



**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, March 21, 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. Open Forum</b>	<b>3</b>
Chair, Tonya Reasoner	
<b>VI. Consent Agenda</b>	
Chair, Tonya Reasoner	
<b>A. Previous Minutes</b>	<b>4</b>
Minutes from the February 22, 2024 Regular Board Meeting, the March 14, 2024 Special Meeting, and the March 14, 2024 Work Session	
<b>B. Claims and Accounts</b>	<b>9</b>
Claims and Accounts for the month of March	
<b>C. Credit Card Report</b>	<b>25</b>
<b>D. Personnel</b>	<b>30</b>
<b>E. Fundraisers</b>	<b>31</b>
<b>F. Memorandum of Understanding</b>	<b>32</b>
Waiving the Statutory Probationary Period	
<b>VII. Donations</b>	<b>36</b>
Chair, Tonya Reasoner	
<b>VIII. Financial Report and Food Service Update</b>	<b>37</b>
Director of Business Services, Angie Manuel and Food Service Director, Emily Ly	
February report will be presented.	
<b>IX. WTC LTFM Resolution</b>	<b>61</b>
Director of Business Services, Angie Manuel	
<b>X. Approve 2024-2025 School Calendar</b>	<b>66</b>
Superintendent, Tim Truebenbach	
<b>XI. Resolution for Non-Renewal of Teaching Contracts</b>	<b>67</b>
Superintendent, Tim Truebenbach	
<b>XII. Second Reading of Policies</b>	<b>69</b>
Superintendent, Tim Truebenbach	
206 Public Participation in School Board Meetings, Complaints about Persons at School Board Meetings and Data Privacy Considerations; 410 Family Medical and Leave; 416 Drug and Alcohol Testing; 416A Forms; 506b Form Procedures for Removal of Students from Class; 513 Student Promotion, Retention, and Program Design; 5211 Student Disability Nondiscrimination	
REMOVE: 633 School Admission	
<b>XIII. Reschedule the April 11, 2024 Work Session</b>	

Superintendent, Tim Truebenbach

**XIV. School Board Committee/Representative Updates**

A. Finance Committee

Treasurer, Amber Sixberry

B. Policy Committee

Chair, Tonya Reasoner

C. Buildings and Grounds Committee

Board Member, Lenette Brown

D. School Board Representatives

**XV. Student Representative Report**

Student Representative, Grace John

**XVI. Superintendent Report**

Superintendent, Tim Truebenbach

A. Cabinet Department Update

**XVII. Adjournment**

Chair, Tonya Reasoner

**Strategic Plan Focus Areas**

Student Support

Staff Support

Family & Community Engagement



# OPEN FORUM

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

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

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

3

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

INDEPENDENT SCHOOL DISTRICT 727  
BIG LAKE, MINNESOTA  
SHERBURNE COUNTY

Minutes of the Regular Meeting  
February 22, 2024  
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 February 22, 2024 at 6:31 PM in the Middle School Student Center by Chair Reasoner.

II. ROLL CALL

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

III. APPROVE AGENDA

Schabilion requested that item X. ELEMENTARY SCIENCE CURRICULUM PRESENTATION AND ADOPTION be moved up in the agenda to after VII. DONATIONS. A motion was made by Reasoner seconded by Schabilion to approve the amended agenda.

The motion carried 4-0.

IV. PLEDGE OF ALLEGIANCE

Chair Reasoner and the Board led the Pledge of Allegiance.

V. OPEN FORUM

No participants

VI. CONSENT AGENDA

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

- A. PREVIOUS MINUTES from the January 25, 2024 regular meeting and the January 29, 2024 work session
- B. CLAIMS AND ACCOUNTS for the month of February in the amount of \$1,450,365.71 checks 104820-104971
- C. CREDIT CARD REPORT
- D. PERSONNEL

February 2024 Personnel				
Employee (Last, First Name)	Position	Building	Effective Date	Action Type
Fimon, Alyssa	School Monitor	Liberty	02/01/2024	Resignation
Vogel, Shelby	Paraeducator	Middle School	01/31/2024	New Hire
Reeves, Ana	Paraeducator	Liberty	02/05/2024	Transfer
Griffitts, Alex	Building Custodian	Liberty	02/21/2024	New Hire
Holmvgig, Jennifer	School Monitor	Liberty	02/21/2024	New Hire
Kasper, Brian	School Monitor	Independence	02/23/2024	Resignation

E. FINAL READING AND APPROVAL 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

The motion carried 4-0.

VII. DONATIONS

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

Donor	Item	Designated Purpose (if any)
Revele Club-Dance Booster	\$3,004.98	Assistant Coaches salary
Big Lake Spud Fest	\$5,000.00	2024 Prom
Big Lake Elementary PTO	\$3,000.00	Climb Theatre performances that benefit student's social emotional wellbeing
BLYVBA	\$270.00	Volleyball spandex purchase

The motion carried 4-0.

VIII. ELEMENTARY SCIENCE CURRICULUM PRESENTATION AND ADOPTION

Assistant Superintendent of Teaching and Learning, Minda Anderson, presented the elementary science curriculum for adoption. A motion was made by Reasoner seconded by Sixberry to approve the 6-year adoption of Mystery Science for grades K-5.

The motion carried 4-0.

IX. FINANCIAL REPORT

Director of Business Services, Angie Manuel, presented the financial report for January. A motion was made by Reasoner seconded by Brown to approve the financial report as presented.

The motion carried 4-0.

X. AMERICAN INDIAN PARENT ADVISORY COMMITTEE ANNUAL UPDATE

Director of American Indian Education, Ben Bonnett and American Indian Education Coordinator, Jamie Randall presented the annual update.

XI. WINTER DATA DASHBOARD

Assistant Superintendent of Teaching and Learning, Minda Anderson, updated the board on assessment data.

XII. BID PRESENTATION AND ACCEPTANCE FOR LIBERTY ELEMENTARY AND BIG LAKE HIGH SCHOOL PARKING LOT IMPROVEMENTS

Director of Buildings and Grounds, TJ Zerwas, presented the bids for the Liberty Elementary School and Big Lake High School parking lot improvements. A motion was made by Sixberry seconded by Schabilion to approve the base bid from Northwest Asphalt, Inc. of \$996,900.00.

The motion carried 4-0.

XIII. 2024-2025 STAFFING

Superintendent Truebenbach and Director of Business Services, Angie Manuel, reviewed 2024-2025 proposed staffing additions. A motion was made by Reasoner seconded by Sixberry to approve the additions as presented.

The motion carried 4-0.

XIV. FIRST READING OF POLICIES

206 Public Participation in School Board Meetings, Complaints about Persons at School Board Meetings and Data Privacy Considerations; 410 Family Medical and Leave; 416 Drug and Alcohol Testing; 416A Forms; 506b Form Procedures for Removal of Students from Class; 513 Student Promotion, Retention, and Program Design; 521 Student Disability Nondiscrimination  
REMOVE: 633 School Admission

XV. SCHOOL BOARD COMMITTEE/REPRESENTATIVE UPDATES

- a. Finance—staffing additions
- b. Policy—continued to review policies
- c. Buildings and Grounds—bond projects and budget
- d. School Board Representatives—legislative update and review of the curriculum advisory meeting by Schabilion

XVI. SCHOOL BOARD STUDENT REPRESENTATIVE REPORT

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

XVII. SCHOOL BOARD RECOGNITION

Superintendent Truebenbach recognized the school board for School Board Recognition Month.

XVIII. SUPERINTENDENT REPORT

Superintendent Truebenbach gave his monthly update to the board. The March 7, 2024 work session will be rescheduled to March 14, 2024 at 6:30 in the Middle School Student Center. Policy committee meeting will be on Wednesday, March 13, 2024 at 5:30 in the District Office.

- a. Cabinet Department Update—none

XIX. ADJOURNMENT

A motion was made by Resoner seconded by Sixberry to adjourn the meeting. The meeting was adjourned at 7:51 PM.

The motion carried 4-0.

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Clerk, Lenette Brown  
Approved March 21, 2024

INDEPENDENT SCHOOL DISTRICT 727  
BIG LAKE, MINNESOTA  
SHERBURNE COUNTY

Minutes of the Special Meeting  
March 14, 2024  
6:30 PM

I. CALL TO ORDER

The Special Meeting of the Board of Education of Independent School District No. 727, Big Lake Schools was called to order on March 14, 2024 at 6:32 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. REVIEW AND APPROVE BIDS FOR NETWORK SWITCHES

A motion was made by Sixberry seconded by Brown to approve the bid from High Point Networks for \$528,951.04.

The motion carried 6-0.

IV. ADJOURNMENT

A motion was made by Reasoner seconded by Sixberry to adjourn the meeting. The meeting was adjourned at 6:40 PM.

The motion carried 6-0.

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Clerk, Lenette Brown  
Approved March 21, 2024

INDEPENDENT SCHOOL DISTRICT 727  
BIG LAKE, MINNESOTA  
SHERBURNE COUNTY

Minutes of the Work Session  
March 14, 2024  
6:30 PM

I. CALL TO ORDER

The Work Session of the Board of Education of Independent School District No. 727, Big Lake Schools was called to order on March 14, 2024 at 6:48 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. CONTINUE DISCUSSION ON SURVEY RESULTS

Continued discussion on the survey results regarding a possible referendum.

IV. CALENDAR DISCUSSION

Reviewed the 2024-2025 school calendar.

V. ADJOURNMENT

A motion was made by Reasoner seconded by Scales to adjourn the meeting. The meeting was adjourned at 7:54 PM.

The motion carried 6-0.

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Clerk, Lenette Brown  
Approved March 21, 2024

# Big Lake Public Schools, ISD #727

## Payment Reg by Check-No Voids

Payment Date Range: 02/01/2024 - 3/31/2024

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	104972	CH	1	13830	TRUSTMARK VOLUNTARY BENEFIT SC	02/23/2024	\$730.76	157474	B 01 215 058	JANUARY 2024 LONG TERM CARE	
001	104972	CH	1	13830	TRUSTMARK VOLUNTARY BENEFIT SC	02/23/2024	\$65.02	157474	B 04 215 058	JANUARY 2024 LONG TERM CARE	
001	104972	CH	1	13830	TRUSTMARK VOLUNTARY BENEFIT SC	02/23/2024	\$449.04	157474	B 12 215 058	JANUARY 2024 LONG TERM CARE	
<b>Check Total:</b>							<b>\$1,244.82</b>				
001	104973	CH	1	04794	ANNANDALE SENIOR HIGH	03/01/2024	\$37.25	157492	E 11 300 293 115 000 401	STATE 6AA QUALIFLIER T-SHIRTS	
<b>Check Total:</b>							<b>\$37.25</b>				
001	104974	CH	1	12271	ARNESON, WES	03/01/2024	\$145.00	157522	E 11 300 296 127 000 305	JV/V GIRLS BASKETBALL OFFICIAL VS :	
<b>Check Total:</b>							<b>\$145.00</b>				
001	104975	CH	1	03184	CENTERPOINT ENERGY	03/01/2024	\$477.05	157497	E 01 201 810 000 000 330	MS SCHOOL FIRM GAS DECEMBER 202	
001	104975	CH	1	03184	CENTERPOINT ENERGY	03/01/2024	\$5,541.45	157497	E 01 201 810 000 000 330	MS SCHOOL INT GAS JANUARY 2024	
001	104975	CH	1	03184	CENTERPOINT ENERGY	03/01/2024	\$7,501.48	157497	E 01 100 810 000 000 330	INDY INT GAS JANUARY 2024	
001	104975	CH	1	03184	CENTERPOINT ENERGY	03/01/2024	\$164.95	157497	E 01 300 810 000 000 330	HS FIRM GAS JANUARY 2024	
001	104975	CH	1	03184	CENTERPOINT ENERGY	03/01/2024	\$12,407.96	157497	E 01 300 810 000 000 330	HS SCHOOL INT GAS JANUARY 2024	
001	104975	CH	1	03184	CENTERPOINT ENERGY	03/01/2024	\$246.53	157497	E 01 100 810 000 000 330	INDY FIRM #2 GAS JANUARY 2024	
001	104975	CH	1	03184	CENTERPOINT ENERGY	03/01/2024	\$493.57	157497	E 01 100 810 000 000 330	INDY FFIRM #1 GAS JANUARY 2024	
<b>Check Total:</b>							<b>\$26,832.99</b>				
001	104976	CH	1	01033	CENTRAL MCGOWAN INC	03/01/2024	\$116.06	157523	E 01 300 361 000 830 433	Cust# 05630 HS SHOP SUPPLIES	
<b>Check Total:</b>							<b>\$116.06</b>				
001	104977	CH	1	13218	CENTRAL MN MENTAL HEALTH CENTE	03/01/2024	\$560.00	157493	E 01 005 203 000 799 305	BRIDGES GRANT 2023	
<b>Check Total:</b>							<b>\$560.00</b>				
001	104978	CH	1	10215	CULINEX	03/01/2024	\$29,102.30	157495	E 02 201 770 000 701 530	MS Serving Counters per attached quote	
001	104978	CH	1	10215	CULINEX	03/01/2024	\$71,791.84	157496	E 02 100 770 000 701 530	Independence Serving Counters per attach	
<b>Check Total:</b>							<b>\$100,894.14</b>				
001	104979	CH	1	01026	DICK BLICK	03/01/2024	\$143.75	157494	E 01 300 212 000 000 430	00717-6548 LIQUITEX BASICS PRISM VII	
<b>Check Total:</b>							<b>\$143.75</b>				
001	104980	CH	1	13648	EDUTRAK, LLC	03/01/2024	\$1,161.60	157499	E 11 300 292 000 000 405	DATABRIDGE SERVICE AND SUPPORT	
<b>Check Total:</b>							<b>\$1,161.60</b>				
001	104981	CH	1	02735	EHLERS & ASSOCIATES, INC	03/01/2024	\$2,500.00	157498	E 01 005 110 000 000 305	23-24 BUDGET PROJECTION MODEL & I	
<b>Check Total:</b>							<b>\$2,500.00</b>				
001	104982	CH	1	06597	FRONTLINE TECHNOLOGIES GROUP	03/01/2024	\$5,008.20	157500	E 01 005 105 000 000 305	APPLICANT TRACKING, UNLIMITED US/	
<b>Check Total:</b>							<b>\$5,008.20</b>				
001	104983	CH	1	13875	GAGNER, JAMES	03/01/2024	\$145.00	157524	E 11 300 296 127 000 305	JV/V GIRLS BASKETBALL OFFICIAL VS :	
<b>Check Total:</b>							<b>\$145.00</b>				

# Big Lake Public Schools, ISD #727

## Payment Reg by Check-No Voids

Payment Date Range: 02/01/2024 - 3/31/2024

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	104984	CH	1	12167	LEOM, DAVID	03/01/2024	\$125.00	157525	E 11 300 294 112 000 305	JV/V BOYS BASKETBALL OFFICIAL VS S	
							<b>Check Total:</b>	<b>\$125.00</b>			
001	104985	CH	1	10403	LEWIS, WILLIAM	03/01/2024	\$125.00	157526	E 11 300 294 112 000 305	JV/V BOYS BASKETBALL OFFICIAL VS S	
							<b>Check Total:</b>	<b>\$125.00</b>			
001	104986	CH	1	13691	LIBERTY MUTUAL INSURANCE	03/01/2024	\$915.00	157527	E 11 005 292 000 733 340	ACTIVITIES BUS INSURANCE	
							<b>Check Total:</b>	<b>\$915.00</b>			
001	104987	CH	1	13130	LINDSEY OSTERMAN	03/01/2024	\$37.52	157502	E 01 300 790 000 699 366	COALITION MEETING (MILEAGE)	
001	104987	CH	1	13130	LINDSEY OSTERMAN	03/01/2024	\$1,416.00	157503	E 01 300 790 000 699 303	PCN MEDIA CONSTULTANT-FEBRUARY	
							<b>Check Total:</b>	<b>\$1,453.52</b>			
001	104988	CH	1	13869	MARXHAUSEN, ALAN	03/01/2024	\$145.00	157528	E 11 300 296 127 000 305	JV/V GIRLS BASKETBALL OFFICIAL VS :	
							<b>Check Total:</b>	<b>\$145.00</b>			
001	104989	CH	1	10203	McCLAFLIN, JENNIFER	03/01/2024	\$68.00	157529	E 11 300 294 112 000 305	JV II BOYS BASKETBALL OFFICIAL VS S	
							<b>Check Total:</b>	<b>\$68.00</b>			
001	104990	CH	1	03102	METRO SALES INC	03/01/2024	\$924.26	157520	E 01 100 050 000 000 350	INDY ADMIN OFFICE USAGE 10	
001	104990	CH	1	03102	METRO SALES INC	03/01/2024	\$318.60	157520	E 01 100 050 000 000 465	INDY ADMIN OFFICE RENTAL	
001	104990	CH	1	03102	METRO SALES INC	03/01/2024	\$757.30	157520	E 01 110 050 000 000 350	LIBERTY/ADMIN OFFICE USAGE	
001	104990	CH	1	03102	METRO SALES INC	03/01/2024	\$318.60	157520	E 01 110 050 000 000 465	LIBERTY ADMIN OFFICE RENTAL	
001	104990	CH	1	03102	METRO SALES INC	03/01/2024	\$320.53	157520	E 01 100 203 000 000 350	INDY COPIER	
001	104990	CH	1	03102	METRO SALES INC	03/01/2024	\$83.36	157520	R 01 000 000 000 000 099	HEAD START COPIER	
001	104990	CH	1	03102	METRO SALES INC	03/01/2024	\$115.47	157520	E 12 005 420 000 740 350	SPECIAL ED COPIER	
001	104990	CH	1	03102	METRO SALES INC	03/01/2024	\$211.52	157520	E 02 005 770 000 701 350	DO FOOD SERVICE	
001	104990	CH	1	03102	METRO SALES INC	03/01/2024	\$0.44	157520	E 04 500 505 000 321 350	CE 40 B&W; 2 COLOR	
001	104990	CH	1	03102	METRO SALES INC	03/01/2024	\$460.73	157520	E 01 005 110 000 000 350	DO	
001	104990	CH	1	03102	METRO SALES INC	03/01/2024	\$696.03	157520	E 04 500 580 000 325 350	LIBERTY ECFE COPIER	
001	104990	CH	1	03102	METRO SALES INC	03/01/2024	\$966.47	157520	E 01 100 203 304 000 350	NEW LIBERTY COPIER	
001	104990	CH	1	03102	METRO SALES INC	03/01/2024	\$216.73	157520	E 04 500 505 000 321 350	GENERAL CE	
001	104990	CH	1	03102	METRO SALES INC	03/01/2024	\$204.67	157520	E 04 500 570 000 321 350	KIDS CLUB	
001	104990	CH	1	03102	METRO SALES INC	03/01/2024	\$204.66	157520	E 04 500 596 000 344 350	SCHOOL READINESS	
001	104990	CH	1	03102	METRO SALES INC	03/01/2024	\$1,859.28	157520	E 01 300 211 000 000 350	NEW HS COLOR COPIER	
001	104990	CH	1	03102	METRO SALES INC	03/01/2024	\$71.27	157520	E 01 300 790 000 699 350	PCN GRANT ALLOCATION	
001	104990	CH	1	03102	METRO SALES INC	03/01/2024	\$3,568.00	157520	E 01 100 203 304 000 350	INDY	
001	104990	CH	1	03102	METRO SALES INC	03/01/2024	\$3,949.00	157520	E 01 110 203 304 000 350	LIBERTY	
001	104990	CH	1	03102	METRO SALES INC	03/01/2024	\$2,650.50	157520	E 01 201 208 304 000 350	MS	
001	104990	CH	1	03102	METRO SALES INC	03/01/2024	\$3,743.50	157520	E 01 300 211 304 000 350	HS	

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001	104990	CH	1 03102	METRO SALES INC	03/01/2024	\$13,911.00	157520	B 01 131 000	PREPAID BALANCE
<b>Check Total:</b>						<b>\$35,551.92</b>			
001	104991	CH	1 10270	MORRIS LEATHERMAN COMPANY	03/01/2024	\$7,500.00	157501	E 01 005 107 097 000 305	2ND SURVEY DOWN PAYMENT
<b>Check Total:</b>						<b>\$7,500.00</b>			
001	104992	CH	1 12605	MRI SOFTWARE LLC	03/01/2024	\$357.00	157504	E 01 005 105 170 000 305	BACKGROUND SCREENING JANUARY 2
001	104992	CH	1 12605	MRI SOFTWARE LLC	03/01/2024	\$161.50	157505	E 01 005 105 170 000 305	BACKGROUND SCREENING MARCH 2023
<b>Check Total:</b>						<b>\$518.50</b>			
001	104993	CH	1 07185	PEBBLE CREEK GOLF CLUB	03/01/2024	\$546.50	157506	E 11 300 296 189 000 401	GOLF BALLS
001	104993	CH	1 07185	PEBBLE CREEK GOLF CLUB	03/01/2024	\$546.50	157506	E 11 300 294 119 000 401	GOLF BALLS
<b>Check Total:</b>						<b>\$1,093.00</b>			
001	104994	CH	1 09361	PRATT, MARK	03/01/2024	\$68.00	157530	E 11 300 294 112 000 305	9TH BOYS BASKETBALL OFFICIAL VS S
<b>Check Total:</b>						<b>\$68.00</b>			
001	104995	CH	1 01840	RATWIK, ROSZAK & MALONEY, P.A.	03/01/2024	\$318.00	157507	E 01 005 110 305 000 305	JANUARY 2024 SERVICES
<b>Check Total:</b>						<b>\$318.00</b>			
001	104996	CH	1 06654	SCHAFFER, KEVIN	03/01/2024	\$125.00	157510	E 11 300 296 127 000 305	JV/V GIRLS BASKETBALL OFFICIAL VS C
<b>Check Total:</b>						<b>\$125.00</b>			
001	104997	CH	1 13642	SOCIAL CLUB SIMPLE	03/01/2024	\$15.00	157509	E 04 500 565 090 321 305	VENMO 2.15.24 ONLINE CLASS (\$15 EA
<b>Check Total:</b>						<b>\$15.00</b>			
001	104998	CH	1 13813	SPENCE, KEVIN	03/01/2024	\$125.00	157511	E 11 300 296 127 000 305	JV/V GIRLS BASKETBALL OFFICIAL VS C
<b>Check Total:</b>						<b>\$125.00</b>			
001	104999	CH	1 13876	SPRING LAKE PARK HS - SLP SOFTBA	03/01/2024	\$250.00	157518	E 11 300 296 125 000 369	SOFTBALL SCRIMMAGES ON SATURDA
<b>Check Total:</b>						<b>\$250.00</b>			
001	105000	CH	1 13154	SUNDRE, ZACHARY	03/01/2024	\$125.00	157531	E 11 300 294 112 000 305	JV/V BOYS BASKETBALL OFFICIAL VS S
<b>Check Total:</b>						<b>\$125.00</b>			
001	105001	CH	1 12845	SYSCO-MINNESOTA INC	03/01/2024	\$297.63	157508	E 02 300 770 000 701 490	FS SUPPLIES
<b>Check Total:</b>						<b>\$297.63</b>			
001	105002	CH	1 12068	THE WATSON COMPANY, INC.	03/01/2024	\$488.56	157512	E 11 300 298 000 000 490	HS CONCESSIONS
<b>Check Total:</b>						<b>\$488.56</b>			
001	105003	CH	1 09858	VETSCH, DAREK	03/01/2024	\$105.00	157513	E 11 201 294 112 000 305	7/8TH BOYS BASKETBALL OFFICIAL VS
<b>Check Total:</b>						<b>\$105.00</b>			
001	105004	CH	1 04148	VIKING COCA-COLA BOTTLING CO	03/01/2024	\$894.10	157514	E 11 300 298 000 000 490	HS CONCESSIONS
<b>Check Total:</b>						<b>\$894.10</b>			

# Big Lake Public Schools, ISD #727

## Payment Reg by Check-No Voids

Payment Date Range: 02/01/2024 - 3/31/2024

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	105005	CH	1	13129	WILLIAMS JR, ROBERT	03/01/2024	\$105.00	157515	E 11 201 294 112 000 305	7/8TH BOYS BASKETBALL OFFICIAL VS	
<b>Check Total:</b>							<b>\$105.00</b>				
001	105006	CH	1	12654	WITTEBORG, NORMAN	03/01/2024	\$125.00	157516	E 11 300 296 127 000 305	JV/V GIRLS BASKETBALL OFFICIAL VS (	
<b>Check Total:</b>							<b>\$125.00</b>				
001	105007	CH	1	13540	WORTHINGTON HIGH SCHOOL	03/01/2024	\$200.00	157517	E 11 300 296 122 000 369	STATE TRUE TEAM GYMNASTICS INVIT	
<b>Check Total:</b>							<b>\$200.00</b>				
001	105008	CH	1	06130	CARD SERVICES	03/01/2024	\$27.66	157532	E 01 100 203 000 320 490	AMERICAN INDIAN	
001	105008	CH	1	06130	CARD SERVICES	03/01/2024	\$28.85	157532	E 01 100 203 000 320 490	AMERICAN INDIAN	
001	105008	CH	1	06130	CARD SERVICES	03/01/2024	\$76.30	157532	E 01 100 203 000 320 490	AMERICAN INDIAN	
001	105008	CH	1	06130	CARD SERVICES	03/01/2024	\$25.98	157532	E 01 100 203 000 320 490	AMERICAN INDIAN	
001	105008	CH	1	06130	CARD SERVICES	03/01/2024	\$106.77	157532	E 01 100 203 000 320 490	AMERICAN INDIAN	
001	105008	CH	1	06130	CARD SERVICES	03/01/2024	\$7.29	157532	E 01 100 203 000 320 490	AMERICAN INDIAN	
001	105008	CH	1	06130	CARD SERVICES	03/01/2024	\$29.65	157532	E 01 100 203 000 320 490	AMERICAN INDIAN	
001	105008	CH	1	06130	CARD SERVICES	03/01/2024	\$13.18	157532	E 01 100 203 000 320 490	AMERICAN INDIAN	
001	105008	CH	1	06130	CARD SERVICES	03/01/2024	\$43.13	157532	E 01 201 298 950 000 490	MS	
001	105008	CH	1	06130	CARD SERVICES	03/01/2024	\$86.25	157532	E 01 300 211 000 000 490	HS	
001	105008	CH	1	06130	CARD SERVICES	03/01/2024	\$21.87	157532	E 01 300 211 000 000 490	HS	
001	105008	CH	1	06130	CARD SERVICES	03/01/2024	\$90.86	157532	E 01 300 211 000 000 490	HS	
001	105008	CH	1	06130	CARD SERVICES	03/01/2024	\$36.87	157532	E 01 300 298 918 000 490	HS	
001	105008	CH	1	06130	CARD SERVICES	03/01/2024	\$28.52	157532	E 01 300 298 918 000 490	HS	
001	105008	CH	1	06130	CARD SERVICES	03/01/2024	\$28.41	157532	E 01 201 250 000 000 430	MS FACS	
001	105008	CH	1	06130	CARD SERVICES	03/01/2024	\$45.74	157532	E 01 201 250 000 000 430	MS FACS	
001	105008	CH	1	06130	CARD SERVICES	03/01/2024	\$16.62	157532	E 01 201 250 000 000 430	MS FACS	
001	105008	CH	1	06130	CARD SERVICES	03/01/2024	\$48.39	157532	E 01 201 250 000 000 430	MS FACS	
001	105008	CH	1	06130	CARD SERVICES	03/01/2024	\$20.14	157532	E 01 201 250 000 000 430	MS FACS	
001	105008	CH	1	06130	CARD SERVICES	03/01/2024	\$154.13	157532	E 04 500 580 415 325 401	CE	
001	105008	CH	1	06130	CARD SERVICES	03/01/2024	\$120.83	157532	E 01 300 331 000 830 433	HS FACS	
001	105008	CH	1	06130	CARD SERVICES	03/01/2024	\$46.99	157532	E 01 300 331 000 830 433	HS FACS	
001	105008	CH	1	06130	CARD SERVICES	03/01/2024	\$65.99	157532	E 01 300 331 000 830 433	HS FACS	
001	105008	CH	1	06130	CARD SERVICES	03/01/2024	\$91.78	157532	E 01 300 331 000 830 433	HS FACS	
001	105008	CH	1	06130	CARD SERVICES	03/01/2024	\$128.16	157532	E 01 300 331 000 830 433	HS	
001	105008	CH	1	06130	CARD SERVICES	03/01/2024	\$6.57	157532	E 01 300 331 000 830 433	HS FACS	
001	105008	CH	1	06130	CARD SERVICES	03/01/2024	\$41.77	157532	E 01 300 331 000 830 433	HS FACS	
001	105008	CH	1	06130	CARD SERVICES	03/01/2024	\$93.58	157532	E 01 300 331 000 830 433	HS FACS	

