



## 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.

**Wednesday, February 26, 2025**  
**6:30 PM**  
**Middle School Student Center**  
**601 Minnesota Ave**  
**Big Lake, MN 55309**

|  |            |
|--|------------|
| <b>I. Call to Order</b>  |            |
| Chair, Tonya Reasoner  |            |
| <b>II. Roll Call</b>   |            |
| Chair, Tonya Reasoner  |            |
| <b>III. Approve Agenda</b>   |            |
| Chair, Tonya Reasoner  |            |
| <b>IV. Pledge of Allegiance</b>  |            |
| Chair, Tonya Reasoner  |            |
| <b>V. Open Forum</b>   | <b>3</b>   |
| Chair, Tonya Reasoner  |            |
| <b>VI. Consent Agenda</b>  |            |
| Chair, Tonya Reasoner  |            |
| A. Previous Minutes  | 4          |
| Minutes from the January 22, 2025 Regular Board Meeting  |            |
| B. Claims and Accounts   | 8          |
| Claims and Accounts for the month of February  |            |
| C. Credit Card Report  | 23         |
| D. Personnel   | 28         |
| E. Fundraisers   | 29         |
| F. Local 284 7/1/24-6/30/26 Agreement  | 30         |
| G. One Read Policies   | 81         |
| 103 Complaints-Students, Employees, Parents, Other Persons; 110 Global Limitations; 203.5 School Board Meeting Agenda; 205 Open Meetings and Closed Meetings; 214 Out of State Travel by Board Members; 519 Interviews of Students by Outside Agencies; 606 Textbooks and Instructional Materials; 701 Establishment and Adoption of School District Budget; 721 Uniform Grant Guidance; Rescind and Approve: 522 Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process |            |
| <b>VII. Donations</b>  | <b>145</b> |
| Chair, Tonya Reasoner  |            |
| <b>VIII. American Indian Parent Advisory Committee Annual Update</b>   | <b>146</b> |
| Director of American Indian Education, Ben Bonnett and American Indian Education Coordinator, Raven Gonser   |            |
| <b>IX. Financial Report</b>  | <b>157</b> |
| Director of Business Services, Angie Manuel  |            |
| January report will be presented.  |            |
| <b>X. Approve Audit Contract</b>   | <b>184</b> |
| Director of Business Services, Angie Manuel  |            |
| <b>XI. Independence Elementary Radon Test Results</b>  | <b>185</b> |
| Buildings and Grounds Manager, TJ Zerwas   | 1          |
| <b>XII. First Reading of Policies</b>  | <b>211</b> |
| 418 Drug-Free Workplace, Drug-Free School  |            |

**XIII. Review and Approve 2025-2026 School Calendar**

217

Superintendent, Tim Truebenbach

**XIV. Approve Work Session for June 11, 2025 at 6:30 PM in Room 60 at the Middle School**

Chair, Tonya Reasoner

Principal Year End Review

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

A. Finance Committee

Treasurer, Amber Sixberry

B. Policy Committee

Chair, Tonya Reasoner

C. Buildings and Grounds Committee

Board Member, Lenette Brown

D. School Board Representatives

**XVI. Student Representative Report**

Student Representative, Alexis Gosewisch

**XVII. Superintendent Report**

Superintendent, Tim Truebenbach

A. Cabinet Department Update

**XVIII. 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

BIG LAKE SCHOOLS  
INDEPENDENT SCHOOL DISTRICT 727  
BIG LAKE, MINNESOTA

Minutes of the Regular Meeting  
January 22, 2025  
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 January 22, 2025 at 6:31 PM in the Middle School Student Center by Chair Reasoner.

II. ROLL CALL

The following Board members were present: Ms. Chelsey Hancock, Ms. Amber Sixberry, Ms. Tonya Reasoner, Ms. Lenette Brown, Ms. Ashley Schabilion, Mr. Derek Nelson, and Student Representative Alexis Gosewisch.

III. APPROVE AGENDA

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

The motion carried 6-0.

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 Nelson to approve the following:

- A. PREVIOUS MINUTES from the December 19, 2024 Truth in Taxation Hearing, the December 19, 2024 regular meeting, the January 6, 2025 organizational meeting, and the January 6, 2025 work session
- B. CLAIMS AND ACCOUNTS for the month of January in the amount of \$1,363,072.62 checks 106420-106538
- C. CREDIT CARD REPORT
- D. PERSONNEL

| <b>January 2025 Personnel</b>      |                       |                 |                       |                    |
|------------------------------------|-----------------------|-----------------|-----------------------|--------------------|
| <b>Employee (Last, First Name)</b> | <b>Position</b>       | <b>Building</b> | <b>Effective Date</b> | <b>Action Type</b> |
| Olson, Christina                   | Paraeducator          | Independence    | 01/17/2025            | Resignation        |
| Wells, Kathleen                    | Payroll/HR Specialist | District Wide   | 07/31/2025            | Retirement         |
| Nelsen, Karen                      | Teacher               | Independence    | 05/30/2025            | Retirement         |

E. MOU: BUILDING SUBSTITUTE TEACHERS

The motion carried 6-0.

VII. DONATIONS

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

| Donor                             | Item                                    | Designated Purpose (if any)  |
|-----------------------------------|---|--|
| Big Lake Women of Today           | \$80.00                                 | Hospitality Rooms  |
| Amber Bennett                     | Blue 3 X 4 crash pad valued at \$127.00 | Students in the special education department with sensory needs at Liberty |
| Big Lake Spud Fest                | \$20,000.00                             | Community Education programs   |
| Big Lake Boys Fast Break Club     | \$2,013.00                              | Coaches stipend  |
| Big Lake Spud Fest                | \$1,500.00                              | Girls Soccer expenses for away games                                       |
| Big Lake Releve Club              | \$1,892.20                              | Big Lake Dance Team hotel stay Detroit Lakes                               |
| Stacy and Maddison Hemauer        | \$1,454.15                              | Purchase of C-Pens at the Middle School                                    |
| American Legion Post 147          | \$1,000.00                              | Musical  |
| Big Lake Releve Club              | \$600.00                                | Charter bus to Pequot Lakes  |
| Central Minnesota Jobs & Training | \$100.00                                | 40 <sup>th</sup> anniversary performance, ½ to each choir and band         |

The motion carried 6-0.

VIII. FINANCIAL REPORT

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

The motion carried 6-0.

IX. 2025 BUILDING ENVELOPE IMPROVEMENTS BID ACCEPTANCE

Director of Buildings and Grounds, TJ Zerwas, reviewed the bids and recommended the board accept and award the contracts as presented. A motion was made by Sixberry seconded by Brown to approve the following bids, for a total of \$2,046,259.00:

**Independence Elementary School**

Approve contract with Jackson and Associates for the amount of \$366,000 for Base Bid Line Item #1 - Replacement of standing seam roofing, coping and counter flashings.

**Liberty Elementary**

Approve contract with Jackson and Associates for the amount of \$194,000 for the Base Bid Line Item #2 - Replacement of copings and counter flashings.

**Middle School**

Approve contract with Jackson and Associates for the amount of \$389,000 for the Base Bid Line Item #3 - Replacement of standing seam roofing, copings and counter flashings.

**High School**

Approve contract with Granite City Roofing for the amount of \$548,259 for the Base Bid Line Item #4 (this is the revised bid amount due to a scaling error in our bid documents - see separate letter) for the replacement of standing seam roofing, copings and counter flashings.

**Maintenance Shop and Graduation Shed**

Approve contract with Jackson and Associates for the amount of \$324,000 for the Base Bid Line Item #5 for the replacement of copings, counter flashings, roofing and siding.

**Main Campus Outbuildings**

Approve contract with Jackson and Associates for the amount of \$78,000 for the Base Bid Line Item #6 for the replacement of standing seam roofing, siding and shingles.

**Concessions Stand and 4 Plex Restrooms**

Approve contract with Jackson and Associates for the amount of \$147,000 for the Base Bid Line Item #7 for the replacement of standing seam roofs.

The motion carried 6-0.

X. 2025 MECHANICAL REPLACEMENT BID ACCEPTANCE

Director of Buildings and Grounds, TJ Zerwas, reviewed the bids and recommended the board accept and award the contracts as presented. A motion was made by Schabillion seconded by Brown to approve the following bids, for a total of \$421,400.00:

**High School**

Approve contract with Sentra Sota Sheet Metal for the amount of \$195,000.00 for the replacement of exhaust fans and intake and relief hoods.

**Middle School**

Approve contract with Sentra Sota Sheet Metal for the amount of \$51,700.00 for the replacement of exhaust fans and intake and relief hoods.

**Independence Elementary School**

Approve contract with Sentra Sota Sheet Metal for the amount of \$76,000.00 for the replacement of exhaust fans and intake and relief hoods.

**Liberty Elementary**

Approve contract with Sentra Sota Sheet Metal for the amount of \$98,700.00 for the replacement of exhaust fans and intake and relief hoods.

The motion carried 6-0.

XI. SCHOOL BOARD COMMITTEE/REPRESENTATIVE UPDATES

- a. Finance—none
- b. Policy—none
- c. Buildings and Grounds—Director of Buildings and Grounds, TJ Zerwas, reviewed hail damage claim, current bond projects and budget
- d. School Board Representatives—Schabillion and Hancock reviewed the MSBA conference, Schabillion gave a legislative update, Sixberry gave an update on WTC superintendent search

XII. SCHOOL BOARD STUDENT REPRESENTATIVE REPORT

School Board Student Representative, Alexis Gosewisch, gave her monthly report to the board.

XIII. SUPERINTENDENT REPORT

Superintendent Truebenbach gave his monthly report to the board. Superintendent Truebenbach introduced Maddison Hemauer who addressed the board on her donation of C-pens.

- a. Cabinet Department Update—none

XIV. ANNOUNCE CLOSED SESSION FOR NEGOTIATION STRATEGIES

Chair Reasoner read the statement to enter a closed session for negotiation strategies after the adjournment of the regular meeting.

XV. ADJOURNMENT

A motion was made by Reasoner seconded by Nelson to adjourn the meeting. The meeting was adjourned at 7:25 PM.

The motion carried 6-0.

---

Clerk, Lenette Brown  
Approved February 26, 2025

# Big Lake Public Schools, ISD #727

## Payment Reg by Check-No Voids

Check Number: 106539-2147483647 Payment Date: 7/1/2024-2/28/2025

| Bank                | Check No | Ty | Grp | Code  | Vendor                          | Date       | Amount            | Voucher # | Account Code             | Description                           |  |
|---------------------|----------|----|-----|-------|---------------------------------|------------|-------------------|-----------|--------------------------|---------------------------------------|--|
| 001                 | 106539   | CH | 1   | 13979 | AHNER, JODY                     | 01/31/2025 | \$204.00          | 162256    | E 01 300 294 000 000 357 | SPEED AND STRENGTH TRAINING JANU      |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$204.00</b>   |           |                          |                                       |  |
| 001                 | 106540   | CH | 1   | 03804 | ALL STAR TROPHY                 | 01/31/2025 | \$45.00           | 162257    | E 11 300 298 901 301 401 | SnoDaze Royalty Medals                |  |
| 001                 | 106540   | CH | 1   | 03804 | ALL STAR TROPHY                 | 01/31/2025 | \$10.00           | 162257    | E 11 300 298 901 301 401 | Shipping                              |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$55.00</b>    |           |                          |                                       |  |
| 001                 | 106541   | CH | 1   | 12159 | ARVIG                           | 01/31/2025 | \$135.23          | 162255    | E 01 005 630 000 000 305 | INTERNET SERVICES 01/06/2025-02/05/2  |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$135.23</b>   |           |                          |                                       |  |
| 001                 | 106542   | CH | 1   | 10586 | AUSCO DESIGN & MARKETING        | 01/31/2025 | \$750.00          | 162248    | E 04 500 560 000 321 401 | ARCHERY CLUB DRY FIT LS T'S           |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$750.00</b>   |           |                          |                                       |  |
| 001                 | 106543   | CH | 1   | 07628 | BerganKDV                       | 01/31/2025 | \$4,700.00        | 162258    | E 01 005 110 000 000 305 | FINAL BILLING (AUDIT)                 |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$4,700.00</b> |           |                          |                                       |  |
| 001                 | 106544   | CH | 1   | 13984 | BIELEJESKI, ELIZABETH           | 01/31/2025 | \$120.00          | 162259    | E 01 300 294 000 000 357 | SPEED & STRENGTH 01/22                |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$120.00</b>   |           |                          |                                       |  |
| 001                 | 106545   | CH | 1   | 01026 | BLICK ART MATERIALS LLC         | 01/31/2025 | \$20.55           | 162260    | E 01 100 212 000 000 430 | 00306-4509 Prang WC 1/2pan Rfl Org Ov |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$20.55</b>    |           |                          |                                       |  |
| 001                 | 106546   | CH | 1   | 14120 | DOMAN, NATALIE                  | 01/31/2025 | \$155.00          | 162261    | E 04 799 590 000 351 433 | FY 25 HOMESCHOOLING SUPPLIES          |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$155.00</b>   |           |                          |                                       |  |
| 001                 | 106547   | CH | 1   | 13994 | EGAN COMPANY                    | 01/31/2025 | \$1,489.00        | 162263    | E 05 300 865 000 363 350 | HIGH SCHOOL FIRE SYSTEM REPAIRS       |  |
| 001                 | 106547   | CH | 1   | 13994 | EGAN COMPANY                    | 01/31/2025 | \$1,597.00        | 162264    | E 05 201 865 000 363 350 | MIDDLE SCHOOL FIRE SYSTEM REPAIR      |  |
| 001                 | 106547   | CH | 1   | 13994 | EGAN COMPANY                    | 01/31/2025 | \$1,500.00        | 162265    | E 05 110 865 000 363 350 | LIBERTY FIRE SYSTEM REPAIRS           |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$4,586.00</b> |           |                          |                                       |  |
| 001                 | 106548   | CH | 1   | 06597 | FRONTLINE TECHNOLOGIES GROUP    | 01/31/2025 | \$5,158.45        | 162266    | E 01 005 105 000 000 405 | APPLICANT TRACKING, UNLIMITED US/     |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$5,158.45</b> |           |                          |                                       |  |
| 001                 | 106549   | CH | 1   | 03351 | GOPHER SPORT                    | 01/31/2025 | \$114.75          | 162268    | E 01 300 240 000 000 430 | 17-463 DOM CUP AND PRO REINFORCE      |  |
| 001                 | 106549   | CH | 1   | 03351 | GOPHER SPORT                    | 01/31/2025 | \$114.75          | 162268    | E 01 300 240 000 000 430 | 17-464 DOM CUP AND PRO REINFORCE      |  |
| 001                 | 106549   | CH | 1   | 03351 | GOPHER SPORT                    | 01/31/2025 | \$69.50           | 162268    | E 01 300 240 000 000 430 | 17-009 SHIELD REPLACEMENT BLADES      |  |
| 001                 | 106549   | CH | 1   | 03351 | GOPHER SPORT                    | 01/31/2025 | \$69.50           | 162268    | E 01 300 240 000 000 430 | 17-008 SHILD REPLACEMENT BLADES E     |  |
| 001                 | 106549   | CH | 1   | 03351 | GOPHER SPORT                    | 01/31/2025 | \$51.60           | 162268    | E 01 300 240 000 000 430 | SHIPPING                              |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$420.10</b>   |           |                          |                                       |  |
| 001                 | 106550   | CH | 1   | 06539 | H & B SPECIALIZED PROD., INC.   | 01/31/2025 | \$960.00          | 162267    | E 01 201 810 000 000 350 | MS B&G REPAIRS                        |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$960.00</b>   |           |                          |                                       |  |
| 001                 | 106551   | CH | 1   | 08952 | HOUGHTON MIFFLIN HARCOART PUBLI | 01/31/2025 | \$904.75          | 162269    | E 05 100 203 601 302 460 | 9780544193871 HMH Math in Focus Wor   |  |

# Big Lake Public Schools, ISD #727

## Payment Reg by Check-No Voids

Check Number: 106539-2147483647 Payment Date: 7/1/2024-2/28/2025

| Bank                | Check No | Ty | Grp | Code  | Vendor                          | Date       | Amount            | Voucher # | Account Code             | Description                       |  |
|---------------------|----------|----|-----|-------|---------------------------------|------------|-------------------|-----------|--------------------------|-----------------------------------|--|
| 001                 | 106551   | CH | 1   | 08952 | HOUGHTON MIFFLIN HARCOART PUBLI | 01/31/2025 | \$144.76          | 162269    | E 05 100 203 601 302 460 | estimated shipping                |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$1,049.51</b> |           |                          |                                   |  |
| 001                 | 106552   | CH | 1   | 12484 | HUBBARD ELECTRIC INC            | 01/31/2025 | \$2,087.50        | 162271    | E 01 110 810 000 000 350 | B&G REPAIRS                       |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$2,087.50</b> |           |                          |                                   |  |
| 001                 | 106553   | CH | 1   | 04847 | MATH MASTERS OF MN              | 01/31/2025 | \$250.00          | 162273    | E 01 201 218 000 388 369 | TEAM REGISTRATIONS                |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$250.00</b>   |           |                          |                                   |  |
| 001                 | 106554   | CH | 1   | 01146 | MONTICELLO PRINTING             | 01/31/2025 | \$483.77          | 162272    | E 01 100 203 290 000 401 | NOTE PADS (PBIS)                  |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$483.77</b>   |           |                          |                                   |  |
| 001                 | 106555   | CH | 1   | 14096 | OSEIRA, KIM                     | 01/31/2025 | \$200.00          | 162274    | E 01 300 211 000 320 305 | SPEAKER FOR AMERICAN INDIAN EDUC  |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$200.00</b>   |           |                          |                                   |  |
| 001                 | 106556   | CH | 1   | 14113 | PINEWOOD GOLF                   | 01/31/2025 | \$536.00          | 162275    | E 11 300 292 000 000 305 | GOLF PRACTICE APRIL & MAY         |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$536.00</b>   |           |                          |                                   |  |
| 001                 | 106558   | CH | 1   | 05565 | ROCORI HIGH SCHOOL              | 01/31/2025 | \$200.00          | 162278    | E 11 201 294 115 000 369 | WRESTLING TOURNAMENT 01/04/2025   |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$200.00</b>   |           |                          |                                   |  |
| 001                 | 106559   | CH | 1   | 12564 | RUSSELL SECURITY RESOURCE, INC. | 01/31/2025 | \$235.00          | 162279    | E 01 300 810 000 000 350 | HS B&G REPAIRS                    |  |
| 001                 | 106559   | CH | 1   | 12564 | RUSSELL SECURITY RESOURCE, INC. | 01/31/2025 | \$170.00          | 162280    | E 01 110 810 000 000 350 | LIBERTY B&G REPAIRS               |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$405.00</b>   |           |                          |                                   |  |
| 001                 | 106560   | CH | 1   | 12986 | SCAN AIR FILTER                 | 01/31/2025 | \$3,650.56        | 162270    | E 01 100 810 000 000 401 | B&G SUPPLIES                      |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$3,650.56</b> |           |                          |                                   |  |
| 001                 | 106561   | CH | 1   | 12068 | THE WATSON COMPANY, INC.        | 01/31/2025 | \$491.85          | 162283    | E 11 300 298 000 000 490 | HS CONCESSIONS                    |  |
| 001                 | 106561   | CH | 1   | 12068 | THE WATSON COMPANY, INC.        | 01/31/2025 | \$1,223.16        | 162284    | E 11 300 298 000 000 490 | HS CONCESSIONS                    |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$1,715.01</b> |           |                          |                                   |  |
| 001                 | 106562   | CH | 1   | 04148 | VIKING COCA-COLA BOTTLING CO    | 01/31/2025 | \$227.25          | 162281    | E 11 300 298 000 000 490 | HS CONCESSIONS                    |  |
| 001                 | 106562   | CH | 1   | 04148 | VIKING COCA-COLA BOTTLING CO    | 01/31/2025 | \$2,062.45        | 162282    | E 11 300 298 000 000 490 | HS CONCESSIONS                    |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$2,289.70</b> |           |                          |                                   |  |
| 001                 | 106563   | CH | 1   | 01240 | WRIGHT TECHNICAL CENTER         | 01/31/2025 | \$1,778.13        | 162285    | E 01 300 740 000 374 316 | FY 25 Q3 STUDENT SUPPORT PERSON   |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$1,778.13</b> |           |                          |                                   |  |
| 001                 | 106564   | CH | 1   | 01840 | RATWIK, ROSZAK & MALONEY, P.A.  | 01/31/2025 | \$1,616.50        | 162276    | E 01 005 110 305 000 305 | NOVEMBER 2024 LEGAL SERVICES      |  |
| 001                 | 106564   | CH | 1   | 01840 | RATWIK, ROSZAK & MALONEY, P.A.  | 01/31/2025 | \$3,047.50        | 162277    | E 01 005 110 305 000 305 | DECEMBER 2025 LEGAL SERVICES      |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$4,664.00</b> |           |                          |                                   |  |
| 001                 | 106565   | CH | 1   | 13979 | AHNER, JODY                     | 02/07/2025 | \$336.60          | 162454    | E 01 300 294 000 000 357 | INTERPRETER JANUARY 2025 (SPEED I |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$336.60</b>   |           |                          |                                   |  |

# Big Lake Public Schools, ISD #727

## Payment Reg by Check-No Voids

Check Number: 106539-2147483647 Payment Date: 7/1/2024-2/28/2025

| Pay/Void |          |    |     |       |                                |            |                     |                    |                          |                                 |
|----------|----------|----|-----|-------|--------------------------------|------------|---------------------|--------------------|--------------------------|---------------------------------|
| Bank     | Check No | Ty | Grp | Code  | Vendor                         | Date       | Amount              | Voucher #          | Account Code             | Description                     |
| 001      | 106566   | CH | 1   | 13241 | BENEFIT RESOURCE LLC           | 02/07/2025 | \$147.00            | 162492             | E 01 005 105 000 000 305 | COBRA QUALIFYING EVENT          |
|          |          |    |     |       |                                |            | <b>Check Total:</b> | <b>\$147.00</b>    |                          |                                 |
| 001      | 106567   | CH | 1   | 13984 | BIELEJESKI, ELIZABETH          | 02/07/2025 | \$120.00            | 162453             | E 01 300 294 000 000 357 | SPEED & STRENGTH 01/29          |
|          |          |    |     |       |                                |            | <b>Check Total:</b> | <b>\$120.00</b>    |                          |                                 |
| 001      | 106568   | CH | 1   | 09518 | BREAKDOWN SPORTS USA           | 02/07/2025 | \$125.00            | 162452             | E 11 300 294 112 000 369 | HIGH KICK INVITE ENTRY FEE      |
|          |          |    |     |       |                                |            | <b>Check Total:</b> | <b>\$125.00</b>    |                          |                                 |
| 001      | 106570   | CH | 1   | 03184 | CENTERPOINT ENERGY             | 02/07/2025 | \$442.38            | 162481             | E 01 201 810 000 000 330 | MS SCHOOL FIRM GAS DECEMBER 202 |
| 001      | 106570   | CH | 1   | 03184 | CENTERPOINT ENERGY             | 02/07/2025 | \$2,515.04          | 162481             | E 01 201 810 000 000 330 | MS SCHOOL INT GAS DECEMBER 2024 |
| 001      | 106570   | CH | 1   | 03184 | CENTERPOINT ENERGY             | 02/07/2025 | \$7,053.32          | 162481             | E 01 100 810 000 000 330 | INDY INT GAS DECEMBER 2024      |
| 001      | 106570   | CH | 1   | 03184 | CENTERPOINT ENERGY             | 02/07/2025 | \$167.98            | 162481             | E 01 300 810 000 000 330 | HS FIRM GAS DECEMBER 2024       |
| 001      | 106570   | CH | 1   | 03184 | CENTERPOINT ENERGY             | 02/07/2025 | \$12,163.50         | 162481             | E 01 300 810 000 000 330 | HS SCHOOL INT GAS DECEMBER 2024 |
| 001      | 106570   | CH | 1   | 03184 | CENTERPOINT ENERGY             | 02/07/2025 | \$291.35            | 162481             | E 01 100 810 000 000 330 | INDY FIRM #2 GAS DECEMBER 2024  |
| 001      | 106570   | CH | 1   | 03184 | CENTERPOINT ENERGY             | 02/07/2025 | \$627.25            | 162481             | E 01 100 810 000 000 330 | INDY FFIRM #1 GAS DECEMBER 2024 |
|          |          |    |     |       |                                |            | <b>Check Total:</b> | <b>\$23,260.82</b> |                          |                                 |
| 001      | 106571   | CH | 1   | 01035 | CENTRAL MINNESOTA ERDC         | 02/07/2025 | \$575.00            | 162494             | E 01 005 110 000 000 305 | 2024 1099'S & W2'S              |
|          |          |    |     |       |                                |            | <b>Check Total:</b> | <b>\$575.00</b>    |                          |                                 |
| 001      | 106572   | CH | 1   | 14019 | COMPLETE AUTO SERVICE BIG LAKE | 02/07/2025 | \$346.16            | 162482             | E 01 005 810 000 000 401 | TIRES 2014 FOR F-250            |
|          |          |    |     |       |                                |            | <b>Check Total:</b> | <b>\$346.16</b>    |                          |                                 |
| 001      | 106573   | CH | 1   | 12226 | DARRYL WALETZKO                | 02/07/2025 | \$6,100.00          | 162483             | E 01 005 810 000 000 363 | PLOWING & SALT JANUARY 2025     |
|          |          |    |     |       |                                |            | <b>Check Total:</b> | <b>\$6,100.00</b>  |                          |                                 |
| 001      | 106574   | CH | 1   | 04944 | DOMINO'S PIZZA                 | 02/07/2025 | \$1,469.69          | 162456             | E 11 300 298 000 000 490 | HS CONCESSIONS                  |
|          |          |    |     |       |                                |            | <b>Check Total:</b> | <b>\$1,469.69</b>  |                          |                                 |
| 001      | 106575   | CH | 1   | 08417 | EDUCATORS BENEFIT CONSULTANTS  | 02/07/2025 | \$425.14            | 162491             | E 01 005 105 000 000 305 | 403B ADMIN & COMPLIANCE MONTHLY |
|          |          |    |     |       |                                |            | <b>Check Total:</b> | <b>\$425.14</b>    |                          |                                 |
| 001      | 106576   | CH | 1   | 13994 | EGAN COMPANY                   | 02/07/2025 | \$603.00            | 162485             | E 05 300 865 000 363 350 | HS B&G REPAIRS                  |
|          |          |    |     |       |                                |            | <b>Check Total:</b> | <b>\$603.00</b>    |                          |                                 |
| 001      | 106577   | CH | 1   | 12491 | ELECTRICAL PRODUCTION SERICES  | 02/07/2025 | \$14,463.60         | 162457             | E 05 005 630 000 795 555 | District Cameras                |
|          |          |    |     |       |                                |            | <b>Check Total:</b> | <b>\$14,463.60</b> |                          |                                 |
| 001      | 106578   | CH | 1   | 14037 | FENWORKS, INC.                 | 02/07/2025 | \$450.00            | 162458             | E 04 500 585 000 332 305 | K-12 ESPORTS PARTICIPANT FEES   |
|          |          |    |     |       |                                |            | <b>Check Total:</b> | <b>\$450.00</b>    |                          |                                 |
| 001      | 106579   | CH | 1   | 12004 | FOBBE ELECTRIC, INC.           | 02/07/2025 | \$810.00            | 162484             | E 01 100 810 000 000 350 | INDY B&G REPAIRS                |
|          |          |    |     |       |                                |            | <b>Check Total:</b> | <b>\$810.00</b>    |                          |                                 |

# Big Lake Public Schools, ISD #727

## Payment Reg by Check-No Voids

Check Number: 106539-2147483647 Payment Date: 7/1/2024-2/28/2025

| Bank                | Check No | Ty | Grp Code | Vendor                         | Date       | Amount            | Voucher # | Account Code             | Description                         |
|---------------------|----------|----|----------|--------------------------------|------------|-------------------|-----------|--------------------------|-------------------------------------|
| 001                 | 106580   | CH | 1 04005  | FOLEY HIGH SCHOOL              | 02/07/2025 | \$340.00          | 162460    | E 11 300 296 121 000 369 | HIGH KICK INVITE                    |
| <b>Check Total:</b> |          |    |          |                                |            | <b>\$340.00</b>   |           |                          |                                     |
| 001                 | 106581   | CH | 1 14131  | FRIDLEY HIGH SCHOOL            | 02/07/2025 | \$300.00          | 162459    | E 11 300 296 121 000 369 | FRIDLEY DANCE INVITE FEE            |
| <b>Check Total:</b> |          |    |          |                                |            | <b>\$300.00</b>   |           |                          |                                     |
| 001                 | 106582   | CH | 1 13980  | Grafton School, Incorporated   | 02/07/2025 | \$600.00          | 162462    | E 12 005 420 000 619 401 | full sleeve arm shield              |
| 001                 | 106582   | CH | 1 13980  | Grafton School, Incorporated   | 02/07/2025 | \$57.59           | 162462    | E 12 005 420 000 619 401 | shipping                            |
| <b>Check Total:</b> |          |    |          |                                |            | <b>\$657.59</b>   |           |                          |                                     |
| 001                 | 106583   | CH | 1 13923  | HIGH POINT NETWORKS, LLC       | 02/07/2025 | \$1,587.24        | 162493    | E 05 005 630 000 795 555 | Installation and Cabling of WAPS    |
| 001                 | 106583   | CH | 1 13923  | HIGH POINT NETWORKS, LLC       | 02/07/2025 | \$7,527.54        | 162461    | E 05 005 630 000 795 555 | Aruba Mini Switches                 |
| <b>Check Total:</b> |          |    |          |                                |            | <b>\$9,114.78</b> |           |                          |                                     |
| 001                 | 106584   | CH | 1 12484  | HUBBARD ELECTRIC INC           | 02/07/2025 | \$183.48          | 162486    | E 01 110 810 000 000 350 | LIBERTY B&G REPAIRS                 |
| <b>Check Total:</b> |          |    |          |                                |            | <b>\$183.48</b>   |           |                          |                                     |
| 001                 | 106585   | CH | 1 01096  | INDUSTRIAL ARTS SUPPLY CO.     | 02/07/2025 | \$198.77          | 162463    | E 01 300 361 000 830 433 | BLOW MOLDER 99M REPAIRS             |
| <b>Check Total:</b> |          |    |          |                                |            | <b>\$198.77</b>   |           |                          |                                     |
| 001                 | 106586   | CH | 1 01644  | ISD #877 - COMMUNITY EDUCATION | 02/07/2025 | \$8,700.00        | 162451    | E 04 500 510 000 326 305 | 24/25 OPENING DOORS-ADULTS W/DIS/   |
| <b>Check Total:</b> |          |    |          |                                |            | <b>\$8,700.00</b> |           |                          |                                     |
| 001                 | 106587   | CH | 1 12635  | JAKE W LARSON                  | 02/07/2025 | \$395.00          | 162466    | E 01 201 259 000 000 430 | MS BAND REPAIRS                     |
| <b>Check Total:</b> |          |    |          |                                |            | <b>\$395.00</b>   |           |                          |                                     |
| 001                 | 106588   | CH | 1 13130  | LMNO DESIGN CO LLC             | 02/07/2025 | \$1,416.00        | 162464    | E 01 300 790 000 699 303 | PCN MEDIA CONSULTANT JANUARY 202    |
| 001                 | 106588   | CH | 1 13130  | LMNO DESIGN CO LLC             | 02/07/2025 | \$45.56           | 162465    | E 01 300 790 000 699 366 | MILEAGE                             |
| <b>Check Total:</b> |          |    |          |                                |            | <b>\$1,461.56</b> |           |                          |                                     |
| 001                 | 106589   | CH | 1 13166  | LRS OF MINNESOTA               | 02/07/2025 | \$944.45          | 162487    | E 01 300 810 000 000 333 | HS WASTE SERVICES FEBRUARY 2025     |
| 001                 | 106589   | CH | 1 13166  | LRS OF MINNESOTA               | 02/07/2025 | \$806.89          | 162487    | E 01 201 810 000 000 333 | MS WASTE SERVICES FEBRUARY 2025     |
| 001                 | 106589   | CH | 1 13166  | LRS OF MINNESOTA               | 02/07/2025 | \$806.89          | 162487    | E 01 100 810 000 000 333 | INDY WASTE SERVICES FEBRUARY 202    |
| 001                 | 106589   | CH | 1 13166  | LRS OF MINNESOTA               | 02/07/2025 | \$1,051.68        | 162487    | E 01 110 810 000 000 333 | LIBERTY WASTE SERVICES FEBRUARY     |
| 001                 | 106589   | CH | 1 13166  | LRS OF MINNESOTA               | 02/07/2025 | \$140.83          | 162487    | E 01 005 810 000 000 333 | GROUNDS WASTE SERVICES FEBRUAF      |
| <b>Check Total:</b> |          |    |          |                                |            | <b>\$3,750.74</b> |           |                          |                                     |
| 001                 | 106590   | CH | 1 05473  | MASA                           | 02/07/2025 | \$325.00          | 162470    | E 01 005 105 097 000 366 | REGISTRATION #84493 & #84494        |
| <b>Check Total:</b> |          |    |          |                                |            | <b>\$325.00</b>   |           |                          |                                     |
| 001                 | 106592   | CH | 1 03933  | MIDWEST TECHNOLOGY PROD        | 02/07/2025 | \$223.00          | 162471    | E 01 300 361 000 830 433 | M196068 3255 50PK BUD NOSEN BASEV   |
| 001                 | 106592   | CH | 1 03933  | MIDWEST TECHNOLOGY PROD        | 02/07/2025 | \$53.30           | 162471    | E 01 300 361 000 830 433 | M196069 3259-50PK BUD NOSEN BASSV   |
| 001                 | 106592   | CH | 1 03933  | MIDWEST TECHNOLOGY PROD        | 02/07/2025 | \$44.40           | 162471    | E 01 300 361 000 830 433 | M613844 35-251 ZONA MINI MITERBOX S |

Payment Reg by Check-No Voids

Check Number: 106539-2147483647 Payment Date: 7/1/2024-2/28/2025

| Bank | Check No | Ty | Grp Code | Vendor                              | Date       | Amount              | Voucher #       | Account Code             | Description                         |
|------|----------|----|----------|-------------------------------------|------------|---------------------|-----------------|--------------------------|-------------------------------------|
| 001  | 106592   | CH | 1 03933  | MIDWEST TECHNOLOGY PROD             | 02/07/2025 | \$32.00             | 162471          | E 01 300 361 000 830 433 | SHIPPING                            |
|      |          |    |          |                                     |            | <b>Check Total:</b> | <b>\$352.70</b> |                          |                                     |
| 001  | 106593   | CH | 1 13672  | MILIUS, MARGARET M                  | 02/07/2025 | \$144.00            | 162495          | E 04 500 565 090 321 305 | STENCIL GLASS CLASS 01/25/2025      |
|      |          |    |          |                                     |            | <b>Check Total:</b> | <b>\$144.00</b> |                          |                                     |
| 001  | 106594   | CH | 1 08583  | MN TRUE TEAM TRACK                  | 02/07/2025 | \$15.00             | 162467          | E 11 300 296 184 000 369 | ADDITIONAL \$30 FOR CLASS AA TRAC   |
| 001  | 106594   | CH | 1 08583  | MN TRUE TEAM TRACK                  | 02/07/2025 | \$15.00             | 162467          | E 11 300 294 114 000 369 | ADDITIONAL \$30 FOR CLASS AA TRAC   |
|      |          |    |          |                                     |            | <b>Check Total:</b> | <b>\$30.00</b>  |                          |                                     |
| 001  | 106595   | CH | 1 13528  | MOBILE RADIO ENGINEERING INC.       | 02/07/2025 | \$607.41            | 162488          | E 01 005 810 000 000 401 | B&G SUPPLIES                        |
|      |          |    |          |                                     |            | <b>Check Total:</b> | <b>\$607.41</b> |                          |                                     |
| 001  | 106596   | CH | 1 01146  | MONTICELLO PRINTING                 | 02/07/2025 | \$465.09            | 162469          | E 01 110 203 902 000 401 | LIBERTY PERFED TICKETS              |
|      |          |    |          |                                     |            | <b>Check Total:</b> | <b>\$465.09</b> |                          |                                     |
| 001  | 106597   | CH | 1 14132  | PACT CHARTER SCHOOL                 | 02/07/2025 | \$400.00            | 162472          | E 11 300 296 121 000 369 | PACT CHARTER INVITATIONAL DANCE I   |
|      |          |    |          |                                     |            | <b>Check Total:</b> | <b>\$400.00</b> |                          |                                     |
| 001  | 106598   | CH | 1 01187  | SCHMITT MUSIC ANOKA                 | 02/07/2025 | \$182.00            | 162474          | E 01 201 208 951 000 305 | PO 33259 MS REPAIRS                 |
|      |          |    |          |                                     |            | <b>Check Total:</b> | <b>\$182.00</b> | 12                       |                                     |
| 001  | 106600   | CH | 1 12068  | THE WATSON COMPANY, INC.            | 02/07/2025 | \$362.75            | 162479          | E 11 300 298 000 000 490 | HS CONCESSIONS                      |
|      |          |    |          |                                     |            | <b>Check Total:</b> | <b>\$362.75</b> |                          |                                     |
| 001  | 106601   | CH | 1 12762  | T-MOBILE                            | 02/07/2025 | \$140.00            | 162476          | E 01 005 630 000 000 320 | INTERNET SERVICES 12/21/24-01/20/25 |
|      |          |    |          |                                     |            | <b>Check Total:</b> | <b>\$140.00</b> |                          |                                     |
| 001  | 106602   | CH | 1 13541  | TNT AUDIO INC                       | 02/07/2025 | \$800.00            | 162475          | E 11 300 296 121 000 305 | HS DANCE INVITE                     |
|      |          |    |          |                                     |            | <b>Check Total:</b> | <b>\$800.00</b> |                          |                                     |
| 001  | 106603   | CH | 1 10309  | UNIVERSITY OF WISCONSIN-RIVER FALLS | 02/07/2025 | \$500.00            | 162480          | E 01 300 960 000 340 898 | SCHOLARSHIP STUDENT ID #3158240     |
|      |          |    |          |                                     |            | <b>Check Total:</b> | <b>\$500.00</b> |                          |                                     |
| 001  | 106604   | CH | 1 04148  | VIKING COCA-COLA BOTTLING CO        | 02/07/2025 | \$770.30            | 162477          | E 11 300 298 000 000 490 | HS CONCESSIONS                      |
|      |          |    |          |                                     |            | <b>Check Total:</b> | <b>\$770.30</b> |                          |                                     |
| 001  | 106605   | CH | 1 13048  | WELLNESS FOR LIVING LLC             | 02/07/2025 | \$75.00             | 162478          | E 04 500 585 000 332 305 | POP IT CHOC                         |
|      |          |    |          |                                     |            | <b>Check Total:</b> | <b>\$75.00</b>  |                          |                                     |
| 001  | 106606   | CH | 1 13923  | HIGH POINT NETWORKS, LLC            | 02/07/2025 | \$2.00              | 162521          | E 05 005 630 000 795 555 | SHIPPING                            |
|      |          |    |          |                                     |            | <b>Check Total:</b> | <b>\$2.00</b>   |                          |                                     |
| 001  | 106608   | CH | 1 03102  | METRO SALES INC                     | 02/07/2025 | \$1,095.62          | 162468          | E 01 100 050 000 000 350 | INDY ADMIN OFFICE                   |
| 001  | 106608   | CH | 1 03102  | METRO SALES INC                     | 02/07/2025 | \$502.20            | 162468          | E 01 110 050 000 000 350 | LIBERTY ADMIN OFFICE                |
| 001  | 106608   | CH | 1 03102  | METRO SALES INC                     | 02/07/2025 | \$102.81            | 162468          | E 01 100 203 000 000 350 | INDY                                |

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 106539-2147483647 Payment Date: 7/1/2024-2/28/2025

| Pay/Void            |          |    |     |       |                 |            |                    |           |                          |                            |
|---------------------|----------|----|-----|-------|-----------------|------------|--------------------|-----------|--------------------------|----------------------------|
| Bank                | Check No | Ty | Grp | Code  | Vendor          | Date       | Amount             | Voucher # | Account Code             | Description                |
| 001                 | 106608   | CH | 1   | 03102 | METRO SALES INC | 02/07/2025 | \$15.19            | 162468    | E 04 500 570 000 321 350 | KIDS CLUB                  |
| 001                 | 106608   | CH | 1   | 03102 | METRO SALES INC | 02/07/2025 | \$47.74            | 162468    | R 01 000 000 000 000 099 | HEAD START                 |
| 001                 | 106608   | CH | 1   | 03102 | METRO SALES INC | 02/07/2025 | \$2.70             | 162468    | E 02 005 770 000 701 350 | FOOD SERVICE               |
| 001                 | 106608   | CH | 1   | 03102 | METRO SALES INC | 02/07/2025 | \$148.68           | 162468    | E 01 005 110 000 000 350 | DISTRICT OFFICE            |
| 001                 | 106608   | CH | 1   | 03102 | METRO SALES INC | 02/07/2025 | \$23.61            | 162468    | E 01 005 790 000 320 401 | AMERICAN INDIAN ED (RAVEN) |
| 001                 | 106608   | CH | 1   | 03102 | METRO SALES INC | 02/07/2025 | \$0.59             | 162468    | E 01 005 640 000 316 305 | STAFF DEVELOPMENT          |
| 001                 | 106608   | CH | 1   | 03102 | METRO SALES INC | 02/07/2025 | \$2,244.89         | 162468    | E 01 100 203 304 000 350 | LIBERTY                    |
| 001                 | 106608   | CH | 1   | 03102 | METRO SALES INC | 02/07/2025 | \$232.03           | 162468    | E 04 500 570 000 321 350 | KIDS CLUB                  |
| 001                 | 106608   | CH | 1   | 03102 | METRO SALES INC | 02/07/2025 | \$85.90            | 162468    | E 04 500 590 000 321 350 | HIVE TIME                  |
| 001                 | 106608   | CH | 1   | 03102 | METRO SALES INC | 02/07/2025 | \$257.10           | 162468    | E 04 500 596 000 344 350 | SCHOOL READINESS           |
| 001                 | 106608   | CH | 1   | 03102 | METRO SALES INC | 02/07/2025 | \$195.97           | 162468    | E 12 110 412 000 740 350 | ECSE                       |
| 001                 | 106608   | CH | 1   | 03102 | METRO SALES INC | 02/07/2025 | \$312.79           | 162468    | E 04 500 505 000 321 350 | GENERAL CE                 |
| 001                 | 106608   | CH | 1   | 03102 | METRO SALES INC | 02/07/2025 | \$234.56           | 162468    | E 04 500 570 000 321 350 | KIDS CLUB                  |
| 001                 | 106608   | CH | 1   | 03102 | METRO SALES INC | 02/07/2025 | \$234.56           | 162468    | E 04 500 596 000 344 350 | SCHOOL READINESS           |
| 001                 | 106608   | CH | 1   | 03102 | METRO SALES INC | 02/07/2025 | \$1,915.65         | 162468    | E 01 300 211 000 000 350 | NEW HS COLOR COPIER        |
| 001                 | 106608   | CH | 1   | 03102 | METRO SALES INC | 02/07/2025 | \$128.38           | 162468    | E 01 300 790 000 699 350 | PCN GRANT ALLOCATION       |
| 001                 | 106608   | CH | 1   | 03102 | METRO SALES INC | 02/07/2025 | \$3,960.68         | 162468    | E 01 100 203 304 000 350 | INDY MAINT AGREEMENT       |
| 001                 | 106608   | CH | 1   | 03102 | METRO SALES INC | 02/07/2025 | \$3,943.20         | 162468    | E 01 110 203 304 000 350 | LIBERTY MAINT AGREEMENT    |
| 001                 | 106608   | CH | 1   | 03102 | METRO SALES INC | 02/07/2025 | \$2,513.47         | 162468    | E 01 201 208 304 000 350 | MS MAINT AGREEMENT         |
| 001                 | 106608   | CH | 1   | 03102 | METRO SALES INC | 02/07/2025 | \$3,598.20         | 162468    | E 01 300 211 304 000 350 | HS MAINT AGREEMENT         |
| 001                 | 106608   | CH | 1   | 03102 | METRO SALES INC | 02/07/2025 | \$12,493.94        | 162468    | B 01 131 000             | PREPAID BALANCE            |
| <b>Check Total:</b> |          |    |     |       |                 |            | <b>\$34,290.46</b> |           |                          |                            |
| 001                 | 106609   | CH | 1   | 06130 | CARD SERVICES   | 02/07/2025 | \$71.41            | 162455    | E 01 201 298 950 000 490 | MS                         |
| 001                 | 106609   | CH | 1   | 06130 | CARD SERVICES   | 02/07/2025 | \$20.67            | 162455    | E 04 500 570 000 321 401 | CE                         |
| 001                 | 106609   | CH | 1   | 06130 | CARD SERVICES   | 02/07/2025 | \$120.06           | 162455    | E 01 300 331 000 830 433 | HS FACS                    |
| 001                 | 106609   | CH | 1   | 06130 | CARD SERVICES   | 02/07/2025 | \$47.47            | 162455    | E 01 300 331 000 830 433 | HS FACS                    |
| 001                 | 106609   | CH | 1   | 06130 | CARD SERVICES   | 02/07/2025 | \$21.33            | 162455    | E 01 300 331 000 830 433 | HS FACS                    |
| 001                 | 106609   | CH | 1   | 06130 | CARD SERVICES   | 02/07/2025 | \$75.70            | 162455    | E 01 300 331 000 830 433 | HS FACS                    |
| 001                 | 106609   | CH | 1   | 06130 | CARD SERVICES   | 02/07/2025 | \$30.12            | 162455    | E 01 300 331 000 830 433 | HS FACS                    |
| 001                 | 106609   | CH | 1   | 06130 | CARD SERVICES   | 02/07/2025 | \$79.42            | 162455    | E 01 300 331 000 830 433 | HS FACS                    |
| 001                 | 106609   | CH | 1   | 06130 | CARD SERVICES   | 02/07/2025 | \$266.30           | 162455    | E 01 300 331 000 830 433 | HS FACS                    |
| 001                 | 106609   | CH | 1   | 06130 | CARD SERVICES   | 02/07/2025 | \$14.86            | 162455    | E 01 300 331 000 830 433 | HS FACS                    |
| 001                 | 106609   | CH | 1   | 06130 | CARD SERVICES   | 02/07/2025 | \$44.19            | 162455    | E 01 300 331 000 830 433 | HS FACS                    |
| 001                 | 106609   | CH | 1   | 06130 | CARD SERVICES   | 02/07/2025 | \$291.66           | 162455    | E 01 300 331 000 830 433 | HS FACS                    |

# Big Lake Public Schools, ISD #727

## Payment Reg by Check-No Voids

Check Number: 106539-2147483647 Payment Date: 7/1/2024-2/28/2025

| Pay/Void            |          |    |     |       |                                 |            |                   |           |                          |                                 |  |
|---------------------|----------|----|-----|-------|---------------------------------|------------|-------------------|-----------|--------------------------|---------------------------------|--|
| Bank                | Check No | Ty | Grp | Code  | Vendor                          | Date       | Amount            | Voucher # | Account Code             | Description                     |  |
| 001                 | 106609   | CH | 1   | 06130 | CARD SERVICES                   | 02/07/2025 | \$26.84           | 162455    | E 01 300 331 000 830 433 | HS FACS                         |  |
| 001                 | 106609   | CH | 1   | 06130 | CARD SERVICES                   | 02/07/2025 | \$114.52          | 162455    | E 01 300 331 000 830 433 | HS FACS                         |  |
| 001                 | 106609   | CH | 1   | 06130 | CARD SERVICES                   | 02/07/2025 | \$33.52           | 162455    | E 01 300 331 000 830 433 | HS FACS                         |  |
| 001                 | 106609   | CH | 1   | 06130 | CARD SERVICES                   | 02/07/2025 | \$11.98           | 162455    | E 01 300 331 000 830 433 | HS FACS                         |  |
| 001                 | 106609   | CH | 1   | 06130 | CARD SERVICES                   | 02/07/2025 | (\$71.41)         | 162455    | E 01 201 298 950 000 490 | MS                              |  |
| 001                 | 106609   | CH | 1   | 06130 | CARD SERVICES                   | 02/07/2025 | \$71.41           | 162455    | E 04 500 570 000 321 490 | MS                              |  |
| 001                 | 106609   | CH | 1   | 06130 | CARD SERVICES                   | 02/07/2025 | (\$71.41)         | 162455    | E 04 500 570 000 321 490 | MS                              |  |
| 001                 | 106609   | CH | 1   | 06130 | CARD SERVICES                   | 02/07/2025 | \$71.41           | 162455    | E 01 201 298 950 000 490 | MS                              |  |
| 001                 | 106609   | CH | 1   | 06130 | CARD SERVICES                   | 02/07/2025 | (\$20.67)         | 162455    | E 04 500 570 000 321 401 | CE                              |  |
| 001                 | 106609   | CH | 1   | 06130 | CARD SERVICES                   | 02/07/2025 | \$20.67           | 162455    | E 04 500 570 000 321 490 | CE                              |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$1,270.05</b> |           |                          |                                 |  |
| 001                 | 106610   | CH | 1   | 04234 | MN CHILD SUPPORT PYMT CENTER    | 02/05/2025 | \$514.49          | 162507    | B 01 215 081             | Child Support                   |  |
| 001                 | 106610   | CH | 1   | 04234 | MN CHILD SUPPORT PYMT CENTER    | 02/05/2025 | \$201.14          | 162507    | B 04 215 081             | Payroll Deductions              |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$715.63</b>   |           |                          |                                 |  |
| 001                 | 106611   | CH | 1   | 04223 | MN NCPERS LIFE INSURANCE        | 02/05/2025 | \$117.34          | 162511    | B 01 215 033             | N CPR Life                      |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$117.34</b>   |           |                          |                                 |  |
| 001                 | 106612   | CH | 1   | 14034 | NORTH DAKOTA CHILD SUPPORT DIVI | 02/05/2025 | \$446.82          | 162509    | B 12 215 081             | Child Support                   |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$446.82</b>   |           |                          |                                 |  |
| 001                 | 106613   | CH | 1   | 01973 | SCHOOL SERVICE EMP LOCAL 284    | 02/05/2025 | \$962.09          | 162513    | B 01 215 040             | U Due Nc                        |  |
| 001                 | 106613   | CH | 1   | 01973 | SCHOOL SERVICE EMP LOCAL 284    | 02/05/2025 | \$142.65          | 162513    | B 04 215 040             | U Dues Nc                       |  |
| 001                 | 106613   | CH | 1   | 01973 | SCHOOL SERVICE EMP LOCAL 284    | 02/05/2025 | \$2,020.94        | 162513    | B 12 215 040             | U Due Nc                        |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$3,125.68</b> |           |                          |                                 |  |
| 001                 | 106614   | CH | 1   | 04472 | SHERBURNE AREA UNITED WAY       | 02/05/2025 | \$41.00           | 162517    | B 01 215 045             | United Way                      |  |
| 001                 | 106614   | CH | 1   | 04472 | SHERBURNE AREA UNITED WAY       | 02/05/2025 | \$16.00           | 162517    | B 12 215 045             | United Way                      |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$57.00</b>    |           |                          |                                 |  |
| 001                 | 106615   | CH | 1   | 05799 | AFFINETY SOLUTIONS              | 02/14/2025 | \$1,895.00        | 162564    | E 11 300 292 000 000 405 | SOFTWARE SPORTS & ACTIVITIES    |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$1,895.00</b> |           |                          |                                 |  |
| 001                 | 106616   | CH | 1   | 13348 | BUSINESS ESSENTIALS             | 02/14/2025 | \$1,439.60        | 162535    | E 01 300 211 000 000 401 | HS WHITE COPY PAPER BOI900      |  |
| 001                 | 106616   | CH | 1   | 13348 | BUSINESS ESSENTIALS             | 02/14/2025 | \$1,439.60        | 162535    | E 01 201 208 000 000 401 | MS WHITE COPY PAPER BOI900      |  |
| 001                 | 106616   | CH | 1   | 13348 | BUSINESS ESSENTIALS             | 02/14/2025 | \$2,879.20        | 162535    | E 01 100 203 000 000 401 | INDY WHITE COPY PAPER BOI900    |  |
| 001                 | 106616   | CH | 1   | 13348 | BUSINESS ESSENTIALS             | 02/14/2025 | \$2,879.20        | 162535    | E 01 110 203 000 000 401 | LIBERTY WHITE COPY PAPER BOI900 |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$8,637.60</b> |           |                          |                                 |  |
| 001                 | 106617   | CH | 1   | 01033 | CENTRAL MCGOWAN INC             | 02/14/2025 | \$197.05          | 162538    | E 01 300 361 000 830 433 | Cust# 05630 HS SHOP SUPPLIES    |  |

