$13,265,560	330,646	(1,049,000)		\$12,547,206
Food Service	\$3,496,313	13,925	-		\$3,510,238
Community Service	\$2,467,458	63,281	-		\$2,530,739
Debt Service	\$3,184,772	98,428	-		\$3,283,200
Facility Maintenance Invest. 2021A (Fd 07)	\$16,925	-	-		\$16,925
Facility Maintenance Invest. 2021A (Fd 15)	\$552,553	2,451	(80,000)		\$475,004
Facilities Investments 2022A (Fd 06)	\$15,244,592	51,104	(2,034,547)		\$13,261,149
OPEB Trust Fund	\$882,356	3,039	(15)		\$885,380
OPEB Trust Equities	\$589,491	-	(21,604)		\$567,887
TOTAL PER BOOKS	\$34,850,431	\$5,031,290	(\$5,785,166)	\$0	\$34,096,555
				MN Trust	\$6,343,004
				Operating Investments	\$12,547,206
				Refunding Bond Investments	\$0
				Building Fund Investments	\$13,753,078
				OPEB Trust	\$1,453,267
				TOTAL PER BANK	\$34,096,555

CASH AND INVESTMENT BALANCE SUMMARY BY FUND					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	\$ 13,533,899	\$ 7,968,883	\$ (7,336,356)	\$ -	\$ 14,166,426
Food Service	\$783,319	37,465	(122,215)	-	\$698,569
Community Service	\$1,462,345	263,296	(273,429)	-	\$1,452,212
Debt Service	3,750,822	98,428	-	-	3,849,250
Project Fund HVAC- Fund 15	\$552,553	\$94,351	(\$171,900)	\$0	\$475,004
Custodial Fund (Fund 18)	\$1,451	-	(282)	-	\$1,169
Bond Account Investments (fund 06)	\$15,244,592	\$2,085,651	(\$4,069,094)	\$0	\$13,261,149
OPEB Trust Fund	\$826,458	3,039	(130,086)	-	\$699,411
OPEB Trust Equities	\$589,491	-	(21,604)	-	\$567,887
TOTAL PER BOOKS	36,744,930	\$10,551,113	(\$12,124,966)	\$0	35,171,077
				Cash	\$1,073,023
				Petty Cash	\$1,499
		37		Investments	\$34,096,555
				TOTAL PER BANK	\$35,171,077

BIG LAKE PUBLIC SCHOOLS ISD #727
Investment Transactions 23-24
September 30, 2023

