



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

I. Call to Order	
Chair, Tonya Reasoner	
II. Roll Call	
Chair, Tonya Reasoner	
III. Approve Agenda	
Chair, Tonya Reasoner	
IV. Pledge of Allegiance	
Chair, Tonya Reasoner	
V. Open Forum	3
Chair, Tonya Reasoner	
VI. Consent Agenda	
Chair, Tonya Reasoner	
A. Previous Minutes	4
Minutes from the March 21, 2024 Regular Board Meeting and the April 16, 2024 Work Session	
B. Claims and Accounts	9
Claims and Accounts for the month of April	
C. Credit Card Report	27
D. Personnel	33
E. Fundraisers	34
F. Approve Addition of an Elementary Social Worker	
G. Final Reading and Approval of Policies	35
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	
H. One Read and Approval of Policy	93
704 Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System	
VII. Donations	94
Chair, Tonya Reasoner	
VIII. Robotics Team Update	
Robotics Coaches, Ben and Cayla Lauderbaugh and students	
IX. Co-Located Therapy Update	96
Sheri Tesch, CMMHC	
X. Financial Report	103
Director of Business Services, Angie Manuel	
March report will be presented.	
XI. Approve 24-25 Food Service Management Contract Renewal with Chartwells	123
Director of Business Services, Angie Manuel	
XII. Acceptance of Bids for Independence Elementary School Skylight	133

Replacement Project

Buildings and Grounds Manager, TJ Zerwas

XIII. Resolution Relating to Determining the Necessity of Renewing an Expiring Capital Project Levy Authorization, Approving a New Referendum Revenue Authorization, and Approval of Issuing General Obligation Bonds and Calling a Special Election Thereon 135

Superintendent, Tim Truebenbach

XIV. Reschedule May 9, 2024 Work Session

Superintendent, Tim Truebenbach

XV. 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

XVI. Student Representative Report

Student Representative, Grace John

XVII. Superintendent Report

Superintendent, Tim Truebenbach

A. Cabinet Department Update

XVIII. Announce Closed Session for Negotiation Strategies

Chair, Tonya Reasoner

XIX. 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
March 21, 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 March 21, 2024 at 6:35 PM in the Middle School Student Center by Chair Reasoner.

II. ROLL CALL

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

III. APPROVE AGENDA

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

- A. PREVIOUS MINUTES from the February 22, 2024 regular meeting, the March 14, 2024 special meeting, and the March 14, 2024 work session
- B. CLAIMS AND ACCOUNTS for the month of March in the amount of \$939,660.75 checks 104972-105122
- C. CREDIT CARD REPORT
- D. PERSONNEL

March 2024 Personnel				
Employee (Last, First Name)	Position	Building	Effective Date	Action Type
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, Aerajeane	Teacher	Liberty	08/01/2024	New Hire
Wallace, Cori	Teacher	Independence	05/31/2024	Resignation

E. FUNDRAISERS

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 for team events, sweatshirts, snacks, end of year celebration, small equipment.

F. MEMORANDUM OF UNDERSTANDING

Waiving the statutory probationary period: Taylor J Peterson and Jessica Larson.

The motion carried 4-0.

VII. DONATIONS

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

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 motion carried 4-0.

VIII. FINANCIAL REPORT AND FOOD SERVICE UPDATE

Director of Business Services, Angie Manuel, presented the financial report for February. Food Service Director, Emily Ly, presented an update on food service. A motion was made by Reasoner seconded by Scales to approve the financial report and budget revisions as presented.

The motion carried 4-0.

IX. WTC LTFM RESOLUTION

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

**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.

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

X. APPROVE 2024-2025 SCHOOL CALENDAR

A motion was made by Reasoner seconded by Schabilion to approve the 2024-2025 calendar as presented.

The motion carried 4-0.

XI. RESOLUTION FOR NON-RENEWAL OF TEACHING CONTRACTS

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

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.

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

XII. SECOND READING OF POLICIES

Second 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

XIII. RESCHEDULE THE APRIL 11, 2024 WORK SESSION

A motion was made by Scales seconded by Reasoner to reschedule the April 11, 2024 work session to April 16, 2024 at 6:30 PM in the Middle School Student Center.

The motion carried 4-0.

XIV. SCHOOL BOARD COMMITTEE/REPRESENTATIVE UPDATES

- a. Finance—no meeting
- b. Policy—no meeting
- c. Buildings and Grounds—no meeting
- d. School Board Representatives—Schabilion gave a legislative update

XV. SCHOOL BOARD STUDENT REPRESENTATIVE REPORT

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

XVI. SUPERINTENDENT REPORT

Superintendent Truebenbach gave his monthly report to the board.

XVII. ADJOURNMENT

A motion was made by Scales seconded by Brown to adjourn the meeting. The meeting was adjourned at 7:11 PM.

The motion carried 4-0.

Clerk, Lenette Brown
Approved April 25, 2024

INDEPENDENT SCHOOL DISTRICT 727
BIG LAKE, MINNESOTA
SHERBURNE COUNTY

Minutes of the Work Session
April 16, 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 April 16, 2024 at 6:30 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. Ashley Schabilion, and Mr. Derek Nelson. Absent: Ms. Lenette Brown and Mr. Tony Scales.

III. REFERENDUM DISCUSSION

Reviewed potential projects and costs. Reviewed ballot language. Discussed special education space need. Jodi Boyne from Rapp Strategies discussed public information and community engagement.

IV. STAFFING UPDATE

Superintendent Truebenbach updated the board on 24-25 staffing.

V. ADJOURNMENT

A motion was made by Nelson seconded by Schabilion to adjourn the meeting. The meeting was adjourned at 8:40 PM.

The motion carried 4-0.

Clerk, Lenette Brown
Approved April 25, 2024

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2023 - 4/30/2024

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	105123	CH	1	12846	M&G TRAILER SALES SERVICE RENT	03/22/2024	\$8,007.02	157873	E 04 500 505 000 321 530	H&H TRAILER AS QUOTED #80864	
Check Total:							\$8,007.02				
001	105124	CH	1	12846	M&G TRAILER SALES SERVICE RENT	03/22/2024	\$7,904.52	157874	E 01 005 760 000 000 548	EZ-HAULER TRAILER AS QUOTED #80864	
Check Total:							\$7,904.52				
001	105125	CH	1	08684	D SCOTT ERICKSON, ATTY	03/20/2024	\$300.54	157851	B 12 215 079	Payroll Deductions	
Check Total:							\$300.54				
001	105126	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	03/20/2024	\$281.00	157860	B 01 215 081	Child Support	
Check Total:							\$281.00				
001	105127	CH	1	12504	MN PEIP	03/20/2024	\$245,466.79	157876	B 01 215 030	APRIL 2024 HEALTH	
001	105127	CH	1	12504	MN PEIP	03/20/2024	\$21,284.30	157876	B 04 215 030	APRIL 2024 HEALTH	
001	105127	CH	1	12504	MN PEIP	03/20/2024	\$6,111.66	157876	B 05 215 030	APRIL 2024 HEALTH	
001	105127	CH	1	12504	MN PEIP	03/20/2024	\$3,751.88	157876	B 11 215 030	APRIL 2024 HEALTH	
001	105127	CH	1	12504	MN PEIP	03/20/2024	\$148,825.10	157876	B 12 215 030	APRIL 2024 HEALTH	
001	105127	CH	1	12504	MN PEIP	03/20/2024	\$9,898.29	157876	B 01 215 051	APRIL 2024 HEALTH	
001	105127	CH	1	12504	MN PEIP	03/20/2024	\$4,733.92	157876	B 04 215 051	APRIL 2024 HEALTH	
001	105127	CH	1	12504	MN PEIP	03/20/2024	\$659.46	157876	B 05 215 051	APRIL 2024 HEALTH	
001	105127	CH	1	12504	MN PEIP	03/20/2024	\$591.60	157876	B 11 215 051	APRIL 2024 HEALTH	
001	105127	CH	1	12504	MN PEIP	03/20/2024	\$19,589.56	157876	B 12 215 051	APRIL 2024 HEALTH	
Check Total:							\$460,912.56				
001	105128	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	03/20/2024	\$967.63	157865	B 01 215 040	U Due Nc	
001	105128	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	03/20/2024	\$151.34	157865	B 04 215 040	U Dues Nc	
001	105128	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	03/20/2024	\$2,240.02	157865	B 12 215 040	U Due Nc	
Check Total:							\$3,358.99				
001	105129	CH	1	04472	SHERBURNE AREA UNITED WAY	03/20/2024	\$44.00	157869	B 01 215 045	United Way	
001	105129	CH	1	04472	SHERBURNE AREA UNITED WAY	03/20/2024	\$14.00	157869	B 12 215 045	United Way	
Check Total:							\$58.00				
001	105130	CH	1	12380	AMERICA'S FUN SCIENCE LLC	03/28/2024	\$598.00	157898	E 01 100 203 922 000 401	45 minute assembly 3/14/24 (2 assemblies	
001	105130	CH	1	12380	AMERICA'S FUN SCIENCE LLC	03/28/2024	(\$15.00)	157898	E 01 100 203 922 000 401	multi-class discount	
Check Total:							\$583.00				
001	105131	CH	1	12283	ATTAINMENT COMPANY, INC.	03/28/2024	\$595.00	157897	E 12 300 411 000 740 433	WF1-20W WHOSE FUTURE IS IT? CLAS	
001	105131	CH	1	12283	ATTAINMENT COMPANY, INC.	03/28/2024	\$149.00	157897	E 12 300 411 000 740 433	PRE-WRCHOISETW PRE-ETS WORKPLA	
001	105131	CH	1	12283	ATTAINMENT COMPANY, INC.	03/28/2024	\$37.20	157897	E 12 300 411 000 740 433	Freight	
Check Total:							\$781.20				

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2023 - 4/30/2024

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	105132	CH	1	13348	BUSINESS ESSENTIALS	03/28/2024	\$3,359.20	157899	E 01 110 203 000 000 401	WHITE COPY PAPER BOI900	
Check Total:							\$3,359.20				
001	105133	CH	1	03184	CENTERPOINT ENERGY	03/28/2024	\$464.17	157902	E 01 201 810 000 000 330	MS SCHOOL FIRM GAS FEBRUARY 2024	
001	105133	CH	1	03184	CENTERPOINT ENERGY	03/28/2024	\$3,814.57	157902	E 01 201 810 000 000 330	MS SCHOOL INT GAS FEBRUARY 2024	
001	105133	CH	1	03184	CENTERPOINT ENERGY	03/28/2024	\$5,233.37	157902	E 01 100 810 000 000 330	INDY INT GAS FEBRUARY 2024	
001	105133	CH	1	03184	CENTERPOINT ENERGY	03/28/2024	\$212.39	157902	E 01 300 810 000 000 330	HS FIRM GAS FEBRUARY 2024	
001	105133	CH	1	03184	CENTERPOINT ENERGY	03/28/2024	\$9,779.53	157902	E 01 300 810 000 000 330	HS SCHOOL INT GAS FEBRUARY 2024	
001	105133	CH	1	03184	CENTERPOINT ENERGY	03/28/2024	\$174.01	157902	E 01 100 810 000 000 330	INDY FIRM #2 GAS FEBRUARY 2024	
001	105133	CH	1	03184	CENTERPOINT ENERGY	03/28/2024	\$494.59	157902	E 01 100 810 000 000 330	INDY FFIRM #1 GAS FEBRUARY 2024	
001	105133	CH	1	03184	CENTERPOINT ENERGY	03/28/2024	(\$9.28)	157902	E 01 201 810 000 000 330	PIPLINE REFUND	
001	105133	CH	1	03184	CENTERPOINT ENERGY	03/28/2024	(\$6.35)	157902	E 01 300 810 000 000 330	PIPLINE REFUND	
001	105133	CH	1	03184	CENTERPOINT ENERGY	03/28/2024	(\$2.08)	157902	E 01 100 810 000 000 330	PIPLINE REFUND	
001	105133	CH	1	03184	CENTERPOINT ENERGY	03/28/2024	(\$11.11)	157902	E 01 100 810 000 000 330	PIPLINE REFUND	
Check Total:							\$20,143.81				
001	105134	CH	1	01035	cmERDC	03/28/2024	\$108.50	157901	E 01 005 110 000 000 401	CHECK STOCK 10	
Check Total:							\$108.50				
001	105135	CH	1	01026	DICK BLICK	03/28/2024	\$4.72	157903	E 01 110 212 000 000 430	PO 32550 LIBERTY ART SUPPLIES	
Check Total:							\$4.72				
001	105136	CH	1	04944	DOMINO'S PIZZA	03/28/2024	\$1,205.54	157900	E 11 300 298 000 000 490	HS CONCESSIONS	
Check Total:							\$1,205.54				
001	105137	CH	1	03351	GOPHER SPORT	03/28/2024	\$971.35	157904	E 01 110 240 000 000 430	See Quote: QT159681 (attached)	
Check Total:							\$971.35				
001	105138	CH	1	10700	HOLT TOUR AND CHARTER INC	03/28/2024	\$2,056.25	157905	E 11 300 291 160 733 360	Robotics Charter to Duluth - School Bus pc	
001	105138	CH	1	10700	HOLT TOUR AND CHARTER INC	03/28/2024	\$1,556.00	157905	E 11 300 288 160 733 360	Robotics Charter to Duluth - Booster portio	
Check Total:							\$3,612.25				
001	105139	CH	1	08465	INNOVATIVE OFFICE SOLUTIONS	03/28/2024	\$2,780.00	157906	E 04 500 505 000 321 530	SPRINTZ CHAIRS WITH ARMS	
001	105139	CH	1	08465	INNOVATIVE OFFICE SOLUTIONS	03/28/2024	\$2,612.00	157906	E 04 500 505 000 321 530	SPRINTZ CHAIRS W/ARMS	
001	105139	CH	1	08465	INNOVATIVE OFFICE SOLUTIONS	03/28/2024	\$50.00	157906	E 04 500 505 000 321 530	SHIPPING	
Check Total:							\$5,442.00				
001	105140	CH	1	13130	LINDSEY OSTERMAN	03/28/2024	\$605.62	157907	E 01 300 790 000 699 366	MN DEPT OF HUMAN SERVICES PCN TI	
Check Total:							\$605.62				
001	105141	CH	1	01134	MESPA	03/28/2024	\$500.00	157910	E 01 110 050 000 000 366	MESPA INSTITUTE 2024 (T SMOCK-POT	
Check Total:							\$500.00				

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2023 - 4/30/2024

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	105142	CH	1 01136	MN STATE HIGH SCHOOL LEAGUE	03/28/2024	\$4.00	157909	E 11 300 292 000 000 401	SECTION-MEDAL 6TH PLACE, GYMNAS
Check Total:						\$4.00			
001	105143	CH	1 13271	SUMMIT 360, INC	03/28/2024	\$550.00	157911	E 01 005 630 000 000 555	Switch - Part # J9729A
001	105143	CH	1 13271	SUMMIT 360, INC	03/28/2024	\$18.00	157911	E 01 005 630 000 000 555	Freight
Check Total:						\$568.00			
001	105144	CH	1 13898	THE GOLDIE HAWN FOUNDATION/MIN	03/28/2024	\$360.00	157908	E 12 201 408 000 740 433	MindUp Individual Plan
Check Total:						\$360.00			
001	105145	CH	1 12068	THE WATSON COMPANY, INC.	03/28/2024	\$175.78	157914	E 11 300 298 000 000 490	HS CONCESSIONS
Check Total:						\$175.78			
001	105146	CH	1 04148	VIKING COCA-COLA BOTTLING CO	03/28/2024	\$1,278.05	157915	E 11 300 298 000 000 490	HS CONCESSIONS
Check Total:						\$1,278.05			
001	105147	CH	1 06532	VISION STAFFING	03/28/2024	\$938.40	157912	E 01 005 810 356 000 305	GROUPS WEEK 03/17
Check Total:						\$938.40			
001	105148	CH	1 13902	WIISINING LLC	03/28/2024	\$800.00	157913	E 01 005 790 000 320 305	3/22 CLASS VISIT
Check Total:						\$800.00			
001	105149	CH	1 06801	ADA SPORTS AND RACKETS, LLC	04/05/2024	\$160.00	158113	E 01 300 240 000 000 430	ADA SMACK #76 EXCEL BADMINTON R
001	105149	CH	1 06801	ADA SPORTS AND RACKETS, LLC	04/05/2024	\$24.00	158113	E 01 300 240 000 000 430	SHIPPING
Check Total:						\$184.00			
001	105150	CH	1 13918	BACKES, SARAH	04/05/2024	\$110.00	158084	E 04 799 590 000 351 433	FY 24 HOMESCHOOL TESTING
Check Total:						\$110.00			
001	105151	CH	1 13241	BENEFIT RESOURCE LLC	04/05/2024	\$235.00	158114	E 01 005 105 000 000 305	COBRA QUALIFYING EVENT
Check Total:						\$235.00			
001	105152	CH	1 06130	CARD SERVICES	04/05/2024	\$109.65	158172	E 01 300 211 000 320 490	HS
001	105152	CH	1 06130	CARD SERVICES	04/05/2024	\$20.07	158172	E 01 201 208 000 320 490	MS
001	105152	CH	1 06130	CARD SERVICES	04/05/2024	\$122.99	158172	E 01 100 203 922 000 490	INDY
001	105152	CH	1 06130	CARD SERVICES	04/05/2024	\$52.14	158172	E 01 100 203 922 000 490	INDY
001	105152	CH	1 06130	CARD SERVICES	04/05/2024	\$11.58	158172	E 01 100 203 922 000 490	INDY
001	105152	CH	1 06130	CARD SERVICES	04/05/2024	\$44.93	158172	E 01 201 208 290 000 401	MS
001	105152	CH	1 06130	CARD SERVICES	04/05/2024	\$53.22	158172	E 01 201 250 000 000 430	MS FACS
001	105152	CH	1 06130	CARD SERVICES	04/05/2024	\$39.69	158172	E 01 201 250 000 000 430	MS FACS
001	105152	CH	1 06130	CARD SERVICES	04/05/2024	\$45.94	158172	E 04 500 580 000 325 490	CE
001	105152	CH	1 06130	CARD SERVICES	04/05/2024	\$41.88	158172	E 04 500 570 000 321 490	CE
001	105152	CH	1 06130	CARD SERVICES	04/05/2024	\$6.88	158172	E 01 300 331 000 830 433	HS FACS
001	105152	CH	1 06130	CARD SERVICES	04/05/2024	\$111.30	158172	E 01 300 331 000 830 433	HS FACS

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

Payment Date Range: 7/1/2023 - 4/30/2024

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	105152	CH	1 06130	CARD SERVICES	04/05/2024	\$75.56	158172	E 01 300 331 000 830 433	HS FACS
001	105152	CH	1 06130	CARD SERVICES	04/05/2024	\$15.13	158172	E 01 300 331 000 830 433	HS FACS
001	105152	CH	1 06130	CARD SERVICES	04/05/2024	\$73.22	158172	E 01 300 331 000 830 433	HS FACS
001	105152	CH	1 06130	CARD SERVICES	04/05/2024	\$63.64	158172	E 01 300 331 000 830 433	HS FACS
001	105152	CH	1 06130	CARD SERVICES	04/05/2024	\$75.06	158172	E 01 300 331 000 830 433	HS FACS
001	105152	CH	1 06130	CARD SERVICES	04/05/2024	\$66.33	158172	E 01 300 331 000 830 433	HS FACS
001	105152	CH	1 06130	CARD SERVICES	04/05/2024	\$139.40	158172	E 01 300 331 000 830 433	HS FACS
001	105152	CH	1 06130	CARD SERVICES	04/05/2024	\$66.88	158172	E 01 300 331 000 830 433	HS FACS
001	105152	CH	1 06130	CARD SERVICES	04/05/2024	\$37.96	158172	E 01 300 331 000 830 433	HS FACS
001	105152	CH	1 06130	CARD SERVICES	04/05/2024	\$77.98	158172	E 01 300 331 000 830 433	HS FACS
001	105152	CH	1 06130	CARD SERVICES	04/05/2024	\$22.47	158172	E 01 300 331 000 830 433	HS FACS
Check Total:						\$1,373.90			
001	105153	CH	1 08089	CENTRAL LAKES COLLEGE	04/05/2024	\$6,000.00	158153	E 01 300 211 211 000 394	SPRING SEMESTER 2024
Check Total:						\$6,000.00			
001	105154	CH	1 01033	CENTRAL MCGOWAN INC	04/05/2024	\$401.39	158164	E 01 300 361 000 830 433	Cust# 05630 HS SHOP SUPPLIES ¹²
Check Total:						\$401.39			
001	105155	CH	1 13794	CLEVELAND REAL ESTATE TEAM-EXP	04/05/2024	\$80.00	158120	E 04 500 565 090 321 305	AIRBNB CLASS CLASS JAN 17 & MARCH
Check Total:						\$80.00			
001	105156	CH	1 10648	COMPUTER EXPLORERS/TECH ACAD	04/05/2024	\$45.00	158119	E 04 500 585 000 332 305	VIRTUAL-3D PRINTING HARRY POTTER
Check Total:						\$45.00			
001	105157	CH	1 12226	DARRYL WALETZKO	04/05/2024	\$20,247.50	158123	E 01 005 810 000 000 363	SNOW REMOVAL AND SALT
Check Total:						\$20,247.50			
001	105158	CH	1 01048	DEMCO INC	04/05/2024	\$12.29	158121	E 01 100 620 000 000 401	W13848660 Bookshelf Divider - Supernat
001	105158	CH	1 01048	DEMCO INC	04/05/2024	\$12.29	158121	E 01 100 620 000 000 401	W13848720. Bookshelf Divider - Basketbal
001	105158	CH	1 01048	DEMCO INC	04/05/2024	\$12.29	158121	E 01 100 620 000 000 401	W13848700 Bookshelf Divider - Football
001	105158	CH	1 01048	DEMCO INC	04/05/2024	\$12.29	158121	E 01 100 620 000 000 401	W13825760 Bookshelf Divider - World Wa
001	105158	CH	1 01048	DEMCO INC	04/05/2024	\$27.87	158121	E 01 100 620 000 000 401	W13848780 Kawaii Bookmarks, Farm Anii
001	105158	CH	1 01048	DEMCO INC	04/05/2024	\$18.58	158121	E 01 100 620 000 000 401	W13848770 Kawaii Bookmarks, Water Lo
001	105158	CH	1 01048	DEMCO INC	04/05/2024	\$18.58	158121	E 01 100 620 000 000 401	W13845230. Flower Power Bookmarks
001	105158	CH	1 01048	DEMCO INC	04/05/2024	\$18.58	158121	E 01 100 620 000 000 401	W13568820. Be a Smart Cookie Bookmarl
001	105158	CH	1 01048	DEMCO INC	04/05/2024	\$50.83	158121	E 01 100 620 000 000 401	W12881880 Clear Glossy Label Protector:
001	105158	CH	1 01048	DEMCO INC	04/05/2024	\$9.29	158121	E 01 100 620 000 000 401	W13848630. Office Drawer Organizer
001	105158	CH	1 01048	DEMCO INC	04/05/2024	\$18.58	158121	E 01 100 620 000 000 401	W12265340 Ice Cream Bookmarks
Check Total:						\$211.47			

