



**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, January 25, 2024  
6:30 PM  
Middle School Student Center  
601 Minnesota Ave  
Big Lake, MN 55309**

<b>I. Call to Order</b>	
Chair, Tonya Reasoner	
<b>II. Roll Call</b>	
Chair, Tonya Reasoner	
<b>III. Approve Agenda</b>	
Chair, Tonya Reasoner	
<b>IV. Pledge of Allegiance</b>	
Chair, Tonya Reasoner	
<b>V. School Board Student Representative Report</b>	
Student Representative, Grace John	
<b>VI. Open Forum</b>	<b>3</b>
Chair, Tonya Reasoner	
<b>VII. Consent Agenda</b>	
Chair, Tonya Reasoner	
<b>A. Previous Minutes</b>	<b>4</b>
Minutes from the December 14, 2023 Truth in Taxation Hearing, the December 14, 2023 Regular Board Meeting, the January 10, 2024 Organizational Meeting, and the January 10, 2024 Work Session	
<b>B. Claims and Accounts</b>	<b>12</b>
Claims and Accounts for the month of January	
<b>C. Credit Card Report</b>	<b>33</b>
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<b>E. Final Reading and Approval of Policies</b>	<b>39</b>
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<b>F. MOU: Alternative Teacher Professional Pay System</b>	<b>82</b>
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<b>VIII. Donations</b>	<b>91</b>
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Superintendent, Tim Truebenbach and Director of Business Services, Angie Manuel	
<b>X. Lacrosse Uniform and Mascot Approval</b>	<b>95</b>
Activities Director, Jared Matson	
<b>XI. PCN Grant Update</b>	
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<b>XII. Financial Report</b>	<b>96</b>
Director of Business Services, Angie Manuel	
December report will be presented.	1
<b>XIII. Bid Presentation and Acceptance for Liberty Elementary Media Center Renovations Project</b>	<b>114</b>

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<b>XV. MTSS Presentation</b>	<b>130</b>
Assistant Superintendent of Teaching and Learning, Minda Anderson	
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508 Extended School Year for Certain Students with Individualized Education Programs, 509 Enrollment of Nonresident Students, 518 DNR-DNI Orders, 523 Policies Incorporated by Reference, 601 School District Curriculum and Instruction Goals, 603 Curriculum Development, 621 Literacy and the Read Act	
REMOVE: 631 Student Learning Program and Services	
<b>XVII. School Board Representative Updates</b>	
<b>XVIII. Superintendent Report</b>	
Superintendent, Tim Truebenbach	
A. Cabinet Department Update	
<b>XIX. Adjournment</b>	
Chair, Tonya Reasoner	

**Strategic Plan Focus Areas**

Student Support

Staff Support

Family & Community Engagement



# OPEN FORUM

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

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

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

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

INDEPENDENT SCHOOL DISTRICT 727  
BIG LAKE, MINNESOTA  
SHERBURNE COUNTY

Minutes of the Truth in Taxation Hearing  
December 14, 2023  
6:01 PM

I. CALL TO ORDER

The Truth in Taxation Hearing of the Board of Education of Independent School District No. 727, Big Lake Schools was called to order on December 14, 2023 at 6:01 PM in the Middle School Student Center by Acting Chair, Treasurer Sixberry.

II. ROLL CALL

The following Board members were present: Ms. Amber Sixberry, Ms. Ashley Schabilion, Mr. Derek Nelson, and Ms. Lenette Brown. Absent: Mr. Tony Scales and Ms. Tonya Reasoner.

III. TRUTH IN TAXATION HEARING

Director of Business Services, Angie Manuel, presented the Truth in Taxation Hearing for taxes payable in 2024 and asked if there were any questions from the public.

IV. ADJOURNMENT

A motion was made by Schabilion seconded by Nelson to adjourn the hearing. The hearing was adjourned at 6:26 PM.

The motion carried 4-0.

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Clerk, Lenette Brown  
Approved January 25, 2024

INDEPENDENT SCHOOL DISTRICT 727  
BIG LAKE, MINNESOTA  
SHERBURNE COUNTY

Minutes of the Regular Meeting  
December 14, 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 December 14, 2023 at 6:30 PM in the Middle School Student Center by Acting Chair, Treasurer Sixberry.

II. ROLL CALL

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

III. APPROVE AGENDA

A motion was made by Nelson seconded by Brown to approve the agenda.

The motion carried 4-0.

IV. PLEDGE OF ALLEGIANCE

Treasurer Sixberry and the Board led the Pledge of Allegiance.

V. OPEN FORUM

No participants

VI. CONSENT AGENDA

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

- A. PREVIOUS MINUTES from the November 16, 2023 regular meeting
- B. CLAIMS AND ACCOUNTS for the month of December in the amount of \$1,074,654.96 checks 104435-104590
- C. CREDIT CARD REPORT
- D. PERSONNEL

December 2023 Personnel				
Employee (Last, First Name)	Position	Building	Effective Date	Action Type
Siddell, Ryan	Auditorium Manager	District Wide	12/01/2023	New Hire
Lauderbaugh, Cayla	Assistant Coach Robotics	High School	11/20/2023	New Hire
Lindman, Cherie	SPED Paraeducator	Independence	12/18/2023	New Hire
Lohse, Alexandra	School Monitor	Liberty	12/19/2023	Resignation
Domka, Timothy	Maintenance Supervisor	Middle School	12/22/2023	Resignation
Nielsen, Belinda	Social Worker	MS/HS	01/02/2024	New Hire
Willert, Kendra	School Monitor	Liberty	12/20/2023	New Hire
Gunderson, Luther	Long-term Substitute	High School	12/18/2023	Transfer
Johnson, Sheridan	Assistant Coach Boys Basketball	High School	11/20/2023	New Hire

E. MEMORANDUM OF UNDERSTANDING:

Modification to Section 8.2 for 23-25

F. APROVAL OF ONE READ POLICY

413 Harassment and Violence

The motion carried 4-0.

VII. DONATIONS

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

Donor	Item	Designated Purpose (if any)
Stephanie Mericle	Winter gear and personal care items valued at \$82.00	Students in need
Emily Bauman	Winter gear and personal care items valued at \$92.00	Students in need
Riverside Church	Walmart gift cards valued at \$6,000	Families in need for the holidays
Big Lake Boys Fast Break Club	\$3,105.00	Extra coach salary
Big Lake Quarter Back Club	\$1,058.00	Extra coach salary
Mathison Motors	Winter gear valued at \$800.00	Students in need at Independence
Big Lake Releve Club-Dance Team	\$1,155.00	Charter bus to Stewartville
Big Lake Youth Athletic Association	\$160.00	Wrestling scales calibration
Mathison Motors	Winter gear valued at \$500.00	Students in need at Liberty

The motion carried 4-0.

VIII. PUBLIC COMMENT AND RESOLUTION AUTHORIZING RENEWAL OF EXPIRING REFERENDUM REVENUE

Superintendent Truebenbach explained that since two board members were absent, this agenda item will be moved to the January regular board meeting.

IX. LACROSSE COOP UPDATE

Activities Director, Jared Matson, and Brad Weber, updated the board on the Lacrosse Coop with Princeton.

X. APPROVE LIBERTY PARKING LOT CONCEPT DESIGN

A motion was made by Schabilion seconded by Brown to approve the Liberty parking lot concept design as presented.

The motion carried 4-0.

XI. FINANCIAL REPORT

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

The motion carried 4-0.

XII. APPROVE PAY 2024 PROPERTY TAX LEVY CERTIFICATION

Direct of Business Services, Angie Manuel, asked the board to approve the Pay 2024 Property Tax Levy Certification of \$13,514,727.00. A motion was made by Sixberry seconded by Nelson to approve the 2024 Levy Certification as presented.

The motion carried 4-0.

XIII. FIRST READING OF POLICIES

508 Extended School Year for Certain Students with Individualized Education Programs, 509 Enrollment of Nonresident Students, 518 DNR-DNI Orders, 523 Policies Incorporated by Reference, 601 School District Curriculum and Instruction Goals, 603 Curriculum Development, 621 Literacy and the Read Act, REMOVE: 631 Student Learning Program and Services

XIV. SECOND READING OF POLICIES

506 Student Discipline, 709 Student Transportation Safety Policy, 806 Crisis Management, 807 Health and Safety

XV. ESTABLISH COMBINED POLLING PLACES RESOLUTION

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

**RESOLUTION ESTABLISHING COMBINED POLLING PLACES FOR MULTIPLE PRECINCTS AND DESIGNATING HOURS DURING WHICH THE POLLING PLACES WILL REMAIN OPEN FOR VOTING FOR SCHOOL DISTRICT ELECTIONS NOT HELD ON THE DAY OF A STATEWIDE ELECTION**

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

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.

2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school district elections not held on the day of a statewide election. Each combined polling place must be a polling place that has been designated for use as a polling place by a county or municipality. The following combined polling places are established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election in the calendar year following the adoption of this resolution:

Combined Polling Place: Saron Lutheran Church, 311 Lake St S, Big Lake, MN 55309

This combined polling place serves all territory in Independent School District No.727, located in Becker Township; Orrock Township; Big Lake Township P2, P3, P4 and the City of Big Lake P1, P2, and P3, Sherburne County, Minnesota.

3. Pursuant to Minnesota Statutes, Section 205A.09, the polling places will remain open for voting for school district elections not held on the same day as a statewide election between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

4. The clerk is directed to file a certified copy of this resolution with the county auditors of each of the counties in which the school district is located, in whole or in part, within thirty (30) days after its adoption.

5. As required by Minnesota Statutes, Section 204B.16, Subdivision 1a, the clerk is hereby authorized and directed to give written notice of new polling place locations to each affected household with at least one registered voter in the school district whose school district polling place location has been changed. The notice must be a nonforwardable notice mailed at least twenty-five (25) days before the date of the first election to which it will apply. A notice that is returned as undeliverable must be forwarded immediately to the appropriate county auditor, who shall change the registrant's status to "challenged" in the statewide registration system.

After a roll call vote, the motion carried 4-0.

XVI. SCHOOL BOARD COMMITTEE/REPRESENTATIVE UPDATES

- a. Finance-reviewed new enrollment projection software and levy
- b. Policy-continued to review policies
- c. Buildings and Grounds-update on future projects
- d. School Board Representatives-Sixberry updated on Wright Tech, Schabilion updated on SEE

XVII. SCHOOL BOARD STUDENT REPRESENTATIVE REPORT

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

XVIII. SUPERINTENDENT REPORT

Superintendent Truebenbach gave his monthly report to the board.

XIX. ADJOURNMENT

A motion was made by Nelson seconded by Brown to adjourn the meeting. The meeting was adjourned at 7:36 PM.

The motion carried 4-0.

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Clerk, Lenette Brown  
Approved January 25, 2024

INDEPENDENT SCHOOL DISTRICT 727  
BIG LAKE, MINNESOTA  
SHERBURNE COUNTY

Minutes of the Organizational Meeting  
January 10, 2024  
5:30 PM

I. CALL TO ORDER

The Organizational Meeting of the Board of Education of Independent School District No. 727, Big Lake Public Schools was called to order on January 10, 2024, at 5:31 PM, in the Middle School Student Center by Chair Reasoner.

II. ROLL CALL

The following Board members were present: Mr. Tony Scales, Ms. Tonya Reasoner, Ms. Amber Sixberry, Ms. Ashley Schabilion, Mr. Derek Nelson—arriving at 5:50 PM, and Ms. Lenette Brown.

III. APPROVE AGENDA

A motion was made by Brown 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. ORGANIZATION FOR 2024

A. Chair

A motion was made by Sixberry seconded by Brown to nominate Reasoner for Chair. No other nominations. The motion passed 5-0.

B. Clerk

A motion was made by Reasoner seconded by Scales to nominate Brown for Clerk. No other nominations. The motion passed 5-0.

C. Treasurer

A motion was made by Brown seconded by Schabilion to nominate Sixberry for Treasurer. No other nominations. The motion passed 5-0.

VI. BOARD MEETING SCHEDULE

Reviewed the meeting schedule for 2024 regular meetings and work sessions. A motion was made by Scales seconded by Brown to approve the meeting dates as presented, Schabilion mentioned adding a statement that if a meeting is cancelled due to inclement weather, the meeting would be held the following Tuesday; Scales amended his motion to include the statement, Brown seconded the amended motion.

The motion passed 5-0.

VII. DESIGNATION OF OFFICIAL NEWSPAPER

A motion was made by Schabilion seconded by Reasoner to designate the Patriot as the official newspaper.

The motion carried 5-0.

VIII. DESIGNATION OF DEPOSITORY FOR SCHOOL FUNDS

A motion was made by Sixberry seconded by Scales to designate Old National Bank and any other as determined as depository of school funds.

The motion carried 5-0.

IX. COMPENSATION FOR SCHOOL BOARD MEMBERS

A motion was made by Brown seconded by Reasoner for Board members compensation to remain at \$75.00 for regular/special meetings and committees and \$110.00 for meetings exceeding four hours. Yearly stipend for Board Chair will remain at \$700.00 and \$500.00 for Treasurer.

The motion carried 5-0.

- X. APPROVE USE OF FACSIMILE SIGNATURE STAMP FOR BOARD MEMBERS SIGNING CHECKS  
A motion was made by Sixberry seconded by Brown to approve the 2024 facsimile signature stamps for Chair, Treasurer, and Clerk.  
The motion carried 5-0.
- XI. ELECTRONIC FUNDS TRANSFER  
A motion was made by Sixberry seconded by Schabilion to approve the Director of Business Services, Accountant, Human Resources Coordinator, Payroll Specialist, and Superintendent to make electronic fund transfers on behalf of Big Lake Schools.  
The motion carried 5-0.
- XII. LEGAL COUNSEL  
A motion was made by Reasoner seconded by Brown to approve the legal counsel of Ratwik, Roszak & Maloney on an as needed basis by the Superintendent or Board’s discretion.  
The motion carried 5-0.
- XIII. SET MILEAGE REIMBURSEMENT RATE  
A motion was made by Sixberry seconded by Brown to approve the IRS mileage reimbursement rate of 67 cents per mile for 2024.  
The motion carried 5-0.
- XIV. COMMITTEE AND REPRESENTATIVE ASSIGNMENTS  
Reviewed and updated board committee and representative assignments for 2024. A motion was made by Reasoner seconded by Scales to approve the Board committee and Board representative assignments.  
The motion carried 6-0.
- XV. MEMBERSHIPS IN ORGANIZATIONS  
A motion was made by Sixberry seconded by Schabilion to approve the following memberships for 2024:
  - A. Minnesota School Boards Association
  - B. Schools for Equity in Education
  - C. Central Minnesota Education Research and Development Council
  - D. Minnesota State High School League
  - E. Resource Training and SolutionsThe motion carried 6-0.
- XVI. REVIEWED POLICIES 206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS AND 209 CODE OF ETHICS  
The board reviewed both policies.
- XVII. ADJOURNMENT  
A motion was made by Scales seconded by Schabilion to adjourn the meeting. The meeting was adjourned at 6:00 PM  
The motion carried 6-0.

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Clerk, Lenette Brown  
Approved January 25, 2024

INDEPENDENT SCHOOL DISTRICT 727  
BIG LAKE, MINNESOTA  
SHERBURNE COUNTY

Minutes of the Work Session  
January 10, 2024  
6:00 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 January 10, 2024 at 6:05 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, and Mr. Derek Nelson.

III. SURVEY RESULTS

Peter Leatherman reviewed the survey results.

IV. CALENDAR DISCUSSION

Discussed the 2024-2025 and 2025-2026 calendars.

V. ADJOURNMENT

A motion was made by Reasoner seconded by Scales to adjourn the meeting. The meeting was adjourned at 8:04 PM.

The motion carried 6-0.

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Clerk, Lenette Brown  
Approved January 25, 2024

# Big Lake Public Schools, ISD #727

## Payment Reg by Check-No Voids

Payment Date Range: 07/01/2023 - 01/31/2024

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	104592	CH	1	12159	ARVIG	12/22/2023	\$133.22	156547	E 01 005 630 000 000 305	HOT SPOTS 12/06/23-01/05/24	
							<b>Check Total:</b>	<b>\$133.22</b>			
001	104593	CH	1	03071	BRAINERD HIGH SCHOOL	12/22/2023	\$300.00	156548	E 11 300 296 122 000 369	GYMNASTICS INVITE 12/16/23	
							<b>Check Total:</b>	<b>\$300.00</b>			
001	104594	CH	1	10622	DAHL, DENIS	12/22/2023	\$125.00	156549	E 11 300 296 112 000 305	JV/V GIRLS BASKETBALL OFFICIAL VS C	
							<b>Check Total:</b>	<b>\$125.00</b>			
001	104595	CH	1	04005	FOLEY HIGH SCHOOL	12/22/2023	\$50.00	156550	E 11 300 292 129 000 369	KNOWLEDGE BOWL INVITE 01/06/2024	
001	104595	CH	1	04005	FOLEY HIGH SCHOOL	12/22/2023	\$75.00	156551	E 11 201 294 115 000 369	WRESTLING INVITE 12/08/23	
							<b>Check Total:</b>	<b>\$125.00</b>			
001	104596	CH	1	12222	HALLBERG ENGINEERING	12/22/2023	\$3,055.00	156552	E 15 100 867 000 363 305	INDY FIRE ALARM REPLACEMENT	
001	104596	CH	1	12222	HALLBERG ENGINEERING	12/22/2023	\$9,676.40	156554	E 01 201 810 359 000 305	MS SOUND SYSTEMS	
001	104596	CH	1	12222	HALLBERG ENGINEERING	12/22/2023	(\$9,676.40)	156554	E 01 201 810 359 000 305	MS SOUND SYSTEMS	
001	104596	CH	1	12222	HALLBERG ENGINEERING	12/22/2023	\$2,784.08	156554	E 01 201 810 359 000 305		
001	104596	CH	1	12222	HALLBERG ENGINEERING	12/22/2023	\$6,892.32	156554	E 01 201 810 000 000 305		
							<b>Check Total:</b>	<b>\$12,731.40</b>			
001	104597	CH	1	08952	HOUGHTON MIFFLIN HARCOART PUBL	12/22/2023	\$299.50	156553	E 12 300 408 000 740 433	Read 180 Workbooks	
001	104597	CH	1	08952	HOUGHTON MIFFLIN HARCOART PUBL	12/22/2023	\$47.92	156553	E 12 300 408 000 740 433	Shipping	
							<b>Check Total:</b>	<b>\$347.42</b>			
001	104598	CH	1	03975	HOWARD LAKE/WAVERL ISD #2687	12/22/2023	\$220.00	156555	E 11 201 294 115 000 369	WRESTLING INVITE 01/20/2024	
							<b>Check Total:</b>	<b>\$220.00</b>			
001	104599	CH	1	06283	JEAN, BRUCE	12/22/2023	\$125.00	156556	E 11 300 294 112 000 305	JV/V BOYS BASKETBALL OFFICIAL VS N	
							<b>Check Total:</b>	<b>\$125.00</b>			
001	104600	CH	1	09253	MAPLE GROVE HIGH SCHOOL	12/22/2023	\$300.00	156558	E 11 300 294 115 000 369	WRESTLING INVITE 12/09/2023	
							<b>Check Total:</b>	<b>\$300.00</b>			
001	104601	CH	1	10203	McCLAFLIN, JENNIFER	12/22/2023	\$68.00	156557	E 11 300 294 112 000 305	9TH BOYS BASKETBALL OFFICIAL VS N	
							<b>Check Total:</b>	<b>\$68.00</b>			
001	104602	CH	1	09376	MCLEAN, JON	12/22/2023	\$125.00	156564	E 11 300 294 112 000 305	JV/V BOYS BASKETBALL OFFICIAL VS N	
							<b>Check Total:</b>	<b>\$125.00</b>			
001	104603	CH	1	01944	MDE-MCIS ACCT: 621892	12/22/2023	\$415.00	156559	E 01 300 710 000 000 406	MCIS Academic Test Practice Package 1	
							<b>Check Total:</b>	<b>\$415.00</b>			
001	104604	CH	1	01134	MESPA	12/22/2023	\$450.00	156561	E 01 100 203 000 000 366	MESPA Institute 2024 Registration for Jona	
							<b>Check Total:</b>	<b>\$450.00</b>			

### Big Lake Public Schools, ISD #727

### Payment Reg by Check-No Voids

Payment Date Range: 07/01/2023 - 01/31/2024

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	104605	CH	1	13469	NATIONAL ASSOCIATION FOR MUSIC E	12/22/2023	\$147.00	156563	E 01 300 259 000 000 820	NAFME Membership #003080302	
							<b>Check Total:</b>	<b>\$147.00</b>			
001	104606	CH	1	05943	NORTH BRANCH HIGH SCHOOL	12/22/2023	\$25.00	156560	E 11 300 292 129 000 369	HOLIDAY KNOW-BOWL-ATION 12/12/2023	
							<b>Check Total:</b>	<b>\$25.00</b>			
001	104607	CH	1	10768	NORTHEAST SERVICE COOPERATIVE	12/22/2023	\$2,810.00	156562	E 01 300 211 228 000 390	MSC ONLINE FY24 FALL 2023	
001	104607	CH	1	10768	NORTHEAST SERVICE COOPERATIVE	12/22/2023	\$1,350.00	156562	E 01 300 211 228 320 305	MSC ONLINE FY24 FALL 2023	
							<b>Check Total:</b>	<b>\$4,160.00</b>			
001	104608	CH	1	7824	PIERZ SCHOOL DISTRICT	12/22/2023	\$200.00	156566	E 11 201 294 115 000 369	WRESTLING INVITE 12/16/2023	
							<b>Check Total:</b>	<b>\$200.00</b>			
001	104609	CH	1	13804	PINE RIVER/PEQUOT LAKES COOP	12/22/2023	\$350.00	156565	E 11 300 294 115 000 369	WRESTLING INVITE 12/15/2023	
							<b>Check Total:</b>	<b>\$350.00</b>			
001	104610	CH	1	05565	ROCORI HIGH SCHOOL	12/22/2023	\$200.00	156568	E 11 201 294 115 000 369	WRESTLING INVITE 01/06/2024	
							<b>Check Total:</b>	<b>\$200.00</b>			
001	104611	CH	1	01395	ROGERS HIGH SCHOOL	12/22/2023	\$350.00	156567	E 11 300 294 115 000 369	WRESTLING INVITE 12/28/2023	
							<b>Check Total:</b>	<b>\$350.00</b>			
001	104612	CH	1	12564	RUSSELL SECURITY RESOURCE, INC.	12/22/2023	\$185.00	156569	E 01 005 810 000 000 305	TURN LOCKS AROUND & REPAIR	
							<b>Check Total:</b>	<b>\$185.00</b>			
001	104613	CH	1	06654	SCHAFFER, KEVIN	12/22/2023	\$125.00	156573	E 11 300 296 112 000 305	JV/V GIRLS BASKETBALL OFFICIAL VS C	
							<b>Check Total:</b>	<b>\$125.00</b>			
001	104614	CH	1	08550	SCHERBER, DREW	12/22/2023	\$125.00	156570	E 11 300 294 112 000 305	JV/V BOYS BASKETBALL OFFICIAL VS N	
							<b>Check Total:</b>	<b>\$125.00</b>			
001	104615	CH	1	01187	SCHMITT MUSIC CENTERS	12/22/2023	\$57.90	156571	E 01 201 258 000 000 430	LEGERE Reed Bb Clarinet Signature	
							<b>Check Total:</b>	<b>\$57.90</b>			
001	104616	CH	1	13413	SKOCHENSKI, BRYAN	12/22/2023	\$125.00	156574	E 11 300 296 112 000 305	JV/V GIRLS BASKETBALL OFFICIAL VS C	
							<b>Check Total:</b>	<b>\$125.00</b>			
001	104617	CH	1	12375	SOUTHERN MINNESOTA INSPECTION I	12/22/2023	\$1,886.09	156575	E 05 005 865 000 347 305	Repairs to District Aerial Lifts as quoted	
							<b>Check Total:</b>	<b>\$1,886.09</b>			
001	104618	CH	1	13322	STYLE CATERING	12/22/2023	\$799.51	156572	E 01 300 790 000 699 490	COALITION RETREAT 12/14/2023	
							<b>Check Total:</b>	<b>\$799.51</b>			
001	104619	CH	1	13805	TARTAN SENIOR HIGH SCHOOL	12/22/2023	\$250.00	156576	E 11 201 294 115 000 369	WRESTLING INVITE 01/06/2024	
							<b>Check Total:</b>	<b>\$250.00</b>			
001	104620	CH	1	7724	TOEDTER, JOEL	12/22/2023	\$240.00	156577	E 11 300 294 115 000 305	V WRESTLING OFFICIAL VS CHISAGO L	
							<b>Check Total:</b>	<b>\$240.00</b>			

# Big Lake Public Schools, ISD #727

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	104621	CH	1	13726	VALDUS PERFORMANCE CLOTHING, L	12/22/2023	\$816.00	156579	E 11 300 294 115 000 434	Big Lake Hornets Singlets - Luther Team C	
001	104621	CH	1	13726	VALDUS PERFORMANCE CLOTHING, L	12/22/2023	\$25.00	156579	E 11 300 294 115 000 434	Shipping	
<b>Check Total:</b>							<b>\$841.00</b>				
001	104622	CH	1	09858	VETSCH, DAREK	12/22/2023	\$68.00	156578	E 11 300 294 112 000 305	9TH BOYS BASKETBALL OFFICIAL VS NI	
<b>Check Total:</b>							<b>\$68.00</b>				
001	104623	CH	1	13048	WELLNESS FOR LIVING LLC	12/22/2023	\$50.00	156581	E 04 500 565 090 321 305	COOLIE EX	
<b>Check Total:</b>							<b>\$50.00</b>				
001	104624	CH	1	08807	WRECK-LESS DRIVING ACADEMY	12/22/2023	\$1,875.00	156582	E 04 500 585 239 332 305	VIRTUAL CLASS 12/04-12/19	
<b>Check Total:</b>							<b>\$1,875.00</b>				
001	104625	CH	1	01165	XCEL ENERGY-NSP	12/22/2023	\$3,619.99	156580	E 01 110 810 000 000 330	LIBERTY GAS P 302291437 OCTOBER 20	
<b>Check Total:</b>							<b>\$3,619.99</b>				
001	104626	CH	1	01395	ZIMMERMAN HIGH SCHOOL	12/22/2023	\$25.00	156583	E 11 300 292 129 000 369	KNOWLEDGE BOWL INVITE 02/25/2023	
<b>Check Total:</b>							<b>\$25.00</b>				
001	104627	CH	1	01026	DICK BLICK	12/22/2023	\$75.30	156587	E 01 201 212 000 000 430	Prang Washable Marker Set 21267-2009	
001	104627	CH	1	01026	DICK BLICK	12/22/2023	\$78.80	156587	E 01 201 212 000 000 430	Storex Classroom Caddie 15906-1102	
001	104627	CH	1	01026	DICK BLICK	12/22/2023	\$13.46	156587	E 01 201 212 000 000 430	Prang Watercolor Refills - Square Package	
001	104627	CH	1	01026	DICK BLICK	12/22/2023	\$13.46	156587	E 01 201 212 000 000 430	Prang Watercolor Refills Square package o	
001	104627	CH	1	01026	DICK BLICK	12/22/2023	\$13.46	156587	E 01 201 212 000 000 430	Prang watercolor refills square package of	
001	104627	CH	1	01026	DICK BLICK	12/22/2023	\$13.46	156587	E 01 201 212 000 000 430	Prang watercolor refills square package of	
001	104627	CH	1	01026	DICK BLICK	12/22/2023	\$26.92	156587	E 01 201 212 000 000 430	Prang watercolor refills square package of	
001	104627	CH	1	01026	DICK BLICK	12/22/2023	\$26.92	156587	E 01 201 212 000 000 430	Prang watercolor refills square package of	
001	104627	CH	1	01026	DICK BLICK	12/22/2023	\$20.19	156587	E 01 201 212 000 000 430	Prang watercolor refills square package of	
001	104627	CH	1	01026	DICK BLICK	12/22/2023	\$68.80	156587	E 01 201 212 000 000 430	Prang watercolor pans square assorted set	
<b>Check Total:</b>							<b>\$350.77</b>				
001	104628	CH	1	05862	ALEXANDRIA AREA HIGH SCHOOL	12/22/2023	\$310.00	156620	E 11 300 296 124 000 369	2023 RUNESTONE CLASSIC VOLLEYBAL	
<b>Check Total:</b>							<b>\$310.00</b>				
001	104629	CH	1	05813	APPLE	12/22/2023	\$419.00	156618	E 12 300 416 000 372 466	10.9" iPad Wi-Fi 64GB Silver 10th Gen - SF	
<b>Check Total:</b>							<b>\$419.00</b>				
001	104630	CH	1	09369	BEEHLER, KEVIN	12/22/2023	\$150.00	156628	E 11 201 294 115 000 305	MS WRESTLING OFFICIAL	
<b>Check Total:</b>							<b>\$150.00</b>				
001	104631	CH	1	01644	BUFFALO SCHOOLS ISD #877	12/22/2023	\$50.00	156621	E 11 300 292 129 000 369	KNOWLEDGE BOWL JANUARY 13, 2024	
<b>Check Total:</b>							<b>\$50.00</b>				
001	104632	CH	1	03184	CENTERPOINT ENERGY	12/22/2023	\$273.14	156646	E 01 201 810 000 000 330	MS SCHOOL FIRM GAS NOVEMBER 202	

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001	104632	CH	1	03184	CENTERPOINT ENERGY	12/22/2023	\$2,599.68	156646	E 01 201 810 000 000 330	MS SCHOOL INT GAS NOVEMBER 2023
001	104632	CH	1	03184	CENTERPOINT ENERGY	12/22/2023	\$3,732.38	156646	E 01 100 810 000 000 330	INDY INT GAS NOVEMBER 2023
001	104632	CH	1	03184	CENTERPOINT ENERGY	12/22/2023	\$180.89	156646	E 01 300 810 000 000 330	HS FIRM GAS NOVEMBER 2023
001	104632	CH	1	03184	CENTERPOINT ENERGY	12/22/2023	\$7,680.08	156646	E 01 300 810 000 000 330	HS SCHOOL INT GAS NOVEMBER 2023
001	104632	CH	1	03184	CENTERPOINT ENERGY	12/22/2023	\$109.29	156646	E 01 100 810 000 000 330	INDY FIRM #2 GAS NOVEMBER 2023
001	104632	CH	1	03184	CENTERPOINT ENERGY	12/22/2023	\$402.29	156646	E 01 100 810 000 000 330	INDY FFIRM #1 GAS NOVEMBER 2023
<b>Check Total:</b>							<b>\$14,977.75</b>			
001	104633	CH	1	04511	DVS RENEWAL	12/22/2023	\$20.25	156647	E 01 005 810 000 000 305	REGISTRATION PLATE #950518
<b>Check Total:</b>							<b>\$20.25</b>			
001	104634	CH	1	04511	DVS RENEWAL	12/22/2023	\$20.25	156648	E 01 005 760 000 723 350	REGISTRATION PLATE #955963
<b>Check Total:</b>							<b>\$20.25</b>			
001	104635	CH	1	04511	DVS RENEWAL	12/22/2023	\$20.25	156649	E 01 005 760 000 723 350	REGISTRATION PLATE #976184
<b>Check Total:</b>							<b>\$20.25</b>			
001	104636	CH	1	04511	DVS RENEWAL	12/22/2023	\$20.25	156650	E 01 005 760 000 723 350	REGISTRATION PLATE #955965
<b>Check Total:</b>							<b>\$20.25</b>			
001	104637	CH	1	13543	GREFSHELM, ELIABETH	12/22/2023	\$300.00	156622	E 01 300 259 000 000 305	REHEARSAL & CONCERT 12/11/2023
<b>Check Total:</b>							<b>\$300.00</b>			
001	104638	CH	1	13254	IMAGINE LEARNING LLC	12/22/2023	\$21,800.00	156623	E 01 400 203 000 000 406	Elementary Single User (Content Only) per
<b>Check Total:</b>							<b>\$21,800.00</b>			
001	104639	CH	1	13213	LEXIA LEARNING SYSTEMS LLC	12/22/2023	\$499.00	156624	E 01 110 640 012 169 406	LETRS facilitator bundle volume 1
001	104639	CH	1	13213	LEXIA LEARNING SYSTEMS LLC	12/22/2023	\$499.00	156624	E 01 110 640 012 169 406	LETRS facilitator bundle volume 2
001	104639	CH	1	13213	LEXIA LEARNING SYSTEMS LLC	12/22/2023	\$6,400.00	156624	E 01 110 640 012 169 366	LETRS learning session
<b>Check Total:</b>							<b>\$7,398.00</b>			
001	104640	CH	1	13166	LRS OF MINNESOTA, LLC	12/22/2023	\$945.51	156645	E 01 300 810 000 000 333	HS WASTE SERVICES DECEMBER 2023
001	104640	CH	1	13166	LRS OF MINNESOTA, LLC	12/22/2023	\$807.80	156645	E 01 201 810 000 000 333	MS WASTE SERVICES DECEMBER 2023
001	104640	CH	1	13166	LRS OF MINNESOTA, LLC	12/22/2023	\$807.80	156645	E 01 100 810 000 000 333	INDY WASTE SERVICES DECEMBER 2023
001	104640	CH	1	13166	LRS OF MINNESOTA, LLC	12/22/2023	\$1,017.72	156645	E 01 110 810 000 000 333	LIBERTY WASTE SERVICES DECEMBER 2023
001	104640	CH	1	13166	LRS OF MINNESOTA, LLC	12/22/2023	\$140.99	156645	E 01 005 810 000 000 333	GROUNDS WASTE SERVICES DECEMBER 2023
001	104640	CH	1	13166	LRS OF MINNESOTA, LLC	12/22/2023	\$586.11	156645	E 01 300 810 000 000 333	ROLL OFF - HIGH SCHOOL DECEMBER 2023
<b>Check Total:</b>							<b>\$4,305.93</b>			
001	104641	CH	1	04847	MATH MASTERS OF MN	12/22/2023	\$480.00	156651	E 01 201 218 000 388 369	MATH MASTERS COMPETITION ENTRY
<b>Check Total:</b>							<b>\$480.00</b>			
001	104642	CH	1	04410	MN DEPARTMENT OF HEALTH	12/22/2023	\$250.00	156625	E 02 110 770 000 701 820	ADDITIONAL FOOD SERVICE INSPECTIC