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

Payment Date Range: 02/01/2024 - 3/31/2024

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	105008	CH	1 06130	CARD SERVICES	03/01/2024	\$120.43	157532	E 01 300 331 000 830 433	HS FACS
001	105008	CH	1 06130	CARD SERVICES	03/01/2024	\$16.65	157532	E 01 300 331 000 830 433	HS FACS
001	105008	CH	1 06130	CARD SERVICES	03/01/2024	\$124.31	157532	E 01 300 331 000 830 433	HS FACS
001	105008	CH	1 06130	CARD SERVICES	03/01/2024	\$5.00	157532	E 01 300 331 000 830 433	HS FACS
001	105008	CH	1 06130	CARD SERVICES	03/01/2024	\$173.86	157532	E 01 300 331 000 830 433	HS FACS
001	105008	CH	1 06130	CARD SERVICES	03/01/2024	\$36.29	157532	E 01 300 331 000 830 433	HS FACS
001	105008	CH	1 06130	CARD SERVICES	03/01/2024	\$52.93	157532	E 01 300 331 000 830 433	HS FACS
001	105008	CH	1 06130	CARD SERVICES	03/01/2024	\$94.47	157532	E 01 300 331 000 830 433	HS FACS
001	105008	CH	1 06130	CARD SERVICES	03/01/2024	\$209.43	157532	E 11 300 298 901 301 401	ATHLETICS
001	105008	CH	1 06130	CARD SERVICES	03/01/2024	\$55.96	157532	E 11 300 298 901 301 401	ATHLETICS
001	105008	CH	1 06130	CARD SERVICES	03/01/2024	\$350.00	157532	E 01 300 298 130 301 305	ATHLETICS
001	105008	CH	1 06130	CARD SERVICES	03/01/2024	\$70.79	157532	E 11 300 298 901 301 401	ATHLETICS
001	105008	CH	1 06130	CARD SERVICES	03/01/2024	(\$28.52)	157532	E 01 300 298 918 000 490	HS
001	105008	CH	1 06130	CARD SERVICES	03/01/2024	\$21.54	157532	E 01 300 298 918 000 490	
001	105008	CH	1 06130	CARD SERVICES	03/01/2024	\$6.98	157532	E 01 300 298 918 000 401	
001	105008	CH	1 06130	CARD SERVICES	03/01/2024	(\$70.79)	157532	E 11 300 298 901 301 401	ATHLETICS
001	105008	CH	1 06130	CARD SERVICES	03/01/2024	\$70.79	157532	E 11 300 292 129 000 490	ATHLETICS
001	105008	CH	1 06130	CARD SERVICES	03/01/2024	(\$21.87)	157532	E 01 300 211 000 000 490	HS
001	105008	CH	1 06130	CARD SERVICES	03/01/2024	\$21.87	157532	E 01 300 298 918 000 490	HS
001	105008	CH	1 06130	CARD SERVICES	03/01/2024	(\$90.86)	157532	E 01 300 211 000 000 490	HS
001	105008	CH	1 06130	CARD SERVICES	03/01/2024	\$90.86	157532	E 01 300 298 918 000 490	HS
<b>Check Total:</b>						<b>\$2,842.40</b>			
001	105009	CH	1 13403	ATOMIC ENTERTAINMENT	03/08/2024	\$950.00	157671	E 11 300 298 901 301 305	02/03/24 SNODAZE BALANCE
<b>Check Total:</b>						<b>\$950.00</b>			
001	105010	CH	1 10197	DEHNICKE, ADAM	03/08/2024	\$125.00	157719	E 11 300 294 112 000 305	JV/V BOYS BASKETBALL OFFICIAL VS C
<b>Check Total:</b>						<b>\$125.00</b>			
001	105011	CH	1 13282	DIRECT COMMUNICATION SOLUTIONS	03/08/2024	\$2,150.00	157720	E 01 005 760 000 720 405	BUSWHERE FEBRUARY 2024
<b>Check Total:</b>						<b>\$2,150.00</b>			
001	105012	CH	1 13736	EAST CENTRAL MN EDUCATIONAL CA	03/08/2024	\$4,359.00	157673	E 01 005 108 000 311 320	QUARTERLY INTERENT BILLING
<b>Check Total:</b>						<b>\$4,359.00</b>			
001	105013	CH	1 08417	EDUCATORS BENEFIT CONSULTANTS	03/08/2024	\$415.17	157672	E 01 005 105 000 000 305	403B ADMIN & COMPLIANCE MONTHLY
<b>Check Total:</b>						<b>\$415.17</b>			
001	105014	CH	1 06230	GOPHER STATE ONE-CALL	03/08/2024	\$2.70	157721	E 01 005 810 000 000 350	TICKETS RECEIVED
<b>Check Total:</b>						<b>\$2.70</b>			

### Big Lake Public Schools, ISD #727

#### Payment Reg by Check-No Voids

Payment Date Range: 02/01/2024 - 3/31/2024

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001	105015	CH	1	13889	HEMMANN, MICHAEL	03/08/2024	\$125.00	157722	E 11 300 294 112 000 305	JV/V BOYS BASKETBALL OFFICIAL VS C	
							<b>Check Total:</b>	<b>\$125.00</b>			
001	105016	CH	1	04641	IEA	03/08/2024	\$687.75	157712	E 05 005 865 000 363 305	PROFESSIONAL SERVICES JANUARY 2	
							<b>Check Total:</b>	<b>\$687.75</b>			
001	105017	CH	1	13490	KOESEL, TRACY	03/08/2024	\$180.00	157674	E 12 300 400 000 372 305	02/22/2024 SIGN LANGUAGE HS BASKE	
							<b>Check Total:</b>	<b>\$180.00</b>			
001	105018	CH	1	01121	MASSP	03/08/2024	\$175.00	157730	E 01 300 605 000 000 366	2024 HANDBOOK WORKSHOP (SHALLYI	
001	105018	CH	1	01121	MASSP	03/08/2024	\$175.00	157731	E 01 201 605 000 000 366	2024 WINTER CONFERENCE (RANDI AN	
001	105018	CH	1	01121	MASSP	03/08/2024	\$175.00	157732	E 01 201 605 000 000 366	2024 SCHOOL LAW SEMINAR (RANDI AN	
							<b>Check Total:</b>	<b>\$525.00</b>			
001	105019	CH	1	09376	MCLEAN, JON	03/08/2024	\$125.00	157723	E 11 300 294 112 000 305	JV/V BOYS BASKETBALL OFFICIAL VS C	
							<b>Check Total:</b>	<b>\$125.00</b>			
001	105020	CH	1	03102	METRO SALES INC	03/08/2024	\$11,279.00	157677	E 04 500 505 000 321 555	IM C4510 copier per attached quote	
001	105020	CH	1	03102	METRO SALES INC	03/08/2024	(\$85.65)	157724	E 01 201 208 304 000 350	CREDIT	
001	105020	CH	1	03102	METRO SALES INC	03/08/2024	\$15,810.00	157725	E 01 201 208 303 000 555	MS Copier IM 8000	
001	105020	CH	1	03102	METRO SALES INC	03/08/2024	\$15,810.00	157726	E 01 110 203 303 000 555	Copier IM 8000	
							<b>Check Total:</b>	<b>\$42,813.35</b>			
001	105021	CH	1	05794	NARDINI FIRE EQUIPMENT	03/08/2024	\$551.00	157676	E 05 201 865 000 363 350	MS B&G MAINTENANCE	
							<b>Check Total:</b>	<b>\$551.00</b>			
001	105022	CH	1	13583	NORTH STAR OFFICIALS, LLC	03/08/2024	\$451.00	157727	E 11 201 296 127 000 305	LOWER LEVEL BASKETBALL	
001	105022	CH	1	13583	NORTH STAR OFFICIALS, LLC	03/08/2024	\$525.00	157727	E 11 201 294 112 000 305	LOWER LEVEL BASKETBALL	
001	105022	CH	1	13583	NORTH STAR OFFICIALS, LLC	03/08/2024	\$68.00	157727	E 11 300 296 127 000 305	LOWER LEVEL BASKETBALL	
001	105022	CH	1	13583	NORTH STAR OFFICIALS, LLC	03/08/2024	\$1,283.00	157727	E 11 300 294 112 000 305	LOWER LEVEL BASKETBALL	
							<b>Check Total:</b>	<b>\$2,327.00</b>			
001	105023	CH	1	04315	NOVACARE REHABILITATION	03/08/2024	\$250.00	157675	E 11 300 294 115 000 305	JV WRESTLING CONFERENCE 02/10/20	
							<b>Check Total:</b>	<b>\$250.00</b>			
001	105024	CH	1	12674	QUADIENT, INC.	03/08/2024	\$200.45	157729	E 01 005 110 000 000 401	DO IX5-7 SERIES HI-CAP INK CART	
							<b>Check Total:</b>	<b>\$200.45</b>			
001	105025	CH	1	08981	SHRED RIGHT	03/08/2024	\$56.55	157678	E 01 005 810 000 000 333	HS SHREDDING 02/22/2022	
							<b>Check Total:</b>	<b>\$56.55</b>			
001	105026	CH	1	12375	SOUTHERN MINNESOTA INSPECTION	03/08/2024	\$1,169.76	157680	E 05 005 865 000 347 350	AERIAL LIFT REPAIR	
							<b>Check Total:</b>	<b>\$1,169.76</b>			

### Big Lake Public Schools, ISD #727

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Payment Date Range: 02/01/2024 - 3/31/2024

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001	105027	CH	1	13161	SOUTHWEST METRO	03/08/2024	\$685.44	157679	E 01 998 211 000 000 390	FY 24 1ST SEMESTER LAKESIDE ACADI	
							<b>Check Total:</b>	<b>\$685.44</b>			
001	105028	CH	1	12762	T-MOBILE	03/08/2024	\$140.00	157681	E 01 005 630 000 000 320	HOT SPOTS 01/21/24-02/20/24	
							<b>Check Total:</b>	<b>\$140.00</b>			
001	105029	CH	1	13129	WILLIAMS JR, ROBERT	03/08/2024	\$68.00	157728	E 11 300 294 112 000 305	9TH BOYS BASKETBALL OFFICIAL VS C	
							<b>Check Total:</b>	<b>\$68.00</b>			
001	105030	CH	1	08807	WRECK-LESS DRIVING ACADEMY	03/08/2024	\$5,625.00	157683	E 04 500 585 239 332 305	DRIVER'S ED 02/26-03/08	
							<b>Check Total:</b>	<b>\$5,625.00</b>			
001	105031	CH	1	01240	WRIGHT TECHNICAL CENTER	03/08/2024	\$7,650.95	157682	E 12 998 400 000 372 391	CTE DISABLED TUITION-MEMBER 2ND	
							<b>Check Total:</b>	<b>\$7,650.95</b>			
001	105032	CH	1	01475	CONNEXUS ENERGY	03/08/2024	\$27.79	157734	E 01 005 810 860 000 331	SOFTBALL CONCESSIONS ELECTRICAL	
001	105032	CH	1	01475	CONNEXUS ENERGY	03/08/2024	\$7,089.04	157734	E 01 100 810 000 000 331	INDEPENDENCE ELECTRICAL 01/11-02/	
001	105032	CH	1	01475	CONNEXUS ENERGY	03/08/2024	\$8,518.04	157734	E 01 110 810 000 000 331	LIBERTY ELECTRICAL 01/11-02/12/2024	
001	105032	CH	1	01475	CONNEXUS ENERGY	03/08/2024	\$49.44	157734	E 01 110 810 000 000 331	BASEBALL FIELD LIGHTS ELECTRICAL	
001	105032	CH	1	01475	CONNEXUS ENERGY	03/08/2024	\$66.69	157734	E 01 005 810 860 000 331	SOFTBALL FIELD LIGHTS ELECTRICAL	
							<b>Check Total:</b>	<b>\$15,751.00</b>			
001	105033	CH	1	12226	DARRYL WALETZKO	03/08/2024	\$4,440.00	157735	E 01 005 810 000 000 363	SNOW PLOWING AND SALT 02/14	
001	105033	CH	1	12226	DARRYL WALETZKO	03/08/2024	\$1,500.00	157736	E 01 005 810 000 000 363	100% SALT PER TON & SPREAD 02/09	
							<b>Check Total:</b>	<b>\$5,940.00</b>			
001	105034	CH	1	13212	THREE SONS HARDWARE LLC	03/08/2024	\$22.32	157737	E 01 201 810 000 000 401	FEBRUARY 2024	
001	105034	CH	1	13212	THREE SONS HARDWARE LLC	03/08/2024	\$34.04	157737	E 01 300 361 000 830 433	FEBRUARY 2024	
							<b>Check Total:</b>	<b>\$56.36</b>			
001	105035	CH	1	10215	CULINEX	03/08/2024	\$11,500.00	157738	E 02 110 770 000 701 530	INSTALLATION OF LIBERTY DISHWASHI	
							<b>Check Total:</b>	<b>\$11,500.00</b>			
001	105036	CH	1	12219	TWIN CITIES FLAG SOURCE, INC.	03/08/2024	\$518.40	157739	E 01 005 810 000 000 401	5X8 USA NYLON FLAG	
							<b>Check Total:</b>	<b>\$518.40</b>			
001	105037	CH	1	13862	CALIFORNIA STATE DISBURSEMENT U	03/05/2024	\$115.50	157687	B 01 215 081	Child Support	
							<b>Check Total:</b>	<b>\$115.50</b>			
001	105038	CH	1	08684	D SCOTT ERICKSON, ATTY	03/05/2024	\$272.96	157688	B 12 215 079	Payroll Deductions	
							<b>Check Total:</b>	<b>\$272.96</b>			
001	105039	CH	1	13507	FIDELITY SECURITY L.IFE INSURANCE	03/05/2024	\$698.58	157740	B 01 215 054	FEBRUARY 2024 VISION	
001	105039	CH	1	13507	FIDELITY SECURITY L.IFE INSURANCE	03/05/2024	\$32.56	157740	B 04 215 054	FEBRUARY 2024 VISION	
001	105039	CH	1	13507	FIDELITY SECURITY L.IFE INSURANCE	03/05/2024	\$6.24	157740	B 05 215 054	FEBRUARY 2024 VISION	

# Big Lake Public Schools, ISD #727

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Payment Date Range: 02/01/2024 - 3/31/2024

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001	105039	CH	1	13507	FIDELITY SECURITY L.IFE INSURANCE	03/05/2024	\$27.47	157740	B 11 215 054	FEBRUARY 2024 VISION
001	105039	CH	1	13507	FIDELITY SECURITY L.IFE INSURANCE	03/05/2024	\$610.43	157740	B 12 215 054	FEBRUARY 2024 VISION
001	105039	CH	1	13507	FIDELITY SECURITY L.IFE INSURANCE	03/05/2024	\$659.49	157741	B 01 215 054	MARCH 2024 VISION
001	105039	CH	1	13507	FIDELITY SECURITY L.IFE INSURANCE	03/05/2024	\$32.56	157741	B 04 215 054	MARCH 2024 VISION
001	105039	CH	1	13507	FIDELITY SECURITY L.IFE INSURANCE	03/05/2024	\$6.24	157741	B 05 215 054	MARCH 2024 VISION
001	105039	CH	1	13507	FIDELITY SECURITY L.IFE INSURANCE	03/05/2024	\$24.42	157741	B 11 215 054	MARCH 2024 VISION
001	105039	CH	1	13507	FIDELITY SECURITY L.IFE INSURANCE	03/05/2024	\$671.51	157741	B 12 215 054	MARCH 2024 VISION
<b>Check Total:</b>							<b>\$2,769.50</b>			
001	105040	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	03/05/2024	\$281.00	157697	B 01 215 081	Child Support
<b>Check Total:</b>							<b>\$281.00</b>			
001	105041	CH	1	04223	NCPERS GROUP LIFE INS	03/05/2024	\$133.34	157701	B 01 215 033	NCPR Life
<b>Check Total:</b>							<b>\$133.34</b>			
001	105042	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	03/05/2024	\$967.63	157703	B 01 215 040	U Due Nc
001	105042	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	03/05/2024	\$151.34	157703	B 04 215 040	U Dues Nc
001	105042	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	03/05/2024	\$2,273.75	157703	B 12 215 040	U Due Nc
<b>Check Total:</b>							<b>\$3,392.72</b>			
001	105043	CH	1	04472	SHERBURNE AREA UNITED WAY	03/05/2024	\$44.00	157708	B 01 215 045	United Way
001	105043	CH	1	04472	SHERBURNE AREA UNITED WAY	03/05/2024	\$14.00	157708	B 12 215 045	United Way
<b>Check Total:</b>							<b>\$58.00</b>			
001	105044	CH	1	09274	STEWART, ZLIMEN & JUNGERS, LTD	03/05/2024	\$404.96	157705	B 12 215 079	Payroll Deductions
<b>Check Total:</b>							<b>\$404.96</b>			
001	105045	CH	1	12159	ARVIG	03/15/2024	\$133.22	157779	E 01 005 630 000 000 305	HOT SPOTS 03/06/2024-04/05/2024
<b>Check Total:</b>							<b>\$133.22</b>			
001	105047	CH	1	13886	BELANGER, JULIE S.	03/15/2024	\$400.00	157749	E 01 110 203 000 320 430	TOTE BAGS FOR AMERICAN INDIAN PR
<b>Check Total:</b>							<b>\$400.00</b>			
001	105048	CH	1	13874	BIRCHBARK BOOKS, HERBS AND NATI	03/15/2024	\$116.55	157772	E 01 005 790 000 320 430	my heart fills with happiness
001	105048	CH	1	13874	BIRCHBARK BOOKS, HERBS AND NATI	03/15/2024	\$90.00	157772	E 01 005 790 000 320 430	the little people and the water of life
001	105048	CH	1	13874	BIRCHBARK BOOKS, HERBS AND NATI	03/15/2024	\$98.55	157772	E 01 005 790 000 320 430	we sang you home
001	105048	CH	1	13874	BIRCHBARK BOOKS, HERBS AND NATI	03/15/2024	\$170.91	157772	E 01 005 790 000 320 430	berry song
001	105048	CH	1	13874	BIRCHBARK BOOKS, HERBS AND NATI	03/15/2024	\$170.91	157772	E 01 005 790 000 320 430	sang you down from the stars
001	105048	CH	1	13874	BIRCHBARK BOOKS, HERBS AND NATI	03/15/2024	\$197.55	157772	E 01 005 790 000 320 430	when we are kind
001	105048	CH	1	13874	BIRCHBARK BOOKS, HERBS AND NATI	03/15/2024	\$170.91	157772	E 01 005 790 000 320 430	fry bread a native american family story
001	105048	CH	1	13874	BIRCHBARK BOOKS, HERBS AND NATI	03/15/2024	\$65.00	157772	E 01 005 790 000 320 430	SHIPPING/HANDLING
<b>Check Total:</b>							<b>\$1,080.38</b>			

# Big Lake Public Schools, ISD #727

## Payment Reg by Check-No Voids

Payment Date Range: 02/01/2024 - 3/31/2024

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	105049	CH	1	13218	CENTRAL MN MENTAL HEALTH CENTE	03/15/2024	\$525.00	157781	E 01 005 203 000 799 305	BRIDGES GRANT 2023-EXPANDED SUP	
<b>Check Total:</b>							<b>\$525.00</b>				
001	105051	CH	1	13112	ELITE GYMNASTICS ACADEMY	03/15/2024	\$40.00	157782	E 04 500 560 122 321 369	GOLD TEAM FEE	
001	105051	CH	1	13112	ELITE GYMNASTICS ACADEMY	03/15/2024	\$40.00	157782	E 04 500 560 122 321 369	PLATINUM TEAM FEE	
001	105051	CH	1	13112	ELITE GYMNASTICS ACADEMY	03/15/2024	\$2,080.00	157782	E 04 500 560 122 321 369	XCEL GYMNASTICS	
<b>Check Total:</b>							<b>\$2,160.00</b>				
001	105052	CH	1	13134	GEARED UP APPAREL LLC	03/15/2024	\$612.00	157770	E 11 300 288 154 000 401	PAJ123BLU Port Authority 3 in1 Jacket - tri	
001	105052	CH	1	13134	GEARED UP APPAREL LLC	03/15/2024	\$412.00	157770	E 11 300 288 154 000 401	PAJ123BLU Port Authority 3 in1 Jacket - tri	
001	105052	CH	1	13134	GEARED UP APPAREL LLC	03/15/2024	\$105.00	157770	E 11 300 288 154 000 401	PAJ123BLU Port Authority 3 in1 Jacket - tri	
<b>Check Total:</b>							<b>\$1,129.00</b>				
001	105053	CH	1	03351	GOPHER SPORT	03/15/2024	\$218.00	157752	E 01 300 240 000 000 430	71-567 RAINBOW DURACOAT COATED F	
001	105053	CH	1	03351	GOPHER SPORT	03/15/2024	\$79.90	157752	E 01 300 240 000 000 430	58-729 NITRO BALL SET BALL	
001	105053	CH	1	03351	GOPHER SPORT	03/15/2024	\$69.50	157752	E 01 300 240 000 000 430	53-016 GOPHER NFHS FIELD HOCKEY E	
001	105053	CH	1	03351	GOPHER SPORT	03/15/2024	\$23.90	157752	E 01 300 240 000 000 430	58-738 ACTION! SOCCETBALL BALL	
001	105053	CH	1	03351	GOPHER SPORT	03/15/2024	\$94.95	157752	E 01 300 240 000 000 430	71-524 RAINBOW SOFTEX SOCCER BAL	
001	105053	CH	1	03351	GOPHER SPORT	03/15/2024	\$58.35	157752	E 01 300 240 000 000 430	SHIPPING	
<b>Check Total:</b>							<b>\$544.60</b>				
001	105054	CH	1	12236	HEALY AWARDS INC	03/15/2024	\$466.90	157768	E 11 300 293 113 000 401	2 Color Custom Football Helmet Decals 02	
001	105054	CH	1	12236	HEALY AWARDS INC	03/15/2024	\$377.20	157768	E 11 300 293 113 000 401	2 Color Custom Football Helmet Stripes 02	
001	105054	CH	1	12236	HEALY AWARDS INC	03/15/2024	\$56.31	157768	E 11 300 293 113 000 401	Freight Charges	
<b>Check Total:</b>							<b>\$900.41</b>				
001	105055	CH	1	12635	JAKE W LARSON	03/15/2024	\$168.00	157767	E 11 300 291 132 000 305	TUNING KAWAI GRAND PIANO, REPLAC	
<b>Check Total:</b>							<b>\$168.00</b>				
001	105056	CH	1	13890	KAREN M SATRE LLC	03/15/2024	\$600.00	157760	E 04 500 596 000 344 305	REGIONAL GOLD TRAINING	
<b>Check Total:</b>							<b>\$600.00</b>				
001	105057	CH	1	13490	KOESEL, TRACY	03/15/2024	\$480.00	157753	E 04 500 560 112 321 305	CE IN HOUSE BASKETALL PROGRAM	
001	105057	CH	1	13490	KOESEL, TRACY	03/15/2024	\$96.00	157783	E 01 300 294 000 000 357	SIGN LANGUAGE AT HS FOR FB MEETI	
<b>Check Total:</b>							<b>\$576.00</b>				
001	105058	CH	1	13888	LACROSSE BALLS DIRECT	03/15/2024	\$84.99	157771	E 11 300 296 185 000 401	VLB--60 Orange Lacrosse Balls, Half case	
001	105058	CH	1	13888	LACROSSE BALLS DIRECT	03/15/2024	\$169.00	157771	E 11 300 296 185 000 401	LSC-Y-24 Yellow Lacrosse Sak Balls 24 pa	
001	105058	CH	1	13888	LACROSSE BALLS DIRECT	03/15/2024	\$17.50	157771	E 11 300 296 185 000 401	shipping	
<b>Check Total:</b>							<b>\$271.49</b>				
001	105059	CH	1	06778	LEARNING OPPORTUNITIES, INC.	03/15/2024	\$299.00	157754	E 05 100 620 000 302 470	INDY BOOKS	

# Big Lake Public Schools, ISD #727

## Payment Reg by Check-No Voids

Payment Date Range: 02/01/2024 - 3/31/2024

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	105059	CH	1 06778	LEARNING OPPORTUNITIES, INC.	03/15/2024	\$851.00	157754	E 01 100 620 000 000 470	INDY BOOKS
<b>Check Total:</b>						<b>\$1,150.00</b>			
001	105060	CH	1 13213	LEXIA LEARNING SYSTEMS LLC	03/15/2024	\$99.00	157755	E 01 005 640 000 316 366	LETRS online course extension katy aaner
<b>Check Total:</b>						<b>\$99.00</b>			
001	105061	CH	1 12605	MRI SOFTWARE LLC	03/15/2024	\$398.00	157784	E 01 005 105 170 000 305	BACKGROUND SCREENING
<b>Check Total:</b>						<b>\$398.00</b>			
001	105062	CH	1 07890	PMA ASSET MANAGEMENT, LLC	03/15/2024	\$264.17	157785	E 45 005 935 000 000 305	ASSETS 02/01/24-02/29/24
<b>Check Total:</b>						<b>\$264.17</b>			
001	105063	CH	1 12674	QUADIENT, INC.	03/15/2024	\$521.31	157786	E 01 005 110 000 000 335	LEASE #N22102524 01/04/24-04/03/24
<b>Check Total:</b>						<b>\$521.31</b>			
001	105064	CH	1 08133	REGION 8AA, MSHSL	03/15/2024	\$2,245.00	157769	R 11 300 292 153 000 099	5AAA BOYS BASKETBALL 03/05/2024 VS
<b>Check Total:</b>						<b>\$2,245.00</b>			
001	105065	CH	1 92660	SCOTT, TERESA	03/15/2024	\$500.00	157758	E 04 500 560 070 321 305	CASH BOX START UP MONEY (BL COMM
<b>Check Total:</b>						<b>\$500.00</b>			
001	105066	CH	1 07026	SOUTHWEST MN STATE UNIVERSITY	03/15/2024	\$3,300.00	157759	E 01 300 211 211 000 394	18 SPRING SEMESTER 2024 CONCURREN
<b>Check Total:</b>						<b>\$3,300.00</b>			
001	105067	CH	1 12068	THE WATSON COMPANY, INC.	03/15/2024	\$849.71	157764	E 11 300 298 000 000 490	HS CONCESSIONS
001	105067	CH	1 12068	THE WATSON COMPANY, INC.	03/15/2024	\$292.33	157765	E 11 300 298 000 000 490	HS CONCESSIONS
001	105067	CH	1 12068	THE WATSON COMPANY, INC.	03/15/2024	\$417.78	157787	E 11 300 298 000 000 490	HS CONCESSIONS
<b>Check Total:</b>						<b>\$1,559.82</b>			
001	105068	CH	1 08589	TITAN ENERGY SYSTEMS INC.	03/15/2024	\$452.30	157756	E 05 300 865 000 363 350	SEMI-ANNUAL INSPECTION AT HS
001	105068	CH	1 08589	TITAN ENERGY SYSTEMS INC.	03/15/2024	\$452.30	157757	E 05 110 865 000 363 350	SEMI-ANNUAL INSPECTION AT LIBERTY
<b>Check Total:</b>						<b>\$904.60</b>			
001	105069	CH	1 04148	VIKING COCA-COLA BOTTLING CO	03/15/2024	\$292.00	157761	E 11 300 298 000 000 490	HS CONCESSIONS
001	105069	CH	1 04148	VIKING COCA-COLA BOTTLING CO	03/15/2024	\$878.45	157762	E 11 300 298 000 000 490	HS CONCESSIONS
001	105069	CH	1 04148	VIKING COCA-COLA BOTTLING CO	03/15/2024	(\$4.03)	157763	E 11 300 298 000 000 490	CREDITS ON ACCOUNT
<b>Check Total:</b>						<b>\$1,166.42</b>			
001	105070	CH	1 13048	WELLNESS FOR LIVING LLC	03/15/2024	\$300.00	157766	E 04 500 585 000 332 305	COOKIE DECOR (ST PATTY'S)
<b>Check Total:</b>						<b>\$300.00</b>			
001	105071	CH	1 01240	WRIGHT TECHNICAL CENTER	03/15/2024	\$20,630.96	157788	E 01 998 211 000 303 390	WRIGHT ACADEMY HIGH SCHOOL FEB
001	105071	CH	1 01240	WRIGHT TECHNICAL CENTER	03/15/2024	\$816.48	157788	E 01 998 211 000 303 390	WRIGHT ACADEMY MIDDLE SCHOOL FE
<b>Check Total:</b>						<b>\$21,447.44</b>			

### Big Lake Public Schools, ISD #727

### Payment Reg by Check-No Voids

Payment Date Range: 02/01/2024 - 3/31/2024

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	105072	CH	1 01503	BECKER HIGH SCHOOL	03/15/2024	\$10,000.00	157780	E 11 300 850 117 348 335	2023-2024 HOCKEY REIMBURSEMENT

Check Total: \$10,000.00

Bank 001 Total:

Report Total:

