



Board of Education Big Lake School District #727 Regular Meeting

Mission Statement

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

Wednesday, August 26, 2026
7:45 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 22, 2026 Regular Board Meeting and the August 11, 2026 Work Session	
B. Claims and Accounts	10
Claims and Accounts for the month of August	
C. Credit Card Report	22
D. Personnel	24
E. Fundraisers	25
F. Extended Field Trip Request Form	26
Girls Soccer	
G. Approval of One Read Policies	27
208 Development, Adoption, and Implementation of Policies; 510 School Activities; 701.1 Modification of School District Budget; 702 Accounting; 703 Annual Audit; 709 Student Transportation Safety Policy; 710 Extracurricular Transportation; 713 Student Activity Accounting; 714 Fund Balances; 722 Public Data Requests; 725 Transportation for Day Treatment; 806 Crisis Management; 806A Cardiac Emergency Response Plan; 808 Animals on School Premises; 813 Nuclear Emergency and Potassium Iodide; 905 Advertising	
VII. Donations	86
Chair, Tonya Reasoner	
VIII. Approval of \$2,570,000 GO Refunding Bonds	87
Matthew Hammer and Jodie Zesbaugh from Ehler's	
IX. Financial Report	126
Director of Business Services, Angie Manuel	
July report will be presented.	
X. First Reading of Policies	134
Superintendent Truebenbach	
404 Employment Background Checks; 435 Conflict of Interest by Elected Officials and Employees; 560 Memorials for Deceased Students and Staff; 809 Naming Rights	
XI. Summary of Superintendent Truebenbach's Evaluation	
Chair, Tonya Reasoner	

XII. Superintendent Report

Superintendent, Tim Truebenbach

Schedule September Work Session: PD and Social Studies Overview; Strategic Planning timeline review; Policy 721 Procurement discussion

A. Cabinet Department Update

XIII. 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.

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The guidelines for open forum are as follows:

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 22, 2026
6:00 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 22, 2026 at 6:00 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, and Ms. Ashley Schabilion. Absent: Ms. Lenette Brown and Mr. Derek Nelson.

III. APPROVE AGENDA

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

The motion carried 4-0.

IV. PLEDGE OF ALLEGIANCE

Chair Reasoner and the Board led the Pledge of Allegiance.

V. OPEN FORUM

Shawn Redepenning addressed the board regarding the walking path by his home.

VI. CONSENT AGENDA

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

- A. PREVIOUS MINUTES from the June 24, 2026 regular meeting
- B. CLAIMS AND ACCOUNTS for the month of July in the amount of \$2,148,072.65 checks 108894-109024
- C. CREDIT CARD REPORT
- D. PERSONNEL

July 2026 Personnel

Employee (Last, First Name)	Position	Building	Effective Date	Action Type
Wahlberg, Mikayla	Teacher	Liberty	08/24/2026	Rehire
Robertson, Jennifer	Teacher	Liberty	08/24/2026	Rehire
Olson, Merena	Building Sub Teacher	Independence	08/17/2026	New Hire
Sayler, Tiana	Paraeducator	High School	08/24/2026	Transfer
Lidberg, Rene	Paraeducator	Independence	08/24/2026	Transfer
Pallin, Dominic	Custodian	High School	06/03/2026	Transfer
Rieck, Christina	Building Sub Teacher	Independence	08/17/2026	New Hire
Pritchard, Brenda	Building Sub Teacher	Liberty	08/24/2026	Rehire
Minerich-Gardner, Angie	Building Sub Teacher	Liberty	08/24/2026	Rehire
Hensel, Megan	Building Sub Teacher	Liberty	08/24/2026	Rehire
Luebben, Olivia	Building Sub Teacher	Liberty	08/17/2026	New Hire
Classen, Andria	Kids Club Group Leader	Community Ed	07/07/2026	Resignation

Lee, McKenna	Paraeducator	Independence	07/06/2026	Resignation
Brey, Melanie	Director of Business Services	District Wide	07/01/2026	Transfer
Fee, Amy	Payroll Specialist	District Wide	07/23/2026	Resignation

E. FINAL READING AND APPROVAL OF POLICIES

306 Administrator Code of Ethics; 405 Veteran's Preference; 515 Protection and Privacy of Public Records; 533 Wellness; 701 Establishment and Adoption of School District Budget

F. APPROVAL OF ONE READ POLICIES

402 Disability Nondiscrimination; 423 Employee Student Relationships; 434 Code of Ethics; 502 Search of Student Lockers, Desks, Personal Possessions, and Student's Person; 509 Enrollment of Nonresident Students; 521 Student Disability Nondiscrimination; 524 Internet Acceptable Use and Safety Policy; 526 Hazing Prohibition; 621 Literacy and The Read Act

The motion carried 4-0.

VII. DONATIONS

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

Donor	Item	Designated Purpose (if any)
American Red Cross	\$1,000.00	Senior Scholarship
Rhino Inc.	\$50.00	Career Fair 2026
Spud Fest	\$6,000.00	EPIC

The motion carried 4-0.

VIII. FINANCIAL REPORT

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

The motion carried 4-0.

IX. APPROVE THE 2026-2027 CHARTWELLS CONTRACT

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

The motion carried 4-0.

X. APPROVE THE 2028 LTFM PLAN

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

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

XI. TRACK PROJECT REVIEW AND COMMENT APPROVAL.

A motion was made by Sixberry seconded by Hancock to approve the submittal of the review and comment as presented.

The motion carried 4-0.

XII. APPROVE RESOLUTION CALLING THE SCHOOL DISTRICT GENERAL ELECTION

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

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

WHEREAS, the general election in each Minnesota school district must be held on the first Tuesday after the first Monday in November of either the odd-numbered or the even-numbered year.

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

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

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

The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 3rd day of November 2026.

Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least eighty-four (84) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

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

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

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

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

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

The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.

The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the form below, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.

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

XIII. ANNUAL REVIEW OF POLICIES

A motion was made by Reasoner seconded by Schabillon that the board reviewed and approved policy 506 Student Discipline.

The motion carried 4-0.

XIV. DISCUSS AUGUST REGULAR BOARD MEETING TIME

A motion was made by Reasoner seconded by Schabillon to adjust the start time of the August Regular Board Meeting on August 26, 2026 from 6:00 PM to 7:45 PM in the Middle School Student Center.

The motion carried 4-0.

XV. SCHOOL BOARD COMMITTEE/REPRESENTATIVE UPDATES

- a. Finance—no meeting
- b. Policy—continued reviewing policies
- c. Buildings and Grounds—no meeting
- d. School Board Representatives—no meetings

XVI. SUPERINTENDENT REPORT

Superintendent Truebenbach gave his monthly report to the board. A Work Session is scheduled for Tuesday, August 11, 2026 at 6:00 PM in the Middle School Student Center. Policy committee meeting scheduled for August 19, 2026 at 5:00 PM in the District Office.

- a. Cabinet Department Update—none

XVII. ANNOUNCE CLOSED MEETING FOR NEGOTIATION STRATEGY

Chair Reasoner read the statement to enter a closed meeting for negotiation strategy regarding SEIU. A motion was made by Schabillon seconded by Sixberry to approve the closed meeting after the adjournment of the regular meeting.

The motion carried 4-0.

XVIII. ADJOURNMENT

Chair Reasoner adjourned the meeting at 6:40 PM.

Clerk, Ashley Schabilion
Approved August 26, 2026

BIG LAKE SCHOOLS
INDEPENDENT SCHOOL DISTRICT 727
BIG LAKE, MINNESOTA

Minutes of the Work Session
August 11, 2026
6:00 PM

I. CALL TO ORDER

The Work Session of the Board of Education of Independent School District No. 727, Big Lake Schools was called to order on August 11, 2026 at 6:05 PM, in the Middle School Student Center, by Chair Reasoner.

II. ROLL CALL

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

III. STRATEGIC PLANNING

Discussed reviewing the strategic plan with Superintendent Truebenbach coordinating the process with community, staff, and student input.

IV. ADVERTISING/NAMING RIGHTS

Superintendent Truebenbach introduced a naming rights policy for consideration by the board. Reviewed scoreboard examples and sponsorships.

V. ANNOUNCE CLOSED MEETING TO REVIEW SUPERINTENDENT GOALS

Chair Reasoner read the statement regarding having a closed meeting. A motion was made by Nelson seconded by Schabilion to enter a closed meeting after adjournment of the work session.

The motion carried 5-0.

VI. ADJOURNMENT

Chair Reasoner adjourned the meeting. The meeting was adjourned at 6:34 PM.

Clerk, Ashley Schabilion
Approved August 26, 2026

Payment Reg by Check-No Voids

8/20/2026

12:24 PM

Check Number: 109025-2147483647 Payment Date: 07/01/2026-8/31/2026

Pay/Void										
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	109025	CH	1	13272	DEARY'S GYMNASTIC SUPPLY	07/31/2026	\$1,198.00	170211	E 04 500 560 122 321 401	DGS-WS8'L STALL BAR WHITE
001	109025	CH	1	13272	DEARY'S GYMNASTIC SUPPLY	07/31/2026	\$239.00	170211	E 04 500 560 122 321 401	DGS-WSINC - INCLINE BENCH FOR STA
001	109025	CH	1	13272	DEARY'S GYMNASTIC SUPPLY	07/31/2026	\$239.00	170211	E 04 500 560 122 321 401	DGS-WSINC - INCLINE BENCH FOR STA
001	109025	CH	1	13272	DEARY'S GYMNASTIC SUPPLY	07/31/2026	\$139.00	170211	E 04 500 560 122 321 401	DGS-WS8BP - BACK PAD FOR STALL BA
001	109025	CH	1	13272	DEARY'S GYMNASTIC SUPPLY	07/31/2026	\$139.00	170211	E 04 500 560 122 321 401	DGS-WS8BP - BACK PAD FOR STALL BA
001	109025	CH	1	13272	DEARY'S GYMNASTIC SUPPLY	07/31/2026	\$590.00	170211	E 04 500 560 122 321 401	Shipping and Handling
Check Total:							\$2,544.00			
001	109028	CH	1	07575	NORTH DAKOTA STATE UNIVERSITY	07/31/2026	\$2,000.00	170217	E 01 300 960 000 340 898	FY 27 SCHOLARSHIP #1615003
Check Total:							\$2,000.00			
001	109029	CH	1	01229	Regents of the Univ of Minn	07/31/2026	\$1,500.00	170219	E 01 005 640 000 316 820	MEMBERSHIP CAREI DISTRICT ASSEME
Check Total:							\$1,500.00			
001	109031	CH	1	10336	BOULDER POINTE EQUESTRIAN AND F	07/31/2026	\$61.00	170223	E 04 500 585 000 332 305	05/30/2026 MY LITTLE HORSE CAMP
Check Total:							\$61.00			
001	109032	CH	1	10336	BOULDER POINTE EQUESTRIAN AND F	07/31/2026	\$61.00	170224	E 04 500 585 000 332 305	07/20/2026 MY LITTLE HORSE CAMP
Check Total:							\$61.00			
001	109033	CH	1	03102	METRO SALES INC	07/31/2026	\$1,198.82	170225	E 01 100 050 000 000 350	INDY ADMIN OFFICE
001	109033	CH	1	03102	METRO SALES INC	07/31/2026	\$179.85	170225	E 01 110 050 000 000 350	LIBERTY ADMIN OFFICE
001	109033	CH	1	03102	METRO SALES INC	07/31/2026	\$53.75	170225	E 01 100 203 000 000 350	INDY COPIER
001	109033	CH	1	03102	METRO SALES INC	07/31/2026	\$269.26	170225	E 04 500 570 000 321 350	KIDS CLUB
001	109033	CH	1	03102	METRO SALES INC	07/31/2026	\$42.55	170225	R 01 000 000 000 000 099	HEAD START
001	109033	CH	1	03102	METRO SALES INC	07/31/2026	\$85.73	170225	E 02 005 770 000 701 350	DO FOOD SERVICE
001	109033	CH	1	03102	METRO SALES INC	07/31/2026	\$317.05	170225	E 01 005 110 000 000 350	DO
001	109033	CH	1	03102	METRO SALES INC	07/31/2026	\$0.41	170225	E 01 005 790 000 320 401	AMERICAN INDIAN ED
001	109033	CH	1	03102	METRO SALES INC	07/31/2026	\$11.86	170225	E 01 005 640 000 316 305	STAFF DEVELOPMENT
001	109033	CH	1	03102	METRO SALES INC	07/31/2026	\$1.77	170225	E 04 500 505 000 321 350	CE
001	109033	CH	1	03102	METRO SALES INC	07/31/2026	\$998.82	170225	E 01 110 203 304 000 350	NEW LIBERTY COPIER
001	109033	CH	1	03102	METRO SALES INC	07/31/2026	\$147.25	170225	E 04 500 570 000 321 350	KIDS CLUB
001	109033	CH	1	03102	METRO SALES INC	07/31/2026	\$296.04	170225	E 04 500 590 000 321 350	HIVE TIME
001	109033	CH	1	03102	METRO SALES INC	07/31/2026	\$199.97	170225	E 12 110 412 000 740 350	ECSE
001	109033	CH	1	03102	METRO SALES INC	07/31/2026	\$293.41	170225	E 04 500 505 000 321 350	CE
001	109033	CH	1	03102	METRO SALES INC	07/31/2026	\$293.41	170225	E 04 500 570 000 321 350	KIDS CLUB
001	109033	CH	1	03102	METRO SALES INC	07/31/2026	\$293.40	170225	E 04 500 596 000 344 350	SCHOOL READINESS

