



**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, July 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 June 20, 2024 Regular Board Meeting	
B. Claims and Accounts	7
Claims and Accounts for the month of July	
C. Credit Card Report	23
D. Personnel	27
E. Fundraisers	28
F. Final Reading of Policies	29
514 Bullying Prohibition; 530 Immunization Requirements; 530 Sample Letters; 541 School Health Related Programs	
G. One Read Policies Approval	46
102 Equal Educational Opportunity; 104 School District Mission Statement; 204 School Board Meeting Minutes; 419 Tobacco Free Environment; 513 School Promotion Retention and Program Design; 521 Student Disability Nondiscrimination; 601 Curriculum and Instruction Goals; 603 Curriculum Development; 604 Instructional Curriculum; 609 Religion and Religious and Cultural Observance; 616 School District System Accountability; 707 Transportation of Public School Students; 708 Transportation of Nonpublic School Students; 802 Disposition of Obsolete Equipment and Material	
VII. Donations	89
Chair, Tonya Reasoner	
VIII. Financial Report	90
Director of Business Services, Angie Manuel	
June report will be presented.	
IX. Activities Annual Update	101
Superintendent, Tim Truebenbach and Activities Director, Mark Kuisle	
X. MSHSL Membership Resolution	112
Superintendent, Tim Truebenbach and Activities Director, Mark Kuisle	
MSHSL VIDEO	
XI. Revised LTFM 10-Year Plan Review and Approval for Submission	

Director of Buildings and Grounds, TJ Zerwas

XII. Field Trip Annual Review 114

Superintendent, Tim Truebenbach and Assistant Superintendent of Teaching and Learning, Minda Anderson

XIII. Approve Resolution for Calling the School Board Election 115

Superintendent, Tim Truebenbach

XIV. Annual Review of Policies 117

Superintendent, Tim Truebenbach

722 Public Data Requests; 806 Crisis Management Policy

XV. Second Reading of Policy 504 Student Dress and Appearance 132

XVI. Meeting Date Approval

Superintendent, Tim Truebenbach

Approve November 14, 2024 at 6:30 PM in the Middle School Student Center to Canvass the November 5, 2024 Election and Reschedule the November 7, 2024 Work Session to follow the canvassing on November 14, 2024.

XVII. 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

XVIII. Superintendent Report

Superintendent, Tim Truebenbach

A. Cabinet Department Update

XIX. Announce Closed Session for Negotiation Strategy

Chair, Tonya Reasoner

XX. 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
June 20, 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 June 20, 2024 at 6:33 PM in the Middle School Student Center by Chair Reasoner.

II. ROLL CALL

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

III. APPROVE AGENDA

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

- A. PREVIOUS MINUTES from the May 23, 2024 regular meeting and the June 3, 2024 work session
- B. CLAIMS AND ACCOUNTS for the month of July in the amount of \$577,616.34 checks 105449-105576
- C. CREDIT CARD REPORT
- D. PERSONNEL

Employee (Last, First Name)	Position	Building	Effective Date	Action Type	
Johnson, Rachel	Teacher	Independence	08/26/2024	New Hire	
Brown, Julie	Head Coach - Boys Tennis	Athletics/Activities	03/24/2025	New Hire	
Brown, Julie	Head Coach - Girls Tennis	Athletics/Activities	08/12/2024	New Hire	
Vogel, Matt	Assistant Coach - 8th Grade Football	Athletics/Activities	08/26/2024	New Hire	
Streit, Lowell	Assistant Coach - 8th Grade Football	Athletics/Activities	08/26/2024	New Hire	
Amos, John	ESY Teacher	District Wide	06/05/2024	New Hire	
Hamrin, Cassandra	ESY Teacher	District Wide	06/05/2024	New Hire	
Blood, Gina	ESY Teacher	District Wide	06/05/2024	New Hire	
Krutzig, Tanner	ESY Teacher	District Wide	06/05/2024	New Hire	
Graham, Alissa	ESY Teacher	District Wide	06/05/2024	New Hire	
Schaller, Becky	ESY Teacher	District Wide	06/05/2024	New Hire	
Forner, Lisa	ESY Teacher	District Wide	06/05/2024	New Hire	
Brown, Julie	Targeted Services Teacher	Middle School	06/10/2024	New Hire	
Boleen-Pierson, Kiana	Targeted Services Teacher	Middle School	06/10/2024	New Hire	
Graham, Suzi	Targeted Services Teacher	Middle School	06/10/2024	New Hire	
Schoon, Gina	Teacher	Liberty	08/26/2024	Rehire	
Nielsen, Emma	LTS Teacher	High School	08/26/2024	New Hire	
Picka, Deanna	Teacher	High School	08/26/2024	Transfer	
Randall, Jamie	American Indian Education Coordinator	District Wide	08/09/2024	Resignation	
Baker, Jessica	Paraeducator	Independence	06/21/2024	Resignation	
Terlinden, Isaiah	Seasonal Grounds Assistant	District Wide	06/03/2024	New Hire	
Nielsen, Jessica	ECSE Teacher	4	Liberty	08/26/2024	New Hire
Fisher, Sarah	Teacher	Liberty	07/01/2024	Transfer	

Roberts, Lyalee	Social Worker	Middle School/ High School	08/26/2024	New Hire
Toppe, Gwen	ESY Teacher	District Wide	06/10/2024	New Hire
Nelson, Megan	ESY Teacher	District Wide	06/10/2024	New Hire
Warzecha, Jessica	ESY Teacher	District Wide	06/10/2024	New Hire
Walsh, Mary	ESY Teacher	District Wide	06/07/2024	New Hire
Hamrin, Nathan	Summer School Teacher	High School	06/10/2024	New Hire
Mayer, Laura	Summer School Teacher	High School	06/10/2024	New Hire
Adams, Lynn	Summer School Teacher	High School	06/10/2024	New Hire
Hansen, Darin	Summer School Teacher	High School	06/10/2024	New Hire
Koehler, Brittany	Summer School Teacher	High School	06/10/2024	New Hire
Lee, McKenna	Paraeducator	Independence	08/26/2024	New Hire
Vedder, Kara	Paraeducator	Independence	08/26/2024	Transfer
Berber, Prascovia	Teacher	Liberty	05/31/2024	Resignation
Dischinger, Austin	Assistant C - Football	Athletics/Activities	08/12/2024	New Hire
Bleymeyer, Brayden	Assistant C - Football	Athletics/Activities	08/12/2024	New Hire
Welle, Katelyn	Assistant C - Girls Swim and Dive	Athletics/Activities	08/12/2024	New Hire
McNallan, Jacob	Teacher	High School	05/31/2024	Resignation
Matson, Jared	Activities Director	District Wide	06/30/2024	Resignation
Peterson, Taylor	Teacher	High School	05/31/2024	Resignation
Stark, Ryan	Teacher	Independence	05/31/2024	Resignation
Trudeau, Anthony	Teacher - Counselor	Middle School	05/31/2024	Resignation
Graham, Suzanne	Assistant C - Girls Soccer	High School	08/12/2024	New Hire
Strube, Ella	Assistant C - 9th Grade - Girls Basketball	High School	11/11/2024	New Hire
Nielsen, Emma	Assistant C - Girls Basketball	High School	11/11/2024	New Hire
Frederickson, Brett	Assistant C - 9th Grade - Football	High School	08/12/2024	New Hire
Taubert, Kaycee	Assistant C - Girls Swim and Dive	High School	08/12/2024	New Hire
Deeth, Hannah	Teacher	Liberty	08/26/2024	Rehire
Givens, William	Custodian	Liberty	06/04/2024	Termination
Anderson, Randi	Assistant Principal	Middle School	06/28/2024	Resignation
Zocoli, Trinity	Assistant C - Girls Soccer	High School	08/12/2024	New Hire
Kuisle, Mark	Activities Director	District Wide	07/01/2024	New Hire
Rupar, Kendal	Fitness Center Assistant	Community Ed	06/25/2024	New Hire
Spaeth, Angela	Fitness Center Assistant	Community Ed	06/25/2024	New Hire
Hertel, Weston	Fitness Center Assistant	Community Ed	06/25/2024	New Hire
Buzzelli, Randi	Fitness Center Assistant	Community Ed	06/25/2024	New Hire
Troha, Shanna	Fitness Center Assistant	Community Ed	06/27/2024	New Hire

E. DESIGNATION OF IDENTIFIED OFFICIAL WITH AUTHORITY FOR THE MDE EXTERNAL USER ACCESS RECERTIFICATION SYSTEM

F. ONE READ AND APPROVAL OF POLICY 209 CODE OF ETHICS

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)
CentraCare	\$500.00	Support staff resiliency and wellness
Big Lake Elementary PTO	\$362.94	Math Masters busing
Minnco Credit Union	\$1,000.00	Senior Scholarships
Big Lake Elementary PTO	\$1,008.00	4 th grade field trip
Big Lake Elementary PTO	\$2,048.00	3 rd grade field trip
Big Lake Elementary PTO	\$2,166.00	5 th grade field trip
Big Lake Boys Fast Break Club	\$1,770.25	Charter bus and coaches additional benefits

The motion carried 4-0.

VIII. FINANCIAL REPORT

Director of Business Services, Angie Manuel, presented the financial report for June. A motion was made by Sixberry seconded by Brown to transfer money from the assigned fund balance for insurance deductibles to a committed fund balance for insurance deductibles.

The motion carried 4-0.

A motion was made by Reasoner seconded by Brown to approve the financial report as presented.

The motion carried 4-0.

IX. APPROVE 2024-2025 BUDGET

Director of Business Services, Angie Manuel, presented the 2024-2025 budget. Ms. Manuel asked the board to approve the 2024-2025 revenue budget of \$60,534,326 and the expenditure budget of \$69,660,025. A motion was made by Schabilion seconded by Reasoner to approve the 2024-2025 budget as presented.

The motion carried 4-0.

X. APPROVE 2026 LONG-TERM FACILITIES MAINTENANCE PLAN

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

**RESOLUTION ADOPTING INDEPENDENT SCHOOL DISTRICT NO. 727
FY 26 LONG-TERM FACILITIES MAINTENANCE TEN-YEAR PLAN**

BE IT RESOLVED that School Board of Independent School District No. 727, State of Minnesota, approves the attached FY 26 Long-Term Facilities Maintenance Plan.

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

XI. REVIEW AND COMMENT DISCUSSION

Superintendent Truebenbach reviewed the review and comment and asked the board for approval to submit to MDE. A motion was made by Sixberry seconded by Schabilion to approve the submission of the review and comment to MDE.

The motion carried 4-0.

XII. FIRST READING OF POLICY 504 STUDENT DRESS AND APPEARANCE

XIII. SECOND READING OF POLICIES

514 Bullying Prohibition; 530 Immunization Requirements; 530 Sample Letters; 541 School Health Related Programs

XIV. SCHOOL BOARD COMMITTEE/REPRESENTATIVE UPDATES

- A. Finance—updated in financial report
- B. Policy—none
- C. Buildings and Grounds—reviewed long-term facilities maintenance plan
- D. School Board Representatives—WTC update by Sixberry

XV. SCHEDULE AN AUGUST WORK SESSION

Tentatively scheduled for August 7, 2024 at 5:00 PM in the Middle School Student Center.

XVI. SUPERINTENDENT REPORT

Superintendent Truebenbach gave his monthly update to the board. The new Activities Director, Mark Kuisle, introduced himself to the board.

- A. Cabinet Department Update—discussed the new fitness center

XVII. ADJOURNMENT

A motion was made by Sixberry seconded by Schabilion to adjourn the meeting. The meeting was adjourned at 8:35 PM.

The motion carried 4-0.

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 06/01/2024 - 7/31/2024

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	105577	CH	1 01644	IND. SCHOOL DISTRICT 877	06/21/2024	\$9,120.00	159259	E 01 300 211 000 000 390	JANUARY-JUNE 2024	
Check Total:						\$9,120.00				
001	105578	CH	1 04234	MN CHILD SUPPORT PYMT CENTER	06/20/2024	\$281.00	159272	B 01 215 081	Child Support	
Check Total:						\$281.00				
001	105579	CH	1 12504	MN PEIP	06/20/2024	\$240,738.89	159285	B 01 215 030	JULY 2024 HEALTH	
001	105579	CH	1 12504	MN PEIP	06/20/2024	\$21,198.74	159285	B 04 215 030	JULY 2024 HEALTH	
001	105579	CH	1 12504	MN PEIP	06/20/2024	\$6,111.65	159285	B 05 215 030	JULY 2024 HEALTH	
001	105579	CH	1 12504	MN PEIP	06/20/2024	\$3,751.84	159285	B 11 215 030	JULY 2024 HEALTH	
001	105579	CH	1 12504	MN PEIP	06/20/2024	\$145,877.59	159285	B 12 215 030	JULY 2024 HEALTH	
001	105579	CH	1 12504	MN PEIP	06/20/2024	\$8,360.62	159285	B 01 215 051	JULY 2024 HEALTH	
001	105579	CH	1 12504	MN PEIP	06/20/2024	\$3,477.86	159285	B 04 215 051	JULY 2024 HEALTH	
001	105579	CH	1 12504	MN PEIP	06/20/2024	\$659.46	159285	B 05 215 051	JULY 2024 HEALTH	
001	105579	CH	1 12504	MN PEIP	06/20/2024	\$591.60	159285	B 11 215 051	JULY 2024 HEALTH	
001	105579	CH	1 12504	MN PEIP	06/20/2024	\$18,218.87	159285	B 12 215 051	JULY 2024 HEALTH	
Check Total:						\$448,987.12				
001	105580	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	06/20/2024	\$917.94	159277	B 01 215 040	U Due Nc	
001	105580	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	06/20/2024	\$151.34	159277	B 04 215 040	U Dues Nc	
001	105580	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	06/20/2024	\$2,265.03	159277	B 12 215 040	U Due Nc	
Check Total:						\$3,334.31				
001	105581	CH	1 04472	SHERBURNE AREA UNITED WAY	06/20/2024	\$44.00	159281	B 01 215 045	United Way	
001	105581	CH	1 04472	SHERBURNE AREA UNITED WAY	06/20/2024	\$14.00	159281	B 12 215 045	United Way	
Check Total:						\$58.00				
001	105582	CH	1 13974	ALLAR, DEBORAH	06/28/2024	\$240.00	159293	E 01 005 640 000 316 305	CPR/AED/FIRST AID	
Check Total:						\$240.00				
001	105583	CH	1 13465	ANDERSON, JULIE	06/28/2024	\$1,550.00	159308	E 04 500 565 090 321 305	PERSONAL TRAINING & TOTAL BODY: E	
Check Total:						\$1,550.00				
001	105584	CH	1 05050	AUGSBURG COLLEGE	06/28/2024	\$500.00	159291	E 01 300 960 000 340 898	FY 23/24 SCHOLARSHIP #40073941	
Check Total:						\$500.00				
001	105585	CH	1 13984	BIELEJESKI, ELIZABETH	06/28/2024	\$400.00	159290	E 01 300 294 000 000 357	SIGN LANGUAGE INTERPRETER JUNE :	
Check Total:						\$400.00				
001	105586	CH	1 10648	COMPUTER EXPLORERS/TECH ACAD	06/28/2024	\$260.00	159296	E 01 100 203 013 150 303	VIDEO PRODUCTION FOR YOUTUBE	
001	105586	CH	1 10648	COMPUTER EXPLORERS/TECH ACAD	06/28/2024	(\$260.00)	159296	E 01 100 203 013 150 303	VIDEO PRODUCTION FOR YOUTUBE	
001	105586	CH	1 10648	COMPUTER EXPLORERS/TECH ACAD	06/28/2024	\$260.00	159296	E 01 100 203 013 161 303	VIDEO PRODUCTION FOR YOUTUBE	
Check Total:						\$260.00				

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 06/01/2024 - 7/31/2024

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	105587	CH	1 06418	CONCORDIA UNIVERSITY	06/28/2024	\$1,500.00	159294	E 01 300 960 000 340 898	FY 23/24 SCHOLARSHIP HW
						Check Total:	\$1,500.00		
001	105588	CH	1 13688	DASH SPORTS LLC	06/28/2024	\$1,809.50	159297	E 04 500 560 000 321 305	SOCCER CAMP AND SOCCER TYKES
001	105588	CH	1 13688	DASH SPORTS LLC	06/28/2024	\$809.34	159313	E 04 500 560 000 321 305	BASEBALL & T-BALL CAMPS
						Check Total:	\$2,618.84		
001	105589	CH	1 13985	DAY ONE SPORTS PERFORMANCE	06/28/2024	\$13,320.00	159292	E 04 500 560 000 321 305	HORNET SPORTS PERFORMANCE PRO
						Check Total:	\$13,320.00		
001	105590	CH	1 04944	DOMINO'S PIZZA	06/28/2024	\$90.00	159295	E 11 300 295 185 000 490	CONCESSIONS
001	105590	CH	1 04944	DOMINO'S PIZZA	06/28/2024	\$89.99	159295	E 11 300 293 114 000 490	CONCESSIONS
001	105590	CH	1 04944	DOMINO'S PIZZA	06/28/2024	\$598.10	159295	E 11 300 298 000 000 490	CONCESSIONS
001	105590	CH	1 04944	DOMINO'S PIZZA	06/28/2024	\$92.49	159295	E 11 300 289 000 000 490	CONCESSIONS
						Check Total:	\$870.58		
001	105591	CH	1 08417	EDUCATORS BENEFIT CONSULTANTS	06/28/2024	\$415.17	159298	E 01 005 105 000 000 305	403B ADMIN & COMPLIANCE
						Check Total:	\$415.17		
001	105592	CH	1 12946	GALLAGHER BENEFIT SERVICES INC.	06/28/2024	\$3,500.00	159315	E 01 005 105 000 000 305	2024 TREND MEMO INVOICE 1 ⁸ OF 1
						Check Total:	\$3,500.00		
001	105593	CH	1 13980	Grafton School, Incorporated	06/28/2024	\$1,057.32	159301	E 12 100 408 000 740 401	Ukeru- Flex& body Shields Flex Shield - p
001	105593	CH	1 13980	Grafton School, Incorporated	06/28/2024	\$2,146.68	159301	E 12 110 408 000 740 401	Ukeru- Flex& body Shields Flex Shield - p
001	105593	CH	1 13980	Grafton School, Incorporated	06/28/2024	\$321.60	159301	E 12 110 408 000 740 401	Shipping Estimate
001	105593	CH	1 13980	Grafton School, Incorporated	06/28/2024	\$158.40	159301	E 12 100 408 000 740 401	Shipping Estimate
						Check Total:	\$3,684.00		
001	105594	CH	1 05657	GUSTAVUS ADOLPHUS COLLEGE	06/28/2024	\$500.00	159300	E 01 300 960 000 340 898	FY 23/24 SCHOLARSHIP #1091223
						Check Total:	\$500.00		
001	105595	CH	1 05296	MONTICELLO COMMUNITY ED	06/28/2024	\$600.00	159303	E 04 500 565 090 321 305	LA CROSSE, WI RIVER CRUISE
						Check Total:	\$600.00		
001	105596	CH	1 13110	MONTICELLO DOG ACADEMY	06/28/2024	\$240.00	159306	E 04 500 565 090 321 305	PUPPY KINDERGARTEN * BASIC DOG C
						Check Total:	\$240.00		
001	105597	CH	1 01146	MONTICELLO PRINTING	06/28/2024	\$38.25	159304	E 01 110 050 000 000 401	NOTARY STAMP (ALEXA)
001	105597	CH	1 01146	MONTICELLO PRINTING	06/28/2024	\$200.00	159305	E 01 005 105 097 000 401	REFERENDUM BUSINESS CARDS
						Check Total:	\$238.25		
001	105598	CH	1 13220	RUMPCA-BARRETT, JOELYN	06/28/2024	\$1,284.00	159314	E 04 500 570 000 321 305	CPR, AED & FIRST AID
						Check Total:	\$1,284.00		

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 06/01/2024 - 7/31/2024

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	105599	CH	1 13642	SOCIAL CLUB SIMPLE	06/28/2024	\$15.00	159307	E 04 500 565 090 321 305	CANVA FOR AWESOME BEINNERS 06/1
						Check Total:	\$15.00		
001	105600	CH	1 07993	SOUTH DAKOTA STATE UNIVERSITY	06/28/2024	\$500.00	159309	E 01 300 960 000 340 898	FY 23/24 SCHOLARSHIP
						Check Total:	\$500.00		
001	105601	CH	1 04849	ST. CLOUD STATE UNIVERSITY	06/28/2024	\$745.00	159310	E 01 300 960 000 340 898	FY 23/24 SCHOLARSHIP
						Check Total:	\$745.00		
001	105602	CH	1 01229	UNIVERSITY OF MINNESOTA	06/28/2024	\$1,000.00	159311	E 01 300 960 000 340 898	FY 23/24 SCHOLARSHIP
						Check Total:	\$1,000.00		
001	105603	CH	1 06063	UNIVERSITY OF NORTH DAKOTA	06/28/2024	\$500.00	159299	E 01 300 960 000 340 898	FY 23/24 SCHOLARSHIP AH
						Check Total:	\$500.00		
001	105604	CH	1 10309	UNIVERSITY OF WISCONSIN - LACRO	06/28/2024	\$745.00	159302	E 01 300 960 000 340 898	FY 23/24 SCHOLARSHIP #945821924
						Check Total:	\$745.00		
001	105605	CH	1 10309	UNIVERSITY OF WISCONSIN - MILWAU	06/28/2024	\$1,000.00	159312	E 01 300 960 000 340 898	FY 23/24 SCHOLARSHIP #991498640
						Check Total:	\$1,000.00		
001	105606	CH	1 12109	COR ROBOTICS LLC	06/28/2024	\$320.00	159316	E 01 100 203 013 150 303	INTRO TO COMIC CREATION
001	105606	CH	1 12109	COR ROBOTICS LLC	06/28/2024	(\$320.00)	159316	E 01 100 203 013 150 303	INTRO TO COMIC CREATION
001	105606	CH	1 12109	COR ROBOTICS LLC	06/28/2024	\$153.97	159316	E 01 100 203 013 150 303	
001	105606	CH	1 12109	COR ROBOTICS LLC	06/28/2024	\$166.03	159316	E 01 100 203 013 161 303	
001	105606	CH	1 12109	COR ROBOTICS LLC	06/28/2024	(\$153.97)	159316	E 01 100 203 013 150 303	
001	105606	CH	1 12109	COR ROBOTICS LLC	06/28/2024	(\$166.03)	159316	E 01 100 203 013 161 303	
001	105606	CH	1 12109	COR ROBOTICS LLC	06/28/2024	\$153.97	159316	E 01 100 203 013 161 303	
001	105606	CH	1 12109	COR ROBOTICS LLC	06/28/2024	\$166.03	159316	E 01 100 203 013 150 303	
						Check Total:	\$320.00		
001	105607	CH	1 05314	TECH CHECK	06/28/2024	\$27,789.40	159317	E 05 005 630 000 795 555	SuperMicro CTO Server
						Check Total:	\$27,789.40		
001	105608	CH	1 10547	MTI DISTRIBUTING, INC.	06/28/2024	\$17.20	159337	E 01 005 810 000 000 350	B&G SUPPLIES
001	105608	CH	1 10547	MTI DISTRIBUTING, INC.	06/28/2024	\$64.59	159338	E 01 005 810 000 000 350	B&G SUPPLIES
						Check Total:	\$81.79		
001	105609	CH	1 13016	NORTHLAND REFRIGERATION INCORP	06/28/2024	\$623.00	159335	E 02 201 770 000 701 350	MS KITCHEN REPAIRS
001	105609	CH	1 13016	NORTHLAND REFRIGERATION INCORP	06/28/2024	\$548.68	159336	E 01 100 810 000 000 305	INDY B&G REPAIRS
001	105609	CH	1 13016	NORTHLAND REFRIGERATION INCORP	06/28/2024	\$790.00	159339	E 01 201 810 000 000 350	MS B&G SUPPLIES
						Check Total:	\$1,961.68		
001	105610	CH	1 12564	RUSSELL SECURITY RESOURCE, INC.	06/28/2024	\$14,240.00	159341	E 15 300 867 000 369 350	HIGH SCHOOL DOOR "POOL STORAGE"