# Big Lake Public Schools, ISD #727

## Payment Reg by Check-No Voids

Payment Date Range: 7/1/2023 - 3/31/2024

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	105073	CH	1	12159	ARVIG	03/15/2024	\$133.22	157779	E 01 005 630 000 000 305	HOT SPOTS 03/06/2024-04/05/2024	
							<b>Check Total:</b>	<b>\$133.22</b>			
001	105074	CH	1	92660	SCOTT, TERESA	03/15/2024	\$500.00	157758	E 04 500 560 070 321 305	CASH BOX START UP MONEY (BL COMM	
							<b>Check Total:</b>	<b>\$500.00</b>			
001	105075	CH	1	01503	BECKER HIGH SCHOOL	03/15/2024	\$10,000.00	157780	E 11 300 850 117 348 335	2023-2024 HOCKEY REIMBURSEMENT	
							<b>Check Total:</b>	<b>\$10,000.00</b>			
001	105076	CH	1	13886	BELANGER, JULIE S.	03/15/2024	\$400.00	157749	E 01 110 203 000 320 430	TOTE BAGS FOR AMERICAN INDIAN PR	
							<b>Check Total:</b>	<b>\$400.00</b>			
001	105077	CH	1	13874	BIRCHBARK BOOKS, HERBS AND NATI	03/15/2024	\$116.55	157772	E 01 005 790 000 320 430	my heart fills with happiness	
001	105077	CH	1	13874	BIRCHBARK BOOKS, HERBS AND NATI	03/15/2024	\$90.00	157772	E 01 005 790 000 320 430	the little people and the water of life	
001	105077	CH	1	13874	BIRCHBARK BOOKS, HERBS AND NATI	03/15/2024	\$98.55	157772	E 01 005 790 000 320 430	we sang you home	
001	105077	CH	1	13874	BIRCHBARK BOOKS, HERBS AND NATI	03/15/2024	\$170.91	157772	E 01 005 790 000 320 430	berry song	
001	105077	CH	1	13874	BIRCHBARK BOOKS, HERBS AND NATI	03/15/2024	\$170.91	157772	E 01 005 790 000 320 430	sang you down from the stars	
001	105077	CH	1	13874	BIRCHBARK BOOKS, HERBS AND NATI	03/15/2024	\$197.55	157772	E 01 005 790 000 320 430	when we are kind	
001	105077	CH	1	13874	BIRCHBARK BOOKS, HERBS AND NATI	03/15/2024	\$170.91	157772	E 01 005 790 000 320 430	fry bread a native american family story	
001	105077	CH	1	13874	BIRCHBARK BOOKS, HERBS AND NATI	03/15/2024	\$65.00	157772	E 01 005 790 000 320 430	SHIPPING/HANDLING	
							<b>Check Total:</b>	<b>\$1,080.38</b>			
001	105078	CH	1	13218	CENTRAL MN MENTAL HEALTH CENTE	03/15/2024	\$525.00	157781	E 01 005 203 000 799 305	BRIDGES GRANT 2023-EXPANDED SUP	
							<b>Check Total:</b>	<b>\$525.00</b>			
001	105079	CH	1	13112	ELITE GYMNASTICS ACADEMY	03/15/2024	\$40.00	157782	E 04 500 560 122 321 369	GOLD TEAM FEE	
001	105079	CH	1	13112	ELITE GYMNASTICS ACADEMY	03/15/2024	\$40.00	157782	E 04 500 560 122 321 369	PLATINUM TEAM FEE	
001	105079	CH	1	13112	ELITE GYMNASTICS ACADEMY	03/15/2024	\$2,080.00	157782	E 04 500 560 122 321 369	XCEL GYMNASTICS	
							<b>Check Total:</b>	<b>\$2,160.00</b>			
001	105080	CH	1	13134	GEARED UP APPAREL LLC	03/15/2024	\$612.00	157770	E 11 300 288 154 000 401	PAJ123BLU Port Authority 3 in1 Jacket - tri	
001	105080	CH	1	13134	GEARED UP APPAREL LLC	03/15/2024	\$412.00	157770	E 11 300 288 154 000 401	PAJ123BLU Port Authority 3 in1 Jacket - tri	
001	105080	CH	1	13134	GEARED UP APPAREL LLC	03/15/2024	\$105.00	157770	E 11 300 288 154 000 401	PAJ123BLU Port Authority 3 in1 Jacket - tri	
							<b>Check Total:</b>	<b>\$1,129.00</b>			
001	105081	CH	1	03351	GOPHER SPORT	03/15/2024	\$218.00	157752	E 01 300 240 000 000 430	71-567 RAINBOW DURACOAT COATED F	
001	105081	CH	1	03351	GOPHER SPORT	03/15/2024	\$79.90	157752	E 01 300 240 000 000 430	58-729 NITRO BALL SET BALL	
001	105081	CH	1	03351	GOPHER SPORT	03/15/2024	\$69.50	157752	E 01 300 240 000 000 430	53-016 GOPHER NFHS FIELD HOCKEY E	
001	105081	CH	1	03351	GOPHER SPORT	03/15/2024	\$23.90	157752	E 01 300 240 000 000 430	58-738 ACTION! SOCCETBALL BALL	
001	105081	CH	1	03351	GOPHER SPORT	03/15/2024	\$94.95	157752	E 01 300 240 000 000 430	71-524 RAINBOW SOFTEX SOCCER BAL	
001	105081	CH	1	03351	GOPHER SPORT	03/15/2024	\$58.35	157752	E 01 300 240 000 000 430	SHIPPING	
							<b>Check Total:</b>	<b>\$544.60</b>			

# Big Lake Public Schools, ISD #727

## Payment Reg by Check-No Voids

Payment Date Range: 7/1/2023 - 3/31/2024

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	105082	CH	1	12236	HEALY AWARDS INC	03/15/2024	\$466.90	157768	E 11 300 293 113 000 401	2 Color Custom Football Helmet Decals 02	
001	105082	CH	1	12236	HEALY AWARDS INC	03/15/2024	\$377.20	157768	E 11 300 293 113 000 401	2 Color Custom Football Helmet Stripes 02	
001	105082	CH	1	12236	HEALY AWARDS INC	03/15/2024	\$56.31	157768	E 11 300 293 113 000 401	Freight Charges	
<b>Check Total:</b>							<b>\$900.41</b>				
001	105083	CH	1	12635	JAKE W LARSON	03/15/2024	\$168.00	157767	E 11 300 291 132 000 305	TUNING KAWAI GRAND PIANO, REPLAC	
<b>Check Total:</b>							<b>\$168.00</b>				
001	105084	CH	1	13890	KAREN M SATRE LLC	03/15/2024	\$600.00	157760	E 04 500 596 000 344 305	REGIONAL GOLD TRAINING	
<b>Check Total:</b>							<b>\$600.00</b>				
001	105085	CH	1	13490	KOESEL, TRACY	03/15/2024	\$480.00	157753	E 04 500 560 112 321 305	CE IN HOUSE BASKETALL PROGRAM	
001	105085	CH	1	13490	KOESEL, TRACY	03/15/2024	\$96.00	157783	E 01 300 294 000 000 357	SIGN LANGUAGE AT HS FOR FB MEETII	
<b>Check Total:</b>							<b>\$576.00</b>				
001	105086	CH	1	13888	LACROSSE BALLS DIRECT	03/15/2024	\$84.99	157771	E 11 300 296 185 000 401	VLB--60 Orange Lacrosse Balls, Half case	
001	105086	CH	1	13888	LACROSSE BALLS DIRECT	03/15/2024	\$169.00	157771	E 11 300 296 185 000 401	LSC-Y-24 Yellow Lacrosse Sak Balls 24 pa	
001	105086	CH	1	13888	LACROSSE BALLS DIRECT	03/15/2024	\$17.50	157771	E 11 300 296 185 000 401	shipping	
<b>Check Total:</b>							<b>\$271.49</b>				
001	105087	CH	1	06778	LEARNING OPPORTUNITIES, INC.	03/15/2024	\$851.00	157754	E 01 100 620 000 000 470	INDY BOOKS	
001	105087	CH	1	06778	LEARNING OPPORTUNITIES, INC.	03/15/2024	\$299.00	157754	E 05 100 620 000 302 470	INDY BOOKS	
<b>Check Total:</b>							<b>\$1,150.00</b>				
001	105088	CH	1	13213	LEXIA LEARNING SYSTEMS LLC	03/15/2024	\$99.00	157755	E 01 005 640 000 316 366	LETRS online course extension katy aaner	
<b>Check Total:</b>							<b>\$99.00</b>				
001	105089	CH	1	12605	MRI SOFTWARE LLC	03/15/2024	\$398.00	157784	E 01 005 105 170 000 305	BACKGROUND SCREENING	
<b>Check Total:</b>							<b>\$398.00</b>				
001	105090	CH	1	07890	PMA ASSET MANAGEMENT, LLC	03/15/2024	\$264.17	157785	E 45 005 935 000 000 305	ASSETS 02/01/24-02/29/24	
<b>Check Total:</b>							<b>\$264.17</b>				
001	105091	CH	1	12674	QUADIENT, INC.	03/15/2024	\$521.31	157786	E 01 005 110 000 000 335	LEASE #N22102524 01/04/24-04/03/24	
<b>Check Total:</b>							<b>\$521.31</b>				
001	105092	CH	1	08133	REGION 8AA, MSHSL	03/15/2024	\$2,245.00	157769	R 11 300 292 153 000 099	5AAA BOYS BASKETBALL 03/05/2024 VS	
<b>Check Total:</b>							<b>\$2,245.00</b>				
001	105093	CH	1	07026	SOUTHWEST MN STATE UNIVERSITY	03/15/2024	\$3,300.00	157759	E 01 300 211 211 000 394	SPRING SEMESTER 2024 CONCURREN	
<b>Check Total:</b>							<b>\$3,300.00</b>				
001	105094	CH	1	12068	THE WATSON COMPANY, INC.	03/15/2024	\$849.71	157764	E 11 300 298 000 000 490	HS CONCESSIONS	
001	105094	CH	1	12068	THE WATSON COMPANY, INC.	03/15/2024	\$292.33	157765	E 11 300 298 000 000 490	HS CONCESSIONS	

# Big Lake Public Schools, ISD #727

## Payment Reg by Check-No Voids

Payment Date Range: 7/1/2023 - 3/31/2024

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	105094	CH	1	12068	THE WATSON COMPANY, INC.	03/15/2024	\$417.78	157787	E 11 300 298 000 000 490	HS CONCESSIONS	
<b>Check Total:</b>							<b>\$1,559.82</b>				
001	105095	CH	1	08589	TITAN ENERGY SYSTEMS INC.	03/15/2024	\$452.30	157756	E 05 300 865 000 363 350	SEMI-ANNUAL INSPECTION AT HS	
001	105095	CH	1	08589	TITAN ENERGY SYSTEMS INC.	03/15/2024	\$452.30	157757	E 05 110 865 000 363 350	SEMI-ANNUAL INSPECTION AT LIBERTY	
<b>Check Total:</b>							<b>\$904.60</b>				
001	105096	CH	1	04148	VIKING COCA-COLA BOTTLING CO	03/15/2024	\$292.00	157761	E 11 300 298 000 000 490	HS CONCESSIONS	
001	105096	CH	1	04148	VIKING COCA-COLA BOTTLING CO	03/15/2024	\$878.45	157762	E 11 300 298 000 000 490	HS CONCESSIONS	
001	105096	CH	1	04148	VIKING COCA-COLA BOTTLING CO	03/15/2024	(\$4.03)	157763	E 11 300 298 000 000 490	CREDITS ON ACCOUNT	
<b>Check Total:</b>							<b>\$1,166.42</b>				
001	105097	CH	1	13048	WELLNESS FOR LIVING LLC	03/15/2024	\$300.00	157766	E 04 500 585 000 332 305	COOKIE DECOR (ST PATTY'S)	
<b>Check Total:</b>							<b>\$300.00</b>				
001	105099	CH	1	01240	WRIGHT TECHNICAL CENTER	03/15/2024	\$20,630.96	157788	E 01 998 211 000 303 390	WRIGHT ACADEMY HIGH SCHOOL FEB	
001	105099	CH	1	01240	WRIGHT TECHNICAL CENTER	03/15/2024	\$816.48	157788	E 01 998 211 000 303 390	WRIGHT ACADEMY MIDDLE SCHOOL FE	
<b>Check Total:</b>							<b>\$21,447.44</b>				
001	105100	CH	1	12995	AFFINITECH	03/22/2024	\$11,285.60	157808	E 06 300 870 000 000 520	Bond Project #22E300.01E- PROJECT #P.	
001	105100	CH	1	12995	AFFINITECH	03/22/2024	\$16,858.99	157809	E 06 100 870 000 000 520	Bond Project 22D100.02E-PROJECT #PJ	
001	105100	CH	1	12995	AFFINITECH	03/22/2024	\$4,098.90	157810	E 06 100 870 000 000 520	Bond Project ID #22D100.02E	
001	105100	CH	1	12995	AFFINITECH	03/22/2024	\$3,267.15	157811	E 01 005 810 000 000 305	SSA OPEN OPTIONS SOFTWARE RENE	
001	105100	CH	1	12995	AFFINITECH	03/22/2024	\$10,073.12	157812	E 06 100 870 000 000 520	BOND PROJECT ID #22D100.02E	
<b>Check Total:</b>							<b>\$45,583.76</b>				
001	105101	CH	1	02097	BIG LAKE CHAMBER OF COMMERCE	03/22/2024	\$225.00	157813	E 01 300 790 000 699 401	COMMUNITY FAIR REGISTRATION	
<b>Check Total:</b>							<b>\$225.00</b>				
001	105102	CH	1	01035	cmERDC	03/22/2024	\$867.50	157815	E 01 005 110 000 000 305	4TH QUARTER TIMETRACKER FEES	
001	105102	CH	1	01035	cmERDC	03/22/2024	\$525.00	157816	E 01 005 110 000 000 316	4TH QUARTER UFARS/ACCOUNTING	
001	105102	CH	1	01035	cmERDC	03/22/2024	\$4,374.00	157816	E 01 005 110 000 000 316	4TH QUARTER SMART STYTEM SERVIC	
001	105102	CH	1	01035	cmERDC	03/22/2024	\$1,485.00	157816	E 01 005 110 000 000 316	4TH QUARTER CITRIX HOSTED SERVIC	
<b>Check Total:</b>							<b>\$7,251.50</b>				
001	105103	CH	1	01026	DICK BLICK	03/22/2024	\$701.35	157817	E 01 100 212 000 000 430	INDY ART SUPPLIES	
001	105103	CH	1	01026	DICK BLICK	03/22/2024	(\$309.96)	157818	E 04 500 585 000 332 401	HS ART RETURN	
001	105103	CH	1	01026	DICK BLICK	03/22/2024	\$150.00	157819	E 04 500 585 000 332 401	HS ART SUPPLIES	
001	105103	CH	1	01026	DICK BLICK	03/22/2024	\$309.96	157820	E 04 500 585 000 332 401	CE SUPPLIES	
<b>Check Total:</b>							<b>\$851.35</b>				
001	105104	CH	1	13444	DOORWAY TO COLLEGE FOUNDATION	03/22/2024	\$80.00	157807	E 04 500 585 000 332 305	ACT STRATEGY WEBINAR	
<b>Check Total:</b>							<b>\$80.00</b>				

# Big Lake Public Schools, ISD #727

## Payment Reg by Check-No Voids

Payment Date Range: 7/1/2023 - 3/31/2024

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	105105	CH	1	10780	EBERT, INC.	03/22/2024	\$271,640.46	157822	E 06 100 870 000 000 520	BOND 22A-INDY RENOVATIONS 22D100.	
001	105105	CH	1	10780	EBERT, INC.	03/22/2024	\$13,623.00	157823	E 06 100 870 000 000 520	BOND 22A INDY RENOVATIONS 22D100.	
<b>Check Total:</b>							<b>\$285,263.46</b>				
001	105106	CH	1	02735	EHLERS & ASSOCIATES, INC	03/22/2024	\$450.00	157821	E 01 005 110 000 000 305	2023-24 ENROLLMENT PROJECTION MC	
<b>Check Total:</b>							<b>\$450.00</b>				
001	105107	CH	1	13896	FITNESS DISTRIBUTING INC	03/22/2024	\$700.00	157824	E 01 300 810 000 000 305	DISSAMBLE AND MOVE RACKS AWAY F	
<b>Check Total:</b>							<b>\$700.00</b>				
001	105108	CH	1	06597	FRONTLINE TECHNOLOGIES GROUP	03/22/2024	\$5,008.20	157825	E 01 005 105 000 000 405	APPLICANT TRACKING 03/21/24-03/20/24	
<b>Check Total:</b>							<b>\$5,008.20</b>				
001	105109	CH	1	13893	INSTITUTE FOR MULTI-SENSORY EDU	03/22/2024	\$157.50	157826	E 12 100 407 000 740 433	Red Word Booklet - No Houses	
001	105109	CH	1	13893	INSTITUTE FOR MULTI-SENSORY EDU	03/22/2024	\$19.95	157826	E 12 100 407 000 740 433	shipping	
<b>Check Total:</b>							<b>\$177.45</b>				
001	105110	CH	1	13565	KUE CONTRACTORS INC	03/22/2024	\$123,824.90	157828	E 06 300 870 000 000 520	BOND 22A HS RENOVATIONS 22E300.01	
<b>Check Total:</b>							<b>\$123,824.90</b>				
001	105111	CH	1	13901	LEARNWELL	03/22/2024	\$495.00	157827	E 01 998 211 000 000 390	VH MARCH 2024 HOSPITAL TUTURING	
<b>Check Total:</b>							<b>\$495.00</b>				
001	105112	CH	1	13166	LRS OF MINNESOTA	03/22/2024	\$964.03	157829	E 01 300 810 000 000 333	HS WASTE SERVICES MARCH 2024	
001	105112	CH	1	13166	LRS OF MINNESOTA	03/22/2024	\$789.41	157829	E 01 201 810 000 000 333	MS WASTE SERVICES MARCH 2024	
001	105112	CH	1	13166	LRS OF MINNESOTA	03/22/2024	\$789.41	157829	E 01 100 810 000 000 333	INDY WASTE SERVICES MARCH 2024	
001	105112	CH	1	13166	LRS OF MINNESOTA	03/22/2024	\$914.44	157829	E 01 110 810 000 000 333	LIBERTY WASTE SERVICES FEBRUARY	
001	105112	CH	1	13166	LRS OF MINNESOTA	03/22/2024	\$137.78	157829	E 01 005 810 000 000 333	GROUNDS WASTE SERVICES MARCH 2024	
<b>Check Total:</b>							<b>\$3,595.07</b>				
001	105113	CH	1	13900	MORRIS, JAMES	03/22/2024	\$500.00	157830	E 11 300 292 000 000 305	NEW FITNESS CENTER VIDEO	
<b>Check Total:</b>							<b>\$500.00</b>				
001	105114	CH	1	10768	NORTHEAST SERVICE COOPERATIVE	03/22/2024	\$2,700.00	157831	E 01 300 211 228 000 390	MSC ONLINE SPRING 2024	
001	105114	CH	1	10768	NORTHEAST SERVICE COOPERATIVE	03/22/2024	\$450.00	157831	E 01 300 211 228 320 305	MSC ONLINE SPRING 2024	
<b>Check Total:</b>							<b>\$3,150.00</b>				
001	105115	CH	1	13016	NORTHLAND REFRIGERATION INCORP	03/22/2024	\$1,380.00	157839	E 02 005 770 000 701 350	WALK IN FREEZER AND COOLER REPA	
001	105115	CH	1	13016	NORTHLAND REFRIGERATION INCORP	03/22/2024	\$1,126.00	157840	E 02 005 770 000 701 350	WALK IN FREEZER AND COOLER REPA	
001	105115	CH	1	13016	NORTHLAND REFRIGERATION INCORP	03/22/2024	\$1,972.00	157841	E 02 005 770 000 701 350	WALK IN FREEZER AND COOLER REPA	
<b>Check Total:</b>							<b>\$4,478.00</b>				
001	105116	CH	1	09760	PREMIER LOCATING, INC.	03/22/2024	\$172.50	157842	E 01 005 810 000 000 305	TICKETS FEB 2024	
<b>Check Total:</b>							<b>\$172.50</b>				

### Big Lake Public Schools, ISD #727

#### Payment Reg by Check-No Voids

Payment Date Range: 7/1/2023 - 3/31/2024

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	105117	CH	1	10333	SHERBURNE NORTHERN WRIGHT SPI	03/22/2024	\$6,603.78	157832	E 01 005 105 000 000 391	1ST HALF-GRANT WRITER	
001	105117	CH	1	10333	SHERBURNE NORTHERN WRIGHT SPI	03/22/2024	\$31,798.86	157834	E 01 005 720 000 374 316	SNW COOP STUDENT SUPPORT AID	
<b>Check Total:</b>							<b>\$38,402.64</b>				
001	105118	CH	1	13895	SPARKPOINT INNOVATIONS	03/22/2024	\$1,400.00	157833	E 04 500 570 000 321 369	ORBIT EARTH EXPO SUMMER RATE	
<b>Check Total:</b>							<b>\$1,400.00</b>				
001	105119	CH	1	12845	SYSCO-MINNESOTA INC	03/22/2024	\$411.90	157835	E 02 110 770 000 701 490	FS SUPPLIES	
<b>Check Total:</b>							<b>\$411.90</b>				
001	105120	CH	1	10633	WOLD ARCHITECTS, INC	03/22/2024	\$1,374.63	157836	E 06 300 870 000 000 305	BOND PROJECT #22E300.01B HS RENO	
001	105120	CH	1	10633	WOLD ARCHITECTS, INC	03/22/2024	\$1,021.33	157837	E 06 100 870 000 000 305	BOND PROJECT #22D100.01B INDY ES I	
<b>Check Total:</b>							<b>\$2,395.96</b>				
001	105121	CH	1	12222	HALLBERG ENGINEERING	03/22/2024	\$260.00	157844	E 05 005 865 000 363 305	INDY FIRE ALARM REPLACEMENT	
001	105121	CH	1	12222	HALLBERG ENGINEERING	03/22/2024	\$2,569.80	157845	E 06 300 870 000 000 305	BOND PROJECT #22B300.01B HS GYM I	
<b>Check Total:</b>							<b>\$2,829.80</b>				
001	105122	CH	1	04641	IEA	03/22/2024	\$2,420.00	157846	E 06 100 870 000 000 305	BOND #22D100.01E INDY RENOVATION	
001	105122	CH	1	04641	IEA	03/22/2024	\$563.24	157847	E 05 005 865 000 352 305	FY 23-25 ENVIRONMENTAL, HEALTH & S	
<b>Check Total:</b>							<b>\$2,983.24</b>				
<b>Bank 001 Total:</b>							<b>\$582,573.59</b>				
<b>Report Total:</b>							<b>\$582,573.59</b>				

# Big Lake Public Schools, ISD #727

## Payment Reg by Check-No Voids

Payment Date Range: 03/01/2024 - 3/31/2024

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1 01034	RESOURCE TRAINING & SOLUTIONS	03/06/2024	\$55.00	157627	E 01 005 720 000 000 366	School Nurses Network
001		CC	1 01038	CITY OF BIG LAKE	03/06/2024	\$1,387.99	157533	E 01 110 810 000 000 332	Water/Sewer Liberty 01/03-02/06
001		CC	1 01038	CITY OF BIG LAKE	03/06/2024	\$1,312.31	157536	E 01 100 810 000 000 332	Water/Sewer Indy 01/03-02/06
001		CC	1 01038	CITY OF BIG LAKE	03/06/2024	\$1,206.65	157539	E 01 201 810 000 000 332	Water/Sewer MS 01/03-02/06
001		CC	1 01038	CITY OF BIG LAKE	03/06/2024	\$2,172.24	157540	E 01 300 810 000 000 332	Water/Sewer HS 01/03-02/06
001		CC	1 01038	CITY OF BIG LAKE	03/06/2024	\$33.24	157542	E 01 005 810 000 000 332	Water/Sewer Admissions 01/21-02/20
001		CC	1 01038	CITY OF BIG LAKE	03/06/2024	\$33.24	157544	E 01 005 810 000 000 332	Water/Sewer Admissions 01/21-02/20
001		CC	1 01038	CITY OF BIG LAKE	03/06/2024	\$33.24	157644	E 01 005 810 000 000 332	Bathrooms Water/Sewer 12/21-01/20
001		CC	1 01038	CITY OF BIG LAKE	03/06/2024	\$949.91	157645	E 01 100 810 000 000 332	Indy Water/Sewer 12/05-01/03
001		CC	1 01038	CITY OF BIG LAKE	03/06/2024	\$965.19	157646	E 01 110 810 000 000 332	Liberty Water/Sewer 12/05-01/03
001		CC	1 01038	CITY OF BIG LAKE	03/06/2024	\$3,140.98	157648	E 01 300 810 000 000 332	HS Water/Sewer 12/05-01/03
001		CC	1 01038	CITY OF BIG LAKE	03/06/2024	\$749.95	157650	E 01 201 810 000 000 332	MS Water/Sewer 12/05-01/03
001		CC	1 01038	CITY OF BIG LAKE	03/06/2024	\$33.24	157653	E 01 005 810 000 000 332	Admissions Water/Sewer 12/21-01/20
001		CC	1 01065	HILLYARD FLOOR CARE	03/06/2024	\$25.38	157582	E 01 110 810 000 000 401	PO 32756 Liberty Cleaning Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	03/06/2024	\$2,752.17	157588	E 01 201 810 000 000 401	PO 32756 MS Cleaning Supplies 25
001		CC	1 01065	HILLYARD FLOOR CARE	03/06/2024	\$4,373.95	157608	E 01 110 810 000 000 401	PO 32728 Liberty Cleaning Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	03/06/2024	\$483.52	157616	E 01 100 810 000 000 401	PO 32731 Indy Cleaning Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	03/06/2024	\$318.00	157639	E 01 110 810 000 000 350	Liberty Cleaning Supplies
001		CC	1 01146	MONTICELLO PRINTING	03/06/2024	\$292.16	157619	E 01 100 203 290 000 401	Indy Note Pads - STEM (Monticello Printing)
001		CC	1 01188	SCHOLASTIC INC	03/06/2024	\$1,299.00	157548	E 04 500 580 241 325 401	ECFE in the Park Books
001		CC	1 01188	SCHOLASTIC INC	03/06/2024	\$67.80	157572	E 04 500 580 000 325 430	ECFE Supplies
001		CC	1 02161	LAKESHORE LEARNING MATERIALS	03/06/2024	\$721.75	157547	E 01 110 203 200 000 430	2nd grade CKLA maps
001		CC	1 02499	J.W. PEPPER OF MINNEAPOLIS	03/06/2024	\$59.36	157612	E 01 201 259 000 000 430	Music
001		CC	1 02632	SHIFFLER EQUIPMENT SALES INC	03/06/2024	\$82.50	157633	E 01 201 810 000 000 401	MS B&G Supplies
001		CC	1 02824	FLINN SCIENTIFIC INC	03/06/2024	\$83.97	157561	E 01 300 260 000 000 430	PO 32735 HS Supplies
001		CC	1 02824	FLINN SCIENTIFIC INC	03/06/2024	\$171.19	157601	E 01 300 260 000 000 430	HS Fingerprinting Supplies
001		CC	1 03183	KROMER COMPANY	03/06/2024	\$12,997.50	157574	E 05 005 810 000 302 530	PO 32426 GPS SYSTEM WITH BASE FOI
001		CC	1 03183	KROMER COMPANY	03/06/2024	\$605.87	157647	E 01 005 810 000 000 350	B&G Axle Spindle Front Axle, Pump HP Va
001		CC	1 03455	GRAINGER	03/06/2024	\$49.28	157609	E 01 201 810 000 000 401	MS B&G Supplies
001		CC	1 03455	GRAINGER	03/06/2024	\$374.52	157614	E 01 201 810 000 000 350	MS B&G Supplies
001		CC	1 03455	GRAINGER	03/06/2024	\$12.61	157615	E 01 100 810 000 000 350	Indy B&G Supplies
001		CC	1 04279	MCPETE'S SPORTS BAR & LANES	03/06/2024	\$15.56	157605	E 01 005 020 000 000 366	Chamber Lunch (Tim)
001		CC	1 04874	AMAZON.COM	03/06/2024	\$886.20	157568	E 01 005 630 000 000 455	Grandstream GSC3505 SIP speakers
001		CC	1 04874	AMAZON.COM	03/06/2024	\$402.90	157591	E 01 005 630 000 000 401	Tripod, charging case
001		CC	1 04944	DOMINO'S PIZZA	03/06/2024	\$60.09	157576	E 01 110 203 902 000 490	Kindergarten registration dinner

# Big Lake Public Schools, ISD #727

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1 04944	DOMINO'S PIZZA	03/06/2024	\$47.20	157577	E 01 110 203 902 000 490	Kindergarten registration dinner
001		CC	1 05264	BSN SPORTS	03/06/2024	\$1,801.80	157562	E 11 300 296 125 000 434	PO 32604 Softball Jerseys
001		CC	1 05351	HOME DEPOT	03/06/2024	\$134.50	157595	E 11 300 298 901 301 401	HS SC Supplies
001		CC	1 06051	FINKEN WATER CENTERS	03/06/2024	\$74.70	157586	E 01 110 810 000 000 401	Indy/Liberty Solar Salt
001		CC	1 06051	FINKEN WATER CENTERS	03/06/2024	\$136.20	157586	E 01 100 810 000 000 401	Indy/Liberty Solar Salt
001		CC	1 06051	FINKEN WATER CENTERS	03/06/2024	\$75.45	157611	E 01 005 810 000 000 332	Drinking Water
001		CC	1 06130	COBORN'S INC.	03/06/2024	\$24.77	157592	E 01 300 790 000 699 490	Coalition Mtg Donuts
001		CC	1 06130	COBORN'S INC.	03/06/2024	\$62.91	157603	E 01 201 208 290 000 401	PBIS Breakfast and Connect
001		CC	1 07115	TRAILS	03/06/2024	\$99.55	157552	E 11 300 296 122 000 369	Gymnastics State meals
001		CC	1 07859	MINNESOTA SOCIETY OF CPAs	03/06/2024	\$365.00	157629	E 01 005 110 000 000 820	CPA Membership (Angie Manuel)
001		CC	1 08066	TARGET	03/06/2024	\$55.00	157594	E 11 300 298 901 301 401	HS Target Supplies
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	03/06/2024	\$18.99	157640	E 01 110 810 000 000 320	Liberty Long Distance January 2024
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	03/06/2024	\$19.44	157649	E 01 300 810 000 000 320	HS Long Distance January 2024
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	03/06/2024	\$10.30	157652	E 01 201 810 000 000 320	MS Long Distance January 2024
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	03/06/2024	\$20.62	157659	E 01 100 810 000 000 320	Indy Long Distance January 2024
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	03/06/2024	\$2.06	157660	E 04 500 505 000 321 320	CE Long Distance
001		CC	1 08347	WALMART	03/06/2024	\$123.50	157602	E 01 300 790 000 699 490	Candy for coalition tables
001		CC	1 08347	WALMART	03/06/2024	\$8.13	157602	E 01 005 110 999 000 401	Candy for coalition tables
001		CC	1 08347	WALMART	03/06/2024	\$244.42	157625	E 04 500 580 341 325 401	EC Sweetheart Ball
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	03/06/2024	\$88.46	157565	E 01 100 050 000 000 401	PO 326806 Indy Office Supplies
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	03/06/2024	\$2,027.44	157613	E 06 300 870 000 000 530	PO 32570 BOND PROJECT ID WWE005.0
001		CC	1 09044	MENARDS - ELK RIVER	03/06/2024	\$58.42	157553	E 04 500 580 415 325 401	EC Coalition - Super Saturday Training
001		CC	1 09044	MENARDS - ELK RIVER	03/06/2024	\$4.60	157553	E 01 005 110 999 000 401	EC Coalition - Super Saturday Training
001		CC	1 09044	MENARDS - ELK RIVER	03/06/2024	\$54.62	157638	E 01 300 810 000 000 350	HS Strut 1/2" Allthread cplr
001		CC	1 09217	HORIZON COMMERCIAL POOL SUPPL	03/06/2024	\$1,699.90	157575	E 01 300 810 000 000 404	HS Pool Supplies
001		CC	1 09217	HORIZON COMMERCIAL POOL SUPPL	03/06/2024	\$1,530.06	157658	E 01 300 810 000 000 404	HS Pool Supplies
001		CC	1 09438	SHAKOPEE ISD #720	03/06/2024	\$400.00	157571	E 01 005 105 000 000 305	MN Educator Career Fair (Sue Schmidt)
001		CC	1 10195	MniAAA	03/06/2024	\$412.00	157599	E 11 300 292 000 000 366	State AD Conference
001		CC	1 10322	MUSIC THEATRE INTERNATIONAL	03/06/2024	\$74.75	157550	E 04 500 585 157 332 305	CE Musical- Shipping and Handling
001		CC	1 10327	NORTHERN AIR CORPORATION	03/06/2024	\$7,833.97	157566	E 15 300 867 000 380 520	HS Repairs
001		CC	1 10327	NORTHERN AIR CORPORATION	03/06/2024	\$1,385.00	157584	E 05 005 865 000 349 350	All Schools Boiler Testing
001		CC	1 10327	NORTHERN AIR CORPORATION	03/06/2024	\$3,358.45	157662	E 01 100 810 000 000 350	Indy Leaking/Faulty Valves & Roofing Drair
001		CC	1 10338	ADAM'S PEST CONTROL, INC.	03/06/2024	\$55.00	157535	E 01 110 810 000 000 305	Liberty Pest Control
001		CC	1 10338	ADAM'S PEST CONTROL, INC.	03/06/2024	\$50.00	157537	E 01 300 810 000 000 305	HS Pest Control
001		CC	1 10338	ADAM'S PEST CONTROL, INC.	03/06/2024	\$55.00	157543	E 01 100 810 000 000 305	Indy Pest Control