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2023 - 4/30/2024

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	105159	CH	1 13476	DORNAN, NATALIE	04/05/2024	\$152.00	158122	E 04 799 590 000 351 433	FY 24 HOMESCHOOL TESTING
						Check Total:	\$152.00		
001	105160	CH	1 07044	EDEN PRAIRIE HIGH SCHOOL	04/05/2024	\$300.00	158125	E 11 300 296 125 000 369	SOFTBALL SCRIMMAGE 03/23/2024
						Check Total:	\$300.00		
001	105161	CH	1 08417	EDUCATORS BENEFIT CONSULTANTS	04/05/2024	\$415.17	158124	E 01 005 105 000 000 305	403B ADMIN & COMPLIANCE
						Check Total:	\$415.17		
001	105162	CH	1 13043	GOPHERMODS, LLC	04/05/2024	\$653.00	158165	E 01 005 630 630 000 315	TECH IPAD REPAIRS
						Check Total:	\$653.00		
001	105163	CH	1 13254	IMAGINE LEARNING LLC	04/05/2024	\$99.00	158130	E 12 201 408 000 740 433	EDGEUNITY EXCEPTIONAL STUDENTS
						Check Total:	\$99.00		
001	105164	CH	1 03321	INTERMEDIATE DIST 287	04/05/2024	\$1,317.60	158169	E 01 998 208 000 000 390	FY 23-24 CARE & TREATMENT
						Check Total:	\$1,317.60		
001	105165	CH	1 09136	KEEHR, SHEILA	04/05/2024	\$1,471.25	158085	E 12 300 400 000 372 305	FEBRUARY 2024 SERVICES
001	105165	CH	1 09136	KEEHR, SHEILA	04/05/2024	\$847.50	158168	E 12 300 400 000 372 305	HS INTERPRETOR JANUARY 2024 SERV
						Check Total:	\$2,318.75		
001	105166	CH	1 13490	KOESEL, TRACY	04/05/2024	\$189.00	158131	E 12 300 400 000 372 305	SIGN LANGUAGE INTERPRETING 03/18
						Check Total:	\$189.00		
001	105167	CH	1 13213	LEXIA LEARNING SYSTEMS LLC	04/05/2024	\$99.00	158132	E 01 005 640 000 316 366	PO 32814 LETRS ONLINE COURSE
						Check Total:	\$99.00		
001	105168	CH	1 13130	LINDSEY OSTERMAN	04/05/2024	\$1,416.00	158127	E 01 300 790 000 699 366	PCN MEDIA CONSULTANT - MARCH 202
						Check Total:	\$1,416.00		
001	105169	CH	1 01121	MASSP	04/05/2024	\$150.00	158134	E 01 005 640 000 316 366	SWEL 10TH ANNIVERSARY CELEBRATI
001	105169	CH	1 01121	MASSP	04/05/2024	\$150.00	158135	E 01 005 640 000 316 366	SWEL 10TH ANNIVERSARY CELEBRATI
001	105169	CH	1 01121	MASSP	04/05/2024	\$150.00	158136	E 01 005 640 000 316 366	SWEL 10TH ANNIVERSARY CELEBRATI
001	105169	CH	1 01121	MASSP	04/05/2024	\$150.00	158137	E 01 005 640 000 316 366	SWEL 10TH ANNIVERSARY CELEBRATI
001	105169	CH	1 01121	MASSP	04/05/2024	\$150.00	158138	E 01 005 640 000 316 366	SWEL 10TH ANNIVERSARY CELEBRATI
001	105169	CH	1 01121	MASSP	04/05/2024	\$150.00	158139	E 01 005 640 000 316 366	SWEL 10TH ANNIVERSARY CELEBRATI
						Check Total:	\$900.00		
001	105170	CH	1 10270	MORRIS LEATHERMAN COMPANY	04/05/2024	\$7,500.00	158170	E 01 005 107 097 000 305	TELEPHONE SURVEY (FINAL PAYMENT)
						Check Total:	\$7,500.00		
001	105171	CH	1 01137	MSBA	04/05/2024	\$60.00	158126	E 01 005 010 000 000 366	MSBA DAY AT CAPITOL MARCH 18TH
001	105171	CH	1 01137	MSBA	04/05/2024	\$60.00	158128	E 01 005 010 000 000 366	MSBA DAY AT CAPITOL MARCH 18TH
						Check Total:	\$120.00		

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2023 - 4/30/2024

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	105172	CH	1	10455	NORTH SHORE GYM SALES LLC	04/05/2024	\$783.00	158140	E 04 500 560 122 321 401	AAI CASE OF BLOCK CHALK	
Check Total:							\$783.00				
001	105173	CH	1	13016	NORTHLAND REFRIGERATION INCORP	04/05/2024	\$810.00	158133	E 02 201 770 000 701 350	MS WALK IN FREEZER REPAIRS	
001	105173	CH	1	13016	NORTHLAND REFRIGERATION INCORP	04/05/2024	\$2,379.86	158154	E 01 201 810 000 000 305	MS BOILER #4 REPAIRS	
Check Total:							\$3,189.86				
001	105174	CH	1	13903	PLUM PAPER	04/05/2024	\$44.96	158129	E 01 300 710 000 000 401	STELLAR BRUSH LAYOUT 8.5X11 VERTI	
001	105174	CH	1	13903	PLUM PAPER	04/05/2024	\$1.79	158129	E 01 300 710 000 000 401	STELLAR BRUSH LEGNTH OF PLANNEF	
001	105174	CH	1	13903	PLUM PAPER	04/05/2024	\$44.96	158129	E 01 300 710 000 000 401	BLOOM WITH GRACE 8.5X11 VERTICAL	
Check Total:							\$91.71				
001	105175	CH	1	01175	POSTMASTER	04/05/2024	\$2,500.00	158141	B 01 131 002	REPLENISH PERMIT #9	
Check Total:							\$2,500.00				
001	105176	CH	1	01840	RATWIK, ROSZAK & MALONEY, P.A.	04/05/2024	\$3,036.08	158142	E 01 005 110 305 000 305	FEBRUARY 2024 LEGAL SERVICES	
Check Total:							\$3,036.08				
001	105177	CH	1	06213	SCHOLASTIC BOOK FAIRS	04/05/2024	\$997.65	158144	R 01 100 203 909 000 621	INDEPENDENCE BOOK FAIR #5478190 14	
Check Total:							\$997.65				
001	105178	CH	1	01833	SCHOOL SPECIALTY LLC	04/05/2024	\$129.82	158166	E 12 100 408 000 740 401	5003288 Childcraft Premium Round Bean I	
001	105178	CH	1	01833	SCHOOL SPECIALTY LLC	04/05/2024	\$0.00	158166	E 12 100 408 000 740 401	estimated shipping charge (10%)	
Check Total:							\$129.82				
001	105179	CH	1	13326	SCOREVISION, LLC	04/05/2024	\$5,500.00	158147	E 11 300 292 180 000 305	ANNUAL SOFTWARE SUBSCRIPTION-IN	
Check Total:							\$5,500.00				
001	105180	CH	1	04849	SCSU CAREER CENTER	04/05/2024	\$297.50	158143	E 01 300 256 000 000 430	2024 SCSU MATH CONTEST 04/11/2024	
Check Total:							\$297.50				
001	105181	CH	1	03649	SHERBURNE CO HEALTH & HUMAN	04/05/2024	\$5,000.00	158145	E 01 300 211 000 000 394	2023/2024 SUPPORT SCHOOL-BASED T	
Check Total:							\$5,000.00				
001	105182	CH	1	12493	SOURCEWELL	04/05/2024	\$50.00	158146	E 12 110 411 000 740 366	2024 FEB 1ST REGISTRATION FEE (K L	
Check Total:							\$50.00				
001	105183	CH	1	10030	ST. CLOUD TECHNICAL & COMMUNITY	04/05/2024	\$200.00	158148	E 01 300 960 000 340 898	SCHOLARSHIP (MADISON ROSENTHAL	
Check Total:							\$200.00				
001	105184	CH	1	12845	SYSCO-MINNESOTA INC	04/05/2024	\$704.66	158167	E 02 100 770 000 701 490	INDY FS SUPPLIES	
Check Total:							\$704.66				
001	105185	CH	1	13920	TAUBERT, KAYCEE	04/05/2024	\$175.00	158149	R 04 500 560 126 321 050	LIFEGUARDING COURSE REFUND	
Check Total:							\$175.00				

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2023 - 4/30/2024

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	105186	CH	1	12762	T-MOBILE	04/05/2024	\$140.00	158150	E 01 005 630 000 000 320	HOT SPOTS 02/21/2024-03/20/2024	
Check Total:								\$140.00			
001	105187	CH	1	12433	VARSITY ATHLETIC APPAREL, INC.	04/05/2024	\$23.00	158152	E 11 300 292 000 000 401	Basketball pin	
001	105187	CH	1	12433	VARSITY ATHLETIC APPAREL, INC.	04/05/2024	\$23.00	158152	E 11 300 292 000 000 401	Track pis	
001	105187	CH	1	12433	VARSITY ATHLETIC APPAREL, INC.	04/05/2024	\$23.00	158152	E 11 300 292 000 000 401	Volleyball pins	
001	105187	CH	1	12433	VARSITY ATHLETIC APPAREL, INC.	04/05/2024	\$23.00	158152	E 11 300 292 000 000 401	wrestler pins	
001	105187	CH	1	12433	VARSITY ATHLETIC APPAREL, INC.	04/05/2024	\$11.50	158152	E 11 300 292 000 000 401	Manager pins	
001	105187	CH	1	12433	VARSITY ATHLETIC APPAREL, INC.	04/05/2024	\$23.00	158152	E 11 300 292 000 000 401	Robotic pins	
001	105187	CH	1	12433	VARSITY ATHLETIC APPAREL, INC.	04/05/2024	\$69.00	158152	E 11 300 292 000 000 401	Large Service bars	
001	105187	CH	1	12433	VARSITY ATHLETIC APPAREL, INC.	04/05/2024	\$40.00	158152	E 11 300 292 000 000 401	Shipping/handling	
Check Total:								\$235.50			
001	105189	CH	1	01240	WRIGHT TECHNICAL CENTER	04/05/2024	\$11,378.00	158171	E 01 300 399 000 000 391	APRIL WTC ASSESSMENT	
001	105189	CH	1	01240	WRIGHT TECHNICAL CENTER	04/05/2024	\$2,493.00	158171	E 01 005 850 000 348 335	APRIL BUILDING ADDITION 2009	
001	105189	CH	1	01240	WRIGHT TECHNICAL CENTER	04/05/2024	\$1,437.00	158171	E 05 005 865 000 000 390	APRIL LONG TERM FACILITY MAINT	
001	105189	CH	1	01240	WRIGHT TECHNICAL CENTER	04/05/2024	\$2,713.00	158171	E 01 300 399 000 830 391	APRIL CTE LEVY 15	
001	105189	CH	1	01240	WRIGHT TECHNICAL CENTER	04/05/2024	\$11,378.00	158171	E 01 300 399 000 000 391	MAY WTC ASSESSMENT	
001	105189	CH	1	01240	WRIGHT TECHNICAL CENTER	04/05/2024	\$2,493.00	158171	E 01 005 850 000 348 335	MAY BUILDING ADDITION 2009	
001	105189	CH	1	01240	WRIGHT TECHNICAL CENTER	04/05/2024	\$1,437.00	158171	E 05 005 865 000 000 390	MAY LONG TERM FACILITY MAINT	
001	105189	CH	1	01240	WRIGHT TECHNICAL CENTER	04/05/2024	\$2,713.00	158171	E 01 300 399 000 830 391	MAY CTE LEVY	
001	105189	CH	1	01240	WRIGHT TECHNICAL CENTER	04/05/2024	\$11,378.00	158171	E 01 300 399 000 000 391	JUNE WTC ASSESSMENT	
001	105189	CH	1	01240	WRIGHT TECHNICAL CENTER	04/05/2024	\$2,493.00	158171	E 01 005 850 000 348 335	JUNE BUILDING ADDITION 2009	
001	105189	CH	1	01240	WRIGHT TECHNICAL CENTER	04/05/2024	\$1,437.00	158171	E 05 005 865 000 000 390	JUNE LONG TERM FACILTIY MAINT	
001	105189	CH	1	01240	WRIGHT TECHNICAL CENTER	04/05/2024	\$2,713.00	158171	E 01 300 399 000 830 391	JUNE CTE LEVY	
Check Total:								\$54,063.00			
001	105190	CH	1	08684	D SCOTT ERICKSON, ATTY	04/08/2024	\$122.55	158178	B 12 215 079	Payroll Deductions	
Check Total:								\$122.55			
001	105191	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	04/08/2024	\$281.00	158187	B 01 215 081	Child Support	
Check Total:								\$281.00			
001	105192	CH	1	04223	NCPERS GROUP LIFE INS	04/08/2024	\$133.34	158191	B 01 215 033	NCPR Life	
Check Total:								\$133.34			
001	105193	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	04/08/2024	\$967.63	158193	B 01 215 040	U Due Nc	
001	105193	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	04/08/2024	\$151.34	158193	B 04 215 040	U Dues Nc	
001	105193	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	04/08/2024	\$2,248.60	158193	B 12 215 040	U Due Nc	
Check Total:								\$3,367.57			

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2023 - 4/30/2024

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	105194	CH	1 04472	SHERBURNE AREA UNITED WAY	04/08/2024	\$44.00	158197	B 01 215 045	United Way
001	105194	CH	1 04472	SHERBURNE AREA UNITED WAY	04/08/2024	\$14.00	158197	B 12 215 045	United Way
Check Total:						\$58.00			
001	105195	CH	1 13907	95 PERCENT GROUP LLC	04/12/2024	\$99.00	158223	E 12 100 407 000 740 433	PA2011 Phoneme/Grapheme Cards, Mini
001	105195	CH	1 13907	95 PERCENT GROUP LLC	04/12/2024	\$9.90	158223	E 12 100 407 000 740 433	shipping estimate
Check Total:						\$108.90			
001	105196	CH	1 12982	AliCole LLP	04/12/2024	\$294.00	158261	E 04 500 565 090 321 305	SUCCULENT BAR 04/07/2024
Check Total:						\$294.00			
001	105197	CH	1 13623	BIG LAKE BASEBALL BOOSTER	04/12/2024	\$945.00	158240	E 04 500 560 000 321 305	CE BOYS BASEBALL CLINIC GRADES 3-
Check Total:						\$945.00			
001	105198	CH	1 02097	BIG LAKE CHAMBER OF COMMERCE	04/12/2024	\$20.00	158237	E 01 005 020 000 000 366	JANUARY 2024 MEMBERSHIP MEETING
001	105198	CH	1 02097	BIG LAKE CHAMBER OF COMMERCE	04/12/2024	\$20.00	158238	E 01 005 020 000 000 366	FEBRUARY 2024 MEMBERSHIP MEETIN
Check Total:						\$40.00			
001	105199	CH	1 01033	CENTRAL MCGOWAN INC	04/12/2024	\$382.39	158224	E 01 300 361 000 830 433	Cust# 05630 HS SHOP SUPPLIES
Check Total:						\$382.39			
001	105200	CH	1 01475	CONNEXUS ENERGY	04/12/2024	\$26.72	158227	E 01 005 810 860 000 331	SOFTBALL CONCESSIONS ELECTRICAL
001	105200	CH	1 01475	CONNEXUS ENERGY	04/12/2024	\$6,799.90	158227	E 01 100 810 000 000 331	INDEPENDENCE ELECTRICAL 02/12/24-
001	105200	CH	1 01475	CONNEXUS ENERGY	04/12/2024	\$8,343.18	158227	E 01 110 810 000 000 331	LIBERTY ELECTRICAL 02/12/24-03/12/24
001	105200	CH	1 01475	CONNEXUS ENERGY	04/12/2024	\$50.80	158227	E 01 110 810 000 000 331	BASEBALL FIELD LIGHTS ELECTRICAL I
001	105200	CH	1 01475	CONNEXUS ENERGY	04/12/2024	\$170.05	158227	E 01 005 810 860 000 331	SOFTBALL FIELD LIGHTS ELECTRICAL I
Check Total:						\$15,390.65			
001	105201	CH	1 12810	DELTAMATH SOLUTIONS INC	04/12/2024	\$15.00	158225	E 01 300 256 000 000 406	DeltaMath solutions Integral Upgrade
Check Total:						\$15.00			
001	105202	CH	1 13282	DIRECT COMMUNICATION SOLUTIONS	04/12/2024	\$2,150.00	158226	E 01 005 760 000 720 405	MARCH 2024 SERVICES
Check Total:						\$2,150.00			
001	105203	CH	1 10496	EMI AUDIO	04/12/2024	\$1,612.24	158228	E 04 500 585 157 332 401	CE SUPPLIES (EARSET, RECEIVER, CH
Check Total:						\$1,612.24			
001	105204	CH	1 10505	FUN EXPRESS, LLC	04/12/2024	\$111.86	158229	E 01 100 203 013 150 430	Under the Sea Coral Craft Kit Under the S
001	105204	CH	1 10505	FUN EXPRESS, LLC	04/12/2024	\$9.95	158229	E 01 100 203 013 150 430	Freight
Check Total:						\$121.81			
001	105205	CH	1 04297	NORCOSTCO INC	04/12/2024	\$122.35	158230	E 04 500 585 157 332 401	CE SUPPLIES
Check Total:						\$122.35			

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2023 - 4/30/2024

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	105206	CH	1	12564	RUSSELL SECURITY RESOURCE, INC.	04/12/2024	\$1,595.00	158232	E 01 100 810 000 000 305	INDY DELAYED EGRESS ISSUES	
Check Total:							\$1,595.00				
001	105207	CH	1	13463	SALMON, ABIGAIL	04/12/2024	\$200.00	158233	E 01 300 259 000 000 305	REHEARSAL & CONCERT PIANIST	
Check Total:							\$200.00				
001	105208	CH	1	10217	SECRETARY OF STATE, NOTARY	04/12/2024	\$120.00	158231	E 01 110 050 000 000 820	NOTARY COMMISSION FOR LIBERTY (A	
Check Total:							\$120.00				
001	105209	CH	1	13212	THREE SONS HARDWARE LLC	04/12/2024	\$443.13	158234	E 01 300 361 000 830 433	HS	
001	105209	CH	1	13212	THREE SONS HARDWARE LLC	04/12/2024	\$61.95	158234	E 04 500 596 000 344 430	CE	
Check Total:							\$505.08				
001	105210	CH	1	06532	VISION STAFFING	04/12/2024	\$27.60	158235	E 01 005 810 356 000 305	GROUNDS WEEK 03/17/2024	
Check Total:							\$27.60				
001	105211	CH	1	03003	WEST MUSIC COMPANY	04/12/2024	\$12.00	158236	E 01 100 259 000 000 430	INDY MUSIC SUPPLIES	
Check Total:							\$12.00				
001	105212	CH	1	01165	XCEL ENERGY-NSP	04/12/2024	\$3,401.30	158262	E 01 110 810 000 000 330	LIBERTY GAS P 302291437 JANUARY 20	
001	105212	CH	1	01165	XCEL ENERGY-NSP	04/12/2024	\$3,151.13	158263	E 01 110 810 000 000 330	LIBERTY GAS P 302291437 FEBRUARY :	
Check Total:							\$6,552.43				
001	105213	CH	1	13874	BIRCHBARK BOOKS, HERBS AND NATI	04/19/2024	\$216.00	158279	E 01 300 211 000 320 430	BRAIDING SWEETGRASS, INDIGENOUS	
Check Total:							\$216.00				
001	105214	CH	1	13832	B'S ON THE RIVER	04/19/2024	\$8,385.88	158267	E 11 300 289 000 000 305	HS PROM	
Check Total:							\$8,385.88				
001	105216	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	04/19/2024	\$1,418.16	158273	E 01 300 292 000 000 280	UNEMPLOYMENT BENEFITS QUARTER	
001	105216	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	04/19/2024	\$1,495.26	158273	E 01 201 400 000 000 280	UNEMPLOYMENT BENEFITS QUARTER	
001	105216	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	04/19/2024	\$5,522.00	158273	E 01 110 203 000 000 280	UNEMPLOYMENT BENEFITS QUARTER	
001	105216	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	04/19/2024	\$321.49	158273	E 01 005 790 000 000 280	UNEMPLOYMENT BENEFITS QUARTER	
Check Total:							\$8,756.91				
001	105217	CH	1	04944	DOMINO'S PIZZA	04/19/2024	\$801.69	158269	E 11 300 298 000 000 490	CONCESSIONS	
Check Total:							\$801.69				
001	105218	CH	1	13166	LRS OF MINNESOTA	04/19/2024	\$920.60	158270	E 01 300 810 000 000 333	HS WASTE SERVICES MARCH 2023	
001	105218	CH	1	13166	LRS OF MINNESOTA	04/19/2024	\$786.52	158270	E 01 201 810 000 000 333	MS WASTE SERVICES MARCH 2024	
001	105218	CH	1	13166	LRS OF MINNESOTA	04/19/2024	\$786.52	158270	E 01 100 810 000 000 333	INDY WASTE SERVICES MARCH 2023	
001	105218	CH	1	13166	LRS OF MINNESOTA	04/19/2024	\$911.10	158270	E 01 110 810 000 000 333	LIBERTY WASTE SERVICES MARCH 202	
001	105218	CH	1	13166	LRS OF MINNESOTA	04/19/2024	\$137.28	158270	E 01 005 810 000 000 333	GROUNDS WASTE SERVICES MARCH 2	
Check Total:							\$3,542.02				