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 106539-2147483647 Payment Date: 7/1/2024-2/28/2025

| Bank                | Check No | Ty | Grp Code | Vendor                          | Date       | Amount             | Voucher # | Account Code             | Description                         |  |
|---------------------|----------|----|----------|---------------------------------|------------|--------------------|-----------|--------------------------|-------------------------------------|--|
| 001                 | 106617   | CH | 1 01033  | CENTRAL MCGOWAN INC             | 02/14/2025 | \$9.54             | 162537    | E 01 300 361 000 830 433 | Cust# 05630 HS SHOP SUPPLIES        |  |
| <b>Check Total:</b> |          |    |          |                                 |            | <b>\$206.59</b>    |           |                          |                                     |  |
| 001                 | 106618   | CH | 1 01475  | CONNEXUS ENERGY                 | 02/14/2025 | \$29.14            | 162536    | E 01 005 810 860 000 331 | SOFTBALL CONCESSIONS ELECTRICAL     |  |
| 001                 | 106618   | CH | 1 01475  | CONNEXUS ENERGY                 | 02/14/2025 | \$6,332.95         | 162536    | E 01 100 810 000 000 331 | INDEPENDENCE ELECTRICAL DECEMB      |  |
| 001                 | 106618   | CH | 1 01475  | CONNEXUS ENERGY                 | 02/14/2025 | \$7,983.63         | 162536    | E 01 110 810 000 000 331 | LIBERTY ELECTRICAL DECEMBER 2024    |  |
| 001                 | 106618   | CH | 1 01475  | CONNEXUS ENERGY                 | 02/14/2025 | \$53.30            | 162536    | E 01 110 810 000 000 331 | BASEBALL FIELD LIGHTS ELECTRICAL I  |  |
| 001                 | 106618   | CH | 1 01475  | CONNEXUS ENERGY                 | 02/14/2025 | \$85.49            | 162536    | E 01 005 810 860 000 331 | SOFTBALL FIELD LIGHTS ELECTRICAL I  |  |
| <b>Check Total:</b> |          |    |          |                                 |            | <b>\$14,484.51</b> |           |                          |                                     |  |
| 001                 | 106619   | CH | 1 06230  | GOPHER STATE ONE-CALL           | 02/14/2025 | \$50.00            | 162539    | E 01 005 810 000 000 350 | 2025 ANNUAL FACILITY OPERATOR FEE   |  |
| <b>Check Total:</b> |          |    |          |                                 |            | <b>\$50.00</b>     |           |                          |                                     |  |
| 001                 | 106620   | CH | 1 10700  | HOLT TOUR AND CHARTER INC       | 02/14/2025 | \$535.00           | 162540    | E 11 300 296 121 733 360 |                                     |  |
| 001                 | 106620   | CH | 1 10700  | HOLT TOUR AND CHARTER INC       | 02/14/2025 | \$600.00           | 162540    | E 11 300 295 121 733 360 |                                     |  |
| 001                 | 106620   | CH | 1 10700  | HOLT TOUR AND CHARTER INC       | 02/14/2025 | \$1,014.00         | 162541    | E 11 300 296 127 733 360 |                                     |  |
| 001                 | 106620   | CH | 1 10700  | HOLT TOUR AND CHARTER INC       | 02/14/2025 | \$1,751.00         | 162541    | E 11 300 295 127 733 360 |                                     |  |
| <b>Check Total:</b> |          |    |          |                                 |            | <b>\$3,900.00</b>  | 15        |                          |                                     |  |
| 001                 | 106621   | CH | 1 12506  | INSTITUTE FOR ENVIRONMENTAL ASS | 02/14/2025 | \$13,200.00        | 162542    | E 05 005 865 000 352 305 | CHEMICAL INVENTORY AND SDS          |  |
| 001                 | 106621   | CH | 1 12506  | INSTITUTE FOR ENVIRONMENTAL ASS | 02/14/2025 | \$3,000.00         | 162543    | E 05 005 865 000 352 305 | 2024-2026 IAQ STAFF SURVEY & BUILDI |  |
| <b>Check Total:</b> |          |    |          |                                 |            | <b>\$16,200.00</b> |           |                          |                                     |  |
| 001                 | 106622   | CH | 1 05341  | MEDCO                           | 02/14/2025 | \$22.58            | 162545    | E 11 300 292 000 000 401 | THERMOMETER NON-TOUCH               |  |
| <b>Check Total:</b> |          |    |          |                                 |            | <b>\$22.58</b>     |           |                          |                                     |  |
| 001                 | 106623   | CH | 1 01136  | MN STATE HIGH SCHOOL LEAGUE     | 02/14/2025 | \$75.00            | 162546    | E 11 300 292 000 000 366 | ADDITIONAL MEALS AT TRIPLE A BANQI  |  |
| <b>Check Total:</b> |          |    |          |                                 |            | <b>\$75.00</b>     |           |                          |                                     |  |
| 001                 | 106624   | CH | 1 14134  | NEW WAY HYPNOSIS CLINIC INC     | 02/14/2025 | \$264.00           | 162547    | E 04 500 565 090 321 305 | GROUP HYPNOSIS CLASS                |  |
| <b>Check Total:</b> |          |    |          |                                 |            | <b>\$264.00</b>    |           |                          |                                     |  |
| 001                 | 106625   | CH | 1 04315  | NOVACARE REHABILITATION         | 02/14/2025 | \$375.00           | 162548    | E 11 300 296 122 000 305 | ATHLETIC TRAINING SERVICES          |  |
| <b>Check Total:</b> |          |    |          |                                 |            | <b>\$375.00</b>    |           |                          |                                     |  |
| 001                 | 106626   | CH | 1 14001  | PAINTED PINES                   | 02/14/2025 | \$350.00           | 162549    | E 04 500 585 000 332 305 | SWIFTIE BUILD A BEAR @ LIBERTY 02/C |  |
| <b>Check Total:</b> |          |    |          |                                 |            | <b>\$350.00</b>    |           |                          |                                     |  |
| 001                 | 106627   | CH | 1 12564  | RUSSELL SECURITY RESOURCE, INC. | 02/14/2025 | \$240.00           | 162550    | E 01 100 810 000 000 305 | INDY B&G REPAIRS                    |  |
| <b>Check Total:</b> |          |    |          |                                 |            | <b>\$240.00</b>    |           |                          |                                     |  |
| 001                 | 106628   | CH | 1 01187  | SCHMITT DIRECTOR CENTER         | 02/14/2025 | \$10.75            | 162553    | E 01 201 208 951 000 305 | MS BAND SUPPLIES                    |  |
| 001                 | 106628   | CH | 1 01187  | SCHMITT DIRECTOR CENTER         | 02/14/2025 | \$91.64            | 162552    | E 01 201 208 951 000 305 | BAND SUPPLIES                       |  |
| <b>Check Total:</b> |          |    |          |                                 |            | <b>\$102.39</b>    |           |                          |                                     |  |

# Big Lake Public Schools, ISD #727

## Payment Reg by Check-No Voids

Check Number: 106539-2147483647 Payment Date: 7/1/2024-2/28/2025

| Bank                | Check No | Ty | Grp | Code  | Vendor                           | Date       | Amount             | Voucher # | Account Code             | Description                           |  |
|---------------------|----------|----|-----|-------|----------------------------------|------------|--------------------|-----------|--------------------------|---------------------------------------|--|
| 001                 | 106629   | CH | 1   | 01187 | SCHMITT MUSIC ANOKA              | 02/14/2025 | \$84.00            | 162555    | E 01 201 208 951 000 305 | MS BAND REPAIRS                       |  |
| 001                 | 106629   | CH | 1   | 01187 | SCHMITT MUSIC ANOKA              | 02/14/2025 | \$116.00           | 162554    | E 01 201 208 951 000 305 | MS BAND REPAIRS                       |  |
| <b>Check Total:</b> |          |    |     |       |                                  |            | <b>\$200.00</b>    |           |                          |                                       |  |
| 001                 | 106630   | CH | 1   | 13995 | SECURITY & SOUND CO              | 02/14/2025 | \$265.00           | 162551    | E 01 110 810 000 000 305 | LIBERTY B&G REPAIRS                   |  |
| <b>Check Total:</b> |          |    |     |       |                                  |            | <b>\$265.00</b>    |           |                          |                                       |  |
| 001                 | 106631   | CH | 1   | 12845 | SYSCO-MINNESOTA INC              | 02/14/2025 | \$352.95           | 162556    | E 02 300 770 000 701 490 | HS FS SUPPLIES                        |  |
| <b>Check Total:</b> |          |    |     |       |                                  |            | <b>\$352.95</b>    |           |                          |                                       |  |
| 001                 | 106632   | CH | 1   | 13796 | TECH ACADEMY                     | 02/14/2025 | \$50.00            | 162557    | E 04 500 585 000 332 305 | MULTIPLAYER MINECRAFT SURVIVAL C      |  |
| <b>Check Total:</b> |          |    |     |       |                                  |            | <b>\$50.00</b>     |           |                          |                                       |  |
| 001                 | 106633   | CH | 1   | 12068 | THE WATSON COMPANY, INC.         | 02/14/2025 | (\$40.45)          | 162559    | E 11 300 298 000 000 490 | HS CONCESSIONS                        |  |
| 001                 | 106633   | CH | 1   | 12068 | THE WATSON COMPANY, INC.         | 02/14/2025 | \$987.26           | 162560    | E 11 300 298 000 000 490 | HS CONCESSIONS                        |  |
| 001                 | 106633   | CH | 1   | 12068 | THE WATSON COMPANY, INC.         | 02/14/2025 | \$407.26           | 162561    | E 11 300 298 000 000 490 | HS CONCESSIONS                        |  |
| <b>Check Total:</b> |          |    |     |       |                                  |            | <b>\$1,354.07</b>  |           |                          |                                       |  |
| 001                 | 106634   | CH | 1   | 13212 | THREE SONS HARDWARE LLC          | 02/14/2025 | \$36.97            | 162566    | E 01 300 810 000 000 401 | HS                                    |  |
| 001                 | 106634   | CH | 1   | 13212 | THREE SONS HARDWARE LLC          | 02/14/2025 | \$17.14            | 162566    | E 01 201 810 000 000 401 | MS                                    |  |
| 001                 | 106634   | CH | 1   | 13212 | THREE SONS HARDWARE LLC          | 02/14/2025 | \$35.60            | 162566    | E 01 110 810 000 000 401 | LIBERTY                               |  |
| <b>Check Total:</b> |          |    |     |       |                                  |            | <b>\$89.71</b>     |           |                          |                                       |  |
| 001                 | 106635   | CH | 1   | 04148 | VIKING COCA-COLA BOTTLING CO     | 02/14/2025 | \$172.45           | 162558    | E 11 300 298 000 000 490 | HS CONCESSIONS                        |  |
| <b>Check Total:</b> |          |    |     |       |                                  |            | <b>\$172.45</b>    |           |                          |                                       |  |
| 001                 | 106636   | CH | 1   | 13429 | W L HALL COMPANY INTERIOR SERVIC | 02/14/2025 | \$11,368.35        | 162562    | E 01 100 810 353 000 520 | LIBERTY PROJECT #1415619A             |  |
| <b>Check Total:</b> |          |    |     |       |                                  |            | <b>\$11,368.35</b> |           |                          |                                       |  |
| 001                 | 106637   | CH | 1   | 14133 | HALLBERG, RYLEE                  | 02/14/2025 | \$200.00           | 162567    | E 04 500 580 341 325 305 | SWEETHEART BALL BALLOON ENTERT.       |  |
| <b>Check Total:</b> |          |    |     |       |                                  |            | <b>\$200.00</b>    |           |                          |                                       |  |
| 001                 | 106638   | CH | 1   | 13327 | MCCLELLAN SALES INC              | 02/14/2025 | \$85.44            | 162568    | E 01 300 371 212 000 401 | ERG8210Z-21045 VEST ECON ORANGE       |  |
| 001                 | 106638   | CH | 1   | 13327 | MCCLELLAN SALES INC              | 02/14/2025 | \$52.20            | 162568    | E 01 300 371 212 000 401 | ATH 1 COLSCREEN SCREENPRINT ONE       |  |
| 001                 | 106638   | CH | 1   | 13327 | MCCLELLAN SALES INC              | 02/14/2025 | \$15.00            | 162568    | E 01 300 371 212 000 401 | ATH SETUP SCREE SCREENPRINT SET       |  |
| 001                 | 106638   | CH | 1   | 13327 | MCCLELLAN SALES INC              | 02/14/2025 | \$9.00             | 162568    | E 01 300 371 212 000 401 | Freight                               |  |
| <b>Check Total:</b> |          |    |     |       |                                  |            | <b>\$161.64</b>    |           |                          |                                       |  |
| 001                 | 106639   | CH | 1   | 08839 | MIDWAY IRON & METAL INC          | 02/14/2025 | \$320.48           | 162569    | E 01 300 361 000 830 433 | 4X8 GALVANIZED SHEET 26G              |  |
| 001                 | 106639   | CH | 1   | 08839 | MIDWAY IRON & METAL INC          | 02/14/2025 | \$80.00            | 162569    | E 01 300 361 000 830 433 | PLASMA CUT INTO 3'X8' PLUS DROPS      |  |
| 001                 | 106639   | CH | 1   | 08839 | MIDWAY IRON & METAL INC          | 02/14/2025 | \$239.40           | 162569    | E 01 300 361 000 830 433 | 4'X10' SMITH PLATE 12GA STEEL SPS12   |  |
| 001                 | 106639   | CH | 1   | 08839 | MIDWAY IRON & METAL INC          | 02/14/2025 | \$99.84            | 162569    | E 01 300 361 000 830 433 | 20' FLAT 1/8X3 STEEL F183S CUT 4' LEG |  |
| 001                 | 106639   | CH | 1   | 08839 | MIDWAY IRON & METAL INC          | 02/14/2025 | \$120.00           | 162569    | E 01 300 361 000 830 433 | SHEARING/SAWING TIME                  |  |

# Big Lake Public Schools, ISD #727

## Payment Reg by Check-No Voids

Check Number: 106539-2147483647 Payment Date: 7/1/2024-2/28/2025

| Bank                | Check No | Ty | Grp | Code  | Vendor                         | Date       | Amount     | Voucher #          | Account Code             | Description                        |  |
|---------------------|----------|----|-----|-------|--------------------------------|------------|------------|--------------------|--------------------------|------------------------------------|--|
| 001                 | 106639   | CH | 1   | 08839 | MIDWAY IRON & METAL INC        | 02/14/2025 | \$50.00    | 162569             | E 01 300 361 000 830 433 | DELIVERY                           |  |
| <b>Check Total:</b> |          |    |     |       |                                |            |            | <b>\$909.72</b>    |                          |                                    |  |
| 001                 | 106640   | CH | 1   | 14137 | MSHSL REGION 1AA               | 02/14/2025 | \$3,972.00 | 162570             | R 11 300 292 153 000 099 | 02/08/2025 GIRLS WRESTLING SECTION |  |
| 001                 | 106640   | CH | 1   | 14137 | MSHSL REGION 1AA               | 02/14/2025 | \$6,108.00 | 162571             | R 11 300 292 153 000 099 | 02/07/2025 GIRLS WRESTLING SECTION |  |
| <b>Check Total:</b> |          |    |     |       |                                |            |            | <b>\$10,080.00</b> |                          |                                    |  |
| 001                 | 106642   | CH | 1   | 13663 | MINNESOTA STATE - MANKATO      | 02/14/2025 | \$500.00   | 162572             | E 01 300 960 000 340 898 | SCHOLARSHIP (AG)                   |  |
| <b>Check Total:</b> |          |    |     |       |                                |            |            | <b>\$500.00</b>    |                          |                                    |  |
| 001                 | 106643   | CH | 1   | 12995 | AFFINITECH                     | 02/21/2025 | \$3,267.09 | 162587             | E 01 005 810 000 000 305 | LICENSE & SOFTWARE SUPPORT-ANNI    |  |
| <b>Check Total:</b> |          |    |     |       |                                |            |            | <b>\$3,267.09</b>  |                          |                                    |  |
| 001                 | 106644   | CH | 1   | 13984 | BIELEJESKI, ELIZABETH          | 02/21/2025 | \$120.00   | 162585             | E 01 300 294 000 000 357 | 02/05 SPEED & STRENGTH             |  |
| 001                 | 106644   | CH | 1   | 13984 | BIELEJESKI, ELIZABETH          | 02/21/2025 | \$240.00   | 162586             | E 01 300 294 000 000 357 | SPEED & STRENGTH 02/10 & 02/12     |  |
| <b>Check Total:</b> |          |    |     |       |                                |            |            | <b>\$360.00</b>    |                          |                                    |  |
| 001                 | 106645   | CH | 1   | 01033 | CENTRAL MCGOWAN INC            | 02/21/2025 | \$193.89   | 162589             | E 01 300 361 000 830 433 | Cust# 05630 HS SHOP SUPPLIES       |  |
| <b>Check Total:</b> |          |    |     |       |                                |            |            | <b>\$193.89</b>    |                          |                                    |  |
| 001                 | 106646   | CH | 1   | 13282 | DIRECT COMMUNICATION SOLUTIONS | 02/21/2025 | \$2,150.00 | 162588             | E 01 005 760 000 720 405 | BUSWHERE JANUARY 2025              |  |
| <b>Check Total:</b> |          |    |     |       |                                |            |            | <b>\$2,150.00</b>  |                          |                                    |  |
| 001                 | 106647   | CH | 1   | 14140 | MOBILE ED PRODUCTIONS, INC.    | 02/21/2025 | \$1,895.00 | 162590             | E 04 500 570 000 321 369 | STEAM MUSEUM 08/20/2025            |  |
| <b>Check Total:</b> |          |    |     |       |                                |            |            | <b>\$1,895.00</b>  |                          |                                    |  |
| 001                 | 106648   | CH | 1   | 13038 | NASP, INC.                     | 02/21/2025 | \$267.00   | 162592             | E 04 500 560 000 321 401 | CE SUPPLIES                        |  |
| 001                 | 106648   | CH | 1   | 13038 | NASP, INC.                     | 02/21/2025 | \$428.00   | 162591             | E 04 500 560 000 321 401 | CE SUPPLIES                        |  |
| <b>Check Total:</b> |          |    |     |       |                                |            |            | <b>\$695.00</b>    |                          |                                    |  |
| 001                 | 106649   | CH | 1   | 13016 | NORTHLAND REFRIGERATION INCORP | 02/21/2025 | \$590.00   | 162593             | E 01 110 810 000 000 350 | LIBERTY FREEZER REPAIRS            |  |
| 001                 | 106649   | CH | 1   | 13016 | NORTHLAND REFRIGERATION INCORP | 02/21/2025 | \$1,172.74 | 162594             | E 01 201 810 000 000 350 | MS AHU #2M REPAIRS                 |  |
| <b>Check Total:</b> |          |    |     |       |                                |            |            | <b>\$1,762.74</b>  |                          |                                    |  |
| 001                 | 106650   | CH | 1   | 14051 | OMAR, AYAN AMOUD               | 02/21/2025 | \$800.00   | 162596             | E 01 005 211 000 799 305 | TEACHER & STAFF PROFESSIONAL DE    |  |
| <b>Check Total:</b> |          |    |     |       |                                |            |            | <b>\$800.00</b>    |                          |                                    |  |
| 001                 | 106651   | CH | 1   | 07890 | PMA ASSET MANAGEMENT, LLC      | 02/21/2025 | \$576.46   | 162595             | E 45 005 935 000 000 305 | BILLABLE ASSETS JANUARY 2025       |  |
| <b>Check Total:</b> |          |    |     |       |                                |            |            | <b>\$576.46</b>    |                          |                                    |  |
| 001                 | 106652   | CH | 1   | 14138 | ROBERT THOMAS CPA, LLC         | 02/21/2025 | \$2,500.00 | 162597             | E 06 005 870 000 000 305 | ARB REBATE LIABILITY CALCULATION   |  |
| <b>Check Total:</b> |          |    |     |       |                                |            |            | <b>\$2,500.00</b>  |                          |                                    |  |
| 001                 | 106653   | CH | 1   | 13463 | SALMON, ABIGAIL                | 02/21/2025 | \$560.00   | 162598             | E 11 300 291 132 000 369 | SOLO ENSEMBEL CONTEST REHEARS/     |  |
| <b>Check Total:</b> |          |    |     |       |                                |            |            | <b>\$560.00</b>    |                          |                                    |  |

# Big Lake Public Schools, ISD #727

## Payment Reg by Check-No Voids

Check Number: 106539-2147483647 Payment Date: 7/1/2024-2/28/2025

| Bank                | Check No | Ty | Grp | Code  | Vendor                          | Date       | Amount              | Voucher # | Account Code             | Description                             |  |
|---------------------|----------|----|-----|-------|---------------------------------|------------|---------------------|-----------|--------------------------|---|--|
| 001                 | 106654   | CH | 1   | 03003 | WEST MUSIC COMPANY              | 02/21/2025 | \$373.80            | 162602    | E 01 100 259 000 000 430 | 261016. Basic Beat BBYM Mallets, Medium |  |
| 001                 | 106654   | CH | 1   | 03003 | WEST MUSIC COMPANY              | 02/21/2025 | \$25.95             | 162602    | E 01 100 259 000 000 430 | shipping                                |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$399.75</b>     |           |                          |   |  |
| 001                 | 106655   | CH | 1   | 07217 | WINLECTRIC                      | 02/21/2025 | \$406.62            | 162601    | E 01 100 810 000 000 401 | INDY WATTSTOPPER                        |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$406.62</b>     |           |                          |   |  |
| 001                 | 106656   | CH | 1   | 01240 | WRIGHT TECHNICAL CENTER         | 02/21/2025 | \$20,009.42         | 162603    | E 01 998 211 000 303 390 | WRIGHT ACADEMY HIGH SCHOOL JANU         |  |
| 001                 | 106656   | CH | 1   | 01240 | WRIGHT TECHNICAL CENTER         | 02/21/2025 | \$937.50            | 162604    | E 01 300 399 000 000 391 | EXECUTIVE DIRECTOR SEARCH               |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$20,946.92</b>  |           |                          |   |  |
| 001                 | 106657   | CH | 1   | 01165 | XCEL ENERGY-NSP                 | 02/21/2025 | \$7,142.69          | 162599    | E 01 110 810 000 000 330 | LIBERTY GAS P302291437 01/08/2025-02    |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$7,142.69</b>   |           |                          |   |  |
| 001                 | 106658   | CH | 1   | 14043 | ZAHAYRA DIAZ VILLASENOR         | 02/21/2025 | \$160.00            | 162600    | E 01 300 219 000 339 358 | INTERPRETING SERVIES AT HS (STUDE       |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$160.00</b>     |           |                          |   |  |
| 001                 | 106659   | CH | 1   | 10215 | CULINEX                         | 02/21/2025 | \$275.60            | 162607    | E 02 005 770 000 701 401 | FS SUPPLIES                             |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$275.60</b>     |           |                          |   |  |
| 001                 | 106660   | CH | 1   | 14141 | NORLUND, RYAN                   | 02/21/2025 | \$500.00            | 162609    | E 04 500 560 000 321 305 | ARCHERY CLUB                            |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$500.00</b>     |           |                          |   |  |
| 001                 | 106661   | CH | 1   | 13862 | CALIFORNIA STATE DISBURSEMENT U | 02/20/2025 | \$115.50            | 162613    | B 01 215 081             | Child Support                           |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$115.50</b>     |           |                          |   |  |
| 001                 | 106662   | CH | 1   | 04234 | MN CHILD SUPPORT PYMT CENTER    | 02/20/2025 | \$486.27            | 162622    | B 01 215 081             | Child Support                           |  |
| 001                 | 106662   | CH | 1   | 04234 | MN CHILD SUPPORT PYMT CENTER    | 02/20/2025 | \$229.36            | 162622    | B 04 215 081             | Payroll Deductions                      |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$715.63</b>     |           |                          |   |  |
| 001                 | 106663   | CH | 1   | 12504 | MN PEIP                         | 02/20/2025 | \$237,629.58        | 162650    | B 01 215 030             | MARCH 2025 HEALTH                       |  |
| 001                 | 106663   | CH | 1   | 12504 | MN PEIP                         | 02/20/2025 | \$22,189.30         | 162650    | B 04 215 030             | MARCH 2025 HEALTH                       |  |
| 001                 | 106663   | CH | 1   | 12504 | MN PEIP                         | 02/20/2025 | \$4,101.18          | 162650    | B 05 215 030             | MARCH 2025 HEALTH                       |  |
| 001                 | 106663   | CH | 1   | 12504 | MN PEIP                         | 02/20/2025 | \$2,757.90          | 162650    | B 11 215 030             | MARCH 2025 HEALTH                       |  |
| 001                 | 106663   | CH | 1   | 12504 | MN PEIP                         | 02/20/2025 | \$141,695.62        | 162650    | B 12 215 030             | MARCH 2025 HEALTH                       |  |
| 001                 | 106663   | CH | 1   | 12504 | MN PEIP                         | 02/20/2025 | \$21,036.50         | 162650    | B 01 215 051             | MARCH 2025 HEALTH                       |  |
| 001                 | 106663   | CH | 1   | 12504 | MN PEIP                         | 02/20/2025 | \$2,060.04          | 162650    | B 04 215 051             | MARCH 2025 HEALTH                       |  |
| 001                 | 106663   | CH | 1   | 12504 | MN PEIP                         | 02/20/2025 | \$581.56            | 162650    | B 05 215 051             | MARCH 2025 HEALTH                       |  |
| 001                 | 106663   | CH | 1   | 12504 | MN PEIP                         | 02/20/2025 | \$591.60            | 162650    | B 11 215 051             | MARCH 2025 HEALTH                       |  |
| 001                 | 106663   | CH | 1   | 12504 | MN PEIP                         | 02/20/2025 | \$15,042.30         | 162650    | B 12 215 051             | MARCH 2025 HEALTH                       |  |
| <b>Check Total:</b> |          |    |     |       |                                 |            | <b>\$447,685.58</b> |           |                          |   |  |

**Big Lake Public Schools, ISD #727**

**Payment Reg by Check-No Voids**

**Check Number: 106539-2147483647 Payment Date: 7/1/2024-2/28/2025**

| Bank                   | Check No | Ty | Grp | Code  | Vendor                          | Date       | Amount              | Voucher # | Account Code | Description   |  |
|------------------------|----------|----|-----|-------|---------------------------------|------------|---------------------|-----------|--------------|---------------|--|
| 001                    | 106664   | CH | 1   | 14034 | NORTH DAKOTA CHILD SUPPORT DIVI | 02/20/2025 | \$1,150.80          | 162624    | B 12 215 081 | Child Support |  |
| <b>Check Total:</b>    |          |    |     |       |                                 |            | <b>\$1,150.80</b>   |           |              |               |  |
| 001                    | 106665   | CH | 1   | 01973 | SCHOOL SERVICE EMP LOCAL 284    | 02/20/2025 | \$962.10            | 162627    | B 01 215 040 | U Due Nc      |  |
| 001                    | 106665   | CH | 1   | 01973 | SCHOOL SERVICE EMP LOCAL 284    | 02/20/2025 | \$142.64            | 162627    | B 04 215 040 | U Dues Nc     |  |
| 001                    | 106665   | CH | 1   | 01973 | SCHOOL SERVICE EMP LOCAL 284    | 02/20/2025 | \$2,020.94          | 162627    | B 12 215 040 | U Due Nc      |  |
| <b>Check Total:</b>    |          |    |     |       |                                 |            | <b>\$3,125.68</b>   |           |              |               |  |
| 001                    | 106666   | CH | 1   | 04472 | SHERBURNE AREA UNITED WAY       | 02/20/2025 | \$41.00             | 162631    | B 01 215 045 | United Way    |  |
| 001                    | 106666   | CH | 1   | 04472 | SHERBURNE AREA UNITED WAY       | 02/20/2025 | \$16.00             | 162631    | B 12 215 045 | United Way    |  |
| <b>Check Total:</b>    |          |    |     |       |                                 |            | <b>\$57.00</b>      |           |              |               |  |
| <b>Bank 001 Total:</b> |          |    |     |       |                                 |            | <b>\$726,035.18</b> |           |              |               |  |
| <b>Report Total:</b>   |          |    |     |       |                                 |            | <b>\$726,035.18</b> |           |              |               |  |

# Big Lake Public Schools, ISD #727

## Payment Reg by Check-No Voids

Check Number: 106667-2147483647 Payment Date: 7/1/2024-2/28/2025

| Bank                | Check No | Ty | Grp | Code  | Vendor                         | Date       | Amount      | Voucher #          | Account Code             | Description                                   |  |
|---------------------|----------|----|-----|-------|--------------------------------|------------|-------------|--------------------|--------------------------|---|--|
| 001                 | 106667   | CH | 1   | 13979 | AHNER, JODY                    | 02/28/2025 | \$336.60    | 162676             | E 01 300 294 000 000 357 | SPEED & STRENGTH FEBRUARY 2025                |  |
| <b>Check Total:</b> |          |    |     |       |                                |            |             | <b>\$336.60</b>    |                          |   |  |
| 001                 | 106668   | CH | 1   | 13984 | BIELEJESKI, ELIZABETH          | 02/28/2025 | \$120.00    | 162656             | E 01 300 294 000 000 357 | 02/19 SPEED & STRENGTH                        |  |
| <b>Check Total:</b> |          |    |     |       |                                |            |             | <b>\$120.00</b>    |                          |   |  |
| 001                 | 106669   | CH | 1   | 01026 | BLICK ART MATERIALS LLC        | 02/28/2025 | \$56.94     | 162657             | E 01 201 212 000 000 430 | Blickrylic student acrylics mars black half g |  |
| 001                 | 106669   | CH | 1   | 01026 | BLICK ART MATERIALS LLC        | 02/28/2025 | \$56.94     | 162657             | E 01 201 212 000 000 430 | Blickrylic studnet acrylics blockout white ha |  |
| <b>Check Total:</b> |          |    |     |       |                                |            |             | <b>\$113.88</b>    |                          |   |  |
| 001                 | 106670   | CH | 1   | 03184 | CENTERPOINT ENERGY             | 02/28/2025 | \$613.64    | 162658             | E 01 201 810 000 000 330 | MS SCHOOL FIRM GAS JANUARY 2025               |  |
| 001                 | 106670   | CH | 1   | 03184 | CENTERPOINT ENERGY             | 02/28/2025 | \$817.16    | 162658             | E 01 201 810 000 000 330 | MS SCHOOL INT GAS JANUARY 2025                |  |
| 001                 | 106670   | CH | 1   | 03184 | CENTERPOINT ENERGY             | 02/28/2025 | \$9,918.82  | 162658             | E 01 100 810 000 000 330 | INDY INT GAS JANUARY 2025                     |  |
| 001                 | 106670   | CH | 1   | 03184 | CENTERPOINT ENERGY             | 02/28/2025 | \$168.35    | 162658             | E 01 300 810 000 000 330 | HS FIRM GAS JANUARY 2025                      |  |
| 001                 | 106670   | CH | 1   | 03184 | CENTERPOINT ENERGY             | 02/28/2025 | \$15,008.82 | 162658             | E 01 300 810 000 000 330 | HS SCHOOL INT GAS JANUARY 2025                |  |
| 001                 | 106670   | CH | 1   | 03184 | CENTERPOINT ENERGY             | 02/28/2025 | \$341.91    | 162658             | E 01 100 810 000 000 330 | INDY FIRM #2 GAS JANUARY 2025                 |  |
| 001                 | 106670   | CH | 1   | 03184 | CENTERPOINT ENERGY             | 02/28/2025 | \$676.17    | 162658             | E 01 100 810 000 000 330 | INDY FFIRM #1 GAS JANUARY 2025                |  |
| <b>Check Total:</b> |          |    |     |       |                                |            |             | <b>\$27,544.87</b> |                          |   |  |
| 001                 | 106671   | CH | 1   | 13443 | CUBING ENRICHMENT OPPORTUNITIE | 02/28/2025 | \$240.00    | 162659             | E 04 500 585 000 332 305 | TWIST, TURN, SOLVE: MASTER THE RU             |  |
| <b>Check Total:</b> |          |    |     |       |                                |            |             | <b>\$240.00</b>    |                          |   |  |
| 001                 | 106672   | CH | 1   | 13648 | EDUTRAK, LLC                   | 02/28/2025 | \$1,161.60  | 162660             | E 11 300 292 000 000 405 | DATABRIDGE SERVICE & SUPPORT                  |  |
| <b>Check Total:</b> |          |    |     |       |                                |            |             | <b>\$1,161.60</b>  |                          |   |  |
| 001                 | 106673   | CH | 1   | 03351 | GOPHER SPORT                   | 02/28/2025 | \$399.00    | 162662             | E 01 110 240 000 000 430 | 57-098 Magnus Ultimate Scooter Storage C      |  |
| 001                 | 106673   | CH | 1   | 03351 | GOPHER SPORT                   | 02/28/2025 | \$318.00    | 162662             | E 01 110 240 000 000 430 | 10-807 36" Foam Floor Hockey Sets             |  |
| 001                 | 106673   | CH | 1   | 03351 | GOPHER SPORT                   | 02/28/2025 | \$69.90     | 162662             | E 01 110 240 000 000 430 | 72-042 Rainbow SmashBalls 7" Dia - Set o      |  |
| 001                 | 106673   | CH | 1   | 03351 | GOPHER SPORT                   | 02/28/2025 | \$7.95      | 162662             | E 01 110 240 000 000 430 | 77-848 1" Deluxe Vinyl Floor Tape Red         |  |
| 001                 | 106673   | CH | 1   | 03351 | GOPHER SPORT                   | 02/28/2025 | \$7.95      | 162662             | E 01 110 240 000 000 430 | 93-1371" Deluxe Vinyl Floor Tape Orange       |  |
| 001                 | 106673   | CH | 1   | 03351 | GOPHER SPORT                   | 02/28/2025 | \$7.95      | 162662             | E 01 110 240 000 000 430 | 93-135 1" Deluxe Vinyl Floor Tape Purple      |  |
| 001                 | 106673   | CH | 1   | 03351 | GOPHER SPORT                   | 02/28/2025 | \$39.95     | 162662             | E 01 110 240 000 000 430 | 43-560 Wall Mounted Hoop Holder               |  |
| 001                 | 106673   | CH | 1   | 03351 | GOPHER SPORT                   | 02/28/2025 | \$33.90     | 162662             | E 01 110 240 000 000 430 | 12-521 Rainbow Foam Relay Batons set of       |  |
| 001                 | 106673   | CH | 1   | 03351 | GOPHER SPORT                   | 02/28/2025 | \$139.90    | 162662             | E 01 110 240 000 000 430 | 04-405 SKLZ 6X Hurdles                        |  |
| 001                 | 106673   | CH | 1   | 03351 | GOPHER SPORT                   | 02/28/2025 | \$143.43    | 162662             | E 01 110 240 000 000 430 | Shipping                                      |  |
| <b>Check Total:</b> |          |    |     |       |                                |            |             | <b>\$1,167.93</b>  |                          |   |  |
| 001                 | 106674   | CH | 1   | 12222 | HALLBERG ENGINEERING           | 02/28/2025 | \$6,527.50  | 162661             | E 06 100 870 000 000 305 | BOND PROJECT #22K100.01B FIRE ALA             |  |
| <b>Check Total:</b> |          |    |     |       |                                |            |             | <b>\$6,527.50</b>  |                          |   |  |
| 001                 | 106675   | CH | 1   | 14119 | MEDLINE INDUSTRIES, LP         | 02/28/2025 | \$1,461.15  | 162678             | E 04 500 505 000 321 530 | Vision Screeners: Spot Vision Screener Pa     |  |

# Big Lake Public Schools, ISD #727

## Payment Reg by Check-No Voids

Check Number: 106667-2147483647 Payment Date: 7/1/2024-2/28/2025

| Bank                | Check No | Ty | Grp | Code  | Vendor                         | Date       | Amount             | Voucher # | Account Code             | Description                              |  |
|---------------------|----------|----|-----|-------|--------------------------------|------------|--------------------|-----------|--------------------------|--|--|
| 001                 | 106675   | CH | 1   | 14119 | MEDLINE INDUSTRIES, LP         | 02/28/2025 | \$16.65            | 162678    | E 04 500 505 000 321 530 | FREIGHT                                  |  |
| 001                 | 106675   | CH | 1   | 14119 | MEDLINE INDUSTRIES, LP         | 02/28/2025 | \$7,513.72         | 162679    | E 04 500 505 000 321 530 | Vision Screeners: VS100 Spot Vision Scre |  |
| <b>Check Total:</b> |          |    |     |       |                                |            | <b>\$8,991.52</b>  |           |                          |  |  |
| 001                 | 106676   | CH | 1   | 13672 | MILIUS, MARGARET M             | 02/28/2025 | \$288.00           | 162665    | E 04 500 565 090 321 305 | 6 INTRO CLASS                            |  |
| <b>Check Total:</b> |          |    |     |       |                                |            | <b>\$288.00</b>    |           |                          |  |  |
| 001                 | 106677   | CH | 1   | 09173 | MINNESOTA PIONEER PARK         | 02/28/2025 | \$1,510.00         | 162664    | E 01 110 203 902 000 401 | 2ND GRADE FIELD TREIP 05/02/2025         |  |
| <b>Check Total:</b> |          |    |     |       |                                |            | <b>\$1,510.00</b>  |           |                          |  |  |
| 001                 | 106678   | CH | 1   | 12605 | MRI SOFTWARE LLC               | 02/28/2025 | \$169.50           | 162663    | E 01 005 105 170 000 305 | BACKGROUND SCREENING JANUARY 2           |  |
| <b>Check Total:</b> |          |    |     |       |                                |            | <b>\$169.50</b>    |           |                          |  |  |
| 001                 | 106679   | CH | 1   | 13016 | NORTHLAND REFRIGERATION INCORP | 02/28/2025 | \$3,454.37         | 162666    | E 01 100 810 000 000 350 | INDY B&G REPAIRS                         |  |
| 001                 | 106679   | CH | 1   | 13016 | NORTHLAND REFRIGERATION INCORP | 02/28/2025 | \$2,903.19         | 162667    | E 01 300 810 000 000 350 | HS B&G REPAIRS                           |  |
| <b>Check Total:</b> |          |    |     |       |                                |            | <b>\$6,357.56</b>  |           |                          |  |  |
| 001                 | 106681   | CH | 1   | 01840 | RATWIK, ROSZAK & MALONEY, P.A. | 02/28/2025 | \$27.50            | 162680    | E 01 005 110 305 000 305 | JANUARY 2025 LEGAL SERVICES              |  |
| <b>Check Total:</b> |          |    |     |       |                                |            | <b>\$27.50</b>     |           |                          |  |  |
| 001                 | 106682   | CH | 1   | 08133 | REGION 8AA, MSHSL              | 02/28/2025 | \$1,935.00         | 162669    | R 11 300 292 153 000 099 | BOYS HOCKEY-SECTION 5 ADMISSION          |  |
| <b>Check Total:</b> |          |    |     |       |                                |            | <b>\$1,935.00</b>  |           |                          |  |  |
| 001                 | 106683   | CH | 1   | 01188 | SCHOLASTIC INC                 | 02/28/2025 | \$3,025.00         | 162673    | E 01 110 203 909 000 401 | LIBERTY BOOKS                            |  |
| <b>Check Total:</b> |          |    |     |       |                                |            | <b>\$3,025.00</b>  |           |                          |  |  |
| 001                 | 106684   | CH | 1   | 13995 | SECURITY & SOUND CO            | 02/28/2025 | \$2,840.00         | 162671    | E 01 110 810 000 000 305 | LIBERTY AUDIO SERVC WORK                 |  |
| <b>Check Total:</b> |          |    |     |       |                                |            | <b>\$2,840.00</b>  |           |                          |  |  |
| 001                 | 106685   | CH | 1   | 14136 | SLETTELAND, OLIVIA             | 02/28/2025 | \$200.00           | 162670    | E 01 300 258 000 000 350 | TIMPANI MAINTENANCE + 4 HEAD CHAI        |  |
| <b>Check Total:</b> |          |    |     |       |                                |            | <b>\$200.00</b>    |           |                          |  |  |
| 001                 | 106686   | CH | 1   | 13934 | ST. PAUL LINOLEUM & CARPET     | 02/28/2025 | \$16,073.00        | 162672    | E 05 005 850 359 302 520 | HIGH SCHOOL WEST STAIRS-REMOVING         |  |
| 001                 | 106686   | CH | 1   | 13934 | ST. PAUL LINOLEUM & CARPET     | 02/28/2025 | \$884.00           | 162672    | E 05 005 850 359 302 520 | OVERTIME/WEEKEND LABOR                   |  |
| 001                 | 106686   | CH | 1   | 13934 | ST. PAUL LINOLEUM & CARPET     | 02/28/2025 | \$15,773.00        | 162672    | E 05 005 850 359 302 520 | HIGH SCHOOL EAST CHAIRS-REMOVE           |  |
| 001                 | 106686   | CH | 1   | 13934 | ST. PAUL LINOLEUM & CARPET     | 02/28/2025 | \$884.00           | 162672    | E 05 005 850 359 302 520 | OVERTIME/WHEEKEND LABOR                  |  |
| <b>Check Total:</b> |          |    |     |       |                                |            | <b>\$33,614.00</b> |           |                          |  |  |
| 001                 | 106687   | CH | 1   | 09498 | WARD'S NATURAL SCIENCE         | 02/28/2025 | \$264.99           | 162674    | E 01 300 260 000 000 430 | 470-343-218 OWL PELLETS U.L. PRESE       |  |
| <b>Check Total:</b> |          |    |     |       |                                |            | <b>\$264.99</b>    |           |                          |  |  |
| 001                 | 106688   | CH | 1   | 10633 | WOLD ARCHITECTS, INC           | 02/28/2025 | \$18,588.38        | 162675    | E 06 201 870 000 000 305 | BOND PROJECT ID #22F201.01B              |  |
| <b>Check Total:</b> |          |    |     |       |                                |            | <b>\$18,588.38</b> |           |                          |  |  |
| 001                 | 106689   | CH | 1   | 14043 | ZAHAYRA DIAZ VILLASENOR        | 02/28/2025 | \$120.00           | 162677    | E 01 201 219 000 339 358 | INTERPRETING SERVICES AT MS/HS C         |  |

**Big Lake Public Schools, ISD #727**

**Payment Reg by Check-No Voids**

Check Number: 106667-2147483647 Payment Date: 7/1/2024-2/28/2025

| Bank                   | Check No | Ty | Grp | Code  | Vendor                  | Date       | Amount              | Voucher # | Account Code             | Description                        |  |
|------------------------|----------|----|-----|-------|-------------------------|------------|---------------------|-----------|--------------------------|------------------------------------|--|
| 001                    | 106689   | CH | 1   | 14043 | ZAHAYRA DIAZ VILLASENOR | 02/28/2025 | \$120.00            | 162677    | E 01 300 219 000 339 358 | INTERPRETING SERVICES AT MS/HS C   |  |
| <b>Check Total:</b>    |          |    |     |       |                         |            | <b>\$240.00</b>     |           |                          |                                    |  |
| 001                    | 106690   | CH | 1   | 13130 | LINDSEY OSTERMAN        | 02/28/2025 | \$1,416.00          | 162681    | E 01 300 790 000 699 303 | PCN MEDIA CONSULTANT-FEBRUARY 2    |  |
| 001                    | 106690   | CH | 1   | 13130 | LINDSEY OSTERMAN        | 02/28/2025 | \$631.40            | 162682    | E 01 300 790 000 699 366 | MN DEPARTMENT OF HUMAN SERVICE     |  |
| <b>Check Total:</b>    |          |    |     |       |                         |            | <b>\$2,047.40</b>   |           |                          |                                    |  |
| 001                    | 106691   | CH | 1   | 01175 | POSTMASTER              | 02/25/2025 | \$2,000.00          | 162668    | B 01 131 002             | REPLEMISH PERMIT #9 (DISTRICT FLYE |  |
| <b>Check Total:</b>    |          |    |     |       |                         |            | <b>\$2,000.00</b>   |           |                          |                                    |  |
| <b>Bank 001 Total:</b> |          |    |     |       |                         |            | <b>\$119,311.23</b> |           |                          |                                    |  |
| <b>Report Total:</b>   |          |    |     |       |                         |            | <b>\$119,311.23</b> |           |                          |                                    |  |

# Big Lake Public Schools, ISD #727

## Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 02/01/2025-2/28/2025

| Pay/Void |          |    |          |                               |            |            |           |                          |  |
|----------|----------|----|----------|-------------------------------|------------|------------|-----------|--------------------------|--|
| Bank     | Check No | Ty | Grp Code | Vendor                        | Date       | Amount     | Voucher # | Account Code             | Description                                |
| 001      |          | CC | 1 01034  | RESOURCE TRAINING & SOLUTIONS | 02/03/2025 | \$685.00   | 162359    | E 11 300 292 129 000 369 | Knowledge Bowl Sr High Team #1             |
| 001      |          | CC | 1 01034  | RESOURCE TRAINING & SOLUTIONS | 02/03/2025 | \$30.00    | 162329    | E 04 500 505 000 321 366 | CE Workshop                                |
| 001      |          | CC | 1 01038  | CITY OF BIG LAKE              | 02/03/2025 | \$1,046.55 | 162412    | E 01 100 810 000 000 332 | Indy Water/Sewer 11/06/24-12/03/24         |
| 001      |          | CC | 1 01038  | CITY OF BIG LAKE              | 02/03/2025 | \$61.12    | 162413    | E 01 005 810 000 000 332 | Bathrooms Water/Sewer 11/13/24-12/09/24    |
| 001      |          | CC | 1 01038  | CITY OF BIG LAKE              | 02/03/2025 | \$2,521.03 | 162407    | E 01 300 810 000 000 332 | HS Water/Sewer 11/20/2024-12/20/2024       |
| 001      |          | CC | 1 01038  | CITY OF BIG LAKE              | 02/03/2025 | \$1,052.29 | 162401    | E 01 110 810 000 000 332 | Liberty Water/Sewer 11/13/24-12/10/24      |
| 001      |          | CC | 1 01038  | CITY OF BIG LAKE              | 02/03/2025 | \$1,033.91 | 162400    | E 01 201 810 000 000 332 | MS Water/Sewer 11/18/24-12/10/24           |
| 001      |          | CC | 1 01038  | CITY OF BIG LAKE              | 02/03/2025 | \$85.75    | 162406    | E 01 005 810 000 000 332 | Admissions Water/Sewer 11/13/2024-12/03/24 |
| 001      |          | CC | 1 01065  | HILLYARD FLOOR CARE           | 02/03/2025 | \$973.44   | 162354    | E 02 300 770 000 701 401 | HS FS Supplies                             |
| 001      |          | CC | 1 01065  | HILLYARD FLOOR CARE           | 02/03/2025 | \$3,079.97 | 162312    | E 01 300 810 000 000 401 | PO 33892 HS Cleaning Supplies              |
| 001      |          | CC | 1 01065  | HILLYARD FLOOR CARE           | 02/03/2025 | \$109.82   | 162307    | E 01 110 810 000 000 401 | PO 33848 Liberty Cleaning Supplies         |
| 001      |          | CC | 1 01065  | HILLYARD FLOOR CARE           | 02/03/2025 | \$238.08   | 162304    | E 01 201 810 000 000 401 | PO 33897 MS Cleaning Supplies              |
| 001      |          | CC | 1 01065  | HILLYARD FLOOR CARE           | 02/03/2025 | \$88.66    | 162309    | E 01 201 810 000 000 401 | MS B&G Blade Front 34"                     |
| 001      |          | CC | 1 01065  | HILLYARD FLOOR CARE           | 02/03/2025 | \$2,570.35 | 162310    | E 01 201 810 000 000 401 | PO 33897 MS Cleaning Supplies              |
| 001      |          | CC | 1 01065  | HILLYARD FLOOR CARE           | 02/03/2025 | \$973.44   | 162351    | E 02 201 770 000 701 401 | FS Supplies 23                             |
| 001      |          | CC | 1 01065  | HILLYARD FLOOR CARE           | 02/03/2025 | \$973.44   | 162351    | E 02 100 770 000 701 401 | FS Supplies                                |
| 001      |          | CC | 1 01065  | HILLYARD FLOOR CARE           | 02/03/2025 | \$973.44   | 162351    | E 02 110 770 000 701 401 | FS Supplies                                |
| 001      |          | CC | 1 01065  | HILLYARD FLOOR CARE           | 02/03/2025 | \$3,215.88 | 162334    | E 01 201 810 000 000 350 | MS B&G Supplies                            |
| 001      |          | CC | 1 01065  | HILLYARD FLOOR CARE           | 02/03/2025 | \$2,933.40 | 162345    | E 01 110 810 000 000 401 | PO 33848 Liberty Supplies                  |
| 001      |          | CC | 1 01065  | HILLYARD FLOOR CARE           | 02/03/2025 | \$198.40   | 162301    | E 01 300 810 000 000 401 | PO 33892 HS B&G Cleaning Supplies          |
| 001      |          | CC | 1 01131  | STAR TRIBUNE                  | 02/03/2025 | \$62.27    | 162402    | E 01 005 020 000 000 820 | Premium Digital Access                     |
| 001      |          | CC | 1 01908  | MINNESOTA HISTORICAL SOCIETY  | 02/03/2025 | \$632.00   | 162358    | E 01 005 208 214 000 369 | 8th Grade Field Trip portion MNHS          |
| 001      |          | CC | 1 02231  | NASSP                         | 02/03/2025 | \$607.50   | 162299    | E 01 300 211 222 000 401 | PO 33908 NHS Graduation Honor Cords        |
| 001      |          | CC | 1 02499  | J.W. PEPPER OF MINNEAPOLIS    | 02/03/2025 | \$71.00    | 162368    | E 01 300 259 000 000 430 | PO 33821 HS Supplies                       |
| 001      |          | CC | 1 02499  | J.W. PEPPER OF MINNEAPOLIS    | 02/03/2025 | \$75.00    | 162367    | E 01 300 258 000 000 430 | PO 33752 HS Supplies                       |
| 001      |          | CC | 1 02499  | J.W. PEPPER OF MINNEAPOLIS    | 02/03/2025 | \$346.99   | 162364    | E 01 300 258 000 000 430 | PO 33752 HS Supplies                       |
| 001      |          | CC | 1 02499  | J.W. PEPPER OF MINNEAPOLIS    | 02/03/2025 | \$22.00    | 162370    | E 01 300 259 000 000 430 | PO 33821 HS Supplies                       |
| 001      |          | CC | 1 02499  | J.W. PEPPER OF MINNEAPOLIS    | 02/03/2025 | \$258.00   | 162362    | E 01 300 258 000 000 430 | PO 33752 HS Supplies                       |
| 001      |          | CC | 1 02499  | J.W. PEPPER OF MINNEAPOLIS    | 02/03/2025 | \$75.00    | 162332    | E 01 201 258 000 000 430 | PO 33882 MS Supplies                       |
| 001      |          | CC | 1 02499  | J.W. PEPPER OF MINNEAPOLIS    | 02/03/2025 | \$96.00    | 162294    | E 01 300 258 000 000 430 | PO 33752 HS Supplies                       |
| 001      |          | CC | 1 02499  | J.W. PEPPER OF MINNEAPOLIS    | 02/03/2025 | \$89.99    | 162330    | E 01 201 258 000 000 430 | PO 33882 MS Supplies                       |
| 001      |          | CC | 1 02499  | J.W. PEPPER OF MINNEAPOLIS    | 02/03/2025 | \$83.20    | 162344    | E 01 300 259 000 000 430 | PO 33821 HS Supplies                       |
| 001      |          | CC | 1 02499  | J.W. PEPPER OF MINNEAPOLIS    | 02/03/2025 | \$77.99    | 162373    | E 01 300 259 000 000 430 | PO 33821 HS Supplies                       |
| 001      |          | CC | 1 03455  | GRAINGER                      | 02/03/2025 | \$67.48    | 162347    | E 01 100 810 000 000 401 | PO 33849 Indy B&G Supplies                 |

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 02/01/2025-2/28/2025

| Pay/Void |          |    |          |                             |            |            |           |                          |  |  |
|----------|----------|----|----------|-----------------------------|------------|------------|-----------|--------------------------|--|--|
| Bank     | Check No | Ty | Grp Code | Vendor                      | Date       | Amount     | Voucher # | Account Code             | Description                              |  |
| 001      |          | CC | 1 03455  | GRAINGER                    | 02/03/2025 | \$1,499.46 | 162346    | E 01 100 810 000 000 401 | PO 33849 Indy B&G Supplies               |  |
| 001      |          | CC | 1 03455  | GRAINGER                    | 02/03/2025 | \$704.76   | 162415    | E 01 110 810 000 000 401 | PO 33809 Liberty Supplies                |  |
| 001      |          | CC | 1 03455  | GRAINGER                    | 02/03/2025 | \$86.80    | 162308    | E 01 300 810 000 000 401 | PO 33894 HS B&G Supplies                 |  |
| 001      |          | CC | 1 03455  | GRAINGER                    | 02/03/2025 | \$842.10   | 162342    | E 01 201 810 000 000 401 | PO 33868 MS B&G Supplies                 |  |
| 001      |          | CC | 1 03455  | GRAINGER                    | 02/03/2025 | \$730.00   | 162349    | E 01 100 810 000 000 401 | PO 33862 Indy Ballasts                   |  |
| 001      |          | CC | 1 03455  | GRAINGER                    | 02/03/2025 | \$301.73   | 162315    | E 01 110 810 000 000 401 | PO 33893 Liberty Repair Supplies         |  |
| 001      |          | CC | 1 03455  | GRAINGER                    | 02/03/2025 | \$196.01   | 162356    | E 01 201 810 000 000 401 | PO 33847 MS B&G Repair Supplies          |  |
| 001      |          | CC | 1 03455  | GRAINGER                    | 02/03/2025 | \$363.06   | 162348    | E 01 201 810 000 000 401 | PO 33868 MS B&G Supplies                 |  |
| 001      |          | CC | 1 03455  | GRAINGER                    | 02/03/2025 | \$7.88     | 162316    | E 01 300 810 000 000 401 | HS B&G Supplies                          |  |
| 001      |          | CC | 1 03455  | GRAINGER                    | 02/03/2025 | \$778.24   | 162313    | E 01 201 810 000 000 401 | PO 33895 MS ARMSTRONG 301 TILE           |  |
| 001      |          | CC | 1 03455  | GRAINGER                    | 02/03/2025 | \$1,800.82 | 162403    | E 06 300 870 000 000 530 | PO 33830 BOND PROJECT ID #22E300.0       |  |
| 001      |          | CC | 1 04279  | MCPETE'S SPORTS BAR & LANES | 02/03/2025 | \$17.18    | 162289    | E 01 005 020 000 000 366 | Chamber Lunch                            |  |
| 001      |          | CC | 1 04641  | IEA                         | 02/03/2025 | \$4,608.21 | 162320    | E 05 005 865 000 352 305 | 2023-2025 Environmental, Health & Safety |  |
| 001      |          | CC | 1 04641  | IEA                         | 02/03/2025 | \$1,936.00 | 162374    | E 06 100 870 000 000 305 | Bond Project ID #22D100.01E Indy Renovat |  |
| 001      |          | CC | 1 04641  | IEA                         | 02/03/2025 | \$656.25   | 162374    | E 05 005 865 000 352 305 | Bond Project ID #22D100.01E Indy Renovat |  |
| 001      |          | CC | 1 04944  | DOMINO'S PIZZA              | 02/03/2025 | \$77.77    | 162352    | E 01 300 790 000 699 490 | Dominos for Middle School                |  |
| 001      |          | CC | 1 04944  | DOMINO'S PIZZA              | 02/03/2025 | \$191.75   | 162343    | E 01 300 790 000 699 490 | Dominos for High School during Speaker E |  |
| 001      |          | CC | 1 05264  | BSN SPORTS                  | 02/03/2025 | \$427.50   | 162405    | E 11 300 296 127 000 401 | PO 33779 WIRELESS SHOT CLOCKS & C        |  |
| 001      |          | CC | 1 05264  | BSN SPORTS                  | 02/03/2025 | \$427.50   | 162405    | E 11 300 294 112 000 401 | PO 33779 WIRELESS SHOT CLOCKS & C        |  |
| 001      |          | CC | 1 05264  | BSN SPORTS                  | 02/03/2025 | \$566.95   | 162338    | E 11 300 292 000 000 401 | PO 33877 HS Gym/Floor Tape               |  |
| 001      |          | CC | 1 05473  | MASA                        | 02/03/2025 | \$339.00   | 162293    | E 01 005 020 000 000 366 | 2025 MASA/MASE Spring Conference (M      |  |
| 001      |          | CC | 1 05473  | MASA                        | 02/03/2025 | \$339.00   | 162293    | E 01 005 610 000 000 366 | 2025 MASA/MASE Spring Conference (M      |  |
| 001      |          | CC | 1 06051  | FINKEN WATER CENTERS        | 02/03/2025 | \$115.70   | 162314    | E 01 300 810 000 000 401 | Softener Salt                            |  |
| 001      |          | CC | 1 06051  | FINKEN WATER CENTERS        | 02/03/2025 | \$54.20    | 162314    | E 01 100 810 000 000 401 | Softener Salt                            |  |
| 001      |          | CC | 1 06051  | FINKEN WATER CENTERS        | 02/03/2025 | \$64.45    | 162314    | E 01 201 810 000 000 401 | Softener Salt                            |  |
| 001      |          | CC | 1 06051  | FINKEN WATER CENTERS        | 02/03/2025 | \$54.20    | 162410    | E 01 201 810 000 000 401 | Softener Salt                            |  |
| 001      |          | CC | 1 06051  | FINKEN WATER CENTERS        | 02/03/2025 | \$105.45   | 162410    | E 01 300 810 000 000 401 | Softener Salt                            |  |
| 001      |          | CC | 1 06051  | FINKEN WATER CENTERS        | 02/03/2025 | \$105.45   | 162410    | E 01 100 810 000 000 401 | Softener Salt                            |  |
| 001      |          | CC | 1 06130  | COBORN'S INC.               | 02/03/2025 | \$120.31   | 162361    | E 01 300 211 000 320 490 | High School Meeting                      |  |
| 001      |          | CC | 1 06130  | COBORN'S INC.               | 02/03/2025 | \$15.98    | 162306    | E 01 201 208 000 320 490 | MS Leadership Group                      |  |
| 001      |          | CC | 1 06130  | COBORN'S INC.               | 02/03/2025 | \$20.95    | 162372    | E 01 300 790 000 699 401 | Milk for EPIC event                      |  |
| 001      |          | CC | 1 06130  | COBORN'S INC.               | 02/03/2025 | \$41.30    | 162357    | E 01 300 790 000 699 490 | Speaker Event Lunch                      |  |
| 001      |          | CC | 1 06130  | COBORN'S INC.               | 02/03/2025 | \$21.96    | 162336    | E 01 100 203 000 320 490 | Indy Student Group                       |  |
| 001      |          | CC | 1 06130  | COBORN'S INC.               | 02/03/2025 | \$21.48    | 162387    | E 01 201 208 000 320 490 | MS Meeting                               |  |