### Big Lake Public Schools, ISD #727

#### Payment Reg by Check-No Voids

Payment Date Range: 03/01/2024 - 3/31/2024

				Pay/Void							
Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description		
001		CC	1 10338	ADAM'S PEST CONTROL, INC.	03/06/2024	\$55.00	157545	E 01 201 810 000 000 305	MS Pest Control		
001		CC	1 10338	ADAM'S PEST CONTROL, INC.	03/06/2024	\$50.00	157654	E 01 300 810 000 000 305	HS Target Pets		
001		CC	1 10512	CASEY'S	03/06/2024	\$126.52	157600	E 01 005 790 000 320 490	American Indian Leadership Meeting 02/07		
001		CC	1 10553	VEX ROBOTICS	03/06/2024	\$106.09	157641	E 01 201 255 000 000 430	PO 32561 V5 Robot Radio		
001		CC	1 10575	CONSTANT CONTACT	03/06/2024	\$227.00	157621	E 04 500 505 000 321 305	CE Mktg		
001		CC	1 10619	4IMPRINT	03/06/2024	\$461.50	157569	E 01 300 790 000 699 401	Lanyards_MS Dance		
001		CC	1 10730	THE RETROFIT COMPANIES, INC	03/06/2024	\$313.24	157617	E 05 005 865 000 349 350	B&G Supplies		
001		CC	1 10730	THE RETROFIT COMPANIES, INC	03/06/2024	\$212.68	157617	E 05 005 865 000 349 350	B&G Supplies		
001		CC	1 10730	THE RETROFIT COMPANIES, INC	03/06/2024	\$673.14	157617	E 05 005 865 000 349 350	B&G Supplies		
001		CC	1 12031	LANGUAGELINE Solutions	03/06/2024	\$248.85	157596	E 01 110 219 000 317 358	Interpreter 02/09/2024 Liberty		
001		CC	1 12095	HYATT REGENCY	03/06/2024	\$273.76	157581	E 11 300 294 113 000 366	Glazier Clinics 2024 (Nick Shriver)		
001		CC	1 12095	HYATT REGENCY	03/06/2024	\$273.76	157587	E 11 300 294 113 000 366	Glazier Clinics 2024 (Nick Shriver)		
001		CC	1 12126	IMPARK	03/06/2024	\$20.00	157556	E 11 300 296 122 000 366	State Parking		
001		CC	1 12129	SIPTRUNK, INC	03/06/2024	\$72.09	157622	E 01 005 630 000 000 320	Back Up phones		
001		CC	1 12177	DELTA AIRLINES	03/06/2024	\$298.10	157559	E 01 300 790 000 699 368	Ben's Delta Flight	27	
001		CC	1 12177	DELTA AIRLINES	03/06/2024	\$676.20	157656	E 01 300 790 000 699 368	Sara's Montana Flight		
001		CC	1 12418	USPS	03/06/2024	\$10.75	157606	E 01 400 203 000 000 329	Postage		
001		CC	1 12418	USPS	03/06/2024	\$17.70	157634	E 11 300 292 000 000 329	Postage		
001		CC	1 12484	HUBBARD ELECTRIC INC	03/06/2024	\$2,801.36	157560	E 02 005 770 000 701 350	B&G Repairs		
001		CC	1 12484	HUBBARD ELECTRIC INC	03/06/2024	\$2,103.48	157560	E 02 005 770 000 701 350	B&G Repairs		
001		CC	1 12484	HUBBARD ELECTRIC INC	03/06/2024	\$2,443.70	157560	E 01 100 810 000 000 305	B&G Repairs		
001		CC	1 12484	HUBBARD ELECTRIC INC	03/06/2024	\$1,588.07	157635	E 01 300 810 000 000 350	HS Light pole head with splipfitter		
001		CC	1 12484	HUBBARD ELECTRIC INC	03/06/2024	\$950.29	157655	E 01 110 810 000 000 305	Liberty Ballast T8 Lamp		
001		CC	1 12623	MINNESOTA MUSIC EDUCATORS ASSC	03/06/2024	\$12.50	157636	E 01 100 640 000 000 366	Workshop for H. Hermanson		
001		CC	1 12690	RADISSON BLU MOA	03/06/2024	\$367.36	157570	E 01 100 203 000 000 366	MESPA		
001		CC	1 12851	NEW YORK TIMES	03/06/2024	\$20.00	157607	E 01 300 220 000 000 430	Spaulding		
001		CC	1 12871	ZOOM US	03/06/2024	\$25.99	157538	E 01 005 630 000 000 305	Monthly Zoom One Pro and recording		
001		CC	1 12871	ZOOM US	03/06/2024	\$25.99	157651	E 01 005 630 000 000 305	Zoom one pr and recoding		
001		CC	1 12936	CRAFT CUTS	03/06/2024	\$489.82	157618	E 01 100 810 359 000 401	replacement words / insurance claim		
001		CC	1 12944	MINNESOTA COMMUNITY ED	03/06/2024	\$65.00	157558	E 04 500 505 000 321 401	CE Supplies - MCEA budget book		
001		CC	1 13024	MSHSL.ORG	03/06/2024	\$15.00	157557	E 11 300 296 122 000 366	State Additional Coach team entry		
001		CC	1 13040	U OF MACCT REC	03/06/2024	\$560.00	157564	E 01 100 203 312 000 406	Raptor Education Program (Dawn Mueller)		
001		CC	1 13057	EDWEEK DIGITAL OPED	03/06/2024	\$35.00	157642	E 01 005 020 000 000 366	Subscription Jan 29-July 29		
001		CC	1 13072	CINTAS CORPORATION NO 2	03/06/2024	\$141.92	157589	E 01 300 810 350 000 305	Uniform Services January 2024		
001		CC	1 13072	CINTAS CORPORATION NO 2	03/06/2024	\$141.92	157589	E 01 201 810 350 000 305	Uniform Services January 2024		

# Big Lake Public Schools, ISD #727

## Payment Reg by Check-No Voids

Payment Date Range: 03/01/2024 - 3/31/2024

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1 13072	CINTAS CORPORATION NO 2	03/06/2024	\$141.92	157589	E 01 100 810 350 000 305	Uniform Services January 2024
001		CC	1 13072	CINTAS CORPORATION NO 2	03/06/2024	\$141.88	157589	E 01 110 810 350 000 305	Uniform Services January 2024
001		CC	1 13106	CADCA ALEXANDRA VA	03/06/2024	\$500.00	157590	E 01 300 790 000 699 820	Community Coalition (Sare Pundsack)
001		CC	1 13158	PINTV	03/06/2024	\$250.00	157604	E 11 300 292 153 000 305	M8 JV Wrestling (PinTV)
001		CC	1 13185	PATRIOT NEWS MN	03/06/2024	\$208.00	157541	E 06 005 870 000 000 305	Feb 10/17 Legal Bid Notice
001		CC	1 13185	PATRIOT NEWS MN	03/06/2024	\$448.50	157580	E 06 110 870 000 000 305	Bond Project ID #22G110-04B
001		CC	1 13185	PATRIOT NEWS MN	03/06/2024	\$292.50	157585	E 01 005 010 000 000 305	Feb 3, Leagl (week 1)
001		CC	1 13185	PATRIOT NEWS MN	03/06/2024	\$305.50	157632	E 01 005 010 000 000 305	Jan 20, Legal
001		CC	1 13209	MARRIOTT MINNEAPOLIS	03/06/2024	\$374.10	157643	E 01 300 605 000 000 366	Shallyn
001		CC	1 13209	MARRIOTT MINNEAPOLIS	03/06/2024	\$188.65	157657	E 01 300 050 000 000 366	Doc
001		CC	1 13209	MARRIOTT MINNEAPOLIS	03/06/2024	\$187.05	157661	E 01 300 050 000 000 366	Doc
001		CC	1 13260	THE BUFF	03/06/2024	\$75.00	157551	E 01 005 241 204 000 305	Staff Wellness
001		CC	1 13345	SUNCOUNTRY	03/06/2024	\$133.99	157549	E 01 300 790 000 699 368	Ben's Sun Country Flight
001		CC	1 13575	QUIZLET.COM	03/06/2024	\$34.99	157630	E 01 201 270 000 000 430	Social Studies curriculum
001		CC	1 13576	TAV ON THE AVE	03/06/2024	\$418.82	157637	E 11 300 296 122 000 490	Gymnastics Food 28
001		CC	1 13653	PUMP IT UP EDEN PRAIRIE	03/06/2024	\$100.00	157628	E 04 500 570 000 321 369	KC Field Trip
001		CC	1 13657	WALMART.COM	03/06/2024	\$19.40	157610	E 01 110 203 000 000 430	Pouches for reading intervention Chalk for
001		CC	1 13657	WALMART.COM	03/06/2024	\$17.82	157610	E 01 110 203 902 000 401	Pouches for reading intervention Chalk for
001		CC	1 13687	E&G 1123 ECOMM	03/06/2024	\$169.37	157567	E 01 005 790 000 320 490	HS AI Leadership Meeting 02.21.2024
001		CC	1 13687	E&G 1123 ECOMM	03/06/2024	\$48.97	157578	E 01 005 010 000 000 490	Policy Committee Meeting
001		CC	1 13687	E&G 1123 ECOMM	03/06/2024	\$241.80	157626	E 11 300 292 000 000 490	One Act Play Sections
001		CC	1 13739	O'DAY MANAGMENT INC	03/06/2024	\$7,350.00	157534	E 15 005 867 000 349 520	PO 32382 B&G Health & Safety
001		CC	1 13739	O'DAY MANAGMENT INC	03/06/2024	\$7,350.00	157583	E 15 005 867 000 349 520	PO 32382 ATG Installation
001		CC	1 13739	O'DAY MANAGMENT INC	03/06/2024	\$7,350.00	157583	E 15 005 867 000 349 520	PO 32382 ATG Installation
001		CC	1 13762	TROBECS BUS SERVICE	03/06/2024	\$1,287.95	157631	E 11 300 295 127 733 360	HS GBB Coach Bus
001		CC	1 13762	TROBECS BUS SERVICE	03/06/2024	\$429.01	157631	E 11 300 296 127 733 360	HS GBB Coach Bus
001		CC	1 13815	DOJO KARATE - MONTICELLO	03/06/2024	\$116.00	157555	E 04 500 585 000 332 305	Youth Enrichment
001		CC	1 13870	ACADEMIC HALLMARKS LLC	03/06/2024	\$42.00	157579	E 11 300 292 129 000 369	Tournament 2024
001		CC	1 13879	WISDOM GAMING INC	03/06/2024	\$250.00	157563	E 04 500 585 000 332 305	Youth Enrichment
001		CC	1 13879	WISDOM GAMING INC	03/06/2024	\$7.50	157563	E 01 005 110 999 000 401	Youth Enrichment
001		CC	1 13880	SPORTS AND RACKETS	03/06/2024	\$126.50	157573	E 01 300 240 000 000 430	PO 32759 ADA Smack #71 Mini Badminton
001		CC	1 13881	STICKY BRAND	03/06/2024	\$80.75	157593	E 04 500 585 000 362 401	Yth Enrichment
001		CC	1 13882	UNITED WE SHIVER	03/06/2024	\$121.67	157597	E 01 300 790 000 699 401	United We Shiver Plunge
001		CC	1 13882	UNITED WE SHIVER	03/06/2024	\$365.01	157620	E 01 300 790 000 699 401	United We Shiver Plunge
001		CC	1 13883	HYPATIA CREAT GROUP	03/06/2024	\$40.00	157598	E 01 300 256 000 000 406	Math Dept. License

### Big Lake Public Schools, ISD #727

#### Payment Reg by Check-No Voids

Payment Date Range: 03/01/2024 - 3/31/2024

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001		CC	1	13884	WWW.UI.COM	03/06/2024	\$3,856.00	157623	E 05 005 630 000 795 556	Wireless AP Project	
001		CC	1	13885	ST. MICHAEL CINEMA	03/06/2024	\$50.00	157624	E 04 500 570 000 321 369	KC Field Trip	
<b>Check Total:</b>							<b>\$109,645.10</b>				
<b>Bank 001 Total:</b>							<b>\$109,645.10</b>				
<b>Report Total:</b>							<b>\$109,645.10</b>				

<b>March 2024 Personnel</b>				
<b>Employee (Last, First Name)</b>	<b>Position</b>	<b>Building</b>	<b>Effective Date</b>	<b>Action Type</b>
Boe, Tania	Paraeducator	Independence	02/23/2024	Resignation
Thrall, Jennifer	Kids Club Group Leader	Community Ed	03/24/2024	Resignation
Soldner, Katie	Teacher	Middle/High School	05/31/2024	Resignation
Kasper, Brian	Kids Club Group Leader	Community Ed	03/01/2024	Transfer
St. Yves, Benjamin	Kids Club Group Leader	Community Ed	03/01/2024	Transfer
Fritsch, Sarah	Early Childhood Coordinator	Community Ed	06/29/2024	Resignation
Salley, Madeline	Kids Club Aide	Community Ed	03/18/2024	Resignation
Lozinski, Corinne	Teacher	High School	05/31/2024	Resignation
Leuer, Steve	Assistant Coach - Track and Field	High School	03/11/2024	New Hire
Nelson, Megan	Speech Language Pathologist	Independence, Liberty, Online	08/01/2024	New Hire
Setrum, Paige	MS Softball Coach	Middle School	04/02/2024	New Hire
Givens, William	Building Custodian	Liberty	03/25/2024	New Hire
Suggs, Alexis	Building Custodian	Independence	03/25/2024	New Hire
Bolduc, Mackenzie	Teacher	High School	08/01/2024	New Hire
Olig, Marc	Teacher	High School	04/??/2024	New Hire
Wenisch, Aerajean	Teacher	Liberty	08/01/2024	New Hire
Wallace, Cori	Teacher	Independence	05/31/2024	Resignation

**ISD 727 SCHOOL BOARD  
FUNDRAISERS ACTION  
3/21/24**

Girls/Boys Golf, Lights Out Bowling at McPetes, 4/20/24, proceeds will be used to purchase equipment

Girls and Boys Track, Snap! Raise online campaign, proceeds will be used for team events, sweatshirts, snacks, end of year celebration, small equipment

MEMORANDUM OF UNDERSTANDING

The parties to this Memorandum of Understanding, Taylor J. Peterson, and Independent School District #727, knowingly and voluntarily agree to the following stipulations waiving the statutory probationary period:

- a) The parties acknowledge the Minnesota courts have determined that a teacher's right to tenure can only be modified by mutual consent of the teacher and the school board (State v. ISD #810, Wabasha County, 260 Minn.237, 109 N.W.2d596, 602-03, and Perry v. ISD. #696, supra at 290).
- b) That the probationary period shall be extended one year, the 2024-2025 school year, to permit the school district one additional probationary year to evaluate job performance.
- c) The right to challenge this one-year extension of the probationary period is waived.
- d) The district has the right to non-renew after the 2024-2025 school year, i.e.; the probationary period by this agreement is extended to June 30, 2025. Taylor J. Peterson has no right to claim or bring action that she/he is a continuing contract teacher for 2024-2025.
- e) This agreement does not set a precedent for other teachers or future similar situations in ISD #727.
- e) It is specifically understood and agreed that the acceptance of the considerations set forth in this Memorandum is a full, final and complete agreement and does not constitute and shall not be construed as, any admission of wrong doing, liability, or fault by any of the parties to this Memorandum of Understanding. Upon the offer of a continuing contract, this continuation document will be expunged from the personnel file.
- f) This Memorandum of Understanding represents a full and complete agreement between the parties hereto. There are no covenants, promises, or undertakings outside of this Memorandum or other than as specifically set forth herein.

The undersigned, by execution hereof, state that this Memorandum of Understanding has been read by them and that they understand and fully agree to each, all and every provision of this Memorandum and have had the opportunity to review the terms of this Agreement with legal counsel.

IN WITNESS WHEREOF: The Parties have executed this Agreement as follows:

*Taylor J. Peterson*

Teacher

DATE: 2/27/24

\_\_\_\_\_  
Chairperson, ISD #727

DATE: \_\_\_\_\_

\_\_\_\_\_  
Clerk, ISD #727

DATE: \_\_\_\_\_

**RESOLUTION TO EXTEND PROBATIONARY PERIOD**

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and \_\_\_\_\_ to extend the probationary teaching period for Taylor J. Peterson to an additional year (2024-2025) as per agreement. The School District would like additional time to review performance as a teacher.


MEMORANDUM OF UNDERSTANDING

The parties to this Memorandum of Understanding, Jessica Larson, and Independent School District #727, knowingly and voluntarily agree to the following stipulations waiving the statutory probationary period:

- a) The parties acknowledge the Minnesota courts have determined that a teacher’s right to tenure can only be modified by mutual consent of the teacher and the school board (State v. ISD #810, Wabasha County, 260 Minn.237, 109 N.W.2d596, 602-03, and Perry v. ISD. #696, supra at 290).
- b) That the probationary period shall be extended one year, the 2024-2025 school year, to permit the school district one additional probationary year to evaluate job performance.
- c) The right to challenge this one-year extension of the probationary period is waived.
- d) The district has the right to non-renew after the 2024-2025 school year, i.e.; the probationary period by this agreement is extended to June 30, 2025. Jessica Larson has no right to claim or bring action that she/he is a continuing contract teacher for 2024-2025.
- e) This agreement does not set a precedent for other teachers or future similar situations in ISD #727.
- f) It is specifically understood and agreed that the acceptance of the considerations set forth in this Memorandum is a full, final and complete agreement and does not constitute and shall not be construed as, any admission of wrong doing, liability, or fault by any of the parties to this Memorandum of Understanding. This continuation document will be expunged from the personnel file after the 2024-2025 school year.
- g) This Memorandum of Understanding represents a full and complete agreement between the parties hereto. There are no covenants, promises, or undertakings outside of this Memorandum or other than as specifically set forth herein.

The undersigned, by execution hereof, state that this Memorandum of Understanding has been read by them and that they understand and fully agree to each, all and every provision of this Memorandum and have had the opportunity to review the terms of this Agreement with legal counsel.

IN WITNESS WHEREOF: The Parties have executed this Agreement as follows:

  
 Teacher  
 DATE: 3/7/24

\_\_\_\_\_  
 Chairperson, ISD #727  
 DATE: \_\_\_\_\_

\_\_\_\_\_  
 Clerk, ISD #727  
 DATE: \_\_\_\_\_

Motion by \_\_\_\_\_, second by \_\_\_\_\_ and \_\_\_\_\_ to extend the probationary teaching period for Jessica Larson to an additional year (2024-2025) as per agreement. The School District would like additional time to review performance as a teacher.

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)
Bank of Elk River	\$1,000.00	Senior Scholarship
Big Lake Quarter Back Club	\$900.41	Helmet decals
Big Lake Spud Fest	\$300.00	Sweetheart Ball
Mary of the Visitation Catholic Church	Winter gear, \$20 gas card, and \$20 grocery card, valued at \$600.00	Students in need at Independence
Big Lake Elementary PTO	\$864.00	Kindergarten field trip
Big Lake Elementary PTO	\$3,000.00	Climb Theatre
Viking Coca-Cola	\$500.00	Scoreboard Sponsorship
Big Lake Quarter Back Club	\$8,860.60	Football helmet paint
Big Lake Quarter Back Club	\$1,843.50	Football guardian caps
Big Lake Spud Fest	\$1,500.00	Girls Soccer Team

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted on March 21, 2024.



# Chartwells Food Service Update

37  
March 21, 2024



# Elementary Breakfast & Lunch Participation

## Liberty Elementary School

- Breakfast Participation at 49%, 5% more than prior year
- Lunch Participation at 82%, 6% more than prior year

## Independence Elementary School

- Breakfast Participation at 38%, 12% more than prior year
- Lunch Participation at 79%, 8% more than prior year

38



## Middle & High Breakfast & Lunch Participation

### Middle School

- Breakfast Participation at 13%, 3% more than prior year
- Lunch Participation at 68%, 6% more than prior year

### High School

- Breakfast Participation at 12%, 5% more than prior year
- Lunch Participation at 63%, 9% more than prior year

# Discovery Kitchen

Chartwells K12 is passionate about creating programs that encourage fun and discovery at mealtime. Through Discovery Kitchen, students experience tasting events to introduce them to new foods and flavors. Each month brings a new, exciting theme that blends exciting menu items and a fun new experience in the cafeteria shared with their friends and classmates.

# January – The Great American Road-Trip



January's theme was the Great American Road-trip. The Great American Road-trip allows students to experience this great country through the power of food! This year we made our stop in the American Southwest by trying our own variation of Mexican Street Corn

41

# The Great American Road-trip Cont.



## February – Smart Snacking

Smart Snacking offers craveable, well-balanced snacks and mini meals to help students power through their day. The tradition of three square meals a day is becoming a thing of the past, and insights show younger generations have non-traditional eating. They find snacks easier, faster, and more enticing than traditional meals.

43



# Smart Snacking – Red Pepper Hummus



# Global Eats



45



## What is Global Eats?

Developed by Chartwells chefs and dietitians with input from students, Global Eats turns food into a worldly adventure and encourages students to eat together and taste new foods and flavors while learning about different cultures.

## Where Are We Eating?

- The Caribbean
- Korea
- Italy
- Mexico
- China
- India

## Authentic Flavors From our Chefs

46

- Jonathan Zaragoza: Chicago-based Chef who's family owns Birriera Zaragoza
- Michael Toscano: Chef & owner of Le Fafalle in Charleston, SC & Da Toscano in NYC
- Chef Aarti Sequiera: Cookbook Author & Winner of the 6<sup>th</sup> season of The Next Food Network Star



*Greetings from the*

# CARIBBEAN

Aruba  
Bonaire  
Curaçao

Bahamas

Turks & Caicos Islands

Cuba  
Cayman Islands

Haiti

Jamaica

Dominican Republic

Puerto Rico

British Virgin Islands

Anguilla

St. Kitts & Nevis

Antigua & Barbuda

Montserrat

Guadeloupe

Dominica

Martinique

St. Lucia

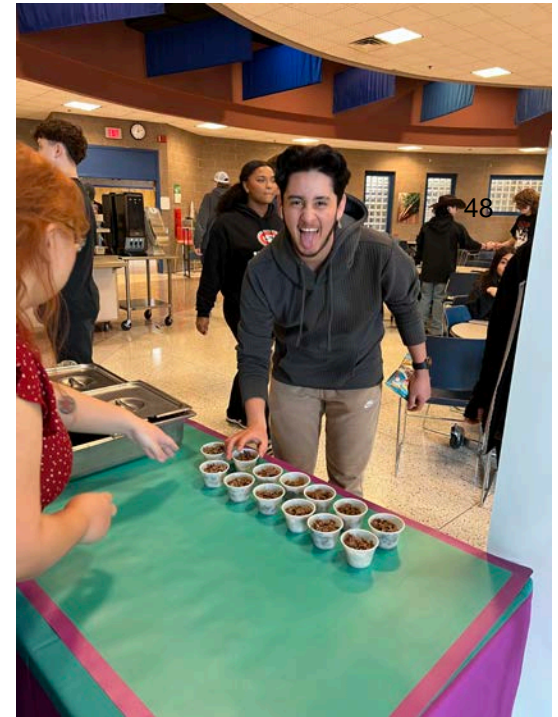
Saint Vincent and the Grenadines

Barbados

Grenada

Trinidad & Tobago

47



# Equipment Improvements & Replacements

## Liberty:

- Replaced Dishwasher

## Independence:

- Complete replacement of Serving Lines
- Replaced Dishwasher
- Upgraded Steamer to Combi Oven
- Replaced Kettle

## Middle School:

- Upgraded Main Serving Line

## High School:

- Added reach-in cooler



**Thank you!**

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# School Board Financial Report

March 21st, 2024

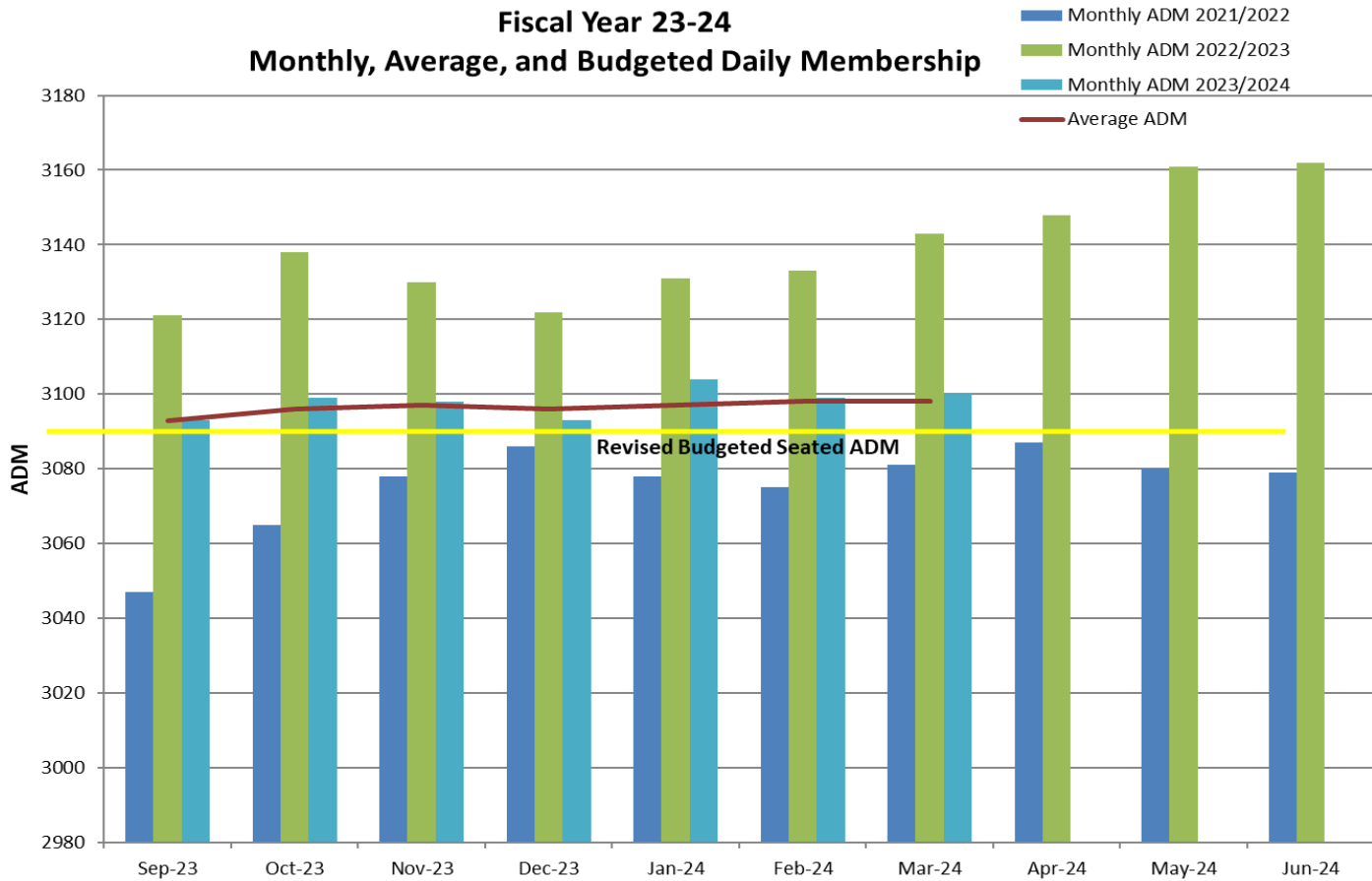
Presented by Angie Manuel, Director of Business Services

# Enrollment Update

- **March 1st Seated ADM: 3,100**
  - ❖ Increase of 1 ADM from revised Feb 1<sup>st</sup> counts
  - ❖ Some students that were dropped in Feb have returned
- **Average Seated ADM: 3,098.06**
  - ❖ Revised Budgeted Seated ADM 3,089
  - ❖ 9.06 ADM over revised budgeted ADM