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	104642	CH	1 04410	MN DEPARTMENT OF HEALTH	12/22/2023	\$250.00	156626	E 02 300 770 000 701 820	ADDITIONAL FOOD SERVICE INSPECTIC
001	104642	CH	1 04410	MN DEPARTMENT OF HEALTH	12/22/2023	\$250.00	156627	E 02 201 770 000 701 820	ADDITIONAL FOOD SERVICE INSPECTIC
001	104642	CH	1 04410	MN DEPARTMENT OF HEALTH	12/22/2023	\$250.00	156629	E 02 100 770 000 701 820	ADDITIONAL FOOD SERVICE INSPECTIC
<b>Check Total:</b>						<b>\$1,000.00</b>			
001	104643	CH	1 12605	MRI SOFTWARE LLC	12/22/2023	\$123.50	156630	E 01 005 105 170 000 305	BACKGROUND SCREENING
<b>Check Total:</b>						<b>\$123.50</b>			
001	104644	CH	1 05943	NORTH BRANCH HIGH SCHOOL	12/22/2023	\$50.00	156631	E 11 300 292 129 000 369	FIFTH ANNUAL HOLIDAY KNOW-BOWL-A
<b>Check Total:</b>						<b>\$50.00</b>			
001	104645	CH	1 07890	PMA ASSET MANAGEMENT, LLC	12/22/2023	\$247.88	156633	E 45 005 935 000 000 305	ASSETS NOVEMBER 2023
<b>Check Total:</b>						<b>\$247.88</b>			
001	104646	CH	1 09953	POWERS, DAVID	12/22/2023	\$125.00	156632	E 11 300 296 112 000 305	JV/V GIRLS BASKETBALL OFFICIAL VS N
<b>Check Total:</b>						<b>\$125.00</b>			
001	104647	CH	1 13220	RUMPCA-BARRETT, JOELYN	12/22/2023	\$225.50	156634	E 04 500 570 000 321 305	CPR, AED & FIRST AID
<b>Check Total:</b>						<b>\$225.50</b>			
001	104648	CH	1 12071	SCHARDIN, ANTHONY	12/22/2023	\$125.00	156636	E 11 300 296 112 000 305	JV/V GIRLS BASKETBALL OFFICIAL VS N
<b>Check Total:</b>						<b>\$125.00</b>			
001	104649	CH	1 10333	SHERBURNE NORTHERN WRIGHT SPE	12/22/2023	\$94,868.19	156635	E 12 005 404 000 740 396	23-24 EST OT, PT, DHH STAFF
001	104649	CH	1 10333	SHERBURNE NORTHERN WRIGHT SPE	12/22/2023	\$28,234.33	156635	E 12 005 405 000 740 396	23-24 EST OT, PT, DHH STAFF
001	104649	CH	1 10333	SHERBURNE NORTHERN WRIGHT SPE	12/22/2023	\$6,625.76	156635	E 12 005 405 000 740 397	23-24 EST OT, PT, DHH STAFF
001	104649	CH	1 10333	SHERBURNE NORTHERN WRIGHT SPE	12/22/2023	\$34,655.97	156635	E 12 005 404 000 740 397	23-24 EST OT, PT, DHH STAFF
<b>Check Total:</b>						<b>\$164,384.25</b>			
001	104650	CH	1 12068	THE WATSON COMPANY, INC.	12/22/2023	\$349.67	156638	E 11 300 298 000 000 490	HS CONCESSIONS
001	104650	CH	1 12068	THE WATSON COMPANY, INC.	12/22/2023	\$100.56	156639	E 11 300 298 000 000 490	HS CONCESSIONS
<b>Check Total:</b>						<b>\$450.23</b>			
001	104651	CH	1 12709	UNITED BUS SALES	12/22/2023	\$113,386.67	156644	E 01 005 760 000 000 548	COLLINS BUS-MAGELLAN MFSAB
001	104651	CH	1 12709	UNITED BUS SALES	12/22/2023	\$0.00	156644	E 01 005 760 000 000 548	SEE QUOTE NOV 30TH, OPTION B
<b>Check Total:</b>						<b>\$113,386.67</b>			
001	104652	CH	1 04148	VIKING COCA-COLA BOTTLING CO	12/22/2023	\$297.75	156637	E 11 300 298 000 000 490	HS CONCESSIONS
<b>Check Total:</b>						<b>\$297.75</b>			
001	104653	CH	1 05170	WISNIESKI, DAVID	12/22/2023	\$125.00	156640	E 11 300 296 112 000 305	JV/V GIRLS BASKETBALL OFFICIAL VS NE
<b>Check Total:</b>						<b>\$125.00</b>			
001	104654	CH	1 01240	WRIGHT TECHNICAL CENTER	12/22/2023	\$11,378.00	156641	E 01 300 399 000 000 391	WTC ASSESSMENT JANUARY 2024
001	104654	CH	1 01240	WRIGHT TECHNICAL CENTER	12/22/2023	\$2,493.00	156641	E 01 005 850 000 348 335	BUILDING ADDITION 2009 JANUARY 202

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001	104654	CH	1 01240	WRIGHT TECHNICAL CENTER	12/22/2023	\$1,437.00	156641	E 05 005 865 000 000 390	LONG TERM FACILITY MAINT JANUARY
001	104654	CH	1 01240	WRIGHT TECHNICAL CENTER	12/22/2023	\$2,713.00	156641	E 01 300 399 000 830 391	CTE LEVY JANUARY 2024
001	104654	CH	1 01240	WRIGHT TECHNICAL CENTER	12/22/2023	\$11,378.00	156642	E 01 300 399 000 000 391	FEB WTC ASSESSMENT FEBRUARY
001	104654	CH	1 01240	WRIGHT TECHNICAL CENTER	12/22/2023	\$2,493.00	156642	E 01 005 850 000 348 335	FEB BUILDING ADDITION 2009
001	104654	CH	1 01240	WRIGHT TECHNICAL CENTER	12/22/2023	\$1,437.00	156642	E 05 005 865 000 000 390	FEB LONG TERM FACILITY MAINT
001	104654	CH	1 01240	WRIGHT TECHNICAL CENTER	12/22/2023	\$2,713.00	156642	E 01 300 399 000 830 391	FEB CTE LEVY
001	104654	CH	1 01240	WRIGHT TECHNICAL CENTER	12/22/2023	\$11,378.00	156642	E 01 300 399 000 000 391	MARCH WTC ASSESSMENT
001	104654	CH	1 01240	WRIGHT TECHNICAL CENTER	12/22/2023	\$2,493.00	156642	E 01 005 850 000 348 335	MARCH BUILDING ADDITION 2009
001	104654	CH	1 01240	WRIGHT TECHNICAL CENTER	12/22/2023	\$1,437.00	156642	E 05 005 865 000 000 390	MARCH LONG TERM FACILITY MAINT
001	104654	CH	1 01240	WRIGHT TECHNICAL CENTER	12/22/2023	\$2,713.00	156642	E 01 300 399 000 830 391	MARCH CTE LEVY
001	104654	CH	1 01240	WRIGHT TECHNICAL CENTER	12/22/2023	\$22,465.94	156643	E 01 998 211 000 303 390	WRIGHT ACADEMY HIGH SCHOOL NOVI
<b>Check Total:</b>						<b>\$76,528.94</b>			
001	104655	CH	1 08583	MN TRUE TEAM TRACK	12/22/2023	\$85.00	156652	E 11 300 296 114 000 369	2024 TRUE TEAM TF REGISTRATION
001	104655	CH	1 08583	MN TRUE TEAM TRACK	12/22/2023	\$85.00	156652	E 11 300 294 114 000 369	2024 TRUE TEAM TF REGISTRATION
<b>Check Total:</b>						<b>\$170.00</b>			
001	104656	CH	1 13252	NORWOOD, CHARLES	12/22/2023	\$283.00	156653	E 11 300 291 136 000 305	ONE ACT LIGHTING FOCUS
<b>Check Total:</b>						<b>\$283.00</b>			
001	104657	CH	1 13809	PERHAM SCHOOLS	12/22/2023	\$250.00	156654	E 11 300 294 113 000 369	2023 HOLIDAY HOOPS DEC 27 & 28
001	104657	CH	1 13809	PERHAM SCHOOLS	12/22/2023	(\$250.00)	156654	E 11 300 294 113 000 369	2023 HOLIDAY HOOPS DEC 27 & 28
001	104657	CH	1 13809	PERHAM SCHOOLS	12/22/2023	\$250.00	156654	E 11 300 294 112 000 369	2023 HOLIDAY HOOPS DEC 27 & 28
<b>Check Total:</b>						<b>\$250.00</b>			
001	104658	CH	1 04499	POWDER RIDGE SKI AREA	12/22/2023	\$8,755.00	156655	E 04 500 560 000 321 305	CE GRADES 6-12 SKI/SNOWBOARD TRII
<b>Check Total:</b>						<b>\$8,755.00</b>			
001	104659	CH	1 12839	THE METRO GROUP, INC.	12/22/2023	\$801.90	156656	E 01 300 810 000 000 401	VAPORENE 6204
<b>Check Total:</b>						<b>\$801.90</b>			
001	104660	CH	1 08684	D SCOTT ERICKSON, ATTY	12/20/2023	\$268.94	156591	B 12 215 079	Payroll Deductions
<b>Check Total:</b>						<b>\$268.94</b>			
001	104661	CH	1 04234	MN CHILD SUPPORT PYMT CENTER	12/20/2023	\$281.00	156600	B 01 215 081	Child Support
<b>Check Total:</b>						<b>\$281.00</b>			
001	104662	CH	1 12504	MN PEIP	12/20/2023	\$252,133.94	156659	B 01 215 030	JANUARY 2024 HEALTH
001	104662	CH	1 12504	MN PEIP	12/20/2023	\$15,410.77	156659	B 04 215 030	JANUARY 2024 HEALTH
001	104662	CH	1 12504	MN PEIP	12/20/2023	\$5,806.80	156659	B 05 215 030	JANUARY 2024 HEALTH
001	104662	CH	1 12504	MN PEIP	12/20/2023	\$3,062.40	156659	B 11 215 030	JANUARY 2024 HEALTH
001	104662	CH	1 12504	MN PEIP	12/20/2023	\$130,078.60	156659	B 12 215 030	JANUARY 2024 HEALTH

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	104662	CH	1	12504	MN PEIP	12/20/2023	\$32,171.32	156659	B 01 215 051	JANUARY 2024 HEALTH	
001	104662	CH	1	12504	MN PEIP	12/20/2023	\$2,949.60	156659	B 04 215 051	JANUARY 2024 HEALTH	
001	104662	CH	1	12504	MN PEIP	12/20/2023	\$614.46	156659	B 05 215 051	JANUARY 2024 HEALTH	
001	104662	CH	1	12504	MN PEIP	12/20/2023	\$404.70	156659	B 11 215 051	JANUARY 2024 HEALTH	
001	104662	CH	1	12504	MN PEIP	12/20/2023	\$14,926.84	156659	B 12 215 051	JANUARY 2024 HEALTH	
<b>Check Total:</b>							<b>\$457,559.43</b>				
001	104663	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	12/20/2023	\$1,036.46	156604	B 01 215 040	U Due Nc	
001	104663	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	12/20/2023	\$151.34	156604	B 04 215 040	U Dues Nc	
001	104663	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	12/20/2023	\$2,228.80	156604	B 12 215 040	U Due Nc	
<b>Check Total:</b>							<b>\$3,416.60</b>				
001	104664	CH	1	04472	SHERBURNE AREA UNITED WAY	12/20/2023	\$44.00	156609	B 01 215 045	United Way	
001	104664	CH	1	04472	SHERBURNE AREA UNITED WAY	12/20/2023	\$14.00	156609	B 12 215 045	United Way	
<b>Check Total:</b>							<b>\$58.00</b>				
001	104665	CH	1	09274	STEWART, ZLIMEN & JUNGERS, LTD	12/20/2023	\$349.19	156606	B 12 215 079	Payroll Deductions	
<b>Check Total:</b>							<b>\$349.19</b>				
001	104666	CH	1	13403	ATOMIC ENTERTAINMENT	01/05/2024	\$250.00	156669	E 11 300 298 901 301 305	HS PROM DEPOSIT	
<b>Check Total:</b>							<b>\$250.00</b>				
001	104667	CH	1	13403	ATOMIC ENTERTAINMENT	01/05/2024	\$250.00	156668	E 11 300 298 901 301 305	SNOWDAZE DANCE DEPOSIT 02/10/202	
<b>Check Total:</b>							<b>\$250.00</b>				
001	104668	CH	1	13241	BENEFIT RESOURCE LLC	01/05/2024	\$151.00	156672	E 01 005 105 000 000 305	DECEMBER 2023 COBRA	
<b>Check Total:</b>							<b>\$151.00</b>				
001	104669	CH	1	02097	BIG LAKE CHAMBER OF COMMERCE	01/05/2024	\$60.00	156666	E 01 300 790 000 699 366	OCTOBER MEMBERSHIP	
001	104669	CH	1	02097	BIG LAKE CHAMBER OF COMMERCE	01/05/2024	\$15.00	156667	E 01 005 020 000 000 366	NOVEMBER MEMBERSHIP	
<b>Check Total:</b>							<b>\$75.00</b>				
001	104670	CH	1	09085	BLACKMAN, BRIAN	01/05/2024	\$68.00	156671	E 11 300 294 112 000 305	B SQUAD BOYS BASKETBALL OFFICIAL	
<b>Check Total:</b>							<b>\$68.00</b>				
001	104671	CH	1	01035	CENTRAL MINNESOTA ERDC	01/05/2024	\$525.00	156673	E 01 005 110 000 000 316	3RD QUARTER UFARS/ACCOUNTING FE	
001	104671	CH	1	01035	CENTRAL MINNESOTA ERDC	01/05/2024	\$4,374.00	156673	E 01 005 110 000 000 316	3RD QUARTER SMART SYSTEM SERVIC	
001	104671	CH	1	01035	CENTRAL MINNESOTA ERDC	01/05/2024	\$1,485.00	156673	E 01 005 110 000 000 316	3RD QUARTER QUARTER CITRIX HOSTI	
001	104671	CH	1	01035	CENTRAL MINNESOTA ERDC	01/05/2024	\$867.50	156674	E 01 005 110 000 000 305	3RD QUARTER TIME TRACKER FEES	
<b>Check Total:</b>							<b>\$7,251.50</b>				
001	104672	CH	1	10622	DAHL, DENIS	01/05/2024	18 \$125.00	156675	E 11 300 294 112 000 305	JV/V BOYS BASKETBALL OFFICIAL VS P	
<b>Check Total:</b>							<b>\$125.00</b>				

# Big Lake Public Schools, ISD #727

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	104673	CH	1 07197	DEGOLIER QUALITY PAINTING, INC	01/05/2024	\$7,320.00	156670	E 15 201 867 000 379 520	PAINTING OF CAFETERIA PER QUOTE L
						<b>Check Total:</b>	<b>\$7,320.00</b>		
001	104674	CH	1 02735	EHLERS & ASSOCIATES, INC	01/05/2024	\$475.00	156676	E 07 005 910 000 000 790	REF: 84792-PA, SERIES 2016B
						<b>Check Total:</b>	<b>\$475.00</b>		
001	104675	CH	1 13245	HANSEN, DARREN	01/05/2024	\$68.00	156677	E 11 300 294 112 000 305	B SQUAD BOYS BASKETBALL OFFICIAL
						<b>Check Total:</b>	<b>\$68.00</b>		
001	104676	CH	1 12899	HARDT, TRISTAN	01/05/2024	\$125.00	156678	E 11 300 294 112 000 305	JV/V BOYS BASKETBALL OFFICIAL VS P
						<b>Check Total:</b>	<b>\$125.00</b>		
001	104677	CH	1 12506	INSTITUTE FOR ENVIRONMENTAL ASS	01/05/2024	\$2,750.00	156679	E 05 005 865 000 352 305	PLAYGROUND SAFETY AUDIT AT LIBER
001	104677	CH	1 12506	INSTITUTE FOR ENVIRONMENTAL ASS	01/05/2024	\$2,774.93	156680	E 05 005 865 000 352 305	CHEMICAL LABELING AND STORAGE OF
001	104677	CH	1 12506	INSTITUTE FOR ENVIRONMENTAL ASS	01/05/2024	\$3,438.75	156681	E 05 005 865 000 363 305	2923 EMERGENCY MAPS UPDATE OF D'
						<b>Check Total:</b>	<b>\$8,963.68</b>		
001	104678	CH	1 12647	KOLBINGER, BRIAN	01/05/2024	\$68.00	156683	E 11 300 294 112 000 305	9TH BOYS BASKETBALL OFFICIAL VS PI
						<b>Check Total:</b>	<b>\$68.00</b>		
001	104679	CH	1 13814	LAKE, RON	01/05/2024	\$750.00	156685	E 01 110 203 902 000 401	3 HOUR BEHAVIOR TRAINING
001	104679	CH	1 13814	LAKE, RON	01/05/2024	\$201.74	156686	E 01 110 203 902 000 401	MILEAGE
001	104679	CH	1 13814	LAKE, RON	01/05/2024	(\$201.74)	156686	E 01 110 203 902 000 401	MILEAGE
001	104679	CH	1 13814	LAKE, RON	01/05/2024	\$201.74	156686	E 01 110 203 902 000 366	MILEAGE
						<b>Check Total:</b>	<b>\$951.74</b>		
001	104680	CH	1 13720	LEIF MEDIA & PR LLC	01/05/2024	\$850.00	156688	E 04 500 505 000 321 305	DECEMBER 2023 SERVICES
						<b>Check Total:</b>	<b>\$850.00</b>		
001	104681	CH	1 13130	LMNO DESIGN CO LLC	01/05/2024	\$1,416.00	156682	E 01 300 790 000 699 303	PCN MEDIA CONSULTANT DECEMBER 2
						<b>Check Total:</b>	<b>\$1,416.00</b>		
001	104682	CH	1 12358	LUTZ, DAVE	01/05/2024	\$125.00	156684	E 11 300 294 112 000 305	JV/V BOYS BASKETBALL OFFICIAL VS M
						<b>Check Total:</b>	<b>\$125.00</b>		
001	104683	CH	1 13811	LYNCH, JIM	01/05/2024	\$170.00	156687	E 11 300 294 115 000 305	JV/V WRESTLING OFFICIAL VS ANOKA
						<b>Check Total:</b>	<b>\$170.00</b>		
001	104684	CH	1 12038	MAREK, MATT	01/05/2024	\$125.00	156689	E 11 300 294 112 000 305	JV/V BOYS BASKETBALL OFFICIAL VS M
						<b>Check Total:</b>	<b>\$125.00</b>		
001	104685	CH	1 05341	MEDCO	01/05/2024	\$14.61	156691	E 11 300 292 000 000 401	PO 32240 MEDICAL SUPPLIES
						<b>Check Total:</b>	<b>\$14.61</b>		
001	104686	CH	1 12909	MIDDAGH, THOMAS	01/05/2024	\$125.00	156690	E 11 300 294 112 000 305	JV/V BOYS BASKETBALL OFFICIAL VS P
						<b>Check Total:</b>	<b>\$125.00</b>		

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	104687	CH	1 01187	SCHMITT MUSIC ANOKA	01/05/2024	\$80.00	156692	E 01 201 208 951 000 401	MS MUSIC SUPPLIES
						<b>Check Total:</b>	<b>\$80.00</b>		
001	104688	CH	1 13812	SMITH, CHAZ	01/05/2024	\$68.00	156694	E 11 300 294 112 000 305	B SQUAD BOYS BASKETBALL OFFICIAL
						<b>Check Total:</b>	<b>\$68.00</b>		
001	104689	CH	1 13813	SPENCE, KEVIN	01/05/2024	\$125.00	156693	E 11 300 294 112 000 305	JV/V BOYS BASKETBALL OFFICIAL VS M
						<b>Check Total:</b>	<b>\$125.00</b>		
001	104690	CH	1 12068	THE WATSON COMPANY, INC.	01/05/2024	\$216.27	156697	E 11 300 298 000 000 490	HS CONCESSIONS
						<b>Check Total:</b>	<b>\$216.27</b>		
001	104691	CH	1 06063	UNIVERSITY OF NORTH DAKOTA	01/05/2024	\$500.00	156696	E 01 300 960 000 340 898	23/24 SCHOLARSHIP (CK)
						<b>Check Total:</b>	<b>\$500.00</b>		
001	104692	CH	1 04148	VIKING COCA-COLA BOTTLING CO	01/05/2024	\$410.90	156695	E 11 300 298 000 000 490	HS CONCESSIONS
						<b>Check Total:</b>	<b>\$410.90</b>		
001	104693	CH	1 13129	WILLIAMS JR, ROBERT	01/05/2024	\$105.00	156698	E 11 201 296 112 000 305	7TH/8TH GIRLS BASKETBALL OFFICIAL '
001	104693	CH	1 13129	WILLIAMS JR, ROBERT	01/05/2024	\$105.00	156699	E 11 300 294 112 000 305	9TH BOYS BASKETBALL OFFICIAL VS M
						<b>Check Total:</b>	<b>\$210.00</b>		
001	104694	CH	1 01240	WRIGHT TECHNICAL CENTER	01/05/2024	\$12,738.88	156700	E 01 998 211 000 303 390	WRIGHT ACADEMY HIGH SCHOOL DECE
						<b>Check Total:</b>	<b>\$12,738.88</b>		
001	104695	CH	1 08684	D SCOTT ERICKSON, ATTY	01/05/2024	\$334.00	156713	B 12 215 079	Payroll Deductions
						<b>Check Total:</b>	<b>\$334.00</b>		
001	104696	CH	1 13507	FIDELITY SECURITY L.IFE INSURANCE	01/05/2024	\$981.92	156737	B 01 215 054	JANUARY 2024 VISION
001	104696	CH	1 13507	FIDELITY SECURITY L.IFE INSURANCE	01/05/2024	\$22.17	156737	B 04 215 054	JANUARY 2024 VISION
001	104696	CH	1 13507	FIDELITY SECURITY L.IFE INSURANCE	01/05/2024	\$3.18	156737	B 05 215 054	JANUARY 2024 VISION
001	104696	CH	1 13507	FIDELITY SECURITY L.IFE INSURANCE	01/05/2024	\$18.32	156737	B 11 215 054	JANUARY 2024 VISION
001	104696	CH	1 13507	FIDELITY SECURITY L.IFE INSURANCE	01/05/2024	\$400.40	156737	B 12 215 054	JANUARY 2024 VISION
						<b>Check Total:</b>	<b>\$1,425.99</b>		
001	104697	CH	1 04234	MN CHILD SUPPORT PYMT CENTER	01/05/2024	\$281.00	156722	B 01 215 081	Child Support
						<b>Check Total:</b>	<b>\$281.00</b>		
001	104698	CH	1 04223	NCPERS GROUP LIFE INS	01/05/2024	\$133.34	156725	B 01 215 033	NCPR Life
						<b>Check Total:</b>	<b>\$133.34</b>		
001	104699	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	01/05/2024	\$1,036.46	156727	B 01 215 040	U Due Nc
001	104699	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	01/05/2024	\$151.34	156727	B 04 215 040	U Dues Nc
001	104699	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	01/05/2024	\$2,192.29	156727	B 12 215 040	U Due Nc
						<b>Check Total:</b>	<b>\$3,380.09</b>		

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	104700	CH	1 04472	SHERBURNE AREA UNITED WAY	01/05/2024	\$44.00	156732	B 01 215 045	United Way
001	104700	CH	1 04472	SHERBURNE AREA UNITED WAY	01/05/2024	\$14.00	156732	B 12 215 045	United Way
<b>Check Total:</b>						<b>\$58.00</b>			
001	104701	CH	1 09274	STEWART, ZLIMEN & JUNGERS, LTD	01/05/2024	\$408.94	156729	B 12 215 079	Payroll Deductions
<b>Check Total:</b>						<b>\$408.94</b>			
001	104702	CH	1 05813	APPLE	01/12/2024	\$1,196.00	156873	E 12 110 401 000 740 433	iPad 9th Gen
<b>Check Total:</b>						<b>\$1,196.00</b>			
001	104703	CH	1 13828	BERG, ELLIE K	01/12/2024	\$225.00	156859	E 11 300 296 122 000 305	JV/V GRYMNASTICS OFFICIAL HORNET
<b>Check Total:</b>						<b>\$225.00</b>			
001	104704	CH	1 10336	BOULDER POINTE EQUESTRIAN AND E	01/12/2024	\$344.00	156866	E 04 500 585 000 332 305	HORSE CAMPS
<b>Check Total:</b>						<b>\$344.00</b>			
001	104705	CH	1 06130	CARD SERVICES	01/12/2024	\$46.01	156875	E 01 005 790 000 320 490	AMERICAN INDIAN
001	104705	CH	1 06130	CARD SERVICES	01/12/2024	\$63.46	156875	E 01 100 203 902 000 490	INDY
001	104705	CH	1 06130	CARD SERVICES	01/12/2024	\$25.17	156875	E 01 100 203 290 000 401	INDY PBIS
001	104705	CH	1 06130	CARD SERVICES	01/12/2024	\$178.58	156875	E 01 201 208 290 000 401	MS
001	104705	CH	1 06130	CARD SERVICES	01/12/2024	\$21.58	156875	E 04 500 580 000 325 401	CE
001	104705	CH	1 06130	CARD SERVICES	01/12/2024	\$53.30	156875	E 04 500 570 000 321 490	CE
001	104705	CH	1 06130	CARD SERVICES	01/12/2024	\$39.15	156875	E 01 300 331 000 830 433	HS FACS
001	104705	CH	1 06130	CARD SERVICES	01/12/2024	\$135.49	156875	E 01 300 331 000 830 433	HS FACS
001	104705	CH	1 06130	CARD SERVICES	01/12/2024	\$48.87	156875	E 01 300 331 000 830 433	HS FACS
001	104705	CH	1 06130	CARD SERVICES	01/12/2024	\$58.03	156875	E 01 300 331 000 830 433	HS FACS
001	104705	CH	1 06130	CARD SERVICES	01/12/2024	\$97.83	156875	E 01 300 331 000 830 433	HS FACS
001	104705	CH	1 06130	CARD SERVICES	01/12/2024	\$47.53	156875	E 01 300 331 000 830 433	HS FACS
001	104705	CH	1 06130	CARD SERVICES	01/12/2024	\$197.74	156875	E 01 300 331 000 830 433	HS FACS
001	104705	CH	1 06130	CARD SERVICES	01/12/2024	\$109.30	156875	E 01 300 331 000 830 433	HS FACS
001	104705	CH	1 06130	CARD SERVICES	01/12/2024	\$47.84	156875	E 01 300 331 000 830 433	HS FACS
001	104705	CH	1 06130	CARD SERVICES	01/12/2024	\$153.21	156875	E 11 300 291 161 000 490	MATH LEAQUE
<b>Check Total:</b>						<b>\$1,323.09</b>			
001	104706	CH	1 10732	DAHL, ANTHONY	01/12/2024	\$70.50	156860	E 11 300 296 112 000 305	V DH B/G BASKETBALL OFFICIAL VS ZIM
001	104706	CH	1 10732	DAHL, ANTHONY	01/12/2024	\$70.50	156860	E 11 300 294 112 000 305	V DH B/G BASKETBALL OFFICIAL VS ZIM
<b>Check Total:</b>						<b>\$141.00</b>			
001	104707	CH	1 12226	DARRYL WALETZKO	01/12/2024	\$600.00	156876	E 01 005 810 000 000 363	100% SALT PER TON & SPREAD 12/30
<b>Check Total:</b>						<b>\$600.00</b>			

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	104708	CH	1	13282	DIRECT COMMUNICATION SOLUTIONS	01/12/2024	\$2,150.00	156861	E 01 005 760 000 720 405	DECEMBER 2023 SERVICES
<b>Check Total:</b>							<b>\$2,150.00</b>			
001	104709	CH	1	08226	GREEN, NICOLE	01/12/2024	\$225.00	156885	E 11 300 296 122 000 305	JF/V GYMNASTICS OFFICIAL HORNET C
<b>Check Total:</b>							<b>\$225.00</b>			
001	104710	CH	1	13831	HEANEY, ISABELLA	01/12/2024	\$120.00	156890	E 04 500 560 000 321 305	GIRLS WRESTLING CAMP 12/18 & 12/20
<b>Check Total:</b>							<b>\$120.00</b>			
001	104711	CH	1	09136	KEEHR, SHEILA	01/12/2024	\$1,537.50	156867	E 12 300 400 000 372 305	NOVEMBER 2023 SERVICES
001	104711	CH	1	09136	KEEHR, SHEILA	01/12/2024	\$2,325.00	156868	E 12 300 400 000 372 305	DECEMBER 2023 SERVICES
<b>Check Total:</b>							<b>\$3,862.50</b>			
001	104712	CH	1	12647	KOLBINGER, BRIAN	01/12/2024	\$68.00	156877	E 11 300 294 112 000 305	JV BOYS BASKETBALL OFFICIAL VS ZIM
<b>Check Total:</b>							<b>\$68.00</b>			
001	104713	CH	1	12241	LUESSENHEIDE, RYAN	01/12/2024	\$70.50	156878	E 11 300 296 112 000 305	V DH BOYS/GIRLS BASKETBALL OFFICI
001	104713	CH	1	12241	LUESSENHEIDE, RYAN	01/12/2024	\$70.50	156878	E 11 300 294 112 000 305	V DH BOYS/GIRLS BASKETBALL OFFICI
<b>Check Total:</b>							<b>\$141.00</b>			
001	104714	CH	1	12242	MOLAN, PATRICK	01/12/2024	\$70.50	156879	E 11 300 296 112 000 305	V DH BOYS/GIRLS BASKETBALL OFFICI
001	104714	CH	1	12242	MOLAN, PATRICK	01/12/2024	\$70.50	156879	E 11 300 294 112 000 305	V DH BOYS/GIRLS BASKETBALL OFFICI
<b>Check Total:</b>							<b>\$141.00</b>			
001	104715	CH	1	10017	PIPP, BEN	01/12/2024	\$68.00	156880	E 11 300 294 112 000 305	JV BOYS BASKEBALL OFFICIAL VS ZIMM
<b>Check Total:</b>							<b>\$68.00</b>			
001	104716	CH	1	12906	RAMACHER-DYE, RACQUEL	01/12/2024	\$225.00	156886	E 11 300 296 122 000 305	JV/V GYMNASTICS HORNET CLASSIC IN
<b>Check Total:</b>							<b>\$225.00</b>			
001	104717	CH	1	01840	RATWIK, ROSZAK & MALONEY, P.A.	01/12/2024	\$106.00	156882	E 01 005 110 305 000 305	NOVEMBER 2023 LEGAL
<b>Check Total:</b>							<b>\$106.00</b>			
001	104718	CH	1	12890	RENNEBERG HARDWOODS INC	01/12/2024	\$1,855.00	156881	E 01 300 361 000 830 433	FAS/SEL RED OAK HARDWOOD 8'-3/4 R'
001	104718	CH	1	12890	RENNEBERG HARDWOODS INC	01/12/2024	\$50.00	156881	E 01 300 361 000 830 433	SHIPPING
<b>Check Total:</b>							<b>\$1,905.00</b>			
001	104719	CH	1	09109	SCHMIDT, AMY	01/12/2024	\$225.00	156888	E 11 300 296 122 000 305	JV/V GYMNASTICS OFFICIAL HORNET C
<b>Check Total:</b>							<b>\$225.00</b>			
001	104720	CH	1	13829	STEWARTVILLE HIGH SCHOOL	01/12/2024	\$340.00	156883	E 11 300 296 121 000 369	DANCE COMPETETITION ENTRY FEE 12
<b>Check Total:</b>							<b>\$340.00</b>			
001	104721	CH	1	12068	THE WATSON COMPANY, INC.	01/12/2024	\$304.44	156889	E 11 300 298 000 000 490	HS CONCESSIONS
<b>Check Total:</b>							<b>\$304.44</b>			

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001	104722	CH	1	12762	T-MOBILE	01/12/2024	\$140.00	156884	E 01 005 630 000 000 320	HOT SPOTS 11/21/23-12/20/23	
<b>Check Total:</b>							<b>\$140.00</b>				
001	104723	CH	1	04148	VIKING COCA-COLA BOTTLING CO	01/12/2024	\$1,279.35	156887	E 11 300 298 000 000 490	HS CONCESSIONS	
<b>Check Total:</b>							<b>\$1,279.35</b>				
001	104724	CH	1	13833	Uphoff, Leah	01/11/2024	\$40.50	156895	E 01 005 110 999 000 401	Net Payroll 1/05/24 Bank return ACH pmt	
<b>Check Total:</b>							<b>\$40.50</b>				
001	104725	CH	1	03804	ALL STAR TROPHY	01/19/2024	\$192.50	156908	E 11 300 296 121 000 401	BLACK NECK RIBBON MEDALS (DANCE)	
<b>Check Total:</b>							<b>\$192.50</b>				
001	104726	CH	1	01364	APOLLO HIGH SCHOOL	01/19/2024	\$50.00	156912	E 11 300 292 129 000 369	KNOWLEDGE BOWL INVITE 01/27/24	
<b>Check Total:</b>							<b>\$50.00</b>				
001	104727	CH	1	05813	APPLE	01/19/2024	\$1,674.00	156909	E 04 500 580 000 325 465		
001	104727	CH	1	05813	APPLE	01/19/2024	\$1,674.00	156909	E 04 500 570 000 321 465		
001	104727	CH	1	05813	APPLE	01/19/2024	\$1,395.00	156911	E 12 110 401 000 372 466	Apple iPads 10.2" 64 GB	
<b>Check Total:</b>							<b>\$4,743.00</b>				
001	104728	CH	1	01503	BECKER HIGH SCHOOL	01/19/2024	\$2,390.85	156913	E 11 300 294 117 000 391	BOYS 23/24 HOCKEY REGISTRATION FE	
<b>Check Total:</b>							<b>\$2,390.85</b>				
001	104729	CH	1	13834	BEEHLER, NATHAN	01/19/2024	\$150.00	156915	E 11 201 294 115 000 305	MS WRESTLING OFFICIAL TRI-BUFFALC	
<b>Check Total:</b>							<b>\$150.00</b>				
001	104730	CH	1	13832	B'S ON THE RIVER	01/19/2024	\$2,000.00	156914	E 11 300 289 000 000 366	05/04/2024 HS PROM	
<b>Check Total:</b>							<b>\$2,000.00</b>				
001	104731	CH	1	13218	CENTRAL MN MENTAL HEALTH CENTE	01/19/2024	\$350.00	156916	E 01 100 203 000 799 305	BRIDGES GRANT 2023-EXPANDED SUPI	
001	104731	CH	1	13218	CENTRAL MN MENTAL HEALTH CENTE	01/19/2024	\$1,513.41	156916	E 01 005 203 000 799 305	BRIDGES GRANT 2023-EXPANDED SUPI	
001	104731	CH	1	13218	CENTRAL MN MENTAL HEALTH CENTE	01/19/2024	\$280.34	156916	E 01 110 203 000 799 305	BRIDGES GRANT 2023-EXPANDED SUPI	
<b>Check Total:</b>							<b>\$2,143.75</b>				
001	104732	CH	1	10215	CULINEX	01/19/2024	\$65,030.00	156917	E 02 300 770 000 701 530	PO 31700 CONVEYOR DISHWASHER	
<b>Check Total:</b>							<b>\$65,030.00</b>				
001	104733	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	01/19/2024	\$989.79	156925	E 01 300 400 000 000 281	UNEMPLOYMENT BENEFITS QUARTER	
001	104733	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	01/19/2024	\$934.38	156925	E 01 300 292 000 000 280	UNEMPLOYMENT BENEFITS QUARTER	
001	104733	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	01/19/2024	\$345.06	156925	E 01 201 400 000 000 280	UNEMPLOYMENT BENEFITS QUARTER	
001	104733	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	01/19/2024	\$4,470.00	156925	E 01 110 203 000 000 280	UNEMPLOYMENT BENEFITS QUARTER	
001	104733	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	01/19/2024	\$74.19	156925	E 01 100 203 000 000 280	UNEMPLOYMENT BENEFITS QUARTER	
001	104733	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	01/19/2024	\$295.64	156925	E 01 005 790 000 000 280	UNEMPLOYMENT BENEFITS QUARTER	
<b>Check Total:</b>							<b>\$7,109.06</b>				