Big Lake Public Schools, ISD #727

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	105610	CH	1	12564	RUSSELL SECURITY RESOURCE, INC.	06/28/2024	\$415.00	159342	E 01 110 810 000 000 305	LIBERTY B&G REPAIRS	
Check Total:							\$14,655.00				
001	105611	CH	1	12375	SOUTHERN MINNESOTA INSPECTION	06/28/2024	\$27,221.00	159340	E 15 300 867 000 369 520	PO 33082 THEATER WINCH REPLACEM	
Check Total:							\$27,221.00				
001	105612	CH	1	07026	SOUTHWEST MN STATE UNIVERSITY	06/28/2024	\$500.00	159331	E 01 300 960 000 340 898	FY 23/24 SCHOLARSHIP #16555376	
Check Total:							\$500.00				
001	105613	CH	1	12219	TWIN CITIES FLAG SOURCE, INC.	06/28/2024	\$2,012.00	159343	E 01 005 810 000 000 401	30'X60' USA NYLON FLAG	
001	105613	CH	1	12219	TWIN CITIES FLAG SOURCE, INC.	06/28/2024	\$220.00	159344	E 01 005 810 000 000 350	30X60 USA FLAG REPAIR	
Check Total:							\$2,232.00				
001	105614	CH	1	06532	VISION STAFFING	06/28/2024	\$1,699.46	159345	E 01 005 810 356 000 305	GROUNDS WEEK OF 06/16/2024	
Check Total:							\$1,699.46				
001	105615	CH	1	04641	IEA	06/28/2024	\$916.75	159347	E 05 005 865 000 363 305	2023 EMERGENCY MAPS UPDATE OF DW	
Check Total:							\$916.75				
001	105616	CH	1	12605	MRI SOFTWARE LLC	06/28/2024	\$520.50	159355	E 01 005 105 170 000 305	MAY 2024 SCREENING	
Check Total:							\$520.50	10			
001	105617	CH	1	13016	NORTHLAND REFRIGERATION INCORP	06/28/2024	\$1,484.00	159351	E 01 201 810 000 000 350	MS REPLACE FAILED ECONOMIZER MC	
001	105617	CH	1	13016	NORTHLAND REFRIGERATION INCORP	06/28/2024	\$871.18	159349	E 02 110 770 000 701 350	LIBERTY WAK IN FREEZER REPAIRS	
001	105617	CH	1	13016	NORTHLAND REFRIGERATION INCORP	06/28/2024	\$10,216.00	159348	E 15 100 867 000 380 520	INSTALLATION OF MINI-SPLIT SAMSUNG	
001	105617	CH	1	13016	NORTHLAND REFRIGERATION INCORP	06/28/2024	\$1,075.18	159350	E 02 201 770 000 701 350	MS WALK IN COOLER REPAIRS	
Check Total:							\$13,646.36				
001	105618	CH	1	01682	PROFESSIONAL TURF RENOVATION	06/28/2024	\$8,118.00	159352	E 01 005 810 000 000 401	21-05-5 W/50% CONTAIN ADVANCED	
001	105618	CH	1	01682	PROFESSIONAL TURF RENOVATION	06/28/2024	\$1,056.00	159352	E 01 005 810 000 000 401	19-19-19 W/20% CONTAIN ADVANCED	
001	105618	CH	1	01682	PROFESSIONAL TURF RENOVATION	06/28/2024	\$2,900.00	159353	E 01 005 810 000 000 350	PERFORM SLIT SEEDING PER QUOTE F	
Check Total:							\$12,074.00				
001	105619	CH	1	01165	XCEL ENERGY-NSP	06/28/2024	\$3,655.57	159354	E 01 110 810 000 000 330	P302291437 LIBERTY NATURAL GAS	
Check Total:							\$3,655.57				
001	105620	CH	1	03184	CENTERPOINT ENERGY	06/28/2024	\$451.79	159356	E 01 201 810 000 000 330	MS SCHOOL FIRM GAS MAY 2024	
001	105620	CH	1	03184	CENTERPOINT ENERGY	06/28/2024	\$569.27	159356	E 01 201 810 000 000 330	MS SCHOOL INT GAS MAY 2024	
001	105620	CH	1	03184	CENTERPOINT ENERGY	06/28/2024	\$642.67	159356	E 01 100 810 000 000 330	INDY INT GAS MAY 2024	
001	105620	CH	1	03184	CENTERPOINT ENERGY	06/28/2024	\$216.52	159356	E 01 300 810 000 000 330	HS FIRM GAS MAY 2024	
001	105620	CH	1	03184	CENTERPOINT ENERGY	06/28/2024	\$2,911.35	159356	E 01 300 810 000 000 330	HS SCHOOL INT GAS MAY 2024	
001	105620	CH	1	03184	CENTERPOINT ENERGY	06/28/2024	\$29.74	159356	E 01 100 810 000 000 330	INDY FIRM #2 GAS MAY 2024	

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001	105620	CH	1 03184	CENTERPOINT ENERGY	06/28/2024	\$451.82	159356	E 01 100 810 000 000 330	INDY FFIRM #1 GAS MAY 2024
Check Total:						\$5,273.16			
001	105621	CH	1 01475	CONNEXUS ENERGY	06/28/2024	\$471.20	159362	E 01 005 810 860 000 331	ELECTRICAL (IRRIG SVC) SEPTEMBER
001	105621	CH	1 01475	CONNEXUS ENERGY	06/28/2024	\$626.59	159361	E 01 005 810 860 000 331	ELECTRICAL (GLENWOOD)
Check Total:						\$1,097.79			
001	105622	CH	1 13986	WHITECOMB, GAIL	06/28/2024	\$90.00	159360	E 01 100 640 000 000 366	PO 32905 NASP BAI Class 4/20/24
Check Total:						\$90.00			
001	105623	CH	1 13987	CHOUINARD, SUSAN	06/28/2024	\$550.00	159364	E 01 005 760 000 720 361	FY 23/24 NON-PUBLIC TRANSPORTATIC
Check Total:						\$550.00			
001	105624	CH	1 01840	RATWIK, ROSZAK & MALONEY, P.A.	06/28/2024	\$2,290.95	159366	E 01 005 110 305 000 305	MAY 2024 LEGAL SERVICES
Check Total:						\$2,290.95			
001	105625	CH	1 13988	ZACHMAN, TIFFANY	06/28/2024	\$825.00	159365	E 01 005 760 000 720 361	FY 23/24 NON-PUBLIC TRANSPORTATIC
Check Total:						\$825.00			
001	105626	CH	1 13688	DASH SPORTS LLC	06/28/2024	\$617.50	159369	E 04 500 560 000 321 305	FLAG FOOTBALL CAMP
Check Total:						\$617.50			
001	105627	CH	1 13034	MWANGI, ABIGAIL	06/28/2024	\$195.69	159370	E 04 799 590 000 351 433	FY 23/24 HOMESCHOOL SUPPLIES (MA'
Check Total:						\$195.69			
001	105628	CH	1 08981	SHRED RIGHT	06/28/2024	\$21.26	159371	E 04 500 505 000 321 305	SHREDDING
001	105628	CH	1 08981	SHRED RIGHT	06/28/2024	\$21.27	159371	E 01 110 203 000 000 305	SHREDDING
Check Total:						\$42.53			
001	105629	CH	1 12165	AMPLIFY EDUCATION INC.	07/01/2024	\$38,760.00	159318	E 05 110 203 602 302 460	K books
001	105629	CH	1 12165	AMPLIFY EDUCATION INC.	07/01/2024	\$0.00	159318	E 05 110 203 602 302 460	k license
001	105629	CH	1 12165	AMPLIFY EDUCATION INC.	07/01/2024	\$39,567.50	159318	E 05 110 203 602 302 460	grade 1 books
001	105629	CH	1 12165	AMPLIFY EDUCATION INC.	07/01/2024	\$0.00	159318	E 05 110 203 602 302 460	grade 1 license
001	105629	CH	1 12165	AMPLIFY EDUCATION INC.	07/01/2024	\$39,244.50	159318	E 05 110 203 602 302 460	grade 2 books
001	105629	CH	1 12165	AMPLIFY EDUCATION INC.	07/01/2024	\$0.00	159318	E 05 110 203 602 302 460	grade 2 license
001	105629	CH	1 12165	AMPLIFY EDUCATION INC.	07/01/2024	\$45,381.50	159318	E 05 100 203 602 302 460	grade 3 books
001	105629	CH	1 12165	AMPLIFY EDUCATION INC.	07/01/2024	\$0.00	159318	E 05 100 203 602 302 460	grade 3 license
001	105629	CH	1 12165	AMPLIFY EDUCATION INC.	07/01/2024	\$40,698.00	159318	E 05 100 203 602 302 460	grade 4 books
001	105629	CH	1 12165	AMPLIFY EDUCATION INC.	07/01/2024	\$0.00	159318	E 05 100 203 602 302 460	grade 4 license
001	105629	CH	1 12165	AMPLIFY EDUCATION INC.	07/01/2024	\$40,375.00	159318	E 05 100 203 602 302 460	grade 5 books
001	105629	CH	1 12165	AMPLIFY EDUCATION INC.	07/01/2024	\$0.00	159318	E 05 100 203 602 302 460	grade 5 license
001	105629	CH	1 12165	AMPLIFY EDUCATION INC.	07/01/2024	\$11,483.60	159318	E 05 110 203 602 302 460	shipping and handling

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001	105629	CH	1	12165	AMPLIFY EDUCATION INC.	07/01/2024	\$11,483.60	159318	E 05 100 203 602 302 460	shipping and handling	
Check Total:							\$266,993.70				
001	105630	CH	1	01035	cmERDC	07/01/2024	\$1,150.00	159322	E 01 005 110 000 000 822	FY 25 MEMBERSHIP	
001	105630	CH	1	01035	cmERDC	07/01/2024	\$902.55	159323	E 01 005 110 000 000 305	1ST QUARTER TIMETRACKER FEES	
001	105630	CH	1	01035	cmERDC	07/01/2024	\$6,677.00	159321	E 01 005 110 000 000 316	UFARS/SMART/CITRIX	
Check Total:							\$8,729.55				
001	105631	CH	1	06597	FRONTLINE TECHNOLOGIES GROUP	07/01/2024	\$11,189.27	159324	E 01 005 105 000 000 305	FRONTLINE CENTRAL SOLUTION	
001	105631	CH	1	06597	FRONTLINE TECHNOLOGIES GROUP	07/01/2024	\$10,875.40	159325	E 01 005 105 000 000 305	ABSENCE & SUBSTITUTE MANAGEMEN	
Check Total:							\$22,064.67				
001	105632	CH	1	10516	INFINITE CAMPUS, INC.	07/01/2024	\$59,259.10	159326	E 05 005 630 000 302 405	LICENSE, SUPPORT, CAMPUST PASSPC	
Check Total:							\$59,259.10				
001	105633	CH	1	10461	JOHNSON CONTROLS	07/01/2024	\$775.00	159327	E 05 005 865 000 363 350	MONITORING FOR MS & LIBERTY 06/01/	
Check Total:							\$775.00				
001	105634	CH	1	01121	MASSP	07/01/2024	\$989.00	159328	E 01 201 050 000 000 820	24/25 MEMBERSHIP DUES (MARK ERNS 12	
Check Total:							\$989.00				
001	105635	CH	1	01137	MSBA	07/01/2024	\$12,187.00	159329	E 01 005 010 000 000 820	POLICY SERVICES, MEMBERSHIP & BO	
Check Total:							\$12,187.00				
001	105636	CH	1	03508	SCHOOLS FOR EQUITY IN EDUCATION	07/01/2024	\$4,600.00	159330	E 01 005 010 000 000 820	24/25 MEMBERSHIP	
Check Total:							\$4,600.00				
001	105638	CH	1	01240	WRIGHT TECHNICAL CENTER	07/01/2024	\$11,530.25	159372	E 01 300 399 000 000 391	JULY 2024 WTC ASSESSMENT	
001	105638	CH	1	01240	WRIGHT TECHNICAL CENTER	07/01/2024	\$2,521.83	159372	E 01 005 850 000 389 335	JULY 2024 BUILDING ADDITION 2009	
001	105638	CH	1	01240	WRIGHT TECHNICAL CENTER	07/01/2024	\$1,374.69	159372	E 05 005 865 000 000 390	JULY 2024 LTFM	
001	105638	CH	1	01240	WRIGHT TECHNICAL CENTER	07/01/2024	\$2,318.59	159372	E 01 300 399 000 830 391	JULY 2024 CTE LEVY	
001	105638	CH	1	01240	WRIGHT TECHNICAL CENTER	07/01/2024	\$11,530.25	159372	E 01 300 399 000 000 391	AUGUST 2024 WTC ASSESSMENT	
001	105638	CH	1	01240	WRIGHT TECHNICAL CENTER	07/01/2024	\$2,521.83	159372	E 01 005 850 000 389 335	AUGUST 2024 BUILDING ADDITION 2009	
001	105638	CH	1	01240	WRIGHT TECHNICAL CENTER	07/01/2024	\$1,374.69	159372	E 05 005 865 000 000 390	AUGUST 2024 LTFM	
001	105638	CH	1	01240	WRIGHT TECHNICAL CENTER	07/01/2024	\$2,318.59	159372	E 01 300 399 000 830 391	AUGUST 2024 CTE LEVY	
001	105638	CH	1	01240	WRIGHT TECHNICAL CENTER	07/01/2024	\$11,530.25	159372	E 01 300 399 000 000 391	SEPTEMBER 2024 WTC ASSESSMENT	
001	105638	CH	1	01240	WRIGHT TECHNICAL CENTER	07/01/2024	\$2,521.83	159372	E 01 005 850 000 389 335	SEPTEMBER 2024 BUILDING ADDITION	
001	105638	CH	1	01240	WRIGHT TECHNICAL CENTER	07/01/2024	\$1,374.69	159372	E 05 005 865 000 000 390	SEPTEMBER 2024 LTFM	
001	105638	CH	1	01240	WRIGHT TECHNICAL CENTER	07/01/2024	\$2,318.59	159372	E 01 300 399 000 830 391	SEPTEMBER 2024 CTE LEVY	
Check Total:							\$53,236.08				
001	105639	CH	1	01175	POSTMASTER	07/01/2024	\$265.00	159363	E 01 005 110 000 000 305	PERMIT #9 ANNUAL FEE	
Check Total:							\$265.00				

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001	105640	CH	1 03321	INTERMEDIATE DIST 287	07/01/2024	\$275.00	159373	E 12 300 405 000 740 305	23/24 TUITION (AMERICAN SIGN LANGU	
Check Total:						\$275.00				
001	105641	CH	1 03642	SHERBURNE COUNTY PLANNING & ZC	07/01/2024	\$496.00	159492	E 06 005 870 000 000 305	22J005.04E- PERMIT FEE Liberty IUP Am	
Check Total:						\$496.00				
001	105642	CH	1 08465	INNOVATIVE OFFICE SOLUTIONS	07/01/2024	\$3,265.00	159514	E 04 500 520 000 322 401	Mesh Back, Low Back, Armless, Flip Seat I	
Check Total:						\$3,265.00				
001	105643	CH	1 04234	MN CHILD SUPPORT PYMT CENTER	07/09/2024	\$281.00	159523	B 01 215 081	Child Support	
Check Total:						\$281.00				
001	105644	CH	1 04223	MN NCPERS LIFE INSURANCE	07/09/2024	\$96.00	159527	B 01 215 033	NCPR Life	
Check Total:						\$96.00				
001	105645	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	07/09/2024	\$446.93	159529	B 01 215 040	U Due Nc	
001	105645	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	07/09/2024	\$33.38	159529	B 04 215 040	U Dues Nc	
Check Total:						\$480.31				
001	105646	CH	1 04472	SHERBURNE AREA UNITED WAY	07/09/2024	\$44.00	159510	B 01 215 045	United Way	
001	105646	CH	1 04472	SHERBURNE AREA UNITED WAY	07/09/2024	\$14.00	159510	B 12 215 045	United Way	
Check Total:						\$58.00				
001	105647	CH	1 13979	AHNER, JODY	07/12/2024	\$102.00	159569	E 01 300 294 000 000 357	FB TRAINING 06/06	
Check Total:						\$102.00				
001	105648	CH	1 05236	BEMIDIJI STATE UNIVERSITY	07/12/2024	\$500.00	159553	E 01 300 960 000 340 898	FY 23/24 SCHOLARSHIP #16542889	
Check Total:						\$500.00				
001	105649	CH	1 13241	BENEFIT RESOURCE LLC	07/12/2024	\$195.00	159554	E 01 005 105 000 000 305	COBRA QUALIFYING EVENT	
Check Total:						\$195.00				
001	105650	CH	1 13984	BIELEJESKI, ELIZABETH	07/12/2024	\$230.00	159552	E 01 300 294 000 000 357	INTERPRETER 06/27 & 06/28	
Check Total:						\$230.00				
001	105651	CH	1 10336	BOULDER POINTE EQUESTRIAN AND I	07/12/2024	\$568.00	159555	E 04 500 585 000 332 305	HORSE CAMPS	
Check Total:						\$568.00				
001	105652	CH	1 06130	CARD SERVICES	07/12/2024	\$4.38	159551	E 04 500 505 000 321 401	CE	
001	105652	CH	1 06130	CARD SERVICES	07/12/2024	\$190.28	159551	E 04 500 570 000 321 490	CE	
001	105652	CH	1 06130	CARD SERVICES	07/12/2024	\$203.67	159551	E 04 500 570 000 321 490	CE	
001	105652	CH	1 06130	CARD SERVICES	07/12/2024	\$34.90	159551	E 04 500 570 000 321 490	CE	
001	105652	CH	1 06130	CARD SERVICES	07/12/2024	\$18.87	159551	E 04 500 585 000 332 490	CE	
001	105652	CH	1 06130	CARD SERVICES	07/12/2024	\$89.72	159551	E 11 300 293 114 000 490	ATHLETICS	
001	105652	CH	1 06130	CARD SERVICES	07/12/2024	\$78.98	159551	E 11 300 293 114 000 490	ATHLETICS	

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001	105652	CH	1 06130	CARD SERVICES	07/12/2024	(\$4.46)	159551	E 11 300 293 114 000 490	ATHLETICS
001	105652	CH	1 06130	CARD SERVICES	07/12/2024	(\$30.03)	159551	E 01 300 211 000 320 490	ATHLETICS
Check Total:							\$586.31		
001	105653	CH	1 01033	CENTRAL MCGOWAN INC	07/12/2024	\$270.00	159570	E 01 300 361 000 830 433	Cust# 05630 CYLINDER LEASE
Check Total:							\$270.00		
001	105654	CH	1 12109	COR ROBOTICS LLC	07/12/2024	\$610.00	159568	E 01 100 203 013 161 303	EUREKA ENGINEERING, RC WARS & PL
Check Total:							\$610.00		
001	105655	CH	1 05564	EMERGENCY OUTFITTERS, INC	07/12/2024	\$490.00	159556	E 01 005 640 000 316 305	AHA HEARTSAVER CPR/AED/FA K-12
Check Total:							\$490.00		
001	105656	CH	1 06230	GOPHER STATE ONE-CALL	07/12/2024	\$24.30	159557	E 01 005 810 000 000 350	TICKETS
Check Total:							\$24.30		
001	105657	CH	1 12484	HUBBARD ELECTRIC INC	07/12/2024	\$665.63	159559	E 01 300 810 000 000 350	HS SCHOOL TV OUTLET REPAIRS
001	105657	CH	1 12484	HUBBARD ELECTRIC INC	07/12/2024	\$1,060.10	159560	E 15 300 867 000 370 520	2021A BOND REPAIRS
001	105657	CH	1 12484	HUBBARD ELECTRIC INC	07/12/2024	\$337.57	159558	E 01 300 810 000 000 350	HS B&G REPAIRS
001	105657	CH	1 12484	HUBBARD ELECTRIC INC	07/12/2024	\$1,763.10	159561	E 01 300 810 000 000 350	HS B&G REPAIRS
Check Total:							\$3,826.40		
001	105658	CH	1 01175	POSTMASTER	07/12/2024	\$55.00	159562	E 01 005 110 000 000 305	POSTAGE
Check Total:							\$55.00		
001	105659	CH	1 09760	PREMIER LOCATING, INC.	07/12/2024	\$625.00	159564	E 01 005 810 000 000 305	TICKETS
Check Total:							\$625.00		
001	105660	CH	1 13954	RAPP STRATAGIES, INC	07/12/2024	\$4,000.00	159563	E 01 005 107 097 000 305	JUNE 2024 SERVICES
Check Total:							\$4,000.00		
001	105661	CH	1 06532	VISION STAFFING	07/12/2024	\$1,141.32	159565	E 01 005 810 356 000 305	GROUNDS WEEK OF 06/23/2024
001	105661	CH	1 06532	VISION STAFFING	07/12/2024	\$1,652.06	159566	E 01 005 810 356 000 305	GROUNDS WEEK OF 06/30/2024
Check Total:							\$2,793.38		
001	105662	CH	1 13048	WELLNESS FOR LIVING LLC	07/12/2024	\$260.00	159567	E 01 100 203 013 150 303	INDY 4TH COOKIES
001	105662	CH	1 13048	WELLNESS FOR LIVING LLC	07/12/2024	(\$260.00)	159567	E 01 100 203 013 150 303	INDY 4TH COOKIES
001	105662	CH	1 13048	WELLNESS FOR LIVING LLC	07/12/2024	\$260.00	159567	E 01 100 203 013 161 303	INDY 4TH COOKIES
Check Total:							\$260.00		
001	105663	CH	1 12165	AMPLIFY EDUCATION INC.	07/12/2024	\$475.00	159572	E 05 201 260 602 302 460	MS Harnessing Human energy kit
001	105663	CH	1 12165	AMPLIFY EDUCATION INC.	07/12/2024	\$315.00	159572	E 05 201 260 602 302 460	MS Magnetic Fields Kit
001	105663	CH	1 12165	AMPLIFY EDUCATION INC.	07/12/2024	\$94.80	159572	E 05 201 260 602 302 460	shipping
001	105663	CH	1 12165	AMPLIFY EDUCATION INC.	07/12/2024	\$269.10	159573	E 05 201 260 602 302 460	MS earth and space science set

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001	105663	CH	1	12165	AMPLIFY EDUCATION INC.	07/12/2024	\$269.10	159573	E 05 201 260 602 302 460	MS life science investigation set		
001	105663	CH	1	12165	AMPLIFY EDUCATION INC.	07/12/2024	\$269.10	159573	E 05 201 260 602 302 460	MS physical science set		
001	105663	CH	1	12165	AMPLIFY EDUCATION INC.	07/12/2024	\$129.28	159573	E 05 201 260 602 302 460	shipping		
Check Total:								\$1,821.38				
001	105664	CH	1	08396	CENGAGE LEARNING	07/12/2024	\$3,060.00	159580	E 05 300 256 602 302 406	Science Sustaining your world 6 year		
001	105664	CH	1	08396	CENGAGE LEARNING	07/12/2024	\$1,020.00	159580	E 05 300 256 602 302 406	Science Sustaining your worl		
001	105664	CH	1	08396	CENGAGE LEARNING	07/12/2024	\$204.00	159580	E 05 300 256 602 302 406	shipping		
Check Total:								\$4,284.00				
001	105666	CH	1	12226	DARRYL WALETZKO	07/12/2024	\$2,360.00	159574	E 05 005 865 000 384 350	REMOVE FAILED CONCRETE PANELS A		
001	105666	CH	1	12226	DARRYL WALETZKO	07/12/2024	\$4,248.00	159574	E 05 005 865 000 384 350	REPLACE CONCRETE AND PROVIDE SE		
001	105666	CH	1	12226	DARRYL WALETZKO	07/12/2024	\$0.00	159574	E 05 005 865 000 384 350	FY 25 LTFM		
Check Total:								\$6,608.00				
001	105667	CH	1	12468	DEFINED LEARNING, LLC	07/12/2024	\$2,500.00	159578	E 05 100 203 602 302 406	FY25 Renewal IES		
001	105667	CH	1	12468	DEFINED LEARNING, LLC	07/12/2024	\$120.00	159578	E 05 100 203 602 302 406	FY25 Renewal IES	15	
Check Total:								\$2,620.00				
001	105668	CH	1	08417	EDUCATORS BENEFIT CONSULTANTS	07/12/2024	\$415.17	159575	E 01 005 105 000 000 305	403B ADMIN & COMPLIANCE		
Check Total:								\$415.17				
001	105669	CH	1	12491	ELECTRICAL PRODUCTION SERICES	07/12/2024	\$114,798.18	159582	E 01 005 790 752 699 555	District Cameras		
Check Total:								\$114,798.18				
001	105671	CH	1	03950	RENAISSANCE LEARNING, INC.	07/12/2024	\$37,558.95	159579	E 01 005 610 000 312 405	1st year educlimber fastbridge fastfix		
001	105671	CH	1	03950	RENAISSANCE LEARNING, INC.	07/12/2024	\$43,143.95	159579	B 01 131 000	year 2 educlimber fastbridge fastflix		
001	105671	CH	1	03950	RENAISSANCE LEARNING, INC.	07/12/2024	\$43,143.95	159579	B 01 131 000	year 3 educlimber fastbridge fastflix		
001	105671	CH	1	03950	RENAISSANCE LEARNING, INC.	07/12/2024	\$5,585.00	159579	E 01 005 640 000 312 366	1st year educlimber fastbridge fastfix Traini		
Check Total:								\$129,431.85				
001	105672	CH	1	12564	RUSSELL SECURITY RESOURCE, INC.	07/12/2024	\$26,373.00	159576	E 05 300 865 000 368 350	HIGH SCHOOL DOOR "D" ENTRANCE DI		
001	105672	CH	1	12564	RUSSELL SECURITY RESOURCE, INC.	07/12/2024	\$0.00	159576	E 05 300 865 000 368 350	LTFM		
Check Total:								\$26,373.00				
001	105673	CH	1	08739	SFM	07/12/2024	\$146,124.00	159583	B 01 215 083	24/25 W/C INSURANCE		
Check Total:								\$146,124.00				
001	105674	CH	1	13465	ANDERSON, JULIE	07/12/2024	\$500.00	159584	E 04 500 565 090 321 305	PERSONAL TRAINING #236XPT		
Check Total:								\$500.00				
001	105675	CH	1	12504	MN PEIP	07/05/2024	\$259,957.42	159585	B 01 215 030	AUGUST 2024 HEALTH		
001	105675	CH	1	12504	MN PEIP	07/05/2024	\$4,159.14	159585	B 04 215 030	AUGUST 2024 HEALTH		
001	105675	CH	1	12504	MN PEIP	07/05/2024	\$1,615.27	159585	B 05 215 030	AUGUST 2024 HEALTH		