ADM = Average Daily Membership

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



# Food Service Budget Revisions

- Revenues increased \$201,765 to \$2,647,857
  - Increased participation in breakfast and lunch
  - Supply Chain Assistance (SCA) Federal Funds
- Expenses decreased \$ 114,884 to \$ 2,565,156
  - Inflation not as high as anticipated in original budget
- Excess Revenues over Expenditures \$ 82,701
- Projected 6-30-24 Fund Balance \$850,496
- Delay of State breakfast payments

February 2024

	Audited Fund Balance June 30,2023	Revenue Budget 23-24	Expenditure Budget 23-24	Projected Net Change Incr(Decr) in Fund Balance	Transfers	Budgeted Fund Balance June 30,2024
<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	\$ 344,343	\$ (34,752)	\$ -	\$ 47,265
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	\$ 39,727,978	\$ 38,965,181	\$ 762,797	\$ -	\$ 7,824,566
Subtotal	\$ 11,150,336	\$ 48,100,025	\$ 46,884,244	\$ 1,215,781	\$ -	\$ 12,366,117
<b>Food Service:</b>						
Restricted	\$ 767,795	\$ 2,647,857	\$ 2,565,156	\$ 82,701	\$ -	\$ 850,496
Nonspendable for Inventory	\$ 38,540			\$ -	\$ -	\$ 38,540
Subtotal	\$ 806,335	\$ 2,647,857	\$ 2,565,156	\$ 82,701	\$ -	\$ 889,036
<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	\$ 60,680,561	\$ 68,810,339	\$ (8,129,778)	\$ -	\$ 26,243,613

# School Board Action

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**Approve financial report and budget revisions**

**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*

	<b>REVENUE</b>			<b>EXPENDITURES</b>		
	Budget	Actual \$ YTD	<i>(Calculated)</i> Actual % YTD	Budget	Actual \$ YTD	<i>(Calculated)</i> Actual % YTD
General Fund (01,05,11 &12)	\$ 48,100,025	\$ 22,814,772	47%	\$ 46,884,244	\$ 24,212,788	52%
Food Service (02)	\$ 2,647,857	\$ 1,391,781	53%	\$ 2,565,156	\$ 1,390,564	54% <i>See Note</i>
Community Service (04)	\$ 2,965,698	\$ 1,934,819	65%	\$ 3,004,086	\$ 1,980,705	66%
Building Construction (06)	\$ 425,000	\$ 466,470	110%	\$ 9,728,058	\$ 7,527,487	77%
Debt Service (07)	\$ 6,491,981	\$ 505,065	8%	\$ 6,464,376	\$ 6,464,050	100%
OPEB Irrevocable Trust Fund (45)	\$ 50,000	\$ 71,425	143%	\$ 164,419	\$ 1,897	1%

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

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

**NOTES**

*See food service budget revisions*

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**CASH REPORT FOR SCHOOL BOARD**

**BIG LAKE PUBLIC SCHOOLS**  
Independent School District # 727  
for month: Feb 2024

<b>101 - CASH ACCOUNTS</b>					
	<b>Beg Balance</b>	<b>Receipts</b>	<b>Checks</b>	<b>Adjustments</b>	<b>End Balance</b>
General Fund	\$ 5,389,494	\$ 4,424,170	\$ (4,472,298)		\$ 5,341,366
Food Service	(\$3,665,610)	20,497	(286,227)		(\$3,931,340)
Community Service	(\$1,303,366)	269,241	(368,741)		(\$1,402,866)
Building Fund	\$0	534,695	(538,695)		(\$4,000)
Debt Service	\$561,175	-	-		\$561,175
Project fund- HVAC (Fund 15)	\$0	1,040	(1,040)		\$0
Custodial Fund (Fund 18)	\$1,024	-	(101)		\$923
OPEB Trust Fund	(\$186,945)	185,474	(260)		(\$1,731)
<b>TOTAL PER BOOKS</b>	<b>795,772</b>	<b>5,435,117.00</b>	<b>(\$5,667,362)</b>	<b>\$0</b>	<b>563,527</b>
				General Checking Account	\$563,527
				<b>TOTAL PER BANK</b>	<b>\$563,527</b>

<b>102 - PETTY CASH ACCOUNT</b>					
	<b>Beg Balance</b>	<b>Receipts</b>	<b>Checks</b>	<b>Adjustments</b>	<b>End Balance</b>
General Fund	\$1,980	-	(\$54)	-	\$1,926
				Petty Cash Checking Account	\$1,926
				<b>TOTAL PER BANK</b>	<b>\$1,926</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	(\$1,613,554)	\$ 3,647,156	\$ (3,959,250)		(\$1,925,648)
General Fund - Operating invest. Insurance	\$1,602,866	\$ 5,701	\$ -		\$1,608,567
General Fd Operating Investments	\$9,867,246	480,555	(297)		\$10,347,504
Food Service	\$4,457,354	243,067	-		\$4,700,421
Community Service	\$2,855,031	8,831	-		\$2,863,862
Debt Service	\$720,846	8,506	-		\$729,352
Facility Maintenance Invest. 2021A (Fd 07)	\$0				\$0
Facility Maintenance Invest. 2021A (Fd 15)	\$367,542	1,068	(1,040)		\$367,570
Facilities Investments 2022A (Fd 06)	\$11,492,097	41,420	(534,695)		\$10,998,822
OPEB Trust Fund	\$900,624	1,335	(185,474)		\$716,485
OPEB Trust Equities	\$624,142	8,091	-		\$632,233
<b>TOTAL PER BOOKS</b>	<b>\$31,274,194</b>	<b>\$4,445,730</b>	<b>(\$4,680,756)</b>	<b>\$0</b>	<b>\$31,039,168</b>
				MN Trust	\$6,367,987
				Operating Invest- Insurance proceeds	\$1,608,567
				Operating Investments	\$10,347,504
				Refunding Bond Investments	\$0
				Building Fund Investments	\$11,366,392
				OPEB Trust	\$1,348,718
				<b>TOTAL PER BANK</b>	<b>\$31,039,168</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	\$ 15,248,032	\$ 8,557,582	\$ (8,431,899)	\$ -	\$ 15,373,715
Food Service	\$791,744	263,564	(286,227)	-	\$769,081
Community Service	\$1,551,665	278,072	(368,741)	-	\$1,460,996
Debt Service	1,282,021	8,506	-	-	1,290,527
Project Fund HVAC- Fund 15	\$367,542	\$2,108	(\$2,080)	\$0	\$367,570
Custodial Fund (Fund 18)	\$1,024	-	(101)	-	\$923
Bond Account Investments (fund 06)	\$11,492,097	\$576,115	(\$1,073,390)	\$0	\$10,994,822
OPEB Trust Fund	\$713,679	186,809	(185,734)	-	\$714,754
OPEB Trust Equities	\$624,142	8,091	-	-	\$632,233
<b>TOTAL PER BOOKS</b>	<b>32,071,946</b>	<b>\$9,880,847</b>	<b>(\$10,348,172)</b>	<b>\$0</b>	<b>31,604,621</b>
				Cash	\$563,527
				Petty Cash	\$1,926
		58		Investments	\$31,039,168
				<b>TOTAL PER BANK</b>	<b>\$31,604,621</b>



**WIRE TRANSFER SUMMARY**  
**Big Lake Public Schools**  
**Independent School District #727**  
**February 29, 2024**

<b>DATE</b>	<b>FROM</b>	<b>TO</b>	<b>AMOUNT</b>	<b>PURPOSE</b>
2/1/2024	Old National-Checking	Heartland Pmt System	\$ 560.63	MOSAIC Credit Card Fees
2/2/2024	Old National-Checking	SSI MN TRANCHE 2 LLC	\$ 1,700.49	Solar Contract
2/2/2024	Old National-Checking	USS MINNESOTA ONE MT	\$ 7,132.82	Solar Contract
2/5/2024	MN Trust-PMA	Old National-Checking	\$ 185,474.20	OPEB Draw
2/5/2024	MN Trust-PMA	Old National-Checking	\$ 1,300,000.00	Payroll and Payroll AP
2/6/2024	Old National-Checking	Delta Dental	\$ 30,212.68	Dental Insurance
2/6/2024	Old National-Checking	EBC	\$ 64,983.82	403b & 457 contributions
2/7/2024	Old National-Checking	Neopost	\$ 200.00	DO Postage
2/7/2024	Old National-Checking	Amazon	\$ 1,705.80	Invoice Payments
2/8/2024	Old National-Checking	Bankcard Service	\$ 5,036.01	ELEYO Credit Card Fees
2/8/2024	Old National-Checking	BLEM	\$ 8,893.09	Teacher Unions Dues
2/9/2024	Old National-Checking	ELEYOmonthlysoft	\$ 1,425.00	ELEYO User Fees
2/9/2024	Old National-Checking	Further	\$ 7,052.67	Flex Claim Pymts
2/9/2024	Old National-Checking	Further	\$ 26,406.01	H.S.A Contributions
2/9/2024	Sherburne County	Old National-Checking	\$ 49,503.27	Refunding Excess TIF District
2/12/2024	Old National-Checking	Transfirst/TSYS	\$ 267.66	Affinity Credit Card fees
2/13/2024	Old National-Checking	Verizon	\$ 1,244.82	Verizon billing
2/13/2024	Old National-Checking	Further	\$ 3,022.91	Flex Claim Pymts
2/15/2024	Old National-Checking	Amazon	\$ 4,773.67	Invoice Payments
2/16/2024	Old National-Checking	Old National Bank	\$ 135.29	Old National Service Charge
2/16/2024	Old National-Checking	Neopost	\$ 200.00	DO Postage
2/16/2024	Old National-Checking	Vision Transportation	\$ 321,973.50	Transportation billing
2/16/2024	MN Trust-PMA	Old National-Checking	\$ 2,200,000.00	Payroll and Payroll AP
2/20/2024	Old National-Checking	FleetCor	\$ 987.25	Kwik Trip Billing
2/20/2024	Old National-Checking	NewYork Life	\$ 11,195.85	Life & LTD Insurance
2/21/2024	Old National-Checking	Further	\$ 453.60	Further Fee
2/21/2024	Old National-Checking	Further	\$ 1,288.43	Flex Claim Pymts
2/22/2024	Old National-Checking	Metropolitan Life	\$ 2,866.75	Insurance Coverage
2/22/2024	Old National-Checking	Amazon	\$ 3,683.41	Invoice Payments
2/22/2024	Old National-Checking	BLEM	\$ 8,918.63	Teacher Unions Dues
2/22/2024	Old National-Checking	EBC	\$ 64,778.57	403b & 457 contributions
2/23/2024	Old National-Checking	Neopost	\$ 201.00	DO Postage
2/23/2024	MN Trust-PMA BONDS	Old National-Checking	\$ 1,040.00	Bond Draw 2021A
2/23/2024	Old National-Checking	Further	\$ 26,506.01	H.S.A Contributions
2/23/2024	Old National-Checking	Compass Group	\$ 207,129.70	Chartwells
2/23/2024	MN Trust-PMA BONDS	Old National-Checking	\$ 534,694.60	Bond Draw 2022A
2/26/2024	Old National-Checking	Neopost	\$ 402.00	DO Postage
2/27/2024	Old National-Checking	Further	\$ 3,938.80	Flex Claim Pymts
2/29/2024	Old National-Checking	Bremer Bank	\$ 177.80	ACH Charge
2/29/2024	Benefit Resource BRI	Old National-Checking	\$ 10,944.26	Cobra Payment

# WTC LTFM Project List

		FY2024		FY2025		FY2026	
Finance Code	Category (1)						
347	Physical Hazards	\$5,000	Machine Guarding / Shop PPE	\$4,000	Machine Guarding / Shop PPE	\$1,000	Machine Guarding / Shop PPE
349	Other Hazardous Materials	\$450		\$0		\$17,000	Auto Careers Ventilation
352	Environ. Health and Safety Management	\$4,500	IEA Management Fees	\$4,500	IEA Management Fees	\$4,500	IEA Management Fees
358	Asbestos Removal and Encapsulation	\$0	NA	\$0	NA	\$0	NA
363	Fire Safety	\$5,000	Alarm, Sprinkler & Extinguisher Testing	\$5,000	Alarm, Sprinkler & Extinguisher Testing	\$5,000	Alarm, Sprinkler & Extinguisher Testing
366	Indoor Air Quality	\$0	NA	\$0	NA	\$0	NA
		\$14,950		\$13,500		\$27,500	
368	Building Envelope	\$1,000	Maintenance Shed Misc.	\$1,000	Noise Barrier between Headstart & ML	\$1,000	
369	Building Hardware and Equipment	\$3,000	Maintenance shed door replacement and auto lift repairs	\$10,000	PA System Upgrade	\$2,000	
370	Electrical	\$16,000	Misc. electrical work Lighting Conversion	\$6,000	Miscellaneous electrical work	\$8,000	Miscellaneous electrical work
379	Interior Surfaces	\$12,000	Flooring & painting	\$10,000	Flooring & painting	\$10,000	Flooring & painting
380	Mechanical Systems	\$7,000	HVAC preventative maintenance	\$30,000	RTU 4 Replacement / HVAC PM	\$226,000	RTU 1 Replacement / HVAC Zone Controls / HVAC PM
381	Plumbing	\$6,400	Miscellaneous plumbing repairs	\$5,000	Miscellaneous plumbing repairs	\$5,000	Miscellaneous plumbing repairs
382	Professional Services and Salary	\$14,616	In-house salary for work performed on deferred capital and maintenance projects	\$16,000	In-house salary for work performed on deferred capital and maintenance projects	\$16,000	In-house salary for work performed on deferred capital and maintenance projects
383	Roof Systems	\$1,000	Miscellaneous roofing repiars	\$3,000	Miscellaneous roofing repairs	\$3,000	Miscellaneous roofing repairs
384	Site Projects	\$0		\$2,000	Concrete replacement/repairs	\$32,000	Asphalt repairs
		\$61,016		\$83,000		\$303,000	
	Pay as You Go Projects	\$87,342		\$89,610		\$326,470	
	Bond Payment	\$79,658		\$77,390		\$80,121	
	Total LTFM Expenditure	\$155,624		\$173,890		\$410,621	
	Total LTFM from Member Districts	167,000		\$167,000		\$406,591	
	LTFM Deficit	11,376		-\$6,890		-\$4,030	
			Surplus/Deficit from previous year	4,486		\$456	



Division of School Finance  
1500 Highway 36 West  
Roseville, MN 55113-4266

Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - Fund 01 and Fund 06 Projects Only

ED - 02478-06

Instructions: Enter estimated, allowable LTFM expenditures (Fund 01 and/or Fund 06 only) under Minnesota Statutes, section 123B.595, subdivision 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.

District Info.		Enter Information		District Info.		Enter Information																	
District Name:		Wright Technical Center		Date:		7/12/2024																	
District Number:		966		Email:		brian.koslofsky@wrighttech.org																	
District Contact Name:		Brian Koslofsky																					
Contact Phone #:		(763) 684-2200																					
Expenditure Categories													Fiscal Year (FY) Ending June 30										
Health and Safety - this section excludes project costs in Category 2 of \$100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.													2024 (base year)	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Finance Code	Category (1)																						
347	Physical Hazards												\$5,000	\$4,000	\$1,000	\$1,000	\$1,000	\$2,000	\$1,000	\$1,000	\$2,000	\$2,000	\$2,000
349	Other Hazardous Materials												\$450	\$0	\$17,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
352	Environmental Health and Safety Management												\$4,500	\$4,500	\$4,500	\$8,000	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500	\$4,500
358	Asbestos Removal and Encapsulation												\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety												\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$6,000	\$6,000	\$6,000
366	Indoor Air Quality												\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Health and Safety Capital Projects</b>												<b>\$14,950</b>	<b>\$13,500</b>	<b>\$27,500</b>	<b>\$14,000</b>	<b>\$10,500</b>	<b>\$11,500</b>	<b>\$10,500</b>	<b>\$10,500</b>	<b>\$12,500</b>	<b>\$12,500</b>	<b>\$12,500</b>	
Finance Code	Category (2)																						
358	Asbestos Removal and Encapsulation												\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
363	Fire Safety												\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
366	Indoor Air Quality												\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Health and Safety Capital Projects \$100,000 or More</b>												<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Finance Code	Category (3)																						
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.												\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Remodeling for Approved Voluntary Pre-K Projects</b>												<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Finance Code	Category (4)																						
367	Accessibility												\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Accessibility Projects</b>												<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Finance Code	Category (5)																						
368	Building Envelope												\$1,000	\$1,000	\$1,000	\$20,000	\$12,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
369	Building Hardware and Equipment												\$3,000	\$10,000	\$2,000	\$4,000	\$2,000	\$3,000	\$3,000	\$3,000	\$3,000	\$10,000	\$3,000
370	Electrical												\$16,000	\$6,000	\$8,000	\$10,000	\$10,000	\$8,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
379	Interior Surfaces												\$12,000	\$10,000	\$10,000	\$14,000	\$16,000	\$15,000	\$18,000	\$90,000	\$25,000	\$40,000	\$20,000
380	Mechanical Systems												\$7,000	\$30,000	\$226,000	\$6,000	\$5,000	\$10,000	\$50,000	\$100,000	\$90,000	\$70,000	\$100,000
381	Plumbing												\$6,400	\$5,000	\$5,000	\$10,000	\$5,000	\$5,000	\$20,000	\$5,000	\$5,000	\$50,000	\$20,000
382	Professional Services and Salary												\$14,616	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000
383	Roof Systems												\$1,000	\$3,000	\$3,000	\$80,000	\$250,000	\$250,000	\$250,000	\$150,000	\$3,000	\$3,000	\$62,000
384	Site Projects												\$0	\$2,000	\$32,000	\$155,000	\$0	\$5,000	\$30,000	\$20,000	\$240,000	\$100,000	\$20,000
<b>Total Deferred Capital Expense and Maintenance</b>												<b>\$61,016</b>	<b>\$83,000</b>	<b>\$303,000</b>	<b>\$315,000</b>	<b>\$316,000</b>	<b>\$314,000</b>	<b>\$399,000</b>	<b>\$396,000</b>	<b>\$394,000</b>	<b>\$301,000</b>	<b>\$163,000</b>	
<b>Total Annual 10-Year Plan Expenditures</b>												<b>\$75,966</b>	<b>\$96,500</b>	<b>\$330,500</b>	<b>\$329,000</b>	<b>\$326,500</b>	<b>\$325,500</b>	<b>\$409,500</b>	<b>\$406,500</b>	<b>\$406,500</b>	<b>\$313,500</b>	<b>\$175,500</b>	
Fund Balance Section																							
Fund 01																							
Beginning Fund Balance 01-467-XX												\$0	\$11,376	\$4,486	\$457	\$371	\$228	\$3,702	\$794	\$886	\$978	\$94,070	
LTFM Fiscal Year Revenue - Levy												\$87,342	\$89,610	\$326,471	\$328,914	\$326,357	\$328,974	\$406,592	\$406,592	\$406,592	\$406,592	\$406,591	
LTFM Fiscal Year Revenue - AID if Applicable												\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Fiscal Year Revenue Other												\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)												\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)												\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Transfer OUT if applicable (COVID-19) by End of Fiscal Year (06-30-20)												\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Estimated Fiscal Year Expenditures												\$75,966	\$96,500	\$330,500	\$329,000	\$326,500	\$325,500	\$409,500	\$406,500	\$406,500	\$313,500	\$175,500	
<b>Ending Fiscal Year Fund Balance 01-467-XX</b>												<b>\$11,376</b>	<b>\$4,486</b>	<b>\$457</b>	<b>\$371</b>	<b>\$228</b>	<b>\$3,702</b>	<b>\$794</b>	<b>\$886</b>	<b>\$978</b>	<b>\$94,070</b>	<b>\$325,161</b>	
Fund 06																							
Beginning Fund Balance 06-467-XX												\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Fiscal Year Bonded Revenue												\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Fiscal Year Revenue Other												\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)												\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)												\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Transfer OUT if applicable (COVID-19) by End of Fiscal Year (06-30-20)												\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
LTFM Estimated Fiscal Year Expenditures												\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
<b>Ending Fiscal Year Fund Balance 06-467-XX</b>												<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
End of worksheet																							



EXTRACT OF MINUTES OF MEETING  
OF SCHOOL BOARD OF  
SCHOOL DISTRICT #727  
(Big Lake)  
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a School Board meeting of School District No. 727 State of Minnesota, was held on \_\_\_\_\_, at \_\_\_\_\_ m., for the purpose, in part, of approving the Wright Technical Center's Long-Term Facility Maintenance budget and authorizing the inclusion of a proportionate share of the Technical Center's long-term facility maintenance projects in the district's application for long-term facility maintenance.

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

RESOLUTION WRIGHT TECHNICAL CENTER'S LONG-TERM  
FACILITY MAINTENANCE PROGRAM BUDGET AND AUTHORIZING  
THE INCLUSION OF A PROPORTIONATE SHARE OF THOSE  
PROJECTS IN THE DISTRICT'S APPLICATION FOR LONG-TERM FACILITY  
MAINTENANCE REVENUE

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

1. The School Board of Cooperative School District 966 has approved a long-term facility maintenance program budget for its facilities for the 2025-2026 school year in the amount of \$406,592.00 of which District No. 727's proportionate share is \$39,303.80. The various components of this program budget are attached as Exhibit A hereto and are incorporated herein by reference. Said budget is hereby approved. (Exhibit A)
2. Minnesota Statutes, Section 123B.53, Subdivision 1, as amended, provides that if a cooperative school district's long-term facility maintenance budget is approved by the school boards of each of the cooperative school district's member school districts, each member district may include its proportionate share of the costs of the cooperative school district program in its long-term facility maintenance revenue application.
3. The proportionate share of the costs of the cooperative school district's long-term facility maintenance program for each member school district to be included in its application shall be determined by multiplying the total cost of the cooperative school district long-term facility maintenance program times a three-year weighted average adjusted pupil unit's formula. The long-term facility maintenance costs shall be funded through annual levy instead of issuing bonds. The inclusion of this proportionate share in the district's long-term facility maintenance revenue application for fiscal year 2025 is hereby approved, subject to approval by the Commissioner of Education.
4. Upon receipt of the proportionate share of long-term facility maintenance revenue attributable to the cooperative school district program, the district shall promptly pay to the cooperative school district the applicable aid or levy proceeds.

The motion for the adoption of the foregoing resolution was duly seconded by Inspector \_\_\_\_\_ and, upon vote being taken thereon, 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

I, the undersigned, being the duly qualified and acting Clerk of School District No. 727, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of School District No. 727, held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of Cooperative School District No. 966's long-term facility maintenance program budget and authorizing the inclusion of a proportionate share of the Wright Technical Center's long-term facility maintenance projects in the district's application for long-term facility maintenance revenue.

WITNESS MY HAND officially as such Clerk this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Clerk

School District No. 727

# Big Lake Public Schools 2024-2025 School Calendar

July 2024					August 2024					September 2024				
Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri
1	2	3	4	5				1	2	2 NS	3 K-5 Assess 6 <sup>th</sup> and 9 <sup>th</sup> orientation	4 K-5 Assess 6-12 start	5 K-5 Start	6
8	9	10	11	12	5	6	7	8	9	9	10	11	12	13
15	16	17	18	19	12	13	14	15	16	16	17	18	19	20
22	23	24	25	26	19	20	21	22	23	23	24	25	26	27
29	30	31			+26 PD	27 PD	28 PD	+29 PD	30 NS	30				

October 2024					November 2024					December 2024				
Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri
	1	2	3	4					1 K-5 PT Conf	2	3	4	5	6
7	8	9	10 HS and MS PT Conf	11	4	5	6	7	8	9	10	11	12	13
14	15	+16 PD	17 TC MEA	18 MEA	+11 PD	12	13	14	15	16	17	18	19	20
21	22	23	24	25	18	19	20	21	22	23 NS	24 NS	25 NS	26 NS	27 NS
28	29	30	31		25	*26 End Tri 1	27 PD/TW	28 NS	29 NS	30 NS	31 NS			

January 2025					February 2025					March 2025				
Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri
		1 NS	2	3	3	4	5	6 HS and MS PT Conf.	7	3	4	5	*6 End Tri 2 K-5 PT Conf	+7 PD/TW
6	7	8	9	10	10	11	12	13	+14 PD	10	11	12	13	14
13	14	15	16	17	17 NS	18	19	20	21	17	18	19	20	21
20 NS	+21 PD	22	23	24	24	25	26	27	28	24	25	26	27	28
27	28	29	30	31						31				

April 2025					May 2025					June 2025				
Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri	Mon	Tue	Wed	Th	Fri
	1	2	3	4				1	2	2	3	4	5	6
7	8	9	10	11	5	6	7	8	9	9	10	11	12	13
14	15	16	+17 PD	18 NS	12	13	14	15	16	16	17	18	19	20
21 NS TC	22	23	24	25	19	20	21	22	23	23	24	25	26	27
28	29	30			26 NS	27	28 Seniors Last Day	*29 Last Day	30 PD/TW Orientation	30				

**Student Days**  
HS & MS--168  
Elementary--166  
**Teacher Days--183**

**Important Dates:**  
**SEPTEMBER**  
Sep 2—Labor Day—No School  
Sep 3 & 4 (Grade K-5 Assess. by appt)  
Sep 4—School begins grades 6-12  
Sep 5—School begins grades K-5

**OCTOBER**  
Oct 16—PD Day—No School Students  
Oct 17-18—MEA—No School

**NOVEMBER**  
Nov 1 K-5 PT conferences—No School Elementary Students  
Nov 11—PD Day—No School Students  
Nov 26—End Tri 1  
Nov 27—PD/TW Day—No School Students  
Nov 28-29—Thanksgiving—No School

**DECEMBER**  
Dec 23-Jan 1—Winter Break

**JANUARY**  
Jan 20—No School  
Jan 21—PD Day—No School Students

**FEBRUARY**  
Feb 14—PD Day—No School Students  
Feb 17—No School

**MARCH**  
Mar 6—End Tri 2 K-5 PT conferences—No School Elementary Students  
Mar 7—PD/TW Day—No School Students

**APRIL**  
Apr 17—PD Day—No School Students  
Apr 18-21—No School

**MAY**  
May 26—Memorial Day—No School  
May 28—Seniors Last Day  
May 29—Last Day  
May 30—PD/TW  
May 30—Graduation

**P/T Conferences**  
Oct 10—HS and MS  
Feb 6—HS and MS  
Nov 1—K-5  
Mar 6—K-5

No School  
Teacher Work Day  
No School Elementary Students

**Trimester End dates**

November 26  
March 6  
May 29  
  
Tri 1=56  
Tri 2=57  
Tri 3=55

Potential weather make-up days:  
April 21 with additional days added to the end of the school year if needed

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

**RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACTS OF PROBATIONARY CERTIFIED STAFF**

WHEREAS, \_\_\_\_\_ is a probationary certified staff employed by Independent School District No. 727, Big Lake, MN,

THEREFORE, BE IT RESOLVED, by the School Board of Independent School District No. 727, that pursuant to Minnesota Statutes § 122A.40, Subdivision 5, that the teaching contract of \_\_\_\_\_ is a probationary certified staff in Independent School District No. 727, is hereby terminated effective at the close of the current 2023 – 2024 school year.

BE IT FURTHER RESOLVED that written notice be sent to \_\_\_\_\_, regarding termination and non-renewal of his contract as provided by law, and that said notice shall be in substantially the following form:

March 22, 2024

Dear Teacher:

You are hereby notified that at a meeting of the School Board of Independent School District No. 727 held on March 21, 2024, a resolution was adopted by majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2024-2025 school year. Said action of the School Board is taken pursuant to M.S. 122A.40 and in accordance with Section 12.1 of the Master Contract.

You may officially request that the School Board give its reasons for the non-renewal of your teaching contract. Such request is to be made in writing to the Human Resources Manager.

Yours very truly,

|

SCHOOL BOARD OF INDEPENDENT  
SCHOOL DISTRICT NO. 727

By \_\_\_\_\_  
Clerk of the School Board

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

\_\_\_\_\_ and upon vote being taken thereon, the following  
voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Probationary Non- Renewal List 23/24:

Hannah Deeth  
Michaela Duncan  
Matt Egan  
Alyssa Freichels  
Amber Hedberg  
Katie Jacobson  
Beth Johnson  
Heather Kittridge  
Kari Meyer  
Scott Olson  
Jacqueline Schulz  
Ashtyn Thompson



## PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS

### I. PURPOSE

The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

### II. GENERAL STATEMENT OF POLICY

- A. The policy of the school board is to encourage discussion by district stakeholders of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.
- C. Among the rights available to the public is the right to access public data as provided by Minn. Stat. Ch. 13.

### III. DEFINITIONS

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor. Personnel data also includes data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations.
- B. Personnel data on current and former employees that is "public" includes:  
Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data

- C. Personnel data on current and former applicants for employment by the school district that is “public” includes:  
 Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the school board to be finalists for a position in public employment. For purposes of this subdivision, “finalist” means an individual who is selected to be interviewed by the appointing authority prior to selection
- D. “Educational data” means data maintained by the school district or by a person acting for the school district which relates to a student.
- E. “Student” means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment or registration, or individuals who receive shared time educational services from the school district.
- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant’s application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

#### IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
  - 1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Hearing Procedures);
  - 2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
  - 3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Meetings Having Data Classified as Not Public Data);
  - 4. right to a private hearing for licensed or non-licensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3 (Notice of Nonrenewal; Opportunity to Respond).
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
  - 1. right to a private hearing, pursuant to Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures);
  - 2. right to privacy of educational data as provided in, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA); and state and federal regulations;
  - 3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat Ch. 160 E (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

## V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all citizens of the school district an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. Ch. § 13 (Minnesota Government Data Practices Act (MGDPA)).