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001	104734	CH	1 03849	DISCOUNT SCHOOL SUPPLY	01/19/2024	\$3,383.99	156918	E 04 500 580 000 325 530	PO 32526 PLAY POD KINDER GYM W RC
						<b>Check Total:</b>	<b>\$3,383.99</b>		
001	104735	CH	1 02735	EHLERS & ASSOCIATES, INC	01/19/2024	\$4,400.00	156910	E 07 005 910 000 000 790	2024 CONTINUING DISCLOSURE REPOF
						<b>Check Total:</b>	<b>\$4,400.00</b>		
001	104736	CH	1 02161	LAKESHORE LEARNING	01/19/2024	\$6.99	156921	E 04 500 580 000 325 430	Soft & Safe Mirror Blocks Item # BC407
						<b>Check Total:</b>	<b>\$6.99</b>		
001	104737	CH	1 09596	LEARNING ALLY	01/19/2024	\$1,124.75	156919	E 01 100 203 602 000 406	Learning Ally License Renewal 01/01/24 - 1
001	104737	CH	1 09596	LEARNING ALLY	01/19/2024	\$1,124.75	156919	E 01 110 203 602 000 406	Learning Ally License Renewal 01/01/24 - 1
001	104737	CH	1 09596	LEARNING ALLY	01/19/2024	\$1,124.75	156919	E 01 201 208 602 000 406	Learning Ally License Renewal 01/01/24 - 1
001	104737	CH	1 09596	LEARNING ALLY	01/19/2024	\$1,124.75	156919	E 01 300 211 602 000 406	Learning Ally License Renewal 01/01/24 - 1
						<b>Check Total:</b>	<b>\$4,499.00</b>		
001	104738	CH	1 13166	LRS OF MINNESOTA	01/19/2024	\$926.94	156920	E 01 300 810 000 000 333	HS WASTE SERVICES JANUARY 2024
001	104738	CH	1 13166	LRS OF MINNESOTA	01/19/2024	\$791.94	156920	E 01 201 810 000 000 333	MS WASTE SERVICES JANUARY 2024
001	104738	CH	1 13166	LRS OF MINNESOTA	01/19/2024	\$791.94	156920	E 01 100 810 000 000 333	INDY WASTE SERVICES JANUARY 2024
001	104738	CH	1 13166	LRS OF MINNESOTA	01/19/2024	\$917.38	156920	E 01 110 810 000 000 333	LIBERTY WASTE SERVICES JANUARY 2
001	104738	CH	1 13166	LRS OF MINNESOTA	01/19/2024	\$138.22	156920	E 01 005 810 000 000 333	GROUNDS WASTE SERVICES JANUARY
						<b>Check Total:</b>	<b>\$3,566.42</b>		
001	104739	CH	1 04898	MN DEPT OF PUBLIC SAFETY	01/19/2024	\$25.00	156926	E 01 300 810 000 000 305	EMERGENCY PLANNING & COMMUNITY
001	104739	CH	1 04898	MN DEPT OF PUBLIC SAFETY	01/19/2024	\$25.00	156927	E 01 100 810 000 000 305	RIGHT-TO-KNOW REQUIREMENTS-TIER
001	104739	CH	1 04898	MN DEPT OF PUBLIC SAFETY	01/19/2024	\$25.00	156928	E 01 201 810 000 000 305	SECTION 312-COMMUNITY RIGHT-TO-KI
						<b>Check Total:</b>	<b>\$75.00</b>		
001	104740	CH	1 13215	MOUNDS VIEW HIGH SCHOOL	01/19/2024	\$325.00	156922	E 11 300 296 121 000 369	DANCE HIGH KICK INVITE 01/27/2024
						<b>Check Total:</b>	<b>\$325.00</b>		
001	104741	CH	1 12542	MUSIC LISTENING CONTEST	01/19/2024	\$880.00	156923	E 11 300 291 128 000 401	MUSIC LISTENING CONTEST SUPPLIES
						<b>Check Total:</b>	<b>\$880.00</b>		
001	104742	CH	1 13835	NEW PRAGUE HIGH SCHOOL	01/19/2024	\$300.00	156924	E 11 300 296 121 000 369	DANCE INVITE ENTRY FEE
						<b>Check Total:</b>	<b>\$300.00</b>		
001	104743	CH	1 05130	SHERBURNE COUNTY AUDITOR/TREA	01/19/2024	\$1,831.74	156929	E 01 005 110 000 000 305	PROPOSED TAX NOTICES
						<b>Check Total:</b>	<b>\$1,831.74</b>		
001	104744	CH	1 13212	THREE SONS HARDWARE LLC	01/19/2024	\$45.13	156930	E 01 201 810 000 000 401	MS B&G SUPPLIES
						<b>Check Total:</b>	<b>\$45.13</b>		
001	104745	CH	1 06730	TWIN CITY HARDWARE	01/19/2024	\$919.60	156931	E 01 005 810 000 000 350	Best 9K37D14D626 Lever Lock
001	104745	CH	1 06730	TWIN CITY HARDWARE	01/19/2024	\$639.45	156931	E 01 005 810 000 000 350	Best 45H7A14H626RH Mortise Lock

### Big Lake Public Schools, ISD #727

### Payment Reg by Check-No Voids

Payment Date Range: 07/01/2023 - 01/31/2024

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	104745	CH	1 06730	TWIN CITY HARDWARE	01/19/2024	\$702.35	156931	E 01 005 810 000 000 350	Schlage L9080B03L626 Mortise Lock
001	104745	CH	1 06730	TWIN CITY HARDWARE	01/19/2024	\$45.06	156931	E 01 005 810 000 000 350	Freight
<b>Check Total:</b>						<b>\$2,306.46</b>			
001	104746	CH	1 05640	VIKING SEWER & DRAIN CLEANING	01/19/2024	\$2,850.00	156933	E 01 100 810 000 000 350	INDY B&G REPAIRS
<b>Check Total:</b>						<b>\$2,850.00</b>			
001	104747	CH	1 12651	WPS PUBLISHING	01/19/2024	\$94.00	156934	E 12 110 401 000 740 433	EM-197A - CAAP-2 Articulation Response
001	104747	CH	1 12651	WPS PUBLISHING	01/19/2024	\$9.40	156934	E 12 110 401 000 740 433	Shipping
<b>Check Total:</b>						<b>\$103.40</b>			
001	104748	CH	1 13427	YANTES, DAVID	01/19/2024	\$68.00	156935	E 11 300 296 112 000 305	JV G BASKETBALL OFFICIAL VS ZIMMEF
<b>Check Total:</b>						<b>\$68.00</b>			
<b>Bank 001 Total:</b>						<b>\$1,084,012.87</b>			
<b>Report Total:</b>						<b>\$1,084,012.87</b>			

# Big Lake Public Schools, ISD #727

## Payment Reg by Check-No Voids

Payment Date Range: 7/1/2023 - 1/31/2024

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	104749	CH	1 08684	D SCOTT ERICKSON, ATTY	01/20/2024	\$198.14	156940	B 12 215 079	Payroll Deductions
						<b>Check Total:</b>	<b>\$198.14</b>		
001	104750	CH	1 04234	MN CHILD SUPPORT PYMT CENTER	01/20/2024	\$281.00	156949	B 01 215 081	Child Support
						<b>Check Total:</b>	<b>\$281.00</b>		
001	104751	CH	1 12504	MN PEIP	01/20/2024	\$241,441.80	156963	B 01 215 030	FEBRUARY 2024 HEALTH
001	104751	CH	1 12504	MN PEIP	01/20/2024	\$21,284.30	156963	B 04 215 030	FEBRUARY 2024 HEALTH
001	104751	CH	1 12504	MN PEIP	01/20/2024	\$6,111.66	156963	B 05 215 030	FEBRUARY 2024 HEALTH
001	104751	CH	1 12504	MN PEIP	01/20/2024	\$3,751.88	156963	B 11 215 030	FEBRUARY 2024 HEALTH
001	104751	CH	1 12504	MN PEIP	01/20/2024	\$145,270.69	156963	B 12 215 030	FEBRUARY 2024 HEALTH
001	104751	CH	1 12504	MN PEIP	01/20/2024	\$7,258.34	156963	B 01 215 051	FEBRUARY 2024 HEALTH
001	104751	CH	1 12504	MN PEIP	01/20/2024	\$146.23	156963	B 04 215 051	FEBRUARY 2024 HEALTH
001	104751	CH	1 12504	MN PEIP	01/20/2024	\$659.46	156963	B 05 215 051	FEBRUARY 2024 HEALTH
001	104751	CH	1 12504	MN PEIP	01/20/2024	\$591.60	156963	B 11 215 051	FEBRUARY 2024 HEALTH
001	104751	CH	1 12504	MN PEIP	01/20/2024	\$19,559.84	156963	B 12 215 051	FEBRUARY 2024 HEALTH
						<b>Check Total:</b>	<b>\$446,075.80</b>		
001	104752	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	01/20/2024	\$998.96	156953	B 01 215 040	U Due Nc
001	104752	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	01/20/2024	\$151.34	156953	B 04 215 040	U Dues Nc
001	104752	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	01/20/2024	\$2,214.31	156953	B 12 215 040	U Due Nc
						<b>Check Total:</b>	<b>\$3,364.61</b>		
001	104753	CH	1 04472	SHERBURNE AREA UNITED WAY	01/20/2024	\$44.00	156958	B 01 215 045	United Way
001	104753	CH	1 04472	SHERBURNE AREA UNITED WAY	01/20/2024	\$14.00	156958	B 12 215 045	United Way
						<b>Check Total:</b>	<b>\$58.00</b>		
001	104754	CH	1 09274	STEWART, ZLIMEN & JUNGERS, LTD	01/20/2024	\$319.17	156955	B 12 215 079	Payroll Deductions
						<b>Check Total:</b>	<b>\$319.17</b>		
001	104755	CH	1 13196	ABRAHAMSON, THOMAS	01/26/2024	\$70.50	156985	E 11 300 296 112 000 305	V BOYS/GIRLS BASKETBALL OFFICIAL V
001	104755	CH	1 13196	ABRAHAMSON, THOMAS	01/26/2024	\$70.50	156985	E 11 300 294 112 000 305	V BOYS/GIRLS BASKETBALL OFFICIAL V
						<b>Check Total:</b>	<b>\$141.00</b>		
001	104756	CH	1 03804	ALL STAR TROPHY	01/26/2024	\$178.00	156996	E 11 300 295 126 000 401	PLAQUE (SWIMMING)
						<b>Check Total:</b>	<b>\$178.00</b>		
001	104757	CH	1 12159	ARVIG	01/26/2024	\$133.22	156995	E 01 005 630 000 000 305	HOT SPOTS 01/06/24-02/05/24
						<b>Check Total:</b>	<b>\$133.22</b>		
001	104758	CH	1 13842	BALLENSKY, AMANDA	01/26/2024	\$78.00	156986	E 11 300 296 121 000 305	DANCE INVITE; JUDGE DUTY
						<b>Check Total:</b>	<b>\$78.00</b>		

# Big Lake Public Schools, ISD #727

## Payment Reg by Check-No Voids

Payment Date Range: 7/1/2023 - 1/31/2024

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	104759	CH	1	13834	BEEHLER, NATHAN	01/26/2024	\$150.00	156988	E 11 201 294 115 000 305	MS WRESTLING INVITE OFFICIAL	
							<b>Check Total:</b>	<b>\$150.00</b>			
001	104760	CH	1	13843	BELLEFEUILLE, MACI	01/26/2024	\$42.50	156987	E 11 300 296 121 000 305	DANCE INVITE JOB DUTY: KCT	
							<b>Check Total:</b>	<b>\$42.50</b>			
001	104761	CH	1	13844	BLISSENBACH, BECKY	01/26/2024	\$99.00	156989	E 11 300 296 121 000 305	DANCE INVITE SUPERIOR JUDGE/MEET	
							<b>Check Total:</b>	<b>\$99.00</b>			
001	104762	CH	1	13845	BLOMDAHL, KRISTA	01/26/2024	\$78.00	156990	E 11 300 296 121 000 305	DANCE INVITE JUDGE	
							<b>Check Total:</b>	<b>\$78.00</b>			
001	104763	CH	1	05307	BRAUN INTERTEC CORP.	01/26/2024	\$1,772.00	156992	E 06 300 870 000 000 305	BOND #22E300.02E HS RENOVATIONS	
							<b>Check Total:</b>	<b>\$1,772.00</b>			
001	104764	CH	1	13846	BUSHARD, LOIS	01/26/2024	\$78.00	156991	E 11 300 296 121 000 305	DANCE INVITE TABULATOR	
							<b>Check Total:</b>	<b>\$78.00</b>			
001	104765	CH	1	10182	BUSONICK, JOHN "JOE"	01/26/2024	\$68.00	156993	E 11 300 296 112 000 305	JV GIRLS BASKETBALL OFFICIAL VS MC	
							<b>Check Total:</b>	<b>\$68.00</b>			
001	104766	CH	1	01475	CONNEXUS ENERGY	01/26/2024	\$28.24	156997	E 01 005 810 860 000 331	SOFTBALL CONCESSIONS ELECTRICAL	
001	104766	CH	1	01475	CONNEXUS ENERGY	01/26/2024	\$6,229.35	156997	E 01 100 810 000 000 331	INDEPENDENCE ELECTRICAL 11/10-12/1	
001	104766	CH	1	01475	CONNEXUS ENERGY	01/26/2024	\$8,415.39	156997	E 01 110 810 000 000 331	LIBERTY ELECTRICAL 11/10-12/12	
001	104766	CH	1	01475	CONNEXUS ENERGY	01/26/2024	\$49.40	156997	E 01 110 810 000 000 331	BASEBALL FIELD LIGHTS ELECTRICAL 1	
001	104766	CH	1	01475	CONNEXUS ENERGY	01/26/2024	\$337.81	156997	E 01 005 810 860 000 331	SOFTBALL FIELD LIGHTS ELECTRICAL 1	
							<b>Check Total:</b>	<b>\$15,060.19</b>			
001	104767	CH	1	10215	CULINEX	01/26/2024	\$748.83	156998	E 02 100 770 000 701 401	UTILITY CART	
							<b>Check Total:</b>	<b>\$748.83</b>			
001	104768	CH	1	07197	DEGOLIER QUALITY PAINTING, INC	01/26/2024	\$6,540.00	157000	E 15 300 867 000 379 520	LOCKER ROOMPAINTING PER QUOTE D	
							<b>Check Total:</b>	<b>\$6,540.00</b>			
001	104769	CH	1	10780	EBERT, INC.	01/26/2024	\$75,625.70	157001	E 06 100 870 000 000 520	INDY RENOVATIONS 22D100.02A	
							<b>Check Total:</b>	<b>\$75,625.70</b>			
001	104770	CH	1	02735	EHLERS & ASSOCIATES, INC	01/26/2024	\$2,000.00	157002	E 01 005 110 000 000 305	2024 TRUTH IN TAXATION	
							<b>Check Total:</b>	<b>\$2,000.00</b>			
001	104771	CH	1	12073	FAGERSTROM, ADAM	01/26/2024	\$180.00	157003	E 11 201 294 115 000 305	MS WRESTLING OFFICIAL M8 CONFERE	
							<b>Check Total:</b>	<b>\$180.00</b>			
001	104772	CH	1	12222	HALLBERG ENGINEERING	01/26/2024	\$9,880.80	157004	E 06 005 870 000 000 305	#22C005.01B HS & LIBERTY CONTROLS	
001	104772	CH	1	12222	HALLBERG ENGINEERING	01/26/2024	\$6,587.20	157005	E 06 005 870 000 000 305	#22C005.01B HS & LIBERTY CONTROLS	
							<b>Check Total:</b>	<b>\$16,468.00</b>			

# Big Lake Public Schools, ISD #727

## Payment Reg by Check-No Voids

Payment Date Range: 7/1/2023 - 1/31/2024

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	104773	CH	1	13169	HAMPE, ELISABETH	01/26/2024	\$306.00	157008	E 04 500 560 122 321 305	HORNET CLASSIC 01/07/2024	
001	104773	CH	1	13169	HAMPE, ELISABETH	01/26/2024	\$24.12	157009	E 04 500 560 122 321 366	MILEAGE	
<b>Check Total:</b>							<b>\$330.12</b>				
001	104774	CH	1	12899	HARDT, TRISTAN	01/26/2024	\$70.50	157006	E 11 300 294 112 000 305	V DH GIRLS/BOYS BASKETBALL OFFICI	
001	104774	CH	1	12899	HARDT, TRISTAN	01/26/2024	\$70.50	157006	E 11 300 296 112 000 305	V DH GIRLS/BOYS BASKETBALL OFFICI	
<b>Check Total:</b>							<b>\$141.00</b>				
001	104776	CH	1	10202	HICKS, WILLIAM J	01/26/2024	\$70.50	157010	E 11 300 294 112 000 305	V DJ GIRLS/BOYS BASKETBALL OFFICIA	
001	104776	CH	1	10202	HICKS, WILLIAM J	01/26/2024	\$70.50	157010	E 11 300 296 112 000 305	V DJ GIRLS/BOYS BASKETBALL OFFICIA	
<b>Check Total:</b>							<b>\$141.00</b>				
001	104777	CH	1	13808	INTEGRATED RECYCLING TECHNOLOG	01/26/2024	\$99.15	157011	E 05 005 865 000 349 350	LCD MONITORS/SHEET IRON	
<b>Check Total:</b>							<b>\$99.15</b>				
001	104778	CH	1	10461	JOHNSON CONTROLS FIRE PROTECTI	01/26/2024	\$4,613.80	157016	E 05 100 865 000 363 350	INDY REPAIRS	
001	104778	CH	1	10461	JOHNSON CONTROLS FIRE PROTECTI	01/26/2024	\$544.50	157017	E 05 300 865 000 363 350	HS REPAIRS	
<b>Check Total:</b>							<b>\$5,158.30</b>				
001	104779	CH	1	13152	JONES, ROBERT	01/26/2024	\$105.00	157012	E 11 300 294 112 000 305	9TH/B SQUAD BOYS BASKETBALL OFFI	
<b>Check Total:</b>							<b>\$105.00</b>				
001	104780	CH	1	12647	KOLBINGER, BRIAN	01/26/2024	\$145.00	157013	E 11 300 294 112 000 305	9TH/JV II BOYS BASKETBALL OFFICIAL	
<b>Check Total:</b>							<b>\$145.00</b>				
001	104781	CH	1	13290	KREFT, DAVE	01/26/2024	\$68.00	157014	E 11 300 294 112 000 305	JV BOYS BASKETBALL OFFICIAL VS BE	
<b>Check Total:</b>							<b>\$68.00</b>				
001	104782	CH	1	13525	KUCHAR, AMANDA	01/26/2024	\$279.00	157021	E 04 500 560 122 321 305	HORNET CLASSIC 01/07/2023	
001	104782	CH	1	13525	KUCHAR, AMANDA	01/26/2024	\$258.64	157022	E 04 500 560 122 321 366	HOTEL AND MILEAGE	
<b>Check Total:</b>							<b>\$537.64</b>				
001	104783	CH	1	13565	KUE CONTRACTORS INC	01/26/2024	\$205,727.25	157015	E 06 300 870 000 000 520	#22E300.01A HS RENOVATIONS	
001	104783	CH	1	13565	KUE CONTRACTORS INC	01/26/2024	\$110,854.55	157018	E 06 300 870 000 000 520	#22E300.01A HS RENOVATIONS	
<b>Check Total:</b>							<b>\$316,581.80</b>				
001	104784	CH	1	13849	LANZ, SYDNEY	01/26/2024	\$78.00	157019	E 11 300 296 121 000 305	DANCE INVITE JUDGE	
<b>Check Total:</b>							<b>\$78.00</b>				
001	104785	CH	1	12241	LUESSENHEIDE, RYAN	01/26/2024	\$70.50	157020	E 11 300 296 112 000 305	V BOYS/GIRLS BASKETBALL OFFICIAL	
001	104785	CH	1	12241	LUESSENHEIDE, RYAN	01/26/2024	\$70.50	157020	E 11 300 294 112 000 305	V BOYS/GIRLS BASKETBALL OFFICIAL	
<b>Check Total:</b>							<b>\$141.00</b>				
001	104786	CH	1	13850	MARLOWE, JOCELYN	01/26/2024	\$78.00	157023	E 11 300 296 121 000 305	DANCE INVITE JUDGE	
<b>Check Total:</b>							<b>\$78.00</b>				

# Big Lake Public Schools, ISD #727

## Payment Reg by Check-No Voids

Payment Date Range: 7/1/2023 - 1/31/2024

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	104787	CH	1	13838	MCLEAN, TIFFANY	01/26/2024	\$306.00	157030	E 04 500 560 122 321 305	HORNET CLASSIC 01/07/2024	
001	104787	CH	1	13838	MCLEAN, TIFFANY	01/26/2024	\$42.88	157031	E 04 500 560 122 321 366	MILEAGE	
<b>Check Total:</b>							<b>\$348.88</b>				
001	104788	CH	1	08839	MIDWAY IRON & METAL INC	01/26/2024	\$388.32	157032	E 01 300 361 000 830 433	4x8 GALVANIZED SHEET 26G	
001	104788	CH	1	08839	MIDWAY IRON & METAL INC	01/26/2024	\$80.00	157032	E 01 300 361 000 830 433	PLASMA CUT INTO 3'X8' PLUS DROPS	
001	104788	CH	1	08839	MIDWAY IRON & METAL INC	01/26/2024	\$282.64	157032	E 01 300 361 000 830 433	4'X10' SMTH PLATE 12GA STEEL SPS12C	
001	104788	CH	1	08839	MIDWAY IRON & METAL INC	01/26/2024	\$105.60	157032	E 01 300 361 000 830 433	20' FLAT 1/8X3 STEEL F183S SAW INTO :	
001	104788	CH	1	08839	MIDWAY IRON & METAL INC	01/26/2024	\$112.50	157032	E 01 300 361 000 830 433	SHEARING/SAWING TIME	
001	104788	CH	1	08839	MIDWAY IRON & METAL INC	01/26/2024	\$50.00	157032	E 01 300 361 000 830 433	DELIVERY	
<b>Check Total:</b>							<b>\$1,019.06</b>				
001	104789	CH	1	13178	MIDWEST MACHINERY CO	01/26/2024	\$1,553.19	157025	E 01 005 810 000 000 350	REPAIRS	
<b>Check Total:</b>							<b>\$1,553.19</b>				
001	104790	CH	1	13672	MILIUS, MARGARET M	01/26/2024	\$336.00	157045	E 04 500 565 090 321 305	WINTER BIRTC IN GLASS	
<b>Check Total:</b>							<b>\$336.00</b>				
001	104791	CH	1	04511	MN DEPT OF PUBLIC SAFETY	01/26/2024	\$25.00	157049	E 05 005 865 000 349 305	FEDERAL PLANNING & COMMUNITY RIC	
001	104791	CH	1	04511	MN DEPT OF PUBLIC SAFETY	01/26/2024	\$25.00	157050	E 05 005 865 000 349 305	RIGHT-TO-KNOW ACT	
001	104791	CH	1	04511	MN DEPT OF PUBLIC SAFETY	01/26/2024	\$25.00	157051	E 05 005 865 000 349 305	RIGHT-TO-KNOW ACT	
<b>Check Total:</b>							<b>\$75.00</b>				
001	104792	CH	1	01095	MONTICELLO HIGH SCHOOL	01/26/2024	\$112.50	157027	E 11 300 291 132 000 401	M8 HONORS MUSIC FESTIVAL LUNCHE	
001	104792	CH	1	01095	MONTICELLO HIGH SCHOOL	01/26/2024	\$112.50	157027	E 11 300 291 128 000 401	M8 HONORS MUSIC FESTIVAL LUNCHE	
<b>Check Total:</b>							<b>\$225.00</b>				
001	104793	CH	1	01095	MONTICELLO ISD #882	01/26/2024	\$50.00	157024	E 11 300 292 129 000 369	HS 2024 KNOWLEDGE BOWL MAGIC INV	
<b>Check Total:</b>							<b>\$50.00</b>				
001	104794	CH	1	13836	MORTENSEN, MALLORY	01/26/2024	\$279.00	157028	E 04 500 560 122 321 305	HORNET CLASSIC 01/07/2024	
001	104794	CH	1	13836	MORTENSEN, MALLORY	01/26/2024	\$36.18	157029	E 04 500 560 122 321 366	MILEAGE	
<b>Check Total:</b>							<b>\$315.18</b>				
001	104795	CH	1	12605	MRI SOFTWARE LLC	01/26/2024	\$117.50	157026	E 01 005 105 170 000 305	BACKGROUND SCREENING	
<b>Check Total:</b>							<b>\$117.50</b>				
001	104796	CH	1	12344	MUGFORD, JOHN	01/26/2024	\$70.50	157033	E 11 300 294 112 000 305	V DH GIRLS/BOYS BASKETBALL OFFICI	
001	104796	CH	1	12344	MUGFORD, JOHN	01/26/2024	\$70.50	157033	E 11 300 296 112 000 305	V DH GIRLS/BOYS BASKETBALL OFFICI	
<b>Check Total:</b>							<b>\$141.00</b>				
001	104797	CH	1	10455	NORTH SHORE GYM SALES LLC	01/26/2024	\$2,468.00	157038	E 04 500 560 122 321 530	CE FLOOR PLATE & SPOTTING PLATFOI	
<b>Check Total:</b>							<b>\$2,468.00</b>				

# Big Lake Public Schools, ISD #727

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	104798	CH	1	13016	NORTHLAND REFRIGERATION INCORF	01/26/2024	\$273.50	157034	E 02 300 770 000 701 350	HS FS REPAIRS	
001	104798	CH	1	13016	NORTHLAND REFRIGERATION INCORF	01/26/2024	\$139.00	157035	E 02 201 770 000 701 350	MS FS REPAIRS	
001	104798	CH	1	13016	NORTHLAND REFRIGERATION INCORF	01/26/2024	\$208.50	157036	E 02 110 770 000 701 350	LIBERTY FS REPAIRS	
001	104798	CH	1	13016	NORTHLAND REFRIGERATION INCORF	01/26/2024	\$208.50	157037	E 02 100 770 000 701 350	INDY FS REPAIRS	
<b>Check Total:</b>							<b>\$829.50</b>				
001	104799	CH	1	10017	PIPP, BEN	01/26/2024	\$68.00	157039	E 11 300 296 112 000 305	JV G BASKETBALL OFFICIAL VS BECKEI	
<b>Check Total:</b>							<b>\$68.00</b>				
001	104800	CH	1	07890	PMA ASSET MANAGEMENT, LLC	01/26/2024	\$258.85	157041	E 45 005 935 000 000 305	ASSETS DECEMBER 2023	
<b>Check Total:</b>							<b>\$258.85</b>				
001	104801	CH	1	13851	POLSKI, MIKAYLA	01/26/2024	\$42.50	157040	E 11 300 296 121 000 305	DANCE INVITE KCT	
<b>Check Total:</b>							<b>\$42.50</b>				
001	104802	CH	1	09361	PRATT, MARK	01/26/2024	\$68.00	157042	E 11 300 296 112 000 305	JV GIRLS BASKETBALL OFFICIAL VS BE	
<b>Check Total:</b>							<b>\$68.00</b>				
001	104803	CH	1	12374	REPKE, JAMES	01/26/2024	\$180.00	157043	E 11 201 294 115 000 305	MS WRESTLING OFFICIAL M8 CONFERE	
<b>Check Total:</b>							<b>\$180.00</b>				
001	104804	CH	1	12564	RUSSELL SECURITY RESOURCE, INC.	01/26/2024	\$450.00	157044	E 01 005 810 000 000 350	3 ADDITIONAL AUTO KEY FOBS	
<b>Check Total:</b>							<b>\$450.00</b>				
001	104805	CH	1	12615	SACKETT, TOBY	01/26/2024	\$70.50	157046	E 11 300 296 112 000 305	V BOYS/GIRLS BASKETBALL OFFICIAL V	
001	104805	CH	1	12615	SACKETT, TOBY	01/26/2024	\$70.50	157046	E 11 300 294 112 000 305	V BOYS/GIRLS BASKETBALL OFFICIAL V	
<b>Check Total:</b>							<b>\$141.00</b>				
001	104806	CH	1	04849	ST. CLOUD STATE UNIVERSITY	01/26/2024	\$1,000.00	157052	E 01 300 960 000 340 898	SCHOLARSHIP RL	
<b>Check Total:</b>							<b>\$1,000.00</b>				
001	104807	CH	1	09941	STERLING TROPHY	01/26/2024	\$415.00	157047	E 04 500 560 122 321 305	XCEL GYMNASTICS BANNER/MEDALLIC	
<b>Check Total:</b>							<b>\$415.00</b>				
001	104808	CH	1	12436	SWEDBRO	01/26/2024	\$4,120.00	157048	E 15 300 867 000 379 520	POOL DECK REPAIR AND RESURFACE V	
<b>Check Total:</b>							<b>\$4,120.00</b>				
001	104809	CH	1	13806	THE CONTINENTAL PRESS, INC.	01/26/2024	\$131.50	156999	E 01 110 219 000 317 430	Finish line 1st grade	
001	104809	CH	1	13806	THE CONTINENTAL PRESS, INC.	01/26/2024	\$131.50	156999	E 01 110 219 000 317 430	Grade 2	
001	104809	CH	1	13806	THE CONTINENTAL PRESS, INC.	01/26/2024	\$71.60	156999	E 01 110 219 000 317 430	Teacher book grade 1	
001	104809	CH	1	13806	THE CONTINENTAL PRESS, INC.	01/26/2024	\$71.60	156999	E 01 110 219 000 317 430	Teacher Book grade 2	
001	104809	CH	1	13806	THE CONTINENTAL PRESS, INC.	01/26/2024	\$131.50	156999	E 01 100 219 000 317 430	grade 3	
001	104809	CH	1	13806	THE CONTINENTAL PRESS, INC.	01/26/2024	\$71.60	156999	E 01 100 219 000 317 430	teacher grade 3	
001	104809	CH	1	13806	THE CONTINENTAL PRESS, INC.	01/26/2024	\$131.50	156999	E 01 100 219 000 317 430	grade 4	

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001	104809	CH	1	13806	THE CONTINENTAL PRESS, INC.	01/26/2024	\$71.60	156999	E 01 100 219 000 317 430	teacher book grade 4
001	104809	CH	1	13806	THE CONTINENTAL PRESS, INC.	01/26/2024	\$131.50	156999	E 01 100 219 000 317 430	grade 5
001	104809	CH	1	13806	THE CONTINENTAL PRESS, INC.	01/26/2024	\$71.60	156999	E 01 100 219 000 317 430	teacher book grade 5
001	104809	CH	1	13806	THE CONTINENTAL PRESS, INC.	01/26/2024	\$131.50	156999	E 01 200 219 000 317 430	grade 6
001	104809	CH	1	13806	THE CONTINENTAL PRESS, INC.	01/26/2024	\$71.60	156999	E 01 200 219 000 317 430	teacher book grade 6
001	104809	CH	1	13806	THE CONTINENTAL PRESS, INC.	01/26/2024	\$131.50	156999	E 01 200 219 000 317 430	grade 7
001	104809	CH	1	13806	THE CONTINENTAL PRESS, INC.	01/26/2024	\$71.60	156999	E 01 200 219 000 317 430	teacher book grade 7
001	104809	CH	1	13806	THE CONTINENTAL PRESS, INC.	01/26/2024	\$131.50	156999	E 01 200 219 000 317 430	grade 8
001	104809	CH	1	13806	THE CONTINENTAL PRESS, INC.	01/26/2024	\$71.60	156999	E 01 200 219 000 317 430	teacher book grade 8
001	104809	CH	1	13806	THE CONTINENTAL PRESS, INC.	01/26/2024	\$131.50	156999	E 01 300 219 000 317 430	grade 9-12
001	104809	CH	1	13806	THE CONTINENTAL PRESS, INC.	01/26/2024	\$71.60	156999	E 01 300 219 000 317 430	teacher book 9-12
001	104809	CH	1	13806	THE CONTINENTAL PRESS, INC.	01/26/2024	\$54.84	156999	E 01 300 219 000 317 430	shipping
001	104809	CH	1	13806	THE CONTINENTAL PRESS, INC.	01/26/2024	\$54.84	156999	E 01 200 219 000 317 430	shipping
001	104809	CH	1	13806	THE CONTINENTAL PRESS, INC.	01/26/2024	\$54.84	156999	E 01 100 219 000 317 430	shipping
001	104809	CH	1	13806	THE CONTINENTAL PRESS, INC.	01/26/2024	\$54.83	156999	E 01 110 219 000 317 430	Shipping
<b>Check Total:</b>							<b>\$2,047.25</b>			
001	104810	CH	1	12068	THE WATSON COMPANY, INC.	01/26/2024	\$1,004.03	157056	E 11 300 298 000 000 490	HS CONCESSIONS
001	104810	CH	1	12068	THE WATSON COMPANY, INC.	01/26/2024	\$442.84	157057	E 11 300 298 000 000 490	HS CONCESSIONS
<b>Check Total:</b>							<b>\$1,446.87</b>			
001	104811	CH	1	04148	VIKING COCA-COLA BOTTLING CO	01/26/2024	\$1,204.50	157053	E 11 300 298 000 000 490	HS CONCESSIONS
001	104811	CH	1	04148	VIKING COCA-COLA BOTTLING CO	01/26/2024	\$184.50	157054	E 11 300 298 000 000 490	HS CONCESSIONS
001	104811	CH	1	04148	VIKING COCA-COLA BOTTLING CO	01/26/2024	\$1,063.05	157055	E 11 300 298 000 000 490	HS CONCESSIONS
<b>Check Total:</b>							<b>\$2,452.05</b>			
001	104812	CH	1	13852	WEHMAS, BEN	01/26/2024	\$145.00	157058	E 11 300 294 112 000 305	9TH/JV II BOYS BASKETBALL OFFICIAL V
001	104812	CH	1	13852	WEHMAS, BEN	01/26/2024	\$105.00	157059	E 11 300 294 112 000 305	9TH BOYS BASKETBALL OFFICIAL VS M
<b>Check Total:</b>							<b>\$250.00</b>			
001	104813	CH	1	13048	WELLNESS FOR LIVING LLC	01/26/2024	\$1,392.00	157060	E 04 500 570 000 321 369	KINETIC SAND
001	104813	CH	1	13048	WELLNESS FOR LIVING LLC	01/26/2024	\$125.00	157064	E 04 500 585 000 332 305	POPIT CHOC
001	104813	CH	1	13048	WELLNESS FOR LIVING LLC	01/26/2024	\$260.00	157065	E 04 500 585 000 332 305	HALLOWEEN COOKIES (LIBERTY)
<b>Check Total:</b>							<b>\$1,777.00</b>			
001	104814	CH	1	13129	WILLIAMS JR, ROBERT	01/26/2024	\$68.00	157061	E 11 300 294 112 000 305	JV BOYS BASKETBALL OFFICIAL VS MO
<b>Check Total:</b>							<b>\$68.00</b>			
001	104815	CH	1	10633	WOLD ARCHITECTS, INC	01/26/2024	\$1,207.57	157062	E 06 300 870 000 000 305	#22E300.01B HS RENOVATION

### Big Lake Public Schools, ISD #727

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001	104815	CH	1 10633	WOLD ARCHITECTS, INC	01/26/2024	\$941.73	157063	E 06 100 870 000 000 305	INDY ES RENOVATION
<b>Check Total:</b>						<b>\$2,149.30</b>			
001	104816	CH	1 01165	XCEL ENERGY-NSP	01/26/2024	\$3,612.86	157066	E 01 110 810 000 000 330	LIBERTY GAS P 302291437 DECEMBER :
<b>Check Total:</b>						<b>\$3,612.86</b>			
001	104817	CH	1 13427	YANTES, DAVID	01/26/2024	\$68.00	157067	E 11 300 294 112 000 305	JV BOYS BASKETBALL OFFICIAL VS MO
<b>Check Total:</b>						<b>\$68.00</b>			
001	104818	CH	1 12484	HUBBARD ELECTRIC INC	01/26/2024	\$1,605.50	157068	E 01 100 810 000 000 350	INDY REPAIRS
<b>Check Total:</b>						<b>\$1,605.50</b>			
001	104819	CH	1 13837	HEINEN, STEPHANIE	01/26/2024	\$202.26	157007	E 04 500 560 122 321 490	HORNET CLASSIC 01/07/2024 FOOD
<b>Check Total:</b>						<b>\$202.26</b>			
<b>Bank 001 Total:</b>						<b>\$923,241.92</b>			
<b>Report Total:</b>						<b>\$923,241.92</b>			