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 02/01/2025-2/28/2025

| Pay/Void |          |    |          |                                 |            |            |           |                          |   |
|----------|----------|----|----------|---------------------------------|------------|------------|-----------|--------------------------|---|
| Bank     | Check No | Ty | Grp Code | Vendor                          | Date       | Amount     | Voucher # | Account Code             | Description                               |
| 001      |          | CC | 1 06130  | COBORN'S INC.                   | 02/03/2025 | \$47.83    | 162408    | E 01 100 203 000 320 490 | Indy Student Meeting                      |
| 001      |          | CC | 1 06130  | COBORN'S INC.                   | 02/03/2025 | \$10.98    | 162385    | E 01 110 203 000 320 490 | Liberty School Meeting                    |
| 001      |          | CC | 1 06130  | COBORN'S INC.                   | 02/03/2025 | \$21.69    | 162319    | E 01 300 790 000 699 490 | Food                                      |
| 001      |          | CC | 1 06596  | GLAZIER CLINICS                 | 02/03/2025 | \$499.00   | 162360    | E 11 300 294 113 000 366 | 2025 Unlimited Coach Pass                 |
| 001      |          | CC | 1 07123  | SOCIETY FOR HUMAN RESOURCE MA   | 02/03/2025 | \$264.00   | 162392    | E 01 005 105 000 000 820 | Professional Membership (Sue Schmidt)     |
| 001      |          | CC | 1 07785  | CARIBOU COFFEE CO               | 02/03/2025 | \$20.00    | 162382    | E 01 300 790 000 699 401 | Caribou Gift Card Giveaway - EPIC Jan Ev  |
| 001      |          | CC | 1 07984  | HIRSHFIELD'S INC & SUBSIDIARIES | 02/03/2025 | \$124.90   | 162380    | E 01 300 810 000 000 401 | HS B&G Supplies                           |
| 001      |          | CC | 1 07984  | HIRSHFIELD'S INC & SUBSIDIARIES | 02/03/2025 | \$758.84   | 162380    | E 01 300 810 000 000 401 | HS B&G Supplies                           |
| 001      |          | CC | 1 07984  | HIRSHFIELD'S INC & SUBSIDIARIES | 02/03/2025 | \$59.16    | 162380    | E 01 300 810 000 000 401 | HS B&G Supplies                           |
| 001      |          | CC | 1 08066  | TARGET                          | 02/03/2025 | \$98.66    | 162388    | E 01 300 790 000 699 490 | Target - Giveaway Items for EPIC Jan Ever |
| 001      |          | CC | 1 08198  | ROCHESTER TELECOM SYSTEMS INC   | 02/03/2025 | \$1.74     | 162391    | E 04 500 505 000 321 320 | CE Long Distance                          |
| 001      |          | CC | 1 08198  | ROCHESTER TELECOM SYSTEMS INC   | 02/03/2025 | \$20.16    | 162389    | E 01 300 810 000 000 320 | HS Long Distance                          |
| 001      |          | CC | 1 08198  | ROCHESTER TELECOM SYSTEMS INC   | 02/03/2025 | \$40.39    | 162390    | E 01 005 810 000 000 320 | DO Long Distance                          |
| 001      |          | CC | 1 08198  | ROCHESTER TELECOM SYSTEMS INC   | 02/03/2025 | \$23.98    | 162393    | E 01 100 810 000 000 320 | Indy Long Distance                        |
| 001      |          | CC | 1 08198  | ROCHESTER TELECOM SYSTEMS INC   | 02/03/2025 | \$17.30    | 162395    | E 01 201 810 000 000 320 | MS Long Distance 25                       |
| 001      |          | CC | 1 08198  | ROCHESTER TELECOM SYSTEMS INC   | 02/03/2025 | \$33.05    | 162398    | E 01 110 810 000 000 320 | Liberty Long Distance                     |
| 001      |          | CC | 1 08465  | INNOVATIVE OFFICE SOLUTIONS     | 02/03/2025 | \$4,086.60 | 162353    | E 06 110 870 000 000 530 | PO 33560 BOND PROJECT ID #22G110.0        |
| 001      |          | CC | 1 08465  | INNOVATIVE OFFICE SOLUTIONS     | 02/03/2025 | \$989.00   | 162411    | E 06 110 870 000 000 530 | PO 33535 BOND PROJECT #22D110.03F         |
| 001      |          | CC | 1 09044  | MENARDS - ELK RIVER             | 02/03/2025 | \$239.60   | 162290    | E 01 110 240 000 000 430 | PO 33934 Footballs for PE                 |
| 001      |          | CC | 1 09044  | MENARDS - ELK RIVER             | 02/03/2025 | \$102.49   | 162375    | E 01 005 810 000 000 401 | B&G Supplies                              |
| 001      |          | CC | 1 09044  | MENARDS - ELK RIVER             | 02/03/2025 | \$46.84    | 162302    | E 01 110 810 000 000 401 | B&G Supplies                              |
| 001      |          | CC | 1 09044  | MENARDS - ELK RIVER             | 02/03/2025 | \$147.83   | 162302    | E 01 005 810 000 000 401 | B&G Supplies                              |
| 001      |          | CC | 1 09217  | HORIZON COMMERCIAL POOL SUPPL'  | 02/03/2025 | \$2,490.36 | 162414    | E 01 300 810 000 000 404 | HS B&G Supplies                           |
| 001      |          | CC | 1 10195  | MnIAAA                          | 02/03/2025 | \$431.60   | 162396    | E 11 300 292 000 000 366 | 2025 MNIAAA Annual Conference Fee (Ma     |
| 001      |          | CC | 1 10338  | ADAM'S PEST CONTROL, INC.       | 02/03/2025 | \$50.00    | 162379    | E 01 300 810 000 000 305 | HS Prevention Plus                        |
| 001      |          | CC | 1 10512  | CASEY'S                         | 02/03/2025 | \$34.34    | 162298    | E 01 005 105 000 000 490 | Negotiations (5 staff)                    |
| 001      |          | CC | 1 10575  | CONSTANT CONTACT                | 02/03/2025 | \$245.00   | 162404    | E 04 500 505 000 321 305 | CE Mktg                                   |
| 001      |          | CC | 1 12031  | LANGUAGELINE Solutions          | 02/03/2025 | \$11.85    | 162337    | E 01 110 219 000 339 358 | Liberty Interpreter 01.15.2025            |
| 001      |          | CC | 1 12054  | CHANHASSEN DINNER THEATERS      | 02/03/2025 | \$68.82    | 162369    | E 01 300 259 214 000 369 | PO 33875 Shallyn's Ticket                 |
| 001      |          | CC | 1 12095  | HYATT REGENCY                   | 02/03/2025 | \$328.18   | 162322    | E 01 005 010 000 000 366 | MSBA Conference 01/14-01/16 (Tim)         |
| 001      |          | CC | 1 12095  | HYATT REGENCY                   | 02/03/2025 | \$3.50     | 162321    | E 01 005 010 000 000 366 | MSBA Conference (CH)                      |
| 001      |          | CC | 1 12095  | HYATT REGENCY                   | 02/03/2025 | \$429.37   | 162323    | E 01 005 010 000 000 366 | MSBA Conference (CH)                      |
| 001      |          | CC | 1 12095  | HYATT REGENCY                   | 02/03/2025 | \$8.96     | 162325    | E 01 005 010 000 000 366 | MSbA Conference (Tim)                     |
| 001      |          | CC | 1 12095  | HYATT REGENCY                   | 02/03/2025 | \$34.13    | 162331    | E 01 005 010 000 000 366 | MSBA Conference (Tim)                     |

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 02/01/2025-2/28/2025

| Pay/Void |          |    |     |       |                                |            |            |           |                          |   |
|----------|----------|----|-----|-------|--------------------------------|------------|------------|-----------|--------------------------|---|
| Bank     | Check No | Ty | Grp | Code  | Vendor                         | Date       | Amount     | Voucher # | Account Code             | Description                                 |
| 001      |          | CC | 1   | 12095 | HYATT REGENCY                  | 02/03/2025 | \$17.92    | 162341    | E 01 005 010 000 000 366 | MSBA Conference Dinner                      |
| 001      |          | CC | 1   | 12095 | HYATT REGENCY                  | 02/03/2025 | \$66.00    | 162318    | E 01 005 010 000 000 366 | MSBA Conference (Tim, Ashley & Chelsey      |
| 001      |          | CC | 1   | 12129 | SIPTRUNK, INC                  | 02/03/2025 | \$72.84    | 162416    | E 01 005 630 000 000 320 | Back Up Phones                              |
| 001      |          | CC | 1   | 12304 | SAM'S CLUB                     | 02/03/2025 | \$80.42    | 162397    | E 01 300 298 918 000 490 | Java Hive & Office                          |
| 001      |          | CC | 1   | 12304 | SAM'S CLUB                     | 02/03/2025 | \$35.96    | 162397    | E 01 300 211 000 000 401 | Java Hive & Office                          |
| 001      |          | CC | 1   | 12304 | SAM'S CLUB                     | 02/03/2025 | \$13.98    | 162291    | E 01 300 211 245 000 401 | Hornet Hospitality                          |
| 001      |          | CC | 1   | 12304 | SAM'S CLUB                     | 02/03/2025 | \$125.88   | 162350    | E 01 300 298 918 000 490 | JAVA HIVE                                   |
| 001      |          | CC | 1   | 12418 | USPS                           | 02/03/2025 | \$6.88     | 162386    | E 01 400 203 000 000 329 | Postage                                     |
| 001      |          | CC | 1   | 12528 | RAYMOND GEDDES & COMPANY, INC. | 02/03/2025 | \$80.19    | 162409    | E 01 100 203 290 000 401 | PBIS incentives                             |
| 001      |          | CC | 1   | 12623 | MINNESOTA MUSIC EDUCATORS ASSC | 02/03/2025 | \$10.00    | 162371    | E 01 100 259 000 000 366 | MMEA Midwinter Convention - H. Hermans      |
| 001      |          | CC | 1   | 12623 | MINNESOTA MUSIC EDUCATORS ASSC | 02/03/2025 | \$360.00   | 162300    | E 01 300 258 000 000 366 | PO 33907 2025 MWC Workshop Keister          |
| 001      |          | CC | 1   | 12623 | MINNESOTA MUSIC EDUCATORS ASSC | 02/03/2025 | \$20.00    | 162303    | E 01 300 259 000 000 366 | PO 33907 2025 MWC Workshop Hawkins          |
| 001      |          | CC | 1   | 12783 | EVERYDAY SPEECH LLC            | 02/03/2025 | \$240.82   | 162384    | E 01 100 203 000 000 406 | PO 33823 Social Communication Curriculu     |
| 001      |          | CC | 1   | 12851 | NEW YORK TIMES                 | 02/03/2025 | \$4.00     | 162355    | E 01 300 220 000 000 430 | English, Spaulding                          |
| 001      |          | CC | 1   | 12944 | MINNESOTA COMMUNITY ED         | 02/03/2025 | \$279.00   | 162418    | E 04 500 505 000 321 366 | CE Leadership Days 26                       |
| 001      |          | CC | 1   | 13072 | CINTAS CORPORATION NO 2        | 02/03/2025 | \$124.97   | 162381    | E 01 300 810 350 000 305 | Uniform Services December 2024 (\$2.55 d    |
| 001      |          | CC | 1   | 13072 | CINTAS CORPORATION NO 2        | 02/03/2025 | \$124.96   | 162381    | E 01 100 810 350 000 305 | Uniform Services December 2024 (\$2.55 d    |
| 001      |          | CC | 1   | 13072 | CINTAS CORPORATION NO 2        | 02/03/2025 | \$124.96   | 162381    | E 01 201 810 350 000 305 | Uniform Services December 2024 (\$2.55 d    |
| 001      |          | CC | 1   | 13072 | CINTAS CORPORATION NO 2        | 02/03/2025 | \$124.93   | 162381    | E 01 110 810 350 000 305 | Uniform Services December 2024 (\$2.55 d    |
| 001      |          | CC | 1   | 13072 | CINTAS CORPORATION NO 2        | 02/03/2025 | (\$2.55)   | 162381    | E 01 300 810 350 000 305 | Uniform Services December 2024 (\$2.55 d    |
| 001      |          | CC | 1   | 13162 | JOANN.COM                      | 02/03/2025 | \$48.17    | 162340    | E 01 005 790 000 320 401 | Parent/Family Meeting (General Supplies)    |
| 001      |          | CC | 1   | 13185 | PATRIOT NEWS MN                | 02/03/2025 | \$67.50    | 162328    | E 01 005 010 000 000 305 | Jan 11, Legal                               |
| 001      |          | CC | 1   | 13185 | PATRIOT NEWS MN                | 02/03/2025 | \$292.50   | 162311    | E 01 005 010 000 000 305 | Jan 18 Legal                                |
| 001      |          | CC | 1   | 13185 | PATRIOT NEWS MN                | 02/03/2025 | \$105.00   | 162311    | E 01 005 010 000 000 305 | Jan 18 Legal                                |
| 001      |          | CC | 1   | 13185 | PATRIOT NEWS MN                | 02/03/2025 | \$300.00   | 162311    | E 01 005 010 000 000 305 | Jan 18 Legal                                |
| 001      |          | CC | 1   | 13185 | PATRIOT NEWS MN                | 02/03/2025 | \$130.00   | 162383    | E 01 005 810 353 000 305 | Dec 21/28 Legal Wks 1&2 Hail Claim          |
| 001      |          | CC | 1   | 13200 | HUDDLE HUTS                    | 02/03/2025 | \$27.50    | 162377    | E 11 300 293 114 000 401 | Track Upgraded roller bag                   |
| 001      |          | CC | 1   | 13200 | HUDDLE HUTS                    | 02/03/2025 | \$27.50    | 162378    | E 11 300 295 184 000 401 | Track Upgraded roller bag                   |
| 001      |          | CC | 1   | 13342 | NOAHS ARK ANIMAL               | 02/03/2025 | \$1,940.25 | 162365    | E 04 500 570 000 321 369 | KC Field Trip                               |
| 001      |          | CC | 1   | 13654 | CITY OF ELK RIVER              | 02/03/2025 | \$360.00   | 162296    | E 01 100 203 906 000 369 | Orono Park Shelter (3rd grade fieldtrip)    |
| 001      |          | CC | 1   | 13687 | E&G 1123 ECOMM                 | 02/03/2025 | \$355.93   | 162326    | E 01 005 105 000 000 490 | Negotiations                                |
| 001      |          | CC | 1   | 13687 | E&G 1123 ECOMM                 | 02/03/2025 | \$14.22    | 162317    | E 01 005 105 000 000 490 | Negotiations                                |
| 001      |          | CC | 1   | 13819 | MOVE AND LEARN                 | 02/03/2025 | \$784.00   | 162339    | E 04 500 570 000 321 369 | KC Field Trips                              |
| 001      |          | CC | 1   | 13859 | PLAY BALL! MINNESOTA           | 02/03/2025 | \$82.00    | 162305    | E 11 300 296 125 000 366 | 2025 Softball Coaches Clinic Registration ( |

# Big Lake Public Schools, ISD #727

## Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 02/01/2025-2/28/2025

| Pay/Void |          |    |     |       |                                 |            |            |           |                          |   |
|----------|----------|----|-----|-------|---------------------------------|------------|------------|-----------|--------------------------|---|
| Bank     | Check No | Ty | Grp | Code  | Vendor                          | Date       | Amount     | Voucher # | Account Code             | Description                                 |
| 001      |          | CC | 1   | 13859 | PLAY BALL! MINNESOTA            | 02/03/2025 | \$82.00    | 162297    | E 11 300 296 125 000 366 | 2025 Softball Coaches Clinic Registration ( |
| 001      |          | CC | 1   | 13909 | WALL ST JOURNAL                 | 02/03/2025 | \$2.00     | 162394    | E 01 300 341 000 830 433 | Palmer- business                            |
| 001      |          | CC | 1   | 13968 | FLAGS USA                       | 02/03/2025 | \$116.98   | 162399    | E 01 300 810 000 000 401 | Minnesota 2024-State Flag with Fringe-For   |
| 001      |          | CC | 1   | 14087 | ENRICHMENT HOURS                | 02/03/2025 | \$210.00   | 162376    | E 04 500 585 000 332 305 | Creative Connections Art Class              |
| 001      |          | CC | 1   | 14104 | PDQ INTERMEDIATE INC.           | 02/03/2025 | \$2,520.00 | 162366    | E 05 005 630 000 795 405 | PO 33852 PDQ Connect Premium                |
| 001      |          | CC | 1   | 14114 | STRAIGHT SHOOTER ARCHERY        | 02/03/2025 | \$225.00   | 162333    | E 04 500 560 000 321 430 | CE Archery                                  |
| 001      |          | CC | 1   | 14122 | TANY LEATHER                    | 02/03/2025 | \$223.93   | 162292    | E 01 005 790 000 320 401 | General Supplies                            |
| 001      |          | CC | 1   | 14122 | TANY LEATHER                    | 02/03/2025 | \$16.51    | 162292    | E 01 005 110 999 000 401 | General Supplies                            |
| 001      |          | CC | 1   | 14123 | AMERICINN OF WAHPETON           | 02/03/2025 | \$110.00   | 162424    | E 11 300 295 127 000 366 | Basketball Tournament                       |
| 001      |          | CC | 1   | 14123 | AMERICINN OF WAHPETON           | 02/03/2025 | \$110.00   | 162425    | E 11 300 295 127 000 366 | Basketball Tournament                       |
| 001      |          | CC | 1   | 14123 | AMERICINN OF WAHPETON           | 02/03/2025 | \$110.00   | 162426    | E 11 300 295 127 000 366 | Basketball Tournament                       |
| 001      |          | CC | 1   | 14123 | AMERICINN OF WAHPETON           | 02/03/2025 | \$110.00   | 162419    | E 11 300 295 127 000 366 | Basketball Tournament                       |
| 001      |          | CC | 1   | 14123 | AMERICINN OF WAHPETON           | 02/03/2025 | \$110.00   | 162420    | E 11 300 295 127 000 366 | Basketball Tournament                       |
| 001      |          | CC | 1   | 14123 | AMERICINN OF WAHPETON           | 02/03/2025 | \$110.00   | 162421    | E 11 300 295 127 000 366 | Basketball Tournament                       |
| 001      |          | CC | 1   | 14123 | AMERICINN OF WAHPETON           | 02/03/2025 | \$110.00   | 162422    | E 11 300 295 127 000 366 | Basketball Tournament 27                    |
| 001      |          | CC | 1   | 14123 | AMERICINN OF WAHPETON           | 02/03/2025 | \$110.00   | 162423    | E 11 300 295 127 000 366 | Basketball Tournament                       |
| 001      |          | CC | 1   | 14124 | PHONAK                          | 02/03/2025 | \$2,124.82 | 162417    | E 05 005 630 000 795 466 | Roger Touchscreen Universal Mic             |
| 001      |          | CC | 1   | 14125 | MINNESOTA ASSOCIATION FOR CHILD | 02/03/2025 | \$328.50   | 162295    | E 04 500 505 000 321 366 | CE Workshop                                 |
| 001      |          | CC | 1   | 14127 | USACERT                         | 02/03/2025 | \$49.00    | 162324    | E 01 300 240 000 000 430 | Phy Ed Dept.                                |
| 001      |          | CC | 1   | 14128 | LORING GARAGE                   | 02/03/2025 | \$50.00    | 162335    | E 01 005 010 000 000 366 | MSBA Conference Parking (Tim)               |
| 001      |          | CC | 1   | 14129 | MN HS TRACK CLINIC              | 02/03/2025 | \$129.50   | 162363    | E 11 300 294 114 000 366 | Bob Blanchard's 2025 Track & Field Clinic   |
| 001      |          | CC | 1   | 14130 | RADWELL                         | 02/03/2025 | \$584.43   | 162327    | E 01 100 810 000 000 401 | Indy Smoke Detectors                        |

**Check Total: \$68,826.34**

**Bank 001 Total: \$68,826.34**

**Report Total: \$68,826.34**

| <b>February 2025 Personnel</b>     |                              |                 |                       |                    |
|------------------------------------|------------------------------|-----------------|-----------------------|--------------------|
| <b>Employee (Last, First Name)</b> | <b>Position</b>              | <b>Building</b> | <b>Effective Date</b> | <b>Action Type</b> |
| Riley, Sekmhet                     | Paraeducator                 | High School     | 01/29/2025            | New Hire           |
| Tatro, Keith                       | Custodian                    | Liberty         | 02/10/2025            | New Hire           |
| Sandvig, Jessica                   | LTS Teacher                  | Liberty         | 03/14/2025            | New Hire           |
| Willert, Kristi                    | Paraeducator                 | Independence    | 01/30/2025            | Resignation        |
| Sandford, Gabrielle                | Teacher                      | High School     | 01/31/2025            | Resignation        |
| Miller, Laura                      | LTS Teacher                  | Big Lake Online | 02/03/2025            | Transfer           |
| Martin, Lance                      | LTS Teacher                  | Liberty         | 03/19/2025            | Transfer           |
| Holmwig, Jennifer                  | Paraeducator                 | Liberty         | 02/18/2025            | Transfer           |
| Hayes, Sara                        | School Monitor               | Liberty         | 02/18/2025            | New Hire           |
| Jean, Idamen                       | School Monitor               | Independence    | 02/13/2025            | Resignation        |
| Weldon, Angela                     | LTS Administrative Assistant | Liberty         | 02/24/2025            | New Hire           |
| Dorey, Abigail                     | Building Substitute          | Liberty         | 02/24/2025            | New Hire           |
| Davis, Lori                        | School Monitor               | Independence    | 02/26/2025            | New Hire           |

**ISD 727 SCHOOL BOARD  
FUNDRAISERS ACTION  
02/26/2025**

Big Lake Golf, Moonlight Bowling at McPete's, \$25 per person with \$20 donated to the golf program. Proceeds will be used to purchase golf balls, training aids, and equipment. April 5, 2025

**AGREEMENT**  
**BETWEEN**  
**INDEPENDENT SCHOOL DISTRICT**  
**#727 AND**  
**SCHOOL SERVICE EMPLOYEES LOCAL #284**  
**SECRETARIAL & PARAEDUCATORS, CUSTODIAL AND**  
**FOOD SERVICE BARGAINING UNIT**

JULY 1, 2024 TO JUNE 30, 2026

# Table of Contents

- ARTICLE I - PURPOSE ..... 7
- ARTICLE II - RECOGNITION OF EXCLUSIVE REPRESENTATIVE..... 7
  - Section 2.1 Recognition:..... 7
  - Section 2.2 Appropriate Unit:..... 7
- ARTICLE III –DEFINITIONS ..... 7
  - Section 3.1 Terms and Conditions of Employment: ..... 7
  - Section 3.2 Description of Appropriate Unit:..... 8
  - Section 3.3 School District:..... 8
  - Section 3.4 Full- Time Employees: ..... 8
  - Section 3.5 Custodial Work: ..... 8
  - Section 3.6 Temporary Employees: Secretarial and Paraeducator:..... 8
  - Section 3.7 Other Terms:..... 9
- ARTICLE IV - SCHOOL DISTRICT RIGHTS..... 9
  - Section 4.1 Inherent Managerial Rights:..... 9
  - Section 4.2 School Board Responsibilities: ..... 9
  - Section 4.3 Effect of Laws, Rules and Regulations: ..... 9
  - Section 4.4 Reservation of Managerial Rights: ..... 9
- ARTICLE V - EMPLOYEE RIGHTS..... 10
  - Section 5.1 Right to Views:..... 10
  - Section 5.2 Right to Join: ..... 10
  - Section 5.3 Request for Dues Check Off:..... 10
  - Section 5.4 Union Access to Information:..... 10
  - Section 5.5 Notification of Newly Hired Employees:..... 11
  - Section 5.6 Union Access:..... 11

As per MN Statute 179A.07, the District will allow a Union designated representative to schedule and meet in person with newly hired employees for thirty minutes within thirty calendar days from the date of hire at individual or group meetings. All employees participating in these meetings will be in pay status, if required by MN

**State 179A.07..... 11**

**The District will allow the Union to communicate with bargaining until members using their employer issued email addresses as per MN Statute 179A.07, Subd 9. .... 11**

**The District will allow the Union to meet with bargaining until members in District facilities as per MN Statute 179A.07, Subd. 9. .... 11**

**ARTICLE VI - RATES OF PAY..... 11**

**Section 6.1 Rates of Pay: ..... 11**

**Section 6.2 Mileage Reimbursement:..... 12**

**Section 6.3 Split Shifts:..... 12**

**Section 6.4 License Renewal Fee: ..... 12**

**Section 6.5 Substitute Pay:..... 13**

**ARTICLE VII – SENIORITY, LAYOFF AND RECALL ..... 13**

**Section 7.1 Seniority Rights:..... 13**

**Section 7.2 Seniority Date: ..... 14**

**Section 7.3 Layoff and Recall:..... 14**

**Section 7.4 Implementation of Layoffs within Classification Series: Paraeducator and Secretarial Employees:..... 14**

**VIII - GROUP INSURANCE..... 16**

**Section 8.1 Selection: ..... 16**

**Section 8 .2 Health and Hospitalization Coverage: ..... 16**

**Section 8.3 Dental Insurance/Reimbursement Plan: ..... 17**

**Section 8.4 Life Insurance:..... 17**

**Section 8.5 Claims Against the School District: ..... 17**

**Section 8.6 Long Term Disability:..... 17**

**Section 8.7 Liability Insurance: ..... 17**

**Section 8 .8 Duration of Insurance Contribution:..... 18**

**Section 8.9 Insurance Eligibility: ..... 18**

**ARTICLE IX - LEAVES OF ABSENCE ..... 18**

**Section 9.1 Sick Leave: ..... 18**

**Section 9.2 Bereavement Leave: ..... 19**

Section 9.3 Personal Leave:..... 20

Section 9.4 Workers' Compensation:..... 21

Section 9.5 Jury Duty:..... 22

Section 9.6 Family and Medical Leave: ..... 22

Section 9.7 Extended Leave of Absence:..... 23

Section 9.8 Leave of Absence for Recovery from Injury or Treatment of Illness:..... 23

Section 9.9 Child Care Leave:..... 24

ARTICLE X - HOURS OF SERVICE ..... 25

Section 10.1 Work Week: Custodial/Maintenance: ..... 25

Section 10.2 Work Week: Food Service: ..... 25

Section 10.3 Work Week: Secretarial and Paraeducator Employees:..... 26

Section 10.4 Emergency Change of Regularly Scheduled Workday: Custodial/Maintenance:..... 26

Section 10.5 Emergency Closing/Delays: Food Service, Secretarial and Paraeducators: ..... 26

Subd. 1 - In the event that school is closed for any emergency or inclement weather, an employee would receive that day's pay only if school is closed after he/she reported for his/her regularly assigned shift time on that day, the District will follow MN Statute 120A.416. .... 26

Subd. 5 - In the event that school is closed and designated an e-Learning day, the District will follow MN Statute 120A.414. .... 27

Section 10.6 Work Day Assignment/Breaks:..... 27

Section 10.7 Vacation:..... 27

Section 10.8 Holidays: ..... 29

Section 10.9 Time Off Provision:..... 29

Section 10.10 Combining of Jobs: Food Service, Secretarial and Paraeducator Classification Series: ..... 30

Section 10.11 Uniform/Footwear Allowance:..... 30

Section 10.12 Safety:..... 30

ARTICLE XI - JOB VACANCIES ..... 31

Section 11.1 Job Posting:..... 31

Section 11.2 Temporary Vacancies: ..... 31

ARTICLE XII - GRIEVANCE PROCEDURE..... 31

Section 12.1 Grievance Definition: ..... 31

Section 12.2 Representative:..... 32

Section 12.3 Definitions and Interpretations:..... 32

Section 12.4 Time Limitation and Waiver: ..... 32

Section 12.5 Resolution of Grievance: ..... 32

Section 12.6 School Board Review:..... 33

Section 12.7 Denial of Grievance:..... 33

Section 12.8 Arbitration Procedures:..... 33

ARTICLE XIII - PUBLIC OBLIGATION ..... 35

ARTICLE XIV - PROBATION, DISMISSAL AND LAYOFFS ..... 35

Section 14.1 Probationary Period: New Employees:..... 35

Section 14.2 Probationary Period: Upon Promotion:..... 36

ARTICLE XV - RETIREMENT AND RESIGNATION ..... 36

Section 15.1 Resignation Notice: ..... 36

Section 15.2 Eligibility: ..... 36

Section 15.3 Severance Pay:..... 36

Section 15.4 Continuation of Insurance Coverage: ..... 37

Section 15.5 Vacation Balance:..... 37

ARTICLE XVI - MATCHING TAX DEFERRED SAVINGS PLAN..... 37

Section 16.1 Description:..... 37

Section 16.2 Eligibility: ..... 37

Section 16.3 District Matching Contribution:..... 38

Section 16.4 Transition Provisions:..... 38

ARTICLE XVII – DURATION ..... 38

Section 17.1 Term and Reopening Negotiations:..... 38

Section 17.2 Effect:..... 38

Section 17.3 Finality: ..... 38

Section 17.4 Severability: ..... 39

**APPENDIX A ..... 41**

**APPENDIX B..... 42**

**Weekend and Holiday Building Checks:..... 42**

**Emergency Call Back:..... 42**

**Night Shift Premium:..... 42**

**Pool Pay Differential: ..... 42**

**MEMORANDUM OF UNDERSTANDING..... 43**

**MEMORANDUM OF UNDERSTANDING..... 46**

**MEMORANDUM OF UNDERSTANDING..... 47**

**MEMORANDUM OF UNDERSTANDING..... 48**

**MEMORANDUM OF UNDERSTANDING..... 49**

**WHEREAS, Employees shall be provided paid training as required by state statute 121A.642. If the employee requires additional training, a written request may be made for up to 4 additional hours. All requests shall be made to their direct supervisor and Human Resources Manager. .... 50**

## **ARTICLE I - PURPOSE**

This Agreement is entered into between Independent School District No. 727, Big Lake, Minnesota, ("School District" or "Employer"), and Service Employees International Union Local No. 284, SEIU, CTW, AFL-CIO ("Exclusive Representative" or "Union") pursuant to and in compliance with the Public Employment Labor Relations Act of 1971, as amended, ("PELRA") to provide the terms and conditions of employment for aide, clerical, custodial/maintenance, food service, secretarial and paraeducator employees during the duration of this Agreement.

## **ARTICLE II - RECOGNITION OF EXCLUSIVE REPRESENTATIVE**

### **Section 2.1 Recognition:**

In accordance with the PELRA, the School District recognizes Service Employees International Union Local No. 284 as the Exclusive Representative for all aide, clerical, custodial/maintenance, food service, secretarial, and paraeducator employees employed by Independent School District No. 727. The Exclusive Representative shall have those rights and duties as prescribed by PELRA, and as described in the provisions of this Agreement.

### **Section 2.2 Appropriate Unit:**

The exclusive representative shall represent all such employees of the School District contained in the appropriate unit as defined in Article III, Section 3.2 of this Agreement and the PELRA and in the certification by the Commissioner of the Bureau of Mediation Services ("BMS"), in BMS case number 15PCL0400, described as all aide, clerical, custodial/maintenance, food service, paraeducator and secretarial employees of Independent School District No. 727, Big Lake, Minnesota who are public employees within the meaning of Minn. Stat. §179A.03, subd. 14, including, but not limited to, Lead Custodians, Ala Carte Cooks, Office Specialists, Supervisor Aides, Administrative Assistants, Education Assistants/Paraeducators, Health Assistants, Custodians, Groundskeepers, Office Assistants, Nutrition Assistants, Program Secretaries, and Second Cooks and excluding supervisory, confidential and all other employees.

## **ARTICLE III –DEFINITIONS**

### **Section 3.1 Terms and Conditions of Employment:**

"Terms and conditions of employment" means the hours of employment, the compensation therefore including fringe benefits, except retirement contributions or benefits other than employer payment of, or contributions to, premiums for group insurance coverage of retired employees or severance pay, and the employer's personnel

policies affecting the working conditions of the employees. "Terms and conditions of employment" is subject to the provisions of the PELRA.

### **Section 3.2 Description of Appropriate Unit:**

“Appropriate Unit” means all aide, clerical, custodial, maintenance, food service, secretarial, and paraeducator employees in the appropriate unit employed by the School District in such classifications excluding the following: confidential, supervisory, essential and part-time employees whose employment services do not exceed the lesser of fourteen (14) hours per week (12 hours per week for food service employees) or thirty- five (35) percent of the normal work week in the employee’s bargaining unit within his/her classification, employees who hold positions of a temporary or seasonal character for a period not in excess of sixty-seven (67) work days per calendar year, unless those positions have already been filled in the same calendar year and the cumulative number of days in the same position by all employees exceeds sixty-seven (67) calendar days in that year, and emergency employees excluding supervisory and confidential employees (such as the Superintendent’s secretary).

### **Section 3.3 School District:**

For purposes of administering this Agreement, the term/word "School District/Employer" shall mean the School Board or its designated representative(s).

### **Section 3.4 Full- Time Employees:**

A full-time clerical, secretarial, paraeducator, or aide employee, or food service employee is one who is employed for six (6) or more hours per day. A full time custodial/maintenance employee is one who is employed for eight (8) hours per day for twelve months during a school year.

### **Section 3.5 Custodial Work:**

The routine work of custodial/maintenance employees shall also include all maintenance work needed to operate and maintain the buildings and grounds in good condition. This shall include the normal cleaning functions, plumbing, glazing, painting, carpenter repairs, electrical repairs, etc., insofar as the capabilities of the individual will allow.

### **Section 3.6 Temporary Employees: Secretarial and Paraeducator:**

Positions that last for less than sixty-seven (67) days shall be deemed as temporary and are not included in the bargaining unit. The rate of pay for temporary secretarial and paraeducator positions will be that of the substitute rate. In the event that the temporary position continues longer than sixty-seven (67) days, the position will be

posted in accordance with Article XI of this Agreement and will be considered a bargaining unit position. In the event that the employee occupying the temporary position is hired for a permanent position, and no break in service occurs, the employee's date of hire for the temporary position will be considered the employee's seniority date in the School District. In addition, such time worked in the temporary position will be counted toward the employee's one hundred-eighty (180) day probationary period.

### **Section 3.7 Other Terms:**

Terms not defined in this Agreement shall have those meanings as defined by PELRA.

## **ARTICLE IV - SCHOOL DISTRICT RIGHTS**

### **Section 4.1 Inherent Managerial Rights:**

The Exclusive Representative recognizes that the School District is not required to meet and negotiate on matters of inherent managerial policy, which include, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

### **Section 4.2 School Board Responsibilities:**

The Exclusive Representative recognizes the right and obligation of the School Board to efficiently manage and conduct the operation of the School District within its legal limitations and with its primary obligation to provide educational opportunities for the students of the School District.

### **Section 4.3 Effect of Laws, Rules and Regulations:**

The Exclusive Representative recognizes that all employees covered by this agreement shall perform the services and duties prescribed by the School District and shall be governed by the laws of the State of Minnesota and by School District rules, regulations, directives and orders, issued by properly designated officials of the School District. The Exclusive Representative also recognizes the right, obligation and duty of the School Board and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School Board insofar as such rules, regulations, directives and orders are not inconsistent with the terms of the Agreement and all provisions of this agreement are subject to the laws of the State. Any provisions of this Agreement found to be in violation of any such laws, rules, regulations, directives or orders shall be null and void and without force and effect.

### **Section 4.4 Reservation of Managerial Rights:**

The foregoing enumeration of rights and duties shall not be deemed to exclude other inherent management rights and management functions not expressly reserved herein, and all management rights and management functions not expressly delegated in this Agreement are reserved to the School District.

## **ARTICLE V - EMPLOYEE RIGHTS**

### **Section 5.1 Right to Views:**

Pursuant to PELRA, nothing contained in this Agreement shall be construed to limit, impair or affect the right of any employee or his/her representative to the expression or communication of a view, grievance, complaint, or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designed to and does not interfere with the full, faithful and proper performance of the duties or employment or circumvent the rights of the exclusive representative.

### **Section 5.2 Right to Join:**

Employees shall have the right to form and join labor or employee organizations and shall have the right not to form and join such organization. Employees in an appropriate unit shall have the right by secret ballot to designate an Exclusive Representative for the purpose of negotiating grievance procedures and the terms and conditions of employment for employees of such unit with the School District.

### **Section 5.3 Request for Dues Check Off:**

Pursuant to PELRA, employees shall have the right to request and be allowed dues check off for the employee organization of their selection, provided that dues check off and the proceeds thereof shall not be allowed any organization that has lost its right to dues check off pursuant to PELRA.

Upon receipt of a properly executed authorization by the employee involved, the School District will deduct from the employee's paycheck the dues that the employee has agreed to pay to the Exclusive Representative during the period provided in said authorization. The parties agree that authorization includes electronic recorded phone calls and other authorizations created and maintained by use of electronic records and electronic signatures consistent with state and federal laws. The School District will remit deducted dues to the Union not less than once per month.

### **Section 5.4 Union Access to Information:**

Upon written request of the Union, the School District shall provide the Union with a list of all bargaining unit employees that includes each employee's name, home address, home phone number, work hours, work location, position, classification, wage schedule placement, date of employment and electronic mail address. The Union's request for this list shall be granted no more than once per year unless the changes have occurred in the information previously provided by the School District. This paragraph shall not be subject to the grievance process.

**Section 5.5 Notification of Newly Hired Employees:**

The School District shall notify steward(s) within ten business days of hiring any employee to a job class and assignment eligible for membership within the unit. The School District shall provide the name of the individual hired, their school email address and their location of assignment to said steward(s).

**Section 5.6 Union Access:**

As per MN Statute 179A.07, the District will allow a Union designated representative to schedule and meet in person with newly hired employees for thirty minutes within thirty calendar days from the date of hire at individual or group meetings. All employees participating in these meetings will be in pay status, if required by MN State 179A.07.

The District will allow the Union to communicate with bargaining unit members using their employer issued email addresses as per MN Statute 179A.07, Subd 9.

The District will allow the Union to meet with bargaining unit members in District facilities as per MN Statute 179A.07, Subd. 9.

**ARTICLE VI - RATES OF PAY**

**Section 6.1 Rates of Pay:**

Subd. 1 – Wage Rates and Status of Salary Schedule. The wages and salaries reflected in Appendixes A and B, attached hereto, shall be a part of the Agreement for the period commencing July 1, 2024, through June 30, 2026. In the event a successor Agreement has not been executed at the time of the expiration of this Agreement, an employee shall be compensated at the current rate and step until such time that a new Agreement is executed, at which time step movement and wage adjustments will be implemented in accordance with the terms of the successor Agreement. Upon execution of this Agreement, step movement and wage adjustments will be applied retroactively to July 1, 2024, and each employee will receive retroactive pay to that date.

Subd. 2 - Withholding of Step Movement. The School District reserves the right

to withhold a salary increase in individual cases when it can be shown that a deficiency in the performance of an individual employee necessitates such action.

Subd. 3 - Regular Step Movement. Employees shall move up steps on the salary schedule on July 1st each year. An employee whose beginning employment date occurs between July 1st and prior to January 1st shall receive credit for one (1) year of service on July 1st. An employee whose beginning employment date occurs between January 1st and prior to June 30th shall not receive credit for one(1) year of service until July 1st of the following contract year.

Subd. 4 - Movement amongst Classifications. An employee moving from one (1) classification within a current classification series (e.g. secretarial and food service) to a higher classification within a current classification series shall be placed on the step in the higher classification that is nearest to (without going below) the employee's rate of pay in the original classification.

An employee moving to a higher classification within a classification series will not suffer a loss of pay and remains eligible for regular step movement.

Subd. 5 - Reemployment: An employee who is rehired within nine (9) months of resignation shall be placed on the same step as they were on at the time of resignation and retain all accrued benefits based on years of service at the time of resignation (e.g. sick leave, personal leave, vacation, longevity, 403b, seniority date). The employee shall not accrue seniority during the time of resignation to reemployment date.

### **Section 6.2 Mileage Reimbursement:**

Employees shall be reimbursed for the use of their personal cars for conducting business of the School District at the current IRS rate as set by the School District.

### **Section 6.3 Split Shifts:**

There shall be no split shifts for custodial/maintenance employees. Split shifts shall be defined as two periods of work in one day separated by more than a one (1) hour period.

Subd. 1 - Split shift pay. Employees working split shifts will be paid at their normal rate of pay for all hours worked as assigned by the School District.

Subd. 2 – Other positions. Employees who apply for and are hired for another position between their split shift shall be paid the rate for that position.

### **Section 6.4 License Renewal Fee:**

The bi-annual license renewal fee for health assistants renewing a practical nursing

license shall be reimbursed to staff employed in the position of health assistant at the time of renewal. The School District will pay the initial cost of the necessary boiler license, and the cost of renewing the license for those employees required to hold a license for their position.

**Section 6.5 Substitute Pay:**

Subd. 1 - When a secretary or paraeducator employee substitutes for five (5) consecutive days or longer in any higher paid position within his/her classification (secretary or paraeducator), the employee substitute will make a lateral move to the appropriate wage schedule commensurate with the employee's current step retroactive to the first day of substituting in that position. An employee's pay will not be decreased while substituting for a position in a lower pay category.

Subd. 2 - When a custodian working days assumes the duties of the building lead custodian for more than four (4) days in the lead custodian's absence, he/she shall receive the lead custodian's pay (at the substitute employee's step) for the hours the employee is working without a custodial building supervisor on site. An employee shall not be paid less in the first four (4) day of substitution (shift differential) when working days as a substitute for a lead custodian (site supervisor).

Subd. 3 - Any Food Service employee who assumes the duties of an absent cook with higher responsibility for more than five (5) consecutive days shall make a lateral move to the appropriate wage schedule (i.e.: A12 to B21) commensurate with the employee's current step, in that cook's absence, for the hours the employee replaced the higher level cook beginning on the sixth (6<sup>th</sup>) consecutive day, retroactive to the first day of the replacement. Employees will not go down in pay if substituting in a lower pay category (i.e.: B21 to A12).

Subd. 4. An employee substituting for another employee in a different department (e.g. paraeducator or secretarial employee subbing as a custodian) shall be paid at the step closest to the employee's current pay rate, not negative, if possible, in the appropriate pay schedule for which they are subbing in the different department.

**ARTICLE VII – SENIORITY, LAYOFF AND RECALL**

**Section 7.1 Seniority Rights:**

The School District recognizes that the purpose of seniority is to provide a declared policy as to the order of layoff and recall of employees and advancement or promotion. An employee who is properly discharged or resigns shall forfeit his/her seniority and in the event of re-employment his/her seniority rights shall begin as of the date of his/her re-employment. Promotion will be based on seniority and the applicant's qualifications to fit the job description.

**Section 7.2 Seniority Date:**

An employee shall accrue seniority upon completion of her or his initial probationary period as per Article XIV, Section 14.1. An employee's seniority date shall be retroactive to their most recent first date of active continuous service in a position in the bargaining unit. The School District shall promulgate a seniority list of all employees in the School District by February 1 of each year. A separate seniority list shall be provided for each type of position: Secretarial, Paraeducator, Custodial/maintenance and food service. An employee who disputes his/her standing on the list may process a grievance pursuant to the grievance procedure.

**Section 7.3 Layoff and Recall:**

The parties recognize the principle of seniority in the application of this Agreement, within each classification series, concerning reduction in force, provided the employee is fully qualified to perform the duties and responsibilities of the position. Positions are placed into one of the following classification series: secretarial positions; paraeducator positions, custodial/maintenance positions and food service positions. Two (2) weeks notice shall be given to an employee who is to be laid off. Employees with the least continuous service shall be laid off first within a classification series. An employee on layoff shall retain seniority and right to recall, within a classification series, in seniority order for a period of twelve (12) months after the date of layoff. If any opening subsequently occurs, the laid off employee with the most continuous service shall be the first recalled. If a former employee elects not to return to work when recalled, he/she shall lose his/her seniority rights.

**Section 7.4 Implementation of Layoffs within Classification Series: Paraeducator and Secretarial Employees:**

When implementing layoffs within the Paraeducator and Secretarial classifications series, the following additional provisions shall apply:

- a. Employees may exercise their seniority rights to bump a less senior staff member if their position is eliminated, reduced by sixty (60) minutes or more per day, or reduced by enough hours to move them into a different employment status or to cause loss of a wholly employer paid benefit based on category of employment. For purposes of this provision, categories of employment status are full-time benefit eligible, part-time benefit eligible, and part-time not eligible for benefits.
- b. Senior employees can bump the least senior employee in their classification.
- c. If an employee is the least senior employee in his/her classification,

he/she may bump the least senior employee in the next lower classification. A secretary may bump a less senior employee two or more classifications lower than the secretary currently occupies but shall be paid the secretary's current rate of pay or the highest rate of pay for that classification, whichever is lower.

d. Prior to any layoffs, the Union and School District will meet to agree on a process and bumping rights so that the least senior employees are placed on layoff.

e. An employee who chooses to bump a less senior employee shall assume the less senior employee's position as that position exists (e.g.: An employee occupying an 11-month position, that assumes another employee's 12-month position, shall work 12-months or an employee who works a 12-month position and assumes another employee's 9-month position, shall then work 9-months.)

f. "Position" is defined as all hours an employee works in his/her classification as a secretary or paraprofessional, even if the employee works split hours at different work sites or with different job titles.

g. "Seniority" refers to the employee's seniority date as defined in Section 7.2

h. Employees with bumping rights shall provide the School District's Human Resources Manager with written notice of their election to bump within seven (7) calendar days of the date of the layoff notice.

An employee shall be placed on a recall list if that employee either: (1) does not exercise her/his bumping rights and is laid off; or (2) does not have sufficient seniority to bump and is laid off. The laid off employee shall remain on the recall list for one year.

Employees who accept the reduction in hours and bump shall remain on the recall list, for one year, for open positions that would reinstate the employee to the same position or similar position that the employee occupied prior to the employee exercising bumping rights under this Section. For purposes of this Section, "similar position" means within the same classification series of: secretarial (A13); secretarial (B21); secretarial (B22/21); (secretarial B22); and paraeducator.

Employees who accept recall to a position in a lower classification series within one year of the notice of recall retain the right to future recall positions to a same or similar position as the employee occupied prior to layoff. This right will expire one year from the date of the notice of initial layoff.

An employee is not entitled to be recalled to a higher classification series.

## VIII - GROUP INSURANCE

### **Section 8.1 Selection:**

The selection of the insurance carrier and policy shall be made by the School District as provided by law.

### **Section 8.2 Health and Hospitalization Coverage:**

Subd. 1 – Full-Time Employees. The School District will contribute a sum not to exceed \$731 for the 2024-2025 benefit plan year, and \$753 for the 2025-2026 benefit plan year, per month or the premium (whichever is less) toward the premium for single coverage. The School District will contribute a sum not to exceed \$1663 for the 2024-2025 benefit plan year and \$1713 for the 2025-2026 benefit plan year per month toward the cost of the premium for family coverage. Employees who are assigned enough hours per week to qualify as a full-time employee as defined in ARTICLE III, Section 3.4 of this Agreement and enroll in the School District's group health and hospitalization insurance plan shall be eligible for said premium contributions. Any additional cost of the premium shall be borne by the employee and paid through payroll deduction.

Subd. 2 – Part-Time Employees. Employees who do not meet the requirements of a full-time employee as defined in Section 3.4 may enroll in the School District group health and hospitalization plan if they are assigned enough hours to so qualify. If enrolled, the School District shall contribute a pro rata share of the contribution made for full-time employees.

Subd. 3 - For paraprofessionals and secretaries, when a temporary change in hours worked results in a change in the employee's level of health insurance benefit eligibility, the School District will pay the applicable rate of proration in accordance with Section 8.2, Subd. 2. If the change in qualifying hours occurs from the 1<sup>st</sup> through the 14<sup>th</sup> of the month, the School District will pay the applicable prorated benefit for the entire month. When the change in qualifying hours occurs from the 15<sup>th</sup> through the last day of the month, the School District will pay the applicable prorated benefit starting on the first day of the following month.

Subd. 4 - Married Couples Who Are Both Employed by the School District 727. The School District will pay either two full single contributions or one full family contribution per month toward the premium policy in the School District's group health and hospitalization insurance plan for married couples who are both employed and insurance eligible.

Subd. 5 – ACA Eligibility. Employees who do not qualify as full-time employees

as defined in Section 3.4 of this Agreement, but who are employed full-time as defined by the Affordable Care Act (“ACA”), as amended, shall be eligible for full-time employee benefits as set forth in this Article. Full-time benefits also shall be construed to be compliant with the ACA, if applicable, and shall be adjusted to the minimum required benefit, as necessary. In the event the ACA is repealed, the language in this section shall be construed to be compliant with any successor legislation to the ACA that defines health care insurance eligibility and benefit requirements for full-time and part-time employees. In the event healthcare insurance eligibility and benefit standards for full-time/part-time employees are not defined by law, this subdivision shall no longer be valid.

Subd. 6 - For employees electing to take the H.S.A. high deductible plan, the district will contribute any remaining dollar amount after the monthly premium has been paid, into the employee’s HSA account.

**Section 8.3 Dental Insurance/Reimbursement Plan:**

The School District shall contribute forty-eight dollars (\$48) per month toward the premium of a single dental plan for any employee who qualifies as required by the contract between the insurance carrier and the School District and who works thirty (30) hours or more per week. An employee also may enroll in a family plan by paying the difference between the single and family premiums by payroll deduction. Any additional cost of the premium beyond the School District’s contribution shall be borne by the employee and paid through payroll deduction.

**Section 8.4 Life Insurance:**

The School District shall provide a life insurance policy with a coverage benefit of fifty thousand dollars (\$50,000) for each employee working twenty (20) hours or more per week covered by this Agreement. Subject to the terms and conditions of the policy.

**Section 8.5 Claims Against the School District:**

It is understood that the School District's only obligation is to purchase an insurance policy and pay such amounts as agreed to herein and no claim shall be made against the School District as a result of a denial of insurance benefits by an insurance carrier.

**Section 8.6 Long Term Disability:**

The School District shall pay the cost of the premium for long-term disability insurance for all eligible employees working thirty (30) hours or more per week.

**Section 8.7 Liability Insurance:**

The School District will pay the total cost of School District liability insurance for employees covered under this Agreement.

**Section 8.8 Duration of Insurance Contribution:**

An employee is eligible for School District contributions, as provided in this Article, as long as the employee is employed by the School District, on FLMA or paid status, and enrolled in the School District's insurance plan. Upon termination of employment, all School District contributions shall cease.

**Section 8.9 Insurance Eligibility:**

Employee eligibility for group insurance benefits is subject to any limitations contained in the contract between the insurance carrier and the School District.

**ARTICLE IX - LEAVES OF ABSENCE**

**Section 9.1 Sick Leave:**

Subd. 1 – All full-time custodial/maintenance employees are provided sick leave at the rate of fifteen (15) days each year of service in the employ of the School District, at a rate of one and one-quarter (1.25) days per month.

All full-time secretarial, paraeducator and food service employees are provided sick leave equivalent to one (1) day per month for each month worked in the employ of the School District.

Part-time employees and full-time employees who were hired after January 1<sup>st</sup> shall earn sick leave at the rate of one (1) hour of sick leave for every thirty (30) hours worked. New employees who were hired after January 1<sup>st</sup> shall receive the full amount of sick leave on July 1<sup>st</sup>.