Big Lake Public Schools, ISD #727

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	105675	CH	1	12504	MN PEIP	07/05/2024	\$0.00	159585	B 11 215 030	AUGUST 2024 HEALTH	
001	105675	CH	1	12504	MN PEIP	07/05/2024	\$31,089.98	159585	B 12 215 030	AUGUST 2024 HEALTH	
001	105675	CH	1	12504	MN PEIP	07/05/2024	\$153,813.70	159585	B 01 215 051	AUGUST 2024 HEALTH	
001	105675	CH	1	12504	MN PEIP	07/05/2024	\$974.96	159585	B 04 215 051	AUGUST 2024 HEALTH	
001	105675	CH	1	12504	MN PEIP	07/05/2024	\$329.73	159585	B 05 215 051	AUGUST 2024 HEALTH	
001	105675	CH	1	12504	MN PEIP	07/05/2024	\$0.00	159585	B 11 215 051	AUGUST 2024 HEALTH	
001	105675	CH	1	12504	MN PEIP	07/05/2024	\$4,073.14	159585	B 12 215 051	AUGUST 2024 HEALTH	
Check Total:							\$456,013.34				
001	105676	CH	1	01475	CONNEXUS ENERGY	07/12/2024	\$106.40	159577	E 01 005 810 860 000 331	SOFTBALL CONCESSIONS ELECTRICAL	
001	105676	CH	1	01475	CONNEXUS ENERGY	07/12/2024	\$6,675.56	159577	E 01 100 810 000 000 331	INDEPENDENCE ELECTRICAL 05/09/24-	
001	105676	CH	1	01475	CONNEXUS ENERGY	07/12/2024	\$9,309.08	159577	E 01 110 810 000 000 331	LIBERTY ELECTRICAL 05/09/24-06/12/24	
001	105676	CH	1	01475	CONNEXUS ENERGY	07/12/2024	\$139.90	159577	E 01 110 810 000 000 331	BASEBALL FIELD LIGHTS ELECTRICAL I	
001	105676	CH	1	01475	CONNEXUS ENERGY	07/12/2024	\$406.38	159577	E 01 005 810 860 000 331	SOFTBALL FIELD LIGHTS ELECTRICAL I	
Check Total:							\$16,637.32				
001	105677	CH	1	12712	ILLUMINATE EDUCATION, INC.	07/12/2024	\$4,022.25	159581	E 01 005 610 000 000 406	FASTBRIDGE SUBSCRIPTION 16	
Check Total:							\$4,022.25				
001	105678	CH	1	13218	CENTRAL MN MENTAL HEALTH CENTE	07/19/2024	\$87.50	159611	E 01 005 203 000 799 305	BRIDGES-LIBERTY	
Check Total:							\$87.50				
001	105679	CH	1	13028	KATTENGELL, MANDI	07/19/2024	\$191.38	159590	E 04 799 590 000 351 433	FY 24 HOMESCHOOL SUPPLIES (MAX A	
Check Total:							\$191.38				
001	105680	CH	1	07890	PMA ASSET MANAGEMENT, LLC	07/19/2024	\$520.69	159591	E 45 005 935 000 000 305	ASSETS JUNE 2024	
Check Total:							\$520.69				
001	105681	CH	1	08635	TFH (USA) LTD	07/19/2024	\$99.00	159612	E 12 300 405 000 740 433	HARBOR SLEEVES 9HBSL	
Check Total:							\$99.00				
001	105682	CH	1	12762	T-MOBILE	07/19/2024	\$140.00	159592	E 01 005 630 000 000 320	HOT SPOTS 05/21/24-06/20/24	
Check Total:							\$140.00				
001	105683	CH	1	13145	WALLACE RADIO SYNDICATION, LLC	07/19/2024	\$360.00	159613	E 11 300 296 121 000 305	MUSIC EDITING	
Check Total:							\$360.00				
001	105684	CH	1	13693	ACTIVE INTERNET TECHNOLOGIES LL	07/19/2024	\$2,470.00	159604	E 01 005 107 000 000 405	CORE COMMUNICATIONS PLATFORM-B	
Check Total:							\$2,470.00				
001	105685	CH	1	09820	AIRMAXX TRAMPOLINE PARK, LLC	07/19/2024	\$1,365.00	159593	E 04 500 570 000 321 369	90 MINUTE JUMP W/GRIP SOCKS	
Check Total:							\$1,365.00				

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	105686	CH	1 13984	BIELEJESKI, ELIZABETH	07/19/2024	\$740.00	159594	E 01 300 294 000 000 357	INTERPRETOR 07/07-07/11
						Check Total:	\$740.00		
001	105687	CH	1 02735	BOND TRUST SERVICES CORPORATIC	07/19/2024	\$475.00	159596	E 07 005 910 000 000 790	SCHOOL BUILDING BONDS, SERIES 202
						Check Total:	\$475.00		
001	105688	CH	1 02735	BOND TRUST SERVICES CORPORATIC	07/19/2024	\$237.50	159597	E 07 005 910 000 000 790	REFUNDING BONDS, SERIES 2021B
						Check Total:	\$237.50		
001	105689	CH	1 02735	BOND TRUST SERVICES CORPORATIC	07/19/2024	\$475.00	159598	E 07 005 910 000 000 790	FACILITIES MAINTENANCE BONDS, SEF
						Check Total:	\$475.00		
001	105690	CH	1 02735	BOND TRUST SERVICES CORPORATIC	07/19/2024	\$475.00	159599	E 07 005 910 000 000 790	FACILITIES MAINTENANCE BONDS, SEF
						Check Total:	\$475.00		
001	105691	CH	1 02735	BOND TRUST SERVICES CORPORATIC	07/19/2024	\$475.00	159600	E 07 005 910 000 000 790	TAX ABATEMENT & FACIL MAINT BONDS
						Check Total:	\$475.00		
001	105692	CH	1 02735	BOND TRUST SERVICES CORPORATIC	07/19/2024	\$475.00	159601	E 07 005 910 000 000 790	FACILITIES MAINT BONDS, SERIES 201
						Check Total:	\$475.00		
001	105693	CH	1 02735	BOND TRUST SERVICES CORPORATIC	07/19/2024	\$475.00	159602	E 07 005 910 000 000 790	SCHOOL BUILDING BONDS, SERIES 20
						Check Total:	\$475.00		
001	105694	CH	1 02735	BOND TRUST SERVICES CORPORATIC	07/19/2024	\$475.00	159603	E 07 005 910 000 000 790	FACILITIES MAINT BONDS, SERIES 201
						Check Total:	\$475.00		
001	105695	CH	1 13443	CUBING ENRICHMENT OPPORTUNITIE	07/19/2024	\$240.00	159595	E 04 500 585 000 332 305	RUBIK'S CUBE INSTRUCTION 9AM-12PM
						Check Total:	\$240.00		
001	105696	CH	1 08952	HOUGHTON MIFFLIN HARCOART PUBLI	07/19/2024	\$720.00	159607	E 01 005 640 000 316 366	EL PD
001	105696	CH	1 08952	HOUGHTON MIFFLIN HARCOART PUBLI	07/19/2024	\$3,807.00	159607	E 01 005 640 000 316 366	LNG LAUNCH
001	105696	CH	1 08952	HOUGHTON MIFFLIN HARCOART PUBLI	07/19/2024	\$10,665.00	159605	E 01 200 205 000 417 430	Englist 3D
001	105696	CH	1 08952	HOUGHTON MIFFLIN HARCOART PUBLI	07/19/2024	\$1,493.10	159605	E 01 200 205 000 417 430	shipping
001	105696	CH	1 08952	HOUGHTON MIFFLIN HARCOART PUBLI	07/19/2024	\$1,080.00	159606	E 01 005 640 000 316 366	LNG LNCH
001	105696	CH	1 08952	HOUGHTON MIFFLIN HARCOART PUBLI	07/19/2024	\$151.20	159606	E 01 005 640 000 316 366	SHIPPING
						Check Total:	\$17,916.30		
001	105697	CH	1 13356	MANEUVERING THE MIDDLE LLC	07/19/2024	\$2,612.50	159609	E 05 201 256 602 302 406	SINGLE GRADE LICENSE/MANEUVERIN
						Check Total:	\$2,612.50		
001	105698	CH	1 01134	MESPA	07/19/2024	\$922.00	159608	E 01 110 605 000 000 820	MEMBER RENEWAL (CASEY YOUNG)
						Check Total:	\$922.00		
001	105699	CH	1 10047	PIONEER CAPITAL SOLUTIONS	07/19/2024	\$69.30	159610	E 04 500 570 000 321 305	COLLECTIONS
						Check Total:	\$69.30		

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Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	105700	CH	1 13996	THEMES & VARIATIONS INC	07/19/2024	\$200.00	159615	E 05 110 203 602 302 406	FY25 Subscription
Check Total:						\$200.00			
001	105701	CH	1 12191	OTUS LLC	07/19/2024	\$14,886.90	159617	E 05 005 630 000 795 406	FY25 Renewal
Check Total:						\$14,886.90			
001	105702	CH	1 06214	COLLEGE OF ST. BENEDICT	07/19/2024	\$1,000.00	159619	E 01 300 960 000 340 898	FY 23/24 SCHOLARSHIP GJ
Check Total:						\$1,000.00			
001	105703	CH	1 12185	ST. OLAF COLLEGE	07/19/2024	\$745.00	159620	E 01 300 960 000 340 898	FY 23/24 SCHOLARSHIP #241025
Check Total:						\$745.00			
Bank 001 Total:						\$2,023,224.76			
Report Total:						\$2,023,224.76			

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	105704	CH	1	12159	ARVIG	07/26/2024	\$133.22	159688	E 01 005 630 000 000 305	HOT SPOTS 07/06/24-08/05/24	
Check Total:							\$133.22				
001	105705	CH	1	13166	LRS OF MINNESOTA	07/26/2024	\$963.51	159665	E 01 300 810 000 000 333	FY 24 WASTE SERVICES HS	
001	105705	CH	1	13166	LRS OF MINNESOTA	07/26/2024	\$813.38	159665	E 01 201 810 000 000 333	FY 24 WASTE SERVICES MS	
001	105705	CH	1	13166	LRS OF MINNESOTA	07/26/2024	\$813.38	159665	E 01 100 810 000 000 333	FY 24 WASTE SERVICES INDY	
001	105705	CH	1	13166	LRS OF MINNESOTA	07/26/2024	\$942.22	159665	E 01 110 810 000 000 333	FY 24 WASTE SERVICES LIBERTY	
001	105705	CH	1	13166	LRS OF MINNESOTA	07/26/2024	\$141.97	159665	E 01 005 810 000 000 333	FY 24 WASTE SERVICES GROUNDS	
Check Total:							\$3,674.46				
001	105706	CH	1	01138	MINNESOTA UC FUND	07/26/2024	\$3,733.65	159697	E 01 005 505 000 000 281	UNEMPLOYMENT BENEFITS QUARTER	
001	105706	CH	1	01138	MINNESOTA UC FUND	07/26/2024	\$5,953.00	159697	E 01 100 400 000 000 281	UNEMPLOYMENT BENEFITS QUARTER	
001	105706	CH	1	01138	MINNESOTA UC FUND	07/26/2024	\$898.00	159697	E 01 100 720 000 000 281	UNEMPLOYMENT BENEFITS QUARTER	
001	105706	CH	1	01138	MINNESOTA UC FUND	07/26/2024	\$9,632.27	159697	E 01 110 400 000 000 281	UNEMPLOYMENT BENEFITS QUARTER	
001	105706	CH	1	01138	MINNESOTA UC FUND	07/26/2024	\$834.00	159697	E 01 110 620 000 000 281	UNEMPLOYMENT BENEFITS QUARTER	
001	105706	CH	1	01138	MINNESOTA UC FUND	07/26/2024	\$373.61	159697	E 01 110 790 000 000 281	UNEMPLOYMENT BENEFITS QUARTER	
001	105706	CH	1	01138	MINNESOTA UC FUND	07/26/2024	\$752.04	159697	E 01 201 208 000 000 281	UNEMPLOYMENT BENEFITS QUARTER	
001	105706	CH	1	01138	MINNESOTA UC FUND	07/26/2024	\$5,161.00	159697	E 01 201 400 000 000 281	UNEMPLOYMENT BENEFITS QUARTER	
001	105706	CH	1	01138	MINNESOTA UC FUND	07/26/2024	\$786.00	159697	E 01 201 620 000 000 281	UNEMPLOYMENT BENEFITS QUARTER	
001	105706	CH	1	01138	MINNESOTA UC FUND	07/26/2024	\$916.00	159697	E 01 201 720 000 000 281	UNEMPLOYMENT BENEFITS QUARTER	
001	105706	CH	1	01138	MINNESOTA UC FUND	07/26/2024	\$1,236.66	159697	E 01 300 211 000 000 281	UNEMPLOYMENT BENEFITS QUARTER	
001	105706	CH	1	01138	MINNESOTA UC FUND	07/26/2024	\$8,446.68	159697	E 01 300 400 000 000 281	UNEMPLOYMENT BENEFITS QUARTER	
001	105706	CH	1	01138	MINNESOTA UC FUND	07/26/2024	\$684.31	159697	E 01 300 620 000 000 281	UNEMPLOYMENT BENEFITS QUARTER	
001	105706	CH	1	01138	MINNESOTA UC FUND	07/26/2024	\$2.15	159697	E 01 100 790 000 000 280	UNEMPLOYMENT BENEFITS QUARTER	
001	105706	CH	1	01138	MINNESOTA UC FUND	07/26/2024	\$1,018.00	159697	E 01 110 203 000 000 280	UNEMPLOYMENT BENEFITS QUARTER	
001	105706	CH	1	01138	MINNESOTA UC FUND	07/26/2024	\$266.34	159697	E 01 110 790 000 000 280	UNEMPLOYMENT BENEFITS QUARTER	
001	105706	CH	1	01138	MINNESOTA UC FUND	07/26/2024	\$234.14	159697	E 01 300 292 000 000 280	UNEMPLOYMENT BENEFITS QUARTER	
Check Total:							\$40,927.85				
001	105707	CH	1	1016	O'REILLY AUTOMOTIVE, INC.	07/26/2024	\$132.56	159666	E 01 005 810 000 000 401	FILBER & BULBS	
Check Total:							\$132.56				
001	105708	CH	1	09760	PREMIER LOCATING, INC.	07/26/2024	\$1,076.25	159667	E 01 005 810 000 000 305	TICKETS	
Check Total:							\$1,076.25				
001	105709	CH	1	13212	THREE SONS HARDWARE LLC	07/26/2024	\$9.99	159668	E 01 005 810 000 000 401	DO/INDY SUPPLESQ	
001	105709	CH	1	13212	THREE SONS HARDWARE LLC	07/26/2024	\$7.08	159668	E 01 201 810 000 000 401	DO/INDY SUPPLESQ	
Check Total:							\$17.07				
001	105710	CH	1	10633	WOLD ARCHITECTS, INC	07/26/2024	\$5,431.30	159672	E 06 300 870 000 000 305	BOND PROJECT ID #22E300.01B HS REP	

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001	105710	CH	1	10633	WOLD ARCHITECTS, INC	07/26/2024	\$12,242.35	159670	E 06 100 870 000 000 305	BOND PROJECT ID #22D100.01B INDY E	
001	105710	CH	1	10633	WOLD ARCHITECTS, INC	07/26/2024	\$3,694.51	159673	E 06 110 870 000 000 305	BOND PROJECT ID #22G110.01B LIBERT	
001	105710	CH	1	10633	WOLD ARCHITECTS, INC	07/26/2024	\$4,237.75	159671	E 06 005 870 000 000 305	BOND PROJECT ID #22J005.01B LES & F	
Check Total:							\$25,605.91				
001	105711	CH	1	13984	BIELEJESKI, ELIZABETH	07/26/2024	\$400.00	159682	E 01 300 294 000 000 357	SIGN LANGUAGE 07/14, 07/16 & 07/18	
Check Total:							\$400.00				
001	105712	CH	1	10414	BIG BEAR APPAREL	07/26/2024	\$3,200.00	159691	E 04 500 560 122 321 436	XCEL GYMNASTICS SWEARTSHIRTS	
Check Total:							\$3,200.00				
001	105713	CH	1	13997	BIG LAKE QUARTER BACK CLUB	07/26/2024	\$2,000.00	159692	E 04 500 560 000 321 305	YOUTH ON 7 ON 7 FOOTBALL SUMMER	
Check Total:							\$2,000.00				
001	105714	CH	1	05307	BRAUN INTERTEC CORP.	07/26/2024	\$1,296.50	159686	E 06 100 870 000 000 305	BOND PROJECT ID #22D100.03E	
Check Total:							\$1,296.50				
001	105715	CH	1	13507	FIDELITY SECURITY L.IFE INSURANCE	07/26/2024	(\$346.33)	159696	B 01 215 054	JULY 2024 VISION	
001	105715	CH	1	13507	FIDELITY SECURITY L.IFE INSURANCE	07/26/2024	\$28.45	159696	B 04 215 054	JULY 2024 VISION	
001	105715	CH	1	13507	FIDELITY SECURITY L.IFE INSURANCE	07/26/2024	\$6.24	159696	B 05 215 054	JULY 2024 VISION	
001	105715	CH	1	13507	FIDELITY SECURITY L.IFE INSURANCE	07/26/2024	\$12.25	159696	B 11 215 054	JULY 2024 VISION	
001	105715	CH	1	13507	FIDELITY SECURITY L.IFE INSURANCE	07/26/2024	\$462.37	159696	B 12 215 054	JULY 2024 VISION	
Check Total:							\$162.98				
001	105716	CH	1	12517	GERTENS	07/26/2024	\$971.22	159684	E 01 005 810 000 000 401	B&G SUPPLIES	
Check Total:							\$971.22				
001	105717	CH	1	13965	GLOWFORGE, INC.	07/26/2024	\$1,289.29	159695	E 01 300 211 312 000 466	PO 33195 Glowforge Classroom Essentials	
Check Total:							\$1,289.29				
001	105718	CH	1	09217	HORIZON COMMERCIAL POOL SUPPLY	07/26/2024	\$4,431.50	159683	E 04 500 560 126 321 530	DOLPHIN WAVE 200XL ROBOTIC COMM	
001	105718	CH	1	09217	HORIZON COMMERCIAL POOL SUPPLY	07/26/2024	\$4,500.00	159683	E 01 005 810 000 000 530	DOLPHIN WAVE 200XL ROBOTIC COMM	
Check Total:							\$8,931.50				
001	105719	CH	1	08228	KIDCREATE STUDIO	07/26/2024	\$864.00	159693	E 04 500 585 000 332 305	REGISTRATION BASED CLASS FINAL IN	
Check Total:							\$864.00				
001	105720	CH	1	13490	KOESSEL, TRACY	07/26/2024	\$96.00	159681	E 01 300 294 000 000 357	SIGN LANGUAGE INTERPRETING FB 07/	
Check Total:							\$96.00				
001	105721	CH	1	06355	MINNESOTA ELEVATOR, INC	07/26/2024	\$2,779.32	159677	E 05 005 865 000 347 350	JULY YEARLY SERVICE	
Check Total:							\$2,779.32				
001	105723	CH	1	13016	NORTHLAND REFRIGERATION INCORP	07/26/2024	\$2,348.92	159675	E 01 300 810 000 000 350	HS POOL REPAIRS	
Check Total:							\$2,348.92				

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001	105724	CH	1	12564	RUSSELL SECURITY RESOURCE, INC.	07/26/2024	\$27,592.00	159676	E 05 300 865 000 368 350	HIGH SCHOOL DOOR "N" ENTRANCE DC	
001	105724	CH	1	12564	RUSSELL SECURITY RESOURCE, INC.	07/26/2024	\$0.00	159676	E 05 300 865 000 368 350	LTFM-PAY AS YOU GO	
Check Total:							\$27,592.00				
001	105725	CH	1	10309	UNIVERSITY OF WISCONSIN - EAU CLA	07/26/2024	\$1,000.00	159680	E 01 300 960 000 340 898	FY 23/24 SCHOLARSHIP #8233576	
Check Total:							\$1,000.00				
001	105726	CH	1	06532	VISION STAFFING	07/26/2024	\$1,211.58	159678	E 01 005 810 356 000 305	GROUNDS WEEK 07/07/2024	
001	105726	CH	1	06532	VISION STAFFING	07/26/2024	\$1,192.42	159679	E 01 005 810 356 000 305	GROUNDS WEEK 07/14/2024	
Check Total:							\$2,404.00				
001	105727	CH	1	13048	WELLNESS FOR LIVING LLC	07/26/2024	\$430.00	159694	E 04 500 585 000 332 305	CUPCAKES IN A JAR	
Check Total:							\$430.00				
001	105728	CH	1	10217	OFFICE OF THE SECRETARY OF STATE	07/26/2024	\$30.00	159700	E 01 005 105 097 000 305	REGISTERED VOTER LIST FOR SPECIAL	
Check Total:							\$30.00				
001	105729	CH	1	10780	EBERT, INC.	07/26/2024	\$318,184.00	159705	E 06 110 870 000 000 520	BOND 22A LB RENOVATIONS 22G110.01,	
001	105729	CH	1	10780	EBERT, INC.	07/26/2024	\$1,202,378.58	159706	E 06 100 870 000 000 520	BOND 22A INDY RENOVATIONS 22D100.1	
Check Total:							\$1,520,562.58				
001	105730	CH	1	13198	ECSI	07/26/2024	\$2,529.27	159707	E 01 005 810 000 000 305	INSTALL OF (3) 4K ENCODERS FOR BOA	
Check Total:							\$2,529.27				
001	105731	CH	1	01840	RATWIK, ROSZAK & MALONEY, P.A.	07/26/2024	\$132.50	159701	E 01 005 110 305 000 305	JUNE 2024 SERVICES	
Check Total:							\$132.50				
001	105732	CH	1	05307	BRAUN INTERTEC CORP.	07/26/2024	\$1,915.00	159708	E 06 005 870 000 000 305	BOND PROJECT ID #22J005.03E LIBERT	
Check Total:							\$1,915.00				
001	105733	CH	1	03184	CENTERPOINT ENERGY	07/26/2024	\$337.65	159709	E 01 201 810 000 000 330	MS SCHOOL FIRM GAS MAY 2024	
001	105733	CH	1	03184	CENTERPOINT ENERGY	07/26/2024	\$650.67	159709	E 01 201 810 000 000 330	MS SCHOOL INT GAS MAY 2024	
001	105733	CH	1	03184	CENTERPOINT ENERGY	07/26/2024	\$146.45	159709	E 01 100 810 000 000 330	INDY INT GAS MAY 2024	
001	105733	CH	1	03184	CENTERPOINT ENERGY	07/26/2024	\$206.10	159709	E 01 300 810 000 000 330	HS FIRM GAS MAY 2024	
001	105733	CH	1	03184	CENTERPOINT ENERGY	07/26/2024	\$1,583.34	159709	E 01 300 810 000 000 330	HS SCHOOL INT GAS MAY 2024	
001	105733	CH	1	03184	CENTERPOINT ENERGY	07/26/2024	\$21.10	159709	E 01 100 810 000 000 330	INDY FIRM #2 GAS MAY 2024	
001	105733	CH	1	03184	CENTERPOINT ENERGY	07/26/2024	\$345.77	159709	E 01 100 810 000 000 330	INDY FFIRM #1 GAS MAY 2024	
Check Total:							\$3,291.08				
001	105734	CH	1	01475	CONNEXUS ENERGY	07/26/2024	\$909.68	159710	E 01 005 810 860 000 331	ELECTRICAL (GLENWOOD)	
001	105734	CH	1	01475	CONNEXUS ENERGY	07/26/2024	\$823.93	159711	E 01 005 810 860 000 331	ELECTRICAL (IRRIG SVC) SEPTEMBER ;	
Check Total:							\$1,733.61				

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Payment Date Range: 06/01/2024 - 7/31/2024

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	105735	CH	1 09760	PREMIER LOCATING, INC.	07/26/2024	\$833.75	159712	E 01 005 810 000 000 305	TICKETS
Check Total:						\$833.75			
001	105736	CH	1 02097	BIG LAKE CHAMBER OF COMMERCE	07/26/2024	\$554.79	159714	E 04 500 560 070 321 436	COMMUNITY FAIR
Check Total:						\$554.79			
001	105737	CH	1 12109	COR ROBOTICS LLC	07/26/2024	\$340.00	159713	E 04 500 585 000 332 305	DRONE CLASSES AND PURCHASES
Check Total:						\$340.00			
001	105738	CH	1 13998	NORTHWEST ASPHALT INC	07/26/2024	\$233,640.63	159715	E 06 110 870 000 000 520	BOND 22A PARKING LOT 22J110.01A
Check Total:						\$233,640.63			
001	105739	CH	1 09682	MONTICELLO SPORTSMEN CLUB	07/26/2024	\$4,886.00	159685	E 11 300 292 154 000 305	ROUNDS
Check Total:						\$4,886.00			
Bank 001 Total:						\$1,897,782.26			
Report Total:						\$1,897,782.26			