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Payment Date Range: 01/01/2024 - 01/31/2024

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1 01034	RESOURCE TRAINING & SOLUTIONS	01/19/2024	\$77.00	156775	E 01 005 720 000 000 375	Contract Nursing Services
001		CC	1 01034	RESOURCE TRAINING & SOLUTIONS	01/19/2024	\$79.00	156780	E 01 005 105 000 000 305	Educational Support Professionals (Carrie
001		CC	1 01034	RESOURCE TRAINING & SOLUTIONS	01/19/2024	\$25.00	156781	E 01 110 740 000 000 401	Regional Crisis Team (Deb Terlinden)
001		CC	1 01034	RESOURCE TRAINING & SOLUTIONS	01/19/2024	\$79.00	156782	E 01 005 105 000 000 305	Educational Support Professionals (Emily S
001		CC	1 01034	RESOURCE TRAINING & SOLUTIONS	01/19/2024	\$79.00	156826	E 01 005 105 000 000 305	Educational Support Professionals (Emily S
001		CC	1 01038	CITY OF BIG LAKE	01/19/2024	\$92.34	156847	E 01 005 810 000 000 332	water/sewer 10.03.2023-11.03.2023
001		CC	1 01038	CITY OF BIG LAKE	01/19/2024	\$1,602.23	156848	E 01 100 810 000 000 332	INDY water/sewer 11.03.2023-11.03.2023
001		CC	1 01038	CITY OF BIG LAKE	01/19/2024	\$2,123.92	156849	E 01 300 810 000 000 332	HS water/sewer 10.03.2023-11.03.2023
001		CC	1 01038	CITY OF BIG LAKE	01/19/2024	\$1,327.59	156850	E 01 110 810 000 000 332	Liberty water/sewer 10.03.2023-11.03.2023
001		CC	1 01038	CITY OF BIG LAKE	01/19/2024	\$1,327.45	156851	E 01 201 810 000 000 332	MS water/sewer 10.03.2023-11.03.2023
001		CC	1 01038	CITY OF BIG LAKE	01/19/2024	\$80.52	156852	E 01 005 810 000 000 332	Bathrooms water/sewer 10.03.2023-11.03.
001		CC	1 01065	HILLYARD FLOOR CARE	01/19/2024	\$24.38	156742	E 01 300 810 000 000 401	PO 32613 HS Cleaning Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	01/19/2024	\$67.43	156744	E 01 201 810 000 000 401	PO 32612 MS Cleaning Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	01/19/2024	\$2,835.69	156745	E 01 201 810 000 000 401	PO 32612 MS Cleaning Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	01/19/2024	\$3,081.86	156746	E 01 110 810 000 000 401	PO 32611 Liberty Cleaning Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	01/19/2024	\$2,102.85	156750	E 01 300 810 000 000 401	PO 32613 HS Cleaning Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	01/19/2024	\$1,283.28	156794	E 05 300 720 813 302 401	PO 32357 Health Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	01/19/2024	\$82.80	156831	E 01 201 810 000 000 401	PO 32486 MS Cleaning Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	01/19/2024	\$49.42	156839	E 01 300 810 000 000 401	PO 32516 HS Cleaning Supplies
001		CC	1 01107	JOSTENS	01/19/2024	\$618.12	156844	E 11 201 290 000 000 305	MS Yearbooks
001		CC	1 01188	SCHOLASTIC INC	01/19/2024	\$33.99	156798	E 04 500 596 000 344 430	SR Books
001		CC	1 01188	SCHOLASTIC INC	01/19/2024	\$6.50	156808	E 04 500 596 000 344 430	SR Books
001		CC	1 01210	STATE SUPPLY COMPANY	01/19/2024	\$699.10	156840	E 01 110 810 000 000 350	Liberty B&G Supplies
001		CC	1 02499	J.W. PEPPER OF MINNEAPOLIS	01/19/2024	\$142.97	156755	E 01 100 259 000 000 430	PO 32608 Indy Music Supplies
001		CC	1 02632	SHIFFLER EQUIPMENT SALES INC	01/19/2024	\$49.16	156810	E 01 201 810 000 000 401	MS B&G Supplies
001		CC	1 03455	GRAINGER	01/19/2024	\$1,868.83	156768	E 05 005 865 000 347 401	PO 32594 B&G Supplies
001		CC	1 03455	GRAINGER	01/19/2024	\$1,831.61	156769	E 05 005 865 000 347 401	PO 32594 B&G Supplies
001		CC	1 03849	DISCOUNT SCHOOL SUPPLY	01/19/2024	\$180.53	156853	E 04 500 580 000 325 430	PO 32526 ECFE/SR Supplies
001		CC	1 03849	DISCOUNT SCHOOL SUPPLY	01/19/2024	\$180.54	156853	E 04 500 596 000 344 430	PO 32526 ECFE/SR Supplies
001		CC	1 03849	DISCOUNT SCHOOL SUPPLY	01/19/2024	\$759.99	156853	E 04 500 580 000 325 530	PO 32526 ECFE/SR Supplies
001		CC	1 04641	IEA	01/19/2024	\$3,388.00	156740	E 06 100 870 000 000 305	Bond #22D100.01E & Mgmt services
001		CC	1 04641	IEA	01/19/2024	\$764.66	156740	E 05 005 865 000 352 305	Bond #22D100.01E & Mgmt services
001		CC	1 04641	IEA	01/19/2024	\$1,936.00	156819	E 06 100 870 000 000 305	Bond Project ID #22D100.01E/22D100.02E
001		CC	1 04641	IEA	01/19/2024	\$2,792.37	156819	E 05 005 865 000 352 305	Bond Project ID #22D100.01E/22D100.02E

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001		CC	1 04641	IEA	01/19/2024	\$916.75	156819	E 06 100 870 000 000 305	Bond Project ID #22D100.01E/22D100.02E
001		CC	1 04641	IEA	01/19/2024	\$1,270.00	156819	E 05 005 865 000 358 305	Bond Project ID #22D100.01E/22D100.02E
001		CC	1 04874	AMAZON.COM	01/19/2024	\$165.66	156792	E 01 005 630 000 000 401	Tech Supplies
001		CC	1 04874	AMAZON.COM	01/19/2024	\$1,074.83	156829	E 05 005 630 000 302 555	Tech Hardware
001		CC	1 05264	BSN SPORTS	01/19/2024	\$561.00	156772	E 04 500 585 000 332 436	PO 32461 Boost T-Shirts (CE)
001		CC	1 05264	BSN SPORTS	01/19/2024	\$1,066.00	156773	E 11 300 294 112 000 401	PO 32415 Boys Basketball Supplies
001		CC	1 05307	BRAUN INTERTEC CORP.	01/19/2024	\$2,542.50	156787	E 06 300 870 000 000 305	Bond #22G110.02E Liberty Parking Lot Imp
001		CC	1 05307	BRAUN INTERTEC CORP.	01/19/2024	\$1,500.00	156787	E 06 110 870 000 000 305	Bond #22G110.02E Liberty Parking Lot Imp
001		CC	1 05430	MMEA	01/19/2024	\$300.00	156858	E 01 300 258 000 000 366	Keister 24 Midwinter Convention MMEA
001		CC	1 05599	SUBWAY	01/19/2024	\$155.88	156756	E 01 005 790 000 320 490	American Indian Student Leadership Group
001		CC	1 05640	VIKING SEWER & DRAIN CLEANING	01/19/2024	\$372.50	156747	E 01 300 810 000 000 305	HS Repairs
001		CC	1 06051	FINKEN WATER CENTERS	01/19/2024	\$31.45	156752	E 01 201 810 000 000 401	Softener Salt
001		CC	1 06051	FINKEN WATER CENTERS	01/19/2024	\$77.20	156752	E 01 100 810 000 000 401	Softener Salt
001		CC	1 06051	FINKEN WATER CENTERS	01/19/2024	\$60.70	156752	E 01 110 810 000 000 401	Softener Salt
001		CC	1 06051	FINKEN WATER CENTERS	01/19/2024	\$68.95	156752	E 01 300 810 000 000 401	Softener Salt
001		CC	1 06051	FINKEN WATER CENTERS	01/19/2024	\$68.95	156857	E 01 100 810 000 000 401	Softener Salts
001		CC	1 06051	FINKEN WATER CENTERS	01/19/2024	\$60.95	156857	E 01 005 810 000 000 401	Softener Salts
001		CC	1 06051	FINKEN WATER CENTERS	01/19/2024	\$44.20	156857	E 01 201 810 000 000 401	Softener Salts
001		CC	1 06051	FINKEN WATER CENTERS	01/19/2024	\$60.70	156857	E 01 300 810 000 000 401	Softener Salts
001		CC	1 06130	COBORN'S INC.	01/19/2024	\$61.20	156760	E 01 300 790 000 699 490	Doughnuts for meeting
001		CC	1 06186	MNGWL	01/19/2024	\$200.00	156809	E 11 300 294 115 000 369	MN 9th and Under Wrestling League (MNG
001		CC	1 06801	ADA SPORTS AND RACKETS, LLC	01/19/2024	\$63.00	156754	E 01 300 240 000 000 430	PO 32542 ADA STARBALL #30 TENNIS B/
001		CC	1 07115	TRAILS	01/19/2024	\$50.33	156815	E 01 005 640 000 316 490	TeamClock Lunch
001		CC	1 07795	COLLEGE BOARD	01/19/2024	\$424.80	156800	E 01 300 710 710 000 461	HS PSAT?NMSQT
001		CC	1 08066	TARGET	01/19/2024	\$159.96	156807	E 01 200 216 637 401 401	Clothing
001		CC	1 08066	TARGET	01/19/2024	(\$159.96)	156807	E 01 200 216 637 401 401	Clothing
001		CC	1 08066	TARGET	01/19/2024	\$159.96	156807	E 01 005 790 013 159 401	Clothing for Hmls students
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	01/19/2024	\$42.03	156820	E 01 110 810 000 000 320	Liberty Long Distance November 2023
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	01/19/2024	\$3.84	156821	E 04 500 505 000 321 305	CE Long Distance November 2023
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	01/19/2024	\$14.55	156822	E 01 201 810 000 000 320	MS Long Distance November 2023
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	01/19/2024	\$30.31	156823	E 01 100 810 000 000 320	Indy Long Distance November 2023
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	01/19/2024	\$26.90	156824	E 01 300 810 000 000 320	HS Long Distance November 2023
001		CC	1 08347	WALMART	01/19/2024	\$67.74	156776	E 01 300 790 000 699 401	Supplies for Cookies and Cocoa Event
001		CC	1 08347	WALMART	01/19/2024	\$5.00	156776	E 01 005 110 999 000 401	Supplies for Cookies and Cocoa Event

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1 08347	WALMART	01/19/2024	\$190.01	156777	E 01 300 790 000 699 401	Supplies for Cookies and Cocoa Event
001		CC	1 08347	WALMART	01/19/2024	\$3.26	156778	E 01 005 110 999 000 401	Supplies for Cookies and Cocoa Event
001		CC	1 08347	WALMART	01/19/2024	\$159.08	156788	E 01 300 790 000 699 401	Supplies for Cookies and Coca event
001		CC	1 08347	WALMART	01/19/2024	\$5.09	156788	E 01 005 110 999 000 401	Supplies for Cookies and Coca event
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	01/19/2024	\$516.00	156748	E 01 110 203 000 000 430	PO 32566 Liberty Construction Paper
001		CC	1 09044	MENARDS - ELK RIVER	01/19/2024	\$32.02	156743	E 01 005 810 000 000 401	B&G Supplies
001		CC	1 09044	MENARDS - ELK RIVER	01/19/2024	\$408.07	156743	E 01 005 810 000 000 401	B&G Supplies
001		CC	1 09044	MENARDS - ELK RIVER	01/19/2024	\$151.81	156816	E 01 005 760 000 723 350	B&G Supplies
001		CC	1 09044	MENARDS - ELK RIVER	01/19/2024	\$112.12	156816	E 01 005 810 000 000 401	B&G Supplies
001		CC	1 09217	HORIZON COMMERCIAL POOL SUPPLY	01/19/2024	\$157.60	156749	E 01 300 810 000 000 404	HS B&G Hydrochloric acid solution
001		CC	1 09217	HORIZON COMMERCIAL POOL SUPPLY	01/19/2024	\$300.00	156796	E 01 300 810 000 000 305	HS Diagnostics on indoor pool UV System
001		CC	1 09217	HORIZON COMMERCIAL POOL SUPPLY	01/19/2024	\$1,675.36	156825	E 01 300 810 000 000 404	HS Pool Supplies
001		CC	1 10327	NORTHERN AIR CORPORATION	01/19/2024	\$1,596.38	156795	E 01 300 810 000 000 350	HS B&G Repairs
001		CC	1 10327	NORTHERN AIR CORPORATION	01/19/2024	\$1,063.79	156837	E 01 100 810 000 000 350	Indy Indy B&G Repairs
001		CC	1 10327	NORTHERN AIR CORPORATION	01/19/2024	\$4,693.20	156838	E 01 201 810 000 000 350	MS B&G Repairs
001		CC	1 10338	ADAM'S PEST CONTROL, INC.	01/19/2024	\$41.60	156753	E 01 300 810 000 000 305	HS Target Pests
001		CC	1 10338	ADAM'S PEST CONTROL, INC.	01/19/2024	\$52.00	156832	E 01 100 810 000 000 305	Indy Pest Control
001		CC	1 10338	ADAM'S PEST CONTROL, INC.	01/19/2024	\$52.00	156833	E 01 110 810 000 000 305	Liberty Pest Control
001		CC	1 10338	ADAM'S PEST CONTROL, INC.	01/19/2024	\$52.00	156834	E 01 201 810 000 000 305	MS Pest Control
001		CC	1 10338	ADAM'S PEST CONTROL, INC.	01/19/2024	\$41.60	156835	E 01 300 810 000 000 305	HS Pest Control
001		CC	1 10434	MAJESTIC CREATIONS	01/19/2024	\$87.00	156799	E 01 005 010 000 000 401	Travel Blanket, Cutting Board (Majestic Cre
001		CC	1 10498	PEARSON EDUCATION, INC.	01/19/2024	\$109.75	156741	E 12 110 401 000 740 433	PO 32555 CELF 5 Record form Ages 5-8 y
001		CC	1 10505	FUN EXPRESS, LLC	01/19/2024	\$45.13	156739	E 04 500 580 341 325 401	PO 32592 Bulk Paint Chip Circles Bulk Pai
001		CC	1 10575	CONSTANT CONTACT	01/19/2024	\$227.00	156828	E 04 500 505 000 321 305	CE Mktg
001		CC	1 10619	4IMPRINT	01/19/2024	\$512.53	156791	E 01 300 790 000 699 401	Napkins and Stickers for Cookies and Cocc
001		CC	1 12031	LANGUAGELINE Solutions	01/19/2024	\$7.90	156827	E 01 201 219 000 317 358	Interpreter 12/01/2023
001		CC	1 12129	SIPTRUNK, INC	01/19/2024	\$72.05	156812	E 01 005 630 000 000 320	BAckup Phones
001		CC	1 12189	TUFF SHED	01/19/2024	\$4,589.00	156764	E 05 300 292 000 302 530	Tennis shed
001		CC	1 12304	SAM'S CLUB	01/19/2024	\$48.36	156790	E 01 300 211 000 000 401	Java Hive and AP/Dean
001		CC	1 12304	SAM'S CLUB	01/19/2024	\$206.78	156790	E 01 300 298 918 000 490	Java Hive and AP/Dean
001		CC	1 12418	USPS	01/19/2024	\$11.40	156784	E 01 400 203 000 000 329	Postage
001		CC	1 12418	USPS	01/19/2024	\$13.05	156811	E 01 400 203 000 000 329	Postage
001		CC	1 12484	HUBBARD ELECTRIC INC	01/19/2024	\$3,469.51	156801	E 01 005 810 000 000 350	B&G Repairs
001		CC	1 12484	HUBBARD ELECTRIC INC	01/19/2024	\$809.33	156845	E 01 110 810 000 000 350	Liberty Ballasts

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# Big Lake Public Schools, ISD #727

## Payment Reg by Check-No Voids

Payment Date Range: 01/01/2024 - 01/31/2024

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1	12574	SMART CARE EQUIPMENT SOLUTIONS	01/19/2024	\$451.94	156830	E 02 110 770 000 701 350	Liberty Oven Convection Repairs
001		CC	1	12618	BOARD OF ACCOUNTANCY	01/19/2024	\$27.00	156763	E 01 005 110 000 000 820	2024 Certificate Renewal (Angie Manuel)
001		CC	1	12657	PARTY CITY	01/19/2024	\$123.50	156789	E 01 300 790 000 699 401	Supplies for Cookies and Cocoa Event
001		CC	1	12657	PARTY CITY	01/19/2024	\$9.42	156789	E 01 005 110 999 000 401	Supplies for Cookies and Cocoa Event
001		CC	1	12812	WEVIDEO, INC.	01/19/2024	\$89.00	156818	E 01 100 203 000 000 406	Wevideo- Teacher annual 12-2023 to 12/20
001		CC	1	12851	NEW YORK TIMES	01/19/2024	\$20.00	156779	E 01 300 220 000 000 430	Spaulding 12.12.23
001		CC	1	12986	SCAN AIR FILTER	01/19/2024	\$340.84	156841	E 01 201 810 000 000 401	MS B&G Supplies
001		CC	1	13024	MSHSL.ORG	01/19/2024	\$94.58	156762	E 11 300 292 000 000 401	Athletic Rule Books
001		CC	1	13026	ABA MATH	01/19/2024	\$59.00	156814	E 04 500 585 000 332 305	Code Championship Tournament Series (A
001		CC	1	13072	CINTAS CORPORATION NO 2	01/19/2024	\$166.91	156793	E 01 300 810 350 000 305	Uniform Services November 2023 (\$2.70 di
001		CC	1	13072	CINTAS CORPORATION NO 2	01/19/2024	\$166.74	156793	E 01 110 810 350 000 305	Uniform Services November 2023 (\$2.70 di
001		CC	1	13072	CINTAS CORPORATION NO 2	01/19/2024	(\$2.70)	156793	E 01 300 810 350 000 305	Uniform Services November 2023 (\$2.70 di
001		CC	1	13072	CINTAS CORPORATION NO 2	01/19/2024	\$166.74	156793	E 01 100 810 350 000 305	Uniform Services November 2023 (\$2.70 di
001		CC	1	13072	CINTAS CORPORATION NO 2	01/19/2024	\$166.80	156793	E 01 201 810 350 000 305	Uniform Services November 2023 (\$2.70 di
001		CC	1	13158	PINTV	01/19/2024	\$200.00	156855	E 11 300 294 115 000 897	Rent - 32" Pin TV Sports Package (PinTV)
001		CC	1	13185	PATRIOT NEWS MN	01/19/2024	\$187.50	156836	E 01 005 010 000 000 305	Legal Postings 11/16 & 10/26
001		CC	1	13185	PATRIOT NEWS MN	01/19/2024	\$193.75	156836	E 01 005 010 000 000 305	Legal Postings 11/16 & 10/26
001		CC	1	13185	PATRIOT NEWS MN	01/19/2024	\$468.75	156846	E 01 005 110 000 000 305	Ads in newspaper (District Budget & Legal)
001		CC	1	13185	PATRIOT NEWS MN	01/19/2024	\$75.00	156846	E 01 005 010 000 000 305	Ads in newspaper (District Budget & Legal)
001		CC	1	13277	JELLYFISH GRAPHICS	01/19/2024	\$1,921.92	156813	E 01 300 790 000 699 401	Sweatpants for EPIC
001		CC	1	13369	WRUCK SEWER PORTABLE RENTAL, L	01/19/2024	\$571.00	156802	E 04 500 505 000 321 305	CE Portable Rental
001		CC	1	13369	WRUCK SEWER PORTABLE RENTAL, L	01/19/2024	\$845.00	156803	E 04 500 505 000 321 305	CE Portable Rental
001		CC	1	13369	WRUCK SEWER PORTABLE RENTAL, L	01/19/2024	\$195.00	156804	E 04 500 505 000 321 305	CE Portable Rental
001		CC	1	13369	WRUCK SEWER PORTABLE RENTAL, L	01/19/2024	\$195.00	156805	E 04 500 505 000 321 305	CE Portable Rental
001		CC	1	13555	NATIONAL FASTPITCH	01/19/2024	\$149.00	156785	E 11 300 296 125 000 366	Minneapolis Coaches Clinic 01.19.2024 (Ki
001		CC	1	13555	NATIONAL FASTPITCH	01/19/2024	\$149.00	156786	E 11 300 296 125 000 366	Minneapolis Coaches Clinic 01.19.2024 (Ki
001		CC	1	13655	GOPHER FAMILY BRANDS	01/19/2024	\$51.45	156842	E 04 500 505 000 321 401	CE Class Supplies
001		CC	1	13687	E&G 1123 ECOMM	01/19/2024	\$50.79	156806	E 01 005 010 000 000 490	Policy Committee Meeting 12.06.2023
001		CC	1	13719	MONTANTAINSTITUTE.COM	01/19/2024	\$995.00	156757	E 01 300 790 000 699 368	Training In Montana
001		CC	1	13719	MONTANTAINSTITUTE.COM	01/19/2024	\$995.00	156758	E 01 300 790 000 699 368	Training In Montana Ben B
001		CC	1	13719	MONTANTAINSTITUTE.COM	01/19/2024	\$149.00	156766	E 01 300 790 000 699 366	Virtual Training
001		CC	1	13739	O'DAY MANAGMENT INC	01/19/2024	\$554.35	156817	E 01 110 810 000 000 305	Indy/Liberty B&G Repairs
001		CC	1	13739	O'DAY MANAGMENT INC	01/19/2024	\$862.70	156817	E 01 100 810 000 000 305	Indy/Liberty B&G Repairs
001		CC	1	13777	Kiwiwrite Software, LLC	01/19/2024	\$60.00	156770	E 12 201 404 000 740 406	KiwiWrite Subscription Jan-June 30

### Big Lake Public Schools, ISD #727

### Payment Reg by Check-No Voids

Payment Date Range: 01/01/2024 - 01/31/2024

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1 13777	Kiwiwrite Software, LLC	01/19/2024	\$80.00	156774	E 12 201 404 000 740 406	Math subscription Nov 1-July 31
001		CC	1 13800	CRANDALL OFFICE FURNITURE	01/19/2024	\$778.00	156797	E 01 100 203 290 000 401	Prinicpal Taxi chair
001		CC	1 13810	GRUVY EDUCATION	01/19/2024	\$250.00	156765	E 01 005 640 000 316 366	AI Training (Gruvy Education)
001		CC	1 13815	DOJO KARATE - MONTICELLO	01/19/2024	\$195.75	156751	E 04 500 585 000 332 305	CE Enrichment Class
001		CC	1 13815	DOJO KARATE - MONTICELLO	01/19/2024	\$551.00	156843	E 04 500 585 000 332 305	CE Youth Enrichment
001		CC	1 13816	WRISTBAND.COM	01/19/2024	\$390.00	156759	E 01 300 790 000 699 401	Wristbands for Corey Greenwood Event
001		CC	1 13817	PLAY GO SPORTS	01/19/2024	\$28.46	156761	E 01 300 240 000 000 430	GoSports Slammo Replacement leg
001		CC	1 13818	THE PIONEER MANUFACTURE	01/19/2024	\$168.00	156767	E 01 005 810 000 000 401	Molded Net Clips
001		CC	1 13819	MOVE AND LEARN	01/19/2024	\$3,073.00	156771	E 04 500 585 000 332 305	Fall 2023 Dance Classes
001		CC	1 13820	STRINGS BY MAIL	01/19/2024	\$10.22	156783	E 01 201 259 000 000 430	Student Ukelele Strings
001		CC	1 13822	KILN STILTS	01/19/2024	\$56.16	156854	E 01 201 212 000 000 430	Skutt Replacement Thermocouple
001		CC	1 13825	EB *2023 STATEWIDE CON	01/19/2024	\$165.00	156856	E 11 300 291 915 000 305	2023 Statewood Conference

**Check Total: \$81,227.36**

**Bank 001 Total:**

**Report Total:**

<b>January 2024 Personnel</b>				
<b>Employee (Last, First Name)</b>	<b>Position</b>	<b>Building</b>	<b>Effective Date</b>	<b>Action Type</b>
Greene, Michael	Head Coach Boys Soccer	High School	08/12/2024	New Hire
Randall, Jamie	American Indian Education Coordinator	High School	01/08/2024	New Hire
Johnson, Jeannette	Maintenance Supervisor	Middle School	01/02/2024	Transfer
Dertinger, Carolyn	Program Secretary	High School	01/19/2024	Resignation
Erickson, Jeremy	School Monitor	Independence	01/08/2024	New Hire
Buzzelli, Randi	Health Assistant: Summer	Independence	06/10/2024	New Hire
Stukenholtz, Ryker	Assistant Coach Boys Basketball	High School	11/20/2023	New Hire
O'Brien, Melissa	LTS Office Assistant	Independence	01/16/2024	New Hire
Rodriguez, Aysha	School Monitor	Independence	01/15/2024	New Hire
Perez, Olga	Custodian	Liberty	01/15/2024	Termination
Sundberg, Charlie	Assistant Coach - Dance	High School	10/23/2023	New Hire
Daleiden, Shaina	Counseling Admin Assistant	High School	02/19/2024	New Hire
Brenteson, Gwen	HR Consultant	Districtwide	02/05/2023	Resignation



Policy 506  
Adopted: 8.23.07  
Revised: 8.28.14  
Reviewed: 10.27.16  
Revised: 8.24.17  
Revised: 3.28.19  
Reviewed: 8.6.20  
Revised: 8.25.22  
Revised:

## STUDENT DISCIPLINE

### I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

### II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

In view of the foregoing and in accordance with Minnesota Statutes, section 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

### III. DEFINITIONS

- A. "Nonexclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the

policies and practices under sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).

- B. "Pupil withdrawal agreement" means a verbal or written agreement between a school administrator or district administrator and a pupil's parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

#### IV. POLICY

- A. The school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The policies must include nonexclusionary disciplinary policies and practices consistent with Minnesota Statutes, section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurring.
- B. The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.
- C. The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, section 120B.02 and help prepare the pupil for readmission in accordance with section Minnesota Statutes, section 121A.46, subdivision 5.
- D. For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in Minnesota Statutes, section 121A.41, subdivision 13:
  - 1) for a pupil who remains enrolled in the school district or is awaiting enrollment in a new district, the school district's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. The school district must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in Minnesota Statutes, section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school;
  - 2) a pupil receiving school-based or school-linked mental health services in the school district under Minnesota Statutes, section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district; and
  - 3) the school district must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the school district website.

#### V. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy. The superintendent, in exercising his or her lawful authority, may use reasonable force when it is necessary under

the circumstances to restrain a student to prevent imminent bodily harm or death to the student or another.

- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of Behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent imminent bodily harm or death to the student or another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to restrain a student to prevent imminent bodily harm or death to the student or another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent bodily harm or death to the student or another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.
- I. Reasonable Force Reports
  - 1) The school district must report data on its use of any reasonable force used on a student with a disability to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).
  - 2) Beginning with the 2024-2025 school year, the school district must report annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c).
  - 3) Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

## VI. STUDENT RIGHTS

All students have the right to an education and the right to learn.

## VII. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.
- O. To follow the Hornet Way:
  - a. **Respect**-be considerate of self, other people and other people's beliefs and property
  - b. **Honesty**-be truthful
  - c. **Kindness**-be caring, friendly and helpful
  - d. **Responsibility**-be dependable and accountable
  - e. **Fairness**-be committed to the just treatment of others

## VIII. CODE OF STUDENT CONDUCT

The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include marijuana, medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Use of a cell phone in violation of the school district's Internet Acceptable Use and Safety Policy;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;

25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district's Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of the school district's one-to-one device rules and regulations;
45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

## **IX. RECESS AND OTHER BREAKS**

- A. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.
- B. The school district is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.
- C. The school district must not use recess detention unless:
  - 1) a student causes or is likely to cause serious physical harm to other students or staff;
  - 2) the student's parent or guardian specifically consents to the use of recess detention; or
  - 3) for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.
- D. The school district must not withhold recess from a student based on incomplete schoolwork.
- E. The school district must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.
- F. The school district must compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. The school district is encouraged to use the data in professional development promoting the use of nonexclusionary discipline.
- G. The school district must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a district or school's existing responsibilities under Minnesota Statutes, section 124D.111 or other state or federal law.

## **X. DISCIPLINARY ACTION OPTIONS**

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district code of conduct, rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
  - Right to Know (Tennessee Warning)  
Administrative conferencing, involving Big Lake Schools' students, will include a reasonable effort to establish an overt awareness on the part of the student regarding:
    - The subject of, purpose for, and intended use of the data collected
    - The student's individual right of refusal to supply, or legal obligation to supply, such data
    - Known consequences of supplying or not supplying the data
    - Known identity of others authorized to review the data
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian

following the completion of any investigation or disciplinary action instituted or taken related to the violation.

- C. Parent/Guardian contact;
- D. Parent/Guardian conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges e.g., hall passes, library passes, driving privilege;
- J. In-school monitoring e.g., noon room, Saturday school, or revised class schedule e.g., MLC the Modified Learning Center;
- K. Referral to in-school support services e.g., counseling;
- L. Referral to community resources or outside agency services;
- M. Restorative measures, including financial, symbolic, or other means of restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication i.e. truancy petition;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

## **XI. REMOVAL OF STUDENTS FROM CLASS**

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

- 1) Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
- 2) Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
- 3) Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
- 4) Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.
- C. Procedures for Removal of a Student from a Class.  
See 506B Procedures for Removal of Students
- D. Period of Time for which a Student may be Removed from a Class (may not exceed five (5) class periods for a violation of a rule of conduct)  
See 506B Procedures for Removal of Students
- E. Responsibility for and Custody of a Student Removed from Class.  
See 506B Procedures for Removal of Students
- F. Procedures for Return of a Student to a Specific Class from Which the Student was Removed.  
See 506B Procedures for Removal of Students
- G. Procedures for Notifying a Student and the Student's Parents or Guardian of Violation of the Rules of Conduct and of Resulting Disciplinary Actions;  
See 506B Procedures for Removal of Students
- H. Disabled Students: Special Provisions.  
See 506B Procedures for Removal of Students
- I. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.  
See 506B Procedures for Removal of Students
- J. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.  
See 506B Procedures for Removal of Students

## **XII. DISMISSAL**

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion, and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to use nonexclusionary disciplinary policies and procedures before dismissal proceedings or pupil withdrawal agreements, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:
  - 1) Willful violation of any reasonable school board regulation, including those found in this policy;
  - 2) Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
  - 3) Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.
- C. Disciplinary Dismissals Prohibited
  - 1) A pupil enrolled in the following is not subject to dismissals under the Pupil Fair Dismissal Act:

- a. a preschool or prekindergarten program, including an early childhood family education, school readiness, school readiness plus, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or
  - b. kindergarten through Grade 3.
- 2) This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes, chapter 125A and federal law for a student receiving special education services.
  - 3) Notwithstanding this section, expulsions and exclusions may be used only after resources outlined under Nonexclusionary discipline have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

D. Suspension Procedures

- 1) "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
- 2) School administration must allow a suspended pupil the opportunity to complete all school work assigned during the period of the pupil's suspension and to receive full credit for satisfactorily completing the assignments. The school principal or other person having administrative control of the school building or program is encouraged to designate a district or school employee as a liaison to work with the pupil's teachers to allow the suspended pupil to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback in a reasonable amount of time.
- 3) If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
- 4) The definition of suspension under Minnesota Statutes, section 121A.41, subdivision 10, does not apply to a student's dismissal from school for less than one day, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school

- district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
- 5) A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6<sup>th</sup>) consecutive day of suspension or the tenth (10<sup>th</sup>) cumulative day of suspension has elapsed.
  - 6) Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota Statutes, section 123A.05 selected to allow the student to progress toward meeting graduation standards under Minnesota Statutes, section 120B.02, although in a different setting.
  - 7) The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
  - 8) After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
    - a. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
    - b. petition the juvenile court that the student is in need of services under Minnesota Statutes chapter 260C.
  - 9) A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
  - 10) The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
  - 11) In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.

- 12) Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) consecutive school days.

E. Expulsion and Exclusion Procedures

- 1) "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
- 2) "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
- 3) All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.
- 4) No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
- 5) The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56; describe the nonexclusionary disciplinary practices accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district must advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE) and is posted on its website.
- 6) The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
- 7) All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
- 8) The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
- 9) The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
- 10) If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
- 11) All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.

- 12) At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
- 13) The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
- 14) The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
- 15) The student cannot be compelled to testify in the dismissal proceedings.
- 16) The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within five (5) days after the close of the hearing.
- 17) The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of the Minnesota Department of Education (Commissioner) of the basis and reason for the decision.
- 18) A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minnesota Statutes section 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
- 19) The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
- 20) The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
- 21) Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

### **XIII. ADMISSION OR READMISSION PLAN**

A school administrator must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan must include measures to improve the student's behavior, which may include completing a character education program consistent with Minnesota Statutes, section 120B.232, subdivision 1, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan must include reasonable attempts to obtain parental involvement in the admission or readmission process, and may indicate the consequences

to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

#### **XIV. NOTIFICATION OF POLICY VIOLATIONS**

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each exclusion or expulsion, each physical assault of a school district employee by a pupil, and each pupil withdrawal agreement within thirty (30) days of the effective date of the dismissal action, pupil withdrawal, or assault, to the MDE Commissioner. This report must include a statement of the nonexclusionary disciplinary practices, or other sanction, intervention, or resolution in response to the assault given to the pupil and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the pupil's age, grade, gender, race, and special education status.

#### **XV. STUDENT DISCIPLINE RECORDS**

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13.

#### **XVI. STUDENTS WITH DISABILITIES**

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

#### **XVII. PRESCHOOL AND PREKINDERGARTEN DISCIPLINE**

A child enrolled in a preschool or prekindergarten program, including a child participating in early childhood family education, school readiness, school readiness plus, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program, may not be subject to

dismissals under the Pupil Fair Dismissal Act. Expulsions and exclusions may be used only after non-exclusionary discipline has been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others. Non-exclusionary discipline must include at least one of the following:

- a. Collaborating with the student's family or guardian, child mental health consultant or provider, education specialist, or other community based support;
- b. Creating a plan, written with the parent or guardian, that details the action and support needed for the student to fully participate in a preschool or prekindergarten program; or
- c. Providing a referral for needed support services, including parenting education, home visits, other supportive education interventions, or where appropriate, an evaluation to determine if the student is eligible for special education services or section 504 services.

#### **XVIII. OPEN ENROLLED STUDENTS**

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minnesota Statutes section 124D.03) or Enrollment in Nonresident District (Minnesota Statutes section 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minnesota Statutes chapter 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

#### **XIX. DISCIPLINE COMPLAINT PROCEDURE**

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied. See 506A Discipline Complaint Form.

