



**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.

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

I. Call to Order	
Chair, Tonya Reasoner	
II. Roll Call	
Chair, Tonya Reasoner	
III. Approve Agenda	
Chair, Tonya Reasoner	
IV. Pledge of Allegiance	
Chair, Tonya Reasoner	
V. Open Forum	3
Chair, Tonya Reasoner	
VI. Consent Agenda	
Chair, Tonya Reasoner	
A. Previous Minutes	4
Minutes from the July 23, 2025 Regular Board Meeting and the July 23, 2025 Work Session	
B. Claims and Accounts	12
Claims and Accounts for the month of August	
C. Credit Card Report	27
D. Personnel	29
E. Final Reading and Approval of Policies	30
413 Harassment and Violence; 524 Internet Acceptable Use and Safety Policy; 524.5 Personal Electronic Communication Devices; 610 Student Trips; 611 Home Schooling	
F. Approve One Read Policies	56
401 Equal Employment Opportunity, 402 Disability Nondiscrimination, 404 Employment Background Checks, 405 Veterans Preference, 407 Employee Right to Know Exposure to Hazardous Substances, 408 Subpoena of a School District Employee, 409 Employee Publications, Instructional Materials, Inventions, and Creations, 412 Expense Reimbursement, 420 Students and Employees with Sexually Transmitted Infections and Diseases and Certain other Communicable Diseases and Infectious Conditions, 421 Gifts to Employees and School Board Members, 422 Policies Incorporated by Reference, 423 Employee Student Relationships, 424 License Status	
VII. Donations	80
Chair, Tonya Reasoner	
VIII. Discuss Commissioner's Review and Comment	81
Superintendent, Tim Truebenbach	
IX. Activities Update	85
Activities Director, Mark Kuisle	
X. Review Activities and Coaches Handbooks	91
Activities Director, Mark Kuisle	
XI. Financial Report	133
Director of Business Services, Angie Manuel	1
July report will be presented.	

XII. Big Lake Community Food Shelf Agreement Approval	143
Superintendent, Tim Truebenbach	
XIII. Review Employee Handbook	153
Superintendent, Tim Truebenbach	
XIV. Approve Management Plan for Lead in Water	169
Buildings and Grounds Manager, TJ Zerwas	
XV. Resolution to Appoint Election Judges and Absentee Ballot Board Members	181
Superintendent, Tim Truebenbach	
XVI. Set November 12, 2025 to Canvass the November 4, 2025 Special Election	
Superintendent, Tim Truebenbach	
6:30 PM in the Middle School Student Center followed by a work session	
XVII. Approve Time Change for the September 24, 2025 Board Meeting	
Superintendent, Tim Truebenbach	
September 24, 2025 Board Meeting will start at 7:00 PM	
XVIII. 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	
XIX. Superintendent Report	
Superintendent, Tim Truebenbach	
A. Cabinet Department Update	
Work Sessions will now be held in the Middle School Student Center	
Minda Anderson will give updates on new staff/teacher orientation, Back to School workshops, annual PD plan, and Read Act	
XX. Announce Closed Meeting for Negotiation Strategy	
Chair, Tonya Reasoner	
XXI. 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
July 23, 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 July 23, 2025 at 6:30 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. Ashley Schabilion, Mr. Derek Nelson, and Ms. Lenette Brown remotely from 1601 Pacific St, Oceanside CA 92054.

III. APPROVE AGENDA

A motion was made by Sixberry seconded by Hancock to approve the agenda.
After a roll call vote, the motion carried 6-0.

IV. PLEDGE OF ALLEGIANCE

Chair Reasoner and the Board led the Pledge of Allegiance.

V. OPEN FORUM

Timothy Myers spoke on the operating levy renewal.

VI. CONSENT AGENDA

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

- A. PREVIOUS MINUTES from the June 25, 2025 regular meeting
- B. CLAIMS AND ACCOUNTS for the month of July in the amount of \$2,724,743.78 checks 107241-107384
- C. CREDIT CARD REPORT
- D. PERSONNEL

July 2025 Personnel				
Employee (Last, First Name)	Position	Building	Effective Date	Action Type
Carik, Angela	Co Head C - Girls Swim and Dive	Athletics/Activities	08/11/2025	New Hire
Castle, Amy	Paraeducator	Independence	09/02/2025	Transfer
Vaerst, Steven	Teacher	High School	08/25/2025	New Hire
Garding, Jason	Maintenance Custodian	Independence	07/14/2025	Transfer
McClure, Kayla	School Monitor	Independence	09/02/2025	New Hire
Emerson, Betty	School Monitor	Independence	09/02/2025	New Hire
Cardinal, Elizabeth	Teacher	Liberty	08/25/2025	New Hire
Arroyo, Mayra	Paraeducator	Middle School	09/02/2025	Transfer
Teunissen, Kayla	Paraeducator (School Readiness)	Community Ed	05/28/2025	Resignation

E. APPROVE ONE READ POLICIES:

414 Reporting Child Abuse; 416 Drug and Alcohol Testing; 418 Drug-free Workplace Drug-Free School; 516 Student Medication; 534 School Meals; 620 Credit for Learning; 621 Literacy and The Read Act; 707 Transportation of Public School Students; 709 Student Transportation Safety Policy; 722 Public Data Requests; 802 Disposition of Obsolete Equipment and Material; 806 Crisis Management

4 After a roll call vote, the motion carried 6-0.

VII. FINANCIAL REPORT

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

After a roll call vote, the motion carried 6-0.

VIII. APPROVE LTFM PLAN

A motion was made by Sixberry seconded by Schabilion to approve the LTFM Plan as presented.

After a roll call vote, the motion carried 6-0.

IX. RESOLUTION RELATING TO DETERMINING THE NECESSITY OF APPROVING A NEW REFERENDUM REVENUE AUTHORIZATION AND ISSUING GENERAL OBLIGATION BONDS AND CALLING A SPECIAL ELECTION

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

RESOLUTION RELATING TO DETERMINING THE NECESSITY OF APPROVING A NEW REFERENDUM REVENUE AUTHORIZATION AND ISSUING GENERAL OBLIGATION BONDS AND CALLING A SPECIAL ELECTION THEREON

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

It is hereby found, determined and declared as follows:

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

- (a) increase the School District's general education revenue by \$640 per pupil, subject to an annual increase at the rate of inflation. The proposed new referendum revenue authorization would be first levied in 2025 for taxes payable in 2026 and applicable for ten (10) years unless otherwise revoked or reduced as provided by law.

The question on the approval of the new referendum revenue authorization of the School District shall be School District Question 1 on the School District Ballot.

- (b) issue general obligation school building bonds in an amount not to exceed \$36,230,000 for acquisition and betterment of school sites and facilities including, but not limited to, construction of a multi-purpose addition.

The question on the approval of the issuance of the above-referenced bonds (the Bonds) shall be School District Question 2.

The passage of School District Question 2 shall be contingent on the passage of School District Question 1.

2. The project described in paragraph 1(b) has been submitted to the Commissioner of Education of the State of Minnesota (the Commissioner) for Review and Comment. Said project and such submission are hereby approved by this Board. The actions of the School District's administration in applying to the Minnesota Department of Education for the Commissioner's Review and Comment and taking such other actions as necessary to comply with the provisions of

Minnesota Statutes, Section 123B.71, as amended, are hereby directed, authorized, approved and ratified in all respects. The Board's determination to hold the election to authorize the issuance of the Bonds is contingent upon receiving: (a) a favorable Review and Comment; or (b) an unfavorable review and comment subject to the Board's reconsideration, by resolution, of construction of the project and the Board's determination to proceed with such construction and approval by 60 percent of the voters voting in the election to approve the issuance of the Bonds, pursuant to Minnesota Statutes, Section 123B.70, Subdivision 4. When the Commissioner's Review and Comment is received, the Clerk is authorized and directed to publish a summary of the Review and Comment in a legal newspaper of general circulation in the School District not less than forty-eight (48) nor more than seventy (70) days before the special election date. The School District will hold a public meeting on the Review and Comment with respect to the issuance of the Bonds prior to the date of the election.

3. The questions on the new referendum revenue authorization and issuance of the bonds shall submitted to the qualified electors of the School District at a special election, which is hereby called and directed to be held on Tuesday, November 4, 2025, between the hours of 7:00 a.m. and 8:00 p.m.

4. The School District's combined polling place and the precincts served by the polling place, as established and designated by resolution of the Board pursuant to Minnesota Statutes, Section 205A.11, are hereby designated for this special election.

5. The Clerk is hereby authorized and directed to cause written notice of the special election to be: (a) provided to each County Auditor at least eighty-four (84) days before the date of the special election; (b) provided to the Commissioner of Department of Education of the State of Minnesota (the Commissioner) at least seventy-four (74) days before the date of the special election; (c) mailed to every taxpayer in the School District, at least fifteen (15) days but no more than forty-five (45) days prior to the date of the special election; (d) posted at the administrative offices of the School District, for public inspection, at least ten (10) days before the date of the special election; and (e) published in the official newspaper of the School District once each week for at least two consecutive weeks, with the last publication being at least one week before the date of the special election. The Notice of Special Election shall be prepared in substantially the following form:

[The remainder of this page is intentionally left blank]

NOTICE OF SPECIAL ELECTION

**INDEPENDENT SCHOOL DISTRICT NO. 727
(BIG LAKE), MINNESOTA**

NOTICE IS HEREBY GIVEN that a special election has been called and will be held in and for Independent School District No. 727 (Big Lake), Minnesota, on November 4, 2025, between the hours of 7:00 a.m. and 8:00 p.m. to vote on the following questions:

**School District Question 1
Approval of New School District Referendum Revenue Authorization**

The board of Independent School District No. 727 (Big Lake), Minnesota has proposed to increase the School District’s general education revenue by \$640 per pupil, subject to an annual increase at the rate of inflation. The proposed new referendum revenue authorization would be first levied in 2025 for taxes payable in 2026 and applicable for ten (10) years unless otherwise revoked or reduced as provided by law.

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

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

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

**School District Question 2
Approval of School Building Bonds**

- YES** If School District Question 1 above is approved, shall the board of
- NO** Independent School District No. 727 (Big Lake), Minnesota be authorized to issue general obligation school building bonds in an amount not to exceed \$36,230,000 for acquisition and betterment of school sites and facilities including, but not limited to, construction of a multi-purpose addition?

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

For School District Question 1, the property tax portion of the revenue authorized will require an estimated referendum tax rate of is 0.08052% for taxes payable in 2026 of the referendum market value of all classes of taxable property in the School District, as defined by Minnesota Statutes, Section 126C.01, Subdivision 3, which excludes certain agricultural property, seasonal property and post-secondary student housing.

The projected annual dollar increases for typical residential homesteads, apartments, commercial-industrial properties, and most other classes of property within the School District are as shown in the table below, subject to an annual increase at the rate of inflation.

Agricultural property will pay taxes for the proposed referendum based only on the value of the house, garage and one acre of land. Seasonal recreational residential property (*i.e.*, cabins) will pay no taxes for the proposed referendum.

The figures in the table below are based on School District taxes for the new referendum revenue authorization only and do not include tax levies for other purposes:

Type of Property	Estimated Market Value	Proposed Referendum Revenue Authorization Taxes Payable in 2026 (Question 1)
Residential Homesteads, Apartments, and Commercial-Industrial Property	\$100,000	\$81
	200,000	161
	300,000	242
	350,000	282
	375,000	302
	400,000	322
	450,000	362
	500,000	403
	600,000	483
	750,000	604
1,000,000	805	
Commercial/Industrial	\$100,000	\$81
	250,000	201
	500,000	403
	1,000,000	805
	2,000,000	1,610
Apartments & Residential Non-Homestead (2 or more units)	\$100,000	\$81
	250,000	201
	500,000	403
	1,000,000	805
	2,000,000	1,610

The polling place and precincts served by the polling place for the special election will be as follows:

Combined Polling Place:

Saron Lutheran Church
 311 Lake Street South
 Big Lake, Minnesota 55309

Precincts:

All School District precincts.

All qualified electors residing in the School District may cast their ballots at the polling place listed above during the polling hours specified above.

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

Dated: July 23, 2025.

BY ORDER OF THE SCHOOL BOARD

/s/ _____, Clerk

After a roll call vote, the motion carried 6-0.

X. BIG LAKE COMMUNITY FOOD SHELF AGREEMENT DISCUSSION
Superintendent Truebenbach reviewed the agreement.

XI. RESOLUTION ESTABLISHING THE LOCATION FOR ABSENTEE VOTING
A motion was made by Sixberry seconded by Brown to approve the following resolution:

**RESOLUTION RELATING TO ESTABLISHING THE LOCATION
FOR ABSENTEE VOTING FOR SCHOOL DISTRICT ELECTIONS
NOT HELD ON THE DAY OF A STATEWIDE ELECTION**

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

It is hereby found, determined and declared that the Board hereby establishes the School District Office, 701 Minnesota Avenue, Door J, Big Lake, Minnesota as the location for absentee voting with respect to School District elections not held on the day of a statewide election.

After a roll call vote, the motion carried 6-0.

XII. RESOLUTION ESTABLISHING BALLOT BOARD

A motion was made by Schabillion seconded by Hancock to approve the following resolution:

RESOLUTION ESTABLISHING BALLOT BOARD

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

1. As required by Minnesota Statutes, Section 203B.121, the Board hereby establishes a ballot board to process, accept and reject absentee ballots at school district elections not held in conjunction with the state primary or state general election or that are conducted by a municipality on behalf of the school district and generally to carry out the duties of a ballot board as provided by Minnesota Statutes, Section 203B.121 and other applicable laws.
2. The ballot board must consist of a sufficient number of election judges trained in the handling of absentee ballots. The ballot board may include deputy county auditors or deputy city clerks who have received training in the processing and counting of absentee ballots.
3. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the Board from time to time as to its status.
4. Each member of the ballot board shall be paid reasonable compensation for services

rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day.

After a roll call vote, the motion carried 6-0.

XIII. SECOND READING OF POLICIES

413 Harassment and Violence; 524 Internet Acceptable Use and Safety Policy; 524.5 Personal Electronic Communication Devices; 610 Student Trips; 611 Home Schooling

XIV. STUDENT HANDBOOK REVIEW

The board reviewed the student handbooks for each school.

XV. SCHOOL BOARD COMMITTEE/REPRESENTATIVE UPDATES

- a. Finance—none
- b. Policy—none
- c. Buildings and Grounds—Sixberry summarized that bond projects, budget, Middle School media center renovation, hail damage claim, and LTFM were discussed
- d. School Board Representatives—none

XVI. SUMMARY OF SUPERINTENDENT EVALUATION

Chair Reasoner reported that Superintendent Truebenbach is achieving his goals of student support by increasing student achievement to reach the goals of the World's Best Workforce and The Read Act; staff support by having resources, systems, and accountability measures in place showing that faculty and staff show significant improvement in workplace culture; and family and community engagement by facilitating a process that educates and informs the board around the district's facility and financial needs.

XVII. SUPERINTENDENT REPORT

Superintendent Truebenbach gave him monthly report to the board. Reschedule the November 5, 2025 work session to November 12, 2025 and reschedule the August 27, 2025 regular board meeting to August 26, 2025.

- a. Cabinet Department Update—none

XVIII. ADJOURNMENT

A motion was made by Reasoner seconded by Schabilion to adjourn the meeting. The meeting was adjourned at 7:16 PM.

After a roll call vote, the motion carried 6-0.

Clerk, Lenette Brown
Approved August 26, 2025

BIG LAKE SCHOOLS
INDEPENDENT SCHOOL DISTRICT 727
BIG LAKE, MINNESOTA

Minutes of the Work Session

July 23, 2025

Following the regular board meeting

I. CALL TO ORDER

The Work Session of the Board of Education of Independent School District No. 727, Big Lake Schools was called to order on July 23, 2025 at 7:25 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. Ashley Schabilion, Mr. Derek Nelson, and Ms. Lenette Brown remotely from 1601 Pacific St, Oceanside CA 92054.

III. REFERENDUM COMMUNICATIONS DISCUSSION

Director of Community Education and Communications, Stephanie Hillman, and Communications/PR Specialist, Morgan Prokosch, reviewed the communication plan for the referendum.

IV. ADJOURNMENT

Chair Reasoner adjourned the meeting. The meeting was adjourned at 8:38 PM.

Clerk, Lenette Brown
Approved August 26, 2025

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 107385-2147483647 Payment Date: 7/1/2025-8/31/2025

Pay/Void										
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	107385	CH	1	12091	RPM ATHLETICS, LLC	07/31/2025	\$44.00	164972	E 11 300 295 184 000 401	4177 Spikes-Pyramid 1/4"
001	107385	CH	1	12091	RPM ATHLETICS, LLC	07/31/2025	\$44.00	164972	E 11 300 293 114 000 401	4175 Spikes-Pyramid 1/8"
001	107385	CH	1	12091	RPM ATHLETICS, LLC	07/31/2025	\$21.00	164972	E 11 300 295 184 000 401	5422 Shot Put6lb Untumed Iron 91 mm SP
001	107385	CH	1	12091	RPM ATHLETICS, LLC	07/31/2025	\$26.00	164972	E 11 300 293 114 000 401	5430 Shot Put 8lb Untumed Iron 999mm-S
001	107385	CH	1	12091	RPM ATHLETICS, LLC	07/31/2025	\$115.00	164972	E 11 300 295 184 000 401	5310 Shot Put 4K Stainless Stell SP
001	107385	CH	1	12091	RPM ATHLETICS, LLC	07/31/2025	\$124.00	164972	E 11 300 293 114 000 401	5204 Shot Put 12 lb Stainless Steel 103mn
001	107385	CH	1	12091	RPM ATHLETICS, LLC	07/31/2025	\$129.00	164972	E 11 300 293 114 000 401	5111 Discus - 1.6K Supra Black Top Throw
001	107385	CH	1	12091	RPM ATHLETICS, LLC	07/31/2025	\$102.00	164972	E 11 300 295 184 000 401	5013 Discus-1K Supra Black Advanced
001	107385	CH	1	12091	RPM ATHLETICS, LLC	07/31/2025	\$56.00	164972	E 11 300 293 114 000 401	5102 Discus 1.6K Target Intermediate
001	107385	CH	1	12091	RPM ATHLETICS, LLC	07/31/2025	\$45.00	164972	E 11 300 295 184 000 401	5002 Discus - 1K Target Beginner
001	107385	CH	1	12091	RPM ATHLETICS, LLC	07/31/2025	\$13.00	164972	E 11 300 295 184 000 401	4107 Baton-Navy
001	107385	CH	1	12091	RPM ATHLETICS, LLC	07/31/2025	\$65.00	164972	E 11 300 295 184 000 401	
001	107385	CH	1	12091	RPM ATHLETICS, LLC	07/31/2025	\$65.00	164972	E 11 300 293 114 000 401	
001	107385	CH	1	12091	RPM ATHLETICS, LLC	07/31/2025	\$37.50	164972	E 11 300 293 114 000 401	
001	107385	CH	1	12091	RPM ATHLETICS, LLC	07/31/2025	\$37.50	164972	E 11 300 295 184 000 401	12
Check Total:								\$924.00		
001	107386	CH	1	14192	STEVE'O'SEPTIC	07/31/2025	\$73.60	164973	E 11 300 296 125 000 305	JUNE 2024 PORTABLE TOILET RENTAL
001	107386	CH	1	14192	STEVE'O'SEPTIC	07/31/2025	\$23.00	164973	E 11 300 296 185 000 305	JUNE 2024 PORTABLE TOILET RENTAL
001	107386	CH	1	14192	STEVE'O'SEPTIC	07/31/2025	\$1,005.80	164973	E 04 500 505 000 321 335	JUNE 2024 PORTABLE TOILET RENTAL
001	107386	CH	1	14192	STEVE'O'SEPTIC	07/31/2025	\$23.00	164973	E 11 300 294 162 000 305	JUNE 2024 PORTABLE TOILET RENTAL
001	107386	CH	1	14192	STEVE'O'SEPTIC	07/31/2025	\$23.00	164973	E 11 300 294 114 000 305	JUNE 2024 PORTABLE TOILET RENTAL
001	107386	CH	1	14192	STEVE'O'SEPTIC	07/31/2025	\$23.00	164973	E 11 300 296 184 000 305	JUNE 2024 PORTABLE TOILET RENTAL
001	107386	CH	1	14192	STEVE'O'SEPTIC	07/31/2025	(\$23.00)	164973	E 11 300 296 185 000 305	JUNE 2024 PORTABLE TOILET RENTAL
001	107386	CH	1	14192	STEVE'O'SEPTIC	07/31/2025	(\$23.00)	164973	E 11 300 294 114 000 305	JUNE 2024 PORTABLE TOILET RENTAL
001	107386	CH	1	14192	STEVE'O'SEPTIC	07/31/2025	(\$23.00)	164973	E 11 300 296 184 000 305	JUNE 2024 PORTABLE TOILET RENTAL
001	107386	CH	1	14192	STEVE'O'SEPTIC	07/31/2025	(\$73.60)	164973	E 11 300 296 125 000 305	JUNE 2024 PORTABLE TOILET RENTAL
001	107386	CH	1	14192	STEVE'O'SEPTIC	07/31/2025	(\$1,005.80)	164973	E 04 500 505 000 321 335	JUNE 2024 PORTABLE TOILET RENTAL
001	107386	CH	1	14192	STEVE'O'SEPTIC	07/31/2025	(\$23.00)	164973	E 11 300 294 162 000 305	JUNE 2024 PORTABLE TOILET RENTAL
001	107386	CH	1	14192	STEVE'O'SEPTIC	07/31/2025	\$1,005.80	164973	E 04 500 505 000 321 335	
001	107386	CH	1	14192	STEVE'O'SEPTIC	07/31/2025	\$165.60	164973	E 11 300 292 000 000 335	
Check Total:								\$1,171.40		
001	107387	CH	1	12845	SYSCO-MINNESOTA INC	07/31/2025	\$40.04	164974	E 01 300 211 133 000 401	HS COOKIES
Check Total:								\$40.04		

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 107385-2147483647 Payment Date: 7/1/2025-8/31/2025

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
001	107388	CH	1	13863	YAHOLA, BRYAN	07/31/2025	\$400.00	164975	E 01 005 203 000 320 305	CONSULTATION & LACROSSE DEMONS	
Check Total:							\$400.00				
001	107389	CH	1	13984	BIELEJESKI, ELIZABETH	07/31/2025	\$125.00	164980	E 04 500 560 000 321 357	INTERPRETER 07/21 FB	
Check Total:							\$125.00				
001	107390	CH	1	13688	DASH SPORTS LLC	07/31/2025	\$1,366.00	164981	E 04 500 560 000 321 305	CE CLASSES	
Check Total:							\$1,366.00				
001	107392	CH	1	14251	KOSEL, AMBER DAWN	07/31/2025	\$68.75	164983	E 04 500 560 000 321 357	SUMMER HORNET SPORTS PERFORMA	
001	107392	CH	1	14251	KOSEL, AMBER DAWN	07/31/2025	\$137.50	164984	E 04 500 560 000 321 357	SUMMER HORNET SPORTS PERFORMA	
Check Total:							\$206.25				
001	107393	CH	1	01146	MONTICELLO PRINTING	07/31/2025	\$444.49	164985	E 01 005 110 000 000 401	ENVELOPES	
001	107393	CH	1	01146	MONTICELLO PRINTING	07/31/2025	\$231.10	164985	E 02 005 770 000 701 401	ENVELOPES	
001	107393	CH	1	01146	MONTICELLO PRINTING	07/31/2025	\$213.39	164985	E 01 201 208 000 000 401	ENVELOPES	
Check Total:							\$888.98				
001	107394	CH	1	04849	ST. CLOUD STATE UNIVERSITY	07/31/2025	\$500.00	164986	E 01 300 960 000 340 898	24/25 SCHOLARSHIP	
Check Total:							\$500.00				
001	107395	CH	1	06411	MISSISSIPPI 8 SCHOOLS	07/31/2025	\$6,000.00	164987	E 11 300 292 000 000 820	M8 CONFERENCE DUES	
Check Total:							\$6,000.00				
001	107396	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	08/08/2025	\$548.00	165097	E 01 300 292 000 000 281	UNEMPLOYMENT BENEFITS QUARTER	
001	107396	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	08/08/2025	\$9,220.11	165097	E 01 100 400 000 000 281	UNEMPLOYMENT BENEFITS QUARTER	
001	107396	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	08/08/2025	\$374.19	165097	E 01 100 720 000 000 281	UNEMPLOYMENT BENEFITS QUARTER	
001	107396	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	08/08/2025	\$1,701.00	165097	E 01 005 505 000 000 281	UNEMPLOYMENT BENEFITS QUARTER	
001	107396	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	08/08/2025	\$983.66	165097	E 01 100 203 000 000 280	UNEMPLOYMENT BENEFITS QUARTER	
001	107396	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	08/08/2025	\$828.00	165097	E 01 110 620 000 000 281	UNEMPLOYMENT BENEFITS QUARTER	
001	107396	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	08/08/2025	\$1,344.00	165097	E 01 201 720 000 000 281	UNEMPLOYMENT BENEFITS QUARTER	
001	107396	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	08/08/2025	\$12,278.05	165097	E 01 300 400 000 000 281	UNEMPLOYMENT BENEFITS QUARTER	
001	107396	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	08/08/2025	\$0.35	165097	E 01 300 292 000 000 280	UNEMPLOYMENT BENEFITS QUARTER	
001	107396	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	08/08/2025	\$24.78	165097	E 01 100 790 000 000 280	UNEMPLOYMENT BENEFITS QUARTER	
001	107396	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	08/08/2025	\$66.60	165097	E 01 110 400 000 000 280	UNEMPLOYMENT BENEFITS QUARTER	
001	107396	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	08/08/2025	\$476.20	165097	E 01 110 203 000 000 281	UNEMPLOYMENT BENEFITS QUARTER	
001	107396	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	08/08/2025	\$1,245.00	165097	E 01 300 050 000 000 281	UNEMPLOYMENT BENEFITS QUARTER	
001	107396	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	08/08/2025	\$891.80	165097	E 01 110 790 000 000 281	UNEMPLOYMENT BENEFITS QUARTER	
001	107396	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	08/08/2025	\$819.00	165097	E 01 201 208 000 000 281	UNEMPLOYMENT BENEFITS QUARTER	
001	107396	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	08/08/2025	\$1,712.61	165097	E 04 500 596 000 344 280	UNEMPLOYMENT BENEFITS QUARTER	

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Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
001	107396	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	08/08/2025	\$808.00	165097	E 01 201 620 000 000 281	UNEMPLOYMENT BENEFITS QUARTER	
001	107396	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	08/08/2025	\$11,446.31	165097	E 01 110 620 000 000 281	UNEMPLOYMENT BENEFITS QUARTER	
001	107396	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	08/08/2025	\$7,684.25	165097	E 01 201 400 000 000 281	UNEMPLOYMENT BENEFITS QUARTER	
001	107396	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	08/08/2025	\$703.48	165097	E 01 110 810 000 000 280	UNEMPLOYMENT BENEFITS QUARTER	
001	107396	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	08/08/2025	\$2,238.34	165097	E 01 110 203 000 000 280	UNEMPLOYMENT BENEFITS QUARTER	
001	107396	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	08/08/2025	\$120.98	165097	E 04 500 560 000 321 280	UNEMPLOYMENT BENEFITS QUARTER	
Check Total:							\$55,514.71				
001	107397	CH	1	13166	LRS OF MINNESOTA	08/08/2025	\$1,114.54	165095	E 01 300 810 000 000 333	HS AUGUST 2025 WASTE SERVICES	
001	107397	CH	1	13166	LRS OF MINNESOTA	08/08/2025	\$951.71	165095	E 01 201 810 000 000 333	MS AUGUST 2025 WASTE SERVICES	
001	107397	CH	1	13166	LRS OF MINNESOTA	08/08/2025	\$951.71	165095	E 01 100 810 000 000 333	INDY AUGUST 2025 WASTE SERVICES	
001	107397	CH	1	13166	LRS OF MINNESOTA	08/08/2025	\$1,102.86	165095	E 01 110 810 000 000 333	LIBERTY AUGUST 2025 WASTE SERVIC	
001	107397	CH	1	13166	LRS OF MINNESOTA	08/08/2025	\$166.73	165095	E 01 005 810 000 000 333	GROUNDS AUGUST 2025 WASTE SERVI	
Check Total:							\$4,287.55				
001	107398	CH	1	04279	MCPETE'S SPORTS BAR & LANES	08/08/2025	\$216.00	165093	E 04 500 560 000 321 305	06/05-07/03 BOWLING CLUB	
Check Total:							\$216.00	14			
001	107399	CH	1	03102	METRO SALES INC	08/08/2025	\$11.98	165090	E 01 005 790 000 320 401	QUARTERLY MAINT AGREEMENT	
001	107399	CH	1	03102	METRO SALES INC	08/08/2025	\$11.33	165090	E 01 005 640 000 316 305	QUARTERLY MAINT AGREEMENT	
001	107399	CH	1	03102	METRO SALES INC	08/08/2025	\$958.22	165090	E 01 100 050 000 000 350	QUARTERLY MAINT AGREEMENT	
001	107399	CH	1	03102	METRO SALES INC	08/08/2025	\$252.63	165090	E 04 500 596 000 344 350	QUARTERLY MAINT AGREEMENT	
001	107399	CH	1	03102	METRO SALES INC	08/08/2025	\$1,822.67	165090	E 01 300 211 000 000 350	QUARTERLY MAINT AGREEMENT	
001	107399	CH	1	03102	METRO SALES INC	08/08/2025	\$252.64	165090	E 04 500 570 000 321 350	QUARTERLY MAINT AGREEMENT	
001	107399	CH	1	03102	METRO SALES INC	08/08/2025	\$120.90	165090	E 04 500 590 000 321 350	QUARTERLY MAINT AGREEMENT	
001	107399	CH	1	03102	METRO SALES INC	08/08/2025	\$7.22	165090	E 04 500 580 000 325 350	QUARTERLY MAINT AGREEMENT	
001	107399	CH	1	03102	METRO SALES INC	08/08/2025	\$220.59	165090	E 01 005 110 000 000 350	QUARTERLY MAINT AGREEMENT	
001	107399	CH	1	03102	METRO SALES INC	08/08/2025	\$209.07	165090	E 04 500 570 000 321 350	QUARTERLY MAINT AGREEMENT	
001	107399	CH	1	03102	METRO SALES INC	08/08/2025	\$315.31	165090	E 01 110 050 000 000 350	QUARTERLY MAINT AGREEMENT	
001	107399	CH	1	03102	METRO SALES INC	08/08/2025	\$112.99	165090	E 04 500 570 000 321 350	QUARTERLY MAINT AGREEMENT	
001	107399	CH	1	03102	METRO SALES INC	08/08/2025	\$37.37	165090	E 01 100 203 000 000 350	QUARTERLY MAINT AGREEMENT	
001	107399	CH	1	03102	METRO SALES INC	08/08/2025	\$146.56	165090	E 12 110 412 000 740 350	QUARTERLY MAINT AGREEMENT	
001	107399	CH	1	03102	METRO SALES INC	08/08/2025	\$36.19	165090	R 01 000 000 000 000 099	QUARTERLY MAINT AGREEMENT	
001	107399	CH	1	03102	METRO SALES INC	08/08/2025	\$1,007.36	165090	E 01 100 203 304 000 350	QUARTERLY MAINT AGREEMENT	
001	107399	CH	1	03102	METRO SALES INC	08/08/2025	\$31.33	165090	E 01 300 790 000 699 350	QUARTERLY MAINT AGREEMENT	
001	107399	CH	1	03102	METRO SALES INC	08/08/2025	\$252.64	165090	E 04 500 505 000 321 350	QUARTERLY MAINT AGREEMENT	

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001	107399	CH	1	03102	METRO SALES INC	08/08/2025	\$87.08	165090	E 04 500 596 000 344 350	QUARTERLY MAINT AGREEMENT	
Check Total:							\$5,894.08				
001	107400	CH	1	1016	O'REILLY AUTOMOTIVE, INC.	08/08/2025	\$379.02	165096	E 01 005 810 000 000 401	B&G SUPPLIES	
Check Total:							\$379.02				
001	107401	CH	1	14071	SCHWIRTZ, BRANDON	08/08/2025	\$41.30	165094	E 04 500 560 000 321 305	YOUTH BOWLING 06/05-06/26 (ADDITIOI	
Check Total:							\$41.30				
001	107402	CH	1	02684	CENTENNIAL SCHOOLS ISD #12	08/08/2025	\$369.51	165149	E 01 998 211 000 000 390	FY 24/25 C&T INVOICES	
001	107402	CH	1	02684	CENTENNIAL SCHOOLS ISD #12	08/08/2025	\$4,219.48	165149	E 01 998 208 000 000 390	FY 24/25 C&T INVOICES	
Check Total:							\$4,588.99				
001	107403	CH	1	13979	AHNER, JODY	08/08/2025	\$102.00	165110	E 04 500 560 000 321 357	INTERPRETING 07/28	
001	107403	CH	1	13979	AHNER, JODY	08/08/2025	\$204.00	165109	E 04 500 560 000 321 357	INTERPRETING 07/28 & 07/29	
Check Total:							\$306.00				
001	107404	CH	1	09213	AQUA ENGINEERING, INC.	08/08/2025	\$1,389.44	165107	E 01 005 810 000 000 350	B&G REPAIRS	
Check Total:							\$1,389.44				
001	107405	CH	1	13982	ASL INTERPRETING SERVICES INC	08/08/2025	\$213.00	165108	E 04 500 560 000 321 357	INTERPRETING 07/24	
001	107405	CH	1	13982	ASL INTERPRETING SERVICES INC	08/08/2025	\$151.00	165150	E 04 500 560 000 321 357	INTERPRETING 07/22/2025	
Check Total:							\$364.00				
001	107406	CH	1	08417	AVIBEN	08/08/2025	\$425.14	165146	E 01 005 105 000 000 305	403 (B) ADMIN & COMPLIANCE	
Check Total:							\$425.14				
001	107407	CH	1	13241	BENEFIT RESOURCE LLC	08/08/2025	\$200.00	165147	E 01 005 105 000 000 305	COBRA	
Check Total:							\$200.00				
001	107408	CH	1	13984	BIELEJESKI, ELIZABETH	08/08/2025	\$115.00	165112	E 04 500 560 000 321 357	INTERPRETER 07/31	
Check Total:							\$115.00				
001	107409	CH	1	06130	CARD SERVICES	08/08/2025	\$259.96	165145	E 04 500 570 000 321 490	CE	
001	107409	CH	1	06130	CARD SERVICES	08/08/2025	\$117.83	165145	E 04 500 570 000 321 490	CE	
001	107409	CH	1	06130	CARD SERVICES	08/08/2025	\$156.94	165145	E 04 500 570 000 321 490	CE	
Check Total:							\$534.73				
001	107410	CH	1	01475	CONNEXUS ENERGY	08/08/2025	\$735.63	165113	E 01 005 810 860 000 331	ELECTRICAL (GLENWOOD) 06/01-07/01	
Check Total:							\$735.63				
001	107411	CH	1	01475	CONNEXUS ENERGY	08/08/2025	\$509.08	165114	E 01 005 810 860 000 331	ELECTRICAL (IRRIG SVC) 06/01/25-07/01	
Check Total:							\$509.08				
001	107412	CH	1	13994	EGAN COMPANY	08/08/2025	\$564.00	165116	E 01 300 810 000 000 250	Snake Main Mens Restroom Urinal line - C	