Pay/Void										
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	109033	CH	1	03102	METRO SALES INC	07/31/2026	\$2,987.96	170225	E 01 300 211 000 000 350	HS COLOR COPIER
Check Total:							\$7,671.31			
001	109034	CH	1	01840	RATWIK, ROSZAK & MALONEY, P.A.	07/31/2026	\$6,160.00	170226	E 01 005 110 305 000 305	JUNE 2026 LEGAL
001	109034	CH	1	01840	RATWIK, ROSZAK & MALONEY, P.A.	07/31/2026	\$1,406.50	170228	E 01 005 110 305 000 305	JUNE 2026 LEGAL
001	109034	CH	1	01840	RATWIK, ROSZAK & MALONEY, P.A.	07/31/2026	\$114.00	170227	E 01 005 110 305 000 305	JUNE 2026 LEGAL
Check Total:							\$7,680.50			
001	109035	CH	1	14192	STEVE'O'SEPTIC	07/31/2026	\$2,612.00	170229	E 04 500 505 000 321 335	JUNE 2026 PORTABLE RENTAL SERVICE
Check Total:							\$2,612.00			
001	109037	CH	1	02684	CENTENNIAL HIGH SCHOOL	08/07/2026	\$4,669.25	170321	E 01 998 211 000 000 390	25-26 TUITION
Check Total:							\$4,669.25			
001	109038	CH	1	01475	CONNEXUS ENERGY	08/07/2026	\$990.51	170323	E 01 005 810 860 000 331	ELECTRICAL (IRRIG SVC) 06/01/2026-07/
Check Total:							\$990.51			
001	109039	CH	1	01475	CONNEXUS ENERGY	08/07/2026	\$506.37	170322	E 01 005 810 860 000 331	ELECTRIC (GLENWOOD) 06/01/2026-07/
Check Total:							\$506.37			
001	109040	CH	1	04641	IEA	08/07/2026	\$9,462.50	170324	E 01 005 810 359 000 305	Perform Districtwide Lock Out Tag Out Ass
001	109040	CH	1	04641	IEA	08/07/2026	\$4,203.34	170325	E 05 005 865 000 352 305	26-28 ENFIRONMENTAL, HEALTH & SAFI
Check Total:							\$13,665.84			
001	109041	CH	1	10455	NORTH SHORE GYM SALES LLC	08/07/2026	\$1,148.00	170326	E 04 500 560 122 321 401	Resilite 3 Tier Block #TRN3094
001	109041	CH	1	10455	NORTH SHORE GYM SALES LLC	08/07/2026	\$435.00	170326	E 04 500 560 122 321 401	Shipping
Check Total:							\$1,583.00			
001	109042	CH	1	10333	SHERBURNE NORTHERN WRIGHT SPE	08/07/2026	\$1,637.68	170327	E 01 005 850 000 389 570	FY 26 WFC LEASE (FINAL PAYMENT)
001	109042	CH	1	10333	SHERBURNE NORTHERN WRIGHT SPE	08/07/2026	\$11,323.96	170328	E 01 005 105 000 000 391	FY 26 GRANT WRITER
001	109042	CH	1	10333	SHERBURNE NORTHERN WRIGHT SPE	08/07/2026	\$10,147.93	170329	E 12 005 405 000 740 397	FINAL 25/26 PURCHASED SERVICES
001	109042	CH	1	10333	SHERBURNE NORTHERN WRIGHT SPE	08/07/2026	\$11,040.39	170329	E 12 005 405 000 740 396	FINAL 25/26 PURCHASED SERVICES
001	109042	CH	1	10333	SHERBURNE NORTHERN WRIGHT SPE	08/07/2026	\$54,851.01	170329	E 12 005 404 000 740 396	FINAL 25/26 PURCHASED SERVICES
001	109042	CH	1	10333	SHERBURNE NORTHERN WRIGHT SPE	08/07/2026	\$23,209.46	170329	E 12 005 404 000 740 397	FINAL 25/26 PURCHASED SERVICES
Check Total:							\$112,210.43			
001	109043	CH	1	01240	WRIGHT TECHNICAL CENTER	08/07/2026	\$1,870.23	170330	E 01 300 740 000 374 377	STUDENT SUPPORT PERSONNEL AID F
Check Total:							\$1,870.23			
001	109044	CH	1	09213	AQUA ENGINEERING, INC.	08/07/2026	\$419.50	170351	E 01 005 810 000 000 350	IRRIGATION REPAIRS
001	109044	CH	1	09213	AQUA ENGINEERING, INC.	08/07/2026	\$658.80	170350	E 01 005 810 000 000 350	B&G SUPPLIES
Check Total:							\$1,078.30			

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	109045	CH	1	14372	AUTO VALUE BIG LAKE LLC	08/07/2026	\$245.16	170331	E 01 005 810 000 000 401	B&G SUPPLIES
Check Total:							\$245.16			
001	109046	CH	1	08417	AVIBEN	08/07/2026	\$437.89	170343	E 01 005 105 000 000 305	403B ADMIN & COMPLIANCE MONTHLY
Check Total:							\$437.89			
001	109047	CH	1	13241	BENEFIT RESOURCE LLC	08/07/2026	\$200.00	170337	E 01 005 105 000 000 305	COBRA
Check Total:							\$200.00			
001	109048	CH	1	10303	BIO CORPORATION	08/07/2026	\$269.55	170352	E 01 300 260 000 000 430	HS SUPPLIES PO 35174
Check Total:							\$269.55			
001	109049	CH	1	12103	BUILDING MATERIAL SUPPLY, INC.	08/07/2026	\$2,924.34	170340	E 01 300 810 359 000 520	FLOOR MOUNTED OVERHEAD BRACED
Check Total:							\$2,924.34			
001	109050	CH	1	14195	CARLSON'S LLOVABLE LLAMAS	08/07/2026	\$550.00	170348	E 04 500 570 000 321 369	SUMMERFEST 08/17/2026
Check Total:							\$550.00			
001	109051	CH	1	06418	CONCORDIA COLLEGE CORPORATION	08/07/2026	\$1,000.00	170345	E 01 300 960 000 340 898	SCHOLARSHIP (G SHOTLIFF)
Check Total:							\$1,000.00			
001	109052	CH	1	12109	COR ROBOTICS LLC	08/07/2026	\$400.00	170346	E 04 500 585 000 332 305	MINECRAFT CLASSES
Check Total:							\$400.00			
001	109053	CH	1	12226	DARRYL WALETZKO	08/07/2026	\$3,000.00	170355	E 01 005 810 000 000 350	GRADE OUT DITCH & SEED AT LIBERTY
001	109053	CH	1	12226	DARRYL WALETZKO	08/07/2026	\$7,300.00	170347	E 01 005 810 000 000 350	REMOVE ROCK & INSTALL CONCRETE
001	109053	CH	1	12226	DARRYL WALETZKO	08/07/2026	\$800.00	170333	E 01 005 810 000 000 350	BOULDERS TO SOCCER FIELD
001	109053	CH	1	12226	DARRYL WALETZKO	08/07/2026	\$13,900.00	170349	E 01 005 810 359 000 305	QUOTE #608 REPLACE FALLING CURP
001	109053	CH	1	12226	DARRYL WALETZKO	08/07/2026	\$1,900.00	170353	E 01 005 810 000 000 350	REMOVE 2 TREES AT HS & GRIND STMF
001	109053	CH	1	12226	DARRYL WALETZKO	08/07/2026	\$450.00	170354	E 01 005 810 000 000 350	PO 35690 REMOVE TREE, GRING & SEE
Check Total:							\$27,350.00			
001	109055	CH	1	14238	GWEN RADEL	08/07/2026	\$84.00	170381	E 04 500 565 080 321 305	07/20 INTRO TO PICKLEBALL
001	109055	CH	1	14238	GWEN RADEL	08/07/2026	\$42.00	170382	E 04 500 565 080 321 305	07/20 FUNDAMENTALS 101 CLASS
Check Total:							\$126.00			
001	109056	CH	1	09756	IMPACT APPLICATIONS INC	08/07/2026	\$1,130.00	170375	E 11 300 292 000 000 305	Fy 27 renewal- 1 yr Subscription baseball, p
Check Total:							\$1,130.00			
001	109057	CH	1	10311	MASMS	08/07/2026	\$435.00	170359	E 01 005 640 000 316 366	MASMS 2025 FALL CONFERENCE REGIS
001	109057	CH	1	10311	MASMS	08/07/2026	\$200.00	170359	E 01 005 640 000 316 366	MASMS 2025 FALL CONFERENCE REGIS
001	109057	CH	1	10311	MASMS	08/07/2026	\$200.00	170359	E 01 005 640 000 316 366	MASMS 2025 FALL CONFERENCE REGIS
001	109057	CH	1	10311	MASMS	08/07/2026	\$275.00	170359	E 01 005 640 000 316 366	MASMS 2025 FALL CONFERENCE REGIS

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 109025-2147483647 Payment Date: 07/01/2026-8/31/2026

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	109057	CH	1	10311	MASMS	08/07/2026	\$200.00	170359	E 01 005 640 000 316 366	MASMS 2025 FALL CONFERENCE REGIS
Check Total:							\$1,310.00			
001	109058	CH	1	01121	MASOP	08/07/2026	\$230.00	170360	E 01 110 050 000 000 366	2026 MASOP CONFERENCE
Check Total:							\$230.00			
001	109059	CH	1	06355	MINNESOTA ELEVATOR, INC	08/07/2026	\$2,052.00	170364	E 05 005 865 000 347 305	AUGUST YEARLY SERVICE
Check Total:							\$2,052.00			
001	109060	CH	1	05296	MONTICELLO COMMUNITY ED	08/07/2026	\$575.00	170379	E 04 500 565 090 321 305	LAKE MINNETONKA TRIP
Check Total:							\$575.00			
001	109061	CH	1	10547	MTI DISTRIBUTING, INC.	08/07/2026	\$456.17	170335	E 01 005 810 000 000 350	TPRP 4010 REPAIRS
Check Total:							\$456.17			
001	109062	CH	1	13016	NORTHLAND REFRIGERATION INCORP	08/07/2026	\$870.50	170358	E 01 110 810 000 000 350	LIBERTY ACC #2 NOT COOLING
Check Total:							\$870.50			
001	109063	CH	1	14254	PITMAN, GRACE ELIZABETH	08/07/2026	\$87.00	170362	E 04 500 585 000 332 305	SUMMER KARATE
Check Total:							\$87.00			
001	109064	CH	1	01175	POSTMASTER	08/07/2026	\$2,500.00	170377	B 01 131 002	PERMIT #9 CE CATALOG/MAILING
Check Total:							\$2,500.00			
001	109065	CH	1	09760	PREMIER LOCATING, INC.	08/07/2026	\$237.50	170361	E 01 005 810 000 000 305	TICKETS
Check Total:							\$237.50			
001	109067	CH	1	12564	RUSSELL SECURITY RESOURCE, INC.	08/07/2026	\$714.00	170334	E 01 005 810 000 000 350	B&G REPAIRS
Check Total:							\$714.00			
001	109069	CH	1	08739	SFM	08/07/2026	\$167,846.00	170363	B 01 215 083	26/27 WORKER'S COMP PREMIUM
Check Total:							\$167,846.00			
001	109070	CH	1	10333	SHERBURNE NORTHERN WRIGHT SPE	08/07/2026	\$27,850.11	170365	E 01 005 850 000 389 570	LEASE WFC JULY-SEPT
Check Total:							\$27,850.11			
001	109071	CH	1	10527	SITEONE LANDSCAPE SUPPLY, LLC	08/07/2026	\$1,669.47	170368	E 01 005 810 000 000 401	B&G SUPPLIES
Check Total:							\$1,669.47			
001	109072	CH	1	14192	STEVE'O'SEPTIC	08/07/2026	\$1,641.00	170378	E 04 500 505 000 321 335	PORTABLE RENTAL
Check Total:							\$1,641.00			
001	109073	CH	1	09045	SWIMOUTLET.COM	08/07/2026	\$231.00	170376	E 11 300 296 126 000 434	SWIMSIRT231.00QE1133661
Check Total:							\$231.00			
001	109074	CH	1	13796	TECH ACADEMY	08/07/2026	\$525.00	170367	E 04 500 585 000 332 305	ROBOTIC BUILDERS: BATTLEBOTS
Check Total:							\$525.00			

Pay/Void										
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	109075	CH	1	05314	TECH CHECK	08/07/2026	\$646.00	170366	E 01 005 630 000 000 315	DISPLAY ASSEMBLY
Check Total:							\$646.00			
001	109076	CH	1	06532	THE VISION COMPANIES	08/07/2026	\$1,542.52	170371	E 01 005 810 356 000 305	GROUNDS WEEK WORKED 07/19/2026
001	109076	CH	1	06532	THE VISION COMPANIES	08/07/2026	\$1,542.81	170370	E 01 005 810 356 000 305	GROUNDS WEEK OF 07/26/2026
Check Total:							\$3,085.33			
001	109077	CH	1	01229	UNIVERSITY OF MINNESOTA-MORRIS	08/07/2026	\$500.00	170369	E 01 300 960 000 340 898	FY 26 SCHOLARSHIP #6158061
Check Total:							\$500.00			
001	109078	CH	1	13048	WELLNESS FOR LIVING LLC	08/07/2026	\$700.00	170372	E 04 500 570 000 321 369	3RD GRADE COOKIE DECOR, SUMMER/
Check Total:							\$700.00			
001	109079	CH	1	01240	WRIGHT TECHNICAL CENTER	08/07/2026	\$800.66	170373	E 01 998 211 000 303 390	WLC SUMMER SCHOOL
Check Total:							\$800.66			
001	109082	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	08/05/2026	\$293.50	170288	B 01 215 081	Child Support
Check Total:							\$293.50			
001	109083	CH	1	04223	MN NCPERS LIFE INSURANCE	08/05/2026	\$64.00	170292	B 01 215 033	NCPR Life
Check Total:							\$64.00			
001	109084	CH	1	10261	RIVERVIEW LAW OFFICE, PLLC	08/05/2026	\$490.35	170312	B 01 215 079	Payroll Deductions-Garnishment
Check Total:							\$490.35			
001	109085	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	08/05/2026	\$544.13	170293	B 01 215 040	U Due Nc
001	109085	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	08/05/2026	\$33.37	170293	B 04 215 040	U Dues Nc
Check Total:							\$577.50			
001	109086	CH	1	13134	GEARED UP APPAREL LLC	08/07/2026	\$238.00	170356	E 11 300 288 154 000 401	BL Trap Jersey
001	109086	CH	1	13134	GEARED UP APPAREL LLC	08/07/2026	\$35.00	170357	E 11 300 288 154 000 401	Shipping
Check Total:							\$273.00			
001	109087	CH	1	09886	REGENTS OF THE UNIVERSITY OF MIN	08/07/2026	\$1,188.00	170384	E 01 005 203 214 000 369	ADMISSION-BELL MUSEUM
Check Total:							\$1,188.00			
001	109088	CH	1	01187	SCHMITT MUSIC BLT REPAIR SHOP	08/07/2026	\$57.00	170374	E 01 201 208 951 000 305	PO 34683 MS REPAIRS
Check Total:							\$57.00			
001	109089	CH	1	01165	XCEL ENERGY-NSP	08/07/2026	\$366.40	170383	E 01 110 810 000 000 330	LIBERTY GAS 06/09/2026-07/09/2026
Check Total:							\$366.40			
001	109090	CH	1	07027	HOUSE OF PRINT	08/14/2026	\$4,592.13	170390	E 04 500 505 000 321 305	CATALOG
001	109090	CH	1	07027	HOUSE OF PRINT	08/14/2026	\$93.70	170390	E 04 500 520 000 322 305	CATALOG
14 Check Total:							\$4,685.83			