#### **XX. DISTRIBUTION OF POLICY**

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

#### **XXI. REVIEW OF POLICY**

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

***Legal References:*** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.26 (School Preassessment Teams)  
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
Minn. Stat. §§ 121A.60 (Definitions)

Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)  
Minn. Stat. § 122A.42 (General Control of Schools)  
Minn. Stat. § 123A.05 (State-Approved Alternative Program Organization)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.08 (School Boards' Approval to Enroll in Nonresident District;  
Exceptions)  
Minn. Stat. Ch. 125A (Special Education and Special Programs)  
Minn. Stat. § 152.22, Subd. 6 (Definitions)  
Minn. Stat. § 152.23 (Limitations)  
Minn. Stat. Ch. 260A (Truancy)  
Minn. Stat. Ch. 260C (Juvenile Safety and Placement)  
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Act)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

***Cross References:***

MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of  
Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices)  
MSBA/MASA Model Policy 501 (School Weapons)  
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal  
Possessions, and Student's Person)  
MSBA/MASA Model Policy 503 (Student Attendance)  
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored  
Materials on School Premises by Students and Employees)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles;  
Patrols, Inspections, and Searches)  
MSBA/MASA Model Policy 610 (Field Trips)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 711 (Video Recording on School Buses)  
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)



## STUDENT TRANSPORTATION SAFETY POLICY

### I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

Big Lake Schools provides safe, efficient, and appropriate transportation services to all authorized passengers in accordance with all applicable state and federal law. The nature of the equipment provided for transportation, the scheduling of its use, and the walking zones that affect transportation shall be determined solely by the Board of Education or its duly authorized representative. In cases where transportation is required, but it is not considered feasible to furnish bus transportation, contracts may be established to provide alternative transportation.

### II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

#### A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

#### B. Student School Bus Safety Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
  - a. transportation by school bus is a privilege not a right;
  - b. school district policies for student conduct and school bus safety;
  - c. appropriate conduct while on the bus;
  - d. the danger zones surrounding a school bus;
  - e. procedures for safely boarding and leaving a school bus;
  - f. procedures for safe vehicle lane crossing; and
  - g. school bus evacuation and other emergency procedures.
2. All students in grades K through grade 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled in a school during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials with 4 weeks of their first day of attendance.
3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in

grades K through 3 school bus safety training twice during the school year.

4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minnesota Statutes section 169.446, subdivision 2
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school
8. The school district shall adopt and make available for public review a curriculum for transportation safety education
9. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training

C. Active Transportation Safety Training

1. Training required

- a. The school district must provide public school pupils enrolled in kindergarten through grade 3 with age-appropriate active transportation safety training. At a minimum, the training must include pedestrian safety, including crossing roads
- b. The school district must provide pupils enrolled in grades 4 through 8 with age-appropriate active transportation safety training. At a minimum, the training must include
  - i. pedestrian safety, including crossing roads safely using the searching left, right, left for vehicles in traffic technique; and
  - ii. bicycle safety, including relevant traffic laws, use and proper fit of protective headgear, bicycle parts and safety features, and safe biking techniques.

2. Deadlines

- a. Students under subdivision 1, paragraph (a), who are enrolled during the first or second week of school and have not previously received active transportation safety training specified in that paragraph must receive the safety training by the end of the third week of school
- b. Students under subdivision 1, paragraph (b), who are enrolled during the first or second week of school and have not previously received active transportation safety training specified in that paragraph must receive the safety training by the end of the sixth week of school
- c. Students under subdivision 1, paragraph (a) or (b), who enroll in a school after the second week of school and have not

received the appropriate active transportation safety training in their previous school district must undergo the training or receive active transportation safety instructional materials within four weeks of the first day of attendance

- d. The school district and a nonpublic school may provide kindergarten pupils with active transportation safety training before the first day of school
3. Instruction
    - a. The school district may provide active transportation safety training through distance learning.
    - b. The district and a nonpublic school must make reasonable accommodations for the active transportation safety training of pupils known to speak English as a second language and pupils with disabilities

### **III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR**

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.
  1. School Bus and Bus Stop Rules  
The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.
  2. Rules at the Bus Stop
    - a. Get to your bus stop 5 minutes before your scheduled pick up
    - b. time. The school bus driver will not wait for late students.
    - c. Respect the property of others while waiting at your bus stop.
    - d. Keep your arms, legs and belongings to yourself.
    - e. Use appropriate language.
    - f. Stay away from the street, road or highway when waiting for the bus.
    - g. Wait until the bus stops before approaching the bus.
    - h. After getting off the bus, move away from the bus.
    - i. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
    - j. No fighting, harassment, intimidation, or horseplay.
    - k. No use of alcohol, tobacco, or drugs.
  3. Rules on the Bus
    - a. Immediately follow the directions of the driver.
    - b. Sit in your seat facing forward.
    - c. Talk quietly and use appropriate language.
    - d. Keep all parts of your body inside the bus.

- e. Keep your arms, legs, and belongings to yourself
  - f. No fighting, harassment, intimidation, or horseplay
  - g. Do not throw any object
  - h. No eating or drinking, or use of alcohol, tobacco, or drugs.
  - i. Do not damage the bus
4. Consequences
- a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.
    - 1st Offense: report to parents and/or one day suspension from riding the bus
    - 2nd Offense: 1-3 school days suspension from riding the bus
    - 3rd Offense: 3-5 school days suspension from riding the bus
    - 4th Offense: 5-10 school days suspension from riding the bus and meeting with parent/guardian
    - Alternate Consequences: Consequences are assigned by Vision. Based upon the circumstances, an administrator may use his/her discretion in applying alternate consequences

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.

- b. Other Discipline
 

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus misconduct.
- c. Records
 

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law
- d. Vandalism/Bus Damage
 

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.
- e. Notice
 

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each bus.

f. Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

**IV. PARENT AND GUARDIAN INVOLVEMENT**

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parent/Guardian Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to school administrators
4. Monitor bus stops, if possible.
5. Have children to the bus stop 5 minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus in late

**V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES**

A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below

B. The school district or contracted service provider shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy

C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:

1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
2. reckless driving;
3. improper or erratic traffic lane changes;
4. following the vehicle ahead too closely;
5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;

6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession;
  7. driving a commercial vehicle without the proper class of commercial driver's license and/or endorsements for the specific vehicle group being operated or for the passengers or type of cargo being transported;
  8. a violation of a state or local law prohibiting texting while driving a commercial vehicle; and
  9. a violation of a state or local law prohibiting the use of a hand-held mobile telephone while driving a commercial vehicle.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy
- E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy

## **VI. SCHOOL BUS DRIVER TRAINING**

### **A. Training**

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district or contracted service provider shall retain on file an annual individual school bus driver "evaluation certification" form for

each school district driver as contained in the Model School Bus Driver Training Manual

2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

**B. Evaluation**

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately
4. Know and understand relevant laws, rules of the road, and local school bus safety policies
5. Handle emergency situations; and
6. Safely load and unload students

The evaluation must include completion of an individual “school bus driver evaluation form” (road test evaluation) as contained in the Model School Bus Driver Training Manual.

**VII. OPERATING RULES AND PROCEDURES**

**A. General Operating Rules**

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual
2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in or assigned to a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, by a signed, written request a daycare facility, respite care facility, the residence of a relative or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems
6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, “school bus” has the meaning given in Minnesota Statutes section 169.011, subdivision 71. In addition, “school bus” also includes type III vehicles when driven by employees or agents of the school district. “Cellular phone” means a cellular, analog,

wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. Vehicles model year 2007 or older must not be used as type III vehicles to transport school children, except those vehicles that are manufactured to meet the structural requirements of federal motor vehicle safety standard 222, Code of Federal Regulations, title 49, part 571
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
  - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
  - b. First aid kit and body fluids cleanup kit. A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.
  - c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area

clearly indicates the location of these items.

11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
  - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
  - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
    - i. safe operation of a type III vehicle;
    - ii. understanding student behavior, including issues relating to students with disabilities;
    - iii. encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
    - iv. knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
    - v. handling emergency situations;
    - vi. proper use of seat belts and child safety restraints;
    - vii. performance of pretrip vehicle inspections;
    - viii. safe loading and unloading of students, including, but not limited to:
      - a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
      - b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
      - c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student

across the road if it is not reasonably feasible to avoid such a location;

d) placing the type III vehicle in “park” during loading and unloading;

e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and

ix.compliance with paragraph V.F. concerning reporting convictions to the employer within 10 days of the date of conviction.

- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minnesota Statutes section 122A.18, subdivision 8, or Minnesota Statutes section 123B.03 for school district employees; Minnesota Statutes section 144.057 or Minnesota Statutes chapter 245C for day care employees; or Minnesota Statutes section 171.321, subdivision 3, for all other persons operating a type III vehicle under this section.
- d. Operators shall submit to a physical examination as required by Minnesota Statutes section 171.321, subdivision 2.
- e. The operator’s employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer’s policy under Minnesota Statutes section 181.951, subdivisions 2, 4, and 5. Notwithstanding any law to the contrary, the operator’s employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
- f. The operator’s driver’s license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minnesota Statutes section 171.321, subdivision 5.
- g. A person who sustains a conviction, as defined under Minnesota Statutes 609.02, of violating Minnesota Statutes section 169A.25, 169A.26, 169A.27 (driving while impaired offenses), or 169A.31 (alcohol-related school bus driver offenses), or whose driver’s license is revoked under Minnesota Statutes sections 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver’s license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.
- h. A person who has ever been convicted of a disqualifying offense as defined in Minnesota Statutes section 171.3215, subdivision 1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
- i. A person who sustains a conviction, as defined under Minnesota Statutes section 609.02, of a moving offense in violation of Minnesota Statutes chapter 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.

- j. Students riding the type III vehicle must have training required under Minnesota Statutes section 123B.90, Subd. 2 (See Section II.B., above).
  - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
2. The type III vehicle must bear a current certificate of inspection issued under Minnesota Statutes section 169.451.
  3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I “Activity” Buses Driven by Employees with a Driver’s License Without a School Bus Endorsement

1. The holder of a Class D driver’s license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
  - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
  - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
  - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
  - d. The operator has submitted to a background check and physical examination as required by Minnesota Statutes section 171.321, subdivision 2.
  - e. The operator has a valid driver’s license and has not sustained a conviction of a disqualifying offense as set forth in Minnesota Statutes section 171.02, subdivisions 2a(h) - 2a(j).
  - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration’s “Guideline for the Safe Transportation of Pre-school Age Children in School Buses,” if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
  - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
3. A school bus operated under this section must bear a current certificate of inspection.
4. The word “School” on the front and rear of the bus must be covered by a

sign that reads “Activities” when the bus is being operated under authority of this section.

## **VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES**

- A. If possible, school bus drivers or their supervisors shall call “911” or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III “Crash & Emergency Preparedness” of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).
- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within one (1) month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
  - 1. the student’s name and address;
  - 2. the nature of the student’s disabilities;
  - 3. emergency health care information; and
  - 4. the names and telephone numbers of the student’s physician, parents, guardians, or custodians, and some person other than the student’s parents or custodians who can be contacted in case of an emergency.

## **IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS**

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district’s record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

## **X. SCHOOL TRANSPORTATION SAFETY DIRECTOR**

The school board has designated an individual to serve as the school district’s school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director or contracted service provider shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required Minnesota Statutes section 171.321, subdivision 4. The transportation

safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director

- Legal References:***
- Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
  - Minn. Stat. § 123B.03 (Background Check)
  - Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)
  - Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
  - Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
  - Minn. Stat. § 123B.90 (School Bus Safety Training)
  - Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
  - Minn. Stat. § 123B.935 (Active Transportation Safety Training)
  - Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
  - Minn. Stat. Ch. 169 (Traffic Regulations)
  - Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
  - Minn. Stat. § 169.02 (Scope)
  - Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
  - Minn. Stat. § 169.446, Subd. 2 (Safety of School Children; Training and Education Rules)
  - Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
  - Minn. Stat. § 169.454 (Type III Vehicle Standards)
  - Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
  - Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
  - Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
  - Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
  - Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
  - Minn. Stat. § 171.168 (Notice of Violation by Commercial Driver)
  - Minn. Stat. § 171.169 (Notice of Commercial License Suspension)
  - Minn. Stat. § 171.321 (Qualifications of School Bus and Type III Vehicle Drivers)
  - Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)

Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)  
Minn. Stat. Ch. 245C (Human Services Background Studies)  
Minn. Stat. § 609.02 (Definitions)  
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)  
49 C.F.R. Part 383 (Commercial Driver's License Standards; Requirements and Penalties)  
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)  
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)  
49 C.F.R. § 383.5 (Transportation Definitions)  
49 C.F.R. § 383.51 (Disqualification of Drivers)  
49 C.F.R. Part 571 (Federal Motor Vehicle Safety Standards)

***Cross References:*** MSBA/MASA Model Policy 416 (Drug and Alcohol Testing) MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 707 (Transportation of Public Students)  
MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students) MSBA/MASA Model Policy 710 (Extracurricular Transportation)



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## CRISIS MANAGEMENT

### I. PURPOSE

The purpose of this Model Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. The school district will develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

### II. GENERAL INFORMATION

#### A. The Policy and Plans

The school district's Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building's specific situation and needs.

Building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. This Policy will be maintained, updated, and made available to the school board on an annual basis.

#### B. Elements of the District Crisis Management Policy

1. General Crisis Procedures. The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Comprehensive School Safety Guide (2011 Edition) to assist in the development of building-specific crisis management plans.

All general crisis procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

- a. Lock-Down Procedures. Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.

*State law requires a minimum of five school lock-down drills each school year. See Minnesota Statutes section 121A.035.*

- b. Evacuation Procedures. Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation procedures should also address transporting necessary medications for students that take medications during the school day.

*State law requires a minimum of five school fire drills, consistent with Minnesota Statutes section 299F.30, and one school tornado drill each school year. See Minnesota Statutes section 121A.035.*

- c. Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.
2. Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.
  3. School Emergency Response Teams
    - a. Composition. The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school

emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts.

- b. Leaders. The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

### III. PREPARATION BEFORE AN EMERGENCY

#### A. Communication

1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.
2. Students and Parents. Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

#### B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.)
2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations using primary evacuation routes and alternate routes.
4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minnesota Statutes section 299F.30. See Minnesota Statutes section 121A.035.

6. A record of fire drills conducted at the building will be maintained in the building administrator's office.
7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts and will be updated annually.

School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

E. Warning and Notification Systems

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings. The school district should consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

#### G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

#### H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

#### I. Long-Term Recovery Intervention Procedures

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery.
2. Fiscal recovery.
3. Academic recovery.
4. Social/emotional recovery.

### **IV. ACTIVE SHOOTER DRILL**

#### A. Definitions

1. "Active shooter drill" means an emergency preparedness drill designed to teach students, teachers, school personnel, and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school. An active shooter drill is not an active shooter simulation, nor may an active shooter drill include any sensorial components, activities, or elements which mimic a real life shooting
2. "Active shooter simulation" means an emergency exercise including full-scale or functional exercises, designed to teach adult school personnel and staff how to respond in the event of an armed intruder on campus or an armed assailant in the immediate vicinity of the school which also incorporates sensorial components, activities, or elements mimicking a real life

shooting. Activities or elements mimicking a real life shooting include, but are not limited to, simulation of tactical response by law enforcement. An active shooter simulation is not an active shooter drill.

3. "Evidence-based" means a program or practice that demonstrates any of the following:
  - a. a statistically significant effect on relevant outcomes based on any of the following:
    - i. strong evidence from one or more well designed and well implemented experimental studies;
    - ii. moderate evidence from one or more well designed and well implemented quasi-experimental studies; or
    - iii. promising evidence from one or more well designed and well implemented correlational studies with statistical controls for selection bias; or
  - b. a rationale based on high-quality research findings or positive evaluations that the program or practice is likely to improve relevant outcomes, including the ongoing efforts to examine the effects of the program or practice.
4. "Full-scale exercise" means an operations-based exercise that is typically the most complex and resource-intensive of the exercise types and often involves multiple agencies, jurisdictions, organizations, and real-time movement of resources
5. "Functional exercises" means an operations-based exercise designed to assess and evaluate capabilities and functions while in a realistic, real-time environment, however, movement of resources is usually simulated.

#### B. Criteria

An active shooter drill conducted according to Minnesota Statutes, section 121A.037 with students in early childhood through grade 12 must be:

1. Accessible
2. Developmentally appropriate and age appropriate, including using appropriate safety language and vocabulary
3. Culturally aware
4. Trauma-informed
5. Inclusive of accommodations for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations

#### C. Student Mental Health and Wellness

Active shooter drill protocols must include a reasonable amount of time immediately following the drill for teachers to debrief with their students. The opportunity to debrief must be provided to students before regular classroom activity may resume. During the debrief period, students must be allowed to access any mental health services available on campus, including counselors, school psychologists, social workers, or cultural liaisons. An active shooter drill must not be combined or conducted consecutively with any other type of emergency preparedness drill. An active shooter drill must be accompanied by an announcement prior to commencing. The announcement must use concise and age-appropriate language and, at a minimum, inform students there is no immediate danger to life and safety.

#### D. Notice

1. The school district must provide notice of a pending active shooter drill to every student's parent or legal guardian before an active shooter drill is conducted. Whenever practicable, notice must be provided at least 24 hours in advance of a pending active shooter drill and inform the parent or legal guardian of the right to opt their student out of participating
2. If a student is opted out of participating in an active shooter drill, no negative consequence must impact the student's general school attendance record nor may nonparticipation alone make a student ineligible to participate in or attend school activities.
3. The Commissioner of the Minnesota Department of Education must ensure the availability of alternative safety education for students who are opted out of participating or otherwise

exempted from an active shooter drill. Alternative safety education must provide essential safety instruction through less sensorial safety training methods and must be appropriate for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations

E. Participation in Active Shooter Drills

Any student in early childhood through grade 12 must not be required to participate in an active shooter drill that does not meet the Criteria set forth above

F. Active Shooter Simulations

Must be authorized by the school board. A student must not be required to participate in an active shooter simulation. An active shooter simulation must not take place during regular school hours if a majority of students are present, or expected to be present, at the school. A parent or legal guardian of a student in grades 9 through 12 must have the opportunity to opt their student into participating in an active shooter simulation.

G. Violence Prevention

1. A school district or charter school conducting an active shooter drill must provide students in middle school and high school at least one hour, or one standard class period, of violence prevention training annually
2. The violence prevention training must be evidence-based and may be delivered in-person, virtually, or digitally. Training must, at a minimum, teach students the following:
  - a. how to identify observable warning signs and signals of an individual who may be at risk of harming oneself or others;
  - b. the importance of taking threats seriously and seeking help; and
  - c. the steps to report dangerous, violent, threatening, harmful, or potentially harmful activity.
3. A school district or charter school must ensure that students have the opportunity to contribute to their school's safety and violence prevention planning, aligned with the recommendations for multihazard planning for schools, including but not limited to:
  - a. student opportunities for leadership related to prevention and safety;
  - b. encouragement and support to students in establishing clubs and programs focused on safety; and
  - c. providing students with the opportunity to seek help from adults and to learn about prevention connected to topics including bullying, sexual harassment, sexual assault, and suicide.

H. Board Meeting

At a regularly scheduled school board meeting, a school board of a district that has conducted an active shooter drill must consider the following:

1. The effect of active shooter drills on the safety of students and staff; and
2. The effect of active shooter drills on the mental health and wellness of students and staff.

**V. SAMPLE PROCEDURES INCLUDED IN THIS POLICY**

Sample procedures for the various hazards/emergencies listed below for use when drafting specific crisis management plans as well as additional sample procedures may be found in the Response section of the *Comprehensive School Safety Guide* (2011 Edition). Procedures will be maintained, updated, and made available to the school board on an annual basis.

- A. Fire
- B. Hazardous Materials
- C. Severe Weather: Tornado/Severe Thunderstorm/Flooding
- D. Medical Emergency
- E. Fight/Disturbance
- F. Assault
- G. Intruder

- H. Weapons
- I. Shooting
- J. Hostage
- K. Bomb Threat
- L. Chemical or Biological Threat
- M. Checklist for Telephone Threats
- N. Demonstration
- O. Suicide
- P. Lock-down Procedures
- Q. Shelter-In-Place Procedures
- R. Evacuation/Relocation
- S. Media Procedures
- T. Post-Crisis Procedures
- U. School Emergency Response Team
- V. Emergency Phone Numbers
- W. Highly Contagious Serious Illness or Pandemic Flu

## VI. MISCELLANEOUS PROCEDURES

### A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

### B. Visitors

The school district shall implement procedures mandating visitor sign in and visitors in school buildings. See Big Lake Schools Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

### C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

### D. Radiological Emergencies at Nuclear Generating Plants

School districts within a 10-mile radius of the Monticello or Prairie Island nuclear power plants will implement crisis plans in the event of an accident or incident at the power plant. See Big Lake Schools Policy 813 (Use of Potassium Iodide, KI, in the Event of a Nuclear Accident).

Questions relative to the creation or implementation of such plans will be directed to the Minnesota Department of Public Safety.

### ***Legal References:***

- Minn. Stat. Ch. 12 (Emergency Management)
- Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
- Minn. Stat. § 121A.035 (Crisis Management Policy)
- Minn. Stat. § 121A.038 (Students Safe at School)
- Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
- Minn. Stat. § 299F.30 (Fire Drill in School; Doors and Exits)
- Minn. Stat. § 326B.02, Subd. 6 (Powers)
- Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)
- Minn. Stat. § 609.605, Subd. 4 (Trespasses)
- Minn. Rules Ch. 7511 (Fire Code)
- 20 U.S.C. § 1681, *et seq.* (Title IX)

20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)  
20 U.S.C. § 7912 (Unsafe School Choice Option)  
42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

***Cross References:*** MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 501 (School Weapons Policy)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)  
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

*Comprehensive School Safety Guide*  
[Minnesota School Safety Center - Resources \(mn.gov\)](#)

## HEALTH AND SAFETY

### I. PURPOSE

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

### II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.
- B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district may form a health and safety advisory committee to be appointed by the superintendent. The health and safety advisory committee will be composed of employees and other individuals with specific knowledge of related issues. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. The superintendent may request that the safety committee established under Minnesota Statutes section 182.676 carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under Minnesota Statutes section 182.676.

### III. PROCEDURES

- A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and made available to the school board on an annual basis. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.
- B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety

advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.

- C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

#### **IV. PROGRAM AND PLANS**

- A. For the purpose of complying with this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:
  - 1. Asbestos
  - 2. Fire and Life Safety
  - 3. Employee Right to Know
  - 4. Emergency Action Planning
  - 5. Combustible and Hazardous Materials Storage
  - 6. Indoor Air Quality
  - 7. Mechanical Ventilation
  - 8. Mold Cleanup and Abatement
  - 9. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools
  - 10. Infectious Waste/Bloodborne Pathogens
  - 11. Community Right to Know
  - 12. Compressed Gas Safety
  - 13. Confined Space Standard
  - 14. Electrical Safety
  - 15. First Aid/CPR/AED
  - 16. Food Safety Inspection
  - 17. Forklift Safety
  - 18. Hazardous Waste
  - 19. Hearing Conservation
  - 20. Hoist/Lift/Elevator Safety
  - 21. Integrated Pest Management
  - 22. Laboratory Safety Standard/Chemical Hygiene Plan
  - 23. Lead
  - 24. Control of Hazardous Energy Sources (Lockout/Tagout)
  - 25. Machine Guarding
  - 26. Safety Committee
  - 27. Personal Protection Equipment (PPE)
  - 28. Playground Safety
  - 29. Radon
  - 30. Respiratory Protection
  - 31. Underground and Above Ground Storage Tanks
  - 32. Welding/Cutting/Brazing
  - 33. Fall Protection
  - 34. National Emission Standards for Hazardous Air Pollutants for School Generators established by the United States E.P.A
  - 35. Other areas determined to be appropriate by the health and safety advisory committee

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action will be taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.
- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.
- E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.
- F. In the event of an accident or a near miss, the school district shall promptly cause an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

## V. BUDGET

The superintendent shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent, or such other school official as designated by the superintendent, each year shall prepare preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

## VI. ENFORCEMENT

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

***Legal References:*** Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)  
Minn. Stat. § 123B.57 (Health and Safety Projects)  
Minn. Stat. § 182.676 (Safety Committees)  
Minn. Rules Part 5208.0010 (Accident and Injury Reduction Program; Applicability)  
Minn. Rules Part 5208.0070 (Accident and Injury Reduction Program; Alternative Forms of Committee)

***Cross References:*** MSBA/MASA Model Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)  
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)  
MSBA/MASA Model Policy 806 (Crisis Management Policy)

# ALTERNATIVE TEACHER PROFESSIONAL PAY SYSTEM (Q-COMP)

## MEMORANDUM OF UNDERSTANDING

Between  
Independent School District No. 727, Big Lake,  
And  
Big Lake Education Minnesota

WHEREAS, Independent School District No. 727, Big Lake, (“District”) and Big Lake Education Minnesota (“BLEM”), agreed to collaboratively develop, plan and implement a career advancement compensation system which ensures opportunities for student and career growth, as well as qualify for Q-Comp funding by the Minnesota Department of Education (“MDE”); and

WHEREAS, the District and BLEM must enter into negotiations over all changes in terms and conditions of employment related to implementing an alternative teacher professional pay system;

WHEREAS, the MDE has approved the plan the District and BLEM jointly submitted for an alternative compensation system;

WHEREAS, the District and BLEM have mutually agreed to revisions to the ATPPS established in the MOU originally approved in 2022;

WHEREAS, the District and BLEM have mutually agreed that the previous MOU is no longer in force as of June 30, 2023 and has been replaced, in its entirety, with this MOU, signed and dated on January 25, 2024, effective July 1, 2023;

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

1. If Q-Comp aid from the State of Minnesota or MDE is eliminated, all Q-Comp compensation to teachers shall cease effective June 30th of the fiscal year preceding. All alternative compensation funding from the State of Minnesota and from local alternative compensation levy shall be used exclusively for ATTPS or Q-Comp. The District may, at its discretion, supplement the funding of this program from the general fund or other funding sources. If the State increases the per capita dollar amount of alternative compensation funding, the extra funds will be allocated through a joint decision-making process between the District and BLEM.
2. Should there be any change to the alternative teacher professional pay systems statutes [Minn. Stats. §§ 122A.413 through 122A.41592011)], including changes to the expected level of funding, both parties agree to renegotiate the terms of the MOU. In such a case, neither party shall be obligated to continue participation in this program.
3. ATTPS will commence with the 2011-12 school year, contingent upon approval from the Union general membership and the district School Board. The District and the Union agree that the terms of this Memorandum of Understanding will continue into

successive years, unless by February 1 of a given year, the Union gives written notice of intent to vote on the continuation of Q-Comp. The District and Union may mutually agree to minor revisions to ATTPS during this time period without renewing the entire document.

**Component 1: Career Ladder/Advancement Options—Provide career ladders or career advancement opportunities for teachers.** The career ladder includes two positions with various duties and compensations:

A. **Q Comp Oversight Committee**

Job Description: Members will oversee that the Q Comp system is following protocol. The committee members will participate in the selection and hiring of teacher leaders and analyze relevant data and approve the measurement of Q Comp goals.

Oversight Committee Members

- Assistant Superintendent/Director of Teaching & Learning
- 4 Principals (one per building)
- Big Lake Education Minnesota President
- Big Lake Education Minnesota Vice-President
- 4 Peer Coaches (one per building)
- 4 Teacher Representatives (one per building) -Appointed

Qualifications:

- Highly qualified teacher per Minnesota licensure and federal standards.
- Knowledge of Q Comp and teacher evaluation state statutes.
- Tenured in the district preferred.
- Ability to manage information electronically.
- Lifelong learner with knowledge of or willingness to learn about current research-based best practices as outlined in the Big Lake Observation Framework.
- Demonstrates skills in organization, leadership, communication, presentation and collaboration.
- Flexible, self-motivated, collaborative and able to work with diverse teams.
- Commitment to school improvement in the district.
- A recommendation for serving on the Q-Comp Oversight Committee as an appointed member is two to five (2-5) years, with awareness given to having consistent members on the committee.

Responsibilities:

- Ensure Q Comp policies and procedures are maintained.
- Work with MDE on issues pertinent to Q Comp.
- Attend Q Comp meetings.
- Participate in the selection and hiring of teacher leaders.
- Analyze relevant data and approve the measurement of Q Comp goals.
- Coordinate the appeals process.
- Prepare communications for staff, school board, and MDE.
- Prepare materials and conduct the activities of the annual Q Comp Program Review.

Hiring Process (for appointed positions):

- The appointed positions will be posted electronically
- Personnel interested in applying for the appointed teacher representative positions of the Q-Comp Oversight Committee will complete an electronic application.
- The teachers at each building will appoint a teacher representative based on qualifications.

Evaluation:

- The Q Comp Oversight Committee members will be evaluated annually by the Assistant Superintendent/Director of Teaching & Learning.

Compensation:

- \$0 annual salary augmentation

Teacher Ratio:

- 1:25

**B. Professional Learning Community (PLC) Facilitator**

Job Description: Lead PLC meetings by developing meeting agendas, establishing a meeting schedule, facilitating meetings, preparing reports, and keeping records such as meeting minutes and attendance.

Qualifications:

- Highly qualified teacher per Minnesota licensure and federal standards.
- Tenured in District 727 preferred.
- Flexible, self-motivated, collaborative, and able to work with diverse teams
- Shows proficiency in communicating instructional strategies and skills to other teachers.
- Life-long learner with knowledge of or willingness to learn about current research based best practices that improve student learning.
- Demonstrates technology skills and a desire to “learn by doing.”
- Demonstrates skills in organization, leadership, communication and collaboration.
- A recommendation for serving as a PLC facilitator is three (3) years. PLC Facilitators are able to reapply upon completion of their term.

Responsibilities:

- Participate in scheduled PLC meetings and professional learning to support the development, implementation, and monitoring of building goals aligned to the School Improvement Planning (SIP) framework.
- Lead PLCs in best-practice instructional strategies
- Develop meeting agendas.
- Facilitate team meetings to assure that the team is working toward site goals.
- Prepare and report minutes (including attendance) of the meetings.
- Participation in required training.

Hiring Process:

- PLC team compositions will be determined at the building level.
- PLC facilitator positions will be posted with job responsibilities and qualifications.
- Interested staff will submit an application to building principals. The building principal will make the selection.

Evaluation:

- PLC team facilitators will be evaluated by building principal.

Additional Compensation for PLC Team Facilitators:

- \$1000 for leading PLCs.

Teacher Ratio:

- 1:6-8

**C. Peer Coach**

Job Description: This position will provide peer coaching, collaboration, & observation work with each teacher. The Peer Coach will schedule a minimum of four interactions per year with each teacher in order to support teachers with their Professional Growth Plans (PGP).

Peer Coaches will help to coordinate Professional Development and reflections.

Qualifications:

- Highly qualified teacher per Minnesota and federal standards.
- Ability to remain impartial and objective.
- Have a background of professional development and experience, with seven or more years teaching experience and five years or more experience in Big Lake Schools preferred.
- Be proficient in high yield instructional practices.
- Have experience and training in a wide range of instructional and student management strategies.
- Collaborator who will work with various teams and staff to design and improve professional development.
- Ability to interpret disaggregated student data and work to design instructional strategies to support student achievement gains.
- Demonstrates a high degree of technology skills and a desire to “learn by doing.”
- A recommendation for a minimum of a two-year term commitment, with a maximum of five years per term, with awareness given to having consistent members in the position. Coaches are able to reapply upon completion of their term.

Responsibilities:

- Coordinate the Q Comp record-keeping system, with Assistant Superintendent being responsible to submit records to MDE.
- Gather relevant data for the measurement of Q Comp goals with assistance from Assistant Superintendent.
- Participate in the planning and coordination of staff development opportunities.
- Monitor PLC function to ensure district consistency.
- Provide coaching and support for teachers, PLC facilitators, and mentors.
- Provide coaching and mentoring to new teachers on an as-needed basis, with participation in new teacher orientation recommended.
- Facilitate connections among teachers through peer-to-peer observations where applicable, by serving as a substitute if needed.
- Schedule, plan, and participate in Peer Coach meetings.
- Oversee teachers’ PGP and reflections throughout the year.
- Monitor PGP schedules to facilitate completion by established dates.
- Meet with and assist teachers in choosing and setting goals for their PGP.
- Meet with teachers each trimester for the coaching cycle to collaborate, coach, or co-plan regarding PGP.

- When necessary, provide teachers with information regarding effective strategies and education opportunities to assist with the teacher’s progress toward proficiency.
- Work with the building administrator to plan PLCs.
- Attend all training and team meetings as required.
- Attend Cognitive Coaching or similar training as required by the district.

Hiring Process:

- Peer Coach positions will be posted by building with job responsibilities and qualifications.
- Interested staff will submit an application. Assistant Superintendent of Teaching & Learning, building principal(s) and representation of the Q-Comp oversight committee will make the selection.

Evaluation:

- Peer Coaches will be supported by the Assistant Superintendent/Director of Teaching & Learning and the Q Comp Oversight Committee. Building principals and/or the Assistant Superintendent/Director of Teaching & Learning will evaluate peer coaches.

Additional Compensation for Peer Coaches:

- Peer coaches receive an additional \$1,000 per year and are eligible to receive all performance pay.

Ratio:

- 1:60

*Note: Mentor positions are part of the contract.*

**Component 2: Job-embedded Professional Development—Provide integrated, job embedded, ongoing, site-based and teacher-led professional development activities to improve instructional skills and learning that are aligned with student needs under section 122A.41 and led during the day by trained teacher leaders.** As the focus for the Q Comp plan, the district has selected the following student achievement goals from the Educational Improvement Plan (EIP):

- See this [goal sheet](#) for Big Lake School’s goals.
- PLC teams at each site will be configured for maximum student benefit. At each site, teams will meet weekly.

**Component 3: Teacher Observation/Evaluation—Create an objective and comprehensive teacher evaluation system based on the educational improvement plan, the staff development plan, and multiple evaluations of a teacher's performance conducted by a locally selected and trained evaluation team that includes observations of instructional practice.**

- The objective teacher evaluation system must establish a three-year professional review cycle for each teacher that includes:
  - An individual growth and development plan.
  - A peer review process.
  - At least one summative evaluation performed by a qualified and trained evaluator, such as a school administrator. The summative evaluation must include an overall, detailed description of the three-year professional review cycle.
- Each probationary teacher will be observed three times per year by administration.-

**Component 4: Performance Pay: Describe how teacher performance measures of student academic achievement and progress under section 122A.414, subdivision 2, clause 3 align with at least 60 percent of increases in teacher compensation within the performance pay system. A teacher's compensation will be based on the following factors:**

- Licensed staff members who meet their site student achievement goal, as stated and measured on the Big Lake Q Comp Goal Sheet, will receive \$10.
- Licensed staff members whose PLC meets their SMART goal, as measured by growth from FALL to SPRING on Fastbridge or another approved student assessment, will receive \$10.
- Licensed staff members who complete all components and show proficiency and growth on their yearly Professional Growth Plan through documentation of evidence and reflections will receive an equal portion of the remaining dedicated Q-Comp fund balance. For the 2023-24 year ONLY, performance pay will be \$1280, future years will be determined by taking the remaining dedicated Q-Comp fund balance and dividing it equally as explained in this section

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**Component 5: Alternative Salary Schedule Reform the steps and lanes salary schedule in order to tie pay to teacher performance and student achievement:**

- The district has reformed the salary schedule by changing how teachers move vertically through it. Under the new salary schedule, teachers will only make vertical movement if they complete all components and show proficiency and growth on their yearly Professional Growth Plan through documentation of evidence and reflections.
- The goals for each site will be updated based on year-end standardized data prior to October 1 of each year and resubmitted to MDE.
- A final ratified master agreement including the salary schedule will be submitted to MDE along with a copy of the official school board resolution and a copy of the teachers union vote certification.
- The appropriate documentation for these conditions must be sent to MDE. As part of the program, MDE will be working with the Big Lake School District to conduct an annual program review as part of the report requirement in Minnesota Statutes, section 1224.414.

**Note:** To participate in Q-comp, a union eligible teacher needs to be employed by Big Lake Schools for a minimum of 120 days. In order to receive the stipend, teachers MUST complete all parts of PGP/TD&E. This also allows movement on the salary schedule. Special circumstances like medical, maternity, etc. leave will be on a case by case basis as determined by the Q-comp Oversight Committee.