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001	107412	CH	1	13994	EGAN COMPANY	08/08/2025	\$990.75	165117	E 01 100 810 000 000 350	Install new urinal supply nipple	
001	107412	CH	1	13994	EGAN COMPANY	08/08/2025	\$2,325.00	165118	E 01 201 810 000 000 350	Urinal Drain Repair Main mens restroom N	
001	107412	CH	1	13994	EGAN COMPANY	08/08/2025	\$1,542.00	165119	E 05 005 865 000 363 350	AUDITORIUM SMOKE VENT SPECTION	
Check Total:							\$5,421.75				
001	107413	CH	1	12783	EVERYDAY SPEECH LLC	08/08/2025	\$921.56	165115	E 12 201 401 000 372 406	FY26 Renewal- Everyday Speech MS	
001	107413	CH	1	12783	EVERYDAY SPEECH LLC	08/08/2025	\$2,764.68	165115	E 12 100 401 000 372 406	FY26 Renewal- Everyday Speech IES	
001	107413	CH	1	12783	EVERYDAY SPEECH LLC	08/08/2025	\$2,303.90	165115	E 12 110 401 000 372 406	FY26 Renewal- Everyday Speech LES	
001	107413	CH	1	12783	EVERYDAY SPEECH LLC	08/08/2025	\$460.77	165115	E 01 100 203 000 000 406	FY26 Renewal- IES Gen Ed	
001	107413	CH	1	12783	EVERYDAY SPEECH LLC	08/08/2025	\$921.56	165115	E 12 300 401 000 372 406	FY 26 Everday Speech- HS	
Check Total:							\$7,372.47				
001	107414	CH	1	12517	GERTENS	08/08/2025	\$1,140.00	165121	E 01 005 810 000 000 401	GAME TIME INFIELD CHALK	
Check Total:							\$1,140.00				
001	107415	CH	1	14196	GRANITE CITY ROOFING, INC.	08/08/2025	\$141,384.70	165120	E 01 300 810 353 000 520	CLAIM #891485510	
Check Total:							\$141,384.70				
001	107416	CH	1	05657	GUSTAVUS ADOLPHUS COLLEGE	08/08/2025	\$500.00	165143	E 01 300 960 000 340 898	FY 25 SCHOLARSHIP #1115692 ¹⁶	
Check Total:							\$500.00				
001	107417	CH	1	06539	H & B SPECIALIZED PROD., INC.	08/08/2025	\$7,150.00	165122	E 05 201 865 000 347 350	JULY 2025 LEGAL	
Check Total:							\$7,150.00				
001	107418	CH	1	12484	HUBBARD ELECTRIC INC	08/08/2025	\$1,628.63	165123	E 05 300 865 000 363 350	HS B&G REPAIRS	
001	107418	CH	1	12484	HUBBARD ELECTRIC INC	08/08/2025	\$1,780.00	165124	E 05 201 865 000 363 350	MS B&G REPAIRS	
Check Total:							\$3,408.63				
001	107419	CH	1	13490	KOESSEL, TRACY	08/08/2025	\$96.00	165148	E 01 300 294 000 000 357	INTERPRETING 07/23/2025	
Check Total:							\$96.00				
001	107420	CH	1	14065	KRUSEMARK, LEEANNE	08/08/2025	\$25.00	165125	E 04 500 565 090 321 305	BEGINNER'S GUIDE TO USING FREE CF	
Check Total:							\$25.00				
001	107421	CH	1	13130	LINDSEY OSTERMAN	08/08/2025	\$1,416.00	165126	E 01 300 790 000 699 303	PCN MEDIA CONSULTANT JULY 2023	
Check Total:							\$1,416.00				
001	107422	CH	1	06355	MINNESOTA ELEVATOR, INC	08/08/2025	\$600.00	165130	E 05 005 865 000 347 401	CELLULAR DEVICE & INSTALLATION	
001	107422	CH	1	06355	MINNESOTA ELEVATOR, INC	08/08/2025	\$600.00	165128	E 05 005 865 000 347 401	CELLULAR DEVICE & INSTALLATION	
001	107422	CH	1	06355	MINNESOTA ELEVATOR, INC	08/08/2025	\$600.00	165127	E 05 005 865 000 347 401	CELLULAR DEVICE & INSTALLATION	
001	107422	CH	1	06355	MINNESOTA ELEVATOR, INC	08/08/2025	\$1,303.51	165129	E 01 110 810 000 000 350	LIBERTY B&G REPAIRS	
Check Total:							\$3,103.51				

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001	107423	CH	1	04410	MN Department of Health	08/08/2025	\$180.00	165134	E 01 005 108 000 000 401	CENSUS (BIRTH REPORT) 07/0125-06/30	
Check Total:							\$180.00				
001	107424	CH	1	13016	NORTHLAND REFRIGERATION INCORP	08/08/2025	\$3,935.20	165131	E 01 300 810 000 000 350	HS B&G REPAIRS	
Check Total:							\$3,935.20				
001	107425	CH	1	14174	PYE-BARKER FIRE & SAFETY, LLC	08/08/2025	\$524.68	165132	E 05 110 865 000 363 350	LIBERTY B&G SUPPLIES	
001	107425	CH	1	14174	PYE-BARKER FIRE & SAFETY, LLC	08/08/2025	\$1,702.40	165133	E 05 201 865 000 363 350	MS B&G REPAIRS	
001	107425	CH	1	14174	PYE-BARKER FIRE & SAFETY, LLC	08/08/2025	\$310.00	165135	E 05 201 865 000 363 350	LITER K-GUARD FIRE EXTGR	
001	107425	CH	1	14174	PYE-BARKER FIRE & SAFETY, LLC	08/08/2025	\$1,405.10	165136	E 05 100 865 000 363 350	INDY B&G	
Check Total:							\$3,942.18				
001	107426	CH	1	01229	Regents of the Univ of Minn	08/08/2025	\$1,600.00	165141	E 12 100 407 000 372 406		
001	107426	CH	1	01229	Regents of the Univ of Minn	08/08/2025	\$640.00	165141	E 12 201 407 000 372 406		
Check Total:							\$2,240.00				
001	107427	CH	1	04849	ST. CLOUD STATE UNIVERSITY	08/08/2025	\$1,000.00	165144	E 01 300 960 000 340 898	FY 25 SCHOLARSHIP (CS)	
Check Total:							\$1,000.00				
001	107428	CH	1	12762	T-MOBILE	08/08/2025	\$140.00	165138	E 01 005 630 000 000 320	HOT SPOTS 06/21/25-07/20/25	
Check Total:							\$140.00				
001	107429	CH	1	13009	TRAFERA HOLDINGS, LLC	08/08/2025	\$18,600.00	165137	E 01 005 630 000 000 506	FY26 Renewal	
Check Total:							\$18,600.00				
001	107430	CH	1	06532	VISION STAFFING	08/08/2025	\$1,496.86	165140	E 01 005 810 356 000 305	GROUNDS WEEK OF 07/20/2025	
001	107430	CH	1	06532	VISION STAFFING	08/08/2025	\$1,385.48	165139	E 01 005 810 356 000 305	GROUNDS WEEK OF 07/27/2025	
Check Total:							\$2,882.34				
001	107431	CH	1	13048	WELLNESS FOR LIVING LLC	08/08/2025	\$504.00	165142	E 04 500 585 000 332 305	SAFARI/OCEAN LIFE	
Check Total:							\$504.00				
001	107432	CH	1	01089	VISION OF BIG LAKE	08/08/2025	\$573.88	165151	E 01 005 760 000 725 361	ALC & WTC ROUTES 24/25	
001	107432	CH	1	01089	VISION OF BIG LAKE	08/08/2025	\$573.88	165151	E 01 005 760 000 722 361	ALC & WTC ROUTES 24/25	
Check Total:							\$1,147.76				
001	107433	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	08/05/2025	\$293.50	165079	B 01 215 081	Child Support	
001	107433	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	08/05/2025	\$298.00	165079	B 04 215 081	Payroll Deductions	
Check Total:							\$591.50				
001	107434	CH	1	04223	MN NCPERS LIFE INSURANCE	08/05/2025	\$80.00	165082	B 01 215 033	NCPR Life	
Check Total:							\$80.00				
001	107435	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	08/05/2025	\$464.12	165084	B 01 215 040	U Due Nc	

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Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
001	107435	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	08/05/2025	\$33.38	165084	B 04 215 040	U Dues Nc	
Check Total:								\$497.50			
001	107438	CH	1	01475	CONNEXUS ENERGY	08/15/2025	\$145.05	165160	E 01 005 810 860 000 331	SOFTBALL CONCESSIONS ELECTRICAL	
001	107438	CH	1	01475	CONNEXUS ENERGY	08/15/2025	\$6,544.16	165160	E 01 100 810 000 000 331	INDY ELECTRICAL 06/11/2025-07/10/2025	
001	107438	CH	1	01475	CONNEXUS ENERGY	08/15/2025	\$8,713.59	165160	E 01 110 810 000 000 331	LIBERTY ELECTRICAL 06/11/2025-07/10/2025	
001	107438	CH	1	01475	CONNEXUS ENERGY	08/15/2025	\$217.46	165160	E 01 005 810 860 000 331	BASEBALL FIELD LIGHTS	
001	107438	CH	1	01475	CONNEXUS ENERGY	08/15/2025	\$1,079.77	165160	E 01 005 810 860 000 331	SOFTBALL FIELD ELECTRICAL 06/11/2025-07/10/2025	
Check Total:								\$16,700.03			
001	107439	CH	1	06408	ALLIED BLACKTOP COMPANY	08/15/2025	\$12,987.00	165158	E 05 005 865 000 384 350	DISTRICT WIDE ASPHALT REPAIRS PE	
001	107439	CH	1	06408	ALLIED BLACKTOP COMPANY	08/15/2025	\$0.00	165158	E 05 005 865 000 384 350	89 SY 2" PATCHING	
001	107439	CH	1	06408	ALLIED BLACKTOP COMPANY	08/15/2025	\$0.00	165158	E 05 005 865 000 384 350	96 SY OF 4" PATCHING	
001	107439	CH	1	06408	ALLIED BLACKTOP COMPANY	08/15/2025	\$0.00	165158	E 05 005 865 000 384 350	(2) CATCH BASIN REPAIRS	
Check Total:								\$12,987.00			
001	107440	CH	1	10414	BIG BEAR APPAREL	08/15/2025	\$2,262.00	165157	E 04 500 560 122 321 436	CE APPAREL	
Check Total:								\$2,262.00			
001	107441	CH	1	07197	DEGOLIER QUALITY PAINTING, INC.	08/15/2025	\$6,000.00	165170	E 01 110 810 000 000 350	PAINTING OF (3) WALLS IN 221, 222, 223	
001	107441	CH	1	07197	DEGOLIER QUALITY PAINTING, INC.	08/15/2025	\$0.00	165170	E 01 110 810 000 000 350	PAINT TO MATCH EXISTING WALLS-CAE	
Check Total:								\$6,000.00			
001	107442	CH	1	04409	DULUTH EAST HIGH SCHOOL	08/15/2025	\$150.00	165161	E 11 300 296 126 000 369	SWIMMING GREYHOUND INVITATIONAL	
Check Total:								\$150.00			
001	107443	CH	1	13387	EDCLUB	08/15/2025	\$2,986.56	165162	E 01 100 203 602 000 406	FY 26 Renewal	
Check Total:								\$2,986.56			
001	107444	CH	1	06230	GOPHER STATE ONE-CALL	08/15/2025	\$1.35	165167	E 01 005 810 000 000 350	TICKETS RECEIVED	
Check Total:								\$1.35			
001	107445	CH	1	05657	GUSTAVUS ADOLPHUS COLLEGE	08/15/2025	\$2,500.00	165168	E 01 300 960 000 340 898	FY 25 SCHOLARSHIP #1114382	
Check Total:								\$2,500.00			
001	107446	CH	1	08952	HOUGHTON MIFFLIN HARCOART PUBLI	08/15/2025	\$120.00	165166	E 01 200 205 000 417 430	language launch volume 1 unit 1-3 student	
001	107446	CH	1	08952	HOUGHTON MIFFLIN HARCOART PUBLI	08/15/2025	\$19.20	165166	E 01 200 205 000 417 430	Freight	
001	107446	CH	1	08952	HOUGHTON MIFFLIN HARCOART PUBLI	08/15/2025	\$0.00	165164	E 01 200 205 000 417 406	english 3d teacher	
001	107446	CH	1	08952	HOUGHTON MIFFLIN HARCOART PUBLI	08/15/2025	\$1,200.00	165164	E 01 200 205 000 417 430	3d course b volume 1 language and writing	
001	107446	CH	1	08952	HOUGHTON MIFFLIN HARCOART PUBLI	08/15/2025	\$192.00	165164	E 01 200 205 000 417 430	shipping	
001	107446	CH	1	08952	HOUGHTON MIFFLIN HARCOART PUBLI	08/15/2025	\$3,905.00	165165	E 05 300 220 602 302 406	2017 Collections Digital Student grade 12	

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 107385-2147483647 Payment Date: 7/1/2025-8/31/2025

Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	107446	CH	1 08952	HOUGHTON MIFFLIN HARCOART PUBLI	08/15/2025	\$228.75	165165	E 05 300 220 602 302 406	teacher resources digital 1 year
Check Total:						\$5,664.95			
001	107447	CH	1 04641	IEA	08/15/2025	\$275.00	165169	E 05 005 865 000 347 350	LEAD-IN-WATER FOLLOW-UP TESTING
Check Total:						\$275.00			
001	107448	CH	1 13490	KOESEL, TRACY	08/15/2025	\$192.00	165171	E 04 500 560 000 321 357	SIGN LANGUAGE INTERPRETING 07/23
Check Total:						\$192.00			
001	107449	CH	1 01121	MASSP	08/15/2025	\$615.00	165173	E 01 300 050 000 000 820	DOCKENDORF MASSP MEMBERSHIP D
001	107449	CH	1 01121	MASSP	08/15/2025	\$250.00	165173	E 01 300 050 000 000 820	DOCKENDORF MEMBERSHIP DUES - IN
001	107449	CH	1 01121	MASSP	08/15/2025	\$25.00	165173	E 01 300 050 000 000 820	DOCKENDORF DIVISION DUES - CENTF
001	107449	CH	1 01121	MASSP	08/15/2025	\$989.00	165172	E 01 300 605 000 000 820	FY 26 MEMBERSHIP DUES/DIVISION DU
Check Total:						\$1,879.00			
001	107450	CH	1 03102	METRO SALES INC	08/15/2025	\$6,745.00	165174	E 01 005 630 000 000 315	MFMS-5RW05 5 YEARS ECOPRINTQ ST.
Check Total:						\$6,745.00			
001	107451	CH	1 13178	MIDWEST MACHINERY CO	08/15/2025	\$681.57	165176	E 01 005 810 000 000 401	B&G BUSHING & BLAD
001	107451	CH	1 13178	MIDWEST MACHINERY CO	08/15/2025	\$412.41	165177	E 01 005 810 000 000 401	I-MATCH HITCH
Check Total:						\$1,093.98			
001	107452	CH	1 06355	MINNESOTA ELEVATOR, INC	08/15/2025	\$2,052.00	165175	E 05 005 865 000 347 350	AUGUST YEARLY SERVICE
Check Total:						\$2,052.00			
001	107453	CH	1 01146	MONTICELLO PRINTING	08/15/2025	\$444.36	165192	E 01 100 203 290 000 401	PBIS HORNET TICKETS FALL 2025 ORD
Check Total:						\$444.36			
001	107454	CH	1 07575	NORTH DAKOTA STATE UNIVERSITY	08/15/2025	\$500.00	165163	E 01 300 960 000 340 898	FY 25 SCHOLARSHIP #1562858
Check Total:						\$500.00			
001	107455	CH	1 01187	SCHMITT MUSIC CENTERS	08/15/2025	\$73.20	165190	E 01 201 208 951 000 350	REPAIRS
001	107455	CH	1 01187	SCHMITT MUSIC CENTERS	08/15/2025	\$162.00	165188	E 01 201 208 951 000 350	REPAIRS
001	107455	CH	1 01187	SCHMITT MUSIC CENTERS	08/15/2025	\$93.00	165186	E 01 201 208 951 000 350	REPAIRS
001	107455	CH	1 01187	SCHMITT MUSIC CENTERS	08/15/2025	\$105.00	165189	E 01 201 208 951 000 350	REPAIRS
001	107455	CH	1 01187	SCHMITT MUSIC CENTERS	08/15/2025	\$80.00	165191	E 01 201 208 951 000 350	REPAIRS
001	107455	CH	1 01187	SCHMITT MUSIC CENTERS	08/15/2025	\$92.70	165183	E 01 201 208 951 000 350	REPAIRS
001	107455	CH	1 01187	SCHMITT MUSIC CENTERS	08/15/2025	\$163.00	165187	E 01 201 208 951 000 350	REPAIRS
001	107455	CH	1 01187	SCHMITT MUSIC CENTERS	08/15/2025	\$122.00	165185	E 01 201 208 951 000 350	REPAIRS
001	107455	CH	1 01187	SCHMITT MUSIC CENTERS	08/15/2025	\$155.00	165184	E 01 201 208 951 000 350	REPAIRS
Check Total:						\$1,045.90			

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 107385-2147483647 Payment Date: 7/1/2025-8/31/2025

Pay/Void										
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	107456	CH	1	09941	STERLING TROPHY	08/15/2025	\$229.50	165179	E 04 500 560 122 321 436	40 OZ WHITE ENGRAVED WATER BOTT
							Check Total:	\$229.50		
001	107457	CH	1	13322	STYLE CATERING	08/15/2025	\$719.52	165178	E 01 300 790 000 699 490	DELUXE TACO BAR
							Check Total:	\$719.52		
001	107458	CH	1	12433	VARSITY ATHLETIC APPAREL, INC.	08/15/2025	\$801.50	165181	E 11 300 292 000 000 401	PO 34417 HS 6" CHENILLE/FELT PATCH
							Check Total:	\$801.50		
001	107459	CH	1	06532	VISION STAFFING	08/15/2025	\$1,378.66	165180	E 01 005 810 356 000 305	GROUNDS WEEK OF 08/03/2025
							Check Total:	\$1,378.66		
001	107460	CH	1	10633	WOLD ARCHITECTS AND ENGINEERS	08/15/2025	\$34,709.05	165182	E 05 300 866 000 366 305	2026 BIG LAKE HS POOL HVAC
							Check Total:	\$34,709.05		
001	107461	CH	1	08379	APPLE INC.	08/15/2025	\$10,790.00	165194	E 05 005 630 000 795 466	15-inch MacBook Air: Apple M4 chip with 11
001	107461	CH	1	08379	APPLE INC.	08/15/2025	\$263,700.00	165193	E 05 005 630 000 795 466	13-inch MacBook Air: Apple M4 chip with 11
							Check Total:	\$274,490.00		
001	107462	CH	1	12159	ARVIG	08/15/2025	\$137.18	165195	E 01 005 630 000 000 305	INTERNET 07/06/2025-08/05/2025 ₂₀
							Check Total:	\$137.18		
001	107463	CH	1	13984	BIELEJESKI, ELIZABETH	08/15/2025	\$230.00	165196	E 04 500 560 000 321 357	INTERPRETER (SPORTS PERFORMANC
							Check Total:	\$230.00		
001	107464	CH	1	02527	MCGRAW-HILL SCHOOL EDUCATION F	08/15/2025	\$229.62	165197	E 12 100 411 000 372 406	
001	107464	CH	1	02527	MCGRAW-HILL SCHOOL EDUCATION F	08/15/2025	\$229.62	165197	E 12 100 407 000 372 406	
001	107464	CH	1	02527	MCGRAW-HILL SCHOOL EDUCATION F	08/15/2025	\$229.62	165197	E 12 110 407 000 372 406	
001	107464	CH	1	02527	MCGRAW-HILL SCHOOL EDUCATION F	08/15/2025	\$52.65	165198	E 12 100 411 000 372 433	Number Worlds Level C Student Workbook
001	107464	CH	1	02527	MCGRAW-HILL SCHOOL EDUCATION F	08/15/2025	\$374.49	165198	E 12 110 407 000 372 433	
001	107464	CH	1	02527	MCGRAW-HILL SCHOOL EDUCATION F	08/15/2025	\$374.49	165198	E 12 100 411 000 372 433	
001	107464	CH	1	02527	MCGRAW-HILL SCHOOL EDUCATION F	08/15/2025	\$328.92	165198	E 12 110 407 000 372 433	Number Worlds Teacher Edition Level A
001	107464	CH	1	02527	MCGRAW-HILL SCHOOL EDUCATION F	08/15/2025	\$328.92	165198	E 12 110 407 000 372 433	
001	107464	CH	1	02527	MCGRAW-HILL SCHOOL EDUCATION F	08/15/2025	\$328.92	165198	E 12 100 411 000 372 433	
001	107464	CH	1	02527	MCGRAW-HILL SCHOOL EDUCATION F	08/15/2025	\$328.92	165198	E 12 100 411 000 372 433	Number Worlds Teacher Edition Level C
001	107464	CH	1	02527	MCGRAW-HILL SCHOOL EDUCATION F	08/15/2025	\$81.79	165198	E 12 110 407 000 372 433	
001	107464	CH	1	02527	MCGRAW-HILL SCHOOL EDUCATION F	08/15/2025	\$81.81	165198	E 12 100 411 000 372 433	
							Check Total:	\$2,969.77		
001	107465	CH	1	01215	SUPREME SCHOOL SUPPLY	08/15/2025	\$40.00	165199	E 01 300 211 000 000 401	40D-OBJ PLAN BOOKS
001	107465	CH	1	01215	SUPREME SCHOOL SUPPLY	08/15/2025	\$77.50	165199	E 01 300 211 000 000 401	1213-8 CLASS RECORD BOOKS
001	107465	CH	1	01215	SUPREME SCHOOL SUPPLY	08/15/2025	\$90.00	165199	E 01 300 211 000 000 401	36 MEMO BKS

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 107385-2147483647 Payment Date: 7/1/2025-8/31/2025

Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	107465	CH	1 01215	SUPREME SCHOOL SUPPLY	08/15/2025	\$17.12	165199	E 01 300 211 000 000 401	SHIPPING
						Check Total:	\$224.62		
001	107466	CH	1 13048	WELLNESS FOR LIVING LLC	08/15/2025	\$240.00	165200	E 04 500 585 000 332 305	SUMMER/BEACH/FISHING COOKIE DEC
						Check Total:	\$240.00		
001	107467	CH	1 14261	BUSWHERE LLC	08/18/2025	\$2,150.00	165343	E 01 005 760 000 720 405	SCHOOL BUS TRACKING AUGUST 2025
						Check Total:	\$2,150.00		
001	107468	CH	1 13218	CENTRAL MN MENTAL HEALTH CENTE	08/18/2025	\$1,620.00	165344	E 01 005 211 000 799 305	BRIDGES JULY 2025
						Check Total:	\$1,620.00		
001	107469	CH	1 12109	COR ROBOTICS LLC	08/18/2025	\$300.00	165345	E 04 500 585 000 332 305	INTRO TO DIGITAL ART 3
001	107469	CH	1 12109	COR ROBOTICS LLC	08/18/2025	\$240.00	165345	E 04 500 585 000 332 305	INTRO TO COMIC CREATION
						Check Total:	\$540.00		
001	107470	CH	1 12226	DARRYL WALETZKO	08/18/2025	\$2,500.00	165358	E 06 110 870 000 000 510	9 BOULDERS FOR INSTALL ON RADIUS
001	107470	CH	1 12226	DARRYL WALETZKO	08/18/2025	\$0.00	165358	E 06 110 870 000 000 510	BOND #22J005.09E
						Check Total:	\$2,500.00		
001	107471	CH	1 05657	GUSTAVUS ADOLPHUS COLLEGE	08/18/2025	\$2,500.00	165347	E 01 300 960 000 340 898	FY 25 SCHOLARSHIP STUDENT ID #1111
						Check Total:	\$2,500.00		
001	107472	CH	1 07027	HOUSE OF PRINT	08/18/2025	\$4,203.76	165361	E 04 500 505 000 321 305	CATALOG
001	107472	CH	1 07027	HOUSE OF PRINT	08/18/2025	\$85.79	165361	E 04 500 520 000 322 305	CATALOG
						Check Total:	\$4,289.55		
001	107473	CH	1 12237	HUDL	08/18/2025	\$3,600.00	165346	E 11 300 292 000 000 405	25-26 School year Hudl
001	107473	CH	1 12237	HUDL	08/18/2025	\$2,400.00	165346	E 11 300 288 144 000 405	25-26 School year Hudl
001	107473	CH	1 12237	HUDL	08/18/2025	\$1,500.00	165346	E 11 300 293 112 000 405	25-26 School year Hudl
001	107473	CH	1 12237	HUDL	08/18/2025	\$1,500.00	165346	E 11 300 293 113 000 405	25-26 School year Hudl
001	107473	CH	1 12237	HUDL	08/18/2025	\$1,000.00	165346	E 11 300 293 118 000 405	25-26 School year Hudl
001	107473	CH	1 12237	HUDL	08/18/2025	\$1,000.00	165346	E 11 300 293 162 000 405	25-26 School year Hudl
001	107473	CH	1 12237	HUDL	08/18/2025	\$1,000.00	165346	E 11 300 295 188 000 405	25-26 School year Hudl
001	107473	CH	1 12237	HUDL	08/18/2025	\$1,500.00	165346	E 11 300 295 124 000 405	25-26 School year Hudl
001	107473	CH	1 12237	HUDL	08/18/2025	\$1,000.00	165346	E 11 300 295 185 000 405	25-26 School year Hudl
001	107473	CH	1 12237	HUDL	08/18/2025	\$1,500.00	165346	E 11 300 295 127 000 405	25-26 School year Hudl
						Check Total:	\$16,000.00		
001	107474	CH	1 01644	IND. SCHOOL DISTRICT 877	08/18/2025	\$250.00	165360	E 01 300 211 000 000 390	WRIGHT CHOICE ANNUAL MEMBERSHIP
						Check Total:	\$250.00		

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 107385-2147483647 Payment Date: 7/1/2025-8/31/2025

Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	107475	CH	1 05341	MEDCO	08/18/2025	\$174.70	165350	E 11 300 292 000 000 401	Breathable Open Patella Knee Sleeve
Check Total:						\$174.70			
001	107476	CH	1 01146	MONTICELLO PRINTING	08/18/2025	\$701.75	165349	E 01 100 203 000 000 430	CLASSROOM POSTERS 35 X 3 POSTER
001	107476	CH	1 01146	MONTICELLO PRINTING	08/18/2025	\$40.00	165348	E 01 005 105 097 000 305	VOTE 2025 BUSINESS CARDS
Check Total:						\$741.75			
001	107477	CH	1 07890	PMA ASSET MANAGEMENT, LLC	08/18/2025	\$600.94	165351	E 45 005 935 000 000 305	JULY 2025 ASSETS
Check Total:						\$600.94			
001	107478	CH	1 09760	PREMIER LOCATING, INC.	08/18/2025	\$151.25	165352	E 01 005 810 000 000 305	TICKETS RECEIVED JULY 2025
Check Total:						\$151.25			
001	107479	CH	1 14192	STEVE'O'SEPTIC	08/18/2025	\$1,110.00	165353	E 04 500 505 000 321 335	PORTABLE TOILET RENTAL & SERVICE
001	107479	CH	1 14192	STEVE'O'SEPTIC	08/18/2025	\$994.80	165354	E 04 500 505 000 321 335	PORTABLE TOILET RENTAL & SERVICE
Check Total:						\$2,104.80			
001	107480	CH	1 12436	SWEDEBRO	08/18/2025	\$35,850.00	165355	E 02 201 770 000 701 350	Double Broadcast Quartz epoxy system for
Check Total:						\$35,850.00			
001	107481	CH	1 05903	TEACHING STRATAGIES, INC.	08/18/2025	\$2,182.17	165357	E 04 500 596 000 344 430	CE MN GOLD BUNDLE/GOLD ONLINE AS
Check Total:						\$2,182.17			
001	107482	CH	1 13349	TOWN & COUNTRY FENCE	08/18/2025	\$5,207.50	165356	E 05 110 850 000 302 510	FENCING AT LIBERTY ELEMENTARY PL
Check Total:						\$5,207.50			
001	107483	CH	1 10633	WOLD ARCHITECTS AND ENGINEERS	08/18/2025	\$6,391.31	165359	E 06 201 870 000 000 305	MS INTERIOR RENO BOND #22F201.01E
Check Total:						\$6,391.31			
001	107484	CH	1 12159	ARVIG	08/18/2025	\$139.24	165366	E 01 005 630 000 000 305	INTERNET 08/06/2025-09/05/2025
Check Total:						\$139.24			
001	107485	CH	1 10564	CLOSE UP FOUNDATION	08/18/2025	\$800.00	165367	E 01 300 270 000 000 406	CURRENT ISSUES RESOURCE LIBRAR\
Check Total:						\$800.00			
001	107486	CH	1 05358	ALBANY HIGH SCHOOL	08/22/2025	\$275.00	165381	E 11 300 296 124 000 369	Voucher #165380
Check Total:						\$275.00			
001	107487	CH	1 04794	ANNANDALE SCHOOLS	08/22/2025	\$125.00	165382	E 11 300 296 186 000 369	CROSS COUNTRY RUNNING MEET 09/0
001	107487	CH	1 04794	ANNANDALE SCHOOLS	08/22/2025	\$125.00	165383	E 11 300 294 116 000 369	CROSS COUNTRY RUNNING MEET 09/0
Check Total:						\$250.00			
001	107488	CH	1 05813	APPLE, INC	08/22/2025	\$99.90	165384	E 12 100 411 000 372 466	Brenthaven 360 iPad case
Check Total:						\$99.90			
001	107489	CH	1 01503	BECKER HIGH SCHOOL	08/22/2025	\$100.00	165386	E 11 300 296 186 000 369	CROSS COUNTRY RUNNING INVITE 09/0

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Payment Reg by Check-No Voids

Check Number: 107385-2147483647 Payment Date: 7/1/2025-8/31/2025

Pay/Void											
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
001	107489	CH	1	01503	BECKER HIGH SCHOOL	08/22/2025	\$100.00	165385	E 11 300 294 116 000 369	CROSS COUNTRY RUNNING INVITE 09/	
Check Total:							\$200.00				
001	107490	CH	1	13984	BIELEJESKI, ELIZABETH	08/22/2025	\$351.25	165387	E 11 300 294 113 000 369	FOOTBALL PRACTICE 08/12, 08/12 & 08/	
Check Total:							\$351.25				
001	107491	CH	1	13105	BLOOMINGTON JEFFERSON	08/22/2025	\$240.00	165388	E 11 300 296 124 000 369	VOLLEYBALL TOURNAMENT 10/11/2025	
001	107491	CH	1	13105	BLOOMINGTON JEFFERSON	08/22/2025	\$240.00	165389	E 11 300 296 124 000 369	VOLLEYBALL TOURNAMENT 10/11/2025	
Check Total:							\$480.00				
001	107492	CH	1	04837	DASSEL-COKATO HIGH SCHOOL	08/22/2025	\$250.00	165390	E 11 300 296 126 000 369	VOLLEYBALL TOURNAMENT 09/27/2025	
Check Total:							\$250.00				
001	107493	CH	1	12256	EDINA HIGH SCHOOL	08/22/2025	\$225.00	165391	E 11 300 296 126 000 369	VOLLEYBALL TOURNAMENT 10/04/2025	
Check Total:							\$225.00				
001	107494	CH	1	07779	HUTCHINSON HIGH SCHOOL	08/22/2025	\$175.00	165394	E 11 300 296 124 000 369	VOLLEYBALL INVITATIONAL 10/04/2025	
Check Total:							\$175.00				
001	107495	CH	1	08228	KIDCREATE STUDIO-NORTH METRO	08/22/2025	\$1,222.00	165392	E 04 500 585 000 332 305	CANDY LAB 08/12 & 08/13	
Check Total:							\$1,222.00	23			
001	107496	CH	1	13490	KOESSEL, TRACY	08/22/2025	\$108.00	165393	E 01 300 294 000 000 357	INTERPRETER 08/13/2025 FOOTBALL PI	
Check Total:							\$108.00				
001	107497	CH	1	10434	MAJESTIC CREATIONS	08/22/2025	\$744.40	165396	E 11 300 295 188 000 401	HS GIRLS SOCCER APPAREL	
Check Total:							\$744.40				
001	107498	CH	1	05255	MILACA HIGH SCHOOL	08/22/2025	\$150.00	165395	E 11 300 296 126 000 369	SWIMMING & DIVING INVITATIONAL 09/	
Check Total:							\$150.00				
001	107499	CH	1	01136	MN STATE HIGH SCHOOL LEAGUE	08/22/2025	\$2,480.00	165397	E 11 300 292 000 000 820	FY 26 MEMBERSHIP	
Check Total:							\$2,480.00				
001	107500	CH	1	01095	MONTICELLO HIGH SCHOOL	08/22/2025	\$100.00	165400	E 11 300 296 186 000 369	CROSS COUNTRY RUNNING INVITATIOI	
001	107500	CH	1	01095	MONTICELLO HIGH SCHOOL	08/22/2025	\$300.00	165398	E 11 300 296 124 000 369	VOLLEYBAL INVITATIONAL 09/20/2025	
001	107500	CH	1	01095	MONTICELLO HIGH SCHOOL	08/22/2025	\$100.00	165399	E 11 300 294 116 000 369	CROSS COUNTRY REUNNING INVITATIK	
Check Total:							\$500.00				
001	107501	CH	1	04796	PRINCETON HIGH SCHOOL	08/22/2025	\$100.00	165404	E 11 300 296 186 000 369	CROSS COUNTRY RUNNING INVITATIOI	
001	107501	CH	1	04796	PRINCETON HIGH SCHOOL	08/22/2025	\$100.00	165401	E 11 300 294 116 000 369	CROSS COUNTRY RUNNING INVITATIOI	
001	107501	CH	1	04796	PRINCETON HIGH SCHOOL	08/22/2025	\$100.00	165402	E 11 300 296 186 000 369	CROSS COUNTRY RUNNING INVITATIOI	
001	107501	CH	1	04796	PRINCETON HIGH SCHOOL	08/22/2025	\$100.00	165403	E 11 300 294 116 000 369	CROSS COUNTRY RUNNING INVITATIOI	
Check Total:							\$400.00				

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 107385-2147483647 Payment Date: 7/1/2025-8/31/2025

Pay/Void										
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	107502	CH	1	05565	ROCORI HIGH SCHOOL	08/22/2025	\$150.00	165405	E 11 300 294 116 000 369	CROSS COUNTRY RUNNING GAME 09/1
001	107502	CH	1	05565	ROCORI HIGH SCHOOL	08/22/2025	\$150.00	165406	E 11 300 296 186 000 369	CROSS COUNTRY RUNNING GAME 09/1
Check Total:								\$300.00		
001	107503	CH	1	04835	ST MICHAEL-ALBERTVILLE	08/22/2025	\$150.00	165407	E 11 300 294 116 000 369	CROSS COUNTRY INVITATIONAL 10/01/
001	107503	CH	1	04835	ST MICHAEL-ALBERTVILLE	08/22/2025	\$150.00	165408	E 11 300 296 186 000 369	CROSS COUNTRY INVITATIONAL 10/01/
Check Total:								\$300.00		
001	107504	CH	1	10434	MAJESTIC CREATIONS	08/22/2025	\$33.00	165409	E 01 005 010 000 000 401	30 OZ BIG LAKE HORNET TUMBLER
Check Total:								\$33.00		
001	107505	CH	1	01840	RATWIK, ROSZAK & MALONEY, P.A.	08/20/2025	\$2,134.50	165410	E 01 005 110 305 000 305	JULY 2025 LEGAL
Check Total:								\$2,134.50		
001	107506	CH	1	04641	IEA	08/22/2025	\$2,025.00	165412	E 05 005 865 000 347 305	JULY 2025 BMAX SPORTS FIELD TESTIN
001	107506	CH	1	04641	IEA	08/22/2025	\$1,161.40	165411	E 05 005 865 000 352 305	JULY 2025 UFARS 352-EHS MANAGEME
Check Total:								\$3,186.40		
001	107507	CH	1	14174	PYE-BARKER FIRE & SAFETY, LLC	08/22/2025	\$611.50	165413	E 05 300 865 000 363 350	HS HAZMAT/INSPECTIONS
Check Total:								\$611.50	24	
001	107508	CH	1	13995	SECURITY & SOUND CO	08/22/2025	\$20,000.00	165414	E 06 201 870 000 000 520	ESTAIMATE #14193 MS PUBLIC ADDRES
001	107508	CH	1	13995	SECURITY & SOUND CO	08/22/2025	\$0.00	165414	E 06 201 870 000 000 520	BOND PROJECT #22F201.03F
Check Total:								\$20,000.00		
001	107509	CH	1	13212	THREE SONS HARDWARE LLC	08/22/2025	\$12.49	165415	E 01 110 810 000 000 401	LIBERTY B&G SUPPLIES
001	107509	CH	1	13212	THREE SONS HARDWARE LLC	08/22/2025	\$19.28	165415	E 01 300 810 000 000 401	HS B&G SUPPLIES
001	107509	CH	1	13212	THREE SONS HARDWARE LLC	08/22/2025	\$40.73	165415	E 01 201 810 000 000 401	MS B&G SUPPLIES
001	107509	CH	1	13212	THREE SONS HARDWARE LLC	08/22/2025	\$74.43	165415	E 01 005 810 000 000 401	DW B&G SUPPLIES
Check Total:								\$146.93		
001	107510	CH	1	06532	VISION STAFFING	08/22/2025	\$723.45	165416	E 01 005 810 356 000 305	GROUNDS WEEK OF 08/10/2025
Check Total:								\$723.45		
001	107511	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	08/22/2025	\$293.50	165324	B 01 215 081	Child Support
001	107511	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	08/22/2025	\$298.00	165324	B 04 215 081	Payroll Deductions
Check Total:								\$591.50		
001	107512	CH	1	12504	MN PEIP	08/22/2025	\$285,620.88	165417	B 01 215 030	SEPTEMBER 2025 HEALTH
001	107512	CH	1	12504	MN PEIP	08/22/2025	\$11,700.34	165417	B 04 215 030	SEPTEMBER 2025 HEALTH
001	107512	CH	1	12504	MN PEIP	08/22/2025	\$4,101.18	165417	B 05 215 030	SEPTEMBER 2025 HEALTH
001	107512	CH	1	12504	MN PEIP	08/22/2025	\$604.56	165417	B 11 215 030	SEPTEMBER 2025 HEALTH
001	107512	CH	1	12504	MN PEIP	08/22/2025	\$59,430.28	165417	B 12 215 030	SEPTEMBER 2025 HEALTH