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

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

Bank	Check No	Ty	Grp Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1 01034	RESOURCE TRAINING & SOLUTIONS	07/04/2024	\$85.00	159416	E 01 005 105 000 000 366	FY 24 PARA
001		CC	1 01038	CITY OF BIG LAKE	07/04/2024	\$1,136.94	159443	E 01 201 810 000 000 332	FY 24 Water/Sewer MS 04/03/2024-05/05/
001		CC	1 01038	CITY OF BIG LAKE	07/04/2024	\$1,264.25	159451	E 01 110 810 000 000 332	FY 24 Water Sewer Liberty 04/03/24-05/08
001		CC	1 01038	CITY OF BIG LAKE	07/04/2024	\$45.06	159447	E 01 005 810 000 000 332	FY 24 Waterr/Sewer Bathrooms 04/03/202
001		CC	1 01038	CITY OF BIG LAKE	07/04/2024	\$83.17	159441	E 01 005 810 000 000 332	FY 24 Water/Sewer Admissions 04/03/202
001		CC	1 01038	CITY OF BIG LAKE	07/04/2024	\$1,262.73	159448	E 01 100 810 000 000 332	FY 24 Water/Sewer Indy 04/03/2024-05/08
001		CC	1 01038	CITY OF BIG LAKE	07/04/2024	\$2,047.65	159444	E 01 300 810 000 000 332	FY 24 Water/Sewer HS 04/03/2024-05/08/
001		CC	1 01065	HILLYARD FLOOR CARE	07/04/2024	\$258.00	159392	E 01 110 810 000 000 350	FY 24 General B&G Supp8ies
001		CC	1 01065	HILLYARD FLOOR CARE	07/04/2024	\$138.00	159398	E 01 110 810 000 000 350	FY 24 Genera B&G Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	07/04/2024	\$1,695.06	159425	E 01 201 810 000 000 401	FY 24 PO 33201 MS Cleaning Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	07/04/2024	\$154.08	159430	E 01 201 810 000 000 401	FY 24 PO 33201 MS Cleaning Supplies
001		CC	1 01065	HILLYARD FLOOR CARE	07/04/2024	\$464.64	159393	E 01 005 810 000 000 401	FY 24 General Supplies PO 33234
001		CC	1 01131	STAR TRIBUNE	07/04/2024	\$62.27	159491	E 01 005 020 000 000 820	FY 24 Subscription
001		CC	1 01188	SCHOLASTIC INC	07/04/2024	\$398.00	159456	E 04 500 580 241 325 430	Fy 24 ECFE in the Park Books
001		CC	1 01435	AWARD EMBLEM MFG CO INC	07/04/2024	\$1,479.18	159459	E 01 300 211 133 000 401	FY 24 PO 33128 HS Supplies 23
001		CC	1 01908	MINNESOTA HISTORICAL SOCIETY	07/04/2024	\$448.00	159460	E 01 100 203 906 000 369	FY 24 Indy 05.17 Field Trip 3rd grade
001		CC	1 01908	MINNESOTA HISTORICAL SOCIETY	07/04/2024	\$696.00	159432	E 01 100 203 906 000 369	FY 24 Indy Kelley Farm Field Trip 3rd grad
001		CC	1 01908	MINNESOTA HISTORICAL SOCIETY	07/04/2024	\$904.00	159432	E 01 100 203 906 000 369	FY 24 Indy Kelley Farm Field Trip 3rd grad
001		CC	1 03455	GRAINGER	07/04/2024	\$736.57	159419	E 01 005 810 000 000 401	FY 24 B&G Repair Supplies
001		CC	1 03455	GRAINGER	07/04/2024	\$158.91	159411	E 01 201 810 000 000 401	FY 24 MS B&G Repairs
001		CC	1 03455	GRAINGER	07/04/2024	\$418.00	159421	E 01 005 810 000 000 401	FY 24 B&G Repair Supplies
001		CC	1 03455	GRAINGER	07/04/2024	\$177.24	159464	E 01 100 810 000 000 401	FY 24 PO 33189 Batteries
001		CC	1 04279	MCPETE'S SPORTS BAR & LANES	07/04/2024	\$207.11	159427	E 01 300 298 918 000 369	FY 24 Java Hive Bowling
001		CC	1 04874	AMAZON.COM	07/04/2024	\$1,892.34	159391	E 01 005 630 000 000 455	Fy 24 Tech repair tools and supplies & devi
001		CC	1 04874	AMAZON.COM	07/04/2024	\$1,558.36	159391	E 01 005 630 000 000 401	Fy 24 Tech repair tools and supplies & devi
001		CC	1 04874	AMAZON.COM	07/04/2024	\$379.98	159386	E 01 005 630 000 000 401	FY 24 Toner and cart
001		CC	1 04944	DOMINO'S PIZZA	07/04/2024	\$469.77	159445	E 11 300 288 154 000 490	FY 24 Trap Shoot League Pizza
001		CC	1 05118	MSCA	07/04/2024	\$60.00	159428	E 01 300 710 000 000 820	FY 24 Fingarson 23-24 Renewal
001		CC	1 05264	BSN SPORTS	07/04/2024	\$296.25	159437	E 11 300 294 111 000 434	FY 24 PO 32802 Baseball uniforms
001		CC	1 05264	BSN SPORTS	07/04/2024	\$122.81	159471	E 01 300 240 000 000 430	FY 24 PO 32853 POWER CORD AND AD/
001		CC	1 05351	HOME DEPOT	07/04/2024	\$58.35	159384	E 01 005 810 000 000 401	FY 24 B&G Supplies
001		CC	1 05640	VIKING SEWER & DRAIN CLEANING	07/04/2024	\$437.00	159403	E 01 201 810 000 000 350	FY 24 MS B&G Supplies
001		CC	1 06051	FINKEN WATER CENTERS	07/04/2024	\$57.20	159417	E 01 005 810 000 000 332	FY 24 Drinking Water & Softener Salt
001		CC	1 06051	FINKEN WATER CENTERS	07/04/2024	\$37.45	159417	E 01 300 810 000 000 401	FY 24 Drinking Water & Softener Salt
001		CC	1 06051	FINKEN WATER CENTERS	07/04/2024	\$54.20	159417	E 01 100 810 000 000 401	FY 24 Drinking Water & Softener Salt

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

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				Pay/Void							
Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description		
001		CC	1 06130	COBORN'S INC.	07/04/2024	\$83.76	159440	E 04 500 570 000 321 305	FY 24 Kids Club Food- kids w/out lunch on		
001		CC	1 06130	COBORN'S INC.	07/04/2024	\$167.54	159470	E 01 300 211 000 320 490	FY 24 HS Food- Indian Ed		
001		CC	1 06130	COBORN'S INC.	07/04/2024	\$134.46	159452	E 01 300 211 222 000 401	FY 24 Graduation Decor 24'		
001		CC	1 06130	COBORN'S INC.	07/04/2024	\$293.54	159453	E 01 300 790 000 699 490	FY 24Cookies for All Night Grad Party		
001		CC	1 06700	B & H FOTO & ELECTRONICS CORP	07/04/2024	\$10,431.86	159389	E 01 005 630 000 000 455	Fy 24: Mirrorless Camera and accessory		
001		CC	1 06928	MACGILL & CO.	07/04/2024	\$3,596.00	159454	E 01 005 720 000 000 401	FY 24 PO 33137 Health Supplies		
001		CC	1 07785	CARIBOU COFFEE CO	07/04/2024	\$20.28	159420	E 01 300 790 000 699 490	Fy 24 Community Conversation		
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	07/04/2024	\$27.26	159462	E 01 005 810 000 000 320	FY 24 Long Distance		
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	07/04/2024	\$4.60	159461	E 04 500 505 000 321 305	FY 24 CE Long Distance		
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	07/04/2024	\$15.32	159468	E 01 300 810 000 000 320	FY 24 HS Long Distance		
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	07/04/2024	\$23.09	159465	E 01 100 810 000 000 320	FY 24 Indy Long Distance		
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	07/04/2024	\$12.59	159467	E 01 201 810 000 000 320	FY 24 MS Long Distance		
001		CC	1 08198	ROCHESTER TELECOM SYSTEMS INC	07/04/2024	\$38.96	159463	E 01 110 810 000 000 320	FY 24 Liberty Long Distance		
001		CC	1 08894	ALLINA HOSPITALS & CLINICS	07/04/2024	\$2,925.00	159426	E 05 005 865 000 352 401	FY 24 PO 33126 heartsafe package		
001		CC	1 08954	SKATIN PLACE INC.	07/04/2024	\$893.00	159400	E 04 500 570 000 321 369	FY 24 KC Field Trip	24	
001		CC	1 09217	HORIZON COMMERCIAL POOL SUPPL'	07/04/2024	\$1,265.60	159433	E 01 300 810 000 000 404	FY 24 HS Pool Supplies		
001		CC	1 09757	PROJECT LEAD THE WAY, INC.	07/04/2024	\$375.00	159422	E 01 201 255 000 000 430	Fy 24 Purchase Project Lead The Way,		
001		CC	1 10338	ADAM'S PEST CONTROL, INC.	07/04/2024	\$55.00	159415	E 01 100 810 000 000 350	FY 24 Indy May Services		
001		CC	1 10338	ADAM'S PEST CONTROL, INC.	07/04/2024	\$50.00	159410	E 01 300 810 000 000 350	FY 24 HS May Services		
001		CC	1 10338	ADAM'S PEST CONTROL, INC.	07/04/2024	\$55.00	159414	E 01 201 810 000 000 350	FY 24 MS May Services		
001		CC	1 10338	ADAM'S PEST CONTROL, INC.	07/04/2024	\$55.00	159418	E 01 110 810 000 000 350	FY 24 Liberty May Services		
001		CC	1 10512	CASEY'S	07/04/2024	\$37.56	159399	E 01 005 105 000 000 490	FY 24 Athletic Director Interviews		
001		CC	1 10575	CONSTANT CONTACT	07/04/2024	\$227.00	159382	E 04 500 505 000 321 305	FY 24 CE Marketing		
001		CC	1 10586	AUSCO DESIGN &MARKETING	07/04/2024	\$6,140.25	159473	E 04 500 570 000 321 305	Fy 24 KC Tshirts		
001		CC	1 10586	AUSCO DESIGN &MARKETING	07/04/2024	\$492.00	159383	E 04 500 585 000 332 401	Fy 24 CE Marching Band Tshirts		
001		CC	1 10619	4IMPRINT	07/04/2024	\$380.78	159412	E 01 300 790 000 699 401	FY 24 Napkins		
001		CC	1 10658	OZONE, LLC	07/04/2024	\$4,909.10	159490	E 04 500 560 122 321 436	Fy 24 CE Gymnastics- Leotards		
001		CC	1 12052	DOLLAR TREE	07/04/2024	\$64.25	159469	E 01 300 211 000 320 430	FY 24 Supplies		
001		CC	1 12052	DOLLAR TREE	07/04/2024	\$64.25	159469	E 01 201 208 000 320 430	FY 24 Supplies		
001		CC	1 12052	DOLLAR TREE	07/04/2024	\$64.50	159469	E 01 100 203 000 320 430	FY 24 Supplies		
001		CC	1 12052	DOLLAR TREE	07/04/2024	\$64.50	159469	E 01 110 203 000 320 430	FY 24 Supplies		
001		CC	1 12129	SIPTRUNK, INC	07/04/2024	\$71.50	159457	E 01 005 630 000 000 320	Fy 24 Back-up Phones		
001		CC	1 12177	DELTA AIRLINES	07/04/2024	\$651.95	159380	E 01 300 790 000 699 368	Fy 24 Melissa Pribyl flight		
001		CC	1 12187	CHIPOLTE MEXICAN RESTURANT	07/04/2024	\$87.22	159423	E 11 300 294 114 000 366	FY 24 Track & Field State		
001		CC	1 12403	BUFFALO WILD WINGS	07/04/2024	\$155.91	159424	E 11 300 296 184 000 366	FY 24 State Track & Field		

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

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

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1	12409	FACEBOOK	07/04/2024	\$34.23	159390	E 04 500 505 000 321 305	Fy 24 CE Facebook ad
001		CC	1	12418	USPS	07/04/2024	\$4.36	159455	E 01 201 208 000 000 329	FY 24 Postage
001		CC	1	12418	USPS	07/04/2024	\$8.95	159458	E 01 201 208 000 000 329	FY 24 Postage
001		CC	1	12418	USPS	07/04/2024	\$50.50	159385	E 01 110 203 000 000 329	FY 24 Postage
001		CC	1	12418	USPS	07/04/2024	\$23.49	159434	E 04 500 585 157 332 305	FY 24 CE Musical
001		CC	1	12439	VISTA PRINT	07/04/2024	\$221.76	159377	E 01 005 107 000 000 305	FY 24 District Banners
001		CC	1	12439	VISTA PRINT	07/04/2024	\$16.35	159377	E 01 005 110 999 000 401	FY 24 District Banners
001		CC	1	12439	VISTA PRINT	07/04/2024	\$56.98	159387	E 01 005 105 097 000 401	FY 24 Referendum Banner
001		CC	1	12464	FLIGHT DECK ATHLETICS	07/04/2024	\$495.00	159450	E 11 300 296 184 000 401	FY 24 HS Girls Track UCS Spirit
001		CC	1	12508	BLUESTONE GRILL	07/04/2024	\$46.48	159446	E 01 300 790 000 699 490	FY 24 Community Conversation
001		CC	1	12871	ZOOM US	07/04/2024	\$25.99	159489	E 01 005 630 000 000 305	FY 24 Monthly School Board Meeting
001		CC	1	12944	MINNESOTA COMMUNITY ED	07/04/2024	\$50.00	159442	E 04 500 505 000 321 305	FY 24 CE Job posting
001		CC	1	12998	GYNZY	07/04/2024	\$89.95	159466	E 01 005 630 000 000 406	FY 24 PO 33202 License cost 05/29/24 - 0
001		CC	1	13024	MSHSL.ORG	07/04/2024	\$52.00	159435	E 11 300 294 114 000 366	FY 24 Track and Field - Coaches Wristban
001		CC	1	13058	ID ENHANCEMENTS, INC.	07/04/2024	\$594.91	159405	E 01 005 810 000 000 401	FY 24 iCLASS SE Standard Profile Reader
001		CC	1	13072	CINTAS CORPORATION NO 2	07/04/2024	\$164.51	159431	E 01 300 810 350 000 305	FY 24 Uniform Services May 2024
001		CC	1	13072	CINTAS CORPORATION NO 2	07/04/2024	\$164.48	159431	E 01 100 810 350 000 305	FY 24 Uniform Services May 2024
001		CC	1	13072	CINTAS CORPORATION NO 2	07/04/2024	\$164.47	159431	E 01 201 810 350 000 305	FY 24 Uniform Services May 2024
001		CC	1	13072	CINTAS CORPORATION NO 2	07/04/2024	\$164.47	159431	E 01 110 810 350 000 305	FY 24 Uniform Services May 2024
001		CC	1	13072	CINTAS CORPORATION NO 2	07/04/2024	(\$5.49)	159431	E 01 110 810 350 000 305	FY 24 Uniform Services May 2024
001		CC	1	13185	PATRIOT NEWS MN	07/04/2024	\$321.75	159438	E 01 005 010 000 000 305	FY 24 May 4 Legal
001		CC	1	13185	PATRIOT NEWS MN	07/04/2024	\$78.00	159438	E 01 005 010 000 000 305	FY 24 May 4 Legal
001		CC	1	13185	PATRIOT NEWS MN	07/04/2024	\$253.50	159408	E 02 005 770 000 709 305	FY 24 May 25/June 1, Legal-SUMMER FOC
001		CC	1	13185	PATRIOT NEWS MN	07/04/2024	\$302.25	159436	E 01 005 010 000 000 305	FY 24 June 1, Legal
001		CC	1	13234	MEETINGS NORTHWEST	07/04/2024	\$1,095.00	159379	E 01 300 790 000 699 368	Fy 24 Melissa P registration for MT
001		CC	1	13277	JELLYFISH GRAPHICS	07/04/2024	\$3,403.40	159406	E 01 300 790 000 699 401	Fy 24 Blue/Gold MS Shirts
001		CC	1	13277	JELLYFISH GRAPHICS	07/04/2024	\$2,600.00	159449	E 04 500 505 000 321 305	FY 24 CE Trailer Wrap
001		CC	1	13277	JELLYFISH GRAPHICS	07/04/2024	\$200.00	159395	E 04 500 505 000 321 305	Fy 24 CE Trailer Wrap fix
001		CC	1	13277	JELLYFISH GRAPHICS	07/04/2024	\$3,976.00	159404	E 01 300 790 000 699 401	FY 24 Staff Shirts
001		CC	1	13309	EMBER COFFEE COMPANY	07/04/2024	\$60.08	159376	E 01 300 790 000 699 490	FY 24 EPIC presentation prep
001		CC	1	13322	STYLE CATERING	07/04/2024	\$13.96	159413	E 01 005 020 000 000 366	FY 24 Chamber Lunch (Tim)
001		CC	1	13333	BRAIN FREEZZE ICE	07/04/2024	\$485.50	159429	E 04 500 570 000 321 490	Fy 24 KC Food
001		CC	1	13369	WRUCK SEWER PORTABLE RENTAL, I	07/04/2024	\$30.00	159394	E 11 300 292 000 000 305	FY 24 HS Track & Field Rental
001		CC	1	13369	WRUCK SEWER PORTABLE RENTAL, I	07/04/2024	\$286.89	159396	E 04 500 505 000 321 335	FY 24 Portable Rental
001		CC	1	13369	WRUCK SEWER PORTABLE RENTAL, I	07/04/2024	\$559.29	159396	E 11 300 292 000 000 335	FY 24 Portable Rental

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

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

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1	13369	WRUCK SEWER PORTABLE RENTAL, L	07/04/2024	\$201.96	159401	E 04 500 505 000 321 335	FY 24 May Rental
001		CC	1	13508	WILD BRATZ LLC	07/04/2024	\$2,736.50	159472	E 04 500 580 341 325 436	Fy 24 EC PAC Fundraiser
001		CC	1	13598	WILLYS ON THE WATER	07/04/2024	\$79.14	159409	E 11 300 292 000 000 366	FY 24 Activities Meeting
001		CC	1	13687	E&G 1123 ECOMM	07/04/2024	\$404.93	159474	E 04 500 570 000 321 490	FY 24 KC Staff Training
001		CC	1	13687	E&G 1123 ECOMM	07/04/2024	\$78.86	159388	E 01 005 640 000 316 490	FY 24 CPR Training Lunch
001		CC	1	13819	MOVE AND LEARN	07/04/2024	\$4,013.10	159439	E 04 500 585 000 332 305	FY 24 Winter/Spring Dance Classes
001		CC	1	13881	STICKY BRAND	07/04/2024	\$46.49	159488	E 01 300 790 000 699 401	FY 24 Stickers
001		CC	1	13881	STICKY BRAND	07/04/2024	\$3.43	159488	E 01 005 110 999 000 401	FY 24 Stickers
001		CC	1	13885	ST. MICHAEL CINEMA	07/04/2024	\$3,160.00	159381	E 04 500 570 000 321 369	Fy 24 KC Field Trip
001		CC	1	13897	FIRE MOUNTAIN FABRIC AND SUPPLY,	07/04/2024	\$2,400.00	159402	E 01 201 208 000 320 430	FY 24 MS American Indian Education
001		CC	1	13982	ASL INTERPRETING SERVICES INC	07/04/2024	\$132.00	159378	E 01 300 294 000 000 357	FY 24 Interpreting at HS 06/13/2024
001		CC	1	13982	ASL INTERPRETING SERVICES INC	07/04/2024	\$202.00	159397	E 01 300 294 000 000 357	FY 24 Interpreter at High School
001		CC	1	13989	THE LODGE AT BIG SKY	07/04/2024	\$355.81	159375	E 01 300 790 000 699 368	Fy 24 Melissa P lodging MT
001		CC	1	13990	THE SIOUX CHEF	07/04/2024	\$3,189.61	159475	E 01 300 211 000 320 490	FY 24 Owamni Room 05/18/2024
001		CC	1	13991	NATGATE	07/04/2024	\$4,216.97	159476	E 01 005 630 000 000 455	FY 24 Security Gateway 26
001		CC	1	7760	PIONEER ATHLETICS	07/04/2024	\$3,702.72	159407	E 01 005 810 000 000 401	FY 24 B&G Supplies
001		CC	1	7811	FEDEX FREIGHT INC	07/04/2024	\$19.90	159374	E 01 300 790 000 699 401	Fy 24 Spudfest posters
001		CC	1	7811	FEDEX FREIGHT INC	07/04/2024	\$1.57	159374	E 01 005 110 999 000 401	Fy 24 Spudfest posters
001		CC	1	04336	MASBO	07/04/2024	\$110.00	159482	E 01 005 110 000 000 820	FY 25 Membership (Melanie Brey)
001		CC	1	04336	MASBO	07/04/2024	\$110.00	159483	E 01 005 020 000 000 820	FY 25 Membership (Tim Truebenbach)
001		CC	1	04336	MASBO	07/04/2024	\$110.00	159478	E 01 005 110 000 000 820	FY 25 Membership (Angie M)
001		CC	1	05264	BSN SPORTS	07/04/2024	\$312.00	159477	E 11 300 296 124 000 434	FY 25 Volleyball Jerseys
001		CC	1	05473	MASA	07/04/2024	\$1,345.00	159486	E 01 005 610 000 000 820	FY 25 MASA Membership (Minda Anderson)
001		CC	1	05473	MASA	07/04/2024	\$1,345.00	159485	E 01 005 020 000 000 820	FY 25 MASA/MASE Membership (Tim True)
001		CC	1	05473	MASA	07/04/2024	\$209.00	159479	E 01 005 020 000 000 366	FY 25 2024 MDE?MASA Back to School C
001		CC	1	12493	SOURCEWELL	07/04/2024	\$25.00	159487	E 01 005 640 000 316 366	FY 25 Employment & Special Education Le
001		CC	1	13651	FORM APPROVALS	07/04/2024	\$84.00	159480	E 01 100 203 000 000 456	FY 25 - Google forms add ons
001		CC	1	13992	FOUNDATIONS OF SCHOOL NURSING	07/04/2024	\$199.00	159481	E 01 005 640 000 316 366	FY 25 Fall Conference School Nurse 08/6-t
001		CC	1	13993	NASN	07/04/2024	\$150.00	159484	E 01 005 720 000 000 820	FY 25 Active Dues (Marie Halverson)

Check Total: \$98,710.20

Bank 001 Total:

Report Total:

July 2024 Personnel				
Employee (Last, First Name)	Position	Building	Effective Date	Action Type
Greenwood, Edgar	Custodian	Liberty	06/25/2024	New Hire
Hintz, Makayla	Paraeducator	Independence	09/03/2024	New Hire
Garding, Jason	Custodian	Middle School	08/01/2024	New Hire
Patten, Cynthia	Assistant Principal	Middle School	07/08/2024	New Hire
Boyes, Richard	Coach 9th Grade Football	Athletics/Activities	11/03/2023	Termination
Chant, Kevin	Head Coach Girls Basketball	Athletics/Activities	03/05/2024	Termination
Coulson, Mitch	Assistant Coach Girls Basketball	Athletics/Activities	03/05/2024	Termination
Dokkebakken, Sam	Coach Middle School Baseball	Athletics/Activities	06/05/2024	Termination
Hanna, Becky	Assistant Coach Girls Basketball	Athletics/Activities	03/05/2024	Termination
Ives, Troy	Head Coach Girls Soccer	Athletics/Activities	12/05/2023	Termination
Jodlowski, Amber	Head Coach Girls Swimming	Athletics/Activities	11/03/2023	Termination
Johnson, Sheridan	Assistant Coach Boys Basketball	Athletics/Activities	03/05/2024	Termination
Mattson, Brett	Head Coach Boys/Girls Tennis	Athletics/Activities	05/20/2024	Termination
Schlueter, Katherine	Assistant Coach Girls Basketball	Athletics/Activities	03/05/2024	Termination
Gonser, Raven	American Indian Education Coordinator	District Wide	08/26/2024	New Hire
Ismil, Seth	Teacher	High School	08/26/2024	New Hire
Anderson, Sarah	Parent Educator	Community Ed	08/19/2024	Transfer
Marcado Bernal, Marysel	Parent Educator	Community Ed	08/19/2024	New Hire
Wallace, Madison	LTS Teacher	Liberty	08/26/2024	New Hire
Wallace, Madison	Building Substitute	Liberty	10/08/2024	Transfer
Skubitz, Christina	Teacher	Independence	08/26/2024	New Hire
Kalvig, Emilie	Teacher	High School	05/31/2024	Resignation
Jackson, Rasheed	Assistant Coach Football	Athletics/Activities	08/12/2024	New Hire
Mevisen, Aaron	Assistant Coach Football	Athletics/Activities	08/12/2024	New Hire
Hensen, Megan	Building Substitute	Liberty	08/26/2024	New Hire
Kassa, Nicole	4th Grade Teacher	Independence	08/26/2024	New Hire
Greenwood, Edgar	Custodian	Liberty	07/19/2024	Termination
Uittenbogaard, Kathryn	4th Grade Teacher	Independence	05/31/2024	Resignation
Turner, Trevor	Custodian	Liberty	07/01/2024	Transfer
Irrthum, Heather	School Monitor	Liberty	09/05/2024	Transfer
Jensen, Amanda	School Monitor	Independence	05/30/2024	Resignation
Berger, Jessica	School Monitor	Independence	05/30/2024	Resignation

**ISD 727 SCHOOL BOARD
FUNDRAISERS ACTION
07/25/2024**

Tyler Halverson's class at Independence Elementary STEM, through a Facebook post, will ask for sponsors for each student. With sponsorship students will receive a book a month from Scholastic. August 1-October 1, 2024.