## VI. PROCEDURES

### A. Open Forum Guidelines

1. Community members seeking to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting and provide his or her name, address, the name of the group represented (if any) and the subject to be covered or issue requested to be addressed.
2. Community members who would like to address the school board, will fill out a slip with name, address, and connection to the district and topic and provide to the board chair prior to the meeting start time.
3. The board chair will recognize one speaker at a time and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board or the proceedings may be directed to leave.
4. Speakers must state their name.
5. Each speaker will be provided three minutes.
6. The board chair can end the Open Forum at any time.
7. Data privacy laws do not allow for any matters concerning private or confidential data about individual employees or students to be discussed.
8. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
9. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
10. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.
11. The school board is not required to hold an open forum and this procedure may be modified by the board at any time.
12. Statements by open forum speakers will be redacted from uploaded meetings if a privacy violation occurs

### B. Complaints – Also see policy 103

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment or other harassment based on protected class, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

### C. Open Forum

The school board may provide a specified period of time at a regular board meeting when persons may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

## VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data, as defined in Minn. Stat. § 13.055, subd, 1, is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation of the MGDPA, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty under Section VI.B., constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

- Legal References:
- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
  - Minn. Stat. § 13.055, subd, 1 (Disclosure of Breach in Security; Notification and Investigation Report Required)
  - Minn. Stat. § 13.08 (Civil Remedies)
  - Minn. Stat. § 13.09 (Penalties)
  - Minn. Stat. § 13.43 (Personnel Data)
  - Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
  - Minn. Stat. § 13D.05 (Meetings Having Data Classified as Not Public)
  - Minn. Stat. § 15.0597 (Appointments to Multimember Agencies)
  - Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures)
  - Minn. Stat. § 122A.33, Subd. 3 (Notice of Nonrenewal; Opportunity to Respond)
  - Minn. Stat. § 122A.40, Subd. 14 (Hearing Procedures)
  - Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)
  - Minn. Stat. § 123B.02, Subd. 14 (Employees; Contracts for Services)
  - Minn. Stat. § 123B.143, Subd. 2 (Disclose Past Buyouts or Contract is Void)
  - Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
  - Minn. Stat. 260E (Reporting of Maltreatment of Minor)
  - 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
  - Minn. Op. Atty. Gen. 852 (July 14, 2006)
- Cross References:
- School District Policy 205 (Open Meetings and Closed Meetings)
  - MSBA/MASA Model Policy 207 (Public Hearings)
  - School District Policy 406 (Public and Private Personnel Data)
  - School District Policy 515 (Protection and Privacy of Pupil Records)
  - MSBA Service Manual, Chapter 13, School Law Bulletin "C" (Minnesota's Open Meeting Law)
  - MSBA Service Manual, Chapter 13, School Law Bulletin "T" (School Records – Privacy – Access to Data)



Policy 410  
Adopted: 5.24.07  
Reviewed: 1.5.15  
Revised: 2.26.15  
Revised: 5.25.17  
Reviewed 8.6.20  
Reviewed: 7.22.21  
Reviewed: 7.28.22  
Revised:

## FAMILY AND MEDICAL LEAVE

### I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

### II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

### III. DEFINITIONS

A. "Covered active duty" means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 United States Code section 101(a)(13)(B).

B. "Covered service member" means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

C. "Eligible employee" means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee's pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless: (1) the break is occasioned by the employee's fulfillment of his or her USERRA-covered service obligation; or (2) a written agreement, including a collective bargaining agreement, exists concerning the school

- district's intention to rehire the employee after the break in service.
- D. "Military caregiver leave" means leave taken to care for a covered service member with a serious injury or illness.
  - E. "Next of kin of a covered service member" means the nearest blood relative other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member's next of kin, and the employee may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member's only next of kin.
  - F. "Outpatient status" means, with respect to a covered service member who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
    - 1. a military medical treatment facility as an outpatient; or
    - 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
  - G. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:
    - 1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
    - 2. to attend military events and related activities of a covered military member;
    - 3. to address issues related to childcare and school activities of a covered military member's child;
    - 4. to address financial and legal arrangements for a covered military member;
    - 5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
    - 6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
    - 7. to attend post-deployment activities related to a covered military member;
    - 8. to address care needs of a covered military member's parent who is incapable of self-care; and
    - 9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
  - H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
    - 1. inpatient care in a hospital, hospice, or residential medical care facility; or
    - 2. continuing treatment by a health care provider.
  - I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.
  - J. "Veteran" has the meaning given in 38 United States Code section 101.

#### IV. LEAVE ENTITLEMENT

##### A. Twelve-week Leave under Federal Law

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
  - a. birth of the employee's child and to care for such child;
  - b. placement of an adopted or foster child with the employee;
  - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
  - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
  - e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.
3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
  - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
  - b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:
    - 1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the service member's office, grade, rank, or rating; or
    - 2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or

- 3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
  - 4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.

12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.
13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review. The school district shall comply with written notice requirements as set forth in federal regulations.
14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed to by the school district. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the school district so that the total leave does not exceed 12 weeks, unless agreed to by the school district, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the school district reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Service member Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the service member. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a service member includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered service member and ends 12 months after

that date.

4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered service member with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered service member and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

## **V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES**

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
  1. take leave for the entire period or periods of the planned medical treatment; or
  2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
  1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
  2. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
  3. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.
  4. If the school district requires an instructional employee to extend leave through the end of a semester as set forth in this paragraph, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement. Any additional leave required by the school district to the end of the school term is not counted as FMLA leave but as an unpaid or paid leave,

to the extent the instructional employee has accrued paid leave available and the school district shall maintain the employee's group health insurance and restore the employee to the same or equivalent job, including other benefits, at the conclusion of the leave.

## VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

## VII. DISSEMINATION OF POLICY

- A. A poster prepared by the U.S. Department of Labor summarizing the major provisions of the Family and Medical Leave Act and informing employees how to file a complaint shall be conspicuously posted in each school district building in areas accessible to employees and applicants for employment.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

***Legal References:*** Minn. Stat. §§ 181.940-181.944 (Parenting Leave and Accommodations)  
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)  
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)  
38 U.S.C. § 101 (Definitions)  
29 C.F.R. Part 825 (Family and Medical Leave Act)

***Cross References:*** None



## DRUG AND ALCOHOL TESTING

### I. PURPOSE

- A. The school board recognizes the significant problems created by drug, alcohol, and cannabis use in society in general, and the public schools in particular. The school board further recognizes the important contribution that the public schools have in shaping the youth of today into the adults of tomorrow.
- B. The school board believes that a work environment free of drug, alcohol, and cannabis use will be not only safer, healthier, and more productive but also more conducive to effective learning. To provide such an environment, the purpose of this policy is to provide authority so that the school board may require all employees and/or job applicants to submit to drug, alcohol, and cannabis testing in accordance with the provisions of this policy and as provided in federal law and Minnesota Statutes, sections 181.950-181.957

### II. GENERAL STATEMENT OF POLICY

- A. All school district employees and job applicants whose positions require a commercial driver's license will be required to undergo drug and alcohol testing and cannabis testing in accordance with federal law and the applicable provisions of this policy. The school district also may request or require that drivers submit to drug and alcohol testing and cannabis testing in accordance with the provisions of this policy and as provided in Minnesota Statutes, sections 181.950-181.957.
- B. The school district may request or require that any school district employee or job applicant, other than an employee or applicant whose position requires a commercial driver's license, submit to drug and alcohol testing and cannabis testing in accordance with the provisions of this policy and as provided in Minnesota Statutes, sections 181.950-181.957.
- C. The use, possession, sale, purchase, transfer, or dispensing of any drugs not medically prescribed, including medical cannabis, whether or not it has been prescribed for the employee, is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of drugs that are not medically prescribed, including medical cannabis, whether or not it has been prescribed for the employee, is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of drugs that are not medically prescribed are prohibited from entering or remaining on school district property.
- D. The use, possession, sale, purchase, transfer, or dispensing of alcohol or cannabis is prohibited on school district property (which includes school district vehicles), while operating school district vehicles or equipment, and at any school-sponsored program or event. Use of alcohol or cannabis is also prohibited throughout the school or work day, including lunch or other breaks, whether or not the employee is on or off school district property. Employees under the influence of alcohol or cannabis are prohibited from entering or remaining on school district property.
- E. Any employee who violates this section shall be subject to discipline that includes, but is not limited to, immediate suspension without pay and immediate discharge.

- F. The school district may discipline, discharge, or take other adverse personnel action against an employee for cannabis flower, cannabis product, lower-potency hemp edible, or hemp-derived consumer product use, possession, impairment, sale, or transfer while an employee is working, on school district premises, or operating a school district vehicle, machinery, or equipment as follows:
  1. if, as the result of consuming cannabis flower, a cannabis product, a lower-potency hemp edible, or a hemp-derived consumer product, the employee does not possess that clearness of intellect and control of self that the employee otherwise would have;
  2. if cannabis testing verifies the presence of cannabis flower, a cannabis product, a lower-potency hemp edible, or a hemp-derived consumer product following a confirmatory test;
  3. as provided in the school district’s written work rules for cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products and cannabis testing, provided that the rules are in writing and in a written policy that contains the minimum information required by section 181.952; or
  4. as otherwise authorized or required under state or federal law or regulations, or if a failure to do so would cause the school district to lose a monetary or licensing-related benefit under federal law or regulations.

### III. FEDERALLY MANDATED DRUG AND ALCOHOL TESTING FOR SCHOOL BUS DRIVERS

#### A. General Statement of Policy

All persons subject to commercial driver’s license requirements shall be tested for alcohol, marijuana (including medical cannabis), cocaine, amphetamines, opiates (including heroin), and phencyclidine (PCP), pursuant to federal law. Drivers who test positive for alcohol or drugs shall be subject to disciplinary action, which may include termination of employment

#### B. Definitions

1. “Actual Knowledge” means actual knowledge by the school district that a driver has used alcohol or controlled substances based on: (a) direct observation of the employee’s use (not observation of behavior sufficient to warrant reasonable suspicion testing); (b) information provided by a previous employer; (c) a traffic citation; or (d) an employee’s admission, except when made in connection with a qualified employee self-admission program.
2. “Alcohol Screening Device” (ASD) means a breath or saliva device, other than an Evidential Breath Testing Device (EBT), that is approved by the National Highway Traffic Safety Administration and placed on its Conforming Products List for such devices.
3. “Breath Alcohol Technician” (BAT) means an individual who instructs and assists individuals in the alcohol testing process and who operates the EBT.
4. “Commercial Motor Vehicle” (CMV) includes a vehicle that is designed to transport 16 or more passengers, including the driver.
5. “Designated Employer Representative” (DER) means an employee authorized by the school district to take immediate action to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation process. The DER receives test results and other communications for the school district.
6. “Department of Transportation” (DOT) means United States Department of Transportation.

7. “Direct Observation” means observation of alcohol or controlled substances use and does not include observation of employee behavior or physical characteristics sufficient to warrant reasonable suspicion testing.
8. “Driver” is any person who operates a CMV, including full-time, regularly employed drivers, casual, intermittent, or occasional drivers, leased drivers, and independent owner-operator contractors.
9. “Evidential Breath Testing Device” (EBT) means a device approved by the National Highway Traffic Safety Administration for the evidentiary testing of breath for alcohol concentration and placed on its Conforming Products List for such devices.
10. “Licensed Medical Practitioner” means a person who is licensed, certified, and/or registered, in accordance with applicable Federal, State, local, or foreign laws and regulations, to prescribe controlled substances and other drugs.
11. “Medical Review Officer” (MRO) means a licensed physician responsible for receiving and reviewing laboratory results generated by the school district’s drug testing program and for evaluating medical explanations for certain drug tests.
12. “Refusal to Submit” (to an alcohol or controlled substances test) means that a driver:
  - (a) fails to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so;
  - (b) fails to remain at the testing site until the testing process is complete;
  - (c) fails to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test;
  - (d) fails to permit the observation or monitoring of the driver’s provision of a specimen in the case of a directly observed or monitored collection in a drug test;
  - (e) fails to provide a sufficient breath specimen or sufficient amount of urine when directed and a determination has been made that no adequate medical explanation for the failure exists;
  - (f) fails or declines to take an additional test as directed by the school district or the collector;
  - (g) fails to undergo a medical examination or evaluation, as directed by the MRO or the DER;
  - (h) fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when so directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector, fails to sign the certification on the forms);
  - (i) fails to follow the observer’s instructions, in an observed collection, to raise the driver’s clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process;
  - (j) possesses or wears a prosthetic or other device that could be used to interfere with the collection process;
  - (k) admits to the collector or MRO that the driver adulterated or substituted the specimen; or
  - (l) is reported by the MRO as having a verified adulterated or substituted test result. An applicant who fails to appear for a pre-employment test, who leaves the testing site before the pre-employment testing process commences, or who does not provide a urine specimen because he or she has left before it commences is not deemed to have refused to submit to testing
13. “Safety-Sensitive Functions” are on-duty functions from the time the driver begins work or is required to be in readiness to work until relieved from work and all responsibility for performing work, and include such functions as driving, loading and unloading vehicles, or supervising or assisting in the loading or unloading of vehicles, servicing, repairing, obtaining assistance to repair, or remaining in attendance during the repair of a disabled vehicle.
14. “Screening Test Technician” (STT) means anyone who instructs and assists individuals in the alcohol testing process and operates an ASD.
15. “Stand Down” means the practice of temporarily removing an employee from performing safety-sensitive functions based only upon a laboratory report to the

MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test before the MRO completes the verification process.

16. "Substance Abuse Professional" (SAP) means a qualified person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.

C. Policy and Educational Materials

1. The school district shall provide a copy of this policy and procedures to each driver prior to the start of its alcohol and drug testing program and to each driver subsequently hired or transferred into a position requiring driving of a CMV.
2. The school district shall provide to each driver information required under Title 49 of the Code of Federal Regulations, including information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or controlled substance problem (the driver's or a coworker's); and available methods of intervening when an alcohol or controlled substance problem is suspected, including confrontation, referral to an employee assistance program, and/or referral to management.
3. The school district shall provide written notice to representatives of employee organizations that the information described above is available.
4. The school district shall require each driver to sign a statement certifying that the driver received a copy of the policy and materials. This statement should be in the form of Attachment A to this policy. The school district will maintain the original signed certificate and will provide a copy to the driver if the driver so requests.

D. Alcohol and Controlled Substances Testing Program Manager

1. The program manager will coordinate the implementation, direction, and administration of the alcohol and controlled substances testing policy for bus drivers. The program manager is the principal contact for the collection site, the testing laboratory, the MRO, the BAT, the SAP, and the person submitting to the test. Employee questions concerning this policy shall be directed to the program manager.
2. The school district shall designate a program manager and provide written notice of the designation to each driver along with this policy.

E. Specific Prohibitions for Drivers

1. Alcohol Concentration. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater. Drivers who test greater than 0.04 will be taken out of service and will be subject to evaluation by a professional and retesting at the driver's expense.
2. Alcohol Possession. No driver shall be on duty or operate a CMV while the driver possesses alcohol.
3. On-Duty Use. No driver shall use alcohol while performing safety-sensitive functions.
4. Pre-Duty Use. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol.
5. Use Following an Accident. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident, or until the driver undergoes a post-accident alcohol test, whichever occurs first.
6. Refusal to Submit to a Required Test. No driver shall refuse to submit to an alcohol or controlled substances test required by post-accident, random, reasonable suspicion, return-to-duty, or follow-up testing requirements. A verified adulterated or substituted drug test shall be considered a refusal to test.
7. Use of Controlled Substances. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when the driver uses any controlled substance, except when the use is pursuant to instructions (which have

been presented to the school district) from a licensed medical practitioner who is familiar with the driver's medical history and has advised the driver that the substance does not adversely affect the driver's ability to safely operate a CMV. Controlled substance includes medical cannabis, regardless of whether the driver is enrolled in the state registry program.

8. Positive, Adulterated, or Substituted Test for Controlled Substance. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive for controlled substances, including medical cannabis, or has adulterated or substituted a test specimen for controlled substances.
9. General Prohibition. Drivers are also subject to the general policies and procedures of the school district that prohibit possession, transfer, sale, exchange, reporting to work under the influence of drugs or alcohol, and consumption of drugs or alcohol while at work or while on school district premises or operating any school district vehicle, machinery, or equipment.

F. Other Alcohol-Related Conduct

No driver found to have an alcohol concentration of 0.02 or greater but less than 0.04 shall perform safety-sensitive functions for at least twenty-four (24) hours following administration of the test. The school district will not take any action under this policy other than removal from safety-sensitive functions based solely on test results showing an alcohol concentration of less than 0.04 but may take action otherwise consistent with law and the policies of the school district.

G. Prescription Drugs/Cannabinoid Products

A driver shall inform the driver's supervisor if at any time the driver is using a controlled substance pursuant to a physician's prescription. The physician's instructions shall be presented to the school district upon request. Use of a prescription drug shall be allowed if the physician has advised the driver that the prescribed drug will not adversely affect the driver's ability to safely operate a CMV. Use of medical cannabis is prohibited notwithstanding the driver's enrollment in the patient registry. Use of nonintoxicating cannabinoids or edible cannabinoid products is not a legitimate medical explanation for a confirmed positive test result for marijuana. MROs will verify a drug test confirmed as positive, even if a driver claims to have only used nonintoxicating cannabinoids or edible cannabinoid product.

H. Testing Requirements

1. Pre-Employment Testing

- a. A driver applicant shall undergo testing for [alcohol and] controlled substances, including medical cannabis, before the first time the driver performs safety-sensitive functions for the school district.
- b. Tests shall be conducted only after the applicant has received a conditional offer of employment
- c. To be hired, the applicant must test negative and must sign an agreement in the form of Attachment B to this policy, authorizing former employers to release to the school district all information on the applicant's alcohol tests with results of blood alcohol concentration of 0.04 or higher, or verified positive results for controlled substances, including medical cannabis, or refusals to be tested (including verified adulterated or substituted drug test results), or any other violations of DOT agency drug and alcohol testing regulations, or, if the applicant violated the testing regulations, documentation of the applicant's successful completion of DOT return-to-duty requirements (including follow-up tests), within the preceding two (2) years
- d. The applicant also must be asked whether he or she has tested positive, or refused to test, on any pre-employment drug or alcohol test administered by an employer to which the employee, during the last two (2) years, applied for,

but did not obtain, safety-sensitive transportation work covered by DOT testing rules.

- e. Before employing a driver subject to controlled substances and alcohol testing, the school district must conduct a full pre-employment query of the federal Commercial Driver's License (CDL) Drug and Alcohol Clearinghouse ("Clearinghouse") to obtain information about whether the driver (1) has a verified positive, adulterated, or substituted controlled substances test result; (2) has an alcohol confirmation test with a concentration of 0.04 or higher; (3) has refused to submit to a test in violation of federal law; or (4) that an employer has reported actual knowledge that the driver used alcohol on duty, before duty, or following an accident in violation of federal law or used a controlled substance in violation of federal law. The applicant must give specific written or electronic consent for the school district to conduct the Clearinghouse full query (see Attachment C to this policy). The school district shall retain the consent for three (3) years from the date of the query.

## 2. Post-Accident Testing

- a. As soon as practicable following an accident involving a CMV, the school district shall test the driver for alcohol and controlled substances, including medical cannabis, if the accident involved the loss of human life or if the driver receives a citation for a moving traffic violation arising from an accident which results in bodily injury or disabling damage to a motor vehicle.
- b. Drivers should be tested for alcohol use within two (2) hours and no later than eight (8) hours after the accident.
- c. Drivers should be tested for controlled substances, including medical cannabis, no later than thirty-two (32) hours after the accident.
- d. A driver subject to post-accident testing must remain available for testing, or shall be considered to have refused to submit to the test.
- e. If a post-accident alcohol test is not administered within two (2) hours following the accident, the school district shall prepare and maintain on file a record stating the reasons the test was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours.
- f. If a post-accident alcohol test is not administered within eight (8) hours following the accident or a post-accident controlled substances test is not administered within thirty-two (32) hours following the accident, the school district shall cease attempts to administer the test, and prepare and maintain on file a record stating the reasons for not administering the test.
- g. The school district shall report drug and alcohol program violations to the Clearinghouse as required under federal law.

## 3. Random Testing

- a. The school district shall conduct tests on a random basis at unannounced times throughout the year, as required by the federal regulations.
- b. The school district shall test for alcohol at a minimum annual percentage rate of 10% of the average number of driver positions, and for controlled substances, including medical cannabis, at a minimum annual percentage of 50%.
- c. The school district shall adopt a scientifically valid method for selecting drivers for testing, such as random number table or a computer-based random number generator that is matched with identifying numbers of the drivers. Each driver shall have an equal chance of being tested each time selections are made. Each driver selected for testing shall be tested during the selection period.

- d. Random tests shall be unannounced. Dates for administering random tests shall be spread reasonably throughout the calendar year.
  - e. Drivers shall proceed immediately to the collection site upon notification of selection; provided, however, that if the driver is performing a safety-sensitive function, other than driving, at the time of notification, the driver shall cease to perform the function and proceed to the collection site as soon as possible
4. Reasonable Suspicion Testing
- a. The school district shall require a driver to submit to an alcohol test and/or controlled substances, including medical cannabis, test when a supervisor or school district official, who has been trained in accordance with the regulations, has reasonable suspicion to believe that the driver has used alcohol and/or controlled substances, including medical cannabis, on duty, within four (4) hours before coming on duty, or just after the period of the work day. The test shall be done as soon as practicable following the observation of the behavior indicative of the use of controlled substances or alcohol.
  - b. The reasonable suspicion determination must be based on specific, contemporaneous, articulable observations concerning the driver's appearance, behavior, speech, or body odors. The required observations for reasonable suspicion of a controlled substances violation may include indications of the chronic and withdrawal effects of controlled substances.
  - c. Alcohol testing shall be administered within two (2) hours following a determination of reasonable suspicion. If it is not done within two (2) hours, the school district shall prepare and maintain a record explaining why it was not promptly administered and continue to attempt to administer the alcohol test within eight (8) hours. If an alcohol test is not administered within eight (8) hours following the determination of reasonable suspicion, the school district shall cease attempts to administer the test and state in the record the reasons for not administering the test.
  - d. The supervisor or school district official who makes observations leading to a controlled substances reasonable suspicion test shall make and sign a written record of the observations within twenty-four (24) hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

5. Return-To-Duty Testing

A driver found to have violated this policy shall not return to work until an SAP has determined the employee has successfully complied with prescribed education and/or treatment and until undergoing return-to-duty tests indicating an alcohol concentration of less than 0.02 and a confirmed negative result for the use of controlled substances. The school district is not required to return a driver to safety-sensitive duties because the driver has met these conditions; this is a personnel decision subject to collective bargaining agreements or other legal requirements

6. Follow-Up Testing

When an SAP has determined that a driver is in need of assistance in resolving problems with alcohol and/or controlled substances, the driver shall be subject to unannounced follow-up testing as directed by the SAP for up to sixty (60) months after completing a treatment program.

7. Refusal to Submit and Attendant Consequences

- a. A driver or driver applicant may refuse to submit to drug and alcohol testing.
- b. Refusal to submit to a required drug or alcohol test subjects the driver or driver applicant to the consequences specified in federal regulations as well as the civil and/or criminal penalty provisions of 49 United States Code section

521(b). In addition, a refusal to submit to testing establishes a presumption that the driver or driver applicant would test positive if a test were conducted and makes the driver or driver applicant subject to discipline or disqualification under this policy.

- c. A driver applicant who refuses to submit to testing shall be disqualified from further consideration for the conditionally offered position.
- d. An employee who refuses to submit to testing shall not be permitted to perform safety-sensitive functions and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If an employee is offered an opportunity to return to a DOT safety-sensitive duty, the employee will be evaluated by an SAP and must submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.
- e. Drivers or driver applicants who refuse to submit to required testing will be required to sign Attachment D to this policy.

## I. Testing Procedures

### 1. Drug Testing

- a. Drug testing is conducted by analyzing a donor's urine specimen. Split urine samples will be collected in accordance with federal regulations. The donor will provide a urine sample at a designated collection site. The collection site personnel will then pour the sample into two sample bottles, labeled "primary" and "split," seal the specimen bottles, complete the chain of custody form, and prepare the specimen bottles for shipment to the testing laboratory for analysis. The specimen preparation shall be conducted in sight of the donor.
- b. If the donor is unable to provide the appropriate quantity of urine, the collection site person shall instruct the individual to drink up to forty (40) ounces of fluid distributed reasonably through a period of up to three (3) hours to attempt to provide a sample. If the individual is still unable to provide a complete sample, the test shall be discontinued and the school district notified. The DER shall refer the donor for a medical evaluation to determine if the donor's inability to provide a specimen is genuine or constitutes a refusal to test. For pre-employment testing, the school district may elect to not have a referral made, and revoke the employment offer.
- c. Drug test results are reported directly to the MRO by the testing laboratory. The MRO reports the results to the DER. If the results are negative, the school district is informed and no further action is necessary. If the test result is confirmed positive, adulterated, substituted, or invalid, the MRO shall give the donor an opportunity to discuss the test result. The MRO will contact the donor directly, on a confidential basis, to determine whether the donor wishes to discuss the test result. The MRO shall notify each donor that the donor has seventy-two (72) hours from the time of notification in which to request a test of the split specimen at the donor's expense. No split specimen testing is done for an invalid result.
- d. If the donor requests an analysis of the split specimen within seventy-two (72) hours of having been informed of a confirmed positive test, the MRO shall direct, in writing, the laboratory to provide the split specimen to another Department of Health and Human Services – SAMHSA certified laboratory for analysis. If the donor has not contacted the MRO within seventy-two (72) hours, the donor may present the MRO information documenting that serious illness, injury, inability to contact the MRO, lack of actual notice of the confirmed positive test, or other circumstances unavoidably prevented the donor from timely making contact. If the MRO concludes that a legitimate

explanation for the donor's failure to contact him/her within seventy-two (72) hours exists, the MRO shall direct the analysis of the split specimen. The MRO will review the confirmed positive test result to determine whether an acceptable medical reason for the positive result exists. The MRO shall confirm and report a positive test result to the DER and the employee when no legitimate medical reason for a positive test result as received from the testing laboratory exists.

- e. If, after making reasonable efforts and documenting those efforts, the MRO is unable to reach the donor directly, the MRO must contact the DER who will direct the donor to contact the MRO. If the DER is unable to contact the donor, the donor will be suspended from performing safety-sensitive functions.
- f. The MRO may confirm the test as a positive without having communicated directly with the donor about the test results under the following circumstances:
  - 1) The donor expressly declines the opportunity to discuss the test results;
  - 2) The donor has not contacted the MRO within seventy-two (72) hours of being instructed to do so by the DER; or
  - 3) The MRO and the DER, after making and documenting all reasonable efforts, have not been able to contact the donor within ten (10) days of the date the confirmed test result was received from the laboratory.

## 2. Alcohol Testing

- a. The federal alcohol testing regulations require testing to be administered by a BAT using an EBT or an STT using an ASD. EBTs and ASDs can be used for screening tests but only EBTs can be used for confirmation tests.
- b. Any test result less than 0.02 alcohol concentration is considered a "negative" test.
- c. If the donor is unable to provide sufficient saliva for an ASD, the DER will immediately arrange to use an EBT. If the donor attempts and fails to provide an adequate amount of breath, the school district will direct the donor to obtain a written evaluation from a licensed physician to determine if the donor's inability to provide a breath sample is genuine or constitutes a refusal to test
- d. If the screening test results show alcohol concentration of 0.02 or higher, a confirmatory test conducted on an EBT will be required to be performed between fifteen (15) and thirty (30) minutes after the completion of the screening test
- e. Alcohol tests are reported directly to the DER

## J. Driver/Driver Applicant Rights

- 1. All drivers and driver applicants subject to the controlled substances testing provisions of this policy who receive a confirmed positive test result for the use of controlled substances have the right to request, at the driver's or driver applicant's expense, a confirming retest of the split urine sample. If the confirming retest is negative, no adverse action will be taken against the driver, and a driver applicant will be considered for employment.
- 2. The school district will not discharge a driver who, for the first time, receives a confirmed positive drug or alcohol test UNLESS:
  - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with the SAP; and

- b. The employee refuses to participate in the recommended program, or fails to successfully complete the program as evidenced by withdrawal before its completion or by a positive test result on a confirmatory test after completion of the program.
- c. This limitation on employee discharge does not bar discharge of an employee for reasons independent of the first confirmed positive test result.

K. Testing Laboratory

The testing laboratory for controlled substances will be a laboratory certified by the Department of Health and Human Services – SAMHSA to perform controlled substances testing pursuant to federal regulations.

L. Confidentiality of Test Results

All alcohol and controlled substances test results and required records of the drug and alcohol testing program are considered confidential information under federal law and private data on individuals as that phrase is defined in Minnesota Statutes, chapter 13. Any information concerning the individual's test results and records shall not be released without written permission of the individual, except as provided for by regulation or law.

M. Recordkeeping Requirements and Retention of Records

1. The school district shall keep and maintain records in accordance with the federal regulations in a secure location with controlled access.

2. The required records shall be retained for the following minimum periods:

Basic Records--5 years. "Basic records" includes records of: (a) alcohol test results with concentration of 0.02 or greater; (b) verified positive drug test results; (c) refusals to submit to required tests (including substituted or adulterated drug test results); (d) SAP reports; (e) all follow-up tests and schedules for follow-up tests; (f) calibration documentation; (g) administration of the testing programs; and (h) each annual calendar year summary.

Information obtained from previous employers—3 years; Alcohol and controlled substance collection procedures—2 years; Negative and cancelled controlled substance tests—1 year; Alcohol tests with less than 0.02 concentration—1 year; Education and training records—indefinite

"Education and training records" must be maintained while the individuals perform the functions which require training and for the two (2) years after ceasing to perform those functions.