#### **4. Seniority Exception for Q-Comp Leadership Positions**

Notwithstanding Minn. Stat. § 122A.40 (2011) and Article XII, Unrequested Leave and Seniority List, per BLEM Master Agreement, teachers shall not have the right to bump into or be recalled to the Professional Learning Community (PLC) Facilitator or Peer Coach positions on the basis of seniority.

The District reserves the right to withhold any salary increases for just cause pursuant to Section 7.3 of the Master Agreement.

5. Any Q-Comp aid received by the District from the State of Minnesota or MDE that is not used to compensate teachers during a fiscal year will be transferred to a Q-Comp fund where the funds will remain in a reserved account to be used for future school years.

6. This agreement has been negotiated pursuant to and in compliance with the provisions of Minn. Stats. §§ 122A.414, 122A.4144, and 179A.01 et seq.

Big Lake Education Minnesota

BIG LAKE SCHOOL DISTRICT ISD 727

\_\_\_\_\_  
Kelly Jurek, President

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Board Clerk

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

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

**MEMORANDUM OF UNDERSTANDING:  
EARNED SICK AND SAFE TIME (ESST) LEAVE**

This Memorandum of Understanding ("MOU") is entered into by and between Big Lake Schools ("District") and the Service Employees International Union (SEIU) Local 284 ("Union").

WHEREAS, SEIU, Local 284 and the Big Lake School District have reached an agreement on the contract for 2022-2024; and

WHEREAS, the State of Minnesota has repealed Statute 181.9413 - Sick Leave Benefits; Care of Relatives;

WHEREAS, Minnesota Statutes 181.9446-181.9448 - Earned Sick and Safe Time ("ESST"), goes into effect January 1, 2024;

WHEREAS, the parties are entering into this MOU to be in compliance with and clarify practices under current statute;

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises contained in this MOU, the Union and the District agree as follows:

1. Sick Leave Adjustment. On December 31, 2023, each employee who did not earn a minimum of 80 hours of sick leave and/or personal leave in accordance with the CBA will be provided with additional sick leave so they receive a total of 80 hours of paid leave for the 2023-2024 school year.
2. Earned Sick and Safe Time Leave (ESST) Bank. On January 1, 2024, the District will transfer 80 hours from each employee's current sick leave and/or personal leave balance, as available, to that employee's ESST leave bank for the employee's use in accordance with the ESST law. Any remaining sick leave balance after this transfer will remain in the employee's regular sick leave bank.
3. Rollover at Year-End. If an employee has not used all of their available ESST hours as of June 30th of the fiscal year, any remaining hours will be rolled over to their regular sick leave Bank, except for the sick leave adjustment hours identified above.
4. Term. This MOU takes effect on December 31, 2023 and ends on June 30, 2024.
5. No Precedent or Practice. Nothing in this MOU may be deemed to establish a precedent or practice or to alter any established precedent or practice arising out of or relating to the CBA. The parties agree that this MOU is not a wage reopener.

6. Entire Agreement and Legal Effect of Copies. This MOU reflects the entire agreement between the parties relating to Earned Sick and Safe Time. No party has relied on any statements or promises that are not set forth in this document or the CBA. This MOU supersedes any inconsistent or conflicting provisions in any other document or agreement. No changes in this MOU are valid unless they are in writing and signed by both parties. A copy of this MOU has the same legal effect as the original.

UNION

Date: \_\_\_\_\_ Local 284 Business Agent \_\_\_\_\_

Big Lake Schools #727

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

Date: \_\_\_\_\_ Board Clerk \_\_\_\_\_

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)
Anonymous	Eight large containers of new toys valued at \$1,000.00	Families in need at Liberty
Eddy Family Foundation	\$1,000.00	Help fund Community Education programs
Big Lake Spud Fest	\$1,000.00	Purchase health and safety supplies
Big Lake Spud Fest	\$24,250.00	\$8,250.00 Community Education programs; \$5,000.00 Kids Clubs programs; \$5,000.00 High School Musical; \$6,000.00 Early Childhood Family Education programs
American Legion Post 147	\$1,000.00	High School Musical
Big Lake Lions	\$100.00	High School Musical
Old National Bank	\$500.00	Senior Scholarship
Lacrosse Booster Club	\$1,600.00	Boys/Girls Lacrosse Hudl

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted on January 25, 2024.

EXTRACT OF MINUTES OF MEETING  
OF THE SCHOOL BOARD OF  
INDEPENDENT SCHOOL DISTRICT NO. 727  
BIG LAKE PUBLIC SCHOOLS  
SHERBURNE COUNTY, MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the School Board of INDEPENDENT SCHOOL DISTRICT NO. 727 (Big Lake Public Schools), Sherburne County, Minnesota, was duly held in the School District on January 25, 2024, commencing at 6:30 o'clock p.m.

The following members were present:

and the following were absent:

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION AUTHORIZING THE RENEWAL OF AN EXPIRING  
REFERENDUM REVENUE AUTHORIZATION**

BE IT RESOLVED by the School Board (the "Board") of INDEPENDENT SCHOOL DISTRICT NO. 727 (Big Lake Public Schools), Sherburne County, Minnesota (the "District"), as follows:

1. Background. It is hereby determined that:

(a) Minnesota Statutes, Section 126C.17, subdivision 9b ("Subdivision 9b"), states that a school board may renew an expiring referendum revenue authorization without an election by adopting a written resolution authorizing the renewal, provided that the expiring referendum has not been previously renewed under Subdivision 9b, the term of the renewed referendum is no longer than the initial term approved by the voters, the expiring referendum is within the last two fiscal years of the term of the referendum, and the per pupil amount of the renewed referendum is the same as the amount expiring referendum, or for an expiring referendum that was adjusted annually by the rate of inflation, the same as the per-pupil amount of the expiring referendum, adjusted annually for inflation in the same manner as if the expiring referendum had continued.

(b) At a duly called and regularly held special election on November 3, 2015, District voters approved a referendum revenue authorization for a term of 10 years, commencing with taxes payable in 2016. The additional revenue from the referendum revenue authorization has been used to finance school operations. The referendum revenue authorization is scheduled to expire after taxes payable in 2025 (the "Expiring Referendum").

(c) On January 25, 2024, the Board convened a regular meeting for the purpose, of discussing the proposed renewal of the Expiring Referendum in accordance Subdivision 9b and allowing public testimony on the proposed renewal.

(d) The Expiring Referendum has not been previously renewed under Subdivision 9b.

2. Authorization of Renewal. The Board hereby determines and declares that it is necessary and expedient for the District to renew the Expiring Referendum in the same per pupil amount as is current in the Expiring Referendum. The additional revenue from the renewed referendum revenue authorization will be used to finance school operations. The renewed referendum revenue authorization will be applicable for 10 years beginning with taxes payable 2026, unless otherwise revoked or reduced as provided by law.

3. Notice of Renewed Referendum Revenue Authorization. The Clerk is hereby authorized and directed to submit a copy of this resolution to the Commissioner of Education and the county auditor of each county in which the District is located in whole or in part as soon as practicable, but not later than September 1 of the calendar year in which resolution is adopted.

4. Effective Date. Pursuant to Subdivision 9b, this resolution becomes effective 60 days after its adoption.

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

\_\_\_\_\_. The vote of the Board members is recorded as follows:

The following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA     )  
  )  
COUNTY OF SHERBURNE, ) ss.  
  )  
INDEPENDENT SCHOOL     )  
DISTRICT NO. 727         )

I, the undersigned, being the duly qualified and acting Clerk of INDEPENDENT SCHOOL DISTRICT NO. 727 (Big Lake Public Schools), Sherburne County, Minnesota (the “District”), hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the School Board of the District held on January 25, 2024, with the original minutes on file in my office and the extract is a full, true and correct copy of the minutes insofar as they relate to the authorization of the renewal of an expiring referendum.

WITNESS My hand as Clerk this 25th day of January, 2024.

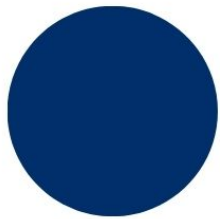
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Clerk of the School Board  
INDEPENDENT SCHOOL DISTRICT NO. 727  
(Big Lake Public Schools),  
Sherburne County, Minnesota

# Big Lake/Princeton Lacrosse

## *New Branding Guidelines*

### Colors



Big Lake "Blue"  
PMS: 294C



Princeton "Orange"  
PMS: 151

*\*\*Black & White will be used as accent colors*

### Uniforms

#### HOME



#### AWAY



### Mascot & Logo

- **Mascot:** "Huskies"

- **Final Logo(s):** Still under construction

**BIG LAKE PUBLIC SCHOOLS ISD #727**

**Investment Transactions 23-24**

December 31, 2023

	Yield	Purchased	Maturity Date	Balance 07/01/21	Purchased	Premium/Interest Paid	Interest Rec'd	Realized Gain/Loss	Matured	Mark to Market Unrealized Loss	Balance 12/31/23
<b>PMA (Operating Investments):</b>											
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 49695	0.250%	11/22/2021	6/30/2023	(0.00)							(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 Hapola 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						1,065.01	243,450.08
Flushing Bank CD	4.470%	11/4/2022	5/6/2024	246,445.29						1,077.01	247,522.30
HFLP Bank CD	4.470%	11/7/2022	5/7/2024	242,346.16						1,095.40	243,441.56
Capital Bk NA,Rockville MD CD	4.470%	11/9/2022	5/9/2024	247,310.84						1,160.15	248,470.99
Pentagon Federal Credit Union	4.410%	10/26/2022	1/25/2024	1,500,000.00							1,500,000.00
Wintrust 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 of the Lakes	5.208%	5/26/2023	1/26/2024	241,450.00							241,450.00
Village 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					584.37	249,107.27
Farmers Insurance Group CD	5.389%	10/27/2023	7/26/2024		\$240,200.00						240,200.00
Nexbank CD	5.481%	10/27/2023	7/26/2024		\$240,050.00						240,050.00
First Priority Bank CD	5.453%	10/27/2023	12/19/2024		\$235,150.00						235,150.00
Schertz Bank & trust	5.389%	10/27/2023	12/19/2024		\$235,300.00						235,300.00
<b>Bank 7 CD</b>	<b>5.360%</b>	<b>11/17/2023</b>	<b>4/17/2024</b>		<b>\$244,412.08</b>						<b>244,412.08</b>
US Treasury 54927	3.025%	7/22/2022	10/15/2023	1,020,041.02				1,938.21	1,035,000.00	13,020.77	(0.00)
Treasury # 61339	5.310%	8/22/2023	1/18/2024		\$999,397.68					19,205.75	1,018,603.43
<b>Treasury # 61950 (Insurance storm)</b>	<b>5.411%</b>	<b>10/6/2023</b>	<b>4/4/2024</b>		<b>\$1,353,266.26</b>					<b>17,316.64</b>	<b>1,352,582.90</b>
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
MN Trust Term Series-Flex	5.350%	4/30/2022		605,057.31	2,300,000.00			39,656.68			2,944,713.99
Mn Trust Limited Term Duration		6/1/2017		4,124,651.51				123,106.86			4,247,758.37
MN Trust Investment Shares Portfolio	5.300%			5,674,428.52	22,867,197.60		185,370.69		22,264,809.15		6,462,187.66
<b>Subtotal - General Fund</b>				<b>20,139,498.46</b>	<b>28,945,496.52</b>	<b>0.00</b>	<b>185,370.69</b>	<b>169,592.33</b>	<b>26,851,209.15</b>	<b>56,601.80</b>	<b>22,645,350.65</b>
											Ok with SMART Fund 104-002/003 and 104-
<b>Fund 6</b>											
<b>PMA (2022A Bond Investments):</b>											
Treasury Bill-50410	0.261%	1/31/2022	7/21/2022	-							0.00
Treasury Bill-50411	0.290%	1/31/2022	8/11/2022	-							0.00
US Treasury-50412	0.352%	1/31/2022	9/15/2022	0.00							0.00
US Treasury-50414	0.412%	1/31/2022	10/15/2022	(0.00)							0.00
US Treasury-50417	0.599%	1/31/2022	1/15/2023	(0.00)							0.00
US Treasury-50418	0.772%	1/31/2022	6/15/2023								(0.00)
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						7,710.94	294,609.38
US Treasury-50424	1.099%	1/31/2022	6/15/2024	476,093.75						12,988.28	489,082.03
US Treasury-50432	1.112%	1/31/2022	7/15/2024	474,765.63						20,772.88	495,538.51
US Treasury-50433	1.133%	1/31/2022	8/15/2024	472,910.16						12,753.90	485,664.06
Treasury Bill-50631	0.425%	2/8/2022	8/11/2022	-							0.00
Treasury Bill-50632	0.425%	2/8/2022	9/8/2022	-							0.00
Treasury Bill-50634	0.455%	2/8/2022	10/6/2022	-							0.00
Treasury Bill-50635	0.712%	2/8/2022	1/26/2023	-							0.00
US Treasury-50636	0.898%	2/8/2022	5/15/2023	(0.00)							(0.00)
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	981,562.50				1,939.05	1,000,000.00	16,498.45	0.00
US Treasury-50640	1.118%	2/8/2022	12/15/2023	977,226.56				2,000.56	1,000,000.00	20,772.88	0.00
US Treasury-51187	0.983%	5/12/2022	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
Treasury Bill-51628	0.593%	3/21/2022	8/25/2022	-							0.00
US Treasury-51629	0.920%	3/21/2022	11/30/2022	0.00							0.00
US Treasury-51631	1.578%	3/21/2022	7/31/2023	499,042.45						(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					700,000.00	8,512.73	(0.00)
US Treasury-51634	1.685%	3/21/2022	10/31/2023	295,277.34				1,175.16	300,000.00	3,547.50	0.00
US Treasury-51635	1.818%	3/21/2022	2/29/2024	490,078.13						7,566.83	497,644.96
US Treasury-51636	1.841%	3/21/2022	3/31/2024	975,976.56						16,054.69	992,031.25
US Treasury-51809	1.354%	3/28/2022	2/15/2023	-							0.00
US Treasury-51810	1.584%	3/28/2022	4/15/2023	-							0.00
US Treasury-51813	1.755%	3/28/2022	6/15/2023	-							0.00
US Treasury-51815	2.240%	3/28/2022	5/15/2024	956,328.12						25,703.13	982,031.25
US Treasury-51817	2.259%	3/28/2022	6/15/2024	952,187.50						25,976.56	978,164.06
US Treasury-52467	2.472%	4/26/2022	7/15/2024	712,148.44						19,277.35	731,425.79
US Treasury-52627	2.528%	5/12/2022	8/15/2024	1,418,730.47						38,261.71	1,456,992.18
Pentagon Federal Credit Union CD	0.511%	3/2/2022	9/1/2022								0.00
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	5.300%	1/31/2022		4,000,158.40	7,900,906.25		84,638.90		9,361,701.37		\$ 2,624,002.18
<b>Subtotal - Building Fund 6</b>				<b>20,689,327.37</b>	<b>7,900,906.25</b>	<b>-</b>	<b>84,638.90</b>	<b>15,848.91</b>	<b>17,061,701.37</b>	<b>245,394.27</b>	<b>11,876,414.33</b>
											B06-104-022
<b>Fund 15</b>											
<b>PMA (2020A Facility Maintenance Bonds Investments):</b>											
Financial Federal Bank CD	1.500%	02/18/20	07/26/22	-							0.00
<b>PMA (2021A Facility Maintenance Bonds Investments):</b>											
MN Trust Term Series-Flex	5.350%	4/25/2022		833,345.63				4,792.03	838,134.06		3.60
MN Trust Investment Shares Portfolio	5.300%			145,451.23	638,134.06		10,028.15		389,885.86		403,727.58

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

<b>DATE</b>	<b>FROM</b>	<b>TO</b>	<b>AMOUNT</b>	<b>PURPOSE</b>
12/1/2023	Old National-Checking	Heartland Pmt System	\$ 639.90	MOSAIC Credit Card Fees
12/1/2023	Old National-Checking	SSI MN TRANCHE 2 LLC	\$ 4,311.35	Solar Contract
12/1/2023	Old National-Checking	USS MINNESOTA ONE MT	\$ 17,606.61	Solar Contract
12/4/2023	MN Trust-PMA	Old National-Checking	\$ 1,000,000.00	Payroll and Payroll AP
12/5/2023	Old National-Checking	Further	\$ 5,234.82	Flex Claim Pymts
12/6/2023	Old National-Checking	Amazon	\$ 1,146.89	Invoice Payments
12/6/2023	Old National-Checking	Delta Dental	\$ 29,481.80	Dental Insurance
12/7/2023	Old National-Checking	EBC	\$ 70,189.04	403b & 457 contributions
12/8/2023	Old National-Checking	Neopost	\$ 200.00	DO Postage
12/8/2023	Old National-Checking	Bankcard Service	\$ 4,642.52	ELEYO Credit Card Fees
12/8/2023	Old National-Checking	BLEM	\$ 8,918.63	Teacher Unions Dues
12/11/2023	Old National-Checking	ELEYOmonthlysoft	\$ 1,425.00	ELEYO User Fees
12/11/2023	Old National-Checking	Transfirst/TSYS	\$ 1,740.51	Affinity Credit Card fees
12/11/2023	Old National-Checking	Further	\$ 3,079.73	Flex Claim Pymts
12/11/2023	Old National-Checking	Further	\$ 24,346.39	H.S.A Contributions
12/13/2023	Old National-Checking	Amazon	\$ 565.88	Invoice Payments
12/15/2023	Old National-Checking	Old National Bank	\$ 30.53	Old National Service Charge
12/15/2023	MN Trust-PMA BONDS	Old National-Checking	\$ 46,235.00	Bond Draw 2021A
12/15/2023	MN Trust-PMA BONDS	Old National-Checking	\$ 221,619.95	Bond Draw 2022A
12/15/2023	Old National-Checking	Vision Transportation	\$ 289,840.98	Transportation billing
12/18/2023	Old National-Checking	Neopost	\$ 200.00	DO Postage
12/18/2023	Old National-Checking	FleetCor	\$ 934.33	Kwik Trip Billing
12/19/2023	Old National-Checking	Amazon	\$ 5,015.33	Invoice Payments
12/19/2023	Old National-Checking	Further	\$ 5,036.26	Flex Claim Pymts
12/20/2023	MN Trust-PMA	Old National-Checking	\$ 2,000,000.00	Payroll and Payroll AP
12/21/2023	Old National-Checking	Further	\$ 410.50	Further Fee
12/22/2023	Old National-Checking	Amazon	\$ 2,052.28	Invoice Payments
12/22/2023	Old National-Checking	BLEM	\$ 8,918.63	Teacher Unions Dues
12/22/2023	Old National-Checking	EBC	\$ 68,451.99	403b & 457 contributions
12/22/2023	Old National-Checking	Compass Group	\$ 214,301.57	Chartwells
12/22/2023	MN Trust-PMA	Old National-Checking	\$ 650,000.00	Regular AP
12/26/2023	Old National-Checking	Neopost	\$ 201.00	DO Postage
12/26/2023	Old National-Checking	Verizon	\$ 1,400.62	Verizon billing
12/26/2023	Old National-Checking	Windstream	\$ 1,462.18	Windstream billing
12/27/2023	Old National-Checking	Further	\$ 1,487.63	Flex Claim Pymts
12/28/2023	Old National-Checking	NewYork Life	\$ 10,497.56	Life & LTD Insurance
12/28/2023	Old National-Checking	Further	\$ 23,271.13	H.S.A Contributions
12/29/2023	Old National-Checking	Bremer Bank	\$ 175.40	ACH Charge

**CASH REPORT FOR SCHOOL BOARD**

**BIG LAKE PUBLIC SCHOOLS**

Independent School District # 727

for month: Dec 2023

<b>101 - CASH ACCOUNTS</b>					
	<b>Beg Balance</b>	<b>Receipts</b>	<b>Checks</b>	<b>Adjustments</b>	<b>End Balance</b>
General Fund	\$ 5,423,989	\$ 4,488,099	\$ (4,774,629)		\$ 5,137,459
Food Service	(\$3,237,458)	18,288	(218,366)		(\$3,437,536)
Community Service	(\$1,216,904)	224,306	(305,530)		(\$1,298,128)
Building Fund	\$0	221,620	(221,620)		\$0
Debt Service	\$549,125	-	-		\$549,125
Project fund- HVAC (Fund 15)	(\$38,560)	46,235	(10,730)		(\$3,055)
Custodial Fund (Fund 18)	\$1,078	-	(54)		\$1,024
OPEB Trust Fund	(\$186,438)	-	(248)		(\$186,686)
<b>TOTAL PER BOOKS</b>	<b>1,294,832</b>	<b>4,998,548.00</b>	<b>(\$5,531,177)</b>	<b>\$0</b>	<b>762,203</b>
				General Checking Account	\$762,203
				<b>TOTAL PER BANK</b>	<b>\$762,203</b>

<b>102 - PETTY CASH ACCOUNT</b>					
	<b>Beg Balance</b>	<b>Receipts</b>	<b>Checks</b>	<b>Adjustments</b>	<b>End Balance</b>
General Fund	\$2,000	-	(\$46)	-	\$1,954
				Petty Cash Checking Account	\$1,954
				<b>TOTAL PER BANK</b>	<b>\$1,954</b>

<b>104 - INVESTMENT ACCOUNTS</b>					
	<b>Beg Balance</b>	<b>Deposits</b>	<b>Withdrawals</b>	<b>Adjustments</b>	<b>End Balance</b>
General Fund	(\$6,594,315)	\$ 3,399,433	\$ (3,650,000)		(\$6,844,882)
General Fund - Operating invest. Insurance	\$1,590,525	\$ 6,470	\$ -		\$1,596,995
General Fd Operating Investments	\$14,536,713	49,455	-		\$14,586,168
Food Service	\$4,041,420	227,308	-		\$4,268,728
Community Service	\$2,735,124	91,806	-		\$2,826,930
Debt Service	\$6,120,161	91,251	-		\$6,211,412
Facility Maintenance Invest. 2021A (Fd 07)	\$16,925	-	-		\$16,925
Facility Maintenance Invest. 2021A (Fd 15)	\$431,138	1,903	(46,235)		\$386,806
Facilities Investments 2022A (Fd 06)	\$12,048,234	47,801	(221,620)		\$11,874,415
OPEB Trust Fund	\$892,957	4,560	-		\$897,517
OPEB Trust Equities	\$594,921	26,285	-		\$621,206
<b>TOTAL PER BOOKS</b>	<b>\$36,413,803</b>	<b>\$3,946,272</b>	<b>(\$3,917,855)</b>	<b>\$0</b>	<b>\$36,442,220</b>
				MN Trust	\$6,462,188
				Operating Invest- Insurance proceeds	\$1,596,995
				Operating Investments	\$14,586,168
				Refunding Bond Investments	\$0
				Building Fund Investments	\$12,278,146
				OPEB Trust	\$1,518,723
				<b>TOTAL PER BANK</b>	<b>\$36,442,220</b>

<b>CASH AND INVESTMENT BALANCE SUMMARY BY FUND</b>					
	<b>Beg Balance</b>	<b>Deposits</b>	<b>Withdrawals</b>	<b>Adjustments</b>	<b>End Balance</b>
General Fund	\$ 14,958,912	\$ 7,943,457	\$ (8,424,675)	\$ -	\$ 14,477,694
Food Service	\$803,962	245,596	(218,366)	-	\$831,192
Community Service	\$1,518,220	316,112	(305,530)	-	\$1,528,802
Debt Service	6,686,211	91,251	-	-	6,777,462
Project Fund HVAC- Fund 15	\$392,578	\$48,138	(\$56,965)	\$0	\$383,751
Custodial Fund (Fund 18)	\$1,078	-	(54)	-	\$1,024
Bond Account Investments (fund 06)	\$12,048,234	\$269,421	(\$443,240)	\$0	\$11,874,415
OPEB Trust Fund	\$706,519	4,560	(248)	-	\$710,831
OPEB Trust Equities	\$594,921	26,285	-	-	\$621,206
<b>TOTAL PER BOOKS</b>	<b>37,710,635</b>	<b>\$8,944,820</b>	<b>(\$9,449,078)</b>	<b>\$0</b>	<b>37,206,377</b>
				Cash	\$762,203
				Petty Cash	\$1,954
		98		Investments	\$36,442,220
				<b>TOTAL PER BANK</b>	<b>\$37,206,377</b>



**ISD #727 2023-2024 Revised Budget**

**December 2023**

	<b>Audited Fund Balance June 30,2023</b>	<b>Revenue Budget 23-24</b>	<b>Expenditure Budget 23-24</b>	<b>Projected Net Change Incr(Decr) in Fund Balance</b>	<b>Transfers</b>	<b>Budgeted Fund Balance June 30,2024</b>
<b>General:</b>						
Restricted -						
Long Term Facilities Maintenance	\$ 135,484	\$ 394,396	\$ 352,597	\$ 41,799	\$ -	\$ 177,283
Operating Capital	\$ 577,380	\$ 771,155	\$ 1,115,036	\$ (343,881)	\$ -	\$ 233,499
Capital Projects Levy	\$ 509,069	\$ 669,369	\$ 643,357	\$ 26,012	\$ -	\$ 535,081
Staff Development	\$ 162,615	\$ 494,721	\$ 503,164	\$ (8,443)	\$ -	\$ 154,172
Basic Skills	\$ 3,236	\$ 1,775,909	\$ 1,172,378	\$ 603,531	\$ -	\$ 606,767
School Library Aid	\$ -	\$ 55,808	\$ -	\$ 55,808	\$ -	\$ 55,808
Literacy Incentive Aid	\$ -	\$ 140,673	\$ 116,461	\$ 24,212	\$ -	\$ 24,212
Third Party/Medical Assistance	\$ 329,506	\$ 75,000	\$ 133,279	\$ (58,279)	\$ -	\$ 271,227
Area Learning Center (ALC)	\$ 82,017	\$ 309,591	\$ 345,187	\$ (35,596)	\$ -	\$ 46,421
Scholarships	\$ 24,150	\$ 18,000	\$ 18,000	\$ -	\$ -	\$ 24,150
Student Activities	\$ 27,067	\$ 2,300	\$ 8,300	\$ (6,000)	\$ -	\$ 21,067
Committed for Severance	\$ 1,141,143	\$ -	\$ 18,583	\$ (18,583)	\$ -	\$ 1,122,560
Committed for Liberty Shelter	\$ 29,120	\$ -	\$ 29,120	\$ (29,120)	\$ -	\$ -
Assigned for Q Comp	\$ 48,885	\$ 843,148	\$ 806,211	\$ 36,937	\$ -	\$ 85,822
Assigned for Athletics and Activities	\$ 139,118	\$ 1,185,194	\$ 1,220,885	\$ (35,691)	\$ -	\$ 103,427
Assigned for Building Level Activities	\$ 142,910	\$ 42,506	\$ 68,774	\$ (26,268)	\$ -	\$ 116,642
Other Assigned Fund Balances	\$ 641,628	\$ 1,594,277	\$ 1,368,575	\$ 225,702	\$ -	\$ 867,330
Nonspendable for Prepaid Items	\$ 95,239	\$ -	\$ -	\$ -	\$ -	\$ 95,239
Unassigned Fund Balance	\$ 7,061,769	\$ 39,728,078	\$ 38,964,337	\$ 763,741	\$ -	\$ 7,825,510
Subtotal	\$ 11,150,336	\$ 48,100,125	\$ 46,884,244	\$ 1,215,881	\$ -	\$ 12,366,217
<b>Food Service:</b>						
Restricted	\$ 767,795	\$ 2,446,092	\$ 2,680,040	\$ (233,948)	\$ -	\$ 533,847
Nonspendable for Inventory	\$ 38,540	\$ -	\$ -	\$ -	\$ -	\$ 38,540
Subtotal	\$ 806,335	\$ 2,446,092	\$ 2,680,040	\$ (233,948)	\$ -	\$ 572,387
<b>Community Service:</b>						
Restricted -						
Community Education	\$ 1,096,721	\$ 2,177,689	\$ 2,151,016	\$ 26,673	\$ (9,327)	\$ 1,114,067
ECFE	\$ 127,743	\$ 296,222	\$ 302,872	\$ (6,650)	\$ -	\$ 121,093
School Readiness	\$ (33,411)	\$ 472,637	\$ 521,721	\$ (49,084)	\$ -	\$ (82,495)
Preschool Screening	\$ -	\$ 19,150	\$ 28,477	\$ (9,327)	\$ 9,327	\$ -
Subtotal	\$ 1,191,053	\$ 2,965,698	\$ 3,004,086	\$ (38,388)	\$ -	\$ 1,152,665
<b>Building Construction Fund</b>						
Restricted -						
Long-Term Facilities Maintenance	\$ 533,759	\$ 25,000	\$ 558,759	\$ (533,759)	\$ -	\$ -
Referendum Projects	\$ 17,949,714	\$ 400,000	\$ 9,169,299	\$ (8,769,299)	\$ -	\$ 9,180,415
	\$ 18,483,473	\$ 425,000	\$ 9,728,058	\$ (9,303,058)	\$ -	\$ 9,180,415
<b>Debt Service - Restricted</b>	\$ 1,461,559	\$ 6,491,981	\$ 6,464,376	\$ 27,605	\$ -	\$ 1,489,164
<b>OPEB Irrevocable Trust Fund</b>	\$ 1,280,635	\$ 50,000	\$ 164,419	\$ (114,419)	\$ -	\$ 1,166,216
<b>Total</b>	\$ 34,373,391	\$ 60,478,896	\$ 68,925,223	\$ (8,446,327)	\$ -	\$ 25,927,064

Treasurer's Report  
 Month of December, 2023/24 School Year  
 Amber Sixberry, Treasurer

Big Lake School District #727  
 Respectfully Submitted at the 01/25/2024 Board Meeting  
*(Italicized, underlined phrase in parenthesis denotes the source of the data and notes)*

**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 | In compliance |
| 3) | Final UFARS data to MDE by November 30, 2023  | In compliance |
| 4) | The 2022/2023 audit (electronic copy) received at MDE by December 31st, 2023  | In compliance |
| 5) | Board members having received training in financial matters per statute   | In compliance |

**FISCAL HEALTH - INCOME STATEMENT PARAMETERS**

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

	REVENUE				EXPENDITURES		
	Budget	Actual \$ YTD	<u>(Calculated)</u> Actual % YTD		Budget	Actual \$ YTD	<u>(Calculated)</u> Actual % YTD
General Fund (01,05,11 &12)	\$ 48,100,025	\$ 14,380,482	30%	\$ 46,884,244	\$ 17,024,986	36% <i>Note 1</i>	
Food Service (02)	\$ 2,446,092	\$ 925,115	38%	\$ 2,680,040	\$ 861,742	32%	
Community Service (04)	\$ 2,965,698	\$ 1,441,987	49%	\$ 3,004,086	\$ 1,398,541	47% <i>Note 1</i>	
Building Construction (06)	\$ 425,000	\$ 381,608	90%	\$ 9,728,058	\$ 6,550,853	67%	
Debt Service (07)	\$ 6,491,981	\$ 501,586	8%	\$ 6,464,376	\$ 883,987	14%	
OPEB Irrevocable Trust Fund (45)	\$ 50,000	\$ 55,914	112%	\$ 164,419	\$ 1,336	1%	

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

	Original	Revised
Budgeted Seated ADM	3169	3089
Tuition ADM	76	76
Budgeted ADM	3245	3165

**NOTES**

See budget revisions

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**SUMMARY OF YTD 23-24 BUDGET ADJUSTMENTS**

*\*Denotes Specific School Board Approval*

AMOUNT	DATE
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**GENERAL FUND:**

**REVENUE:**

Original Budget	\$46,449,691	* Jun-23
-Decrease unemployment revenue for revised estimate of costs based upon summer 2023 actual costs	(\$175,000)	* Nov-23
-Adjust reimbursement revenue budgets for changes in estimates: SNW coop, Becker ISD, P-EBT	\$75,073	* Dec-23
-Establish budget for Emergency Connectivity Grant; rev=exp	\$100,800	* Dec-23
-Establish budget for additional Bridges grant; rev=exp	\$15,000	* Dec-23
-Hail claim insurance proceeds	\$1,579,823	* Dec-23
-Increase investment earnings budgets for surplus cash flow & increased rates of return	\$129,866	* Dec-23
-Increase SPED aid estimate from updated aid report from MDE	\$100,000	* Dec-23
-Establish budget for coop student support personnel aid; rev=exp	\$38,607	* Dec-23
-Various state aid revisions based upon revised entitlement reports from MDE	(\$30,814)	* Dec-23
-Increase summer term unemployment reimbursement aid from revised forecast from MDE	\$125,000	* Dec-23
-Adjust tax levy budgets based upon revised estimates	(\$13,154)	* Dec-23
-Decrease general education aid revenue budgets for decreased enrollment	(\$530,378)	* Dec-23
-Adjust Title grant revenue budgets based on staffing revisions & revised estimates	\$1,117	* Dec-23
-Adjust rev/exp budgets for 22-23 deferred revenue; rev=exp	\$33,956	* Dec-23
-Adjust various grant revenue budgets	\$199,438	
-Adjust rev and exp budget for donation received	\$1,000	

**NET CURRENT REVENUE BUDGET**

\$48,100,025

AMOUNT	DATE
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**GENERAL FUND:**

**EXPENSE:**

Original Budget	\$46,071,129	* Jun-23
-Decrease unemployment exp for revised estimate based upon summer 2023 actual unemployment costs	(\$384,254)	* Nov-23
-Revise tuition budgets based on enrollment	(\$37,000)	* Dec-23
-Staffing budget revision #1: adjust for known hiring costs and benefits	(\$517,178)	* Dec-23
-Adjusts property/liability insurance budget due to increase in cybersecurity insurance	\$21,222	* Dec-23
-Establish budget for Emergency Connectivity Grant; rev=exp	\$100,800	* Dec-23
-Establish budget for additional Bridges grant; rev=exp	\$15,000	* Dec-23
-Estimate of hail claim 23-24 roof repair expenses; roof repair project to occur summer 2024	\$800,000	* Dec-23
-Budget for activities bus purchase; cost to come from 22-23 assigned fund balance	\$117,422	* Dec-23
-Add facilities equipment budgets; costs to come 22-23 assigned fund balance	\$203,983	* Dec-23
-Add curriculum budgets; costs to come from 22-23 assigned fund balance	\$75,000	* Dec-23
-Establish budget for coop student support personnel aid; rev=exp	\$38,607	* Dec-23
-Adjust Title and PCN non-staffing budgets for revised estimates	(\$2,741)	* Dec-23
-Adjust rev/exp budgets for 22-23 deferred revenue; rev=exp	\$33,956	* Dec-23
-Adjust various grant expense budgets	\$296,571	
-Increase operating capital budget for approved expensee	\$4,589	
-Adjust for replacement of copiers from Assigned Fund Balance	\$22,918	
-Adjust rev and exp budget for donation received	\$1,000	
-Add expenditure budgets for SPED expenses from Reserve for MA fund balance	\$23,220	

**NET CURRENT EXPENSE BUDGET**

\$46,884,244

**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
-Increase investment earnings budgets for surplus cash flow & increased rates of return	\$6,729	*	Dec-23

**NET CURRENT REVENUE BUDGET**

\$2,446,092

**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
-Staffing budget revision #1: adjust for known hiring costs and benefits	(\$292)	*	Dec-23

**NET CURRENT EXPENSE BUDGET**

\$2,680,040

**COMMUNITY SERVICE FUND:**

**REVENUE:**

Original Budget	\$2,866,263	*	Jun-23
-Increase investment earnings budgets for surplus cash flow & increased rates of return	\$15,520	*	Dec-23
-Update ECFE and Home Visiting aid estimates	\$7,778	*	Dec-23
-Adjust tax levy budgets based upon revised estimates	(\$257)	*	Dec-23
-Incr revenue estimates for gymnastics, donations, Kid's Club, & Hive Time; increased enrollment	\$75,988	*	Dec-23
-Adjust ESSER summer recovery grant budget	\$406		