BULLYING PROHIBITION

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited
 - 1. on school premises, at school functions or activities, or on school transportation.
 - 2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
 - 3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.
- C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.
- D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

- E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- H. False accusations or reports of bullying against another student are prohibited.
- I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- J. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. Bullying means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 - 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 - 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying, malicious and sadistic conduct and sexual exploitation.

- B. Cyberbullying means bullying using technology or other electronic communication,

including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment

- C. Immediately means as soon as possible, but in no event longer than twenty-four (24) hours.
- D. Intimidating, threatening, abusive, or harming conduct means, but is not limited to, conduct that does:
 - 1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 - 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 - 3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.
- F. On school district premises, school district property, at school function or activities, or on school transportation means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- G. Prohibited Conduct means bullying, cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct.
- H. Remedial Response means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- I. Student means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to the building principal/designee, or where appropriate to the District Human Rights Officer, or Superintendent. A student may report bullying anonymously. However, the school district may not rely solely on an

- anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
 - C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.
 - D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, witnesses, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
 - E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
 - F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
 - G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three school days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, complainant, reporter, students, or others pending completion of an investigation of bullying, or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

- D. Upon completion of an investigation that determines that bullying or other prohibited behavior occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

- A. Consistent with its applicable policies and practices, the school district must discuss this policy with students, school personnel and volunteers and provide appropriate training for all school district personnel to prevent, identify, and respond to prohibited conduct. The school district must establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

- B. The school district shall require ongoing professional development, consistent with Minnesota Statutes section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 - 4. The incidence and nature of cyberbullying; and
 - 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

- 1. Engage all students in creating a safe and supportive school environment;
 - 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 - 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 - 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 - 5. Teach students to advocate for themselves and others;
 - 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 - 7. Foster student collaborations that, in turn, foster a safe and supportive school climate
- F. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as

attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. Article II, paragraph D, regarding malicious and sadistic conduct must be conspicuously posted throughout each school building per Minn. Stat. § 121A.0312.
- C. This policy shall be conspicuously posted in the administrative offices of the school and school district in summary form.
- D. This policy must be distributed to each school district or school employee and independent contractor, if the contractor regularly interacts with students, at the time of employment with the district or the school.
- E. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy distributed to parents at the beginning of each school year.
- F. This policy shall be available to all parents and other school community members in an electronic format in the languages appearing on the school district's or a school's website, consistent with the district policies and practices.
- G. The school district shall provide an electronic copy of its most recently amended policy to the Minnesota Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes, sections 121A.031 and 121A.0312 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Model Policy)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
[Minn. Stat. § 121A.0312 \(Malicious and Sadistic Conduct\)](#)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. § 124D.10 (Charter Schools)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g et seq. (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

IMMUNIZATION REQUIREMENTS

I. PURPOSE

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students.

II. GENERAL STATEMENT OF POLICY

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

III. STUDENT IMMUNIZATION REQUIREMENTS

- A. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:
- 1) a statement from a physician, advanced practice registered nurse, physician assistant, or a public clinic which provides immunizations (hereinafter "medical statement"), affirming that the student received the immunizations required by law, consistent with medically acceptable standards; or
 - 2) a medical statement affirming that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month and year each immunization was administered, consistent with medically acceptable standards.
- B. The statement of a parent or guardian of a student or an emancipated student may be substituted for the medical statement. If such a statement is substituted, this statement must indicate the month and year each immunization was administered. Upon request, the designated school district administrator will provide information to the parent or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.
- C. The parent or guardian of persons receiving instruction in a home school shall submit one of the statements set forth in Section III.A. or III.B., above, or statement of immunization set forth in Section IV., below, to the superintendent of the school district by October 1 of the first year of their home schooling in Minnesota and the grade 7 year.
- D. When there is evidence of the presence of a communicable disease, or when required by any state or federal agency and/or state or federal law, students and/or their parents or guardians may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted the required data.
- E. The school district may allow a student transferring into a school a maximum of 30 days to submit a statement specified in Section III.A. or III.B., above, or Section IV., below. Students who do not provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization within the

specified time frames shall be excluded from school until such time as the appropriate proof of immunizations or exemption documentation has been provided.

IV. EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS

Students will be exempt from the foregoing immunization requirements under the following circumstances:

- A. The parent or guardian of a minor student or an emancipated student submits a signed medical statement affirming that the immunization of the student is contraindicated for medical reasons or that laboratory confirmation of the presence of adequate immunity exists; or
- B. The parent or guardian of a minor student or an emancipated student submits his or her notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian or student.

V. NOTICE OF IMMUNIZATION REQUIREMENTS

- A. The school district will develop and implement a procedure to:
 - 1) notify parents and students of the immunization and exemption requirements by use of a form approved by the Department of Health;
 - 2) notify parents and students of the consequence for failure to provide required documentation regarding immunizations;
 - 3) review student health records to determine whether the required information has been provided; and
 - 4) make reasonable arrangements to send a student home when the immunization requirements have not been met and advise the student and/or the student's parent or guardian of the conditions for re-enrollment.

[See Attachments A, B, and C]

- B. The notice provided shall contain written information describing the exemptions from immunization as permitted by law. The notice shall be in a font size at least equal to the font size and style as the immunization requirements and on the same page as the immunization requirements.

VI. IMMUNIZATION RECORDS

- A. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student attains the age of majority.
- B. Upon request, the school district may exchange immunization data with persons or agencies providing services on behalf of the student. Immunization data is private student data and disclosure of such data shall be governed by Policy 515 Protection and Privacy of Pupil Records.
- C. The designated school district administrator will assist a student and/or the student's parent or guardian in the transfer of the student's immunization file to the student's new school within 30 days of the student's transfer.
- D. Upon request of a public or private post-secondary educational institution, the designated school district administrator will assist in the transfer of the student's immunization file to the post-secondary educational institution.

VII. OTHER

Within 60 days of the commencement of each new school term, the school district will forward a report to the Commissioner of the Department of Education stating the number of students attending each school in the school district, including the number of students receiving instruction in a home school, the number of students who have not been immunized, and the number of students who received an exemption. The school district also will forward a copy of all exemption statements received by the school district to the Commissioner of the Department of Health.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 121A.17 (School Board Responsibilities)
Minn. Stat. § 144.29 (Health Records; Children of School Age)
Minn. Stat. § 144.3351 (Immunization Data)
Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)
Minn. Stat. § 144.442 (Testing in Schools)
Minn. Rules Parts 4604.0100-4604.1020 (Immunization)
McCarthy v. Ozark Sch. Dist., 359 F.3d 1029 (8th Cir. 2004)
Op. Atty. Gen. 169-W (July 23, 1980)
Op. Atty. Gen. 169-W (Jan. 17, 1968)

Cross References: MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)



[date]

[Parent(s)]

[Address]

Re: Immunizations

Dear Parent:

As you know, school begins on [date]. Before your child, [name of child], can be enrolled, however, we must receive proof that he/she has received immunization against a number of diseases as required by state law or is excepted therefrom. To date, we have no immunization records for your child nor a claim of exception.

Please complete the enclosed form verifying that [name of child] has received the required immunizations, consistent with medically acceptable standards and return the form to [name of school official], *before school begins*. By state law, we cannot allow [name of child] to stay in school longer than thirty days unless we have received proof that he/she has had the required immunizations or is excepted therefrom.

If you cannot submit a statement from a physician or public clinic regarding your elementary or secondary school child, you may submit your own statement on the enclosed form detailing the precise dosages given for each required immunization and the month and year each immunization was given. If you elect to submit your own statement in lieu of one from a health care provider, please contact [name of school official] at [telephone number] to determine the precise vaccinations required for your child, as the requirements vary according to the child's age.

If you are claiming an exception for medical reasons that an immunization is contraindicated or because of your conscientiously held beliefs, you must either submit a statement from a physician stating the immunization is contraindicated or you must submit a notarized statement, signed by you as the parent/guardian, or if the student is an emancipated person, by the emancipated person, stating that the student has not been immunized because of conscientiously held beliefs. The enclosed form may be used for this purpose.

If we do not receive proof of immunization or exception by [date], your child will be sent home from school and discharged from enrollment. It will then be necessary for you to re-enroll the child after immunization requirements have been met before the child can return to school. If you have any questions, please contact [name of school official] at [telephone number].

Thank you for your cooperation.

Very truly yours,

[School District Official]



[date]

[Parent(s)]

[Address]

Re: Immunizations

Dear Parent:

As you know, school began today. To date, we have no immunization records for your child nor any record of a request for an exception. In order for your child, [name of child], to remain enrolled, we must receive proof that he/she has received immunization against a number of diseases as required by state law or that he/she qualifies for one of the statutory exceptions. By this letter, we wish to verify that our records concerning your child are accurate and complete.

Please submit a statement on the enclosed form to [name of school official] from a physician or a public clinic verifying that [name of child] has received the required immunizations, consistent with medically acceptable standards. By state law, we cannot allow [name of child] to stay in school unless we have received proof that he/she has had the required immunizations or has satisfied one of the statutorily recognized exceptions.

If you cannot submit a statement from a physician or public clinic regarding your elementary or secondary school child, you may submit your own statement on the enclosed form detailing the precise dosages given for each required immunization and the month and year each immunization was given. If you elect to submit your own statement in lieu of one from a health care provider, please contact [name of school official] at [telephone number] to determine the precise vaccinations required for your child, as the requirements vary according to the child's age.

If you are claiming an exception for medical reasons that an immunization is contraindicated or because of your conscientiously held beliefs, you must either submit a statement from a physician stating the immunization is contraindicated or you must submit a notarized statement, signed by you as the parent/guardian, or if the student is an emancipated person by the emancipated person, stating that the student has not been immunized because of conscientiously held beliefs. The enclosed form may be used for this purpose.

If you have already submitted a statement to us, please indicate how the statement was submitted (i.e. hand-delivered, mailed), when it was delivered and to whom. It may be necessary for you to obtain a duplicate statement if the original cannot be found. If additional time to obtain a duplicate is required, please so indicate in your response.

If we do not receive proof of immunization or exception by [ten school days], your child will be sent home from school and discharged from enrollment. It will then be necessary for you to re-enroll the child after immunization requirements have been met before the child can return to school. If you have any questions, please contact [name of school official] at [telephone number].

Thank you for your cooperation.

Very truly yours,

[School District Official]

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[date]

[Parent(s)]

[Address]

Re: Non-Enrollment for Lack of Immunization Proof

Dear Parent:

We are sending your child, [name of child], home today because we have not yet received proof that he or she has received appropriate immunizations or is excepted therefrom. Minnesota law does not allow us to enroll an elementary or secondary school student without proof that the student has received the required immunizations or is excepted therefrom.

As we advised earlier, State law and School District policy allow for a thirty-day grace period and a ten-day due process period during which your child may attend school. Those grace periods have now expired.

[Name of child] may re-enroll as soon as we have received appropriate proof of immunizations. If you have any questions about the proof or the immunizations required, please contact [name of school official] at [telephone number] as soon as possible.

We look forward to having [name of child] back in school soon.

Very truly yours,

[School District Official]

DISTRICT NOTES:

Previous notices sent on _____ by _____

Phone contacts on _____ by _____

_____ by _____

_____ by _____

SCHOOL HEALTH RELATED PROGRAMS

I. PURPOSE

Big Lake Schools complies with all applicable laws related to school health programs. The Board has directed the superintendent/designee to implement rules and procedures in accordance with:

II. HEALTH SCREENING

- A. An Early Childhood Health and Developmental Screening is required for all children before entering Kindergarten or first grade in a public school in the State of Minnesota. A child must not be enrolled in Kindergarten or first grade unless a record indicating the month and year the child received screening and the results of the screening are submitted to the school principal or other designated school personnel. Big Lake Schools notify all parents/guardians of this requirement and makes this Health and Developmental Screening available to all children and families before Kindergarten entrance.
- B. Students entering school shall be given one month to show proof of screening. Students failing to show proof within this period of time will be excluded from school until proof of screening is submitted. It shall be the responsibility of the Elementary Administrative Assistant to consult with the Early Childhood Screening Program Director or secretary to see that this requirement has been met upon a child's first entrance into a school program (K or 1st grade) and to alert the principal if a student has not met this requirement. It shall be the responsibility of the building principal to set up procedures to enforce this rule.
- C. Vision/Hearing screening is conducted annually or as needed, in compliance with Minnesota Department of Health recommendations. Students may also be screened upon parent or teacher request or by the licensed school nurse when such assessment is appropriate.
- D. Color Vision screening is also conducted for all students as requested by teachers and parents.

III. HEALTH ASSESSMENT

- A. Each student, upon entering Kindergarten and again upon entering 7th grade, shall submit a report of up-to-date immunizations to the school health office. If a parent or legal guardian objects to such childhood immunizations on constitutional grounds, they shall complete the legal exemptions section of the Pupil Health Immunization Record, and sign and notarize this form prior to returning it to the health office of the school their child attends (additional information can be found in Policy 530).
- B. If a student has long term or on-going classroom/activity limitations due to a medical condition, the parent/guardian will request the physician complete a written description of the limitation and submit it to the principal/designee or school nurse/health assistant.
- C. If a student's medical condition requires medical treatments be carried out at school, the determination on if and how treatments can/should be carried out safely and

effectively at school will be made by a school team that will consist of the district's school nurse or designated health service staff, parent/guardian, principal and teacher.

D. Health assessments are provided as appropriate by health office staff.

IV. HEALTH RECORDS

Each school is required by law to maintain a health record for every student. This record shows evidence of immunization and screening dates. It also may contain pertinent health data about a student. All health records are legally considered private data under Minnesota law and District policy.

V. ILLNESS/COMMUNICABLE DISEASE

A. If a student becomes ill at school, the teacher or Health Service staff shall isolate the student and an appropriate assessment will be made to determine if the parent/guardian should be notified and the student be sent home. If upon assessment, a student is suspected of having a communicable disease; Health Service staff shall determine exclusion and return to school protocol. The parent or guardian will be notified of the possibility of a communicable disease and the recommended school protocol.

B. Presence of a Communicable Disease

When there is evidence of the presence of a communicable disease, or when required by any state or federal agency and/or state or federal law, students and/or their parents or guardians may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases.

VI. ACCIDENTS

A. When a student is injured while at school, school health staff shall administer first aid according to guidelines set forth by the District and under the direction of the school nurse. If, in the judgment of the Health Service staff, principal, or other school official acting in their stead, the injury requires emergency medical attention, 911 will be called and the parent or guardian notified as soon as possible. If an injury is not identified as emergency but medical care by a physician is indicated, the parent/guardian will be notified as soon as possible.

B. A student injured in school or on the school grounds should report to the health room. A School Accident Report may be completed by a student or staff person witnessing the accident when deemed appropriate. This shall be given to the health service staff of the building and principal/designee for review and filed in the health room.

VII. MEDICATIONS

Diagnosis and treatment of illness and the prescribing of drugs and medications are never the responsibility of a school and should not be practiced by any school personnel. It is the expectation of the District that all students' medications be administered by a parent at home. However, the District acknowledges that some students may require prescribed medication during the school day. If such medication is necessary during school hours, the School District's licensed school nurse or designated person(s) shall administer the medication in compliance with appropriate law and District administrative procedures. (See Policy 516 – Medications and Regulations for 516.)

VIII. MEDICALLY FRAGILE CHILDREN

Big Lake Schools support inclusion of medically fragile students in conventional school settings. Efforts will be made to provide safe and healthy environments where students' health needs are met by licensed health professionals and trained support staff. If health care needs of students exceed that which can reasonably be met in a student's school, an alternative education program will be determined. Students' health needs and appropriate school setting will be determined by the building team, including the District licensed school nurse in consult with health service staff.

Legal References: Minn. Stat. 245.91
Early Childhood Screening Law M.S. 121A.16
Minnesota Statute 245.9
General powers of independent school districts M.S. 123B.02
Health standards; newly enrolled students M.S. 121A.15
Minnesota Statute 121A.22 Nurse Practice Act
Minnesota School Immunization Law M.S. 121A.15
Health records; children of school age. M.S. 144.29
Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 121A.17 (School Board Responsibilities)
Minn. Stat. § 144.29 (Health Records; Children of School Age)
Minn. Stat. § 144.3351 (Immunization Data)
Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)
Minn. Stat. § 144.442 (Testing in Schools)
Minn. Rules Parts 4604.0100-4604.1000 (Immunization)
McCarthy v. Ozark Sch. Dist., 359 F.3d 1029 (8th Cir. 2004)
Op. Atty. Gen. 169-W (July 23, 1980)
Op. Atty. Gen. 169-W (Jan. 17, 1968)



EQUAL EDUCATIONAL OPPORTUNITY

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not discriminate on the basis of one or more of the following: race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for students with disabilities.
- B. The school district prohibits harassment and discrimination of any individual, including based on any of the protected classifications listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence (Policy 413).
- C. The school district prohibits discrimination of students with a disability, within the intent of Section 504 of the Rehabilitation Act of 1973 ("Section 504"), who need services, accommodations, or programs in order to receive a free appropriate public education. For information as to protections that may apply pursuant to Section 504 and the school district's corresponding procedures for addressing disability discrimination complaints, refer to the school district's policy on student disability nondiscrimination (Policy 521).
- D. The school district prohibits sexual harassment discrimination of any individual on the basis of sex in its education programs or activities. For information as to the protections that apply pursuant to Title IX and school district's corresponding procedures and processes for addressing sexual harassment and discrimination, refer to the school district's policy on Title IX sex nondiscrimination (Policy 522).
- E. The school district shall provide equal opportunity for members of each sex and to members of all races and ethnicities to participate in its athletic program. In determining whether equal opportunity to participate in athletic programs is available for the purposes of this law, at least the following factors shall be considered to the extent that they are applicable to a given situation: whether the opportunity for males and females to participate in the athletic program reflects the demonstrated interest in athletics of the males and females in the student body of the educational institution; whether the opportunity for members of all races and ethnicities to participate in the athletic program reflects the demonstrated interest in athletics of members of all races and ethnicities in the student body of the educational institution; whether the variety and selection of sports and levels of competition effectively accommodate the demonstrated interests of members of each sex; whether the variety and selection of sports and levels of competition effectively accommodate the demonstrated interests of members of all races and ethnicities; the provision of equipment and supplies; scheduling of games and practice times; assignment of coaches; provision of locker rooms; practice and competitive facilities; and the provision of necessary funds for teams of one sex.

- F. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- G. Every school district employee shall be responsible for complying with this policy.
- H. Any student, parent, or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

Legal References: Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process)



Policy 104
Adopted: 10.23.07
Reviewed: 10.7.14
Revised: 11.20.14
Revised: 2.23.17
Revised: 4.27.23

SCHOOL DISTRICT MISSION STATEMENT

I. PURPOSE

The purpose of this policy is to establish a clear statement of the purpose for which the school district exists.

II. GENERAL STATEMENT OF POLICY

The school board believes that a mission statement should be adopted. The mission statement should be based on the beliefs and values of the community, should direct any change effort, and should be the basis on which decisions are made. The school board, on behalf of and with extensive participation by the community, should develop a consensus among its members regarding the nature of the enterprise the school board governs, the purposes it serves, the constituencies it should consider, including student representation, and the results it intends to produce.

III. MISSION STATEMENT

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

IV. REVIEW

The school board will review the school district's mission every two years, especially when members of the board change. The school board will conduct a comprehensive review of the mission, including the beliefs and values of the community, every five to seven years.

Legal References: Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)

Cross References: None



SCHOOL BOARD MEETING MINUTES

I. PURPOSE

The purpose of this policy is to establish procedures relating to the maintenance of records of the school board and the publication of its official proceedings.

II. GENERAL STATEMENT OF POLICY

The school district maintains its records so that they will be available for inspection by members of the general public and to provide for the publication of its official proceedings in compliance with law.

III. MAINTENANCE OF MINUTES AND RECORDS

- A. The clerk shall keep and maintain permanent records of the school board, including records of the minutes of school board meetings and other required records of the school board. All votes taken at meetings required to be open to the public pursuant to the Minnesota Open Meeting Law shall be recorded in a journal kept for that purpose. Public records maintained by the school district shall be available for inspection by members of the public during the regular business hours of the school district. Minutes of meetings shall be available for inspection at the administrative offices of the school district after they have been prepared. Minutes of a school board meeting shall be approved or modified by the school board at a subsequent meeting, which action shall be reflected in the official proceedings of that subsequent meeting.
- B. Recordings of Closed Meetings
 1. All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the school district. Recordings of closed meetings shall be made separately from the recordings of an open meeting, to the extent such meetings are recorded. If a meeting is closed to discuss more than one (1) matter, each matter shall be separately recorded.
 2. Recordings of closed meetings shall be preserved by the school district for the following time periods:
 - a. Meetings closed to discuss labor negotiations strategy shall be preserved for two (2) years after the contract is signed.
 - b. Meetings closed to discuss security matters shall be preserved for at least four (4) years.
 - c. Meetings closed to discuss the purchase or sale of property shall be preserved for at least eight (8) years after the date of the meeting.
 - d. All other closed meetings shall be preserved by the school district for at least three (3) years after the date of the meeting.
 - e. Following the expiration of the above time periods, recordings of closed meetings shall be maintained as set forth in the school district's Records Retention Schedule.
 3. Recordings of closed meetings shall be classified by the school district as protected non-public data that is not accessible by the public or any subject of the data, with the following exceptions:

- a. Recordings of labor negotiations strategy meetings shall be classified as public data and made available to the public after all labor contracts are signed by the school district for the current budget period.
 - b. Recordings of meetings related to the purchase or sale of property shall be classified as public data and made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school district has abandoned the purchase or sale.
 - c. Recordings of any other closed meetings shall be classified and/or released as required by court order.
4. Recordings of closed meetings shall be maintained separately from recordings of open meetings, to the extent recordings of open meetings are maintained by the school district, with the exception of recordings that have been classified as public data as set forth in Section III.B.3. above. Recordings of closed meetings classified as non-public data also shall be maintained in a secure location, separate from recordings classified as public data.
 5. Recordings of closed meetings shall be maintained in a manner to easily identify the data classification of the recording. The recordings shall be identified with at least the following information:
 - a. The date of the closed meeting;
 - b. The basis upon which the meeting was closed (i.e.: labor negotiations strategy, purchase or sale of real property, educational data, etc.); and
 - c. The classification of the data.
 6. Recordings of closed meetings related to labor negotiations strategy and the purchase or sale of property shall be maintained and monitored in a manner that reclassifies the recording as public upon the occurrence of an event reclassifying that data as set forth in Section III.B.3. above.

IV. PUBLICATION OF OFFICIAL PROCEEDINGS

- A. The school board shall cause its official proceedings to be published once in the official newspaper of the school district within thirty (30) days of the meeting at which the proceedings occurred; however, if the school board conducts regular meetings not more than once every thirty (30) days, the school board need not publish the minutes until ten (10) days after they have been approved by the school board.

Under Chapter 115 (2024), the Minnesota legislature enacted the following:

- (a) Notwithstanding any law to the contrary, when a qualified newspaper designated by a school district ceases to exist for any reason except consolidation with another newspaper, the school district may publish its proceedings on the school district's website instead of publishing the proceedings in a newspaper. The school district must also request that the same information be posted at each public library located within the school district for the notice's publication period. This section expires August 1, 2026.
 - (b) If, before August 1, 2026, there is a newspaper located within a school district's boundaries that is qualified to be designated as the school district's official newspaper pursuant to Minnesota Statutes, section 331A.04, then the exemption provided in this section shall not apply, provided that the qualified newspaper's legal rate is not more than ten percent above the rate charged by the school district's previous official newspaper and the qualified newspaper provides some coverage of the activities of the school district that is publishing the notice.
- B. The proceedings to be published shall be sufficiently full to fairly set forth the proceedings. They must include the substance of all official actions taken by the school

board at any regular or special meeting, and at minimum must include the subject matter of a motion, the persons making and seconding the motion, a listing of how each member present voted on the motion, the character of resolutions offered including a brief description of their subject matter and whether adopted or defeated. The minutes and permanent records of the school board may include more detail than is required to be published with the official proceedings. If the proceedings have not yet been approved by the school board, the proceedings to be published may reflect that fact.

- C. The proceedings to be published may be a summary of the essential elements of the proceedings, and/or of resolutions and other official actions of the school board. Such a summary shall be written in a clear and coherent manner and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at the administrative offices of the school district and that a copy of the proceedings, other than attachments to the minutes, is available without cost at the offices of the school district or by means of standard or electronic mail.

Legal References: Minn. Stat. § 13D.01, Subds. 4-6 (Meetings Must be Open to the Public; Exceptions)
Minn. Stat. § 123B.09, Subd. 10 (Publishing Proceedings)
Minn. Stat. § 123B.14, Subd. 7 (Record of Meetings)
Minn. Stat. § 331A.01 (Definition)
Minn. Stat. § 331A.05, Subd. 8 (Notice Regarding Published Summaries)
Minn. Stat. § 331A.08, Subd. 3 (Publication of Proceedings)
Op. Atty. Gen. 161-a-20, December 17, 1970
Ketterer v. Independent School District No. 1, 248 Minn. 212, 79 N.W.2d 428 (1956)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA Service Manual, Chapter 1, School District Governance, Powers and Duties



TOBACCO-FREE ENVIRONMENT: POSSESSION AND USE OF TOBACCO, TOBACCO-RELATED DEVICES, AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that the school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that the school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.