	Yield	Purchased	Maturity Date	Balance 07/01/22	Purchased	Premium/ Interest Paid	Interest Rec'd	Realized Gain/Loss	Matured	Mark to Market Unrealized Loss	Balance 09/30/23
PMA (Operating Investments):											
State Bank of India CD	0.250%	9/29/2021	9/29/2023	245,983.86				939.44	249,000.00	2,076.70	(0.00)
US Treasury 52328-1	2.119%	4/21/2022	7/31/2023	1,021,048.86				3,951.14	1,025,000.00		0.00
First National Bank CD	1.977%	5/26/2022	7/26/2023	243,900.00					243,900.00		0.00
TBK Bank CD	1.890%	5/26/2022	7/26/2023	244,500.00					244,500.00		0.00
Bank Haopla CD	1.890%	5/26/2022	7/26/2023	244,500.00					244,500.00		0.00
CFG Bank CD	1.893%	5/26/2022	7/26/2023	244,500.00					244,500.00		0.00
Pacific Western Bank CD	4.470%	11/2/2022	5/2/2024	242,385.07						322.72	242,707.79
Flushing Bank CD	4.470%	11/4/2022	5/6/2024	246,445.29						284.68	246,729.97
HTLF Bank CD	4.470%	11/7/2022	5/7/2024	242,346.18						318.91	242,665.09
Capital Bk NA.Rockville MD CD	4.470%	11/9/2022	5/9/2024	247,310.84						314.22	247,625.06
Pentagon Federal Credit Union	4.410%	10/26/2022	1/25/2024	1,500,000.00							1,500,000.00
Winttrust Bank CD	5.208%	5/26/2023	1/26/2024	241,450.00							241,450.00
Schaumburg Bank & trust Co	5.208%	5/26/2023	1/26/2024	241,450.00							241,450.00
St Charles bank & trust	5.208%	5/26/2023	1/26/2024	241,450.00							241,450.00
State Bank if the Lakes	5.208%	5/26/2023	1/26/2024	241,450.00							241,450.00
Billage Bank and Trust	5.208%	5/26/2023	1/26/2024	241,450.00							241,450.00
Wheaton Bank and Trust	5.208%	5/26/2023	1/26/2024	241,450.00							241,450.00
Western Alliance Bank	5.205%	5/26/2023	1/26/2024	241,450.00							241,450.00
Town bank	5.208%	5/26/2023	1/26/2024	241,450.00							241,450.00
GreenState credit union	5.112%	5/26/2023	10/17/2024	230,700.00							230,700.00
Cornerstone Bank	5.112%	5/26/2023	1/16/2025	230,100.00							230,100.00
Connexus Credit Union CD	5.354%	8/25/2023	2/25/2025		\$248,522.90					(1,028.55)	247,494.35
US Treasury 54927	3.025%	7/22/2022	10/15/2023	1,020,041.02						13,020.77	1,033,061.79
Treasury # 61339	5.310%	8/22/2023	1/18/2024		\$999,397.68					5,376.08	1,004,773.76
MN Trust Term Series- 20240125AA09	3.100%	8/18/2022	1/25/2024	300,000.00							300,000.00
MN Trust Term Series- 20230911AA09	3.450%	9/9/2022	9/11/2023	800,000.00					800,000.00		0.00
MN Trust Term Series- 20230725AB09	4.700%	2/16/2023	7/25/2023	500,000.00					500,000.00		0.00
Savings Deposit Account	0.380%	4/30/2022		605,057.31				9,348.28			914,405.59
Mn Trust Limited Term Duration		6/1/2017		4,124,651.51				50,691.06			4,175,342.57
MN Trust Investment Shares Portfolio	0.920%			5,674,428.52	12,112,431.05		84,986.98		11,528,842.89		6,343,003.66
Subtotal - General Fund				20,139,498.46	13,660,351.63	0.00	84,986.98	64,929.92	15,080,242.89	20,685.53	18,890,208.63
											Ok with SMART Fund 104-002 and 104-014
Fund 6											
PMA (2022A Bond Investments):											
US Treasury-50419	0.820%	1/31/2022	7/15/2023	499,171.56				828.44	500,000.00		0.00
US Treasury-50420	0.862%	1/31/2022	8/15/2023	496,970.78				1,028.48	500,000.00	2,000.74	0.00
US Treasury-50421	0.886%	1/31/2022	9/15/2023	494,894.40				1,008.07	500,000.00	4,097.53	(0.00)
US Treasury-50423	1.082%	1/31/2022	5/15/2024	286,898.44						3,574.22	290,472.66
US Treasury-50424	1.099%	1/31/2022	6/15/2024	476,093.75						5,917.97	482,011.72
US Treasury-50432	1.112%	1/31/2022	7/15/2024	474,765.63						5,742.18	480,507.81
US Treasury-50433	1.133%	1/31/2022	8/15/2024	472,910.16						5,507.81	478,417.97
US Treasury-50637	1.013%	2/8/2022	8/15/2023	496,970.78				1,028.48	500,000.00	2,000.74	0.00
US Treasury-50638	1.043%	2/8/2022	9/15/2023	494,894.40				1,008.07	500,000.00	4,097.53	0.00
US Treasury-50639	1.095%	2/8/2022	11/15/2023	281,552.50						12,249.31	993,811.81
US Treasury-50640	1.118%	2/8/2022	12/15/2023	977,226.56						12,226.56	989,453.12
US Treasury-51187	0.983%	3/2/2022	7/15/2023	499,171.56				828.44	500,000.00		0.00
US Treasury- 51189	1.024%	3/2/2022	8/15/2023	496,970.78				1,028.48	500,000.00	2,000.74	0.00
US Treasury-51631	1.576%	3/21/2022	7/31/2023	499,042.45				975.55	500,000.00	(18.00)	0.00
US Treasury-51632	1.594%	3/21/2022	8/31/2023	694,261.39				3,000.13	700,000.00	2,738.48	0.00
US Treasury-51633	1.637%	3/21/2022	9/30/2023	691,487.27						8,512.73	700,000.00
US Treasury-51634	1.685%	3/21/2022	10/31/2023	295,277.34						3,547.50	298,824.84
US Treasury-51635	1.818%	3/21/2022	2/29/2024	490,078.13						3,691.40	493,769.53
US Treasury-51636	1.841%	3/21/2022	3/31/2024	975,976.56						7,656.25	983,632.81
US Treasury-51815	2.240%	3/28/2022	5/15/2024	956,328.12						11,914.07	968,242.19
US Treasury-51817	2.259%	3/28/2022	6/15/2024	952,187.50						11,835.94	964,023.44
US Treasury-52467	2.472%	4/26/2022	7/15/2024	712,148.44						8,613.28	720,761.72
US Treasury-52827	2.529%	5/12/2022	8/15/2024	1,418,730.47						16,523.44	1,435,253.91
TruStar Bank CD	4.606%	2/8/2023	8/9/2024	233,600.00							233,600.00
Latino Community Credit Union CD	4.605%	2/8/2023	8/9/2024	233,600.00							233,600.00
Pacific National Bank	4.595%	2/10/2023	8/13/2024	233,700.00							233,700.00
Fieldpoint Private Bank & Trust CD	4.613%	2/10/2023	8/13/2024	233,350.00							233,350.00
General Electric Credit Union CD	4.743%	2/8/2023	11/26/2024	230,050.00							230,050.00
ELGA Credit Union CD	4.440%	2/8/2023	11/26/2024	231,150.00							231,150.00
First Internet Bank of Indiana	4.370%	2/9/2023	1/15/2025	230,150.00							230,150.00
PeoplesFirst Bank CD	4.504%	2/9/2023	1/15/2025	229,550.00							229,550.00
MN Trust Investment Shares Portfolio	0.920%	1/31/2022		4,000,158.40	4,900,906.25		43,371.39		7,817,620.93		\$ 1,126,815.11
Subtotal - Building Fund 6				20,689,327.37	4,900,906.25	-	43,371.39	10,734.14	12,517,620.93	134,430.42	13,261,148.64
											B06-104-022
Fund 15											
PMA (2021A Facility Maintenance Bonds Investments):											
Savings Deposit Account	0.380%	4/25/2022		633,345.63				4,770.13	636,088.68		2,027.08
MN Trust Investment Shares Portfolio	0.920%			145,451.23	636,088.68		3,964.33		295,601.83		489,902.41
				778,796.86	636,088.68	-	3,964.33	4,770.13	931,690.51	-	491,929.49
											B07,15 104-020
PMA (OPEB Trust Investments):											
US Treasury	0.360%	11/3/2021	11/15/2023	245,390.63							0.00
GreatMidwest bank	4.444%	12/29/2022	11/15/2024	139,000.00						3,062.32	142,062.32
Mn Trust Limited Term Duration		8/25/2017		490,543.66						6,028.68	496,572.34
MN Trust Investment Shares Portfolio	0.920%			1,399.05			18.03		62.49		1,354.59
Subtotal - OPEB Fund 45				876,333.34	-	-	18.03	-	62.49	9,091.00	885,379.88
											B45-104-015
PMA (OPEB Equity Investments):											
Equity Investments				586,600.47						(18,713.80)	567,886.67
											B45-104-016
Total OPEB Fund 45				1,462,933.81	-	-	18.03	(18,713.80)	62.49	-	1,453,266.55
TOTAL				#REF!	19,197,346.56	-	132,340.73	61,720.39	28,529,616.82	155,115.95	34,096,554.31
Percentage of Portfolio - CD's	#REF!										
Percentage of Portfolio - Bonds	0.000%										
Percentage of Portfolio - Notes	0.000%										
Percentage of Portfolio - Liq Asset Fnd	0.000%										
Percentage of Portfolio - SDA											
Percentage of Portfolio - Equities	1.666%										
Percentage of Portfolio - US Treasury	#REF!										
Percentage of Portfolio - MN Trust Term E	0.880%										
Percentage of Portfolio - MN Trust SDA	2.688%										
Percentage of Portfolio - MN Trust Limited	13.702%										
Percentage of Portfolio - MN Trust Money	23.349%										
	#REF!										

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

DATE	FROM	TO	AMOUNT	PURPOSE
9/1/2023	Old National-Checking	Heartland Pmt System	\$ 291.32	Nutri Kids Credit Card Fees
9/1/2023	Old National-Checking	SSI MN TRANCHE 2 LLC	\$ 8,067.28	Solar Contract
9/1/2023	Old National-Checking	USS MINNESOTA ONE MT	\$ 42,185.78	Solar Contract
9/5/2023	Old National-Checking	Neopost	\$ 201.00	DO Postage
9/6/2023	Old National-Checking	Further	\$ 845.20	Flex Claim Pymts
9/6/2023	Old National-Checking	Delta Dental	\$ 28,067.12	Dental Insurance
9/6/2023	Old National-Checking	EBC	\$ 57,614.74	403b & 457 contributions
9/7/2023	Old National-Checking	Amazon	\$ 5,659.25	Invoice Payments
9/8/2023	Old National-Checking	Bankcard Service	\$ 7,788.57	ELEYO Credit Card Fees
9/8/2023	Old National-Checking	Vision Transportation	\$ 15,655.09	Transportation billing
9/11/2023	Old National-Checking	ELEYOmonthlysoft	\$ 1,425.00	ELEYO User Fees
9/11/2023	Old National-Checking	Transfirst/TSYS	\$ 3,177.36	Affinity Credit Card fees
9/11/2023	Old National-Checking	Further	\$ 20,070.25	H.S.A Contributions
9/12/2023	Old National-Checking	Old National Bank	\$ 30.00	Returned deposit
9/12/2023	Old National-Checking	Further	\$ 1,803.53	Flex Claim Pymts
9/13/2023	Old National-Checking	Amazon	\$ 11,231.57	Invoice Payments
9/18/2023	Old National-Checking	Old National Bank	\$ 11.76	Old National Service Charge
9/18/2023	Old National-Checking	Neopost	\$ 603.00	DO Postage
9/19/2023	Old National-Checking	Further	\$ 981.39	Flex Claim Pymts
9/19/2023	Old National-Checking	FleetCor	\$ 981.39	Kwik Trip Billing
9/19/2023	MN Trust-PMA	Old National-Checking	\$ 2,000,000.00	Payroll and Payroll AP
9/20/2023	Old National-Checking	Windstream	\$ 1,453.13	Windstream billing
9/21/2023	Old National-Checking	Further	\$ 406.00	Further Fee
9/21/2023	Old National-Checking	Amazon	\$ 3,009.00	Invoice Payments
9/21/2023	Old National-Checking	State of MN	\$ 3,434.31	MN State retirement Plan
9/22/2023	Old National-Checking	EBC	\$ 58,754.53	403b & 457 contributions
9/22/2023	Old National-Checking	Compass Group	\$ 76,880.79	Chartwells
9/25/2023	Old National-Checking	Neopost	\$ 201.00	DO Postage
9/25/2023	Old National-Checking	Verizon	\$ 1,397.62	Verizon billing
9/25/2023	Old National-Checking	NewYork Life	\$ 10,405.48	Life & LTD Insurance
9/26/2023	Old National-Checking	Further	\$ 527.09	Flex Claim Pymts
9/26/2023	Old National-Checking	Further	\$ 19,686.90	H.S.A Contributions
9/27/2023	Old National-Checking	Amazon	\$ 3,212.41	Invoice Payments
9/28/2023	MN Trust-PMA	Old National-Checking	\$ 300,000.00	Payroll and Payroll AP
9/29/2023	Old National-Checking	Bremer Bank	\$ 223.80	ACH Charge
9/29/2023	CC Choices ACH	Old National-Checking	\$ 2,090.00	Pathway I
9/29/2023	MN Trust-PMA BONDS	Old National-Checking	\$ 80,000.00	Bond Draw 2021A
9/29/2023	MN Trust-PMA BONDS	Old National-Checking	\$ 2,034,547.15	Bond Draw 2022A