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2023 - 4/30/2024

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	105219	CH	1 03102	METRO SALES INC	04/19/2024	\$15,810.00	158278	E 01 300 211 303 000 555	IM8000-RS copier per attached sales agre
						Check Total:	\$15,810.00		
001	105220	CH	1 12605	MRI SOFTWARE LLC	04/19/2024	\$126.00	158272	E 01 005 105 170 000 305	BACKGROUNDS SCREENING
						Check Total:	\$126.00		
001	105221	CH	1 13873	NASHKE NATIVE GAMES	04/19/2024	\$2,500.00	158280	E 01 005 790 000 320 305	NASHKE GAMES PLAY 04/01 & 04/10
						Check Total:	\$2,500.00		
001	105222	CH	1 13252	NORWOOD, CHARLES	04/19/2024	\$1,120.00	158271	E 04 500 585 157 332 305	LIGHTING FOR HS MUSICAL, MATILDA
						Check Total:	\$1,120.00		
001	105223	CH	1 13919	STATELINE DESIGN AND WELDING	04/19/2024	\$1,000.00	158274	E 01 005 810 000 000 350	4" X 4" TUBING
001	105223	CH	1 13919	STATELINE DESIGN AND WELDING	04/19/2024	\$400.00	158274	E 01 005 810 000 000 350	3.5" X 3.5" TUBING
001	105223	CH	1 13919	STATELINE DESIGN AND WELDING	04/19/2024	\$625.00	158274	E 01 005 810 000 000 350	WIRE MESH
001	105223	CH	1 13919	STATELINE DESIGN AND WELDING	04/19/2024	\$100.00	158274	E 01 005 810 000 000 350	METAL FOOTPAD
001	105223	CH	1 13919	STATELINE DESIGN AND WELDING	04/19/2024	\$400.00	158274	E 01 005 810 000 000 350	PRIMER
001	105223	CH	1 13919	STATELINE DESIGN AND WELDING	04/19/2024	\$400.00	158274	E 01 005 810 000 000 350	PAINT
001	105223	CH	1 13919	STATELINE DESIGN AND WELDING	04/19/2024	\$3,000.00	158274	E 01 005 810 000 000 350	LABOR
						Check Total:	\$5,925.00		
001	105224	CH	1 12068	THE WATSON COMPANY, INC.	04/19/2024	\$413.04	158276	E 11 300 298 000 000 490	HS CONCESSIONS
001	105224	CH	1 12068	THE WATSON COMPANY, INC.	04/19/2024	(\$143.87)	158277	E 11 300 298 000 000 490	CONCESSIONS CREDIT
						Check Total:	\$269.17		
001	105225	CH	1 06532	VISION STAFFING	04/19/2024	\$243.43	158275	E 01 005 810 356 000 305	GROUNDS WEEK OF 04/07/2024
						Check Total:	\$243.43		
001	105226	CH	1 13924	NATIVE TEACHING AIDS	04/19/2024	\$49.00	158281	E 01 005 790 000 320 430	ginebig
001	105226	CH	1 13924	NATIVE TEACHING AIDS	04/19/2024	\$49.00	158281	E 01 005 790 000 320 430	bagese
001	105226	CH	1 13924	NATIVE TEACHING AIDS	04/19/2024	\$49.00	158281	E 01 005 790 000 320 430	makizinataagewin
001	105226	CH	1 13924	NATIVE TEACHING AIDS	04/19/2024	\$76.50	158281	E 01 005 790 000 320 430	bineshiyag owl set
001	105226	CH	1 13924	NATIVE TEACHING AIDS	04/19/2024	\$76.50	158281	E 01 005 790 000 320 430	mii gwech set
						Check Total:	\$300.00		
001	105227	CH	1 13465	ANDERSON, JULIE	04/19/2024	\$1,288.00	158310	E 04 500 565 090 321 305	POUND/SPRING BOOTCAMP
						Check Total:	\$1,288.00		
001	105228	CH	1 12271	ARNESON, WES	04/19/2024	\$100.00	158306	E 11 300 296 125 000 305	V SOFTBALL OFFICIAL VS PRINCETON
						Check Total:	\$100.00		
001	105229	CH	1 04806	BERGESON, JOHN	04/19/2024	\$100.00	158307	E 11 300 296 125 000 305	JV SOFTBALL OFFICIAL VS PRINCETON
						Check Total:	\$100.00		

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2023 - 4/30/2024

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	105230	CH	1	10336	BOULDER POINTE EQUESTRIAN AND	04/19/2024	\$430.00	158311	E 04 500 585 000 332 305	HORSE CAMP 03/25 & 03/29	
Check Total:							\$430.00				
001	105231	CH	1	10289	BROWN, BRET	04/19/2024	\$110.00	158308	E 11 300 294 111 000 305	JV BASEBALL OFFICIAL VS PRINCETON	
Check Total:							\$110.00				
001	105232	CH	1	03184	CENTERPOINT ENERGY	04/19/2024	\$406.41	158350	E 01 201 810 000 000 330	MS SCHOOL FIRM GAS MARCH 2024	
001	105232	CH	1	03184	CENTERPOINT ENERGY	04/19/2024	\$2,488.80	158350	E 01 201 810 000 000 330	MS SCHOOL INT GAS MARCH 2024	
001	105232	CH	1	03184	CENTERPOINT ENERGY	04/19/2024	\$3,634.87	158350	E 01 100 810 000 000 330	INDY INT GAS MARCH 2024	
001	105232	CH	1	03184	CENTERPOINT ENERGY	04/19/2024	\$173.15	158350	E 01 300 810 000 000 330	HS FIRM GAS MARCH 2024	
001	105232	CH	1	03184	CENTERPOINT ENERGY	04/19/2024	\$6,145.62	158350	E 01 300 810 000 000 330	HS SCHOOL INT GAS MARCH 2024	
001	105232	CH	1	03184	CENTERPOINT ENERGY	04/19/2024	\$125.38	158350	E 01 100 810 000 000 330	INDY FIRM #2 GAS MARCH 2024	
001	105232	CH	1	03184	CENTERPOINT ENERGY	04/19/2024	\$405.56	158350	E 01 100 810 000 000 330	INDY FFIRM #1 GAS MARCH 2024	
Check Total:							\$13,379.79				
001	105233	CH	1	13891	CORE	04/19/2024	\$3,300.00	158340	E 01 005 640 000 312 366	OL&LA COHORT LEADER-TRAINING	
Check Total:							\$3,300.00				
001	105234	CH	1	12302	CREATE AND CONNECT STUDIO	04/19/2024	\$40.00	158351	E 04 500 585 000 332 305	KIDS YOGA AT LIBERTY	
Check Total:							\$40.00				
001	105235	CH	1	01026	DICK BLICK	04/19/2024	\$524.12	158309	E 01 110 203 000 000 430	LIBERTY SUPPLIES	
Check Total:							\$524.12				
001	105236	CH	1	13309	EMBER COFFEE COMPANY	04/19/2024	\$1,000.00	158352	E 01 005 241 204 000 305	STAFF APPRECIATION	
Check Total:							\$1,000.00				
001	105237	CH	1	13134	GEARED UP APPAREL LLC	04/19/2024	\$103.00	158303	E 11 300 288 154 000 401	Trap Coach jacket - 2XL	
001	105237	CH	1	13134	GEARED UP APPAREL LLC	04/19/2024	\$1,323.00	158303	E 11 300 288 154 000 401	Trap Team Jerseys 2024 SIZES: S-XL	
001	105237	CH	1	13134	GEARED UP APPAREL LLC	04/19/2024	\$265.50	158303	E 11 300 288 154 000 401	Trap Team Jerseys 2024 SIZES: 2XL	
001	105237	CH	1	13134	GEARED UP APPAREL LLC	04/19/2024	\$29.50	158303	E 11 300 288 154 000 401	Trap Team Jerseys 2024 SIZES: 3XL	
Check Total:							\$1,721.00				
001	105238	CH	1	13667	Gellerman Construction Inc.	04/19/2024	\$850.00	158345	E 01 005 810 000 000 350	FENCE INSTALLATION	
Check Total:							\$850.00				
001	105239	CH	1	12072	GELMO, IBSAA	04/19/2024	\$147.00	158315	E 11 300 296 185 000 305	JV/V GIRLS LACROSSE OFFICIAL VS DL	
Check Total:							\$147.00				
001	105240	CH	1	10281	GIAMBRUNO, MIKE	04/19/2024	\$110.00	158313	E 11 300 294 111 000 305	VARSITY BASEBALL OFFICIAL VS NORT	
Check Total:							\$110.00				
001	105241	CH	1	06539	H & B SPECIALIZED PROD., INC.	04/19/2024	\$274.50	158353	E 11 300 296 127 000 401	(8) SETS OF BASKET EDGE PADDING	
001	105241	CH	1	06539	H & B SPECIALIZED PROD., INC.	04/19/2024	\$274.50	158353	E 11 300 294 112 000 401	(8) SETS OF BASKET EDGE PADDING	

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2023 - 4/30/2024

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	105241	CH	1 06539	H & B SPECIALIZED PROD., INC.	04/19/2024	\$549.00	158353	E 01 300 810 000 000 401	(8) SETS OF BASKET EDGE PADDING
001	105241	CH	1 06539	H & B SPECIALIZED PROD., INC.	04/19/2024	\$549.00	158353	E 04 500 505 000 321 401	(8) SETS OF BASKET EDGE PADDING
Check Total:						\$1,647.00			
001	105242	CH	1 13245	HANSEN, DARREN	04/19/2024	\$110.00	158314	E 11 300 294 111 000 305	JV BASEBALL OFFICIAL VS NORTH BRA
Check Total:						\$110.00			
001	105243	CH	1 13925	HERMANN, PAUL	04/19/2024	\$147.00	158316	E 11 300 296 185 000 305	JV/V LACROSSE OFFICIAL VS DULUTH
Check Total:						\$147.00			
001	105244	CH	1 12895	HIDDE, KEVIN	04/19/2024	\$100.00	158312	E 11 300 296 125 000 305	VARSITY SOFTBALL OFFICIAL VS NORT
Check Total:						\$100.00			
001	105245	CH	1 10700	HOLT TOUR AND CHARTER INC	04/19/2024	\$642.00	158317	E 11 300 294 162 733 360	56 Pax Deluxe Coach Bus - Duluth Denfelc
001	105245	CH	1 10700	HOLT TOUR AND CHARTER INC	04/19/2024	\$1,138.00	158317	E 11 300 293 162 733 360	56 Pax Deluxe Coach Bus - Duluth Denfelc
Check Total:						\$1,780.00			
001	105246	CH	1 08465	INNOVATIVE OFFICE SOLUTIONS	04/19/2024	\$1,118.00	158318	E 01 201 208 000 000 530	Persian Blue Chrome Chair
001	105246	CH	1 08465	INNOVATIVE OFFICE SOLUTIONS	04/19/2024	\$265.00	158318	E 01 201 208 000 000 530	Freight
001	105246	CH	1 08465	INNOVATIVE OFFICE SOLUTIONS	04/19/2024	\$3,672.60	158346	E 05 300 211 000 302 530	ORDER #226826 HS CARPET
001	105246	CH	1 08465	INNOVATIVE OFFICE SOLUTIONS	04/19/2024	\$24,281.40	158347	E 05 100 203 000 302 530	Black Teacher Chairs / Ignition 2 Task Mid-
Check Total:						\$29,337.00			
001	105247	CH	1 13290	KREFT, DAVE	04/19/2024	\$110.00	158319	E 11 300 294 111 000 305	VARSITY BASEWBALL OFFICIAL VS NOI
Check Total:						\$110.00			
001	105248	CH	1 13926	LAGERGREN, CHRISTOPHER	04/19/2024	\$87.50	158320	E 11 300 296 184 000 305	JV/V TRACK STARTING OFFICIAL VS PF
001	105248	CH	1 13926	LAGERGREN, CHRISTOPHER	04/19/2024	\$87.50	158320	E 11 300 294 114 000 305	JV/V TRACK STARTING OFFICIAL VS PF
Check Total:						\$175.00			
001	105249	CH	1 13609	LAKESHIRTS ZEPHRY LLC	04/19/2024	\$1,350.00	158322	E 11 300 293 111 000 401	BASEBALL SUPPLIES
Check Total:						\$1,350.00			
001	105250	CH	1 13892	LANGUAGE LIZARD, LLC	04/19/2024	\$124.70	158321	E 01 200 205 638 417 430	LIBERTY SUPPLIES
001	105250	CH	1 13892	LANGUAGE LIZARD, LLC	04/19/2024	\$5.99	158321	E 01 200 205 638 417 430	shipping
Check Total:						\$130.69			
001	105251	CH	1 06778	LEARNING OPPORTUNITIES, INC.	04/19/2024	\$2,762.51	158326	E 01 110 620 000 000 470	LIBERTY MEDIA SUPPLIES
001	105251	CH	1 06778	LEARNING OPPORTUNITIES, INC.	04/19/2024	\$55.25	158326	E 01 110 620 000 000 470	Shipping
Check Total:						\$2,817.76			
001	105252	CH	1 12167	LEOM, DAVID	04/19/2024	\$110.00	158323	E 11 300 294 111 000 305	VARSITY BASEBALL OFFICIAL VS PRINC
Check Total:						\$110.00			

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2023 - 4/30/2024

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	105253	CH	1 07920	MCGRAW, CHAD	04/19/2024	\$110.00	158325	E 11 300 294 111 000 305	VARSITY BASEBALL OFFICIAL VS PRINC
						Check Total:	\$110.00		
001	105254	CH	1 13610	MICHAELIS, RON	04/19/2024	\$100.00	158324	E 11 300 296 125 000 305	9TH SOFTBALL OFFICIAL VS NORTH BF
						Check Total:	\$100.00		
001	105255	CH	1 13672	MILIUS, MARGARET M	04/19/2024	\$288.00	158331	E 04 500 565 090 321 305	TIE DYE CLASS
						Check Total:	\$288.00		
001	105256	CH	1 13927	MINNESOTA INDIAN EDUCATION ASSC	04/19/2024	\$450.00	158342	E 01 005 790 000 320 366	FULL CONFERENCE-ADULT (SHEILA BE
001	105256	CH	1 13927	MINNESOTA INDIAN EDUCATION ASSC	04/19/2024	\$450.00	158343	E 01 005 790 000 320 366	FULL CONFERENCE - ADULT (JAMIE RA
001	105256	CH	1 13927	MINNESOTA INDIAN EDUCATION ASSC	04/19/2024	\$450.00	158344	E 01 005 790 000 320 366	FALL CONFERENCE - ADULT (LORI HUN
						Check Total:	\$1,350.00		
001	105257	CH	1 08596	MSTP	04/19/2024	\$98.00	158327	E 04 799 590 000 351 433	FY 24 HOMESCHOOL TESTING (OLMSC
						Check Total:	\$98.00		
001	105258	CH	1 04315	NOVACARE REHABILITATION	04/19/2024	\$13,334.00	158328	E 11 300 292 000 000 305	MARCH 2024 ATHLETIC TRAINING SERV
						Check Total:	\$13,334.00		
001	105259	CH	1 07890	PMA ASSET MANAGEMENT, LLC	04/19/2024	\$269.24	158329	E 45 005 935 000 000 305	ASSETS MARCH 2024
						Check Total:	\$269.24		
001	105260	CH	1 13604	Push Pedal Pull	04/19/2024	\$720.00	158330	E 11 300 292 158 000 401	Ultra Pro Dip Storage (Single Post)
001	105260	CH	1 13604	Push Pedal Pull	04/19/2024	\$206.00	158330	E 11 300 292 158 000 401	Freight Commerical
						Check Total:	\$926.00		
001	105261	CH	1 08389	SCHOLASTIC	04/19/2024	\$587.93	158332	E 01 110 216 638 401 430	LIBERTY SUPPLIES
001	105261	CH	1 08389	SCHOLASTIC	04/19/2024	\$52.92	158332	E 01 110 216 638 401 430	Shipping
						Check Total:	\$640.85		
001	105262	CH	1 04849	ST. CLOUD STATE UNIVERSITY	04/19/2024	\$15,400.00	158341	E 01 300 211 211 000 394	FALL C1S CLASSES
						Check Total:	\$15,400.00		
001	105263	CH	1 09498	WARD'S NATURAL SCIENCE	04/19/2024	\$34.98	158333	E 01 300 260 000 000 430	47983-774 WARDS LIVE POND SNAILS F
001	105263	CH	1 09498	WARD'S NATURAL SCIENCE	04/19/2024	\$23.76	158333	E 01 300 260 000 000 430	LIVE SPECIMEN FEE
						Check Total:	\$58.74		
001	105264	CH	1 13129	WILLIAMS JR, ROBERT	04/19/2024	\$100.00	158334	E 11 300 296 125 000 305	JV SOFTBALL OFFICIAL VS NORTH BRA
001	105264	CH	1 13129	WILLIAMS JR, ROBERT	04/19/2024	\$110.00	158335	E 11 300 294 111 000 305	9TH BASEBALL OFFICIAL VS CHISAGO I
						Check Total:	\$210.00		
001	105265	CH	1 05170	WISNIESKI, DAVID	04/19/2024	\$100.00	158336	E 11 300 296 125 000 305	VARSITY SOFTBALL OFFICIAL VS NORT
						Check Total:	\$100.00		

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2023 - 4/30/2024

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	105266	CH	1 12654	WITTEBORG, NORMAN	04/19/2024	\$100.00	158337	E 11 300 296 125 000 305	VARSITY SOFTBALL OFFICIAL VS PRINC
Check Total:						\$100.00			
001	105267	CH	1 01240	WRIGHT TECHNICAL CENTER	04/19/2024	\$21,076.16	158354	E 01 998 211 000 303 390	WRIGHT ACADEMY HIGH SCHOOL
001	105267	CH	1 01240	WRIGHT TECHNICAL CENTER	04/19/2024	\$861.84	158354	E 01 998 211 000 303 390	WRIGHT ACADEMY MIDDLE SCHOOL
Check Total:						\$21,938.00			
001	105268	CH	1 12810	DELTAMATH SOLUTIONS INC	04/19/2024	\$770.00	158356	E 01 300 256 000 000 406	24/25 TEACHER PLUS LICENSE
Check Total:						\$770.00			
001	105269	CH	1 13928	TWIN CITY MECHANICAL, INC	04/19/2024	\$365.00	158357	E 02 100 770 000 701 350	INDY B&G REPAIR
Check Total:						\$365.00			
001	105270	CH	1 13218	CENTRAL MN MENTAL HEALTH CENTE	04/19/2024	\$1,006.25	158268	E 01 005 203 000 799 305	BRIDGES GRANT 2023-EXPANDED SUP
Check Total:						\$1,006.25			
Bank 001 Total:						\$843,857.06			
Report Total:						\$843,857.06			

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2023 - 4/30/2024

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	105271	CH	1 04234	MN CHILD SUPPORT PYMT CENTER	04/22/2024	\$281.00	158369	B 01 215 081	Child Support
Check Total:						\$281.00			
001	105272	CH	1 12504	MN PEIP	04/22/2024	\$239,307.07	158385	B 01 215 030	APRIL 2024 HEALTH
001	105272	CH	1 12504	MN PEIP	04/22/2024	\$21,284.30	158385	B 04 215 030	APRIL 2024 HEALTH
001	105272	CH	1 12504	MN PEIP	04/22/2024	\$6,111.66	158385	B 05 215 030	APRIL 2024 HEALTH
001	105272	CH	1 12504	MN PEIP	04/22/2024	\$3,751.88	158385	B 11 215 030	APRIL 2024 HEALTH
001	105272	CH	1 12504	MN PEIP	04/22/2024	\$146,693.74	158385	B 12 215 030	APRIL 2024 HEALTH
001	105272	CH	1 12504	MN PEIP	04/22/2024	\$16,645.34	158385	B 01 215 051	APRIL 2024 HEALTH
001	105272	CH	1 12504	MN PEIP	04/22/2024	\$3,981.05	158385	B 04 215 051	APRIL 2024 HEALTH
001	105272	CH	1 12504	MN PEIP	04/22/2024	\$659.46	158385	B 05 215 051	APRIL 2024 HEALTH
001	105272	CH	1 12504	MN PEIP	04/22/2024	\$591.60	158385	B 11 215 051	APRIL 2024 HEALTH
001	105272	CH	1 12504	MN PEIP	04/22/2024	\$19,441.66	158385	B 12 215 051	APRIL 2024 HEALTH
Check Total:						\$458,467.76			
001	105273	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	04/22/2024	\$967.63	158374	B 01 215 040	U Due Nc
001	105273	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	04/22/2024	\$151.34	158374	B 04 215 040	U Dues Nc
001	105273	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	04/22/2024	\$2,298.90	158374	B 12 215 040	U Due Nc
Check Total:						\$3,417.87			
001	105274	CH	1 04472	SHERBURNE AREA UNITED WAY	04/22/2024	\$44.00	158378	B 01 215 045	United Way
001	105274	CH	1 04472	SHERBURNE AREA UNITED WAY	04/22/2024	\$14.00	158378	B 12 215 045	United Way
Check Total:						\$58.00			
001	105275	CH	1 12159	ARVIG	04/26/2024	\$133.22	158408	E 01 005 630 000 000 305	BACK-UP INTERNET 04/06-05/05
Check Total:						\$133.22			
001	105276	CH	1 10414	BIG BEAR APPAREL	04/26/2024	\$720.00	158412	E 04 500 560 122 321 436	APPAREL
Check Total:						\$720.00			
001	105277	CH	1 13930	BOHNERT, ARON	04/26/2024	\$225.00	158411	E 11 300 291 128 000 305	SOLO/ENSEMBLE JUDGE
Check Total:						\$225.00			
001	105278	CH	1 10336	BOULDER POINTE EQUESTRIAN AND E	04/26/2024	\$112.00	158410	E 04 500 585 000 332 305	CAMPS: MY LITTLE HORSE CAMP-SCHC
Check Total:						\$112.00			
001	105279	CH	1 13459	BULK BOOKSTORE	04/26/2024	\$159.00	158409	E 01 201 220 000 000 430	PO 33044 MS SUPPLIES
Check Total:						\$159.00			
001	105280	CH	1 01033	CENTRAL MCGOWAN INC	04/26/2024	\$35.38	158433	E 01 300 361 000 830 433	Cust# 05630 HS SHOP SUPPLIES
Check Total:						\$35.38			
001	105281	CH	1 01026	DICK BLICK	04/26/2024	\$223.44	158413	E 01 300 212 000 000 430	23021-1002 scotch book tape 2"x15 Yards