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 109025-2147483647 Payment Date: 07/01/2026-8/31/2026

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	109091	CH	1	08228	KIDCREATE STUDIO	08/14/2026	\$658.00	170392	E 04 500 585 000 332 305	KIDSCIENTIFIC-REGISTRATION BASED (
Check Total:							\$658.00			
001	109092	CH	1	03183	KROMER COMPANY	08/14/2026	\$457.48	170391	E 01 005 810 000 000 401	B&G SUPPLIES
Check Total:							\$457.48			
001	109093	CH	1	01121	MASSP	08/14/2026	\$989.00	170393	E 01 300 605 000 000 401	MEMBERSHIP DUES (KLINGELHUTZ)
001	109093	CH	1	01121	MASSP	08/14/2026	\$989.00	170394	E 01 300 050 000 000 401	MEMBERSHIP DUES (TORDEUR)
Check Total:							\$1,978.00			
001	109094	CH	1	13663	MINNESOTA STATE - MANKATO	08/14/2026	\$1,000.00	170404	E 01 300 960 270 340 898	SCHOLARSHIP (M STACHOVICH)
Check Total:							\$1,000.00			
001	109095	CH	1	12605	MRI SOFTWARE LLC	08/14/2026	\$31.50	170402	E 01 005 105 170 000 305	BACKGROUND SCREENING
001	109095	CH	1	12605	MRI SOFTWARE LLC	08/14/2026	\$29.45	170403	E 01 005 105 170 000 305	BACKGROUND SCREENING
Check Total:							\$60.95			
001	109096	CH	1	02231	NASSP	08/14/2026	\$95.00	170395	E 11 300 298 901 301 820	SY27 NATIONAL ASSN OF STUDENT COI
001	109096	CH	1	02231	NASSP	08/14/2026	\$385.00	170396	E 01 300 298 130 301 820	NATIONAL HONOR SOCIETY AFFILITATIK
Check Total:							\$480.00			
001	109097	CH	1	7760	PIONEER ATHLETICS	08/14/2026	\$3,924.00	170397	E 01 005 810 000 000 401	B&G BRITE STRIPE WHITE
Check Total:							\$3,924.00			
001	109098	CH	1	12781	SAVVAS	08/14/2026	\$5,789.19	170398	E 05 100 256 602 302 460	MMTH ALG RDNESS 6 YR LIC
Check Total:							\$5,789.19			
001	109100	CH	1	13048	WELLNESS FOR LIVING LLC	08/14/2026	\$900.00	170400	E 04 500 585 000 332 305	CUPCAKE WARS
Check Total:							\$900.00			
001	109102	CH	1	14454	INDEPENDENT SCHOOL DIST 281	08/21/2026	\$2,730.00	170440	E 01 998 208 000 000 390	25/26 TUITION
Check Total:							\$2,730.00			
001	109103	CH	1	14453	INDEPENDENT SCHOOL DISTRICT 622	08/21/2026	\$14,309.94	170438	E 01 998 211 000 000 390	2025-2026 NON-RESIDENT TUITION
Check Total:							\$14,309.94			
001	109104	CH	1	12165	AMPLIFY EDUCATION INC.	08/21/2026	\$18,160.00	170466	E 01 110 256 602 000 406	Amplify Boost Math
001	109104	CH	1	12165	AMPLIFY EDUCATION INC.	08/21/2026	\$5,062.50	170467	E 01 100 221 603 000 406	Amplify CKLA G4 skills teacher license 5 ye
001	109104	CH	1	12165	AMPLIFY EDUCATION INC.	08/21/2026	\$3,375.00	170467	E 01 100 221 603 000 406	Amplify CKLA G5 skills teacher license 5 ye
Check Total:							\$26,597.50			
001	109105	CH	1	13997	BIG LAKE QUARTER BACK CLUB	08/21/2026	\$960.00	170450	R 04 500 560 000 321 050	YOUTH FOOTBALL CAMP T-SHIRTS
Check Total:							\$960.00			
001	109106	CH	1	06130	COBORN'S INC.	08/21/2026	\$44.88	170451	E 04 500 570 000 321 490	CE SUPPLIES

Payment Reg by Check-No Voids

8/20/2026

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Check Number: 109025-2147483647 Payment Date: 07/01/2026-8/31/2026

Pay/Void									
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Description
001	109106	CH	1	06130	COBORN'S INC.	08/21/2026	\$15.55	170453	E 04 500 570 000 321 490 CE SUPPLIES
001	109106	CH	1	06130	COBORN'S INC.	08/21/2026	\$59.81	170452	E 04 500 570 000 321 490 CE SUPPLIES
Check Total:							\$120.24		
001	109107	CH	1	06230	GOPHER STATE ONE-CALL	08/21/2026	\$4.05	170454	E 01 005 810 000 000 350 TICKETS
Check Total:							\$4.05		
001	109108	CH	1	13701	HEMKER PARK & ZOO	08/21/2026	\$3,081.00	170462	E 04 500 570 000 321 369 ZOO DAY 08/05/2026
Check Total:							\$3,081.00		
001	109109	CH	1	12237	HUDL	08/21/2026	\$2,436.08	170455	E 11 300 288 144 000 405 HUDL PACKAGE - LEVEL 3
001	109109	CH	1	12237	HUDL	08/21/2026	\$12,213.24	170455	E 11 300 292 000 000 405 HUDL PACKAGE - LEVEL 3
Check Total:							\$14,649.32		
001	109110	CH	1	08228	KIDCREATE STUDIO	08/21/2026	\$594.00	170456	E 04 500 585 000 332 305 KIDCREATE-REGISTRATION BASED CI
Check Total:							\$594.00		
001	109111	CH	1	02527	MCGRAW-HILL SCHOOL EDUCATION H	08/21/2026	\$18,461.52	170465	E 01 300 270 602 000 406 HS govern and civics
001	109111	CH	1	02527	MCGRAW-HILL SCHOOL EDUCATION H	08/21/2026	\$17,772.30	170463	E 01 300 270 602 000 406 HS govern and civics
001	109111	CH	1	02527	MCGRAW-HILL SCHOOL EDUCATION H	08/21/2026	\$17,468.42	170464	E 01 300 270 602 000 406 HS govern and civics
Check Total:							\$53,702.24		
001	109112	CH	1	05341	MEDCO	08/21/2026	\$7.36	170460	E 11 300 292 000 000 401 PO 34574 BLOOD BUSTER, 4 OZ SPRAY
Check Total:							\$7.36		
001	109113	CH	1	01134	MESPA	08/21/2026	\$8,000.00	170458	E 01 200 204 011 414 303 empowering excellence 8 part series
Check Total:							\$8,000.00		
001	109114	CH	1	01121	MINNESOTA ASSOCIATION OF SECONI	08/21/2026	\$195.00	170457	E 01 300 050 000 000 366 26-27 MASSP School Law Seminar Registr
Check Total:							\$195.00		
001	109115	CH	1	08850	NEW DOMINION SCHOOL	08/21/2026	\$6,638.20	170459	E 12 998 408 000 740 393 MGS JULY 2026
001	109115	CH	1	08850	NEW DOMINION SCHOOL	08/21/2026	\$1,856.40	170459	E 01 998 211 000 000 393 MGS JULY 2026
Check Total:							\$8,494.60		
001	109116	CH	1	7760	PIONEER ATHLETICS	08/21/2026	\$100.00	170468	E 01 005 810 000 000 401 MOLDED NET CLIPS
Check Total:							\$100.00		
001	109117	CH	1	01682	PROFESSIONAL TURF RENOVATION	08/21/2026	\$1,245.00	170469	E 01 005 810 000 000 401 B&G SUPPLIES
Check Total:							\$1,245.00		
001	109118	CH	1	07890	PTMA	08/21/2026	\$631.45	170461	E 45 005 935 000 000 305 ASSETS JULY 2026
Check Total:							\$631.45		

Pay/Void										
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	109119	CH	1	06532	THE VISION COMPANIES	08/21/2026	\$1,361.08	170471	E 01 005 810 356 000 305	GROUPS WEEK OF 08/02/2026
Check Total:							\$1,361.08			
001	109120	CH	1	13212	THREE SONS HARDWARE LLC	08/21/2026	\$26.59	170470	E 01 300 810 000 000 401	B&G SUPPLIES
001	109120	CH	1	13212	THREE SONS HARDWARE LLC	08/21/2026	\$67.96	170470	E 01 201 810 000 000 401	B&G SUPPLIES
001	109120	CH	1	13212	THREE SONS HARDWARE LLC	08/21/2026	\$16.86	170470	E 01 005 810 000 000 401	B&G SUPPLIES
Check Total:							\$111.41			
001	109121	CH	1	03321	INTERMEDIATE DIST 287	08/21/2026	\$2,622.00	170472	E 01 998 211 000 000 390	FY 25/26 CARE & TREATMENT
Check Total:							\$2,622.00			
001	109122	CH	1	03184	CENTERPOINT ENERGY	08/21/2026	\$212.07	170474	E 01 201 810 000 000 330	#5769708-8 MS FIRM GAS JULY 2026
001	109122	CH	1	03184	CENTERPOINT ENERGY	08/21/2026	\$217.12	170474	E 01 201 810 000 000 330	#5775439-2 MS INT GAS JULY 2026
001	109122	CH	1	03184	CENTERPOINT ENERGY	08/21/2026	\$355.50	170474	E 01 100 810 000 000 330	#5775443-4 INDY INT GAS JULY 2026
001	109122	CH	1	03184	CENTERPOINT ENERGY	08/21/2026	\$0.00	170474	E 01 300 810 000 000 330	#5793404-4 HS FIRM GAS JULY 2026
001	109122	CH	1	03184	CENTERPOINT ENERGY	08/21/2026	\$106.00	170474	E 01 300 810 000 000 330	#5793464-8 HS INT GAS JULY 2026
001	109122	CH	1	03184	CENTERPOINT ENERGY	08/21/2026	\$21.00	170474	E 01 100 810 000 000 330	#5803273-1 INDY FIRM #2 GAS JULY 202
001	109122	CH	1	03184	CENTERPOINT ENERGY	08/21/2026	\$386.95	170474	E 01 100 810 000 000 330	#5808588-7 INDY FIRM #1 GAS JULY 202
Check Total:							\$1,298.64			
001	109123	CH	1	01165	XCEL ENERGY-NSP	08/21/2026	\$360.14	170473	E 01 110 810 000 000 330	LIBERTY GAS 07/09/2026-08/10/2026
Check Total:							\$360.14			
001	109124	CH	1	12504	MN PEIP	08/20/2026	\$214,690.23	170533	B 01 215 030	SEPTEMBER 2026 HEALTH
001	109124	CH	1	12504	MN PEIP	08/20/2026	\$1,429.24	170533	B 04 215 030	SEPTEMBER 2026 HEALTH
001	109124	CH	1	12504	MN PEIP	08/20/2026	\$646.66	170533	B 05 215 030	SEPTEMBER 2026 HEALTH
001	109124	CH	1	12504	MN PEIP	08/20/2026	\$290.52	170533	B 11 215 030	SEPTEMBER 2026 HEALTH
001	109124	CH	1	12504	MN PEIP	08/20/2026	\$0.00	170533	B 12 215 030	SEPTEMBER 2026 HEALTH
001	109124	CH	1	12504	MN PEIP	08/20/2026	\$200,743.51	170533	B 01 215 051	SEPTEMBER 2026 HEALTH
001	109124	CH	1	12504	MN PEIP	08/20/2026	\$0.00	170533	B 04 215 051	SEPTEMBER 2026 HEALTH
001	109124	CH	1	12504	MN PEIP	08/20/2026	\$0.00	170533	B 05 215 051	SEPTEMBER 2026 HEALTH
001	109124	CH	1	12504	MN PEIP	08/20/2026	\$0.00	170533	B 11 215 051	SEPTEMBER 2026 HEALTH
001	109124	CH	1	12504	MN PEIP	08/20/2026	\$0.00	170533	B 12 215 051	SEPTEMBER 2026 HEALTH
Check Total:							\$417,800.16			
001	109125	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	08/20/2026	\$544.12	170527	B 01 215 040	U Due Nc
001	109125	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	08/20/2026	\$33.38	170527	B 04 215 040	U Dues Nc
Check Total:							\$577.50			
001	109126	CH	1	01475	CONNEXUS ENERGY	08/21/2026	\$167.68	170439	E 01 005 810 860 000 331	#416856-237326 SOFTBALL CONCESSIONS

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

Check Number: 109025-2147483647 Payment Date: 07/01/2026-8/31/2026

						Pay/Void				
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	109126	CH	1	01475	CONNEXUS ENERGY	08/21/2026	\$8,684.91	170439	E 01 100 810 000 000 331	#416856-242663 INDY ELECTRICAL JUNI
001	109126	CH	1	01475	CONNEXUS ENERGY	08/21/2026	\$12,315.91	170439	E 01 110 810 000 000 331	#416856-264923 LIBERTY ELECTRICAL J
001	109126	CH	1	01475	CONNEXUS ENERGY	08/21/2026	\$167.99	170439	E 01 005 810 860 000 331	#416856-310758 BASEBALL FIELD LIGHT
001	109126	CH	1	01475	CONNEXUS ENERGY	08/21/2026	\$1,387.61	170439	E 01 005 810 860 000 331	#416856-310759 SOFTBALL FIELD LIGHT
Check Total:							\$22,724.10			
Bank 001 Total:							\$1,015,383.35			
Report Total:							\$1,015,383.35			