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 107385-2147483647 Payment Date: 7/1/2025-8/31/2025

Pay/Void											
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
001	107512	CH	1	12504	MN PEIP	08/22/2025	\$67,651.35	165417	B 01 215 051	SEPTEMBER 2025 HEALTH	
001	107512	CH	1	12504	MN PEIP	08/22/2025	\$1,267.93	165417	B 04 215 051	SEPTEMBER 2025 HEALTH	
001	107512	CH	1	12504	MN PEIP	08/22/2025	\$581.56	165417	B 05 215 051	SEPTEMBER 2025 HEALTH	
001	107512	CH	1	12504	MN PEIP	08/22/2025	\$0.00	165417	B 11 215 051	SEPTEMBER 2025 HEALTH	
001	107512	CH	1	12504	MN PEIP	08/22/2025	\$5,865.06	165417	B 12 215 051	SEPTEMBER 2025 HEALTH	
Check Total:							\$436,823.14				
001	107513	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	08/22/2025	\$464.12	165328	B 01 215 040	U Due Nc	
001	107513	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	08/22/2025	\$65.07	165328	B 04 215 040	U Dues Nc	
Check Total:							\$529.19				
001	107514	CH	1	03184	CENTERPOINT ENERGY	08/22/2025	\$312.18	165423	E 01 201 810 000 000 330	MS SCHOOL INT GAS JULY 2025	
001	107514	CH	1	03184	CENTERPOINT ENERGY	08/22/2025	\$222.29	165423	E 01 100 810 000 000 330	INDY INT GAS JULY 2025	
001	107514	CH	1	03184	CENTERPOINT ENERGY	08/22/2025	\$336.19	165423	E 01 300 810 000 000 330	HS FIRM GAS JULY 2025	
001	107514	CH	1	03184	CENTERPOINT ENERGY	08/22/2025	\$271.18	165423	E 01 300 810 000 000 330	HS SCHOOL INT GAS JULY 2025	
001	107514	CH	1	03184	CENTERPOINT ENERGY	08/22/2025	\$1,840.44	165423	E 01 100 810 000 000 330	INDY FIRM #2 GAS JULY 2025	
001	107514	CH	1	03184	CENTERPOINT ENERGY	08/22/2025	\$20.91	165423	E 01 100 810 000 000 330	INDY FFIRM #1 GAS JULY 2025 25	
001	107514	CH	1	03184	CENTERPOINT ENERGY	08/22/2025	\$515.69	165423	E 01 201 810 000 000 330	MS SCHOOL FIRM GAS JULY 2025	
Check Total:							\$3,518.88				
001	107515	CH	1	12222	HALLBERG ENGINEERING	08/22/2025	\$260.00	165424	E 06 100 870 000 000 305	INDY FIRE ALARM REPLACEMENT BONI	
001	107515	CH	1	12222	HALLBERG ENGINEERING	08/22/2025	\$435.00	165425	E 06 100 870 000 000 305	FIRE ALARM REPLACEMENT BID DOCS	
Check Total:							\$695.00				
001	107516	CH	1	01229	UNIVERSITY OF MINNESOTA	08/22/2025	\$1,000.00	165427	E 01 300 960 000 340 898	FY 25 SCHOLARSHIP (BN)	
Check Total:							\$1,000.00				
001	107517	CH	1	01165	XCEL ENERGY-NSP	08/22/2025	\$323.03	165426	E 01 110 810 000 000 330	LIBERTY GAS P302291437 07/09/25-07/0	
Check Total:							\$323.03				
001	107519	CH	1	13254	IMAGINE LEARNING LLC	08/22/2025	\$2,700.00	165433	E 01 410 211 000 000 406	EDGENUITY ACADEMIC INTEGRITY	
Check Total:							\$2,700.00				
001	107520	CH	1	03321	INTERMEDIATE DIST 287	08/22/2025	\$5,012.36	165431	E 01 998 211 000 000 390	24/25 CARE & TREATMENT FINAL BILLIN	
Check Total:							\$5,012.36				
001	107521	CH	1	01240	WRIGHT TECHNICAL CENTER	08/22/2025	\$2,033.14	165432	E 01 005 740 000 374 347	STUDENT SUPPORT PERSONNEL AID-F	
Check Total:							\$2,033.14				
001	107522	CH	1	14263	WEBER, INC.	08/22/2025	\$167,606.57	165429	E 06 201 870 000 000 520	MS RENOVATIONS BOND 22A 22F201.01	
Check Total:							\$167,606.57				

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 107385-2147483647 Payment Date: 7/1/2025-8/31/2025

Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	107523	CH	1 14263	WEBER, INC.	08/22/2025	\$348,073.58	165430	E 06 201 870 000 000 520	BOND 22A MS RENOVATIONS 22F201.01

Check Total: \$348,073.58

Bank 001 Total:

Report Total:

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 08/01/2025-08/31/2025

Pay/Void										
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001		CC	1	01034	RESOURCE TRAINING & SOLUTIONS	08/01/2025	\$3,562.13	165020	E 01 005 105 000 000 820	FY 26 Employee Online Safety & Complian
001		CC	1	01034	RESOURCE TRAINING & SOLUTIONS	08/01/2025	\$4,158.10	165028	E 01 005 010 000 000 820	FY 26 Membership
001		CC	1	01065	HILLYARD FLOOR CARE	08/01/2025	\$3,013.17	165024	E 01 110 810 000 000 401	FY 26 PO 34478 Liberty Cleaning Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	08/01/2025	\$8.56	165026	E 01 110 810 000 000 401	FY 26 PO 34478 Liberty Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	08/01/2025	\$870.38	165025	E 01 300 810 000 000 401	FY 26 PO 34477 HS B&G Supplies
001		CC	1	01229	UNIVERSITY OF MINNESOTA	08/01/2025	\$1,500.00	165017	E 01 005 640 000 316 820	FY 26 CARE! Assembly Membership Fee
001		CC	1	02632	SHIFFLER EQUIPMENT SALES INC	08/01/2025	\$3,417.59	165009	E 06 100 870 000 000 530	FY 26 BOND PROJECT #22D100.09E IND
001		CC	1	03455	GRAINGER	08/01/2025	\$3,269.86	165037	E 01 100 810 000 000 401	FY 26 PO 34476 Indy B&G Supplies
001		CC	1	03455	GRAINGER	08/01/2025	\$1,358.84	165038	E 01 201 810 000 000 401	FY 26 PO 34471 MS B&G Supplies
001		CC	1	03455	GRAINGER	08/01/2025	\$1,568.00	165032	E 01 300 810 000 000 401	FY 26 PO 34474 HS B&G Supplies
001		CC	1	03455	GRAINGER	08/01/2025	\$147.17	165041	E 01 201 810 000 000 401	FY 26 MS B&G Supplies
001		CC	1	03455	GRAINGER	08/01/2025	\$424.92	165031	E 01 300 810 000 000 401	FY 26 PO 34473 HS B&G Filters
001		CC	1	03455	GRAINGER	08/01/2025	\$23.97	165023	E 01 201 810 000 000 401	FY 26 PO 34472 MS B&G Repair Supplies
001		CC	1	03455	GRAINGER	08/01/2025	\$15.48	165022	E 01 201 810 000 000 401	FY 26 PO 34472 MS B&G Repair Supplies
001		CC	1	03455	GRAINGER	08/01/2025	\$1,223.36	165040	E 05 005 865 000 347 401	FY 26 B&G Supplies
001		CC	1	03455	GRAINGER	08/01/2025	\$508.14	165039	E 01 201 810 000 000 401	FY 26 PO 34472 MS B&G Supplies
001		CC	1	03455	GRAINGER	08/01/2025	\$16.48	165033	E 01 300 810 000 000 401	FY 26 PO 34473 HS B&G Filters
001		CC	1	04336	MASBO	08/01/2025	\$25.00	165027	E 01 005 640 000 316 366	FY 26 2025 Tax Levy Workshop 09/09/2025
001		CC	1	04623	KIEFER AQUATICS	08/01/2025	\$48.25	165003	E 11 300 296 126 000 401	FY 26 Diving Score Cards
001		CC	1	05351	HOME DEPOT	08/01/2025	\$1,428.00	165019	E 05 201 208 000 302 530	FY 26 MS Garage Storage Shelving
001		CC	1	05473	MASA	08/01/2025	\$289.00	165042	E 01 005 610 000 000 366	FY 26 Back to School Conference (MA & T
001		CC	1	05473	MASA	08/01/2025	\$289.00	165042	E 01 005 020 000 000 366	FY 26 Back to School Conference (MA & T
001		CC	1	05473	MASA	08/01/2025	(\$35.00)	165046	E 01 005 020 000 000 366	FY 26 Credit
001		CC	1	05473	MASA	08/01/2025	(\$35.00)	165046	E 01 005 610 000 000 366	FY 26 Credit
001		CC	1	06051	FINKEN WATER CENTERS	08/01/2025	\$26.20	165012	E 01 005 810 000 000 332	FY 26 B&G Supplies
001		CC	1	09044	MENARDS - ELK RIVER	08/01/2025	\$94.87	165015	E 04 500 560 126 321 401	FY 26 MS Supplies
001		CC	1	09045	SWIM OUTLET	08/01/2025	\$92.40	165001	E 11 300 296 126 000 401	FY 26 Swim Resistance Training Cord
001		CC	1	09217	HORIZON COMMERCIAL POOL SUPPLY	08/01/2025	\$2,321.44	165010	E 01 300 810 000 000 404	FY 26 HS Pool Supplies
001		CC	1	09728	FEDERATED CO-OPS	08/01/2025	\$1,311.52	165016	E 01 005 810 000 000 440	FY 26 Fuel
001		CC	1	10434	MAJESTIC CREATIONS	08/01/2025	\$34.00	165000	E 01 005 010 000 000 401	FY 26 PO 34506 Bill Miller Retirement Gift
001		CC	1	10575	CONSTANT CONTACT	08/01/2025	\$275.00	165044	E 04 500 505 000 321 305	FY 26 CE Marketing
001		CC	1	10619	4IMPRINT	08/01/2025	\$3,655.41	165035	E 01 300 790 000 699 401	FY 26- Swag giveaways
001		CC	1	10658	OZONE, LLC	08/01/2025	\$1,227.45	165043	E 04 500 560 122 321 436	FY 26 CE Gym
001		CC	1	10658	OZONE, LLC	08/01/2025	\$113.54	165043	E 01 005 110 999 000 401	FY 26 CE Gym

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Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 08/01/2025-08/31/2025

Pay/Void										
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001		CC	1	12129	SIPTRUNK, INC	08/01/2025	\$72.74	165045	E 01 005 630 000 000 320	FY 26 Back Up Phones
001		CC	1	12726	SEESAW FOR SCHOOLS	08/01/2025	\$10,372.02	165036	E 05 005 630 000 795 406	FY 26 Renewal
001		CC	1	12998	GYNZY	08/01/2025	\$995.00	165021	E 01 005 630 000 000 406	FY 26 PO 34497 Renewal
001		CC	1	13185	PATRIOT NEWS MN	08/01/2025	\$225.00	165013	E 01 005 010 000 000 305	FY 26 Board Highlights
001		CC	1	13342	NOAHS ARK ANIMAL	08/01/2025	\$407.70	165030	E 04 500 570 000 321 369	FY 26 KC Field Trip
001		CC	1	13481	MCDONALDS	08/01/2025	\$11.94	165004	E 01 300 790 000 699 401	FY 26- meal
001		CC	1	13994	EGAN COMPANY	08/01/2025	\$1,723.11	165007	E 01 201 810 000 000 350	FY 26 MS Repair vestibule glycol leak NTE
001		CC	1	14247	RIGHTWAY PARKING	08/01/2025	\$48.88	165011	E 01 300 790 000 699 366	Fy 26 CADCA Parking
001		CC	1	14252	FLOWROUTE	08/01/2025	\$500.00	165029	E 01 005 810 000 000 320	FY 26 Phone Lines
001		CC	1	14255	SPRAYERS	08/01/2025	\$784.87	165014	E 01 005 810 000 000 401	FY 26 B&G Supplies
001		CC	1	14257	SWIM BRIDGE	08/01/2025	\$415.93	165002	E 11 300 296 126 000 401	FY 26 Swim Bridge 2.0
001		CC	1	14258	MNVBCA	08/01/2025	\$155.00	165005	E 11 300 292 000 000 366	FY 26 2025 Clinic Registration
001		CC	1	14260	TEAM THROWS	08/01/2025	\$1,900.00	165006	E 04 500 580 341 325 401	FY 26 EC PAC
001		CC	1	7760	PIONEER ATHLETICS	08/01/2025	\$173.62	165008	E 01 005 810 000 000 401	FY 26 Optic Stem Rubber Base Plugs
001		CC	1	7760	PIONEER ATHLETICS	08/01/2025	\$659.00	165018	E 01 005 810 000 000 401	FY 26 Streamliner 35# Dry Line Marker

Check Total: \$54,692.04

Bank 001 Total:

Report Total:

August 2025 Personnel

Employee (Last, First Name)	Position	Building	Effective Date	Action Type
Deeth, Kara	Teacher	MS/HS	08/25/2025	New Hire
Heyen, Richard	Custodian	Middle School	08/18/2025	Transfer
Weinreis, William	Custodian	High School	8/18/2025	New Hire
van der Merwe, Chane	Paraeducator	Independence	06/26/2025	Resignation
Hackensmith, Amira	Paraeducator	Middle School	05/29/2025	Resignation
Tupy, Sophia	Paraeducator	Middle School	9/2/2025	New Hire
McHenry, Rikki	Paraeducator - School Readiness	Community Ed	09/02/2025	Transfer
Cihak, Alexandra	Paraeducator	Liberty	08/25/2025	New Hire
Nelson, Rosemary	School Monitor	Liberty	09/04/2025	New Hire
Quinn, Ashley	LTS Teacher	Liberty	08/18/2025	Transfer
Callahan, Marissa	Paraeducator	Middle School	09/02/2025	New Hire
Houts, Jina	LTS Program Secretary	Community Ed	8/20/2025	New Hire
Woltman, Nicole	Paraeducator	Liberty	05/22/2025	Resignation
Remarcik, Beth	Paraeducator	High School	05/30/2025	Resignation
Fernandez, Patrica	Paraeducator	High School	05/29/2025	Resignation
Robertson, Jennifer	Teacher	Liberty	08/25/2025	Transfer
Paulson, Andrea	Paraeducator	Liberty	09/02/2025	New Hire
Schwartz, Rebecca	Teacher	Liberty	08/25/2025	Transfer
Fleck, Jamie	Paraeducator	High School	09/02/2025	Rehire
Whitcome-Noble, Alison	Paraeducator	High School	09/02/2025	Transfer
Otto, Amy	Paraeducator	High School	05/30/2025	Resignation
Fournier, Calie	Paraeducator	High School	09/02/2025	New Hire



HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment free from harassment and violence, including, on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability (Protected Class). NOTE: Minnesota Statutes, section 121A.03 requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms with the Minnesota Human Rights Act, Minnesota Statutes, chapter 363A (MHRA). This policy complies with that statutory requirement and addresses the other classifications protected by the MHRA and/or federal law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence. The school district prohibits any form of harassment or violence, including on the basis of Protected Class.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication. (For purposes of this policy, school district personnel includes: school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

III. DEFINITIONS:

- A. "Assault" is:
 - 1) An act done with intent to cause fear in another of immediate bodily harm or death;
 - 2) The intentional infliction of or attempt to inflict bodily harm upon another; or,
 - 3) The threat to do bodily harm to another with the present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:
 - 1) Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;

- 2) Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - 3) Otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications Definitions
- 1) "Disability" means, with respect to an individual who:
 - a. has a physical sensory or mental impairment which materially limits one or more major life activities of such individual;
 - b. has a record of such an impairment;
 - c. is regarded as having such an impairment; or
 - d. has an impairment that is episodic or in remission and would materially limit a major life activity when active.
 - 2) "Familial status" means the condition of one or more minors having legal status or custody with:
 - a. the minor's parent or parents or the minor's legal guardian or guardians; or
 - b. the designee of the parent or parents or guardian or guardians with the written permission of the parent or parents or guardian or guardians.

Familial status also means residing with and caring for one or more individuals who lack the ability to meet essential requirements for physical health, safety, or self-care because the individual or individuals are unable to receive and evaluate information or make or communicate decisions. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
 - 3) "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 - 4) "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
 - 5) "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 - 6) "Sexual orientation" to whom someone is, or is perceived of as being, emotionally, physically, or sexually attracted to based on sex or gender identity. A person may be attracted to men, women, both, neither, or to people who are genderqueer, androgynous, or have other gender identities.
 - 7) "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment Definition

- 1) Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
- 2) Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence Definition

- 1) Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes section 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
- 2) Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence by a student, teacher, administrator, or other school district personnel, or

any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct that may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In each school building: the building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receive a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. The school board hereby designates the Human Resources Manager as the school district human rights officer to receive reports or complaints of harassment or

violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the Superintendent.

- H. The District shall conspicuously post the name of the human rights officer, including their mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school

district 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 incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not

limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. **RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights or another state or federal agency, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. **HARASSMENT OR VIOLENCE AS ABUSE**

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes chapter 260E may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. **DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

- Legal References:**
- Minn. Stat. § 120B.232 (Character Development Education)
 - Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
 - Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
 - Minn. Stat. § 121A.031 (School Student Bullying Policy)
 - Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
 - Minn. Stat. § 609.341 (Definitions)
 - Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
 - 20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
 - 29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
 - 29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)
 - 42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
 - 42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)

42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedures and Process)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)



INTERNET AND TECHNOLOGY ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

A. While not an exhaustive list, the following uses of the school district system and Internet resources are considered unacceptable:

- 1) Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:

- a. Pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. Information or materials that could cause damage or danger of disruption to the educational process;
 - e. Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
- 2) Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 - 3) Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
 - 4) Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
 - 5) Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
 - 6) Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
 - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - i. such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - ii. such information is not classified by the school district as directory information but written consent for release of the information to be

posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as “Facebook,” “Twitter,” “Instagram,” “Snapchat,” “TikTok,” “Reddit,” and similar websites or application.
 - 7) Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 - 8) Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 - 9) Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 - 10) Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district’s Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate

school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1) Obscene;
 - 2) Child pornography; or
 - 3) Harmful to minors;
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - 1) Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2) Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3) Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.
- F. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have any reasonable suspicion that the search will uncover a violation of law or school district policy.

- D. Parents may have the right at any time to investigate or review the contents of their child's files and e-mail files in accordance with the school district's Protection and Privacy of Pupil Records Policy. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure, or discovery under Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user and the parent or guardian. The Internet Use Agreement form for employees must be signed by the employee.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of district technologies is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or missed deliveries or non-deliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1) Notification that Internet use is subject to compliance with school district policies.
 - 2) Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives, or servers.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
 - 3) A description of the privacy rights and limitations of school sponsored/managed Internet accounts.

- 4) Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
- 5) Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
- 6) Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Public and Private Personnel Data Policy, and Protection and Privacy of Pupil Records Policy.
- 7) Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
- 8) Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 - 1) A copy of the user notification form provided to the student user.
 - 2) A description of parent/guardian responsibilities.
 - 3) A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 - 4) A statement that the Technology Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
 - 5) A statement that the school district's acceptable use policy is available for parental review.

XIII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS

- A. "Technology provider" means a person who:
 - 1) contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
 - 2) creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.
- B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:
 - 1) identify each curriculum, testing, or assessment technology provider with access to educational data;
 - 2) identify the educational data affected by the curriculum, testing, or

- assessment technology provider contract; and
- 3) include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.
- D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.
- E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
 - 1) the technology provider's employees or contractors have access to educational data only if authorized; and
 - 2) the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

XIV. SCHOOL-ISSUED DEVICES

- A. "School-issued device" means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.
- B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:
 - 1) any location-tracking feature of a school-issued device;
 - 2) any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
 - 3) student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.
- C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:
 - 1) the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
 - 2) the activity is permitted under a judicial warrant;
 - 3) the school district is notified or becomes aware that the device is missing or stolen;
 - 4) the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
 - 5) the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or
 - 6) the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.
- D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including

which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

XV. MULTI-FACTOR AUTHENTICATION FOR STAFF

- A. Multi-Factor Authentication (MFA) is a process that requires that the person attempting to access a computer resource provide a one-time code, or positive approval of the login using an out-of-band verification device such as a cellular telephone, mobile telephone application, or physical token. MFA is used by Big Lake School District as a supplement to strong passwords to authenticate users and authorize their access to resources such as Email, Storage Servers, and the campus Virtual Private Network (VPN) connection. MFA protects against unauthorized access to Big Lake School District accounts and is necessary for appropriate information security measures.
- B. It is the responsibility of the Big Lake School District account holder to make appropriate provisions to receive MFA confirmation codes via SMS text message, installation of required software, or using methods deemed appropriate by the Technology Department to ensure verification. If provisions are not made to comply with the Big Lake School District Technology Acceptable Use- Staff policy, the user will not be able to access protected resources until these provisions are made

XVI. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

XVII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
15 U.S.C. § 6501 *et seq.* (Children’s Online Privacy Protection Act)

17 U.S.C. § 101 *et seq.* (Copyrights)
 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
 47 U.S.C. § 254 (Children’s Internet Protection Act of 2000 (CIPA))
 47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Mahanoy Area Sch. Dist. v. B.L., 594 U.S. 180, 141 S. Ct. 2038 (2021)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969)
United States v. Amer. Library Assoc., 539 U.S. 1942003)
Sagehorn v. Indep. Sch. Dist. No. 728, 122 F.Supp.2d 842 (D. Minn. 2015)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, 894 F.Supp.2d 1128 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff’d* on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee’s Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
 MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
 MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
 MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
 MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
 MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Grievance Procedures and Process)
 MSBA/MASA Model Policy 603 (Curriculum Development)
 MSBA/MASA Model Policy 604 (Instructional Curriculum)
 MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
 MSBA/MASA Model Policy 806 (Crisis Management Policy)
 MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

PERSONAL ELECTRONIC COMMUNICATION DEVICES

I. PURPOSE

The objective of this policy is to support the school district's focus on learning in alignment with the district's mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools. Possession and use of personal electronic communication devices must be regulated to ensure that such devices do not disrupt or interfere with the education process or school operations, impair the safety, welfare, and privacy of students and staff, or are used as part of an act of academic dishonesty.

II. GENERAL STATEMENT OF POLICY

To minimize the impact of personal electronic communication devices on student behavior, mental health, and academic attainment and to support school environments in which students can engage fully with their classmates, their teachers, and instruction, the school board has determined the use of personal electronic communication devices by students during school hours should be limited.

III. DEFINITIONS

- A. "Bell-to-Bell" means from when the first bell rings at the start of the school day to begin instructional time until the dismissal bell rings at the end of the academic school day. "Bell-to bell" includes lunch and time in between class periods.
- B. "Cell Phone" means a personal device capable of making calls, transmitting pictures or video, or sending or receiving messages through electronic means. The definition of cell phone includes a non-smart phone that is limited to making phone calls or text messages and a smart phone that encompasses the above features.
- C. "Cyberbullying" means bullying using technology or other electronic communication, including but not limited to a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device.
- D. "Instructional Time" means any structured or unstructured learning experiences that occur from when the first bell rings at the start of the school day until the dismissal bell rings at the end of the academic school day.
- E. "Personal Electronic Communication Device" means any personal device capable of connecting to a cell phone, the internet, a cellular or Wi-Fi network, or directly connects to another similar device. Personal electronic communication devices may include cell phones, wearable devices such as smart watches, personal headphones, earbuds or pods, laptops, tablets, virtual reality devices, and other personal electronic communication devices with the abovementioned characteristics.
- F. "Stored" means a cell phone or personal electronic communication device not being carried on the student's person, including not in the student's pocket. Storage options may include, but are not limited to, in the student's backpack, in the student's locker, in a locked pouch, or in a designated place in the classroom, as determined by school administration.

IV. PERSONAL ELECTRONIC COMMUNICATION DEVICE USE AND STORAGE

- A. Personal Electronic Communication Device Use
 - 1) Students are prohibited from using personal electronic communication devices during the school day, unless specified in the Student Handbook
 - 2) Elementary Schools (K-5)

Personal electronic communication devices will be stored in lockers during the school day. Unless given permission by a teacher, students should not have phones/smart devices out during class. The use of camera features is NOT allowed in school locker rooms or bathrooms at any time. Recording, posting or transmitting photos or video of a person without their permission is NOT allowed. Use of external speakers is not allowed; please use earbuds (if your school permits or silence device). Improper use of phones/smart devices may result in confiscation of the device or an inability to bring it to school in the future. The district is not responsible for loss, damage or theft.

3) Middle School

Students cannot use personal technology devices such as tablets, computers, and cell phones at school. Teachers also have students use Internet-based technologies owned by the district. All district technologies are intended to be used for educational purposes only. This includes activity while on school grounds, at school-sponsored activities, and in school-supplied vehicles. Additionally, unacceptable use of technologies while off school grounds may be subject to disciplinary action if the activity disrupts the educational environment, or negatively affects another student or school staff member. Students cannot change their school email account name or profile picture.

4) High School

Students may NOT use cell phones or smart devices during class time. It is strongly suggested that all electronic devices be kept off and in a locker during school hours. Cell phones and smart devices may be accessed during passing time or lunch if necessary. The use of cell phones, smart devices or cameras is NOT allowed in school locker rooms or bathrooms at any time. Recording, posting or transmitting photos or video of a person without their permission is NOT allowed. Use of external speakers is not allowed. Improper use of cell phones/smart devices may result in confiscation of the device or an inability to bring it to school in the future.

B. If the school district has a reasonable suspicion that a student has violated a school policy, rule, or law by use of a cell phone or other electronic communication device, the school district may request to search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.

C. Off-Campus School-Sponsored Activities

School administration may establish guidelines for personal electronic communication device possession and use during off-campus school-sponsored activities, such as extracurricular activities, outdoor and service trips, and school field trips. These guidelines will be provided at pre-activity meetings, activity-specific permission slips, and by other means as appropriate in the circumstances.

V. LIMITATIONS ON USE OF AND STORAGE OF PERSONAL ELECTRONIC COMMUNICATION DEVICES

A. Limitations on Use of Personal Electronic Communication Devices

- 1) Personal electronic communication devices may not be used in any manner that causes or results in disruption of the educational environment or school-sponsored extracurricular activities or events or impairs or interferes with school district operations.
- 2) Devices, including but not limited to personal electronic communication devices, with audio, video, or photo-taking capabilities shall not be used at any time in locker rooms, bathrooms, or other locations where the presence of such devices poses an unreasonable risk to the safety, welfare, or privacy of others. Confiscation and search of such devices will occur if found in these areas.
- 3) Students may not use a device to record, transmit, or post audio, videos, or photos of a person or persons on school grounds or on a school bus without the express permission

of school staff in addition to the express consent of the individual or individuals that are the subjects of the recording.

- 4) Personal electronic communication devices may not be used to engage in bullying, cyberbullying, harassment, discrimination, or other activity prohibited under federal or state law or under school district policy.
- 5) Personal electronic communication devices shall not be used during a lockdown drill, a fire drill, or a similar safety drill.

B. Storage of Personal Electronic Communication Devices

Students shall keep their personal electronic communication devices in a secure place, such as the student's locker, a closed backpack, a storage device provided by the school, or an area designated by the classroom teacher at all times when personal electronic communication device use is prohibited.

VI. EXCEPTIONS

- A. Nothing in this policy prohibits a student from using a personal electronic communication device for a purpose documented in the student's individualized education program, a plan developed under section 504 of the Rehabilitation Act of 1973, or a health care plan in force regarding the student.
- B. A student may use a personal electronic communication device to monitor or address a health concern or medical condition upon permission granted by school administration.
- C. Students may use a personal electronic communication device when the use is necessary to respond to or report an emergency. For purposes of this policy, "emergency" means an actual or imminent threat to the health or safety of students and/or school personnel, which may result in death, bodily injury, or substantial property damage.
- D. A student may use a personal electronic communication device during a time at which use would otherwise be prohibited when the student has been granted permission from a staff member to use the device. If the school district implements a curriculum that uses technology, students may be allowed to use their own personal electronic communication devices to access the curriculum. Students who are allowed to use their own devices to access the curriculum will be granted access to any application or electronic materials when they are available to students who do not use their own devices, or provided free of charge to students who do not use their own devices for curriculum.
- E. Students who need to make a call may request permission to use a telephone in the building.

VII. DISCIPLINE

If a student violates this policy, a teacher or administrator shall take the following progressively serious disciplinary measures:

- A. Give the student a verbal warning and require the student to store the student's personal electronic communication device in accordance with this policy.
- B. Securely store the student's personal electronic communication device in a teacher- or administrator-controlled locker, bin, or drawer for the duration of the class or period.
- C. Place the student's personal electronic communication device in the school's central office for the remainder of the school day.
- D. Place the student's personal device in the school's central office to be picked up by the student's parent or guardian.
- E. Schedule a conference with the student's parent or guardian to discuss the student's personal device use
- F. Apply discipline as provided under school district policies and as appropriate.

VIII. SCHOOL DISTRICT RESPONSIBILITY

- A. The school district is not responsible for, nor is it required to investigate, any lost, stolen, or damaged personal electronic communication devices brought onto school grounds or the bus or school-sponsored activities or events.
- B. The school board directs the superintendent and school district administration to establish additional rules and procedures regarding student possession and use of personal electronic communication devices in schools as the superintendent and school district administration find appropriate. These rules shall be consistent with this policy and other applicable school district policies. These rules and procedures should seek to minimize the impact of personal electronic communication devices on student behavior, mental health, and academic attainment. These rules and procedures may be designed for specific school buildings, grade levels, or pursuant to similar criteria.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.73 (School Cell Phone Policy)
Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
29 U.S.C. § 794 (Nondiscrimination under Federal Grants and Programs)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 524 (Internet, Technology, and Cell Phone Acceptable Use and Safety Policy)
Away for the Day (www.awayfortheday.org)
MASSP/MESPA, *The Cell Phone Toolkit* (July 2024)



STUDENT TRIPS

I. PURPOSE

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests

II. GENERAL STATEMENT OF POLICY

The general expectation of the school board is that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Student trips will be categorized within three general areas:

A. Instructional Trips

Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal and shall be financed by school district funds within the constraints of the school building budget.

B. Supplementary Trips

This category pertains to those trips in which students voluntarily participate and which may take place outside the regular school day. Examples of trips in this category involve, class trips, student activities, clubs, and other special interest groups. Field trips are subject to review and approval of the activities director and/or the building principal. Financial contributions by students may be requested. (Minnesota Statutes section 123B.36)

C. Extended Trips

- 1) Trips that involve one or more overnight stops fall into this category. Extended trips may be instructional or supplementary and must be requested well in advance of the planned activity. An extended trip request form must be completed and approved at each level: student, principal, superintendent, and school board. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g., tournament competition).
- 2) The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.

III. REGULATIONS

- A. Rules of conduct and discipline for students and employees shall apply to all student trip activity.
- B. The school administration shall be responsible for providing more detailed procedures, including parental involvement, supervision, and such other

factors deemed important and in the best interest of students.

- C. Transportation shall be furnished through a commercial carrier or school-owned vehicle.
- D. An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior, written approval from administration.
- E. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.
 - 1) If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.
 - 2) An employee must obtain preapproval by administration of student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If preapproval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and circumstances for use of a personal vehicle shall be documented by administration.

IV. SCHOOL BOARD REVIEW

The superintendent shall at least annually report to the school board upon the utilization of trips under this policy.

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 169.011, Subd. 71(a) (Definitions)
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards) *Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721*, 327 F.3d 675 (8th Cir. 2003)
Lee v. Pine Bluff Sch. Dist., 472 F.3d 1026 (8th Cir. 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 423 (Employee – Student Relationships) MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 707 (Transportation of Public School Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy) MSBA/MASA Model Policy 710 (Extracurricular Transportation)

HOME SCHOOLING

I. PURPOSE

The purpose of this policy is to recognize and provide guidelines in accordance with state law for parents who wish to have their children receive education in a home school that is an alternative to an accredited public or private school.

II. GENERAL STATEMENT OF POLICY

The Compulsory Attendance Law (Minnesota Statutes section 120a.22) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship.

III. CONDITIONS FOR HOME SCHOOLING

The person in charge of a home school and the school district must provide instruction and meet the requirements specified in Minnesota Statutes section 120A.22.

IV. IMMUNIZATIONS

The parent or guardian of a home-schooled child shall submit statements as required by Minnesota Statutes section 121A.15, Subds. 1, 2, 3, 4, and 12, on the appropriate Minnesota Department of Education form, to the superintendent of the school district in which the child resides by October 1 of the first year of home schooling in Minnesota and the grade 7 year.

V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS

Upon formal request, as required by law, the school district will provide textbooks (including a teacher's edition, guide, or other materials that accompany a textbook when the edition, guide, or materials are packaged physically or electronically with textbooks for student use), individualized instructional or cooperative learning materials (including teacher materials that accompany pupil materials), software or other educational technology, and standardized tests and loan or provide them for use by a home-schooled child as provided under state law. The school district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to state law for this purpose. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that the school district does not incur more than an incidental cost as a result of providing access electronically.

VI. PUPIL SUPPORT SERVICES

Upon formal request, as required by law, the school district will provide pupil support services in the form of health services and counseling and guidance services to a home-schooled child as provided under state law. The school district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to state law.

VII. EXTRACURRICULAR ACTIVITIES

Resident pupils who receive instruction in a home school (in which five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public school students.

VIII. SHARED TIME PROGRAMS

Enrollment in class offerings of the school district.

- A. A home-schooled child who is a resident of the school district may enroll in up to three classes per trimester in the school district as a shared time pupil on the same basis as other nonpublic school students. The provisions of this policy shall not be determinative of whether the school district allows the enrollment of any pupils on a shared-time basis.
- B. The school district may limit enrollment of shared-time pupils in such classes based on the capacity of a program, class, grade level, or school building. The school board and administration retain sole discretion and control over scheduling of all classes and assignment of shared time pupils to classes.

IX. OPTIONAL COOPERATIVE ARRANGEMENTS

A. Activities

- 1. Minnesota State High School League-sponsored activities (where six or more students receive instruction in the home school or the home school students are not residents of the school district).

A home school that is a member of the Minnesota State High School League may request that the school district enter into a cooperative sponsorship arrangement as provided in Minnesota State High School League bylaws. The approval of such an arrangement shall be at the discretion of the school board.

- a. The home school must become a member of the Minnesota State High School League in accordance with the rules of the Minnesota State High School League.
 - b. The home school is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.
 - c. The home school is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.
- 2. Non-Minnesota State High School League activities in which six or more students receive instruction in the home school.

A home-schooled child may participate in non-Minnesota State High School League activities offered by the school district upon application and approval from the school board to participate in the activity and the payment of any activity fees associated with the activity. However, home school students may not be charged higher activity fees than other public school students. An approval shall be granted at the discretion of the school board.

B. Transportation Services

1. The school district may provide nonpublic non-regular transportation services to a home-schooled child.
2. The school board of the school district retains sole discretion and control and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (Definitions)
Minn. Stat. § 123B.42 (Textbooks, Individual Instruction or Cooperative Learning Material, Standard Tests)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.86 (Equal Treatment - Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Rules Ch. 3540 (Nonpublic Schools)

Cross References: MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
MSBA/MASA Model Policy 510 (School Activities)



EQUAL EMPLOYMENT OPPORTUNITY

I. PURPOSE

The purpose of this policy is to provide equal employment opportunity for all applicants for school district employment and school district employees.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal employment opportunity for all applicants and employees. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, including gender identity or expression, age, family care leave status, or veteran status. The school district also makes reasonable accommodations for disabled employees.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute impermissible harassment and the school district's internal procedures for addressing complaints of harassment, please refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of employment including hiring, discharge, promotion, compensation, facilities, or privileges of employment.
- D. Every school district employee shall be responsible for following this policy.
- E. Any person having a question regarding this policy should discuss it with the Human Resources Manager.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 2615 (Family and Medical Leave Act)
38 U.S.C. § 4211 *et seq.* (Employment and Training of Veterans)
38 U.S.C. § 4301 *et seq.* (Employment and Reemployment Rights of Members of the Uniformed Services)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Equal Opportunity for Individuals with Disabilities)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 405 (Veteran's Preference)
MSBA/MASA Model Policy 413 (Harassment and Violence)



DISABILITY NONDISCRIMINATION POLICY

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law

II. GENERAL STATEMENT OF POLICY

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact the school district's appointed ADA/Section 504 coordinator. Please refer to the employee handbook for contact information or contact the district office.