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2023 - 4/30/2024

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	105281	CH	1 01026	DICK BLICK	04/26/2024	\$279.98	158413	E 01 300 212 000 000 430	2508-0150 PRISMACOLOR PREMIER CO
001	105281	CH	1 01026	DICK BLICK	04/26/2024	\$115.45	158413	E 01 300 212 000 000 430	10148-1029 STRATHMORE 300 SERIES V
001	105281	CH	1 01026	DICK BLICK	04/26/2024	\$56.94	158413	E 01 300 212 000 000 430	00711-5188 BLICKRYLIC STUDENT ACRY
001	105281	CH	1 01026	DICK BLICK	04/26/2024	\$23.92	158413	E 01 300 212 000 000 430	00711-5247 BLICKRYLIC STUDENT ACRY
001	105281	CH	1 01026	DICK BLICK	04/26/2024	\$18.98	158413	E 01 300 212 000 000 430	00711-1088 BLICKRYLIC STUDENT ACRY
Check Total:						\$718.71			
001	105282	CH	1 10780	EBERT, INC.	04/26/2024	\$147,218.85	158414	E 06 100 870 000 000 520	BOND 22A INDY RENOVATIONS "22D100
Check Total:						\$147,218.85			
001	105283	CH	1 13929	FERBUYT, SUSAN	04/26/2024	\$490.00	158415	E 11 300 291 128 000 305	BAND ACCOMPANIST
Check Total:						\$490.00			
001	105284	CH	1 10497	GEYER INSTRUCTIONAL PRODUCTS	04/26/2024	\$126.00	158417	E 01 300 256 000 000 430	150056 6 GRID GRAPHPAPER
001	105284	CH	1 10497	GEYER INSTRUCTIONAL PRODUCTS	04/26/2024	\$20.95	158417	E 01 300 256 000 000 430	Shipping
Check Total:						\$146.95			
001	105285	CH	1 07027	HOUSE OF PRINT	04/26/2024	\$108.50	158416	E 04 500 520 000 322 305	ABE
001	105285	CH	1 07027	HOUSE OF PRINT	04/26/2024	\$4,231.41	158416	E 04 500 505 000 321 305	GENERAL CE
Check Total:						\$4,339.91			
001	105286	CH	1 08465	INNOVATIVE OFFICE SOLUTIONS	04/26/2024	\$2,308.88	158434	E 01 300 211 000 000 401	66682-C-MRKR-HBLUE HIERARCHY ACT
001	105286	CH	1 08465	INNOVATIVE OFFICE SOLUTIONS	04/26/2024	\$2,977.92	158434	E 01 300 211 000 000 401	666825-C-MRKR-HBLUE HIERARCHY AC
001	105286	CH	1 08465	INNOVATIVE OFFICE SOLUTIONS	04/26/2024	\$1,398.72	158434	E 01 300 211 000 000 401	SMGRV33849 SSPLASTIC SSCHROME C
001	105286	CH	1 08465	INNOVATIVE OFFICE SOLUTIONS	04/26/2024	\$1,904.64	158434	E 01 300 211 000 000 401	SMGRV33889 SSPLASTIC GLIDES GROC
001	105286	CH	1 08465	INNOVATIVE OFFICE SOLUTIONS	04/26/2024	\$525.08	158434	E 01 300 211 000 000 401	FURNFREIGHT FREIGHT
Check Total:						\$9,115.24			
001	105287	CH	1 09984	INSTRUMENTALIST AWARDS LLC	04/26/2024	\$80.00	158418	E 01 300 211 133 000 401	SOUSA COUNDUCTORS COMBO
001	105287	CH	1 09984	INSTRUMENTALIST AWARDS LLC	04/26/2024	\$142.00	158418	E 01 300 211 133 000 401	NATIONAL CHORAL COMBO SETS
001	105287	CH	1 09984	INSTRUMENTALIST AWARDS LLC	04/26/2024	\$21.00	158418	E 01 300 211 133 000 401	SHIPPING
Check Total:						\$243.00			
001	105288	CH	1 13565	KUE CONTRACTORS INC	04/26/2024	\$42,104.00	158419	E 06 300 870 000 000 520	BOND 22A HS RENOVATIONS "22E300.0
Check Total:						\$42,104.00			
001	105289	CH	1 13901	LEARNWELL	04/26/2024	\$180.00	158420	E 01 998 211 000 000 390	HOSPITAL TUTORING 02/28 & 02/29
Check Total:						\$180.00			
001	105290	CH	1 13568	POWERS, MARISSA	04/26/2024	\$190.00	158421	E 04 500 565 090 321 305	CANDLE MAKING CLASS AT LUPLIN
Check Total:						\$190.00			

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2023 - 4/30/2024

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	105291	CH	1	12381	RIVERSIDE INSIGHTS	04/26/2024	\$603.00	158422	E 01 100 218 000 388 406	2000021 CogAT Complete Online License	
							Check Total:	\$603.00			
001	105292	CH	1	12564	RUSSELL SECURITY RESOURCE, INC.	04/26/2024	\$140.00	158432	E 01 201 810 000 000 350	RE-INSTALL CLOSER ON DOOR C, LIGH'	
							Check Total:	\$140.00			
001	105293	CH	1	92660	SCOTT, TERESA	04/26/2024	\$1,000.00	158423	E 04 500 585 157 332 305	HS MATILDA MUSICAL START UP MONE'	
							Check Total:	\$1,000.00			
001	105294	CH	1	13782	SODEN, JESSICA	04/26/2024	\$217.90	158431	E 04 799 590 000 351 433	FY 24 HOMESCHOOL SUPPLIES	
							Check Total:	\$217.90			
001	105295	CH	1	09498	WARD'S NATURAL SCIENCE	04/26/2024	\$2,033.28	158424	E 01 300 211 000 000 430	470177-090 MICROSCOPE CORDED LEE	
							Check Total:	\$2,033.28			
001	105296	CH	1	13048	WELLNESS FOR LIVING LLC	04/26/2024	\$80.00	158429	E 04 500 585 000 332 305	FIDGETS/GAMES	
							Check Total:	\$80.00			
001	105297	CH	1	10633	WOLD ARCHITECTS, INC	04/26/2024	\$968.26	158425	E 06 100 870 000 000 305	INDY ES RENOVATION "22D100.01B"	
001	105297	CH	1	10633	WOLD ARCHITECTS, INC	04/26/2024	\$4,255.80	158426	E 06 110 870 000 000 305	LIBERTY ES RENOVATION "22E110.01B"	
001	105297	CH	1	10633	WOLD ARCHITECTS, INC	04/26/2024	\$1,171.99	158427	E 06 300 870 000 000 305	HS RENOVATION BOND PROJECT ID "22	
001	105297	CH	1	10633	WOLD ARCHITECTS, INC	04/26/2024	\$35,786.53	158428	E 06 005 870 000 000 305	LES & BLHS PARKING LOT IMPROVEME	
							Check Total:	\$42,182.58			
001	105298	CH	1	08807	WRECK-LESS DRIVING ACADEMY	04/26/2024	\$4,125.00	158430	E 04 500 585 239 332 305	DIVER'S ED CLASS 04/15-04/26	
							Check Total:	\$4,125.00			
001	105299	CH	1	13931	Wormwood, Sharon	04/24/2024	\$152.28	158450	E 01 005 110 999 000 401	Bank return ACH pmt 4/19/24 Payroll net	
							Check Total:	\$152.28			
001	105300	CH	1	12505	APRIL GRAPHICS	04/26/2024	\$150.00	158442	E 01 300 211 000 000 401	CUSTOM SIGN SETUP/FILE PREP	
001	105300	CH	1	12505	APRIL GRAPHICS	04/26/2024	\$710.00	158442	E 01 300 211 000 000 401	CUSTOM SIGN 8" FORMED PLASTIC DIM	
							Check Total:	\$860.00			
001	105301	CH	1	07603	MAXWELL MEDALS AND AWARDS	04/26/2024	\$52.80	158443	E 11 300 296 186 000 897		
001	105301	CH	1	07603	MAXWELL MEDALS AND AWARDS	04/26/2024	\$52.80	158443	E 11 300 294 116 000 897		
001	105301	CH	1	07603	MAXWELL MEDALS AND AWARDS	04/26/2024	\$7.50	158443	E 11 300 296 186 000 897		
001	105301	CH	1	07603	MAXWELL MEDALS AND AWARDS	04/26/2024	\$7.50	158443	E 11 300 294 116 000 897		
001	105301	CH	1	07603	MAXWELL MEDALS AND AWARDS	04/26/2024	\$12.00	158443	E 11 300 296 186 000 897		
001	105301	CH	1	07603	MAXWELL MEDALS AND AWARDS	04/26/2024	\$12.00	158443	E 11 300 294 116 000 897		
							Check Total:	\$144.60			
001	105302	CH	1	07185	PEBBLE CREEK	04/26/2024	\$5,000.00	158448	E 11 300 850 119 348 335	EVENT GREEN FEE & EVENT RANGE FE	
							Check Total:	\$5,000.00			

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 7/1/2023 - 4/30/2024

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	105303	CH	1 01136	REGION 8AA MSHSL	04/26/2024	\$35.00	158449	E 11 300 291 128 000 401	MEDALS FOR SOLO/ENSEMBLE EVENT:

Check Total: \$35.00

Bank 001 Total:

Report Total:

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 04/01/2024 - 4/30/2024

										Pay/Void
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001		CC	1	01065	HILLYARD FLOOR CARE	04/05/2024	\$258.00	157938	E 01 201 810 000 000 350	MS B&G Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	04/05/2024	\$86.09	157945	E 01 201 810 000 000 401	MS B&G Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	04/05/2024	\$1,275.34	157951	E 01 201 810 000 000 401	PO 32910 MS Cleaning Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	04/05/2024	\$662.13	157952	E 01 201 810 000 000 401	PO 32910 MS B&G Cleaning Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	04/05/2024	\$4,751.45	157954	E 01 110 810 000 000 401	PO 32911 Liberty B&G Cleaning Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	04/05/2024	\$1,394.10	157955	E 01 005 810 000 000 401	District B&G General Supplies PO 32929
001		CC	1	01065	HILLYARD FLOOR CARE	04/05/2024	\$2,827.10	158008	E 01 300 810 000 000 401	PO 32835 HS Cleaning Supplies (credits d
001		CC	1	01065	HILLYARD FLOOR CARE	04/05/2024	(\$521.20)	158008	E 01 201 810 000 000 401	PO 32835 HS Cleaning Supplies (credits d
001		CC	1	01065	HILLYARD FLOOR CARE	04/05/2024	(\$119.60)	158008	E 01 100 810 000 000 401	PO 32835 HS Cleaning Supplies (credits d
001		CC	1	01065	HILLYARD FLOOR CARE	04/05/2024	(\$521.20)	158008	E 01 201 810 000 000 401	PO 32835 HS Cleaning Supplies (credits d
001		CC	1	01065	HILLYARD FLOOR CARE	04/05/2024	\$16.92	158016	E 01 110 810 000 000 401	B&G Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	04/05/2024	\$1,121.60	158016	E 02 005 770 000 701 401	B&G Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	04/05/2024	\$21.90	158016	E 01 110 810 000 000 401	B&G Supplies
001		CC	1	01107	JOSTENS	04/05/2024	\$1,037.55	157928	E 01 300 211 222 000 401	PO 32780 Diplomas & certificate of attende
001		CC	1	01146	MONTICELLO PRINTING	04/05/2024	\$70.46	157946	E 04 500 585 157 332 401	CE Musical 27
001		CC	1	01188	SCHOLASTIC INC	04/05/2024	\$182.00	157934	E 04 500 580 241 325 430	ECFE in the Park
001		CC	1	01908	MINNESOTA HISTORICAL SOCIETY	04/05/2024	\$790.00	158052	E 01 100 203 000 320 430	PO 32571 Indy Ojibwe Shoulder Bag Indivi
001		CC	1	02427	FOLLETT SCHOOL SOLUTIONS, INC.	04/05/2024	\$2,260.37	157965	E 01 100 620 000 000 470	Indy Media Books PO 32764
001		CC	1	02499	J.W. PEPPER OF MINNEAPOLIS	04/05/2024	\$37.99	157968	E 01 201 259 000 000 430	PO 328807 MS Music
001		CC	1	02499	J.W. PEPPER OF MINNEAPOLIS	04/05/2024	\$96.99	157986	E 01 300 258 000 000 430	PO 32817 HS Supp[lies
001		CC	1	02499	J.W. PEPPER OF MINNEAPOLIS	04/05/2024	\$75.00	157986	E 01 300 258 000 000 430	PO 32817 HS Supp[lies
001		CC	1	02499	J.W. PEPPER OF MINNEAPOLIS	04/05/2024	\$535.00	157986	E 01 300 258 000 000 430	PO 32817 HS Supp[lies
001		CC	1	02499	J.W. PEPPER OF MINNEAPOLIS	04/05/2024	\$64.50	158009	E 01 201 259 000 000 430	PO 32807 MS Music Supplies
001		CC	1	02499	J.W. PEPPER OF MINNEAPOLIS	04/05/2024	\$23.90	158017	E 01 300 258 000 000 430	PO 32643 HS Music Supplies
001		CC	1	02499	J.W. PEPPER OF MINNEAPOLIS	04/05/2024	\$36.97	158020	E 01 300 258 000 000 430	PO 32643 HS Music Supplies
001		CC	1	02735	EHLERS & ASSOCIATES, INC	04/05/2024	\$110.00	157999	E 01 005 640 000 316 366	Ehlers' 2024 Minnesota School Finance Se
001		CC	1	03003	WEST MUSIC COMPANY	04/05/2024	\$12.00	157964	E 01 100 259 000 000 430	PO 32871 INDEP Music Supplies
001		CC	1	03388	CONTINENTAL CLAY CO	04/05/2024	\$116.95	157997	E 04 500 585 000 332 401	PO 32834 CE Supplies
001		CC	1	03388	CONTINENTAL CLAY CO	04/05/2024	\$402.07	158066	E 01 201 212 000 000 430	PO 32352 MS Art Supplies
001		CC	1	03455	GRAINGER	04/05/2024	\$183.49	157922	E 01 100 810 000 000 401	PO 32997 Indy Repair Supplies
001		CC	1	03455	GRAINGER	04/05/2024	\$800.00	157927	E 01 110 810 000 000 401	PO 32998 Liberty Moving Boxes
001		CC	1	03455	GRAINGER	04/05/2024	\$112.05	157956	E 01 201 810 000 000 350	MS B&G Supplies
001		CC	1	03455	GRAINGER	04/05/2024	\$291.93	158002	E 01 201 810 000 000 350	PO 32844 MS Repair Supplies
001		CC	1	03455	GRAINGER	04/05/2024	\$1,566.30	158003	E 01 110 810 000 000 350	PO 32843 Liberty Repair Supplies
001		CC	1	04279	MCPETE'S SPORTS BAR & LANES	04/05/2024	\$15.56	157974	E 01 005 020 000 000 366	Chamber Lunch

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 04/01/2024 - 4/30/2024

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1 04336	MASBO	04/05/2024	\$290.00	157939	E 01 005 640 000 316 366	2024 MASBO Annual Conference (Angie)
001		CC	1 04573	HOLIDAY INN	04/05/2024	\$186.04	158051	E 11 300 296 122 000 366	Gymnastics Hotel 02/23
001		CC	1 04641	IEA	04/05/2024	\$5,324.00	158001	E 06 100 870 000 000 305	\$5,324 Bond #22D100.01E Indy Renovatio
001		CC	1 04641	IEA	04/05/2024	\$891.60	158001	E 05 005 865 000 352 305	\$5,324 Bond #22D100.01E Indy Renovatio
001		CC	1 04944	DOMINO'S PIZZA	04/05/2024	\$82.49	157919	E 04 500 570 000 321 490	KC Snow Day Food
001		CC	1 04944	DOMINO'S PIZZA	04/05/2024	\$103.14	158040	E 11 300 294 115 000 366	State Wrestling Food
001		CC	1 05264	BSN SPORTS	04/05/2024	\$588.90	157941	E 01 110 240 000 000 430	PO 32861 Foam Paddles (Lollipop) set of 6
001		CC	1 05264	BSN SPORTS	04/05/2024	\$37.95	157943	E 11 300 294 111 000 401	PO 32892 BASEBALL SCOREBOOK (24 C
001		CC	1 05264	BSN SPORTS	04/05/2024	\$697.00	157944	E 11 300 295 124 000 401	PO 32803 Varsity - Royal - Nike performan
001		CC	1 05351	HOME DEPOT	04/05/2024	\$549.00	157937	E 04 500 585 157 332 401	Table Saw with Rolling Stand
001		CC	1 05351	HOME DEPOT	04/05/2024	\$198.80	157990	E 01 300 810 000 000 401	HS B&G Supplies
001		CC	1 05351	HOME DEPOT	04/05/2024	\$155.94	157998	E 01 005 810 000 000 401	B&G Supplies
001		CC	1 05351	HOME DEPOT	04/05/2024	\$425.00	158065	E 01 300 331 000 830 433	Over the Range Microwaves
001		CC	1 05351	HOME DEPOT	04/05/2024	\$425.00	158068	E 01 300 331 000 830 433	HS Over the Range Microwaves
001		CC	1 05351	HOME DEPOT	04/05/2024	\$425.00	158069	E 01 300 331 000 830 433	HS Over the Range Microwaves 28
001		CC	1 05951	RUTTGER'S BAY LAKE LODGE	04/05/2024	\$605.62	157924	E 01 300 790 000 699 366	May PCN Training
001		CC	1 05951	RUTTGER'S BAY LAKE LODGE	04/05/2024	\$605.62	157929	E 01 300 790 000 699 366	May PCN Training
001		CC	1 05951	RUTTGER'S BAY LAKE LODGE	04/05/2024	\$605.62	157930	E 01 300 790 000 699 366	May PCN Training
001		CC	1 06051	FINKEN WATER CENTERS	04/05/2024	\$84.95	157947	E 01 110 810 000 000 401	Solar Salt and Drinking Water
001		CC	1 06051	FINKEN WATER CENTERS	04/05/2024	\$105.45	157947	E 01 201 810 000 000 401	Solar Salt and Drinking Water
001		CC	1 06051	FINKEN WATER CENTERS	04/05/2024	\$75.45	157947	E 01 005 810 000 000 332	Solar Salt and Drinking Water
001		CC	1 06051	FINKEN WATER CENTERS	04/05/2024	\$84.95	157947	E 01 300 810 000 000 401	Solar Salt and Drinking Water
001		CC	1 06051	FINKEN WATER CENTERS	04/05/2024	\$105.45	157947	E 01 100 810 000 000 401	Solar Salt and Drinking Water
001		CC	1 06130	COBORN'S INC.	04/05/2024	\$21.28	157961	E 01 300 790 000 699 490	Coalition Meeting Donuts - March Mtg
001		CC	1 06319	HAMPTON INN	04/05/2024	\$1,143.69	158025	E 11 300 294 115 000 366	State Wrestling Hotel
001		CC	1 06319	HAMPTON INN	04/05/2024	\$1,258.02	158038	E 11 300 294 115 000 366	HS Wrestling State Hotel
001		CC	1 06319	HAMPTON INN	04/05/2024	\$1,143.69	158039	E 11 300 294 115 000 366	HS State Wrestling Hotel
001		CC	1 06327	THREE RIVERS PARK DISTRICT	04/05/2024	\$210.00	157925	E 04 500 570 000 321 369	KC Field Trip
001		CC	1 06659	XCEL CENTER	04/05/2024	\$288.00	158027	E 11 300 294 115 000 366	State Wrestling Extra Coaches Passes
001		CC	1 06687	AAFCS	04/05/2024	\$349.00	158057	E 01 300 250 000 000 366	24 AAFCS Conference Rotter
001		CC	1 06687	AAFCS	04/05/2024	\$399.00	158062	E 01 300 250 000 000 366	24 AAFCS Conference Larson
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	04/05/2024	\$26.50	158042	E 01 110 810 000 000 320	Liberty Long Distance February 2024
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	04/05/2024	\$27.53	158043	E 01 300 810 000 000 320	HS Long Distance February 2024
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	04/05/2024	\$5.40	158044	E 04 500 505 000 321 305	CE Long Distance February 2024
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	04/05/2024	\$42.62	158045	E 01 005 810 000 000 320	DO Long Distance February 2024

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 04/01/2024 - 4/30/2024

				Pay/Void							
Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description		
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	04/05/2024	\$16.56	158046	E 01 201 810 000 000 320	MS Long Distance February 2024		
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	04/05/2024	\$30.67	158047	E 01 100 810 000 000 320	Indy Long Distance February 2024		
001		CC	1 08347	WALMART	04/05/2024	\$76.34	157936	E 04 500 570 000 321 401	KC Supplies		
001		CC	1 08347	WALMART	04/05/2024	\$99.99	157962	E 01 100 810 359 000 401	Water damage - replacement for Dawnette		
001		CC	1 08347	WALMART	04/05/2024	\$9.96	157981	E 04 500 570 000 321 401	KC Supplies		
001		CC	1 08347	WALMART	04/05/2024	\$34.90	157988	E 01 110 201 000 000 430	Kindergarten and first grade planting units,		
001		CC	1 08347	WALMART	04/05/2024	\$134.19	157988	E 01 110 203 100 000 430	Kindergarten and first grade planting units,		
001		CC	1 08347	WALMART	04/05/2024	\$61.75	157988	E 01 110 203 902 000 401	Kindergarten and first grade planting units,		
001		CC	1 08347	WALMART	04/05/2024	\$113.35	158006	E 01 300 790 000 699 490	ALT Snack		
001		CC	1 08347	WALMART	04/05/2024	\$311.71	158022	E 01 005 241 204 000 490	Staff Wellness Supplies		
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	04/05/2024	\$51.98	157935	E 01 300 256 000 000 430	PO 32953 HS Dry erase fine pt		
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	04/05/2024	\$820.00	158060	E 01 201 208 000 000 401	PO 32790 MS Hank Glides		
001		CC	1 09044	MENARDS - ELK RIVER	04/05/2024	\$182.89	157977	E 11 300 288 140 000 401	HS B&G Supplies		
001		CC	1 09217	HORIZON COMMERCIAL POOL SUPPL`	04/05/2024	\$2,420.65	158019	E 01 300 810 000 000 404	HS Pool Repairs		
001		CC	1 09728	FEDERATED CO-OPS	04/05/2024	\$470.32	157992	E 01 110 810 000 000 440	Fuel	29	
001		CC	1 09728	FEDERATED CO-OPS	04/05/2024	\$173.50	157992	E 01 300 810 000 000 440	Fuel		
001		CC	1 09757	PROJECT LEAD THE WAY, INC.	04/05/2024	\$2,064.00	157949	E 05 201 208 000 302 530	Custom PLTW Kit		
001		CC	1 10303	BIO CORPORATION	04/05/2024	\$129.38	157993	E 01 300 260 000 000 430	PO 32656 HS Supplies		
001		CC	1 10327	NORTHERN AIR CORPORATION	04/05/2024	\$5,891.00	157989	E 01 005 810 000 000 305	ALARM CONTACTS-BAS DIALERS ALL B		
001		CC	1 10327	NORTHERN AIR CORPORATION	04/05/2024	\$5,098.44	158013	E 15 300 867 000 380 520	HS B&G Repairs		
001		CC	1 10575	CONSTANT CONTACT	04/05/2024	\$227.00	158036	E 04 500 505 000 321 305	CE Marketing		
001		CC	1 10619	4IMPRINT	04/05/2024	\$2,154.17	157972	E 04 500 505 000 321 401	ECFE in the Park / CE Marketing Supplies		
001		CC	1 10619	4IMPRINT	04/05/2024	\$2,043.15	157972	E 04 500 580 241 325 401	ECFE in the Park / CE Marketing Supplies		
001		CC	1 10619	4IMPRINT	04/05/2024	\$2,587.73	158021	E 01 300 790 000 699 401	STEM Giveaways		
001		CC	1 12031	LANGUAGELINE Solutions	04/05/2024	\$19.75	157957	E 01 110 219 000 317 358	Interpreter at Liberty 03/14/2024		
001		CC	1 12031	LANGUAGELINE Solutions	04/05/2024	\$64.35	157970	E 01 110 219 000 317 358	Liberty Interpreter 03/13/24		
001		CC	1 12031	LANGUAGELINE Solutions	04/05/2024	\$165.90	157978	E 01 100 219 000 317 358	Indy Interpreter 03.11.2024		
001		CC	1 12031	LANGUAGELINE Solutions	04/05/2024	\$23.70	158000	E 01 100 219 000 317 358	03.05.2024 Interpreter at Indy		
001		CC	1 12031	LANGUAGELINE Solutions	04/05/2024	\$240.95	158064	E 01 110 219 000 317 358	Interpreter Liberty 02/26		
001		CC	1 12129	SIPTRUNK, INC	04/05/2024	\$72.09	158028	E 01 005 630 000 000 320	Back-up phones		
001		CC	1 12304	SAM'S CLUB	04/05/2024	\$110.88	157984	E 04 500 560 070 321 436	CE Event		
001		CC	1 12304	SAM'S CLUB	04/05/2024	\$110.88	158033	E 04 500 560 070 321 436	CE Event		
001		CC	1 12304	SAM'S CLUB	04/05/2024	\$287.74	158067	E 01 300 298 918 000 490	Java Hive Sam's Club		
001		CC	1 12304	SAM'S CLUB	04/05/2024	\$37.96	158067	E 01 300 298 918 000 401	Java Hive Sam's Club		
001		CC	1 12409	FACEBOOK	04/05/2024	\$3.30	158012	E 01 005 107 000 000 305	District Communications		