Custodial/maintenance, secretarial, paraeducator and food service employees, all sick time shall be made available for utilization the first (1<sup>st</sup>) scheduled work day on or after July 1. Each full-time employee who did not receive a minimum of eighty (80) hours of sick and/or personal leave will be provided with additional sick leave so they receive a total of eighty (80) hours of paid leave for the school year.

In the event an employee utilizes sick leave in excess of the employee's entitlement for the year (e.g. early separation from employment), said employee agrees to deduct the additional time from employee's final paycheck.

A sick leave day is defined as the number of hours in the employee's regular schedule on the day of absence. The sick leave adjustment for those full-time employees that did not have a total of eighty (80) hours ~~of~~ sick and/or personal leave is not eligible

for rollover at the end of the year.

Subd. 2 - Unused sick leave days may accumulate to a maximum credit of one hundred twenty-five (125) days of sick leave per employee.

Subd. 3 - Sick leave with pay shall be allowed by the School District whenever an employee's absence is found to have been due to mental or physical illness, injury, or disability of the employee, the need for medical diagnosis, treatment and preventative care, or in cases of domestic abuse, sexual assault, or stalking of the employee, or for the care of a family member for any of the aforementioned reasons as defined in MN Statute 181.9447.

Subd. 4 - If an employee utilizes sick leave on three (3) or more consecutive work days, exhibits a pattern of sick leave use, a concern is raised that the employee is misusing sick leave, or the use of leave arises in conjunction with a leave not addressed in this Agreement (e.g., FMLA/ADA), the School District may require an employee to furnish a medical certificate from a qualified physician as evidence of illness, injury, or disability, indicating such absence was due to illness, injury, or disability, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an employee for sick leave is reserved to the School District. In the event that a medical certificate will be required, the employee will be so advised.

Subd. 5 - Sick leave allowed shall be approved and deducted from the unused accumulated sick leave days earned by the employee when the proper forms are received in the School District Office.

Subd. 6 - Sick leave may be utilized during the period of physical disability resulting from a condition of pregnancy or childbirth. The employee will provide the School District with a physician's statement certifying the dates of disability and projected actual delivery. The employee will provide verification of date of birth or adoption via legal certificate. Unpaid leave for childcare purposes may be granted at the discretion of the School District.

Subd. 7 - On June 30<sup>th</sup> of each year, an employee who has utilized no greater than one (1) day of the employee's earned sick leave in the year just completed (excluding sick leave used for bereavement) and providing the employee has accrued at least one hundred (100) days of sick leave, the employee may request that four (4) days of sick leave be exchanged for one (1) day of vacation or one (1) day of wages at the employee's rate of pay for the school year just completed. An employee may exchange or cash out a maximum of eight (8) days per agreement year. Requests for conversion or cash out must be submitted on the appropriate form and received by the Human Resources Department no later than July 15<sup>th</sup>.

**Section 9.2 Bereavement Leave:**

Subd. 1 - Employees will be granted up to a total of four (4) days per occurrence, non-accumulative, as funeral leave for death of the employee's immediate family.

Subd. 2 - For purposes of this Agreement, immediate family shall include only: spouse, spousal equivalent, domestic partner, children, sisters, brothers, parents, father-in-law, mother-in-law, grandparents, grandchildren, step-parents, step-children, step-siblings, and step-grandparents.

Subd. 3 - An employee shall be granted two (2) days, per occurrence, non-accumulative, to be deducted from sick leave, as funeral leave of the death of the employee's aunt, uncle, brother-in-law, sister-in-law, niece, nephew or first cousin.

**Section 9.3 Personal Leave:**

Subd. 1 - Employees shall be granted paid personal leave each year. The Superintendent or the Superintendent's designee may grant additional days without pay. Requests for personal leave must be made in writing to the employee's supervisor. Employees must request and utilize personal leave for absences of a personal nature not qualifying for sick leave. Employees shall have the option to use personal leave day(s) on late start school days, early out school days, a day when school is closed or during an otherwise unpaid school break. Personal leave will be deducted when an employee's timecard indicates short hours due to absence beyond the employee's accrued sick leave. In the absence of accrued personal leave, the time will be unpaid. A personal leave day is defined as the number of hours in the employee's regular schedule on the day of absence.

Subd. 2 - Personal leave shall be granted according to the following schedule:

|   | Less than Ten (10) Month Employees | Ten (10) Month or Greater Employees |
|---|------------------------------------|-------------------------------------|
| Employment Years One (1)- Five (5)            | Two (2) days                       | Three (3) days                      |
| Beginning of School Year After Five (5) Years | Three (3) days                     | Four (4) days                       |

An employee whose date of hire occurs between July 1<sup>st</sup> and prior to January 1<sup>st</sup> shall receive credit for one (1) year of service on July 1<sup>st</sup>. An employee whose date of hire occurs January 1<sup>st</sup> or after, the employees personal leave shall be prorated.

Subd. 3 - In granting personal leave within classifications, the School District shall not be required to grant more than the following on the same day:

Custodians - One (1) per building or a total of three (3) district-wide

Paraeducators - Two (2) per building or a total of six (6) district-wide

Secretaries - One (1) per building or a total of three (3) district-wide

Food Services - One (1) per building or a total of three (3) district-wide

Personal leave will be granted on a first come, first served, basis. If a sufficient number of substitutes acceptable to the School District are secured more than one (1) day before the requested leave, the building limits may be modified.

Subd. 4 - At the end of each school year, employees shall have the following two (2) options:

1. Employees shall be able to carry over up to two (2) days of personal leave for a maximum accumulation of five (5) days. An employee must request carryover of personal leave on the appropriate form submitted to human resources no later than July 1st of the year just completed.
2. Cash out unused personal leave: Personal leave which is cashed out will be paid out at the employee's regular hourly rate on the salary schedule for the year just completed no later than the second pay period in July. For payout purposes, one (1) day of personal leave will be equivalent to the average number of hours worked per day based on the employee's typical weekly schedule.

#### **Section 9.4 Workers' Compensation:**

Subd. 1 - Pursuant to Minnesota Statutes Chapter 176, an employee injured on the job in the service of the School District and collecting workers' compensation insurance, may draw sick leave and/or vacation time to receive full salary from the School District, the salary to be reduced by an amount equal to the insurance payments, and only that fraction of the days not covered by insurance will be deducted from accrued sick leave.

Subd. 2 - A deduction shall be made from the employee's accumulated sick leave and/or vacation time according to the pro-rated portions of days of sick leave or vacation time that is used to supplement workers' compensation.

Subd. 3 - Such payment shall be paid by the School District to the employee only during the period of disability.

Subd. 4 - In no event shall the additional compensation paid to the employee by virtue of sick leave and/or vacation time pay result in the payment of a total daily,

weekly, or monthly compensation that exceeds the normal compensation of the employee.

Subd. 5 - An employee who is absent from work as a result of an injury compensable under the Workers' Compensation Act who elects to receive sick leave and/or vacation time pay pursuant to this section shall show the School District the employee's workers' compensation check prior to receiving payment from the School District for said absence.

### **Section 9.5 Jury Duty:**

All employees covered under this Agreement will be granted by the School District the difference between their regular pay and the jury duty pay if required to serve on jury duty. Employees will be granted full pay upon serving jury duty and providing the School District with a copy of the check they received for participating in jury duty. The amount received for jury duty will be deducted from their next payroll check, with the exception of mileage and/or meals.

### **Section 9.6 Family and Medical Leave:**

Subd. 1 - Pursuant to the Family and Medical Leave Act, 29 U.S.C. § 1201, et. seq., an eligible employee shall be granted, upon written request, up to a total of twelve (12) weeks of unpaid leave per year in connection with:

- (1) the birth and first-year care of a child;
- (2) the adoption or foster placement of a child;
- (3) the serious health condition of an employee's spouse, child or parent, and
- (4) the employee's own serious health condition.

Subd. 2 - Such leave shall be unpaid, except an eligible employee during a leave shall be eligible for regular School District group health insurance contributions as provided in this Agreement for a period of the leave, but not to exceed twelve (12) weeks per year, notwithstanding any other provisions of this Agreement.

Subd. 3 - To be eligible for benefits of this section and insurance contribution, an employee must have been employed by the School District for the previous twelve (12) months and must have been employed for at least one thousand two hundred and fifty (1,250) hours during such previous twelve-month period.

**Section 9.7 Extended Leave of Absence:**

The School District may grant a one (1) year leave of absence to an employee after completion of at least five years of employment with the District. Final decision in granting such leave of absence shall rest solely with the School District. Requests must be submitted in writing and shall be considered on a case-by-case basis. Such request shall include:

- a. the reason for the request;
- b. benefits to be expected by the employee and the School District;
- c. probable date of return to employee's duties; and
- d. the employee's intent to return to the School District for a minimum of one year.

There shall be no loss of seniority in case of leave of absence for good cause, as determined by the School District. All appropriate paid leave must first be utilized by the employee-sick leave is available only for illness or disability. After all appropriate paid leave is used, employees on unpaid leave may at their own expense retain benefits through COBRA. The employee on leave of absence must signify in writing his/her intent to return no later than fourteen (14) days prior to date of return; in the case of leave of absence six (6) months or greater, thirty (30) days prior to date of return. Failure to submit notice of intent to return shall constitute forfeiture of the employee's seniority and right or claim to his/her employment with the School District. The employee on approved unpaid extended leave of absence due to disabling injury or illness preventing him/her from performing his/her job duties and responsibilities will be terminated at the end of the leave of absence if the disability still exists.

An employee on an approved leave of absence thirty (30) days or less shall be reinstated to his/her former position or to a position of like Classification series and pay received at the commencement of the leave. Classification series are defined as: secretarial (A13); secretarial (B21); secretarial (B22); secretarial (B22/21) paraeducator, custodial/maintenance, cook (A12, A13), and cook (B21).

**Section 9.8 Leave of Absence for Recovery from Injury or Treatment of Illness:**

Employees not eligible for other leaves or FMLA shall be entitled to six weeks of unpaid leave for the purpose of recovering from an injury or the treatment of an illness of self or employee's dependent child.

Subd. 1 - Eligibility. To be eligible for a leave under this section, an employee must have:

- (1) been employed by the School District for one year;
- (2) exhausted all sick and personal leave prior to using any leave under this section;
- (3) used the standard FMLA qualification process
- (4) met all FMLA qualification standards except for the 1,250 hours worked in the previous twelve months.

Subd. 2 - Requests. Employees must request such leaves thirty (30) days in advance when need for such a leave is foreseeable. Requests must be made to the Human Resources Manager. Requests shall include documentation from a health care provider noting the existence of said injury or illness.

**Section 9.9 Child Care Leave:**

Child care leave will be granted as follows:

Subd. 1 - Childcare leave may be granted by the School District, subject to the provisions of this section, to one parent of an infant child, provided the parent is caring for the child on a full-time basis.

Subd. 2 - A person making application for childcare leave shall inform the Superintendent in writing of his/her intention to take the leave at least three (3) calendar months before commencement of the intended leave.

Subd. 3 - The School District may adjust the proposed beginning or end date of childcare leave so that the dates of the leave are coincident with some natural break in the school year (e.g., winter vacation, semester break or quarter break, end of a grading period, end of the school year, or the like). The availability of a substitute may also be considered by the School District in the granting of a childcare leave or its duration.

Subd. 4 - In making a determination concerning the commencement and duration of a child-care leave the School District shall not, in any event, be required to:

- a. Grant any leave more than twelve (12) months in duration; or
- b. Permit the employee to return to his/her employment prior to the date designated in the request for a child-care leave.

Subd. 5 - An employee returning from child care leave shall be re-employed in the same position or one for which he/she is qualified unless previously discharged or placed

on unrequested leave.

Subd. 6 - Failure of the employee to return pursuant to the date determined in this Article shall constitute grounds for termination of employment in the School District, unless the School District and the employee mutually agree to an extension of the leave.

Subd. 7 - An employee who returns from child-care leave within the provisions of this section shall retain all previous experience credit and any unused time accumulated under the provisions of this Agreement at the commencement of the beginning of the leave. The employee shall not accrue additional experience credit while on child-care leave.

Subd. 8 - An employee on child care leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for such programs as he/she wishes to retain, commencing with the beginning of the child care leave. The right to continue participation in such group insurance programs will terminate if the employee does not return to the School District pursuant to this section.

Subd. 9 - The parties further agree that any child-care leave granted under this Article shall be a leave without pay or fringe benefits.

## **ARTICLE X - HOURS OF SERVICE**

### **Section 10.1 Work Week: Custodial/Maintenance:**

Subd. 1 - The work-week shall be eight (8) hours per day, five (5) consecutive days per week, unless otherwise requested by the employee and concurred with by the School District.

Subd. 2 - A qualified senior employee shall have the choice of shifts, subject to the approval of the administration and job requirements.

Subd. 3 - Night shift shall be defined as a shift ending after 7:00 p.m. or starting after 3:00 p.m.

Subd. 4 - All work completed on Saturday and Sunday shall be at the rate of time and one-half provided it is not part of the employee's regular work schedule.

### **Section 10.2 Work Week: Food Service:**

The regular work week shall consist of thirty-five (35) hours, exclusive of lunch, for full-time personnel. The School District reserves the right to employ such food service personnel as it deems desirable or necessary on a part-time or casual basis.

### **Section 10.3 Work Week: Secretarial and Paraeducator Employees:**

A regular work week shall consist of thirty-five (35) hours, exclusive of lunch, for full-time employees. Hours worked in excess of forty (40) hours per week shall be paid at the rate of one and one half (1.5) times the individual's hourly rate of pay. Prior approval for working overtime must be obtained from the employee's immediate supervisor. The School District reserves the right to employ such Secretarial and Paraeducator employees as it deems desirable or necessary on a part-time or casual basis.

### **Section 10.4 Emergency Change of Regularly Scheduled Workday: Custodial/Maintenance:**

Subd. 1 - In the event of emergencies, the supervisor of the custodial/maintenance employee may change the employee's regularly scheduled work day, or shall allow custodial/maintenance employees to use personal or vacation time

Subd. 2 - Weather Emergency. In the event (1) schools are closed due to a weather related emergency, (2) when attendance is not required of students and professional staff, (3) and the District does not count that day as an instructional day for any students, Custodial/Maintenance employees who report for work will work four (4) hours on this day without salary deduction in accordance with the work schedule established by the School District.

Subd. 3 – E-Learning Days. In the event that school is closed and designated an e-learning day, the District shall follow MN Statute 120A.414. During the e-learning period, custodial/maintenance employees shall be able to use personal or vacation time.

### **Section 10.5 Emergency Closing/Delays: Food Service, Secretarial and Paraeducators:**

Subd. 1 - In the event that school is closed for any emergency or inclement weather, an employee would receive that day's pay only if school is closed after he/she reported for his/her regularly assigned shift time on that day, the District will follow MN Statute 120A.416.

Subd. 2 – In the event of unplanned delayed starts a Food Services employee shall call into the employee's work site for an assigned time to report for duty and shall receive pay only for hours actually worked.

Subd. 3 - In the event of unplanned delayed starts, a Secretarial or Paraeducator employee shall adjust the start time of his/hers work day to coincide with the length of the

delay (i.e. two-hour late start requires the employee to report to work two hours later than his/her normal work day) and shall receive pay only for hours actually worked. In the event a building administrator requires office support, one employee may report to work as directed and will be paid for all hours worked.

Subd. 4 - An employee may utilize vacation or personal leave to compensate for any reduction in work hours due to scheduled late starts, early dismissals, emergency delays or closings. By mutual consent, based upon need by the supervisor and the employee, an employee may make up time missed due to school closure at a time mutually agreed by the employee and the supervisor.

Subd. 5 - In the event that school is closed and designated an e-Learning day, the District will follow MN Statute 120A.414.

**Section 10.6 Work Day Assignment/Breaks:**

Subd. 1 - All employees will be assigned a work day start and end time as determined by the School District. All employees shall receive a fifteen (15) minute paid rest break for each four (4) hours worked. Except for an employee in the Food Services Department, an employee who works six (6) or more hours per day shall be provided a thirty (30) minute unpaid duty free lunch period. An employee who works less than six (6) hours will not be required to take a lunch period.

Subd. 2 - The lunch period for custodians is to be exclusive of the workday as designated. This mealtime should be flexible to best protect the building and serve the public but as close to the normal mealtime as possible.

**Section 10.7 Vacation:**

Subd. 1 - Vacation with pay shall be granted to all employees on a ten month or greater work year, on the following basis:

|                              | <u>11 month or greater</u> | <u>10 month</u> |
|------------------------------|----------------------------|-----------------|
| After 1 year of employment   | 10 days                    | 9 days          |
| After 6 years of employment  | 15 days                    | 14 days         |
| After 12 years of employment | 20 days                    | 18 days         |

Current district employees that do not receive vacation and are awarded a position that earns vacation shall be credited two (2) for one (1) years of service for purposes of

placement on the vacation schedule (e.g. 14 years of service as a paraeducator results in 7 years credit on the vacation schedule and 15 vacation days awarded).

Vacation is credited on July 1<sup>st</sup> of each year.

A newly hired secretarial or paraeducator employee with a hire date prior to July 1, 2022, whose beginning employment date occurs between July 1<sup>st</sup> and December 31<sup>st</sup> (inclusive) shall receive credit for one year of service on the July 1<sup>st</sup> that immediately follows the date of hire. A secretarial or paraeducator employee whose beginning employment date occurs between January 1<sup>st</sup> and June 30<sup>th</sup> (inclusive) shall not receive credit for one year of service until July 1<sup>st</sup> of the following agreement year.

A newly hired custodial/maintenance with a hire date prior to July 1, 2022, employee's initial vacation credit shall be pro-rated for the period of service from his/her beginning employment date through June 30<sup>th</sup> of the agreement year (defined as July 1 through June 30).

A newly hired secretarial or custodial/maintenance employee with a hire date of July 1, 2022 or later, employee's initial vacation credit shall be pro-rated for the period of service from his/her beginning employment date through June 30<sup>th</sup> of the agreement year (defined as July 1 through June 30).

Secretarial and paraeducator staff employed more than one hundred eighty-one(181) work days per year in their regular assignment will be granted vacation on a pro rata basis of the difference between eleven (11) month staff and the actual hours employed per year. Scheduling of vacations will be the responsibility of the building principal. Generally, no vacations will be granted to Secretarial or Paraeducator employees during the two (2) week period immediately following the close of the school year and the two (2) week period prior to the opening of the fall term.

Subd. 2 - Custodial/Maintenance employees shall be allowed to carry over to the following fiscal year a maximum of ten (10) days of unused vacation. Secretarial and Paraeducator employees shall be permitted to carry over to the following fiscal year a maximum of five (5) days of unused vacation.

Subd. 3 - Vacation will be granted by the School District based on seniority.

Subd. 4 - Vacation paychecks will be issued to each staff at the time vacation is taken. Two weeks prior notice shall be given to the Human Resources Department so that vacation paychecks can be processed. If the employee resigns or is terminated before completing a full year of service, the employee shall only be entitled to vacation on a pro-rata basis proportional to the extent of their employment and shall have the salary paid of any vacation days taken and not earned deducted from his/her final check.

Subd. 5 - When a recognized holiday falls within an employee's paid vacation period and such holiday falls on a day the employee would normally either have worked or been excused with pay: (a) the employee shall have the last day in the preceding or first day of the following week off for which they will be paid at their basic rate, or (b) the employee shall have the option of using this vacation date at some other time agreeable to the employee's supervisor or building principal.

**Section 10.8 Holidays:**

Subd. 1 - Employees will receive pay for the following holidays if the holiday falls within their work year:

Independence Day  
Labor Day  
Thanksgiving Day  
Friday after Thanksgiving  
Christmas Eve Day  
Christmas Day  
New Year's Eve Day\*  
New Year's Day  
President's Day  
Good Friday  
Memorial Day  
Juneteenth\*\*

\*Employees working 10 or more months per year are eligible for these holidays

\*\*Employees working 11 or more months per year are eligible for these holidays

Subd 2 - An employee who is required to work on a holiday shall receive pay for the holiday plus overtime pay for a total of 2.5 times the employee's regular rate of pay.

Subd. 3 - In addition to the holidays specified in Subdivision 1, on December 31 of each year each Custodian who is scheduled to work shall be scheduled to work an eight (8) hour shift to conclude work no later than 4:30 p.m.

**Section 10.9 Time Off Provision:**

A public employer must afford reasonable time off to elected officers or appointed representatives of the Exclusive Representative for the purposes of conducting the duties of the Exclusive Representative and must upon request provide for leaves of absence to

elected or appointed officials of the Exclusive Representative. This leave is without pay. In instances of mediation between the parties that occur during regular school hours, the School District shall not be required to grant time off at the same time for more than two (2) employees in the classification of Secretary, Food Service and Custodial/Maintenance and three (3) employees in the classification of Paraeducator at one time.

**Section 10.10 Combining of Jobs: Food Service, Secretarial and Paraeducator Classification Series:**

For purposes of insurance eligibility, the School District shall afford current employees in the Food Services, Secretarial and Paraeducator classification series the opportunity to combine SEIU Local 284 represented jobs in the Secretarial and Paraeducator and Food Services classification series to increase a current employee's hours when the positions have been designated a regular schedule or number of hours per week and the hours of each position do not conflict.

Employees holding multiple SEIU Local 284 represented positions within the School District shall combine hours to gain access to insurance benefits allowed within the collective bargaining agreement where the employee is working the majority of hours.

The pay rates for all positions shall correspond with the appropriate wage schedule. Hours worked as a substitute do not count as credit toward insurance benefits.

**Section 10.11 Uniform/Footwear Allowance:**

The School District shall reimburse custodial/maintenance and food service employees for the cost of footwear and/or clothing up to one hundred seventy five dollars (\$175) in school year 2024-2025 and two hundred dollars (\$200) in school year 2025-2026 payable no later than thirty (30) days after receipt or receipts are submitted to the accounts payable department. All purchases must be complete and receipts submitted no later than June 30<sup>th</sup> of each year. Footwear purchased by food service employees shall remain at work until replaced or the completion of the school year.

**Section 10.12 Safety:**

Subd. 1 - All regulations and laws of the State of Minnesota and OSHA governing the safety of employees and building occupants shall be complied with by the employer and employees.

Subd. 2 - Custodial/maintenance employees who are assigned to work in a building when they are the only person in the building will not be assigned or perform tasks which are considered hazardous by the employee and his supervisor. Examples of

such tasks are ladder climbing, electrical circuit repair, tunnel crawling, outside patrolling and pursuit of vandals and services required in aquatic areas.

## **ARTICLE XI - JOB VACANCIES**

### **Section 11.1 Job Posting:**

New positions or vacancies will be posted online for a period of five (5) days. Notice of the posting will be emailed to members of the bargaining unit. Applications of the interested parties are to be completed online. The leading candidates (“finalists”) whose background and abilities best meet the requirements of the posted position, as determined by the School District, will be called in for an interview.

The hiring supervisor will recommend the senior leading candidate. Seniority shall prevail for all positions and it will be filled by the senior qualified employee, if the employee is applying for a position within his/her original classification series (secretarial (A13), secretarial (B21), secretarial (B21/22), secretarial (B22), paraeducator, custodial/maintenance, cook (A12, A13) and cook (B21).

The School District will notify any Union applicant not granted a position, and the Union stewards, of the School District’s hiring decision no later than the start date of the applicant awarded the position. An applicant has the right to request the reasoning behind the administration's rejection of the applicant with the intent being to increase or correct any qualifications that are lacking in order to be considered in future job postings.

If the School District is reassigning a secretarial or paraeducator employee to a different school building, the School District will give the employee five (5) working days advance notice of the reassignment.

### **Section 11.2 Temporary Vacancies:**

Custodial/maintenance positions that are temporarily vacant due to either: (a) a leave of absence, or (b) an injury or illness for an anticipated length of time greater than six (6) months, will be posted as temporary within the custodial classification for five (5) days and filled according to the provisions of this section.

Custodial/maintenance employees filling temporary job postings will return to position, shift and building assignment held prior to temporary job assignment.

## **ARTICLE XII - GRIEVANCE PROCEDURE**

### **Section 12.1 Grievance Definition:**

A "grievance" shall mean an allegation by an employee resulting in a dispute or disagreement between the employee and the School District as to the interpretation or application of terms and conditions of employment insofar as such matters are contained in this Agreement.

**Section 12.2 Representative:**

Any person or agent designated by such party to act in his/her behalf may represent the employee, administrator, or School Board during any step of the procedures.

**Section 12.3 Definitions and Interpretations:**

Subd. 1 - Extension. Time limits specified in this Agreement may be extended by mutual, written agreement.

Subd. 2 - Days. Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all weekdays (Monday through Friday) not designated as holidays by state law.

Subd. 3 - Computation of Time. In computing any period of time prescribed or allowed by procedures in this article, the date of the act, event, or default for which the designated period of time begins to run shall not be included.

Subd. 4 - Filing and Postmark. The filing or service of any notice or document in this Agreement shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

**Section 12.4 Time Limitation and Waiver:**

Grievances shall not be valid for consideration unless the grievance is submitted in writing to the School District's designee setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought within twenty (20) days after the date of the event giving rise to the grievance occurred. Failure to file any grievance within such period shall be deemed a waiver of that grievance. Failure to appeal a grievance from one level to another within the time periods provided below shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the employee and the School District's designee.

**Section 12.5 Resolution of Grievance:**

The School District and the employee shall attempt to resolve all grievances that may arise during the course of employment of any employee within the School District in the following manner.

Subd. 1 - Level I. If the grievance is not resolved through informal discussions, the School District designee shall give a written decision on the grievance to the parties involved within ten (10) days after receipt of the written grievance.

Subd. 2 - Level II. In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the Superintendent, provided such appeal is made in writing within five (5) days after receipt of the decision in Level I. If a grievance is properly appealed to the Superintendent, the Superintendent or the Superintendent's designee shall set a time to meet regarding the grievance within fifteen (15) days after receipt of the appeal. Within ten (10) days after the meeting, the Superintendent or the Superintendent's designee shall issue a decision in writing to the parties involved.

Subd. 3 - Level III. In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the School Board, provided such appeal is made in writing within five (5) days after receipt of the decision in Level II. If a grievance is properly appealed to the School Board, the School Board shall set a time to hear the grievance within twenty (20) days after receipt of the appeal. Within twenty (20) days after the meeting, the School Board shall issue its decision in writing to the parties involved. At the option of the School Board, a committee or representative(s) of the School Board may be designated by the School Board to hear the appeal at this level and report its findings and recommendations to the School Board. The School Board shall then render its decision.

### **Section 12.6 School Board Review:**

The School Board reserves the right to review any decision issued under Level I or Level II of this procedure provided the School Board or its representative notify the parties of its intention to review within ten (10) days after the decision has been rendered. In the event the School Board reviews a grievance under this section, the School Board reserves the right to reverse or modify such decision.

### **Section 12.7 Denial of Grievance:**

Failure by the School Board or its representative to issue a decision within the time periods provided herein shall constitute a denial of the grievance and the employee may appeal it to the next level.

### **Section 12.8 Arbitration Procedures:**

In the event that the employee and the School District are unable to resolve any grievance, the grievance may be submitted to arbitration as defined in this article:

Subd. 1 - Request for a List of Arbitrators. A request to submit a grievance to arbitration and to obtain a list of arbitrators from the Bureau of Mediation Services

(BMS) must be made to the BMS in writing (copy to the office of the Superintendent) within ten (10) days following the decisions in Level III of the grievance procedure.

Subd. 2 - Prior Procedure Required. No grievance shall be considered by the arbitrator, which has not been first duly processed in accordance with the grievance procedure and appeal provisions.

Subd. 3 - Selection of Arbitrator. Upon receipt of the list of arbitrators from the BMS, the parties shall attempt to agree upon an arbitrator. If no agreement can be reached, the arbitrator will be selected by the parties alternately striking arbitrators from the list until one (1) is selected. A draw of lots will determine which party strikes first.

Subd. 4 - Submission of Grievance Information. Upon appointment of the arbitrator, the appealing party shall within fifteen (15) days after notice or appointment forward to the arbitrator, with a copy to the opposing party, the submission of the grievance which shall include the following:

1. The issue involved.
2. Statement of the facts.
3. Position of the grievant.
4. The written documents relating to Section 12.5 of this article.

The opposing party shall make a similar submission of information relating to the grievance within ten (10) days of receipt of the appealing party.

Subd. 5 - Hearing. A single arbitrator shall hear the grievance. Both parties may be represented by such person (s) as they may choose and designate. The parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing de novo.

Subd. 6 - Decision. Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by PELRA.

Subd. 7 - Expenses. Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representatives, witnesses, and any other expenses that the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party and at the expense of the requesting party. The parties shall share equally fees and expenses of the arbitrator and any other expenses that the parties mutually agree are necessary for the conduct of the arbitration. The party ordering a copy of such transcript shall pay for such copy.

Subd. 8 - Jurisdiction. The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined and contained in this Agreement. Nor shall an arbitrator have jurisdiction over any grievance, which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure, as outlined in this article. Nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, in its order the arbitrator shall give due consideration to the statutory rights and obligations of the School Board to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

### **ARTICLE XIII - PUBLIC OBLIGATION**

The parties mutually recognize that their first obligation is to the public and that the rights of students and residents of the School District to the continuous and uninterrupted operation of the school are of paramount importance.

The Exclusive Representative agrees, therefore, that during the term of this Agreement neither the Exclusive Representative nor any individual employee shall engage in any strike as defined by the PELRA. The parties agree that procedures affecting this Article are provided for by the PELRA, and therefore, shall not be subject to the grievance or arbitration procedure.

### **ARTICLE XIV - PROBATION, DISMISSAL AND LAYOFFS**

#### **Section 14.1 Probationary Period: New Employees:**

All new employees shall be on probation for a period of one hundred eighty (180) calendar days. Employment during this probationary period and the recommendation for employment beyond this probationary period shall be vested solely in and at the discretion of the School District. Upon successful completion of the probationary period, the employee shall attain permanent status subject to the following:

1. Employees on permanent status may be terminated only for cause.
2. The School District shall follow a course of progressive discipline as appropriate for the offense.
3. The School District has the right to impose disciplinary actions on employees for just cause including suspension and dismissal.

4. Any oral or written reprimand shall expire after thirty-six (36) calendar months and shall not be used in future discipline.

**Section 14.2 Probationary Period: Upon Promotion:**

Custodial/Maintenance employees who are promoted to a position in a higher pay class shall serve a promotional probationary period of ninety (90) calendar days. Food Service employees who are promoted to a position in a higher pay class shall serve a promotional probationary period of thirty (30) calendar days. During the promotional probationary period the School District at its discretion may return the employee to her/his former position if performance in the new position is unsatisfactory as determined by the School District. During the promotional probationary period the employee may choose to return to her/his former position if he/she is unsatisfied with the new position.

**ARTICLE XV - RETIREMENT AND RESIGNATION**

**Section 15.1 Resignation Notice:**

The School District requests that two (2) weeks notice shall be given prior to the employee's resignation.

**Section 15.2 Eligibility:**

For purposes of determining eligibility for severance pay for Secretaries and Paraprofessionals, the first year of hire an employee must have been employed by June 30 prior to the start of that school year, and every school year thereafter an employee must have worked (paid benefit such as holiday, sick leave, vacation leave, etc. are considered as work days) at least one hundred thirty-five (135) days exclusive of "special assignment employment" (i.e., Special Summer Assignment, Coaching, etc.) during a single school year (July 1 through June 30) to be deemed to have a "year of service" or a "year of experience" with the School District.

Employees with a seniority date prior to July 1, 2007, may irrevocably choose to participate in a matching tax deferred savings plan as set forth in Article XVI. An employee who has elected to participate in a matching tax deferred savings plan shall forfeit his/her right to the severance benefits in this Article.

**Section 15.3 Severance Pay:**

An employee who has completed twenty (20) or more years of service in the School District will be eligible for the following severance compensation.

|   |                           |
|---|---------------------------|
| 20 – 24 years of service in District 727              | 40 days of retirement pay |
| 25 – 29 years of service in District 727 <sub>5</sub> | 50 days of retirement pay |

30 or more years of service in District 727

60 days of retirement pay

The rate of pay will be the annual basic agreement year pay divided by the employee's work days in the work year.

Early retirement pay shall be payable to the employee in a lump sum amount on July 1 following the effective date of the employee resignation.

**Section 15.4 Continuation of Insurance Coverage:**

An employee who retires from the School District at age 62 or older, or who receives a public pension or a disability benefit, may continue to participate in the School District health insurance coverage after retirement. Participation may continue until the individual reaches 65 years of age or is eligible for Medicare and the individual will be included in the same insurance risk pool as active employees. The individual shall make payment of monthly premiums in advance to the School District.

An employee who resigns and is not entitled to the above provisions may continue insurance coverage at the employee's own expense for eighteen (18) months, or as provided by law.

**Section 15.5 Vacation Balance:**

If proper notification is given for a resignation or retirement, accrued unused vacation pay will be granted.

**ARTICLE XVI - MATCHING TAX DEFERRED SAVINGS PLAN**

**Section 16.1 Description:**

The tax deferred savings plan is designed to encourage employees to develop a financial plan for their future by providing a matching contribution to an employee's tax deferred savings plan according to his/her eligibility as specified herein. The matching tax deferred savings program is subject to the rules as entitled under Minnesota Statutes Sections 123B.02, 352.965 and 356.24 and Internal Revenue Service Code Sections 457 and 403B. For employees with a seniority date on or after July 1, 2007, the provisions of this Article replace the contractual provisions of Article XV which provide for a severance payment.

**Section 16.2 Eligibility:**

Employees are eligible for the matching School District contribution at the beginning of the year (July 1 following completion of one year of service with the District). Employees on unpaid leaves (such as FMLA) may not participate in the matching program while on leave.

**Section 16.3 District Matching Contribution:**

The School District will match the contribution of an eligible employee toward either the Minnesota State Deferred Compensation Program (Section 457) or an approved 403(b) tax sheltered annuity plan up to an annual amount of two thousand dollars (\$2,000). The employee's contribution shall be made by payroll deduction. The School District match will be made on a dollar for dollar basis up to the maximum annual amount. Employees may not recover School District matching contributions for years in which they choose not to participate or participated at a level below the maximum School District contribution level. The annual year for School District contributions shall be July 1 through June 30. Eligible part time employees shall receive a matching contribution on a pro-rata basis equal to their percentage of full time employment.

**Section 16.4 Transition Provisions:**

The purpose of the matching tax deferred savings plan is to replace the severance payment in Article XV.

Employees with a seniority date prior to July 1, 2007, may irrevocably choose to participate in the matching tax deferred savings plan and thereby forfeit their rights to the severance benefits of Article XV.

**ARTICLE XVII – DURATION**

**Section 17.1 Term and Reopening Negotiations:**

This Agreement shall remain in full force and effect for a period commencing on July 1, 2024, through June 30, 2026, and thereafter until modifications are made pursuant to the PELRA, as amended. If either party desires to modify or amend this Agreement commencing at its expiration, it shall give written notice of such intent no later than ninety days prior to said expiration. Unless otherwise mutually agreed, the parties shall not commence negotiations more than ninety (90) days prior to the expiration of this Agreement.

**Section 17.2 Effect:**

This Agreement constitutes the full and complete Agreement between the School District and the exclusive representative representing the employees. The provision herein relating to the term and conditions of employment supersede any and all prior Agreements, resolution, practices, School District policies, rules or regulations concerning terms and conditions of employment, inconsistent with these provisions.

**Section 17.3 Finality:**

Any matters relating to the terms and conditions of employment, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement except by mutual consent.

**Section 17.4 Severability:**

The provisions of this Agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provisions of this Agreement or the application of any provision thereof.

IN WITNESS WHEREOF, the parties have executed this agreement as follows:

For School Services Employees  
Local #284

For Independent School District 727  
Big Lake, Minnesota

\_\_\_\_\_  
Local 284 Business Agent

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

\_\_\_\_\_  
Union Representative

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

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

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

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

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

## APPENDIX A

### Salary Schedule

Covering Period from July 1, 2024 to June 30, 2026

B23 POSITIONS

Lead Custodian  
Administrative Assistant

B22/21 POSITIONS

Paraeducator  
Health Assistant  
Custodian  
Groundskeeper  
Office Specialist - Media

A13 POSITIONS

Ala Carte Cook

A12 POSITIONS

Nutrition Assistant

Office Assistant

B22-1 POSITIONS

B21 POSITIONS

Program Secretary  
Second Cook  
Office Specialist

| Hourly Payrates 2024-2025                 |          |          |          |          |          |          |
|---|----------|----------|----------|----------|----------|----------|
|   | B / 23   | B / 22   | B22/21-2 | B / 21   | A / 13   | A / 12   |
| Step 2                                    | \$ 22.33 | \$ 21.39 | \$ 21.00 | \$ 19.55 | \$ 17.94 | \$ 15.60 |
| Step 3                                    | \$ 23.75 | \$ 22.81 | \$ 22.42 | \$ 20.97 | \$ 19.36 | \$ 17.02 |
| Step 4                                    | \$ 25.17 | \$ 24.23 | \$ 23.84 | \$ 22.39 | \$ 20.78 | \$ 18.45 |
| Step 5                                    | \$ 26.59 | \$ 25.65 | \$ 25.26 | \$ 23.81 | \$ 22.20 | \$ 19.87 |
| Years of Service<br>in Bargaining<br>Unit |          |          |          |          |          |          |
| (6-10)                                    | \$ 27.48 | \$ 26.55 | \$ 26.16 | \$ 24.72 | \$ 23.13 | \$ 20.81 |
| (11-15)                                   | \$ 28.56 | \$ 27.63 | \$ 27.24 | \$ 25.80 | \$ 24.21 | \$ 21.89 |
| (16-19)                                   | \$ 29.64 | \$ 28.71 | \$ 28.32 | \$ 26.88 | \$ 25.29 | \$ 22.97 |
| (+20)                                     | \$ 30.72 | \$ 29.79 | \$ 29.40 | \$ 27.96 | \$ 26.37 | \$ 24.05 |
| Hourly Payrates 2025-2026                 |          |          |          |          |          |          |
|   | B / 23   | B / 22   | B22/21-2 | B / 21   | A / 13   | A / 12   |
| Step 2                                    | \$ 23.22 | \$ 22.25 | \$ 21.84 | \$ 20.33 | \$ 18.66 | \$ 16.23 |
| Step 3                                    | \$ 24.70 | \$ 23.72 | \$ 23.31 | \$ 21.81 | \$ 20.14 | \$ 17.71 |
| Step 4                                    | \$ 26.18 | \$ 25.20 | \$ 24.79 | \$ 23.28 | \$ 21.61 | \$ 19.18 |
| Step 5                                    | \$ 27.65 | \$ 26.68 | \$ 26.27 | \$ 24.76 | \$ 23.09 | \$ 20.66 |
| Years of Service<br>in Bargaining<br>Unit |          |          |          |          |          |          |
| (6-10)                                    | \$ 28.58 | \$ 27.61 | \$ 27.21 | \$ 25.71 | \$ 24.05 | \$ 21.64 |
| (11-15)                                   | \$ 29.70 | \$ 28.74 | \$ 28.33 | \$ 26.84 | \$ 25.18 | \$ 22.76 |
| (16-19)                                   | \$ 30.83 | \$ 29.86 | \$ 29.46 | \$ 27.96 | \$ 26.30 | \$ 23.89 |
| (+20)                                     | \$ 31.95 | \$ 30.99 | \$ 30.58 | \$ 29.08 | \$ 27.42 | \$ 25.01 |

## APPENDIX B

### **Boiler License:**

The School District will pay the following rate per hour over basic schedule for hold the boiler license.

|                       | <b><u>2024-2026</u></b> |
|-----------------------|-------------------------|
| Chief                 | \$ .75                  |
| 1 <sup>st</sup> Class | \$ .55                  |
| 2 <sup>nd</sup> Class | \$ .35                  |
|                       | Special \$.15           |

### **Weekend and Holiday Building Checks:**

- A. one hour overtime pay for weekends
- B. Two hours overtime pay for holiday

### **Emergency Call Back:**

3 hours minimum overtime

### **Night Shift Premium:**

\$ 1.00 per hour for 2024-2025; \$1.05 per hour for 2025-2026.

### **Weekend premium:**

\$1.00/hr rate differential for employees whose regularly scheduled hours take place on a weekend (Saturday or Sunday as part of their 40 hours).

### **Pool Pay Differential:**

Any employee who is responsible for the maintenance of any School District swimming pool during their shift shall be paid at \$ .25 per hour for their entire shift.

**MEMORANDUM OF UNDERSTANDING**  
**Short Staffing MOU (2024-2026 School Year)**

WHEREAS, SEIU, Local 284 and the Big Lake School District have reached an agreement on the contract for 2024-2026; and

WHEREAS, In exceptionally rare circumstances, and at the sole discretion of the District, an eligible employee that is directly impacted due to a vacant position of thirty (30) or more consecutive working days in their building shall be entitled to receive an additional two dollars (\$2.00) per hour for all regularly scheduled work hours commencing on the thirtieth (30) consecutive working day covering for that position. The District maintains full authority to determine the rarity and severity of the circumstances and to deny compensation if it deems fit. The provision excludes vacancies with substitute coverage, and the District's right to assign work remains unaffected.

Subd. 1. Definitions: For purposes of this provision:

a. "Directly impacted" is defined as meeting one or more of the following conditions:

i. The employee is required to work additional hours beyond their regular schedule to compensate for the vacant position.

ii. The employee is assigned tasks or duties that are outside the scope of their usual job description as a direct result of the vacant position.

b. Employees shall not be considered directly impacted in instances where the vacant position has substitute coverage.

c. The District retains the right of assignment, allowing the District to allocate tasks and responsibilities as necessary to meet the operational needs.

d. To qualify for short staffing pay, impacted employees must provide clear documentation, such as timesheets or task logs, demonstrating the additional hours worked or the tasks performed outside their job description.

THEREFORE, BE IT RESOLVED and agreed that this Memorandum of Understanding shall become effective upon ratification, by both parties, of the 2024-26 Master Agreement and shall remain in effect through June 30, 2026.

SEIU Local 284

BIG LAKE SCHOOL DISTRICT

\_\_\_\_\_  
Local 284 Business Agent

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

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

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

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

MEMORANDUM OF UNDERSTANDING  
Fitness Center Discount

WHEREAS, SEIU, Local 284 and the Big Lake School District have reached an agreement on the contract for 2024-2026; and

WHEREAS, the Fitness Center offers a discounted rate to residents of Big Lake starting in the Fall of 2024. Local 284 members are eligible for the discounted rate to residents of Big Lake for the employee only.

THEREFORE, BE IT RESOLVED and agreed that the Memorandum of Understanding shall become effective upon ratification, by both parties, of the 2024-2026 Master Agreement and shall remain in effect through June 30, 2026.

SEIU, Local 284

BIG LAKE SCHOOL DISTRICT

\_\_\_\_\_  
Local 284 Business Agent

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

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

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

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

**MEMORANDUM OF UNDERSTANDING**

**Reassignment of Secretarial or Paraeducator**

WHEREAS, SEIU, Local 284 and the Big Lake School District are parties to a Master Agreement for 2024-2026; and

WHEREAS, if the School District is reassigning a secretarial or paraeducator employee to a different building, the District will first put out a request for volunteers no less than five (5) working days prior to the notification of the reassignment. After volunteers are considered, the District will make a final decision on reassignment and will give the employee five (5) working days advance notice of the reassignment. Upon request and to the extent possible an explanation of rationale will be provided.

THEREFORE, BE IT RESOLVED and agreed that this Memorandum of Understanding shall become effective upon ratification, by both parties, of the 2024-26 Master Agreement and shall remain in effect through June 30, 2026.

SEIU, Local 284

BIG LAKE SCHOOL DISTRICT

\_\_\_\_\_  
Local 284 Business Agent

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

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

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

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

**MEMORANDUM OF UNDERSTANDING**

**Position Classification Review**

WHEREAS, SEIU, Local 284 and the Big Lake School District are parties to a Master Agreement for 2024-2026; and

WHEREAS, the School District will conduct a review of the positions Health Assistant and Paraeducator before the start of the school year 2026-2027. This data will be considered in the negotiation sessions for the Master Agreement for 2026-2028.

THEREFORE, BE IT RESOLVED and agreed that this Memorandum of Understanding shall become effective upon ratification, by both parties, of the 2024-26 Master Agreement and shall remain in effect through June 30, 2026.

SEIU, Local 284

BIG LAKE SCHOOL DISTRICT

\_\_\_\_\_  
Local 284 Business Agent

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

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

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

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

**MEMORANDUM OF UNDERSTANDING**

**Onsite E-learning Support**

WHEREAS, SEIU, Local 284 and the Big Lake School District are parties to a Master Agreement for 2024-2026; and

WHEREAS, the School District will not assign onsite e-learning support for Paraeducators or Health Assistants.

THEREFORE, BE IT RESOLVED and agreed that this Memorandum of Understanding shall become effective upon ratification, by both parties, of the 2024-26 Master Agreement and shall remain in effect through June 30, 2026.

SEIU, Local 284

BIG LAKE SCHOOL DISTRICT

\_\_\_\_\_  
Local 284 Business Agent

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

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

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

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

**MEMORANDUM OF UNDERSTANDING**  
**Working Group to Address District**  
**Communication**

WHEREAS, SEIU, Local 284 and the Big Lake School District are parties to a Master Agreement for 2024-2026; and

WHEREAS, the District will create a working group to review district communication on Worker’s Compensation, Extended Leave of Absence, and Childcare leave. The District will choose up to three (3) representatives to participate. The Union will choose up to three (3) employee representatives to participate.

THEREFORE, BE IT RESOLVED and agreed that this Memorandum of Understanding shall become effective upon ratification, by both parties, of the 2024-26 Master Agreement and shall remain in effect through June 30, 2026.

SEIU, Local 284

BIG LAKE SCHOOL DISTRICT

\_\_\_\_\_  
Local 284 Business Agent

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

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

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

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

MEMORANDUM OF UNDERSTANDING  
Training Request

WHEREAS, SEIU, Local 284 and the Big Lake School District have reached an agreement on the contract for 2024-2026; and

WHEREAS, Employees shall be provided paid training as required by state statute 121A.642. If the employee requires additional training, a written request may be made for up to 4 additional hours. All requests shall be made to their direct supervisor and Human Resources Manager.

THEREFORE, BE IT RESOLVED and agreed that the Memorandum of Understanding shall become effective upon ratification, by both parties, of the 2024-2026 Master Agreement and shall remain in effect through June 30, 2026.

SEIU, Local 284

BIG LAKE SCHOOL DISTRICT

\_\_\_\_\_  
Local 284 Business Agent

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

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

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

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

MEMORANDUM OF UNDERSTANDING  
Meet and Confer

WHEREAS, SEIU, Local 284 and the Big Lake School District have reached an agreement on the contract for 2024-2026; and

WHEREAS, the District agrees to schedule up to three (3) sessions for Meet and Confer each school year to discuss policies and other matters relating to their employment which are not terms and conditions of employment. This could include but is not limited to safety and training needs.

THEREFORE, BE IT RESOLVED and agreed that the Memorandum of Understanding shall become effective upon ratification, by both parties, of the 2024-2026 Master Agreement and shall remain in effect through June 30, 2026.

SEIU, Local 284

BIG LAKE SCHOOL DISTRICT

\_\_\_\_\_  
Local 284 Business Agent

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

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

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

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



## COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS

### I. PURPOSE

The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, that specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, this policy provides a procedure that may be used.

### II. GENERAL STATEMENT OF POLICY

A. Students, parents, employees or other persons, may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Complaints concerning a classroom should be initiated with the teacher. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. Persons are encouraged to file a complaint at the building level when appropriate and follow the chain-of-command. District level concerns should be initiated with the superintendent.

B. Depending upon the nature and seriousness of the complaint, the teacher, supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent who shall determine whether an internal or external investigation should be conducted. In either case, the superintendent shall determine the nature and scope of the investigation and designate the person responsible for the investigation or follow up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.

C. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation or follow up, including any appropriate action or corrective measure that was taken. The superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) or other law.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

**Cross References:** MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)  
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 514 (Bullying Prohibition)  
MSBA Service Manual, Chapter 13, School Law Bulletin “I” (School Records – Privacy – Access to Data)



Policy 110  
Adopted: 11.29.07  
Reviewed: 10.7.14  
Revised: 11.20.14  
Reviewed: 2.23.17  
Revised: 3.24.22

## GLOBAL LIMITATIONS

- I. **PURPOSE**  
District 727, Big Lake Schools, must demonstrate behaviors and practices that are consistent with community standards and legal requirements.
- II. Big Lake Schools shall not cause or allow any practice, organizational circumstance, activities or decisions that are imprudent, or in violation of commonly accepted business practices, professional ethics, community standards, or jeopardizes the safety, health or learning environment of students, staff or public.
- III. Big Lake Schools shall not violate established law, statute, ordinance, policy or procedure, nor any legally binding contract or agreement made by the District in its operations.

## SCHOOL BOARD MEETING AGENDA

### I. PURPOSE

The purpose of this policy is to provide procedures for the preparation of the school board meeting agenda to ensure that the school board can accomplish its business as efficiently and expeditiously as possible.

### II. GENERAL STATEMENT OF POLICY

School board meetings shall be conducted in a manner to allow the school board to accomplish its business while allowing reasoned debate and discussion of each matter to be acted upon.

### III. PROCEDURES

- A. While all school board members may provide input, it shall be the responsibility of the school board chair and superintendent to develop, prepare, and arrange the order of items for the tentative school board meeting agenda for each school board meeting.
- B. Persons wishing to place an item on the agenda must make a request to the school board chair or superintendent at least seven calendar days prior to the board meeting. The person making the request is encouraged to state the person's name, address, purpose of the item, action desired, and pertinent background information. The chair and superintendent shall determine whether to place the matter on the agenda.
- C. The agenda and supporting documents shall be sent to the school board members a minimum of five calendar days prior to the scheduled school board meeting.
- D. Items may only be added to the agenda of a regular meeting by a motion adopted at the meeting. If an added item is acted upon, the minutes of the school board meeting shall include a description of the matter. Agenda items may only be added to a special meeting if they have been posted or published for three calendar days prior to the meeting.
- E. At least one copy of any printed materials, including electronic communications, relating to the agenda items of the meeting prepared or distributed by or at the direction of the school board or its employees and: (i) distributed at the meeting to all members of the governing body; (ii) distributed before the meeting to all members; or (iii) available in the meeting room to all members shall be available in the meeting room for inspection by the public while the school board considers their subject matter. This does not apply to materials classified by law as other than public or to materials relating to the agenda items of a closed meeting.

**Legal References:** Minn. Stat. § 13D.01, Subd. 6 (Open Meeting Law)  
Minn. Stat. § 123B.09, Subd. 7 (School Board Powers)  
Dept. of Admin. Advisory Op. No. 10-013 (April 29, 2010)  
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)

**Cross References:** MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)

MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)  
MSBA/MASA Model Policy 203.6 (Consent Agendas)  
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)  
MSBA/MASA Model Policy 207 (Public Hearings)



## OPEN MEETINGS AND CLOSED MEETINGS

### I. PURPOSE

- A. The school board embraces accountability and transparency in the conduct of its business, in the belief that openness produces better programs, more efficient administration of programs, and an organization more responsive to public interest and less susceptible to private interest. The school board shall conduct its business under a presumption of openness. At the same time, the school board recognizes and respects the privacy rights of individuals as provided by law. The school board also recognizes that there are certain exceptions to the Minnesota Open Meeting Law as recognized in statute where it has been determined that, in limited circumstances, the public interest is best served by closing a meeting of the school board.
- B. The purpose of this policy is to provide guidelines to assure the rights of the public to be present at school board meetings, while also protecting the individual's rights to privacy under law, and to close meetings when the public interest so requires as recognized by law.

### II. GENERAL STATEMENT OF POLICY

- A. Except as otherwise expressly provided by statute, all meetings of the school board, including executive sessions, shall be open to the public.
- B. Meetings shall be closed only when expressly authorized by law.
- C. It is understood that board meetings are held in the public and not of the public. Therefore, the board established guidelines for conducting the open forum will be followed.

### III. DEFINITION

"Meeting" means a gathering of at least a quorum or more members of the school board, or quorum of a committee or subcommittee of school board members, at which members discuss, decide, or receive information as a group on issues relating to the official business of the school board. The term does not include a chance or social gathering or the use of social media by members of a public body so long as the social media use is limited to exchanges with all members of the general public. For purposes of the Open Meeting Law, social media does not include e-mail.

### IV. PROCEDURES

- A. Meetings
  - 1) Regular Meetings

A schedule of the regular meetings of the school board shall be kept on file at its primary offices. If the school board decides to hold a regular meeting at a time or place different from the time or place stated in its schedule, it shall give the same notice of the meeting as for a special meeting.
  - 2) Special Meetings
    - a. For a special meeting, the school board shall post written notice of the date, time, place, and purpose of the meeting on the principal bulletin board of the school district or on the door of the school board's usual meeting room if there is no principal bulletin board. The school board's

actions at the special meeting are limited to those topics included in the notice.

- b. The notice shall also be mailed or otherwise delivered to each person who has filed a written request for notice of special meetings.
  - c. This notice shall be posted and mailed or delivered at least three (3) days before the date of the meeting. As an alternative to mailing or otherwise delivering notice to persons who have filed a written request, the school board may publish the notice once, at least three days before the meeting, in the official newspaper of the school district or, if none, in a qualified newspaper of general circulation within the area of the school district.
  - d. A person filing a request for notice of special meetings may limit the request to particular subjects, in which case the school board is required to send notice to that person only concerning those particular subjects.
  - e. The school board will establish an expiration date on requests for notice of special meetings and require refiling once each year. Not more than 60 days before the expiration date of request for notice, the school board shall send notice of the refiling requirement to each person who filed during the preceding year.
- 3) Emergency Meetings
- a. An emergency meeting is a special meeting called because of circumstances that, in the judgment of the school board, require immediate consideration.
  - b. If matters not directly related to the emergency are discussed or acted upon, the minutes of the meeting shall include a specific description of those matters.
  - c. The school board shall make good faith efforts to provide notice of the emergency meeting to each news medium that has filed a written request for notice if the request includes the news medium's telephone number.
  - d. Notice of the emergency meeting shall be given by telephone or any other method used to notify the members of the school board.
  - e. Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the school board members.
  - f. Notice shall include the subject of the meeting.
  - g. Posted or published notice of an emergency meeting shall not be required.
  - h. The notice requirements for an emergency meeting as set forth in this policy shall supersede any other statutory notice requirement for a special meeting that is an emergency meeting.
- 4) Recessed or Continued Meetings
- If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.
- 5) Closed Meetings
- The notice requirements of the Minnesota Open Meeting Law apply to closed meetings.
- 6) Actual Notice
- If a person receives actual notice of a meeting of the school board at least 24 hours before the meeting, all notice requirements are satisfied with respect to that person, regardless of the method of receipt of notice.
- 7) Health Pandemic or Declared Emergency

In the event of a health pandemic or an emergency declared under Minn. Stat. Ch. 12, a meeting may be conducted by telephone or other electronic means in compliance with Minn. Stat. § 13D.021.