III. DEFINITIONS

- A. "Electronic delivery device" means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of aerosol or vapor from the product. Electronic delivery device includes but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component

part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.

- B. “Heated tobacco product” means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth
- C. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product including, but not limited to: cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- D. “Tobacco-related devices” means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors aerosol or vapor of tobacco or tobacco products. Tobacco related devices include components of tobacco related devices, which may be marketed or sold separately.
- E. “Smoking” means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.
- F. “Vaping” means using an activated electronic delivery device or heated tobacco product.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.
- C. An American Indian student or staff member may use tobacco, sage, sweetgrass, and cedar to conduct individual or group smudging in a public school. The process for conducting smudging is determined by the building or site administrator. Smudging must be conducted under the direct supervision of an appropriate staff member, as determined by the building or site administrator.

V. VAPING PREVENTING INSTRUCTION

- A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.
- B. The school district may use instructional materials based upon the Minnesota Department of health's school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district's locally developed health standards.

VI. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and any school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VII. DISSEMINATION OF THE POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § 120B.238 (Vaping Awareness and Prevention)
Minn. Stat. § 121A.08 (Smudging Permitted)
Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)
Minn. Stat. § 609.685 (Sale of Tobacco to Children)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)



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 comprehensive achievement and civic readiness.
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;
 - 3) is regarded as having such an impairment; or
 - 4) has an impairment that is episodic or in remission and would materially limit a major life activity when active.
- 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: Minn. Stat. § 363A.03, Subd. 12 (Definitions)
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)



SCHOOL DISTRICT CURRICULUM AND INSTRUCTION GOALS

I. PURPOSE

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota Academic Standards, Minnesota State, and federal law and are aligned with comprehensive achievement and civic readiness.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to strive for comprehensive achievement and civic readiness in which all learning in the school district should be directed and for which all school district learners should be held accountable and Big Lake Schools Strategic Plan.

III. DEFINITIONS

- A. "Academic standard" means a summary description of student learning in a required content area or elective content area.
- B. "Antiracist", as defined in Minnesota Statutes, section 120B.11, means actively working to identify and eliminate racism in all forms in order to change policies, behaviors, and beliefs that perpetuate racist ideas and actions.
- C. "Benchmark" means specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band.
- D. "Comprehensive Achievement and Civic Readiness" means striving to: meet school readiness goals; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; have all students graduate from high school; and prepare students to be lifelong learners.
- E. "Culturally sustaining", as defined in Minnesota Statutes, section 120B.11, means integrating content and practices that infuse the culture and language of Black, Indigenous, and People of Color communities who have been and continue to be harmed and erased through the education system.
- F. "Curriculum" means district or school adopted programs and written plans for providing students with learning experiences that lead to expected knowledge, skills, and career and college readiness.
- G. "Ethnic studies", as defined in Minnesota Statutes, section 120B.25, has the same meaning for purposes of this section. Ethnic studies curriculum may be integrated in existing curricular opportunities or provided through additional curricular offerings.
- H. "Experiential learning" means learning for students that includes career exploration through a specific class or course or through work-based experiences such as job shadowing, mentoring, entrepreneurship, service learning, volunteering, internships, other cooperative work experience, youth apprenticeship, or employment.
- I. "Institutional racism", as defined in Minnesota Statutes, section 120B.11, means structures, policies, and practices within and across institutions that produce outcomes that disadvantage those who are Black, Indigenous, and People of Color
- J. "Instruction" means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements including applied and experiential learning.

- K. “Performance measures” are measures to determine school district and school site progress in striving for comprehensive achievement and civic readiness and must include at least the following:
- 1) the size of the academic achievement gap; rigorous course taking, including college level advanced placement, international baccalaureate, postsecondary enrollment options, including concurrent enrollment, other rigorous courses of study or industry certification courses or programs, and enrichment experiences by student subgroup;
 - 2) student performance on the Minnesota Comprehensive Assessments;
 - 3) high school graduation rates; and
 - 4) career and college readiness under Minnesota Statutes section 120B.30, subdivision 1

IV. LONG-TERM STRATEGIC PLAN

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

- B. The school district is not required to include information regarding literacy in a plan or report required under this section, except with regard to the academic achievement of English learners.
- C. Every child is reading at or above grade level every year, beginning in kindergarten, and multilingual learners and students receiving special education services are receiving support in achieving their individualized reading goals pursuant to Policy 621 (Reading and the Read Act)

Legal References: Minn. Stat. § 120B.018 (Definitions)
 Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)
 Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)
 Minn. Stat. § 120B.12 (Read Act Goal and Interventions)
 Minn. Stat. § 120B.30, Subd. 1 (Statewide Testing and Reporting System)
 Minn. Stat. § 120B.35, Subd. 3 (Student Academic Achievement and Growth)
 Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)
 Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
 Minn. Stat. § 123B.147, Subd. 3 (Principals)
 Minn. Stat. § 125A.56, Subd. 1 (Alternate Instruction Required before Assessment Referral)
 20 U.S.C. § 5801, *et seq.* (National Education Goals)
 20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

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



CURRICULUM DEVELOPMENT

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. RESPONSIBILITY

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

IV. DISTRICT ADVISORY COMMITTEE

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

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

6) program evaluations.

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

V. SCHOOL SITE TEAM

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

VI. CURRICULUM DEVELOPMENT PROCESS

A. Students who do not meet or exceed Minnesota academic standards, as measured by the Minnesota Comprehensive Assessments that are administered during high school, shall be informed that admission to a public school is free and available to any resident under 21 years of age or who meets the requirements of Minnesota Statutes section 120A.20, subdivision 1(c). A student's plan under this section shall continue while the student is enrolled.

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

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

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

Legal References: Minn. Stat. § 120A.20 (Admission to Public School)
Minn. Stat. § 120B.10 (Findings; Improving Instruction and Curriculum)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic)
Minn. Stat. § 120B.12 (Read Act Goal and Interventions ~~Reading~~)
Minn. Stat. § 120B.125(f) (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
Minn. Stat. § 124D.59 (Definitions)
Minn. Rules Part 3500.0550 (Inclusive Educational Program)
Minn. Rules Part 3501.0660 (Academic Standards for Kindergarten through Grade 12)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Part 3501.0820 (Academic Standards for the Arts)

Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)

Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)

Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)

Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References:

MSBA/MASA Model Policy 604 (Instructional Curriculum)

MSBA/MASA Model Policy 605 (Alternative Programs)

MSBA/MASA Model Policy 613 (Graduation Requirements)

MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)

MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

MSBA/MASA Model Policy 616 (School District System Accountability)

MSBA/MASA Model Policy 618 (Assessment of Student Achievement)

MSBA/MASA Model Policy 619 (Staff Development for Standards)

MSBA/MASA Model Policy 620 (Credit for Learning)

MSBA/MASA Model Policy 623 (Mandatory Summer School Instruction)



INSTRUCTIONAL CURRICULUM

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. REQUIRED ACADEMIC STANDARDS

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

IV. PARENTAL CURRICULUM REVIEW

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

V. CPR AND AED INSTRUCTION

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

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

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

VI. COLLEGE AND CAREER PLANNING

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

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

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

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



RELIGION AND RELIGIOUS AND CULTURAL OBSERVANCES

I. PURPOSE

The purpose of this policy is to identify the status of religion as it pertains to the programs of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district shall neither promote nor disparage any religious belief or nonbelief. Instead, the school district encourages all students and employees to have appreciation for and tolerance of each other's views.
- B. The school district also recognizes that religion has had and is having a significant role in the social, cultural, political, and historical development of civilization.
- C. The school district recognizes that one of its educational objectives is to increase its students' knowledge and appreciation of music, art, drama, and literature which may have had a religious basis or origin as well as a secular importance.
- D. The school district supports the inclusion of religious music, art, drama, and literature in the curriculum and in school activities provided it is intrinsic to the learning experience and is presented in an objective manner without sectarian indoctrination.
- E. The historical and contemporary values and the origin of various religions, holidays, customs, and beliefs may be explained in an unbiased and nonsectarian manner.

III. RESPONSIBILITY

- A. The superintendent shall be responsible for ensuring that the study of religious materials, customs, beliefs, and holidays in the school district is in keeping with the following guidelines:
 1. The proposed activity must have a secular purpose.
 2. The primary objective of the activity must be one that neither advances nor inhibits religion.
 3. The activity must not foster excessive governmental relationships with religion.
 4. Notwithstanding the foregoing guidelines, reasonable efforts will be made to accommodate any student who wishes to be excused from a curricular activity for a religious observance or American Indian cultural practice, observance, or ceremony. The school district must provide annual notice to parents of this policy.
- B. The superintendent is granted authority to develop and present for school board review and approval directives and guidelines for the purpose of providing further guidance relative to the teaching of materials related to religion. Approved directives and guidelines shall be attached as an addendum to this policy.

Legal References: U. S. Const., amend. I
Minn. Stat. § 120A.22, Subd. 12 (Compulsory Instruction)
Minn. Stat. § 120A.35 (Absence from School for Religious Observance)
Minn. Stat. § 121A.10 (Moment of Silence)
Good News Club v. Milford Central School, 533 U.S. 98 (2001)
Santa Fe Indep. Sch. Dist. v. Doe, 530 U.S. 290 (2000)
Tangipahoa Parish Bd. of Educ. v. Freiler, 530 U.S. 1251 (2000)
Lemon v. Kurtzman, 403 U.S.602, (1971)

Child Evangelism Fellowship v. Minneapolis Special Sch. Dist. No. 1, 690 F.3d 996 (8th Cir. 2012)
Wigg v. Sioux Falls Sch. Dist., 382 F.3d 807 (8th Cir. 2004)
Doe v. School Dist. of City of Norfolk, 340 F.3d 605 (8th Cir. 2003)
Stark v. Independent Sch. Dist. No. 640, 123 F.3d 1068 (8th Cir. 1997)
Florey v. Sioux Falls Sch. Dist. 49-5, 619 F.2d 1311 (8th Cir. 1980)
Roark v. South Iron R-1 Sch. Dist., 573 F.3d 556 (8th Cir. 2009)
Child Evangelism Fellowship v. Elk River Area Sch. Dist. No. 728, 599 F.Supp.2d 1136 (D. Minn. 2009)
LeVake v. Independent Sch. Dist. No. 656, 625 N.W.2d 502 (Minn. App. 2001)
Minn. Op. Atty. Gen. 169-J (Feb. 14, 1968)
Minn. Op. Atty. Gen. 169-K (Oct. 21, 1949)
Minn. Op. Atty. Gen. 63 (1940)
Minn. Op. Atty. Gen. 120 (1924)
Minn. Op. Atty. Gen. 121 (1924)

Cross References: MSBA/MASA Model Policy 801 (Equal Access to School Facilities)

SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

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

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

A. School District Goals

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

B. System for Reviewing All Instruction and Curriculum.

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

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

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

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

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

C. Implementation of Graduation Requirements

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

D. Comprehensive Continuous Improvement of Student Achievement

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

- a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota K-12 Academic Standards
 - b. Reviewing annual instruction and curriculum improvement goals for recommendation to the school board;
 - c. Reviewing recommendations regarding the evaluation process that will be used to measure school district progress toward its goals; and
 - d. Advising the school board about development of the annual budget
- 3) The District Advisory Committee shall meet the following criteria:
- a. The District Advisory Committee shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards
 - b. The District Advisory Committee shall make recommendations to the school board on school district-wide standards, assessments, and program evaluation
 - c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan
 - d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the District Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board
- 4) Translation services should be provided to the extent appropriate and practicable
- 5) The District Advisory Committee shall meet the following timeline each year:
- September: Organizational meeting of the Committee to review the authorizing legislation and the roles and responsibilities of the Committee as determined by the school board
- Oct-Dec: Agree on the process to be used. Become familiar with the instruction and curriculum of the cycle content area
- April-May: Review evaluation results and prepare recommendations
- May: Present recommendations to the school board for its input and approval.

Evaluation of Student Progress Committee. A committee of professional staff shall develop a plan for assessment of student progress, the Graduation Standards, as well as program evaluation data for use by the District Advisory Committee to review instruction and curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. This plan shall annually be approved by the school board.

E. Reporting

- 1) Consistent with Minnesota Statutes section 120B.36, subdivision 1, the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency and efforts to equitably distribute diverse, effective, experienced, and in-field teachers, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to

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

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

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)
Minn. Stat. § 120B.35 (Student Academic Achievement and Growth)
Minn. Stat. § 120B.36 (School Accountability)
Minn. Stat. § 122A.40 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.04 (Site Decision Making; Individualized Learning Agreement; Other Agreements)
Minn. Stat. § 123B.147 (Principals)
Minn. Stat. § 126C.12 (Learning and Development Revenue Amount and Use)
Minn. Rules Parts 3501.0660 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0820 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act))

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and

Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
MSBA/MASA Model Policy 619 (Staff Development for Standards)
MSBA/MASA Model Policy 620 (Credit for Learning)

TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirement of law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

III. DEFINITIONS

- A. "Child with a disability" includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of the Minnesota Department of Education ("Commissioner"). A licensed physician, an advanced practice nurse, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district's discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability.
- B. "Home" is the legal residence of the child. In the discretion of the school district, "home" also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district.
- C. "Homeless student" means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular

sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances.

- D. "Nonpublic school" means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minnesota Statutes section 120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964.
- E. "Nonresident student" is a student who attends school in the school district and resides in another district, defined as the "nonresident district." In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student's parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides.
- F. "Pupil support services" are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located.
- G. "School of origin," for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled.
- H. "Shared time basis" is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minnesota Statutes section 120A.22 by attendance at a nonpublic school.
- I. "Student" means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota.

IV. ELIGIBILITY

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian.
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.
- C. **Transportation State Requirement**
In accordance with Minnesota Statute 123B.88, bus transportation to and from school is required to be provided by the district to students residing two miles or more from their assigned school. However, the Big Lake School Board has approved free transportation for students in grades K-5 who live one or more miles from their assigned school.
- D. **District Provided Transportation**
In calculating district-provided transportation eligibility, the distance is measured from the school building entrance, designated by the district for student use, and the distance to the student's resident property (where the front of the property meets the street) along public roadways. If any portion of the front of the resident property as identified by the street address that meets the street is outside this distance, the student will be provided bus transportation to and from school.
- E. **Non-Public and Charter School Students**
Non-public and charter school students attending schools within the district boundary will follow the same eligibility.

- F. **Assigned Bus**
Students may only ride their assigned bus. Other arrangements may be accommodated on an emergency basis if/when a parent contacts the transportation company to secure approval. Legal Reference: 123B.88
- G. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district's expenditures for transportation.
- H. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

V. TRANSPORTATION OF NON-RESIDENT STUDENTS

- A. The school district will provide transportation from home to school to non-resident students who open enroll to the Big Lake School District and who live within five miles of the district boundary. All other open enrolled students must find transportation to the nearest bus stop within one mile of the district boundary or to a location directed them by the Superintendent or his designee. If requested by the parent of a non-resident student, the school district shall provide transportation to a non-resident student within its borders at the same level of service that is provided to resident students. Transportation for non-resident students will only be provided within five miles of the district boundary.
- B. If the school district decides to transport a non-resident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation.
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the non-resident school district.
- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program.

VI. TRANSPORTATION OF RESIDENT STUDENTS TO NON-DISTRICT SCHOOLS

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a non-resident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the non-resident district for the costs of transportation from the pupil's residence to the border of the non-resident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less.

Reimbursement may not be paid for more than 250 miles per week. (**Minnesota Statutes, section 124D.03, subdivision 8**). Applications for reimbursement must be received in writing at the school business office prior to November 30 of the forthcoming school year. Exceptions to this date will be made for special cases such as move-ins. The application must include the names of the children and the name of the non-public school.

- B. Resident students shall be eligible for transportation to and from a non-resident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district.
- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion.

VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/ STUDENTS WITH TEMPORARY DISABILITIES

- A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minnesota Statutes section 123B.92, subdivision 1(b)(4), for a resident child with a disability not yet enrolled in kindergarten for the provision of special instruction and services. Special instruction and services for a child with a disability not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs.
- B. Resident students with a disability whose disabling conditions are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district.
- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district.
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary.
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and

treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district.

- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation.
- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law.
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minnesota Statutes chapter 125A.

VIII. HOMELESS STUDENTS

- A. Homeless students shall be provided with transportation services comparable to other students in the school district.
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
 - 1) A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district.
 - 2) A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation.
 - 3) If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located.
 - 4) A homeless nonresident student enrolled under Minnesota Statutes section 124D.08, subdivision 2a, must be provided transportation from the student's district of residence to and from the school of enrollment.

IX. AVAILABILITY OF SERVICES

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided, in the discretion of the school district, on staff development days.

X. MANNER OF TRANSPORTATION

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means.

XI. RESTRICTIONS

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 United States Code section 1415 (Individuals with Disabilities Act), 29 United States Code section 794 (the Rehabilitation Act), and 42 United States Code section 12132, (Americans with Disabilities Act) are governed by these provisions.

XII. FEES

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minnesota Statutes section 190.05.
- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee.
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs.

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.59 (Bus Transportation is a Privilege Not a Right)
Minn. Stat. § 123B.36 (Authorized Fees)

Minn. Stat. § 123B.41 (Definitions)
 Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
 Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
 Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
 Minn. Stat. § 124D.03 (Enrollment Options Program)
 Minn. Stat. § 124D.04 (Options for Enrolling in Adjoining States)
 Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)
 Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District; Exceptions)
 Minn. Stat. Ch. 125A (Special Education and Special Programs)
 Minn. Stat. § 125A.02 (Children with a Disability Defined)
 Minn. Stat. § 125A.12 (Attendance in Another District)
 Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)
 Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)
 Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)
 Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)
 Minn. Stat. § 126C.01 (Definitions)
 Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)
 Minn. Stat. § 190.05 (Definitions)
 Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
 Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disability)
 20 U.S.C. § 1415 (Individuals with Disabilities Education Act)
 29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
 42 U.S.C. § 2000d (Prohibition against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)
 42 U.S.C. § 11431 *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)
 42 U.S.C. § 12132 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)
 MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
 MSBA/MASA Model Policy 710 (Extracurricular Transportation)

TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. ELIGIBILITY

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

nonpublic pupil transportation aid attributable to that plan. A nonpublic school may make a payment to the school district to cover additional transportation services agreed to in the written plan for nonpublic pupil transportation services not required under Minnesota Statutes, sections 123B.84 to 123B.87.

- H. A school board that contracts for pupil transportation services may enter into a contractual arrangement with a school bus contractor according to the written plan adopted by the school board and the nonpublic school to transport nonpublic school students and retain the nonpublic pupil transportation aid attributable to that plan for the purposes of paying the school bus contractor. A nonpublic school may make a payment to the school district to cover additional transportation services agreed to in the written plan for nonpublic pupil transportation services included in the contract that are not required under Minnesota Statutes, sections 123B.84 to 123B.87.
- I. Additional transportation to and from a nonpublic school may be provided at the expense of the school district when such services are provided in the discretion of the school district.

IV. STUDENTS WITH DISABILITIES

- A. If a resident student with a disability attends a nonpublic school located within the school district, the school district must provide necessary transportation for the student within the school district between the nonpublic school and the educational facility where special instruction and services are provided on a shared-time basis. If a resident student with a disability attends a nonpublic school located in another school district and if no agreement exists for the provision of special instruction and services on a shared time basis to that student by the school district of attendance and where the special instruction and services are provided within the school district, the school district must provide necessary transportation for that student between the school district boundary and the educational facility. The school district may provide necessary transportation for that student between its boundary and the nonpublic school attended, but the nonpublic school must pay the cost of transportation provided outside the school district boundary. School districts may make agreements for who provides transportation. Parties serving students on a shared time basis have access to a due process hearing system as provided by law.
- B. When the disabling conditions of a student with a disability are such that the student cannot be safely transported on the regular school bus and/or school bus route and/or when the student is transported on a special route for the purpose of attending an approved special education program, the student shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling conditions and applicable laws. This section shall not be applicable to parents who transport their own child under a contract with the school district.
- C. Each driver and aide assigned to a vehicle transporting students with a disability must (1) be instructed in basic first aid and procedures for the students under their care; (2) within one month after the effective date of assignment, participate in a program of in-service training on the proper methods of dealing with the specific needs and problems of students with disabilities; (3) assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and (4) ensure that proper safety devices are in use and fastened properly.
- D. Each driver and aide assigned to a vehicle transporting students with a disability shall have available to them the following information in hard copy or immediately accessible through a two-way communication system: (1) the student's name and address; (2) the nature of the student's disabilities; (3) emergency health care information; and (4) the names and telephone numbers of the student's physician, parents, guardians, or custodians,

and some person other than the student's parents or custodians who can be contacted in case of an emergency.

- E. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the due process procedures provided for in Minnesota Statutes chapter 125A.

V. APPLICATION OF GENERAL POLICY

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

- Legal References:***
- Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
 - Minn. Stat. § 123B.84 (Policy)
 - Minn. Stat. § 123B.86 (Equal Treatment)
 - Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
 - Minn. Stat. § 123B.91, Subd. 1a (School District Bus Safety Requirements)
 - Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
 - Minn. Stat. Ch. 125A (Special Education and Special Programs)
 - Minn. Stat. § 125A.18 (Special Instruction; Nonpublic Schools)
 - Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
 - Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disability)
 - Americans United, Inc. as Protestants and Other Am. United for Separation of Church and State, et al. v. Independent Sch. Dist. No. 622, et al.*, 288 Minn. 1996, 179 N.W.2d 146 (Minn. 1970)
 - Eldredge v. Independent Sch. Dist. No. 625*, 422 N.W.2d 319 (Minn. Ct. App. 1988)
 - Healy v. Independent Sch. Dist. No. 625*, 962 F.2d 1304 (8th Cir. 1992)
 - Minn. Op. Atty. Gen. 166a-7 (June 3, 1983)
 - Minn. Op. Atty. Gen. 166a-7 (Sept. 14, 1981)
 - Minn. Op. Atty. Gen. 166a-7 (July 15, 1976)
 - Minn. Op. Atty. Gen. 166a-7 (July 17, 1970)
 - Minn. Op. Atty. Gen. 166a-7 (Oct. 3, 1969)
 - Minn. Op. Atty. Gen. 166a-7 (Sept. 12, 1969)

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



DISPOSITION OF OBSOLETE EQUIPMENT AND MATERIAL

I. PURPOSE

The purpose of this policy is to provide guidelines for the superintendent to assist in timely disposition of obsolete equipment and material.

II. GENERAL STATEMENT OF POLICY

Effective use of school building space, and consideration for safety of personnel, will at times require disposal of obsoleted equipment and material.

III. DEFINITIONS

- A. "Contract" means an agreement entered into by the school district for the sale of supplies, materials, or equipment.
- B. "Official newspaper" is a regular issue of a qualified legal newspaper.

IV. MANNER OF DISPOSITION

A. Authorization

The superintendent or designee shall be authorized to dispose of obsolete equipment and materials by selling it at a fair price consistent with the procedures outlined in this policy. Any sale exceeding the minimum amount for which bids are required must first be specifically authorized by the school board. The superintendent or designee shall be authorized to properly dispose of used books, materials, and equipment deemed to have little or no value.

B. Contracts Over \$175,000

- 1) If the value of the equipment or materials is estimated to exceed \$175,000, sealed bids shall be solicited by two weeks' published notice in the official newspaper. This notice shall state the time and place of receiving bids and contain a brief description of the subject matter. Additional publication in the official newspaper or elsewhere may be made as the superintendent or designee shall deem necessary.
- 2) The sale shall be awarded to the highest responsible bidder, be duly executed in writing, and be otherwise conditioned as required by law.
- 3) A record shall be kept of all bids, with names of bidders and amounts of bids, and an indication of the successful bid. A bid containing an alteration or erasure of any price contained in the bid which is used in determining the highest responsible bid shall be rejected unless the alteration or erasure is corrected by being crossed out and the correction printed in ink or typewritten adjacent thereto and initialed in ink by the person signing the bid.
- 4) In the case of identical high bids from two or more bidders, the superintendent or designee may, at its discretion, utilize negotiated procurement methods with the tied high bidders so long as the price paid does not go below the high tied bid price. In the case where only a single bid is received, the superintendent or designee may, at its discretion, negotiate a mutually agreeable contract with the bidder so long as the price paid does not fall below the original bid. If no satisfactory bid is received, the superintendent or designee may re-advertise.
- 5) All bids obtained shall be kept on file for a period of at least one year after their receipt. Every contract made without compliance with the foregoing provisions shall be void.