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 04/01/2024 - 4/30/2024

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1	12409	FACEBOOK	04/05/2024	\$3.00	158018	E 01 005 107 000 000 305	District Communications
001		CC	1	12409	FACEBOOK	04/05/2024	\$2.93	158023	E 01 005 107 000 000 305	District Communications
001		CC	1	12409	FACEBOOK	04/05/2024	\$2.42	158024	E 01 005 107 000 000 305	District Communications
001		CC	1	12409	FACEBOOK	04/05/2024	\$2.20	158029	E 01 005 107 000 000 305	District Communications
001		CC	1	12409	FACEBOOK	04/05/2024	\$2.66	158030	E 01 005 107 000 000 305	District Communications
001		CC	1	12409	FACEBOOK	04/05/2024	\$2.00	158032	E 01 005 107 000 000 305	
001		CC	1	12409	FACEBOOK	04/05/2024	\$2.00	158034	E 01 005 107 000 000 305	District Communications
001		CC	1	12409	FACEBOOK	04/05/2024	\$1.64	158037	E 01 005 107 000 000 305	District Communications
001		CC	1	12409	FACEBOOK	04/05/2024	\$2.00	158041	E 01 005 107 000 000 305	District Communications
001		CC	1	12409	FACEBOOK	04/05/2024	\$2.00	158049	E 01 005 107 000 000 305	District Communications
001		CC	1	12409	FACEBOOK	04/05/2024	\$2.00	158050	E 01 005 107 000 000 305	District Communications
001		CC	1	12409	FACEBOOK	04/05/2024	\$2.00	158055	E 01 005 107 000 000 305	District Communications
001		CC	1	12409	FACEBOOK	04/05/2024	\$2.00	158056	E 01 005 107 000 000 305	District Communications
001		CC	1	12409	FACEBOOK	04/05/2024	\$2.00	158058	E 01 005 107 000 000 305	District Comm- Ads
001		CC	1	12409	FACEBOOK	04/05/2024	\$0.01	158063	E 01 005 107 000 000 305	District Comm
001		CC	1	12418	USPS	04/05/2024	\$15.62	157983	E 01 400 203 000 000 329	Postage
001		CC	1	12418	USPS	04/05/2024	\$12.20	158061	E 01 400 203 000 000 329	Postage
001		CC	1	12459	EL LORO	04/05/2024	\$280.79	157995	E 01 005 790 000 320 490	AI AIPAC Meeting
001		CC	1	12463	WIX.COM	04/05/2024	\$192.00	157932	E 01 300 790 000 699 820	Website
001		CC	1	12463	WIX.COM	04/05/2024	\$25.85	157960	E 01 300 790 000 699 820	Website
001		CC	1	12484	HUBBARD ELECTRIC INC	04/05/2024	\$1,032.42	157926	E 01 100 810 000 000 350	Indy B&G Supplies
001		CC	1	12484	HUBBARD ELECTRIC INC	04/05/2024	\$537.52	157967	E 02 201 770 000 701 350	MS Kitchen Repairs
001		CC	1	12528	RAYMOND GEDDES & COMPANY, INC.	04/05/2024	\$112.08	157963	E 01 100 203 290 000 401	PBIS
001		CC	1	12639	MNW RETAIL OUTLET	04/05/2024	\$79.92	157991	E 01 110 203 902 000 401	Chalk for recess
001		CC	1	12695	COSSETTA	04/05/2024	\$66.60	158014	E 11 300 294 115 000 366	State Wrestling Food
001		CC	1	12695	COSSETTA	04/05/2024	\$101.92	158015	E 11 300 294 115 000 366	State Wrestling Meals
001		CC	1	12695	COSSETTA	04/05/2024	\$482.13	158054	E 01 300 790 000 699 490	YDAC Lunch
001		CC	1	12794	FRAME IT EASY	04/05/2024	\$67.69	157959	E 01 100 810 359 000 401	water damage - replacement item ordered
001		CC	1	12851	NEW YORK TIMES	04/05/2024	\$20.00	158011	E 01 300 220 000 000 430	English Dept.
001		CC	1	12871	ZOOM US	04/05/2024	\$25.99	157918	E 01 005 630 000 000 405	Zoom Monthly Pro one and cloud recording
001		CC	1	13072	CINTAS CORPORATION NO 2	04/05/2024	\$146.39	158005	E 01 300 810 350 000 305	Uniform Services March 2024
001		CC	1	13072	CINTAS CORPORATION NO 2	04/05/2024	\$146.36	158005	E 01 100 810 350 000 305	Uniform Services March 2024
001		CC	1	13072	CINTAS CORPORATION NO 2	04/05/2024	\$146.36	158005	E 01 201 810 350 000 305	Uniform Services March 2024
001		CC	1	13072	CINTAS CORPORATION NO 2	04/05/2024	\$146.35	158005	E 01 110 810 350 000 305	Uniform Services March 2024
001		CC	1	13072	CINTAS CORPORATION NO 2	04/05/2024	(\$2.99)	158005	E 01 100 810 350 000 305	Uniform Services March 2024

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 04/01/2024 - 4/30/2024

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001		CC	1	13185	PATRIOT NEWS MN	04/05/2024	\$292.50	157971	E 01 005 010 000 000 305	March 2, Legal	
001		CC	1	13233	TERRITORIAL SEED CO	04/05/2024	\$444.25	157996	E 01 300 331 000 830 433	FACS Dept.	
001		CC	1	13235	ZAMBONI S PIZZA	04/05/2024	\$79.14	158026	E 11 300 294 115 000 366	State Wrestling Food	
001		CC	1	13235	ZAMBONI S PIZZA	04/05/2024	\$21.04	158031	E 11 300 294 115 000 366	State Wrestling Food	
001		CC	1	13342	NOAHS ARK ANIMAL	04/05/2024	\$1,702.60	157920	E 04 500 570 000 321 369	KC Field Trip	
001		CC	1	13342	NOAHS ARK ANIMAL	04/05/2024	\$3,342.50	157921	E 04 500 570 000 321 369	KC Field Trip	
001		CC	1	13382	HOBBY LOBBY	04/05/2024	\$33.25	157975	E 04 500 585 000 332 401	CE Enrichment	
001		CC	1	13521	FULL COMPASS SYSTEMS LTD	04/05/2024	\$282.45	157976	E 04 500 585 157 332 401	CE Musical	
001		CC	1	13580	REMARKABLE AS	04/05/2024	\$2.99	157931	E 01 005 630 000 000 405	White board monthly fee	
001		CC	1	13580	REMARKABLE AS	04/05/2024	\$2.99	157958	E 01 005 630 000 000 405	Monthly Subscription	
001		CC	1	13599	JOAHSARK PETTING ZOO	04/05/2024	\$1,050.00	158010	E 04 500 570 000 321 369	KC Field Trip	
001		CC	1	13600	NSPN.TV	04/05/2024	\$10.89	157969	E 11 300 292 000 000 405	Subscription	
001		CC	1	13632	PISIGNAGE.COM	04/05/2024	\$277.50	157985	E 01 005 630 000 000 405	1 year subscription	
001		CC	1	13739	O'DAY MANAGMENT INC	04/05/2024	\$1,568.23	157987	E 01 201 810 000 000 305	MS B&G Repairs	
001		CC	1	13739	O'DAY MANAGMENT INC	04/05/2024	\$1,998.66	158004	E 01 110 810 000 000 350	PO 32382 & PO 32844	31
001		CC	1	13739	O'DAY MANAGMENT INC	04/05/2024	\$1,277.27	158004	E 01 300 810 000 000 350	PO 32382 & PO 32844	
001		CC	1	13739	O'DAY MANAGMENT INC	04/05/2024	\$7,350.00	158004	E 15 005 867 000 349 520	PO 32382 & PO 32844	
001		CC	1	13770	VITAMINK12, LLC	04/05/2024	\$400.00	157953	E 01 005 105 000 000 366	Virtual Job Fair (Sue Schmidt)	
001		CC	1	13792	NIKE.COM	04/05/2024	\$75.00	157940	E 01 300 211 245 000 401	Hornet Hospitality Shoes	
001		CC	1	13792	NIKE.COM	04/05/2024	\$5.53	157940	E 01 005 110 999 000 401	Hornet Hospitality Shoes	
001		CC	1	13815	DOJO KARATE - MONTICELLO	04/05/2024	\$319.00	157979	E 04 500 585 000 332 305	CE Enrichment Class	
001		CC	1	13818	THE PIONEER MANUFACTURE	04/05/2024	\$2,655.00	158007	E 01 005 810 000 000 401	Brite Stripe White 225	
001		CC	1	13871	NORTHLAND TRADING COMPANY LLC	04/05/2024	\$493.60	158059	E 01 300 211 000 320 430	PO 32812 Smudge Kit in Bag & Sweetgras	
001		CC	1	13887	MN ST LAP ADM PMD PARK	04/05/2024	\$8.00	157942	E 01 005 020 000 000 366	Parking	
001		CC	1	13887	MN ST LAP ADM PMD PARK	04/05/2024	\$8.00	158048	E 01 005 020 000 000 366	Tim T Parking 02/29/2024	
001		CC	1	13908	VARIDESK	04/05/2024	\$625.00	157923	E 01 300 605 000 000 401	Vari - Shallyn	
001		CC	1	13909	WALL ST JOURNAL	04/05/2024	\$2.15	157933	E 01 300 341 000 830 433	Palmer - Business	
001		CC	1	13910	BOUNCY HOUSE	04/05/2024	\$25.00	157950	E 04 500 580 341 325 305	EC Coalition - Rise & Shine	
001		CC	1	13910	BOUNCY HOUSE	04/05/2024	\$275.00	157966	E 04 500 580 341 325 305	EC Coalition - Rise & Shine	
001		CC	1	13911	USI ED GOV	04/05/2024	\$382.87	157973	E 01 201 620 000 000 401	MS Supplies	
001		CC	1	13912	WONDERFOLD WAGON	04/05/2024	\$1,398.00	157980	E 12 110 412 000 740 401	wagons for ECSE	
001		CC	1	13913	PICKLEBALL CENTRAL	04/05/2024	\$344.99	157982	E 04 500 565 080 321 401	Adult CE	
001		CC	1	13914	PIZZA DEPOT	04/05/2024	\$338.40	157994	E 01 100 203 902 000 490	pizza for conferences	
001		CC	1	13915	SMORGIES	04/05/2024	\$117.34	158035	E 11 300 294 115 000 366	State Wrestling Food	
001		CC	1	13916	MSU EVENTS CONFERENCES	04/05/2024	\$140.00	158053	E 01 100 203 312 000 401	Anoka Engineering Machine Design Conte:	

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 04/01/2024 - 4/30/2024

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1 13916	MSU EVENTS CONFERENCES	04/05/2024	\$60.00	158053	E 01 100 203 312 000 366	Anoka Engineering Machine Design Conte
001		CC	1 13917	MN CHILDRENS MUSEUM	04/05/2024	\$130.00	158070	E 04 500 570 000 321 369	KC Field Trip
001		CC	1 7811	FEDEX FREIGHT INC	04/05/2024	\$18.23	157948	E 01 300 790 000 699 401	Hallway Posters
001		CC	1 7811	FEDEX FREIGHT INC	04/05/2024	\$1.44	157948	E 01 005 110 999 000 401	Hallway Posters
Check Total:						\$95,207.41			
Bank 001 Total:						<input type="text" value="\$95,207.41"/>			
Report Total:						<input type="text" value="\$95,207.41"/>			

April 2024 Personnel				
Employee (Last, First Name)	Position	Building	Effective Date	Action Type
Egbi, Moses	Assistant C - Boys Soccer	High School	08/12/2024	New Hire
Penner, Trevor	Assistant C - Boys Soccer	High School	08/12/2024	New Hire
Pierce, Scott	Assistant Principal	Independence	07/01/2024	Transfer
Witthuhn, Emilia	English Language Teacher	Middle School/High S	08/26/2024	New Hire
Kuykendall, Makaela	Paraeducator	Middle School	04/08/2024	Resignation
Lavalier-Kortenkamp, Brenna	Teacher	Independence	05/31/2024	Resignation
Keister, Janet	Teacher	Independence	05/31/2024	Retirement
Bassingthwaite, Rachel	Teacher	Liberty	05/31/2024	Resignation
Christoffer, Jason	Teacher	Middle School	05/31/2024	Resignation
Hanson, Michelle	District Health Coordinator/Nurse	District Wide	04/11/2024	Resignation
Young, Casey	Assistant Principal	Liberty	07/01/2024	New Hire
Hagman, Athena	Long-term Substitute	Liberty	05/01/2024	Transfer
Hagman, Athena	Building Substitute	Liberty	04/02/2024	Transfer
Blood, Gina	Teacher	Independence	08/26/2024	New Hire
Johnson, Nolan	Teacher	Independence	08/26/2024	New Hire
Huhta, Amber	Teacher	Independence	08/26/2024	New Hire
Bormann, Lynn	Administrative Dean of Students	Liberty	06/28/2024	Non-Renewal
Andrusick, Katrina	Teacher	Middle School	08/26/2024	New Hire
Schimerowski, Emily	Teacher	Independence	08/26/2024	New Hire
Ford, Jodi	Teacher	Independence	08/26/2024	New Hire
Stueven, Kristen	Building Custodian	Independence	04/29/2024	New Hire
Krebs, Noel	Building Custodian	District Wide	04/19/2024	Retirement
Vogel, Shelby	Paraeducator	Middle School	05/30/2024	Resignation
Fagerstrom, Nicole	Teacher	Liberty	08/26/2024	New Hire
Thieke, Colter	Assistant C - Boys Lacrosse	High School	04/01/2024	New Hire
Heyen, Tyler	Assistant C - Boys Lacrosse	High School	04/01/2024	New Hire
Lane, Alexis	6th Grade Math Teacher	Middle School	08/26/2024	New Hire
Schlichting, Hailey	SPED Paraeducator	Middle School	05/06/2024	New Hire
Janey, Patricia	School Monitor	Independence	12/21/2023	Resignation
Hamrin, Cassandra	SLD Sped Teacher	High School	08/26/2024	Rehire
Amos, John	EBD Setting III -Sped Teacher	High School	08/26/2024	New Hire

**ISD 727 SCHOOL BOARD
FUNDRAISERS ACTION
04/25/24**

Girls Track and Field, athletes will wash and dry cars, for free will donations, in the fire department parking lot, May 18, 2024, proceeds will be used for meets, banquet, and year end celebration.



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)



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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:

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

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 5th birthday falls after September 1st and on or before October 31st of the year in which admission is requested.
- b. Parents/Guardians indicate interest by April 15th 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 1st.

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 15th 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



DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM

I. PURPOSE

The purpose of this policy is to provide for the development and maintenance of an inventory of the fixed assets of the school district and the establishment and maintenance of a fixed asset accounting system.

II. GENERAL STATEMENT OF PROCEDURE

The policy of the school district is that a fixed asset accounting system and an inventory of fixed assets be developed and maintained.

III. DEVELOPMENT OF INVENTORY AND ACCOUNTING SYSTEM

A. The superintendent or such other school official as designated by the superintendent or the school board shall be responsible for the development and maintenance of an inventory of the fixed assets of the school district and for the establishment and maintenance of a formal fixed asset accounting system. The accounting system shall be operated in compliance with the applicable provisions of the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS). In addition, the inventory shall specify the location of all continued abstracts showing the conveyance of the property to the school district; certificates of title showing title to the property in the school district; title insurance policies; surveys; and other property records relating to the real property of the school district.

B. Capital Asset Additions

Capital asset additions shall be recorded in accordance with generally accepted government accounting standards. Assets shall be capitalized using a threshold of \$5,000 or more per single item and having a useful life of more than one year. For those capital assets less than \$5,000 per single item, but more than \$50,000 in the aggregate and having a useful life of more than one year, shall also be capitalized. Capital assets are recorded at historical cost, which includes all costs necessary to place the asset in service. Donated capital assets will be recorded at estimated market value at time of donation.

IV. REPORT

The administration shall annually update the property records of the school district and provide an inventory of the fixed assets of the school district to the school board.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.51 (Schoolhouse and Sites; Uses for School and Nonschool Purposes; Closings)

Cross References: MSBA/MASA Model Policy 702 (Accounting)
GASB Implementation Guide No. 2021-1 Amending Capitalization Requirements

The following resolution was moved by _____ and seconded by _____:

RESOLUTION ACCEPTING DONATIONS

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: “The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.”; and

WHEREAS, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Big Lake Schools, ISD 727, gratefully accepts the following donations as identified below:

Donor	Item	Designated Purpose (if any)
Big Lake Spud Run	\$1,000.00	Help support a positive learning environment at Liberty
Frozen Spoon	\$75.00	Help to purchase supplies for students in need at Liberty
Boys Soccer Booster Club	\$1,024.00	Boys HS soccer account deficit
Big Lake Chamber of Commerce	\$250.00 from students volunteering in the concession stand during the Community Fair	Help with the cost of musical
Lacrosse Booster Club	\$1,138.00	Boys Charter bus to Duluth
Lacrosse Booster Club	\$1,705.00	½ Coach salary
Monticello Goodwill	Prom attire valued at \$113.92	Students in need at the high school
Nathan and Nicole Overby	\$200.00	High School Musical
Big Lake Elementary PTO	\$70.00	Staff Appreciation
Big Lake Chamber of Commerce	\$3,000.00	Senior Scholarships
Lacrosse Booster Club	\$859.31	Girls Charter bus to Brainerd
Brent Kapsner	Miscellaneous office supplies valued at \$100.00	To use in the high school
Baseball Boosters	\$12,739.99	Batting cage purchase

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

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

School Based Mental Health Services

CMMHC and Big Lake School District Partnership

96

School Linked Behavioral Health

- SLMH services are provided/funded by –
 - Third party insurance payer
 - MN SLMH Grant funding
 - Big Lake Bridges Grant funding
- CMMHC has been a state grantee for 16 years
- We have been supplying services for the Big Lake Schools for the past 6 years.

97

Meet Your Providers



Michelle Johnson MSW, LICSW
Liberty Elementary School 1.0 FTE
Provided therapy services for 109 students



Brittney Zimmerman, MA, LADC, LPCC
Big Lake High School .2 FTE

Provided services for 20 students this year as a .2 FTE



Sarah Bumgarner, MS LPCC
Independence Elementary School and
Big Lake Middle School 1.0 FTE

Provided services for 53 students



Esther Muckenhirn, MA MHP CTSS
Liberty, Independence, and Big
Lake MS

Provides Skills services to 21 students

School Linked Behavioral Health -CTSS

- How do individuals access services?
- Therapy referrals
 - School completes internal referrals
 - County agencies
 - Court Services
 - Self/Family referral
 - Hospitals, clinics and other higher level care providers
- CTSS referrals
 - Similar pathways as therapy, however they much has a qualifying dx and Comp Eval to qualify

School Linked Behavioral Health -CTSS

- School Based services include
 - Comprehensive Evaluations
 - Psychotherapy
 - Family psychotherapy
 - Care coordination with school, other providers
 - Support schools in developing and supporting MTSS social emotional interventions for all students
 - Provide individual, family and group skills in school
 - Focusing on executive functioning, social emotional development, emotional regulation
 - Goal of skills is rehabilitative
 - CTSS MHP are able to provide services in a variety of settings, including the classroom and home

100

School Linked Behavioral Health -CTSS

- Goals and Benefits of SLBH/CTSS services
 - We remove barriers to accessing services by providing flexibility in accessing and receiving services.
 - We are able to coordinate and collaborate with schools, county agencies, additional medical providers and others in the agency for full family wrap arounds.
 - We tend have longevity with students and families, seeing the benefit of consistent and regular attendance.
 - We work as an interdisciplinary model as our core belief supporting, advocating and connecting students and families with services.