Payment Reg by Check-No Voids

8/26/2026

7:17 AM

Check Number: 109127-2147483647 Payment Date: 7/1/2026-8/31/2026

Pay/Void										
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	109127	CH	1	01475	CONNEXUS ENERGY	08/28/2026	\$1,225.24	170544	E 01 005 810 860 000 331	ELECTRICAL (IRRIG SVC) 07/01/2026-08/
Check Total:							\$1,225.24			
001	109128	CH	1	01475	CONNEXUS ENERGY	08/28/2026	\$1,165.45	170545	E 01 005 810 860 000 331	ELECTRIC (GLENWOOD) 07/01/2026-08/
Check Total:							\$1,165.45			
001	109129	CH	1	13112	ELITE GYMNASTICS ACADEMY	08/28/2026	\$4,565.00	170547	E 04 500 560 122 321 369	CE XCEL GYMNASTICS MEET 11/07-11/0
Check Total:							\$4,565.00			
001	109130	CH	1	10349	ELITE SPORTSWEAR, L.P.	08/28/2026	\$529.92	170546	E 11 300 295 123 000 401	Cheer Solid matallic Pom (Gold and Royal
Check Total:							\$529.92			
001	109131	CH	1	09728	FEDERATED CO-OPS	08/28/2026	\$1,028.89	170548	E 01 005 810 000 000 440	B&G #2 DYED NO BIO
Check Total:							\$1,028.89			
001	109132	CH	1	12517	GERTEN GREENHOUSES-446133	08/28/2026	\$2,793.00	170549	E 01 005 810 000 000 363	MASTER MELT
001	109132	CH	1	12517	GERTEN GREENHOUSES-446133	08/28/2026	\$1,200.00	170549	E 01 005 810 000 000 363	BALL FIELD CHALK
Check Total:							\$3,993.00			
001	109133	CH	1	12516	GILBERT MECHANICAL CONTRACTOR	08/28/2026	\$410.00	170551	E 05 100 865 000 363 350	INDY ANNUAL FIRE SPRINKLER, SYSTEI
001	109133	CH	1	12516	GILBERT MECHANICAL CONTRACTOR	08/28/2026	\$410.00	170552	E 05 300 865 000 363 350	HS ANNUAL FIRE SPRINKLER SYSTEM
001	109133	CH	1	12516	GILBERT MECHANICAL CONTRACTOR	08/28/2026	\$410.00	170553	E 05 201 865 000 363 350	MS ANNUAL FIRE SPRNKLER SYSTEM I
001	109133	CH	1	12516	GILBERT MECHANICAL CONTRACTOR	08/28/2026	\$410.00	170550	E 05 110 865 000 363 350	LIBERTY ANNUAL FIRE SPRINKLER SYS
Check Total:							\$1,640.00			
001	109134	CH	1	14196	GRANITE CITY ROOFING, INC.	08/28/2026	\$305,588.87	170554	E 06 005 868 000 383 520	2026 BLDG ENVELOPE
Check Total:							\$305,588.87			
001	109135	CH	1	12484	HUBBARD ELECTRIC INC	08/28/2026	\$2,587.29	170556	E 01 300 810 354 000 350	HS B&G REPAIRS
001	109135	CH	1	12484	HUBBARD ELECTRIC INC	08/28/2026	\$765.14	170557	E 01 300 810 000 000 350	HS LIGHT REPLACEMENTS & REPAIRS
001	109135	CH	1	12484	HUBBARD ELECTRIC INC	08/28/2026	\$94.82	170555	E 01 100 810 000 000 350	INDY B&G REPAIRS
Check Total:							\$3,447.25			
001	109136	CH	1	13166	LRS OF MINNESOTA	08/28/2026	\$658.97	170558	E 01 300 810 000 000 333	HS WASTE SERVICES SEPTEMBER 202
001	109136	CH	1	13166	LRS OF MINNESOTA	08/28/2026	\$474.26	170558	E 01 201 810 000 000 333	NS WASTE SERVICES SEPTEMBER 202
001	109136	CH	1	13166	LRS OF MINNESOTA	08/28/2026	\$1,134.27	170558	E 01 100 810 000 000 333	INDY WASTE SERVICES SEPTEMBER 2
001	109136	CH	1	13166	LRS OF MINNESOTA	08/28/2026	\$553.93	170558	E 01 110 810 000 000 333	LIBERTY WASTE SERVICES SEPTEMBE
001	109136	CH	1	13166	LRS OF MINNESOTA	08/28/2026	\$199.58	170558	E 01 005 810 000 000 333	GROUNDS WASTE SERVICES SEPTEMI
001	109136	CH	1	13166	LRS OF MINNESOTA	08/28/2026	\$1,429.53	170558	E 01 005 810 000 000 333	ROLL OFF SERVICES
001	109136	CH	1	13166	LRS OF MINNESOTA	08/28/2026	\$20.00	170558	E 01 110 810 000 000 333	PAST DUE-BALANCE
Check Total:							\$4,470.54			

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	109137	CH	1	10434	MAJESTIC CREATIONS	08/28/2026	\$33.00	170559	E 01 005 010 000 000 401	Carrol Zwilling retirement gift
Check Total:							\$33.00			
001	109138	CH	1	01333	MINNESOTA EQUIPMENT	08/28/2026	\$1,247.98	170565	E 01 005 810 000 000 401	B&G SUPPLIES
Check Total:							\$1,247.98			
001	109139	CH	1	01146	MONTICELLO PRINTING	08/28/2026	\$72.00	170576	E 01 110 203 290 000 401	3' x 6' Banner -White 0# 13 oz duratex gls l
001	109139	CH	1	01146	MONTICELLO PRINTING	08/28/2026	\$96.92	170576	E 01 110 050 000 000 401	notepads 5.5" x 8.5" full color 50 sheets/pa
Check Total:							\$168.92			
001	109140	CH	1	13076	NAWGJ	08/28/2026	\$4,730.00	170561	E 04 500 560 122 321 369	09/26-0927 CE XCELGymnastics Meet
Check Total:							\$4,730.00			
001	109141	CH	1	13016	NORTHLAND REFRIGERATION INCORP	08/28/2026	\$529.00	170560	E 01 100 810 000 000 350	INDY COOLER REPAIRS
Check Total:							\$529.00			
001	109142	CH	1	10658	OZONE, LLC	08/28/2026	\$179.90	170564	E 04 500 560 122 321 436	3/4 Sleeve 1818 Leotard - Custom - Ym
001	109142	CH	1	10658	OZONE, LLC	08/28/2026	\$89.95	170564	E 04 500 560 122 321 436	3/4 Sleeve 1818 Leotard - Custom - YI - 83
001	109142	CH	1	10658	OZONE, LLC	08/28/2026	\$539.70	170564	E 04 500 560 122 321 436	3/4 Sleeve 1818 Leotard - Custom - Axs
001	109142	CH	1	10658	OZONE, LLC	08/28/2026	\$539.70	170564	E 04 500 560 122 321 436	3/4 Sleeve 1818 Leotard - Custom - As -83
001	109142	CH	1	10658	OZONE, LLC	08/28/2026	\$629.65	170564	E 04 500 560 122 321 436	3/4 Sleeve 1818 Leotard - Custom - Am - i
001	109142	CH	1	10658	OZONE, LLC	08/28/2026	\$269.85	170564	E 04 500 560 122 321 436	3/4 Sleeve 1818 Leotard - Custom - Al - 83
001	109142	CH	1	10658	OZONE, LLC	08/28/2026	\$1,797.50	170564	E 04 500 560 122 321 436	Rhinestone Decoration-\$35.95
001	109142	CH	1	10658	OZONE, LLC	08/28/2026	\$623.75	170564	E 04 500 560 122 321 436	Rhinestone Decoration-\$24.95
001	109142	CH	1	10658	OZONE, LLC	08/28/2026	\$86.95	170564	E 04 500 560 122 321 436	Shipping/Freight
Check Total:							\$4,756.95			
001	109143	CH	1	14174	PYE-BARKER FIRE & SAFETY, LLC	08/28/2026	\$760.70	170562	E 05 201 865 000 363 350	MS HEALTH & SAFETY
001	109143	CH	1	14174	PYE-BARKER FIRE & SAFETY, LLC	08/28/2026	\$785.50	170563	E 05 100 865 000 363 350	INDY HEALTH & SAFETY
Check Total:							\$1,546.20			
001	109144	CH	1	12587	RISING STARS GYMNASTICS	08/28/2026	\$4,060.00	170567	E 04 500 560 122 321 369	CE XCEL GYMNASTICS MEET 10/17-10/1
Check Total:							\$4,060.00			
001	109145	CH	1	12986	SCAN AIR FILTER	08/28/2026	\$832.07	170566	E 01 300 810 000 000 401	B&G SUPPLIES
001	109145	CH	1	12986	SCAN AIR FILTER	08/28/2026	\$5,062.14	170568	E 01 201 810 000 000 401	B&G SUPPLIES
001	109145	CH	1	12986	SCAN AIR FILTER	08/28/2026	\$1,999.78	170569	E 01 110 810 000 000 401	B&G SUPPLIES
Check Total:							\$7,893.99			
001	109146	CH	1	06532	THE VISION COMPANIES	08/28/2026	\$1,578.24	170572	E 01 005 810 356 000 305	GROUNDS WEEK WORKED 08/09/2026
001	109146	CH	1	06532	THE VISION COMPANIES	08/28/2026	\$1,266.39	170570	E 01 005 810 356 000 305	GROUNDS WEEK OF 08/16/2026
Check Total:							\$2,844.63			

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	109147	CH	1	14387	VERSACON, INC.	08/28/2026	\$119,498.60	170571	E 06 201 870 000 000 520	22L201.01A MS 2026 SPECIAL EDUCATION
Check Total:							\$119,498.60			
001	109148	CH	1	03003	WEST MUSIC COMPANY	08/28/2026	\$520.99	170573	E 01 100 203 902 000 430	401849 YRS-20BB Soprano Recorder, Tra
001	109148	CH	1	03003	WEST MUSIC COMPANY	08/28/2026	\$265.99	170573	E 01 100 203 902 000 430	401848 YRS-20BB Soprano Recorder, Tra
001	109148	CH	1	03003	WEST MUSIC COMPANY	08/28/2026	\$265.99	170573	E 01 100 203 902 000 430	401851 YRS-20BG Soprano Recorder, Gre
001	109148	CH	1	03003	WEST MUSIC COMPANY	08/28/2026	\$520.99	170573	E 01 100 203 902 000 430	401855 YRS-20BP Soprano Recorder, Tra
Check Total:							\$1,573.96			
001	109150	CH	1	01840	RATWIK, ROSZAK & MALONEY, P.A.	08/28/2026	\$427.50	170577	E 01 005 110 305 000 305	EQUITY POLICY & PROCEDURE REVIEW
Check Total:							\$427.50			
001	109151	CH	1	14411	STEPHANIE STOLLAR CONSULTING	08/28/2026	\$179.00	170578	E 01 005 640 000 312 405	Sara Edgar Reading Science Academy- on
Check Total:							\$179.00			
001	109152	CH	1	12986	SCAN AIR FILTER	08/28/2026	\$3,040.84	170579	E 01 100 810 000 000 401	INDY B&G SUPPLIES
Check Total:							\$3,040.84			
001	109153	CH	1	04279	MCPETE'S SPORTS BAR & LANES	08/28/2026	\$122.41	170580	E 01 300 298 918 000 490	05/22/2026 BOWING
001	109153	CH	1	04279	MCPETE'S SPORTS BAR & LANES	08/28/2026	\$108.00	170580	E 01 300 298 918 000 369	05/22/2026 BOWING
Check Total:							\$230.41			
001	109154	CH	1	14187	BIG LAKE PIZZA FACTORY, INC.	08/28/2026	\$419.00	170586	E 04 500 570 000 321 490	CE PIZZA
Check Total:							\$419.00			
001	109155	CH	1	13083	PRINCETON RENTAL INC	08/28/2026	\$184.00	170587	E 01 300 810 000 000 350	AEIIRAL LIFT 50" WORKING
Check Total:							\$184.00			
001	109156	CH	1	10633	WOLD ARCHITECTS AND ENGINEERS	08/28/2026	\$1,673.73	170574	E 06 201 870 000 000 305	BOND #22L201.01B MS SPEC ED RENO
Check Total:							\$1,673.73			
001	109157	CH	1	10633	WOLD ARCHITECTS AND ENGINEERS	08/28/2026	\$2,534.66	170575	E 06 201 870 000 000 305	BOND #22L201.01B 2026 MS SPEC ED R
Check Total:							\$2,534.66			
Bank 001 Total:							\$485,226.53			
Report Total:							\$485,226.53			