- 6) Data submitted by a business to a school in response to a request for bids are private until opened. Once opened, the name of the bidder and the dollar amount specified become public; all other data are private until completion of the selection process, meaning the school has completed its evaluation and ranked the responses. After competition of the selection process, all data submitted by all bidders are public except trade secret data. If all responses are rejected prior to completion of the selection process, all data remain private, except the name of the bidder and the dollar amount specified which were made public at the bid opening for one year from the proposed opening date or until re-solicitation results in completion of the selection process or until a determination is made to abandon the purchase, whichever occurs sooner, at which point the remaining data becomes public. Data created or maintained by the school district as part of the selection or evaluation process are protected as nonpublic data until completion of the selection or evaluation process. At that time, the data are public with the exception of trade secret data.
- C. Contracts From \$25,000 to \$175,000
If the amount of the sale is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids in the manner directed above or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding notice. All quotations obtained shall be kept on file for a period of at least one year after receipt.
- D. Contracts \$25,000 of Less
If the amount of sale is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, at the discretion of the superintendent or designee. The sale in the open market may be by auction. If the contract is made on quotation, it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after receipt.
- E. Electronic Sale of Surplus Supplies, Materials, and Equipment
Notwithstanding the other procedural requirements of this policy, the school district may contract to sell supplies, materials, and equipment which is surplus, obsolete, or unused through an electronic selling process in which purchasers compete to purchase the supplies, materials, or equipment at the highest purchase price in an open and interactive environment.
- F. Notice of Quotation
Notice of procedures to receive quotations shall be given by publication or other means as appropriate to provide reasonable notice to the public.
- G. Sales to Employees
No officer or employee of the school district shall sell or procure for sale or possess or control for sale to any other officer or employee of the school district any property or materials owned by the school district unless the property and materials are not needed for public purposes and are sold to a school district employee after reasonable public notice, at a public auction or by sealed response, if the employee is not directly involved in the auction or sale process. Reasonable notice shall include at least one week's published or posted notice. A school district employee may purchase no more than one motor vehicle from the school district at any one auction. This section shall not apply to the sale of property or materials acquired or produced by the school district for sale to the general public in the ordinary course of business. Nothing in this section shall prohibit an employee of the school district from selling or possessing for sale public property if the sale or possession for sale is in the ordinary course of business or the normal course of the employee's duties.
- H. Exceptions for Surplus School Computers

- 1) A school district may bypass the requirements for competitive bidding and is not subject to any other laws relating to school district contracts if it is disposing of surplus school computer and related equipment, including a tablet device, by conveying the property and title to:
 - a. Another school district;
 - b. The state department of corrections;
 - c. The board of trustees of Minnesota State Colleges and Universities;
 - d. The family of a student residing in the district whose total family income meets the federal definition of poverty; or
 - e. A charitable organization under section 501(c)(3) of the Internal Revenue code that is registered with the attorney general's office for educational use.
- 2) If surplus school computers are not disposed of as described in Paragraph 1., upon adoption of a written resolution of the school board, when updating or replacing school computers, including tablet devices, used primarily by students, the school district may sell or give used computers or tablets to qualifying students at the price specified in the written resolution. A student is eligible to apply to the school board for a computer or tablet under this subdivision if the student is currently enrolled in the school and intends to enroll in the school in the year following the receipt of the computer or tablet. If more students apply for computers or tablets than are available, the school must first qualify students whose families are eligible for free or reduced-price meals and then dispose of the remaining computers or tablets by lottery

Legal References: Minn. Stat. § 13.591 (Business Data)
Minn. Stat. § 15.054 (Sale or Purchase of State Property; Penalty)
Minn. Stat. § 123B.29 (Sale at Auction)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 471.85 (Property Transfer; Public Corporations)
Minn. Stat. § 645.11 (Published Notice)

Cross References: MSBA School Law Bulletin "F" (School District Contract and Bidding Procedures)

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 Fest	300 carnival wristbands for Kids Club/Hive Time and staff valued at \$8,000.00	Field trip to the carnival
Renaissance Learning	\$1,800.00 Amazon Gift Card	Purchase school supplies
Big Lake Baseball Boosters	\$18,495.00	Varsity Baseball Batting Cages
Jill Thomas	Trumpet, keyboard and Big Lake shirts	Middle School Band and history display

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

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

CASH REPORT FOR SCHOOL BOARD

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

101 - CASH ACCOUNTS					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$ 973,713	\$ 8,196,046	\$ (9,143,221)		\$ 26,538
Food Service	(\$101,667)	8,012	(183,525)		(\$277,180)
Community Service	\$66,499	419,407	(502,038)		(\$16,132)
Building Fund	(\$28,691)	77,783	(63,092)		(\$14,000)
Debt Service	\$561,175	-	-		\$561,175
Project fund- HVAC (Fund 15)	\$0	22,255	(73,932)		(\$51,677)
Custodial Fund (Fund 18)	\$803	-	-		\$803
OPEB Trust Fund	(\$2,766)	-	(514)		(\$3,280)
TOTAL PER BOOKS	1,469,066	8,723,503.00	(\$9,966,322)	\$0	226,247
				General Checking Account	\$226,247
				TOTAL PER BANK	\$226,247

102 - PETTY CASH ACCOUNT					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$1,884	1,290	(\$1,857)	-	\$1,317
				Petty Cash Checking Account	\$1,317
				TOTAL PER BANK	\$1,317

104 - INVESTMENT ACCOUNTS					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	\$2,395,058	\$ 3,946,832	\$ (4,338,800)		\$2,003,090
General Fund - Operating invest. Insurance	\$2,311,854	\$ 9,542	\$ -		\$2,321,396
General Fd Operating Investments	\$15,912,828	972,795	-		\$16,885,623
Food Service	\$897,434	248,254	-		\$1,145,688
Community Service	\$1,551,773	83,364	-		\$1,635,137
Debt Service	\$2,214,430	1,485,078	-		\$3,699,508
Facility Maintenance Invest. 2021A (Fd 07)	\$0	-	-		\$0
Facility Maintenance Invest. 2021A (Fd 15)	\$300,958	808	(22,255)		\$279,511
Facilities Investments 2022A (Fd 06)	\$10,281,891	35,400	(77,783)		\$10,239,508
OPEB Trust Fund	\$139,736	-	(39)		\$139,697
OPEB Trust Equities	\$1,233,226	16,429	-		\$1,249,655
TOTAL PER BOOKS	\$37,239,188	\$6,798,502	(\$4,438,877)	\$0	\$39,598,813
				MN Trust	\$8,483,423
				Operating Invest- Insurance proceeds	\$2,321,396
				Operating Investments	\$16,885,623
				Refunding Bond Investments	\$0
				Building Fund Investments	\$10,519,019
				OPEB Trust	\$1,389,352
				TOTAL PER BANK	\$39,598,813

CASH AND INVESTMENT BALANCE SUMMARY BY FUND					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	\$ 21,595,337	\$ 13,126,505	\$ (13,483,878)	\$ -	\$ 21,237,964
Food Service	\$795,767	256,266	(183,525)	-	\$868,508
Community Service	\$1,618,272	502,771	(502,038)	-	\$1,619,005
Debt Service	2,775,605	1,485,078	-	-	4,260,683
Project Fund HVAC- Fund 15	\$300,958	\$23,063	(\$96,187)	\$0	\$227,834
Custodial Fund (Fund 18)	\$803	-	-	-	\$803
Bond Account Investments (fund 06)	\$10,253,200	\$113,183	(\$140,875)	\$0	\$10,225,508
OPEB Trust Fund	\$136,970	-	(553)	-	\$136,417
OPEB Trust Equities	\$1,233,226	16,429	-	-	\$1,249,655
TOTAL PER BOOKS	38,710,138	\$15,523,295	(\$14,407,056)	\$0	39,826,377
				Cash	\$226,247
				Petty Cash	\$1,317
		90		Investments	\$39,598,813
				TOTAL PER BANK	\$39,826,377

BIG LAKE PUBLIC SCHOOLS ISD #727
Investment Transactions 23-24
 June 30, 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 06/30/24
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 46956	0.150%	11/22/2021	6/30/2023	(10.00)							(0.00)
US Treasury 52328-1	2.119%	4/21/2022	7/31/2023	1,021,948.88				3,951.14	1,026,000.00	1,041.00	0.00
First National Bank CD	1.977%	5/26/2022	7/26/2023	243,900.00					243,900.00		0.00
TBK Bank CD	1.890%	5/26/2022	7/26/2023	244,500.00					244,500.00		0.00
Bank Hapola CD	1.890%	5/26/2022	7/26/2023	244,500.00					244,500.00		0.00
CFG Bank CD	1.890%	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				71.83	244,000.00	1,543.10	(0.00)
Flushing Bank CD	4.470%	11/4/2022	5/6/2024	246,445.29				24.96	248,000.00	1,529.75	(0.00)
HTLF Bank CD	4.470%	11/7/2022	5/7/2024	242,346.18				95.73	244,000.00	1,558.09	(0.00)
Capital BK NA Rockville MD CD	4.470%	11/5/2022	5/9/2024	247,310.84				41.23	249,000.00	1,647.93	(0.00)
Pentagon Federal Credit Union	4.410%	10/26/2022	1/25/2024	1,500,000.00					1,500,000.00		0.00
Winturst 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 of 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	5.208%	5/26/2023	1/26/2024	241,450.00					241,450.00		0.00
GreenState credit union	5.112%	5/26/2023	1/16/2025	230,100.00							230,100.00
Cornerstone Bank	5.112%	5/26/2023	1/16/2025	230,100.00							230,100.00
Conness Credit Union CD	5.354%	8/25/2023	2/25/2025		\$248,522.90					(172.65)	248,350.25
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	5.380%	11/17/2023	4/17/2024		\$244,412.08				244,412.08		0.00
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	9/8/2025		\$243,505.19					(905.67)	242,599.52
Morgan Stanley bank CD	4.905%	3/6/2024	9/8/2025		\$243,506.73					(773.67)	242,733.06
Bank of America	4.855%	3/7/2024	9/8/2025		\$243,506.08					(912.27)	242,593.81
Eastlake Bank CD	4.704%	3/8/2024	12/8/2025		\$248,606.55					(1,313.30)	247,293.25
Affinity Bank CD	4.510%	3/8/2024	12/8/2025		\$248,586.64					(1,088.51)	247,598.13
Western Alliance bank	4.855%	3/12/2024	9/12/2025		\$243,504.69					(752.67)	242,752.02
Community National CD	5.074%	6/10/2024	7/5/2025		\$236,400.00						236,400.00
Farmers & Merchants Union Bank CD	5.036%	6/10/2024	7/25/2025		\$236,500.00						236,500.00
SenecaFirst bank	5.044%	6/10/2024	3/19/2026		\$229,500.00						229,500.00
Solera National bank CD	5.039%	6/11/2024	7/25/2025		\$236,400.00						236,400.00
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 # 61539	5.310%	8/22/2023	1/16/2024		\$998,387.68			2,396.57	1,021,000.00	19,205.75	0.00
Treasury # 61550 (Insurance storm)	5.411%	10/6/2023	4/4/2024		\$1,335,265.26			593.11	1,371,000.00	\$5,140.63	0.00
Treasury # 64155 (Insurance storm)	5.257%	4/19/2024	7/18/2024		\$1,620,056.74					16,867.20	1,636,923.94
Treasury #64177 (Insurance storm)	5.260%	5/28/2024	9/24/2024		\$681,314.88					3,157.39	684,472.27
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 - 20250127AB09	4.970%	1/19/2024	1/27/2025		2,500,000.00						2,500,000.00
MN Trust Term Series - 20250519AA09	5.050%	5/17/2024	5/19/2025		500,000.00						500,000.00
MN Trust Term Series - 20260107AA09	4.820%	5/17/2024	1/7/2026		1,500,000.00						1,500,000.00
MN Trust Term Series - 20260518AA09	4.700%	5/17/2024	5/18/2026		500,000.00						500,000.00
Savings Deposit Account	0.380%			605,057.31				118,246.29			723,303.60
Mn Trust Limited Term Duration		6/1/2017		4,124,651.51				214,198.31			4,338,849.82
MN Trust Investment Shares Portfolio	0.920%			5,674,428.52	62,483,722.20		517,833.71		60,192,561.10		8,483,423.33
Subtotal - General Fund				20,139,496.46	78,733,658.62	0.00	517,833.71	342,496.82	72,131,973.18	88,928.57	27,690,443.00
											Ok with SMART Fund 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	8/1/2022	-							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	0.886%	1/31/2022	9/15/2023	494,894.40				1,008.07	500,000.00	4,097.53	(0.00)
US Treasury-50423	1.082%	1/31/2022	5/15/2024	286,898.44				591.40	300,000.00	12,510.16	0.00
US Treasury-50424	1.099%	1/31/2022	6/15/2024	476,093.75				835.60	500,000.00	23,070.65	0.00
US Treasury-50432	1.112%	1/31/2022	7/15/2024	474,765.63						24,279.81	499,045.44
US Treasury-50433	1.133%	1/31/2022	8/15/2024	472,910.16						23,989.26	496,899.42
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	12/6/2023	-							0.00
US Treasury-50636	0.898%	2/8/2022	5/15/2023	(0.00)							(0.00)
US Treasury-50637	1.013%	2/8/2022	8/15/2023	496,970.78				1,028.48	500,000.00	2,000.74	0.00
US Treasury-50638	1.043%	2/8/2022	9/15/2023	494,894.40				1,008.07	500,000.00	4,097.53	(0.00)
US Treasury-50639	1.095%	2/8/2022	11/15/2023	981,562.50				1,939.05	1,000,000.00	16,498.45	0.00
US Treasury-50640	1.118%	2/8/2022	12/15/2023	977,226.56				2,000.56	1,000,000.00	20,772.88	0.00
US Treasury-51187	0.983%	3/2/2022	7/15/2023	499,171.56				828.44	500,000.00		0.00
US Treasury-51189	1.056%	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	1.918%	3/21/2022	2/29/2024	490,076.13				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					1,000,000.00	24,023.44	0.00
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				1,971.33	1,000,000.00	41,700.55	(0.00

PETTY CASH EXPENDITURES
BIG LAKE PUBLIC SCHOOLS
Independent School District # 727
for month: June 2024

Date	Ck #	Vendor	Description	Amount
06/04/24	20520	Beverly Fletcher	Meals Refund	\$ 17.15
06/04/24	20521	Kurt Brethorst	Meals Refund	\$ 16.15
06/04/24	20522	Michael Nagorski	Meals Refund	\$ 26.65
06/05/24	20523	Sheila Bear	AIPAC RIBBON-SKIRT MAKING	\$ 131.60
06/05/24	20524	Kurt Brethorst	Meals Refund	\$ 40.00
06/05/24	20525	Kayla Stukenholz	Meals Refund	\$ 20.35
06/05/24	20526	Jennifer McGill	Meals Refund	\$ 20.82
06/05/24	20527	Melissa Maruska	Meals Refund	\$ 22.50
06/05/24	20528	Brian Jones	Meals Refund	\$ 22.55
06/05/24	20529	Mike Polacec	Meals Refund	\$ 22.85
06/05/24	20530	Craig Bailey	Meals Refund	\$ 23.85
06/05/24	20531	Pamela Lillemo	Meals Refund	\$ 24.20
06/05/24	20532	Amy Schmaus	Meals Refund	\$ 25.35
06/05/24	20533	Maria Guyse	Meals Refund	\$ 26.00
06/05/24	20534	Benjamin Bebeau	Meals Refund	\$ 29.70
06/05/24	20535	Mandy Vang	Meals Refund	\$ 31.65
06/05/24	20536	Frederick Dembinski	Meals Refund	\$ 36.65
06/05/24	20537	Elizabeth Fagen	Meals Refund	\$ 40.40
06/05/24	20538	Stefani Dobbelaire	Meals Refund	\$ 48.40
06/05/24	20539	David Talbot	Meals Refund	\$ 50.11
06/05/24	20540	Phillip Gangnon	Meals Refund	\$ 52.10
06/05/24	20541	Gary Metzgar	Meals Refund	\$ 58.75
06/05/24	20542	Scott Potter	Meals Refund	\$ 60.45
06/05/24	20543	Kristina Bruggeman-Maag	Meals Refund	\$ 70.90
06/05/24	20544	Daniel Hugo	Meals Refund	\$ 77.50
06/05/24	20545	Michael McKitrick	Meals Refund	\$ 177.75
06/10/24	20546	Stacy Piram	Meals Refund	\$ 20.00
06/10/24	20547	Amanda Jarvi	Meals Refund	\$ 20.00
06/10/24	20548	Kelsey Thompdon	Meals Refund	\$ 20.00
06/10/24	20549	Chad Gerth	Meals Refund	\$ 25.00
06/10/24	20550	Kimberly John	Meals Refund	\$ 30.00
06/10/24	20551	Melissa Maruska	Meals Refund	\$ 40.00
06/10/24	20552	Angela McCormack	Meals Refund	\$ 40.00
06/10/24	20553	Jason Heinen	Meals Refund	\$ 45.00
06/10/24	20554	Keith Josewski	Meals Refund	\$ 45.00
06/10/24	20555	Mandy Vang	Meals Refund	\$ 60.00
06/10/24	20556	Gary Metzgar	Meals Refund	\$ 75.00
06/24/24	20557	Megan Hughes	CE Refund	\$ 85.00
06/24/24	20558	Krystal Thom	HS Refund	\$ 40.00

\$ 1,719.38

WIRE TRANSFER SUMMARY
Big Lake Public Schools
Independent School District #727
June 30, 2024

DATE	FROM	TO	AMOUNT	PURPOSE
6/3/2024	Old National-Checking	Neopost	\$ 400.00	DO Postage
6/3/2024	Old National-Checking	Heartland Pmt System	\$ 498.01	MOSAIC Credit Card Fees
6/4/2024	Old National-Checking	Further	\$ 2,875.52	Flex Claim Pymts
6/4/2024	Old National-Checking	Amazon	\$ 5,059.99	Invoice Payments
6/4/2024	MN Trust-PMA	Old National-Checking	\$ 800,000.00	Payroll and Payroll AP
6/5/2024	Old National-Checking	Old National-Petty Cash	\$ 1,290.13	Transfer to Petty Cash
6/6/2024	Old National-Checking	Delta Dental	\$ 30,218.28	Dental Insurance
6/7/2024	Old National-Checking	SSI MN TRANCHE 2 LLC	\$ 6,145.40	Solar Contract
6/7/2024	Old National-Checking	BLEM	\$ 8,918.63	Teacher Unions Dues
6/7/2024	Old National-Checking	USS MINNESOTA ONE MT	\$ 28,507.13	Solar Contract
6/7/2024	Old National-Checking	EBC	\$ 56,920.52	403b & 457 contributions
6/10/2024	Old National-Checking	Transfirst/TSYS	\$ 479.50	Affinity Credit Card fees
6/10/2024	Old National-Checking	Bankcard Service	\$ 6,264.02	ELEYO Credit Card Fees
6/11/2024	Old National-Checking	Further	\$ 1,324.00	Flex Claim Pymts
6/11/2024	Old National-Checking	ELEYOmonthlysoft	\$ 1,425.00	ELEYO User Fees
6/11/2024	Old National-Checking	Further	\$ 27,728.41	H.S.A Contributions
6/13/2024	Old National-Checking	Amazon	\$ 6,581.68	Invoice Payments
6/14/2024	Sherburne County	Old National-Checking	\$ 8,663.03	Wildlife Refuge
6/17/2024	Old National-Checking	Old National Bank	\$ 152.40	Old National Service Charge
6/17/2024	Old National-Checking	Neopost	\$ 200.00	DO Postage
6/17/2024	Old National-Checking	FleetCor	\$ 1,329.72	Kwik Trip Billing
6/18/2024	Old National-Checking	Further	\$ 4,208.47	Flex Claim Pymts
6/18/2024	MN Trust-PMA	Old National-Checking	\$ 2,600,000.00	Payroll and Payroll AP
6/20/2024	Old National-Checking	Neopost	\$ 200.00	DO Postage
6/20/2024	Old National-Checking	Amazon	\$ 605.67	Invoice Payments
6/20/2024	Old National-Checking	Trustmark	\$ 1,244.82	Insurance Coverage
6/21/2024	Old National-Checking	Further	\$ 457.60	Further Fee
6/21/2024	MN Trust-PMA BONDS	Old National-Checking	\$ 22,255.00	Bond Draw 2021A
6/21/2024	MN Trust-PMA BONDS	Old National-Checking	\$ 77,783.23	Bond Draw 2022A
6/21/2024	Old National-Checking	Vision Transportation	\$ 361,644.03	Transportation billing
6/24/2024	Old National-Checking	Verizon	\$ 1,218.17	Verizon billing
6/24/2024	Old National-Checking	Windstream	\$ 1,459.27	Windstream billing
6/24/2024	Old National-Checking	EBC	\$ 55,788.59	403b & 457 contributions
6/25/2024	Old National-Checking	Further	\$ 700.52	Flex Claim Pymts
6/25/2024	Old National-Checking	Amazon	\$ 5,796.35	Invoice Payments
6/25/2024	Old National-Checking	BLEM	\$ 8,893.09	Teacher Unions Dues
6/25/2024	Old National-Checking	NewYork Life	\$ 11,157.40	Life & LTD Insurance
6/26/2024	Old National-Checking	Amazon	\$ 1,589.23	Invoice Payments
6/26/2024	Old National-Checking	Further	\$ 27,778.41	H.S.A Contributions
6/27/2024	Benefit Resource BRI	Old National-Checking	\$ 10,838.42	Cobra Payment
6/28/2024	Old National-Checking	Bremer Bank	\$ 180.00	ACH Charge
6/28/2024	Old National-Checking	Trustmark	\$ 1,179.64	Insurance Coverage
6/28/2024	Old National-Checking	Metropolitan Life	\$ 5,382.53	Insurance Coverage
6/28/2024	Old National-Checking	SSI MN TRANCHE 2 LLC	\$ 8,298.50	Solar Contract
6/28/2024	Old National-Checking	USS MINNESOTA ONE MT	\$ 37,634.48	Solar Contract
6/28/2024	Old National-Checking	Compass Group	\$ 175,594.81	Chartwells

School Board Financial Report

July 25, 2024

Presented by Angie Manuel, Director of Business Services

Enrollment Update

- End of year MARSS data coming in as expected
- Total 23-24 ADM budget (served + tuition): 3,175
 - 7-1-24 end of year MARSS data per MDE: 3,177.51

ADM=Average Daily Membership

Financial Audit

- Year end close and audit process has begun
- Auditors here July 23-24 for preliminary test work
 - Final fieldwork week of October 7th
 - Audit presentation at November School Board meeting

Summer Food Program Review

Summer Food Program MDE Monitoring

- Notified in late June Big Lake had been selected for a summer food program review by the Minnesota Department of Education
- Monitor was onsite July 18th
- Final report issued with no findings
 - Monitor was very complimentary of SFSP programming and staff

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Special Education Fiscal Compliance Review

- ❑ Big Lake selected for MDE desk review in February 2024
 - Focus was on compliance with federal procurement procedures
- ❑ Results received and final report issued on July 1st, 2024
 - No communications with the District between February and July 1st
 - Two minor findings regarding approvals
 - Corrective Action Plan due Sept. 9th, 2024
 - Two additional SPED procurement samples due to MDE November 30th, 2024

GASB 101

- ❑ In June of 2022, the Governmental Accounting Standards Board (GASB) released Statement 101. This statement is in effect for fiscal year 2025.
 - Statement supersedes GASB 16, accounting for compensated absences. This includes various circumstances in which an employee may be absent from work, including vacation leave, sick leave, holidays, parental leave, bereavement leave, and PTO (paid time off)
 - GASB 101 provides a unified recognition model that can be applied consistently to any type of compensated absence to eliminate potential comparability issues between different types of leave
- ❑ Impact to Big Lake School District? Expanded actuary study every two years to include GASB 101 as well as GASB 75 (OPEB)
 - Estimated cost increase of \$7,000 along with soft cost of extra time needed to prepare for expanded actuary study

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School Board Action

Approve financial report

Big Lake Hornets Activities Department Update



Activities Department By the Numbers



- 13 Activities / Fine Arts offerings
- 16 sports offered at the middle school level
- 26 MSHSL sports offered at the high school level
- 95 different coaches/advisors
- Over 300 events hosted each school year
- Over 800 unduplicated student participants last year
(just under 50% of student population)
- 2 full-time staff members - Emily & AD

2024 Athletics Highlights



- **Boys' Cross Country**
 - Boys Section Team Champions
 - 7th place at state
 - Jack Leuer (3rd) and Owen Layton (7th) were All-State
 - Greta Layton - girls state qualifier
- **Volleyball**
 - Section Runner-Ups
- **Swim & Dive**
 - Torri Ramert -diving state qualifier
- **Girls Basketball**
 - Rylie Sternquist - 1000 point scorer
- **Gymnastics**
 - Amandan Grunewald state qualifier
- **Wrestling**
 - 4 individual state qualifiers
 - Carson Gellerman- 3rd place
- **Boys Lacrosse**
 - 1st Section Playoff win in program history
- **Track & Field**
 - Three state champions
 - Jack Leuer (800m)
 - Owen Layton (1600m)
 - Tayla Gassman (Shot Put & Discus)



Fall Athletics Participation



	<u>21-22</u>	<u>22-23</u>	<u>23-24</u>
<i>Football</i>	63	76	68
<i>MS Football</i>	61	67	58
<i>Volleyball</i>	46	40	52
<i>MS Volleyball</i>	36	43	25*
<i>Girls Swim/Dive</i>	43	34	33
<i>Girls Soccer</i>	28	35	36
<i>Boys Soccer</i>	28	26	25
<i>Girls Tennis</i>	31	26	22
<i>MS Girls Tennis</i>	12	12	6*
<i>Boys XC</i>	20	23	14
<i>Girls XC</i>	17	12	8
<i>MS XC</i>	9	8	25
<i>Cheerleading</i>	37	28	12*
TOTALS	431	430	353

Winter Athletics Participation



	<u>21-22</u>	<u>22-23</u>	<u>23-24</u>
<i>Boys BB</i>	44	57	44
<i>MS BB</i>	45	56	48
<i>Girls BB</i>	17	17	16
<i>MS GB</i>	26	27	35
<i>Wrestling</i>	25	36	31
<i>MS Wrestling</i>	17	17	23
<i>Gymnastics</i>	15	16	16
<i>Dance</i>	23	23	26
<i>Boys Hockey</i>	10	12	12
<i>Girls Hockey</i>	8	8	7
TOTALS	230	269	258

Spring Athletics Participation



	<u>21-22</u>	<u>22-23</u>	<u>23-24</u>
<i>Boys Track</i>	45	51	49
<i>MS Boys Track</i>	22	16	13
<i>Girls Track</i>	51	43	39
<i>MS Girls Track</i>	38	40	30
<i>Boys LAX</i>	36	55	*60
<i>Girls LAX</i>	29	37	*48
<i>Baseball</i>	40	41	42
<i>MS Baseball</i>	27	37	34
<i>Softball</i>	31	28	27
<i>MS Softball</i>	20	19	21

	<u>21-22</u>	<u>22-23</u>	<u>23-24</u>
<i>Boys Tennis</i>	10	12	15
<i>Boys Golf</i>	9	11	17
<i>MS Boys Golf</i>	7	5	106 5
<i>Girls Golf</i>	8	7	5
<i>MS Girls Golf</i>	5	1	1
<i>Clay Target</i>	60	46	46
TOTALS	438	449	452

**Lax #'s include Princeton / Spectrum*

Activities / Fine Arts Participation



	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
Band	74	99	74
Choir	46	59	31
Jazz Band	18	23	27
HS Knowledge Bowl	2	5	10
HS Math League	6	15	12
One Act Play	16	16	18
Robotics	23	22	25
Speech	9	*no team	*no team
TOTAL	194	239	197

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*DECA, Visual Arts, Pep Band
not listed***



MSHSL Updates

- **9th Grade Governance**
 - MSHSL currently governs 10th-12th graders only.
 - 9th graders are not covered by league's catastrophic injury insurance
 - Board of Directors voted to call for a Member School vote to amend the League's Constitution to include 9th Grade Governance.
 - The process will continue with information shared to Member Schools with an anticipated vote this fall.