Legal References: Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. 794 *et seq.* (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 12101 (Americans with Disabilities Act)
29 C.F.R. Part 32
34 C.F.R. Part 104

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)



EMPLOYMENT BACKGROUND CHECKS

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check for applicants who receive an offer of employment with the school district and on all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, or such other background checks as provided by this policy. The school district may also elect to do background checks of other volunteers, independent contractors, and student employees in the school district

II. GENERAL STATEMENT OF POLICY

- A. The school district shall require that applicants for school district positions who receive an offer of employment and all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether any compensation is paid, submit to a criminal history background check. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district.
- B. The school district specifically reserves any and all rights it may have to conduct background checks regarding current employees, applicants, volunteers, vendors, or service providers without the consent of such individuals.
- C. Adherence to this policy by the school district shall in no way limit the school district's right to require additional information, or to use procedures currently in place or other procedures to gain additional background information concerning employees, applicants, volunteers, service providers, independent contractors, and student employees.

III. PROCEDURES

- A. Normally an individual will not commence employment or provide services until the school district receives the results of the criminal history background check. The school district may conditionally hire an applicant or allow an individual to provide services pending completion of the background check but shall notify the individual that the individual's employment or opportunity to provide services may be terminated based on the result of the background check. Background checks will be performed by the Minnesota Bureau of Criminal Apprehension (BCA). The BCA shall conduct the background check by retrieving criminal history data as defined in Minnesota Statutes section 13.87. The school district reserves the right to also have criminal history background checks conducted by other organizations or agencies.
- B. In order for an individual to be eligible for employment, volunteer, or to provide athletic coaching services or other extracurricular academic coaching services to the school district, except for an enrolled student volunteer, the individual must sign a criminal history consent form, which provides permission for the school district to conduct a criminal history background check, and provide a money order or check payable to either the BCA or to the school district, at the election of the school district, in an amount equal to the actual cost to

the BCA and the school district of conducting the criminal history background check. The cost of the criminal history background check is the responsibility of the individual, unless the school district decides to pay the costs for a volunteer, an independent contractor, or a student employee. If the individual fails to provide the school district with a signed Informed Consent Form and fee at the time the individual receives a job offer, or permission to provide services, the individual will be considered to have voluntarily withdrawn the application for employment or request to provide services.

- C. The school district, in its discretion, may elect not to request a criminal history background check on an individual who holds an initial entrance license issued by the Minnesota Professional Educator Licensing and Standards Board or the Minnesota Commissioner of Education within the 12 months preceding an offer of employment or permission to provide services.
- D. The school district may use the results of a criminal background check conducted at the request of another school hiring authority if:
 - 1. the results of the criminal background check are on file with the other school hiring authority or otherwise accessible;
 - 2. the other school hiring authority conducted a criminal background check within the previous 12 months;
 - 3. the individual executes a written consent form giving the school district access to the results of the check; and
 - 4. there is no reason to believe that the individual has committed an act subsequent to the check that would disqualify the individual for employment or provision of services.
- E. For all non-state residents who are offered employment with or the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, the school district shall request a criminal history background check on such individuals from the superintendent of the BCA and from the government agency performing the same function in the resident state or, if no government entity performs the same function in the resident state, from the Federal Bureau of Investigation. The offer of employment or the opportunity to provide services shall be conditioned upon a determination by the school district that an individual's criminal history does not preclude the individual from employment with, or provision of services to, the school district. Such individuals must provide an executed criminal history consent form.
- F. When required, individuals must provide fingerprints to assist in a criminal history background check. If the fingerprints provided by the individual are unusable, the individual will be required to submit another set of prints.
- G. Copies of this policy shall be available in the school district's employment office and will be distributed to applicants for employment and individuals who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services upon request. The need to submit to a criminal history background check may be included with the basic criteria for employment or provision of services in the position posting and position advertisements.
- H. The individual will be informed of the results of the criminal background check(s) to the extent required by law.
- I. If the criminal history background check precludes employment with, or provision of services to, the school district, the individual will be so advised.
- J. The school district may apply these procedures to other volunteers, independent contractors, or student employees.
- K. At the beginning of each school year or when a student enrolls, the school district will notify parents and guardians about this policy and identify those positions subject to a background check and the extent of the school district's discretion in requiring a background check. The school district may include this notice in its student handbook, a school policy guide, or other similar communication. A form notice for this purpose is included with this policy.

IV. CRIMINAL HISTORY CONSENT FORM

A form to obtain consent for a criminal history background check is included with this policy.

Legal References: Minn. Stat. § 13.04, Subd. 4 (Rights of Subjects of Data)
Minn. Stat. § 13.87, Subd. 1 (Criminal Justice Data)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. §§ 299C.60-299C.64 (Minnesota Child, Elder, and Individuals with Disabilities Protection Background Check Act)
Minn. Stat. § 364.09(b) (Exception for School Districts)



VETERAN'S PREFERENCE

I. PURPOSE

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process

II. GENERAL STATEMENT OF POLICY

- A. The school district's policy is to comply with the VPA regarding veteran's preference rights and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice, upon stated changes, and in writing. This paragraph does not apply to the position of teacher.
- C. Veteran's preference points will be applied pursuant to applicable law as follows:
 - 1. A credit of ten points shall be added to the competitive open examination rating of a non-disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 2. A credit of fifteen points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.
 - 4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.
- D. Eligibility for and application of veteran's preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.
- E. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran's preference.
- F. The school district's policy is to use a 100-point hiring system to enable allocation of veteran's preference points. The school district may or may not use a 100-point hiring system for filling teaching positions. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.
- G. If the school district rejects a member of the finalist pool who has claimed veteran's preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district's personnel officer.
- H. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
 - 1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
 - 2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration

- provisions set forth in a collective bargaining agreement in the event of a discharge.
- I. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

Legal References: Minn. Stat. § 43A.11 (Veteran's Preference)
Minn. Stat. § 197.455 (Veteran's Preference Applied)
Minn. Stat. § 197.46 (Veterans Preference Act)
Hall v. City of Champlin, 463 N.W.2d 502 (Minn. 1990)
Young v. City of Duluth, 410 N.W.2d 27 (Minn. Ct. App. 1987)

Cross References: MSBA/MASA Model Policy 401 (Equal Employment Opportunity)

EMPLOYEE RIGHT TO KNOW – EXPOSURE TO HAZARDOUS SUBSTANCES

I. PURPOSE

The purpose of this policy is to provide school district employees a place of employment and conditions of employment free from recognized hazards that are likely to cause death or serious injury or harm.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to provide information and training to employees who may be “routinely exposed” to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen.

III. DEFINITIONS

- A. “Commissioner” means the Minnesota Commissioner of Labor and Industry.
- B. “Routinely exposed” means that there is a reasonable potential for exposure during the normal course of assigned work or when an employee is assigned to work in an area where a hazardous substance has been spilled.
- C. “Hazardous substance” means a chemical or substance, or mixture of chemicals and substances, which:
 - 1. is regulated by the Federal Occupational Safety and Health Administration under the Code of Federal Regulations; or
 - 2. is either toxic or highly toxic; an irritant; corrosive; a strong oxidizer; a strong sensitizer; combustible; either flammable or extremely flammable; dangerously reactive; pyrophoric; pressure-generating; compressed gas; carcinogen; teratogen; mutagen; reproductive toxic agent; or that otherwise, according to generally accepted documented medical or scientific evidence, may cause substantial acute or chronic personal injury or illness during or as a direct result of any customary or reasonably foreseeable accidental or intentional exposure to the chemical or substance; or
 - 3. is determined by the commissioner as a part of the standard for the chemical or substance or mixture of chemicals and substances to present a significant risk to worker health and safety or imminent danger of death or serious physical harm to an employee as a result of foreseeable use, handling, accidental spill, exposure, or contamination.
- D. “Harmful physical agent” means a physical agent determined by the commissioner as a part of the standard for that agent to present a significant risk to worker health or safety or imminent danger of death or serious physical harm to an employee. This definition includes, but is not limited to, radiation, whether ionizing or nonionizing.
- E. “Infectious agent” means a communicable bacterium, rickettsia, parasites, virus, or fungus determined by the commissioner by rule, with approval of the commissioner of health, which, according to documented medical or scientific evidence, causes substantial acute or chronic illness or permanent disability as a foreseeable and direct result of any routine exposure to the infectious agent. Infectious agent does not include an agent in or on the body of a patient before diagnosis.
- F. “Blood borne pathogen” means a pathogenic microorganism that is present in human blood and can cause disease in humans. This definition includes, but is not limited to, hepatitis B virus (HBV) and human immunodeficiency virus (HIV).

IV. TARGET JOB CATEGORIES

Annual training will be provided to all full- and part-time employees who are “routinely exposed” to a hazardous substance, harmful physical agent, infectious agent, or blood borne pathogen as set forth above.

V. TRAINING SCHEDULE

Training will be provided to employees before beginning a job assignment as follows:

- A. Any newly hired employee assigned to a work area where he or she is determined to be “routinely exposed” under the guidelines above.
- B. Any employee reassigned to a work area where he or she is determined to be “routinely exposed” under the above guidelines.

Legal References: Minn. Stat. Ch. 182 (Occupational Safety and Health)
Minn. Rules Ch. 5205 (Occupational Safety and Health Standards)
Minn. Rules Ch. 5206 (Hazardous Substances; Employee Right to Know Standards)
29 C.F.R. § 1910.1050, App. B (Substance Technical Guidelines)

Cross References: MSBA/MASA Model Policy 420 (Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions)
MSBA/MASA Model Policy 807 (Health and Safety Policy)



SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE

I. PURPOSE

The purpose of this policy is to protect the privacy rights of school district employees and students under both state and federal law when requested to testify or provide educational records for a judicial or administrative proceeding.

II. GENERAL STATEMENT OF POLICY

This policy is to provide guidance and direction for school district employees who may be subpoenaed to testify and/or provide educational records for a judicial or administrative proceeding.

III. DATA CLASSIFICATION

A. Educational Data

1. State Law

The Minnesota Government Data Practices Act (MGDPA), Minnesota Statutes chapter 13, classifies all educational data, except for directory information as designated by the school district, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data or a parent if the subject of the data is a minor.**

2. Federal Law

The Family Educational Rights and Privacy Act (FERPA), 20 United States Code section 1232g, provides that educational data may not be released, except pursuant to informed consent by the individual subject of the data or any lawfully issued subpoena. Regulations promulgated under the federal law require that the school district must first make a reasonable effort to notify the parent of the student, or the student if the student is 18 years of age or older, of the subpoena in advance of releasing the information pursuant to the subpoena.

B. Personnel Data

The MGDPA, also classifies all personnel data, except for certain data specifically classified as public, as private data on individuals. The state statute provides that **private data on individuals may not be released, except pursuant to a valid court order or informed consent by the subject of the data.**

IV. APPLICATION AND PROCEDURES

- A. Any employee who receives a subpoena for any purpose related to employment is to inform the building administrator or designated supervisor when the employee receives the subpoena. The building administrator or designated supervisor shall immediately inform the superintendent that the employee has received a subpoena.
- B. No employee may release educational data, personnel data, or any other data of any kind without consultation in advance with the superintendent. Information relating to the subpoena must be considered private data.
- C. Payment for attendance at judicial or administrative proceedings and the retention of witness and mileage fees is to be determined in accordance with the applicable school board policies and collective bargaining agreements.
- D. The administration shall not release any information except in strict compliance with state

and federal law and this policy. Recognizing that an unauthorized release may expose the school district or its employees to civil or criminal penalties or loss of employment, the administration shall confer with school district legal counsel prior to release of such data.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Rules 1205.0100, Subp. 5 (How These Rules Apply)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

Cross References: MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA Law Bulletin “I” (School Records – Privacy – Access to Data)



EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS, INVENTIONS, AND CREATIONS

I. PURPOSE

The purpose of this policy is to identify and reserve the proprietary rights of the school district to certain publications, instructional materials, inventions, and creations which employees may develop or create, or assist in developing or creating, while employed by the school district.

II. GENERAL STATEMENT OF POLICY

Unless the employee develops, creates or assists in developing or creating a publication, instructional material, computer program, invention or creation entirely on the employee's own time and without the use of any school district facilities or equipment, the employee shall immediately disclose and, on demand of the school district, assign any rights to publications, instructional materials, computer programs, materials posted on websites, inventions or creations which the employee develops or creates or assists in developing or creating during the term of employee's employment and for two (2) years thereafter. In addition, employees shall sign such documents and perform such other acts as may be necessary to secure the rights of the school district relating to such publications, instructional materials, computer programs, materials posted on websites, inventions and/or creations, including domestic and foreign patents and copyrights.

III. NOTICE OF POLICY

The school district shall give employees notice of this policy by such means as are reasonably likely to inform them of this policy.

Legal References: Minn. Stat. § 181.78 (Agreements; Terms Relating to Inventions)
17 U.S.C. § 101 *et seq.* (Copyrights)

Cross References: None



EXPENSE REIMBURSEMENT

I. PURPOSE

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

II. AUTHORIZATION

All school district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district business-related expenses.

III. REIMBURSEMENT

- A. Requests for reimbursement must be itemized on the official school district form and are to be 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 mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

IV. AIRLINE TRAVEL CREDIT

- A. Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee.
 - 1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.
 - 2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.
- B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.
- C. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

V. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

Legal References: Minn. Stat. § 15.435 (Airline Travel Credit)
Minn. Stat. § 471.665 (Mileage Allowances)
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)
Minn. Op. Atty. Gen. 161B-12 (Jan. 24, 1989) (Operating Expenses of Car)

Cross References: MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members).



STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED INFECTIONS AND DISEASES AND CERTAIN OTHER COMMUNICABLE DISEASES AND INFECTIOUS CONDITIONS

I. PURPOSE

Public concern that students and staff of the school district be able to attend the schools of the district without becoming infected with serious communicable or infectious diseases, including, but not limited to, Human Immunodeficiency Virus (HIV), Acquired Immunodeficiency Syndrome (AIDS), Hepatitis B, and Tuberculosis, requires that the school board adopt measures effectively responding to health concerns while respecting the rights of all students, employees, and contractors, including those who are so infected. The purpose of this policy is to adopt such measures.

II. GENERAL STATEMENT OF POLICY

A. Students

The policy of the school board is that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school district. A procedure for minimizing interruptions to learning resulting from communicable diseases will be established by the school district in its IEP and Section 504 team process, if applicable, and in consultation with community health and private health care providers. Procedures for the inclusion of students with communicable diseases will include any applicable educational team planning processes, including the review of the educational implications for the student and others with whom the student comes into contact.

B. Employees

The policy of the school board is that employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically, mentally, and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the school district. If a reasonable accommodation will eliminate the significant risk of transmission, such accommodation will be undertaken unless it poses an undue hardship to the school district.

C. Circumstances and Conditions

1. Determinations of whether a contagious individual's school attendance or job performance creates a significant risk of the transmission of the illness to students or employees of the school district will be made on a case by case basis. Such decisions will be based upon the nature of the risk (how it is transmitted), the duration of the risk (how long the carrier is infectious), the severity of the risk (what is the potential harm to third parties), and the probabilities the disease will be transmitted and will cause varying degrees of harm. When a student is disabled, such a determination will be made in consultation with the educational planning team.
2. The school board recognizes that some students and some employees, because of special circumstances and conditions, may pose greater risks for the transmission of infectious conditions than other persons infected with the same illness. Examples include students who display biting behavior, students or employees who are unable

to control their bodily fluids, who have oozing skin lesions, or who have severe disorders which result in spontaneous external bleeding. These conditions need to be taken into account and considered in assessing the risk of transmission of the disease and the resulting effect upon the educational program of the student or employment of the employee by consulting with the Commissioner of Health, the physician of the student or employee, and the parent(s)/guardian(s) of the student.

D. Students with Special Circumstances and Conditions

The school District Health Coordinator, along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others, if appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic reevaluation as deemed necessary by the state epidemiologist. The risks to the student shall be determined by the student's physician.

E. Extracurricular Student Participation

Student participation in nonacademic, extracurricular, and non-educational programs of the school district are subject to a requirement of equal access and comparable services.

F. Precautions

The school district will develop routine procedures for infection control at school and for educating employees about these procedures. The procedures shall be developed through cooperation with health professionals taking into consideration any guidelines of the Minnesota Department of Education and the Minnesota Department of Health.

G. Information Sharing

1. Employee and student health information shall be shared within the school district only with those whose jobs require such information and with those who have a legitimate educational interest (including health and safety) in such information and shall be shared only to the extent required to accomplish legitimate educational goals and to comply with employees' right to know requirements.
2. Employee and student health data shall be shared outside the school district only in accordance with state and federal law and with the school district's policies on employee and student records and data.

H. Reporting

If a medical condition of student or staff threatens public health, it must be reported to the Minnesota Commissioner of Health.

I. Prevention

The school district shall, with the assistance of the Minnesota Commissioners of Health and Education, implement a program to prevent and reduce the risk of sexually transmitted diseases in accordance with Minnesota Statutes section 121A.23 that includes:

1. planning materials, guidelines, and other technically accurate and updated information;
2. a comprehensive, developmentally appropriate, technically accurate, and updated curriculum that includes helping students to abstain from sexual activity until marriage;
3. cooperation and coordination among school districts and Service Cooperatives;
4. a targeting of adolescents, especially those who may be at high risk of contracting sexually transmitted diseases and infections, for prevention efforts;
5. involvement of parents and other community members;
6. in-service training for district staff and school board members;
7. collaboration with state agencies and organizations having a sexually transmitted infection and disease prevention or sexually transmitted infection and disease risk reduction program;
8. collaboration with local community health services, agencies and organizations having a sexually transmitted infection and disease risk reduction program; and
9. participation by state and local student organizations.

10. The program must be consistent with the health and wellness curriculum.
11. The school district may accept funds for sexually transmitted infection and disease prevention programs developed and implemented under this section from public and private sources, including public health funds and foundations, department professional development funds, federal block grants, or other federal or state grants.

J. Vaccination and Screening

The school district will develop procedures regarding the administration of Hepatitis B vaccinations and Tuberculosis screenings in keeping with current state and federal law. The procedures shall provide that the Hepatitis B vaccination series be offered to all who have occupational exposure at no cost to the employee.

Legal References: Minn. Stat. § 121A.23 (Programs to Prevent and Reduce the Risks of Sexually Transmitted Infections and Diseases)
 Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)
 Minn. Stat. § 142 (Testing in School Clinics)
 Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
 20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
 42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)
 29 C.F.R. 1910.1030 (Bloodborne Pathogens)
Kohl by Kohl v. Woodhaven Learning Center, 865 F.2d 930 (8th Cir.), *cert. denied*, 493 U.S. 892, 110 S.Ct. 239 (1989)
School Board of Nassau County, Fla. v. Arline, 480 U.S. 273, 107 S.Ct. 1123 (1987)
 16 EHLR 712, OCR Staff Memo, April 5, 1990

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
 MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
 MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)



GIFTS TO EMPLOYEES AND SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to avoid the appearance of impropriety or the appearance of a conflict of interest with respect to gifts given to school district employees and school board members.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that students, parents, and others may wish to show appreciation to school district employees. The policy of the school district, however, is to discourage gift-giving to employees and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia.
- B. A violation of this policy occurs when any employee solicits, accepts, or receives, either by direct or indirect means, a gift from a student, parent, or other individual or organization of greater than nominal value.
- C. A violation of this policy occurs when any employee solicits, accepts, or receives a gift from a person or entity doing business with or seeking to do business with the school district. Employees may accept items of insignificant value of a promotional or public relations nature or a plaque with a resale value of \$5 or less with an inscription recognizing an individual for an accomplishment. The superintendent has discretion to determine what value is “insignificant.”
- D. Teachers may accept, from publishers, free samples of textbooks and related teaching materials.
- E. This policy applies only to gifts given to employees where the donor’s relationship with the employee arises out of the employee’s employment with the school district. It does not apply to gifts given to employees by personal friends, family members, other employees, or others unconnected to the employee’s employment with the school district.
- F. An elected or appointed member of a school board, a school superintendent, a school principal, or a district school officer, including the school business official, may not accept a gift from an interested person.

III. DEFINITIONS

- A. “Gift” means money, real or personal property, a service, a loan, a forbearance or forgiveness of indebtedness, or a promise of future employment that is given without something of equal or greater value being received in return.
- B. “Interested person” means a person or a representative of a person or association that has a direct financial interest in a decision that a school board member, a superintendent, a school principal, or a district school officer is authorized to make.
- C. “Financial interest” means any ownership or control in an asset which has the potential to produce a monetary return.

IV. PROCEDURES

Any employee considering the acceptance of a gift shall confer with the administration for guidance related to the interpretation and application of this policy.

V. VIOLATIONS

Employees who violate the provisions of this policy may be subject to discipline, which may include reprimand, suspension, and/or termination or discharge.

Legal References: Minn. Stat. § 10A.07 (Conflicts of Interest)
Minn. Stat. § 10A.071 (Prohibition of Gifts)
Minn. Stat. § 15.43 (Acceptance of Advantage by State Employee; Penalty)
Minn. Stat. § 471.895 (Certain Gifts by Interested Persons Prohibited)

Cross References: MSBA/MASA Model Policy 209 (Code of Ethics)
MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)



POLICIES INCORPORATED BY REFERENCE

PURPOSE

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

Model Policy 505	Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees
Model Policy 507	Corporal Punishment
Model Policy 510	Student Activities
Model Policy 511	Student Fundraising
Model Policy 517	Student Recruiting
Model Policy 518	DNR-DNI Orders
Model Policy 519	Interviews of Students by Outside Agencies
Model Policy 522	Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process
Model Policy 524	Internet Acceptable Use and Safety Policy
Model Policy 525	Violence Prevention
Model Policy 535	Service Animals in Schools

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

Legal References: None

Cross References: None

EMPLOYEE-STUDENT RELATIONSHIPS

I. PURPOSE

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding, and direction while maintaining a standard of professionalism and acting within accepted standards of conduct.

II. GENERAL STATEMENT OF POLICY

- A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.
- B. At all times, students will be treated by teachers and other school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.
- C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.
- D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.
- E. Other actions that violate this policy include, but are not limited to, the following:
 1. Dating students.
 2. Having any interaction/activity of a sexual nature with a student.
 3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.
 4. Supplying alcohol, tobacco, or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.
- F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships. Such safeguards may include the following: avoiding altogether or minimizing physical contact, keeping doors open when talking or meeting with students one-on-one, and/or making sure that such meetings with a student take place in rooms with windows and/or others nearby.
- G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.
- H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

III. REPORTING AND INVESTIGATION

- A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with MSBA/MASA Policy 103 (Complaints – Students, Employees, Parents, Other Persons) unless other specific complaint procedures are provided within any other

policy of the school district.

- B. All employees shall cooperate with any investigation of alleged acts, conduct, or communications in violation of this policy.

IV. SCHOOL DISTRICT ACTION

Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. It also may include reporting to appropriate state or federal authorities-including the Minnesota Professional Educator Licensing and Standards Board or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

V. SCOPE OF LIABILITY

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

- Legal References:*** Minn. Stat. § 13.43, Subd. 16 (Personnel Data)
Violence or Inappropriate Sexual Contact)
Minn. Stat. § 122A.20, Subd 2 (Suspension or Revocation of Licenses)
Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (Employment; Contracts; Termination)
Minn. Stat. §§ 609.341-609.352 (Definitions)
Minn. Stat. Ch.260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)
Minn. Rules Part 8710.2100 (Code of Ethics for Minnesota Teachers)

- Cross References:*** MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 421 (Gifts to Employees and School Board Members)
MSBA/MASA Model Policy 507 (Corporal Punishment)

LICENSE STATUS

I. PURPOSE

The purpose of this policy is to ensure that qualified teachers are employed by the school district and to fulfill its duty to ascertain the licensure status of its teachers. A school board that employs a teacher who does not hold a valid teaching license or permit places itself at risk for a reduction in state aid. This policy does not negate a teacher's duty and responsibility to maintain a current and valid teaching license.

II. GENERAL STATEMENT OF POLICY

- A. A qualified teacher is one holding a valid license to perform the particular service for which the teacher is employed by the school district.
- B. No person shall be a qualified teacher until the school district verifies, through the Minnesota education licensing system available on the Minnesota Professional Educator Licensing and Standards Board website, that the person is a qualified teacher consistent with state law.
- C. The school district has a duty to ascertain the licensure status of its teachers and ensure that the school district's teacher license files are up to date. The school district shall establish a procedure for annually reviewing its teacher license files to verify that every teacher's license is current and appropriate to the particular service for which the teacher is employed by the school district.
- D. The school district must annually report to the Professional Educator Licensing and Standards Board: (1) all new teacher hires and terminations, including layoffs, by race and ethnicity; and (2) the reasons for all teacher resignations and requested leaves of absence. The report must not include data that would personally identify individuals.

III. PROCEDURE

- A. The superintendent or the superintendent's designee shall establish a schedule for the annual review of teacher licenses.
- B. Where it is discovered that a teacher's license will expire within one year from the date of the annual review, the superintendent or the superintendent's designee will advise the teacher in writing of the approaching expiration and that the teacher must complete the renewal process and file the license with the superintendent prior to the expiration of the current license. However, failure to provide this notice does not relieve a teacher from his/her duty and responsibility of ensuring that his/her teaching license is valid, current and appropriate to his/her teaching assignment.
- C. If it is discovered that a teacher's license has expired, the superintendent will immediately investigate the circumstances surrounding the lack of license and will take appropriate action. The teacher shall be advised that the teacher's failure to have the license reinstated will constitute gross insubordination, inefficiency and willful neglect of duty which are grounds for immediate discharge from employment.
- D. The duty and responsibility of maintaining a current and valid teaching license appropriate to the teaching assignment as required by this policy shall remain with the teacher, notwithstanding the superintendent's failure to discover a lapsed license or license that does not support the teaching assignment. A teacher's failure to comply with this policy may be grounds for the teacher's immediate discharge from employment.

Legal References: Minn. Stat. § 122A.16 (Qualified Teacher Defined)
Minn. Stat. § 122A.22 (District Verification of Teacher Licenses)
Minn. Stat. § 122A.40, (Employment; Contracts; Termination – Immediate Discharge)
Minn. Stat. § 127A.42 (Reduction of Aid for Violation of Law)
Vettleson v. Special Sch. Dist. No. 1, 361 N.W.2d 425 (Minn. App. 1985)
Lucio v. School Bd. of Independent Sch. Dist. No. 625, 574 N.W.2d 737 (Minn. App. 1998)
In the Matter of the Proposed Discharge of John R. Statz (Christine D. VerPloeg), June 8, 1992, *affirmed*, 1993 WL 129639 (Minn. App. 1993)

Cross References: None

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 Boys Fast Break Club	\$1,500.00	HUDL-Boys Basketball
Minnco Credit Union	\$800.00	Scoreboard elite sponsorship
Travel 2 The Core	\$800.00	Scoreboard elite sponsorship
Big Lake Quarterback Club	\$1,500.00	Football HUDL
Michelle Donner	\$1,000.00	Tennis
BLYVBA	\$1,500.00	Volleyball HUDL
Elk River Lions	\$2,500.00	Senior scholarship
Dean and Barb Engen	\$100.00	Student school supplies
Big Lake Baseball Association	\$3,460.00	Storage shed for portable mounds

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted on August 26, 2025.



July 17, 2025

Tim Truebenbach, Superintendent
Big Lake Public School District, ISD #0727-01
701 Minnesota Avenue
Big Lake, MN 55309-9245

Dear Superintendent Truebenbach:

Minnesota Statutes, section 123B.71, requires a review and comment statement on the educational and economic advisability of your proposed school construction project. Information supplied by your school district and from Minnesota Department of Education sources is the basis of this review and comment. With this positive review and comment, voter and school board approval are required for Big Lake Public School District, Independent School District #0727-01, to proceed with the proposed projects.

The district shall publish a summary of the review and comment statement (the final two pages) in the legal newspaper of the district at least 48 days, but not more than 70 days, prior to holding a referendum for bonds or soliciting any bids for the construction, expansion, or remodeling of an educational facility. The department may request a statement certifying the publication, and require the submission, review, and approval of preliminary and final construction plans.

Minnesota Statutes, section 123B.71, requires the commissioner to include comments from residents of the school district in the review and comment. As of the date of this letter, no public comments have been received. In addition, Minnesota Statutes, section 123B.71, ***requires the school board hold a public meeting to discuss the review and comment prior to the date of the bond referendum election.***

Minnesota Statutes, section 123B.71, ***requires that a school district, prior to occupying a new or renovated facility after July 1, 2002, must submit a certification prepared by a system inspector to the commissioner and the building code official that will provide an occupancy permit.*** The certification must verify that the facility's installed or modified heating, ventilation, and air conditioning system operates according to design specifications and code, a system for monitoring outdoor airflow and total airflow of ventilation systems has been installed, and any installed or modified heating, ventilation, or air conditioning system provides an indoor air quality filtration system that meets ASHRAE (American Society of Heating, Refrigerating and Air-Conditioning Engineers) Standard 52.1.

If you have any questions, please contact Chris Kubesh, Education Finance specialist, at 651-582-8319 or chris.kubesh@state.mn.us. Thank you for working with us to improve school facilities for Minnesota students.

Sincerely,

A handwritten signature in black ink, appearing to read 'Willie L. Jett II'.

Willie L. Jett II
Commissioner

cc: Tonya Reasoner, School Board Chair

Enclosure

**The Commissioner of the Department of Education
Review and Comment on the School Construction
Proposal of Big Lake Public School District, ISD #0727-01**

A review and comment must be provided on a school district construction project proposal before the district conducts a referendum, solicits bids, or issues bonds for the project. A project proposal has been submitted for review and comment according to requirements set forth in Minnesota Statutes, section 123B.71, subdivisions 9 and 10, and Minnesota Statutes, section 123B.72. The district provides the following information:

1. The geographic area and population to be served:
 - a. preschool through grade 12 student enrollment for the past five years, and
 - b. student enrollment projections for the next five years.
2. A list of existing school facilities:
 - a. by year constructed,
 - b. their uses, and
 - c. an assessment of the extent to which alternate facilities are available within school district boundaries and in adjacent school districts.
3. A list of specific deficiencies of the facility:
 - a. demonstrating the need for a new or renovated facility to be provided,
 - b. the process used to determine the deficiencies,
 - c. a list of those deficiencies that will and will not be addressed by the proposed projects,
 - d. a list of specific benefits that the new or renovated facility will provide to students, teachers, and community users served by the facility.
4. A description of the project, including:
 - a. specifications of site and outdoor space acreage,
 - b. square footage allocations for classrooms, laboratories and support spaces,
 - c. estimated expenditures for major portions of the project,
 - d. estimated changes in facility operating costs, and
 - e. dates the project will begin and be completed.
5. A specification of the source of project financing, including:
 - a. applicable statutory citations,
 - b. the scheduled date for a bond issue or school board action,
 - c. a schedule of payments, including debt service equalization aid, and
 - d. the effect of a bond issue on local property taxes by property class and valuation.
6. Documentation obligating the school district and contractors to comply with the following items:
 - a. Minnesota Statutes, section 471.345 governing municipal contracts,
 - b. sustainable design,
 - c. school facility commissioning under Minnesota Statutes, section 123B.72, certifying the plans and designs for heating, ventilating, air conditioning and air filtration for an extensively renovated or new facility meet or exceed current code standards, including ASHRAE air filtration Standard 52.1,
 - d. American National Standards Institute (ANSI) acoustical performance criteria, design requirements and guidelines for schools on maximum background noise levels and reverberation times,
 - e. state fire code,
 - f. chapter 326B governing building codes, and
 - g. consultation with affected government units about the impact of the project on utilities, roads, sewers, sidewalks, retention ponds, school bus and automobile traffic, access to mass transit and safe access for pedestrians and cyclists.

Description of Proposed School Construction Project

Big Lake Public School District, ISD #0727-01 is proposing a two-question referendum on November 4, 2025. The first ballot question would seek an increase of \$640 per pupil to the district’s operating levy. The second ballot question would authorize \$36.23 million in bonding authority to finance a field house of approximately 65,000 square feet to be located between the middle and high school. Other proposed projects include field/track improvements, including artificial turf, and interior renovations at the middle and high school. Passage of the second ballot question is contingent upon passage of the first ballot question.

The projects proposed would be scheduled for completion in calendar years 2026 thru 2028. Cost estimates by project component are as follows:

Project Cost Estimates			
<u>Building Additions:</u>		<u>Outdoor Athletic Improvements:</u>	
Fieldhouse (4 Courts & Track)	\$20,200,000	Demo Existing Track / Football Field	\$275,000
Weight & Fitness Rooms / Flex Space	\$2,065,000	Artificial Turf	\$675,000
Vestibule / Commons / Concessions	\$805,000	Drainage / Earthwork	\$1,700,000
Locker / Changing Rooms	\$280,000	Landscaping	\$500,000
Storage Area	\$340,000	Track Surface	\$550,000
Elevated Walking Track	\$775,000		\$3,700,000
Offices	\$85,000	<u>Other Project Costs:</u>	
	\$24,550,000	Interior Renovations - Middle & High School	\$1,600,000
		FF&E / Technology	\$345,000
Total - All Project Costs	\$36,408,741	Fees, Permits & Testing	\$3,675,000
		Contingencies	\$2,360,000
		Bond Issuance	\$178,741
			\$8,158,741

The district last went to the voters in November 2024 with a three-question referendum. The first ballot question, a capital projects levy of roughly \$900,000 per year was approved by voters. The other two ballot questions, an operating levy increase of \$400 per pupil and a \$29 million bond referendum for a field house and special education facility addition were not approved by voters.

The operational cost increase associated with the proposed fieldhouse is estimated to be around \$435,000 annually. However, passage of the \$36.23 million bond authorization is contingent upon passage of the proposed operating levy increase. The proposed projects appear to be in the long-term interest of the school district.

If the bond referendum is successful and bonds are sold, the debt service on the bonds will be eligible for debt service equalization under Minnesota Statutes, section 123B.53, subdivision 3, if the bond schedule is approved. The amount of debt service equalization aid, if any, the district receives is determined annually and is dependent upon property wealth, student population, and other statutory requirements.

Review and Comment Statement

Based on the department's analysis of the school district's required documentation and other pertinent information from sources of the Minnesota Department of Education, the Commissioner of Education provides a positive review and comment.

Additional Information is Available

Persons desiring additional information regarding this proposal should contact the school district superintendent's office.



Willie L. Jett II
Commissioner

July 17, 2025

Activities Department Update

August 26, 2025

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State Champions (Spring)

Tayla Gassman - Girls Track/Field (Wheelchair Shot and Discus)
Jack Leuer - Boys Track/Field (800 and 1600 Meter Run)

Department Goals

- **Premier Sport Psychology**
 - Team Culture/Chemistry, Confidence and Mental Readiness
 - Varsity Football, Girls Swim/Dive, Girls Soccer, Volleyball (A,JV,B)
- **Budgets**
 - Transparency (District and Fundraising)
- **Systemic Department**
 - Head Coach/Advisor Development of programming 7-12
- **Accurate Data**
 - Fall Sports Numbers (next two slides)
- **Student Activities Handbook & Coach/Advisor Handbook**
 - [Activities Handbook Link](#)
 - [Coach and Advisor Handbook Link](#)

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Scholarship/Free or Reduced

- 7th grade payment plan (5 students)
- 8th grade payment plan (3 students)
- 10th grade payment plan (9 students)
- 11th grade payment plan (6 students)
- 12th grade payment plan (5 students)

- 7th grade 50 percent payment (21 students)
- 8th grade 50 percent payment (13 students)
- 9th grade 50 percent payment (24 students)
- 10th grade 50 percent payment (12 students)
- 11th grade 50 percent payment (11 students)
- 12th grade 50 percent payment (14 students)

Fall Participation Numbers

						Fall COVID		
Fall Sports	2025-2026	2024-2025	2023-2024	2022-2023	2021-2022	2020-2021	2019-2020	2018-2019
Cheerleading (9-12)	16	21	15	14	25	24	22	26
Cross Country Boys (9-12)	17	13	14	23	20	23	25	16
Cross Country Boys (7-8)	2	9	14	7	7	9	9	22
Cross Country Girls (9-12)	8	5	8	12	17	23	22	16
Cross Country Girls (7-8)	10	14	12	1	2	7	12	15
Football (9-12)	75	81	77	76	63	74	95	75
Football (7-8)	58	60	59	67	61	66	82	72
Soccer Boys (9-12)	24	19	23	21	23	21	21	17
Soccer Boys (7-8)	6	9	8	5	5	6	18	24
Soccer Girls (9-12)	16	20	27	29	18	22	22	21
Soccer Girls (7-8)	12	11	10	6	10	15	15	16
Girls Swim/Dive (9-12)	28	20	22	28	29	25	30	28
Girls Swim/Dive (7-8)	13	16	11	6	14	18	15	19
Girls Tennis (9-12)	18	23	23	26	31	32	22	18
Girls Tennis (7-8)	8	11	10	12	12	9	18	13
Volleyball (9-12)	48	59	49	40	46	47	45	48
Volleyball (7-8)	28	47	46	43	36	38	49	45
Totals	387	438	428	416	419	459	522	491

Challenges

- **Communication**
 - Texting between Coaches/Advisors and Parent/Guardian/Caregivers
 - Texting between Coaches/Advisors and Students
- **Leadership**
 - Leadership style vs previous leaders
 - Relationships
- **Barriers for students**

Questions

ACTIVITIES HANDBOOK



BIG LAKE SCHOOLS

(Updated August 2025)

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REVISION NOTICE

This handbook may be modified at any time during the course of the school year. The most up-to-date version will always be available on our district website www.biglakeschools.org.