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 08/01/2026-8/31/2026

Pay/Void									
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Description
001		CC	1	01038	CITY OF BIG LAKE	08/01/2026	\$1,479.34	170236	E 01 300 810 000 000 332 FY 26 HS Water/Sewer 05/05/2026-06/05/2
001		CC	1	01038	CITY OF BIG LAKE	08/01/2026	\$1,289.54	170236	E 01 110 810 000 000 332 FY 26 Liberty Water/Sewer 05/05/2026-06/0
001		CC	1	01038	CITY OF BIG LAKE	08/01/2026	\$1,082.84	170236	E 01 201 810 000 000 332 FY 26 MS Water/Sewer 05/05/2026-06/01/2
001		CC	1	01038	CITY OF BIG LAKE	08/01/2026	\$50.93	170236	E 01 005 810 000 000 332 FY 26 Admissions Water/Sewer 05/05/2026
001		CC	1	01038	CITY OF BIG LAKE	08/01/2026	\$41.94	170236	E 01 005 810 000 000 332 FY 26 Bathrooms Water/Sewer 05/05/2026
001		CC	1	01038	CITY OF BIG LAKE	08/01/2026	\$1,190.42	170236	E 01 100 810 000 000 332 FY 26 Indy Water/Sewer 05/05/2026-06/05/
001		CC	1	01065	HILLYARD FLOOR CARE	08/01/2026	\$22.90	170241	E 01 100 810 000 000 401 FY 26 Indy B&G Supplies
001		CC	1	06051	FINKEN WATER CENTERS	08/01/2026	\$64.95	170242	E 01 005 810 000 000 332 FY 26 Water Drinking 5 Gallon/Water Bottle
001		CC	1	06051	FINKEN WATER CENTERS	08/01/2026	\$37.45	170243	E 01 100 810 000 000 401 FY 26 Salt Solar (Indy)
001		CC	1	06051	FINKEN WATER CENTERS	08/01/2026	\$54.20	170244	E 01 300 810 000 000 401 FY 26 Salt Solar (HS)
001		CC	1	09044	MENARDS - ELK RIVER	08/01/2026	\$122.31	170245	E 01 005 810 000 000 401 FY 26 B&G Supplies
001		CC	1	09044	MENARDS - ELK RIVER	08/01/2026	\$73.99	170247	E 01 005 810 000 000 401 FY 26 B&G Supplies
001		CC	1	09217	HORIZON COMMERCIAL POOL SUPPLY	08/01/2026	\$442.36	170237	E 01 300 810 000 000 404 FY 26 HS B&G Supplies
001		CC	1	10026	SAFETYFIRST PLAYGROUND MAINT.	08/01/2026	\$4,389.29	170240	E 04 500 505 000 321 520 FY 26 PO 35008 POURED IN PLACE SUR
001		CC	1	10338	ADAM'S PEST CONTROL, INC.	08/01/2026	\$55.12	170246	E 01 300 810 000 000 305 Fy 26 HS Prevention Plus
001		CC	1	13072	CINTAS CORPORATION NO 2	08/01/2026	\$507.28	170251	E 01 300 810 350 000 305 FY 26 Uniforms
001		CC	1	13185	PATRIOT NEWS MN	08/01/2026	\$220.00	170239	E 02 005 770 000 709 305 FY 26 Summer Eats
001		CC	1	13254	IMAGINE LEARNING LLC	08/01/2026	\$5,346.00	170238	E 01 410 211 000 000 406 FY 26 eDynamic Electives Per Enrollment f
001		CC	1	13254	IMAGINE LEARNING LLC	08/01/2026	\$182.50	170249	E 01 400 203 000 000 460 FY 26 IS Elementary Course All Workbooks
001		CC	1	14382	GREAT RIVER SOCCER	08/01/2026	\$95.00	170248	E 11 300 294 114 000 305 FY 26 Medical Certificate (BB)
001		CC	1	01034	RESOURCE TRAINING & SOLUTIONS	08/01/2026	\$3,755.05	170266	E 01 005 105 000 000 405 FY 27 Vector Solutions Partnership Service
001		CC	1	01065	HILLYARD FLOOR CARE	08/01/2026	\$281.40	170273	E 01 005 810 000 000 401 FY 27 PO 35693 B&G Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	08/01/2026	\$196.40	170274	E 01 005 810 000 000 401 FY 27 PO 35693 B&G Supplies
001		CC	1	03455	GRAINGER	08/01/2026	\$63.39	170264	E 01 100 810 000 000 401 FY 27 PO 35683 Indy B&G Supplies
001		CC	1	03455	GRAINGER	08/01/2026	\$200.70	170265	E 01 100 810 000 000 401 FY 27 PO 35683 Indy B&G Supplies
001		CC	1	05264	BSN SPORTS	08/01/2026	\$237.53	170268	E 11 300 294 118 000 401 FY 27 PO 35636 HS Boys Soccer Supplies
001		CC	1	05264	BSN SPORTS	08/01/2026	\$620.33	170271	E 11 300 294 112 000 401 FY 27 PO 35639 HS Boys Basketball Supp
001		CC	1	05264	BSN SPORTS	08/01/2026	\$237.53	170269	E 11 300 296 188 000 401 FY 27 Girls Soccer Supplies
001		CC	1	05264	BSN SPORTS	08/01/2026	\$427.58	170267	E 11 300 294 115 000 401 FY 27 PO 35635 HS Athletic Supplies
001		CC	1	05264	BSN SPORTS	08/01/2026	\$316.71	170272	E 11 300 296 124 000 401 FY 27 PO 35638 HS Volleyball Supplies
001		CC	1	05264	BSN SPORTS	08/01/2026	\$620.33	170270	E 11 300 293 112 000 401 FY 27 PO 35673 Boys Basketball Supplies
001		CC	1	05351	HOME DEPOT	08/01/2026	\$155.80	170261	E 01 005 810 000 000 401 FY 27 B&G Supplies
001		CC	1	05473	MASA	08/01/2026	\$2,500.00	170252	E 01 005 020 000 000 366 FY 27 PO 35687 advanced leadership acac
001		CC	1	05473	MASA	08/01/2026	\$359.00	170254	E 01 005 610 000 000 366 FY 27 PO 35699 2026 Fall Conference Min

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 08/01/2026-8/31/2026

						Pay/Void				
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001		CC	1	08347	WALMART	08/01/2026	\$51.18	170235	E 04 500 585 000 332 401	FY 26 CE Enrichment
001		CC	1	09044	MENARDS - ELK RIVER	08/01/2026	\$686.84	170275	E 01 005 810 000 000 401	FY 27 B&G Supplies
001		CC	1	09757	PROJECT LEAD THE WAY, INC.	08/01/2026	\$1,200.00	170253	E 01 005 640 000 316 366	FY 27 PO 35688 computer science innovat
001		CC	1	10052	MinnSPRA Membership Services	08/01/2026	\$250.00	170263	E 01 005 107 000 000 820	FY 27 MinnSPRA Membership
001		CC	1	10454	USA GYMNASTICS UNIVERSITY	08/01/2026	\$374.00	170257	E 04 500 560 122 321 820	Fy 27 CE Gymnastics membership renewal
001		CC	1	10454	USA GYMNASTICS UNIVERSITY	08/01/2026	\$99.00	170259	E 04 500 560 122 321 820	FY 27 CE Gymnastics membership renewa
001		CC	1	12031	LANGUAGELINE Solutions	08/01/2026	\$7.90	170255	E 01 110 219 000 339 358	FY 27 Interpreter at Liberty 07/22 (Spanish)
001		CC	1	12031	LANGUAGELINE Solutions	08/01/2026	\$47.40	170256	E 01 110 219 000 339 358	FY 27 07/22 Spanish at Liberty
001		CC	1	13333	BRAIN FREEZZE ICE	08/01/2026	\$566.00	170258	E 04 500 570 000 321 490	FY 27 KC Food
001		CC	1	14422	MOSYLE CO	08/01/2026	\$33,350.00	170260	E 05 005 630 000 795 506	Fy 27 PO 35695 Mosyle OneK12 4-year St
001		CC	1	14437	BOWS BY ALLY	08/01/2026	\$385.00	170262	E 11 300 295 123 000 401	FY 27 HS Cheer
001		CC	1	14448	HORMIFY.COM	08/01/2026	\$104.97	170276	E 01 005 110 999 000 401	FY 27 This transaction is an error, It will cor
001		CC	1	14307	ASPi SOLUTIONS INC	08/01/2026	\$2,000.00	170279	E 11 300 292 000 000 405	FY 27 Bound Pro

Check Total: \$65,842.40

Bank 001 Total: \$65,842.40

Report Total: \$65,842.40

August 2026 Personnel				
Employee (Last, First Name)	Position	Building	Effective Date	Action Type
Krueger, Kristin	Health Assistant	Liberty	08/01/2026	Resignation
Faust, Karla	Health Assistant	High School	07/31/2026	Resignation
Callahan, Marris	Paraeducator	Middle School	08/05/2026	Resignation
Schlichting, Hailey	Paraeducator	Middle School	08/31/2026	Resignation
Hoffmann, Bailey	LTS Teacher	Liberty	08/24/2026	Transfer
Hale, Jennifer	Payroll Specialist	District Wide	08/10/2026	New Hire
Osowski, Katelyn	Teacher	Liberty	08/07/2026	Resignation
Saiko, Gary	Accountant	District Wide	10/05/2026	New Hire
Houtz, Penny	Building Sub Teacher	Independence	08/24/2026	Rehire
Ray, Jessica	Building Sub Teacher	High School	08/24/2026	Rehire
Olson, Taylor	Teacher	Liberty	08/24/2026	New Hire
Anderson, James	Paraeducator	High School	09/01/2026	Resignation
Alfuth, Jobethany	Paraeducator	Middle School	08/31/2026	New Hire
Schwartz, Rebecca	Building Sub Teacher	Middle School	08/24/2026	Rehire
Huettl, Jessica	Teacher	Community Ed	08/24/2026	Rehire
Eisinger, Sydney	Paraeducator	Middle School	08/31/2026	New Hire

BIG LAKE SCHOOLS SCHOOL BOARD
FUNDRAISERS ACTION
08/26/26

Boys Lacrosse, sell mulch with the profits going for general operating costs, March-May 2027

Boys Lacrosse, sell softener salt with profits going for general operating costs, October-November 2027

Independence Elementary, Tyler Halverson's class, ask families to sponsor students for 9 books throughout the year, August 27-September 10, 2027

Extended Field Trip Request Form

Date of Request 8-12-26

School Big Lake High School

Class or group Girls Soccer

Destination Hermantown, TRU by Hilton

Purpose over night trip w/ two soccer matches
one on Friday & one on Saturday

Dates of trip 8/28 - 8/29

Number of Students Attending 30-35

Teacher(s)/Advisor(s) Alissa Busch, Suzi Graham

Chaperones (specify staff or parent)

1. <u>Alissa Busch</u>	6.
2. <u>Suzi Graham</u>	7.
3. <u>Kris Hallstrom</u>	8.
4.	9.
5.	10.

Mode of Transportation Coach bus or school bus

Accommodations TRU by Hilton

Insurance Arrangements _____

All employees must develop and implement an action plan to effectively manage unexpected emergencies and behavioral concerns to ensure the safety and well-being of students and adult chaperones. Employees must promptly report any emergency situation to their immediate supervisor.

Requesting Teacher/AD Signature Alissa Busch Date 8/12/26

Approved by Building Principal Mark Kusch Date 8-12-26

Approved by Superintendent [Signature] Date 8-18-26

DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to continue to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form that is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

- A. The school board has jurisdiction to legislate policy with the force and effect of law for the school district. School district policy provides the school board's general direction for the school district while delegating policy implementation to the administration.
- B. The school district's policies provide guidelines and goals to the school community. The policies are the basis for guidelines and directives created by the administration. The school board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a school board member, employee, student, or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

IV. ADOPTION AND REVIEW OF POLICY

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a meeting after the two meetings at which an opportunity for public input was given. The policy will be effective on the latter of the date of passage or the date stated in the motion.
- C. In an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board in a single meeting. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The policy adopted in an emergency shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency.
- D. If a policy is revised with minor, technical changes that do not affect the substance of the policy, the school board directs school district staff to incorporate the technical revisions in the relevant policy and inform the school board policy committee members of the changes.
~~or~~ If a policy is revised because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

V. IMPLEMENTATION OF AND ACCESS TO POLICY

- A. The superintendent shall be responsible for implementing school board policies, other than the policies that cover how the school board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review by the school board.
- B. Each school board member shall have access to school district policies. A copy of the school district policies shall be available online and in the district office and shall be available for reference purposes to other interested persons.
- C. The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for keeping the policy current.
- D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the school board shall review the following policies annually: 506 Student Discipline; 722 Public Data Requests; and 806 Crisis Management Policy.
- E. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the mission, educational philosophy and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (School District Powers)
Minn. Stat. § 123B.09, Subd. 1 (School Board Powers)

Cross References: MSBA/MASA Model Policy 305 (Policy Implementation)

SCHOOL ACTIVITIES

I. PURPOSE

The purpose of this policy is to impart to students, employees, and the community the school district's policy related to the student activity program.

II. GENERAL STATEMENT OF POLICY

School activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental and emotional well-being. They are of secondary importance in relationship to the formal instructional program; however, they complement the instructional program in providing students with additional opportunities for growth and development.

III. RESPONSIBILITY

- A. The school board expects all students who participate in school-sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.
- B. The school board expects all spectators at school sponsored activities, including parents, employees, and other members of the public, to behave in an appropriate manner at those activities. Students and employees may be subject to discipline and parents and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal or unsportsmanlike behavior at these activities or events.
- C. The superintendent or designee shall be responsible for disseminating information needed to inform students, parents, staff and the community of the opportunities available within the school activity program and the rules of participation.
- D. Those students who participate in Minnesota State High School League (MSHSL) activities must also abide by the league rules. Those employees who conduct MSHSL activities shall be responsible for familiarizing students and parents with all applicable rules, penalties, and opportunities.
- E. The superintendent shall be responsible for conducting or delegating an annual evaluation of school activity programs and presenting the results and any recommendations to the school board.
- F. The school board will ensure that any funds raised from extracurricular activities will be spent only on extracurricular activities.

Legal References: Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)

Cross References: MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 713 (Student Activity Accounting)



MODIFICATION OF SCHOOL DISTRICT BUDGET

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to modify its revenue and expenditure budgets in accordance with the applicable provisions of law.

III. REQUIREMENT

- A. The school district's adopted expenditure budget shall be considered the school board's expenditure authorization for that school year.
- B. If revisions or modifications in the adopted expenditure budget are determined to be advisable by the administration, the superintendent or designee shall recommend the proposed changes to the school board. The proposed changes shall be accompanied by sufficient and appropriate background information on the revenue and policy issues involved to allow the school board to make an informed decision. A school board member may also propose modifications on that board member's own motion, provided, however, the school board member is encouraged to review the proposed modifications with the superintendent prior to their being proposed so that the administration may prepare necessary background materials for the school board prior to its consideration of those proposed modifications.
- C. If sufficient funds are not included in the expenditure budget in a particular fund to allow the proposed expenditure, funds for this purpose may not be expended from that fund prior to the adoption of an expenditure budget amendment by the school board to authorize that expenditure for that school year. An amended expenditure shall not exceed the projected revenues available for that purpose in that fund.
- D. The school district's revenue budget shall be amended from time to time during a fiscal year to reflect updated or revised revenue estimates. The superintendent or designee ~~or such~~ shall make recommendations to the school board for appropriate revisions. If necessary, the school board shall also make necessary revisions in the expenditure budget if it appears that expenditures would otherwise exceed revenues and fund balances in a fund.

Legal References: Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)

Cross References: MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)



ACCOUNTING

I. PURPOSE

The purpose of this policy is to adopt the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in guidelines adopted by the Minnesota Department of Education.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to comply with the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts.

III. MAINTENANCE OF BOOKS AND ACCOUNTS

The school district shall maintain its books and records and do its accounting in compliance with the Uniform Accounting and Reporting Standards for Minnesota School Districts (UFARS) provided for in the guidelines adopted by the Minnesota Department of Education and in compliance with applicable state laws and rules relating to reporting of revenues and expenditures.

IV. PERMANENT FUND TRANSFERS

Unless otherwise authorized pursuant to Minnesota Statutes section 123B.80, as amended, or any other law, fund transfers shall be made in compliance with UFARS and permanent fund transfers shall only be made in compliance with Minnesota Statutes section 123B.79, as amended, or other applicable statute.