SUMMARY OF YTD 23-24 BUDGET ADJUSTMENTS

**Denotes Specific School Board Approval*

GENERAL FUND:

REVENUE:

Original Budget

AMOUNT	DATE
--------	------

\$46,449,691 * Jun-23

NET CURRENT REVENUE BUDGET

\$46,449,691

GENERAL FUND:

EXPENSE:

Original Budget

AMOUNT	DATE
--------	------

\$46,071,129 * Jun-23

NET CURRENT EXPENSE BUDGET

\$46,071,129

SUMMARY OF YTD 23-24 BUDGET ADJUSTMENTS

**Denotes Specific School Board Approval*

FOOD SERVICE FUND:

REVENUE:

Original Budget	\$2,399,363	*	Jun-23
\$40,000 reimbursement from Chartwells; equipment rec'd in 23-24	\$40,000	*	Sep-23

NET CURRENT REVENUE BUDGET

\$2,439,363

EXPENSE:

Original Budget	\$2,528,694	*	Jun-23
Increase equipment budget for 22-23 budgeted equipment rec'd in July 2023	\$151,638	*	Sep-23

NET CURRENT EXPENSE BUDGET

\$2,680,332

COMMUNITY SERVICE FUND:

REVENUE:

Original Budget	\$2,866,263	*	Jun-23
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NET CURRENT REVENUE BUDGET

\$2,866,263

EXPENSE:

Original Budget	\$2,905,975	*	Jun-23
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NET CURRENT EXPENSE BUDGET

\$2,905,975

BUILDING CONSTRUCTION FUND

REVENUE:

Original Budget	\$225,000	*	Jun-23
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NET CURRENT REVENUE BUDGET

\$225,000

EXPENSE:

Original Budget	\$9,728,058	*	Jun-23
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NET CURRENT EXPENSE BUDGET

\$9,728,058

SUMMARY OF YTD 23-24 BUDGET ADJUSTMENTS

**Denotes Specific School Board Approval*

	AMOUNT	DATE
DEBT SERVICE FUND		
REVENUE:		
Original Budget	\$6,462,877	* Jun-23
NET CURRENT REVENUE BUDGET	<u>\$6,462,877</u>	
EXPENSE:		
Original Budget	\$6,464,376	* Jun-23
NET CURRENT EXPENSE BUDGET	<u>\$6,464,376</u>	
	AMOUNT	DATE
OPEB Irrevocable Trust Fund		
REVENUE:		
Original Budget	50,000	* Jun-23
NET CURRENT REVENUE BUDGET	<u>50,000</u>	
EXPENSE:		
Original Budget	\$164,419	* Jun-23
NET CURRENT EXPENSE BUDGET	<u>\$164,419</u>	

ISD #727 2023-2024 Revised Budget

October 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	\$ 790,483	\$ 2,439,363	\$ 2,680,332	\$ (240,969)	\$ -	\$ 549,514
Nonspendable for Inventory	\$ 38,541	\$ -	\$ -	\$ -	\$ -	\$ 38,541
Subtotal	\$ 829,024	\$ 2,439,363	\$ 2,680,332	\$ (240,969)	\$ -	\$ 588,055
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	\$ 32,386,558	\$ 58,493,194	\$ 68,014,289	\$ (9,521,095)	\$ -	\$ 22,865,463