ABOUT US

At Big Lake Schools we believe that athletics and activities are an integral part of a comprehensive educational experience. We offer a variety of co-curricular activities designed to meet the interests of our students in grades 7-12.

Our programming provides opportunities for students to develop athletically, academically, socially and morally. Our focus is personal growth and development that leads to well-rounded individuals, who are better prepared for life's challenges.

Participants should expect to develop positive character traits such as interpersonal relationships, teamwork, leadership, sportsmanship, individual responsibility and accountability. Involvement in activities may also enhance the development of physical skills, a competitive spirit and school pride.

At Big Lake Schools, student participation in activities programs is a privilege, not a right. Students who elect to participate in activities will be held to high academic standards and will be expected to demonstrate proper standards of behavior and character, both on and off the playing surface.

Quick Facts

Mascot:	HORNETS
School Colors:	BLUE AND GOLD
School Song:	YOU'RE A GRAND OLD FLAG
Conference:	MISSISSIPPI 8 CONFERENCE
MSHSL Admin. Region:	REGION 8AA

Big Lake is a member of the Minnesota State High School League and the Mississippi 8 Conference. The Mississippi 8 Conference consists of: Becker, Big Lake, Cambridge-Isanti, Chisago Lakes, Monticello, North Branch, Princeton, St. Francis and Zimmerman.



ACTIVITY OFFERINGS

Athletics

<u>Season</u>	<u>Sport</u>	<u>Grades</u>
Fall	Sideline Cheerleading	9-12
	Boys & Girls Cross Country	7-12
	Football	7-12
	Boys & Girls Soccer	7-12
	Girls Swimming/Diving	7-12
	Girls Tennis	7-12
	Girls Volleyball	7-12
Winter	Boys & Girls Basketball	7-12
	Sideline Cheerleading	9-12
	Competitive Dance Team	7-12
	Girls Gymnastics	7-12
	Boys Hockey	9-12
	Girls Hockey	7-12
	Speed & Strength	9-12
Boys & Girls Wrestling	7-12	
Spring	Baseball	7-12
	Clay Target	7-12
	Boys & Girls Golf	7-12
	Boys & Girls Lacrosse	7-12
	Softball	7-12
	Speed & Strength	9-12
	Boys Tennis	7-12
Boys & Girls Track/Field	7-12	

Activities, Fine Arts & Clubs

<u>School-Sponsored Activity</u>	<u>Grades</u>	<u>Club</u>	<u>Grades</u>
Band & Choir	7-12	Fashion Club	9-12
Pep & Jazz Band	9-12	E-Sports	9-12
DECA	9-12	FCA	9-12
Knowledge Bowl	9-12		
Math League	9-12		
One Act Play	9-12		
Robotics	9-12		
Speech	9-12		
Visual Arts	9-12		

REGISTRATION

Registration for all athletics and activities must be completed online through our online system called Affinity. Paper registration will not be accepted.

1. Go to biglakeschools.org
2. Click on “Activities” and “Register for Activities”
3. Click on the soccer ball
4. Login to your account
5. Select the activity/sport you would like to register for.
6. Once you all activities are added, click “check out” and enter your payment information.

Athletic participants do need a current athletic physical on file with our office in order to be able to register for a sport. Athletic physicals are good for three years.

If you are having trouble registering, please contact the activities secretary at your respective building (middle or high school).

REGISTRATION FEES

All fees must be paid in full prior to participation in any activity. Payment plans can be arranged on an as needed basis. Families approved for educational benefits pay 50% of fee price. Fees are capped at \$1,000 per family per year.

Athletics

Middle School: \$125

High School: \$220

Activities/Fine Arts

Clay Target \$275

Robotics \$150

All others: \$110

Music Solo & Ensemble

\$20 per event

Scholarships (Reduced Fees)

Families facing financial hardship may complete a scholarship application form (available in our office). Scholarships are not guaranteed, but may be available to assist families in need. The activities office reserves the right to deny scholarship applications based on academic and/or school behavior standards.

Registration Fee Refunds

An activity fee refund can be requested up to the first contest or 14 days from the start of the season (whichever occurs first). Exceptions may be made for injury or illness that limits ability to participate in the activity or if the student transfers out of the district.

Lost Equipment/Uniforms

Participants are responsible for any/all equipment and uniforms that are distributed to them. Failure to return items will result in a fine equaling the replacement cost of the item(s) and could prohibit the student from future participation in Big Lake activities.

CODE OF CONDUCT & EXPECTATIONS

All Big Lake School policies and student handbook regulations, as well as the policies of the Minnesota State High School League (available on their website) apply to student conduct while participating in activities. Violation of a policy may, and likely will, affect future participation in activities. If a student is participating in an activity that is offered in conjunction with another school district, the policies of that district may apply.

Code of Conduct

It is the expectation of Big Lake Schools that staff, students, parents/guardians/caregivers and community members model appropriate behavior when involved in student activities by following the Hornet Way.

The Hornet Way is based on five core values:

- Respect
 - Be considerate of self, others and other's beliefs and property.
- Responsibility
 - Be dependable and accountable.
- Kindness
 - Be caring, friendly and helpful.
- Honesty
 - Be truthful.
- Fairness
 - Be committed to the just treatment of others.



Student Participant Expectations:

1. **Attitude and Effort:** Bring a positive attitude and maximum effort every day in the classroom, during practice and in competition.
2. **Sportsmanship:** Demonstrate good sportsmanship towards teammates, coaches/advisors, opponents, officials and fans. Good sportsmanship reflects positively on every participant, team/group, our school/district, families, and community.
3. **Be a good teammate:** Demonstrate care for each other by striving to build strong relationships. Relationships are built on trust, respect and caring for each other. All participants are important to the team/group and play a vital role in its success.
4. **Be a good citizen:** Citizenship standards of honesty, respect, compassion and responsibility are set high. Participants should strive to be role models for peers, younger students and our community. Behavior can and does affect a team/group's success.

Parent/Guardian Expectations:

1. Encourage your student to get involved.
2. Encourage your student to demonstrate respect and compassion for their teammates, show good sportsmanship, make good decisions, accept their role on the team/group and give their best effort everyday.
3. Be a good listener. Being involved in activities is emotional and involves great dedication. Help your student to navigate the many experiences they will have while in activities.
4. Know and understand the goals and purpose your student has in participating and support them in their efforts towards meeting their goals.
5. Become familiar with, and review the team and activities department rules and regulations with your student.
6. Treat all coaches/advisors with courtesy and respect and insist your student does the same.
7. Make every effort to accompany your student to informational meetings offered by the coach/advisor and activities department.
8. Assure that your student attends all scheduled practices and events.
9. Provide timely transportation of your student prior to and following practices or events.
10. Attend as many events as possible to show support for your student, the team and the school.
11. Always show respect to game officials, as they are doing their best to ensure a fair contest.

Coach/Advisor Expectations:

1. Successfully meet and complete expectations of Big Lake Schools and of the MSHSL to be hired and approved.
2. Help every participant reach their full potential and develop a positive environment for this growth.
3. Grow personally and professionally in the areas of organization, positive relationship development, and program vision.
4. Develop high expectations for all involved in the program.
5. Effectively communicate expectations, rules and team policies with participants and parents/guardians.
6. Provide parents/guardians/caregivers with practice times and a cumulative list of events.
7. Provide proper supervision in locker rooms, weight room, other school facilities and while traveling to away events.
8. Abide by the National Federation of State State High School (NFHS) Coaches Code of Ethics.
9. Abide by all Minnesota State High School League (MSHSL) bylaws, rules and policies.
10. Follow all fourteen duties related to coaching and negligence.
11. Always show respect to game officials, as they are doing their best to ensure a fair contest.

PARTICIPANT RULES & POLICIES

Eligibility Requirements

Participation in student activities is a privilege, not a right. In order for a student to participate in activities, they must meet the eligibility requirements set by the Minnesota State High School League (MSHSL) and Big Lake Schools. All MSHSL **bylaws**, rules and policies shall be enforced when applicable.

- A. All athletes must have an athletic physical on file, be registered and their fee paid prior to participation in any practice or contest.
- B. Age/Grade: Students in grades 7-12 are eligible to participate in activities
- C. Enrollment/Residency: Students need to be enrolled as a Big Lake student or reside within the Big Lake School District boundaries and utilize an approved alternative academic option (i.e online school or homeschool).
 - a. Minnesota Statutes allow homeschooled students to be eligible to participate in League sponsored activities for the public school in their resident school district attendance area.
 - i. Parents/caregivers or legal guardians of home school students who live within the district and wish to have their student(s) participate in a Big Lake School activity must:
 - 1. Provide the district office with a written request for their student(s) to participate, prior to registration.
 - 2. Comply with all eligibility requirements.
 - 3. Complete any/all required documentation with the district office.
 - b. If you have questions regarding your student's eligibility, please contact the Activities Director prior to registration.
- D. Multi-Sport Participation/**Dual Rostering**: It is recommended that students only participate in one sport per season. If a student wishes to participate in more than one sport at a time, prior approval is required by both head coaches and the Activities Director prior to registration. **The student will be required to meet all expectations of their primary sport before participating on the secondary team.** Students may not switch sports after the season has begun, without the mutual consent of both head coaches and the Activities Director.
- E. **Students participating at the varsity, junior varsity, b-squad or 9th grade team cannot participate on a non-school team in that same sport during their high school season.**

Academic Eligibility

The Big Lake Activities Department believes a student's academic work is the most important part of their education; thus, students participating in activities will be required

to maintain satisfactory academic performance and be making progress towards graduation, in order to participate.

- A. Participant grades will be checked every other Monday during the school year. The first grade check will be the third Monday after school starts. In the event that grade check dates fall on a non-school day, grades will be checked the next day.
 - a. If a student is failing one or more classes at a grade check, they will be suspended from games/events until they get all their grades up to a passing level. Suspensions go into effect the Wednesday after checks are completed.
 - i. Students deemed academically ineligible may still participate in practice at the discretion of their coach/advisor/administration.
 - ii. While suspended a student will not be dismissed from school to travel to the away contest(s).
- B. End of year grades will carry over to the fall season. In the event a student fails one or more classes at the end of the spring term, they will be ineligible from competing in the first contest/event of the fall season in their respective activity.
 - a. Students may be able to regain eligibility for the fall season via summer school.
 - i. Spring term grades do not carry over beyond the fall season.
 - b. Any student with one or more failing grades at the end of a term will serve a two game/contest suspension. At the conclusion of the suspension, students will be allowed to compete, should they be in good academic standing at that time.
 - i. Unless pre-approved by the building principal, these same requirements apply if a student drops a class in which they were failing.
 - c. While suspended a student will not be dismissed from school to travel to the away contest(s).
 - d. Students participating in an activity that includes a graded event are not suspended for those events (Ex: music concerts).
- C. Grade Appeals: At the request of the advisor/coach, teacher, or family, an appeals board will be established, within two school days of the written request, to rule on special academic cases involving extenuating circumstances.

Attendance

- A. Attendance in School: Students are expected to be on-time for each class period and attend all of their classes on a daily basis. Students must be in school ALL day for their scheduled in-person classes in order to attend practices and contests/events that same day. The only exception would be if the student receives prior approval from the Activities Director and/or Building Principal.
- B. Suspension from School: Students suspended from school will be ineligible for practices or events the day of the suspension and until they return to school. Additionally, the student

may face further consequences, based on the discretion of the Activities Director and Building Principal.

- D. Attendance in Activities: Any absence from a scheduled practice and/or event will be considered unexcused unless the student receives prior approval from the advisor/coach with a note and/or email from the parents/guardians/caregivers. Unexcused absences may result in suspension, loss of playing time, or potential dismissal from the team for the remainder of the season.
- E. Attendance to out-of-season practices: Teams that conduct practices during the off-season or during the summer cannot require students to attend. All out-of-season practices are voluntary and participation may in no way directly affect the following season's placement.
- F. Early Dismissal: Students needing to leave early for an event, will be excused through the attendance office.
- G. Late night return of game/event: If a team/group arrives back to campus after midnight, participants will be excused from 1st period the following morning. The coach/advisor must notify the Activities Office and provide the names of the participants.

Injuries / Concussions

- A. Big Lake Schools contracts with NovaCare to provide an athletic trainer for our participants and teams, including non-athletic. The trainer will be available during posted office hours and during all home varsity contests.
 - a. Trainer will also be available for home junior varsity contests that run concurrently with the varsity, as well as all home high school-level football games.
- B. All injuries should be reported to your coach/advisor, and if necessary, the athletic trainer.
- C. After a major injury, illness or surgery, students must provide a note from their physician clearing them for a return to participation.
- D. Participants in contact sports will undergo ImpACT Concussion Testing as a baseline test, prior to the start of their season.
- E. If an athlete is suspected to have or displays signs/symptoms of a concussion, **they will be pulled from the athletic event.**
 - a. All 7-12th grade coaches/advisors and volunteers are required to complete MSHSL concussion training prior to coaching their activity.
 - b. If there is an athletic trainer onsite (home or away events) they should perform an evaluation.
 - c. If a concussion is suspected by the athletic trainer (or coach), **a parent or guardian should be notified** if they are present at the event or by phone as soon as possible regarding the proper plan of care.
 - d. If a concussion is suspected the athlete must first see a **physician** following the head injury, preferably the day of or after the event.
 - e. The ATC **cannot** start the concussion protocol without the first initial physician visit.

- f. ATC will complete concussion protocol in this order:
 - i. Return to learn
(This is monitored closely with school personnel. The nurse is made aware of the situation in order to get emails out to teachers regarding school restrictions.)
 - i. ImPACT re-test
 - ii. Return to play

Following the completion of the protocol, the athlete must return back to the physician for a final evaluation. Athletes need to be officially cleared by a physician after completing all necessary concussion protocol steps.

- Exception: ATC has the final say if the physician clearly states in their notes that the athlete does not need to come back for the final evaluation.

Use of Alcohol, Tobacco, Drugs

At any time during the calendar year, regardless of whether a student is in-season or not, a student shall not use or be in possession of a beverage containing alcohol; or use, consume, have in possession, buy, sell or give away marijuana, tobacco, or any substance defined by law as a controlled substance. This includes vapes and e-cigarettes. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by their doctor.

Violations of this policy will result in disciplinary actions that will affect the participants ability to compete and/or perform, as outlined in [MSHSL Bylaw 205](#). Appeals of suspensions may be made to the MSHSL.

Hazing Policy

The purpose of this policy is to maintain a safe learning and working environment for students and staff that is free from hazing and religious, racial or sexual harassment and violence. Hazing and harassment activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. Full language of this policy can be found in [District Policy 526 "Hazing Prohibition"](#).

Team Captainship

Team Captain Eligibility: In order to be eligible to be a team captain and remain as a captain, students cannot be found in violation of any MSHSL or Big Lake Schools policy or student handbook regulation. Additionally, the student must be performing captain duties as outlined by their coach in a satisfactory manner. **A captain is expected to be role models in the classroom/hallways, practice/game setting and in our community.**

Transportation

Student participants are expected to travel to and from away events, or off-site practices, by school provided transportation, when available. Exceptions to this policy require prior approval from the Activities Office.

Participants may ride home with their own parent(s) or guardian(s), **if they fill out the online Student Travel Release Form 24-48 hours prior to their away event.** Participants cannot leave with their friend's parents, siblings or other family members.

Lettering

A varsity letter is presented to students who display the highest level of commitment, contributions and achievements in their activity. Completion of the activity season, in good standing, is required in order to be eligible for a letter. First time letter-winners will receive a certificate, an activity pin and a "BL" chenille letter patch. The second and subsequent a student fulfills lettering requirements, they will receive a certificate and a bar/activity pin.

Other Considerations:

- Coach/Advisor may letter team managers, at their discretion.
- A student who violates MSHSL bylaws or rules resulting in a suspension or ineligibility, **may not be eligible** for a letter, may forfeit the ability to receive team awards.
- Once a student has earned a letter and if after the season is over, a rule is violated, the letter cannot be taken away.
- By special recommendation of the advisor/coach, a student who has not met the lettering requirements may still letter if they have proven to be an exceptional asset.
- Letters and/or awards may be withheld if fee payments are still outstanding.
- All letters are finalized at the discretion of the coach/advisor and the Activities Director.

All activity programs must have lettering criteria, specific to their sport/activity, on file and approved by the Activities Director. The criteria should be discussed with participants at the beginning of each season.

TEAM LEVELS & LIMITING

Playing time is not a right but a privilege that is earned through sportsmanship, team play, respect, discipline and hard work. **The coaches will evaluate each student's social, emotional, physical and educational needs. The coaching staff has the autonomy to move a student from one level to another during the regular season. Coaches will determine post season rosters and regular/post season relay teams.**

Varsity / Junior Varsity

These levels concentrate on competition success and winning by playing/involving the best students available, as determined by the coach/advisor. By no means is it a win at all costs philosophy, but a strong effort to win the contest will be made by the players and the

coaches. Participation and skill development, while still important, will play a smaller role. All participants may not play in every contest. Cuts will be made at this level when tryouts are necessary. Criteria and expectations for cuts will be determined by the head coach.

B-Squad / 9th Grade

There is less of an emphasis placed on winning at these levels and more emphasis placed on participation and skill development. Participation does not mean equitable playing time. Cuts will be made at this level when tryouts are necessary.

7th / 8th Grade

Middle School programs emphasize equitable participation and skill development. Less emphasis will be placed on winning. When possible, “A” and “B” teams may be determined, in order to provide more playing time opportunities for all participants. No cuts will be made at this level.

Moving Up Levels

The following guidelines will be considered before a student is moved from their designated level of competition, up to a higher level:

- Emotional, social and physical maturity
- Current and prospective skill level
- Filling a team need or necessity
- **A student will not be moved up level(s) unless he/she is an impact player (one who will be a starter or early off the bench), we will not move students just for the practice experience.**
- Academic status and ability to maintain that status with the demands of playing at a higher level

The final move must be discussed with and approved by the parent/guardian/caregiver, student, coach and Activities Director.

Limiting

At all high school levels, limiting the number of players may be necessary to conform to squad size requirements.

Choosing members of the squad or cast is the sole responsibility of the coaches or advisors of those activities. It is also the responsibility of the coach/advisor to inform all candidates of the criteria established that will be used to determine the squad or cast members. There will be no appeal of the coach or advisor’s final decision.

Squad/Cast limitation procedure:

- A. Completion of a minimum number of practice sessions or a set audition period, as determined by the coach/advisor.
- B. Candidates will be personally informed of the cut decision by the coach/advisor.

- C. Coaches/Advisors may discuss alternate possibilities for participation in the sport or activity.

COMMUNICATION

The Big Lake Activities Department puts student safety and well-being as our top priority. If a parent or participant becomes aware of any hazing, bullying, or dangerous behavior - they should contact the Activities Director immediately. For general concerns, please follow the protocol below.

Communication Protocol & Expectations

For all involved parties to be successful in student activities, effective communication must occur. This communication protocol specifies the person(s) who should be contacted first when there is a concern. Staff members should be contacted in the following order. If a resolution is not achieved at the first level of communication, the next person in the communication protocol may be contacted.

- 1) Coach/Advisor directly involved with the student
- 2) Head Coach/Advisor
- 3) Activities Director
- 4) Building Principal
- 5) Superintendent
- 6) School Board Chair

Communication from Coach/Advisor

It is reasonable to expect that your student's coach/advisor to inform you of:

- Philosophy of the coach
- Expectations the coach has for your student
- Location and times of all practices and games
- Team requirements such as equipment, practice uniform, etc.
- Procedures to follow should you need to contact the coach/advisor
- Discipline matters that may result in the restriction of your student's participation

Communication from Parents

We encourage fluid communication from parents/guardians/caregivers to coaches and advisors. This communication should take place during a scheduled meeting or if appropriate via email.

Parents/guardians/caregivers should refrain from confronting a coach or advisor immediately prior to or following a contest. This can be an emotional time for all parties and conversations occurring during this time do not promote objective analysis of the situation. **Parents/guardians/caregivers should not communicate with coaches/advisors via text messages or personal cell phones. All communication should be done via school district email. In an emergency situation the coach/advisor/administrator will communicate with the parent/guardian/caregivers via a phone.**

It is inappropriate to discuss the following items with a coach/advisor:

- Playing time
- Team strategies
- Play calling
- **Enter the playing surface or bench area (unless requested by the coach or Athletic Trainer)**
- Other players or students

Communication from Students

Students should not communicate with coaches/advisors via text messages or personal cell phones. All communication should be done via school district email.

Students should communicate openly with their coach/advisor about the following items:

- Expected absences or tardiness from practices or games
- Family vacations
- Academic eligibility concerns
- Asking for, and being open to, improvement ideas

Social Media Guidelines

As an educational institution, Big Lake High School supports and encourages the rights of individuals' free speech. However, students should be concerned with behavior that might embarrass themselves, their families, their teams, their community and or Big Lake Schools. This includes activities conducted online through social media apps or websites.

Participation in activities is a privilege, not a right. As a student, you are a representative of the school and the community, and as such, you are always in the public eye. This fact places certain additional demands upon how you must live your life.

If you participate in any public media, please be aware of the following guidelines relating to your involvement in extracurricular activities:

- A. You should not post information, photos, or other items that could embarrass you, your family, your team, the Activities Department, or Big Lake Schools. This includes items that may be posted on your page by others.
- B. A student may face disciplinary measures for violation of team policies, athletic department policies, MSHSL bylaws, guidelines and/or state and federal laws. Any admissions of conduct in violation of any of these policies or laws found on a student social media site may subject him/her to disciplinary measures. Any depictions of conduct in violation of any of these policies or laws found on a student social media site will be subject to a full investigation.

BOOSTER CLUBS

The activities department recognizes the value of booster clubs and their support of district programming.

Booster clubs must follow the guidelines outlined in [District Policy 565 “Booster Club Relationship”](#), [District Policy 565A “Booster Club Guidelines”](#), [District Policy 511 “Student Fundraising”](#) and [District Policy 706 “Acceptance of Gifts”](#).

AWARDS BANQUETS

The head coach/advisor is responsible for all facets of the end of season awards banquet. The head coach/advisor may collaborate with the booster club; however the program and the agenda must be approved by the head coach/advisor.

The awards given out at the banquet are the sole responsibility of the head coach/advisor.

FUNDRAISERS

All team and group fundraisers must abide by [District Policy 511 “Student Fundraising”](#) and follow the proper channels for approval prior to beginning.

EVENT MANAGEMENT

Fan/Spectator Expectations:

Fans/spectators represent our community, school district, teams and self with their actions. Be supportive of participants and follow the rules of good sportsmanship. This applies to events home and away. **When a student leaves the event he/she will not be readmitted. When an adult leaves the event he/she must purchase a NEW ticket to be readmitted.**

The school and activities department reserves the right to refuse admission or remove persons who exhibit such behaviors including, but not limited to what is listed below. Violations of this policy by a fan will result in suspension from the next scheduled home event. A second violation of this policy will result in suspension from the next four scheduled home events. A third violation will result in suspension for one calendar year from all district events (sports and fine arts). Violations are cumulative, regardless of who is involved. School administration reserves the right to restrict access as necessary in extreme situations.

The following items and behaviors are prohibited:

1. Berating, humiliating or taunting coaches/advisors, participants, or spectators when in attendance at an event or at any time in a public forum, including social media.
2. Berating, humiliating or taunting of coaches/advisors, players, or spectators of an opposing community.
3. Berating and/or harassment of game officials. Officials should be treated with respect during and after contests. Any physical confrontation may be considered assault.
4. Racist, sexist or profane remarks directed at any team, coach/advisor, participant, official, or spectator.
5. Under no condition shall anyone, other than the members of the official team, enter a playing surface.
6. Engaging in any behavior or practice which would endanger the health or safety of others. This includes getting on the shoulders of another spectator, crowd surfing, throwing items and/or other horseplay activities.
7. Noise makers, laser lights, powder, silly string or any similar items are strictly prohibited.
8. Hand held signs, which do not obstruct the view of others, will be permitted provided they are in good taste. Signs, message boards, “white” boards, or other similar items that school officials deem to be in poor taste will be removed.
9. Fans/spectators must wear clothing that covers their entire torso and abide by the school dress code policy.
10. No pets allowed. (Exception: Service Animals)
11. Backpacks, large bags, cinch sacks, etc. are not allowed at football games. Leave them at home.

Fans/Spectators should:

1. Follow The Hornet Way
 - a. Respect, Honesty, Kindness, Responsibility, Fairness
2. Cheer loud and proud for our team and athletes. Go Hornets!
3. Be a positive role model and show good sportsmanship by giving support to, and showing respect for visiting participants, officials and fans.
4. Respect school property and pick up any/all garbage around your area in the bleachers. Help keep our facilities clean for all to enjoy!
5. Show respect and pride by standing for our school song.
6. Show respect for our country and flag by standing for the national anthem.

Student Entry Policy

All students in grades K-6 must be accompanied by an adult at home athletic events. For home football games, this policy is extended to K-8 students.

MSHSL Behavior Expectations

To create safe, welcoming and inclusive environments in fine arts and sports in our school and competitions, I will:

- Lead by positive example and demonstrate respect and support for others.
- Follow all [MSHSL](#), school and venue expectations.
- Refrain from using profanity or ethnic, racial, religious, ability or gender-based comments, posts or messages directed at participants, coaches, officials, spectators or team representatives.
- Act as a responsible and respectful digital citizen who positively uses social media platforms.
- Speak or act in support of others when they are harmed by words or actions.
- Honor each contest and all involved, including participants, coaches, officials, spectators and team representatives.
- Hold high standards for myself, engage positively and demonstrate sportsmanship.

Severe and Inclement Weather

Big Lake Schools will follow, and be guided by, the MSHSL Weather Conditions and Competition Board Policy which includes: Lightning/Threatening Weather, Competition Index for Cold, and Competition and Practice Index for Heat.

- A. Keeping in mind that the School District's prime concern is students' safety, the following procedures will be followed in severe weather situations:
 - a. Before an activity/contest has started, it will be the Activities Director's decision as to whether or not the activity should begin. Parents/guardians/caregivers may contact the Activities Director for information.
 - b. During an activity/contest, the responsibility for determining

“playability” is left with officials and Activities Director or acting administrator on-site. Whenever there is danger to the participants (e.g. lightning, etc.) students will not continue to play.

- B. No practices or events will be allowed to take place on any day when school has been canceled due to severe or inclement weather.

Crisis Plan

In the event of an emergency during a practice or event, coaches, advisor and staff will ensure the safety of all participants first and foremost. Fans and spectators should follow the instructions of the on-site staff and administrators. **Be observant as to where the AED's are located in each practice/game facility and school.**

Coaches/Advisors are required to submit an Emergency Action Plan (EAP) to the Activities Director prior to the start of each season. This plan is to be discussed and practiced with each individual team.

The full developed guidelines and procedures for dealing with existing and potential school incidents are defined in the district's [Emergency Guide](#).

Overnight Trips

As the parent/guardian/caregiver of my child, I acknowledge my responsibility to check my child's equipment bags and personal travel bags for any illegal substances, vaping devices, drug paraphernalia, or alcohol prior to their participation in any extended or overnight trip, event, or activity. I understand that it is my duty to ensure my child complies with all relevant laws and school policies while away from home.

Furthermore, I agree to assume full responsibility for any costs associated with sending my child home immediately from an away trip, event, or invite in the event that they are detained, arrested, or otherwise involved in any illegal or unlawful activity during the trip. I understand that the coach/advisor will enforce the expectations outlined in the Big Lake Public Schools Rights, Rules, and Regulations, the Student Handbook, and the Bylaws of the Minnesota State High School League (MSHSL).

By acknowledging this responsibility, I agree to work collaboratively with the school, coaches, and advisors to ensure my child's safety, well-being, and adherence to all school policies.



COACH/ADVISOR HANDBOOK

Revised August 2025

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Main Responsibilities & Expectations

The main responsibilities for an activity coach/advisor include ensuring the safety of students at all times, understanding and enforcing Big Lake Schools and MSHSL bylaws, policies and handbook regulations, and following the coach/advisor code of ethics.

Ensuring Safety - a coach/advisor will hold a pre-season information meeting prior to the start of the season to explain all safety precautions, risks and expectations to students; he/she will always follow doctor's instructions; never provide prescription or over-the-counter drugs to participants; check equipment and facilities regularly.

Enforcing Policies & Handbook Regulations - a coach/advisor must fully understand and enforce all items stated in Big Lake Schools and MSHSL bylaws, policy and handbook regulations, which can be found on each respective website at [Big Lake Student Handbook](#) and [MSHSL Handbook](#)

Code of Ethics

Each coaches/advisors will follow the Minnesota State High School Coaches Association's code of ethics as described below:

1. Strive to develop in each athlete the qualities of leadership, initiative and good judgment.
2. Respect the integrity and personality of each individual athlete.
3. Encourage the highest standards of conduct and scholastic achievement.
4. Seek to inculcate good health habits including the establishment of sound training rules.
5. Fulfill responsibilities to provide health services and an environment free of safety hazards.
6. Exemplify the highest moral character, behavior and leadership.
7. Provide ethical relationships among coaches.
8. Encourage a respect for all athletics and their values.
9. Abide by the rules of the game in letter and spirit.
10. Respect the integrity and judgment of sport officials.
11. Display modesty in victory and graciousness in defeat.
12. Demonstrate a mastery of and continuing interest in coaching principles and techniques through professional improvement.

Social Media Guidelines

The following are important reminders and guidelines for coaches/advisors regarding the use of social media and/or technology.

- All social media posts should be treated as public information. As a coach/advisor, you are not granted the same liberties in social media usage as other adults.
- Your 1st Amendment rights to Free Speech are not protected when postings have the ability to cause a disruption to the educational process.
- DO NOT "friend" students.
- You may be held responsible for any visible items on social media sites that you had the ability to see regardless of whether or not you actually saw the information. (Again, **DO NOT** "friend" students.)
- When using social media messages, message your entire team at the same time.
- **Parents/guardians/caregivers should not communicate with coaches/advisors via text messages or personal cell phones. All communication should be done via school district email. In an emergency situation the coach/advisor/administrator will communicate with the parent/guardian/caregivers via a phone.**
- **Students should not communicate with coaches/advisors via text messages or personal cell phones. Communication should be done via school district email.**

- DO NOT use your personal social media sites to negatively comment on a student, a team, a school, a colleague, or any other connection to a school. Also remember, *there is no such thing as a sarcasm font.*
- **Treat every message - as job related** - as if you were in the classroom or at practice. If you wouldn't say it in the classroom, don't post it on social media.

Handling of Injuries

Advisors/coaches should be prepared to give first aid (immediate and temporary care); however, will leave treatment beyond that to a doctor and/or athletic trainer. If an injury occurs, the student's parents should be contacted immediately and provided specifics around the injury, a coach/advisor should accompany the student to the hospital and stay with them until a parent arrives, the coach/advisor must fill out an accident report and submit to the Activities Director, and a permit to participate signed by a doctor must be presented before an injured student is allowed to participate again. [Student Accident Report Form](#)

Bodily Fluid Clean Up

If physically able, a student should clean up his/her own bodily fluid; if physically unable, the advisor/coach becomes the responsible party. Never have a minor (student trainer, ball boy, etc.) do any clean-up of blood or bodily fluids. Uniforms containing blood should be sprayed with alcohol or an OSHA approved formula and should be laundered after being sprayed. If bleeding occurs during a contest, the contest should be stopped, the fluid should be properly wiped up/disinfected, and the student should have the bleeding under control and injury covered before returning to the contest. **Coach/Advisor must wear rubber gloves when dealing with bodily fluids.**

Practices/Training

- Coaches should be the first ones to arrive and the last to leave
- Respect people's schedules by starting and ending on time
- A district-employed advisor/coach must be supervising/present at all times
- Practices cannot be held on Sundays or major holidays
- Students caught cutting practice should be warned, his/her parents contacted, and dropped from the team if it continues
- It is the responsibility of the coach/advisor to ensure the training room, locker room and any other facilities used are left neat and clean with items put back in their correct spot, and are locked after use

Cancelling Practice - morning practices are cancelled when school starts late, afternoon practices are canceled when school is released early, all practices are cancelled when school is cancelled.

Open Gym - cannot be held for the purpose of skill development during the off-season. Attendance cannot be required or "highly suggested". A head coach/advisor can supervise an open gym if his/her assigned activity is being offered. No "coaching" of skills can take place. See the Activities Director for open gym scheduling and guidelines.

Contests

Coaches/advisors should model appropriate behavior and should ensure participants' model appropriate behavior at all times, but especially during contests. This means not "booing" or discouraging the opposing team, supporting the decision of officials, and setting a positive example by exchanging friendly conversation and greetings with the opposing coach/advisor.

Additionally, a coach/advisor should ensure all participants have a way home, and turn over any injured student to a parent/guardian/caregiver or doctor.

Dismissal for Contests - the advisor/coach should provide the attendance secretary, activities director, and faculty a list of participants who are to be excused/dismissed at a certain time or on a certain date for an activity contest in advance of the contest. The list should be sorted by grade and alphabetized.

Related Expenses - at subsection/section contests all lodging and transportation costs will be paid by Big Lake Schools, participants and coaches will pay for their own meals; at state contests all participation expenses **will be partially reimbursed by** MSHSL and Big Lake Schools for the official squad, head advisor/coach and varsity assistant(s), manager(s) for team entries, and the individual participant(s), head coach/advisor, and varsity assistant(s) for individual activities.

For state contest participation, Big Lake Schools will purchase tickets for varsity, junior varsity and 9th grade advisor/coaches for a tournament in which they coach, and will allow a one-day absence.

Opponent Facilities - the advisor/coach is responsible for ensuring opponent facilities are left neat and clean with items placed back in their original location; an inspection of the locker room should occur at the start and end of use with any damage/vandalism noted; ask to have the dressing room locked when not in use; report any damage/incidents to the Activities Director immediately.

Rating of Officials - is done by each sports head official(s). During the regular season and at most state tournaments the decisions of an official are final and there is no review or appeal.

Submitting of Scores - the head coach/advisor is responsible for submitting varsity contest results **within 24 hours** to the St. Cloud Times, local paper, Star Tribune, the MSHSL website, Minnesota Scores, and Mississippi 8 Conference; contest results for all non-varsity teams should be submitted to the local newspaper only.

Transportation - coaches/advisors and students must travel to and from contests using district - provided transportation unless an injury requires alternative transportation or the parent has provided prior approval for a student to travel home with them. An advisor/coach should clearly communicate to students and parents when they will be leaving and returning from contests. Written permission must be provided if a student is allowed to drive to practices.

All State Recognition

The Minnesota State High School Coaches Association for each activity sets its own criteria for All State Recognition-see the individual sport association's website for information. **Awards banquets ticket and transportation will be paid by the teams fundraising account or through their booster club.**

Professional Development

Required - head coaches/advisors are responsible for completing all MSHSL requirement on their "Dashboard" which includes head coaching certification, rules interpretation meeting, general rules and concussion management. They are also expected to attend conference and subsection meetings where business concerning their sport will be discussed.

Suggested - advisors/coaches are responsible for completing all MSHSL requirement on their "Dashboard" which includes rules interpretation meeting, general rules and concussion management encouraged. They are encouraged to attend professional development meetings/conferences/clinics to keep abreast of new developments in the activity in which they are coaching. A request should be submitted to the Activities Director at least two weeks in advance for approval. Events should be during non-school hours, if possible.

Expenses - the district will pay for **some within reason** professional development expenses for high school coaches/advisors, at discretion of administration, as follows:

- One PD event per activity per school year
- Up to \$150 for registration
- Up to **\$60** meals and mileage in total for a 1-day clinic

The district will pay for professional development expenses for middle school coaches/advisors at the discretion of the Activities Director as follows:

- One PD event per activity per school year
- Up to \$50 for registration
- Up to \$35 for meals and mileage in total

High school coaches may attend one day of their sport/activity state tournament and receive reimbursement for mileage, meals and tickets. Their sub pay will be covered only if the site administrator approves the absence.

Activity Website

The head coach/advisor is responsible for maintaining a website specific to their activity. At minimum, the website must contain a welcome page with a brief overview of the activity, a coaching philosophy page, a team selection page describing the criteria used for selecting the members of the team (if tryouts are necessary), criteria for lettering in the varsity sport, and a contact information page that provides contact information for all coaches/advisors for the respective activity.

Evaluation

At the end of their season all coaches/advisors will participate in an evaluation process with the Activities Director. All coaching/advising contracts head, assistant, and middle school, are one year contracts. The renewal or non-renewal of any coaching/advising contract is solely at the discretion of the Big Lake School Board.