3. Personal Information

Personal information about all individuals who undergo any required testing under this policy will be shared with the U.S. DOT Drug & Alcohol Clearinghouse ("Clearinghouse) as required under federal law, including:

- a. The name of the person tested;
- b. Any verified positive, adulterated, or substituted drug test result;
- c. Any alcohol confirmation test with a BAC concentration of 0.04 or higher;
- d. Any refusal to submit to any test required hereunder;
- e. Any report by a supervisor of actual knowledge of use as follows:
  - 1) Any on-duty alcohol use;
  - 2) Any pre-duty alcohol use;
  - 3) Any alcohol use following an accident; and
  - 4) Any controlled substance use
- f. Any report from a substance abuse professional certifying successful completion of the return to work process;
- g. Any negative return to duty test; and
- h. Any employer's report of completion of follow-up testing

N. Training

The school district shall ensure all persons designated to supervise drivers receive training. The designated employees shall receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. The training shall include physical, behavioral, speech, and performance indicators of probable misuse of alcohol and use of controlled substances. The training will be used by the supervisors to make determinations of reasonable suspicion.

O. Consequences of Prohibited Conduct and Enforcement

1. Removal. The school district shall remove a driver who has engaged in prohibited conduct from safety-sensitive functions. A driver shall not be permitted to return to safety-sensitive functions until and unless the return-to-duty requirements of federal DOT regulations have been completed.

2. Referral, Evaluation, and Treatment

- a. A driver or driver applicant who has engaged in prohibited conduct shall be provided a listing of SAPs readily available to the driver or applicant and acceptable to the school district
- b. If the school district offers a driver an opportunity to return to a DOT safety-sensitive duty following a violation, the driver must be evaluated by an SAP and the driver is required to successfully comply with the SAP's evaluation recommendations (education, treatment, follow-up evaluation(s), and/or ongoing services). The school district is not required to provide an SAP evaluation or any subsequent recommended education or treatment
- c. Drivers are responsible for payment for SAP evaluations and services unless a collective bargaining agreement or employee benefit plan provides otherwise.
- d. Drivers who engage in prohibited conduct also are required to comply with follow-up testing requirements

3. Disciplinary Action

- a. Any driver who refuses to submit to post-accident, random, reasonable suspicion, or follow-up testing not only shall not perform or continue to perform safety-sensitive functions, but also may be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge.
- b. Drivers who test positive with verification of a confirmatory test or are otherwise found to be in violation of this policy or the federal regulations shall be subject to disciplinary action, which may include immediate suspension without pay and/or immediate discharge
- c. Nothing in this policy limits or restricts the right of the school district to discipline or discharge a driver for conduct which not only constitutes prohibited conduct under this policy but also violates the school district's other rules or policies

P. Other Testing

The school district may request or require that drivers submit to drug and alcohol testing other than that required by federal law. For example, drivers may be requested or required to undergo drug and alcohol testing on an annual basis as part of a routine physical examination. Such additional testing of drivers will be conducted only in accordance with the provisions of this policy and as provided in Minnesota Statutes, sections 181.950-181.957. For purposes of such additional, non-mandatory testing, drivers fall within the definition of "other employees" covered by Section IV. of this policy

Q. Report to Clearinghouse

The school district shall promptly submit to the Clearinghouse any record generated of an individual who refuses to take an alcohol or controlled substance test required under

Title 49, Code of Federal Regulations, tests positive for alcohol or a controlled substance in violation of federal regulations, or violates subpart B of Part 382 of Title 49, Code of Federal Regulations (or any subsequent corresponding regulations).

R. Annual Clearinghouse Query

1. The school district must conduct a query of the Clearinghouse record at least once per year for information for all employees subject to controlled substance and alcohol testing related to CMV operation to determine whether information exists in the Clearinghouse about those employees. In lieu of a full query, the school district may obtain the individual driver's consent to conduct a limited query to satisfy the annual query requirement. The limited query will tell the employer whether there is information about the driver in the Clearinghouse but will not release that information to the employer. If the limited query shows that information exists in the Clearinghouse about the driver, the school district must conduct a full query within twenty-four (24) hours or must not allow the driver to continue to perform any safety-sensitive function until the employee conducts the full query and the results confirm the driver's Clearinghouse record contains no prohibitions showing the driver has a verified positive, adulterated or substitute controlled substance test, no alcohol confirmation test with a concentration of 0.04 or higher, refuses to submit to a test, or was reported to have used alcohol on duty, before duty, following an accident or otherwise used a controlled substance in violation of the regulations except where the driver completed the SAP evaluation, referral and education/treatment process as required by the regulations. The school district shall comply with the query requirements set forth in 49 Code of Federal Regulations 382.701
2. The school district may not access an individual's Clearinghouse record unless the school district (1) obtains the individual's prior written or electronic consent for access to the record; and (2) submits proof of the individual's consent to the Clearinghouse. The school district must retain the consent for three (3) years from the date of the last query. The school district shall retain for three (3) years a record of each request for records from the Clearinghouse and the information received pursuant to the request.
3. The school district shall protect the individual's privacy and confidentiality of each Clearinghouse record it receives. The school district shall ensure that information contained in a Clearinghouse record is not divulged to a person or entity not directly involved in assessing and evaluating whether a prohibition applies with respect to the individual to operate a CMV for the school district.
4. The school district may use an individual's Clearinghouse record only to assess and evaluate whether a prohibition applies with respect to the individual to operate a CMV for the school district.

**IV. CANNABIS TESTING OR DRUG AND ALCOHOL TESTING FOR OTHER EMPLOYEES**

The school district may request or require drug and alcohol testing or cannabis testing for school district personnel, i.e., employees who are not school bus drivers, or job applicants for such positions. The school district does not have a legal duty to request or require any employee or job applicant to undergo drug and alcohol testing or cannabis testing as authorized in this policy, except for school bus drivers and other drivers of CMVs who are subject to federally mandated testing (See Section III. of this policy.) If the school bus driver is requested or required to submit to drug or alcohol testing beyond that mandated by federal law, the provisions of Section IV. Of this policy will be applicable to such testing.

## A. Definitions

1. “Cannabis testing” means the analysis of a body component sample according to the standards established under one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1, for the purpose of measuring the presence or absence of cannabis flower, as defined in Minnesota Statutes, section 342.01, subdivision 16, cannabis products, as defined in section 342.01, subdivision 20, lower-potency hemp edibles as defined in section 342.01, subdivision 50, hemp-derived consumer products as defined in section 342.01, subdivision 37, or cannabis metabolites in the sample tested. The definitions in this section apply to cannabis testing unless stated otherwise.
2. “Confirmatory test” and “confirmatory retest” mean a drug or alcohol test that uses a method of analysis allowed under one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1.
3. “Drug” means a controlled substance as defined in Minnesota Statutes, section 152.01, subdivision 4, but does not include marijuana, tetrahydrocannabinols, cannabis flower as defined in section 342.01, subdivision 16, cannabis products as defined in section 342.01, subdivision 20, lower-potency hemp edibles as defined in section 342.01, subdivision 50, and hemp-derived consumer products as defined in section 342.01, subdivision 37.
4. “Drug and Alcohol Testing,” “Drug or Alcohol Testing,” and “Drug or Alcohol Test” mean analysis of a body component sample by a testing laboratory that meets one of the criteria listed in Minnesota Statutes, section 181.953, subdivision 1, for the purpose of measuring the presence or absence of drugs, alcohol, or their metabolites in the sample tested. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" do not include cannabis or cannabis testing, unless stated otherwise.
5. "Employee" means a person, independent contractor, or person working for an independent contractor who performs services for compensation, in whatever form, for an employer.
6. "Initial screening test" means a drug or alcohol test or cannabis test which uses a method of analysis under one of the programs listed in Minnesota Statutes, section [181.953, subdivision 1](#).
7. “Job Applicant” means a person, independent contractor, or person working for an independent contractor who applies to become an employee of the school district in a position that does not require a commercial driver’s license, and includes a person who has received a job offer made contingent on the person’s passing drug or alcohol testing. Job applicants for positions requiring a commercial driver’s license are governed by the provisions of the charter school’s drug and alcohol testing policy relating to school bus drivers (Section III.).
8. “Other Employees” means any persons, independent contractors, or persons working for an independent contractor who perform services for the school district for compensation, either full time or part time, in whatever form, except for persons whose positions require a commercial driver’s license, and includes both professional and nonprofessional personnel. Persons whose positions require a commercial driver’s license are primarily governed by the provisions of the charter school’s drug and alcohol testing policy relating to school bus drivers (Section III.). To the extent that the drug and alcohol testing of persons whose positions require a commercial driver’s license is not mandated by federal law and regulations, such testing shall be governed by Section IV. of this policy and the drivers shall fall within this definition of “other employees.”
9. “Positive Test Result” means a finding of the presence of drugs, alcohol, or their metabolites in the sample tested in levels at or above the threshold detection levels contained in the standards of one of the programs listed in Minnesota Statutes, section 181.953, subdivision 1.
10. “Random Selection Basis” means a mechanism for selection of employees that:

- a. results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected; and
  - b. does not give the school district discretion to waive the selection of any employee selected under the mechanism.
11. “Reasonable Suspicion” means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.
  12. “Safety-Sensitive Position” means a job, including any supervisory or management position, in which an impairment caused by drug, alcohol, or cannabis usage would threaten the health or safety of any person.
- B. Circumstances Under Which Cannabis Testing or Drug or Alcohol Testing May Be Requested or Required; Exceptions
1. General Limitations
    - a. The school district will not request or require an employee or job applicant whose position does not require a commercial driver’s license to undergo drug or alcohol testing or cannabis testing, unless the testing is done pursuant to this policy; and is conducted by a testing laboratory that meets one of the criteria listed in Minnesota Statutes 181.953, subdivision 1.
    - b. The school district will not request or require an employee or job applicant whose position does not require a commercial driver’s license to undergo drug and alcohol testing or cannabis testing on an arbitrary and capricious basis.
  2. Cannabis Testing Exceptions
 

For the following positions, cannabis and its metabolites are considered a drug and subject to the drug and alcohol testing provisions in Minnesota Statutes, sections 181.950 to 181.957:

    - a. a safety-sensitive position, as defined in Minnesota Statutes, section 181.950, subdivision 13;
    - b. a position requiring face-to-face care, training, education, supervision, counseling, consultation, or medical assistance to children;
    - c. a position requiring a commercial driver's license or requiring an employee to operate a motor vehicle for which state or federal law requires drug or alcohol testing of a job applicant or an employee;
    - d. a position of employment funded by a federal grant; or
    - e. any other position for which state or federal law requires testing of a job applicant or an employee for cannabis.
  3. Job Applicant Testing
 

The school district may request or require any job applicant whose position does not require a commercial driver’s license to undergo drug and alcohol testing, provided a job offer has been made to the applicant and the same test is requested or required of all job applicants conditionally offered employment for that position. If a job applicant has received a job offer that is contingent on the applicant’s passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the event the job offer is subsequently withdrawn, the school district shall notify the job applicant of the reason for its action.

    - a. The school district must not request or require a job applicant to undergo cannabis testing solely for the purpose of determining the presence or absence of cannabis as a condition of employment unless otherwise required by state or federal law.
    - b. Unless otherwise required by state or federal law, the school district must not refuse to hire a job applicant solely because the job applicant submits to a cannabis test or a drug and alcohol test authorized by Minnesota law and the results of the test indicate the presence of cannabis.

- c. The school district must not request or require an employee or job applicant to undergo cannabis testing on an arbitrary or capricious basis.
  - d. Cannabis testing authorized under paragraph (d) must comply with the safeguards for testing employees provided in Minnesota Statutes, sections 181.953 and 181.954.
- 4. Random Testing
 

The school district may request or require “other employees” to undergo cannabis testing or drug and alcohol testing on a random selection basis only if they are employed in safety-sensitive positions.
- 5. Reasonable Suspicion Testing
 

The school district may request or require any employee to undergo cannabis testing or drug and alcohol testing if the school district has a reasonable suspicion that the employee:

  - a. is under the influence of cannabis, drugs or alcohol;
  - b. has violated the school district’s written work rules prohibiting the use, possession, sale, or transfer of drugs or alcohol, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products while the employee is working or while the employee is on the school district’s premises or operating the school district’s vehicles, machinery, or equipment;
  - c. has sustained a personal injury, as that term is defined in Minnesota Statutes, section 176.011, subdivision 16, or has caused another employee to sustain a personal injury; or
  - d. has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.
- 6. Treatment Program Testing
 

The school district may request or require any employee to undergo cannabis testing and drug and alcohol testing if the employee has been referred by the school district for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under an employee benefit plan, in which case the employee may be requested or required to undergo cannabis testing and drug and alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two (2) years following completion of any prescribed chemical dependency treatment program.
- 7. Routine Physical Examination Testing
 

The school district may request or require any employee to undergo drug and alcohol testing as part of a routine physical examination provided the drug or alcohol test is requested or required no more than once annually and the employee has been given at least two weeks’ written notice that a drug or alcohol test may be requested or required as part of the physical examination.
- C. No Legal Duty to Test
 

The school district does not have a legal duty to request or require any employee or job applicant whose position does not require a commercial driver’s license to undergo drug and alcohol testing.
- D. Right of Other Employee or Job Applicant to Refuse Drug and Alcohol Testing and Consequences of Such Refusal
  - 1. Right of Employee or Job Applicant to Refuse Drug and Alcohol Testing
 

Any employee or job applicant whose position does not require a commercial driver’s license has the right to refuse drug and alcohol testing subject to the provisions contained in Paragraphs 2. and 3. of Section IV. D.
  - 2. Consequences of an Employee’s Refusal to Undergo Drug and Alcohol Testing
 

Any employee in a position that does not require a commercial driver’s license who refuses to undergo drug and alcohol testing in the circumstances set out in the Random Testing, Reasonable Suspicion Testing, and Treatment Program Testing provisions of

this policy may be subject to disciplinary action, up to and including immediate discharge.

3. Consequences of a Job Applicant's Refusal to Undergo Drug and Alcohol Testing  
Any job applicant for a position which does not require a commercial driver's license who refuses to undergo drug and alcohol testing pursuant to the Job Applicant Testing provision of this policy shall not be employed.

E. Reliability and Fairness Safeguards

1. Pretest Notice

Before requesting an employee or job applicant whose position does not require a commercial driver's license to undergo drug or alcohol testing or requesting cannabis testing, the school district shall provide the employee or job applicant with a Pretest Notice in the form of Attachment D to this policy on which to acknowledge that the employee or job applicant has received the school district's drug and alcohol testing or cannabis testing policy.

2. Notice of Test Results

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing an employee or job applicant who has undergone drug or alcohol testing or cannabis testing of a negative test result on an initial screening test or of a negative or positive test result on a confirmatory test.

3. Notice of and Right to Test Result Report

Within three (3) working days after receipt of a test result report from the testing laboratory, the school district shall inform in writing, an employee or job applicant who has undergone drug or alcohol testing of the employee or job applicant's right to request and receive from the school district a copy of the test result report on any drug or alcohol test or cannabis test.

4. Notice of and Right to Explain Positive Test Result

- a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide the individual with notice of the test results and, at the same time, written notice of the right to explain the results and to submit additional information see Attachment G to this policy.
- b. The school district may request that the employee or job applicant indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.
- c. The employee may present verification of enrollment in the medical cannabis patient registry or of enrollment in a Tribal medical cannabis program as part of the employee's explanation.
- d. Use of nonintoxicating cannabinoids or edible cannabinoid products is not a legitimate medical explanation for a confirmed positive test result for cannabis. MROs will verify a drug test confirmed as positive, even if an employee claims to have only used nonintoxicating cannabinoids or edible cannabinoid product
- e. Within three (3) working days after notice of a positive test result on a confirmatory test, an employee or job applicant may submit information (in addition to any information already submitted) to the school district to explain that result.

5. Notice of and Right to Request Confirmatory Retests

- a. If an employee or job applicant has a positive test result on a confirmatory test, the school district shall provide the individual with notice of the test results and, at the same time, written notice of the right to request a confirmatory retest of the original sample at his or her expense.
- b. An employee or job applicant may request a confirmatory retest of the original sample at his or her own expense after notice of a positive test result on a

confirmatory test. Within five (5) working days after notice of the confirmatory test result, the employee or job applicant shall notify the school district in writing of his or her intention to obtain a confirmatory retest. Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that the employee or job applicant has requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minnesota Statutes, section 181.953, subdivision 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug, alcohol, or cannabis threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against the employee or job applicant.

6. If an employee or job applicant has a positive test result on a confirmatory test, the school district, at the time of providing notice of the test results, shall also provide written notice to inform the individual of other rights provided under Sections F. or G., below, whichever is applicable.

Attachments F and G to this policy provide the Notices described in Paragraphs 2. through 6. of this Section E.

F. Discharge and Discipline of Employees Whose Positions Do Not Require a Commercial Driver's License

1. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.
2. In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.
3. The school district may not discharge an employee for whom a positive test result on a confirmatory test was the first such result for the employee on a drug, alcohol test or cannabis test requested by the school district, unless the following conditions have been met:
  - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug, alcohol, or cannabis counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical abuse counselor or a physician trained in the diagnosis and treatment of chemical dependency; and
  - b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
4. Notwithstanding Paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.
5. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information or the employee's status as a patient enrolled in the medical cannabis registry program revealed to the school

district, unless the employee was under an affirmative duty to provide the information before, upon, or after hire, or failing to do so would violate federal law or regulations or cause the school district to lose money or licensing-related benefit under federal law or regulations.

6. The school district may not discriminate against any employee in termination, discharge, or any term of condition of employment or otherwise penalize an employee based upon an employee registered patient's positive drug test for cannabis components or metabolites, unless the employee used, possessed, or was impaired by medical cannabis on school district property during the hours of employment.
7. An employee must be given access to information in the individual's personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing process or cannabis testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

G. Withdrawal of Job Offer for an Applicant for a Position that Does Not Require a Commercial Driver's License

If a job applicant has received a job offer made contingent on the applicant's passing drug and alcohol testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.

H. Chain-of-Custody Procedures

The school district has established its own reliable chain-of-custody procedures to ensure proper record keeping, handling, labeling, and identification of the samples to be tested. The procedures require the following:

1. Possession of a sample must be traceable to the employee from whom the sample is collected, from the time the sample is collected through the time the sample is delivered to the laboratory;
2. The sample must always be in the possession of, must always be in view of, or must be placed in a secure area by a person authorized to handle the sample;
3. A sample must be accompanied by a written chain-of-custody record; and
4. Individuals relinquishing or accepting possession of the sample must record the time the possession of the sample was transferred and must sign and date the chain-of-custody record at the time of transfer.

I. Privacy, Confidentiality and Privilege Safeguards

1. Privacy Limitations

A laboratory may only disclose to the school district test result data regarding the presence or absence of drugs, alcohol or their metabolites in a sample tested.

2. Confidentiality Limitations

With respect to employees and job applicants, test result reports and other information acquired in the drug or alcohol testing process are private data on individuals as that phrase is defined in Minnesota Statutes Chapter 13, and may not be disclosed by the school district or laboratory to another employer or to a third-party individual, governmental agency, or private organization without the written consent of the employee or job applicant tested.

3. Exceptions to Privacy and Confidentiality Disclosure Limitations

Notwithstanding Paragraphs 1. and 2., evidence of a positive test result on a confirmatory test may be: (1) used in an arbitration proceeding pursuant to a collective bargaining agreement, an administrative hearing under Minnesota Statutes chapter 43A or other applicable state or local law, or a judicial proceeding, provided that information is relevant to the hearing or proceeding; (2) disclosed to any federal agency or other unit of the United States government as required under federal law, regulation or order, or in accordance with compliance requirements of a federal government

contract; and (3) disclosed to a substance abuse treatment facility for the purpose of evaluation or treatment of the employee.

4. Privilege

Positive test results from the school district drug or alcohol testing program may not be used as evidence in a criminal action against the employee or job applicant tested.

J. Notice of Testing Policy to Affected Employees

The school district shall provide written notice of this drug, alcohol, and cannabis testing policy to all affected employees upon adoption of the policy, to a previously non-affected employee upon transfer to an affected position under the policy, and to a job applicant upon hire and before any testing of the applicant if the job offer is made contingent on the applicant's passing drug and alcohol testing. Affected employees and applicants will acknowledge receipt of this written notice in the form of Attachment H to this policy.

V. **POSTING**

The school district shall post notice in an appropriate and conspicuous location on its premises that it has adopted a drug and alcohol testing policy and that copies of the policy are available for inspection during regular business hours by its employees or job applicants in its personnel office or other suitable locations.

***Legal References:*** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. Ch. 43A (State Personnel Management)  
Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)  
Minn. Stat. § 152.01 (Definitions)  
Minn. Stat. § 152.22 (Definitions; Medical Cannabis)  
Minn. Stat. § 152.23 (Limitations; Medical Cannabis)  
Minn. Stat. § 152.32 (Protections for Registry Program Participation)  
Minn. Stat. § 176.011, subd. 16 (Definitions; Personal Injury)  
Minn. Stat. §§ 181.950-181.957 (Drug and Alcohol Testing in the Workplace)  
Minn. Stat. § 221.031 (Motor Carrier Rules)  
49 U.S.C. § 31306 (Omnibus Transportation Employee Testing Act of 1991)  
49 U.S.C. 31306a (National Clearinghouse for Controlled Substance and Alcohol Test Results of Commercial Motor Vehicle Operators)  
49 U.S.C. § 521(b) (Civil and Criminal Penalties for Violations)  
49 C.F.R. Parts 40 and 382 (Department of Transportation Rules Implementing Omnibus Transportation Employee Testing Act of 1991)  
49 C.F.R. Part 382 (Controlled Substances and Alcohol Use and Testing)

***Cross-References:*** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)  
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

## ATTACHMENTS TO DRUG, ALCOHOL, AND CANNABIS TESTING POLICY

Attachments A through C are to be used in conjunction with the drug and alcohol testing of school bus drivers and driver applicants.

- Attachment A is a "**Driver Acknowledgment–Drug and Alcohol Testing Policy Materials**" form that should be used to document receipt of the policy and other materials by drivers and driver applicants. It is referred to in Article III., Section C., Paragraph 4. of the policy.
- Attachment B is a "**Bus Driver or Driver Applicant–Authorization to Release Information**" form. It is referred to in Article III., Section H., Paragraph 1. of the policy
- Attachment C is a "**Consent to Clearinghouse Full Query**" form. It is referred to in Article III, Section H, Paragraph e of the policy.
- Attachment D is a "**Bus Driver or Driver Applicant–Refusal to Submit to Testing**" form. It is referred to in Article III., Section H., Paragraph 8. of the policy.

Attachments E through H are to be used in conjunction with drug, cannabis, and alcohol testing of non-bus drivers and applicants.

- Attachment E is a "**Pretest Notice**" that must be provided to non-school bus driver employees or job applicants before requesting that the employee or job applicant undergo drug or alcohol testing. It is referred to in Article IV., Section E., Paragraph 1. of the policy.
- Attachment F is a "**Notice of Test Results and Various Rights**" which should be used by the District when notifying non-school bus driver employees or job applicants of test results and other rights. It is referred to in Article IV., Section E., Paragraph 6. of the policy.
- Attachment G is an "**Explanation of Positive Test Result**" form which should be used by the school district to request that the employee or job applicant submit information to the school district relevant to the reliability of, or explanation for, a positive test result. It is referred to in Article IV., Section E., Paragraph 4. of the policy.
- Finally, the District may wish to use Attachment H, entitled "**Acknowledgment–Drug Alcohol, and Cannabis Testing Policy,**" to document that written notice of the policy was given to all affected employees. It is referred to in Article IV., Section J. of the policy.



— DRIVER ACKNOWLEDGMENT —

**DRUG AND ALCOHOL TESTING POLICY AND MATERIALS**

I have received a copy of the Drug, Alcohol, and Cannabis Testing Policy of Independent School District No. 727, Big Lake, Minnesota and have read it in its entirety. I understand that I am subject to the provisions of Article III of the policy, entitled Federally Mandated Drug and Alcohol Testing for School Bus Drivers, because the position involves operating a commercial motor vehicle and requires a commercial driver's license.

The District's policy was provided to me:

- Upon adoption of the policy (employee).
- Upon my hire (job applicant/new employee).
- After receipt of my conditional job offer, before any testing if my job offer is contingent upon my passing of drug and alcohol testing (job applicant).

I also received materials concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or controlled substance problem; and available methods of intervening when an alcohol or drug problem is suspected.

I have been advised that the Alcohol and Controlled Substances Testing Program Manager is \_\_\_\_\_ and that any questions I may have concerning the Policy should be directed to the Program Manager.

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

\_\_\_\_\_  
*Signature of Employee/Applicant*

\_\_\_\_\_  
*Typed or Printed Name*



— BUS DRIVER OR DRIVER APPLICANT —  
**AUTHORIZATION TO RELEASE INFORMATION**

Section I. To be completed by the school district, signed by the bus driver, or driver applicant, and transmitted to the previous employer:

Employee Printed or Typed Name: \_\_\_\_\_

Employee SS or ID Number: \_\_\_\_\_

I hereby authorize release of information from my Department of Transportation regulated drug and alcohol testing records by my previous employer, listed in Section I-B, to the employer listed in Section I-A. This release is in accordance with DOT Regulation 49 CFR Part 40, Section 40.25. I understand that information to be released in Section II-A by my previous employer, is limited to the following DOT-regulated testing items:

1. Alcohol tests with a result of 0.04 or higher;
2. Verified positive drug tests;
3. Refusals to be tested;
4. Other violations of DOT agency drug and alcohol testing regulations;
5. Information obtained from previous employers of a drug and alcohol rule violation;
6. Documentation, if any, of completion of the return-to-duty process following a rule violation.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Section I-A.

School District Name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Designated Employer Representative: \_\_\_\_\_

Section I-B.

Previous Employer Name: \_\_\_\_\_

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

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

Designated Employer Representative (if known): \_\_\_\_\_

Section II. To be completed by the previous employer and transmitted by mail or fax to the new employer:

Section II-A. In the two years prior to the date of the employee's signature (in Section I), for DOT-regulated testing:

1. Did the employee have alcohol tests with a result of 0.04 or higher? YES \_\_ NO \_\_
2. Did the employee have verified positive drug tests? YES \_\_ NO \_\_
3. Did the employee refuse to be tested? YES \_\_ NO \_\_
4. Did the employee have other violations of DOT agency drug and alcohol testing regulations? YES \_\_ NO \_\_
5. Did a previous employer report a drug and alcohol rule violation to you? YES \_\_ NO \_\_
6. If you answered "yes" to any of the above items, did the employee complete the return-to-duty process? N/A\_\_\_\_\_ YES \_\_ NO \_\_

NOTE: If you answered "yes" to item 5, you must provide the previous employer's report. If you answered "yes" to item 6, you must also transmit the appropriate return-to-duty documentation (e.g., SAP report(s), follow-up testing record).

Section II-B.

Name of person providing information in Section II-A: \_\_\_\_\_

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

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

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



**— BUS DRIVER OR DRIVER APPLICANT —  
CONSENT TO SCHOOL DISTRICT CONDUCT  
OF CLEARINGHOUSE FULL QUERY**

Before employing a driver subject to controlled substances and alcohol testing, the school district must conduct a full pre-employment query of the federal Commercial Driver’s License (CDL) Drug and Alcohol Clearinghouse (“Clearinghouse”) to obtain information about whether the driver

- (1) has a verified positive, adulterated, or substituted controlled substances test result;
- (2) has an alcohol confirmation test with a concentration of 0.04 or higher;
- (3) has refused to submit to a test in violation of federal law; or
- (4) that an employer has reported actual knowledge that the driver used alcohol on duty, before duty, or following an accident in violation of federal law or used a controlled substance in violation of federal law.

The applicant must give specific written or electronic consent for the school district to conduct the Clearinghouse full query. The school district shall retain the consent for three (3) years from the date of the query.

I consent to the school district’s conduct of a Clearinghouse full query.

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

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Typed or Printed Name*



**— BUS DRIVER OR DRIVER APPLICANT —  
REFUSAL TO SUBMIT TO TESTING**

I hereby refuse to submit to drug/alcohol testing by doing the following:

- Failing to appear for any test within a reasonable time, as determined by the school district, consistent with applicable DOT regulations, after being directed to do so;
- Failing to remain at the testing site until the testing process is complete;
- Failing to provide a urine specimen or an adequate amount of saliva or breath for any DOT drug or alcohol test;
- Failing to permit the observation or monitoring of any provision of a specimen in the case of a directly observed or monitored collection in a drug test;
- Failing to provide a sufficient breath specimen or sufficient amount of urine when directed and it has been determined that there was no adequate medical explanation for the failure;
- Failing or declining to take a second test as directed;
- Failing to undergo a medical examination or evaluation, as directed by the Medical Review Officer (MRO) or the Designated Employer Representative (DER);
- Failing to cooperate with any part of the testing process (e.g., refusing to empty pockets when so directed by the collector, behaving in a confrontational way that disrupts the collection process, failing to wash hands after being directed to do so by the collector, failing to sign the certification on the form);
- Failing to follow the observer's instructions, in an observed collection, to raise the driver's clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if the driver has any type of prosthetic or other device that could be used to interfere with the collection process;
- Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process;
- Admitting to the collector or MRO that the driver adulterated or substituted the specimen; or
- Having a verified adulterated or substituted test as reported by the MRO.

[An applicant who fails to appear for a preemployment test, who leaves the testing site before the preemployment testing process commences, or who does not provide a urine specimen because he or she left before it commences, is not deemed to have refused to submit to testing.]

I recognize that my refusal subjects me to the consequences specified in federal law and regulations. It also constitutes a presumption of a positive result. I further recognize that if I am an applicant, I will be disqualified from consideration for the conditionally-offered position. If I am an employee, I will not be permitted to perform safety-sensitive functions, and will be considered insubordinate and subject to disciplinary action, up to and including dismissal. If the school district offers me an opportunity to return to a DOT safety-sensitive function, I understand I will be evaluated by a substance abuse professional, and will be required to submit to a return-to-duty test prior to being considered for reassignment to safety-sensitive functions.

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

Time: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Employee/Applicant*

Supervisor: \_\_\_\_\_

\_\_\_\_\_  
*Supervisor's Signature*

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee refusal to sign

*Supervisor's Initials:* \_\_\_\_\_



— PRETEST NOTICE —

I, the undersigned employee/job applicant of Independent School District No. 727, Big Lake, Minnesota ("School District") do hereby acknowledge that I have been provided a copy of the School District's Drug, Alcohol, and Cannabis Testing Policy.