V. REPORTING

The school board shall provide for an annual audit of the books and records of the school district to assure compliance of its records with UFARS. Each year, the school district shall also provide for the publication of the financial information specified in Minnesota Statutes section 123B.10 in the manner specified therein.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 123B.75 (Revenue; Reporting)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting and Reporting Requirements)
Minn. Stat. § 123B.78 (Cash Flow; School District Revenues; Borrowing for Current Operating Costs; Capital Expenditure Deficits)
Minn. Stat. § 123B.79 (Permanent Fund Transfers)
Minn. Stat. § 123B.80 (Exceptions for Permanent Fund Transfers)

Cross References: MSBA/MASA Model Policy 703 (Annual Audit)

ANNUAL AUDIT

I. PURPOSE

The purpose of this policy is to provide for an annual audit of the books and records of the school district in order to comply with law, to provide a permanent record of the financial position of the school district, and to provide guidance to the school district to correct any errors and discrepancies in its practices.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with all laws relating to the annual audit of the books and records of the school district.

III. REQUIREMENT

- A. The school board shall appoint independent certified public accountants to audit, examine, and report upon the books and records of the school district. The school board may enter into a contract with a person or firm to provide the agreed upon services.
- B. After the close of each fiscal year, the books, records, and accounts of the school district shall be audited by said independent certified public accountants in accordance with applicable standards and legal requirements. The superintendent and members of the administration shall cooperate with the auditors.
- C. The school district shall, prior to September 15 of each year, submit unaudited financial data for the preceding year to the Minnesota Commissioner of Education (Commissioner) on forms prescribed by the Commissioner. The report shall also include those items required by Minnesota Statutes section 123B.14, subdivision 7.
- D. The school district shall, prior to November 30 of each year, provide to the Commissioner audited financial data for the preceding fiscal year. The school district shall, prior to December 31 of each year, provide to the Commissioner and the State Auditor an audited financial statement in a form that will allow comparison with and correction of material differences in the unaudited data. The audited financial statement must also provide a statement of assurance pertaining to compliance with uniform financial accounting and reporting standards and a copy of the management letter submitted to the school district by its auditor.
- E. The audit must be conducted in compliance with generally accepted governmental auditing standards, the Federal Single Audit Act, and the Minnesota Legal Compliance Audit Guide for School Districts issued by the Office of the State Auditor.
- F. The school board must approve the audit report or require a further or amended report.
- G. The administration shall report to the school board regarding any actions necessary to correct any deficiencies or exceptions noted in the audit.
- H. The accounts and records of the school district shall also be subject to audit and inspection by the State Auditor to the extent provided in Minnesota Statutes chapter 6.

Legal References: Minn. Stat. Ch. 6 (State Auditor)
Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)
Minn. Stat. § 123B.77, Subds. 2 and 3 (Accounting, Budgeting, and Reporting Requirement)

Cross References: MSBA/MASA Model Policy 702 (Accounting)



STUDENT TRANSPORTATION SAFETY POLICY

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

Big Lake Schools provides safe, efficient, and appropriate transportation services to all authorized passengers in accordance with all applicable state and federal law. The nature of the equipment provided for transportation, the scheduling of its use, and the walking zones that affect transportation shall be determined solely by the Board of Education or its duly authorized representative. In cases where transportation is required, but it is not considered feasible to furnish bus transportation, contracts may be established to provide alternative transportation.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student School Bus Safety Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
 - a. transportation by school bus is a privilege not a right;
 - b. school district policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and leaving a school bus;
 - f. procedures for safe vehicle lane crossing; and
 - g. school bus evacuation and other emergency procedures.
2. All students in grades K through grade 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled in a school during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials with 4 weeks of their first day of attendance.
3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in

grades K through 3 school bus safety training twice during the school year.

4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minnesota Statutes section 169.446, subdivision 2
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school
8. The school district shall adopt and make available for public review a curriculum for transportation safety education
9. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training

C. Active Transportation Safety Training

1. Training required

- a. The school district must provide public school pupils enrolled in kindergarten through grade 3 with age-appropriate active transportation safety training. At a minimum, the training must include pedestrian safety, including crossing roads
- b. The school district must provide pupils enrolled in grades 4 through 8 with age-appropriate active transportation safety training. At a minimum, the training must include
 - i. pedestrian safety, including crossing roads safely using the searching left, right, left for vehicles in traffic technique; and
 - ii. bicycle safety, including relevant traffic laws, use and proper fit of protective headgear, bicycle parts and safety features, and safe biking techniques; and
 - iii. electric-assisted bicycle safety, including that a person under the age of 15 is not allowed to operate an electric-assisted bicycle.

2. Instruction

- a. The school district may provide active transportation safety training through distance learning.
- b. The district and a nonpublic school must make reasonable accommodations for the active transportation safety training of pupils known to speak English as a second language and pupils with disabilities

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.
 1. School Bus and Bus Stop Rules

The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.
 2. Rules at the Bus Stop
 - a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
 - b. Respect the property of others while waiting at your bus stop.
 - c. Keep your arms, legs and belongings to yourself.
 - d. Use appropriate language.
 - e. Stay away from the street, road or highway when waiting for the bus.
 - f. Wait until the bus stops before approaching the bus.
 - g. After getting off the bus, move away from the bus.
 - h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
 - i. No fighting, harassment, intimidation, or horseplay.
 - j. No use of alcohol, tobacco, or drugs.
 3. Rules on the Bus
 - a. Immediately follow the directions of the driver.
 - b. Sit in your seat facing forward.
 - c. Talk quietly and use appropriate language.
 - d. Keep all parts of your body inside the bus.
 - e. Keep your arms, legs, and belongings to yourself
 - f. No fighting, harassment, intimidation, or horseplay
 - g. Do not throw any object
 - h. No eating or drinking, or use of alcohol, tobacco, or drugs.
 - i. Do not damage the bus
 4. Consequences
 - a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.
 - 1st Offense: report to parents and/or one day suspension from riding the bus
 - 2nd Offense: 1-3 school days suspension from riding the bus

- 3rd Offense: 3-5 school days suspension from riding the bus
- 4th Offense: 5-10 school days suspension from riding the bus and meeting with parent/guardian
- Alternate Consequences: Consequences are assigned by Vision. Based upon the circumstances, an administrator may use his/her discretion in applying alternate consequences

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense.

b. Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus misconduct.

c. Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law

d. Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

e. Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each bus.

f. Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parent/Guardian Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;

2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to school administrators
4. Monitor bus stops, if possible.
5. Have children to the bus stop 5 minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Paragraphs VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Paragraph VII.D., below
- B. The school district or contracted service provider shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
 1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
 2. reckless driving;
 3. improper or erratic traffic lane changes;
 4. following the vehicle ahead too closely;
 5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
 6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession;
 7. driving a commercial vehicle without the proper class of commercial driver's license and/or endorsements for the specific vehicle group being operated or for the passengers or type of cargo being transported;
 8. a violation of a state or local law prohibiting texting while driving a commercial vehicle; and
 9. a violation of a state or local law prohibiting the use of a hand-held mobile telephone while driving a commercial vehicle.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy

- E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy
- F. A person who operates a type III vehicle and who sustains a conviction as described in Subparagraph VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within 10 days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy

VI. SCHOOL BUS DRIVER TRAINING

A. Training

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety's *Minnesota Model School Bus Driver Training Program*. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district or contracted service provider shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the *Model School Bus Driver Training Program*
2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Subparagraph VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately
4. Know and understand relevant laws, rules of the road, and local school bus safety policies
5. Handle emergency situations; and

6. Safely load and unload students

The evaluation must include completion of an individual “school bus driver evaluation form” (road test evaluation) as contained in the Model School Bus Driver Training Manual.

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the *Minnesota Model School Bus Driver Training Program*
2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in or assigned to a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, by a signed, written request a daycare facility, respite care facility, the residence of a relative or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems
6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, “school bus” has the meaning given in Minnesota Statutes section 169.011, subdivision 71.
“School bus” means a motor vehicle used to : (1) transport pupils to or from a school defined in Minnesota Statutes, section 120A.22, or to or from school-related activities, by the school or a school district, or by someone under an agreement with the school or a school district; or (2) provide training on the operation of the vehicle for purposes specified in clause (1) to employees of the school, school district, or a person under agreement with the school or school district.

A school bus does not include a motor vehicle transporting children to or from school for which parents or guardians receive direct compensation from a school district, a motor coach operating under charter carrier authority, a transit bus providing services as defined in Minnesota Statutes, section 174.22, subdivision 7, or a vehicle otherwise qualifying as a type III vehicle under Minnesota Statutes, section 169.011, subdivision 71, paragraph (h), when the vehicle is properly registered and insured and being driven by an employee or agent of a school district for nonscheduled or nonregular transportation.

In addition, “school bus” also includes type III vehicles when driven by employees or agents of the school district. “Cellular phone” means a

cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. Vehicles model year 2007 or older must not be used as type III vehicles to transport school children, except those vehicles that are manufactured to meet the structural requirements of federal motor vehicle safety standard 222, Code of Federal Regulations, title 49, part 571
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
 - a. Fire extinguisher. A minimum of one (1) 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
 - b. Body fluids cleanup kit
A body fluids cleanup kit is required. The kit must be contained in a removable, moisture-and dust-proof container mounted in an accessible place within the drivers compartment and must be marked to indicate the kit's identity.
 - c. First aid kit
A first aid kit meeting the requirements as defined in the current version of the National School Transportation

Specifications and Procedures (NSTSP) must be provided in vehicles model year 2027 and newer. All other vehicles may contain a minimum of a ten-unit first aid kit, as specified in Minnesota Rules 1993, part 3520.5120, or a first aid kit meeting the requirements of the NSTSP. After January 1, 2030, all type III vehicles must be equipped with a first aid kit meeting the requirements of the NSTSP.

- d. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.
12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
 - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
 - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
 - i. safe operation of a type III vehicle;
 - ii. understanding student behavior, including issues relating to students with disabilities;
 - iii. encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - iv. knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
 - v. handling emergency situations;
 - vi. proper use of seat belts and child safety restraints;
 - vii. performance of pretrip vehicle inspections;
 - viii. safe loading and unloading of students, including, but not limited to:
 - a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the

- roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
- b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
- c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
- d) placing the type III vehicle in “park” during loading and unloading;
- e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
- ix. compliance with paragraph V.F. concerning reporting convictions to the employer within ten (10) days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minnesota Statutes section 122A.18, subdivision 8, or Minnesota Statutes section 123B.03 for school district employees; Minnesota Statutes section 144.057 or Minnesota Statutes chapter 245C for day care employees; or Minnesota Statutes section 171.321, subdivision 3, for all other persons operating a type III vehicle under this section.
- d. Operators shall submit to a physical examination as required by Minnesota Statutes section 171.321, subdivision 2.
- e. The operator’s employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer’s policy under Minnesota Statutes section 181.951, subdivisions 2, 4, and 5. Notwithstanding any law to the contrary, the operator’s employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
- f. The operator’s driver’s license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minnesota Statutes section 171.321, subdivision 5.
- g. A person who sustains a conviction, as defined under Minnesota Statutes 609.02, of violating Minnesota Statutes section 169A.25, 169A.26, 169A.27 (driving while impaired offenses), or 169A.31 (alcohol-related school bus driver offenses), or whose driver’s license is revoked under Minnesota Statutes sections 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver’s license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for 5 years from the date of conviction.
- h. A person who has ever been convicted of a disqualifying offense as defined in Minnesota Statutes section 171.3215, subdivision

1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.

- i. A person who sustains a conviction, as defined under Minnesota Statutes section 609.02, of a moving offense in violation of Minnesota Statutes chapter 169 within 3 years of the first of 3 other moving offenses is precluded from operating a type III vehicle for 1 year from the date of the last conviction.
 - j. Students riding the type III vehicle must have training required under Minnesota Statutes section 123B.90, subdivision 2 (See Paragraph II.B., above).
 - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
2. The type III vehicle must bear a current certificate of inspection issued under Minnesota Statutes section 169.451.
 3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I “Activity” Buses Driven by Employees with a Driver’s License Without a School Bus Endorsement

1. The holder of a Class D driver’s license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
 - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
 - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
 - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
 - d. The operator has submitted to a background check and physical examination as required by Minnesota Statutes section 171.321, subdivision 2.
 - e. The operator has a valid driver’s license and has not sustained a conviction of a disqualifying offense as set forth in Minnesota Statutes section 171.02, subdivisions 2a(h) - 2a(j).
 - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration’s “Guideline for the Safe Transportation of Pre-school Age Children in School Buses,” if child safety restraints are

used by passengers, in addition to the training required in Section VI., above.

- g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
3. A school bus operated under this section must bear a current certificate of inspection.
4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the *Minnesota Model School Bus Driver Training Program*. This includes procedures in the event of a crash (accident).
- C. School bus drivers and bus assistants for special education students requiring special transportation service because of a disability shall be trained in basic first aid procedures, shall within one (1) month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of a disability. The information shall state:
 1. the student's name and address;
 2. the nature of the student's disabilities;
 3. emergency health care information; and
 4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director or contracted service provider shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required Minnesota Statutes section 171.321, subdivision 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director

Legal References: Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses) Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
Minn. Stat. § 123B.935 (Active Transportation Safety Training)
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
Minn. Stat. Ch. 169 (Traffic Regulations)
Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
Minn. Stat. § 169.02 (Scope)
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. § 169.446, Subd. 2 (Safety of School Children; Training and Education Rules)
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
Minn. Stat. § 169.454 (Type III Vehicle Standards)
Minn. Stat. § 169.4582 (Reportable Offense on School Buses) Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start

Bus Driving)
 Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
 Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
 Minn. Stat. § 171.168 (Notice of Violation by Commercial Driver)
 Minn. Stat. § 171.169 (Notice of Commercial License Suspension)
 Minn. Stat. § 171.321 (Qualifications of School Bus and Type III Vehicle Drivers)
 Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
 Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
 Minn. Stat. Ch. 245C (Human Services Background Studies)
 Minn. Stat. § 609.02 (Definitions)
 Minnesota Rules 1993, part 3520.5120
 Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
 49 C.F.R. Part 383 (Commercial Driver's License Standards; Requirements and Penalties)
 49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
 49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
 49 C.F.R. § 383.5 (Transportation Definitions)
 49 C.F.R. § 383.51 (Disqualification of Drivers)
 49 C.F.R. Part 571 (Federal Motor Vehicle Safety Standards)

Cross References: MSBA/MASA Model Policy 416 (Drug, Alcohol, and Cannabis Testing) MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
 MSBA/MASA Model Policy 707 (Transportation of Public Students)
 MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students) MSBA/MASA Model Policy 710 (Extracurricular Transportation)

Resources: Minnesota Department of Public Safety: *School Bus Resources* (accessed 10/12/25)
 National Highway Traffic Safety Administration: *Guideline for the Safe Transportation of Pre-school Age Children in School Buses* (Feb. 1999) (accessed 10/12/25)



EXTRACURRICULAR TRANSPORTATION

I. PURPOSE

The purpose of this policy is to make clear to students, parents, and staff the school district's policy regarding extracurricular transportation.