8) Meetings Conducted by Interactive Technology

A meeting may be conducted by interactive technology; for example, Skype, or other similar electronic means in compliance with Minn. Stat. § 13D.02.

B. Votes

The votes of school board members shall be recorded in a journal kept for that purpose, and the journal shall be available to the public during all normal business hours at the administrative offices of the school district.

C. Written Materials

- 1) In any open meeting, a copy of any printed materials, including electronic communications, relating to the agenda items prepared or distributed by the school board or its employees and distributed to or available to all school board members shall be available in the meeting room for inspection by the public while the school board considers their subject matter.
- 2) This provision does not apply to materials not classified by law as public, or to materials relating to the agenda items of a closed meeting.

D. Data

- 1) Meetings may not be closed merely because the data to be discussed are not public data.
- 2) Data that are not public data may be discussed at an open meeting if the disclosure relates to a matter within the scope of the school board's authority and is reasonably necessary to conduct the business or agenda item before the school board.
- 3) Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

E. Closed Meetings

1) Labor Negotiations Strategy

- a. The school board may, by a majority vote in a public meeting, decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals.
- b. The time and place of the closed meeting shall be announced at the public meeting. A written roll of school board members and all other persons present at the closed meeting shall be made available to the public after the closed meeting. The proceedings shall be tape recorded, and the tape recording shall be preserved for two years after the contract discussed at the meeting is signed. The recording shall be made available to the public after all labor contracts are signed by the school board for the current budget period.

2) Sessions Closed by Bureau of Mediation Services

All negotiations, mediation sessions, and hearings between the school board and its employees or their respective representatives are public meetings. These meetings may be closed only by the Commissioner of the Bureau of Mediation Services (BMS). The use of recording devices, stenographic records, or other recording methods is prohibited in mediation meetings closed by the BMS.

3) Preliminary Consideration of Charges

The school board shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the school board members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings

relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

4) Performance Evaluations

The school board may close a meeting to evaluate the performance of an individual who is subject to its authority. The school board shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the school board shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

5) Attorney-Client Meeting

A meeting may be closed if permitted by the attorney-client privilege. Attorney-client privilege applies when litigation is imminent or threatened, or when the school board needs advice above the level of general legal advice, i.e., regarding specific acts and their legal consequences. A meeting may be closed to seek legal advice concerning litigation strategy, but the mere threat that litigation might be a consequence of deciding a matter one way or another does not, by itself, justify closing the meeting. The motion to close the meeting must specifically describe the matter to be discussed at the closed meeting, subject to relevant privacy and confidentiality considerations under state and federal law. The law does not require that such a meeting be recorded.

6) Dismissal Hearing

- a. A hearing on the dismissal of a licensed teacher shall be public or private at the teacher's discretion. A hearing regarding placement of teachers on unrequested leave of absence shall be public.
- b. A hearing on dismissal of a student pursuant to the Pupil Fair Dismissal Act shall be closed unless the pupil, parent or guardian requests an open hearing.
- c. To the extent a teacher or student dismissal hearing is held before the school board and is closed, the closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

7) Coaches; Opportunity to Respond

- a. If the school board has declined to renew the coaching contract of a licensed or nonlicensed head varsity coach, it must notify the coach within 14 days of that decision.
- b. If the coach requests the reasons for the nonrenewal, the school board must give the coach the reasons in writing within 10 days of receiving the request.
- c. On the request of the coach, the school board must provide the coach with a reasonable opportunity to respond to the reasons at a school board meeting.
- d. The meeting may be open or closed at the election of the coach unless the meeting is closed as required by Minn. Stat. § 13D.05, Subd. 2, to discuss educational or certain other nonpublic data.

- e. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.
- 8) Meetings to Discuss Certain Not Public Data
- a. Any portion of a meeting must be closed if the following types of data are discussed:
    - i. data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;
    - ii. active investigative data collected or created by a law enforcement agency;
    - iii. educational data, health data, medical data, welfare data, or mental health data that are not public data; or
    - iv. an individual's personal medical records.
  - b. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.
- 9) Purchase and Sale of Property
- a. The school board may close a meeting:
    - i. to determine the asking price for real or personal property to be sold by the school district;
    - ii. to review confidential or nonpublic appraisal data; and
    - iii. to develop or consider offers or counteroffers for the purchase or sale of real or personal property.
  - b. Before closing the meeting, the school board must identify on the record the particular real or personal property that is the subject of the closed meeting.
  - c. The closed meeting must be tape recorded at the expense of the school district. The tape must be preserved for eight years after the date of the meeting and be made available to the public after all real or personal property discussed at the meeting has been purchased or sold or the school board has abandoned the purchase or sale. The real or personal property that is the subject of the closed meeting must be specifically identified on the tape. A list of school board members and all other persons present at the closed meeting must be made available to the public after the closed meeting.
  - d. An agreement reached that is based on an offer considered at a closed meeting is contingent on its approval by the school board at an open meeting. The actual purchase or sale must be approved at an open meeting and the purchase price or sale price is public data.
- 10) Security Matters
- a. The school board may close a meeting to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures, and to discuss security deficiencies in or recommendations regarding public services, infrastructure, and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses.
  - b. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting.
  - c. Before closing a meeting, the school board must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting.

- d. The closed meeting must be tape recorded at the expense of the school district and the recording must be preserved for at least four years.

11) Other Meetings

Other meetings shall be closed as provided by law, except as provided above. A closed meeting must be electronically recorded at the expense of the school district, and the recording must be preserved for at least three years after the date of the meeting. The recording is not available to the public.

F. Procedures for Closing a Meeting

The school board shall provide notice of a closed meeting just as for an open meeting. A school board meeting may be closed only after a majority vote at a public meeting. Before closing a meeting, the school board shall state on the record the specific authority permitting the meeting to be closed and shall describe the subject to be discussed.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. Ch. 13D (Open Meeting Law)  
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures)  
Minn. Stat. § 122A.33, Subd. 3 (License and Degree Exemption for Head Coach)  
Minn. Stat. § 122A.40, Subd. 14 (Employment; Contracts; Termination)  
Minn. Stat. § 179A.14, Subd. 3 (Negotiation Procedures)  
Minn. Rules Part 5510.2810 (Petition for Mediation)  
*Brown v. Cannon Falls Township*, 723 N.W.2d 31 (Minn. App. 2006)  
*Brainerd Daily Dispatch v. Dehen*, 693 N.W.2d 435 (Minn. App. 2005)  
*The Free Press v. County of Blue Earth*, 677 N.W.2d 471 (Minn. App. 2004)  
*Prior Lake American v. Mader*, 642 N.W.2d 729 (Minn. 2002)  
*Star Tribune v. Board of Education, Special School District No. 1*, 507 N.W.2d 869 (Minn. App. 1993)  
*Minnesota Daily v. University of Minnesota*, 432 N.W.2d 189 (Minn. App. 1988)  
*Moberg v. Independent School District No. 281*, 336 N.W.2d 510 (Minn. 1983)  
*Sovereign v. Dunn*, 498 N.W.2d 62 (Minn. App. 1993), *rev. denied.* (Minn. 1993)  
Dept. of Admin. Advisory Op. No. 21-003 (April 19, 2021)  
Dept. of Admin. Advisory Op. No. 21-002 (January 13, 2021)  
Dept. of Admin. Advisory Op. No. 19-012 (October 24, 2019)  
Dept. of Admin. Advisory Op. No. 19-008 (May 22, 2019)  
Dept. of Admin. Advisory Op. No. 19-006 (April 9, 2019)  
Dept. of Admin. Advisory Op. No. 18-019 (December 28, 2018)  
Dept. of Admin. Advisory Op. No. 17-005 (June 22, 2017)  
Dept. of Admin. Advisory Op. No. 13-009 (March 19, 2013)  
Dept. of Admin. Advisory Op. No. 12-004 (March 8, 2012)  
Dept. of Admin. Advisory Op. No. 11-004 (April 18, 2011)  
Dept. of Admin. Advisory Op. No. 10-020 (September 23, 2010)  
Dept. of Admin. Advisory Op. No. 09-020 (September 8, 2009)  
Dept. of Admin. Advisory Op. No. 08-015 (July 9, 2008)  
Dept. of Admin. Advisory Op. No. 06-027 (September 28, 2006)  
Dept. of Admin. Advisory Op. No. 04-004 (February 3, 2004)

***Cross References:*** MSBA/MASA Model Policy 204 (School Board Meeting Minutes)  
MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)  
MSBA/MASA Model Policy 207 (Public Hearings)  
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA Law Bulletin “C” (Minnesota’s Open Meeting Law)



## **OUT-OF-STATE TRAVEL BY BOARD MEMBERS**

### **I. PURPOSE**

The purpose of this policy is to control out-of-state travel by school board members as required by law.

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

School board members have an obligation to become informed on the proper duties and functions of a school board member, to become familiar with issues that may affect the school district, to acquire a basic understanding of school finance and budgeting, and to acquire sufficient knowledge to comply with federal, state and local laws, rules, regulations and school district policies that relate to their functions as school board members. Occasionally, it may be appropriate for school board members to travel out of state to fulfill their obligations.

### **III. APPROPRIATE TRAVEL**

Travel outside the state is appropriate when the school board finds it proper for school board members to acquire knowledge and information necessary to allow them to carry out their responsibilities as school board members. Travel to other out-of-state meetings for which the member intends to seek reimbursement from the school district should be pre-approved by the school board.

### **IV. REIMBURSABLE EXPENSES**

Expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district-related expenses.

### **V. REIMBURSEMENT**

- A. Requests for reimbursement must be itemized on the official school district form and submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the IRS mileage rate. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.
- C. Amounts to be reimbursed shall be within the school board's approved budget allocations, including attendance at workshops and conventions.

### **VI. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES**

Reimbursements will be made in a timely manner subject to finance department operations and procedures.

**Legal References:** Minn. Stat. § 123B.09, Subd. 2 (School Board Member Training)  
Minn. Stat. § 471.661 (Out-of-State Travel)  
Minn. Stat. § 471.665 (Mileage Allowances)  
Minn. Op. Atty. Gen. No. 1035 (August 23, 1999) (Retreat Expenses)

Minn. Op. Atty. Gen. No. 161b-12 (August 4, 1997) (Transportation Expenses)

*Cross References:* MSBA/MASA Model Policy 212 (School Board Member Development)  
MSBA/MASA Model Policy 412 (Expense Reimbursement)

## **INTERVIEWS OF STUDENTS BY OUTSIDE AGENCIES**

### **I. PURPOSE**

There are occasions in which persons other than school district officials and employees find it necessary to speak with a student during the school day. Student safety and disruption of the educational program is of concern to the school district. The purpose of this policy is to establish the procedures for access to students by authorized individuals during the school day.

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

- A. Generally, students may not be interviewed during the school day by persons other than a student's parents, school district officials, employees and/or agents, except as otherwise provided by law and/or this policy.
- B. Requests from law enforcement officers and those other than a student's parents, school district officials, employees and/or agents to interview students shall be made through the principal's office. Upon receiving a request, it shall be the responsibility of the principal to determine whether the request will be granted. Prior to granting a request, the principal shall attempt to contact the student's parents to inform them of the request, except where otherwise prohibited by law.

### **III. INTERVIEWS CONDUCTED UNDER THE MALTREATMENT OF MINORS ACT**

- A. In the case of an investigation pursuant to the Reporting of Maltreatment of Minors Act, Minnesota Statutes Chapter 260E, a local welfare agency, the agency responsible for investigating the report, and a local law enforcement agency may interview, without parental consent, an alleged victim and any minors who currently reside with or who have resided with the alleged perpetrator. The interview may take place at school and during school hours. School district officials will work with the local welfare agency, the agency responsible for investigating the report, or law enforcement agency to select a place appropriate for the interview. When it is possible and the report alleges substantial child endangerment or sexual abuse, the interview may take place outside the presence of the alleged offender and may take place prior to any interviews of the alleged offender.
- B. If the interview took place or is to take place on school district property, an order of the juvenile court pursuant to Minnesota Statutes Chapter 260E may specify that school district officials may not disclose to the parent, legal custodian, or guardian the contents of the notification of intent to interview the child on school district property and/or any other related information regarding the interview that may be a part of the child's record. The school district official must receive a copy of the order from the local welfare or law enforcement agency.
- C. When the local welfare agency, local law enforcement agency, or agency responsible for assessing or investigating a report of maltreatment determines that an interview should take place on school district property, school district officials must receive written notification of intent to interview the child on school district property prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school district property. Where the interviews are conducted by the local welfare agency, the notification must be signed by the chair of the local social services agency or the chair's designee. The notification is private educational data on the student. School district officials may not disclose to the parent, legal custodian or guardian the contents of the notification or any other related information regarding the interview until notified in writing by the local welfare or law enforcement agency

that the investigation or assessment has been concluded, unless a school employee or agent is alleged to have maltreated the child. Until school district officials receive said notification, all inquiries regarding the nature of the investigation or assessment should be directed to the local welfare or law enforcement agency or the agency responsible for assessing or investigating a report of maltreatment shall be solely responsible for any disclosure regarding the nature of the assessment or investigation.

- D. School district officials shall have discretion to reasonably schedule the time, place, and manner of an interview by a local welfare or local law enforcement agency on school district premises. However, where the alleged perpetrator is believed to be a school district official or employee, the local welfare or local law enforcement agency will have discretion to determine where the interview will be held. The interview must be conducted not more than 24 hours after the receipt of the notification unless another time is considered necessary by agreement between the school district officials and the local welfare or law enforcement agency. However, school district officials must yield to the discretion of the local welfare or law enforcement agency concerning other persons in attendance at the interview. School district officials will make every effort to reduce the disruption to the educational program of the child, other students, or school staff when an interview is conducted on school district premises.
- E. Students shall not be taken from school district property without the consent of the principal and without proper warrant.

***Legal References:*** Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)

***Cross References:*** MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

## TEXTBOOKS AND INSTRUCTIONAL MATERIALS

### I. PURPOSE

The purpose of this policy is to provide direction for selection of textbooks and instructional materials.

### II. GENERAL STATEMENT OF POLICY

The school board recognizes that selection of textbooks and instructional materials is a vital component of the school district's curriculum. The school board also recognizes that it has the authority to make final decisions on selection of all textbooks and instructional materials.

### III. RESPONSIBILITY OF SELECTION

- A. While the school board retains its authority to make final decisions on the selection of textbooks and instructional materials, the school board recognizes the expertise of the professional staff and the vital need of such staff to be primarily involved in the recommendation of textbooks and instructional materials. Accordingly, the school board delegates to the superintendent the responsibility to direct the professional staff in formulating recommendations to the school board on textbooks and other instructional materials.
- B. In reviewing textbooks and instructional materials during the selection process, the professional staff shall select materials which:
  - 1) support the goals and objectives of the education programs;
  - 2) consider the needs, age, and maturity of students;
  - 3) foster respect and appreciation for cultural diversity and varied opinion;
  - 4) fit within the constraints of the school district budget;
  - 5) are in the English language. Another language may be used, pursuant to Minnesota Statutes, sections 124D.59 to 124D.61;
  - 6) permit grade-level instruction for students to read and study America's founding documents, including documents that contributed to the foundation or maintenance of America's representative form of limited government, the Bill of Rights, our free-market economic system, and patriotism; and
  - 7) do not censor or restrain instruction in American or Minnesota state history or heritage based on religious references in original source documents, writings, speeches, proclamations, or records.
- C. The superintendent or the superintendent's designee shall be responsible for developing procedures and guidelines to establish an orderly process for the review and recommendation of textbooks and other instructional materials by the professional staff. Such procedures and guidelines shall provide opportunity for input and consideration of the views of students, parents, and other interested members of the school district community. This procedure shall be coordinated with the school district's curriculum development and may utilize advisory committees.

**IV. SELECTION OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS**

- A. The superintendent or the superintendent’s designee shall be responsible for keeping the school board informed of progress on the part of staff and others involved in the textbook and other instructional materials review and selection process.
- B. The superintendent or superintendent’s designee shall present a recommendation to the school board on the selection of textbooks and other instructional materials after completion of the review process as outlined in this policy.

**V. RECONSIDERATION OF TEXTBOOKS OR OTHER INSTRUCTIONAL MATERIALS**

- A. The school board recognizes differences of opinion on the part of some members of the school district community relating to certain areas of the instruction program. Interested persons may request an opportunity to review materials and submit a request for reconsideration of the use of certain textbooks or instructional materials.
- B. The superintendent or superintendent’s designee shall be responsible for the development of guidelines and procedures to identify the steps to be followed to seek reconsideration of textbooks or other instructional materials.
- C. The superintendent or superintendent’s designee shall present a procedure to the school board for review and approval regarding reconsideration of textbooks or other instructional materials. When approved by the school board, such procedure shall be an addendum to this policy.

**Legal References:** Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction)  
Minn. Stat. § 120B.235 (American Heritage Education)  
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)  
Minn. Stat. § 123B.09, Subd. 8 (School Board Responsibilities)  
Minn. Stat. § 124D.59-124D.61 (Education for English Learners Act)  
Minn. Stat. § 127A.10 (State Officials and School Board Members to be Disinterested; Penalty)  
*Hazelwood Sch. Dist. v. Kuhlmeier*, 484 U.S. 260 (1988)  
*Pratt v. Independent Sch. Dist. No. 831*, 670 F.2d 771 (8<sup>th</sup> Cir. 1982)

**Cross References:** MSBA/MASA Model Policy 603 (Curriculum Development)  
MSBA/MASA Model Policy 604 (Instructional Curriculum)

## ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET

### I. PURPOSE

The purpose of this policy is to establish lines of authority and procedures for the establishment of the school district's revenue and expenditure budgets.

### II. GENERAL STATEMENT OF POLICY

The policy of the school district is to establish its revenue and expenditure budgets in accordance with the applicable provisions of law. Budget planning is an integral part of program planning so that the annual budget will effectively express and implement school board goals and the priorities of the school district.

### III. REQUIREMENT

- A. The superintendent or such other school official as designated by the superintendent or the school board shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected. When projected expenditures exceed projected revenues, the school board may consider use of an available fund balance, if one exists.
- B. The school district must maintain separate accounts to identify revenues and expenditures for each building. Expenditures shall be reported in compliance with Minnesota Statutes section 123B.76.
- C. Prior to July 1 of each year, the school board shall approve and adopt its initial revenue and expenditure budgets for the next school year. The adopted expenditure budget document shall be considered the school board's expenditure authorization for that school year. No funds may be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.
- D. Each year, the school district shall publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures, and fund balances for the prior year, and the projected fund balances for the current year in the form prescribed by the Commissioner of the Minnesota Department of Education (Commissioner) within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement shall be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent. A summary of this information and the address of the school district's official website where the information can be found must be published in a newspaper of general circulation in the school district. At the same time as this publication, the school district shall publish the other information required by Minnesota Statutes section 123B.10.
- E. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year.

- F. The school district must also post the materials specified in Paragraph III.D. above on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

**IV. IMPLEMENTATION**

- A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but maintains the ultimate responsibility for this function.
- B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).
- C. The superintendent or the superintendent's designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.
- D. Supplies and capital equipment can be ordered prior to budget adoption only after communication with the school board. If additional personnel are provided in the proposed budget, actual hiring may not occur until the staffing plan is approved by the school board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically communicated to the school board.
- E. The school district shall make such reports to the Commissioner as required relating to initial allocations of revenue, reallocations of revenue, and expenditures of funds.

***Legal References:*** Minn. Stat. § 123B.10 (Publication of Financial Information)  
Minn. Stat. § 123B.76 (Expenditures; Reporting)  
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirements)

***Cross References:*** MSBA/MASA Model Policy 701.1 (Modification of School District Budget)  
MSBA/MASA Model Policy 702 (Accounting)



## UNIFORM GRANT GUIDANCE POLICY REGARDING FEDERAL REVENUE SOURCES

### I. PURPOSE

This policy is to ensure compliance with the requirements of the federal Uniform Grant Guidance regulations by establishing uniform administrative requirements, cost principles, and audit requirements for federal grant awards received by the school district.

### II. DEFINITIONS

#### A. Grants

1. "State-administered grants" are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
2. "Direct grants" are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.

B. "Non-federal entity" means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.

C. "Federal award" has the meaning, depending on the context, in either paragraph 1. or 2. of this definition:

1. a. The federal financial assistance that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations section 200.101(Applicability); or  
b. The cost-reimbursement contract under the federal Acquisition Regulations that a non-federal entity receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations section 200.101 (Applicability).
2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of 2 Code of Federal Regulations section 200.40 (Federal Financial Assistance), or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
3. "Federal award" does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.

D. "Contract" means a legal instrument by which a non-federal entity purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 Code of Federal Regulations Part 200, does not include a legal instrument, even if the non-federal entity considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.

E. Procurement Methods

1. "Procurement by micro-purchase" is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (generally \$10,000, except as otherwise discussed in 48 Code of Federal Regulations Subpart 2.1 or as periodically adjusted for inflation).
  2. "Procurement by small purchase procedures" are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$175,000(periodically adjusted for inflation).
  3. "Procurement by sealed bids (formal advertising)" is a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
  4. "Procurement by competitive proposals" is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
  5. "Procurement by noncompetitive proposals" is procurement through solicitation of a proposal from only one source.
- F. "Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$10,000.
- G. "Compensation for personal services" includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 Code of Federal Regulations section 200.431 (Compensation - Fringe Benefits).
- H. "Post-retirement health plans" refer to costs of health insurance or health services not included in a pension plan covered by 2 Code of Federal Regulations section 200.431(g) for retirees and their spouses, dependents, and survivors.
- I. "Severance pay" is a payment in addition to regular salaries and wages by the non-federal entities to workers whose employment is being terminated.
- J. "Direct costs" are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- K. "Relocation costs" are costs incident to the permanent change of duty assignment (for an indefinite period or for a stated period not less than 12 months) of an existing employee or upon recruitment of a new employee.
- L. "Travel costs" are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

### **III. CONFLICT OF INTEREST**

#### **A. Employee Conflict of Interest.**

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the

parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, and agents of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, or agents of the school district.

B. Organizational Conflicts of Interest.

The school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization because of relationships with a parent company, affiliate, or subsidiary organization.

C. Disclosing Conflicts of Interest.

The school district must disclose in writing any potential conflict of interest to MDE in accordance with applicable federal awarding agency policies.

#### IV. ACCEPTABLE METHODS OF PROCUREMENT

A. General Procurement Standards.

The school district must use its own documented procurement procedures which reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.

B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach.

D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.

F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.

G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses and labor surplus area firms are considered.

H. Methods of Procurement.

The school district must use one of the following methods of procurement:

1. Procurement by micro-purchases. To the extent practicable, the school district must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the school district considers the price to be reasonable.
2. Procurement by small purchase procedures. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.
3. Procurement by sealed bids (formal advertising).
4. Procurement by competitive proposals. If this method is used, the following requirements apply:
  - a. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;
  - b. Proposals must be solicited from an adequate number of qualified sources;
  - c. The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
  - d. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
  - e. The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.
5. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals may be used only when one or more of the following circumstances apply:
  - a. The item is available only from a single source;
  - b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
  - c. The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
  - d. After solicitation of a number of sources, competition is determined inadequate.

I. Competition.

The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use.

Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

2. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- J. The school district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the school district must not preclude potential bidders from qualifying during the solicitation period.
- K. Non-federal entities are prohibited from contracting with or making subawards under “covered transactions” to parties that are suspended or debarred or whose principals are suspended or debarred. “Covered transactions” include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.
- L. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 Code of Federal Regulations section 180.215.

## **V. MANAGING EQUIPMENT AND SAFEGUARDING ASSETS**

### **A. Property Standards.**

The school district must, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally owned property need not be insured unless required by the terms and conditions of the federal award.

The school district must adhere to the requirements concerning real property, equipment, supplies, and intangible property set forth in 2 Code of Federal Regulations sections 200.311, 200.314, and 200.315.

### **B. Equipment**

Management requirements. Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, at a minimum, meet the following requirements:

1. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
2. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two years.
3. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be

investigated.

4. Adequate maintenance procedures must be developed to keep property in good condition.
5. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

C. Cybersecurity

The school district must take reasonable cybersecurity and other measures to safeguard

1. Personally identifiable information;
2. Information that the federal agency or pass-through entity designates as sensitive; and
3. Other information that the school district considers sensitive and is consistent with applicable Federal, State, local and tribal laws regarding privacy and responsibility over confidentiality.

VI. **FINANCIAL MANAGEMENT REQUIREMENTS**

A. Financial Management.

The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the federal statutes, regulations, and the terms and conditions of the federal award.

B. Payment.

The school district must be paid in advance, provided it maintains or demonstrates the willingness to maintain both written procedures that minimize the time elapsing between the transfer of funds and disbursement between the school district and the financial management systems that meet the standards for fund control.

Advance payments to a school district must be limited to the minimum amounts needed and timed to be in accordance with the actual, immediate cash requirements of the school district in carrying out the purpose of the approved program or project. The timing and amount of advance payments must be as close as is administratively feasible to the actual disbursements by the non-federal entity for direct program or project costs and the proportionate share of any allowable indirect costs. The school district must make timely payment to contractors in accordance with the contract provisions.

C. Internal Controls.

The school district must establish and maintain effective internal control over the federal award that provides reasonable assurance that the school district is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should align with guidance in "Standards for Internal Control in the Federal Government," issued by the Comptroller General of the United States, or the "Internal Control Integrated Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

The school district must comply with the United States Constitution, federal statutes, regulations, and the terms and conditions of the federal award.

The school district must evaluate and monitor the school district's compliance with statutes, regulations, and the terms and conditions of the federal award.

The school district must take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

The school district must take reasonable measures to safeguard protected personally identifiable information considered sensitive consistent with applicable federal and state laws regarding privacy and obligations of confidentiality.

## **VII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES**

### **A. Allowable Use of Funds.**

The school district administration and board will enforce appropriate procedures and penalties for program, compliance, and accounting staff responsible for the allocation of federal grant costs based on their allowability and their conformity with federal cost principles to determine the allowability of costs.

### **B. Definitions**

1. "Allowable cost" means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
2. "Education Department General Administrative Regulations (EDGAR)" means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements). EDGAR can be accessed at: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.html>.
3. "Omni Circular" or "2 Code of Federal Regulations Part 200s" or "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" means federal cost principles that provide standards for determining whether costs may be charged to federal grants.
4. "Advance payment" means a payment that a federal awarding agency or passthrough entity makes by any appropriate payment mechanism, including a predetermined payment schedule, before the non-federal entity disburses the funds for program purposes.

### **C. Allowable Costs.**

The following items are costs that may be allowable under the 2 Code of Federal Regulations Part 200s under specific conditions:

1. Advisory councils;
2. Audit costs and related services;
3. Bonding costs;
4. Communication costs;
5. Compensation for personal services;
6. Depreciation and use allowances;
7. Employee morale, health, and welfare costs;
8. Equipment and other capital expenditures;
9. Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of federal programs;

10. Insurance and indemnification;
11. Maintenance, operations, and repairs;
12. Materials and supplies costs;
13. Meetings and conferences;
14. Memberships, subscriptions, and professional activity costs;
15. Security costs;
16. Professional service costs;
17. Proposal costs;
18. Publication and printing costs;
19. Rearrangement and alteration costs;
20. Rental costs of building and equipment;
21. Training costs; and
22. Travel costs.

D. Costs Forbidden by Federal Law.

2 Code of Federal Regulations Part 200s and EDGAR identify certain costs that may never be paid with federal funds. The following list provides examples of such costs. If a cost is on this list, it may not be supported with federal funds. The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 Code of Federal Regulations Part 200s; thus, the following list is not exhaustive:

1. Advertising and public relations costs (with limited exceptions), including promotional items and memorabilia, models, gifts, and souvenirs;
2. Alcoholic beverages;
3. Bad debts;
4. Contingency provisions (with limited exceptions);
5. Fundraising and investment management costs (with limited exceptions);
6. Donations;
7. Contributions;
8. Entertainment (amusement, diversion, and social activities and any associated costs);
9. Fines and penalties;
10. General government expenses (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
11. Goods or services for personal use;
12. Interest, except interest specifically stated in 2 Code of Federal Regulations section 200.441 as allowable;
13. Religious use;
14. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
15. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
16. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.

E. Program Allowability

1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other

program expenses, and other program specific requirements must be considered when performing the programmatic analysis.

3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases, costs must be consistent with the purposes of the program in order to be allowable.

#### F. Federal Cost Principles

1. The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes five core principles that serve as an important guide for effective grant management. These core principles require all costs to be:
  - a. Necessary for the proper and efficient performance or administration of the program.
  - b. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
  - c. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
  - d. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
  - e. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

#### G. Program Specific Fiscal Rules.

The Omni Circular also contains specific rules on selected items of costs. Costs must comply with these rules in order to be paid with federal funds.

1. All federal education programs have certain program specific fiscal rules that apply. Determining which rules apply depends on the program; however, rules such as supplement, not supplant, maintenance of effort, comparability, caps on certain uses of funds, etc., have an important impact when analyzing whether a particular cost is permissible.
2. Many state-administered programs require local education agencies (LEAs) to use federal program funds to supplement the amount of state, local, and, in some cases, other federal funds they spend on education costs and not to supplant (or replace) those funds. Generally, the “supplement, not supplant” provision means that federal funds must be used to supplement the level of funds from non-federal sources by providing additional services, staff, programs, or materials. In other words, federal funds normally cannot be used to pay for things that would otherwise be paid for with state or local funds (and, in some cases, with other federal funds).
3. Auditors generally presume supplanting has occurred in three situations:
  - a. School district uses federal funds to provide services that the school district is required to make available under other federal, state, or local

- laws.
- b. School district uses federal funds to provide services that the school district provided with state or local funds in the prior year.
- c. School district uses Title I, Part A, or Migrant Education Program funds to provide the same services to Title I or Migrant students that the school district provides with state or local funds to non-participating students.
- 4. These presumptions apply differently in different federal programs and also in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.
- H. Approved Plans, Budgets, and Special Conditions
  - 1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
  - 2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district's grants.
- I. Training
  - 1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
  - 2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.
- J. Employee Sanctions. Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.
- K. Mandatory Disclosures

The school district must promptly disclose whenever, in connection with the Federal award (including any activities or subawards thereunder), it has credible evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in 18 United States Code or a violation of the civil False Claims Act (31 United States Code, sections 3729-3733)

The disclosure must be made in writing to the Federal agency, the agency's Office of Inspector General, and pass-through entity (if applicable). School districts are also required to report matters related to recipient integrity and performance in accordance with Appendix XII of this part. Failure to make required disclosures can result in any of the remedies described in 2 Code of Federal Regulations, section 200.339.

## VIII. **COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING**

- A. Compensation – Personal Services
 

Costs of compensation are allowable to the extent that they satisfy the specific requirements of the Uniform Grant Guidance and that the total compensation for individual employees:

  - 1. Is reasonable for the services rendered and conforms to the established written policy of the school district consistently applied to both federal and non-federal activities; and
  - 2. Follows an appointment made in accordance with a school district's written policies and meets the requirements of federal statute, where applicable.

Unless an arrangement is specifically authorized by a federal awarding agency, a school district must follow its written non-federal, entity-wide policies and practices concerning the permissible extent of professional services that can be

provided outside the school district for non-organizational compensation.

B. Compensation – Fringe Benefits

1. During leave.

The costs of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- a. They are provided under established written leave policies;
- b. The costs are equitably allocated to all related activities, including federal awards; and
- c. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the school district.

2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 Code of Federal Regulations section 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.

3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.

4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the written policies of the school district.

5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established written policies of the school district.

6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.

C. Insurance and Indemnification.

Types and extent and cost of coverage are in accordance with the school district's policy and sound business practice.

D. Recruiting Costs.

Short-term, travel visa costs (as opposed to longer-term, immigration visas) may be directly charged to a federal award, so long as they are:

1. Critical and necessary for the conduct of the project;
2. Allowable under the cost principles set forth in the Uniform Grant Guidance;
3. Consistent with the school district's cost accounting practices and school district policy; and
4. Meeting the definition of "direct cost" in the applicable cost principles of the Uniform Grant Guidance.

E. Relocation Costs of Employees.

Relocation costs are allowable, subject to the limitations described below, provided that reimbursement to the employee is in accordance with the school district's reimbursement policy.

F. Travel Costs.

Travel costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip, and results in charges consistent with those normally allowed in like circumstances in the school district's non-federally funded activities and in accordance with the school district's reimbursement policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations according to the school district's written reimbursement and/or travel policies.

In addition, when costs are charged directly to the federal award, documentation must justify the following:

1. Participation of the individual is necessary to the federal award; and
2. The costs are reasonable and consistent with the school district's established travel policy.

Temporary dependent care costs above and beyond regular dependent care that directly results from travel to conferences is allowable provided the costs are:

1. A direct result of the individual's travel for the federal award;
2. Consistent with the school district's documented travel policy for all school district travel; and
3. Only temporary during the travel period.

|                                 |   |
|---------------------------------|---|
| <b><i>Legal References:</i></b> | 2 C.F.R. § 200.1 (Definitions; Capital Assets)  |
|                                 | 2 C.F.R. § 200.112 (Conflict of Interest)   |
|                                 | 2 C.F.R. § 200.113 (Mandatory Disclosures)  |
|                                 | 2 C.F.R. § 200.205 (Federal Awarding Agency Review of Merit of Proposals)   |
|                                 | 2 C.F.R. § 200.214 (Suspension and Debarment)   |
|                                 | 2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)  |
|                                 | 2 C.F.R. § 200.302 (Financial Management)   |
|                                 | 2 C.F.R. § 200.303 (Internal Controls)  |
|                                 | 2 C.F.R. § 200.305(b)(1) (Federal Payment)  |
|                                 | 2 C.F.R. § 200.310 (Insurance Coverage)   |
|                                 | 2 C.F.R. § 200.311 (Real Property)  |
|                                 | 2 C.F.R. § 200.312 (Federally-owned and Exempt Property)  |
|                                 | 2 C.F.R. § 200.313(d) (Equipment)   |
|                                 | 2 C.F.R. § 200.314 (Supplies)   |
|                                 | 2 C.F.R. § 200.315 (Intangible Property)  |
|                                 | 2 C.F.R. § 200.318 (General Procurement Standards)  |
|                                 | 2 C.F.R. § 200.319(c) (Competition)   |
|                                 | 2 C.F.R. § 200.320 (Methods of Procurement to be Followed)  |
|                                 | 2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms) |
|                                 | 2 C.F.R. § 200.328 (Financial Reporting)  |
|                                 | 2 C.F.R. § 200.339 (Remedies for Noncompliance)   |

2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)  
2 C.F.R. § 200.430 (Compensation – Personal Services)  
2 C.F.R. § 200.431 (Compensation – Fringe Benefits)  
2 C.F.R. § 200.447 (Insurance and Indemnification)  
2 C.F.R. § 200.463 (Recruiting Costs)  
2 C.F.R. § 200.464 (Relocation Costs of Employees)  
2 C.F.R. § 200.474 (Transportation Costs)  
2 C.F.R. § 200.475 (Travel Costs)

***Cross References:*** MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)  
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)  
MSBA/MASA Model Policy 412 (Expense Reimbursement)  
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)  
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)  
MSBA/MASA Model Policy 702 (Accounting)  
MSBA/MASA Model Policy 703 (Annual Audit)

## TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

### I. GENERAL STATEMENT OF POLICY

- A. The school district does not discriminate on the basis of sex, including discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, in any education program or activity that it operates, including in admission and employment. The school district does not discriminate in such a manner in its implementing regulations. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.
- B. Except as provided elsewhere under Title IX or its regulations, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the school district.
- C. The school district prohibits sex-based discrimination or sexual harassment that occurs within its education programs and activities. The school district shall promptly respond in a manner that is prompt and effective.
- D. Except as provided therein, Title IX and its regulations apply to all sex discrimination occurring under a school district's education program or activity in the United States. For the purpose of this paragraph, conduct that occurs under the school district's education program or activity includes but is not limited to conduct that is subject to the school district's disciplinary authority. The school district has an obligation to address a sex-based hostile environment under its education program or activity, even when some conduct alleged to be contributing to the hostile environment occurred outside the school district's education program or activity or outside the United States.
- E. The school district has adopted, published, and implemented grievance procedures consistent with the requirements of 34 Code of Federal Regulations, section 106.45, and if applicable section 106.46, that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in the school district's education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or its regulations.
- F. The school district's obligation to comply with Title IX and its regulations is not obviated or alleviated by the Federal Educational Rights and Privacy Act (FERPA), 20 United States Code, section 1232g, or its implementing regulations, 34 Code of Federal Regulations, part 99, or any state law or local law. The obligation to comply is not obviated or alleviated by any rule or regulation of any organization, club, athletic or other league, or association which would render any applicant or student ineligible to participate or limit the eligibility or participation of any applicant or student, on the basis of sex, in any education program or activity operated by the school district and which receives Federal financial assistance.
- G. The school district has an obligation to address a sex-based hostile environment under its education program or activity, even when some conduct alleged to be contributing to the hostile environment occurred outside the school district's education program or activity or outside the United States.
- H. Nothing in Title IX or its regulations may be read in derogation of any legal right of a parent, guardian, or other authorized legal representative to act on behalf of a complainant, respondent, or other person, subject to Paragraph F of this section, including but not limited to making a complaint through the school district's grievance procedures for complaints of sex discrimination.

- I. In the limited circumstances in which Title IX or its regulations permits different treatment or separation on the basis of sex, the school district must not carry out such different treatment or separation in a manner that discriminates on the basis of sex by subjecting a person to more than de minimis harm, except as permitted by 20 United States Code, section 1681(a)(1) through (9) and the corresponding regulations sections 106.12 through 106.15, 20 United States Code, section 1686 and its corresponding regulation section 106.32(b)(1), or section 106.41(b). Adopting a policy or engaging in a practice that prevents a person from participating in an education program or activity consistent with the person’s gender identity subjects a person to more than de minimis harm on the basis of sex.
- J. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district’s Title IX Coordinator(s) is/are:

**Sue Schmidt, Human Resources Manager, 763-262-5194, 701 Minnesota Ave, Big Lake MN 55309, s.schmidt@biglakeschools.org**

Inquiries about Title IX and its regulations may be referred to the Title IX Coordinator(s), the United States Department of Education’s Office for Civil Rights, or both.

- K. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to [Formal Complaint](#)
- L. The effective date of this policy is August 1, 2024, and applies to alleged violations of this policy occurring on or after August 1, 2024.

## II. DEFINITIONS

- A. “Admission” means selection for part-time, full-time, special, associate, transfer, exchange or any other enrollment, membership, or matriculation in or at an education program or activity operated by the school district.
- B. “Complainant” means
  - 1) a student or employee of the school district who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX or its regulations; or
  - 2) a person other than a student or employee of the school district who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX and who was participating or attempting to participate in a school district education program or activity at the time of the alleged sex discrimination.
- C. “Complaint” means an oral or written request to the school district that objectively can be understood as a request for the school district to investigate and make a determination about alleged discrimination under Title IX or its regulations.
  - 1) A person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint consistent with the requirements of 34 Code of Federal Regulations, section 106.44(f)(1)(v).
  - 2) The following individuals have a right to make a complaint of sex discrimination, including complaints of sex-based harassment, requesting that the school district investigate and make a determination about alleged discrimination under Title IX:
    - a. a complainant;
    - b. a parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
    - c. the school district’s Title IX Coordinator.

- 3) With respect to complaints of sex discrimination other than sex-based harassment, in addition to the persons listed above, the following persons have a right to make a complaint:
  - a. any school district student or employee; or
  - b. any person other than a school district student or employee who was participating or attempting to participate in a school district education program or activity at the time of the alleged sex discrimination.
- D. “Confidential employee” means
  - 1) A school district employee whose communications are privileged or confidential under Federal or Minnesota law. The employee’s confidential status, for purposes of this part, is only with respect to information received while the employee is functioning within the scope of their duties to which privilege or confidentiality applies; or
  - 2) A school district employee whom the school district has designated as confidential under this part for the purpose of providing services to persons related to sex discrimination. If the employee also has a duty not associated with providing those services, the employee’s confidential status is only with respect to information received about sex discrimination in connection with providing those services.
- E. “Day” or “days” means, unless expressly stated otherwise, business days (i.e. day(s) that the school district office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).
- F. “Disciplinary sanctions” means consequences imposed on a respondent following a determination under Title IX that the respondent violated the school district’s prohibition on sex discrimination.
- G. “Parental status” as used in Title IX and its regulations means the status of a person who, with respect to another person who is under the age of 18 or who is 18 or older but is incapable of self-care because of a physical or mental disability, is:
  - 1) A biological parent;
  - 2) An adoptive parent;
  - 3) A foster parent;
  - 4) A stepparent;
  - 5) A legal custodian or guardian;
  - 6) In loco parentis with respect to such a person; or
  - 7) Actively seeking legal custody, guardianship, visitation, or adoption of such a person.
- H. “Party” means a complainant or respondent.
- I. “Peer retaliation” means retaliation by a student against another student.
- J. “Pregnancy or related conditions” means:
  - 1) Pregnancy, childbirth, termination of pregnancy, or lactation;
  - 2) Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or
  - 3) Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.
- K. “Program or activity” and “program” means all of the operations of a local education agency as defined in 20 United States Code, section 8801, a special purpose district, a system of vocational education, or other school system.
- L. “Relevant” means related to the allegations of sex discrimination under investigation as part of the grievance procedures under Title IX and 34 Code of Federal Regulations, section 106.44. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decisionmaker in determining whether the alleged sex discrimination occurred.
- M. “Remedies” means measures provided, as appropriate, to a complainant or any other person the school district identifies as having had their equal access to the school district’s education program or activity limited or denied by sex discrimination. These measures are provided to restore or

preserve that person's access to the school district's education program or activity after a school district determines that sex discrimination occurred.

- N. "Respondent" means a person who is alleged to have violated the school district's prohibition on sex discrimination.
- O. "Retaliation" means intimidation, threats, coercion, or discrimination against any person by the school district, a student, or an employee or other person authorized by the school district to provide aid, benefit, or service under the school district's education program or activity, for the purpose of interfering with any right or privilege secured by Title IX or its regulations, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under the Title IX regulations.
- P. "Sex-based harassment" prohibited by Title IX and its regulations is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity, that is:
  - 1) Quid pro quo harassment  
An employee, agent, or other person authorized by the school district to provide an aid, benefit, or service under the school district's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct;
  - 2) Hostile environment harassment  
Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the school district's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
    - a. The degree to which the conduct affected the complainant's ability to access the school district's education program or activity;
    - b. The type, frequency, and duration of the conduct;
    - c. The parties' ages, roles within the school district's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
    - d. The location of the conduct and the context in which the conduct occurred; and
    - e. Other sex-based harassment in the school district's education program or activity; or
  - 3) Specific offenses.
    - a. Sexual assault meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation;
    - b. Dating violence meaning violence committed by a person:
      - i. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
      - ii. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
        - a) The length of the relationship;
        - b) The type of relationship; and
        - c) The frequency of interaction between the persons involved in the relationship;
    - c. Domestic violence meaning felony or misdemeanor crimes committed by a person who:
      - i. is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the state of Minnesota, or a person similarly situated to a spouse of the victim;
      - ii. is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
      - iii. shares a child in common with the victim; or

- iv. commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction; or
- d. Stalking meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
  - i. Fear for the person’s safety or the safety of others; or
  - ii. Suffer substantial emotional distress.
- Q. “Student” means a person who has gained admission.
- R. “Student with a disability” means a student who is an individual with a disability as defined in the Rehabilitation Act of 1973, as amended, or a child with a disability as defined in the Individuals with Disabilities Education Act.
- S. “Supportive measures” means individualized measures offered as appropriate, as reasonably available, without unreasonably burdening a complainant or respondent, not for punitive or disciplinary reasons, and without fee or charge to the complainant or respondent to:
  - 1) Restore or preserve that party’s access to the school district’s education program or activity, including measures that are designed to protect the safety of the parties or the school district’s educational environment; or
  - 2) Provide support during the school district’s grievance procedures or during the informal resolution process.

The school district will offer and coordinate supportive measures as appropriate for the complainant and/or respondent to restore or preserve that person’s access to the school district’s education program or activity or provide support during the school district’s Title IX grievance procedures or during the informal resolution process.

T. “Title IX” means Title IX of the Education Amendments of 1972, as amended.

### **III. DESIGNATION OF TITLE IX COORDINATOR AND DESIGNEES**

- A. The school district must designate and authorize at least one employee, referred to as a Title IX Coordinator, to coordinate its efforts to comply with its obligations under Title IX and its regulations. If a school district has more than one Title IX Coordinator, it must designate one of its Title IX Coordinators to retain ultimate oversight over the responsibilities and ensure the school district’s consistent compliance with its responsibilities under Title IX and its regulations.
- B. As appropriate, the school district may delegate, or permit a Title IX Coordinator to delegate, specific duties to one or more designees.

### **IV. PARENTAL, FAMILY, OR MARITAL STATUS; PREGNANCY OR RELATED CONDITIONS**

- A. Status Generally
 

The school district must not adopt or implement any policy, practice, or procedure concerning a student’s current, potential, or past parental, family, or marital status that treats students differently on the basis of sex.
- B. Pregnancy or Related Conditions
  - 1) Nondiscrimination
 

The school district must not discriminate in its education program or activity against any student based on the student’s current, potential, or past pregnancy or related conditions. The school district does not engage in prohibited discrimination when it allows a student, based on pregnancy or related conditions, to voluntarily participate in a separate portion of its education program or activity provided the school district ensures that the separate portion is comparable to that offered to students who are not pregnant and do not have related conditions.

- 2) Responsibility to Provide Title IX Coordinator Contact and Other Information
 

The school district must ensure that when a student, or a person who has a legal right to act on behalf of the student, informs any employee of the student's pregnancy or related conditions, unless the employee reasonably believes that the Title IX Coordinator has been notified, the employee promptly provides that person with the Title IX Coordinator's contact information and informs that person that the Title IX Coordinator can coordinate specific actions to prevent sex discrimination and ensure the student's equal access to the school district's education program or activity.
- 3) Specific Actions to Prevent Discrimination and Ensure Equal Access
 

The school district must take specific actions below to promptly and effectively prevent sex discrimination and ensure equal access to the school district's education program or activity once the student, or a person who has a legal right to act on behalf of the student, notifies the Title IX Coordinator of the student's pregnancy or related conditions. The Title IX Coordinator must coordinate these actions.

  - a. Responsibility to provide information about school district obligations.
 

The school district must inform the student, and if applicable, the person who notified the Title IX Coordinator of the student's pregnancy or related conditions and has a legal right to act on behalf of the student, of the school district's obligations under 34 Code of Federal Regulations, section 106.31, paragraphs (b)(1) through (5) and section 106.44(j) and provide the school district's notice of nondiscrimination under section 106.8(c)(1)
  - b. Reasonable modifications
    - i. The school district must make reasonable modifications to the school district's policies, practices, or procedures as necessary to prevent sex discrimination and ensure equal access to the school district's education program or activity. Each reasonable modification must be based on the student's individualized needs. In determining what modifications are required under this paragraph, the school district must consult with the student. A modification that a school district can demonstrate would fundamentally alter the nature of its education program or activity is not a reasonable modification.
    - ii. The student has discretion to accept or decline each reasonable modification offered by the school district. If a student accepts the school district's offered reasonable modification, the school district must implement it.
    - iii. Reasonable modifications may include, but are not limited to, breaks during class to express breast milk, breastfeed, or attend to health needs associated with pregnancy or related conditions, including eating, drinking, or using the restroom; intermittent absences to attend medical appointments; access to online or homebound education; changes in schedule or course sequence; extensions of time for coursework and rescheduling of tests and examinations; allowing a student to sit or stand, or carry or keep water nearby; counseling; changes in physical space or supplies (for example, access to a larger desk or a footrest); elevator access; or other changes to policies, practices, or procedures.
  - c. Voluntary access to separate and comparable portion of program or activity
 

The school district must allow the student to voluntarily access any separate and comparable portion of the school district's education program or activity under Paragraph A. above.
  - d. Voluntary leaves of absence
 

The school district must allow the student to voluntarily take a leave of absence from the school district's education program or activity to cover, at minimum, the period of time deemed medically necessary by the student's licensed healthcare provider. To the extent that a student qualifies for leave under a leave policy maintained by the school district that allows a greater period of time than the medically necessary period, the school district must permit the student to take voluntary leave under that policy instead if the student so chooses. When

the student returns to the school district's education program or activity, the student must be reinstated to the academic status and, as practicable, to the extracurricular status that the student held when the voluntary leave began.

e. Lactation space

The school district must ensure that the student can access a lactation space, which must be a space other than a bathroom, that is clean, shielded from view, free from intrusion from others, and may be used by a student for expressing breast milk or breastfeeding as needed.

f. Limitation on supporting documentation

The school district must not require supporting documentation under Paragraph B.3, subparagraphs b. through e. unless the documentation is necessary and reasonable for the school district to determine the reasonable modifications to make or whether to take additional specific actions. Examples of situations when requiring supporting documentation is not necessary and reasonable include, but are not limited to, when the student's need for a specific action under Paragraph C. subparagraphs 3 through 5 is obvious, such as when a student who is pregnant needs a bigger uniform; when the student has previously provided the school district with sufficient supporting documentation; when the reasonable modification because of pregnancy or related conditions at issue is allowing a student to carry or keep water nearby and drink, use a bigger desk, sit or stand, or take breaks to eat, drink, or use the restroom; when the student has lactation needs; or when the specific action under Paragraph C. subparagraphs 3 through 5 is available to students for reasons other than pregnancy or related conditions without submitting supporting documentation.

4) Comparable Treatment to Other Temporary Medical Conditions

To the extent consistent with Paragraph B.3 above, the school district must treat pregnancy or related conditions in the same manner and under the same policies as any other temporary medical conditions with respect to any medical or hospital benefit, service, plan, or policy the school district administers, operates, offers, or participates in with respect to students admitted to the school district's education program or activity.

5) Certification to Participate

The school district must not require a student who is pregnant or has related conditions to provide certification from a healthcare provider or any other person that the student is physically able to participate in the school district's class, program, or extracurricular activity unless:

- a. The certified level of physical ability or health is necessary for participation in the class, program, or extracurricular activity;
- b. The school district requires such certification of all students participating in the class, program, or extracurricular activity; and
- c. The information obtained is not used as a basis for discrimination prohibited by this part.

## V. REPORTING PROHIBITED CONDUCT

- A. Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment toward a student should report the alleged acts as soon as possible to the Title IX Coordinator.
- B. The school district requires all employees who are not confidential employees to notify the Title IX Coordinator when the employee has information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations. This requirement does not apply to an employee who has personally been subject to conduct that reasonably may constitute sex discrimination under Title IX or its regulations.
- C. Confidential Employee Requirements
  - 1) The school district must notify all participants in the school district's education program or activity of how to contact its confidential employees, if any.

- 2) The school district must require a confidential employee to explain to any person who informs the confidential employee of conduct that reasonably may constitute sex discrimination under Title IX or its regulations:
  - a. The employee's status as confidential for purposes of this part, including the circumstances in which the employee is not required to notify the Title IX Coordinator about conduct that reasonably may constitute sex discrimination;
  - b. How to contact the school district's Title IX Coordinator and how to make a complaint of sex discrimination; and
  - c. That the Title IX Coordinator may be able to offer and coordinate supportive measures, as well as initiate an informal resolution process or an investigation under the grievance procedures.
- D. Any employee of the school district who has experienced, has knowledge of, or has witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations.
- E. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during nonbusiness hours, and may be made in person, by mail, by telephone, or by email using the Title IX Coordinator's contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.
- F. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the school district may report the alleged conduct to law enforcement authorities. The school district encourages complainants to report criminal behavior to the police immediately.

## **VI. SCHOOL DISTRICT'S RESPONSE TO SEXUAL HARASSMENT**

### **A. General**

Upon knowledge of conduct that reasonably may constitute sex discrimination in its education program or activity, the school district must respond promptly and effectively. The school district must also comply with 34 Code of Federal Regulations, section 106.44 to address sex discrimination in its education program or activity.

### **B. Barriers to Reporting**

The school district must require its Title IX Coordinator to:

- 1) Monitor the school district's education program or activity for barriers to reporting information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations; and
- 2) Take steps reasonably calculated to address such barriers.