MSHSL Updates

- [2024-2025 MSHSL School Partnership Video](#)
 - *(6 minutes in length)*
- MSHSL membership resolution needs to be signed / approved by school board and returned in July.



Mississippi 8 Updates



- **M8 Student Sportsmanship Summit**
 - Tuesday, Sept. 10th
 - @ Cambridge-Isanti HS
- Each school is bringing 6-8 student activity leaders
- **Ticket Prices**
 - ADs and school leadership are reviewing ticket prices for the upcoming school year

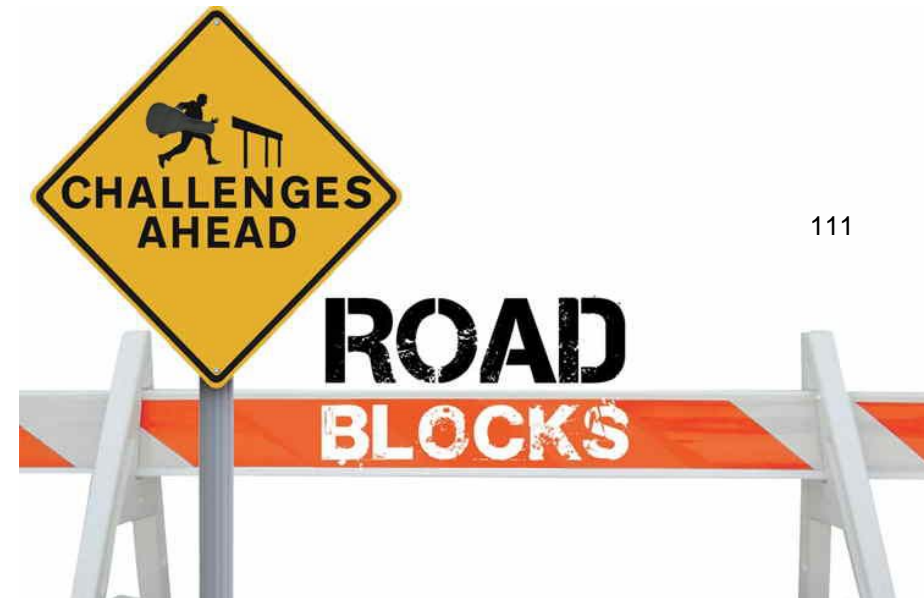
mississippi 8 conference





Challenges

- **Coaches / Staffing**
 - Less applicants for open coaching positions
 - Veteran coaches leaving the profession
- **Officials**
 - Less qualified officials available
 - Forcing schedule adjustments and games on non-traditional nights/times (Wednesday's)
- **Transportation**
 - Daily challenge to get busing for activities
- **Participation rates**
 - Sports specialization
- **Facilities**
 - Lack of space for practices
 - Scheduling conflicts for events





**2024-2025 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE
Membership Renewal Form**

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

Must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2024. Retain one copy for the school files.

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

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

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

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

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

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

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

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

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

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

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

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

Big Lake High School

Name of School (Please Print)

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

Amber Sixberry

Jared Matson

(Designated School Board Member – please print)

(Designated School Representative – please print)

a.sixberry@biglakeschools.org

j.matson@biglakeschools.org

Email Address

Email Address

208.02 ACTIVITY REPRESENTATIVES

Jared Matson

Jared Matson

(Boys Sports – please print)

(Girls Sports – please print)

Jared Matson

Jared Matson

(Speech – please print)

(Music – please print)

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

Amber Sixberry

NA

(Board Member—please print)

(Student—please print)

NA

NA

(Parent—please print)

(Faculty Member—please print)

Jared Matson

(Mailing Representative—please print)

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

Lenette Brown

Tim Truebenbach

Print Name:

Print Name:

(Clerk/Secretary - Local Governing Board)

(Superintendent or Head of School)

DocuSigned by:

DocuSigned by:

Lenette Brown

Tim Truebenbach

Signed:

Signed:

8401EF1F544D4F9...

8527C25555574B7...

(Clerk/Secretary - Local Governing Board)

(Superintendent or Head of School)

Date:

Date:

7/1/2024

6/13/2024

Annual Field Trip Review 2024

Little Learners	Beck's Greenhouse	
	Sherburne Wildlife Refuge	
	End of the Year Program	
ECFE	Rally at the Capital	
	Como Zoo	
Kindergarten	Eastman Nature Center	Science standards
1st Grade	Como Zoo	Science standards
2nd Grade	Theater Field Trip (i.e. Stages/Children's)	Art standards
	Independence Transition Day	
3rd Grade	The Oliver Kelley Farm	Science standards
4th Grade	Coon Rapids Dam Regional Park	
	ZOOMS STEM Design Challenge at the Minnesota Zoo	Selected 4th grade students
5th Grade	Sea Life at the Mall of America	Science standards
	Engineering Machine Design Contest at Anoka Hennepin	selected students
	Math Masters Competition in Golden Valley	students that qualified
BLS American Indian Education Program	Mille Lacs Indian Museum (middle school students)	
	Anoka Hennepin Schools Powwow	
High School	Cemetary	Math
	Lake Cafe	Math
	Wright Tech	Counseling
	Valley Fair	Science
	UMC/Premier	REAL
	LISI	REAL
	EPIC	REAL
	RDO/Veit/Vonco	REAL
	Polaris	REAL
	Construct Tomorrow	REAL
	KSTP/iHeart Radio	REAL
	CentraCare	REAL
	SCSU Miller Center (Library)	Language Arts
	IKEA	Interior Design
	Liberty Preschool	Child Development
	SR Harris	Clothing
	Calculus CIC University of Minnesota	Math
	SCSU Math Contest	Math
	Vaious Community spots (i.e. Lake Cafe, movie theatre, Family Dollar)	ASD/DCD
	Minneapolis Institute of Art and Walker Art Center	Art
	O'Shaughnessy Auditorium, St. Catherine University	One Act Play
	SCSU Science Building	Enviromental Studies
	Valley Fair	Band

RESOLUTION RELATING TO THE ELECTION OF SCHOOL
BOARD MEMBERS AND CALLING THE SCHOOL DISTRICT
GENERAL ELECTION

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

1. It is necessary for the school district to hold its general election for the purpose of electing three (3) school board members for terms of four (4) years each.

The clerk shall include on the ballot the names of the individuals who file or have filed affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 5th day of November 2024.
3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.
4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on Election Day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on Election Day.

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting 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 those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.
6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.



PUBLIC DATA REQUESTS

I. PURPOSE

The school district recognizes its responsibility relative to the collection, maintenance, and dissemination of public data as provided in state statutes.

II. GENERAL STATEMENT OF POLICY

The school district will comply with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13 (MGDPA), and Minnesota Rules parts 1205.0100-1205.2000 in responding to requests for public data.

III. DEFINITIONS

A. Confidential Data on Individuals

Data made not public by statute or federal law applicable to the data and are inaccessible to the individual subject of those data.

B. Data on Individuals

All government data in which any individual is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and the data are not accessed by the name or other identifying data of any individual

C. Data Practices Compliance Officer

The data practices compliance official is the designated employee of the school district to whom persons may direct questions or concerns regarding problems in obtaining access to data or other practices problems. The responsible authority may be the data practices compliance official.

D. Government Data

All data collected, created, received, maintained or disseminated by any government entity regardless of its physical form, storage media or conditions of use

E. Individual

“Individual” means a natural person. In the case of a minor or an incapacitated person as defined in Minnesota Statutes section 524.5-102, subdivision 6, "individual" includes a parent or guardian or an individual acting as a parent or guardian in the absence of a parent or guardian, except that the responsible authority shall withhold data from parents or guardians, or individuals acting as parents or guardians in the absence of parents or guardians, upon request by the minor if the responsible authority determines that withholding the data would be in the best interest of the minor, pursuant to Policy 515 and/or legal council.

F. Inspection

“Inspection” means the visual inspection of paper and similar types of government data. Inspection does not include printing copies by the school district, unless printing a copy is the only method to provide for inspection of the data. For data stored in electronic form and made available in electronic form on a remote access basis to the public by the school district, inspection includes remote access to the data by the public and the ability to print copies of or download the data on the public’s own computer equipment.

G. Not Public Data

Any government data classified by statute, federal law, or temporary classification as confidential, private, nonpublic, or protected nonpublic

H. Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data: (a) not accessible to the public; and (b) accessible to the subject, if any, of the data

I. Private Data on Individuals

Data made by statute or federal law applicable to the data: (a) not public; and (b) accessible to the individual subject of those data

J. Protected Nonpublic Data

Data not on individuals made by statute or federal law applicable to the data (a) not public and (b) not accessible to the subject of the data

K. Public Data

All government data collected, created, received, maintained, or disseminated by the school district, unless classified by statute, temporary classification pursuant to statute, or federal law, as nonpublic or protected nonpublic; or, with respect to data on individuals, as private or confidential

L. Public Data Not on Individuals

Data accessible to the public pursuant to Minnesota Statutes section 13.03

M. Public Data on Individuals

Data accessible to the public in accordance with the provisions of section 13.03

N. Responsible Authority

The individual designated by the school board as the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless otherwise provided by state law. Until an individual is designated by the school board, the responsible authority is the superintendent.

O. Summary Data

Statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify an individual is ascertainable. Unless classified pursuant to Minnesota Statutes section 13.06, another statute, or federal law, summary data is public.

IV. REQUESTS FOR PUBLIC DATA

A. All requests for public data must be made in writing directed to the responsible authority.

1) A request for public data must include the following information:

- a. Date the request is made;
- b. A clear description of the data requested;
- c. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
- d. Method to contact the requestor (such as phone number, address, or email address).

2) Unless specifically authorized by statute, the school district may not require persons to identify themselves, state a reason for, or justify a request to gain access to public government data. A person may be asked to provide certain identifying or clarifying information for the sole purpose of facilitating access to the data.

3) The identity of the requestor is public, if provided, but cannot be required by the government entity.

4) The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.

B. The responsible authority will respond to a data request at reasonable times and places as follows:

1) The responsible authority will notify the requestor in writing as follows:

- a. The requested data does not exist; or
- b. The requested data does exist but either all or a portion of the data is not accessible to the requestor; or
 - i. If the responsible authority determines that the requested data is classified so that access to the requestor is denied, the responsible authority will inform

the requestor of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.

- ii. Upon the request of a requestor who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.
 - c. The requested data does exist and provide arrangements for inspection of the data, identify when the data will be available for pick-up, or indicate that the data will be sent by mail. If the requestor does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requestor is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.
- 2) The school district's response time may be affected by the size and complexity of the particular request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.
 - 3) The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.
 - 4) The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not keep the data in that form or arrangement.
 - 5) The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

V. REQUEST FOR SUMMARY DATA

A. A request for the preparation of summary data shall be made in writing directed to the responsible authority.

A request for the preparation of summary data must include the following information:

- 1) Date the request is made;
 - 2) A clear description of the data requested;
 - 3) Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - 4) Method to contact requestor (phone number, address, or email address).
- B. The responsible authority will respond within ten (10) business days of the receipt of a request to prepare summary data and inform the requestor of the following:
- 1) The estimated costs of preparing the summary data, if any; and
 - 2) The summary data requested; or
 - 3) A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays; or
 - 4) A written statement describing the reasons why the responsible authority has determined that the requestor's access would compromise the private or confidential data.
- C. The school district may require the requestor to pre-pay all or a portion of the cost of creating the summary data before the school district begins to prepare the summary data.

VI. DATA BY AN INDIVIDUAL DATA SUBJECT

- A. Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals shall be limited to that necessary for the administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.
- B. Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the

individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes section 13.05, subdivision 4.

- C. Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.
- D. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.
- E. The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.
- F. The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.
- G. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within 30 days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
- H. The determination of the responsible authority may be appealed pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the commissioner shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the commissioner may refer the matter to mediation. Following these efforts, the commissioner shall dismiss the appeal or issue the order and notice of hearing.
- I. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes section 138.17.
- J. After completing, correcting, or destroying successfully challenged data, the school district may retain a copy of the commissioner of administration's order issued under Minnesota Statutes chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

VII. REQUESTS FOR DATA BY AN INDIVIDUAL SUBJECT OF THE DATA

- A. All requests for individual subject data must be made in writing directed to the responsible authority.
- B. A request for individual subject data must include the following information:
 - 1. Statement that one is making a request as a data subject for data about the individual or about a student for whom the individual is the parent or guardian;
 - 2. Date the request is made;
 - 3. A clear description of the data requested;
 - 4. Proof that the individual is the data subject or the data subject's parent or guardian;
 - 5. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 - 6. Method to contact the requestor (such as phone number, address, or email address).

- C. The identity of the requestor of private data is private.
- D. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- E. Policy 515 (Protection and Privacy of Pupil Records) addresses requests of students or their parents for educational records and data

VIII. COSTS

A. Public Data

- 1) The school district will charge for copies provided as follows:
 - a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.
 - b. More than 100 pages or copies on other materials are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.
 - i. The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).
 - ii. Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.
- 2) All charges must be paid for in cash in advance of receiving the copies.

B. Summary Data

- 1) Any costs incurred in the preparation of summary data shall be paid by the requestor prior to preparing or supplying the summary data.
- 2) The school district may assess costs associated with the preparation of summary data as follows:
 - a. The cost of materials, including paper, the cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;
 - b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requestor.

C. Data Belonging to an Individual Subject

- 1) The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.

The responsible authority shall not charge the data subject any fee in those instances where the data subject only desires to view private data.

The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies. Based on the factors set forth in Minnesota Rule 1205.0300, subpart 4, the school district determines that a reasonable fee would be the charges set forth in section VIII.A of this policy that apply to requests for data by the public.

- 2) The school district may not charge a fee to search for or to retrieve educational records of a child with a disability by the child's parent or guardian or by the child upon the child reaching the age of majority.

IX. ANNUAL REVIEW AND POSTING

- A. The responsible authority shall prepare a written data access policy and a written policy for the rights of data subjects (including specific procedures the school district uses for access by the data subject to public or private data on individuals). The responsible

authority shall update the policies no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.

- B. Copies of the policies shall be easily available to the public by distributing free copies to the public or by posting the policies in a conspicuous place within the school district that is easily accessible to the public or by posting them on the school district's website.

Responsible Authority:

Tim Truebenbach
701 Minnesota Ave, Big Lake MN 55309
763-262-2536 t.truebenbach@biglakeschools.org

Data Practices Compliance Official:

Tim Truebenbach
701 Minnesota Ave, Big Lake MN 55309
763-262-2536 t.truebenbach@biglakeschools.org

Data Practices Designee(s):

Tim Truebenbach
701 Minnesota Ave, Big Lake MN 55309
763-262-2536 t.truebenbach@biglakeschools.org

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.01 (Government Data)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.025 (Government Entity Obligation)
Minn. Stat. § 13.03 (Access to Government Data)
Minn. Stat. § 13.04 (Rights of Subjects to Data)
Minn. Stat. § 13.05 (Duties of Responsible Authority)
Minn. Stat. § 13.32 (Educational Data)
Minn. Rules Part 1205.0300 (Access to Public Data)
Minn. Rules Part 1205.0400 (Access to Private Data)

Cross References: MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)



CRISIS MANAGEMENT

I. PURPOSE

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

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

II. GENERAL INFORMATION

A. The Policy and Plans

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

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

B. Elements of the District Crisis Management Policy

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

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

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

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

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

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

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

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

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

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

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

B. Planning and Preparing for Fire

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

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

C. Facility Diagrams and Site Plans

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

D. Emergency Telephone Numbers

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

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

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

E. Warning and Notification Systems

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

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

F. Early School Closure Procedures

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

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

G. Media Procedures

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

H. Behavioral Health Crisis Intervention Procedures

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

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

I. Long-Term Recovery Intervention Procedures

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

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

IV. ACTIVE SHOOTER DRILL

A. Definitions

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

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

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

B. Criteria

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

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

C. Student Mental Health and Wellness

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

D. Notice

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

3. The Commissioner must ensure the availability of alternative safety education for students who are opted out of participating or otherwise exempted from an active shooter drill. Alternative safety education must provide essential safety instruction through less sensorial safety training methods and must be appropriate for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations

E. Participation in Active Shooter Drills

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

F. Active Shooter Simulations

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

G. Violence Prevention

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

H. Board Meeting

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

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

V. SAMPLE PROCEDURES INCLUDED IN THIS POLICY

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

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

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

VI. MISCELLANEOUS PROCEDURES

A. Chemical Accidents

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

B. Visitors

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

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

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

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

D. Radiological Emergencies at Nuclear Generating Plants

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

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

- Legal References:**
- Minn. Stat. Ch. 12 (Emergency Management)
 - Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
 - Minn. Stat. § 121A.035 (Crisis Management Policy)
 - Minn. Stat. § 121A.038 (Students Safe at School)
 - Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
 - Minn. Stat. § 299F.30 (Fire Drill in School; Doors and Exits)
 - Minn. Stat. § 326B.02, Subd. 6 (Powers)
 - Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)
 - Minn. Stat. § 609.605, Subd. 4 (Trespasses)

Minn. Rules Ch. 7511 (Fire Code)
20 U.S.C. § 1681, *et seq.* (Title IX)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)
20 U.S.C. § 7912 (Unsafe School Choice Option)
42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

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

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

STUDENT DRESS AND APPEARANCE

I. PURPOSE

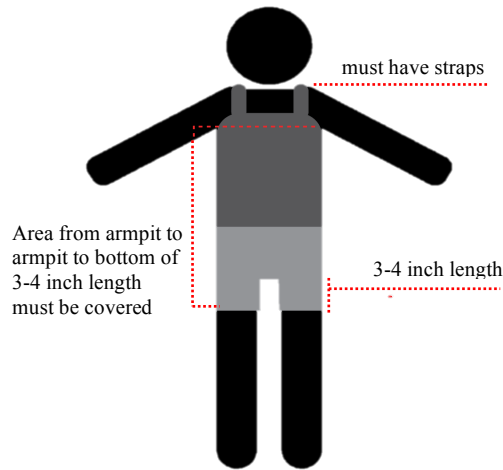
The purpose of this policy is to enhance the education of students by establishing expectations that support educational goals. Students and their families have the primary and joint responsibility for student clothing and appearance. Teachers and other district staff should exemplify and reinforce student clothing and appearance standards and help students develop an understanding of appropriate appearance in the school environment.

II. GENERAL STATEMENT OF POLICY

- A. The school district expects students to dress appropriately for school activities. This is a joint responsibility of the student and the student's parent(s) or guardian(s).
- B. A student's clothing or appearance may not materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities. A student's dress or appearance may not incite or contribute to substantial disorder or invasion of the rights of others or pose a threat to the health or safety of the student or others.
- C. Students' rights to choose their dress and appearance for school and school-related activities will be protected provided that the clothing:
 - 1) does not injure people or damage property;
 - 2) does not materially and substantially disrupt or interfere with the educational process or classwork;
 - 3) does not interfere with the requirements of discipline in the operation of the school or school activities, materially disrupt classwork;
 - 4) does not involve substantial disorder or invasion of the rights of others.

Such clothing includes, but is not limited to, the following:

- 1) Clothing for the weather.
 - 2) Clothing that does not create a health or safety hazard.
 - 3) Clothing for the activity (i.e., physical education or the classroom).
 - 4) Footwear that does not present a safety hazard.
 - 5) Headwear, including hats or head coverings, are permitted, as indicated in the student handbook, provided that it does not cover the student's face to the extent that the student is not identifiable. Headgear must not interfere with the educational process. Students may wear headgear for a medical or religious reason.
 - 6) Hair, including but not limited to hair texture and hair styles such as braids, locks, and twists.
- D. Students clothing:
- 1) Students may not wear inappropriate clothing. Extremely brief garments and see through garments may not be worn. Clothing with rips, holes, mesh or see through garments must not be worn without appropriate coverage underneath to meet minimum dress code requirements. Tops must have straps. Clothing must cover areas from one armpit across to the other armpit. Bottoms must be at least 3 to 4 inches in length on the upper thighs. (See image)



- 2) Clothing (including emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry) bearing a message that is lewd, vulgar, obscene, libelous, or denigrates, harasses, discriminates against others on the basis of protected class status under the Minnesota Human Rights Act, or violates school district policies prohibiting discrimination, violence, harassment, or other harmful activities.
 - 3) Apparel promoting products or activities that are illegal for use by minors.
 - 4) Communicating a message that is racist, sexist, or otherwise derogatory, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Policy 413.
- E. The intention of this policy is not to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing clothing on which such messages are stated. Such messages are acceptable as long as they are not lewd; vulgar; obscene; libelous; do not denigrate, harass, or discriminate against others or do not violate school district policies prohibiting discrimination, bullying, violence, harassment, or other harmful activities.

III. PROCEDURES

- A. Enforcement of a student dress code will be approached with careful consideration and sensitivity, with the goals of supporting students as they express themselves and pursue their full potential, of not shaming students, and of minimalizing loss of instructional time. When possible, dress code matters should be addressed privately with students, should seek to determine whether factors exist that impact the student's ability to comply with the dress code, and should seek to address such issues.
- B. When, in the reasonable judgment of the administration, (1) a student's clothing or appearance may materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities; (2) may incite or contribute to substantial disorder or invasion of the rights of others; or (3) pose a threat to the health or safety of the student or others, the student will be directed to make modifications. Parents or guardians will be notified. Other consequences may be enforced in line with Policy 506 (Student Discipline).
- C. The administration may recommend a form of clothing considered appropriate for a specific event and communicate the recommendation to students and parents or guardians. A school district or charter school must not prohibit an American Indian student from wearing American Indian regalia, Tribal regalia, or objects of cultural significance at a graduation ceremony.

- D. Likewise, an organized student group may recommend a form of clothing for students considered appropriate for a specific event and bring such recommendation to the administration for approval.

- Legal References:** U. S. Const., amend. I
Minn. Stat. § 124D.792 (Graduation Ceremonies; Tribal Regalia and Objects of Cultural Significance)
Minn. Stat. § 363A.03, Subd. 36a (Definitions)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503 (1969)
B.W.A. v. Farmington R-7 Sch. Dist., 554 F.3d 734 (8th Cir. 2009)
Lowry v. Watson Chapel Sch. Dist., 540 F.3d 752 (8th Cir. 2008)
Stephenson v. Davenport Cmty. Sch. Dist., 110 F.3d 1303 (8th Cir. 1997)
B.H. ex rel. Hawk v. Easton Area School Dist., 725 F.3d 293 (3rd Cir. 2013)
D.B. ex rel. Brogdon v. Lafon, 217 Fed. Appx. 518 (6th Cir. 2007)
Hardwick v. Heyward, 711 F.3d 426 (4th Cir. 2013)
Madrid v. Anthony, 510 F.Supp.2d 425 (S.D. Tex. 2007)
McIntire v. Bethel School, Indep. Sch. Dist. No. 3, 804 F.Supp. 1415 (W.D. Okla. 1992)
Hicks v. Halifax County Bd. of Educ., 93 F.Supp.2d 649 (E.D. N.C. 1999)
Olesen v. Bd. of Educ. of Sch. Dist. No. 228, 676 F.Supp. 820 (N.D. Ill. 1987)
- Cross References:** MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)