Fourteen Legal Duties Of Athletics Personnel

1. PLANNING
2. SUPERVISION
3. SELECTING COACHES
4. TECHNIQUE INSTRUCTION
5. WARNINGS
6. SAFE PLAYING ENVIRONMENT
7. PROTECTIVE EQUIPMENT
8. EVALUATING CONDITION
9. EVALUATING INJURY
10. MATCHING & EQUATING
11. MEDICAL ASSISTANCE
12. EMERGENCY RESPONSES
13. SAFE TRANSPORTATION
14. INSURANCE DISCLOSURE

Several obligations or duties have been identified as absolute requirements for coaches/advisors and activities programs administrators. *These standards have the weight of moral obligation for coaches and activities administrators and have evolved as a result of various case law proceedings and legal judgments against individuals and school districts.*

1. **DUTY TO PLAN** - This is a comprehensive requirement that transcends all other duties. Inherent in this duty is the need to continually conduct focused analyses of potential hazards and to develop responsive strategies that prevent or reduce the potential for injury and loss in the following areas: coaching competence; medical screening; appropriate activities that consider age, maturity and environmental conditions; facility and equipment evaluation and improvement; injury response;

warnings to athletes and their families; insurance of athletes; child advocacy in cases of alcohol and other drug abuse (AODA) or family neglect or abuse. Plans and policies should be rigorously implemented unless dangerous conditions prevent implementation. Plans should become policy documents and updated regularly by administrators, coaches and experts in specific areas (e.g. equipment, emergency response, etc.). *Negligence can be alleged when an injury loss results from no planning, inadequate planning or when plans are developed but ignored.*

2. **DUTY TO SUPERVISE** - A coach must be physically present, provide supervision and control of impulsive behavior, competent instruction, structured practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury or trauma in an approved manner. This duty requires supervisors to ensure that facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise. Supervision responsibilities also pertain to athletics administrators who are expected to be able to supervise coaching staff members competently. In addition, athletics administrators are expected to supervise contests to ensure that spectators do not create an unsafe or disruptive environment. A further extension of this duty is the need to supervise the condition, safe usage, maintenance and upkeep of equipment and facilities.
3. **DUTY TO ASSESS ATHLETES READINESS FOR PRACTICE AND COMPETITION** - Activities administrators and coaches are required to assess the health and physical or maturational readiness skills and physical condition of athletes. A progression of skill development and conditioning improvement should be apparent from practice plans. Students must also be medically screened in accordance with state association regulations before participating in practice or competition. Moreover, some children may require specialized medical assessment to ascertain the existence of congenital disorders or the existence of a physical condition that predisposes the athlete to injury. In addition, injured athletes who require the services of a physician may not return to practice or competition without written permission of the physician. A new area of concern that may grow from this duty is the difficulty of assessing the readiness of handicapped children who are referred for practice and competition under the American with Disabilities Act or the Education of All Handicapped Children Act of 1975. In these cases, it is imperative that medical and multidisciplinary team approval and recommendation be obtained before a handicapped student becomes a candidate for practice and competition.
4. **DUTY TO MAINTAIN SAFE PLAYING CONDITIONS** - Coaches are considered *trained professionals* who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury specific to a sport and inherent in defective equipment or hazardous environments. Courts have held activities supervisors responsible to improve unsafe environments, repair, or remove defective equipment or disallow access to unsafe equipment or environments. The use of *sport-specific equipment safety checklists* can be helpful in enhancing the safety of participants. In addition, weather conditions must be considered. Students should not be subjected to intense or prolonged conditioning during periods of extreme heat and humidity or when frostbite may be a factor. In addition, a plan for monitoring and responding to dangerous weather conditions is necessary. Building codes and laws must be observed and implemented with respect to capacity, ventilation, air filtration and lighting.
5. **DUTY TO PROVIDE PROPER EQUIPMENT** - Coaches and activities administrators must ensure students are properly equipped with equipment that is appropriate for the age and maturity of the athletes and that is clean, durable and safe. Fitting should be carried out in accordance with manufacturer's specifications. This is especially important for protective equipment which must carry a National Operating Commission on Safety in Athletics Equipment (NOCSAE) certification and must be checked for proper fit and wearing. Athletes ~~must~~ wear protective equipment any time they are

exposed to the full rigors of contact in practice or competition. Selection of equipment must also consider the age and maturity of the athletes.

6. **DUTY TO INSTRUCT PROPERLY** - Activities practices must be characterized by instruction that accounts for a logical sequence of fundamentals that consider the developmental level of the students and that lead to an enhanced progression of player knowledge, skill and capability. In this regard, instruction must move from simple to complex and known to unknown. Instructor-coaches-advisors must be properly prepared to provide appropriate and sequential instruction and to identify and avoid dangerous practices or conditions. Instruction must demonstrate appropriate and safe techniques and must include warning about unsafe techniques and prohibited practices.
7. **DUTY TO MATCH STUDENTS** - Students should be matched with consideration for maturity skill, age, size and speed. To the degree possible, mismatches should be avoided in all categories.
8. **DUTY TO CONDITION PROPERLY** - Practices must account for a progression of cardiovascular and muscular-skeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive activities. Consideration must be given to student readiness and maturational factors. In addition, consideration should include weather conditions and their impact on student health.
9. **DUTY TO WARN** – Coaches/Advisors are required to warn parents/guardians/caregivers and students of unsafe practices that are specific to a sport and the potential for injury or death. This warning should be issued in writing and both students and parents/guardians/caregivers should be required to provide written certification of their comprehension. Videotapes of safety instructions and warnings to players and parents are recommended.
10. **DUTY TO ENSURE STUDENTS ARE COVERED BY IN JURY INSURANCE** – Activities administrators, coaches and advisors must screen students to ensure that family and/or school insurance provides a basic level of medical coverage. Students should not be allowed to participate without injury insurance. Deductible and co-payment requirements should be clearly explained to parents/guardians/caregivers and students. Certain schools may need to publish this information in several languages. Comprehension should be required of parents/guardians/caregivers and students.
11. **DUTY TO PROVIDE EMERGENCY CARE** – Coaches/Advisors are expected to be able to administer accepted, prioritized, standard first aid procedures in response to a range of traumatic injuries - especially those that are potentially life-threatening.
12. **DUTY TO DEVELOP AN EMERGENCY RESPONSE PLAN** - Activities administrators, coaches and advisors must develop site-specific plans for managing uninjured team members while emergency care is being administered to an injured student. In addition, plans must be in place to: ensure access to a telephone, a stocked first aid kit, spine board and other emergency response equipment. The plan should also account for a timely call to EMS and an expedited access by ems to the injured athlete by stationing coaches, advisors or team members at driveways, parking lots, entry doors and remote hallways.
13. **DUTY TO PROVIDE PROPER TRANSPORTATION** - In general, bonded, commercial carriers should be used for out of town transportation. Self or family transportation for local competition may be allowed if parents have adequate insurance coverage for team members other than their family members. The age and maturity of athletes should always be considered when allowing athletes to use public transportation to travel to a local contest. Students should be prohibited from driving to an out of town competition, scrimmages or practices.

14. **DUTY TO SELECT, TRAIN AND SUPERVISE COACHES** - Activities administrators **will** be expected to ensure coaches and advisors are capable of providing safe conditions and activities as outlined in the preceding list of thirteen duties.

HAZING

No student should organize, participate in or encourage hazing. Hazing is having a student or groups of students commit an act or have an act committed against them for the purpose of acceptance into an organized or unorganized group. [See School Board Policy 526.](#)

BULLYING & INTIMIDATION

Bullying and intimidation are unacceptable behaviors. Bullying is defined as intimidating, threatening, abusive or hurtful conduct that is objectively offensive, repeated and involves an imbalance of power, or materially and substantially interferes with a student's education or ability to engage in school-related activities. This policy covers behavior occurring at school, on buses, at school-related events, and electronic behavior occurring off school grounds that substantially and materially disrupts school or learning. A [form](#) to report bullying is available on our website. [See School Board Policy 514.](#)

Coach/Advisor Compensation Procedure

Out of District Experience

- Any coach/advisor with experience in a contracted (paid) position at an educational institution (ex: public school, charter school, college)- *all years of experience may be carried to the Big Lake School District in that same sport*
- **Legion/AAU/Other coaching**
- Administrative discretion - case by case basis
- Activities Director would follow up with previous organization to figure out workload/title

Same Sport Experience - within district:

For the purposes of experience and movement to pay scales, JV & 9th grade coaches are recognized as assistant coaches/advisor in all scenarios.

- **Assistant Coach to Head Coach/Advisor** - The coach/advisor will be credited with 50% of their assistant coaching experience in that specific sport. If the experience credit falls on .5, the number is rounded up to the next whole number, (e.g., 3.5 rounds to 4).
- **Middle School Coach to Assistant Coach/Advisor** - A step will be given to the coach/advisor on the appropriate pay scale. If this movement does not equate to a higher pay than the coach previously made at the middle school level then the coach/advisor **will** be moved to the next highest \$ amount on pay scale. (e.g., MS FB Coach was on step 10-\$2,859, moves to 9th FB Coach/Advisor - they would start on step 3-\$2,930 as any lesser step would be a decrease in pay).
- **Middle School Coach to Head Coach/Advisor** - The coach will not be credited with any experience in this scenario.
- A coach/advisor moving down any level within the same sport will be credited with all their years of experience on the appropriate pay scale.

Different Sport Experience - within district

- A coach/advisor with paid experience of one or more years in one sport, moving to coach a different sport will be placed on Step 2 of any other sport they coach/advisor as a paid position. This applies only to movement within the same level or to a lower level. (e.g., Assistant to Assistant, Head to Head, not Assistant to Head).
- A coach/advisor who brings both the same sport and different sport experience from within the district to a new position will be credited with only one set of these two experiences. The coach/advisor will be credited with whichever set of experience places them higher on the pay scale.

Dual Head Coaches (Co-Head)/Advisor:

- The coach/advisor with the most years of experience will be paid with the head salary. The coach/advisor with the least years of experience to be paid with the assistant coach/advisor salary. The salary of the head coach/advisor at their experience step will be added to the salary of the assistant coach/advisor at their experience step. Each coach/advisor will be paid half of this total dollar amount.
- The District has the sole discretion to decide upon whether or not to allow Dual Head Coaches/Advisor.

Big Lake Schools Head Coach/Advisor Responsibilities and Expectations

Functions: The head coach/advisor is to plan, organize, and implement an effective program and carry out the goals and objectives of Big Lake High School and the Minnesota State High School League (MSHSL)

Directly Responsible to: Activities Director

Supervision: In conjunction with the athletic director, the head coach/advisor advises, coordinates, and supports a staff of high school assistant coaches/advisors and junior high coaches/advisors in their sport.

General Responsibilities:

- Formulate goals and objectives for the upcoming season in accordance with your long- term vision for the program
- Be informed of and follow all BLHS and MSHSL bylaws
- Follow designated school procedures for ordering equipment, supplies, uniforms, etc.
- Obtain permission by filing the appropriate form for conducting a fundraiser or donation
- Collect money from participants before ordering student purchased items
- Work with Activities Director on scheduling, officials, and transportation issues
- Make administration aware of facility and equipment needs
- Encourage year-round participation in all activities
- Lead the development of feeder programs
- Publicly support the entire Big Lake Schools activities program

Pre-Season Responsibilities:

- Complete rules clinics and coaching certifications as required by MSHSL
- Meet with all levels of your coaching staff to outline procedures and expectations prior to start of season
- Insure that all participants have necessary paperwork and fees on file with the Athletic Department
 - Students cannot participate until all paperwork is on file
- Explain to your participants all BLHS, MSHSL, and team expectations, rules and regulations
- Place schedule, roster, and cutline on the MSHSL website
- Be on time for practices, games, meetings
- Arrange for issuance of equipment
- Work with activities director to make sure all paper work is completed on time
- Schedule pre-season meeting with Activities Director prior to first practice
 - Prepare and file with the Activities Director a pre-season information form

In-Season Responsibilities:

- Never allow another team to arrive at our home facility without you or someone on staff being present
- Assume responsibility for care of equipment and keep administration informed if facility work is needed
- E-mail roster to Activities Director and administrative assistant
- Assume supervisory control over all phases of your sport, including sub varsity, and junior high programs

- Hold students to academic standards
- Hold students to behavioral standards
- Maximize the contributions and develop roles of your assistant coaches/advisors
- Teach and develop the fundamental skills necessary for achievement and success
- Make certain that your students are properly supervised at all times- locker room, practices, games, buses, road trips
- Promote sportsmanship and apply discipline in a firm and positive manner
- Prepare a well-organized practice schedule that demonstrates:
 - Safety (facility, techniques, weather)
 - Fundamentals
 - Team
 - Enthusiasm
- Develop a plan to give your team the best chance of success versus each specific opponent
- Conduct yourself in an ethical and professional manner at all times
 - Strive to be more positive than negative **in** your coaching
- Arrange to have game results reported to the media
- Work with activities director to provide tournament directors needed information according to appropriate timeline
- Keep faculty informed of when and who will be missing class for early dismissal in a timely manner
- If an athlete leaves your team, be sure to collect all uniforms and equipment from them

Post-Season Responsibilities:

- Collect and inventory all uniforms and equipment
 - Report any equipment damage or non-returned items to the Activities Director
- Clean and store all equipment and uniforms
- Schedule post-season evaluations with assistant coaches, submit evaluations to Activities Director
- Schedule post-season evaluation with the activities Director after the conclusion of the season

Big Lake Schools Assistant/Middle School Coach/Advisor Responsibilities and Expectations

Functions: The assistant coaches/advisors are to follow the role assigned by the head coach/advisors, while being loyal to the head coach's philosophy and program.

Directly Responsible to: Head coach/advisor and Activities Director

Supervision: middle school, freshmen, sophomore, junior varsity, and/or varsity athletes/students

General Responsibilities:

- Apply knowledge of skills, techniques, and rules to the sport to assist athletes to reach their fullest potential
- Maintain discipline in a firm and friendly manner
- Provide direction and leadership for your level of the program
- Follow the objectives and suggestions of the varsity head coach/advisor
- Stay abreast with changes in your sport through contact with the varsity coaches/advisors, books, magazines, clinics, internet, etc.
- Assist the head coach/advisor in working with the development of a feeder program
- Assume additional responsibilities, tasks, and duties as may be determined by the head coach/advisor
- Be on time for practices, games, meetings
- Encourage year-round participation in all activities
- Be informed of and follow all BLHS and MSHSL regulations

Pre-Season Responsibilities:

- Complete coaches/advisor certification as required by MSHSL
- Meet with head coach/advisor to outline procedures and expectations

In-Season Responsibilities:

- Teach and develop the fundamental skills necessary for achievement and success
- Assume responsibility for the equipment and facilities you use
- Report all training rule violations to the principal and activities director
- Emphasize safety
- Follow school rules pertaining to team travel to and from games
- Publicly support the entire BLHS activities program
- Help with the issuing, inventory, and cleaning of uniforms and equipment
- Hold students to academic standards
- Hold students to behavioral standard
- Help supervise students at all times
- Conduct yourself in an ethical and professional manner at all times

Post-Season Responsibilities:

- Assist the head coach/advisor in collecting and storing all uniforms and equipment
- Schedule post-season evaluation with head coach within 2 weeks of the conclusion of the season

Big Lake High School Head Coach and Activity Advisor Performance Evaluation

Name: _____ Title: _____

Supervisor: _____ Title: Activities Director

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____



- Why do I coach/advise?
- Why do I coach/advise the way that I do?
- What does it feel like to be coached/advise by me?
- How do I define success?

Performance Management Philosophy

It is our commitment and responsibility to provide open and honest communication, clear expectations, fair and timely assessment of performance that recognizes employees contributing to individual, departmental and school-wide goals in alignment with your role and responsibilities within a framework of equal opportunity and affirmative action.

Key

- 3-meets competency
- 2-inconsistently meets competency
- 1-does not meet competency
- NIA-not applicable*

Leadership/Vision <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> <i>N/A</i>	<ul style="list-style-type: none"> • Teaches and models character and encourages its development with the programs/participants through specific activities • Uses honesty, trust, and affirmation to produce positive change • Respects the power and influence that a coach has in his/her program and builds positive, appropriate relationships with students, participants, assistant coaches/advisors, and parent/guardians/caregivers; developing within them a commitment to team • Collaboratively works as a coach/mentor for students, participants, and assistant coaches/advisors and has a specific plan to work with lower levels.
Comments:	
Effective Communication <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> <i>N/A</i>	<ul style="list-style-type: none"> • Works for clarity in verbal and written communication, conveying intentions, plans, and expectations as precisely as possible, aware of how words and non-verbal signals are interpreted and understood by all involved with the program • Actively engages as a listener, allowing for the exchange of information, • ideas, questions, and concerns, whether it be from student, participants, assistant coaches/advisors, or parents/guardians/caregivers • Reflects on communication to and from program stakeholders.
Comments:	
Continuing Education <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> <i>N/A</i>	<ul style="list-style-type: none"> • Studies with coaches at different schools and different levels for the exchange of information and development of new program ideas • Stays current in coaching/advising techniques through literature and • DVD review, attendance at sport/activity specific clinics, etc. • Exhibits methods and teaching procedures compatible with best known current practices
Comments:	
Coaching Competencies <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> <i>N/A</i>	<ul style="list-style-type: none"> • All basic program responsibilities are handled efficiently and effectively by the head coach/advisor and assistants (transportation, scheduling, lettering policy, fundraising, etc.) • Organized, successful practices are evident • Successful game strategies are implemented • Sport/activity specific techniques are taught effectively
Comments:	
Sportsmanship <input type="radio"/> 3 <input type="radio"/> 2 <input type="radio"/> 1 <input type="radio"/> <i>N/A</i>	<ul style="list-style-type: none"> • The coach/advisor exhibits poise and self-control • Uses common sense and behaves realistically • Acts as a conduct model for athletes during practices and games
Comments:	

Peer Support <ul style="list-style-type: none">○ 3○ 2○ 1○ <i>N/A</i>	<ul style="list-style-type: none">● The head coach/advisor is a steward for the entire district and is supportive not only of other district and community activities, but of their advisors and coaches as well. The head coach/advisor is concerned about positive continuity for the BLHS activities department as a whole and works together with other coaches during meetings and other means to that end
Comments:	
Overall Summary:	

Big Lake Public School Assistant Coach/Advisor Evaluation Form

Employee: _____ Date: _____

Evaluator (Head Coach/Advisor): _____

The employee's effectiveness in each criterion is based on performance information. After reviewing the ratings, the employee being evaluated may check the last column if there is a disagreement.

Competencies	Meets Competency	Inconsistently meets competency	Does not meet competency	Not applicable
Loyalty to program				
Care of equipment & facilities				
Knowledge of sport				
Teaching ability "Can Teach The Why"				
Ability to motivate students				
Rapport between coach and players				
Intensity of interest in coaching this				
Supervision of students before and after practice and on trips (including dressing areas)				
Rapport between coach/advisor and rest of coaching staff				
General opinion of this coach/advisor by Head				

Comments:

My signature only indicates that I have read the evaluation and not that I agree or disagree with the contents.

Signature of Assistant Coach/Advisor: _____ Date: _____

Signature of Head Coach/Advisor: _____ Date: _____

Safety Action Plan-Athletic/Activities Department

Action Description	Step/Strategies Required to Achieve Action	Timelines for Starting	Resources Needed	Metrics of Success	Deadline
Locker Room Supervision	<ul style="list-style-type: none"> ● Music Volume- at reasonable level (can still bear directive from coach/advisor) ● Coach/advisor Location ● Coaches/advisor are circulating around locker room (gender specific) ● Coaches/advisors must stagger frequency of locker room/dressing area circulation ● Coach/advisors must be present in locker room prior to kids arriving and stay until all kids have left ● Any noise/actions perceived to be "out of the norm" are to be addressed immediately 	1st day of Practice of each individual sport/activity	- Cell Phone/Computer for coach to notify proper authorities about any incidents that occur.	<ol style="list-style-type: none"> 1. Coaches/advisors are adequately supervising locker rooms to prevent any issues from occurring. 2. Students feel that there is a constant presence of coaches/advisors for supervision purposes. 	Completion of Season
Bus Supervision	<ul style="list-style-type: none"> ● Coach/advisor location ● 1 coach/advisor - sits in middle or back of bus ● 2 coaches/advisors - sit one in middle, one in back ● 3 or more coaches/advisors - one in back, one in middle, one in front ● Coach/advisor walks from front to back multiple times ● Music Volume - at a reasonable level (can still hear directive from coach/advisor) ● Any noise/actions perceived to be "out of the norm" are to be addressed immediately 	1st day of travel of each individual sport/activity	- Cell Phone/Computer for coach to notify proper authorities about any incidents that occur.	<ol style="list-style-type: none"> 1. Coaches/advisors are adequately supervising travel on buses to prevent any issues from occurring. 2. Students feel that there is a constant presence of coaches/advisors for supervision purposes. 	Completion of Season
Event/Practice Location Supervision	<ul style="list-style-type: none"> ● Coach/advisor location (both home and away events) ● Coach/advisor must be at facility prior to students arriving for practice/event ● Coach/advisor must stay until all students have safely left Big Lake campus after practice/event ● Any noise/actions perceived to be "out of the norm" are to be addressed immediately 	1st day of Practice of each individual sport/activity	- Cell Phone/Computer for coach to notify proper authorities about any incidents that occur.	<ol style="list-style-type: none"> 1. Coaches/advisor are adequately supervising all locations of practices and events to prevent any issues from occurring. 2. Students feel that there is a constant presence of coaches/advisor for supervision purposes. 	Completion of Season

<p>Hazing/Anti-Bullying Education</p>	<ul style="list-style-type: none"> ● Coaches/advisors are to explain definitions listed below to students ● Allow students time to ask questions/discuss with coach/advisor ● Inform students of the reporting procedure ● Allow students time to ask questions/discuss with coach/advisor ● Coaches/advisors are to read and comprehend Big Lake School policies- 413, 506, 514, 526 ● Coaches/advisors that receive a report of, observes, witnesses, or has other knowledge or belief of conduct that may constitute, bullying, assault, harassment, hazing, or other prohibited conduct shall make reasonable efforts to address and resolve the prohibited conduct and shall inform the building principal and activities director immediately. ● Coaches/advisor are to take and complete the NFHS Course Titled Bullying, Hazing, and Inappropriate Behaviors 	<p>1st week of practice of each individual sport/activity</p>	<ul style="list-style-type: none"> ● Copies of <ol style="list-style-type: none"> 1. Big Lake School policies: 413, 506, 514, 526 2. Big Lake Coaches Handbook 3. Definitions (per Big Lake School policies) of Hazing, Bullying, Harassment, and Assault ● Web link for NFHS Course- <i>Bullying, Hazing, and Inappropriate Behaviors</i>- HERE 	<ol style="list-style-type: none"> 1. Coaches/advisor and students can fully comprehend and identify acts of hazing, bullying, harassment, or assault. 2. Coaches/advisor and students fully comprehend and feel confident in reporting any acts of hazing, bullying, harassment, or assault. 	<p>1st week of practice for each individual sport/activity</p>
<p>Technology Appropriate Use Education</p>	<ul style="list-style-type: none"> ● Coaches/advisors are to read and comprehend Big Lake School Policy 524- Technology Acceptable Use and Safety Policy for Students ● Coaches/advisors are to inform students of unacceptable uses in Policy 524, emphasizing unacceptable uses 1, 2, &3 ● Coaches/advisors will read the social media guidelines for student-participants to their students and allow time for questions/discussion 	<p>1st week of practice of each individual sport/activity</p>	<ul style="list-style-type: none"> ● Copies of <ol style="list-style-type: none"> 1. Big Lake School Policy 524 3. Definition of Cyberbullying (per Big Lake School policies) 	<ol style="list-style-type: none"> 1. Coaches and students fully comprehend and can identify what is and what is not appropriate technology use. 2. Coaches and students can identify and feel confident reporting acts of inappropriate 	<p>1st week of practice for each Individual sport/activity</p>

<p>Accountability of Training and Education</p>	<ul style="list-style-type: none"> ● Scheduled and documented time of meeting with coaches/advisors for education of action steps listed above (completed by the AD) ● Coaches/advisor will work with AD to have a written supervision plan for each area listed above ● Activities Director will set up a meeting with Coaches/advisors of each sport/activity to go through all action steps, policies, definitions, and training that coaches/advisors are to complete ● Coaches/advisors will be required to read all Big Lake policies, definitions and sign a form stating they understand and comprehend all information ● Coaches/advisors will be required to provide documentation of completion of NFHS training listed above ● Coaches/advisors will provide AD with documentation of completed training for all action steps listed above ● Scheduled and documented time of meeting done by the coaches/advisor with their respective students for education and training of action steps listed above (completed by AD) ● Coaches/advisor will notify AD of the scheduled date of training with their respective students ● AD will attend training of each student group that is completed by the coaches. AD will document time & date of training 	<p>Prior to start of each sport/activity season</p>	<ul style="list-style-type: none"> ● Supervision Plan Template ● Policy and definitions understanding and comprehension completion form ● NFHS training completion form ● Documentation of scheduled meetings with students (by coaches) ● Documentation of scheduled meetings with coaches (by AD) 	<ol style="list-style-type: none"> 1. Coaches/advisor meeting, training, and documentation is completed prior to the start of each sport/activity. 2. Documentation of student training is completed within the first week of each sport/activity. 	<ol style="list-style-type: none"> 1. Coach training- prior to start of season 2. Student training end of first week of season
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Coach/Advisor Post-Season Banquet Procedure

1. Coach/Advisor **may** schedule post-season banquet through the Activities Director prior to the start of their season. **Coaches/Advisor are required to have a year-end meeting with the students to hand out awards, certificates and chenille's.**
2. Coach/Advisor will fill out banquet and Conference GPA form *at least 1 week* prior to the banquet (earlier the better) and submit to the Activities Secretary.
3. Activities Secretary will complete GPA's on M8 GPA form and complete certificates/pins needed for sport's banquet.
4. Coach/Advisor will pick up awards two days prior to the event to allow time to fix any errors.

Additional Information

1. Any additional awards or food/drinks ordered for a team's banquet will be funded by the team's fundraising account and/or booster club.
2. If a student is a first-year letter-winner they get the sport-specific pin. Each subsequent year they letter they will receive the bar pin.
3. Students are responsible for stopping in the activities office to pick up the "BL" letter.
4. Letterman's jacket and arm patches can be purchased by the students at AST Sports in Monticello.
5. Do not forget managers & captains recognition pins.

Sport/Activity Certificates and Letters

Certificate of Awards: Completed by head coach/advisor

Participation in: Completed by head coach/advisor

Athletic Letter: Completed by head coach/advisor

Spotlight on Scholarship: Activities Secretary will check GPA's

All Conference Academic Team: Coach/Advisor submits GPA to Activities Secretary and checks GPA's

Academic All State: Determined by coach/advisor association of each sport

MS-Honorable Mention: Completed by head coach/advisor and Activities Secretary will print certificates

MS-All Conference: Completed by head coach/advisor. Plaques are ordered through the M8 Conference

Coach/Advisor Purchase Process

Two Types of Purchases

1. Uniforms, Equipment and Awards
 - All purchases **must** have a purchase order number prior to placing the order.
2. Tournament Entry Fees, Coaching Clinic Registrations
 - These purchases are done with a check request form.

Purchase Order Process

1. Coach/Advisor will request a *Quote* from a sales rep, website, or dealer.
2. Coach/Advisor fills out the Purchase Order Requisition Form and turns PO Requisition Form & Quote to Activities Secretary.
3. The Activities Secretary will submit to the Activities Director for approval and budget coding.
4. The Activities Secretary creates PO and sends it to the coach/advisor.
5. The coach/advisor sends PO to sales rep, website, dealer to place the order.

*** Do not proceed with an order without a purchase order number.**

Middle school and assistant coaches/advisor work with head coach/advisor on purchasing

Check Requests Process

1. The coach/advisor will fill out registration forms necessary for tournament, camp, or clinic.
2. The coach/advisor will fill out a check request form (except for budget code).
3. Coach/Advisor submits registration and check request form to Activities Secretary.
4. The Activities Secretary will submit to the Activities Director for approval and budget coding.
5. The Activities Secretary will submit it to the District Office for payment and registration.

Fundraiser Procedures & Regulations

Procedure

1. Submit **Fundraising Request Form** to appropriate administrator, who will approve or deny request. If approved, the administrator will forward the request to the Superintendent's Secretary to be included on the consent agenda for the next available school board meeting for final approval. Final approval by the school board must occur before any fundraising activities occur.
2. It is the responsibility of the employee submitting the request form to keep track of all expenses and revenues resulting from the fundraiser.
3. Revenues should be tracked using the **Fundraising Monetary Tracking Form**. As soon as money is received, it should be recorded on this tracking form and put in a secure location until the end of the day. At the end of each day, all money received should be given to the main office of the employee's building. The District Office will collect money from the offices every morning and make a daily deposit.
4. Within 1 week of the conclusion of the fundraiser, all expenses and revenues must be recorded on the **Fundraising Completion Form** and submitted to the same administrator who received the request form. The administrator will sign off on the form and route to Business Services in the District Office.
5. Do not pay fundraising vendors or take any of the fundraising revenues to pay for expenses. Submit an employee expense report for fundraising-related expenses you personally incurred or a check request for vendor expenses with the fundraising completion form.

Regulations

1. Student safety is the first consideration in determining the plan for participation. Door-to-door sales are discouraged; but if approved, K-8 students must have a parent or guardian with and 9-12 students must travel in groups of 2 or more.
2. Individual student participation is optional. Students will not be pressured to sell products or solicit funds and will not be required to meet a sales quota to participate in an activity or field trip. Staff will not use their positions of influence to pressure students to participate nor will students who do not participate in any way be penalized.
3. The **Fundraising Request Form** must be completed, signed by an administrator and approved by the School Board before any school employees, representatives, and/or students of the District approach businesses or organizations to secure funding for school activities/programs.
4. All funds raised must be used to enhance the district's programs or provide benefits to students at-large. Funds cannot be raised using the school district's name for the benefit of an individual or non-school activity/program.

Credit Card & Reimbursement Procedures

1. Reimbursements
 1. Must have pre-approval from Activities Director prior to any purchases with your own money
 2. You must keep and submit all original itemized receipts.
 3. Sales tax will not be included on reimbursement.
 4. Reimbursement requests more than 30 days old will not be accepted.
 5. No reimbursements for gift cards or receipts that obtain alcohol/tobacco purchases.

Credit Card

1. Must have pre-approval from Activities Director prior to use of activities credit card.
2. Coach/Advisor must complete the credit card form with district office staff prior to card use.
3. You must keep and submit all original itemized receipts.
4. No gift cards can be purchased with activities credit card.
5. Unauthorized purchases will be deducted from your salary (alcohol, tobacco, etc.).
6. Credit Card and all receipts must be turned in to Activities Director immediately after use.
7. If a credit card is used to purchase meals, the receipt must be itemized.

Grade Check Procedure

1. The secretary will check grades of each sport/activity in season on Monday morning through Infinite Campus.
2. The secretary will email the list of ineligible students to the head coaches of each respective sport/activity.
3. Head coaches/advisor will communicate with students, letting them know that they are ineligible. (Through text message, email, or in practice on Monday afternoon).
4. Ineligibility will go into effect starting **Wednesday** morning, as to allow coaches to properly communicate with students about their ineligibility.
5. Students will be responsible for regaining their eligibility through talking with their teachers and having the teacher sign the grade slip.
 - a. Grade Slips can be found in the main office of the high school (coaches/advisor have also been emailed a copy of this form).
6. After students have had a grade slip signed by the teacher, signifying eligibility or progress towards eligibility, students will turn that grade slip into their coach. (If no grade slip is signed, the student is ineligible from competition until the next grade check).
7. Coaches/Advisors are to keep all signed grade slips on file and turn in to Activities Director at the end of their season.

BIG LAKE LINKS

ALL SCHOOL BOARD POLICIES: [HERE](#)

BIG LAKE STUDENTS INFORMATION:

Student Handbook - [HERE](#)

CREDIT CARDS:

Credit Card Procedures - [HERE](#)

DONATIONS:

Donations Acceptance Form - [HERE](#)

EMPLOYEE REIMBURSEMENT:

Reimbursement Form (Employee) - [HERE](#)

Out of State Travel Request Form - [HERE](#)

FUNDRAISING:

Fundraising Request Form - [HERE](#)

Fundraising Tracking Form - [HERE](#)

Fundraising Completion Form - [HERE](#)

MSHSL:

MSHSL Handbook - [HERE](#)

MINNESOTA STATE HIGH SCHOOL COACHES ASSOCIATION:

MSHSCA Website - [HERE](#)

PURCHASING:

Purchase Requisition Form - [HERE](#)

Request for Finance Check - [HERE](#)

STUDENT FORMS:

Student Travel Release Form - [HERE](#)

Student Travel Release Form Out-of-Town Practice (Hockey/Golf) - [HERE](#)

Student Accident/Injury Report Form - [HERE](#)

Big Lake Schools Coaches' Handbook Signature Page

I have received a copy of the *Big Lake Schools Coaches' Handbook* and will return this signed page to the Activities Director.

I have read and understand all of the related material in the handbook related to my capacity as a coach for the Big Lake School District. I further understand that it is my responsibility to follow the enclosed policies and guidelines as well as educate the student participants and their parents of any of these policies or guidelines as they pertain to my contracted activities.