School Board Financial Report

October 26th, 2023

Enrollment Update

➤ **October 2nd Seated ADM: 3,099**

ADM = Average Daily Membership

❖ Increase of 5 ADM from Day 1

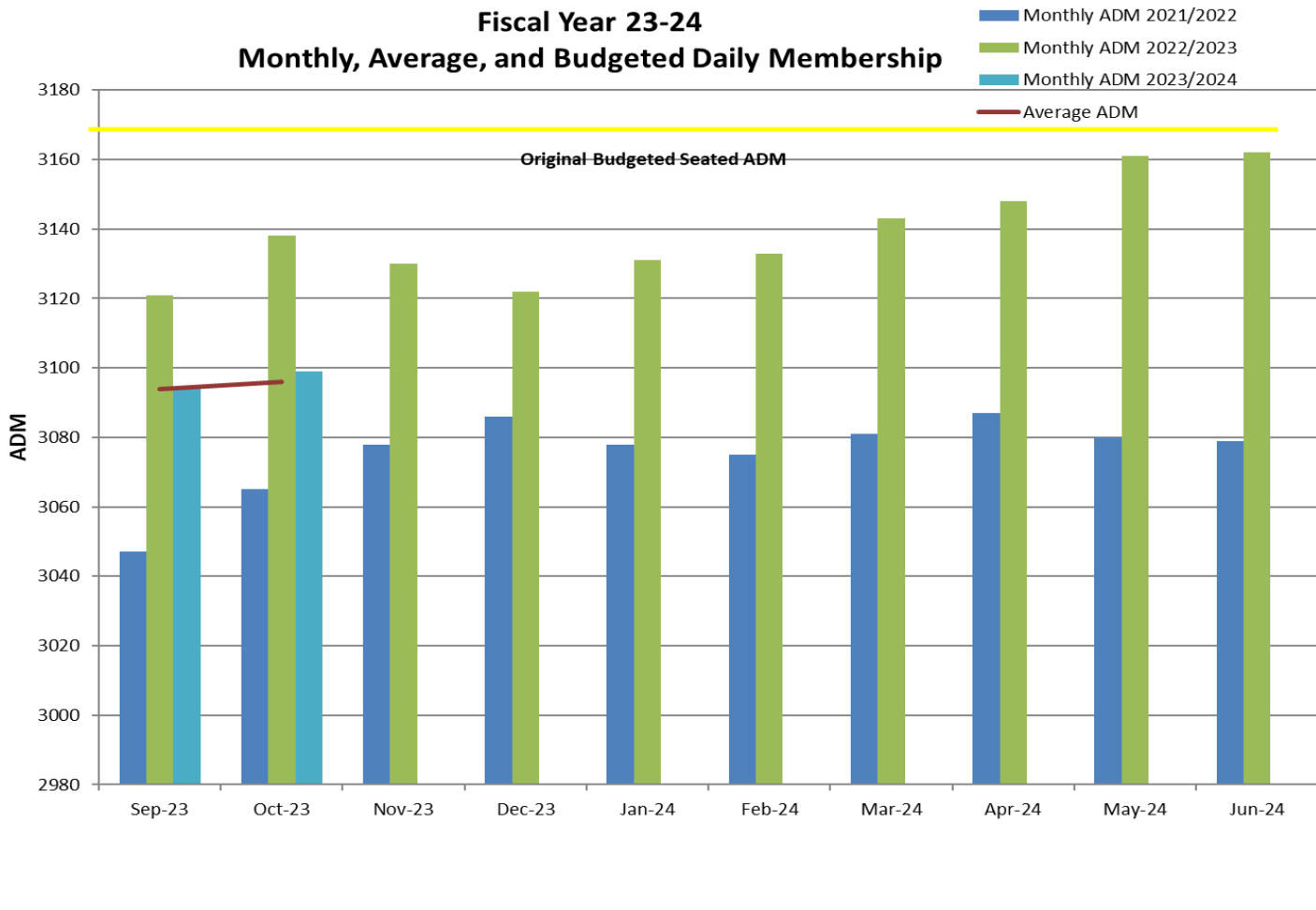
➤ **Average Seated ADM: 3,096.50**

❖ Budgeted Seated ADM 3,169

❖ Difference of 72.5 ADM

➤ General Education Aid budget will be adjusted after Nov and Dec enrollment data is established

Fiscal Year 23-24 Monthly, Average, and Budgeted Daily Membership



Budget Revisions

No budget revisions for this month

ISD #727 2023-2024 Revised Budget

September 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	\$ 790,483	\$ 2,439,363	\$ 2,680,332	\$ (240,969)	\$ -	\$ 549,514
Nonspendable for Inventory	\$ 38,541	\$ -	\$ -	\$ -	\$ -	\$ 38,541
Subtotal	\$ 829,024	\$ 2,439,363	\$ 2,680,332	\$ (240,969)	\$ -	\$ 588,055
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						49
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	\$ 32,386,558	\$ 58,493,194	\$ 68,014,289	\$ (9,521,095)	\$ -	\$ 22,865,463

Financial Update

Audit is substantially complete

- Auditors are in final review phase
- Audit went very well with no fiscal or compliance issues
- Preliminary Audit Meeting: Nov. 7th
 - Draft audited financial statements
- Audit presented to School Board: Nov. 16th

School Board Action

Approve financial report

COMPLIANCE ISSUES

- | | | |
|----|---|-------------------|
| 1) | Preliminary UFARS data loaded to MDE by September 15th, 2023 | In compliance |
| 2) | Revenue and Expenditure Budget published by earlier of one week after school board accepts final audit or November 30, 2023 | Not in compliance |
| 3) | Final UFARS data to MDE by November 30, 2023 | Not in compliance |
| 4) | The 2022/2023 audit (electronic copy) received at MDE by December 31st, 2023 | Not in compliance |
| 5) | Board members having received training in financial matters per statute | In compliance |

FISCAL HEALTH - INCOME STATEMENT PARAMETERS

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

	REVENUE			<i>(Calculated)</i>	EXPENDITURES			<i>(Calculated)</i>
	Budget	Actual \$ YTD	Actual % YTD		Budget	Actual \$ YTD	Actual % YTD	
General Fund (01,05,11 &12)	\$ 46,449,691	\$ 6,412,125		14%	\$ 46,071,129	\$ 5,518,371		12%
Food Service (02)	\$ 2,439,363	\$ 109,692		4%	\$ 2,680,332	\$ 201,618		8%
Community Service (04)	\$ 2,866,263	\$ 768,149		27%	\$ 2,905,975	\$ 650,901		22%
Building Construction (06)	\$ 225,000	\$ 218,177		97%	\$ 9,728,058	\$ 4,909,433		50%
Debt Service (07)	\$ 6,462,877	\$ 246,289		4%	\$ 6,464,376	\$ 883,987		14%
OPEB Irrevocable Trust Fund (45)	\$ 50,000	\$ (9,605)		-19%	\$ 164,419	\$ 557		0%

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

Budgeted Seated ADM	3169
Tuition ADM	76
Budgeted ADM	3245

NOTES

There are no budget revisions this month.



Community Education

October 2023

Big Lake Community Education

2022-2023

Alignment & Collaboration

- Hive Time/Little Learners
- Little Learners/Kindergarten
- Kids Club/K-5
- Activities/Facility Use/Recreation
- Youth Associations/Recreation (YA meetings)
- Programming/B&G/Facilities
- Intradepartmental



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Award-Winning Department

MCEA Project Award Winner! (x2)

- ECFE in the Park: 2018
- Summer Kickoff: 2023



55



Who do we serve?

6733 Enrollments between July 1, 2022 & June 30, 2023

751 22-23SY Contracts in Little Learners, Hive Time & Kids Club

203 How many more LL, HT & KC contracts than 21-22SY

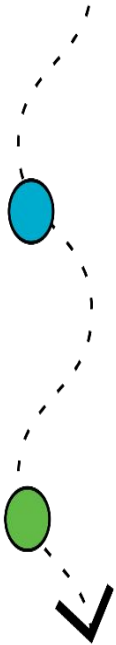
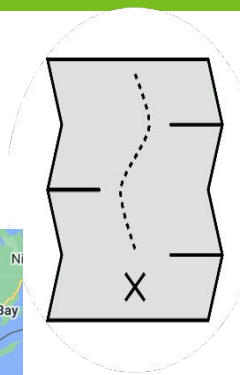
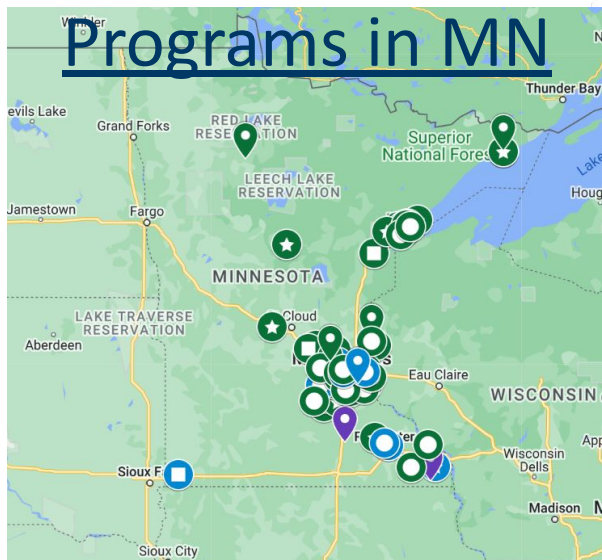
381 Summer 2023 Hive Time & Kids Club contracts (+39)