**NET CURRENT REVENUE BUDGET**

\$2,965,698

**EXPENSE:**

Original Budget	\$2,905,975	*	Jun-23
-Staffing budget revision #1: adjust for known hiring costs and benefits/increased enrollment	\$48,573	*	Dec-23
-Increased non-staffing costs for equipment, increased programming, Kid's Club fieldtrips, & other exp	\$37,870	*	Dec-23
-Add budget for replacement of copier	\$11,279		
-Adjust ESSER summer recovery grant budget	\$389		

**NET CURRENT EXPENSE BUDGET**

\$3,004,086

**BUILDING CONSTRUCTION FUND**

**REVENUE:**

Original Budget	\$225,000	*	Jun-23
-Increase investment earnings budgets increased rates of return	\$200,000	*	Dec-23

**NET CURRENT REVENUE BUDGET**

\$425,000

**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*

	<b>AMOUNT</b>	<b>DATE</b>
<b>DEBT SERVICE FUND</b>		
<b>REVENUE:</b>		
Original Budget	\$6,462,877 *	Jun-23
-Adjust tax levy budgets based upon revised estimates	(\$3,731) *	Dec-23
-Increase investment earnings budgets increased rates of return	\$32,835 *	Dec-23
<b>NET CURRENT REVENUE BUDGET</b>	<u><u>\$6,491,981</u></u>	
<b>EXPENSE:</b>		
Original Budget	\$6,464,376 *	Jun-23
<b>NET CURRENT EXPENSE BUDGET</b>	<u><u>\$6,464,376</u></u>	
	<b>AMOUNT</b>	<b>DATE</b>
<b>OPEB Irrevocable Trust Fund</b>		
<b>REVENUE:</b>		
Original Budget	50,000 *	Jun-23
<b>NET CURRENT REVENUE BUDGET</b>	<u><u>50,000</u></u>	
<b>EXPENSE:</b>		
Original Budget	\$164,419 *	Jun-23
<b>NET CURRENT EXPENSE BUDGET</b>	<u><u>\$164,419</u></u>	

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# School Board Financial Report

January 25<sup>th</sup>, 2024

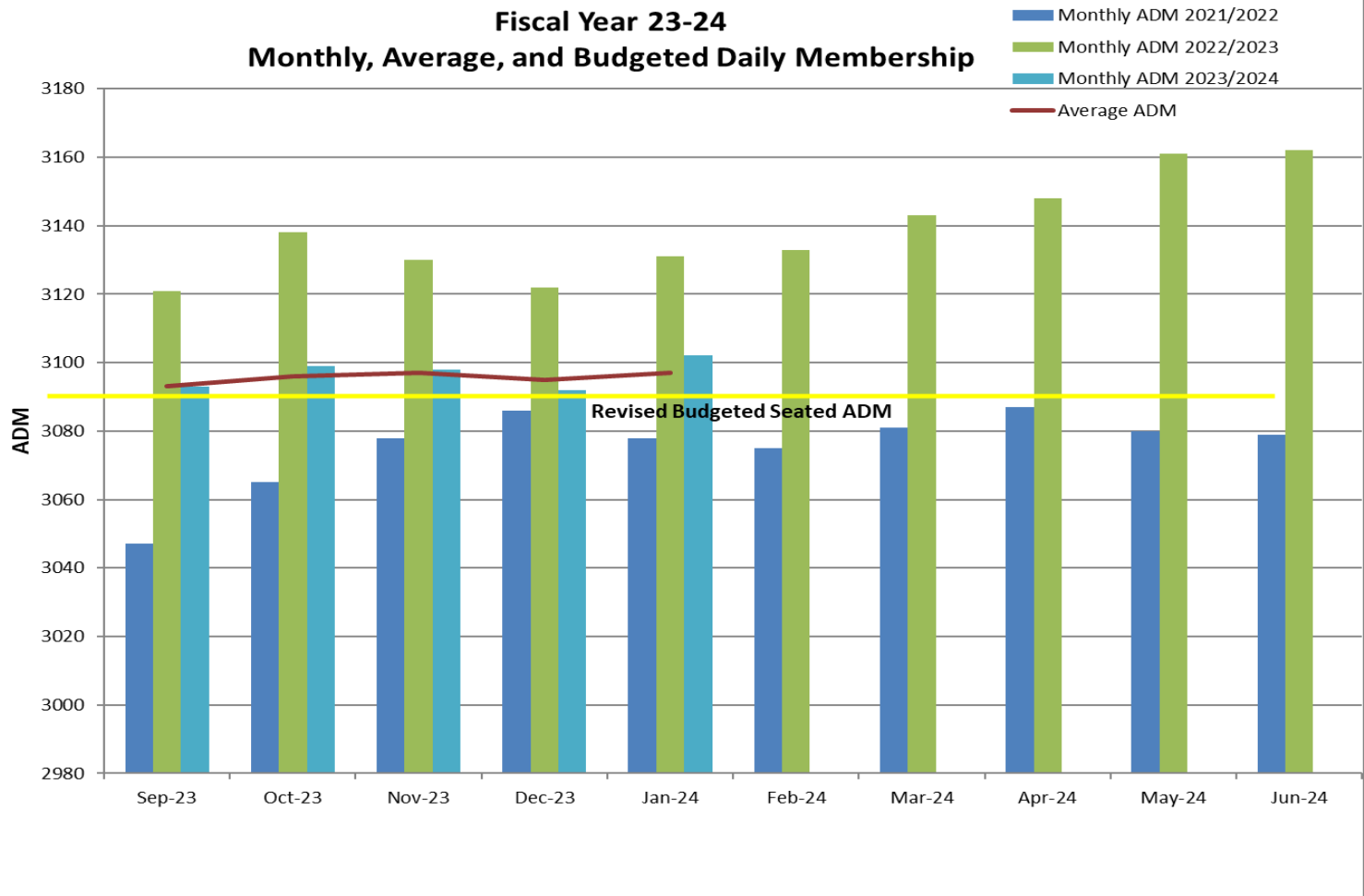
Presented by Angie Manuel, Director of Business Services

# Enrollment Update

- **January 2nd Seated ADM: 3,102**
  - ❖ Increase of 10 ADM's from December 1<sup>st</sup> counts
  - ❖ Increase in 6-12 Big Lake Online and BLMS
- **Average Seated ADM: 3,096.83**
  - ❖ Revised Budgeted Seated ADM 3,089
  - ❖ 7.83 ADM over revised budgeted ADM

ADM = Average Daily Membership

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



# Budget Revisions

## General Fund

- Revenues increased \$ 200,438
  - Updating and adjustment of various grant budgets
    - Five remaining ESSER grants
    - American Indian Education Aid
    - Mental Health grants

# Budget Revisions

## General Fund

- Expenditures increased: \$348,298
  - Updating and adjustment of various grant budgets
  - Adjust capital budgets from Reserve/Assigned Fund Balances
- Net impact to Unassigned Fund Balance:
  - Increase of \$25,111 to \$7,800,399

# Budget Revisions

## Community Service Fund

- Revenues: +\$406
  - Adjust ESSER grant budget
- Expenditures: +\$ 11,668
  - Adjust ESSER grant budget
  - Adjust budget for replacement of copier

**ISD #727 2023-2024 Revised Budget**

**December 2023**

	<b>Audited Fund Balance June 30,2023</b>	<b>Revenue Budget 23-24</b>	<b>Expenditure Budget 23-24</b>	<b>Projected Net Change Incr(Decr) in Fund Balance</b>	<b>Transfers</b>	<b>Budgeted Fund Balance June 30,2024</b>
<b>General:</b>						
Restricted -						
Long Term Facilities Maintenance	\$ 135,484	\$ 394,396	\$ 352,597	\$ 41,799	\$ -	\$ 177,283
Operating Capital	\$ 577,380	\$ 771,155	\$ 1,115,036	\$ (343,881)	\$ -	\$ 233,499
Capital Projects Levy	\$ 509,069	\$ 669,369	\$ 643,357	\$ 26,012	\$ -	\$ 535,081
Staff Development	\$ 162,615	\$ 494,721	\$ 503,164	\$ (8,443)	\$ -	\$ 154,172
Basic Skills	\$ 3,236	\$ 1,775,909	\$ 1,172,378	\$ 603,531	\$ -	\$ 606,767
School Library Aid	\$ -	\$ 55,808	\$ -	\$ 55,808	\$ -	\$ 55,808
Literacy Incentive Aid	\$ -	\$ 140,673	\$ 116,461	\$ 24,212	\$ -	\$ 24,212
Third Party/Medical Assistance	\$ 329,506	\$ 75,000	\$ 133,279	\$ (58,279)	\$ -	\$ 271,227
Area Learning Center (ALC)	\$ 82,017	\$ 309,591	\$ 345,187	\$ (35,596)	\$ -	\$ 46,421
Scholarships	\$ 24,150	\$ 18,000	\$ 18,000	\$ -	\$ -	\$ 24,150
Student Activities	\$ 27,067	\$ 2,300	\$ 8,300	\$ (6,000)	\$ -	\$ 21,067
Committed for Severance	\$ 1,141,143	\$ -	\$ 18,583	\$ (18,583)	\$ -	\$ 1,122,560
Committed for Liberty Shelter	\$ 29,120	\$ -	\$ 29,120	\$ (29,120)	\$ -	\$ -
Assigned for Q Comp	\$ 48,885	\$ 843,148	\$ 806,211	\$ 36,937	\$ -	\$ 85,822
Assigned for Athletics and Activities	\$ 139,118	\$ 1,185,194	\$ 1,220,885	\$ (35,691)	\$ -	\$ 103,427
Assigned for Building Level Activities	\$ 142,910	\$ 42,506	\$ 68,774	\$ (26,268)	\$ -	\$ 116,642
Other Assigned Fund Balances	\$ 641,628	\$ 1,594,277	\$ 1,368,575	\$ 225,702	\$ -	\$ 867,330
Nonspendable for Prepaid Items	\$ 95,239	\$ -	\$ -	\$ -	\$ -	\$ 95,239
Unassigned Fund Balance	\$ 7,061,769	\$ 39,728,078	\$ 38,964,337	\$ 763,741	\$ -	\$ 7,825,510
Subtotal	\$ 11,150,336	\$ 48,100,125	\$ 46,884,244	\$ 1,215,881	\$ -	\$ 12,366,217
<b>Food Service:</b>						
Restricted	\$ 767,795	\$ 2,446,092	\$ 2,680,040	\$ (233,948)	\$ -	\$ 533,847
Nonspendable for Inventory	\$ 38,540	\$ -	\$ -	\$ -	\$ -	\$ 38,540
Subtotal	\$ 806,335	\$ 2,446,092	\$ 2,680,040	\$ (233,948)	\$ -	\$ 572,387
<b>Community Service:</b>						
Restricted -						
Community Education	\$ 1,096,721	\$ 2,177,689	\$ 2,151,016	\$ 26,673	\$ (9,327)	\$ 1,114,067
ECFE	\$ 127,743	\$ 296,222	\$ 302,872	\$ (6,650)	\$ -	\$ 121,093
School Readiness	\$ (33,411)	\$ 472,637	\$ 521,721	\$ (49,084)	\$ -	\$ (82,495)
Preschool Screening	\$ -	\$ 19,150	\$ 28,477	\$ (9,327)	\$ 9,327	\$ -
Subtotal	\$ 1,191,053	\$ 2,965,698	\$ 3,004,086	\$ (38,388)	\$ -	\$ 1,152,665
<b>Building Construction Fund</b>						
Restricted -						
Long-Term Facilities Maintenance	\$ 533,759	\$ 25,000	\$ 558,759	\$ (533,759)	\$ -	\$ -
Referendum Projects	\$ 17,949,714	\$ 400,000	\$ 9,169,299	\$ (8,769,299)	\$ -	\$ 9,180,415
Subtotal	\$ 18,483,473	\$ 425,000	\$ 9,728,058	\$ (9,303,058)	\$ -	\$ 9,180,415
<b>Debt Service - Restricted</b>	\$ 1,461,559	\$ 6,491,981	\$ 6,464,376	\$ 27,605	\$ -	\$ 1,489,164
<b>OPEB Irrevocable Trust Fund</b>	\$ 1,280,635	\$ 50,000	\$ 164,419	\$ (114,419)	\$ -	\$ 1,166,216
<b>Total</b>	<b>\$ 34,373,391</b>	<b>\$ 60,478,896</b>	<b>\$ 68,925,223</b>	<b>\$ (8,446,327)</b>	<b>\$ -</b>	<b>\$ 25,927,064</b>

# Other Financial Updates

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## Special Education Fiscal Compliance Review

# School Board Action

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**Approve financial report and budget revisions**



January 18, 2024

Terrence Zerwas  
Director of Buildings and Grounds  
Independent School District #727  
701 Minnesota Avenue  
Big Lake, Minnesota 55309

Re: Independent School District #727 - Big Lake Schools  
Liberty Elementary School 2024 Renovations  
Commission No. 222006

Dear TJ:

On Thursday, January 18th, 2024, bids were received from six contractors for the Liberty Elementary School 2024 Renovations project. The scope of the project includes interior renovations of the media center and select adjacent spaces.

It was another competitive bid day with all six bids falling within a fairly narrow range, as well as below our earlier estimates. Regarding the project's two Alternates, we are recommending acceptance of one of them, as outlined below. The selection and acceptance of the Alternate does not affect the determination of the low bidder. The project's bid tabulation is attached for your review.

After having reviewed the bids, it is our recommendation to award the contract to Ebert Companies, as follows:

Base Bid	\$1,048,000.00
<u>Alternate No. 2 Sheet Vinyl Wall Graphic</u>	<u>\$ 16,200.00</u>
<b>TOTAL CONTRACT</b>	<b>\$1,064,200.00</b>

Upon approval, we will forward contracts to Ebert Companies to allow them to begin the project.

Sincerely,

Wold Architects and Engineers

Robert Sehm | AIA, LEED AP  
Associate

Enclosure

cc: Angie Manuel, ISD #727  
Leslie Lyons, Wold

AM/MN-EDU-ISD727/222006/crsp/2024.01.18 Letter to Terrence Zerwas



PROJECT NAME:

LIBERTY ELEMENTARY SCHOOL 2024  
RENOVATION

BID TABULATION

COMMISSION NO.:

222006

WOLD ARCHITECTS AND ENGINEERS

DATE:

1/18/2024

332 MINNESOTA STREET, SUITE W2000

TIME:

10:00am

SAINT PAUL, MINNESOTA 55101

P: 651 227 7773 F: 651 223 5646

BIDDERS' NAMES:	ADDENDUM NUMBERS (2):	BID SECURITY:	BASE BID:	ALT #01: DUCT WALL PROTECTION COVERING AT INTERVENTION ROOMS	ALT #02: ADD SHEET-VINYL WALL GRAPHIC AT MEDIA CENTER	REMARKS:
-----------------	-----------------------	---------------	-----------	---	--	----------

Bradbury Stamm Construction 23823 67th Avenue St. Cloud, MN 5603 Phone: 320-253-2411 Fax:	2	X	\$1,241,500.00	(\$4,100.00)	\$17,500.00	
Ebert Companies 23350 County Road 10 Corcoran, MN 55357 Phone: 763-498-7844 Fax: 763-498-9951	2	X	\$1,048,000.00	(\$9,900.00)	\$16,200.00	115
General Contractors of MN, Inc. 2201 107th Lane NE Blaine, MN 55449 Phone: 763-862-005 Fax: 763-657-1749	2	X	\$1,366,295.00	(\$5,800.00)	\$6,517.00	
Jorgenson Construction 9255 East River Road NW Minneapolis, MN 55433 Phone: 763-784-3877 Fax: 763-784-1583	2	X	\$1,080,000.00	(\$4,385.00)	\$19,858.00	
KUE Contractors, Inc. 130 Central Ave S. PO Box 408 Watkins, MN 55389 Phone: 320-764-2525 Fax: 320-764-2524	2	X	\$1,103,456.00	(\$6,400.00)	\$25,000.00	
Project One Construction, Inc. 10375 County Rd 8 Kimball, MN 55353 Phone: 320-398-7000 ext. 200 Fax: 320-398-8067	2	X	\$1,685,475.00	(\$6,500.00)	\$26,000.00	

# Transitional Kindergarten At Liberty Elementary School

January 2024

We believe this is good to support the growth of our students...



# Why?

- Why was Transitional Kindergarten started?
  - When Liberty became Big Lake Schools' E-2 building in 2017, there was a noticeable impact of behavior with a large amount of 5-year-olds in one building (i.e. eloping, long tantrums, etc.)
  - Brainstorming sessions involving the school psychologist, Superintendent, Liberty administration and staff started around possible solutions to support behavior. One idea that came out of these meetings was Transitional Kindergarten.
  - A group of school leaders visited similar programs around our area and dreamt of what this could be for Big Lake Schools in order to best support our students!

# What?

- What is Transitional Kindergarten?
  - Students who are turning 5 by September 1st, have a summer birthday and show a need for additional social emotional supports qualify for TK
  - Kindergarten teacher who is highly qualified in providing social emotional supports and additional transitional supports
  - One dedicated classroom paraeducator supporting students and SEL skills
  - Allowing unbalanced class sizes in kindergarten due to a smaller class size than school board parameters in TK in order to allow more modeling and practicing to occur
  - Allowing fluidity for students who didn't start in the TK program, (but show needs during the first six weeks of school) to join TK if they qualify
  - Physical education provided every day to allow students to move in a developmentally appropriate way (other K-2 students get PE every other day)
  - Lunch and recess in a smaller setting with the classroom paraeducator (so skills can be carried over to these locations and to continue to build that strong relationship)



# How?

- How it started?
  - Families learned about Transitional Kindergarten through a flyer in the Kindergarten Registration paperwork and additional details were shared at Kindergarten Registration Night in Spring, 2018
  - Families provided interest in having their child be part of this program
  - In Fall, 2019 Transitional Kindergarten started in Big Lake Schools with 12 students - 2 more were added after the start of the year
  - We ran Transitional Kindergarten for 4 years



<p><b>Definition</b></p> <p>Something you are supposed to do or something your teacher can trust you to do.</p>	<p><b>Sentence</b></p> <p>My teacher has listening expectations that means we look with our eyes when she is teaching.</p>
<p><b>Expectation</b></p>	
<p><b>chores at home:</b></p> <ul style="list-style-type: none"> <li>get mail</li> <li>rubbed backpack</li> <li>clean my room</li> <li>take dog for walk</li> </ul>	<p><b>walk in classroom</b></p> <ul style="list-style-type: none"> <li>swimming at school</li> <li>saying "no"</li> <li>ignoring directions</li> </ul>
<p><b>Examples</b></p>	<p><b>Picture</b></p>

# Research on Best Practices

- Best Practices for 5-year-olds (Yardsticks by Chip Wood)
  - Lots of **physical activity** - indoors and **outdoors**
  - Lots of positive feedback
  - Clear and simple expectations
  - Sit and work with flexible seating for **no longer than 15-20 minutes**
  - Teach at their level - understand literal meanings are difficult (i.e. fairness is difficult to understand)
  - Use **visuals** and **assist with transitions**
  - Help students see other ways to do things and see things from another's viewpoint
  - Learn through active play, **repetition, copying**, and **hands-on exploration** of materials such as manipulatives, clay, sand, and water
  - Have **predictable daily schedules** that are reviewed each morning and carried out with a minimum of transitions; as much as possible make sure that key events in the day, such as snack, art, and closing circle, happen in the same place, at the same time
  - Integrate active **structured** playground **games** in PE, at recess, or in the regular classroom
  - Learn and practice language skills through **teacher modeling, directed role-play, and dramatic play** - **imagination** is so important



# 23-24 Status of Transitional Kindergarten



- By April 2023, only 6 families shared interest in TK (although based on TK parameters, 30 current Kindergarten students would have qualified and possibly benefited from a Transitional Kindergarten experience)
- Due to the lack of interest early in the spring, TK did not run during the 23-24 school year
- When Ms. Smock-Potter started in the principal position, two community members, one teacher and one parent reached out to share an interest in bringing back TK for the next school year
- Current Kindergarten Teachers realize the value of TK and have advocated for TK to be an option in 2024-2025



# Status of Transitional Kindergarten as of Now



- The way this program was previously funded is no longer available
- In Fall 2023, Ms. Kingsbury and Ms. Smock-Potter began collaborating with Ms. Anderson, Assistant Superintendent, to explore options for offering TK
- Our Kindergarten communication to parents/guardians stated that more information around Transitional Kindergarten would be shared at Kindergarten Registration Night (BY THE WAY...we hope you can attend February 13th, too)
- In order to continue to offer TK, we must:
  - Create a schedule allowing for PE every day for TK
  - Offer a smaller class size for TK while maintaining the school board class size range for all other Kindergarten classes
  - Teach all the kindergarten state standards to all Kindergarten classes
  - Prepare all students to be ready for 1st grade
  - Communicate this opportunity to parents/guardians







Teaching & Learning Mid-Year Update  
January 2024

## 2023-2024 focus for Teaching & Learning:

- MTSS
- Curriculum Cycle
- Literacy
- Organizational Culture & Workplace Wellness
- Goals



Perspective

Relationships

Balance

# Meet Carson

- First grand baby
- Perspective
- Relationship
- Balance



# Big Lake MTSS Implementation Roadmap

## MDE COMPASS Guidance





# Key Learnings for Effective Implementation of MTSS

Five (5) Key Learnings

## Key Learning #1: Importance of Leadership

- Careful communication how MTSS is aligned to district goals and needs
- Leaders must stay directly involved in MTSS
- MTSS as the core means of working together to meet the needs of all students' needs
- Celebrate successes

## Key Learning #2: Teacher Efficacy

- Assess core beliefs of educators
- Provide professional learning and development
- Provide tools and coaching for educators to be successful
- Increase teachers' willingness to adopt new practices

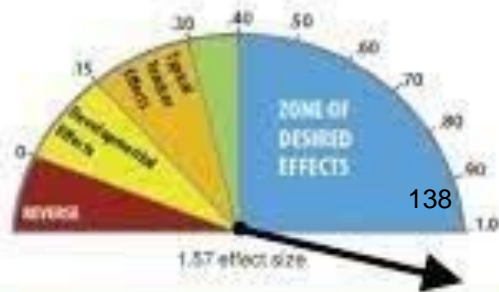
# “Collective Teacher Efficacy

is the collective belief of teachers in their ability to positively affect students.”

*Dr. John Hattie,  
Visible Learning*

## Research-Based Best Practice - Dr. John Hattie

Teachers shared belief that through collective action, they can positively influence student outcomes, including impacting those who are disengaged and/or disadvantaged.



**Collective Teacher Efficacy**

## Key Learning #3: Involvement of All Stakeholders

- Involve stakeholders at various levels
- Identify and engage all those affected by changes
- Communication during early planning phases
- Empower those who will do the work

## Key Learning #4: Alignment and Intensity

- Alignment ensures an instructional match for the student
- Instructional alignment can produce less inappropriate behavior
- Majority of students (approximately 80%) are able to meet state standards through appropriate Tier 1 supports
- Intensity is frequency and duration
- Instruction and intervention must be delivered with evidence-based intensity

## Key Learning #5: Data to Guide and Evaluate Instruction

- Use of data to guide and evaluate instruction leads to improved student performance
- Interoperability is the integration of diverse data about students displayed in ways that facilitate data-based decision making
- Data must be useful and easily accessible

# Turn and Talk

- Which Key Learning(s) do we have in place?
- Which Key Learning(s) do we need to continue to grow?
- Which Key Learning(s) do we need to know more about?
- Can we collectively commit to these Key Learnings?

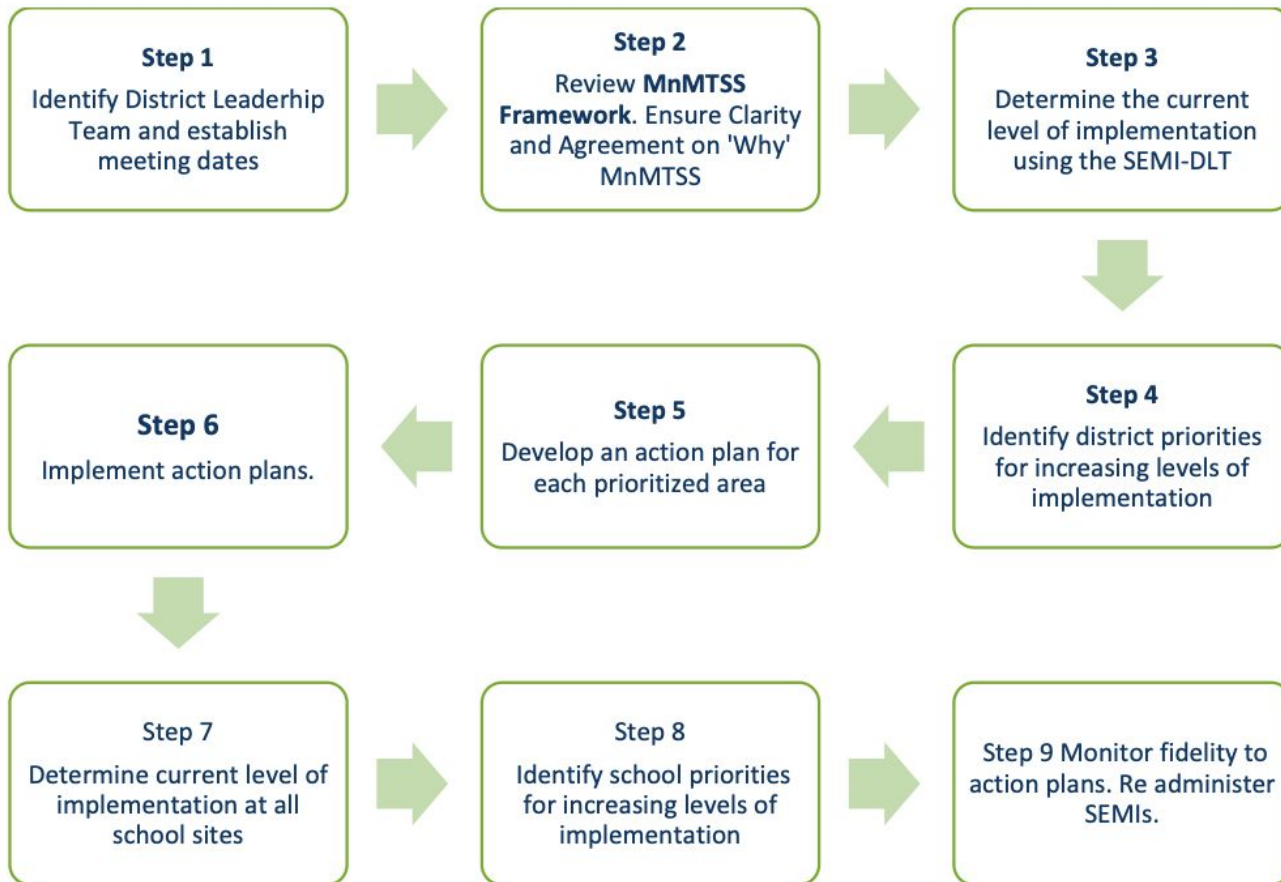
## Key Learnings:

- #1: Importance of Leadership
- #2: Teacher Efficacy
- #3: Involvement of All Stakeholders
- #4: Alignment and Intensity
- #5: Data to Guide and Evaluate Instruction



# Implementation Steps





# District Leadership Team

- Establish a strong unified vision
- Provide resources, processes, and structures to guide evidence-based decisions
- Systems improvement across all schools
- Asst. Supt, MTSS Coordinator, Principals, Asst. Principals, School Psychs, Data Specialist, MTSS Bldg Leads

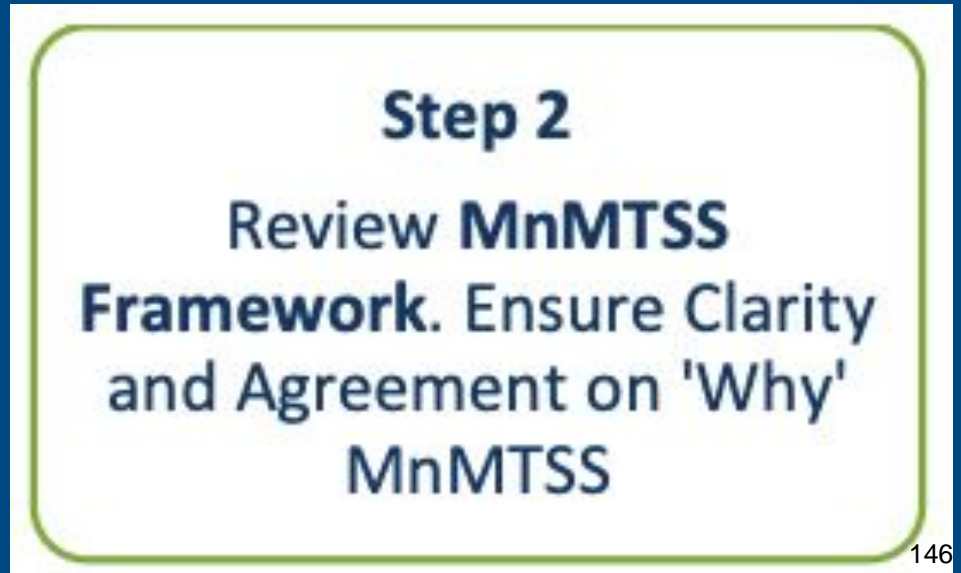


**Step 1**  
Identify District Leadership Team and establish meeting dates

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# MTSS Framework

- Clarity and agreement on the “why”
- Continuous improvement
- Multi-year process
- Ultimately involves all educational partners
- Commitment to systems change
- Adaptive leadership practices making technical adjustments



**Step 2**

**Review MnMTSS Framework. Ensure Clarity and Agreement on 'Why' MnMTSS**

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## Current Level of Implementation

- Conduct Semi-DLT
- Identify products, processes, and procedures for implementation of core components and subcomponents
- Practical performance evaluation intended to inform system change
- Ensure staff are effectively supported

### Step 3

Determine the current level of implementation using the SEMI-DLT

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# District Priorities

- Record, synthesize, and reflect on data from Semi-DLT
- Identify priority areas for improvement
- Suggestion to focus on infrastructure
- Provide professional learning opportunities
- Suggestion to focus on foundational items such as Tier 1 curriculum and instruction

## Step 4

Identify district priorities  
for increasing levels of  
implementation

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# Action Planning

- Develop a theory of action and goals
- Develop an action plan to meet the goals
- Write each step as an objective
- Involve multiple people
- Implementation guidance document for support

## Step 5

Develop an action plan for each prioritized area

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# Implement Action Plans

- Implement action plan
- Monitor progress
- Conduct monthly district leadership team meetings
- Continuously review data
- Focus on evidence as each objective has been met
- Adjust action plan as needed

**Step 6**  
Implement action plans.

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## Current Implementation at School Sites

- District action planning is ongoing
- District team supports school level team
- School level teams conduct Semi-SLT
- Identify products, processes, and procedures for implementation of core components and subcomponents

**Step 7**

**Determine current level of  
implementation at all  
school sites**

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# Identify School Priorities

- School level plans
- Address unique needs of school sites
- Aligned to district action plan
- Record, synthesize, and reflect on data from Semi-SLT
- Identify priority areas for improvement

Step 8

Identify school priorities  
for increasing levels of  
implementation

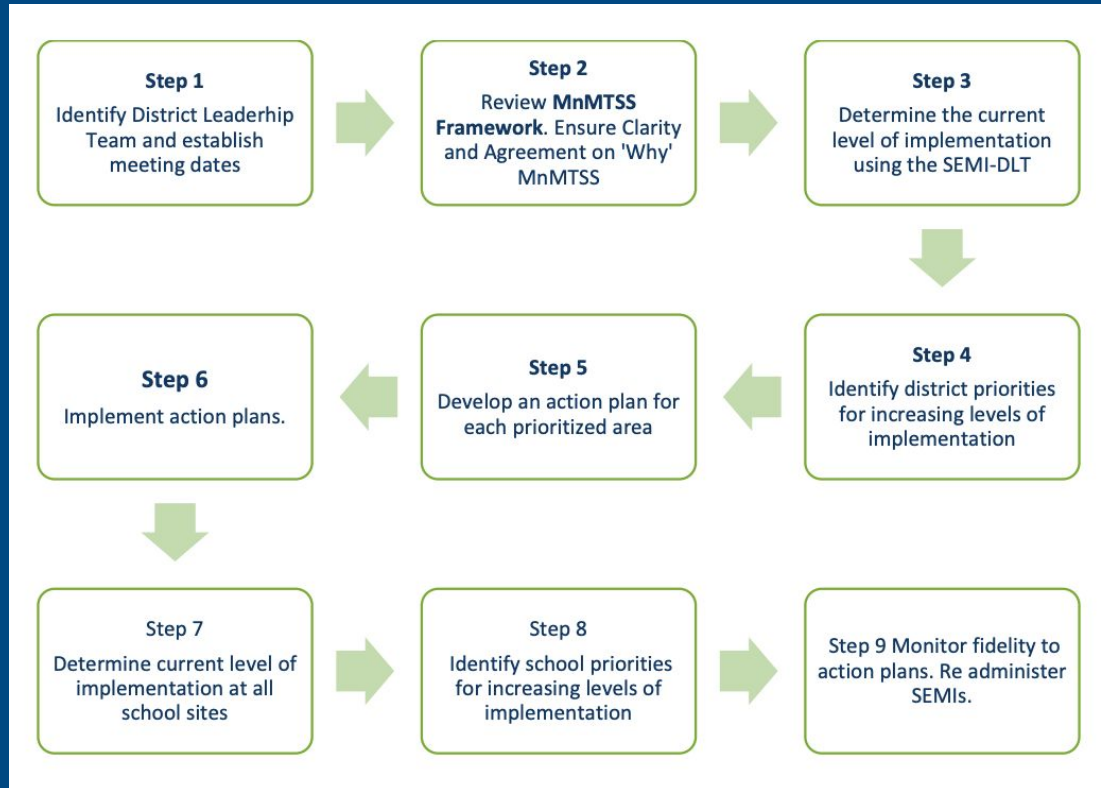
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# Monitor Fidelity

- District leadership team monitors fidelity of district and school action planning process
- Readminister Semi-DLT and Semi-SLT
- Data drives actions to increase levels of implementation
- Continuous improvement process
- Add to plan as capacity allows

Step 9 Monitor fidelity to action plans. Re administer SEMIs.

# Where are we in our journey?



# Timeline of Big Lake MTSS

- Year 1 (2022-2023)
  - Training for District Leadership
- Year 2 (2023-2024)
  - Continued training for District Leadership
  - Initial implementation for School Sites
- Year 3 (2024-2025)
  - Full initial implementation of MTSS
  - Continuous growth of implementation

Questions? Thoughts?



# Thank you!

Minda Anderson  
Assistant Superintendent of Teaching & Learning

## **EXTENDED SCHOOL YEAR FOR CERTAIN STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS**

### **I. PURPOSE**

The purpose of this policy is to ensure that the school district complies with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary to provide a free appropriate public education (FAPE).