101

Sheri Tesch MS LMFT
CMMHC SLMH/CTSS Program Manager
Phone: 612-219-6384
Email: stesch@cmmhc.org

ISD #727 2023-2024 Revised Budget

March 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
General:						
Restricted -						
Long Term Facilities Maintenance	\$ 135,484	\$ 394,396	\$ 352,597	\$ 41,799	\$ -	\$ 177,283
Operating Capital	\$ 577,380	\$ 773,801	\$ 1,118,709	\$ (344,908)	\$ -	\$ 232,472
Capital Projects Levy	\$ 509,069	\$ 669,369	\$ 646,398	\$ 22,971	\$ -	\$ 532,040
Staff Development	\$ 162,615	\$ 496,271	\$ 502,278	\$ (6,007)	\$ -	\$ 156,608
Basic Skills	\$ 3,236	\$ 1,782,881	\$ 1,120,538	\$ 662,343	\$ -	\$ 665,579
School Library Aid	\$ -	\$ 55,808	\$ -	\$ 55,808	\$ -	\$ 55,808
Literacy Incentive Aid	\$ -	\$ 140,673	\$ 119,961	\$ 20,712	\$ -	\$ 20,712
Third Party/Medical Assistance	\$ 329,506	\$ 75,000	\$ 137,871	\$ (62,871)	\$ -	\$ 266,635
Area Learning Center (ALC)	\$ 82,017	\$ 309,591	\$ 336,672	\$ (27,081)	\$ -	\$ 54,936
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	\$ 1,155,651	\$ 1,286,587	\$ (130,936)	\$ -	\$ 8,182
Assigned for Building Level Activities	\$ 142,910	\$ 42,506	\$ 66,826	\$ (24,320)	\$ -	\$ 118,590
Other Assigned Fund Balances	\$ 641,628	\$ 2,298,807	\$ 1,386,671	\$ 912,136	\$ -	\$ 1,553,764
Nonspendable for Prepaid Items	\$ 95,239	\$ -	\$ -	\$ -	\$ -	\$ 95,239
Unassigned Fund Balance	\$ 7,061,769	\$ 39,930,493	\$ 38,963,542	\$ 966,951	\$ -	\$ 8,028,720
Subtotal	\$ 11,150,336	\$ 48,988,695	\$ 46,918,864	\$ 2,069,831	\$ -	\$ 13,220,167
Food Service:						
Restricted						
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
Community Service:						
Restricted -						
Community Education	\$ 1,096,721	\$ 2,307,823	\$ 2,412,354	\$ (104,531)	\$ (9,327)	\$ 982,863
ECFE	\$ 127,743	\$ 303,755	\$ 304,521	\$ (766)	\$ -	\$ 126,977
School Readiness	\$ (33,411)	\$ 535,405	\$ 561,741	\$ (26,336)	\$ -	\$ (59,747)
Preschool Screening	\$ -	\$ 19,150	\$ 28,477	\$ (9,327)	\$ 9,327	\$ -
Subtotal	\$ 1,191,053	\$ 3,166,133	\$ 3,307,093	\$ (140,960)	\$ -	\$ 1,050,093
Building Construction Fund						
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
Debt Service - Restricted						
	\$ 1,461,559	\$ 6,521,670	\$ 6,464,376	\$ 57,294	\$ -	\$ 1,518,853
OPEB Irrevocable Trust Fund						
	\$ 1,280,635	\$ 50,000	\$ 81,506	\$ (31,506)	\$ -	\$ 1,249,129
Total	\$ 34,373,391	\$ 61,799,355	\$ 69,065,053	\$ (7,265,698)	\$ -	\$ 27,107,693

SUMMARY OF YTD 23-24 BUDGET ADJUSTMENTS

**Denotes Specific School Board Approval*

GENERAL FUND:

REVENUE:

	AMOUNT	DATE
Original Budget	\$46,449,691	* Jun-23
-Decrease unemployment revenue for revised estimate of costs based upon summer 2023 actual costs	(\$175,000)	* Nov-23
-Adjust reimbursement revenue budgets for changes in estimates: SNW coop, Becker ISD, P-EBT	\$75,073	* Dec-23
-Establish budget for Emergency Connectivity Grant; rev=exp	\$100,800	* Dec-23
-Establish budget for additional Bridges grant; rev=exp	\$15,000	* Dec-23
-Hail claim insurance proceeds	\$1,579,823	* Dec-23
-Increase investment earnings budgets for surplus cash flow & increased rates of return	\$129,866	* Dec-23
-Increase SPED aid estimate from updated aid report from MDE	\$100,000	* Dec-23
-Establish budget for coop student support personnel aid; rev=exp	\$38,607	* Dec-23
-Various state aid revisions based upon revised entitlement reports from MDE	(\$30,814)	* Dec-23
-Increase summer term unemployment reimbursement aid from revised forecast from MDE	\$125,000	* Dec-23
-Adjust tax levy budgets based upon revised estimates	(\$13,154)	* Dec-23
-Decrease general education aid revenue budgets for decreased enrollment	(\$530,378)	* Dec-23
-Adjust Title grant revenue budgets based on staffing revisions & revised estimates	\$1,117	* Dec-23
-Adjust rev/exp budgets for 22-23 deferred revenue; rev=exp	\$33,956	* Dec-23
-Adjust various grant revenue budgets	\$199,438	* Jan-24
-Adjust rev and exp budget for donation received	\$1,000	* Jan-24
-Adjust investment earnings for continued increased rates of return	\$122,953	
-Adjust state and federal special education revenue estimates	(\$50,000)	
-Adjust for grant amendments	\$2,788	
-Adjust for closeout of fall and winter sports/activities and adjust fundraising balances	(\$29,439)	
-Adjust various state aids and local revenues for revised estimates	\$22,870	
-Net increase of general education aid for growth in enrollment throughout year	\$69,498	
-Increase SPED aid & SPED cross-subsidy for new aid reports released in April	\$750,000	

NET CURRENT REVENUE BUDGET

\$48,988,695

GENERAL FUND:

EXPENSE:

	AMOUNT	DATE
Original Budget	\$46,071,129	* Jun-23
-Decrease unemployment exp for revised estimate based upon summer 2023 actual unemployment costs	(\$384,254)	* Nov-23
-Revise tuition budgets based on enrollment	(\$37,000)	* Dec-23
-Staffing budget revision #1: adjust for known hiring costs and benefits	(\$517,178)	* Dec-23
-Adjusts property/liability insurance budget due to increase in cybersecurity insurance	\$21,222	* Dec-23
-Establish budget for Emergency Connectivity Grant; rev=exp	\$100,800	* Dec-23
-Establish budget for additional Bridges grant; rev=exp	\$15,000	* Dec-23
-Estimate of hail claim 23-24 roof repair expenses; roof repair project to occur summer 2024	\$800,000	* Dec-23
-Budget for activities bus purchase; cost to come from 22-23 assigned fund balance	\$117,422	* Dec-23
-Add facilities equipment budgets; costs to come 22-23 assigned fund balance	\$203,983	* Dec-23
-Add curriculum budgets; costs to come from 22-23 assigned fund balance	\$75,000	* Dec-23
-Establish budget for coop student support personnel aid; rev=exp	\$38,607	* Dec-23
-Adjust Title and PCN non-staffing budgets for revised estimates	(\$2,741)	* Dec-23
-Adjust rev/exp budgets for 22-23 deferred revenue; rev=exp	\$33,956	* Dec-23
-Adjust various grant expense budgets	\$296,571	* Jan-24
-Increase operating capital budget for approved expense	\$4,589	* Jan-24
-Adjust for replacement of copiers from Assigned Fund Balance	\$22,918	* Jan-24
-Adjust rev and exp budget for donation received	\$1,000	* Jan-24
-Add expenditure budgets for SPED expenses from Reserve for MA fund balance	\$23,220	* Jan-24
-Adjust capital budgets for approved purchases	\$21,769	
-Correct ESSER grant budget FIN 161 to match MEGS budget	(\$13,718)	
-Staffing budget revision #2: increased health insurance & sub costs; add'l tchr for student need	\$271,440	
-Adjust for grant amendments	(\$30,817)	
-Adjust for closeout of fall and winter sports/activities and adjust fundraising balances	\$60,702	
-Revise utilities budgets for warm winter; to assigned fund balance	(\$204,530)	
-Adjust transportation for 2 snow days, less SPED routes, and anticipated no fuel clause	(\$70,226)	

NET CURRENT EXPENSE BUDGET

\$46,918,864

SUMMARY OF YTD 23-24 BUDGET ADJUSTMENTS

**Denotes Specific School Board Approval*

	AMOUNT	DATE
FOOD SERVICE FUND:		
REVENUE:		
Original Budget	\$2,399,363	* Jun-23
- \$40,000 reimbursement from Chartwells; equipment rec'd in 23-24	\$40,000	* Sep-23
- Increase investment earnings budgets for surplus cash flow & increased rates of return	\$6,729	* Dec-23
- Increase food service rev for increased participation rates in bkfst/lunch and for federal SCA funds	\$201,765	
NET CURRENT REVENUE BUDGET	\$2,647,857	
EXPENSE:		
Original Budget	\$2,528,694	* Jun-23
- Increase equipment budget for 22-23 budgeted equipment rec'd in July 2023	\$151,638	* Sep-23
- Staffing budget revision #1: adjust for known hiring costs and benefits	(\$292)	* Dec-23
- Decrease food service exp for revised estimates; food, labor, & milk costs less than anticipated	(\$114,884)	
NET CURRENT EXPENSE BUDGET	\$2,565,156	
COMMUNITY SERVICE FUND:		
REVENUE:		
Original Budget	\$2,866,263	* Jun-23
- Increase investment earnings budgets for surplus cash flow & increased rates of return	\$15,520	* Dec-23
- Update ECFE and Home Visiting aid estimates	\$7,778	* Dec-23
- Adjust tax levy budgets based upon revised estimates	(\$257)	* Dec-23
- Incr revenue estimates for gymnastics, donations, Kid's Club, & Hive Time; increased enrollment	\$75,988	* Dec-23
- Adjust ESSER summer recovery grant budget	\$406	* Jan-24
- Adjust investment earnings for continued increased rates of return	\$16,936	
- Incr rev estimates for donations and participation fees	\$40,499	
- Establish budget for Great Start grant; rev=exp	\$143,000	
NET CURRENT REVENUE BUDGET	\$3,166,133	
EXPENSE:		
Original Budget	\$2,905,975	* Jun-23
- Staffing budget revision #1: adjust for known hiring costs and benefits/increased enrollment	\$48,573	* Dec-23
- Increased non-staffing costs for equipment, increased programming, Kid's Club fieldtrips, & other exp	\$37,870	* Dec-23
- Add budget for replacement of copier	\$11,279	* Jan-24
- Adjust ESSER summer recovery grant budget	\$389	* Jan-24
- Staffing budget revision #2 (health insurance & add'l staffing for increased participation)	\$63,113	
- Incr non-wage staffing budgets for contribution of weight room equip, tech devices, contracted services	\$96,894	
- Establish budget for Great Start grant; rev=exp	\$143,000	
NET CURRENT EXPENSE BUDGET	\$3,307,093	
BUILDING CONSTRUCTION FUND		
REVENUE:		
Original Budget	\$225,000	* Jun-23
- Increase investment earnings budgets increased rates of return	\$200,000	* Dec-23
NET CURRENT REVENUE BUDGET	\$425,000	
EXPENSE:		
Original Budget	\$9,728,058	* Jun-23
NET CURRENT EXPENSE BUDGET	\$9,728,058	

SUMMARY OF YTD 23-24 BUDGET ADJUSTMENTS

**Denotes Specific School Board Approval*

DEBT SERVICE FUND

REVENUE:

Original Budget	\$6,462,877	*	Jun-23
-Adjust tax levy budgets based upon revised estimates	(\$3,731)	*	Dec-23
-Increase investment earnings budgets increased rates of return	\$32,835	*	Dec-23
-Adjust investment earnings for continued increased rates of return	\$29,689		

NET CURRENT REVENUE BUDGET

\$6,521,670

EXPENSE:

Original Budget	\$6,464,376	*	Jun-23
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NET CURRENT EXPENSE BUDGET

\$6,464,376

OPEB Irrevocable Trust Fund

REVENUE:

Original Budget	50,000	*	Jun-23
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NET CURRENT REVENUE BUDGET

50,000

EXPENSE:

Original Budget	\$164,419	*	Jun-23
-Adjust retiree health insurance costs	(\$82,913)		

NET CURRENT EXPENSE BUDGET

\$81,506

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

Big Lake School District #727
 Respectfully Submitted at the 04/25/2024 Board Meeting
(Italicized, underlined phrase in parenthesis denotes the source of the data and notes)

COMPLIANCE ISSUES

- | | | |
|----|---|---------------|
| 1) | Preliminary UFARS data loaded to MDE by September 15th, 2023 | In compliance |
| 2) | Revenue and Expenditure Budget published by earlier of one week after school board accepts final audit or November 30, 2023 | In compliance |
| 3) | Final UFARS data to MDE by November 30, 2023 | In compliance |
| 4) | The 2022/2023 audit (electronic copy) received at MDE by December 31st, 2023 | In compliance |
| 5) | Board members having received training in financial matters per statute | In compliance |

FISCAL HEALTH - INCOME STATEMENT PARAMETERS

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

	REVENUE			<i>(Calculated)</i>	EXPENDITURES			<i>(Calculated)</i>
	Budget	Actual \$ YTD	Actual % YTD		Budget	Actual \$ YTD	Actual % YTD	
General Fund (01,05,11 &12)	\$ 48,988,695	\$ 28,082,295	57%	\$ 46,918,864	\$ 27,904,470	59%	<i>See Note</i>	
Food Service (02)	\$ 2,647,857	\$ 1,648,688	62%	\$ 2,565,156	\$ 1,707,954	67%		
Community Service (04)	\$ 3,166,133	\$ 2,295,746	73%	\$ 3,307,093	\$ 2,259,899	68%	<i>See Note</i>	
Building Construction (06)	\$ 425,000	\$ 503,613	118%	\$ 9,728,058	\$ 8,018,926	82%		
Debt Service (07)	\$ 6,521,670	\$ 505,065	8%	\$ 6,464,376	\$ 6,464,050	100%	<i>See Note</i>	
OPEB Irrevocable Trust Fund (45)	\$ 50,000	\$ 87,604	175%	\$ 81,506	\$ 2,182	3%	<i>See Note</i>	

2) ADM Monitor - *Principals' monthly reporting*

	Original	Revised	2nd Revision
Budgeted Seated ADM	3169	3089	3099
Tuition ADM	76	76	76
Budgeted ADM	3245	3165	3175

NOTES

See budget revisions

BIG LAKE PUBLIC SCHOOLS ISD #727
Investment Transactions 23-24
March 31, 2024

	Yield	Purchased	Maturity Date	Balance 07/01/21	Purchased	Premium/ Interest Paid	Interest Rec'd	Realized Gain/Loss	Matured	Mark to Market Unrealized Loss	Balance 03/31/24
PMA (Operating Investments):											
State Bank of India CD	0.250%	9/29/2021	9/29/2023	245,983.86				939.44	249,000.00	2,076.70	(0.00)
US Treasury 4905	0.250%	11/22/2021	8/30/2023	(0.00)							(0.00)
US Treasury 52328-1	2.119%	4/21/2022	7/31/2023	1,021,048.86				3,951.14	1,025,000.00		0.00
First National Bank CD	1.977%	5/26/2022	7/26/2023	243,900.00					243,900.00		0.00
TBK Bank CD	1.890%	5/26/2022	7/26/2023	244,500.00					244,500.00		0.00
Bank Haploia CD	1.890%	5/26/2022	7/26/2023	244,500.00					244,500.00		0.00
CFG Bank CD	1.893%	5/26/2022	7/26/2023	244,500.00					244,500.00		0.00
Pacific Western Bank CD	4.470%	11/2/2022	5/2/2024	242,385.07						1,383.45	243,768.52
Flushing Bank CD	4.470%	11/4/2022	5/6/2024	246,445.29						1,354.47	247,799.76
HTLF Bank CD	4.470%	11/7/2022	5/7/2024	242,346.18						1,397.36	243,743.54
Capital BK NA/Rockville MD CD	4.470%	11/9/2022	5/9/2024	247,310.84						1,459.76	248,770.60
Pentagon Federal Credit Union	4.410%	10/26/2022	1/25/2024	1,500,000.00					1,500,000.00		0.00
Wintrust Bank CD	5.208%	5/26/2023	1/26/2024	241,450.00					241,450.00		0.00
Schaumburg Bank & trust Co	5.208%	5/26/2023	1/26/2024	241,450.00					241,450.00		0.00
St Charles bank & trust	5.208%	5/26/2023	1/26/2024	241,450.00					241,450.00		0.00
State Bank if the Lakes	5.208%	5/26/2023	1/26/2024	241,450.00					241,450.00		0.00
Village Bank and Trust	5.208%	5/26/2023	1/26/2024	241,450.00					241,450.00		0.00
Wheaton Bank and Trust	5.208%	5/26/2023	1/26/2024	241,450.00					241,450.00		0.00
Western Alliance Bank	5.205%	5/26/2023	1/26/2024	241,450.00					241,450.00		0.00
Town bank	5.206%	5/26/2023	1/26/2024	241,450.00					241,450.00		0.00
GreenState credit union	5.112%	5/26/2023	10/17/2024	230,700.00							230,700.00
Comerstone Bank	5.112%	5/26/2023	1/16/2025	230,100.00							230,100.00
Connesset Credit Union CD	5.354%	8/25/2023	2/25/2025		\$248,522.90					280.25	248,803.15
Farmers Insurance Group CD	5.389%	10/27/2023	7/26/2024		\$240,200.00						240,200.00
Newbank CD	5.481%	10/27/2023	7/26/2024		\$240,050.00						240,050.00
First Priority Bank CD	5.453%	10/27/2023	12/19/2024		\$235,150.00						235,150.00
Schertz Bank & trust	5.388%	10/27/2023	12/19/2024		\$235,300.00						235,300.00
Bank 7 CD	5.360%	11/17/2023	4/17/2024		\$244,412.08						244,412.08
Financial Federal Bank CD	4.650%	2/29/2024	1/27/2026		\$229,450.00						229,450.00
CIBC Bank USA CD	4.565%	2/29/2024	1/27/2026		\$229,800.00						229,800.00
Valley Natl bank Wayne CD	4.905%	3/5/2024	9/5/2025		\$243,505.19						243,110.93
Morgan Stanley bank CD	4.905%	3/6/2024	9/8/2025		\$243,506.73					(394.26)	243,110.93
Bank of America	4.855%	3/7/2024	9/8/2025		\$243,506.08					(260.89)	243,245.84
Eastlight Bank CD	4.704%	3/8/2024	12/8/2025		\$248,606.55					(428.11)	248,178.44
Affinity Bank CD	4.510%	3/8/2024	12/8/2025		\$249,586.64					(891.85)	248,694.79
Western Alliance bank	4.955%	3/12/2024	9/12/2025		\$243,504.69					(1,680.85)	241,823.84
US Treasury 54927	3.025%	7/22/2022	10/15/2023	1,020,041.02				1,938.21	1,035,000.00	13,020.77	(0.00)
Treasury # 61339	5.310%	8/22/2023	1/18/2024		\$999,397.68			2,396.57	1,021,000.00	19,205.75	0.00
Treasury # 61950 (Insurance storm)	5.411%	10/6/2023	4/4/2024		\$1,335,266.28					35,140.63	1,370,406.89
MN Trust Term Series-20240125AA09	3.100%	8/18/2022	1/25/2024	300,000.00					300,000.00		0.00
MN Trust Term Series-20230911AA09	3.450%	9/9/2022	9/11/2023	800,000.00					800,000.00		0.00
MN Trust Term Series-20230725AB09	4.700%	2/16/2023	7/25/2023	500,000.00					500,000.00		0.00
MN Trust Term Series-20230127AB09	4.970%	3/19/2023	1/27/2025		2,500,000.00						2,500,000.00
Savings Deposit Account		4/30/2022		605,057.31	2,300,000.00			78,523.62			2,983,980.93
Mn Trust Limited Term Duration		6/1/2017		4,124,651.51				165,031.80			4,289,683.31
MN Trust Investment Shares Portfolio	5.217%			5,674,428.52	41,511,714.49		424,058.58		43,452,389.48		4,157,812.11
Subtotal - General Fund				20,139,498.46	52,021,479.29	0.00	424,058.58	253,180.78	52,791,389.48	71,459.43	20,118,287.06
											Ok with SMART Func 104-002/003 and 104
Fund 6											
PMA (2022A Bond Investments):											
Treasury Bill-50410	0.261%	1/31/2022	7/21/2022	-							0.00
Treasury Bill-50411	0.290%	1/31/2022	8/11/2022	-							0.00
US Treasury-50412	0.352%	1/31/2022	9/15/2022	0.00							0.00
US Treasury-50414	0.412%	1/31/2022	10/15/2022	0.00							0.00
US Treasury-50417	0.599%	1/31/2022	1/15/2023	0.00							0.00
US Treasury-50418	0.772%	1/31/2022	6/15/2023	0.00							0.00
US Treasury-50419	0.820%	1/31/2022	7/15/2023	499,171.56				828.44	500,000.00		0.00
US Treasury-50420	0.862%	1/31/2022	8/15/2023	496,970.78				1,028.48	500,000.00	2,000.74	0.00
US Treasury-50421	0.896%	1/31/2022	9/15/2023	494,894.40				1,008.07	500,000.00	4,097.53	0.00
US Treasury-50423	1.082%	1/31/2022	5/15/2024	286,898.44						11,266.41	298,164.85
US Treasury-50424	1.099%	1/31/2022	6/15/2024	476,093.75						18,662.11	494,755.86
US Treasury-50432	1.112%	1/31/2022	7/15/2024	474,765.63						18,159.18	492,924.81
US Treasury-50433	1.133%	1/31/2022	8/15/2024	472,910.16						17,978.51	490,888.67
Treasury Bill-50631	0.425%	2/8/2022	8/11/2022	-							0.00
Treasury Bill-50632	0.425%	2/8/2022	9/8/2022	-							0.00
Treasury Bill-50634	0.455%	2/8/2022	10/6/2022	-							0.00
Treasury Bill-50635	0.712%	2/8/2022	1/26/2023	-							0.00
US Treasury-50636	0.896%	2/8/2022	5/15/2023	0.00							0.00
US Treasury-50637	1.013%	2/8/2022	8/15/2023	496,970.78				1,028.48	500,000.00	2,000.74	0.00
US Treasury-50638	1.043%	2/8/2022	9/15/2023	494,894.40				1,008.07	500,000.00	4,097.53	0.00
US Treasury-50639	1.095%	2/8/2022	11/15/2023	981,562.50				1,939.05	1,000,000.00	16,498.45	0.00
US Treasury-50640	1.118%	2/8/2022	12/15/2023	977,226.56				2,000.56	1,000,000.00	20,772.88	0.00
US Treasury-51187	0.983%	3/2/2022	7/15/2023	499,171.56				828.44	500,000.00		0.00
US Treasury-51189	1.024%	3/2/2022	8/15/2023	496,970.78				1,028.48	500,000.00	2,000.74	0.00
Treasury Bill-51628	0.593%	3/21/2022	8/25/2022	-							0.00
US Treasury-51629	0.920%	3/21/2022	11/30/2022	0.00							0.00
US Treasury-51631	1.576%	3/21/2022	7/31/2023	499,042.45				975.55	500,000.00	(18.00)	0.00
US Treasury-51632	1.594%	3/21/2022	8/31/2023	694,261.39				3,000.13	700,000.00	2,738.48	0.00
US Treasury-51633	1.637%	3/21/2022	9/30/2023	691,487.27					700,000.00	8,512.73	(0.00)
US Treasury-51634	1.685%	3/21/2022	10/31/2023	295,277.34				1,175.16	300,000.00	3,547.50	(0.00)
US Treasury-51635	1.815%	3/21/2022	2/29/2024	490,078.13				1,159.73	500,000.00	8,762.14	(0.00)
US Treasury-51636	1.841%	3/21/2022	3/31/2024	975,976.56						24,023.44	1,000,000.00
US Treasury-51809	1.354%	3/28/2022	2/15/2023	-							0.00
US Treasury-51810	1.584%	3/28/2022	4/15/2023	-							0.00
US Treasury-51813	1.755%	3/28/2022	6/15/2023	-							0.00
US Treasury-51815	2.240%	3/28/2022	5/15/2024	956,328.12						37,554.70	993,882.82
US Treasury-51817	2.259%	3/28/2022	6/15/2024	952,187.50						37,324.22	989,511.72
US Treasury-52467	2.472%	4/26/2022	7/15/2024	712,148.44						27,238.77	739,387.21
US Treasury-52827	2.529%	5/12/2022	8/15/2024	1,418,730.47						53,935.54	1,472,666.01
Pentagon Federal Credit union CD	0.511%	3/2/2022	9/1/2022								0.00
Truist Bank CD	4.606%	2/8/2023	8/9/2024	233,600.00							233,600.00
Latino Community Credit Union CD	4.605%	2/8/2023	8/9/2024	233,600.00							233,600.00
Pacific National Bank	4.595%	2/10/2023	8/13/2024	233,700.00							233,700.00
Fieldpoint Private Bank & Trust CD	4.613%	2/10/2023	8/13/2024	233,350.00							233,350.00
General Electric Credit Union CD	4.743%	2/8/2023	11/29/2024	230,050.00							230,050.00
ELGA Credit Union CD	4.440%	2/8/2023	11/28/2024	231,150.00							231,150.00
First Internet Bank of Indiana	4.370%										