17,000+ Number of Hours of Facility Use in FY23

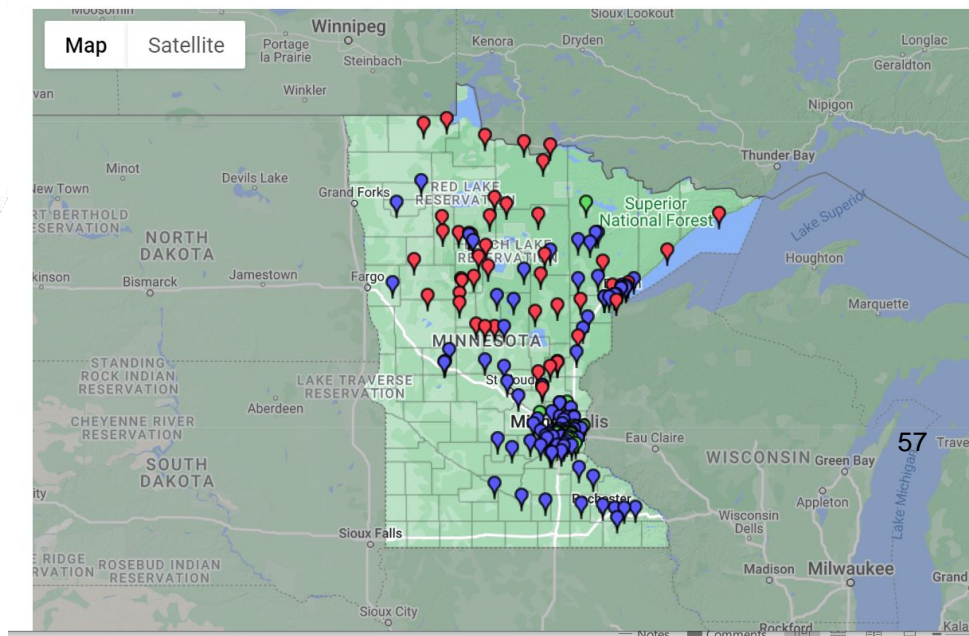
56

Outdoor and Nature-Based Programs in MN

Map of Nature-Based Programs in MN



Program Information: School Forests in Minnesota

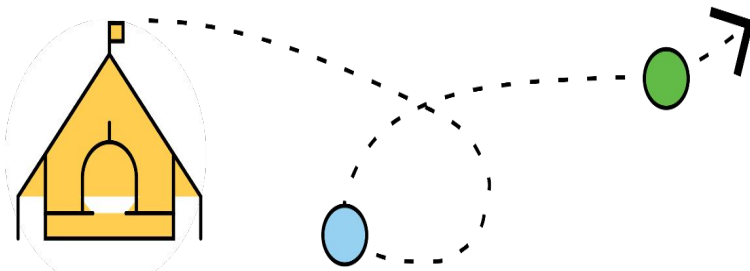


DNR Forest Schools Map

School Based –Preschool Programs with Outdoor Learning Options

- Barnum Public Schools
- Big Lake Schools
- Monticello Public Schools
- White Bear Lake Area Schools
- Minnetonka Schools
- Osseo Area Schools
- Rosemount Apple Valley Eagan
- Prior Lake-Savage Area Schools
- Eastern Carver County Schools
- New Prague Area Schools
- Proctor and Hermantown Early Childhood Family Education
- St Paul Public Schools

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Early Childhood Education Program Example



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https://www.youtube.com/watch?v=_FJIN_Gwnzb0&t=48s

Big Lake Schools EC Outdoors!

Little Learners
Outdoors:
6 Class option
2 Nature
Classrooms
ECSE Inclusive
Classes



60



Group
Time!

Why Outdoor and Nature-Based Learning?

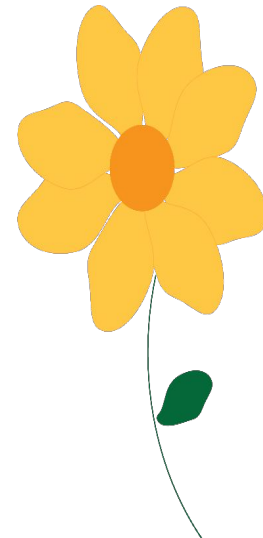


- Enhancing brain development
- Improving academic performance
- Enhancing communication
- Promoting social-emotional development
- Promoting emotional resilience and self-regulation
- Promoting executive function
- Providing mental health benefits
- Reducing symptoms of ADHD
- Providing therapeutic benefits to children with autism
- Promoting physical activity and motor development

62

[Natural Start Alliance – Nature-Based reschools in the US a 2020 Snapshot](#)

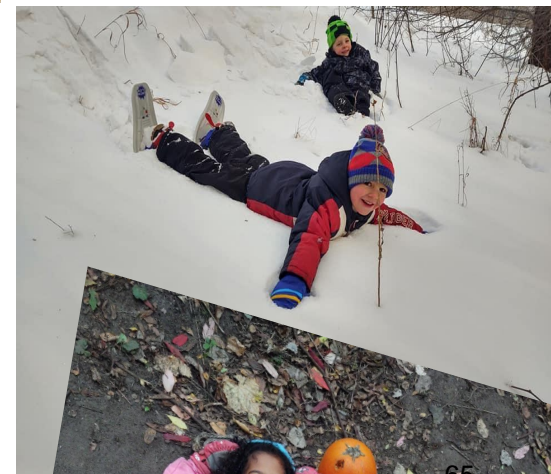
Little Learners Outdoors- Working Together



Little Learners Outdoors - Exploring



Little Learners Outdoors- Having Fun













“We love that the Community Ed program here in Big Lake is so robust! It’s awesome that my kiddo can get a taste of a number of different activities for such a reasonable price, and so easily accessible and high quality. Thanks for all you do!”

-Big Lake Parent

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PROTECTION AND PRIVACY OF PUPIL RECORDS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. Authorized Representative

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

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

B. Biometric Record

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

C. Dates of Attendance

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

D. Directory Information

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

teams; degrees, honors and awards received; and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student's parent(s). Directory information does not include:

- a. a student's social security number;
 - b. a student's identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
 - c. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student's identity, such as a PIN, password, or other factor known or possessed only by the student;
 - d. personally identifiable data which references religion, race, color, social position, or nationality; or
 - e. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student's parent or guardian.
- 2) Under Minnesota law, a school district may not designate a student's home address, telephone number, email address, or other personal contact information as "directory information."

E. Education Records

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

However, records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student are education records.

- d. Records relating to an eligible student, or a student attending an institution of post-secondary education, that are:
 - 1. made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
 - 2. made, maintained, or used only in connection with the provision of treatment to the student; and
 - 3. disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.
- e. Records created or received by the school district after an individual is no longer a student at the school district and that are not directly related to the individual's attendance as a student.
- f. Grades on peer-related papers before the papers are collected and recorded by a teacher.

F. Education Support Services Data

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

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

G. Eligible Student

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

H. Juvenile Justice System

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

I. Legitimate Educational Interest

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

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

J. Parent

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

K. Personally Identifiable

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

L. Record

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

M. Responsible Authority

“Responsible authority” means Superintendent Tim Truebenbach.

N. Student

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

O. School Official

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

P. Summary Data

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

Q. Other Terms and Phrases

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

IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or

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

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

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

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

B. Eligible Students

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

C. Students with a Disability

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

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

- 1) The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
- 2) The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;

- c. the party or class of parties to whom the disclosure may be made;
 - d. the consequences of giving informed consent; and
 - e. if appropriate, a termination date for the consent.
- 3) When a disclosure is made under this subdivision:
- a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
- 4) A signed and dated written consent may include a record and signature in electronic form that:
- a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person's approval of the information contained in the electronic consent.
- 5) If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
- a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. specific as to the nature of the information the subject is authorizing to be disclosed;
 - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
 - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
 - g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minnesota Statutes chapter 256B or Minnesota Care under Minnesota Statutes chapter 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.
- 6) **Eligible Student Consent**
Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.
- B. Prior Consent for Disclosure Not Required**
The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

- 1) To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;
- 2) To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;
 - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
 - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made;
- 3) To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act, 20 United States Code section 7917, and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minnesota Statutes section 260B.171, unless the data are required to be destroyed under Minnesota Statutes section 120A.22, subdivision 7(c) or section 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records that have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;
- 4) To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
- 5) In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;
 - b. determine the amount of the aid;
 - c. determine conditions for the aid; or
 - d. enforce the terms and conditions of the aid.