### **C. Title IX Coordinator Requirements**

- 1) The Title IX Coordinator is responsible for coordinating the school district's compliance with its obligations under Title IX and its regulations. The school district must require its Title IX Coordinator, when notified of conduct that reasonably may constitute sex discrimination under Title IX or its regulations, to take the following actions to promptly and effectively end any sex discrimination in its education program or activity, prevent its recurrence, and remedy its effects:
  - a. Treat the complainant and respondent equitably;
  - b. Offer and coordinate supportive measures, as appropriate, for the complainant. In addition, if the school district has initiated grievance procedures or offered an informal resolution process to the respondent, offer and coordinate supportive measures, as appropriate, for the respondent;
  - c. Notify the complainant or, if the complainant is unknown, the individual who reported the conduct, of the grievance procedures and if applicable and the informal resolution process, if

- available and appropriate. If a complaint is made, notify the respondent of the grievance procedures and the informal resolution process, if available and appropriate;
- d. In response to a complaint, initiate the grievance procedures or the informal resolution process, if available and appropriate and requested by all parties;
  - e. In the absence of a complaint or the withdrawal of any or all of the allegations in a complaint, and in the absence or termination of an informal resolution process, determine whether to initiate a complaint of sex discrimination that complies with the grievance procedures.
    - i. To make this fact-specific determination, the Title IX Coordinator must consider, at a minimum, the following factors:
      - a) The complainant's request not to proceed with initiation of a complaint;
      - b) The complainant's reasonable safety concerns regarding initiation of a complaint;
      - c) The risk that additional acts of sex discrimination would occur if a complaint is not initiated;
      - d) The severity of the alleged sex discrimination, including whether the discrimination, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
      - e) The age and relationship of the parties, including whether the respondent is an employee of the school district;
      - f) The scope of the alleged sex discrimination, including information suggesting a pattern, ongoing sex discrimination, or sex discrimination alleged to have impacted multiple individuals;
      - g) The availability of evidence to assist a decisionmaker in determining whether sex discrimination occurred; and
      - h) Whether the school district could end the alleged sex discrimination and prevent its recurrence without initiating its grievance procedures.
    - ii. If, after considering these and other relevant factors, the Title IX Coordinator determines that the conduct as alleged presents an imminent and serious threat to the health or safety of the complainant or other person, or that the conduct as alleged prevents the school district from ensuring equal access on the basis of sex to its education program or activity, the Title IX Coordinator may initiate a complaint
  - f. If initiating a complaint under Subparagraph e. above, notify the complainant prior to doing so and appropriately address reasonable concerns about the complainant's safety or the safety of others, including by providing supportive measures; and
  - g. Regardless of whether a complaint is initiated, take other appropriate prompt and effective steps, in addition to steps necessary to effectuate the remedies provided to an individual complainant, if any, to ensure that sex discrimination does not continue or recur within the school district's education program or activity.
- 2) The Title IX Coordinator is not required to comply with Paragraph C.1, subparagraphs a. through g. above upon being notified of conduct that may constitute sex discrimination if the Title IX Coordinator reasonably determines that the conduct as alleged could not constitute sex discrimination under Title IX or its regulations.

#### D. Supportive Measures

Under the Title IX Coordinator Requirements above, the school district must offer and coordinate supportive measures, as appropriate, as described below. For allegations of sex discrimination other than sex-based harassment or retaliation, the school district's provision of supportive measures does not require the school district, its employee, or any other person authorized to provide aid, benefit, or service on the school district's behalf to alter the alleged discriminatory conduct for the purpose of providing a supportive measure.

- 1) Supportive measures may vary depending on what the school district deems to be reasonably available. These measures may include but are not limited to: counseling; extensions of deadlines and other course-related adjustments; campus escort services; increased security and monitoring of certain areas of the campus; restrictions on contact applied to one or more parties; leaves of absence; changes in class, work, or extracurricular or any other activity, regardless of whether there is or is not a comparable alternative; and training and education programs related to sex-based harassment.
- 2) Supportive measures must not unreasonably burden either party and must be designed to protect the safety of the parties or the school district's educational environment, or to provide support during the school district's grievance procedures, or during the informal resolution process. The school district must not impose such measures for punitive or disciplinary reasons.
- 3) The school district may, as appropriate, modify or terminate supportive measures at the conclusion of the grievance procedures or at the conclusion of the informal resolution process, or the school district may continue them beyond that point.
- 4) The school district must provide a complainant or respondent with a timely opportunity to seek, from an appropriate and impartial employee, modification or reversal of the school district's decision to provide, deny, modify, or terminate supportive measures applicable to them. The impartial employee must be someone other than the employee who made the challenged decision and must have authority to modify or reverse the decision, if the impartial employee determines that the decision to provide, deny, modify, or terminate the supportive measure was inconsistent with the definition of supportive measures. The school district must also provide a party with the opportunity to seek additional modification or termination of a supportive measure applicable to them if circumstances change materially.
- 5) The school district must not disclose information about any supportive measures to persons other than the person to whom they apply, including informing one party of supportive measures provided to another party, unless necessary to provide the supportive measure or restore or preserve a party's access to the education program or activity, or when an exception in 34 Code of Federal Regulations section 106.44(j)(1) through (5) applies.
- 6) The school district must require the Title IX Coordinator to consult with one or more members, as appropriate, of the student's Individualized Education Program (IEP) team, if any, or one or more members, as appropriate, of the group of persons responsible for the student's placement decision under 34 Code of Federal Regulations, section 104.35(c), if any, to determine how to comply with the requirements of the Individuals with Disabilities Education Act, and Section 504 of the Rehabilitation Act of 1973 in the implementation of supportive measures.

E. Students with Disabilities

If a complainant or respondent is an elementary or secondary student with a disability, the school district must require the Title IX Coordinator to consult with one or more members, as appropriate, of the student's Individualized Education Program (IEP) team, if any, or one or more members, as appropriate, of the group of persons responsible for the student's placement decision under 34 Code of Federal Regulations, section 104.35(c), if any, to determine how to comply with the requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973 throughout the school district's implementation of grievance procedures under 34 Code of Federal Regulations, section 106.45.

F. Emergency Removal

Nothing in Title IX or its regulations precludes the school district from removing a respondent from the school district's education program or activity on an emergency basis, provided that the school district undertakes an individualized safety and risk analysis, determines that an imminent and serious threat to the health or safety of a complainant or any students, employees, or other persons arising from the allegations of sex discrimination justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. This

provision must not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990.

G. Administrative Leave

Nothing in Title IX or its regulations precludes the school district from placing an employee respondent on administrative leave from employment responsibilities during the pendency of the school district's grievance procedures. This provision must not be construed to modify any rights under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990.

H. Prohibited Disclosures of Personally Identifiable Information

The school district must not disclose personally identifiable information obtained in the course of complying with this part, except in the following circumstances:

- 1) When the school district has obtained prior written consent from a person with the legal right to consent to the disclosure;
- 2) When the information is disclosed to a parent, guardian, or other authorized legal representative with the legal right to receive disclosures on behalf of the person whose personally identifiable information is at issue;
- 3) To carry out the purposes of 34 Code of Federal Regulations, section 106, including action taken to address conduct that reasonably may constitute sex discrimination under Title IX in the school district's education program or activity;
- 4) As required by federal law, federal regulations, or the terms and conditions of a Federal award, including a grant award or
- 5) To the extent such disclosures are not otherwise in conflict with Title IX or its regulations, when required by Minnesota or local law or when permitted under FERPA or its implementing regulations.

**VII. GRIEVANCE PROCEDURES FOR THE PROMPT AND EQUITABLE RESOLUTION OF COMPLAINTS OF SEX DISCRIMINATION**

A. General

The school district's grievance procedures for the prompt and equitable resolution of complaints of sex discrimination must be in writing and include provisions that incorporate the requirements of this section. The requirements related to a respondent apply only to sex discrimination complaints alleging that a person violated the school district's prohibition on sex discrimination. When a sex discrimination complaint alleges that a school district's policy or practice discriminates on the basis of sex, the school district is not considered a respondent.

B. Basic Requirements for Grievance Procedures

The school district's grievance procedures must:

- 1) Treat complainants and respondents equitably;
- 2) Require that any person designated as a Title IX Coordinator, investigator, or decisionmaker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. The decisionmaker may be the same person as the Title IX Coordinator or investigator;
- 3) Include a presumption that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of the school district's grievance procedures for complaints of sex discrimination;
- 4) Establish reasonably prompt timeframes for the major stages of the grievance procedures, including a process that allows for the reasonable extension of timeframes on a case-by-case basis for good cause with notice to the parties that includes the reason for the delay. Major stages include, for example, evaluation (i.e., the school district's decision whether to dismiss or investigate a complaint of sex discrimination); investigation; determination; and appeal, if any;

- a. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.
- b. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by the school district within five (5) days of the date the determination of responsibility or dismissal was provided to the parties.
- c. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by the school district.
- d. The school district will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by the school district.
- e. Although the school district strives to adhere to the timelines described above, in each case, the school district may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening school district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.
- f. The school district has established the following process for reasonable extension of timeframes on a case-by-case basis for good cause as set forth above. The process includes notice to the parties and the reason for the delay:
  - 5) Require the school district to take reasonable steps to protect the privacy of the parties and witnesses during the pendency of the school district's grievance procedures, provided that the steps do not restrict the ability of the parties to: obtain and present evidence, including by speaking to witnesses, subject to the prohibition against retaliation; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures;
  - 6) Require an objective evaluation of all evidence that is relevant, as defined in Article II, and not otherwise impermissible—including both inculpatory and exculpatory evidence—and provide that credibility determinations must not be based on a person's status as a complainant, respondent, or witness;
  - 7) Exclude the following types of evidence, and questions seeking that evidence, as impermissible (i.e., must not be accessed or considered, except by the school district to determine whether an exception in subparagraphs (a) through (c) applies; must not be disclosed; and must not otherwise be used), regardless of whether they are relevant:
    - a. Evidence that is protected under a privilege as recognized by federal or Minnesota law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
    - b. A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the school district obtains that party's or witness's voluntary, written consent for use in the school district's grievance procedures; and
    - c. Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred; and

- 8) If the school district adopts grievance procedures that apply to the resolution of some, but not all, complaints articulate consistent principles for how the school district will determine which procedures apply.

C. Notice of Allegations

Upon initiation of the school district's grievance procedures, the school district must provide notice of the allegations to the parties whose identities are known.

1) The notice must include:

- a. The school district's grievance procedures, and if applicable, any informal resolution process;
- b. Sufficient information available at the time to allow the parties to respond to the allegations. Sufficient information includes the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination under Title IX or this part, and the date(s) and location(s) of the alleged incident(s), to the extent that information is available to the school district;
- c. A statement that retaliation is prohibited; and
- d. A statement that the parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence; and if the school district provides a description of the evidence, the parties are entitled to an equal opportunity to access to the relevant and not otherwise impermissible evidence upon the request of any party.

- 2) If, in the course of an investigation, the school district decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice or that are included in a complaint that is consolidated, the school district must provide notice of the additional allegations to the parties whose identities are known.

If, in the course of an investigation, the school district decides to investigate additional allegations of sex discrimination by the respondent toward the complainant that are not included in the notice provided or that are included in a complaint that is consolidated, the school district will notify the parties of the additional allegations.

D. Consolidation

The school district may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references below to a party, complainant, or respondent include the plural, as applicable.

E. Complaint Investigation

- 1) The school district must provide for adequate, reliable, and impartial investigation of complaints. To do so, the school district must:
  - a. Ensure that the burden is on the school district – not on the parties – to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred;
  - b. Provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible;
  - c. Review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance, consistent with § 106.2 and with paragraph (b)(7) of this section; and
  - d. Provide each party with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and not otherwise impermissible in the following manner:
    - i. The school district must provide an equal opportunity to access either the relevant and not otherwise impermissible evidence, or an accurate description of this evidence. If the

school district provides a description of the evidence, it must further provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party;

- ii. The school district must provide a reasonable opportunity to respond to the evidence or to the accurate description of the evidence; and
- iii. The school district must take reasonable steps to prevent and address the parties' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. For purposes of this paragraph, disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.

F. Questioning Parties and Witnesses to Aid in Evaluating Allegations and Assessing Credibility

The school district must provide a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination.

G. Determination Whether Sex Discrimination Occurred

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, the school district must:

- 1) Use the preponderance of the evidence standard of proof to determine whether sex discrimination occurred, unless the school district uses the clear and convincing evidence standard of proof in all other comparable proceedings, including proceedings relating to other discrimination complaints, in which case the school district may elect to use that standard of proof in determining whether sex discrimination occurred. Both standards of proof require the decisionmaker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness; if the decisionmaker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decisionmaker must not determine that sex discrimination occurred.
- 2) Notify the parties in writing of the determination whether sex discrimination occurred under Title IX or its regulations including the rationale for such determination, and the procedures and permissible bases for the complainant and respondent to appeal, if applicable;
- 3) If there is a determination that sex discrimination occurred, as appropriate, require the Title IX Coordinator to coordinate the provision and implementation of remedies to a complainant and other persons the school district identifies as having had equal access to the school district's education program or activity limited or denied by sex discrimination, coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions, and require the Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity. The school district may not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the school district's grievance procedures that the respondent engaged in prohibited sex discrimination;
- 4) Comply with 34 Code of Federal Regulations, section 106.45, before the imposition of any disciplinary sanctions against a respondent; and
- 5) Not discipline a party, witness, or others participating in school district's grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the school district's determination whether sex discrimination occurred.

H. Additional Provisions

If the school district adopts additional provisions as part of its grievance procedures for handling complaints of sex discrimination, including sex-based harassment, such additional provisions must apply equally to the parties.

I. Informal Resolution

In lieu of resolving a complaint through the school district's grievance procedures, the parties may instead elect to participate in an informal resolution process under 34 Code of Federal Regulations, section 106.44(k) if provided by the school district consistent with that paragraph.

J. Provisions Limited to Sex-Based Harassment Complaints

For complaints alleging sex-based harassment, the grievance procedures must:

- 1) Describe the range of supportive measures available to complainants and respondents; and
- 2) List, or describe the range of, the possible disciplinary sanctions that the school district may impose and remedies that the school district may provide following a determination that sex-based harassment occurred.

**VIII. INFORMAL RESOLUTION OF A COMPLAINT**

- A. At any time prior to determining whether sex discrimination occurred, the school district may offer to a complainant and respondent an informal resolution process, unless the complaint includes allegations that an employee engaged in sex-based harassment of an elementary school or secondary school student or such a process would conflict with federal, Minnesota, or local law. A school district that provides the parties an informal resolution process must, to the extent necessary, also require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.
- 1) Subject to the limitations in Paragraph A. above, the school district has discretion to determine whether it is appropriate to offer an informal resolution process when it receives information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations or when a complaint of sex discrimination is made, and may decline to offer informal resolution despite one or more of the parties' wishes.
  - 2) In addition to the limitations in Paragraph A. above, circumstances when the school district may decline to allow informal resolution include but are not limited to when the school district determines that the alleged conduct would present a future risk of harm to others.
- B. The school district must not require or pressure the parties to participate in an informal resolution process. The school district must obtain the parties' voluntary consent to the informal resolution process and must not require waiver of the right to an investigation and determination of a complaint as a condition of enrollment or continuing enrollment, or employment or continuing employment, or exercise of any other right.
- C. Before initiation of an informal resolution process, the school district must provide to the parties notice that explains:
- 1) The allegations;
  - 2) The requirements of the informal resolution process;
  - 3) That, prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and to initiate or resume the school district's grievance procedures;
  - 4) That the parties' agreement to a resolution at the conclusion of the informal resolution process would preclude the parties from initiating or resuming grievance procedures arising from the same allegations;
  - 5) The potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the parties; and
  - 6) What information the school district will maintain and whether and how the school district could disclose such information for use in grievance procedures, if grievance procedures are initiated or resumed.
- D. The facilitator for the informal resolution process must not be the same person as the investigator or the decisionmaker in the school district's grievance procedures. Any person designated by the school district to facilitate an informal resolution process must not have a conflict of interest or bias for or

against complainants or respondents generally or an individual complainant or respondent. Any person facilitating informal resolution must receive training as provided under this policy.

- E. Potential terms that may be included in an informal resolution agreement include but are not limited to:
- 1) Restrictions on contact; and
  - 2) Restrictions on the respondent's participation in one or more of the school district's programs or activities or attendance at specific events, including restrictions the school district could have imposed as remedies or disciplinary sanctions had the school district determined at the conclusion of the school district's grievance procedures that sex discrimination occurred.

## **IX. DISMISSAL OF A COMPLAINT**

- A. The school district may dismiss a complaint of sex discrimination made through its grievance procedures under this policy for any of the following reasons:
- 1) The school district is unable to identify the respondent after taking reasonable steps to do so;
  - 2) The respondent is not participating in a school district education program or activity and is not employed by the school district;
  - 3) The complainant voluntarily withdraws any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and the school district determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or,
  - 4) The school district determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, the school district will make reasonable efforts to clarify the allegations with the complainant.
- B. Upon dismissal, the school district will promptly notify the complainant of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the school district will also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.
- C. The school district must notify the complainant that a dismissal may be appealed and will provide the complainant with an opportunity to appeal the dismissal of a complaint on the bases set out in 34 Code of Federal Regulations, section 106.46(i)(1). If the dismissal occurs after the respondent has been notified of the allegations, then the school district will also notify the respondent that the dismissal may be appealed on the bases set out in 34 Code of Federal Regulations, section 106.46(i)(1). If the dismissal is appealed, the school district must:
- 1) Notify the parties of any appeal, including notice of the allegations consistent with paragraph (c) of this section if notice was not previously provided to the respondent;
  - 2) Implement appeal procedures equally for the parties;
  - 3) Ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
  - 4) Ensure that the decisionmaker for the appeal has been trained as set out in this policy;
  - 5) Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
  - 6) Notify the parties of the result of the appeal and the rationale for the result.
- D. When the school district dismisses a complaint, it must, at a minimum:
- 1) Offer supportive measures to the complainant as appropriate;
  - 2) For dismissals under Paragraph A. 3 and 4 above in which the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate under 34 Code of Federal Regulations, section 106.44(g); and
  - 3) Require its Title IX Coordinator to take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within the school district's education program or activity.

- E. Dismissal of a formal complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems appropriate.

**X. APPEAL OF DETERMINATION**

- A. The school district offers the following process for appeals from a determination whether sex discrimination occurred. This appeal process will be, at a minimum, the same as the school district offers in all other comparable proceedings, including proceedings relating to other discrimination complaints.
- B. If notice of an appeal is timely received by the school district, the school district will notify the parties in writing of the receipt of the appeal, assign or designate the appellate decisionmaker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
- C. After reviewing the parties' written statements, the appellate decisionmaker must issue a written decision describing the result of the appeal and the rationale for the result.
- D. The written decision describing the result of the appeal must be provided simultaneously to the parties.
- E. The decision of the appellate decisionmaker is final. No further review beyond the appeal is permitted.

**XI. SANCTIONS AND REMEDIES**

Following a determination that sex-based harassment occurred, the school district may impose disciplinary sanctions. The school district may also provide remedies.

- A. The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.
- B. If the decisionmaker determines a respondent is responsible for violating this policy, the decisionmaker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the superintendent of the recommended remedies, such that an authorized administrator can consider the recommendation(s) and implement appropriate remedies in compliance with MSBA Model Policy 506 – Student Discipline. The discipline of a student-respondent must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.]

**XII. RETALIATION**

The school district must prohibit retaliation, including peer retaliation, in its education program or activity. When the school district has information about conduct that reasonably may constitute retaliation under Title IX or its regulations, the school district is obliged to comply with 34 Code of Federal Regulations, section 106.44. Upon receiving a complaint alleging retaliation, the school district must initiate its grievance procedures or, as appropriate, an informal resolution process.

**XIII. TRAINING**

- A. The school district must ensure that the following persons receive training related to their duties under Title IX promptly upon hiring or change of positions that alters their duties under Title IX or its regulations, and annually thereafter. This training must not rely upon sex stereotypes.
  - 1) All employees must be trained on:

- a. The school district’s obligation to address sex discrimination in its education program or activity;
  - b. The scope of conduct that constitutes sex discrimination under Title IX and its regulations, including the definition of sex-based harassment; and
  - c. All applicable notification and information requirements under 34 Code of Federal Regulations, sections 106.40(b)(2) and 106.44.
- 2) Investigators, decisionmakers, and other persons who are responsible for implementing the school district’s grievance procedures or have the authority to modify or terminate supportive measures.
- In addition to the training requirements for all employees described in Paragraphs 1 and 2 above, all investigators, decisionmakers, and other persons who are responsible for implementing the school district’s grievance procedures or have the authority to modify or terminate supportive measures under 34 Code of Federal Regulations, section 106.44(g)(4) must be trained on the following topics to the extent related to their responsibilities:
- a. The school district’s obligations under 34 Code of Federal Regulations, section 106.44;
  - b. The school district’s grievance procedures under 34 Code of Federal Regulations, section 106.45, and if applicable section 106.46;
  - c. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias; and
  - d. The meaning and application of the term “relevant” in relation to questions and evidence, and the types of evidence that are impermissible regardless of relevance under 34 Code of Federal Regulations, section 106.45, and if applicable section 106.46.
- 3) Facilitators of informal resolution process
- In addition to the training requirements for all employees described in Paragraph 1 above, all facilitators of an informal resolution process under 34 Code of Federal Regulations, section 106.44(k) must be trained on the rules and practices associated with the school district’s informal resolution process and on how to serve impartially, including by avoiding conflicts of interest and bias.
- 4) Title IX Coordinator and Title IX Personnel
- In addition to the training requirements in Paragraphs 1 through 3 above, the Title IX Coordinator and Title IX Personnel must be trained on their specific responsibilities under 34 Code of Federal Regulations, section 106.8(a), section 106.40(b)(3), section 106.44(f) and (g), the school district’s recordkeeping system and the requirements of 34 Code of Federal Regulations, section 106.8 (f), and any other training necessary to coordinate the school district’s compliance with Title IX. “Title IX Personnel” means any person who addresses, works on, or assists with the school district’s response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions.

#### **XIV. DISSEMINATION OF POLICY**

- A. This policy shall be made available to all students, parents/guardians of students, school district employees, and employee unions.
- B. The school district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work e-mail address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.
- C. Notice of Nondiscrimination
  - 1) The school district must provide notice of nondiscrimination to applicants for admission and employment, students, parents, guardians, or other authorized legal representatives of elementary and secondary school students, employees, and all unions holding collective bargaining agreements with the school district.
  - 2) Contents of Notice of Nondiscrimination

The notice of nondiscrimination must include the following elements:

- a. A statement that the school district does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment;
  - b. A statement that inquiries about the application of Title IX and its regulations to the school district may be referred to the school district's Title IX Coordinator, the federal Office for Civil Rights, or both;
  - c. The name or title, office address, email address, and telephone number of the Title IX Coordinator;
  - d. How to locate the school district's nondiscrimination policy and the school district's grievance procedures; and
  - e. How to report information about conduct that may constitute sex discrimination under Title IX; and how to make a complaint of sex discrimination under the regulations.
- 3) The school district must prominently include all elements of its notice of nondiscrimination on its website and in each handbook, catalog, announcement, bulletin, and application form that it makes available to people entitled to notice, or which are otherwise used in connection with the recruitment of students or employees.
  - 4) If necessary, due to the format or size of any publication, the school district may instead include in those publications the information covered in the following statement: Big Lake Schools prohibits sex discrimination in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator. The notice of nondiscrimination is located at 701 Minnesota Ave.
  - 5) The school district must not use or distribute a publication stating that the school district treats applicants, students, or employees differently on the basis of sex, except as such treatment is permitted by Title IX or its regulations.

## **XV. RECORDKEEPING**

The school district must create, and maintain for a period of seven years:

- A. For each complaint of sex discrimination, records documenting the informal resolution process under 34 Code of Federal Regulations, section 106.44(k) or the grievance procedures under section 106.45, and if applicable section 106.46, and the resulting outcome.
- B. For each notification the Title IX Coordinator receives of information about conduct that reasonably may constitute sex discrimination under Title IX or its regulations, including notifications under 34 Code of Federal Regulations, section 106.44(c)(1) or (2), records documenting the actions the school district took to meet its obligations under section 106.44
- C. All materials used to provide training under this policy. The school district must make these training materials available upon request for inspection by members of the public.

***Legal References:*** Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)  
Minn. Stat. §§ 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments)  
34 C.F.R. Part 106 (Implementing Regulations of Title IX)  
20 U.S.C § 1400, *et seq.* (Individuals with Disabilities Education Act)  
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act)  
42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)  
20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (“Clery Act”))

***Cross References:*** MSBA/MASA Model Policy 102 (Equal Educational Opportunity)

MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status  
Nondiscrimination)



## TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

### I. GENERAL STATEMENT OF POLICY

- A. The school district does not discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.
- B. The school district prohibits sexual harassment that occurs within its education programs and activities. When the school district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.
- C. This policy applies to sexual harassment that occurs within the school district's education programs and activities and that is committed by a school district employee, student, or other members of the school community. This policy does not apply to sexual harassment that occurs off school grounds, in a private setting, and outside the scope of the school district's education programs and activities. This policy does not apply to sexual harassment that occurs outside the geographic boundaries of the United States, even if the sexual harassment occurs in the school district's education programs or activities.
- D. Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinator is:

*Sue Schmidt, Human Resources Manager, 763-262-5194, 701 Minnesota Ave, Big Lake MN 55309, s.schmidt@biglakeschools.org*

Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

- E. The effective date of this policy is August 14, 2020 and applies to alleged violations of this policy occurring on or after August 14, 2020.

### II. DEFINITIONS

- A. "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to the school district's Title IX Coordinator or to any employee of the school district. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the school district with actual knowledge is the respondent.
- B. "Complainant" means a person who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A Title IX Coordinator who signs a formal complaint is not a complainant unless the Title IX Coordinator is alleged to be the victim of the conduct described in the formal complaint.
- C. "Day" or "days" means, unless expressly stated otherwise, business days (i.e. day(s) that the school district office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).

- D. “Deliberately indifferent” means clearly unreasonable in light of the known circumstances. The school district is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.
- E. “Education program or activity” means locations, events, or circumstances for which the school district exercises substantial control over both the respondent and the context in which the sexual harassment occurs and includes school district education programs or activities that occur on or off of school district property.
- F. “Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school district investigate the allegation of sexual harassment.
  1. A formal complaint filed by a complainant must be a physical document or an electronic submission. The formal complaint must contain the complainant’s physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint, and must be submitted to the Title IX Coordinator in person, by mail, or by email.
  2. A formal complaint shall state that, at the time of filing the formal complaint, the complainant was participating in, or attempting to participate in, an education program or activity of the school district with which the formal complaint is filed.
- G. “Informal resolution” means options for resolving a formal complaint that do not involve a full investigation and adjudication. Informal resolution may encompass a broad range of conflict resolution strategies, including mediation or restorative justice.
- H. “Relevant questions” and “relevant evidence” are questions, documents, statements, or information that are related to the allegations raised in a formal complaint. Relevant evidence includes evidence that is both inculpatory and exculpatory. Questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant’s prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent.
- I. “Remedies” means actions designed to restore or preserve the complainant’s equal access to education after a respondent is found responsible. Remedies may include the same individualized services that constitute supportive measures, but need not be non-punitive or non-disciplinary, nor must they avoid burdening the respondent.
- J. “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.
- K. “Sexual harassment” means any of three types of misconduct on the basis of sex that occurs in a school district education program or activity and is committed against a person in the United States:
  1. *Quid pro quo* harassment by a school district employee (conditioning the provision of an aid, benefit, or service of the school district on an individual's participation in unwelcome sexual conduct);
  2. Unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; or
  3. Any instance of sexual assault (as defined in the Clery Act, 20 United States Code section 1092(f)(6)A(v)), dating violence, domestic violence, or stalking (as defined in the Violence Against Women Act, 34 United State Code section 12291).
- L. “Supportive measures” means individualized services provided to the complainant or respondent without fee or charge that are reasonably available, non-punitive, non-disciplinary, not unreasonably burdensome to the other party, and designed to ensure equal educational access, protect safety, and deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments,

modifications of work or class schedules, alternative educational services as defined under Minnesota Statutes section 121A.41, as amended, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the school district buildings or property, and other similar measures.

M. “Title IX Personnel” means any person who addresses, works on, or assists with the school district’s response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions. The following are considered Title IX Personnel:

1. “Title IX Coordinator” means an employee of the school district that coordinates the school district’s efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator is responsible for acting as the primary contact for the parties and ensuring that the parties are provided with all notices, evidence, reports, and written determinations to which they are entitled under this policy and grievance process. The Title IX Coordinator is also responsible for effective implementation of any supportive measures or remedies. The Title IX Coordinator must be free from conflicts of interest and bias when administrating the grievance process.
2. “Investigator” means a person who investigates a formal complaint. The investigator of a formal complaint may not be the same person as the Decision-maker or the Appellate Decision-maker. The Investigator may be a school district employee, school district official, or a third party designated by the school district.
3. “Decision-maker” means a person who makes a determination regarding responsibility after the investigation has concluded. The Decision-maker cannot be the same person as the Title IX Coordinator, the Investigator, or the Appellate Decision-maker.
4. “Appellate Decision-maker” means a person who considers and decides appeals of determinations regarding responsibility and dismissals of formal complaints. The Appellate Decision-maker cannot be the same person as the Title IX Coordinator, Investigator, or Decision-maker. The Appellate Decision-maker may be a school district employee, or a third party designated by the school district.
5. The superintendent of the school district may delegate functions assigned to a specific school district employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes, to any suitably qualified individual and such delegation may be rescinded by the superintendent at any time. The school district may also, in its discretion, appoint suitably qualified persons who are not school district employees to fulfill any function under this policy, including, but not limited to, Investigator, Decision-maker, Appellate Decision-maker, and facilitator of informal resolution processes.

### **III. BASIC REQUIREMENTS FOR GRIEVANCE PROCESS**

#### **A. Equitable Treatment**

1. The school district shall treat complainants and respondents equitably. However, equality or parity with respect to supportive measures provided to complainants and respondents is not required.
2. The school district will not impose any disciplinary sanctions or take any other actions against a respondent that do not constitute supportive measures until it has completed this grievance process and the respondent has been found responsible.
3. The school district will provide appropriate remedies to the complainant any time a respondent is found responsible.

#### **B. Objective and Unbiased Evaluation of Complaints**

1. Title IX Personnel, including the Title IX Coordinator, Investigator, Decision-maker, and Appellate Decision-maker, shall be free from conflicts of interest or bias for or against complainants or respondents generally or a specific complainant or respondent.

2. Throughout the grievance process, Title IX Personnel will objectively evaluate all relevant evidence, inculpatory and exculpatory, and shall avoid credibility determinations based solely on a person's status as a complainant, respondent, or witness.
- C. Title IX Personnel will presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- D. Confidentiality  
The school district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 United States Code section 1232g, FERPA regulations, 34 code of Federal Regulations part 99, Minnesota law under Minnesota Statutes section 13.32, or as required by law, or to carry out the purposes of 34 Code of Federal Regulations part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the school district's obligation to maintain confidentiality shall not impair or otherwise affect the complainants and respondents receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility).
- E. Right to an Advisor; Right to a Support Person  
Complainants and respondents have the right, at their own expense, to be assisted by an advisor of their choice during all stages of any grievance proceeding, including all meetings and investigative interviews. The advisor may be, but is not required to be, an attorney. In general, an advisor is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.
- A complainant or respondent with a disability may be assisted by a support person throughout the grievance process, including all meetings and investigative interviews, if such accommodation is necessary. A support person may be a friend, family member, or any individual who is not otherwise a potential witness. The support person is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.
- F. Notice  
The school district will send written notice of any investigative interviews or meetings to any party whose participation is invited or expected. The written notice will include the date, time, location, participants, and purpose of the meeting or interview, and will be provided to allow sufficient time for the party to prepare to participate.
- G. Consolidation  
The school district may, in its discretion, consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.
- H. Evidence
1. During the grievance process, the school district will not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
  2. The school district shall not access, consider, disclose, or otherwise use a party's medical, psychological, and similar treatment records unless the school district obtains the party's

voluntary, written consent.

I. Burden of Proof

1. The burden of gathering evidence and the burden of proof shall remain upon the school district and not upon the parties.
2. The grievance process shall use a preponderance of the evidence standard (i.e. whether it is more likely than not that the respondent engaged in sexual harassment) for all formal complaints of sexual harassment, including when school district employees are respondents.

J. Timelines

1. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.
2. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by the school district within five (5) days of the date the determination of responsibility or dismissal was provided to the parties.
3. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by the School District.
4. The school district will seek to conclude the grievance process, including any appeal, within 120 calendar days of the date the formal complaint was received by the school district.
5. Although the school district strives to adhere to the timelines described above, in each case, the school district may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses, and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses, and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening school district holidays, breaks, or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.

K. Potential Remedies and Disciplinary Sanctions

1. The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility: counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge.
2. If the Decision-maker determines a student-respondent is responsible for violating this policy, the Decision-maker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the superintendent of the recommended remedies, such that an authorized administrator can consider the recommendation(s) and implement appropriate remedies in compliance with MSBA Model Policy 506 – Student Discipline. The discipline of a student-respondent must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972, and their respective implementing regulations.

#### IV. REPORTING PROHIBITED CONDUCT

- A. Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment toward a student should report the alleged acts as soon as possible to the Title IX Coordinator.

- B. Any employee of the school district who has experienced, has actual knowledge of, or has witnessed unlawful sex discrimination, including sexual harassment, or who otherwise becomes aware of unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations.
- C. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during non-business hours, and may be made in person, by mail, by telephone, or by e-mail using the Title IX Coordinator's contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.
- D. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the School District may report the alleged conduct to law enforcement authorities. The school district encourages complainants to report criminal behavior to the police immediately.

**V. INITIAL RESPONSE AND ASSESSMENT BY THE TITLE IX COORDINATOR**

- A. When the Title IX Coordinator receives a report, the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint .
- B. The school district will offer supportive measures to the complainant whether or not the complainant decides to make a formal complaint. The school district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the school district's ability to provide the supportive measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.
- C. If the complainant does not wish to file a formal complaint, the allegations will not be investigated by the school district unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the complainant's wishes is not clearly unreasonable in light of the known circumstances.
- D. Upon receipt of a formal complaint, the school district must provide written notice of the formal complaint to the known parties with sufficient time to prepare a response before any initial interview. This written notice must contain:
  1. The allegations of sexual harassment, including sufficient details known at the time, the identities of the parties involved in the incident (if known), the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;
  2. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
  3. A statement explaining that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
  4. A statement that the parties may inspect and review evidence gathered pursuant to this policy;
  5. A statement informing the parties of any code of conduct provision that prohibits knowingly making false statements or knowingly submitting false information; and
  6. A copy of this policy.

**VI. STATUS OF RESPONDENT DURING PENDENCY OF FORMAL COMPLAINT**

- A. Emergency Removal of a Student

The school district may remove a student-respondent from an education program or activity of the school district on an emergency basis before a determination regarding responsibility is made if:

1. The school district undertakes an individualized safety and risk analysis;
2. The school district determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal of the student-respondent; and
3. The school district determines the student-respondent poses such a threat, it will so notify the student-respondent and the student-respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related school district policies, including MSBA Model Policy 506 – Student Discipline. The school district must take into consideration applicable requirements of the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973, prior to removing a special education student or Section 504 student on an emergency basis.

**B. Employee Administrative Leave**

The school district may place a non-student employee on administrative leave during the pendency of the grievance process of a formal complaint. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements. The school district must take into consideration applicable requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prior to removing an individual with a qualifying disability.

**VII. INFORMAL RESOLUTION OF A FORMAL COMPLAINT**

- A. At any time prior to reaching a determination of responsibility, informal resolution may be offered and facilitated by the school district at the school district’s discretion, but only after a formal complaint has been received by the school district.
- B. The school district may not require as a condition of enrollment or continued enrollment, or of employment or continued employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.
- C. The informal resolution process may not be used to resolve allegations that a school district employee sexually harassed a student.
- D. The school district will not facilitate an information resolution process without both parties’ agreement, and will obtain their voluntary, written consent. The school district will provide to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, the parties’ right to withdraw from the informal resolution process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
- E. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

**VIII. DISMISSAL OF A FORMAL COMPLAINT**

- A. Under federal law, the school district must dismiss a Title IX complaint, or a portion thereof, if the conduct alleged in a formal complaint or a portion thereof:
  1. Would not meet the definition of sexual harassment, even if proven;
  2. Did not occur in the school district’s education program or activity; or
  3. Did not occur against a person in the United States.
- B. The school district may, in its discretion, dismiss a formal complaint or allegations therein

if:

1. The complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein;
  2. The respondent is no longer enrolled or employed by the school district; or
  3. Specific circumstances prevent the school district from gathering sufficient evidence to reach a determination.
- C. The school district shall provide written notice to both parties of a dismissal. The notice must include the reasons for the dismissal.
- D. Dismissal of a formal complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems appropriate.

#### **IX. INVESTIGATION OF A FORMAL COMPLAINT**

- A. If a formal complaint is received by the School District, the school district will assign or designate an Investigator to investigate the allegations set forth in the formal complaint.
- B. If during the course of the investigation the school district decides to investigate any allegations about the complainant or respondent that were not included in the written notice of a formal complaint provided to the parties, the school district must provide notice of the additional allegations to the known parties.
- C. When a party's participation is invited or expected in an investigative interview, the Investigator will coordinate with the Title IX Coordinator to provide written notice to the party of the date, time, location, participants, and purposes of the investigative interview with sufficient time for the party to prepare.
- D. During the investigation, the Investigator must provide the parties with an equal opportunity to present witnesses for interviews, including fact witnesses and expert witnesses, and other inculpatory and exculpatory evidence.
- E. Prior to the completion of the investigative report, the Investigator, through the Title IX Coordinator, will provide the parties and their advisors (if any) with an equal opportunity to inspect and review any evidence directly related to the allegations. The evidence shall be provided in electronic format or hard copy and shall include all relevant evidence, evidence upon which the school district does not intend to rely in reaching a determination regarding responsibility, and any inculpatory or exculpatory evidence whether obtained from a party or another source. The parties will have ten (10) days to submit a written response, which the Investigator will consider prior to completion of the investigative report.
- F. The Investigator will prepare a written investigative report that fairly summarizes the relevant evidence. The investigative report may include credibility determinations that are not based on a person's status as a complainant, respondent or witness. The school district will send the parties and their advisors (if any) a copy of the report in electronic format or hard copy, for their review and written response at least ten (10) days prior to a determination of responsibility.

#### **X. DETERMINATION REGARDING RESPONSIBILITY**

- A. After the school district has sent the investigative report to both parties and before the school district has reached a determination regarding responsibility, the Decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness.
- B. The Decision-maker must provide the relevant questions submitted by the parties to the other parties or witnesses to whom the questions are offered, and then provide each party with the answers, and allow for additional, limited follow-up questions from each party.
- C. The Decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.
- D. When the exchange of questions and answers has concluded, the Decision-maker must issue

a written determination regarding responsibility that applies the preponderance of the evidence standard to the facts and circumstances of the formal complaint. The written determination of responsibility must include the following:

1. Identification of the allegations potentially constituting sexual harassment;
  2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, and methods used to gather other evidence;
  3. Findings of fact supporting the determination;
  4. Conclusions regarding the application of the school district's code of conduct to the facts;
  5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school district imposes on the respondent, and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the school district to the complainant; and
  6. The school district's procedures and permissible bases for the complainant and respondent to appeal and the date by which an appeal must be made.
- E. In determining appropriate disciplinary sanctions, the Decision-maker should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incident occurred.
- F. The written determination of responsibility must be provided to the parties simultaneously.
- G. The Title IX Coordinator is responsible for the effective implementation of any remedies.
- H. The determination regarding responsibility becomes final either on the date that the school district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

## **XI. APPEALS**

- A. The school district shall offer the parties an opportunity to appeal a determination regarding responsibility or the school district's dismissal of a formal complaint or any allegations therein, on the following bases:
1. A procedural irregularity that affected the outcome of the matter (e.g., a material deviation from established procedures);
  2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
  3. The Title IX Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.
- B. If notice of an appeal is timely received by the school district, the school district will notify the parties in writing of the receipt of the appeal, assign or designate the Appellate Decision-maker, and give the parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.
- C. After reviewing the parties' written statements, the Appellate Decision-maker must issue a written decision describing the result of the appeal and the rationale for the result.
- D. The written decision describing the result of the appeal must be provided simultaneously to the parties.
- E. The decision of the Appellate Decision-maker is final. No further review beyond the appeal is permitted.

## **XII. RETALIATION PROHIBITED**

- A. Neither the school district nor any other person may intimidate, threaten, coerce, or

discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, or because the individual made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations, or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint, or participating in an investigation, constitutes a violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

- B. Any person may submit a report or formal complaint alleging retaliation in the manner described in this policy and it will be addressed in the same manner as other complaints of sexual harassment or sex discrimination.
- C. Charging an individual with violation of school district policies for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

### **XIII. TRAINING**

- A. The school district shall ensure that Title IX Personnel receive appropriate training. The training shall include instruction on:
  - 1. The Title IX definition of sexual harassment;
  - 2. The scope of the school district's education program or activity;
  - 3. How to conduct an investigation and grievance process, appeals, and informal resolution processes, as applicable;
  - 4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias;
  - 5. For Decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's prior sexual behavior are not relevant; and
  - 6. For Investigators, training on issues of relevance, including the creation of an investigative report that fairly summarizes relevant evidence.
- B. The training materials will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints.
- C. Materials used to train Title IX Personnel must be posted on the school district's website. If the school district does not have a website, it must make the training materials available for public inspection upon request.

### **XIV. DISSEMINATION OF POLICY**

- A. This policy shall be made available to all students, parents/guardians of students, school district employee, and employee unions.
- B. The school district shall conspicuously post the name of the Title IX Coordinator, including office address, telephone number, and work e-mail address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.
- C. The school district must provide applicants for admission and employment, students, parents or legal guardians of secondary school students, employees, and all unions holding collective bargaining agreements with the school district, with the following:

1. The name or title, office address, electronic mail address, and telephone number of the Title IX Coordinator;
2. Notice that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner;
3. A statement that the requirement not to discriminate in the education program or activity extends to admission and employment, and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the United States Department of Education, or both; and
4. Notice of the school district's grievance procedures and grievance process contained in this policy, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint of sexual harassment, and how the school district will respond.

## **XV. RECORDKEEPING**

- A. The school district must create, and maintain for a period of seven calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the school district must document:
  1. The basis for the school district's conclusion that its response to the report or formal complaint was not deliberately indifferent;
  2. The measures the school district has taken that are designed to restore or preserve equal access to the school district's education program or activity; and
  3. If the school district does not provide a complainant with supportive measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. Such a record must be maintained for a period of seven years.
  4. The documentation of certain bases or measures does not limit the recipient in the future from providing additional explanations or detailing additional measures taken.
- B. The school district must also maintain for a period of seven calendar years records of:
  1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;
  2. Any appeal and the result therefrom;
  3. Any informal resolution and the result therefrom; and
  4. All materials used to train Title IX Personnel.

***Legal References:*** Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)  
 Minn. Stat. §§ 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)  
 Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
 20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments)  
 34 C.F.R. Part 106 (Implementing Regulations of Title IX)  
 20 U.S.C § 1400, *et seq.* (Individuals with Disabilities Education Act)  
 29 U.S.C. § 794 (Section 504 of the Rehabilitation Act)  
 42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act)  
 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)  
 20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act (“Clery Act”))

***Cross References:*** MSBA/MASA Model Policy 102 (Equal Educational Opportunity)  
 MSBA/MASA Model Policy 413 (Harassment and Violence)  
 MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

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         | \$9,750.00  | Community Education Programs         |
| Big Lake Spud Fest         | \$18,000.00 | Field Trips                          |
| Minnco                     | \$1,000.00  | Senior Scholarship                   |
| The Bank of Elk River      | \$1,000.00  | Senior Scholarship                   |
| Connexus Energy Foundation | \$3,000.00  | Three \$1,000.00 Senior Scholarships |

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted on February 26, 2025.



# American Indian Education

School Board Meeting  
February 26th, 2025

# American Indian Education Aid (AIEA)

- Support postsecondary preparation for American Indian students
- Support the academic achievement of American Indian students
- Make curriculum relevant to the needs, interests, and cultural heritage of American Indian students
- Provide positive reinforcement of the self-image of American Indian students
- Develop intercultural awareness among students, parents, and staff
- Supplement state and federal educational programs

# American Indian Education At Big Lake Schools

## **American Indian Student Population: 67 Students Registered**

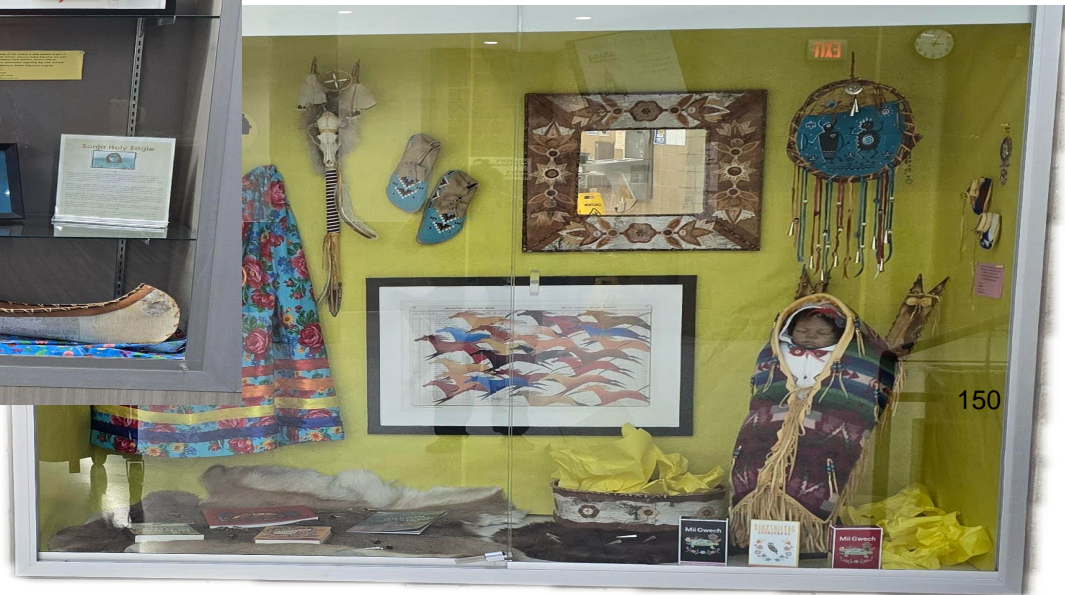
- Liberty Elementary School: 12 Students
- Independence Elementary STEM School: 11 Students
- Big Lake Middle School: 14 Students
- Big Lake High School: 25 Students
- BL Online 6-12: 5 Students

## **American Indian Education Aid**

- 2024-2025 Budget: \$67,500

# Examples of Supporting American Indian Students

- American Indian Education Coordinator (Raven Gonser)
- American Indian Parent Advisory Committee
- Student leadership groups at all four schools
- Events (speakers, indigenous foods, powwow, indigenous games, craft making, end of year celebration)
- College preparation and tours
- Field trips
- Literacy totes for preschoolers
- Minnesota Indian Education Association Conference
- Driver's education







# American Indian Advisory Parent Committee (AIPAC)

- An advisory team to help ensure that American Indian students at Big Lake Schools are receiving culturally relevant and equitable educational opportunities
- Create program goals to use state-issued supplementary funds to enhance American Indian education programs and initiatives
- Monthly meetings to discuss progress on program goals and gather feedback from students and families

# Annual Compliance

Prior to March 1 each year, the AIPAC must vote on whether or not they concur with the educational offerings the district has provided to American Indian students.

On Tuesday, January 28th, 2025 the Big Lake Schools AIPAC voted their concurrence. The AIPAC feels strongly that the district has been meeting the needs of American Indian students!