CASH REPORT FOR SCHOOL BOARD

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

101 - CASH ACCOUNTS					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$ 5,341,366	\$ 4,670,349	\$ (4,479,820)		\$ 5,531,895
Food Service	(\$3,931,340)	61,274	(317,933)		(\$4,187,999)
Community Service	(\$1,402,866)	258,393	(333,003)		(\$1,477,476)
Building Fund	(\$4,000)	464,515	(461,555)		(\$1,040)
Debt Service	\$561,175	-	-		\$561,175
Project fund- HVAC (Fund 15)	\$0	29,884	(29,884)		\$0
Custodial Fund (Fund 18)	\$923	-	(65)		\$858
OPEB Trust Fund	(\$1,731)	-	(264)		(\$1,995)
TOTAL PER BOOKS	563,527	5,484,415.00	(\$5,622,524)	\$0	425,418
				General Checking Account	\$425,418
				TOTAL PER BANK	\$425,418

102 - PETTY CASH ACCOUNT					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$1,926	-	(\$312)	-	\$1,614
				Petty Cash Checking Account	\$1,614
				TOTAL PER BANK	\$1,614

104 - INVESTMENT ACCOUNTS					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	(\$1,925,648)	\$ 5,208,789	\$ (7,772,216)		(\$4,489,075)
General Fund - Operating invest. Insurance	\$1,608,567	\$ 6,252	\$ -		\$1,614,819
General Fd Operating Investments	\$10,347,504	4,001,989	(3,837)		\$14,345,656
Food Service	\$4,700,421	196,199	-		\$4,896,620
Community Service	\$2,863,862	157,053	-		\$3,020,915
Debt Service	\$729,352	-	-		\$729,352
Facility Maintenance Invest. 2021A (Fd 07)	\$0	-	-		\$0
Facility Maintenance Invest. 2021A (Fd 15)	\$367,570	1,015	(29,884)		\$338,701
Facilities Investments 2022A (Fd 06)	\$10,998,822	36,127	(464,514)		\$10,570,435
OPEB Trust Fund	\$716,485	2,235	-		\$718,720
OPEB Trust Equities	\$632,233	13,924	-		\$646,157
TOTAL PER BOOKS	\$31,039,168	\$9,623,583	(\$8,270,451)	\$0	\$32,392,300
				MN Trust	\$4,157,812
				Operating Invest- Insurance proceeds	\$1,614,819
				Operating Investments	\$14,345,656
				Refunding Bond Investments	\$0
				Building Fund Investments	\$10,909,136
				OPEB Trust	\$1,364,877
				TOTAL PER BANK	\$32,392,300

CASH AND INVESTMENT BALANCE SUMMARY BY FUND					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	\$ 15,373,715	\$ 13,887,379	\$ (12,256,185)	\$ -	\$ 17,004,909
Food Service	\$769,081	257,473	(317,933)	-	\$708,621
Community Service	\$1,460,996	415,446	(333,003)	-	\$1,543,439
Debt Service	1,290,527	-	-	-	1,290,527
Project Fund HVAC- Fund 15	\$367,570	\$30,899	(\$59,768)	\$0	\$338,701
Custodial Fund (Fund 18)	\$923	-	(65)	-	\$858
Bond Account Investments (fund 06)	\$10,994,822	\$500,642	(\$926,069)	\$0	\$10,569,395
OPEB Trust Fund	\$714,754	2,235	(264)	-	\$716,725
OPEB Trust Equities	\$632,233	13,924	-	-	\$646,157
TOTAL PER BOOKS	31,604,621	\$15,107,998	(\$13,893,287)	\$0	32,819,332
				Cash	\$425,418
				Petty Cash	\$1,614
		109		Investments	\$32,392,300
				TOTAL PER BANK	\$32,819,332

WIRE TRANSFER SUMMARY
Big Lake Public Schools
Independent School District #727
March 31, 2024

DATE	FROM	TO	AMOUNT	PURPOSE
3/1/2024	Old National-Checking	Heartland Pmt System	\$ 563.79	MOSAIC Credit Card Fees
3/1/2024	Old National-Checking	SSI MN TRANCHE 2 LLC	\$ 1,540.00	Solar Contract
3/1/2024	CC Choices ACH	Old National-Checking	\$ 7,178.00	Pathway I
3/1/2024	Old National-Checking	USS MINNESOTA ONE MT	\$ 8,329.24	Solar Contract
3/4/2024	Old National-Checking	Verizon	\$ 1,316.49	Verizon billing
3/4/2024	Old National-Checking	Amazon	\$ 3,146.29	Invoice Payments
3/4/2024	MN Trust-PMA	Old National-Checking	\$ 1,800,000.00	Payroll and Payroll AP
3/5/2024	Old National-Checking	EYEMED	\$ 1,375.28	Insurance Coverage
3/5/2024	Old National-Checking	EYEMED	\$ 1,394.22	Insurance Coverage
3/5/2024	Old National-Checking	Further	\$ 3,139.09	Flex Claim Pymts
3/6/2024	Old National-Checking	Amazon	\$ 3,318.50	Invoice Payments
3/6/2024	Old National-Checking	Delta Dental	\$ 30,442.48	Dental Insurance
3/7/2024	Old National-Checking	Windstream	\$ 1,462.35	Windstream billing
3/7/2024	Old National-Checking	BLEM	\$ 8,918.63	Teacher Unions Dues
3/7/2024	Old National-Checking	EBC	\$ 63,369.73	403b & 457 contributions
3/8/2024	Old National-Checking	Bankcard Service	\$ 6,017.29	ELEYO Credit Card Fees
3/8/2024	Old National-Checking	Further	\$ 26,487.78	H.S.A Contributions
3/11/2024	Old National-Checking	FleetCor	\$ 952.49	Kwik Trip Billing
3/11/2024	Old National-Checking	ELEYOmonthlysoft	\$ 1,425.00	ELEYO User Fees
3/11/2024	Old National-Checking	Transfirst/TSYS	\$ 2,262.95	Affinity Credit Card fees
3/12/2024	Old National-Checking	Further	\$ 2,755.54	Flex Claim Pymts
3/14/2024	Old National-Checking	Amazon	\$ 1,616.51	Invoice Payments
3/15/2024	Old National-Checking	Old National Bank	\$ 122.55	Old National Service Charge
3/15/2024	CC Choices ACH	Old National-Checking	\$ 7,023.00	Pathway I
3/15/2024	Old National-Checking	Vision Transportation	\$ 293,202.23	Transportation billing
3/18/2024	Old National-Checking	Neopost	\$ 200.00	DO Postage
3/19/2024	Old National-Checking	Further	\$ 1,303.52	Flex Claim Pymts
3/19/2024	MN Trust-PMA	Old National-Checking	\$ 2,000,000.00	Payroll and Payroll AP
3/20/2024	Old National-Checking	Verizon	\$ 1,407.01	Verizon billing
3/20/2024	Old National-Checking	Amazon	\$ 2,234.01	Invoice Payments
3/21/2024	Old National-Checking	Further	\$ 452.80	Further Fee
3/22/2024	MN Trust-PMA BONDS	Old National-Checking	\$ 29,883.97	Bond Draw 2021A
3/22/2024	Old National-Checking	EBC	\$ 62,254.17	403b & 457 contributions
3/22/2024	Old National-Checking	Compass Group	\$ 191,683.26	Chartwells
3/22/2024	MN Trust-PMA BONDS	Old National-Checking	\$ 464,514.68	Bond Draw 2022A
3/25/2024	Old National-Checking	Neopost	\$ 200.00	DO Postage
3/26/2024	Old National-Checking	Further	\$ 2,606.47	Flex Claim Pymts
3/26/2024	Old National-Checking	NewYork Life	\$ 11,194.60	Life & LTD Insurance
3/26/2024	Old National-Checking	Further	\$ 26,653.65	H.S.A Contributions
3/27/2024	Old National-Checking	Trustmark	\$ 1,244.82	Insurance Coverage
3/28/2024	Old National-Checking	Amazon	\$ 4,957.84	Invoice Payments
3/28/2024	Old National-Checking	BLEM	\$ 8,918.63	Teacher Unions Dues
3/28/2024	Benefit Resource BRI	Old National-Checking	\$ 10,879.90	Cobra Payment
3/29/2024	Old National-Checking	Bremer Bank	\$ 180.20	ACH Charge

School Board Financial Report

April 25th, 2024

Presented by Angie Manuel, Director of Business Services

Enrollment Update

➤ **April 1st Seated ADM: 3,114**

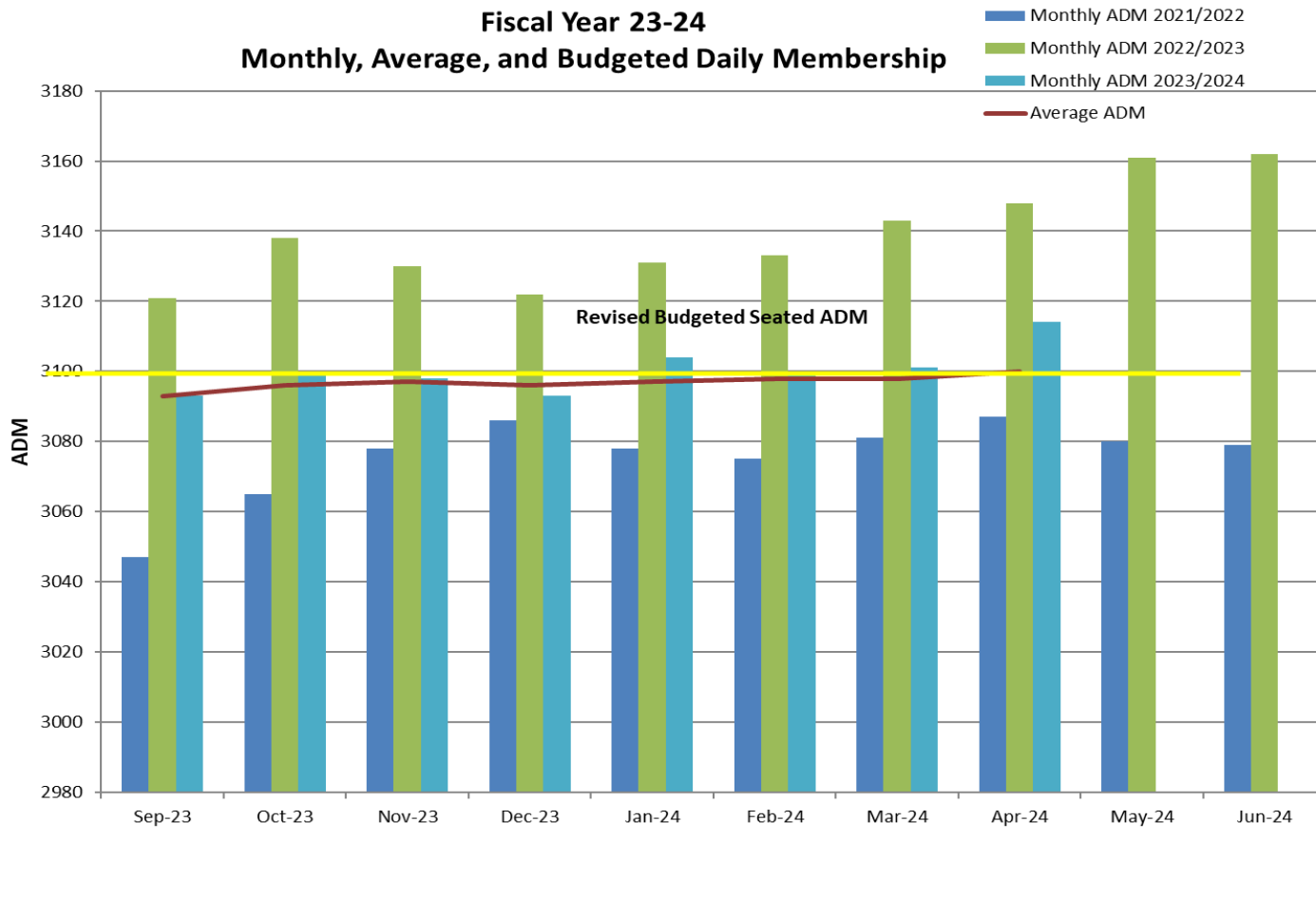
- ❖ Increase of 14 ADM's from previous month
- ❖ Enrollment growth at Independence and 6-12 Big Lake Online

➤ **Average Seated ADM: 3,100**

- ❖ Increased enrollment budget from 3,089 to 3,099
- ❖ Increased general education aid for enrollment growth

ADM = Average Daily Membership

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



Budget Revisions

General Fund

- Revenues increased \$888,670
 - 22-23 SPED aid finalized mid-April; new 23-24 projection models released 4-15-24
 - Increase in SPED aid of \$700,000, mainly due to increase in SPED cross-subsidy aid from 2023 Legislative projections
 - General education aid increase of \$69,498 due to growth in enrollment
 - Other various revenue adjustments, including adjusting investment earnings for continued elevated interest rates

Budget Revisions

General Fund

- Expenditures net increase: \$ 34,620
 - Salaries and benefits increased \$271,440
 - 1 new teacher for student need
 - Increased sub costs
 - Health insurance benefit increase due to open enrollment
 - Utilities decrease \$204,530 for warm winter; will be set aside in Assigned Fund Balance
 - Transportation savings of \$70,226 for two snow days and no fuel clause
 - Other miscellaneous expenditure adjustments

Budget Revisions

Community Service Fund

- Revenue Increase \$ 200,435
 - Increased investment income \$16,936
 - Increase donations and participation fees \$40,499
 - Great Start grant \$143,000
- Expenditure increase \$ 303,007
 - Increase staffing costs for participation and health insurance costs \$63,113
 - Increase other costs such as contribution for weight equipment, tech devices, and contracted services \$96,894
 - Great Start grant \$143,000

Budget Revisions

Debt Service Fund

- Revenue Increase \$ 29,689
 - Increase investment income for continued elevated interest rates

OPEB Trust Fund

- Expenditure decrease \$82,913
 - Adjust retiree health insurance costs

Fund Balance Update

General Fund Balance

Unassigned Fund Balance \$ 8,028,720

- Improvement of \$ 204,154
- In compliance with fund balance policy
- Needed for future unknowns such as unemployment and compensatory funding in fiscal year 25-26 and beyond and READ Act costs for 24-25

New Assigned Fund Balance for Property Insurance Deductible \$250,000

119

ISD #27 2023-2024 Revised Budget

March 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
General:						
Restricted -						
Long Term Facilities Maintenance	\$ 135,484	\$ 394,396	\$ 352,597	\$ 41,799	\$ -	\$ 177,283
Operating Capital	\$ 577,380	\$ 773,801	\$ 1,118,709	\$ (344,908)	\$ -	\$ 232,472
Capital Projects Levy	\$ 509,069	\$ 669,369	\$ 646,398	\$ 22,971	\$ -	\$ 532,040
Staff Development	\$ 162,615	\$ 496,271	\$ 502,278	\$ (6,007)	\$ -	\$ 156,608
Basic Skills	\$ 3,236	\$ 1,782,881	\$ 1,120,538	\$ 662,343	\$ -	\$ 665,579
School Library Aid	\$ -	\$ 55,808	\$ -	\$ 55,808	\$ -	\$ 55,808
Literacy Incentive Aid	\$ -	\$ 140,673	\$ 119,961	\$ 20,712	\$ -	\$ 20,712
Third Party/Medical Assistance	\$ 329,506	\$ 75,000	\$ 137,871	\$ (62,871)	\$ -	\$ 266,635
Area Learning Center (ALC)	\$ 82,017	\$ 309,591	\$ 336,672	\$ (27,081)	\$ -	\$ 54,936
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	\$ -	\$ -	\$ -
Assigned for Q Comp	\$ 48,885	\$ 843,148	\$ 806,211	\$ 36,937	\$ -	\$ 85,822
Assigned for Athletics and Activities	\$ 139,118	\$ 1,155,651	\$ 1,286,587	\$ (130,936)	\$ -	\$ 8,182
Assigned for Building Level Activities	\$ 142,910	\$ 42,506	\$ 66,826	\$ (24,320)	\$ -	\$ 118,590
Other Assigned Fund Balances	\$ 641,628	\$ 2,298,807	\$ 1,386,671	\$ 912,136	\$ -	\$ 1,553,764
Nonspendable for Prepaid Items	\$ 95,239	\$ -	\$ -	\$ -	\$ -	\$ 95,239
Unassigned Fund Balance	\$ 7,061,769	\$ 39,930,493	\$ 38,963,542	\$ 966,951	\$ -	\$ 8,028,720
Subtotal	\$ 11,150,336	\$ 48,988,695	\$ 46,918,864	\$ 2,069,831	\$ -	\$ 13,220,167
Food Service:						
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
Community Service:						
Restricted -						
Community Education	\$ 1,096,721	\$ 2,307,823	\$ 2,412,354	\$ (104,531)	\$ (9,327)	\$ 982,863
ECFE	\$ 127,743	\$ 303,755	\$ 304,521	\$ (766)	\$ -	\$ 126,977
School Readiness	\$ (33,411)	\$ 535,405	\$ 561,741	\$ (26,336)	\$ -	\$ (59,747)
Preschool Screening	\$ -	\$ 19,150	\$ 28,477	\$ (9,327)	\$ 9,327	\$ -
Subtotal	\$ 1,191,053	\$ 3,166,133	\$ 3,307,093	\$ (140,960)	\$ -	\$ 1,050,093
Building Construction Fund						
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
Debt Service - Restricted	\$ 1,461,559	\$ 6,521,670	\$ 6,464,376	\$ 57,294	\$ -	\$ 1,518,853
OPEB Irrevocable Trust Fund	\$ 1,280,635	\$ 50,000	\$ 81,506	\$ (31,506)	\$ -	\$ 1,249,129
Total	\$ 34,373,391	\$ 61,799,355	\$ 69,065,053	\$ (7,265,698)	\$ -	\$ 27,107,693

Other Financial Updates

Food Service Fund

Delay in breakfast state aid payments has now been restored
Governor signed Legislation in mid-April to make technical update
Big Lake is now current on all breakfast state aid payments

School Board Action

Approve financial report and budget revisions



MEMO

TO: Big Lake School Board

FROM: Angie Manuel, Director of Business Services

DATE: 4-24-24

SUBJECT: Renewal of Food Service Management Contract

The food service contract renewal with Chartwell's is attached for your review. This is the 3rd year of the food service management company contract cycle with Chartwell's. State law allows the original contract plus 4 renewals for a total of 5 years. At end of 5 years, the District must solicit proposals for a food service management company using federal procurement standards.

The contract renewal proposes a cost-reimbursable contract, which is the same as prior years, and an increase of 4.2% to the administrative fees. The administrative fee paid to Chartwell's would change to 21.43 cents per meal, from the 23-24 contract of 20.57 cents per meal. This is the maximum increase in administrative fees allowed by the Food and Nutrition division of the Minnesota Department of Education. Last year's increase in administrative fees was 5.5%. Considering the elevated inflationary environment, I believe a 4.2% increase is fair, and we continue to be satisfied with the services of our food service director and other services Chartwells provides. There are no other material changes to the contract.

I recommend approval of the 2024-2025 contract renewal with Chartwell's.

School Nutrition Programs Renewal of Food Service Management Contract School Year 2024-25

Food service management contracts that started in 2020-2021 or later may be renewed for the 2024-25 contract year if both parties have mutually agreed to renew.

Federal regulations for the National School Lunch Program (NSLP), at 7 Code of Federal Regulations section 210.16 and Minnesota Statutes 2023, section 123B.52, allow a food service management contract to be renewed for a term not to exceed one year for up to four renewals (a total of five years including the original contract).

This renewal document must be used to meet NSLP requirements and for contract payments to be allowable costs to the nonprofit school food service. No changes may be made to this renewal document without preapproval by the Minnesota Department of Education (MDE), except for the information required to be inserted by the school food authority.

1. Definitions

“SFA” is the school food authority (school district, nonpublic school or residential child care organization) contracting for food service management.

SFA: Big Lake Schools

Cyber-Linked Interactive Child Nutrition Systems (CLiCS) Identification Number: 1000004014

“Company” is the company providing food service management to School.

Company: Compass Group USA, Inc., by and through its Chartwells Division

“Original contract” is the first year of the food service management contract, which was competitively procured and specified the terms for contract renewals.

The original contract was for school year 2022-2023.

2. Renewal of Contract

SFA and Company mutually agree to renew the original contract for the term indicated below, not to exceed one year.

This is the 3rd year of the contract, counting the original year of the contract and renewals.

Start Date for Renewed Contract: 7/1/2024 End Date for Renewed Contract: 6/30/2024

3. Adjusted Meal Prices

SFA and Company have mutually agreed to 2024-25 prices or fees as shown below. The maximum amount that 2024-25 prices or fees may be increased is **4.2** percent (Consumer Price Index (CPI-U), Food Away from Home, Midwest Region, for the twelve months ending December 2023).

Check one:

Fixed Meal Price Contract – Prices are adjusted as shown below.

Cost-Reimbursable Contract – Fees are adjusted as shown below.

The meal price is for one full reimbursable meal and cannot separate out any one component of the reimbursable meal (i.e. price of milk *must* be included in total fixed meal price). The fixed price(s) or fixed administrative fee(s), and the calculation of the revised price(s) or fee(s), are shown below:

Meal Service	2023-24 Price or Fee	Percent Increase (maximum 4.2%)	2024-25 Price or Fee
Breakfast	\$.2057	4.2 %	\$.2143
Lunch	\$.2057	4.2 %	\$.2143
A la Carte	\$.2057	4.2 %	\$.2143
	\$	%	\$

4. Meal Equivalency Factor

The meal equivalency factor for school year 2024-2025, used to determine the number of lunches that the a la carte food service revenue is equivalent to for billing purposes, is \$4.95.

5. Value of USDA Foods

Contract prices do not take into account the value of USDA Foods that Company will receive during the contract year. Company will continue to credit SFA for USDA Foods received for the renewed contract year.

At the time that this contract renewal is sent to MDE, the SFA must include a completed Reconciliation of Credits for USDA Foods form to show that USDA Foods have been fully credited during the 2023-24 contract year.

6. Non-Financial Adjustments

No material changes have been made since the original contract.