Coaches Name: _____

Sport: _____

Date: _____

CASH REPORT FOR SCHOOL BOARD

BIG LAKE PUBLIC SCHOOLS

Independent School District # 727

for month: July 2025

101 - CASH ACCOUNTS					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$ (1,324,093)	\$ 5,449,513	\$ (5,204,426)		\$ (1,079,006)
Food Service	\$537,349	1,851	(119,232)		\$419,968
Community Service	\$525,289	306,789	(374,358)		\$457,720
Building Fund	\$0	153,460	(153,460)		\$0
Debt Service	\$894,376	-	(3,325)		\$891,051
Project fund- HVAC (Fund 15)	\$0	17,061	(17,061)		\$0
OPEB Trust Fund	(\$13,592)	-	(598)		(\$14,190)
TOTAL PER BOOKS	619,329	5,928,674.00	(\$5,872,460)	\$0	675,543
				General Checking Account	\$675,543
				TOTAL PER BANK	\$675,543

102 - PETTY CASH ACCOUNT					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$1,932	-	(\$222)	-	\$1,710
				Petty Cash Checking Account	\$1,710
				TOTAL PER BANK	\$1,710

104 - INVESTMENT ACCOUNTS					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	\$7,104,394	\$ 1,971,306	\$ (4,200,000)		\$4,875,700
General Fd Operating Investments	\$16,606,573	13,751	(1,738,386)		\$14,881,938
Food Service	\$344,073	31,042	-		\$375,115
Community Service	\$1,275,413	9,107	-		\$1,284,520
Debt Service	\$3,136,869	125,524	(671,888)		\$2,590,505
Facility Maintenance Invest. 2021A (Fd 15)	\$44,715	147	(17,061)		\$27,801
Facilities Investments 2022A (Fd 06)	\$3,205,260	5,459	(153,460)		\$3,057,259
OPEB Trust Equities	\$1,435,649	6,613	-		\$1,442,262
TOTAL PER BOOKS	\$33,152,946	\$2,162,949	(\$6,780,795)	\$0	\$28,535,100
				MN Trust	\$9,125,840
				Operating Investments	\$14,881,938
				Building Fund Investments	\$3,085,060
				OPEB Trust	\$1,442,262
				TOTAL PER BANK	\$28,535,100

CASH AND INVESTMENT BALANCE SUMMARY BY FUND					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	\$ 22,388,806	\$ 7,434,570	\$ (11,143,034)	\$ -	\$ 18,680,342
Food Service	\$881,422	32,893	(119,232)	-	\$795,083
Community Service	\$1,800,702	315,896	(374,358)	-	\$1,742,240
Debt Service	4,031,245	125,524	(675,213)	-	3,481,556
Project Fund HVAC- Fund 15	\$44,715	\$17,208	(\$34,122)	\$0	\$27,801
Bond Account Investments (fund 06)	\$3,205,260	\$158,919	(\$306,920)	\$0	\$3,057,259
OPEB Trust Fund	(\$13,592)	-	(598)	-	(\$14,190)
OPEB Trust Equities	\$1,435,649	6,613	-	-	\$1,442,262
TOTAL PER BOOKS	33,774,207	\$8,091,623	(\$12,653,477)	\$0	29,212,353
				Cash	\$675,543
				Petty Cash	\$1,710
		133		Investments	\$28,535,100
				TOTAL PER BANK	\$29,212,353

WIRE TRANSFER SUMMARY
Big Lake Public Schools
Independent School District #727
July 31, 2025

DATE	FROM	TO	AMOUNT	PURPOSE
7/1/2025	Old National-Checking	Heartland Pmt System	\$ 0.79	Myschoolbucks Credit Card Fees
7/2/2025	MN Trust-PMA	Old National-Checking	\$ 1,700,000.00	Payroll and Payroll AP
7/3/2025	Old National-Checking	Trustmark	\$ 1,225.92	Insurance Coverage
7/3/2025	Old National-Checking	EYEMED	\$ 1,722.44	Insurance Coverage
7/3/2025	Old National-Checking	Health Equity	\$ 24,574.17	H.S.A Contributions
7/8/2025	Old National-Checking	Health Equity	\$ 357.60	Health Equity fee
7/8/2025	Old National-Checking	Health Equity	\$ 4,820.72	Health Equity
7/8/2025	Old National-Checking	Bankcard Service	\$ 7,412.68	ELEYO Credit Card Fees
7/8/2025	Old National-Checking	Delta Dental	\$ 30,589.32	Dental Insurance
7/8/2025	Old National-Checking	EBC	\$ 50,349.51	403b & 457 contributions
7/8/2025	Old National-Checking	State of MN	\$ 53,574.70	MN State retirement Plan
7/9/2025	Old National-Checking	United Way	\$ 57.00	United Way EE elections
7/9/2025	Old National-Checking	Amazon	\$ 489.21	Invoice Payments
7/9/2025	Old National-Checking	ELEYOmonthlysoft	\$ 1,475.00	ELEYO User Fees
7/9/2025	Old National-Checking	BLEM	\$ 9,187.12	Teacher Unions Dues
7/10/2025	Old National-Checking	Transfirst/TSYS	\$ 54.97	Affinity Credit Card fees
7/10/2025	MN Trust-PMA	Old National-Checking	\$ 500,000.00	Accounts Payable
7/11/2025	Old National-Checking	Health Equity	2985.31	Health Equity
7/15/2025	Old National-Checking	MN Dept of Rev	\$ 258.00	Sales Tax
7/15/2025	Old National-Checking	Amazon	\$ 1,093.51	Invoice Payments
7/15/2025	Old National-Checking	Amazon	\$ 7,941.76	Invoice Payments
7/17/2025	Greater Twin City	Old National-Checking	\$ 4,066.00	Pathway I
7/17/2025	MN Trust-PMA	Old National-Checking	\$ 2,000,000.00	Payroll and Payroll AP
7/18/2025	Old National-Checking	Old National Bank	\$ 135.64	Old National Service Charge
7/18/2025	Old National-Checking	SSI MN TRANCHE 2 LLC	\$ 8,696.88	Solar Contract
7/18/2025	Old National-Checking	Health Equity	\$ 28,782.13	H.S.A Contributions
7/18/2025	Old National-Checking	USS MINNESOTA ONE MT	\$ 33,878.80	Solar Contract
7/21/2025	Old National-Checking	Neopost	\$ 201.00	DO Postage
7/21/2025	Old National-Checking	FleetCor	\$ 237.49	Kwik Trip Billing
7/21/2025	Old National-Checking	NewYork Life	\$ 15,668.35	Life & LTD Insurance & suppl. Life
7/22/2025	Old National-Checking	Vision Transportation	\$ 59,330.27	Transportation billing
7/23/2025	Old National-Checking	United Way	\$ 57.00	United Way EE elections
7/23/2025	Old National-Checking	Verizon	\$ 1,250.52	Verizon billing
7/23/2025	Old National-Checking	BLEM	\$ 9,187.12	Teacher Unions Dues
7/23/2025	Old National-Checking	EBC	\$ 51,340.58	403b & 457 contributions
7/25/2025	Old National-Checking	Health Equity	\$ 3,232.73	Flex Claim Pymts
7/25/2025	MN Trust-PMA BONDS	Old National-Checking	\$ 17,060.50	Bond Draw 2021A
7/25/2025	Old National-Checking	Compass Group	\$ 18,028.15	Chartwells
7/25/2025	MN Trust-PMA BONDS	Old National-Checking	\$ 153,460.38	Bond Draw 2022A
7/28/2025	Old National-Checking	Windstream	\$ 1,509.68	Windstream billing
7/29/2025	Old National-Checking	Amazon	\$ 763.33	Invoice Payments
7/30/2025	Benefit Resource BRI	Old National-Checking	\$ 11,253.22	Cobra Payment
7/31/2025	Old National-Checking	Bremer Bank	\$ 222.40	ACH Charge
7/31/2025	Old National-Checking	Neopost	\$ 603.00	DO Postage
7/28/2025	MN Trust-PMA	Bond Trust/US Bank	\$ 671,887.50	Bond Interest Payments

Treasurer's Report
 Month of July, 2025/26 School Year
 Amber Sixberry, Treasurer

Big Lake School District #727
 Respectfully Submitted at the 08/26/25 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, 2025 | In compliance |
| 2) | Revenue and Expenditure Budget published by earlier of one week after school board accepts final audit or November 30, 2025 | Not in compliance |
| 3) | Final UFARS data to MDE by November 30, 2025 | Not in compliance |
| 4) | The 2024/2025 audit (electronic copy) received at MDE by December 31st, 2025 | Not in compliance |
| 5) | Board members having received training in financial matters per statute | In compliance |

FISCAL HEALTH - INCOME STATEMENT PARAMETERS

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

	REVENUE			<i>(Calculated)</i>	EXPENDITURES		
	Budget	Actual \$ YTD	Actual % YTD		Budget	Actual \$ YTD	Actual % YTD
General Fund (01,05,11 &12)	\$ 49,297,687	\$ 808,513	2%	\$ 53,643,745	\$ 1,221,164	2%	
Food Service (02)	\$ 2,615,476	\$ 64,341	2%	\$ 2,723,593	\$ 98,208	4%	
Community Service (04)	\$ 3,369,175	\$ 266,444	8%	\$ 3,467,365	\$ 108,154	3%	
Building Construction (06)	\$ 25,000	\$ 5,606	22%	\$ 2,323,207	\$ 3,457	0%	
Debt Service (07)	\$ 4,870,863	\$ 104,144	2%	\$ 4,482,775	\$ 675,212	15%	
OPEB Irrevocable Trust Fund (45)	\$ 65,000	\$ 6,613	10%	\$ 138,688	\$ -	0%	

2) ADM Monitor - Principals' monthly reporting

Original

Budgeted Seated ADM	3115
Tuition ADM	65
Budgeted ADM	3180

NOTES

No budget revisions

School Board Financial Report

August 26th, 2025

Presented by Angie Manuel, Director of Business Services

24-25 Enrollment Update

- Kindergarten: 213 as of 8-21-25
 - ✓ 213 in person, 0 online
 - ✓ Budget: 222

- Seated ADM Budget: 3,115

ADM=Average Daily Membership

ISD #727 Original 2025-2026 Budget

June 2025

	Budgeted Fund Balance June 30,2025	Revenue Budget 25-26	Expenditure Budget 25-26	Projected Net Change Incr(Decr) in Fund Balance	Transfers	Budgeted Fund Balance June 30,2026
General:						
Restricted -						
Long Term Facilities Maintenance	\$ 91,757	\$ 1,568,038	\$ 2,077,862	\$ (509,824)	\$ 500,000	\$ 81,933
Operating Capital	\$ 648,789	\$ 780,564	\$ 1,229,203	\$ (448,639)	\$ -	\$ 200,150
Capital Projects Levy	\$ 431,176	\$ 930,816	\$ 1,361,623	\$ (430,807)	\$ -	\$ 369
Staff Development	\$ 253,949	\$ 518,912	\$ 510,988	\$ 7,924	\$ -	\$ 261,873
Basic Skills	\$ 473,345	\$ 1,843,135	\$ 2,200,037	\$ (356,902)	\$ -	\$ 116,443
School Library Aid	\$ 37,954	\$ 35,629	\$ 41,579	\$ (5,950)	\$ -	\$ 32,004
Literacy Aid (Ongoing Aid)	\$ 11,461	\$ 146,588	\$ 158,049	\$ (11,461)	\$ -	\$ -
Literacy Aid (READ Act)	\$ 126,091	\$ -	\$ -	\$ -	\$ (7,191)	\$ 118,900
READ Act Training	\$ 33,898	\$ -	\$ 41,089	\$ (41,089)	\$ 7,191	\$ -
American Indian Education Aid	\$ 5,160	\$ 63,500	\$ 63,500	\$ -	\$ -	\$ 5,160
Third Party/Medical Assistance	\$ 467,552	\$ 110,000	\$ 194,719	\$ (84,719)	\$ -	\$ 382,833
Area Learning Center (ALC)	\$ 91,353	\$ 351,593	\$ 412,951	\$ (61,358)	\$ -	\$ 29,995
Scholarships	\$ 18,761	\$ 18,000	\$ 20,000	\$ (2,000)	\$ -	\$ 16,761
Student Activities	\$ 15,495	\$ 3,850	\$ 8,380	\$ (4,530)	\$ -	\$ 10,965
Committed for Severance	\$ 1,208,292	\$ -	\$ 19,775	\$ (19,775)	\$ -	\$ 1,188,517
Assigned for Q Comp	\$ 101,041	\$ 799,384	\$ 834,802	\$ (35,418)	\$ -	\$ 65,623
Assigned for Athletics and Activities	\$ 78,245	\$ 1,343,955	\$ 1,422,200	\$ (78,245)	\$ -	\$ -
Assigned for Building Level Activities	\$ 165,618	\$ 32,400	\$ 38,333	\$ (5,933)	\$ -	\$ 159,685
Other Assigned Fund Balances	\$ 2,042,075	\$ 5,500	\$ 320,310	\$ (314,810)	\$ (500,000)	\$ 1,227,265
Nonspendable for Prepaid Items	\$ 67,718	\$ -	\$ -	\$ -	\$ -	\$ 67,718
Unassigned Fund Balance	\$ 9,456,447	\$ 40,745,823	\$ 42,688,345	\$ (1,942,522)	\$ -	\$ 7,513,925
Subtotal	\$ 15,826,177	\$ 49,297,687	\$ 53,643,745	\$ (4,346,058)	\$ -	\$ 11,480,119
Food Service:						
Restricted	\$ 700,510	\$ 2,615,476	\$ 2,723,593	\$ (108,117)	\$ -	\$ 592,393
Nonspendable for Inventory	\$ 45,846	\$ -	\$ -	\$ -	\$ -	\$ 45,846
Subtotal	\$ 746,356	\$ 2,615,476	\$ 2,723,593	\$ (108,117)	\$ -	\$ 638,239
Community Service:						
Restricted -						
Community Education	\$ 1,121,238	\$ 2,543,720	\$ 2,623,282	\$ (79,562)	\$ -	\$ 1,041,676
ECFE	\$ 138,649	\$ 309,594	\$ 285,961	\$ 23,633	\$ -	\$ 162,282
School Readiness	\$ (68,978)	\$ 494,248	\$ 539,591	\$ (45,343)	\$ -	\$ (114,321)
Preschool Screening	\$ 49,810	\$ 21,613	\$ 18,531	\$ 3,082	\$ -	\$ 52,892
Subtotal	\$ 1,240,719	\$ 3,369,175	\$ 3,467,365	\$ (98,190)	\$ -	\$ 1,142,529
Building Construction Fund						
Restricted -						
Long-Term Facilities Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Referendum Projects	\$ 2,298,207	\$ 25,000	\$ 2,323,207	\$ (2,298,207)	\$ -	\$ -
	\$ 2,298,207	\$ 25,000	\$ 2,323,207	\$ (2,298,207)	\$ -	\$ -
Debt Service - Restricted	\$ 1,987,866	\$ 4,870,863	\$ 4,482,775	\$ 388,088	\$ -	\$ 2,375,954
OPEB Irrevocable Trust Fund	\$ 1,346,331	\$ 65,000	\$ 138,688	\$ (73,688)	\$ -	\$ 1,272,643
Total	\$ 23,445,656	\$ 60,243,201	\$ 66,779,373	\$ (6,536,172)	\$ -	\$ 16,909,484

Financial Audit Update

- ❑ Preliminary fieldwork completed
- ❑ No issues or findings
- ❑ Awaiting final year-end data from MDE
- ❑ Final fieldwork week of Sept. 29th

2025 Pay 2026 Property Tax Levy

- ❑ Initial data submitted to MDE in August
- ❑ First look at levy will occur on September 8th
- ❑ Finance committee to review prior to September Board meeting
- ❑ Preliminary levy approval to occur September 24th regular Board meeting

School Board Action

Approve financial report

YOUTH AND FOOD SHELF SERVICES PROGRAM AGREEMENT

This Agreement is entered into by and between Independent District No. 727, Big Lake, Minnesota (“District”) and Big Lake Community Food Shelf, Inc. (“BLCFS”), a non-profit corporation operating in Big Lake, Minnesota. The District and BLCFS are hereinafter referred to collectively as the “Parties” and individually as a “Party.”

WHEREAS, the District is authorized pursuant to its general powers to offer an educational and youth service program that provides young people with meaningful opportunities to become involved in their community, develop individual capabilities, make career connections, seek support networks and services, become active citizens, and address community needs through youth service and, in doing so, must have a community sponsor that may be a nonprofit organization; and

WHEREAS, BLCFS is a non-profit organization that exists to provide food and supplies for families in need residing in the Big Lake community and to direct them to other services that may be helpful to them in a manner that preserves the dignity and respect of families and, as such, would qualify as a community sponsor with whom the District may partner pursuant to its general powers; and

WHEREAS, the Parties wish to enter into an agreement regarding BLCFS’s sponsorship of the District’s educational and youth service program to District students and use of District facilities in doing so.

NOW, THEREFORE, IN CONSIDERATION of the mutual covenants and promises contained in this Agreement, including the relinquishment of certain legal rights and other good and valuable consideration, the Parties agree as follows:

1. Program Services. In conjunction with the District’s educational and youth service program, BLCFS shall, in a satisfactory and proper manner as determined by the School Board of the District, assist and teach District students in community service, volunteer activism, and civic engagement by helping them develop a deeper understanding of local food insecurity and their power to make a difference in servicing the community. In order to provide these services, BLCFS will include District students in the operation of a food shelf that is open to the public and other similar initiatives. BLCFS shall provide these Program Services free of charge to the District in exchange for use of the District Building Space as set forth in this Agreement. Nothing in this paragraph shall provide the District with any authority to dictate how BLCFS operates its food shelf.
2. Coordination of Program Services. BLCFS shall at all times be free to exercise initiative, judgment, and discretion as to how to best operate the food shelf and

similar initiatives, subject all applicable state, federal, and local laws, rules, regulations, ordinances, District policies and procedures, and to the following provisions:

- A. Operation. The food shelf operating in the District's Building Space, to the extent possible, will operate primarily during the District's school calendar. The food shelf may only operate during the days and hours agreed upon by the School Board and BLCFS. Exceptions to these hours may be made with approval by the Superintendent due to unforeseen emergencies or uses that are consistent with the services provided pursuant to this Agreement.
- B. Parking. BLCFS and members of the community utilizing the services of the food shelf will be allowed to use specifically delegated parking facilities separate from Student parking located next to the Building Space during the term of this Agreement. Such spaces shall be designated by the District, in consultation with BLCFS, following the completion of construction of the remodeled building space and parking facilities. The District shall provide a minimum of 20 parking spaces to BLCFS.
- C. Donations. BLCFS is responsible for obtaining, maintaining, and utilizing all donations made to the food shelf.
- D. Employees. BLCFS shall provide its own employees to operate the food shelf and other similar initiatives and to provide Program Services to the District and shall be solely responsible for items including, but not limited to the payment of wages and benefits, to the extent applicable, workers compensation, unemployment insurance, supervision, discipline, and other responsibilities of an employer. In providing these services, BLCFS affirms that student services that would be utilized in this cooperative program will not displace or reduce the workload of its employees. Notwithstanding the foregoing, the District shall have the right to have any employees/volunteers removed or replaced by BLCFS to the extent that the individual violates any policies otherwise applicable to School District employee or general expectations of conduct or qualifications in working with District students. Nothing in this paragraph precludes BLCFS from imposing discipline or terminating its employees according to its own internal policies.
- E. Food and Beverage Regulations. BLCFS shall ensure that all food or other items distributed through the food shelf or other food prepared or served on District property subject to this Agreement is compliant with all state and federal licensing regulations. A copy of any required licenses must be provided by BLCFS to the District at least two weeks prior to the first day

date of occupancy set forth in this Agreement. A current copy of any required licenses must be provided annually thereafter.

- F. Background Checks. Consistent with its policies and Minnesota Statutes, section 123B.03, subdivision 1(c), BLCFS must conduct a suitable background check on every individual who provides services to pursuant to this Agreement. The background check must be completed and evidence suitability to provide services at a school before the individual begins working at the District pursuant to this Agreement. With the approval of the District Superintendent, a BLCFS employee/volunteer may provide services at the District pursuant to this Agreement pending completion of the background check but must be notified that services at the District may be terminated based on the result of the background check. Copies of the suitable background check and notices of conditional employment, if applicable, must be made available to the District upon request.
 - G. Policies. BLCFS employees and volunteers operating the food shelf and providing Program Services shall comply with all District policies and procedures, including any laws or state regulations governing the District and operation of a food shelf on District property. District policies are available on the District's website. District employees and students must likewise adhere to all BLCFS policies and procedures, copies of which shall be provided to the District at least one month prior to occupancy.
 - H. Program Services Materials. To the extent that materials are distributed to students as part of the Program Services, any and all materials must be approved by the District.
 - I. Funding. The Parties may cooperate to obtain available federal or state funding, grants or similar initiatives for the operational costs of the food shelf and educational and youth service program.
 - J. Promotion of Program Services. The Parties shall cooperate to develop an appropriate description of the educational and youth service/food shelf program for publication and distribution to District students, parents and the community.
3. Building Space. In exchange for the provision of the Program Services as described in paragraphs 1 and 2, the District shall provide BLCFS with suitable space to operate a food shelf to be located on District premises as mutually agreed to between the Parties, including sufficient space for a walk-in cooler and freezer, reasonable access to power sources (electricity/gas), telephone, internet services ("Building Space") and restroom facilities for BLCFS staff and volunteers. Restroom facilities

shall not, however, be available to the public absent a medical emergency and, then, only under the supervision of a BLCFS or District administrator or designee. Suitable space means approximately 3000 square feet.

- A. Location. The Building Space subject to this agreement is located at 501 Minnesota Avenue, Big Lake, Minnesota 55309. The Building Space is located within a larger multipurpose facility used for other educational purposes.
- B. Use. BLCFS may only use the Building Space for purposes consistent with its mission as a 501(c)(3) organization, as registered with the Minnesota Secretary of State, and as set forth in in this Agreement with the intended use to be that of a food shelf and educational and youth service program.
- C. Furnishings. The Building Space to be provided by the School District will be unfurnished. BLCFS shall provide all necessary furnishings consistent with its use of the Building Space. No furnishings shall be permanently attached to the Building Space without the District's prior written consent. BLCFS shall be responsible for the maintenance and repair of any supplied furnishings and shall remove the furnishings from the Building Space at the termination of this agreement. In furnishing the Building Space, BLCFS shall comply with all District policies and the laws, rules, regulations, and building codes that apply to the use of such equipment in school districts.
- D. Maintenance and Repair. BLCFS shall, at its own expense, maintain the Building Space in a clean and sanitary manner and shall surrender the same at termination hereof in as good condition as received, normal wear and tear excepted. BLCFS may not make any alterations to the Building Space without the District's written consent. During the term of the Agreement, the District will clean the Building Space consistent with the cleaning schedule for its facilities as a whole.
- E. Access. The District agrees to give access of the Building Space to BLCFS in the form of keys, fobs, cards, or any type of keyless security entry as needed to enter the Building Space. Duplicate copies of physical keys or access codes provided may only be used by BLCFS as authorized under the consent of the District and shall not be duplicated or shared by BLCFS without specific written authorization. If any replacements are needed, the District may provide them for a fee. At the end of this Agreement all forms of security access provided to BLCFS shall be returned to the District.
- F. Secured and Separate Entrance. The Building Space shall have a secured entrance, separate from any other entrance to the larger multipurpose facility

of District building. BLCFS and its employees, volunteers, officers, and agents may not access the larger multipurpose facility without consent from the District or as otherwise permitted by the School District's Visitor Policy and procedures.

- G. Utilities and Facilities Operating Costs. BLCFS shall pay \$5.50 per square foot per annum (\$1,375.00 per month for 3000sq ft.), subject to any annual increase set forth in the Consumer Price Index for Rent for Utilities and Facilities Operating Costs. The increase based on the Consumer Price Index for Rent shall not exceed 6 percent per annum. The District shall provide BLCFS with an invoice for Utilities and Facilities Operating Costs monthly. The invoice shall be paid by BLCFS to the School District within thirty (30) days of the date of the invoice. For the purposes of this Agreement, "days" shall mean calendar days.

 - H. Right of Entry. The District shall have the right to enter the Building Space at reasonable hours for inspection, make necessary repairs, alterations or improvements, to supply services as agreed or for any reasonable purpose. District students and staff also shall be permitted access for purposes related to the educational and youth services program as authorized by the District. In the event that BLCFS wishes to remove or prohibit a District student or staff from the Building Space, BLCFS shall notify the Superintendent or designee. The Superintendent or designee shall determine whether the student or staff will be denied access to the Building Space in conjunction with BLCFS.
- 4. Term. This Agreement is effective on the date that BLCFS takes occupancy of the Building Space ("Effective Date"). The agreement will continue for fifteen (15) years from the Effective Date, unless terminated earlier pursuant to this Agreement.

 - 5. Condition Precedent to Effectiveness of Agreement. The Parties understand and agree that the terms of this Agreement are based on the financial ability of the School District to construct the Building Space which is to be funded by a bond/levy referendum subject to public election and approval. Notwithstanding anything herein to the contrary, as a condition precedent to this Agreement, this Agreement shall not become effective until, and is conditioned upon, the proposed bond/levy referendum being approved by the State, to the extent required by law, by passage via public vote at a duly called election, and completion of construction of the Building Space. The District shall provide BLCFS with regular updates as to the progress of these stages of approval by the State and voters as well as progress of the construction project. As construction nears completion, the Parties shall agree to a date by which BLCFS may shall take possession of the Building Space and begin the provision of services. To the extent the referendum does not pass or the

State does not approve the construction project, this Agreement shall be null and void.

6. Force Majeure. The time within which any of the Parties hereto shall be required to perform any act or acts under this Agreement, except for the payment of monies, shall be extended to the extent that the performance of such act or acts shall be delayed by acts of God, pandemic (including but not limited to the COVID-19 pandemic), fire, windstorm, flood, explosion, collapse of structures, riot, war, peacetime emergency, labor and/or legal disputes, delays or restrictions by government bodies, inability to obtain or use necessary materials or any cause beyond the reasonable control of such party, provided however that the Party entitled to such extension hereunder shall give prompt notice to the other Party of the occurrence causing such delay.
7. Employment Relationship. Nothing contained in this Agreement is intended to create, or should be construed as creating, the relationship of co-partners, or joint ventures between the District and BLCFS. No employee, owner, or agent of BLCFS shall be considered an officer, employee, or agent of the District by virtue of this Agreement. This paragraph survives the expiration or termination of this agreement.
8. Data Privacy and Sharing of Educational Data. To the extent student data collected, created, received, maintained, or disseminated in any form, for any purposes by the activities of BLCFS because of this Agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (“MGDPA”), the Minnesota Rules promulgated pursuant to the MGDPA, the Family Educational Rights and Privacy Act (“FERPA”) and its implementing regulations, and/or other applicable State and federal laws, BLCFS shall properly maintain such data in accordance with these laws and regulations. No educational data, as defined by the MGDPA, other nonpublic, private, or confidential data, as defined by the MGDPA, or education record, as defined by FERPA, may be released by BLCFS, or any of BLCFS’s employees, owners, agents, or representatives to any third party without the express written consent of the District and an eligible student or the student’s parent/guardian. The District shall only share educational data of its students with BLCFS to the extent permitted by law and shall return any such data in its possession at the termination of this Agreement or at any time upon demand by the District.
9. Insurance. BLCFS shall at its own expense, maintain general liability insurance for its operations throughout the term of this Agreement. Such insurance shall be in amounts not less than the limits set forth in Minnesota Statutes, section 466.04. The District shall be named as an additional insured on BLCFS’s policy of liability insurance. A certificate of insurance must be provided upon request to the District

and prior to the provision of any Program Services by BLCFS. Thereafter, a certificate of insurance must be provided to the District upon BLCFS's annual renewal of its insurance.

10. Subcontracting and Assignment. BLCFS shall not enter into any subcontract for the performance of any Program Services contemplated under this Agreement without the prior written approval of the District and subject to such conditions and provisions imposed by the District at its sole discretion. No Party may assign or transfer any rights or obligations under this Agreement without the prior written consent of the other Party and a fully executed Assignment Agreement, executed and approved by the same Parties who executed and approved this Agreement, or their successors.
11. Notices. Any notice to be sent by the District or BLCFS to each other shall use the following addresses:

The District's Address:
Superintendent
Independent School District No. 727
701 Minnesota Avenue East
Big Lake, MN 55309

BLCFS's Address:
Executive Director
160 Lake Street North / P.O. Box 501
Big Lake, MN 55309

12. Nonwaiver, Severability & Applicable Laws.
 - A. Nonwaiver. Nothing in this Agreement shall constitute a waiver by the District of any statute of limitations, defense, immunity, or other exceptions to liability. If the District does not enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it. This Agreement must be deemed to have been drafted by both Parties and shall not be construed against either Party.
 - B. Severability. If any part of this Agreement is deemed void, invalid or unenforceable by a court of competent jurisdiction, such determination shall not affect the remainder of this Agreement.
 - C. Applicable Laws. The Laws of the State of Minnesota shall govern this Agreement. BLCFS shall abide by all federal, state, and local laws, statutes,

ordinances, rules and regulations now in effect or hereinafter adopted pertaining to this Agreement and to the facilities, Program Services and staff for which BLCFS is responsible. The Parties further agree that the state and federal courts of the State of Minnesota shall have exclusive jurisdiction over any disputes arising out of this Agreement.

13. Amendments/Modification. This Agreement shall only be amended or modified in writing by mutual agreement of the Parties.

14. Early Termination.

A. Termination for Cause. This Agreement may be terminated for cause by either party to the extent the other party does not cure a material breach of this Agreement within sixty (60) days of receiving written notice of such breach (“notice of breach”) from the other specifying the nature of the breach in reasonable detail.

1. Within twenty-one (21) days of receipt of the notice of breach, the breaching party shall respond in writing to the allegations of the non-breaching party either admitting to the allegations of non-compliance or denying them. If the breach is denied, the breaching party shall provide an explanation as to why no breach occurred along with sufficient documentation or other evidence to support the denial. If the breach occurred, the breaching party will be provided the opportunity to cure, if such action is taken within thirty (30) days of the date of the notice of breach by: a) taking corrective action to fully perform the obligation that was not satisfied; (b) implementing reasonable assurances or internal controls to prevent a similar breach from recurring; and (c) providing written evidence to the non-breaching party within the cure period that such actions have been taken. A failure to respond within this timeframe shall be deemed as an admission and the contract shall terminate within 60 days of the date of the notice of intent to terminate due to the breach.

2. Within twenty-one (21) days of the date of the receipt of the breaching party’s response to the notice of breach, the non-breaching party shall advise the breaching party of either the withdrawal of the notice of breach based on the proposed corrections or supported defense of a non-breach or shall advise the breaching party in writing as to the deficiencies of the breaching party’s defenses and reaffirm the timeline for termination of the Agreement.

3. If the breaching party submits a plan for corrective action, evidence of such corrections must be provided within the original sixty (60) day

timeline and, if this timeline is not met or an extension is not otherwise agreed to in writing by the non-breaching party, the breaching party shall advise the breaching party in writing that the terms of corrective action have not been met or satisfactory been met and shall provide the breaching party with at least a ten (10) day notice of termination of the Agreement.

- B. Termination for Nonpayment or Dissolution. This Agreement may be terminated by either party upon written notice to the breaching party, effective immediately, upon any of the following grounds:
1. If BLCFS fails to timely pay the Utilities and Facilities Operating Costs as set forth in Paragraph 3(G) and fails to cure such breach by paying the unpaid costs within fourteen (14) days after receipt of written notice from the District.
 2. Insolvency, bankruptcy or upon dissolution.
 3. The party engages in conduct in connection with the performance of this Agreement that constitutes a material violation of any applicable federal, state, or local law, regulation, or ordinance, including but not limited to laws of the State of Minnesota that cannot be remediated.
- C. Mediation. Unless otherwise subject to mutual agreement by both parties, a party shall have the right to seek mediation of the dispute before termination of the Agreement for cause. The party seeking mediation shall have the right to petition for mediation of the dispute by engaging in the mediation process administered by the American Arbitration Association under its mediation rules before termination takes effect. The obligation to mediate shall only be effective if mediation is petitioned for and can occur within 60 days from the notice of intent to terminate unless the parties mutually agree to extend this timeline. Mediation shall be nonbinding, and each party shall bear its own expense from mediation and the fees. The fees and expenses of the mediator shall be shared equally by the parties. To the extent any dispute is litigated, the parties agree to waive a jury trial to facilitate judicial resolution and save time and expense for both parties.
- D. Mutual Agreement. The parties may at any time mutually agree, in writing, to early termination of the Agreement.
- E. Any rights and duties of the parties that by their nature extend beyond the expiration or early termination of the Agreement, including but not limited to, limitation of liability, confidentiality, accrued rights to payment and

remediates for breach of this Agreement shall survive the expiration or termination of this Agreement.

- 15. Entire Agreement. This Agreement contains the entire understanding and agreement of the Parties. No Party has relied on any statement, promise, inducement, or representation that is not contained in this Agreement. This Agreement supersedes and replaces any and all prior statements and agreements between the Parties. The Parties agree that this Agreement cancels, without costs or payment to either Party, all earlier agreements regarding the subject of this Agreement.
- 16. Counterparts. This Agreement may be executed in one or more counterparts, each of which will be an original, but all of which together will constitute one agreement binding on the Parties. A copy of this Agreement will have the same legal effect as an original.

By signing below, each Party specifically acknowledges that it has read this Agreement, that it has had an opportunity to review this Agreement with legal counsel, that it understands this Agreement, and that it agrees to be legally bound by all terms of this Agreement.

Big Lake Community Food Shelf, Inc.

**Independent School District No. 727,
Big Lake**

By: _____
Its Executive Director

By: _____
Its Chair

Date: _____

Date: _____

By: _____
Its Clerk

Date: _____



Employee Handbook

2025-2026



Updated August 2025



Destination School District

Big Lake Schools has reinvented itself over the past decades to become a destination school district. We have families moving into the community because they see the value our district brings to their student's future.

Highly Regarded Staff

Our teachers and staff continue to be the hallmark of our district and always receive high ratings from our community.

Q-Comp District

Big Lake Schools implemented Q-Comp in the 2011-2012 school year and continues to utilize it today! Q-Comp rewards teachers for performance and professional development rather than seniority.

Professional Learning Communities

PLCs are utilized to provide a specific time and structure for job-embedded professional development where teachers work collaboratively on solving instructional challenges.

WELCOME TO BIG LAKE SCHOOLS!

We are thrilled that you have decided to join our Big Lake Schools family! Your role as an employee is vital to the success of our students and our district.

As an employee, you may have many questions about your employment. This handbook is intended to be a general reference guide to our district, including expectations and personnel policies. All employees are expected to familiarize themselves with the content of this handbook.

The Nitty Gritty:

Big Lake Schools reserves the right to make changes at any time, with or without notice, and to interpret these policies and procedures at its discretion. Nothing in this handbook establishes a contract or promise of employment or of specific terms of employment between the Big Lake Schools and its employees. In the case of a conflict between this handbook and any specific provisions of School Board policy, individual contract, or collective bargaining agreement, the School Board policy, individual contract, or collective bargaining agreement shall control.

Again, thank you for choosing Big Lake Schools as your place of employment! We hope you will enjoy your time here!

Sincerely,

Sue Schmidt
Human Resources Manager

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DISTRICT CONTACT INFORMATION

Tim Truebenbach
Superintendent

763.262.5235

t.truebenbach@biglakeschools.org

Minda Anderson

Asst Supt Teaching & Learning

763.262.5105

m.anderson@biglakeschools.org

Angie Manuel

Business Services

763.262.5185

a.manuel@biglakeschools.org

Sue Schmidt

Human Resources

763.262.5194

s.schmidt@biglakeschools.org

T.J. Zerwas

Buildings and Grounds

763.262.5148

t.zerwas@biglakeschools.org

Stephanie Hillman

**Community Education/
Communication**

s.hillman@biglakeschools.org

763.262.8107

Mark Kuisle

Activities

763.262.5114

m.kuisle@biglakeschools.org

Jon Beach

Technology

763.262.5156

j.beach@biglakeschools.org

SCHOOL CONTACT INFORMATION & HOURS

LIBERTY ELEMENTARY SCHOOL

School Hours	7:40 AM - 2:25 PM
Attendance Line	763.262.8100, press 2
Address	17901 205th Avenue NW
Main Phone	763.262.8100
Principal	Teresa Smock-Potter t.smock-potter@biglakeschools.org
Assistant Principal	Casey Young c.young@biglakeschools.org

INDEPENDENCE ELEMENTARY STEM SCHOOL

School Hours	7:30 AM - 2:15 PM
Attendance Line	763.262.2537, press 2
Address	701 Minnesota Avenue
Main Phone	763.262.2537
Principal	Jona Deavel j.deavel@biglakeschools.org
Assistant Principal	Scott Pierce s.pierce@biglakeschools.org

BIG LAKE MIDDLE SCHOOL

School Hours	8:30 AM - 3:20 PM
Attendance Line	763.262.2567, press 2
Address	601 Minnesota Avenue
Main Phone	763.262.2567
Principal	Mark Ernst m.ernst@biglakeschools.org
Assistant Principal	Cindi Patten c.patten@biglakeschools.org
Dean of Students	Andrea Roth a.roth@biglakeschools.org

BIG LAKE HIGH SCHOOL

School Hours	8:30 AM - 3:20 PM
Attendance Line	763.262.2547, press 2
Address	501 Minnesota Avenue
Main Phone	763.262.2547
Principal	Bob Dockendorf b.dockendorf@biglakeschools.org
Assistant Principal	Shallyn Tordeur s.tordeur@biglakeschools.org
Dean of Students	Jacob Klingelhutz j.klingelhutz@biglakeschools.org

DISTRICT-WIDE PHILOSOPHIES

MISSION STATEMENT

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

VISION STATEMENT

High expectations - Exceptional results

BELIEF STATEMENTS

We believe:

- High expectations inspire high achievement and lifelong learning
- Learning occurs best in a safe, healthy, and positive environment
- Excellence in academics, athletics, and the arts is important in creating well-rounded citizens
- Preparing learners for the future is an innovative and evolving process
- Collaboration with critical partners promotes success
- In the five core values of the Hornet Way

FOCUS AREAS

A. We will achieve the goals of the World's Best Workforce [WBWF] for all students in the school district (Student Achievement).

B. We will provide equitable opportunities and positive learning environments that engage each learner in reaching their full potential.

C. We will ensure a safe, positive, and welcoming environment where students are respected and can thrive and contribute as global citizens.

D. We will recruit & retain a highly qualified workforce.

E. We will ensure all staff have access to high quality, real time professional development that supports their growth as an educator and impacts student success.

F. We will create a positive environment in which our staff culture is one where all staff feel universally supported.

G. We will grow and maintain two-way relationships with stakeholders to further community support and value in our district.

H. We will ensure that our communication and our thinking is strategic, methodical, and transparent in all we do.

I. We will support district programs and objectives through creative marketing techniques.

J. We will develop facilities and operations plans that support our district mission.

HORNET WAY

It is the philosophy of Big Lake Schools that staff, students, parents and community members should model appropriate behavior by following the Hornet Way in all aspects of life.

The Hornet Way is based on 5 core values:

- **Respect** - be considerate of self, other people and other people's beliefs and property
- **Honesty** - be truthful
- **Kindness** - be caring, friendly and helpful
- **Responsibility** - be dependable and accountable
- **Fairness** - be committed to the just treatment of others



EMPLOYEE RESPONSIBILITIES

SOLICITATIONS

Organizations often wish to solicit employees to support a particular activity or fundraising event. It is the policy of Big Lake Schools that an employee should not use his/her position with the district to solicit purchases of services or materials except those approved by the Superintendent. This means an employee should not use district email, parent or staff contact information, or any other district resource to further the mission of an outside organization. Reference: Policy 505

MANDATED REPORTING

By law, as a public employee within a school district, every employee becomes a mandated reporter for child abuse or neglect, and bullying. The State of Minnesota requires that educational professionals who know or have reason to believe that a child is being neglected, or physically or sexually abused by a person responsible for the child's care with the preceding three years must immediately report the information to the proper authorities. The law provides legal immunity for all reports of suspected abuse made in good faith. Failure to report is treated as a misdemeanor under the law. Reference: MN Statute 626.556; Policy 414; Policy 415.