**Any Questions?**



**Thank you, school board, for  
supporting this program!**

**CASH REPORT FOR SCHOOL BOARD**

**BIG LAKE PUBLIC SCHOOLS**  
 Independent School District # 727  
 for month: January 2025

| <b>101 - CASH ACCOUNTS</b>   |                    |                     |                      |                          |                    |
|------------------------------|--------------------|---------------------|----------------------|--------------------------|--------------------|
|                              | <b>Beg Balance</b> | <b>Receipts</b>     | <b>Checks</b>        | <b>Adjustments</b>       | <b>End Balance</b> |
| General Fund                 | \$ 1,791,222       | \$ 4,388,169        | \$ (4,395,631)       |                          | \$ 1,783,760       |
| Food Service                 | (\$1,256,095)      | 17,166              | (193,837)            |                          | (\$1,432,766)      |
| Community Service            | (\$563,184)        | 267,688             | (299,935)            |                          | (\$595,431)        |
| Building Fund                | (\$14,000)         | 112,432             | (112,432)            |                          | (\$14,000)         |
| Debt Service                 | \$722,881          | -                   | (4,875)              |                          | \$718,006          |
| Project fund- HVAC (Fund 15) | \$0                |                     |                      |                          | \$0                |
| Custodial Fund (Fund 18)     | \$715              | -                   | -                    |                          | \$715              |
| OPEB Trust Fund              | (\$3,226)          | -                   | (568)                |                          | (\$3,794)          |
| <b>TOTAL PER BOOKS</b>       | <b>678,313</b>     | <b>4,785,455.00</b> | <b>(\$5,007,278)</b> | <b>\$0</b>               | <b>456,490</b>     |
|                              |                    |                     |                      | General Checking Account | \$456,490          |
|                              |                    |                     |                      | <b>TOTAL PER BANK</b>    | <b>\$456,490</b>   |

| <b>102 - PETTY CASH ACCOUNT</b> |                    |                 |               |                             |                    |
|---------------------------------|--------------------|-----------------|---------------|-----------------------------|--------------------|
|                                 | <b>Beg Balance</b> | <b>Receipts</b> | <b>Checks</b> | <b>Adjustments</b>          | <b>End Balance</b> |
| General Fund                    | \$1,505            | 898             | (\$492)       | -                           | \$1,911            |
|                                 |                    |                 |               | Petty Cash Checking Account | \$1,911            |
|                                 |                    |                 |               | <b>TOTAL PER BANK</b>       | <b>\$1,911</b>     |

| <b>104 - INVESTMENT ACCOUNTS</b>           |                     |                     |                       |                                      |                     |
|--|---------------------|---------------------|-----------------------|--------------------------------------|---------------------|
|  | <b>Beg Balance</b>  | <b>Deposits</b>     | <b>Withdrawals</b>    | <b>Adjustments</b>                   | <b>End Balance</b>  |
| General Fund                               | (\$5,187,047)       | \$ 9,260,445        | \$ (3,979,900)        |                                      | \$93,498            |
| General Fund - Operating invest. Insurance | \$2,160,664         | \$ 7,136            | \$ (702,000)          |                                      | \$1,465,800         |
| General Fd Operating Investments           | \$20,007,701        | 1,200,439           | (4,932,100)           |                                      | \$16,276,040        |
| Food Service                               | \$1,934,212         | 186,299             | -                     |                                      | \$2,120,511         |
| Community Service                          | \$2,166,449         | 45,938              | -                     |                                      | \$2,212,387         |
| Debt Service                               | \$6,299,500         | 97,660              | (5,376,963)           |                                      | \$1,020,197         |
| Facility Maintenance Invest. 2021A (Fd 15) | \$43,777            | 162                 | -                     |                                      | \$43,939            |
| Facilities Investments 2022A (Fd 06)       | \$4,154,999         | 52,785              | (112,432)             |                                      | \$4,095,352         |
| OPEB Trust Fund                            | \$0                 | 32                  | -                     |                                      | \$32                |
| OPEB Trust Equities                        | \$1,363,608         | 19,892              | -                     |                                      | \$1,383,500         |
| <b>TOTAL PER BOOKS</b>                     | <b>\$32,943,863</b> | <b>\$10,870,788</b> | <b>(\$15,103,395)</b> | <b>\$0</b>                           | <b>\$28,711,256</b> |
|  |                     |                     |                       | MN Trust                             | \$5,446,593         |
|  |                     |                     |                       | Operating Invest- Insurance proceeds | \$1,465,800         |
|  |                     |                     |                       | Operating Investments                | \$16,276,040        |
|  |                     |                     |                       | Refunding Bond Investments           | \$0                 |
|  |                     |                     |                       | Building Fund Investments            | \$4,139,291         |
|  |                     |                     |                       | OPEB Trust                           | \$1,383,532         |
|  |                     |                     |                       | <b>TOTAL PER BANK</b>                | <b>\$28,711,256</b> |

| <b>CASH AND INVESTMENT BALANCE SUMMARY BY FUND</b> |                    |                     |                       |                       |                     |
|--|--------------------|---------------------|-----------------------|-----------------------|---------------------|
|  | <b>Beg Balance</b> | <b>Deposits</b>     | <b>Withdrawals</b>    | <b>Adjustments</b>    | <b>End Balance</b>  |
| General Fund                                       | \$ 18,774,045      | \$ 14,857,087       | \$ (14,010,123)       | \$ -                  | \$ 19,621,009       |
| Food Service                                       | \$678,117          | 203,465             | (193,837)             | -                     | \$687,745           |
| Community Service                                  | \$1,603,265        | 313,626             | (299,935)             | -                     | \$1,616,956         |
| Debt Service                                       | 7,022,381          | 97,660              | (5,381,838)           | -                     | 1,738,203           |
| Project Fund HVAC- Fund 15                         | \$43,777           | \$162               | \$0                   | \$0                   | \$43,939            |
| Custodial Fund (Fund 18)                           | \$715              | -                   | -                     | -                     | \$715               |
| Bond Account Investments (fund 06)                 | \$4,140,999        | \$165,217           | (\$224,864)           | \$0                   | \$4,081,352         |
| OPEB Trust Fund                                    | (\$3,226)          | 32                  | (568)                 | -                     | (\$3,762)           |
| OPEB Trust Equities                                | \$1,363,608        | 19,892              | -                     | -                     | \$1,383,500         |
| <b>TOTAL PER BOOKS</b>                             | <b>33,623,681</b>  | <b>\$15,657,141</b> | <b>(\$20,111,165)</b> | <b>\$0</b>            | <b>29,169,657</b>   |
|  |                    |                     |                       | Cash                  | \$456,490           |
|  |                    |                     |                       | Petty Cash            | \$1,911             |
|  |                    |                     |                       | Investments           | \$28,711,256        |
|  |                    |                     |                       | <b>TOTAL PER BANK</b> | <b>\$29,169,657</b> |

**PETTY CASH EXPENDITURES  
BIG LAKE PUBLIC SCHOOLS**

Independent School District # 727  
for month: January 2025

| <b>Date</b> | <b>Ck #</b> | <b>Vendor</b>      | <b>Description</b> | <b>Amount</b> |
|-------------|-------------|--------------------|--------------------|---------------|
| 01/07/25    | 20591       | Tammy Hanson       | Meals Refund       | \$ 48.80      |
| 01/07/25    | 20592       | Lacey Jessa        | Meals Refund       | \$ 12.20      |
| 01/07/25    | 20593       | Katie Johanson     | Meals Refund       | \$ 17.40      |
| 01/27/25    | 20294       | PELSB              | License            | \$ 90.25      |
| 01/29/25    | 20595       | Ryan Norlund       | CE Reimbursement   | \$ 38.96      |
| 01/29/25    | 20596       | Gyla Gosewisch     | Poetry Out Loud    | \$ 100.00     |
| 01/29/25    | 20597       | Ashley Flores      | Poetry Out Loud    | \$ 75.00      |
| 01/29/25    | 20598       | Emmelia Kortenkamp | Poetry Out Loud    | \$ 50.00      |
| 01/29/25    | 20600       | Zachery Stegora    | Poetry Out Loud    | \$ 50.00      |
| 01/29/25    | 20601       | Adelyn Gosewisch   | Poetry Out Loud    | \$ 25.00      |
| 01/29/25    | 20602       | Shiloh Elliott     | Poetry Out Loud    | \$ 25.00      |
| 01/29/25    | 20603       | Kayleigh Pregler   | Poetry Out Loud    | \$ 25.00      |
| 01/29/25    | 20604       | Allie Cross        | Poetry Out Loud    | \$ 25.00      |
|             |             |                    |                    |               |

\$ 582.61

**WIRE TRANSFER SUMMARY**  
**Big Lake Public Schools**  
**Independent School District #727**  
**January 31, 2025**

| DATE      | FROM                  | TO                    | AMOUNT          | PURPOSE                            |
|-----------|-----------------------|-----------------------|-----------------|------------------------------------|
| 1/2/2025  | Old National-Checking | Heartland Pmt System  | \$ 434.13       | Myschoolbucks Credit Card Fees     |
| 1/2/2025  | MN Trust-PMA          | Old National-Checking | \$ 1,500,000.00 | Payroll and Payroll AP             |
| 1/3/2025  | Old National-Checking | Amazon                | \$ 1,818.65     | Invoice Payments                   |
| 1/3/2025  | Old National-Checking | SSI MN TRANCHE 2 LLC  | \$ 1,891.05     | Solar Contract                     |
| 1/3/2025  | Old National-Checking | USS MINNESOTA ONE MT  | \$ 8,818.27     | Solar Contract                     |
| 1/6/2025  | Old National-Checking | Trustmark             | \$ 1,179.64     | Insurance Coverage                 |
| 1/7/2025  | Old National-Checking | Further               | \$ 1,053.35     | Flex Claim Pymts                   |
| 1/7/2025  | Old National-Checking | Delta Dental          | \$ 29,133.16    | Dental Insurance                   |
| 1/7/2025  | Old National-Checking | EBC                   | \$ 67,583.12    | 403b & 457 contributions           |
| 1/8/2025  | Old National-Checking | Health Equity         | \$ 365.70       | Health Equity fee                  |
| 1/8/2025  | Old National-Checking | Amazon                | \$ 3,967.37     | Invoice Payments                   |
| 1/8/2025  | Old National-Checking | Bankcard Service      | \$ 5,848.81     | ELEYO Credit Card Fees             |
| 1/8/2025  | Old National-Checking | BLEM                  | \$ 9,287.58     | Teacher Unions Dues                |
| 1/8/2025  | Old National-Checking | Health Equity         | \$ 33,792.05    | H.S.A Contributions                |
| 1/9/2025  | Old National-Checking | ELEYOmonthlysoft      | \$ 1,450.00     | ELEYO User Fees                    |
| 1/10/2025 | Old National-Checking | Health Equity         | \$ 287.18       | Flex Claim Pymts                   |
| 1/10/2025 | Old National-Checking | Transfirst/TSYS       | \$ 598.95       | Affinity Credit Card fees          |
| 1/13/2025 | Old National-Checking | FleetCor              | \$ 300.69       | Kwik Trip Billing                  |
| 1/13/2025 | Old National-Checking | Neopost               | \$ 400.00       | DO Postage                         |
| 1/14/2025 | Old National-Checking | Further               | \$ 4,312.47     | Flex Claim Pymts                   |
| 1/15/2025 | Old National-Checking | Amazon                | \$ 1,822.43     | Invoice Payments                   |
| 1/15/2025 | Old National-Checking | AbriterSportd         | \$ 10,000.00    | Official Prepayment                |
| 1/17/2025 | Old National-Checking | Old National Bank     | \$ 150.95       | Old National Service Charge        |
| 1/17/2025 | Old National-Checking | Health Equity         | \$ 1,825.20     | Flex Claim Pymts                   |
| 1/17/2025 | Old National-Checking | Vision Transportation | \$ 261,049.79   | Transportation billing             |
| 1/17/2025 | MN Trust-PMA          | Old National-Checking | \$ 2,000,000.00 | Payroll and Payroll AP             |
| 1/21/2025 | Old National-Checking | Neopost               | \$ 200.00       | DO Postage                         |
| 1/21/2025 | Old National-Checking | MN Dept of Rev        | \$ 204.00       | Sales Tax                          |
| 1/21/2025 | Old National-Checking | NewYork Life          | \$ 12,001.78    | Life & LTD Insurance               |
| 1/21/2025 | Old National-Checking | Health Equity         | \$ 33,578.95    | H.S.A Contributions                |
| 1/22/2025 | Old National-Checking | Further               | \$ 329.00       | Flex Claim Pymts                   |
| 1/22/2025 | Old National-Checking | Amazon                | \$ 395.69       | Invoice Payments                   |
| 1/22/2025 | Old National-Checking | EYEMED                | \$ 1,612.03     | Insurance Coverage                 |
| 1/22/2025 | Old National-Checking | BLEM                  | \$ 9,250.11     | Teacher Unions Dues                |
| 1/22/2025 | Old National-Checking | EBC                   | \$ 66,324.12    | 403b & 457 contributions           |
| 1/24/2025 | Old National-Checking | Health Equity         | \$ 2,693.57     | Flex Claim Pymts                   |
| 1/24/2025 | MN Trust-PMA BONDS    | Old National-Checking | \$ 112,431.82   | Bond Draw 2022A                    |
| 1/24/2025 | Old National-Checking | Compass Group         | \$ 175,330.59   | Chartwells                         |
| 1/27/2025 | Old National-Checking | Verizon               | \$ 995.86       | Verizon billing                    |
| 1/27/2025 | Old National-Checking | Windstream            | \$ 1,480.69     | Windstream billing                 |
| 1/28/2025 | Old National-Checking | Amazon                | \$ 2,812.71     | Invoice Payments                   |
| 1/28/2025 | MN Trust-PMA          | Bond Trust/US Bank    | \$ 5,376,962.50 | Bond Principal & Interest Payments |
| 1/29/2025 | Old National-Checking | Neopost               | \$ 301.00       | DO Postage                         |
| 1/30/2025 | Greater Twin City     | Old National-Checking | \$ 8,793.00     | Pathway I                          |
| 1/31/2025 | Old National-Checking | Bremer Bank           | \$ 178.30       | ACH Charge                         |
| 1/31/2025 | Old National-Checking | Health Equity         | \$ 1,397.46     | Flex Claim Pymts                   |

**ISD #727 2024-2025 Revised Budget**

**January 2025**

|  | <b>Audited<br/>Fund Balance<br/>June 30,2024</b> | <b>Revenue<br/>Budget<br/>24-25</b> | <b>Expenditure<br/>Budget<br/>24-25</b> | <b>Projected<br/>Net Change<br/>Incr(Decr)<br/>in Fund Balance</b> | <b>Transfers</b> | <b>Budgeted<br/>Fund Balance<br/>June 30,2025</b> |
|--|--|-------------------------------------|---|--|------------------|---|
| <b>General:</b>                        |  |                                     |   |  |                  |   |
| Restricted -                           |  |                                     |   |  |                  |   |
| Long Term Facilities Maintenance       | \$ 162,556                                       | \$ 271,349                          | \$ 321,345                              | \$ (49,996)  | \$ -             | \$ 112,560  |
| Operating Capital                      | \$ 861,269                                       | \$ 1,131,262                        | \$ 1,664,021                            | \$ (532,759)   | \$ -             | \$ 328,510  |
| Capital Projects Levy                  | \$ 575,153                                       | \$ 851,190                          | \$ 1,297,318                            | \$ (446,128)   | \$ -             | \$ 129,025  |
| Staff Development                      | \$ 242,280                                       | \$ 506,787                          | \$ 502,950                              | \$ 3,837   | \$ -             | \$ 246,117  |
| Basic Skills                           | \$ 677,875                                       | \$ 1,903,542                        | \$ 2,090,412                            | \$ (186,870)   | \$ -             | \$ 491,005  |
| School Library Aid                     | \$ 21,272  | \$ 56,082                           | \$ 39,355                               | \$ 16,727  | \$ -             | \$ 37,999   |
| Literacy Incentive Aid                 | \$ 20,652  | \$ 145,000                          | \$ 154,191                              | \$ (9,191)   | \$ -             | \$ 11,461   |
| American Indian Education Aid          | \$ 4,083   | \$ 67,500                           | \$ 67,500                               | \$ -   | \$ -             | \$ 4,083  |
| Third Party/Medical Assistance         | \$ 318,995                                       | \$ 80,000                           | \$ 151,575                              | \$ (71,575)  | \$ -             | \$ 247,420  |
| Area Learning Center (ALC)             | \$ 147,768                                       | \$ 364,110                          | \$ 449,775                              | \$ (85,665)  | \$ -             | \$ 62,103   |
| Scholarships                           | \$ 18,761  | \$ 20,000                           | \$ 20,000                               | \$ -   | \$ -             | \$ 18,761   |
| Student Activities                     | \$ 26,464  | \$ 5,500                            | \$ 2,500                                | \$ 3,000   | \$ -             | \$ 29,464   |
| Committed for Severance                | \$ 1,227,315                                     | \$ -                                | \$ 19,023                               | \$ (19,023)  | \$ -             | \$ 1,208,292                                      |
| Committed for Liberty Shelter          | \$ 29,120  | \$ -                                | \$ -                                    | \$ -   | \$ -             | \$ 29,120   |
| Assigned for Q Comp                    | \$ 119,756                                       | \$ 816,592                          | \$ 836,669                              | \$ (20,077)  | \$ -             | \$ 99,679   |
| Assigned for Athletics and Activities  | \$ 93,671  | \$ 1,341,503                        | \$ 1,388,705                            | \$ (47,202)  | \$ -             | \$ 46,469   |
| Assigned for Building Level Activities | \$ 166,848                                       | \$ 29,766                           | \$ 30,556                               | \$ (790)   | \$ -             | \$ 166,058  |
| Other Assigned Fund Balances           | \$ 4,473,957                                     | \$ 5,000                            | \$ 2,453,541                            | \$ (2,448,541)   | \$ -             | \$ 2,025,416                                      |
| Nonspendable for Prepaid Items         | \$ 67,718  | \$ -                                | \$ -                                    | \$ -   | \$ -             | \$ 67,718   |
| Unassigned Fund Balance                | \$ 8,591,435                                     | \$ 40,429,606                       | \$ 40,130,210                           | \$ 299,396   | \$ -             | \$ 8,890,831                                      |
| Subtotal                               | \$ 17,846,948                                    | \$ 48,024,789                       | \$ 51,619,646                           | \$ (3,594,857)   | \$ -             | \$ 14,252,091                                     |
| <b>Food Service:</b>                   |  |                                     |   |  |                  |   |
| Restricted                             | \$ 860,680                                       | \$ 2,571,776                        | \$ 2,741,766                            | \$ (169,990)   | \$ -             | \$ 690,690  |
| Nonspendable for Inventory             | \$ 45,846  | \$ -                                | \$ -                                    | \$ -   | \$ -             | \$ 45,846   |
| Subtotal                               | \$ 906,526                                       | \$ 2,571,776                        | \$ 2,741,766                            | \$ (169,990)   | \$ -             | \$ 736,536  |
| <b>Community Service:</b>              |  |                                     |   |  |                  |   |
| Restricted -                           |  |                                     |   |  |                  |   |
| Community Education                    | \$ 1,177,338                                     | \$ 2,563,355                        | \$ 2,529,961                            | \$ 33,394  | \$ -             | \$ 1,210,732                                      |
| ECFE                                   | \$ 138,876                                       | \$ 281,725                          | \$ 288,141                              | \$ (6,416)   | \$ -             | \$ 132,460  |
| School Readiness                       | \$ (20,036)                                      | \$ 503,489                          | \$ 531,719                              | \$ (28,230)  | \$ -             | \$ (48,266)                                       |
| Preschool Screening/Hive Time          | \$ 46,035  | \$ 20,150                           | \$ 17,173                               | \$ 2,977   | \$ -             | \$ 49,012   |
| Subtotal                               | \$ 1,342,213                                     | \$ 3,368,719                        | \$ 3,366,994                            | \$ 1,725   | \$ -             | \$ 1,343,938                                      |
| <b>Building Construction Fund</b>      |  |                                     |   |  |                  |   |
| Restricted -                           |  |                                     |   |  |                  |   |
| Long-Term Facilities Maintenance       | \$ 226,774                                       | \$ -                                | \$ 226,774                              | \$ (226,774)   | \$ -             | \$ -  |
| Referendum Projects                    | \$ 7,848,707                                     | \$ 125,000                          | \$ 5,675,500                            | \$ (5,550,500)   | \$ -             | \$ 2,298,207                                      |
|  | \$ 8,075,481                                     | \$ 125,000                          | \$ 5,902,274                            | \$ (5,777,274)   | \$ -             | \$ 2,298,207                                      |
| <b>Debt Service - Restricted</b>       | \$ 1,531,860                                     | \$ 6,581,144                        | \$ 6,157,924                            | \$ 423,220   | \$ -             | \$ 1,955,080                                      |
| <b>OPEB Irrevocable Trust Fund</b>     | \$ 1,319,117                                     | \$ 60,000                           | \$ 42,286                               | \$ 17,714  | \$ -             | \$ 1,336,831                                      |

Total \$ 31,022,145 \$ 60,731,428 \$ 69,830,890 \$ (9,099,462) \$ - \$ 21,922,683

**SUMMARY OF YTD 24-25 BUDGET ADJUSTMENTS**

*\*Denotes Specific School Board Approval*

**GENERAL FUND:**

**REVENUE:**

|  | AMOUNT       | DATE     |
|--|--------------|----------|
| Original Budget  | \$48,136,281 | * Jun-24 |
| -Establish budget for remainder of SVPP grant; rev=exp   | \$33,645     | * Nov-24 |
| -Update various state aid budgets for current information                                      | \$35,661     | * Nov-24 |
| -Update grant revenue budgets based on current information                                     | \$16,877     | * Nov-24 |
| -Increase general education aid for increased enrollment                                       | \$143,186    | * Nov-24 |
| -Adjust investment revenue for cash flow and current interest rate environment                 | \$23,151     | * Nov-24 |
| -Fieldtrips and donations budget revisions; rev=exp  | \$35,988     | * Nov-24 |
| -Decrease special education aid - SPED now being prorated at 98% & cross subsidy aid decreased | (\$400,000)  | * Nov-24 |

**NET CURRENT REVENUE BUDGET**

\$48,024,789

**GENERAL FUND:**

**EXPENSE:**

|  | AMOUNT       | DATE     |
|--|--------------|----------|
| Original Budget  | \$51,759,731 | * Jun-24 |
| -Establish budget for remainder of SVPP grant; rev=exp   | \$33,645     | * Nov-24 |
| -Establish budgets for athletics/activities fundraising accounts   | \$74,066     | * Nov-24 |
| -Update grant expenditure budgets based on current information   | \$36,609     | * Nov-24 |
| -Decrease various tuition budgets for current enrollment & revised estimates                                   | (\$68,000)   | * Nov-24 |
| -Update capital expenditure budgets due to timing of projects/items received (curriculum)                      | \$449,883    | * Nov-24 |
| -Staffing Revision #1 - adjust data for all known hires/resignations & benefit elections                       | (\$732,547)  | * Nov-24 |
| -Adjust athletics and activities budgets for revised estimates of trainer, transportation, insurance, supplies | \$30,435     | * Nov-24 |
| -Fieldtrips and donations budget revisions; rev=exp  | \$35,988     | * Nov-24 |
| -Update transportation expense for current reg ed routes   | (\$43,354)   | * Nov-24 |
| -Add budget for purchases of copiers from state contract and per copier replacement schedule                   | \$43,190     | * Jan-25 |

**NET CURRENT EXPENSE BUDGET**

\$51,619,646

## SUMMARY OF YTD 24-25 BUDGET ADJUSTMENTS

*\*Denotes Specific School Board Approval*

### FOOD SERVICE FUND:

#### REVENUE:

|   | AMOUNT        | DATE   |
|---|---------------|--------|
| Original Budget   | \$2,539,321 * | Jun-24 |
| -Change in updated revenue estimates based on 24-25 participation through January | \$32,454      |        |

#### NET CURRENT REVENUE BUDGET

\$2,571,775

#### EXPENSE:

|   |               |        |
|---|---------------|--------|
| Original Budget   | \$2,704,248 * | Jun-24 |
| -Staffing budget revision #1  | \$1,640 *     | Nov-24 |
| -Change in updated exp estimates based on 24-25 participation through January & current labor & food cost | \$35,878      |        |

#### NET CURRENT EXPENSE BUDGET

\$2,741,766

### COMMUNITY SERVICE FUND:

#### REVENUE:

|  | AMOUNT        | DATE   |
|--|---------------|--------|
| Original Budget  | \$3,100,400 * | Jun-24 |
| -Revised est of revenue based on current enrollment in Hive Time/Kid's Club/Preschool/CE programming | \$268,319 *   | Nov-24 |

#### NET CURRENT REVENUE BUDGET

\$3,368,719

#### EXPENSE:

|   |               |        |
|---|---------------|--------|
| Original Budget   | \$3,320,336 * | Jun-24 |
| -Revised est of expenses based on current enrollment in Hive Time/Kid's Club/Preschool/CE programming | \$46,658 *    | Nov-24 |

#### NET CURRENT EXPENSE BUDGET

\$3,366,994

### BUILDING CONSTRUCTION FUND

#### REVENUE:

|                 |             |        |
|-----------------|-------------|--------|
| Original Budget | \$125,000 * | Jun-24 |
|-----------------|-------------|--------|

#### NET CURRENT REVENUE BUDGET

\$125,000

#### EXPENSE:

|  |               |        |
|--|---------------|--------|
| Original Budget  | \$5,675,500 * | Jun-24 |
| Add budget for remaining projects from 2021 Facilities Maintenance Bonds | \$226,774 *   | Nov-24 |

#### NET CURRENT EXPENSE BUDGET

\$5,902,274

**SUMMARY OF YTD 24-25 BUDGET ADJUSTMENTS**

*\*Denotes Specific School Board Approval*

**DEBT SERVICE FUND**

**REVENUE:**

|  |               |        |
|--|---------------|--------|
| Original Budget  | \$6,573,324 * | Jun-24 |
| -Adjust DS LTFM and School Building Bond Aids for current information          | \$6,007 *     | Nov-24 |
| -Adjust investment revenue for cash flow and current interest rate environment | \$1,813 *     | Nov-24 |

**NET CURRENT REVENUE BUDGET**

\$6,581,144

**EXPENSE:**

|                 |               |        |
|-----------------|---------------|--------|
| Original Budget | \$6,157,924 * | Jun-24 |
|-----------------|---------------|--------|

**NET CURRENT EXPENSE BUDGET**

\$6,157,924

**OPEB Irrevocable Trust Fund**

**REVENUE:**

|                 |          |        |
|-----------------|----------|--------|
| Original Budget | 60,000 * | Jun-24 |
|-----------------|----------|--------|

**NET CURRENT REVENUE BUDGET**

60,000

**EXPENSE:**

|                 |            |        |
|-----------------|------------|--------|
| Original Budget | \$42,286 * | Jun-24 |
|-----------------|------------|--------|

**NET CURRENT EXPENSE BUDGET**

\$42,286

Treasurer's Report  
 Month of January, 2024/25 School Year  
 Amber Sixberry, Treasurer

Big Lake School District #727  
 Respectfully Submitted at the 02/26/25 Board Meeting  
*(Italicized, underlined phrase in parenthesis denotes the source of the data and notes)*

**COMPLIANCE ISSUES**

- 1) Preliminary UFARS data loaded to MDE by September 15th, 2024 In compliance
- 2) Revenue and Expenditure Budget published by earlier of one week after school board accepts final audit or November 30, 2024 In compliance
- 3) Final UFARS data to MDE by November 30, 2024 In compliance
- 4) The 2023/2024 audit (electronic copy) received at MDE by December 31st, 2024 In compliance
- 5) Board members having received training in financial matters per statute In compliance

**FISCAL HEALTH - INCOME STATEMENT PARAMETERS**

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

|                                  | REVENUE       |               |                           | EXPENDITURES  |               |                           |
|----------------------------------|---------------|---------------|---------------------------|---------------|---------------|---------------------------|
|                                  | Budget        | Actual \$ YTD | (Calculated) Actual % YTD | Budget        | Actual \$ YTD | (Calculated) Actual % YTD |
| General Fund (01,05,11 &12)      | \$ 48,024,789 | \$ 17,395,854 | 36%                       | \$ 51,619,646 | \$ 22,242,553 | 43%                       |
| Food Service (02)                | \$ 2,671,775  | \$ 1,075,694  | 40%                       | \$ 2,741,766  | \$ 1,240,174  | 45% <i>Note 1</i>         |
| Community Service (04)           | \$ 3,368,719  | \$ 1,853,402  | 55%                       | \$ 3,366,994  | \$ 1,833,857  | 54%                       |
| Building Construction (06)       | \$ 125,000    | \$ 174,034    | 139%                      | \$ 5,902,274  | \$ 4,110,224  | 70%                       |
| Debt Service (07)                | \$ 6,581,144  | \$ 658,864    | 10%                       | \$ 6,157,924  | \$ 6,157,363  | 100%                      |
| OPEB Irrevocable Trust Fund (45) | \$ 60,000     | \$ 64,061     | 107%                      | \$ 42,286     | \$ 3,440      | 8%                        |

2) ADM Monitor - Principals' monthly reporting

|                     | Original | Revised |
|---------------------|----------|---------|
| Budgeted Seated ADM | 3094     | 3117    |
| Tuition ADM         | 77       | 72      |
| Budgeted ADM        | 3171     | 3189    |

**NOTES**

1. See budget revisions.

---



---



---

---

# School Board Financial Report

166

February 26th, 2025

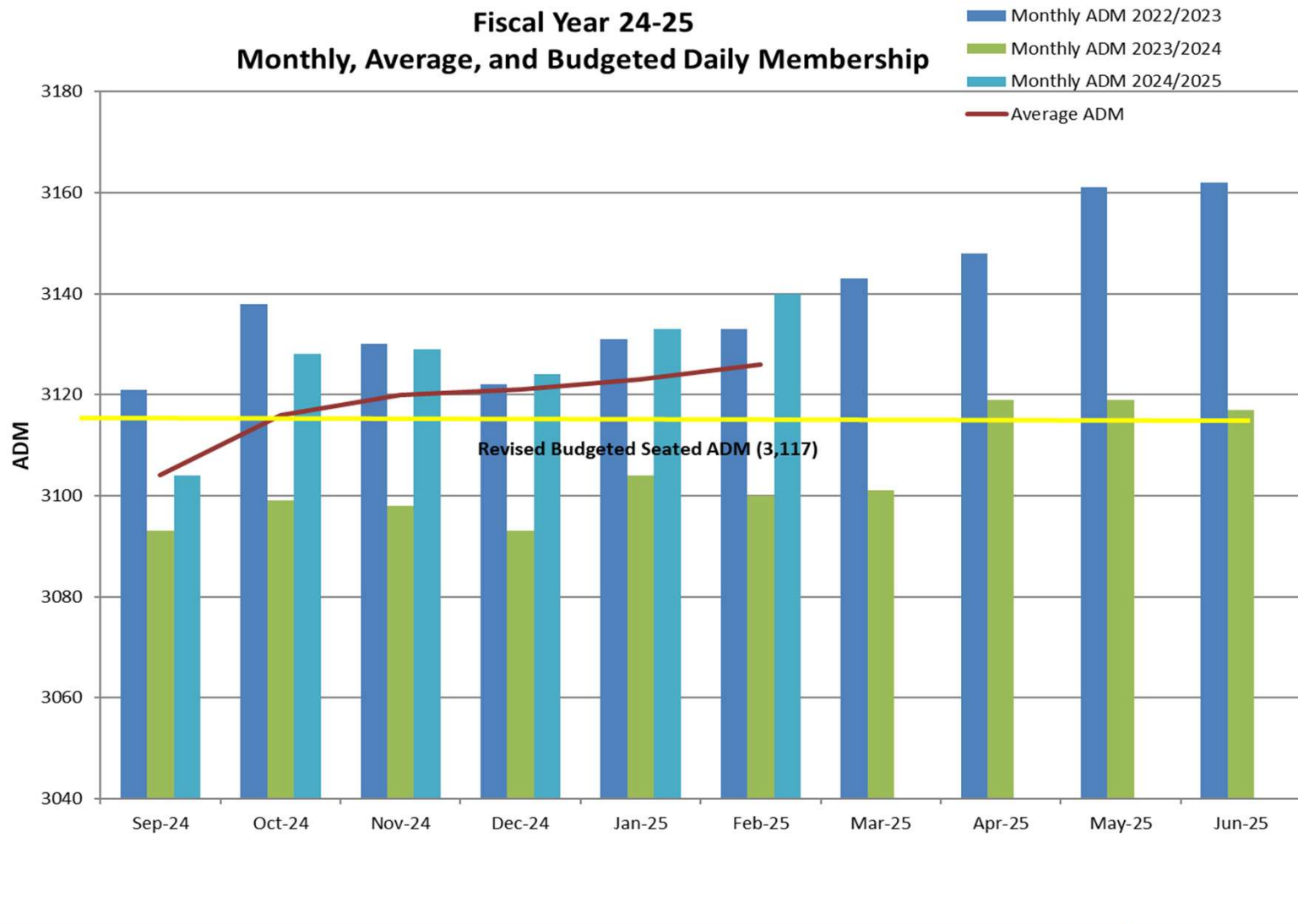
Presented by Angie Manuel, Director of Business Services

# 24-25 Enrollment Update

- ❖ February 1st Seated ADM: 3,140
  - ✓ 7 adm increase mainly from elementary grades
  - ✓ Shift in MS & HS in person learning to Big Lake Online
  - ✓ Average ADM Sept-Feb: 3,126
    - ❑ 9 ADM's over revised budget

ADM=Average Daily Membership

### Fiscal Year 24-25 Monthly, Average, and Budgeted Daily Membership



# Food Service Budget Revision

- Revenues increased \$32,454
  - Reviewed participation through January
    - Increase in participation than original budget
    - Original budget factored enrollment decline
- Expenditures increased \$ 35,878
  - Increased costs due to increased participation
- Restricted Fund Balance \$ 690,690
  - In compliance with Food Service fund balance federal regulations
  - Limit of 3 months of operating expenditures effective 25-26

# Food Service 24-25 Equipment Upgrades

- Liberty
  - Kettle & 6 combi ovens
- Independence
  - 3 convection ovens
- Middle School
  - Gas combi oven
  - Replaced lunchroom tables
- High School
  - 2 combi ovens

# Food Service 25-26 Capital Upgrades

---

- Refurbish Liberty, MS, and HS kitchen flooring
- Renovate MS and HS walk-in freezers and coolers
- High School lunchroom tables
- Middle School dish machine

# Introduction of Chartwells Food Service Director

---

Alyssa Wachsman

*Replaces Emily Ly*

172

**ISD #727 2024-2025 Revised Budget**

**January 2025**

|  | <b>Audited<br/>Fund Balance<br/>June 30,2024</b> | <b>Revenue<br/>Budget<br/>24-25</b> | <b>Expenditure<br/>Budget<br/>24-25</b> | <b>Projected<br/>Net Change<br/>Incr(Decr)<br/>in Fund Balance</b> | <b>Transfers</b> | <b>Budgeted<br/>Fund Balance<br/>June 30,2025</b> |
|--|--|-------------------------------------|---|--|------------------|---|
| <b>General:</b>                        |  |                                     |   |  |                  |   |
| Restricted -                           |  |                                     |   |  |                  |   |
| Long Term Facilities Maintenance       | \$ 162,556                                       | \$ 271,349                          | \$ 321,345                              | \$ (49,996)  | \$ -             | \$ 112,560  |
| Operating Capital                      | \$ 861,269                                       | \$ 1,131,262                        | \$ 1,664,021                            | \$ (532,759)   | \$ -             | \$ 328,510  |
| Capital Projects Levy                  | \$ 575,153                                       | \$ 851,190                          | \$ 1,297,318                            | \$ (446,128)   | \$ -             | \$ 129,025  |
| Staff Development                      | \$ 242,280                                       | \$ 506,787                          | \$ 502,950                              | \$ 3,837   | \$ -             | \$ 246,117  |
| Basic Skills                           | \$ 677,875                                       | \$ 1,903,542                        | \$ 2,090,412                            | \$ (186,870)   | \$ -             | \$ 491,005  |
| School Library Aid                     | \$ 21,272  | \$ 56,082                           | \$ 39,355                               | \$ 16,727  | \$ -             | \$ 37,999   |
| Literacy Incentive Aid                 | \$ 20,652  | \$ 145,000                          | \$ 154,191                              | \$ (9,191)   | \$ -             | \$ 11,461   |
| American Indian Education Aid          | \$ 4,083   | \$ 67,500                           | \$ 67,500                               | \$ -   | \$ -             | \$ 4,083  |
| Third Party/Medical Assistance         | \$ 318,995                                       | \$ 80,000                           | \$ 151,575                              | \$ (71,575)  | \$ -             | \$ 247,420  |
| Area Learning Center (ALC)             | \$ 147,768                                       | \$ 364,110                          | \$ 449,775                              | \$ (85,665)  | \$ -             | \$ 62,103   |
| Scholarships                           | \$ 18,761  | \$ 20,000                           | \$ 20,000                               | \$ -   | \$ -             | \$ 18,761   |
| Student Activities                     | \$ 26,464  | \$ 5,500                            | \$ 2,500                                | \$ 3,000   | \$ -             | \$ 29,464   |
| Committed for Severance                | \$ 1,227,315                                     | \$ -                                | \$ 19,023                               | \$ (19,023)  | \$ -             | \$ 1,208,292                                      |
| Committed for Liberty Shelter          | \$ 29,120  | \$ -                                | \$ -                                    | \$ -   | \$ -             | \$ 29,120   |
| Assigned for Q Comp                    | \$ 119,756                                       | \$ 816,592                          | \$ 836,669                              | \$ (20,077)  | \$ -             | \$ 99,679   |
| Assigned for Athletics and Activities  | \$ 93,671  | \$ 1,341,503                        | \$ 1,388,705                            | \$ (47,202)  | \$ -             | \$ 46,469   |
| Assigned for Building Level Activities | \$ 166,848                                       | \$ 29,766                           | \$ 30,556                               | \$ (790)   | \$ -             | \$ 166,058  |
| Other Assigned Fund Balances           | \$ 4,473,957                                     | \$ 5,000                            | \$ 2,453,541                            | \$ (2,448,541)   | \$ -             | \$ 2,025,416                                      |
| Nonspendable for Prepaid Items         | \$ 67,718  | \$ -                                | \$ -                                    | \$ -   | \$ -             | \$ 67,718   |
| Unassigned Fund Balance                | \$ 8,591,435                                     | \$ 40,429,606                       | \$ 40,130,210                           | \$ 299,396   | \$ -             | \$ 8,890,831                                      |
| Subtotal                               | \$ 17,846,948                                    | \$ 48,024,789                       | \$ 51,619,646                           | \$ (3,594,857)   | \$ -             | \$ 14,252,091                                     |
| <b>Food Service:</b>                   |  |                                     |   |  |                  |   |
| Restricted                             | \$ 860,680                                       | \$ 2,571,776                        | \$ 2,741,766                            | \$ (169,990)   | \$ -             | \$ 690,690  |
| Nonspendable for Inventory             | \$ 45,846  | \$ -                                | \$ -                                    | \$ -   | \$ -             | \$ 45,846   |
| Subtotal                               | \$ 906,526                                       | \$ 2,571,776                        | \$ 2,741,766                            | \$ (169,990)   | \$ -             | \$ 736,536  |
| <b>Community Service:</b>              |  |                                     |   |  |                  |   |
| Restricted -                           |  |                                     |   |  |                  |   |
| Community Education                    | \$ 1,177,338                                     | \$ 2,563,355                        | \$ 2,529,961                            | \$ 33,394  | \$ -             | \$ 1,210,732                                      |
| ECFE                                   | \$ 138,876                                       | \$ 281,725                          | \$ 288,141                              | \$ (6,416)   | \$ -             | \$ 132,460  |
| School Readiness                       | \$ (20,036)                                      | \$ 503,489                          | \$ 531,719                              | \$ (28,230)  | \$ -             | \$ (48,266)                                       |
| Preschool Screening/Hive Time          | \$ 46,035  | \$ 20,150                           | \$ 17,173                               | \$ 2,977   | \$ -             | \$ 49,012   |
| Subtotal                               | \$ 1,342,213                                     | \$ 3,368,719                        | \$ 3,366,994                            | \$ 1,725   | \$ -             | \$ 1,343,938                                      |
| <b>Building Construction Fund</b>      |  |                                     |   |  |                  |   |
| Restricted -                           |  |                                     |   |  |                  |   |
| Long-Term Facilities Maintenance       | \$ 226,774                                       | \$ -                                | \$ 226,774                              | \$ (226,774)   | \$ -             | \$ -  |
| Referendum Projects                    | \$ 7,848,707                                     | \$ 125,000                          | \$ 5,675,500                            | \$ (5,550,500)   | \$ -             | \$ 2,298,207                                      |
|  | \$ 8,075,481                                     | \$ 125,000                          | \$ 5,902,274                            | \$ (5,777,274)   | \$ -             | \$ 2,298,207                                      |
| <b>Debt Service - Restricted</b>       | \$ 1,531,860                                     | \$ 6,581,144                        | \$ 6,157,924                            | \$ 423,220   | \$ -             | \$ 1,955,080                                      |
| <b>OPEB Irrevocable Trust Fund</b>     | \$ 1,319,117                                     | \$ 60,000                           | \$ 42,286                               | \$ 17,714  | \$ -             | \$ 1,336,831                                      |
| <b>Total</b>                           | \$ 31,022,145                                    | \$ 60,731,428                       | \$ 69,830,890                           | \$ (9,099,462)   | \$ -             | \$ 21,922,683                                     |

# 2025-2026 Additional Staffing Requests

- 1 FTE High School DCD/ASD Teacher
  - High projected caseloads
- 1 FTE Elementary Teacher
  - -1 FTE Liberty; +2 FTE Independence
    - Reduce class sizes to within Board approved range
  - Shifts at Middle and High School

174

# School Board Action

---

**Approve food service budget revisions**  
**Approve 2025-2026 staffing addition requests**  
**Approve financial report**

175



# Chartwells Food Service Update

Feb 26, 2024

176

chartwells  
serving up happy & healthy



My name is Alyssa Wachsman, Director of Dining Services for Big Lake School District. I have had a passion for food service ever since my first job in the fast-food industry at the age of sixteen. When I turned eighteen, I was asked to become an assistant manager. While in my first year of management, our team won Restaurant of the Year. It was that accomplished rewarding feeling that began my 25-year career in food services. Since then, I have received my associate's degree<sup>177</sup> in business management with a certificate in food & beverage hospitality and graduated magna cum laude. In my free time, I enjoy making cake pops and baking birthday cakes for my family members which include my husband and my 3 daughters. I also have a love for animals and currently have 2 dogs, 3 cats, 2 Guinea pigs, and a snake.

## Elementary Breakfast & Lunch Participation

### Liberty Elementary School

- Breakfast Participation at 45%, 4% Less than prior year
- Lunch Participation at 80%, 2% Less than prior year

### Independence Elementary School

- Breakfast Participation at 29%, 9% Less than prior year
- Lunch Participation at 79%, Same as prior year

178

## Middle & High Breakfast & Lunch Participation

### Middle School

- Breakfast Participation at 8%, 5% Less than prior year
- Lunch Participation at 79%, 11% more than prior year

### High School

- Breakfast Participation at 12%, Same as prior year
- Lunch Participation at 64%, 1% more than prior year

179

# Global Eats



180



## What is Global Eats?

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

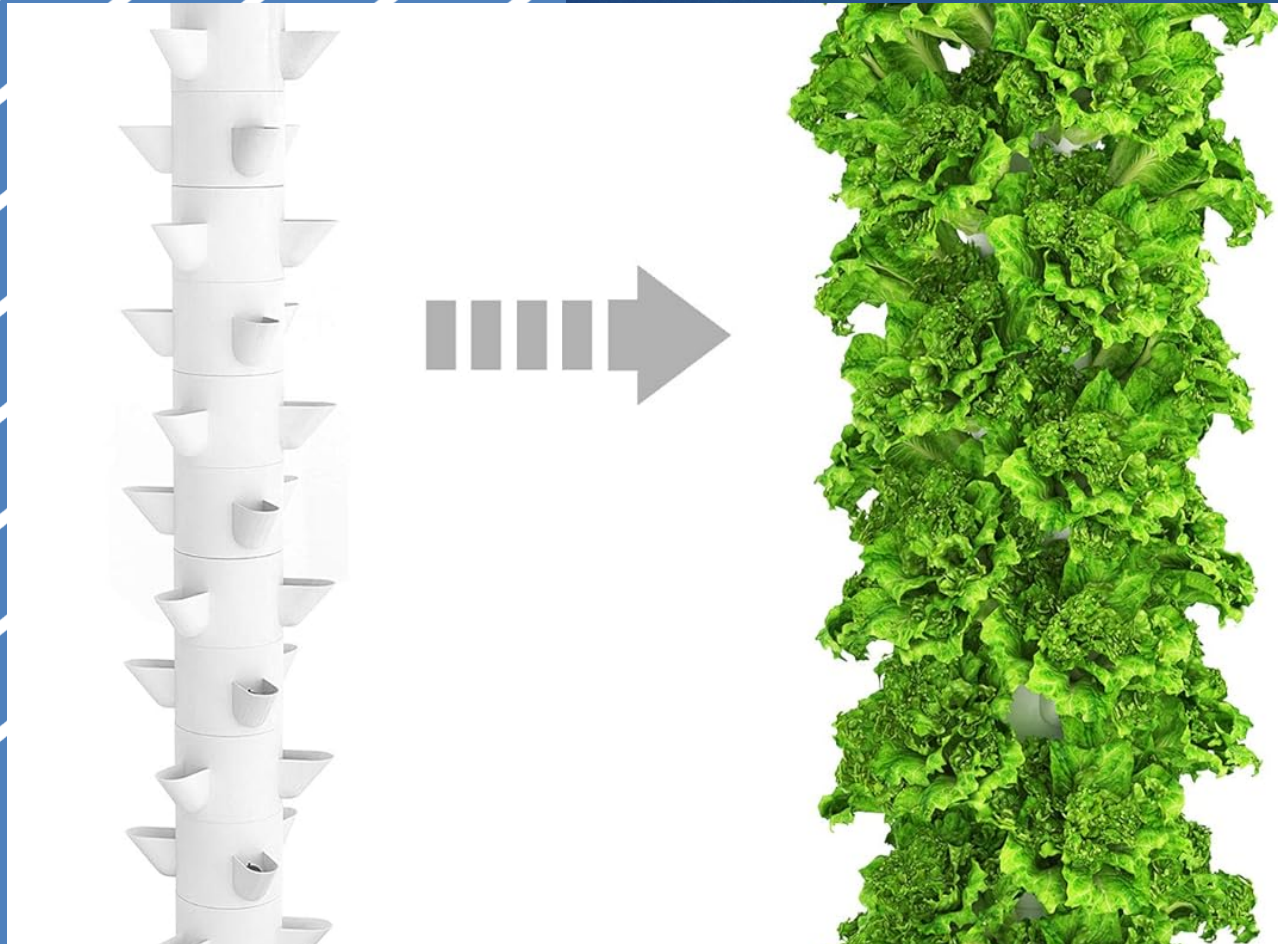
## Where Are We Eating?

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

## Authentic Flavors From our Chefs

181

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



# Fresh Herbs and Lettuce

182

Upcoming Ideas  
Hydroponic Gardening



**Thank you!**



February 20, 2025

Angie Manuel, Director of Business Services  
Big Lake Schools - ISD 727  
701 Minnesota Avenue  
Big Lake, MN 55309

This letter is to provide the proposed audit fees for a three-year period for the audit of the financial statements and other services as of and for the year ended June 30, 2025, June 30, 2026, and June 30, 2027.

Our proposed fees are as follows:

June 30, 2025

- \$31,800 for the audit of the basic financial statements.
- \$5,500 - \$6,500 for the single audit of each major federal program (if needed).

June 30, 2026

- \$33,700 for the audit of the basic financial statements.
- \$5,500 - \$6,500 for the single audit of each major federal program (if needed).

June 30, 2027

- \$35,400 for the audit of the basic financial statements.
- \$5,500 - \$6,500 for the single audit of each major federal program (if needed).

We appreciate the invitation to extend our audit services with the District and look forward to servicing you in the future. If this quote meets the District’s needs, please sign, and return this letter. We will send an engagement letter each year that will confirm and summarize the understanding of the terms and objectives of our engagement.

Sincerely,

Caroline Stutsman, CPA  
Assurance Shareholder  
BerganKDV, Ltd.

Big Lake Schools agrees to the following commitment for the audit services above at the prices quoted above:

Signature \_\_\_\_\_

Title \_\_\_\_\_



February 5, 2025

TJ Zerwas  
 Manager of Buildings and Grounds  
 Big Lake Schools  
 701 Minnesota Avenue  
 Big Lake, MN 55309

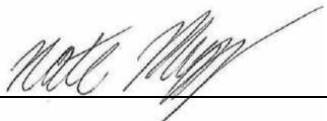
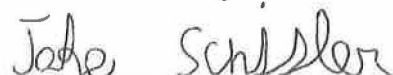
**RE: Independence Elementary STEM  
 Short-Term Radon Testing Results  
 IEA Project #202411203**

Dear Mr. Zerwas:

The Institute for Environmental Assessment, Inc. (IEA) placed 178 Air Chek Pro Chek short-term radon test kits in 152 locations at Independence Elementary STEM for the purpose of evaluating radon levels.

The number of kits placed includes those used for quality control purposes. See Appendix A for Quality Control information.

The radon test kits were placed by the following Minnesota Department of Health (MDH) licensed Radon Measurement Professional(s):

| Measurement Professional | License Number | Signature   |
|--------------------------|----------------|---|
| Nate Murphy              | RMEA-00483     |  |
| Jake Schisler            | RMEA-00563     |  |

**BROOKLYN PARK**  
 9201 West Broadway, #600  
 Brooklyn Park, MN 55445  
 763-315-7900 / FAX 763-315-7920  
 800-233-9513

**MANKATO**  
 610 North Riverfront Drive  
 Mankato, MN 56001  
 507-345-8818 / FAX 507-345-5301  
 800-233-9513

**ROCHESTER**  
 210 Woodlake Drive SE  
 Rochester, MN 55904  
 507-281-6664 / FAX 507-281-6695  
 800-233-9513

**BRAINERD**  
 601 NW 5<sup>th</sup> Street, Ste. #4  
 Brainerd, MN 56401  
 218-454-0703 / FAX 218-454-0703  
 800-233-9513

**MARSHALL**  
 1420 East College Drive  
 Marshall, MN 56258  
 507-476-3599 / FAX 507-537-6985  
 800-233-9513

**VIRGINIA**  
 5525 Emerald Avenue  
 Mountain Iron, MN 55768  
 218-410-9521  
 800-233-9513

## INTRODUCTION

Radon is a colorless, odorless, tasteless, radioactive gas that occurs naturally in soil, rocks, and underground water supplies and in the ambient air. According to the U.S. Environmental Protection Agency (EPA) and other scientific organizations, naturally occurring radon gas has been associated with an increased risk of developing lung cancer. The chances of developing lung cancer from radon exposure are dependent on several factors, including individual susceptibility and, perhaps more importantly, the dose and duration of exposure. Radon testing in schools is highly recommended by the Minnesota Department of Health (MDH) and EPA.

## METHODOLOGY

IEA placed Air Chek Pro Chek short-term radon test kits in frequently occupied areas at Independence Elementary STEM for the purpose of sampling for radon in accordance with the MDH's *Guidance for Radon Testing in Minnesota Schools* (2024) and ANSI/AARST MA-MFLB 'Protocol for Conducting Measurements of Radon and Radon Decay Products in Multifamily, Schools and Commercial and Multi-Use Buildings' (ANSI/AARST MA-MFLB 2023).

A total of 178 radon test kits were placed from January 14, 2025, to January 17, 2025, for a total short-term sampling period of 3 days including 2 test kits that were missing at the time of pick-up. The radon test kits were analyzed by AirChek, Inc., MDH license #RL-00003, located at 1936 Butler Bridge Road, Mills River, NC 28759. The Analysis Methodologies are provided in Appendix A.

Air intakes and ventilation systems were operating in normal condition at the time of placement and retrieval. IEA was informed that the HVAC was on a normal operating schedule during the testing period.

IEA followed ANSI/AARST MA-MFLB 2023 for quality assurance measurements by including duplicate kits, control kits (blanks), and spiked kits.

Client communications and commitments were delivered to the client and are located in Appendix C:

- Client Commitments, Advisories and Authorizations
- Facilitating Staff Commitments

Occupant notices were sent to the client for distribution on January 2, 2025. The client distributed the notifications to staff members at Independence Elementary STEM on January 10, 2025.

## EVALUATION CRITERIA

The MDH and the EPA have established a recommended action level intended to be occupied areas of 4.0 picocuries per liter (pCi/L) for an annual average. Testing was conducted during school days when the building is significantly occupied. The HVAC system was set on a normal occupied operating schedule. Testing was conducted during the heating season when the average outdoor temperature is less than 65°F, as recommended by the MDH, when the ventilation system was operating normally, and windows and doors were closed. Consequently, sampling under these "closed" conditions is when the radon risk is most likely to occur.

MDH recommends follow-up testing for sampling results that are above the action level. Please refer to the following table for MDH guidelines:

| RESULTS (pCi/L)   | RECOMMENDED ACTION   |
|---|--|
| LESS THAN 4   | Re-test after changes to foundation or HVAC and every 5 years  |
| GREATER THAN OR EQUAL TO 4                                      | Conduct CRM short-term testing during winter months  |
| LESS THAN 4 (DURING OCCUPANCY) AFTER CRM TESTING                | Repeat CRM testing if not conducted during winter or if conducted during abnormal ventilation. Otherwise consider re-testing after changes to foundation or HVAC and every 5 years |
| GREATER THAN OR EQUAL TO 4 (DURING OCCUPANCY) AFTER CRM TESTING | Reduce radon in rooms to less than 4 through radon mitigation. Conduct CRM testing to verify radon reduction.  |

CRM: Continuous Radon Monitor

## RESULTS & DISCUSSION

The laboratory report and maps of each building with sampling locations are provided in Appendix B. The following includes summary results for each building.

### **Independence Elementary STEM**

701 Minnesota Avenue  
 Big Lake, MN 55309

A total of 178 test kits were placed in 152 locations at Independence Elementary STEM. Two (2) test kits were missing upon retrieval in Room 146 and 148B. One (1) test kit in Room 133 was moved after initial placement. This test was sent in for analysis but did not maintain placement requirements for the duration of the testing period; immediate surrounding rooms of Room 133 (Rooms 130-136) all achieved valid measurements below 2.0pCi/L. The number of missing or invalid test kits did not exceed allowance in the ANSI/AARST MA-MFLB 2023 standard.

The results indicated that radon levels for the locations tested in Independence Elementary STEM were below the action level of 4 pCi/L. See Table 1 below for a summary of the results:

| TABLE 1: INDEPENDENCE ELEMENTARY STEM - RANGE OF RESULTS |                 |                 |                 |                |
|--|-----------------|-----------------|-----------------|----------------|
|  | 0.0 – 1.9 pCi/L | 2.0 – 2.9 pCi/L | 3.0 – 3.9 pCi/L | ≥ 4 pCi/L      |
| <b>Number of Locations</b>                               | 139             | 7               | 4               | 0 <sup>1</sup> |

<sup>1</sup> All results were below action level of 4 pCi/L.

pCi/L: picocuries per liter

## CONCLUSIONS AND RECOMMENDATIONS

The radon levels in the sampled locations were below the EPA action level of 4 pCi/L. It is recommended by ANSI/AARST MA-MFLB 2023 to consider taking action and address results of radon concentrations greater than half the action level (2-3.9 pCi/L). Recommend retesting Room 133 to achieve a valid measurement for characterizing radon hazard.

The EPA has established recommended guidelines for permissible radon concentrations in schools. The following are general recommendations for frequently occupied areas of schools:

- The building should be retested at least every 5 years and in conjunction with any sale of the building.
- Ground contact rooms that were not tested because they were not occupied, should be tested if they become occupied in the future.

In addition, retesting should be conducted when any of the following circumstances occur:

- A new addition is constructed, or a significant renovation occurs
- Heating or cooling systems are significantly altered, resulting in changes to air pressures or distribution
- Ventilation is significantly altered by extensive weatherization, changes to mechanical systems, or comparable procedures
- Significant openings to soil occur due to:
  - Ground water or slab surface water control systems (e.g., sumps, perimeter drain tile, shower/tub retrofits, etc.)
  - Natural settlement causing major cracks to develop
  - Earthquakes, construction blasting, or formation of sink holes nearby
  - A mitigation system is altered, modified, or repaired
- Rooms should be retested during the winter heating season (i.e., under “closed” conditions) which is typically “worst case” conditions.

Per Minnesota Statutes, section 123B.571, school districts are required to report radon test results at a school board meeting and report results to the MDH. IEA is able to assist with presenting results to the school board, and the MDH reporting. The MDH ‘School Radon Testing Form’ is located in Appendix E.

For more information regarding radon, see the EPA’s A Citizen’s Guide to Radon at <http://www.epa.gov/radon>. MDH can be contacted at [health.indoorair@state.mn.us](mailto:health.indoorair@state.mn.us) or 651-201-4601.

## GENERAL COMMENTS

The analysis and opinions expressed in this report are based upon data obtained from radon sampling district-wide and are representative of the locations and time period sampled. This report does not reflect variations in conditions that may occur across the site, property, or facility. Actual conditions may vary and may not become evident without further assessment.

The report is prepared for the exclusive use of our client for specific application to the project discussed and has been prepared in accordance with generally accepted environmental, health and safety practices. Other than as provided in the preceding sentence and in our Proposal #12364 dated August 21, 2024, regarding radon sampling services at the district locations, including the General Conditions attached thereto, no warranties are extended or made.

Should you require additional radon testing or have any questions regarding radon or any other environmental, health, or safety-related concerns, please do not hesitate to contact our office.

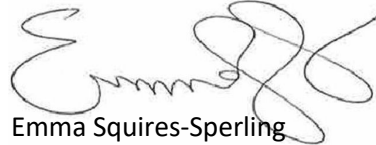
Sincerely,

IEA, Inc.

Reviewed by:



Faith Breeden  
EHS Account Manager



Emma Squires-Sperling  
Laboratory Director

FB/khb 02052025

Enc.

# **Appendix A**

## *Analysis Methodology and Quality Control Measurements*

## **Analysis Methodology**

---

IEA placed Air Chek, Inc. Pro Chek activated charcoal radon test kits designed specifically for the detection of gamma emissions caused by the decay of Radon-222 and its daughter products. The kit is made of a padded envelope which contains activated charcoal. Upon pick-up, the kit is sealed with vinyl tape after 72 to 96 hours of indoor exposure. Individual kits are uniquely identified with a number and corresponding bar code.

Upon receipt at the analytical laboratory, the kits are logged in using the unique numbers assigned to each kit. The kits are placed on a gamma detector to count the gamma emissions from the decay of radon adsorbed by the charcoal. A calibration factor determined in part by the exposure time and decay time is used to calculate the radon concentration. A correction factor is also applied for weight gain from any moisture absorbed by the charcoal during the sampling period.

Any unusual conditions are noted on the processing form and shown on the exposure report.

## MDH and ANSI/AARST MA-MFLB 2023 Quality Control Measurements

IEA followed ANSI/AARST MA-MFLB 2023 and MDH recommendations for quality assurance measurements to ensure the accuracy of test results. Quality assurance measurements include side-by-side test kits (duplicates) and unexposed control test kits (blanks).