Minor non-financial adjustments for renewal, if any, are described here:

7. Revised Program Requirements

Company agrees to meet all SNP requirements including requirements that become effective during the renewed contract year.

8. Termination

Either party may terminate the contract for cause as allowed in the original contract. The contract may be terminated for (no cause) if the partners mutually agree to terminate for convenience.

SIGNATURES

School Food Authority: Big Lake Schools

Address: 501 Minnesota Ave N, Big Lake, MN 55309

Authorized Representative: Tonya Reasoner

Title: School Board Chairperson

Signature: _____

Date: _____

School Food Authority Contact: Angie Manuel

Title: Director of Business Service

Phone: 763-262-5185

Email: a.manuel@biglakeschools.org

Company: Compass Group USA, Inc. by and through its Chartwells Division

Address: 2400 Yorkmont Road, Charlotte, NC 28217

Authorized Representative: Amy Shaffer

Title: CEO, Chartwells K12

Signature: _____

Date: _____

Company Contact: Amy Shaffer

Title: CEO, Chartwells K12

Phone: _____

Email: amy.shaffer@compass-usa.com

Independent Price Determination Certificate

Both the SFA and the FSMC shall execute this Independent Price Determination Certificate.

Compass Group USA, Inc. by and through its Chartwells Division

Big Lake Schools

Name of FSMC

Name of SFA

By submission of this offer, the FSMC certifies, and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:

1. The prices in this offer have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other FSMC or with any competitor.
2. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed to the FSMC and will not knowingly be disclosed by the FSMC prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other FSMC for the purpose of restricting competition.
3. No attempt has been made or will be made by the FSMC to induce any person or firm to submit or not submit an offer for the purpose of restricting competition.

Each person signing this offer on behalf of the FSMC certifies that:

1. He or she is the person in FSMC's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to 1 through 3 above; or
2. He or she is not the person in FSMC's organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate in any action contrary to 1 through 3 above, and as their agent does hereby certify; and he or she has not participated, and will not participate, in any action contrary to 1 through 3 above.

To the best of my knowledge, this FSMC, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any government agency and have not in the last three years been convicted of or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

Signature of FSMC's Authorized Representative

Title

Date

In accepting this offer, the SFA certifies that no representative of the school food authority has taken any action that may have jeopardized the independence of the offer referred above.

Signature of SFA

Title

Date

Authorized Representative

INSTRUCTIONS FOR DEBARMENT CERTIFICATION FORM

1. By signing and submitting this form, the prospective lower-tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower-tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower-tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower-tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower-tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted to obtain a copy of those regulations.
5. The prospective lower-tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower-tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion — Lower Tier Covered Transactions," without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower-tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, search the records on the System for Award Management (SAM). [View the SAM website.](#)
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower-tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies as appropriate, including suspension and/or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

LOWER-TIER COVERED TRANSACTIONS

This certification is required by the regulations implementing Executive Order 12549, Executive Order 12689, and 31 U.S.C. 6101; Debarment and Suspension, 2 CFR Part 417, Subpart C, Responsibilities of Participants Regarding Transactions Doing Business with Other Persons.

(Please read instructions on next page before completing Certification.)

1. The prospective lower-tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the prospective lower-tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Company Name: Compass Group USA, Inc. by and through its Chartwells Division

Project Name: National School Lunch Program

Name/Title of Authorized Representative: Amy Shaffer, CEO Chartwells K12

Signature: _____

Date: _____

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of any federal grant, the making of a federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment or modification of a federal contract, grant, loan or cooperative agreement;
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Company Name: Compass Group USA, Inc. by and through its Chartwells Division

Project Name: National School Lunch Program

Name/Title of Authorized Representative: Amy Shaffer, CEO Chartwells K12

Signature: _____

Date: _____

Assurance of Civil Rights Compliance Certification

The vendor hereby agrees that it will comply with:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.);
- Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.);
- Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
- Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.);
- Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);
- Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000);
- All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);
- Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3);
- Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex (including gender identity and sexual orientation), age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.
- The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and Institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

By accepting this assurance, the vendor agrees to compile data, maintain records, and submit records and reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review and copy such records, books, and accounts, access such facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the vendor, its successors, transferees and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the vendor.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.

Vendor Name: Compass Group USA, Inc. by and through its Chartwells Division

Award Number or Project Name: School Nutrition Program (NSLP, SBP)

Name and Title of Authorized Representative: Amy Shaffer, CEO Chartwells K12

Signature: _____

Date: _____

BID TABULATION

Big Lake Schools – ISD 727

Independence Elementary School Skylight Replacement

Date: 04/17/2024
Time: 2:00 pm

COMPANY/Prime Bidder	Bid Bond	Responsible Contractor	Base Bid Amount	Add. #1 Received	
W.L. Hall Company	X	X	227,637.00	X	



Terrence Zerwas
District Office
P- 763.262.5148
F- 763.262.2539
t.zerwas@biglakeschools.org

April 18, 2024

Dear Members of the School Board,

On Wednesday April 17, 2024 at 2:00pm the sealed bids for the “2024 Independence Elementary School Skylight Replacement Project” were opened and reviewed. Only one bid was received. This replacement is necessary due to the hail damage that was sustained on July 13, 2024 and is part of our insurance claim. At this time I recommend acceptance of their bid for the sum of \$227,637.00 Two Hundred Twenty Seven Thousand, Six Hundred Thirty Seven dollars and zero cents.

Sincerely,

Terrence Zerwas
Director of Buildings and Grounds

CERTIFICATION OF MINUTES RELATING TO SPECIAL ELECTION

Issuer: Independent School District No. 727 (Big Lake), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held on April 25, 2024 at 6:30 p.m. in the Middle School Student Center.

Members present:

Members absent:

Documents attached:

Minutes of said meeting (including):

RESOLUTION RELATING TO DETERMINING THE NECESSITY OF RENEWING AN EXPIRING CAPITAL PROJECT LEVY AUTHORIZATION, APPROVING A NEW REFERENDUM REVENUE AUTHORIZATION, AND APPROVAL OF ISSUING GENERAL OBLIGATION BONDS AND CALLING A SPECIAL ELECTION THEREON

I, the undersigned, being the duly qualified and acting recording officer of the public corporation referred to in the title of this certificate, certify that the documents attached hereto, as described above, have been carefully compared with the original records of said corporation in my legal custody, from which they have been transcribed; that said documents are a correct and complete transcript of the minutes of a meeting of the governing body of said corporation, and correct and complete copies of all resolutions and other actions taken and of all documents approved by the governing body at said meeting; and that said meeting was duly held by the governing body at the time and place and was attended throughout by the members indicated above, pursuant to call and notice of such meeting given as required by law.

WITNESS my hand officially as such recording officer on April 25, 2024.

School District Clerk

Member _____ introduced the following resolution and moved its adoption, which motion was seconded by Member _____:

RESOLUTION RELATING TO DETERMINING THE NECESSITY OF RENEWING AN EXPIRING CAPITAL PROJECT LEVY AUTHORIZATION, APPROVING A NEW REFERENDUM REVENUE AUTHORIZATION, AND APPROVAL OF ISSUING GENERAL OBLIGATION BONDS AND CALLING A SPECIAL ELECTION THEREON

BE IT RESOLVED by the School Board (the Board) of Independent School District No. 727 (Big Lake), Minnesota (the School District) as follows:

It is hereby found, determined and declared as follows:

1. The Board has investigated the facts and does hereby find, determine and declare that it is necessary and expedient to:

(a) renew its capital project levy authorization expiring after taxes payable in 2025 in the maximum amount of 3.207% times the net tax capacity of the school district. The proposed tax rate is not being increased from the previous year's rate. The proposed renewal of the expiring capital project levy authorization will raise approximately \$930,816 for taxes first levied in 2025, payable in 2026 and will be authorized for ten (10) years. The estimated total cost of the projects to be funded over that time period is approximately \$9,308,160. The proposed renewal will provide funds for school district technology, including the purchase, installation, replacement, support and maintenance of software, technology, technology systems, technology infrastructure, and digital curriculum, and to pay the costs of technology related personnel and training. The program will be commenced prior to November 5, 2029 which is a date not more than five (5) years from the date of the special election approving the capital project levy authorization.

The question on the approval of this renewal of an expiring capital project levy shall be School District Question 1 on the School District ballot at the special election held to approved said authorization.

(b) increase the School District's general education revenue by \$400 per pupil, subject to an annual increase at the rate of inflation. The proposed new referendum revenue authorization would be first levied in 2024 for taxes payable in 2025 and applicable for ten (10) years unless otherwise revoked or reduced as provided by law.

The question on the approval of this new referendum revenue shall be School District Question 2 on the School District ballot at the special election held to approved said authorization.

(c) issue general obligation school building bonds in an amount not to exceed \$29,000,000 for acquisition and betterment of school sites and facilities including, but not limited to, construction of a multi-purpose facility, pursuant to Minnesota Statutes, Chapter 475.

The question on the approval of this borrowing of funds shall be School District Question 3 on the School District ballot at the special election held to approved said authorization. The passage of School District Question 3 shall be contingent on the passage of School District Question 2.

2. The projects described in paragraph 1(c) have been or will be submitted to the Commissioner of Education of the State of Minnesota (the Commissioner) for Review and Comment. Said projects and such submission are hereby approved by this Board. The actions of the School District's administration in applying to the Minnesota Department of Education for the Commissioner's Review and Comment and taking such other actions as necessary to comply with the provisions of Minnesota Statutes, Section 123B.71, as amended, are hereby directed, authorized, approved and ratified in all respects. The Board's determination to hold the election to authorize the issuance of the Bonds is contingent upon receiving: (a) a favorable Review and Comment; or (b) an unfavorable review and comment subject to the Board's reconsideration, by resolution, of construction of the projects and the Board's determination to proceed with such construction and approval by 60 percent of the voters voting in the election to approve the issuance of the Bonds, pursuant to Minnesota Statutes, Section 123B.70, Subdivision 4. When the Commissioner's Review and Comment is received, the Clerk is authorized and directed to publish a summary of the Review and Comment in a legal newspaper of general circulation in the School District not less than forty-eight (48) nor more than sixty (60) days before the special election date and the School District will hold a public meeting on the Review and Comment prior to the date of the election.

3. The questions on (a) the renewal of the expiring capital project levy authorization of the School District; (b) the approval of the new referendum revenue authorization; and (c) the approval of the issuance of the Bonds; shall be submitted to the qualified electors of the School District at a special election, which is hereby called and directed to be held in conjunction with the state general election on Tuesday, November 5, 2024, between the hours of 7:00 a.m. and 8:00 p.m.

4. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this special election are those precincts or parts of precincts located within the boundaries of the School District which have been established by the governing bodies located in whole or in part within the School District.

5. The Clerk is hereby authorized and directed to cause written notice of the special election to be: (a) provided to each County Auditor at least seventy-four (74) days before the date of the special election; (b) provided to the Commissioner at least seventy-four (74) days before the date of the special election; (c) mailed to every taxpayer in the School District, at least fifteen (15) days but no more than forty-five (45) days prior to the date of the special election; (d) posted at the administrative offices of the School District, for public inspection, at least ten (10) days before

the date of the special election; and (e) published in the official newspaper of the School District once each week for at least two consecutive weeks, with the last publication being at least one week before the date of the special election. The Notice of Special Election shall be prepared in substantially the following form:

[The remainder of this page is intentionally left blank]

**NOTICE OF SPECIAL ELECTION
INDEPENDENT SCHOOL DISTRICT NO. 727
(BIG LAKE), MINNESOTA**

NOTICE IS HEREBY GIVEN that a special election has been called and will be held in and for Independent School District No. 727 (Big Lake), Minnesota, on November 5, 2024, between the hours of 7:00 a.m. and 8:00 p.m. to vote on the following questions:

**School District Question 1
Renewal of Expiring Capital Project Levy Authorization for Technology**

The board of Independent School District No. 727 (Big Lake), Minnesota has proposed to renew its capital project levy authorization expiring after taxes payable in 2025 in the maximum amount of 3.207% times the net tax capacity of the school district. The proposed tax rate is not being increased from the previous year's rate. The proposed renewal of the expiring capital project levy authorization will raise approximately \$930,816 for taxes first levied in 2025, payable in 2026 and will be authorized for ten (10) years. The estimated total cost of the projects to be funded over that time period is approximately \$9,308,160. The proposed renewal will provide funds for school district technology, including the purchase, installation, replacement, support and maintenance of software, technology, technology systems, technology infrastructure, and digital curriculum, and to pay the costs of technology related personnel and training.

Shall the renewal of the expiring capital project levy authorization proposed by the board of Independent School District No. 727 (Big Lake), Minnesota be approved?

BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING TO RENEW AN EXISTING CAPITAL PROJECTS REFERENDUM THAT IS SCHEDULED TO EXPIRE

**School District Question 2
Approval of New School District Referendum Revenue Authorization**

The board of Independent School District No. 727 (Big Lake), Minnesota has proposed to increase the School District's general education revenue by \$400 per pupil, subject to an annual increase at the rate of inflation. The proposed new referendum revenue authorization would be first levied in 2024 for taxes payable in 2025 and applicable for ten (10) years unless otherwise revoked or reduced as provided by law.

Shall the new referendum authorization proposed by the board of Independent School District No. 727 (Big Lake), Minnesota be approved?

PASSAGE OF THIS REFERENDUM WILL RESULT IN AN INCREASE IN YOUR PROPERTY TAXES

**School District Question 3
Approval of School Building Bonds**

If School District Question 2 above is approved, shall the board of Independent School District No. 727 (Big Lake), Minnesota be authorized to issue general obligation school building bonds in an amount not to exceed \$29,000,000 for acquisition and betterment of school sites and facilities including, but not limited to, construction of a multi-purpose facility?

BY VOTING “YES” ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A PROPERTY TAX INCREASE

For School District Question 2, the property tax portion of the revenue authorized will require an estimated referendum tax rate of 0.05082% for taxes payable in 2025 of the referendum market value of all classes of taxable property in the School District, as defined by Minnesota Statutes, Section 126C.01, Subdivision 3, which excludes certain agricultural property, seasonal property and post-secondary student housing.

With respect to School District Question 2, for agricultural property (both homestead and non-homestead), the taxes will be based on the value of the house, garage and one acre of land. There will be no referendum taxes paid for seasonal recreational residential property (e.g., cabins) nor on the value of agricultural land and buildings.

The projected annual dollar increases for typical residential homesteads, commercial-industrial properties, and apartments and residential non-homesteads (2 or more units) within the School District are as shown in the table below, subject to an annual increase at the rate of inflation.

The amounts in the table below are based on School District taxes for the proposed capital project levy renewal, new operating referendum, and building bond issuance, taking into account a reduction in other levies, and do not include tax levies for other purposes:

		Question 1	Question 2	Question 3		
		Capital Project Levy Renewal	Operating Referendum Add \$400 Per APU	Building Bonds	Reduction Other Levies	Net Change
Type of Property	Estimated Market Value	Estimated Tax Impact Payable 2025 Compared to 2024				
Residential Homestead	\$ 100,000	\$0	\$ 51	\$ 51	-\$71	\$31
	200,000	0	102	139	-160	81
	300,000	0	152	227	-247	132
	350,000	0	178	271	-292	157
	400,000	0	203	315	-336	182
	450,000	0	229	360	-373	216
	500,000	0	254	404	-407	251
	550,000	0	280	456	-456	280
	600,000	0	305	506	-506	305
	750,000	0	381	658	-659	380
	1,000,000	0	508	911	-911	508
Commercial/ Industrial	\$ 100,000	\$0	\$ 51	\$ 122	-\$122	\$51
	250,000	0	127	344	-344	127
	500,000	0	254	749	-750	253
	1,000,000	0	508	1,559	-1,560	507
	2,000,000	0	1,016	3,180	-3,181	1,015
Apartments & Residential Non-Homestead (2 or more units)	\$ 100,000	\$0	\$ 51	\$ 101	-\$101	\$51
	250,000	0	127	253	-253	127
	500,000	0	254	506	-506	254
	1,000,000	0	508	1,013	-1,013	508
	2,000,000	0	1016	2,025	-2,026	1,015

[The remainder of this page is intentionally left blank]

The precincts and polling places for the special election will be the precincts and polling places used for the state general election.

All qualified electors residing in said School District may cast their ballots at the polling places for the precincts in which they reside during the polling hours specified above.

A voter must be registered to vote to be eligible to vote in the special election. Unregistered individuals may register to vote at the polling places on election day.

Dated: April 25, 2024.

BY ORDER OF THE SCHOOL BOARD

/s/ _____, Clerk

[The remainder of this page is intentionally left blank]

6. The Clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this special election. If an optical scan voting system is being used, the Clerk shall comply with the laws and rules governing the procedures and requirements for optical scan voting systems. The Clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this special election and generally to cooperate with election authorities conducting any other elections on that date. The Clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with other elections, including entering into agreements with appropriate municipal and county officials regarding preparation and distribution of ballots or ballot cards, election administration, and cost sharing.


7. The Clerk is authorized and directed to cause a printed ballot for the questions to be prepared in accordance with Minnesota Statutes, Section 205A.08, Subdivision 5 and the rules of the secretary of state for use at the special election. If an optical scan voting system is being used, the Clerk shall cause official ballots to be printed according to the format of ballots for optical scan voting systems provided by the laws and rules governing optical scan voting systems. The Clerk is further authorized and directed to cause a sample ballot to be posted in the administrative offices of the School District, for public inspection, at least four (4) days before the date of the special election and to cause two sample ballots to be posted at each polling place on the date of the special election and to cooperate with the proper election officials to cause ballots or ballot cards to be prepared for use at said election. The ballot shall be in substantially the following form, with such changes in form and instructions as may be necessary to accommodate the use of an optical scan voting system:

[The remainder of this page is intentionally left blank]

**Special Election Ballot
School District Ballot
Independent School District No. 727
(Big Lake), Minnesota**

November 5, 2024

Instructions to Voters

To vote, completely fill in the oval(s) next to your choice(s) like this: 

To vote for a question, fill in the oval next to the word "Yes" for that question.

To vote against a question, fill in the oval next to the word "No" for that question.

**School District Question 1
Renewal of Expiring Capital Project Levy Authorization for Technology**

The board of Independent School District No. 727 (Big Lake), Minnesota has proposed to renew its capital project levy authorization expiring after taxes payable in 2025 in the maximum amount of 3.207% times the net tax capacity of the school district. The proposed tax rate is not being increased from the previous year's rate. The proposed renewal of the expiring capital project levy authorization will raise approximately \$930,816 for taxes first levied in 2025, payable in 2026 and will be authorized for ten (10) years. The estimated total cost of the projects to be funded over that time period is approximately \$9,308,160. The proposed renewal will provide funds for school district technology, including the purchase, installation, replacement, support and maintenance of software, technology, technology systems, technology infrastructure, and digital curriculum, and to pay the costs of technology related personnel and training.

- YES** Shall the renewal of the expiring capital project levy authorization proposed by the board of Independent School District No. 727 (Big Lake), Minnesota be approved?
- NO**

BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING TO RENEW AN EXISTING CAPITAL PROJECTS REFERENDUM THAT IS SCHEDULED TO EXPIRE

School District Question 2
Approval of New School District Referendum Revenue Authorization

The board of Independent School District No. 727 (Big Lake), Minnesota has proposed to increase the School District's general education revenue by \$400 per pupil, subject to an annual increase at the rate of inflation. The proposed new referendum revenue authorization would be first levied in 2024 for taxes payable in 2025 and applicable for ten (10) years unless otherwise revoked or reduced as provided by law.

- YES** Shall the new referendum authorization proposed by the board of
 NO Independent School District No. 727 (Big Lake), Minnesota be approved?

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING FOR A
PROPERTY TAX INCREASE**

School District Question 3
Approval of School Building Bonds

- YES** If School District Question 2 above is approved, shall the board of
 NO Independent School District No. 727 (Big Lake), Minnesota be authorized
to issue general obligation school building bonds in an amount not to exceed
\$29,000,000 for acquisition and betterment of school sites and facilities
including, but not limited to, construction of a multi-purpose facility?

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE VOTING
FOR A PROPERTY TAX INCREASE**

(Reverse side of ballot)

OFFICIAL BALLOT

November 5, 2024

Judge

Judge

(The ballot is to be initialed by two judges)

8. If the School District will be contracting to print the ballots for this special election, the Clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, upon request, furnish in accordance with Minnesota Statutes, Section 204D.04 a sufficient bond, letter of credit or certified check acceptable to the Clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The Clerk shall set the amount of the bond, letter of credit or certified check in an amount equal to the value of the purchase.

9. The individuals designated as judges for the state general election shall act as election judges for this special election and shall conduct the special election at the various polling places in the manner prescribed by law.

10. The special election shall be held and the returns made and canvassed in the manner prescribed by law and the Board shall meet on a date between the third day, November 8, 2024, and the tenth day, November 15, 2024, after the special election for the purpose of canvassing the results thereof.

11. If the renewal of the expiring capital project levy authorization is approved, all proceeds from the capital project levy shall be deposited in the capital project referendum account which is a separate account in the School District's general fund. All interest income attributable to the capital project referendum account must be credited to the capital project referendum account. Money in the capital project referendum account may only be used for the costs of acquisition and betterment of approved projects. Minnesota Statutes, Section 123B.71, Subdivision 8 provides an exemption from the requirement that the School District obtain a review and comment prior to holding a capital project levy authorization special election if the proposed capital project addresses only technology and if the funds generated by the proposed capital project levy authorization will be used only as authorized in Minnesota Statutes, Section 126C.10, Subdivision 14. Accordingly, the Board hereby determines that the proposed capital project addresses only technology and that, if approved by the voters, the funds generated by the renewal of the expiring capital project levy authorization will be used only as authorized in Minnesota Statutes, Section 126C.10, Subdivision 14. The funds in the capital project referendum account may be accumulated and not be expended until sufficient funds are available, may be accumulated and not be expended until additional funds from a bond issue are available, or may be expended on an ongoing basis for approved project costs. Any funds remaining in the capital project referendum account that are not applied to the payment of the costs of the approved projects before their final completion shall be transferred to the School District's debt redemption fund.

12. Pursuant to Minnesota Statutes, Minnesota Statutes, 126C.17, Subdivision 9(e) and Section 205A.07, Subdivision 3a, the Clerk is hereby instructed to notify the Commissioner of the results of the special election and to provide the certified vote totals for the ballot questions in written form within fifteen (15) days after the results have been certified by the Board.

13. Pursuant to Minnesota Statutes, Section 211A.02, Subdivision 6, the Clerk is hereby instructed to make any campaign finance reports filed with the Clerk by campaign committees within seven (7) days after the special election available on the School District's web

site as soon as possible, but no later than thirty (30) days after receipt of any such report. The Clerk is further instructed to provide the Campaign Finance and Public Disclosure Board with a link to the section of web site where such reports are made available. Such reports must remain available on the web site for four (4) years from the date first posted.

Upon vote being taken thereon, the following voted in favor thereof

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.