II. GENERAL STATEMENT OF POLICY

The determination as to whether to provide transportation for students, spectators, or participants to and from extracurricular activities shall be made solely by the school district administration. This determination shall include, but is not limited to, the decision to provide transportation, the persons to be transported, the type or method to be utilized, all transportation scheduling and coordination, and any other transportation arrangements or decisions. Employees who are involved in extracurricular activities shall be advised by the administration as to the transportation arrangements made, if any.

III. ARRANGEMENT OF EXTRACURRICULAR TRANSPORTATION

School district employees shall not undertake independent arrangement, scheduling, or coordination of transportation for extracurricular activities unless specifically directed or approved by the school district administration. All transportation arrangements made by a school district employee must be approved a building administrator. If the school district makes no arrangements for extracurricular transportation, students who wish to participate are responsible for arranging for or providing their own transportation. Alternative transportation options may be achieved through a waiver form found at and processed through the activities office.

IV. NO EMPLOYEE TRANSPORTATION OF STUDENTS WITH PERSONAL VEHICLES

An employee must not use a personal vehicle to transport one or more students except as provided herein. However, employees may make appropriate transportation arrangements for students as necessary in an emergency or other unforeseeable circumstance.

In a nonemergency situation, an employee must get prior, written approval from the administration before transporting a student in a personal vehicle. If a school vehicle is available, the employee will use the school vehicle. The administration has the sole discretion to make a final determination as to the appropriate use of a personal vehicle to transport one or more students.

If any emergency transportation arrangements are made by employees pursuant to this section, the relevant facts and circumstances shall be reported to the administration as soon thereafter as practicable.

All vehicles used to transport students shall be properly registered and insured.

V. FEES

In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 169.011, Subd. 71(a) (Definitions)
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards)

Cross References: MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

STUDENT ACTIVITY ACCOUNTING

I. PURPOSE

The school board recognizes the need to provide alternative paths to learning, skill development for its students, and activities for student enjoyment. It also understands its commitment to and obligation for assuring maximum accountability for public funds and student activity funds. For these reasons, the school board will assume control over and/or oversee funds for student activities as set forth in this policy.

II. GENERAL STATEMENT OF POLICY

A. Curricular and Co-curricular Activities

The school board shall take charge of, control over, and account for all student activity funds that relate to curricular and co-curricular activities.

B. Extracurricular Activities

The school board shall take charge of and control over all student activity accounting that relates to extracurricular activities.

C. Non-Student Activities

In overseeing student activity accounts under this policy, the school board shall not maintain or account for funds generated by non-students including, but not limited to, convenience funds of staff members, booster club funds, parent-teacher organization or association funds, or funds donated to the school district for specified purposes other than student activities.

III. DEFINITIONS

A. Co-curricular Activity

A “co-curricular activity” means those portions of the school-sponsored and directed activities designed to provide opportunities for students to participate in such experiences on an individual basis or in groups, at school and at public events, for improvement of skills (i.e., interscholastic sports, band, etc.). Co-curricular activities are not offered for school credit, cannot be counted toward graduation, and have *one or more* of the following characteristics:

- 1) They are conducted at regular and uniform times during school hours, or at times established by school authorities;
- 2) They are directed or supervised by instructional staff in a learning environment similar to that found in courses offered for credit; and
- 3) They are partially, primarily, or totally funded by public moneys for general instructional purposes under direction and control of the school board.

B. Curricular Activity

A “curricular activity” means those portions of the school program for which credit is granted, whether the activity is part of a required or elective program.

C. Extracurricular (Non-curricular/Supplementary) Activity

An “extracurricular (non-curricular/supplementary) activity” means all direct and personal services for students for their enjoyment that are managed and operated

under the guidance of an adult or staff member. Extracurricular activities have *all* of the following characteristics:

- 1) They are not offered for school credit nor required for graduation;
- 2) They generally are conducted outside school hours or, if partly during school hours, at times agreed by the participants and approved by school authorities;
- 3) The content of the activities is determined primarily by the student participants under the guidance of a staff member or other adult.

D. Public Purpose Expenditure

A “public purpose expenditure” is one which benefits the community as a whole, is directly related to the functions of the school district, and does not have as its primary objective the benefit of private interest.

IV. MANAGEMENT AND CONTROL OF ACTIVITY FUNDS

A. Curricular and Co-curricular Activities

- 1) All money received on account of co-curricular activities shall be turned over to the finance department, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
- 2) The finance department shall account for all revenues and expenditures related to curricular and co-curricular activities in accordance with the Uniform Financial Accounting and Reporting Standards (UFARS) and school district policies and procedures

B. Extracurricular Activities

- 1) Any and all costs of extracurricular activities may be provided from school revenues.
- 2) All money received or expended for extracurricular activities shall be recorded in the same manner as other revenues and expenditures of the school district and shall be turned over to the finance department, who shall deposit such funds in the general fund, to be disbursed for expenses and salaries connected with the activities, or otherwise, by the school board upon properly allowed itemized claims.
- 3) The finance department shall account for all revenues and expenditures related to extracurricular activities in accordance with UFARS and school district policies and procedures.
- 4) All student activity funds will be collected and expended:
 - a. in compliance with school district policies and procedures;
 - b. under the general direction of the superintendent or designee and with the participation of students and faculty members who are responsible for generating the revenue;
 - c. in a manner which does not produce a deficit or an unreasonably large accumulation of money to a particular student activity fund;
 - d. for activities which directly benefit the majority of those students making the contributions in the year the contributions were made whenever possible; and
 - e. in a manner which meets a public purpose.
- 5) Activity accounts of a graduated class will be terminated prior to the start of the school year following graduation. Any residual money from a graduating class activity fund will remain in the general fund and may be

used for any school district purpose. Prior to depositing such accounts, all donations or gifts accepted for the specific purpose of the student activity account shall be administered in accordance with the terms of the gift or donation and school district policy.

V. DEMONSTRATION OF ACCOUNTABILITY

A. Annual External Audit

The school board shall direct its independent certified public accountants to audit, examine, and report upon student activity accounts as part of its annual school district audit in accordance with state law.

B. Fundraiser Report

The report will list the organization, type of fundraisers, timing, and purpose and will be presented to the school board monthly.

Legal References: Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Districts)

Minn. Stat. § 123B.09 (Boards of Independent School Districts)

Minn. Stat. § 123B.14, Subd. 7 (Officers of Independent School Districts)

Minn. Stat. § 123B.35 (General Policy)

Minn. Stat. § 123B.36 (Authorized Fees)

Minn. Stat. § 123B.37 (Prohibited Fees)

Minn. Stat. § 123B.38 (Hearing)

Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)

Minn. Stat. § 123B.52 (Contracts)

Minn. Stat. § 123B.76 (Expenditures; Reporting)

Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirement)

Minn. Rules Part 3500.1050 (Definitions for Pupil Fees)

Visina v. Freeman, 252 Minn. 177, 89 N.W.2d 635 (1958)

Minn. Op. Atty. Gen. 159a-16 (May 10, 1966)

Cross References: Uniform Financial Accounting and Reporting Standards (UFARS)

MSBA/MASA Model Policy 510 (School Activities)

MSBA/MASA Model Policy 511 (Student Fundraising)

MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)

MSBA/MASA Model Policy 701.1 (Modification of School District Budget)

MSBA/MASA Model Policy 702 (Accounting)

MSBA/MASA Model Policy 703 (Annual Audit)

MSBA/MASA Model Policy 704 (Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System)

MSBA/MASA Model Policy 706 (Acceptance of Gifts)

FUND BALANCES

I. PURPOSE

The purpose of this policy is to create new fund balance classifications to allow for more useful fund balance reporting and for compliance with the reporting guidelines specified in Statement No. 54 of the Governmental Accounting Standards Board (GASB).

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to comply with GASB Statement No. 54. To the extent a specific conflict occurs between this policy and the provisions of GASB Statement No. 54, the GASB Statement shall prevail.

III. DEFINITIONS

- A. "Assigned" fund balance amounts are comprised of unrestricted funds constrained by the school district's intent that they be used for specific purposes, but that do not meet the criteria to be classified as restricted or committed. In funds other than the general fund, the assigned fund balance represents the remaining amount that is not restricted or committed. The assigned fund balance category will cover the portion of a fund balance that reflects the school district's intended use of those resources. The action to assign a fund balance may be taken after the end of the fiscal year. An assigned fund balance cannot be a negative number.
- B. "Committed" fund balance amounts are comprised of unrestricted funds used for specific purposes pursuant to constraints imposed by formal action of the school board and that remain binding unless removed by the school board by subsequent formal action. The formal action to commit a fund balance must occur prior to fiscal year end; however, the specific amounts actually committed can be determined in the subsequent fiscal year. A committed fund balance cannot be a negative number.
- C. "Enabling legislation" means legislation that authorizes a school district to assess, levy, charge, or otherwise mandate payment of resources from external providers and includes a legally enforceable requirement that those resources be used only for the specific purposes listed in the legislation.
- D. "Fund balance" means the arithmetic difference between the assets and liabilities reported in a school district fund.
- E. "Nonspendable" fund balance amounts are comprised of funds that cannot be spent because they are either not in spendable form or are legally or contractually required to be maintained intact. They include items that are inherently unspendable, such as, but not limited to, inventories, prepaid items, long-term receivables, non-financial assets held for resale, or the permanent principal of endowment funds.
- F. "Restricted" fund balance amounts are comprised of funds that have legally enforceable constraints placed on their use that either are externally imposed by resource providers or creditors (such as through debt covenants), grantors, contributors, voters, or laws or regulations of other governments, or are imposed by law through constitutional provisions or enabling legislation.
- G. "Unassigned" fund balance amounts are the residual amounts in the general fund not reported in any other classification. Unassigned amounts in the general fund are technically available for expenditure for any purpose. The general fund is the only fund that can report a positive unassigned fund balance. Other funds would report a negative unassigned fund balance should

the total of nonspendable, restricted, and committed fund balances exceed the total net resources of that fund.

- H. "Unrestricted" fund balance is the amount of fund balance left after determining both nonspendable and restricted net resources. This amount can be determined by adding the committed, assigned, and unassigned fund balances.

IV. CLASSIFICATION OF FUND BALANCES

The school district shall classify its fund balances in its various funds in one or more of the following five classifications: nonspendable, restricted, committed, assigned, and unassigned.

V. MINIMUM FUND BALANCE

The school district will strive to maintain a minimum unassigned general fund balance of 9-12 percent of general fund operating expenditures. General fund operating expenditures do not include committed, restricted, or assigned fund balance expenditures. When the District is projected to drop below its minimum fund balance, District administration shall initiate measures to either generate additional revenue or reduce expenditures through a budget reduction plan, or a combination of both. Spend down below the minimum fund balance can only occur after School Board approval of such spend down.

VI. ORDER OF RESOURCE USE

If resources from more than one fund balance classification could be spent, the school district will strive to spend resources from fund balance classifications in the following order (first to last): restricted, committed, assigned, and unassigned.

VII. COMMITTING FUND BALANCE

A majority vote of the school board is required to commit a fund balance to a specific purpose and subsequently to remove or change any constraint so adopted by the board.

VIII. ASSIGNING FUND BALANCE

The school board, by majority vote, may assign fund balances to be used for specific purposes when appropriate. The board also delegates the power to assign fund balances to the following: Director of Business Services and Superintendent. Assignments so made shall be reported to the school board on a yearly basis or at the time the Assignment determination is made by either the Director of Business Services or Superintendent. Assignments shall be communicated to the School Board by way of the monthly Treasurer reports presented at each School Board meeting.

An appropriation of an existing fund balance to eliminate a projected budgetary deficit in the subsequent year's budget in an amount no greater than the projected excess of expected expenditures over expected revenues satisfies the criteria to be classified as an assignment of fund balance.

IX. REVIEW

The school board will conduct an annual review of the sufficiency of the minimum unassigned general fund balance level.

Legal References: Statement No. 54 of the Governmental Accounting Standards Board
Cross References: None



PUBLIC DATA REQUESTS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. Confidential Data on Individuals

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

B. Data on Individuals

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

C. Data Practices Compliance Officer

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

D. Government Data

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

E. Individual

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

F. Inspection

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

G. Not Public Data

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

H. Nonpublic Data

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

I. Private Data on Individuals

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

J. Protected Nonpublic Data

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

K. Public Data

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

L. Public Data Not on Individuals

Data accessible to the public pursuant to Minnesota Statutes section 13.03

M. Public Data on Individuals

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

N. Responsible Authority

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

O. Summary Data

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

IV. REQUESTS FOR PUBLIC DATA

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

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

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

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

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

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

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

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

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

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

V. REQUEST FOR SUMMARY DATA

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

VI. DATA ABOUT AN INDIVIDUAL DATA SUBJECT

- A. Collection and storage of all data on individuals and the use and dissemination of private and confidential data on individuals shall be limited to that necessary for the

administration and management of programs specifically authorized by the legislature or local governing body or mandated by the federal government.