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

- A. **Extended School Year Services Must Be Available to Provide a FAPE.** The school district shall provide extended school year (ESY) services to a student who is the subject of an IEP if the student's IEP team determines the services are necessary during a break in instruction in order to provide a FAPE.
- B. **Extended School Year Determination.** At least annually, the IEP team must determine that a student is in need of ESY services if the student meets any of the following conditions:
- 1) There will be significant regression of a skill or acquired knowledge from the student's level of performance on an annual goal that requires more than the length of the break in instruction to recoup unless the IEP team determines a shorter time for recoupment is more appropriate; OR
  - 2) Services are necessary for the student to attain and maintain self-sufficiency because of the critical nature of the skill addressed by an annual goal, the student's age and level of development, and the timeliness for teaching the skill; OR
  - 3) The IEP team otherwise determines, given the student's unique needs, that ESY services are necessary to ensure the pupil receives a FAPE.
- C. **Required Factors Schools Must Consider in Making ESY Determinations.** The IEP team must decide ESY eligibility using information including:
- 1) Prior observations of the student's regression and recoupment over the summer;
  - 2) Observations of the student's tendency to regress over extended breaks in instruction during the school year; and
  - 3) Experience with other students with similar instructional needs.
- D. **Additional Factors to Consider, Where Relevant.** In making its determination of ESY needs, the following factors must be considered, where relevant:
- 1) The student's progress and maintenance of skills during the regular school year.
  - 2) The student's degree of impairment.
  - 3) The student's rate of progress.
  - 4) The student's behavioral or physical problems.
  - 5) The availability of alternative resources.
  - 6) The student's ability and need to interact with nondisabled peers.
  - 7) The areas of the student's curriculum which need continuous attention.
  - 8) The student's vocational needs.
- E. **No Unilateral Decisions.**  
In the course of providing ESY services to children with disabilities, the school district may not unilaterally limit the type, amount, or duration of those services.
- F. **Services to Nonresident Students Temporarily Placed in School District.**  
A school district may provide ESY services to nonresident children with disabilities temporarily placed in the school district in accordance with applicable state law.

***Legal References:*** Minn. Stat. § 125A.14 (Extended School Year)  
Minn. Rules Part 3525.0755  
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)  
34 C.F.R. Part 300 (Assistance to States for the Education of Children with Disabilities)

***Cross References:*** None

## ENROLLMENT OF NONRESIDENT STUDENTS

### I. PURPOSE

The school district desires to participate in the Enrollment Options Program established by Minnesota Statutes section 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination.

### II. GENERAL STATEMENT OF POLICY

A. Eligibility. Applications for enrollment under the Enrollment Options (Open Enrollment) Law will be approved provided that acceptance of the application will not exceed the capacity of a program, excluding special education services; class; grade level; or school building as established by school board resolution and provided that:

- 1) space is available for the applicant under enrollment cap standards established by school board policy or other directive; and
- 2) in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a nonresident school district in accordance with Minnesota Statutes section 124D.03.
- 3) the applicant is not otherwise excluded by action from the school district because of previous conduct in another school district.

B. Standards that may be used for rejection of application. In addition to the provisions of Paragraph II.A., the school district may refuse to allow a pupil who is expelled under Minnesota Statutes section 121A.45 to enroll during the term of the expulsion if the student was expelled for:

- 1) possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, with the exception of a pocket knife with a blade less than two and one-half inches in length, at school or a school function;
- 2) possessing or using an illegal drug at school or a school function;
- 3) selling or soliciting the sale of a controlled substance while at school or a school function; or
- 4) committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.

C. Standards that may not be used for rejection of application. The school district may not use the following standards in determining whether to accept or reject an application for open enrollment:

- 1) previous academic achievement of a student;
- 2) athletic or extracurricular ability of a student;
- 3) disabling conditions of a student;
- 4) a student's proficiency in the English language;
- 5) the student's district of residence except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or
- 6) previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section F. of this policy.

D. Application.

The student and parent or guardian must complete and submit a School District Enrollment Options Program application developed by the Minnesota Department of Education and available on their website (education.mn.gov). Go to “Students and Families,” then, under “School Choice,” select “Open Enrollment.” The form is entitled, “General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education.”

#### E. Lotteries.

If a school district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. The district must give priority to enrolling siblings of currently enrolled students, students whose applications are related to an approved integration and achievement plan, children of the school district’s staff, and students residing in that part of a municipality (a statutory or home rule charter city or town) where:

- 1) the student’s resident district does not operate a school building;
- 2) the municipality is located partially or fully within the boundaries of at least five school districts;
- 3) the nonresident district in which the student seeks to enroll operates one or more school buildings within the municipality; and
- 4) no other nonresident, independent, special, or common school district operates a school building within the municipality.

The process for the school district lottery must be established by school board policy and posted on the school district’s website.

#### F. Exclusion

- 1) Administrator’s initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.
- 2) Superintendent’s review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

#### G. Termination of Enrollment

- 1) The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minnesota Statutes section 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minnesota Statutes chapter 260A, and the student’s case has been referred to juvenile court. A “habitual truant” is a child under 17 years of age who is absent from attendance at school without lawful excuse for seven school days in a school year if the child is in elementary school or for one or more class periods on seven school days in a school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days in a school year and who has not lawfully withdrawn from school under Minnesota Statutes section 120A.22, subdivision 8. The school district may also terminate the enrollment of a

- nonresident student over 17 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minnesota Statutes section 120A.22, subdivision 8.
- 2) A student who has not applied for and been accepted for open enrollment pursuant to this policy and does not otherwise meet the residency requirements for enrollment may be terminated from enrollment and removed from school. Prior to removal from school, the school district will send to the student's parents a written notice of the school district's belief that the student is not a resident of the school district. The notice shall include the facts upon which the belief is based and notice to the parents of their opportunity to provide documentary evidence, in person or in writing, of residency to the superintendent or the superintendent's designee. The superintendent or the superintendent's designee will make the final determination as to the residency status of the student.
- H. Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, or who is placed in foster care in another school district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

***Legal References:*** Minn. Stat. § 120A.22, Subd. 3(e) and Subd. 8 (Compulsory Instruction)  
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District; Exceptions)  
Minn. Stat. § 124D.68 (Graduation Incentives Program)  
Minn. Stat. Ch. 260A (Truancy)  
Minn. Stat. § 260C.007, Subd. 19 (Definitions)  
Minn. Op. Atty. Gen. 169-f (Aug. 13, 1986)  
*Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ.*, Co. No. A05-361, 2005 WL 3111963 (Minn. Ct. App. 2005) (unpublished)

***Cross References:*** MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 517 (Student Recruiting)

## DNR-DNI ORDERS

### I. PURPOSE

The school district recognizes that it is serving students with complex health needs. The school district also recognizes that school district staff may be confronted with requests to withhold emergency care of a student in the event of a life threatening situation at school or school activities or be presented with Do Not Resuscitate/Do Not Intubate (DNR-DNI) orders. The purpose of this policy is to provide guidance to school district staff and parents or guardians in these situations.

### II. GENERAL STATEMENT OF POLICY

- A. The primary mission of the school district is education. DNR-DNI orders are medical documents. School district staff will not accept or honor requests to withhold emergency care or DNR-DNI orders. The school district will not convey such orders to emergency medical personnel.
- B. School district staff will provide reasonable emergency care and assistance when a student is undergoing a medical emergency during school or school activities.
- C. School district staff will activate emergency medical services (911) as soon as possible when a student is undergoing a medical emergency during school or school activities.
- D. The parent/guardian will be notified of the emergency as soon as possible.
- E. Notwithstanding this school district policy, IEP and Section 504 teams must develop individualized medical emergency care plans for students when appropriate in accordance with state and federal law.
- F. Parents/guardians who request that emergency care be withheld for their child or who present DNR-DNI orders, shall be advised of and shall be given a copy of this policy.

**Legal References:** 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
42 U.S.C. §§ 12101-12213 (Americans with Disabilities Act)

**Cross References:** None



## **POLICIES INCORPORATED BY REFERENCE**

### **PURPOSE**

Certain policies as contained in the school district's policies are applicable to students as well as to employees. To avoid undue duplication, the school district provides notice by this section of the application and incorporation by reference of the following policies that also apply to students:

Model Policy 413	Harassment and Violence
Model Policy 417	Chemical Use and Abuse
Model Policy 418	Drug-Free Workplace/Drug-Free School
Model Policy 419	Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices
Model Policy 420	Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions

Students are charged with notice that the above cited policies are also applicable to students; however, students are also on notice that the provisions of the various policies speak for themselves and may be applicable although not specifically listed above.

*Legal References:* None

*Cross References:* None



## SCHOOL DISTRICT CURRICULUM AND INSTRUCTION GOALS

### I. PURPOSE

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota Academic Standards, Minnesota State, and federal law and are aligned with creating the world's best workforce.

### II. GENERAL STATEMENT OF POLICY

The policy of the school district is to establish curriculum and instructional goals that align with the statutory "world's best workforce" and Big Lake Schools Strategic Plan.

### III. DEFINITIONS

- A. "Academic standard" means a summary description of student learning in a required content area or elective content area.
- B. "Antiracist", as defined in Minnesota Statutes, section 120B.11, means actively working to identify and eliminate racism in all forms in order to change policies, behaviors, and beliefs that perpetuate racist ideas and actions.
- C. "Benchmark" means specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- D. "Culturally sustaining", as defined in Minnesota Statutes, section 120B.11, means integrating content and practices that infuse the culture and language of Black, Indigenous, and People of Color communities who have been and continue to be harmed and erased through the education system.
- E. "Curriculum" means district or school adopted programs and written plans for providing students with learning experiences that lead to expected knowledge, skills, and career and college readiness.
- F. "Ethnic studies", as defined in Minnesota Statutes, section 120B.25, has the same meaning for purposes of this section. Ethnic studies curriculum may be integrated in existing curricular opportunities or provided through additional curricular offerings.
- G. "Experiential learning" means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, other cooperative work experience, youth apprenticeship, or employment.
- H. "Institutional racism", as defined in Minnesota Statutes, section 120B.11, means structures, policies, and practices within and across institutions that produce outcomes that disadvantage those who are Black, Indigenous, and People of Color
- I. "Instruction" means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements including applied and experiential learning.
- J. "Performance measures" are measures to determine school district and school site progress in striving to create the world's best workforce and must include at least the following:
  - 1) the size of the academic achievement gap; rigorous course taking, including college level advanced placement, international baccalaureate, postsecondary enrollment options, including concurrent enrollment, other rigorous courses of study or industry certification courses or programs, and enrichment experiences by student subgroup;

- 2) student performance on the Minnesota Comprehensive Assessments;
  - 3) high school graduation rates; and
  - 4) career and college readiness under Minnesota Statutes section 120B.30, subdivision 1
- K. “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. LONG-TERM STRATEGIC PLAN

- A. The school board, at a public meeting, must adopt a comprehensive, long-term strategic plan to support and improve teaching and learning that is aligned with creating the world’s best workforce, according to Minnesota Statute 120B.11, and includes the following:
- 1) clearly defined school district and school site goals and benchmarks for instruction and student achievement for all student categories identified in Minnesota Statutes, section 120B.35, subdivision 3, paragraph (b) (2);
  - 2) a process to assess and evaluate each student’s progress toward meeting state and local academic standards, assess and identify students for participation in gifted and talented programs and services and accelerate their instruction, adopt early-admission procedures consistent with Minnesota Statutes, section 120B.15 and identifying the strengths and weaknesses of instruction in pursuit of student and school success and curriculum affecting students’ progress and growth toward career and college readiness and leading to the world’s best workforce;
  - 3) a system to periodically review and evaluate the effectiveness of all instruction and curriculum, taking into account strategies and best practices, student outcomes, principal evaluations under Minnesota Statutes section 123B.147, subdivision 3, students’ access to effective teachers who are members of populations underrepresented among the licensed teachers in the district or school and who reflect the diversity of enrolled students under Minnesota Statutes section 120B.35, subdivision 3(b)(2), and teacher evaluations under Minnesota Statutes section 122A.40, subdivision 8, or 122A.41, subdivision 5;
  - 4) strategies for improving instruction, curriculum, and student achievement, including the English and, where practicable, the native language development and the academic achievement of English learners;
  - 5) a process to examine the equitable distribution of teachers and strategies to ensure children in low-income families, children in families of People of Color, and children in American Indian families are not taught at higher rates than other children by inexperienced, ineffective, or out-of-field teachers;
  - 6) education effectiveness practices that
    - a. integrate high-quality instruction, technology, and curriculum that is rigorous, accurate, antiracist, and culturally sustaining;
    - b. ensure learning and work environments validate, affirm, embrace, and integrate cultural and community strengths for all students, families, and employees;
    - c. provide a collaborative professional culture that seeks to retain qualified, racially and ethnically diverse staff effective at working with diverse students while developing and supporting teacher quality, performance, and effectiveness; and
  - 7) an annual budget for continuing to implement the school district plan; and
  - 8) identifying a list of suggested and required materials, resources, sample curricula, and pedagogical skills for use in kindergarten through grade 12 that accurately reflect the diversity of the state of Minnesota.
- B. The school district is not required to include information regarding literacy in a plan or report required under this section, except with regard to the academic achievement of

- English learners.
- C. Every child is reading at or above grade level every year, beginning in kindergarten, and multilingual learners and students receiving special education services are receiving support in achieving their individualized reading goals pursuant to Policy 621 (Reading and the Read Act)

***Legal References:*** Minn. Stat. § 120B.018 (Definitions)  
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota 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.12 (Read Act Goal and Interventions)  
Minn. Stat. § 120B.30, Subd. 1 (Statewide Testing and Reporting System)  
Minn. Stat. § 120B.35, Subd. 3 (Student Academic Achievement and Growth)  
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)  
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)  
Minn. Stat. § 123B.147, Subd. 3 (Principals)  
Minn. Stat. § 125A.56, Subd. 1 (Alternate Instruction Required before Assessment Referral)  
20 U.S.C. § 5801, *et seq.* (National Education Goals)  
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 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
MSBA/MASA Model Policy 616 (School District System Accountability)  
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)



## **CURRICULUM DEVELOPMENT**

### **I. PURPOSE**

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

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

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district and Minnesota State Statutes.

### **III. RESPONSIBILITY**

The superintendent shall be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long range curriculum development program. Timelines shall be determined by the superintendent that will provide for periodic reviews of each curriculum area.

### **IV. DISTRICT ADVISORY COMMITTEE**

- A. The school board must establish an advisory committee to ensure active community participation in all phases of planning and improving the instruction and curriculum affecting state and district academic standards.
- B. The District Advisory Committee, to the extent possible, must reflect the diversity of the district and its school sites, include teachers, parents, support staff, students, and other community residents, and provide translation to the extent appropriate and practicable. Whenever possible, parents and other community residents must comprise at least two-thirds of advisory committee members.
- C. The District Advisory Committee must pursue community support to accelerate the academic and native literacy and achievement of English learners with varied needs, from young children to adults, consistent with Minnesota Statutes, section 124D.59, subdivisions 2 and 2a.
- D. The school district may establish site teams as subcommittees of the District Advisory Committee.
- E. The District Advisory Committee must recommend to the school board
  - 1) rigorous academic standards, student achievement goals and measures consistent with Minnesota Statutes, sections 120B.11, subdivision 1a, 120B.022, subdivisions 1a and 1b, and section 120B.35,
  - 2) district assessments,
  - 3) means to improve students' equitable access to effective and more diverse teachers,
  - 4) strategies to ensure the curriculum is rigorous, accurate, antiracist, culturally sustaining, and reflects the diversity of the student population, as required in Minnesota State Statute 120B.11;
  - 5) strategies to ensure that curriculum and learning and work environments validate, affirm, embrace, and integrate the cultural and community strengths

of all racial and ethnic groups, as required in Minnesota State Statute 120B.11;  
and

6) program evaluations.

F. School sites may expand upon district evaluations of instruction, curriculum, assessments, or programs.

## V. SCHOOL SITE TEAM

Each school must establish a site team to develop and implement strategies and education effectiveness practices to improve instruction, curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. The site team must include an equal number of teachers and administrators and at least one parent. The site team advises the board and the advisory committee about developing the annual budget and creates an instruction and curriculum improvement plan to align curriculum, assessment of student progress, and growth in meeting state and district academic standards and instruction.

## VI. CURRICULUM DEVELOPMENT PROCESS

A. Students who do not meet or exceed 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 Minnesota Statutes section 120A.20, subdivision 1(c). A student's plan under this section shall continue while the student is enrolled.

B. The superintendent shall be responsible for keeping the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes, and for periodically presenting recommended modifications for school board review and approval.

C. The superintendent shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

D. Report to the Board on an annual basis changes to the course of study offered in Big Lake Schools

**Legal References:** Minn. Stat. § 120A.20 (Admission to Public School)  
Minn. Stat. § 120B.10 (Findings; Improving Instruction and Curriculum)  
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement; Striving for the World's Best Workforce)  
Minn. Stat. § 120B.12 (Reading Proficiently No Later than the End of Grade 3)  
Minn. Stat. § 120B.125(f) (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)  
Minn. Stat. § 124D.59 (Definitions)  
Minn. Rules Part 3500.0550 (Inclusive Educational Program)  
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Part 3501.0820 (Academic Standards for the Arts)

Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)  
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 604 (Instructional Curriculum)  
MSBA/MASA Model Policy 605 (Alternative Programs)  
MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
MSBA/MASA Model Policy 616 (School District System Accountability)  
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)  
MSBA/MASA Model Policy 619 (Staff Development for Standards)  
MSBA/MASA Model Policy 620 (Credit for Learning)  
MSBA/MASA Model Policy 623 (Mandatory Summer School Instruction)

## LITERACY AND THE READ ACT

### I. PURPOSE

This policy aligns with Minnesota law established in the Read Act and on other topics related to reading.

### II. GENERAL STATEMENT OF POLICY

The school district recognizes the centrality of reading in a student's educational experience.

### III. DEFINITIONS

- A. "Evidence-based literacy instruction" means the instruction or item described is based on reliable, trustworthy, and valid evidence and has demonstrated a record of success in increasing students' reading competency in the areas of phonological and phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Evidence-based literacy instruction is explicit, systematic, and includes phonological and phonemic awareness, phonics and decoding, spelling, fluency, vocabulary, oral language, and comprehension that can be differentiated to meet the needs of individual students. Evidence-based instruction does not include the three-cueing system, as defined in subdivision 16.
- B. "Fluency" means the ability of students to read text accurately, automatically, and with proper expression.
- C. "Foundational reading skills" includes phonological and phonemic awareness, phonics and decoding, and fluency. Foundational reading skills appropriate to each grade level must be mastered in kindergarten, grade 1, grade 2, and grade 3. Struggling readers in grades 4 and above who do not demonstrate mastery of grade-level foundational reading skills must continue to receive explicit, systematic instruction to reach mastery.
- D. "Literacy specialist" means a person licensed by the Professional Educator Licensing and Standards Board as a teacher of reading, a special education teacher, or a kindergarten through grade 6 teacher, who has completed professional development approved by the Minnesota Department of Education (MDE) in structured literacy. A literacy specialist employed by the department under Minnesota Statutes, section 120B.123, subdivision 7, or by a district as a literacy lead, is not required to complete the approved training before August 30, 2025.
- E. "Literacy lead" means a literacy specialist with expertise in working with educators as adult learners. A district literacy lead must support the district's implementation of the Read Act; provide support to school-based coaches; support the implementation of structured literacy, interventions, curriculum delivery, and teacher training; assist with the development of personal learning plans; and train paraprofessionals and other support staff to support classroom literacy instruction. A literacy lead may be employed by one district, jointly by two or more districts, or may provide services to districts through a partnership with the regional service cooperatives or another district.
- F. "Multitiered system of support" or "MTSS" means a systemic, continuous improvement framework for ensuring positive social, emotional, behavioral, developmental, and academic outcomes for every student. The MTSS framework provides access to layered tiers of culturally and linguistically responsive, evidence-based practices and relies on the understanding and belief that every student can learn and thrive. Through a MTSS at the core (Tier 1), supplemental (Tier 2), and intensive (Tier 3) levels, educators provide high quality, evidence-based instruction and intervention that is matched to a student's needs; progress is monitored to inform instruction and set goals and data is used for educational decision making.

- G. "Oral language," also called "spoken language," includes speaking and listening, and consists of five components: phonology, morphology, syntax, semantics, and pragmatics.
- H. "Phonemic awareness" means the ability to notice, think about, and manipulate individual sounds in spoken syllables and words.
- I. "Phonics instruction" means the explicit, systematic, and direct instruction of the relationships between letters and the sounds they represent and the application of this knowledge in reading and spelling.
- J. "Progress monitoring" means using data collected to inform whether interventions are working. Progress monitoring involves ongoing monitoring of progress that quantifies rates of improvement and informs instructional practice and the development of individualized programs using state-approved screening that is reliable and valid for the intended purpose.
- K. "Reading comprehension" means a function of word recognition skills and language comprehension skills. It is an active process that requires intentional thinking during which meaning is constructed through interactions between the text and reader. Comprehension skills are taught explicitly by demonstrating, explaining, modeling, and implementing specific cognitive strategies to help beginning readers derive meaning through intentional, problem-solving thinking processes.
- L. "Structured literacy" means an approach to reading instruction in which teachers carefully structure important literacy skills, concepts, and the sequence of instruction to facilitate children's literacy learning and progress. Structured literacy is characterized by the provision of systematic, explicit, sequential, and diagnostic instruction in phonemic awareness, phonics, fluency, vocabulary and oral language development, and reading comprehension.
- M. "Three-cueing system," also known as "meaning structure visual (MSV)," means a method that teaches students to use meaning, structure and syntax, and visual cues when attempting to read an unknown word.
- N. "Vocabulary development" means the process of acquiring new words. A robust vocabulary improves all areas of communication, including listening, speaking, reading, and writing. Vocabulary growth is directly related to school achievement and is a strong predictor for reading success.

**IV. READING SCREENER; PARENT NOTIFICATION AND INVOLVEMENT**

- A. The school district must administer an approved evidence-based reading screener to students in kindergarten through grade 3 within the first six weeks of the school year, and again within the last six weeks of the school year. The screener must be one of the screening tools approved by the Minnesota Department of Education (MDE).
- B. The school district must identify any screener it uses in the district's annual literacy plan, and submit screening data with the annual literacy plan by June 15.
- C. Schools, at least biannually after administering each screener, must give the parent of each student who is not reading at or above grade level timely information about:
  - 1) the student's reading proficiency as measured by a screener approved by MDE;
  - 2) reading-related services currently being provided to the student and the student's progress; and
  - 3) strategies for parents to use at home in helping their student succeed in becoming grade-level proficient in reading in English and in their native language.
- D. The school district may not use this section to deny a student's right to a special education evaluation.

**V. IDENTIFICATION AND REPORT**

- A. Students enrolled in kindergarten, grade 1, grade 2, and grade 3, including multilingual learners and students receiving special education services, must be universally screened for mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, oral language, and for characteristics of dyslexia as measured by a screening tool approved by MDE. The

screening for characteristics of dyslexia may be integrated with universal screening for mastery of foundational skills and oral language.

- B. The school district must submit data on student performance in kindergarten, grade 1, grade 2, and grade 3 on foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language to MDE in the annual local literacy plan submission due on June 15.
- C. Students in grades 4 and above, including multilingual learners and students receiving special education services, who do not demonstrate mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language, must be screened using a screening tool approved by MDE for characteristics of dyslexia and must continue to receive evidence-based instruction, interventions, and progress monitoring until the students achieve grade-level proficiency. A parent, in consultation with a teacher, may opt a student out of the literacy screener if the parent and teacher decide that continuing to screen would not be beneficial to the student. In such limited cases, the student must continue to receive progress monitoring and literacy interventions.
- D. Reading screeners in English, and in the predominant languages of school district students where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of multilingual learners. The school district must use an approved, developmentally appropriate, and culturally responsive screener and annually report summary screener results to the MDE Commissioner by June 15 in the form and manner determined by the MDE Commissioner.
- E. The school district must include in its literacy plan a summary of the district's efforts to screen, identify, and provide interventions to students who demonstrate characteristics of dyslexia as measured by a screening tool approved by MDE. With respect to students screened or identified under paragraph (a), the report must include:
  - 1) a summary of the school district's efforts to screen for dyslexia;
  - 2) the number of students universally screened for that reporting year;
  - 3) the number of students demonstrating characteristics of dyslexia for that year; and
  - 4) an explanation of how students identified under this subdivision are provided with alternate instruction and interventions under Minnesota Statutes, section 125A.56, subdivision 1.

## VI. INTERVENTION

- A. For each student identified under the screening identification process, the school district shall provide reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year.
- B. The school district must implement progress monitoring, as defined in Minnesota Statutes, section 120B.1118, for a student not reading at grade level.
- C. The school district must use evidence-based curriculum and intervention materials at each grade level that are designed to ensure student mastery of phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Starting July 1, 2023, if the school district purchases new literacy curriculum, or literacy intervention or supplementary materials, the curriculum or materials must be evidence-based as defined in Minnesota Statutes, section 120B.1118.
- D. If a student does not read at or above grade level by the end of the current school year, the school district must continue to provide reading intervention until the student reads at grade level. School district intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs that specialize in evidence-based instructional practices and measure mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language.
- E. By the 2025-2026 school year, intervention programs must be taught by an intervention teacher or special education teacher who has successfully completed training in evidence-based reading

instruction approved by MDE. Intervention may include but is not limited to requiring student attendance in summer school, intensified reading instruction that may require that the student be removed from the regular classroom for part of the school day, extended-day programs, or programs that strengthen students' cultural connections.

- F. A district or charter school is strongly encouraged to provide a personal learning plan for a student who is unable to demonstrate grade-level proficiency, as measured by the statewide reading assessment in grade 3 or a screener identified by the Department of Education under section 120B.123. The school district must determine the format of the personal learning plan in collaboration with the student's educators and other appropriate professionals. The school must develop the learning plan in consultation with the student's parent or guardian. The personal learning plan must include targeted instruction that is evidence-based and ongoing progress monitoring, and address knowledge gaps and skill deficiencies through strategies such as specific exercises and practices during and outside of the regular school day, group interventions, periodic assessments or screeners, and reasonable timelines. The personal learning plan may include grade retention, if it is in the student's best interest; a student may not be retained solely due to delays in literacy or not demonstrating grade-level proficiency. A school must maintain and regularly update and modify the personal learning plan until the student reads at grade level. This paragraph does not apply to a student under an individualized education program.

## VII. LOCAL LITERACY PLAN

- A. The school district must adopt a local literacy plan to have every child reading at or above grade level every year beginning in kindergarten and to support multilingual learners and students receiving special education services in achieving their individualized reading goals. The school district must update and submit the plan to the Commissioner of MDE by June 15 each year. The plan must be consistent with the Read Act, and include the following:
- 1) a process to assess students' foundational reading skills, oral language, and level of reading proficiency and the screeners used, by school site and grade level, under Minnesota Statutes, section 120B.123;
  - 2) a process to notify and involve parents;
  - 3) a description of how schools in the school district will determine the targeted reading instruction that is evidence-based and includes an intervention strategy for a student and the process for intensifying or modifying the reading strategy in order to obtain measurable reading progress;
  - 4) evidence-based intervention methods for students who are not reading at or above grade level and progress monitoring to provide information on the effectiveness of the intervention;
  - 5) identification of staff development needs, including a plan to meet those needs;
  - 6) the curricula used by school site and grade level;
  - 7) a statement of whether the school district has adopted a MTSS framework;
  - 8) student data using the measures of foundational literacy skills and mastery identified by MDE for the following students:
    - a. students in kindergarten through grade 3;
    - b. students who demonstrate characteristics of dyslexia; and
    - c. students in grades 4 to 12 who are identified as not reading at grade level; and
  - 9) the number of teachers and other staff that have completed training approved by the department.
- B. The school district must post its literacy plan on the official school district website and submit it to the Commissioner of MDE using the template developed by the Commissioner beginning June 15, 2024.

## VIII. STAFF TRAINING

- A. Beginning July 1, 2024, a school district must provide access to the training required under Minnesota Statutes, section 120B.123, subdivision 5, to:

- 1) intervention teachers working with students in kindergarten through grade 12;
  - 2) all classroom teachers of students in kindergarten through grade 3 and children in prekindergarten programs;
  - 3) special education teachers;
  - 4) curriculum directors;
  - 5) instructional support staff who provide reading instruction; and
  - 6) employees who select literacy instructional materials for a district.
- B. The school district must provide training from a menu of approved evidence-based training programs to all reading intervention teachers, literacy specialists, and other teachers and staff identified in Minnesota Statutes, section 120B.12, subdivision 1, paragraph (b), by July 1, 2025; and by July 1, 2027, to other teachers in the school district, prioritizing teachers who work with students with disabilities, English learners, and students who qualify for the graduation incentives program under Minnesota Statutes, section 124D.68. The Commissioner of MDE may grant a school district an extension to these deadlines.
- C. By August 30, 2025, the school district must employ or contract with a literacy lead, or be actively supporting a designated literacy specialist through the process of becoming a literacy lead. The school board may satisfy the requirements of this subdivision by contracting with another school board or cooperative unit under Minnesota Statutes, section 123A.24 for the services of a literacy lead by August 30, 2025. The school district literacy lead must collaborate with school district administrators and staff to support the school district's implementation of requirements under the Read Act.

## IX. STAFF DEVELOPMENT

- A. The school district must provide training programs on evidence-based reading instruction to teachers and instructional staff in accordance with subdivision 1, paragraph (b). The training must include teaching in the areas of phonemic awareness, phonics, vocabulary development, reading fluency, reading comprehension, and culturally and linguistically responsive pedagogy.
- B. The school district shall use the data under Article V. above to identify the staff development needs so that:
- 1) elementary teachers are able to implement explicit, systematic, evidence-based instruction in the five reading areas of phonemic awareness, phonics, fluency, vocabulary, and comprehension with emphasis on mastery of foundational reading skills as defined in Minnesota Statutes, section 120B.1118 and other literacy-related areas including writing until the student achieves grade-level reading and writing proficiency;
  - 2) elementary teachers have sufficient training to provide students with evidence-based reading and oral language instruction that meets students' developmental, linguistic, and literacy needs using the intervention methods or programs selected by the school district for the identified students;
  - 3) licensed teachers employed by the school district have regular opportunities to improve reading and writing instruction;
  - 4) licensed teachers recognize students' diverse needs in cross-cultural settings and are able to serve the oral language and linguistic needs of students who are multilingual learners by maximizing strengths in their native languages in order to cultivate students' English language development, including oral academic language development, and build academic literacy; and
  - 5) licensed teachers are well trained in culturally responsive pedagogy that enables students to master content, develop skills to access content, and build relationships.
- C. The school district must provide staff in early childhood programs sufficient training to provide children in early childhood programs with explicit, systematic instruction in phonological and phonemic awareness; oral language, including listening comprehension; vocabulary; and letter-sound correspondence.

## **X. LITERACY INCENTIVE AID USES**

The school district must use its literacy incentive aid to support implementation of evidence-based reading instruction. The following are eligible uses of literacy incentive aid:

- 1) training for kindergarten through grade 3 teachers, early childhood educators, special education teachers, reading intervention teachers working with students in kindergarten through grade 12, curriculum directors, and instructional support staff that provide reading instruction, on using evidence-based screening and progress monitoring tools;
- 2) evidence-based training using a training program approved by MDE;
- 3) employing or contracting with a literacy lead, as defined in Minnesota Statutes, section 120B.1118;
- 4) materials, training, and ongoing coaching to ensure reading interventions under Minnesota Statutes, section 125A.56, subdivision 1, are evidence-based; and costs of substitute teachers to allow teachers to complete required training during the teachers' contract day.

***Legal References:*** Minn. Stat. § 120B.1118 (Read Act Definitions)  
Minn. Stat. § 120B.12 (Read Act Goal and Interventions)  
Minn. Stat. § 120B.123 (Read Act Implementation)  
Minn. Stat. § 123A.24 (Withdrawing from a Cooperative Unit; Appealing Denial of Membership)  
Minn. Stat. § 124D.68 (Graduation Incentives Program)  
Minn. Stat. § 124D.98 (Literacy Incentive Aid)  
Minn. Stat. § 125A.56 (Alternate Instruction Required before Assessment Referral)

***Cross References:*** None



## **STUDENT LEARNING PROGRAM AND SERVICES**

- I. Big Lake Schools shall offer a comprehensive educational program that complies with or exceeds the requirements of state and federal law; leads to the development of all students; and, provides for the achievement of the District Mission and Vision.
- II. Big Lake Schools may enter into cooperative agreements with other community agencies, school divisions, governmental bodies and educational organizations to assure student and staff safety, provide expanded programs and services for students/community members and to maximize taxpayer investments in this community.
- III. Big Lake Schools shall:
  - A. Provide for effective curriculum development and lead in its district-wide implementation;
  - B. Assure that the needs of all learners are met by the content contained and methods used;
  - C. Communicate effectively to promote system-wide curriculum articulation;
  - D. Allocate necessary resources to provide educational research services to inform decision-making regarding programs offered;
  - E. Report to the Board of an annual basis changes to the course of study offered in Big Lake Public Schools;
  - F. Assure that the curriculum and programs offered in Big Lake Schools provide for equal education opportunities, multi-cultural and gender fair content and materials for all learners.
- IV. Learning programs offered in Big Lake Schools, will achieve the following learner goals:
  - A. General Learning Programs
    1. Drug Education: Students will understand the impact of illegal and legal drug use.
    2. Media Services: Will support regular and special learning programs and to enhance students' abilities to acquire and apply information through the use of educational media and technology.
    3. Mathematics: Students will demonstrate: an understanding of the concepts of mathematics; skills to compute accurately; and, the ability to combine the understanding of concepts and computational skills to solve word problems.

4. Physical Education: All students will develop physical skills in sports and recreational activities; acquire knowledge and appreciation of sports and physical activities; and demonstrate attributes of good sportsmanship.
5. Reading and Language Arts: Students will have the knowledge and skills in reading, writing, listening and public speaking to enable them to use language correctly and proficiently and to become critical and appreciative readers.
6. Social Studies: Students will demonstrate knowledge, comprehension and skill in history, geography, civics, economics and culture in order to prepare students to become responsible citizens in a democratic society.

#### B. Other Learning Programs and Opportunities

1. Independent Study: Big Lake Schools will provide program that recognizes individual differences in interests and abilities and encourages student initiative and self-direction in learning. Independent study may cover a broad range of learning activities e.g., development of basic skills, cultural enrichment, personal investigations, group projects, individual expressing in music, art, speech, writing or physical activities.
2. Student Activities: Students will achieve personal growth and gain organizational experience and leadership skills in a wide-range of co-curricular activities including student government, student publications and school and community service. Performance and presentation opportunities will be provided in art and music.
3. Student Athletics: Students will demonstrate the skills, knowledge and responsible personal and social behaviors such as good sportsmanship and teamwork necessary for participation in sports and activities on a continuum from casual involvement to pursuit of physical fitness to more advanced competition.

#### C. Pupil Personnel Service Programs

1. Guidance: Students will attain personal and educational development through the use of a variety of services with major focus on school program planning; college and career counseling; individual and group counseling; and group guidance services addressing the needs of students.
2. Special Education: Students with disabilities will learn the same body of knowledge presented in the regular education environment to the extent possible through modification and adaptation of the curriculum, instructional methodology, and materials. The District will offer a comprehensive continuum of special education services to meet students' needs.
3. Student Health Services will provide for:

- a. School-based monitoring of required health and immunization assessments;
- b. Emergency care and promotion of healthy environments and behaviors
- c. Health care referrals
- d. Clear expectations regarding the use and administration of prescribed medicines for students

***Rationale:*** *In a world endlessly shaped and reshaped by the evolution or revolution of peoples and ideologies, the one goal, which remains steadfast, is the acquisition and application of knowledge. Big Lake Schools, affirms its responsibility to enable each student to reach this educational goal. Big Lake Public Schools is also committed to the development of each person as a healthy, purposeful, and productive citizen while providing maximum value for the local citizens that provide the resourced for the District.*

***Legal References:*** Minn. Stat. § 120A.22 (Compulsory Instruction)

Minn. Stat. § 120B.021 (Required Academic Standards)

Minn. Stat. § 120B.022 (Elective Standards)

Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Involuntary Career Tracking Prohibited)

Minn. Stat. § 120B.236 (Cardiopulmonary Resuscitation and Automatic External Defibrillator Instruction)