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

\_\_\_\_\_  
*Signature of Employee/Job Applicant*

\_\_\_\_\_  
*Typed or Printed Name*



[Employee Name]  
[Employee Address]

**RE: Drug, Alcohol, and/or Cannabis Test  
[Date of Testing]**

#### NOTICE OF TEST RESULTS AND VARIOUS RIGHTS

##### Test Results:

Independent School District No. 727, Big Lake, Minnesota has received the test result report from the testing laboratory:

- G Your initial screening test result was negative.
- G Your confirmatory test result was negative.
- G Your confirmatory test result was positive.

##### Test Result Report:

You have the right to request and receive from the school district a copy of the test result on any drug or alcohol test or cannabis test.

##### Right to Explain Positive Test Result:

In the case of a positive test result on a confirmatory test, you have the right to explain the results. You may, within three (3) working days after notice of a positive test result on a confirmatory test, submit information to the school district, in addition to any information already submitted, to explain that result. Attached to this Notice is a document entitled "Explanation of Positive Test Result" for this purpose.

##### Right to Request Confirmatory Retests:

In the case of a positive test result on a confirmatory test, you have the right to request a confirmatory retest of the original sample at your own expense.

Within five (5) working days after notice of the confirmatory test result, you must notify the school district in writing of your intention to obtain a confirmatory retest.

Within three (3) working days after receipt of the notice, the school district shall notify the original testing laboratory that you have requested the laboratory to conduct the confirmatory retest or to transfer the sample to another laboratory licensed under Minn. Stat. § 181.953, Subd. 1 to conduct the confirmatory retest. The original testing laboratory shall ensure that appropriate chain-of-custody procedures are followed during transfer of the sample to the other laboratory. The confirmatory retest must use the same drug, alcohol, or cannabis threshold detection levels as used in the original confirmatory test. If the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test may be taken against you.

##### Other Rights:

In the case of a positive test result on a confirmatory test, you may have other rights provided under the sections detailed below.

- A. Employee Discharge and Discipline

1. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee whose position does not require a commercial driver's license on the basis of a positive test result from an initial screening test that has not been verified by a confirmatory test.

In the case of a positive test result on a confirmatory test, the employee shall be subject to discipline which includes, but is not limited to, immediate suspension without pay and immediate discharge, pursuant to the provisions of this policy.

2. The school district may not discharge an employee whose position does not require a commercial driver's license for whom a positive test result on a confirmatory test was the first such result for the employee on a drug or alcohol test requested by the school district, unless the following conditions have been met:
  - a. The school district has first given the employee an opportunity to participate in, at the employee's own expense or pursuant to coverage under an employee benefit plan, either a drug or alcohol or cannabis counseling or rehabilitation program, whichever is more appropriate, as determined by the school district after consultation with a certified chemical use counselor or a physician trained in the diagnosis and treatment of chemical dependency; and
  - b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a positive test result on a confirmatory test after completion of the program.
3. Notwithstanding Paragraph 1., the school district may temporarily suspend the tested employee or transfer that employee to another position at the same rate of pay pending the outcome of the confirmatory test and, if requested, the confirmatory retest, provided the school district believes that it is reasonably necessary to protect the health or safety of the employee, co-employees or the public. An employee who has been suspended without pay must be reinstated with back pay if the outcome of the confirmatory test or requested confirmatory retest is negative.
4. The school district may not discharge, discipline, discriminate against, request, or require rehabilitation of an employee on the basis of medical history information revealed to the school district, unless the employee was under an affirmative duty to provide the information before, upon, or after hire.
5. An employee must be given access to information in the employee's personnel file relating to positive test result reports and other information acquired in the drug and alcohol testing or cannabis testing process and conclusions drawn from and actions taken based on the reports or other acquired information.

#### B. Withdrawal of Applicant's Job Offer

If a job applicant for a position that does not require a commercial driver's license has received a job offer made contingent on the applicant passing drug, alcohol, and/or cannabis testing, the school district may not withdraw the offer based on a positive test result from an initial screening test that has not been verified by a confirmatory test. In the case of a positive test result on a confirmatory test, the school district may withdraw the job offer.



EXPLANATION OF POSITIVE TEST RESULT

I, the undersigned employee/job applicant of Independent School District No. 727, Big Lake, Minnesota acknowledge receipt of a Notice of Test Results and Various Rights. This includes my right to explain the positive test result on a confirmatory test.

I am currently taking or have recently taken:

- no over-the-counter or prescription medications; or
- the following over-the-counter or prescription medications:

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I also offer the following information relevant to the reliability of, or explanation for, a positive test result:

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

\_\_\_\_\_

*Signature of Employee/Job Applicant*

\_\_\_\_\_

*Typed or Printed Name*



**— ACKNOWLEDGMENT —**  
**DRUG, ALCOHOL, AND CANNABIS TESTING POLICY**

I have received a copy of the Drug, Alcohol, and Cannabis Testing Policy of Independent School District No. 727, Big Lake, Minnesota and have read it in its entirety.

The District's policy was provided to me:

- Upon adoption of the policy (employee)
- Upon my hire (job applicant/new employee)
- After receipt of my conditional job offer, before any testing if my job offer is contingent upon my passing of drug, alcohol, and cannabis testing as applicable. (job applicant)

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

\_\_\_\_\_  
*Signature of Employee/Applicant*

\_\_\_\_\_  
*Typed or Printed Name*

Policy 506b  
Procedures for Removal of Students from Class

[Liberty Elementary](#)

[Independence Elementary STEM](#)

[Big Lake Middle School](#)

[Big Lake High School](#)

**Liberty Elementary:**

**A. Procedures for Removal of a Student From a Class**

Classroom teachers first utilize their classroom safe place, take-a-break spot, or a buddy classroom to redirect negative behaviors. If staff are needing additional support, they should call the office or walkie asking for support, using the “LB SE” channel. When a Liberty team member comes to support, needs are assessed. If a general education student needs to leave their class because they are being unsafe or making it so others can’t learn, they may utilize a calming area in our social worker office, counselor office, calming room near the elevator, or in the office. SPED students go to a special education resource room. Restorative practices are used whenever possible to repair relationships.

If a student is out of the classroom for a large amount of time, families will be notified. If students are physical or extremely unsafe (i.e. major physical aggression, vandalism, threat/intimidation, extreme stealing, self harming language/behavior, repeated patterns of negative behavior) details will be added to our student information system (IC). For general education students, the administrative dean, counselor, social worker or principal will enter information into IC. For SPED students, the data will be entered into IC. If patterns of needing to be removed from the classroom start to occur, the administrative dean will be notified for general education students, or the SPED case manager will be notified for students with SPED services, and a family meeting may be called.

If the student is a general education student, the classroom teacher will fill out PBIS forms to document the behaviors. Staff will continue to look for the function of the behavior, as we believe behavior is communication. Additionally, significant behavior incidents will be entered into IC by the administrative dean, counselor, social worker or principal (the staff listed who is most closely involved with the incident will record the information into IC). Once a few of the most important negative behaviors are identified, interventions will begin, in collaboration with the counselor or social worker. If behaviors are deemed violent, staff who work with the student will be notified in writing.

If the student receives SPED services, SPED staff will document communication in the communication log on SPED forms. Additionally, significant behavior incidents will be entered into IC. A functional behavior assessment, behavior support plan may need to be completed to help support significant behaviors. If behaviors continue to escalate or remain heightened, the case manager will call a team meeting to address the needs and

increase collaboration among the team. If needed these team meetings can meet monthly or bimonthly as core team meetings for the student. If behaviors are deemed violent, staff who work with the student will be notified in writing.

**B. 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)**

A student is only out of the classroom for long enough to calm, reflect on their behavior, fix their mistakes, and make a plan to have a better rest of the day. This should not be longer than 5 lessons. If a student is out of the classroom for a large amount of time, families will be notified.

**C. Responsibility for and Custody of a Student Removed from Class**

SPED Student: A special education resource room where they can calm in a safe area under the supervision of support staff, case manager, or another special education teacher.

General Education Student: Utilize a calming area in our social worker office, counselor office, calming room near the elevator, or in the office. Students are supervised and supported until they are calm, can follow directions and rejoin their class in a safe way.

Call the office or walkie for support, using the "LB SE" channel. If the student is receiving special education support with a paraeducator within the classroom the para may remove the student without needing to call for additional support if it is safe to do so.

We always make sure an adult has eyes on a student, especially when escalated.

Use calming strategies, share what they are feeling and why, make plans to fix their mistakes, show they are ready to join their class by handling a non-preferred activity with support, fix their mistakes, join class.

Whoever came to the class to support has lead, unless it is a SPED student and then it is their case manager if and when they arrive.

**D. Procedures for Return of a Student to a Specific Class from Which the Student was Removed**

The student can rejoin the class when they are in a calm state and have shown they can handle a non-preferred activity. The student is brought back to the class and the staff who was supporting them makes sure they can successfully rejoin the class.

The staff member who supported the student connects with the classroom teacher and updates them on what happened. For general education students, the classroom teacher fills out a PBIS form. For SPED students, the case manager will document incidents on resource room incidents log. If the behavior was significant (as described above), it will

be added to IC. If patterns start to form, the classroom teacher will bring the student to our Tier 2/3 Behavior Meeting. If they are a SPED student, and new behavior patterns start or existing behaviors have escalated, a team meeting will be called by the case manager. Parents are a key member to our team and will be notified and partnered with as much as possible.

**E. Procedures for Notifying a Student and the Student's Parents or Guardian of Violation of the Rules of Conduct and of Resulting Disciplinary Actions**

If a significant incident occurs, the administrative dean will be informed. Data will be collected, plans to fix the issue will occur, including restorative practices whenever possible. The student will be taught the appropriate actions for the next time, consequences will be given, parents will be notified and incident details, as well as resulting actions will be added to IC.

If patterns of significant behaviors continue or new significant behaviors start to occur, either a team meeting will be called for a student with SPED services, or a family meeting will be called for a general education student. Safety for themselves and others is a priority, and teaching the skills to make this happen is of utmost importance at Liberty.

**F. Disabled Students; Special Provisions**

Further assessment will be completed if at least two separate behavior interventions are documented without adequate progress.

If a student with SPED services shows a pattern of negative behavior, and the student is explicitly taught the skill to improve that behavior and it isn't working, a team meeting should be called to examine how to provide further support.

Students are referred to possible SPED services if there is not adequate growth after implementing two 4-6 week behavior interventions.

**G. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises**

Our Tier 2/3 Behavior Team is our chemical abuse pre-assessment team, and they will gather if a student is showing concerning behavior.

If any classroom teacher is noticing concerning behavior regarding chemical abuse, they will notify the administrative dean, principal or the social worker. A Tier 2/3 Behavior Team meeting will be called.

**H. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct**

If a significant incident occurs, the administrative dean will be informed. Data will be collected, plans to fix the issue will occur, including restorative practices whenever

possible. The student will be taught the appropriate actions for the next time, consequences will be given, parents will be notified and incident details, as well as resulting actions will be added to IC.

Staff will continue to look for the function of the behavior, and once a few of the most important negative behaviors are identified, interventions will begin, in collaboration with the counselor or social worker.

If patterns of significant incidents continue, a team meeting (for SPED students) or a family meeting (for general education students) will be called.

### **Independence Elementary STEM:**

#### **A. Procedures for Removal of a Student From a Class**

When a student needs to be removed from a classroom for a major behavior that cannot be managed by the classroom teacher, the teacher will access the online SSR Referral Form to communicate with the office that a student's behavior needs to be addressed by a school administrator. The referral form can be found in the Independence Shared Folder on the District's Google Drive, on the Important Links Google Doc. Teachers will be brought to a Google Form, where they will answer questions about the student's name, grade, reason for the referral, location of the incident, others involved, description of the behavior, and any previous supports implemented by the teacher. If a student's behavior is considered a major behavior by school administration, the Administrative Dean will record the behavior in Infinite Campus.

#### **B. 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)**

The length of time a student may be removed from a class is determined by the type of incident and number of recurrences of the behavior. Using a behavior matrix specific to the behavior, the school administrator, in consultation with the teacher, will determine the appropriate amount of skill based, restitution, and restorative work the student will need to complete prior to returning to the classroom.

#### **C. Responsibility for and Custody of a Student Removed from Class**

When a student is removed from class, the student will report to the Student Support Room. Generally, students will be able to walk on their own to the Student Support Room; however, an administrator will escort a student to the Student Support Room if the student is a safety risk for themselves or others. When a student is in the Student Support Room, the student will work with staff to complete processing sheets, reviews of expectations for the specific area the behavior occurred, specific social skills lessons, behavior packets related to the behavior, guided online learning activities, staff directed lessons, and work to restore the relationship with the other student or staff; for example, writing an apology letter. Students will also work on any assignments they would or have missed due to the behavior and removal from class. The Administrative Dean is responsible for the student after removal from class.

**D. Procedures for Return of a Student to a Specific Class from Which the Student was Removed**

When a student has completed the expected work based on the incident, the student will begin the process back to class by completing a Back to Class pass in the Student Support Room. The Back to Class pass guides the student through a series of questions to help the student create an action plan for future situations. Also, the Back to Class pass provides an opportunity for the student and staff in the Student Support Room to review the expectations for returning to class. The pass and all the materials the student worked on while in the Student Support Room are collected and sent with the student back to the classroom. When the student arrives at the classroom, the student will immediately go to the Reset Chair and wait for the teacher to invite the student back to their expected seat. Prior to the student returning to the expected seat, the teacher will review the materials the student worked on in the Student Support Room and process with the student about the incident.

**E. Procedures for Notifying a Student and the Student's Parents or Guardian of Violation of the Rules of Conduct and of Resulting Disciplinary Actions**

If a student's behavior warrants an immediate removal from the classroom, the student will be directed by the teacher to report to the Student Support Room. If the student is refusing to leave the classroom the Administrative Dean will escort the student from the classroom to the Student Support Room. The Administrative Dean will interview the student and make a determination about next steps, which includes the amount of learning and restitution the student will incur (based on the behavior matrices). Depending on the incident, the student may begin processing with staff in the Student Support Room or the student will return to the Student Support Room at a later time. The Administrative Dean will contact families the day of the interview and notify parents or guardians of the violation of the rules of conduct and the resulting disciplinary action.

**F. Disabled Students; Special Provisions**

Students who have met the criteria for special education services and qualified under the Emotional or Behavioral Disabilities (EBD), Speech, or Specific Learning Disabilities (SLD) categories and are considered Setting I or Setting II or a student with a 504 Accommodations Plan will follow the same procedures as the general education student for major behaviors. Students who have qualified for special education services under the Autism Spectrum Disorder (ASD), Developmental Cognitive Disability (DCD) and EBD students receiving services at the Setting III level will be managed by the student's case manager for processing. Case managers will determine if it is necessary to consult with an administrator for ASD, DCD, and Setting III EBD students. If a student is either on a Individualized Education Program (IEP) or on a 504 Accommodation Plan the school administrator will consult with the special education lead teacher, student's case manager, 504 coordinator, or the special education coordinator to determine if the student's needs are being met by the IEP or 504 plan.

**G. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises**

A staff member who knows or has reason to believe a student is using, possessing, transferring alcohol or a controlled substance while on school premises or involved in school-related activities or is under the influence of a mood altering substance, will immediately contact the Administrative Dean. Consequences will be given based on the school's behavior matrices for chemical abuse which may include notification to school resource officer, out of school suspension, and notification to the school's chemical abuse pre assessment team.

**H. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct**

When a student violates the Big Lake Schools Code of Conduct, staff will immediately notify the Administrative Dean of a major behavior that cannot be managed by the classroom teacher. The teacher will access the online SSR Referral Form. The referral form can be found in the Independence Shared Folder on the District's Google Drive, on the Important Links Google Doc. Teachers will be brought to a Google Form, where they will answer questions about the student's name, grade, reason for the referral, location of the incident, others involved, description of the behavior, and any previous supports implemented by the teacher. If a student's behavior is considered a major behavior by school administration, the Administrative Dean will record the behavior in Infinite Campus and contact the student's family. Based on the violation, the Administrative Dean will reference specific behavior matrices as a guideline for determining interventions. Interventions are based on the severity of the violation and frequency of the violation.

**Big Lake Middle School:**

**A. Procedures for Removal of a Student From a Class**

Teachers will follow a process to reteach, allow students to retry and give them a reset to keep them in class.

Teachers will then give the student a reset outside of their classroom door to reflect on needs to re-enter successfully.

If students are unable to engage in class safely, the teacher/administration will notify parent/guardian and process with students to identify causes and steps to build lacking skills or to meet the need that has not been addressed.

**B. 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)**

The removal from class can be the remainder of a single period class (46 minutes)

**C. Responsibility for and Custody of a Student Removed from Class**

If a student is removed from class after following a process to reteach expectations, build skills and allow for a re-try, then the student will be sent to an alternative learning location.

If not a safety risk, the teacher will alert administration and send the student. If needed, administration can pick up the student from class to escort them to an alternative learning location.

Student will complete a restorative reflection when regulated to identify the cause and identify area(s) for skill improvement. Parent will be notified by teacher or administration and will spend the remainder of the period completing course work.

**D. Procedures for Return of a Student to a Specific Class from Which the Student was Removed**

Student will work with administration of a repair with the teacher/student(s) involved prior to returning to the learning community.

Student and parent/guardian will be part of the plan for re-entry and commitments moving forward.

**E. Procedures for Notifying a Student and the Student's Parents or Guardian of Violation of the Rules of Conduct and of Resulting Disciplinary Actions**

Teacher will notify parent/guardian if it is a minor behavior. Administration will notify parent/guardian if this was a major behavior or if the frequency of the behavior has exceeded three times.

**F. Disabled Students; Special Provisions**

Teacher would consult case manager for guidance. If student is accessing their case manager for more than 15 minutes consistently, then the case manager will provide support to the classroom teacher and create a plan.

If a student is removed from a classroom for more than three periods, a review of the students' IEP will be had to support the student.

**G. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises**

Parent/Guardian contact and conference with student. Student completion of a school developed diversion module.possible dismissal or suspension following determined by frequency and details of incident.

Establishment of teacher reporting procedures to the chemical abuse pre-assessment team pursuant to Minnesota Statutes, section 121A.29.

If there is reasonable suspicion of chemical possession, use or distribution, the teacher refers to administration. Administration ensures safety of student with a wellness check with the school nurse/health assistant. Administration will investigate and may respond with an administrative search (person or locker). Administration communicates with parent/guardian and ensures safety of all students involved.

**H. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct**

When a minor or major behavior is not able to be managed in the classroom, a teacher refers the student to our Dean of Students. Our Dean of Students processes through the behavior with the student and provides an intervention to support or refers to either a counselor or another administrator to meet the students' needs. The intervention will always include reteaching of expectations, reviewing the handbook, reflecting through harm/repair and making commitments to move forward successfully. Behavioral interventions can include restorative chats, skill building with a counselor, parent meeting or other appropriate means to support the student.

**Big Lake High School:**

**A. Procedures for Removal of a Student From a Class**

Teachers will contact office personnel or designee if they think a student may need to be removed from class.

An administrator or designee will determine if a student needs to be removed from class.

Student removal from class will be documented by the teacher. Non-Exclusionary Discipline Plan (NED) paperwork.

**B. 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)**

The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

**C. Responsibility for and Custody of a Student Removed from Class**

Students may be brought to the administrator's office or another area clearly designated by the building administrator.

The administrator or designee will determine how a student will get to a designated area.

The administrator or designee will determine whether a student will be accompanied to the designated area.

The administrator or designee will determine what the student does upon removal from class.

The administrator or designee will retain responsibility for the student removed from class.

**D. Procedures for Return of a Student to a Specific Class from Which the Student was Removed**

A student may return to class when deemed appropriate by the administrator or designee.

The administrator or designee will determine if notes, conferences, or written plans are required for a student's return to class.

**E. Procedures for Notifying a Student and the Student's Parents or Guardian of Violation of the Rules of Conduct and of Resulting Disciplinary Actions**

Parents/guardians may be notified of rule violations and the resulting disciplinary action.

The administrator will determine if a parent/guardian conference is necessary.

**F. Disabled Students; Special Provisions**

If the alleged violator is a student with a disability under IDEA or Section 504 of the Rehabilitation Act, the District may consider the need for further assessment based on the student's educational or related service needs. Assessment may include a comprehensive evaluation or a stand alone Functional Behavioral Assessment.

If a pattern of behavior emerges, the district may hold an individual education program (IEP) team meeting to review the student's IEP and make revisions as appropriate. Students with disabilities who demonstrate behaviors which interfere with the student's or others' safety, may result in an emergency use of restrictive procedures in accordance with Minnesota statute 125A.0942. The district may hold an IEP team meeting within (10) ten calendar days after district staff use restrictive procedures on two separate school days within 30 (thirty) calendar days or when a pattern of use emerges and the student's IEP or behavior intervention plan does not provide for using restrictive procedures in an emergency. IEP meetings may also be held at the request of the parent/guardian.

If the district has reason to suspect a student may be eligible for special education services, the student may be referred to the Student Assistance Team (SAT) for development of an evaluation plan. The team will discuss needs and develop an evaluation plan with appropriate assessments, which will result in a Prior Written Notice provided to the parents with the district's proposal. For students already eligible and in need of additional services, specific placement and/or services for the student will be consistent with state and federal guidelines and will be determined by the IEP team.

**G. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises**

The steps outlined in District Policy #417 Chemical Use and Abuse may be taken when a student is removed from class due to evidence of being under the influence of drugs.

**H. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct**

Appropriate actions will be taken for students who do not comply with the rules and regulations of Big Lake Schools #727

## **STUDENT PROMOTION, RETENTION, AND PROGRAM DESIGN**

### **I. PURPOSE**

The purpose of this policy is to provide guidance to professional staff, parents, and students regarding student promotion, retention, and program design.

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

The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling, and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

#### **A. Promotion**

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year.

#### **B. Retention**

Retention of a student may be considered when professional staff and parents feel that it is in the best interest of the student. Physical development, maturity, and emotional factors shall be considered, as well as scholastic achievement. The superintendent's decision shall be final.

#### **C. Program Design**

1. The superintendent, with participation of the professional staff and parents, shall develop and implement programs to challenge students that are consistent with the needs of students at every level. A process to assess and evaluate students for program assignment shall be developed in coordination with such programs. Opportunities for special programs and placement outside of the school district shall also be developed as additional options. All programs will be aligned with creating the World's Best Workforce.
2. The school district may identify students, locally develop programs and services addressing instructional and affective needs, provide staff development, and evaluate programs to provide gifted and talented students with challenging and appropriate educational programs and services.
3. The school district must adopt guidelines for assessing and identifying students for participation in gifted and talented programs and services consistent with Minnesota Statutes, section 120B.11. The guidelines should include the use of:
  - a. multiple objective criteria; and
  - b. assessments and procedures that are valid and reliable, fair, and based on current theory and research. Assessments and procedures should be sensitive to under-represented groups, including, but not limited to, low-income, minority, twice-exceptional, and English learners.
4. The school district must adopt procedures for the academic acceleration of gifted and talented students. These procedures will include how the school district will:
  - a. assess a student's readiness and motivation for acceleration; as deemed appropriate by the building principal and superintendent; and

- b. match the level, complexity, and pace of the curriculum to a student to achieve the best type of academic acceleration for that student.

**5. Early Entrance Procedures for Kindergarten**

In accordance with Minnesota Statute 124D.02, no child shall be admitted as a kindergarten student unless he/she is at least five years of age on September 1 of the calendar year in which the school year for which he/she seeks admission commences. The statute provides that exceptions may be approved by the Board of Education as criteria for early admittance. Accordingly, the following procedures are established.

**Criteria for Early Entrance:**

- a. Children will only be considered whose 5<sup>th</sup> birthday falls after September 1<sup>st</sup> and on or before October 31<sup>st</sup> of the year in which admission is requested.
- b. Parents/Guardians indicate interest by April 15<sup>th</sup> of the school year previous to anticipated entrance
- c. The parent/guardian will schedule an evaluation for the child with a licensed school psychologist to be paid by parents/guardians. (Scholarships are available for parents/ guardians who qualify based on federal standards for free and reduced priced meal guidelines).
- d. Children must score 130 or higher on an individually administered, comprehensive cognitive ability test.
- e. Children must demonstrate high academic skills, social and emotional maturity, and persistence as determined by Big Lake Schools.
- f. Results of testing must be submitted to the building principal no later than July 1<sup>st</sup>.

**Early Admittance will be Completed in Accordance with the Following Procedures:**

- a. Parents/Guardians that feel it is in the best interest of their child to gain early admissions into kindergarten shall complete an application and submit to the Principal at Liberty Elementary School. The application deadline is April 15<sup>th</sup> for Early Admission for the following school year.
- b. If the Principal of Liberty Elementary school determines that the circumstances are worthy of consideration, he/she will recommend that (1) the child be referred for further evaluation; or (2) the application for early entrance does not warrant further consideration.
- c. If the recommendation is for further evaluation, the school will approve a licensed school psychologist to administer an individual comprehensive cognitive ability test. The parents/guardians shall pay the expense of this testing.
- d. If the child meets the required cognitive ability score, the school district will designate a teacher to meet with the child and assess the child's academic skills, and observe the child's social and emotional development.
- e. A conference will be held with the principal, parents/legal guardians, child applicant, and/or other appropriate staff such as kindergarten teacher, representative from early childhood, school psychologist,

gifted and talented teacher and social worker to consider each early entrance candidate.

- f. Based on the results of the cognitive ability testing, academic testing, and social and emotional screening, the Liberty Elementary School Principal will make the decision for or against early admission.
- g. Parents/guardians will be notified of the decision.
- h. All early entrants will be considered as trial placements and as such will be continually evaluated to determine if the child has been appropriately placed.

**6. Other Grades and Transfers:**

- a. Admissions of students to all other grades shall be contingent upon completion of all previous grades. An exception to this rule may apply in the case of a child who is six years of age on or before September 1, but the child has not completed kindergarten. If a child has not completed Kindergarten and parents/guardians are requesting early admission to first grade, the procedures outlined in this policy will apply.
- b. Children transferring from another school shall be placed in the grade indicated by their chronological age and/or grade placement in the previous school, pending observation by the school personnel. After these observations have been completed, the elementary principal will determine final grade placement.

***Legal References:***     *M.S. § 120B.15 – Gifted and Talented Students Programs*  
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

***Cross References:***   MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)  
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)  
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)  
MSBA/MASA Model Policy 620 (Credit for Learning)

## STUDENT DISABILITY NONDISCRIMINATION

### I. PURPOSE

This policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

### II. GENERAL STATEMENT OF POLICY

- A. Disabled students who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.
- B. The responsibility of the Big Lake Schools is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
  - 1) has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
  - 2) has a record of such an impairment; or
  - 3) is regarded as having such an impairment
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

### III. COORDINATOR

Persons who have questions or comments should contact the Superintendent of Big Lake Schools, 701 Minnesota Ave, Big Lake MN 55309, 763-262-2536. This person is the school district's Americans with Disabilities Act/Section 504 coordinator. Persons who wish to make a complaint regarding a disability discrimination matter may use the accompanying Student Disability Discrimination Grievance Report Form. The form should be given to the ADA/Section 504 coordinator.

**Legal References:** Pub. L. 110-325, 122 Stat. 3553 (ADA Amendments Act of 2008, § 7)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
34 C.F.R. Part 104 (Section 504 Implementing Regulations)

**Cross References:** MSBA/MASA Model Policy 402 (Disability Nondiscrimination)



## STUDENT ADMISSION AND ACCELERATION

- I. Students generally progress from grade level to grade level on an annual basis. Exceptions will be considered for all students, following the established procedures at each school for early admission or acceleration, outlined in Gifted and Talented Handbook.
- II. Definitions
  - A. *Early Admission*: The practice of admitting kindergarten students who are younger than 5 years of age or first grade students who are younger than 6 years of age by September 1 of a given academic calendar year.
  - B. *Whole Grade Acceleration*: The practice of assigning a student to a higher grade level than is typical on a full-time basis for the purpose of providing access to appropriately challenging learning opportunities.
  - C. *Single Subject Acceleration*: The practice of assigning a student to a higher grade level than is typical for the purpose of providing access to appropriately challenging learning opportunities in one or more subject areas.

### III. Early Admission Requirements

Big Lake Schools has established the following criteria for early admission to kindergarten and first grade:

- A. Children considered for early entrance to kindergarten must be 5 years of age on a date after September 1 or before November 1 in the year of early entrance.
- B. Children considered for early entrance in grade 1 must be 6 years of age on a date after September 1 or before November 1 in the year of early entrance
- C. Standardized assessments will be used to determine:
  1. Student ability when compared to age appropriate measures.
  2. School readiness skills and developmental factors, when compared to age-appropriate readiness measures
  3. Social/emotional/functional skills, when compared to age appropriate readiness measures

### IV. Acceleration Requirements

Big Lake Schools has established criteria for student acceleration, utilizing procedures outlined by the District.

- A. Standardized measures will be used to determine:
  - 1. Student achievement on group or individually administered achievement tests
  - 2. Student aptitude and problem-solving ability for material which has not yet been formally presented to the learner
  - 3. Student intellectual ability
  - 4. School and academic factors
  - 5. Developmental factors

V. Parameters

- A. In all cases of whole grade acceleration, a student will only advance one grade at a time.
- B. Acceleration will be done on a trial basis for the first trimester after the decision is made.
- C. Decisions are final, and acceleration may not be reviewed for one academic year.

***Rationale:*** *Big Lake Schools strives to assure individual student success, by placing students in the instructional level best suited to their academic, social, and emotional needs.*

***Legal References:*** *M.S. § 120.A.20 – Admission to Public School*  
*M.S. § 120B.15 – Gifted and Talented Students Programs*  
*M.S. § 124.D.02 – School Board Powers; Enrollment*