As an employee of the District, you also have a legal and moral responsibility to uphold the Bullying and Intimidation Prohibition Policy by:

- Providing immediate intervention to protect any target of bullying
- Making reasonable efforts to address the prohibited conduct
- Reporting any suspected bullying incident(s) to the building report taker (assistant principal/dean)

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property, at school-related functions or activities, or on school transportation. The act of cyber-bullying by use of electronic technology and communications on school premises, during school activities, on school transportation, on school computers, networks, forums, and mailing lists, or off school premises to the extent such as substantially and materially disrupts student learning or the school environment is also prohibited.

In addition, the District is required to provide training on the Bullying and Intimidation Prohibition Policy to all employees every three years. Please see your supervisor if you are due to receive this training.

Reference: Policy 514

SEXUAL HARASSMENT

Big Lake Schools prohibits sexual harassment that occurs within its education programs and activities committed by a school district employee, student, or other members of the school community. If a school district employee has knowledge of sexual harassment or allegations of sexual harassment, they must report it immediately to the school district's Title IX

Coordinator: Sue Schmidt, Human Resources Manager, 763-262-5194, 501 Minnesota Ave, Big Lake MN 55309, s.schmidt@biglakeschools.org. Reference: Policy 522

SCHOOL BOARD POLICIES

It is the responsibility of each employee to read and become familiar with School Board Policies. All policies can be found on our website at biglakeschools.org under "About the School Board". This handbook references a select number of policies; however, it is expected that an employee will review all posted policies.

TECHNOLOGY ACCEPTABLE USE

Big Lake Schools understands the importance of using innovative technology, such as social media, to enhance teaching and learning; however, the District also recognizes it has an obligation to ensure technologies are used responsibly and safely by employees. Should an employee commit a violation of the District's Technology Acceptable Use Policy, the District may move to have the employee's access privileges revoked, take disciplinary action and/or appropriate legal action against the employee. See the school board policy for specifics on acceptable use of technology. Reference: Policy 432

EMPLOYEE CONDUCT

While on duty, all employees are expected to conduct themselves in a professional manner. Employees are expected to refrain from off-duty conduct that would have a negative impact on the employee's effectiveness in his or her position with the District or that would call into question the integrity of the District. This requirement is in no way intended to limit the first amendment rights of employees.

RETURN OF DISTRICT PROPERTY

At the time of resignation or retirement, and prior to leaving the district, you are responsible for returning all district property in your possession to your supervisor. This includes computers, iPads, phones, keys, identification badges, etc. If any of your devices have passcodes on them, you must provide those passcodes to your supervisor or disable them.

USE OF DISTRICT PROPERTY

Unauthorized use of district property (i.e. supplies, furniture, maintenance equipment, etc.) for personal use is prohibited. Any employee who is found to have neglected or misused district property may be subject to disciplinary action up to and including termination.

JOB PERFORMANCE

JOB RESPONSIBILITIES

Your position has specific responsibilities that the district and your supervisor is expecting you to perform; thus, it is important that you fully understand what is expected of you. It may be helpful to review your job description to identify what the district is expecting you to do. If you are uncertain about any function of your position, please speak with your direct supervisor.

PROGRESSIVE DISCIPLINE

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

Big Lake Schools supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed consistent with our organizational values, HR best practices and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. Big Lake Schools reserves the right to combine or skip steps in this process depending on the facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our district.

The following outlines Big Lake Schools' progressive discipline process:

- Verbal reprimand: a supervisor verbally counsels an employee about an issue of concern, and a written record is placed in the employee's file for future reference.
- Written reprimand: written reprimands are used for behavior or violations that a supervisor considers serious or in situations when a verbal reprimand has not helped change unacceptable behavior. Written reprimands are placed in an employee's personnel file. Employees should recognize the grave nature of the written reprimand.
- Performance improvement plan: whenever an employee has been involved in a disciplinary

situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on a performance improvement plan (PIP). PIP status will last for a predetermined amount of time. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the District. At the end of the performance improvement period, the performance improvement plan may be closed or, if established goals are not met, further discipline up to and including termination of employment may occur.

- Suspension with/without pay: this disciplinary action may be used when any or all of the previous steps in this process have not corrected employee misbehavior or performance issues or when inappropriate conduct warrants such discipline.

Big Lake Schools reserves the right to determine the appropriate level of discipline for any inappropriate conduct including oral and written reprimands, suspension with or without pay, and termination of employment.

YOUR SUPERVISOR

We encourage open communication throughout the district. Your supervisor should be the first person you talk to regarding most questions or concerns you may have. He/she can explain operations, protocols and procedures and can refer you to written materials or other resources for additional information.

INITIAL EVALUATION AND PERFORMANCE REVIEW

The initial performance evaluation and periodic performance review varies by contract/agreement. Please refer to your contract regarding how the evaluations are completed, and whether you are under a probationary period.

EMPLOYMENT LAWS

EQUAL OPPORTUNITY EMPLOYER

Big Lake Schools is committed to providing an equal employment opportunity free from discrimination based on race, color, creed, religion, national origin, sex, gender identity, marital status, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status in its recruitment, hiring, training, promotion and personnel management practices. Reference: Policy 401

HARASSMENT AND VIOLENCE PROHIBITION

Big Lake Schools prohibits any form of religious, racial, sexual harassment or violence. It shall be a violation of this policy for any student or personnel of Big Lake Schools to harass, inflict violence, threaten to inflict violence, or attempt to inflict violence on to any student or any school personnel through conduct or communication of a sexual, racial or religious nature as defined by this policy. Big Lake Schools will investigate all complaints and will discipline any student(s) or school personnel who are found to have violated this policy. Reference: Policy 413

NURSING MOTHERS, LACTATING EMPLOYEES, AND PREGNANCY ACCOMMODATIONS

Minnesota's Nursing Mothers, Lactating Employees, and Pregnancy Accommodations law (Minnesota Statutes § 181.939) gives pregnant and lactating employees certain legal rights.

Pregnant employees have the right to request and receive reasonable accommodations, which may include, but are not limited to, more frequent or longer breaks, seating, limits to heavy lifting, temporary transfer to another position, temporary leave of absence or modification in work schedule or tasks. An employer cannot require an employee to take a leave or accept an accommodation.

Lactating employees have the right to reasonable paid break times to express milk at work unless they are expressing milk during a break that is not usually paid, such as a meal break. Employers should provide a clean, private and secure room that is not a bathroom near the work area that includes access to an electrical outlet for employees to express milk.

PUBLIC AND PRIVATE PERSONNEL DATA

As an employee of a public school district, you are deemed a public employee, which makes many things about you and your position within the school district considered public data. What information is considered private and public is defined and set by Federal law and state statute. Below are some items considered public personnel data:

- Name, employee identification number, actual gross salary, terms of employment, actual gross pension, employer paid fringe benefits, settlement agreements;
- Job title, job description, education and training background, and previous work experience;
- The existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in disciplinary action, final disposition of any disciplinary action;
- Work location, phone number, badge number, work-related continuing education, and honors and awards received;

See the MN Government Data Practices Act for further information. Reference: MN Statute 13.025

PERSONNEL FILES

Minnesota employers are required to provide employees with access to their personnel record upon written request. A current employee is entitled to review their personnel record once every six months. A former employee may either request to review their personnel file once a year or obtain a copy of their personnel file free of charge once a year for as long as the record is maintained. (See Minnesota Statutes 181.961.)

As of July 1, 2024, all Minnesota employees may review their personnel record as maintained by their employer once every six months, upon written request to their employer, and may dispute the contents.

EMPLOYEE PAY & BENEFITS

PERSONAL INFORMATION CHANGES

It is important that your personal information is kept up-to-date within our SmartHR system and via the payroll department. If there are any changes in your name, address, phone number, dependents, insurance beneficiaries, etc., it is your responsibility to notify HR and/or Payroll and to update them within SmartHR.

PAYDAY

Employees are paid on the 5th and 20th of each month. If the 5th and 20th land on a weekend or holiday, you will be paid the Friday before. Employees are required to have their check directly deposited into their bank account. Hourly employees must approve their timecard by within two working days after the 5th and 20th of each month. Employees may view their paystub, benefits, and W2s by visiting SmartHR via the staff intranet.

SICK LEAVE

Eligible employees have available sick leave to use for personal illness and in some contracts/agreements, for family illness. Please review your contract language for further information.

VACATION

Vacation is paid time off earned by eligible employees to take off for any reason. The amount earned varies by contract/agreement and by the amount of hours worked.

LEAVE OF ABSENCES

Please review contract language for available leaves of absence. Generally, short term unpaid leaves of absence are not allowed except in emergency situations and must be approved by the Superintendent.

RETIREMENT

All employees who meet minimum state plan requirements are covered under either the Public Employee's Retirement Association (PERA) or the Teacher's Retirement Association (TRA). The school district and the employee both contribute to the mandated state retirement plans in an amount set by law. Further information is available on the PERA website at www.mnpera.org or the TRA website at www.tra.state.mn.us.

The school district sponsors district-approved companies who provide 403(b) deferred annuities/mutual funds. Employees may contribute to these annuities with pre-tax dollars up to the maximum allowed by law. In some contracts/agreements, the employer will match a portion of the employee's contribution up to the maximum specified in the contract/agreement. See your specific contract for further information.

COMMUNICATIONS

PUBLIC WEBSITE

Big Lake Schools maintains a website available to the public at biglakeschools.org. This site contains a plethora of information about the district including our schools, programs, employment, policies, staff directory, upcoming events, district news, etc.

Employees can also sign up for text message alerts via the public website if they wish to be alerted of a school closing, delayed start, etc. To obtain an account to sign up for this service, email help@biglakeschools.org.

EMAIL

Every Big Lake Schools employee will receive an email account via Google Apps for Education. It is expected that employees check their email on a daily basis during working hours.

STAFF RESOURCES (Shared Google

Drive) The staff resources contains content for our employees only. The staff resources can be accessed by going to your Google Drive and Shared Drives. This drive contains staff calendars, important links, access to payroll/leave information, commonly used forms, branded templates for letterheads, powerpoints, etc. Please become familiar with the resources here as it will benefit you as an employee.

SOCIAL MEDIA

Big Lake Schools is on Facebook! If desired, “like” our page at www.facebook.com/biglakeschools. Feel free to “like,” “share,” and “comment” on our posts, but due so in a professional manner and during non-working hours. Refer to the Social Media guidelines for acceptable use.

MEDIA RELATIONS PROCEDURE

Big Lake Schools is committed to developing and sustaining an open and productive relationship with local news media. It recognizes the importance media plays in our community, and that the local newspaper is a major source of news about our district. Big Lake Schools is also committed to educating students and ensuring the safety and privacy of all students, families and staff. In order to balance responsibilities of the district and provide accurate and timely information to the media, all press inquiries and publicity requests about Big Lake Schools, including its students and staff, need to be directed to the Superintendent.

Staff who are contacted directly by a member of the media must first contact or refer the reporter to the Superintendent, who will work with staff and the media to respond to the inquiry. News releases, possible story or photo opportunities should also be coordinated through the Superintendent, with the exception of athletic/fine arts activities and graduation/honor roll lists.

The Superintendent will decide what communications medium(s) will be used to distribute information, including district communications channels and local media.

Staff members are highly encouraged to send news and information to the Superintendent's Secretary and/or the Director of Community Education and Communication for consideration. All buildings and programs are great sources for news and feature stories. Emails can be sent to communications@biglakeschools.org

It is extremely important that Big Lake Schools protects the privacy of students and staff while still fulfilling its relationship with the media and public records laws. Students and staff have the right to deny an interview or photograph and should be informed of this right.

EMERGENCY CLOSINGS

When conditions prevail at a school or the entire district, in which the superintendent considers to be hazardous to staff and students, he/she may schedule an e-learning day, cancel school for that day, call a delayed start to the school day, or end a school day early. Information will be sent to staff as soon as possible via email and text message (if you signed up for text message alerts). The public will be informed via our website, Facebook, email, and local television stations. Consult your work agreement to determine if you are required to report to work during emergency closings.

HEALTH AND SAFETY

JOB SAFETY

Safety is important for all of us. The District is committed to developing and maintaining safe working environments. If you are involved in or witness an accident while at work, report it to your supervisor immediately and complete a First Report of Injury form within 24 hours. It is very important for all employees to follow safety guidelines to avoid injuries on the job. The following is a list of safety suggestions:

- Know the locations of exits, fire extinguishers and alarms in your work area.
- Seek information or training from the appropriate person if you are required to operate any equipment or handle any type of chemical.
- Do not attempt to lift or carry an object that is too heavy for you to handle. Seek help from another employee.
- Know the location of First Aid materials.
- Report any safety hazards to your supervisor.
- Be aware of your surroundings.

WORKERS' COMPENSATION

Workers' compensation benefits are specified by law and provide protection to employees in the event of a work-related injury or illness resulting in medical care and/or loss of time from work. In order to avoid possible delays in processing workers' compensation claims, it is very important that all work-related injuries are reported immediately.

A First Report of Injury form must be completed and submitted to the SFM WORK INJURY HOTLINE: 855-675-3501 within 24 hours of the injury. Your supervisor or the Health Assistant in your building can assist you in completing the injury report. For further assistance, call the Human Resources Department at 763-262-5182.

EMPLOYEE RIGHT TO KNOW

The District is committed to providing a healthy and safe work environment for all employees. Regard for safety of our students and employees is of the utmost concern. The Employee Right to Know Act requires the District, as your employer, to evaluate workplaces for the presence of hazardous substances and harmful physical agents and to provide training for all employees. You are required to complete this training each year. If you have questions about Right to Know training, please contact your supervisor.

REPORT SAFETY CONCERN

To report a safety concern or to inform district staff of a near miss or accident, please email safety@biglakeschools.org. Be sure to include as many details as you can, including description of school/location and any witnesses that could share information about the safety concern.

BLOOD BORNE PATHOGENS

It is the objective of Big Lake Schools to protect all employees from potential work place hazards by reducing occupational exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), and other blood borne pathogens. An employee's level of risk is determined by their job duties. You may review the District's exposure control plan on file in each school building. For more information contact the District School Health Coordinator.

DRUG- AND ALCOHOL-FREE WORKPLACE

Big Lake Schools is committed to providing a work and school environment that is free from the effects of drug and alcohol use and abuse by its employees. Therefore, any use of drugs and alcohol within the school/work day, on school grounds or during school-sponsored trips or activities is prohibited. The unlawful manufacture, distribution, dispensing or possession is also prohibited. The District will act to enforce this policy and discipline or take appropriate action against any employee who violates this policy. Reference: Policy 418

TOBACCO-FREE ENVIRONMENT

Big Lake Schools is committed to providing a healthy, safe and productive environment for staff, students and citizens. Therefore, the District shall promote non-tobacco use among its staff and students. Smoking and use of tobacco products is prohibited in school buildings and on school district property at all times. The District will act to enforce this policy and discipline or take appropriate action against any employee who violates this policy. Reference: Policy 419

EMERGENCY OPERATIONS PLAN/ CRISIS MANAGEMENT

Big Lake Schools' Emergency Operations Plan (EOP) is available on the Staff Resources shared folder under Health & Safety. It is the responsibility of each employee to make themselves familiar with the EOP and to know their role in the case of an emergency.

WEAPONS

All district personnel are prohibited from carrying, bringing, using or possessing any dangerous weapons on district property, in any district vehicle or at any district-sponsored activity regardless of location, except as provided by law and/or with specific authorization from the superintendent or designee. Reference: Policy 501

EMPLOYEE OBLIGATIONS DURING EMERGENCY

Employee Group	e-learning	No School	Delayed	Early Release
Teachers	<ul style="list-style-type: none"> • Post assignments within 90 minutes • Be available for regular school day hours • Receive regular pay 	<ul style="list-style-type: none"> • Not required to report to work • Receive regular pay • May be required to work a make up day or virtual PD day. 	<ul style="list-style-type: none"> • Adjust hours to announced start time (e.g. two hour late start, report two hours later than usual) • Receive regular day's pay 	<ul style="list-style-type: none"> • Receive regular day's pay
Paraeducators & Secretaries	<ul style="list-style-type: none"> • Receive assignment from case manager and/or supervisor • Receive pay for hours worked • May make up missed time with consent of supervisor OR may use vacation/ personal time 	<ul style="list-style-type: none"> • Not required to work • Day is unpaid • May make up missed time with consent of supervisor OR may use vacation/ personal time 	<ul style="list-style-type: none"> • Adjust hours to announced start time • Receive pay for actual hours worked • May make up missed time with consent of supervisor OR may use vacation/ personal time 	<ul style="list-style-type: none"> • Receive pay for entire day's shift • May make up missed time with consent of supervisor OR may use vacation/ personal time
Principals & Assistant Principals	<ul style="list-style-type: none"> • Be available for regularly scheduled hours. • Receive regular pay. 	<ul style="list-style-type: none"> • Not required to report to school; should be available virtually for regularly scheduled hours. • Receive regular pay. 	<ul style="list-style-type: none"> • Be available for regularly scheduled hours. • Receive regular pay. 	<ul style="list-style-type: none"> • Be available for regularly scheduled hours. • Receive regular pay.
Custodians *may use personal/ vacation for e-learning/emergency	<ul style="list-style-type: none"> • Work schedule established by supervisor • Those who report will work four hours without salary deduction 	<ul style="list-style-type: none"> • Work schedule established by supervisor • Those who report will work four hours without salary deduction 	<ul style="list-style-type: none"> • Work schedule established by supervisor • Receive pay only for hours worked 	<ul style="list-style-type: none"> • Work schedule established by supervisor • Those who report work four hours without salary deduction.
Non-Affiliated A/B	<ul style="list-style-type: none"> • Not required to report unless directed by supervisor • May make up missed time with consent of supervisor OR may use personal/ vacation time 	<ul style="list-style-type: none"> • Not required to report unless directed by supervisor • May make up missed time with consent of supervisor OR may use personal/ vacation time 	<ul style="list-style-type: none"> • Adjust hours to announced start time • Receive pay only for hours worked • May make up missed time with consent of supervisor OR may use personal/ vacation time 	<ul style="list-style-type: none"> • Work schedule established by supervisor • Receive pay only for hours worked • May make up missed time with consent of supervisor OR may use personal/ vacation time
Non-Affiliated C/D	<ul style="list-style-type: none"> • Employee uses personal discretion to decide whether to report to work or not 	<ul style="list-style-type: none"> • Employee uses personal discretion to decide whether to report to work or not 	<ul style="list-style-type: none"> • Employee uses personal discretion to decide when to report 	<ul style="list-style-type: none"> • Employee uses personal discretion to decide when to leave

Big Lake Public Schools 2025-2026 School Calendar

Board approved 2/26/25

Student Days

MS/HS.....167
Elem.....165
Teacher Days.....183

Important Dates:

SEPTEMBER

Sep 1—Labor Day—No School
Sep 2—School begins 6 & 9th 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 th and 9 th 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

Earned sick and safe time employee notice

Employees in Minnesota are entitled to earned sick and safe time, a form of paid leave.

- For our benefit eligible employees, those who regularly work 20+ hours per week 80 hours of ESST is provided to you as a part of your sick leave and/or personal leave and made available for immediate use at the start of each year (see note below for exception for part-time and/or hires after January 1 on the Local 284 contract). A year for purposes of the employee's earned sick and safe time accrual is: July 1 through June 30.
- For our seasonal, substitute and part-time (scheduled less than 20 hours per week) that work at least 80 hours in the year, you will accrue one hour of ESST time for every 30 hours worked. A year for purposes of the employee's earned sick and safe time accrual is: July 1 through June 30. This will carryover from year to year up to 80 hours.
- **Note:** Local 284 employees (Paraeducators, Secretaries and Custodians): Part-time employees (less than 6 hours per day) and full-time employees who were hired after January 1st 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 1st shall receive the full amount of sick leave on July 1st. A year for purposes of the employee's earned sick and safe time accrual is: July 1 through June 30. This will carryover from year to year up to the max allowed (per contract).

At the end of each pay period, employers must provide employees with the number of earned sick and safe time hours used by the employee during the pay period and available for future use. Earned sick and safe time must be paid at the same base rate employees earn from employment. Employees are not required to seek or find a replacement for their shift to use earned sick and safe time. They may use earned sick and safe time for all or part of a shift, depending on their need.

Earned sick and safe time can be used for:

- an employee's mental or physical illness, treatment or preventive care;
- the mental or physical illness, treatment or preventive care of an employee's family member;
- absence due to domestic abuse, sexual assault or stalking of an employee or their family member;
- closure of an employee's workplace due to weather or public emergency or closure of their family member's school or care facility due to weather or public emergency; and
- when determined by a health authority or health care professional that an employee or their family member is at risk of infecting others with a communicable disease.
- making funeral arrangements, attending a funeral service or memorial or addressing financial or legal matters that arise after the death of a family member.

Notifying employer, documentation

An employer can require their employees to provide up to seven days of advance notice when possible (for example, when an employee has a medical appointment scheduled in advance) before using sick and safe time. An employer can also require their employees to provide certain documentation regarding the reason for their use of earned sick and safe time if they use it for more than two consecutive days.

If a benefit eligible employee plans to use earned sick and safe time for an appointment, preventive care or another permissible reason they know of in advance, request sick leave in Frontline Absence Management (Teachers, Paraeducators and Health Assistants) or Time Tracker (all other staff) as far in advance as possible, but at least two days in advance. Note: Paraeducators should also enter into Time Tracker after the absence is approved. In situations where an employee cannot provide advance notice, the employee should contact their supervisor via email and/or phone as soon as they know they will be unable to work.

For those working less than 20 hours per week that utilize Time Tracker, you can submit your time off request for ESST time that way.

For our seasonal, substitute and part-time (scheduled less than 20 hours per week), to request use of ESST time, you should contact the office staff at the building you were scheduled at, which is:

- Katie Osowski at Liberty – 763-262-8183 or email k.osowski@biglakeschools.org
- Jeanne Freichels at Early Childhood –763-262-8182 or email j.freichels@biglakeschools.org
- Dawnette Sayler at Independence – 763-262-7178 or email d.sayler@biglakeschools.org
- Julie Berg at Middle School – 763-262-6171 or email j.berg@biglakeschools.org
- Jenny Sibbet at High School – 763-262-2545 or email j.sibbet@biglakeschools.org
- Larry Schritter at Activities – email l.schritter@biglakeschools.org

Retaliation, right to file complaint

It is against the law for an employer to retaliate, or to take negative action, against an employee for using or requesting earned sick and safe time or otherwise exercising their earned sick and safe time rights under the law. If an employee believes they have been retaliated against or improperly denied earned sick and safe time, they can file a complaint with the Minnesota Department of Labor and Industry. They can also file a civil action in court for earned sick and safe time violations.

For more information

Contact the Minnesota Department of Labor and Industry’s Labor Standards Division at 651-284-5075 or esst.dli@state.mn.us or visit the department’s earned sick and safe time webpage at sickleave.mn.gov.

BIG LAKE SCHOOLS



Contact Us:

BROOKLYN PARK OFFICE

9201 W. BROADWAY, #600
BROOKLYN PARK, MN 55445
763-315-7900

MANKATO OFFICE

610 N. RIVERFRONT DRIVE
MANKATO, MN 56001
507-345-8818

ROCHESTER OFFICE

210 WOOD LAKE DRIVE SE
ROCHESTER, MN 55904
507-281-6664

BRAINERD OFFICE

601 NW 5TH ST. SUITE #4
BRAINERD, MN 56401
218-454-0703

MARSHALL OFFICE

1420 EAST COLLEGE DRIVE
MARSHALL, MN 56258
507-476-3599

VIRGINIA OFFICE

5525 EMERALD AVENUE
MOUNTAIN IRON, MN 55768
218-410-9521

www.ieasafety.com

800-233-9513

**Management Plan
for
Lead-in-Water**

JULY 2024

Big Lake Schools

Management Plan for Lead-in-Water

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Annual Review Form

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Appendices:

- A Communication Documentation
- B Lead-in-Water Testing Locations and Results
- C Flushing Records
- D Testing Schedule

Contact Person: TJ Zerwas
Phone Number: 763-262-5148
Email Address: t.zerwas@biglakeschools.org

Client Name

Lead in Drinking Water
29 CFR 1926.62

Month Year

1.0 Introduction

Big Lake Schools is committed to providing a safe working and learning environment for employees and students. This Management Plan for Lead-in-Water was developed to reduce the potential for exposure to lead in water and to comply with Minnesota Statute 121A.335, *Lead in School Drinking Water*. Lead is a metal that can enter drinking water through the distribution system, including pipes, solders, faucets, and valves. Exposure to lead is a significant health concern. While water is not typically the most prominent source of lead exposure for an individual, reducing lead in drinking water can help in lowering an individual's overall exposure.

Minnesota Statute 121A.335 requires public school buildings serving pre-kindergarten and kindergarten through grade 12 to establish a plan to test for lead accurately and efficiently in water in potable water sources (water for consumption) every five years.

2.0 Responsibilities

The program administrator, or designee, is responsible for the following:

- Maintaining a board-approved plan that meets Minnesota Statute 121A.335
- Ensuring routine maintenance is occurring on the water system
- Ensuring that fixtures are tested every five years
- Remediating fixtures and communicating with public water systems as necessary
- Communicating with parents/guardians and staff about the management plan and testing
- Completing reporting as required to the Commissioner of Health
- Communicating to applicable staff that cold water should always be used for food and beverage preparation, as hot water will dissolve lead more quickly and may contain increased lead levels.

3.0 Water Management

3.1 Routine Maintenance

To ensure water systems are properly functioning, Big Lake Schools takes the following steps to reduce the presence of lead in the water supply of potable fixtures.

- Faucet aerators are cleaned on a quarterly basis and more frequently if build up is observed. This log is documented with the flushing records maintained in Appendix C.
- Only certified lead-free materials are used during all plumbing work.
- Manufacturer's recommendations are followed on District owned water softeners to ensure an appropriate level of hardness is present.
- Repairing, removing, or replacing fixtures that have disrupted water flow or low pressure. Fixtures that are no longer operational can cause areas of stagnant water allowing lead levels to rise and be pulled into neighboring fixtures.
- Any fixtures that are not dispensing the appropriate temperature water are investigated and repaired (hot water faucets should be hot to avoid buildup of bacteria).
- Standard maintenance practices on other water devices within the District will be followed, including boilers, recirculating systems, and/or hot water heaters.
- Any fixtures will be labeled that are not part of the sampling plan to identify their intended use.
- Water filters will be replaced at the manufacturer's recommended timeframe and documented through a log maintained by the Buildings and Grounds Director.
- No lead containing water coolers or lead-lined potable water tanks will be in service.
- The facility will be evaluated for the presence of cross-connections (e.g., connections of non-potable water to potable sources) and any issues addressed.

3.2 Extended Closures

The longer water has been sitting in pipes, the more lead it may contain. "Flushing" involves opening valves and letting faucets run long enough to remove standing water in the interior pipes and/or the

outlets. District buildings experience extended closures during breaks of one week or longer (i.e., winter break, spring break, and summer break). To prevent stagnant water within the building, the District follows all water management practices above and flushes potable fixtures as outlined below:

1. The faucets furthest away from the service line on each wing and floor of the building are opened with running water for 10 minutes.
2. Valves on all drinking water fountains without refrigeration units are opened with running water for 30 seconds to one minute, until cold.
3. Refrigerated water fountains that have lead components are flushed for 15 minutes.
4. Kitchen faucets and Family and Consumer Science room faucets are flushed for 30 seconds to one minute, until cold.

Flushing records are documented in Appendix C.

4.0 Sampling Program

Big Lake Schools utilized the following references to develop its sampling plan.

- Minnesota Department of Health (MDH), Minnesota Department of Human Services, (DHS) and Minnesota Department of Education (MDE) *Reducing Lead in Drinking Water: A Technical Guidance and Model Plan for Minnesota's Public Schools*
- United States Environmental Protection Agency (EPA) *3Ts Toolkit for Reducing Lead in Drinking Water in Schools and Child Care Facilities*
- United States Environmental Protection Agency (EPA) *Ensuring Drinking Water Quality in Schools During and After Extended Closures*

An inventory of potable water locations can be found Appendix B. Water outlets in restrooms, custodial closets, science labs, art rooms, and other general-purpose workrooms are not included in the sampling inventory and are clearly marked as not for drinking or their intended use.

4.1 Sampling Schedule

Identified potable water sources in District facilities are sampled during the school year at least once every five years. A sampling/testing schedule is outlined in Appendix D.

4.2 Initial Sampling

Water sampling is completed by a third-party:

- The day prior to sampling, normal water usage occurs within the building. Sampling does not take place on Mondays or after a school break. Sampled fixtures are not utilized for eight to 18 hours prior to sampling.
- Aerators or attachments are not removed prior to sampling.
- Initial samples of 250 milliliters (ml) are collected utilizing a "first draw" procedure, meaning that the samples are collected before the fixture is used or flushed during the day.
- Cold water is used for sampling.
- Samples are collected starting at fixtures that are closest to where the water enters the building.
- Analysis is performed by an accredited testing laboratory, using EPA approved analytical methods and quality control procedures, (such as the ICP/MS EPA Method 200.8).

When lead content exceeds 5 ppb, fixtures are taken out of service until the lead content is reduced to below 5 ppb, per Minnesota Statute 121A.335. The area may be supplemented with bottled drinking water, if necessary. If bottled water is utilized, a copy of the manufacturer's testing report is maintained to ensure it meets FDA and State Standards.

If a fixture exceeds the 5 ppb threshold, remediation efforts are completed within 30 days and verified

by retesting. If not remediated within the time frame, parents/guardians and staff are notified, as required by Minnesota State Statute.

4.3 Follow-Up Sampling

When lead content exceeds 5 ppb, follow-up 30-second flush samples are collected to help determine the location of the lead content. This sample helps determine if the source of lead is the fixture or interior plumbing so that the appropriate remediation option can be taken.

4.4 Remediation

Remediation steps are taken for fixtures identified to have water over 5 ppb. Remediation options are selected based on the circumstances, fixture usage, and suspected location of the lead source.

The initial steps for remediation include one or more of the following options:

- The fixture is determined to be a non-potable water source and is marked as such.
- The fixture is removed from service.
- Aerators are inspected, cleaned, and replaced as necessary, and the fixture is retested to confirm a lower lead content.
- The fixture is replaced or other sources of lead (pipe, solder, brass components, etc.) are removed and the fixture is retested to confirm a lower lead content.

Following remediation, first-draw re-sampling occurs to verify the effectiveness of the action for a potable water source.

If the first remediation methods do not lower the lead levels to below 5 ppb, a regular flushing program may be established, or a point-of-use treatment device may be installed.

Implementation of a Flushing Program

If it is determined that a flushing program will be established as a remediation strategy, the intervals and procedures are confirmed utilizing specific sampling strategies. Sampling reports would include the flushing program and would be an amendment to the Lead-in-Water plan.

Treatment Systems

Treatment systems (including point-of-use and point-of-entry chemical treatment systems) are remediation options that may be necessary to reduce lead-in-water levels. Point-of-use treatment systems are required to meet National Sanitation Foundation (NSF) NSF/ANSI Standard 53, 42, and 58, or an equivalent and may be subject to Department of Labor and Industry (DLI) or local administrative authority plan review and approval prior to installation. It is noted that point-of-entry system installations may classify the building as a public water system, which would prompt additional water quality requirements.

5.0 Communication and Reporting

The District publishes information regarding lead-in-water testing, remediation plans, information about how to find test results, and a description of remediation efforts, on the District website, which is updated annually. In addition, the District supplies parents/guardians and staff with an annual notification in the official school handbook.

If a fixture exceeds 5 ppb and is not remediated within 30 days of receipt of results, parents/guardians and staff are notified, as required by Minnesota State Statute.

The District reports lead-in-water test results and remediation activities to the Commissioner of Health by July 1st annually.

5.1 Municipal Water Supply

If lead levels are found to be at or above 5 ppb through a building, the District may initiate communication with the local municipal water supplier for the building regarding the following:

- If there is a documented significant contribution to lead contamination in school drinking water and a plan has been requested from the public water system for reducing the lead contamination.
- If lead levels are found to be at or above 5 ppb due to the public water system's infrastructure, the District may defer its remediation activities until after the elevated lead level in the public water system's infrastructure is remediated, and post remediation testing does not detect an elevated lead level in the drinking water that passes through that infrastructure.
- The District may also defer its remediation activities if the public water supply exceeds the federal Safe Drinking Water Act lead action level or is in violation of the Safe Drinking Water Act Lead and Copper Rule.
- The District will coordinate any needed replacements of lead service lines with the local water supplier.

6.0 Recordkeeping

Lead-in-water testing reports are located and available for review through request of the District Office and on the district website (www.biglakeschools.org). Sample locations and results are available in Appendix B. This includes a floor plan with test locations and recommendations for further action, if necessary.

Big Lake Schools retains records of lead-in-water testing and remediation activities for a minimum of fifteen years.

7.0 References

- Minnesota Department of Health (MDH), Minnesota Department of Human Services, (DHS), and Minnesota Department of Education (MDE) "Reducing Lead in Drinking Water: A Technical Guidance and Model Plan for Minnesota's Public Schools." *MDE/MDH, July 2023.*
- Minnesota Statute 121A.335: "Lead in School Drinking Water" and Minnesota Statute 145.9273: "Testing for Lead in Drinking Water in Child Care Settings." *Office of the Revisor of Statutes, 2023.*
- United States Environmental Protection Agency: "3Ts Toolkit for Reducing Lead in Drinking Water in Schools and Child Care Facilities." *EPA, 2018.*
- United States Environmental Protection Agency (EPA) "Ensuring Drinking Water Quality in Schools During and After Extended Closures." *EPA, March 2021.*

Appendix A

Communication Documentation

Appendix B

Lead-in-Water Testing Locations and Results

Appendix C

Flushing Records

Appendix D

Testing Schedule

RESOLUTION APPOINTING ELECTION JUDGES AND ABSENTEE BALLOT BOARD MEMBERS

CERTIFICATION OF MINUTES RELATING TO SPECIAL ELECTION

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

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held on August 26, 2025 at 6:30 p.m. in the Middle School Student Center.

Members present:

Members absent:

Documents attached:

Minutes of said meeting (including):

RESOLUTION RELATING TO APPOINTING ELECTION JUDGES AND ABSENTEE BALLOT BOARD MEMBERS FOR THE NOVEMBER 4, 2025 SCHOOL DISTRICT SPECIAL ELECTION

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

WITNESS my hand officially as such recording officer on _____, 2025.

School District Clerk

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

RESOLUTION RELATING TO APPOINTING ELECTION JUDGES AND ABSENTEE BALLOT BOARD MEMBERS FOR THE NOVEMBER 4, 2025 SCHOOL DISTRICT SPECIAL ELECTION

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

It is hereby found, determined and declared as follows:

1. The following individuals, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election for the School District's special election on November 4, 2025 to act as such at the polling place listed below:

Saron Lutheran Church
311 Lake Street South
Big Lake, Minnesota 55309

Co-Head Election Judge Tom Hanson
Co-Head Election Judge Su Johnson
Jan Anderson, Linda Delorenzo, Deb Johnson,
Brad Johnson, Carol Johnson, Bob Kjellberg,
Nancy Kjellberg, Deb Lindboe, Nathan Marcks,
Sue Stang, Anna Thompson, Nikole Williams,
Kim Johnson. Alternates: Lonnie Francis,
Gretchen Martin, Paula Bieniek, Yvette Chuba,
Ketti Green.

2. The election judges shall act as clerks of election, count the ballots cast and submit the results to the Board for canvass in the manner provided for other school district elections.

3. The following individuals, each of whom is qualified to serve as an election judge, are hereby appointed as absentee ballot board members for the School District's special election on November 4, 2025, to act as such at the absentee voting location listed below:

701 Minnesota Ave
Big Lake MN 55309

Co-Head Election Judge Tom Hanson
Co-Head Election Judge Su Johnson
Jan Anderson, Linda Delorenzo, Deb Johnson, Brad
Johnson, Carol Johnson, Bob Kjellberg, Nancy
Kjellberg, Deb Lindboe, Nathan Marcks, Sue Stang,
Anna Thompson, Nikole Williams, Kim Johnson.
Alternates: Lonnie Francis, Gretchen Martin, Paula
Bieniek, Yvette Chuba, Ketti Green.

4. The following individuals, each of whom is qualified to serve as an election judge, are hereby designated to deliver absentee ballots to hospital patients and residents of health care

facilities in accordance with Minnesota Statutes, Section 203B.11, subdivision 1 for the School District's special election on November 4, 2025:

Co-Head Election Judge Tom Hanson
Co-Head Election Judge Su Johnson
Jan Anderson, Linda Delorenzo, Deb Johnson, Brad
Johnson, Carol Johnson, Bob Kjellberg, Nancy
Kjellberg, Deb Lindboe, Nathan Marcks, Sue Stang,
Anna Thompson, Nikole Williams, Kim Johnson.
Alternates: Lonnie Francis, Gretchen Martin, Paula
Bieniek, Yvette Chuba, Ketti Green.

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

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.