“Financial aid” for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution;
- 6) To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
 - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released; or

- b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers;
- 7) To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;
- 8) To accrediting organizations in order to carry out their accrediting functions;
- 9) To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
- 10) To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of

an offense listed in 18 United States Code section 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 U.S.C. § 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as a plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself:

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

- a. the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;
- b. the existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

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

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

students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;

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

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

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

student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

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

VII. RELEASE OF DIRECTORY INFORMATION

A. Educational Data

- 1) Educational data designated as directory information is public data on individuals to the extent required under federal law. Directory information must be designated pursuant to the provisions of:
 - a. Minnesota Statutes, section 13.32, subdivision 5; and
 - b. United States Code, title 20, section 1232g, and Code of Federal Regulations, title 34, section 99.37, which were in effect on January 3, 2012
- 2) The school district may not designate a student's home address, telephone number, email address, or other personal contact information as directory information under this section.
- 3) When requested, the school district must share personal contact information and directory information, whether public or private, with the Minnesota Department of Education, as required for federal reporting purposes.

B. Former Students

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

C. Present Students and Parents

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

- 1) When conducting the directory information designation and notice process required by federal law, the school district shall give parents and students notice of the right to refuse to let the district designate specified data about the student as directory information.

- 2) The school district shall give annual notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
 - b. the parent's or eligible student's right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
 - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.
- 3) Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent's or eligible student's prior written consent, except as provided in Section VI. of this policy.
- 4) A parent or eligible student may not opt out of the directory information disclosures to:
 - a. prevent the school district from disclosing or requiring the student to disclose the student's name, ID, or school district e-mail address in a class in which the student is enrolled; or
 - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
- 5) The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student's social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

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

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

E. Duration

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

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an

eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

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

- 1) The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
 - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
 - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
 - c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
 - d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
 - e. whether the data concerns medical, dental or other health services provided pursuant to Minnesota Statutes sections 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

D. Military-Connected Youth Identifier

When a school district updates its enrollment forms in the ordinary course of business, the school district must include a box on the enrollment form to allow students to self-identify as a military-connected youth. For purposes of this section, a "military-connected youth" means having an immediate family member, including a parent or sibling, who is currently in the armed forces either as a reservist or on active duty or has recently retired from the armed forces. Data collected under this provision is private data on individuals, but summary data may be published by the Department of Education.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minnesota Statutes Chapter 260E , written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minnesota Statutes Chapter 260E.

Regardless of whether a written report is made under Minnesota Statutes Chapter 260E, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

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

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

D. Chemical Abuse Records

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

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

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

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

A. The school district will release the names, addresses, electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiting officers only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.

B. Data released to military recruiting officers under this provision:

- 1) may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military;
- 2) cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces; and
- 3) copying fees shall not be imposed.

C. A parent or eligible student has the right to refuse the release of the name, address, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only) or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority, the Building Principal, in writing by October 1 each year. The written request must include the following information:

- 1) Name of student and parent, as appropriate;
- 2) Home address;
- 3) Student's grade level;
- 4) School presently attended by student;
- 5) Parent's legal relationship to student, if applicable;
- 6) Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
- 7) Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.

D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse

to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.

- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, home phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

A. Redisdisclosure

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this section may use the information, but only for the purposes for which the disclosure was made.

B. Redisdisclosure Not Prohibited

- 1) Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
 - a. The disclosures meet the requirements of Section VI. of this policy; and
 - b. The school district has complied with the record-keeping requirements of Section XIII. of this policy.
- 2) Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 United States Code section 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisdisclosure is made based upon a court order or lawfully issued subpoena.

C. Classification of Disclosed Data

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

D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a

federal agency headed by an official listed in 34 Code of Federal Regulations section 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in section 99.31(a)(3), or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

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

B. Record Security

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

C. Record Keeping

- 1) The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record, with the education records of the student, that indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student;
 - b. the legitimate interests these parties had in requesting or obtaining the information; and
 - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
- 2) In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
 - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
 - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 Code of Federal Regulations section 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
- 3) Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a

party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code section 2332b(g)(5)(B) or an act of domestic or international terrorism.

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

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

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

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

B. Response to Request for Access

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

C. Right to Inspect and Review

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

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

D. Form of Request

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

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

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

G. Authority to Inspect or Review

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

H. Fees for Copies of Records

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

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

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

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

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

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

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

1) The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of

the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.

- 2) The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
- 3) If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this section.

B. Right to a Hearing

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

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

C. Conduct of Hearing

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

period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

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

XVI. PROBLEMS ACCESSING DATA

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

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue S.W., Washington, D.C. 20202-8520.

B. Content of Complaint

A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

XVIII. WAIVER

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

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

- 1) That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
- 2) That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
- 3) That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
- 4) That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school

district to comply with the requirements of FERPA and the rules promulgated thereunder;

- 5) The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
- 6) That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

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

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

C. Notification to Parents or Eligible Students Who are Disabled

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

XX. DESTRUCTION AND RETENTION OF RECORDS

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

XXI. COPIES OF POLICY

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32, Subd. 5 (Directory Information)
Minn. Stat. § 13.393 (Attorneys)
Minn. Stat. Ch. 14 (Administrative Procedures Act)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
Minn. Stat. § 121A.75 (Receipt of Records; Sharing)
Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
Minn. Stat. Ch. 256B (Medical Assistance for Needy Persons)
Minn. Stat. Ch. 256L (MinnesotaCare)
Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 363A.42 (Public Records; Accessibility)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
18 U.S.C. § 2331 (Definitions)
18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)

20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)
20 U.S.C. § 7908 (Armed Forces Recruiting Information)
20 U.S.C. § 7917 (Transfer of School Disciplinary Records)
25 U.S.C. § 5304 (Definitions – Tribal Organization)
26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
42 U.S.C. § 1711 *et seq.* (Child Nutrition Act)
42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)
34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273 309 (2002)
Dept. of Admin. Advisory Op. No. 21-008 (December 8, 2021)

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



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. 20202-8520

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 701 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; 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, electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiters only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request. 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



INTERNET ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

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

IV. USE OF SYSTEM IS A PRIVILEGE

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

V. UNACCEPTABLE USES

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

- 1) Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. Pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;

- b. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. Information or materials that could cause damage or danger of disruption to the educational process;
 - e. Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
- 2) Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 - 3) Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
 - 4) Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
 - 5) Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
 - 6) Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
 - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - i. such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - ii. such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515

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

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as “Facebook,” “Twitter,” “Instagram,” “Snapchat,” “TikTok,” “Reddit,” and similar websites or application.
 - 7) Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 - 8) Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 - 9) Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 - 10) Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district’s Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee’s immediate supervisor and/or the building

administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1) Obscene;
 - 2) Child pornography; or
 - 3) Harmful to minors;
- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
 - 1) Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2) Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3) Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.
- F. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

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

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have any reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents may have the right at any time to investigate or review the contents of their child’s files and e-mail files in accordance with the school district’s Protection and

Privacy of Pupil Records Policy. Parents have the right to request the termination of their child's individual account at any time.

- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure, or discovery under Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

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

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of district technologies is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or missed deliveries or non-deliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1) Notification that Internet use is subject to compliance with school district policies.
 - 2) Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives, or servers.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
 - 3) A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 - 4) Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any

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

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 - 1) A copy of the user notification form provided to the student user.
 - 2) A description of parent/guardian responsibilities.
 - 3) A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 - 4) A statement that the Technology Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
 - 5) A statement that the school district's acceptable use policy is available for parental review.

XIII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS

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

educational data.

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

XIV. SCHOOL-ISSUED DEVICES

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

XV. CELL PHONE USE

- A. Students are prohibited from using cell phones and other electronic communication devices during the instructional day, unless specified in the Student Handbook. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct.
- B. If the school district has a reasonable suspicion that a student has violated a school policy, rule, or law by use of a cell phone or other electronic communication device, the school district may request to search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.
- C. Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

XVI. MULTI-FACTOR AUTHENTICATION FOR STAFF

- A. Multi-Factor Authentication (MFA) is a process that requires that the person attempting to access a computer resource provide a one-time code, or positive approval of the login using an out-of-band verification device such as a cellular telephone, mobile telephone application, or physical token. MFA is used by Big Lake School District as a supplement to strong passwords to authenticate users and authorize their access to resources such as Email, Storage Servers, and the campus Virtual Private Network (VPN) connection. MFA protects against unauthorized access to Big Lake School District accounts and is necessary for appropriate information security measures.
- B. It is the responsibility of the Big Lake School District account holder to make appropriate provisions to receive MFA confirmation codes via SMS text message, installation of required software, or using methods deemed appropriate by the Technology Department to ensure verification. If provisions are not made to comply with the Big Lake School District Technology Acceptable Use- Staff policy, the user will not be able to access protected resources until these provisions are made

XVII. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

XVIII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.

- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 Minn. Stat. § 13.32 (Educational Data)
 15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)
 17 U.S.C. § 101 *et seq.* (Copyrights)
 20 U.S.C. § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)
 47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))
 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
 Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
 Minn. Stat. § 125B.15 (Internet Access for Students)
 Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Sagehorn v. Indep. Sch. Dist. No. 728, 122 F.Supp.2d 842 (D. Minn. 2015)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff’d* on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee’s Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
 MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
 MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
 MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
 MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
 MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Grievance Procedures and Process)
 MSBA/MASA Model Policy 603 (Curriculum Development)
 MSBA/MASA Model Policy 604 (Instructional Curriculum)
 MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
 MSBA/MASA Model Policy 806 (Crisis Management Policy)
 MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)



INSTRUCTIONAL CURRICULUM

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. Instruction must be provided in at least the following subject areas:
 - 1) Basic communication skills including reading and writing, literature, and fine arts;
 - 2) mathematics and science;
 - 3) social studies, including history, geography, economics, government, and citizenship that include civics;
 - 4) health and physical education;
 - 5) The arts;
 - 6) Career and technical education; and
 - 7) World languages.
- B. The basic instructional program shall include all courses required for each grade level by the Minnesota Department of Education (MDE) and courses required in all elective subject areas. The instructional approach will be nonsexist and multicultural.
- C. Public elementary and middle schools must offer at least three, and require at least two, of the following four art areas: dance, music, theater, and visual arts. High schools shall offer at least three, and require at least one, of the following five arts areas: media arts, dance, music, theater, and visual arts.
- D. The school district must establish and regularly review its own standards for career and technical education (CTE) programs. Standards must align with CTE frameworks developed by the Department of Education, standards developed by national CTE organizations, or recognized industry standards.
- E. The school board, at its discretion, may offer additional courses in the instructional program at any grade level.
- F. Each instructional program shall be planned for optimal benefit taking into consideration the financial condition of the school district and other relevant factors. Each program plan should contain goals and objectives, materials, minimum student competency levels, and methods for student evaluation.
- G. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to instructional curriculum.
- H. The school district may not discriminate against or discipline a teacher or principal on the basis of incorporating into curriculum contributions of persons in a federally protected class or state protected class when the included contribution is in alignment with standards and benchmarks adopted under Minnesota Statutes, sections 120B.021 and 120B.023.

III. REQUIRED ACADEMIC STANDARDS

- A. The following subject areas are required for statewide accountability:
 - 1. language arts;
 - 2. mathematics, encompassing algebra II, integrated mathematics III, or an equivalent in high school, and to be prepared for the three credits of mathematics in grades 9 through 12, the grade 8 standards include the completion of algebra;
 - 3. science, including earth and space science, life science, and the physical sciences, including chemistry or physics;
 - 4. social studies, including history, geography, economics, and government and citizenship that includes civics;
 - 5. physical education;
 - 6. health, for which locally developed academic standards apply; and
 - 7. the arts.
- B. Elementary and middle schools must offer at least three and require at least two of the following five arts areas: dance, media arts, music, theater, and visual arts. High schools must offer at least three and require at least one of the following five arts areas: media arts, dance, music, theater, and visual arts.

IV. PARENTAL CURRICULUM REVIEW

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

V. CPR AND AED INSTRUCTION

- The school district will provide onetime cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED) instruction as part of its grade 7 to 12 curriculum
- A. In the school district's discretion, training and instruction may result in CPR certification.
 - B. CPR and AED instruction must include CPR and AED training that have been developed:
 - 1) by the American Heart Association or the American Red Cross and incorporate psychomotor skills to support the instruction; or
 - 2) using nationally recognized, evidence-based guidelines for CPR and incorporate psychomotor skills to support the instruction. "Psychomotor skills" means hands-on practice to support cognitive learning; it does not mean cognitive-only instruction and training.
 - C. The school district may use community members such as emergency medical technicians, paramedics, police officers, firefighters, and representatives of

the Minnesota Resuscitation Consortium, the American Heart Association, or the American Red Cross, among others, to provide instruction and training.

- D. A school administrator may waive this curriculum requirement for a high school transfer student regardless of whether or not the student previously received instruction under this section, an enrolled student absent on the day the instruction occurred under this section, or an eligible student who has a disability.

VI. COLLEGE AND CAREER PLANNING

- A. The school district shall assist all students by no later than grade 9 to explore their educational college and career interests, aptitudes, and aspirations and develop a plan for a smooth and successful transition to postsecondary education or employment. All students' plans must:
- 1) provide a comprehensive plan to prepare for and complete career and college-ready curriculum by meeting state and local academic standards and developing career and employment-related skills such as teamwork, collaboration, creativity, communication, critical thinking, and good work habits;
 - 2) emphasize academic rigor and high expectations and inform the student and the student's parent or guardian, if the student is a minor, of the student's achievement level score on the Minnesota Comprehensive Assessments that are administered during high school;
 - 3) help students identify interests, aptitudes, aspirations, and personal learning styles that may affect their career and college-ready goals and postsecondary education and employment choices;
 - 4) set appropriate career and college-ready goals with timelines that identify effective means for achieving those goals;
 - 5) help students access education and career options;
 - 6) integrate strong academic content into career-focused courses and applied and experiential learning opportunities and integrate relevant career-focused courses and applied and experiential learning opportunities into strong academic content;
 - 7) help identify and access appropriate counseling and other supports and assistance that enable students to complete required coursework, prepare for postsecondary education and careers, and obtain information about postsecondary education costs and eligibility for financial aid and scholarship;
 - 8) help identify collaborative partnerships among pre-kindergarten through grade 12 schools, postsecondary institutions, economic development agencies, and local and regional employers that support students' transitions to postsecondary education and employment and provide students with applied and experiential learning opportunities; and
 - 9) be reviewed and revised at least annually by the student, the student's parent or guardian, and the school district to ensure that the student's course-taking schedule keeps the student making adequate progress to meet state and local academic standards and high school graduation requirements and with a reasonable chance to succeed with employment or postsecondary education without the need to first complete remedial course work.
- B. The school district may develop grade-level curricula or provide instruction that introduces students to various careers, but must not require any