Duplicates are pairs of test kits placed 4-8 inches apart for the same test period. Duplicates are stored, placed, retrieved, and shipped to the laboratory for analysis in the same manner as the other test kits so that the laboratory cannot distinguish them. Since duplicates are placed side-by-side, the measured values for radon should be the same. The average of all duplicates' relative percent difference (RPD) should not exceed 25%. If they do, an investigation to identify the cause may be warranted and could include repeating the measurements. Duplicate averages are listed in Table 1 below.

| <b>Table 1: Duplicate Device Measurements and Averages</b> |                       |                       |                        |
|--|-----------------------|-----------------------|------------------------|
| <b>Location</b>  | <b>Test 1 (pCi/L)</b> | <b>Test 2 (pCi/L)</b> | <b>Average (pCi/L)</b> |
| 102  | < 0.3                 | < 0.3                 | < 0.3                  |
| 104  | 1.2                   | 1                     | 1.1                    |
| 106  | < 0.3                 | < 0.3                 | < 0.3                  |
| 116  | < 0.3                 | < 0.3                 | < 0.3                  |
| 120  | 0.8                   | < 0.3                 | < 0.6                  |
| 122  | < 0.3                 | < 0.3                 | < 0.3                  |
| 126  | < 0.3                 | 0.8                   | < 0.6                  |
| 127  | < 0.3                 | < 0.3                 | < 0.3                  |
| 131  | 0.7                   | 0.7                   | 0.7                    |
| 138  | 1.6                   | 1.3                   | 1.5                    |
| 140  | 1.9                   | 2.3                   | 2.1                    |
| 145  | 2                     | 2                     | 2                      |
| 160  | 3.9                   | 3.6                   | 3.8                    |
| 162  | 1.9                   | 1.5                   | 1.7                    |
| 167  | 2.5                   | 1.7                   | 2.1                    |
| 212  | < 0.3                 | 0.6                   | < 0.5                  |
| 216  | < 0.3                 | 0.6                   | < 0.5                  |
| 226  | < 0.3                 | < 0.3                 | < 0.3                  |
| 252  | 0.6                   | < 0.3                 | < 0.5                  |
| 271  | 1.7                   | 1.7                   | 1.7                    |

Blanks can be used to determine whether the manufacturing, shipping, storage, or processing of the detector has “contaminated” your measurements. Blanks are opened and immediately re-sealed to keep room air from infiltrating the test kit. Blanks are labeled and shipped in the same manner as the exposed test kits so that the laboratory cannot distinguish them. Since blanks are not exposed to radon, their measurement value should be below the lower limit of detection. Field blanks are listed in the laboratory report as FB<Room/Location Name> - 1, 2, etc. Office blanks are listed in the laboratory report as OStorage Room A, OStorage Room B, etc. Lab-Transit Blanks are listed in Table 2 below.

| Table 2: Blanks |           |            |          |           |               |                 |                             |
|-----------------|-----------|------------|----------|-----------|---------------|-----------------|-----------------------------|
| Start Date      | End Date  | Start Time | End Time | Device ID | Type of Blank | Description     | Radon Concentration (pCi/L) |
| 1/14/2025       | 1/17/2025 | 12:00 PM   | 1:00 PM  | 11598870  | Field         | FB244A-1        | <0.3                        |
| 1/14/2025       | 1/17/2025 | 12:00 PM   | 1:00 PM  | 11598873  | Field         | FB244A-2        | <0.3                        |
| 1/14/2025       | 1/17/2025 | 12:00 PM   | 1:00 PM  | 11598880  | Field         | FB244A-3        | <0.3                        |
| 1/14/2025       | 1/17/2025 | 12:00 PM   | 1:00 PM  | 11599003  | Office        | OStorage Room A | <0.3                        |
| 1/14/2025       | 1/17/2025 | 12:00 PM   | 1:00 PM  | 11598702  | Office        | OStorage Room B | <0.3                        |
| 1/14/2025       | 1/17/2025 | 12:00 PM   | 1:00 PM  | 11598709  | Office        | OStorage Room C | <0.3                        |
| 9/4/2024        | 9/6/2024  | 9:00 am    | 9:00 am  | 11801801  | Lab-Transit   | LTBP-84         | <0.3                        |
| 9/4/2024        | 9/6/2024  | 9:00 am    | 9:00 am  | 11801802  | Lab-Transit   | LTBP-64         | <0.3                        |
| 9/4/2024        | 9/6/2024  | 9:00 am    | 9:00 am  | 11801803  | Lab-Transit   | LTBP-87         | <0.3                        |
| 9/4/2024        | 9/6/2024  | 9:00 am    | 9:00 am  | 11801804  | Lab-Transit   | LTBP-89         | <0.3                        |
| 9/4/2024        | 9/6/2024  | 9:00 am    | 9:00 am  | 11801805  | Lab-Transit   | LTBP-67         | <0.3                        |
| 9/4/2024        | 9/6/2024  | 9:00 am    | 9:00 am  | 11801806  | Lab-Transit   | LTBP-76         | <0.3                        |
| 9/4/2024        | 9/6/2024  | 9:00 am    | 9:00 am  | 11801807  | Lab-Transit   | LTBP-73         | <0.3                        |

Spikes are test kits that have been exposed in a chamber to a known concentration of radon. Using spiked measurements can help evaluate the accuracy of a laboratory analysis and/or how accurately test kits supplied by a laboratory measure radon. Spiked test kits are labeled and shipped in the same manner as the exposed test kits so that the laboratory cannot distinguish them. Spiked results completed for our laboratory are included in the following pages. Spiked test kits are listed in Table 3 below.

| <b>Table 3: Spiked Detectors</b> |                 |                   |                 |                  |                               |                                |
|----------------------------------|-----------------|-------------------|-----------------|------------------|-------------------------------|--------------------------------|
| <b>Start Date</b>                | <b>End Date</b> | <b>Start Time</b> | <b>End Time</b> | <b>Device ID</b> | <b>Measured Value (pCi/L)</b> | <b>Reference Value (pCi/L)</b> |
| 1/3/2025                         | 1/6/2025        | 8:00:00 AM        | 8:00:00 AM      | 11381595         | 23.8                          | 23.7                           |
| 1/3/2025                         | 1/6/2025        | 8:00:00 AM        | 8:00:00 AM      | 11381596         | 23.6                          | 23.7                           |
| 1/3/2025                         | 1/6/2025        | 8:00:00 AM        | 8:00:00 AM      | 11381597         | 22.2                          | 23.7                           |
| 1/3/2025                         | 1/6/2025        | 8:00:00 AM        | 8:00:00 AM      | 11381598         | 22.8                          | 23.7                           |
| 1/3/2025                         | 1/6/2025        | 8:00:00 AM        | 8:00:00 AM      | 11381599         | 22.8                          | 23.7                           |
| 1/3/2025                         | 1/6/2025        | 8:00:00 AM        | 8:00:00 AM      | 11381600         | 24.1                          | 23.7                           |

# **Appendix B**

## *Laboratory Reports and Maps*

Radon test result report for:

**BIG LAKE PUBLIC SCHOOLS  
INDEPENDENCE ELEMENTARY**

| Kit #    | Room Id    | Started               | Ended                 | pCi/L     | Analyzed   |
|----------|------------|-----------------------|-----------------------|-----------|------------|
| 11598833 | 101        | 2025-01-14 @ 11:00 am | 2025-01-17 @ 12:00 pm | < 0.3     | 2025-01-22 |
| 11598830 | 103        | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | 0.7 ± 0.4 | 2025-01-22 |
| 11599070 | 105        | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | 0.8 ± 0.4 | 2025-01-22 |
| 11599097 | 106 OFFICE | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | < 0.3     | 2025-01-22 |
| 11599089 | 107        | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | 1.2 ± 0.4 | 2025-01-22 |
| 11599069 | 108        | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | < 0.3     | 2025-01-22 |
| 11599080 | 109        | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | 2.0 ± 0.5 | 2025-01-22 |
| 11599079 | 110        | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | < 0.3     | 2025-01-22 |
| 11599092 | 111        | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | 0.6 ± 0.4 | 2025-01-22 |
| 11599072 | 112        | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | < 0.3     | 2025-01-22 |
| 11599094 | 113        | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | 0.8 ± 0.4 | 2025-01-22 |
| 11599100 | 113A       | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | 1.2 ± 0.4 | 2025-01-22 |
| 11599093 | 114        | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | < 0.3     | 2025-01-22 |
| 11599013 | 115        | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | 1.3 ± 0.4 | 2025-01-22 |
| 11599071 | 117        | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | 1.1 ± 0.4 | 2025-01-22 |
| 11599091 | 118        | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | < 0.3     | 2025-01-22 |
| 11599015 | 121        | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | 0.6 ± 0.4 | 2025-01-22 |
| 11598864 | 123        | 2025-01-14 @ 12:00 pm | 2025-01-17 @ 1:00 pm  | 0.7 ± 0.4 | 2025-01-22 |
| 11599040 | 124        | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | < 0.3     | 2025-01-22 |
| 11598817 | 125        | 2025-01-14 @ 12:00 pm | 2025-01-17 @ 1:00 pm  | 0.5 ± 0.4 | 2025-01-22 |
| 11599056 | 128        | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | 1.5 ± 0.4 | 2025-01-22 |
| 11598879 | 129        | 2025-01-14 @ 11:00 am | 2025-01-17 @ 1:00 pm  | < 0.3     | 2025-01-22 |
| 11598865 | 130        | 2025-01-14 @ 11:00 am | 2025-01-17 @ 11:00 am | 1.7 ± 0.4 | 2025-01-22 |
| 11598871 | 132        | 2025-01-14 @ 11:00 am | 2025-01-17 @ 1:00 pm  | 1.0 ± 0.4 | 2025-01-22 |
| 11598820 | 133        | 2025-01-14 @ 11:00 am | 2025-01-17 @ 1:00 pm  | 0.6 ± 0.3 | 2025-01-22 |
| 11598846 | 134        | 2025-01-14 @ 11:00 am | 2025-01-17 @ 1:00 pm  | 1.6 ± 0.4 | 2025-01-22 |
| 11598845 | 135        | 2025-01-14 @ 11:00 am | 2025-01-17 @ 1:00 pm  | < 0.3     | 2025-01-22 |
| 11598816 | 136        | 2025-01-14 @ 11:00 am | 2025-01-17 @ 1:00 pm  | 0.8 ± 0.4 | 2025-01-22 |
| 11598858 | 137        | 2025-01-14 @ 11:00 am | 2025-01-17 @ 12:00 pm | 0.6 ± 0.4 | 2025-01-22 |
| 11598857 | 138A       | 2025-01-14 @ 11:00 am | 2025-01-17 @ 12:00 pm | 1.8 ± 0.4 | 2025-01-22 |
| 11598861 | 139        | 2025-01-14 @ 11:00 am | 2025-01-17 @ 12:00 pm | 1.2 ± 0.4 | 2025-01-22 |
| 11598855 | 143        | 2025-01-14 @ 11:00 am | 2025-01-17 @ 12:00 pm | 3.1 ± 0.5 | 2025-01-22 |
| 11598813 | 143A       | 2025-01-14 @ 11:00 am | 2025-01-17 @ 12:00 pm | 2.7 ± 0.4 | 2025-01-22 |
| 11598849 | 143B       | 2025-01-14 @ 11:00 am | 2025-01-17 @ 12:00 pm | 3.2 ± 0.5 | 2025-01-22 |
| 11598850 | 144        | 2025-01-14 @ 11:00 am | 2025-01-17 @ 12:00 pm | 2.6 ± 0.5 | 2025-01-22 |
| 11598853 | 144A       | 2025-01-14 @ 11:00 am | 2025-01-17 @ 12:00 pm | 2.4 ± 0.4 | 2025-01-22 |
| 11598814 | 144B       | 2025-01-14 @ 11:00 am | 2025-01-17 @ 12:00 pm | 3.5 ± 0.5 | 2025-01-22 |

Radon test result report for:

**BIG LAKE PUBLIC SCHOOLS  
INDEPENDENCE ELEMENTARY**

| Kit #    | Room Id       | Started               | Ended                 | pCi/L     | Analyzed   |
|----------|---------------|-----------------------|-----------------------|-----------|------------|
| 11598847 | 148           | 2025-01-14 @ 11:00 am | 2025-01-17 @ 12:00 pm | 1.0 ± 0.4 | 2025-01-22 |
| 11599048 | 148A          | 2025-01-14 @ 11:00 am | 2025-01-17 @ 12:00 pm | 0.5 ± 0.3 | 2025-01-22 |
| 11599052 | 148C          | 2025-01-14 @ 11:00 am | 2025-01-17 @ 12:00 pm | 0.7 ± 0.4 | 2025-01-22 |
| 11599078 | 149           | 2025-01-14 @ 11:00 am | 2025-01-17 @ 12:00 pm | 0.6 ± 0.4 | 2025-01-22 |
| 11598838 | 149A          | 2025-01-14 @ 11:00 am | 2025-01-17 @ 12:00 pm | 1.2 ± 0.4 | 2025-01-22 |
| 11599085 | 149B          | 2025-01-14 @ 11:00 am | 2025-01-17 @ 12:00 pm | 0.8 ± 0.4 | 2025-01-22 |
| 11599086 | 149C          | 2025-01-14 @ 11:00 am | 2025-01-17 @ 12:00 pm | 0.9 ± 0.4 | 2025-01-22 |
| 11598848 | 150           | 2025-01-14 @ 11:00 am | 2025-01-17 @ 12:00 pm | < 0.3     | 2025-01-22 |
| 11598843 | 150A          | 2025-01-14 @ 11:00 am | 2025-01-17 @ 12:00 pm | 0.6 ± 0.3 | 2025-01-22 |
| 11598827 | 150B          | 2025-01-14 @ 11:00 am | 2025-01-17 @ 12:00 pm | 0.6 ± 0.4 | 2025-01-22 |
| 11598840 | 150C          | 2025-01-14 @ 11:00 am | 2025-01-17 @ 12:00 pm | 0.5 ± 0.4 | 2025-01-22 |
| 11598832 | 151 NORTH     | 2025-01-14 @ 11:00 am | 2025-01-17 @ 12:00 pm | 1.6 ± 0.4 | 2025-01-22 |
| 11598839 | 151 SOUTH     | 2025-01-14 @ 11:00 am | 2025-01-17 @ 12:00 pm | 1.0 ± 0.4 | 2025-01-22 |
| 11598836 | 152 NORTH     | 2025-01-14 @ 10:00 am | 2025-01-17 @ 12:00 pm | 0.7 ± 0.4 | 2025-01-22 |
| 11598831 | 152 SOUTH     | 2025-01-14 @ 10:00 am | 2025-01-17 @ 12:00 pm | 1.3 ± 0.4 | 2025-01-22 |
| 11598828 | 153 NORTH     | 2025-01-14 @ 10:00 am | 2025-01-17 @ 12:00 pm | 1.2 ± 0.4 | 2025-01-22 |
| 11598824 | 153 SOUTH     | 2025-01-14 @ 10:00 am | 2025-01-17 @ 12:00 pm | 1.3 ± 0.4 | 2025-01-22 |
| 11598829 | 154 NORTHEAST | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | 1.6 ± 0.4 | 2025-01-22 |
| 11598822 | 154 SOUTHEAST | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | 1.4 ± 0.4 | 2025-01-22 |
| 11598823 | 157           | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | 1.2 ± 0.4 | 2025-01-22 |
| 11598821 | 158           | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | 0.9 ± 0.4 | 2025-01-22 |
| 11598837 | 159           | 2025-01-14 @ 11:00 am | 2025-01-17 @ 12:00 pm | 1.7 ± 0.4 | 2025-01-22 |
| 11598826 | 163           | 2025-01-14 @ 11:00 am | 2025-01-17 @ 12:00 pm | 1.7 ± 0.4 | 2025-01-22 |
| 11598810 | 165           | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | 2.1 ± 0.4 | 2025-01-22 |
| 11598819 | 166           | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | 1.5 ± 0.4 | 2025-01-22 |
| 11598854 | 168           | 2025-01-14 @ 11:00 am | 2025-01-17 @ 12:00 pm | 1.8 ± 0.4 | 2025-01-22 |
| 11598806 | 181           | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | 1.3 ± 0.4 | 2025-01-22 |
| 11598809 | 182           | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | 1.4 ± 0.4 | 2025-01-22 |
| 11598802 | 183           | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | 1.4 ± 0.4 | 2025-01-22 |
| 11598801 | 184           | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | 1.5 ± 0.4 | 2025-01-22 |
| 11599090 | 185           | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | 1.5 ± 0.4 | 2025-01-22 |
| 11598803 | 186 OFFICE    | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | 1.4 ± 0.4 | 2025-01-22 |
| 11599077 | 186 WORK ROOM | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | 1.3 ± 0.4 | 2025-01-22 |
| 11598804 | 187           | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | 1.2 ± 0.4 | 2025-01-22 |
| 11598807 | 188           | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | 0.9 ± 0.4 | 2025-01-22 |
| 11599001 | 200           | 2025-01-14 @ 8:00 am  | 2025-01-17 @ 9:00 am  | < 0.3     | 2025-01-22 |
| 11599016 | 201           | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 10:00 am | < 0.3     | 2025-01-22 |

Radon test result report for:

**BIG LAKE PUBLIC SCHOOLS  
INDEPENDENCE ELEMENTARY**

| Kit #    | Room Id       | Started               | Ended                 | pCi/L     | Analyzed   |
|----------|---------------|-----------------------|-----------------------|-----------|------------|
| 11599002 | 202           | 2025-01-14 @ 8:00 am  | 2025-01-17 @ 9:00 am  | < 0.3     | 2025-01-22 |
| 11599004 | 203           | 2025-01-14 @ 8:00 am  | 2025-01-17 @ 9:00 am  | < 0.3     | 2025-01-22 |
| 11599009 | 204           | 2025-01-14 @ 8:00 am  | 2025-01-17 @ 9:00 am  | 0.5 ± 0.4 | 2025-01-22 |
| 11599010 | 205           | 2025-01-14 @ 8:00 am  | 2025-01-17 @ 9:00 am  | < 0.3     | 2025-01-22 |
| 11599011 | 206           | 2025-01-14 @ 8:00 am  | 2025-01-17 @ 9:00 am  | < 0.3     | 2025-01-22 |
| 11599012 | 207           | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 9:00 am  | < 0.3     | 2025-01-22 |
| 11599005 | 208           | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 9:00 am  | < 0.3     | 2025-01-22 |
| 11599019 | 209           | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 9:00 am  | 1.5 ± 0.4 | 2025-01-22 |
| 11599018 | 210           | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 9:00 am  | < 0.3     | 2025-01-22 |
| 11599020 | 211           | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 9:00 am  | < 0.3     | 2025-01-22 |
| 11599034 | 213           | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 9:00 am  | 0.6 ± 0.4 | 2025-01-22 |
| 11599026 | 214           | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 9:00 am  | < 0.3     | 2025-01-22 |
| 11599032 | 215           | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 9:00 am  | < 0.3     | 2025-01-22 |
| 11599035 | 217           | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 9:00 am  | 0.5 ± 0.4 | 2025-01-22 |
| 11599027 | 218           | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 9:00 am  | < 0.3     | 2025-01-22 |
| 11599033 | 220           | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 9:00 am  | < 0.3     | 2025-01-22 |
| 11599028 | 222           | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 9:00 am  | < 0.3     | 2025-01-22 |
| 11599022 | 224           | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 9:00 am  | < 0.3     | 2025-01-22 |
| 11599006 | 225           | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 9:00 am  | < 0.3     | 2025-01-22 |
| 11599047 | 230           | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 10:00 am | 0.7 ± 0.4 | 2025-01-22 |
| 11599041 | 232 NORTH     | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 10:00 am | < 0.3     | 2025-01-22 |
| 11599043 | 232 SOUTH     | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 10:00 am | 0.6 ± 0.4 | 2025-01-22 |
| 11599042 | 232 SOUTHWEST | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 10:00 am | 0.7 ± 0.4 | 2025-01-22 |
| 11599051 | 238 NORTH     | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 10:00 am | < 0.3     | 2025-01-22 |
| 11599050 | 238 SOUTH     | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 10:00 am | 0.7 ± 0.4 | 2025-01-22 |
| 11599057 | 241           | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 10:00 am | < 0.3     | 2025-01-22 |
| 11599045 | 244A          | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 10:00 am | 1.0 ± 0.4 | 2025-01-22 |
| 11599068 | 246           | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 10:00 am | 1.1 ± 0.4 | 2025-01-22 |
| 11599076 | 247           | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 10:00 am | 0.6 ± 0.4 | 2025-01-22 |
| 11599075 | 248           | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 10:00 am | 1.1 ± 0.4 | 2025-01-22 |
| 11598875 | 251           | 2025-01-14 @ 12:00 pm | 2025-01-17 @ 1:00 pm  | 1.3 ± 0.4 | 2025-01-22 |
| 11599062 | 251A          | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 10:00 am | 1.5 ± 0.4 | 2025-01-22 |
| 11598874 | 253A          | 2025-01-14 @ 12:00 pm | 2025-01-17 @ 1:00 pm  | 1.2 ± 0.4 | 2025-01-22 |
| 11599081 | 254 EAST      | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 10:00 am | 1.0 ± 0.4 | 2025-01-22 |
| 11599073 | 254 WEST      | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 10:00 am | 0.9 ± 0.4 | 2025-01-22 |
| 11599065 | 255           | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 10:00 am | 0.7 ± 0.4 | 2025-01-22 |
| 11599044 | 257           | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 10:00 am | 0.6 ± 0.4 | 2025-01-22 |

Radon test result report for:

**BIG LAKE PUBLIC SCHOOLS  
INDEPENDENCE ELEMENTARY**

| Kit #    | Room Id    | Started               | Ended                 | pCi/L     | Analyzed   |
|----------|------------|-----------------------|-----------------------|-----------|------------|
| 11598868 | 258        | 2025-01-14 @ 12:00 pm | 2025-01-17 @ 1:00 pm  | 1.3 ± 0.4 | 2025-01-22 |
| 11599061 | 259        | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 11:00 am | 1.7 ± 0.4 | 2025-01-22 |
| 11599055 | 260        | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 10:00 am | 1.3 ± 0.4 | 2025-01-22 |
| 11599054 | 263        | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 10:00 am | 1.2 ± 0.4 | 2025-01-22 |
| 11599053 | 265        | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 10:00 am | 1.1 ± 0.4 | 2025-01-22 |
| 11599014 | 267        | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 10:00 am | 1.5 ± 0.4 | 2025-01-22 |
| 11599066 | 268        | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 10:00 am | 1.4 ± 0.4 | 2025-01-22 |
| 11599038 | 271 OFFICE | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 10:00 am | 1.3 ± 0.4 | 2025-01-22 |
| 11598835 | DUP-102-1  | 2025-01-14 @ 10:00 am | 2025-01-17 @ 12:00 pm | < 0.3     | 2025-01-22 |
| 11598825 | DUP-102-2  | 2025-01-14 @ 10:00 am | 2025-01-17 @ 12:00 pm | < 0.3     | 2025-01-22 |
| 11598812 | DUP-104-1  | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | 1.2 ± 0.4 | 2025-01-22 |
| 11598811 | DUP-104-2  | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | 1.0 ± 0.4 | 2025-01-22 |
| 11599087 | DUP-106-1  | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | < 0.3     | 2025-01-22 |
| 11599088 | DUP-106-2  | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | < 0.3     | 2025-01-22 |
| 11599099 | DUP-116-1  | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | < 0.3     | 2025-01-22 |
| 11599098 | DUP-116-2  | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | < 0.3     | 2025-01-22 |
| 11599059 | DUP-120-1  | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | 0.8 ± 0.4 | 2025-01-22 |
| 11599082 | DUP-120-2  | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | < 0.3     | 2025-01-22 |
| 11599064 | DUP-122-1  | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | < 0.3     | 2025-01-22 |
| 11599063 | DUP-122-2  | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | < 0.3     | 2025-01-22 |
| 11599096 | DUP-126-1  | 2025-01-14 @ 12:00 pm | 2025-01-17 @ 1:00 pm  | < 0.3     | 2025-01-22 |
| 11599095 | DUP-126-2  | 2025-01-14 @ 12:00 pm | 2025-01-17 @ 1:00 pm  | 0.8 ± 0.4 | 2025-01-22 |
| 11598866 | DUP-127-1  | 2025-01-14 @ 12:00 pm | 2025-01-17 @ 1:00 pm  | < 0.3     | 2025-01-22 |
| 11598867 | DUP-127-2  | 2025-01-14 @ 12:00 pm | 2025-01-17 @ 1:00 pm  | < 0.3     | 2025-01-22 |
| 11598872 | DUP-131-1  | 2025-01-14 @ 11:00 am | 2025-01-17 @ 1:00 pm  | 0.7 ± 0.4 | 2025-01-22 |
| 11598815 | DUP-131-2  | 2025-01-14 @ 11:00 am | 2025-01-17 @ 1:00 pm  | 0.7 ± 0.4 | 2025-01-22 |
| 11598859 | DUP-138-1  | 2025-01-14 @ 11:00 am | 2025-01-17 @ 1:00 pm  | 1.6 ± 0.4 | 2025-01-22 |
| 11598818 | DUP-138-2  | 2025-01-14 @ 11:00 am | 2025-01-17 @ 1:00 pm  | 1.3 ± 0.4 | 2025-01-22 |
| 11598851 | DUP-140-1  | 2025-01-14 @ 11:00 am | 2025-01-17 @ 12:00 pm | 1.9 ± 0.4 | 2025-01-22 |
| 11598862 | DUP-140-2  | 2025-01-14 @ 11:00 am | 2025-01-17 @ 12:00 pm | 2.3 ± 0.4 | 2025-01-22 |
| 11598842 | DUP-145-1  | 2025-01-14 @ 11:00 am | 2025-01-17 @ 12:00 pm | 2.0 ± 0.4 | 2025-01-22 |
| 11598834 | DUP-145-2  | 2025-01-14 @ 11:00 am | 2025-01-17 @ 12:00 pm | 2.0 ± 0.4 | 2025-01-22 |
| 11598852 | DUP-160-1  | 2025-01-14 @ 11:00 am | 2025-01-17 @ 12:00 pm | 3.9 ± 0.5 | 2025-01-22 |
| 11598860 | DUP-160-2  | 2025-01-14 @ 11:00 am | 2025-01-17 @ 12:00 pm | 3.6 ± 0.5 | 2025-01-22 |
| 11598856 | DUP-162-1  | 2025-01-14 @ 11:00 am | 2025-01-17 @ 12:00 pm | 1.9 ± 0.4 | 2025-01-22 |
| 11598863 | DUP-162-2  | 2025-01-14 @ 11:00 am | 2025-01-17 @ 12:00 pm | 1.5 ± 0.4 | 2025-01-22 |
| 11598808 | DUP-167-1  | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | 2.5 ± 0.5 | 2025-01-22 |

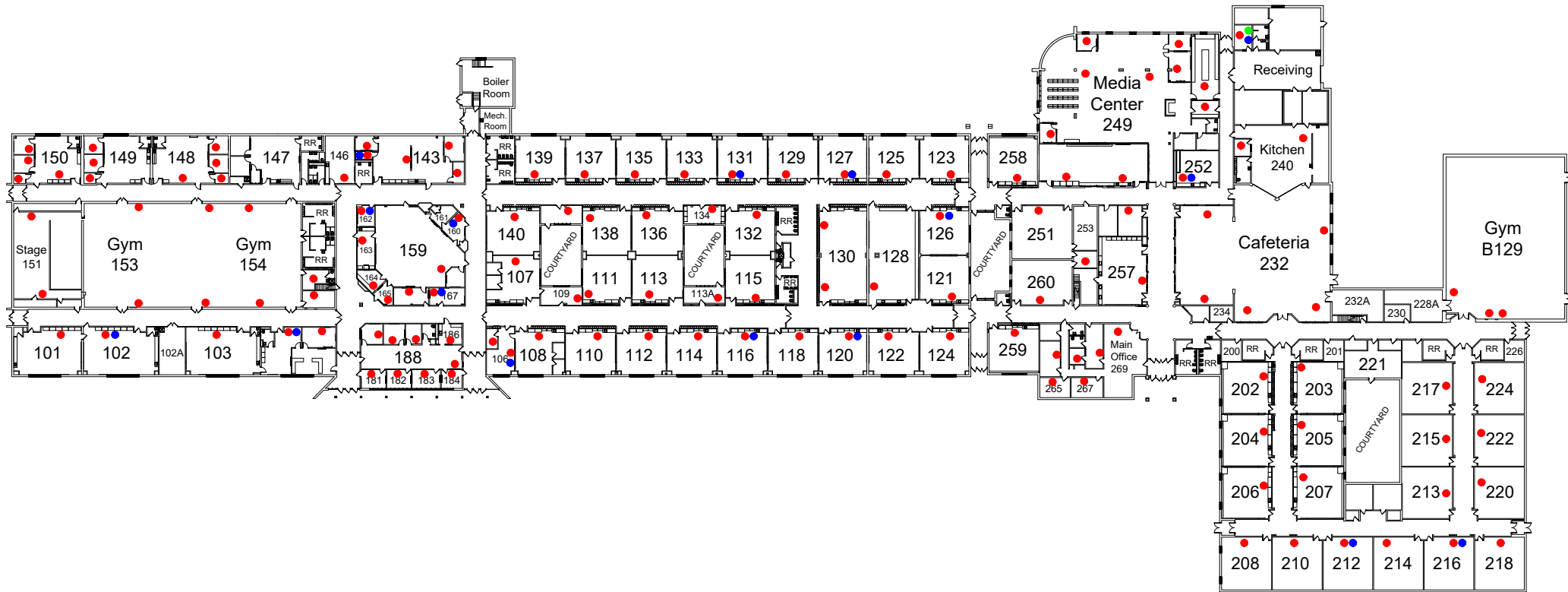
Radon test result report for:

**BIG LAKE PUBLIC SCHOOLS  
INDEPENDENCE ELEMENTARY**

| Kit #    | Room Id                | Started               | Ended                 | pCi/L     | Analyzed   |
|----------|------------------------|-----------------------|-----------------------|-----------|------------|
| 11598805 | DUP-167-2              | 2025-01-14 @ 10:00 am | 2025-01-17 @ 11:00 am | 1.7 ± 0.4 | 2025-01-22 |
| 11599021 | DUP-212-1              | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 9:00 am  | < 0.3     | 2025-01-22 |
| 11599017 | DUP-212-2              | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 9:00 am  | 0.6 ± 0.4 | 2025-01-22 |
| 11599025 | DUP-216-1              | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 9:00 am  | < 0.3     | 2025-01-22 |
| 11599024 | DUP-216-2              | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 9:00 am  | 0.6 ± 0.4 | 2025-01-22 |
| 11599036 | DUP-226-1              | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 9:00 am  | < 0.3     | 2025-01-22 |
| 11599023 | DUP-226-2              | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 9:00 am  | < 0.3     | 2025-01-22 |
| 11599084 | DUP-252-1              | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 10:00 am | 0.6 ± 0.4 | 2025-01-22 |
| 11599083 | DUP-252-2              | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 10:00 am | < 0.3     | 2025-01-22 |
| 11599046 | DUP-271-1              | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 10:00 am | 1.7 ± 0.4 | 2025-01-22 |
| 11599037 | DUP-271-2              | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 10:00 am | 1.7 ± 0.4 | 2025-01-22 |
| 11598870 | FB244A-1               | 2025-01-14 @ 12:00 pm | 2025-01-17 @ 1:00 pm  | < 0.3     | 2025-01-22 |
| 11598873 | FB244A-2               | 2025-01-14 @ 12:00 pm | 2025-01-17 @ 1:00 pm  | < 0.3     | 2025-01-22 |
| 11598880 | FB244A-3               | 2025-01-14 @ 12:00 pm | 2025-01-17 @ 1:00 pm  | < 0.3     | 2025-01-22 |
| 11599030 | GYM SOUTH              | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 9:00 am  | < 0.3     | 2025-01-22 |
| 11599029 | GYM SOUTHEAST          | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 9:00 am  | 1.2 ± 0.4 | 2025-01-22 |
| 11599031 | GYM SOUTHWEST          | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 9:00 am  | 0.7 ± 0.4 | 2025-01-22 |
| 11599049 | KITCHEN                | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 10:00 am | 0.8 ± 0.4 | 2025-01-22 |
| 11599058 | MEDIA CENTER NORTHEAST | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 10:00 am | 0.7 ± 0.4 | 2025-01-22 |
| 11599039 | MEDIA CENTER NORTHWEST | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 10:00 am | 0.9 ± 0.4 | 2025-01-22 |
| 11599007 | MEDIA CENTER SOUTH     | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 10:00 am | 1.0 ± 0.4 | 2025-01-22 |
| 11599074 | MEETING ROOM A         | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 10:00 am | 1.2 ± 0.4 | 2025-01-22 |
| 11599067 | MEETING ROOM B         | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 10:00 am | 1.1 ± 0.4 | 2025-01-22 |
| 11599008 | MEETING ROOM C         | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 10:00 am | 1.0 ± 0.4 | 2025-01-22 |
| 11599060 | MEETING ROOM D         | 2025-01-14 @ 9:00 am  | 2025-01-17 @ 10:00 am | 0.6 ± 0.4 | 2025-01-22 |
| 11599003 | OSTORAGE ROOM A        | 2025-01-14 @ 1:00 pm  | 2025-01-17 @ 2:00 pm  | < 0.3     | 2025-01-22 |
| 11598702 | OSTORAGE ROOM B        | 2025-01-14 @ 1:00 pm  | 2025-01-17 @ 2:00 pm  | < 0.3     | 2025-01-22 |
| 11598709 | OSTORAGE ROOM C        | 2025-01-14 @ 1:00 pm  | 2025-01-17 @ 2:00 pm  | < 0.3     | 2025-01-22 |

# LEGEND

- RADON DETECTOR
- DUPLICATE
- FIELD BLANK



# **Appendix C**

*Signed Non-Interference Agreement*

*and*

*Client Commitments, Advisories, and Authorizations*

# NOTICE OF INSPECTION FOR ALL FACILITATING STAFF

A radon test is scheduled for:

Building: Independence Elementary  
Test Start Date: 01-14-2025 Test End Date: 01-17-2025

Please help to maintain the required test conditions throughout the building

1. All windows and exterior doors must be kept closed (aside from momentary entry or exit) for 12 hours before and during the test.
2. Heating and cooling systems must be set to normal occupied operating temperatures.
3. Test devices are not to be disturbed.

Further guidance on required building conditions are located on the next page.

Test devices are not dangerous in any way. The type of devices used for this testing will include:  
**Short-term test kits.** It is important that these devices are fully open and not covered. They will be analyzed by a laboratory.  
**Continuous radon monitors.** These are electronic devices that record hourly radon readings.  
**Long-term test kits.** It is important that these devices are not covered. They will be analyzed by a laboratory.

Declaration of Observed Compliance

Failure to reasonably maintain test conditions can lead to unnecessary expense, disruptions and unreliable data. Disturbing test devices can also cause unreliable or invalid test results.

- Please report in a timely manner if required test conditions are not maintained.
- Please sign and return this form once the test is complete.

To the best of my knowledge, the required conditions were maintained during the test. Yes

Name: Bill Mill

Signature:



Licensed Measurement Professional:

Jake Schisler RMEA-00563


## COMMITMENTS, ADVISORIES, AND AUTHORIZATIONS

I have been informed of test plan options that comply with ANSI/AARST MALB 2014 with 1/2021 Revisions.

To the extent reasonably possible, I commit to helping ensure that building conditions required to achieve reliable radon tests are met, as portrayed herein, by accepting the following responsibilities:

1. **BUILDING PREPARATION:** I accept responsibility that, no later than 12 hours prior to testing, each building scheduled for testing will be reviewed for compliance with closed-building requirements.
2. **COMPLIANCE VERIFICATION:** I accept responsibility for taking actions that could include adjustments to HVAC units and repairs, such as for broken windows, where completion is required no later than 12 hours prior to testing. Verification will be provided as signed/initialed below or initialed on a log sheet, to be provided.
3. **PRIOR NOTIFICATIONS:** Notices will be distributed to all tested, non-tested dwellings and posted in publicly accessible areas such as in corridors, elevators and offices in a timely manner, no later than required by local law for gaining access to a dwelling or not later than the day before testing.
4. **ACCESS:** Access will be provided to each location being tested within a building, with intent to access all locations within a building on the same day for both the event of placing test devices, and a second event for retrieving test devices.

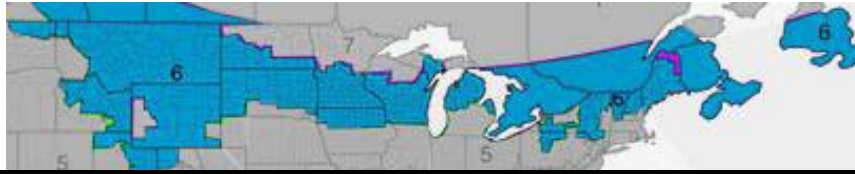
A valid measurement at all test locations in each building is required. There is a possibility of delays and additional expense when test locations are not readily accessible or where requirements for *closed-building conditions* are not observed.

Client: Big Lake Schools  
Building: Independence Elementary  
Name: Terrence Zerwas  
Signature:   
Date: 10/17/24

# **Appendix D**

## *Average Building Operating Conditions Comparison*

Climate Zone 6 (includes Southern MN)



|  |  | Annual Averages  |         |                 | During the Test  |
|--|--|--|---------|-----------------|--|
|  |  | 24 Hour  | Daytime | Daytime 9-Month | Prevailing During the Test   |
| <b>Operating Condition</b>   | Outdoor Temperature and Weather Conditions | 45 °F  | 50 °F   | N/A             | Average: 16.3<br>Minimum: 4.5<br>Maximum: 27.5   |
|  | Heating Conditions                         | 75%  | 66%     | 88%             | 100%   |
|  | Cooling Conditions                         | -  | 16%     | 11%             | 0%   |
|  | Mixed Conditions                           | 25%  | 16%     | -               | 0%   |
| <b>Normal Operating Condition</b>  |  | <ul style="list-style-type: none"> <li>• Heating conditions</li> <li>• No variance in outdoor air ventilation</li> </ul> |         |                 | <ul style="list-style-type: none"> <li>• Heating conditions</li> <li>• No variance in outdoor air ventilation</li> <li>• Snow or ice present outdoors</li> </ul> |
| <b>Condition less likely to inhibit characterization of a radon hazard</b> |  | <ul style="list-style-type: none"> <li>• Heating and air distribution systems active</li> </ul>                          |         |                 | <ul style="list-style-type: none"> <li>• Heating and air distribution systems active</li> </ul>  |

# **Appendix E**

## *MDH Reporting Form*

# School Radon Testing Reporting Form

According to Minnesota Statute 123B.571, subd. 3, a school district that has tested its school buildings for the presence of radon shall report the results of the tests to the Department of Health. Please use this form to submit information about the most recent round or cycle of testing for each building.

## Instructions

1. Complete one form for each building tested. A building is defined as an occupied facility with a unique address. This includes administrative buildings. Please report the MDE School Number.
2. Include this form, reports, and a building map.
3. Submit this form when all work is completed for a round of testing. This includes reporting to the school board, follow-up testing, and mitigation if applicable.
4. Email information to [health.indoorair@state.mn.us](mailto:health.indoorair@state.mn.us)

## Contact Information

(Person submitting this report)

Name: TJ Zerwas

Mailing Address: 701 Minnesota Ave, Big Lake, MN 55309

Phone: 763-262-5148 Email: t.zerwas@biglakeschools.org

## Person(s) Deploying or Retrieving Test Devices

List all individuals the placed or picked-up test devices during initial, follow-up, and post-mitigation testing. Additional names can be added in the notes at the end of the form.

Name: Nate Murphy Organization/Company: IEA

Name: Jake Schisler Organization/Company: IEA

Name: \_\_\_\_\_ Organization/Company: \_\_\_\_\_

## School Board Reporting

Were all results reported at a school board meeting?  Yes  No

## Initial Radon Testing

School Building Name: Independence Elementary MDE School No. 1: 0727-01-010

School District Name & District Number: Big Lake Schools / ISD 727

Building Address: 701 Minnesota Ave, Big Lake, MN 55309

Test Kit Manufacturer & Device Name: Air Chek / Pro Chek

Date of Kit Retrieval (MM/DD/YYYY): 01/17/2025 Length of Test (days): 3

Does the test period include weekends?  Yes  No

Does the test period include school breaks or holidays?  Yes  No

Was HVAC operating under occupied conditions?  Yes  No

Were test devices deployed in all occupied or intended to be occupied rooms in contact with the ground, and, if applicable, 10% of upper floor rooms?<sup>2</sup>  Yes  No

Were valid measurements obtained in all tested rooms?  Yes  No

If no, were all results obtained under 2.0 pCi/L and were there sufficient valid measurements obtained that allow for no further testing?<sup>3</sup>  Yes  No

How many rooms were tested? 152

How many rooms had results  $\geq 4$  pCi/L? 0

<sup>1</sup> The MDE school number is a 9-digit number in the format XXXX-XX-XXX. The first 4 digits are the organization number, followed by a 2-digit organization type, followed by a 3-digit site/school number. If you are unsure of the school ID number, please search [MDE-ORG \(https://public.education.mn.gov/MdeOrgView/search/tagged/MDEORG\\_DISTRICT\\_SCHOOL\)](https://public.education.mn.gov/MdeOrgView/search/tagged/MDEORG_DISTRICT_SCHOOL) by district/charter name and click District View to see a list of the associated schools/find the school number. Example: Anoka High School is 0011-01-0001.

<sup>2</sup> This includes rooms, offices, classrooms, and other general use areas. Ground contact means: 1) rooms that have floors or walls in contact with the ground; and 2) rooms that are closest to the ground over untested ground-contact locations such as a crawl space, utility tunnel, parking garage, and other non-habitable space that is in contact with the ground. Intended to be occupied rooms are locations where there are plans to occupy rooms even though they are unoccupied at the time of testing. In addition, if the building has upper floors, at least 10% of those upper rooms need to be tested.

<sup>3</sup> Section 6.2 of the ANSI/AARST standard allows for a specific small number of invalid measurements (e.g. missing or damaged test kits) if all the valid test results were  $<2.0$  pCi/L. Review this section of the standard and evaluate how many rooms needed testing and how many had valid results. If there were too many invalid results, this mean additional testing was required in these locations and answer this question as 'no'

## Follow-up Testing, Mitigation, & Post-Mitigation Testing

If one or more rooms tested  $\geq 4.0$  pCi/L, please answer the questions below:

How many rooms had follow-up testing? \_\_\_\_\_

Number of rooms with follow-up results:  $\geq 4$  pCi/L: \_\_\_\_\_  $< 4$  pCi/L: \_\_\_\_\_

Of the rooms with follow-up results  $\geq 4$  pCi/L, how many rooms were:

Mitigated by diluting or pressurizing the soil or indoor air (not active soil depressurization): \_\_\_\_\_

Mitigated by installing active soil depressurization system(s)? \_\_\_\_\_

Reduced by adjusting the HVAC system? \_\_\_\_\_

Individuals Who Installed Mitigation:

Name: \_\_\_\_\_ Organization/Company: \_\_\_\_\_

Name: \_\_\_\_\_ Organization/Company: \_\_\_\_\_

What was the cost of the installation and/or HVAC service work to mitigate radon? \_\_\_\_\_

What is the known or anticipated annual operating cost of mitigation (estimate)? \_\_\_\_\_

After radon mitigation, how many rooms were re-tested?<sup>4</sup> \_\_\_\_\_

Post-mitigation results (# of rooms):

$\geq 4$  pCi/L: \_\_\_\_\_  $< 4$  pCi/L: \_\_\_\_\_

## Notes

Minnesota Department of Health | Environmental Health | Indoor Air Unit  
[health.indoorair@state.mn.us](mailto:health.indoorair@state.mn.us), [www.health.state.mn.us](http://www.health.state.mn.us)  
November 2024

To obtain this information in a different format, call: 651-201-4601.

---

<sup>4</sup> The building must be tested to very reduction and ensure mitigation has not increased radon in rooms that used to be low.



## **DRUG-FREE WORKPLACE, DRUG-FREE SCHOOL**

### **I. PURPOSE**

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances without a physician's prescription.

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

- A. Use or possession of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, or controlled substances in any school location
- C. An individual may not use or possess cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13, including all facilities, whether owned, rented, or leased, and all vehicles that the school district owns, leases, rents, contracts for, or controls.
- D. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy

### **III. DEFINITIONS**

- A. "Alcohol" includes any alcoholic beverage containing more than one-half of one percent alcohol by volume.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code section 812, including analogues and look-alike drugs.
- C. "Edible cannabinoid product" means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.
- D. "Nonintoxicating cannabinoid" means substances extracted from certified hemp plants that do not produce intoxicating effects when consumed by injection, inhalation, ingestion, or by any other immediate means.
- E. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not

- require the use of dried leaves or plant form; (4) combustion with use of dried raw cannabis; or (5) any other method approved by the commissioner
- F. “Possess” means to have on one’s person, in one’s effects, or in an area subject to one’s control.
  - G. “School location” includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.
  - H. “Sell” means to sell, give away, barter, deliver, exchange, distribute or dispose of to another, or to manufacture; or to offer or agree to perform such an act, or to possess with intent to perform such an act.
  - I. “Toxic substances” includes (1) glue, cement, aerosol paint, containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item; (2) butane or a butane lighter; or (3) any similar substance declared to be toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the commissioner of health.
  - J. “Use” means to sell, buy, manufacture, distribute, dispense, be under the influence of, or consume in any manner, including, but not limited to, consumption by injection, inhalation, ingestion, or by any other immediate means.

#### IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person’s own use, a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, which has a currently accepted medical use in treatment in the United States and the person has a physician’s prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minnesota Statutes section 624.701, subdivision 1a **with full board vote.** ~~(experiments in laboratories pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).~~ Events serving alcohol will not be permitted when student activities are scheduled on campus; an exception will be made for Spud Fest (due to its long-standing partnership, yearly school board approval, and a mission for profits to go back to the community to help fund local youth organizations).
- C. A violation of this policy does not occur when a person uses or possesses a toxic substance unless they do so with the intent of inducing or intentionally aiding another in inducing intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor.

- D. The school district may not refuse to enroll or otherwise penalize a patient or person enrolled in the Minnesota Patient Registry Program as a pupil solely because the patient or person is enrolled in the registry program, unless failing to do so would violate federal law or regulations or cause the school to lose a monetary or licensing-related benefit under federal law or regulations.

## V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, must comply with the school district's student medication policy
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy
- D. Employees are subject to the school district's drug and alcohol testing policies and procedures
- E. Members of the public are not permitted to possess controlled substances, nonintoxicating cannabinoids, or edible cannabinoid products, in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility. This prohibition includes (1) vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the general public or place of employment; and (2) operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minnesota Statutes section 624.701, subdivision 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

## VI. SCHOOL PROGRAMS

- A. Starting in the 2026-2027 school year, the school district must implement a comprehensive education program on cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, for students in middle school and high school. The program must include instruction on the topics listed in Minnesota Statutes, section 120B.215, subdivision 1 and must:
  - 1. respect community values and encourage students to communicate with parents, guardians, and other trusted adults about cannabis use

- and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl; and
- 2. refer students to local resources where students may obtain medically accurate information about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, and treatment for a substance use disorder.
- B. School district efforts to develop, implement, or improve instruction or curriculum as a result of the provisions of this section must be consistent with Minnesota Statutes, sections 120B.10 and 120B.11.
- C. Notwithstanding any law to the contrary, the school district shall have a procedure for a parent, a 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 pursuant to this article. The district must allow a parent or adult student to opt out of instruction under this article with no academic or other penalty for the student and must inform parents and adult students of this right to opt out.

**VII. ENFORCEMENT**

- A. Students
  - 1. Students may be required to participate in programs and activities that provide education against the use of alcohol, tobacco, marijuana, smokeless tobacco products, electronic cigarettes, and nonintoxicating cannabinoids, and edible cannabinoid products,
  - 2. Students may be referred to drug or alcohol assistance or rehabilitation programs; school based mental health services, mentoring and counseling, including early identification of mental health symptoms, drug use and violence and appropriate referral to direct individual or group counseling service. which may be provide by school based mental health services providers; and/or referral to law enforcement officials when appropriate.
  - 3. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district’s discipline policy. Such discipline may include suspension or expulsion from school.
- B. Employees
  - 1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction. Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.
  - 2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
  - 3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district.

Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.

4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

- Legal References:***
- Minn. Stat. § 120B.215 (Education on Cannabis Use and Substance Use)
  - Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
  - Minn. Stat. § 121A.40-§ 121A.56 (Pupil Fair Dismissal Act)
  - Minn. Stat. § 151.72 (Sale of Certain Cannabinoid Products)
  - Minn. Stat. § 152.01, Subd. 15a (Definitions)
  - Minn. Stat. § 152.0264 (Cannabis Sale Crimes)
  - Minn. Stat. § 152.22, Subd. 6 (Definitions; Medical Cannabis)
  - Minn. Stat. § 152.23 (Limitations; Medical Cannabis)
  - Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
  - Minn. Stat. § 340A.101 (Definitions; Alcoholic Beverage)
  - Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
  - Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
  - Minn. Stat. § 342.09 (Personal Adult Use of Cannabis)
  - Minn. Stat. § 342.56 (Limitations)
  - Minn. Stat. § 609.684 (Abuse of Toxic Substances)
  - Minn. Stat. § 624.701 (Alcohol in Certain Buildings or Grounds)
  - 20 U.S.C. § 7101-7122 (Student Support and Academic Enrichment Grants)
  - 21 U.S.C. § 812 (Schedules of Controlled Substances)
  - 41 U.S.C. §§ 8101-8106 (Drug-Free Workplace Act)
  - 21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
  - 34 C.F.R. Part 84 (Government-Wide Requirements for Drug-Free Workplace)

- Cross References:***
- MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
  - MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
  - MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
  - MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)
  - MSBA/MASA Model Policy 506 (Student Discipline)
  - MSBA/MASA Model Policy 516 (Student Medication)



# Big Lake Public Schools 2025-2026 School Calendar

## Student Days

MS/HS.....167  
Elem.....165  
Teacher Days.....183

## Important Dates:

### SEPTEMBER

Sep 1—Labor Day—No School  
Sep 2—School begins 6 & 9<sup>th</sup> only  
Sep 2 & 3 (Grade K-5 Get to Know You Days by appt)  
Sep 3—School begins grades 6-12  
Sep 4—School begins grades K-5

### OCTOBER

Oct 15—PD—No School Students  
Oct 16-17—MEA—No School

### NOVEMBER

Nov 6—K-5 PT conferences-No School Elementary Students  
Nov 7—PD—No School Students  
Nov 25—End Tri 1  
Nov 26—PD/TW—No School Students  
Nov 27-28—Thanksgiving—No School

### DECEMBER

Dec 22-PD/TW—No School Students  
Dec 23-Jan 2—Winter Break

### JANUARY

Jan 19—PD—No School Students

### FEBRUARY

Feb 6—PD—No School Students  
Feb 16—No School

### MARCH

Mar 5—End Tri 2, K-5 PT conferences-No School Elementary Students  
Mar 6—PD/TW—No School Students

### APRIL

Apr 2—PD—No School Students  
Apr 3-6—No School

### MAY

May 25—Memorial Day—No School  
May 27—Seniors Last Day  
May 28—Last Day  
May 29—PD/TW  
May 29—Graduation

### P/T Conferences

Nov 6—K-5  
Mar 5—K-5

No School

Teacher Work Day

No School Elementary Students

| July 2025 |     |     |    |     | August 2025 |       |       |       |       | September 2025 |  |                                       |             |     |
|-----------|-----|-----|----|-----|-------------|-------|-------|-------|-------|----------------|--|---------------------------------------|-------------|-----|
| Mon       | Tue | Wed | Th | Fri | Mon         | Tue   | Wed   | Th    | Fri   | Mon            | Tue  | Wed                                   | Th          | Fri |
|           | 1   | 2   | 3  | 4   |             |       |       |       | 1     | 1 NS           | 2 K-5 Get to Know You Days 6 <sup>th</sup> and 9 <sup>th</sup> orientation | 3 K-5 Get to Know You Days 6-12 start | 4 K-5 Start | 5   |
| 7         | 8   | 9   | 10 | 11  | 4           | 5     | 6     | 7     | 8     | 8              | 9  | 10                                    | 11          | 12  |
| 14        | 15  | 16  | 17 | 18  | 11          | 12    | 13    | 14    | 15    | 15             | 16   | 17                                    | 18          | 19  |
| 21        | 22  | 23  | 24 | 25  | 18          | 19    | 20    | 21    | 22    | 22             | 23   | 24                                    | 25          | 26  |
| 28        | 29  | 30  | 31 |     | 25 PD       | 26 PD | 27 PD | 28 PD | 29 NS | 29             | 30   |                                       |             |     |

| October 2025 |     |       |           |        | November 2025 |               |          |       |                | December 2025 |       |       |       |       |   |
|--------------|-----|-------|-----------|--------|---------------|---------------|----------|-------|----------------|---------------|-------|-------|-------|-------|---|
| Mon          | Tue | Wed   | Th        | Fri    | Mon           | Tue           | Wed      | Th    | Fri            | Mon           | Tue   | Wed   | Th    | Fri   |   |
|              |     | 1     | 2         | 3      |               | 3             | 4        | 5     | 6 K-5 PT conf. | 7 PD          | 1     | 2     | 3     | 4     | 5 |
| 6            | 7   | 8     | 9         | 10     | 10            | 11            | 12       | 13    | 14             | 8             | 9     | 10    | 11    | 12    |   |
| 13           | 14  | 15 PD | 16 TC MEA | 17 MEA | 17            | 18            | 19       | 20    | 21             | 15            | 16    | 17    | 18    | 19    |   |
| 20           | 21  | 22    | 23        | 24     | 24            | *25 End Tri 1 | 26 PD/TW | 27 NS | 28 NS          | 22 PD/TW      | 23 NS | 24 NS | 25 NS | 26 NS |   |
| 27           | 28  | 29    | 30        | 31     |               |               |          |       |                | 29 NS         | 30 NS | 31 NS |       |       |   |

| January 2026 |     |     |      |      | February 2026 |     |     |    |      | March 2026 |     |     |                           |         |
|--------------|-----|-----|------|------|---------------|-----|-----|----|------|------------|-----|-----|---------------------------|---------|
| Mon          | Tue | Wed | Th   | Fri  | Mon           | Tue | Wed | Th | Fri  | Mon        | Tue | Wed | Th                        | Fri     |
|              |     |     | 1 NS | 2 NS | 2             | 3   | 4   | 5  | 6 PD | 2          | 3   | 4   | *5 End Tri 2 K-5 PT conf. | 6 PD/TW |
| 5            | 6   | 7   | 8    | 9    | 9             | 10  | 11  | 12 | 13   | 9          | 10  | 11  | 12                        | 13      |
| 12           | 13  | 14  | 15   | 16   | 16 NS         | 17  | 18  | 19 | 20   | 16         | 17  | 18  | 19                        | 20      |
| 19 PD        | 20  | 21  | 22   | 23   | 23            | 24  | 25  | 26 | 27   | 23         | 24  | 25  | 26                        | 27      |
| 26           | 27  | 28  | 29   | 30   |               |     |     |    |      | 30         | 31  |     |                           |         |

| April 2026 |     |     |      |      | May 2026 |     |                     |              |                     | June 2026 |     |     |    |     |
|------------|-----|-----|------|------|----------|-----|---------------------|--------------|---------------------|-----------|-----|-----|----|-----|
| Mon        | Tue | Wed | Th   | Fri  | Mon      | Tue | Wed                 | Th           | Fri                 | Mon       | Tue | Wed | Th | Fri |
|            |     | 1   | 2 PD | 3 NS |          |     |                     |              | 1                   | 1         | 2   | 3   | 4  | 5   |
| 6 NS TC    | 7   | 8   | 9    | 10   | 4        | 5   | 6                   | 7            | 8                   | 8         | 9   | 10  | 11 | 12  |
| 13         | 14  | 15  | 16   | 17   | 11       | 12  | 13                  | 14           | 15                  | 15        | 16  | 17  | 18 | 19  |
| 20         | 21  | 22  | 23   | 24   | 18       | 19  | 20                  | 21           | 22                  | 22        | 23  | 24  | 25 | 26  |
| 27         | 28  | 29  | 30   |      | 25 NS    | 26  | 27 Seniors Last Day | *28 Last Day | 29 PD/TW Graduation | 29        | 30  |     |    |     |

### Trimester End dates

November 25  
March 5  
May 28

Tri 1=56  
Tri 2=56  
Tri 3=55

Potential weather make-up days:

April 6 with additional days added to the end of the school year if needed