- curriculum, instruction, or employment-related activity that obligates an elementary or secondary student to involuntarily select or pursue a career, career interest, employment goals, or related job training.
- C. Educators must possess the knowledge and skills to effectively teach all English learners in their classrooms. School districts must provide appropriate curriculum, targeted materials, professional development opportunities for educators, and sufficient resources to enable English learners to become career and college ready.
 - D. When assisting students in developing a plan for a smooth and successful transition to postsecondary education and employment, school districts must recognize the unique possibilities of each student and ensure that the contents of each student’s plan reflect the student’s unique talents, skills, and abilities as the student grows, develops, and learns.
 - E. If a student with a disability has an Individualized Education Program (IEP) or standardized written plan that meets the plan components herein, the IEP satisfies the requirement, and no additional transition plan is needed.
 - F. Students who do not meet or exceed the Minnesota Academic Standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of the compulsory attendance law. A student’s plan under this provision shall continue while a student is enrolled.

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120B.10 (Curriculum)
Minn. Stat. § 120B.125 (Planning for Students’ Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
Minn. Stat. § 120B.20 (Parental Curriculum Review)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.022 (Elective Standards)
Minn. Stat. § 120B.023 (Benchmarks Implement, Supplement Statewide Academic Standards)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 120B.236 (Cardiopulmonary Resuscitation and Automatic External Defibrillator Instruction))

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

SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

I. PURPOSE

The purpose of this policy is to outline strategies used to promote higher academic achievement for all students and ensures broad-based community participation in decisions regarding implementation of the Minnesota K-12 Academic Standards and federal law.

II. GENERAL STATEMENT OF POLICY

Implementation of the Minnesota K-12 Academic Standards, Minnesota State, and federal law requires accountability for the school district. The school district adheres to the graduation requirements of the Minnesota K-12 Academic Standards. The school district has established a system to review and improve instruction, curriculum, and assessment, which will include substantial input by students, parents or guardians, and local community members. The school district will be accountable to the public and the state through annual reporting.

III. DEFINITIONS

- A. "Credit" means a student's successful completion of an academic year of study or a student's mastery of the applicable subject matter, as determined by the school district.
- B. "World's best workforce" means striving to: meet school readiness goals; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

A. School District Goals

- 1) The school board has established school district-wide goals that provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota K-12 Academic Standards and federal law. The broad goals shall be reviewed annually and approved by the school board. The school board shall adopt annual goals based on the recommendations of the school district's Advisory Committee.
- 2) The District Advisory Committee outlined in Policy 603 (Curriculum Development) is established by the school board to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.
- 3) The school district-wide improvement goals should address recommendations identified through the District Advisory Committee process. The school district's goal setting process will include consideration of individual site goals. School district goals may also be developed through an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.

B. System for Reviewing All Instruction and Curriculum.

Incorporated in the process will be analysis of the school district's progress toward implementation of the Minnesota Academic Standards. Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices,

student outcomes, principal evaluations under Minnesota Statutes section 123B.147, and teacher evaluations under Minnesota Statutes section 122A.40 or 122A.41.

The superintendent shall direct the assistant superintendent of teaching and learning to lead an annual program review for all grade levels and courses. Teachers shall be provided a process and the procedures, as well as any required training, to complete the review process prior to, during, and after the school year, as many curricular reviews to align with newly established Minnesota Academic Standards require additional time.

The district will follow the prescribed timeline for curriculum development and implementation outlined by the Minnesota Department of Education.

The timelines and procedures for district curricular development, implementation, and review will be posted on the district website and shared annually at district curriculum advisory committee and School Board meetings.

C. Implementation of Graduation Requirements

- 1) The District Advisory Committee shall also advise the school board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations of the District Advisory Committee shall be published annually to the community. The school board shall receive public input and comment and shall adopt or update this policy at least annually.
- 2) The school board shall annually review and determine if student achievement levels at each school site meet federal expectations. If the school board determines that student achievement levels at a school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, the District Advisory Committee shall work with the school site to adopt a plan to raise student achievement levels to meet federal expectations. The District Advisory Committee may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (Commissioner) in developing a plan which must include parental involvement components
- 3) The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of current achievement that show growth relative to an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments. The school board will utilize models developed by the Commissioner for measuring individual student progress. The school board must coordinate with MDE in evaluating school sites and continuous improvement plans, consistent with best practices.

D. Comprehensive Continuous Improvement of Student Achievement

- 1) By May of each year, the District Advisory Committee will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process
- 2) The District Advisory Committee, working in cooperation with other committees of the school district [*such as the Technology, Educational Effectiveness, Grade Level, Site Instruction, Curriculum and Assessment Committees, etc.*], will provide active community participation in

- a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota K-12 Academic Standards
 - b. Reviewing annual instruction and curriculum improvement goals for recommendation to the school board;
 - c. Reviewing recommendations regarding the evaluation process that will be used to measure school district progress toward its goals; and
 - d. Advising the school board about development of the annual budget
- 3) The District Advisory Committee shall meet the following criteria:
- a. The District Advisory Committee shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards
 - b. The District Advisory Committee shall make recommendations to the school board on school district-wide standards, assessments, and program evaluation
 - c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan
 - d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the District Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board
- 4) Translation services should be provided to the extent appropriate and practicable
- 5) The District Advisory Committee shall meet the following timeline each year:
- September: Organizational meeting of the Committee to review the authorizing legislation and the roles and responsibilities of the Committee as determined by the school board
 - Oct-Dec: Agree on the process to be used. Become familiar with the instruction and curriculum of the cycle content area
 - April-May: Review evaluation results and prepare recommendations
 - May: Present recommendations to the school board for its input and approval.
- E. Evaluation of Student Progress Committee
- A committee of professional staff shall develop a plan for assessment of student progress, the Graduation Standards, as well as program evaluation data for use by the District Advisory Committee to review instruction and curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. This plan shall annually be approved by the school board.
- F. Reporting
- 1) Consistent with Minnesota Statutes section 120B.36, subdivision 1, the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to

the world's best workforce. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its published reports and in its summary report to the Commissioner

- 2) The school performance report for a school site and a school district must include performance reporting information and calculate proficiency rates as required by the most recently reauthorized Elementary and Secondary Education Act.
- 3) The school district must annually report the district's class size ratios by each grade to the commissioner of education in the form and manner specified by the commissioner.
- 4) The school district must report whether programs funded with compensatory revenue are consistent with best practices demonstrated to improve student achievement.

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)
Minn. Stat. § 120B.35 (Student Academic Achievement and Growth)
Minn. Stat. § 120B.36 (School Accountability)
Minn. Stat. § 122A.40 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.04 (Site Decision Making; Individualized Learning Agreement; Other Agreements)
Minn. Stat. § 123B.147 (Principals)
Minn. Stat. § 126C.12 (Learning and Development Revenue Amount and Use)
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 3501.0820 (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 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 617 (School District Ensurance of Preparatory and High School Standards)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 619 (Staff Development for Standards)
MSBA/MASA Model Policy 620 (Credit for Learning)