- B. Private or confidential data on an individual shall not be collected, stored, used, or disseminated by the school district for any purposes other than those stated to the individual at the time of collection in accordance with Minnesota Statutes section 13.04, except as provided in Minnesota Statutes section 13.05, subdivision 4.
- C. Upon request to the responsible authority or designee, an individual shall be informed whether the individual is the subject of stored data on individuals, and whether it is classified as public, private or confidential. Upon further request, an individual who is the subject of stored private or public data on individuals shall be shown the data without any charge and, if desired, shall be informed of the content and meaning of that data.
- D. After an individual has been shown the private data and informed of its meaning, the data need not be disclosed to that individual for six (6) months thereafter unless a dispute or action pursuant to this section is pending or additional data on the individual has been collected or created.
- E. The responsible authority or designee shall provide copies of the private or public data upon request by the individual subject of the data. The responsible authority or designee may require the requesting person to pay the actual costs of making and certifying the copies.
- F. The responsible authority or designee shall comply immediately, if possible, with any request made pursuant to this subdivision, or within ten (10) days of the date of the request, excluding Saturdays, Sundays and legal holidays, if immediate compliance is not possible.
- G. An individual subject of the data may contest the accuracy or completeness of public or private data. To exercise this right, an individual shall notify in writing the responsible authority describing the nature of the disagreement. The responsible authority shall within thirty (30) days either: (1) correct the data found to be inaccurate or incomplete and attempt to notify past recipients of inaccurate or incomplete data, including recipients named by the individual; or (2) notify the individual that the authority believes the data to be correct. Data in dispute shall be disclosed only if the individual's statement of disagreement is included with the disclosed data.
- H. The determination of the responsible authority may be appealed by a data subject pursuant to the provisions of the Administrative Procedure Act relating to contested cases. Upon receipt of an appeal by an individual, the Commissioner of the Minnesota Department of Administration ("Commissioner") shall, before issuing the order and notice of a contested case hearing required by Minnesota Statutes chapter 14, try to resolve the dispute through education, conference, conciliation, or persuasion. If the parties consent, the Commissioner may refer the matter to mediation. Following these efforts, the Commissioner shall dismiss the appeal or issue the order and notice of hearing.
- I. Data on individuals that have been successfully challenged by an individual must be completed, corrected, or destroyed by a government entity without regard to the requirements of Minnesota Statutes section 138.17.
- J. After completing, correcting, or destroying successfully challenged data, the school district may retain a copy of the Commissioner's order issued under Minnesota Statutes chapter 14 or, if no order were issued, a summary of the dispute between the parties that does not contain any particulars of the successfully challenged data.

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

- A. All requests for individual subject data must be made in writing directed to the responsible authority.
- B. A request for individual subject data must include the following information:
 - 1. Statement that one is making a request as a data subject for data about the individual or about a student for whom the individual is the parent or guardian;

2. Date the request is made;
 3. A clear description of the data requested;
 4. Proof that the individual is the data subject or the data subject's parent or guardian;
 5. Identification of the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and
 6. Method to contact the requestor (such as phone number, address, or email address).
- C. The identity of the requestor of private data is private.
- D. The responsible authority may seek clarification from the requestor if the request is not clear before providing a response to the data request.
- E. Policy 515 (Protection and Privacy of Pupil Records) addresses requests of students or their parents for educational records and data

VIII. COSTS

A. Public Data

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

B. Summary Data

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

C. Data Belonging to an Individual Subject

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

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

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

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

IX. SAFE AT HOME PARTICIPANTS AND DATA PRIVACY

Prohibition of Discrimination

The school district must not, on the basis of an individual's status as an address Confidentiality Program participant where a reasonable person, considering all the circumstances, would conclude that the refusal, different terms or requirements, or other action was motivated by the individual's status as a program participant rather than by a legitimate, nondiscriminatory business purpose, safety or operational concern, or a requirement of federal or state law.

- A. Refuse to provide education services to an individual;
- B. Provide services to an individual on different terms or with different requirements than an individual who is not a program participant; or
- C. Otherwise discriminate against an individual.

X. ANNUAL REVIEW AND POSTING

- A. The responsible authority shall prepare a written data access policy and a written policy for the rights of data subjects (including specific procedures the school district uses for access by the data subject to public or private data on individuals). The responsible authority shall update the policies no later than August 1 of each year, and at any other time as necessary to reflect changes in personnel, procedures, or other circumstances that impact the public's ability to access data.
- B. Copies of the policies shall be easily available to the public by distributing free copies to the public or by posting the policies in a conspicuous place within the school district that is easily accessible to the public or by posting them on the school district's website.

Responsible Authority:

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

Data Practices Compliance Official:

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

Data Practices Designee(s):

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

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

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

Resources: MN Department of Administration: [Actual Cost](#)
MN Department of Administration: [Copy Costs](#)
MN Department of Administration: [Education Data](#)

TRANSPORTATION FOR DAY TREATMENT

I. PURPOSE

Consistent with the authority granted by Minnesota law, the purpose of this policy is to impose reasonable restrictions on the transportation of students who are temporarily placed for care and treatment in a day program and who continue to live in the District during the care and treatment. In adopting this policy, the School Board has given consideration to social, political, economic, and educational factors.

II. SCOPE OF POLICY

This policy applies to regular education and special education students who:

- A. are legal residents of Big Lake Schools;
- B. are temporarily placed for care and treatment in a day program by a person or entity other than the District, a Minnesota court, or a Minnesota governmental agency; temporary is defined to be a maximum of 40 in person school days, within a school calendar year, and
- C. continue to live in the District during the care and treatment.

III. DEFINITIONS

For purposes of this policy, students who are placed in any of the following facilities are considered to be placed for “care and treatment”:

(1) Chemical dependency and other substance abuse treatment centers; (2) shelter care facilities; (3) hospitals; (4) day treatment centers; (5) correctional facilities; (6) residential treatment centers; and (7) mental health program facilities. Such facilities must be licensed by the Minnesota Department of Human Services or the Minnesota Department of Corrections.

For purposes of this policy, the phrase “sufficient to meet the needs of the student” means that the facility provides treatment or services that are consistent with the established professional standard of care applicable to the individual needs of the student. In the event a student, parent, or legal guardian contends that a facility is not sufficient to meet the needs of the student, the student, parent, or legal guardian must provide a signed statement from a qualified physician explaining why the facility is not sufficient to meet the needs of the student.

IV. TRANSPORTATION RESTRICTIONS

Big Lake Schools may refuse to provide transportation to or from a care and treatment facility outside the District’s regular operating hours.

Big Lake Schools may refuse to provide transportation to a care and treatment facility if another care and treatment facility is at least ten miles closer to the student’s home and is sufficient to meet the needs of the student. The following exception applies: If the closest care and treatment facility is not covered by the parent’s or legal guardian’s insurer (if any) or does not have any openings, and the student or the student’s parent or legal guardian submits written documentation to the District office showing that

the insurer has formally denied coverage for a requested placement at the closest facility or that the facility has denied a requested placement because it has no openings, the District will provide transportation to the next closest facility that is covered by the student's insurer and has an opening.

Legal References: M.S. § 125A.15
M.S. § 125A.51



Policy 806
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Reviewed: 7.25.24
Revised: 7.23.25

CRISIS MANAGEMENT

I. PURPOSE

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

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

II. GENERAL INFORMATION

A. The Policy and Plans

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

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

B. Elements of the District Crisis Management Policy

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

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

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

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

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

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

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

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

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

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

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

B. Planning and Preparing for Fire

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

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

C. Facility Diagrams and Site Plans

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

D. Emergency Telephone Numbers

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

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

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

E. Warning and Notification Systems

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

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

F. Early School Closure Procedures

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

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

G. Media Procedures

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

H. Behavioral Health Crisis Intervention Procedures

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

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

I. Long-Term Recovery Intervention Procedures

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

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

IV. ACTIVE SHOOTER DRILL

A. Definitions

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

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

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

B. Criteria

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

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

C. Student Mental Health and Wellness

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

D. Notice

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

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

E. Participation in Active Shooter Drills

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

F. Active Shooter Simulations

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

G. Violence Prevention

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

H. Board Meeting

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

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

V. SAMPLE PROCEDURES INCLUDED IN THIS POLICY

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

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

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

VI. MISCELLANEOUS PROCEDURES

- A. Chemical Accidents
Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.
- B. Visitors
The school district shall implement procedures mandating visitor sign in and visitors in school buildings pursuant to the school district's Visitors to School District Buildings and Sites policy (903).

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

- C. Student Victims of Criminal Offenses at or on School Property
The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.
- D. Radiological Emergencies at Nuclear Generating Plants
School districts within a 10-mile radius of the Monticello or Prairie Island nuclear power plants will implement crisis plans in the event of an accident or incident at the power plant. See Big Lake Schools Policy 813 (Use of Potassium Iodide, KI, in the Event of a Nuclear Accident).

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

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

Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)
Minn. Stat. § 609.605, Subd. 4 (Trespasses)
Minn. Rules Ch. 7511 (Fire Code)
20 U.S.C. § 1681, *et seq.* (Title IX)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)
20 U.S.C. § 7912 (Unsafe School Choice Option)
42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

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

Resources: *Comprehensive School Safety Guide*
The Minnesota Department of Homeland Security Emergency Management offers valuable guidance for school emergency planning. While the MnSSC Comprehensive School Safety Guide is being updated, we encourage you to explore resources from our partners at SchoolSafety.gov. Their [Foundation Elements of School Safety](#) can serve as a helpful framework for your planning efforts.

MDE: [Model Cardiac Emergency Response Plan](#) [Rev. 11/25] (accessed 03/10/26)
MN Department of Public Safety: [School Safety Resources](#) (accessed 03/10/26)

U.S. Department of Education: [Practical Information on Crisis Planning: A Guide for Schools and Communities](#) [January 2007] (accessed 03/10/26)

I Love U Guys Foundation, [Standard Response Protocol](#) (accessed 03/10/26) [Safe and Sound Schools](#) (accessed 03/10/26)



Big Lake Schools ISD 727

Cardiac Emergency Response Plan

Purpose and Integration

The Big Lake School Cardiac Emergency Response Plan (CERP) provides a comprehensive strategy for responding to Sudden Cardiac Arrest (SCA) occurring on school property, during school-sponsored activities, and at district events. This plan is an addendum to the Big Lake Schools Crisis Management Plan and shall be incorporated into each building's crisis management procedures for cardiac emergencies.

List of Abbreviations

Abbreviation	Definition
AED	Automated External Defibrillator
CERP	Cardiac Emergency Response Plan
CERT	Cardiac Emergency Response Team
CPR	Cardiopulmonary Resuscitation
EMS	Emergency Medical Services
SCA	Sudden Cardiac Arrest

Definition of Sudden Cardiac Arrest

Sudden Cardiac Arrest (SCA), as defined by the American Heart Association, is the sudden and unexpected loss of heart function caused by an irregular heart rhythm and can occur with or



without a known heart condition. This disruption prevents effective blood circulation and, without immediate intervention, can result in loss of consciousness, collapse, and death within minutes.

Signs of Sudden Cardiac Arrest may include one or more of the following:

- Unresponsiveness
- Abnormal or absent breathing
- Seizure-like movements
- In some cases, sudden collapse immediately following a forceful blow to the chest

Cardiac Emergency Response Team (CERT)

Big Lake Schools will utilize the existing Medical Emergency Response Team (MERT) structure as the building Cardiac Emergency Response Team (CERT).

Each building administrator shall annually designate available staff members to serve on the CERT. Team membership should include, when possible:

- School Nurse/Licensed School Nurse
- Health Assistant
- Building Administrator
- Office Staff
- Physical Education Staff
- Activities Director
- Coaches
- Custodial/Maintenance Staff
- Staff supervising recess or before/after school activities
- Additional CPR/AED-trained staff

Consistent with American Heart Association recommendations and Minnesota Statutes section 121A.241, each building should maintain at least five CERT members or approximately 10 percent of building staff.

Staff Name	Role	CPR/AED Certification Date
------------	------	-------------------------------



	Building CERP Coordinator	
	CERT Member	
	CERT Member	
	CERT Member	
	CERT Member	
	CERT Member	

Automated External Defibrillators (AEDs)

AED Program

Big Lake Schools maintains Automated External Defibrillators throughout district buildings to provide rapid access during a cardiac emergency. AEDs are strategically placed in accordance with current recommendations to allow rapid retrieval during an emergency.

Detailed AED locations are maintained on building emergency maps and are provided to staff during annual emergency preparedness training. Building AED maps are also available to responding emergency personnel.

AED Registry

In accordance with Minnesota Statutes section 403.51, all public access AEDs owned by Big Lake Schools shall be registered with the National Emergency AED Registry (NEAR) through PulsePoint AED.

Maintenance

The District Nurse Coordinator , in collaboration with the Facilities Department and designated building personnel, is responsible for maintaining the district AED program.



Responsibilities include:

Staff/Department	Responsibility
District Nurse Coordinator	AED registry management, annual program oversight, equipment replacement planning
Facilities Department	Routine inspections, cabinet maintenance, battery and pad replacement coordination
Building Health Office	Monthly readiness checks, documentation, reporting equipment concerns

Building-specific AED inventories, inspection logs, and site maps are maintained separately from this plan and reviewed regularly as part of the district AED maintenance program.

Communication Plan

How to Activate the Cardiac Emergency Response Team (CERT) and Emergency Medical Services (EMS)

Roles and Responsibilities

Cardiac emergencies require an immediate, coordinated response. Members of the Cardiac Emergency Response Team (CERT) should be prepared to perform multiple roles if staff members are absent or unavailable at the time of the emergency.

Primary response responsibilities include:

1. A staff member immediately calls 911.
2. A staff member retrieves the nearest AED.
3. A staff member meets EMS at the designated building entrance and escorts responders to the emergency location.
4. A staff member clears the area and manages bystanders to provide privacy and allow emergency responders unobstructed access.
5. Available CERT members begin high-quality CPR, assist with AED application, and rotate chest compressions as needed until EMS arrives.
6. A designated CERT member documents the response timeline, including the estimated collapse time, CPR initiation, AED application, and transfer of care to EMS.



Communication

Effective communication is essential for a rapid and coordinated response. Big Lake Schools utilizes the district overhead paging system and two-way radios to notify the Cardiac Emergency Response Team (CERT). These communication methods provide coverage throughout school buildings and outdoor activity areas.

The following procedures shall be used for all suspected cardiac emergencies:

Initial Alert

Any staff member witnessing a collapse or identifying signs of Sudden Cardiac Arrest shall immediately direct a specific person to call 911 and alert the front office of the cardiac emergency so they can activate the CERT (Cardiac Emergency Response Team).

Internal Notification

The front office will activate the Cardiac Emergency Response Team (CERT) using the district overhead paging system.

Standard Overhead Announcement

"CERT to [specific location]. Cardiac Emergency. 911 has been called."

Examples:

- "CERT to Main Gym. Cardiac Emergency. 911 has been called."
- "CERT to Cafeteria. Cardiac Emergency. 911 has been called."

Building Status

The building administrator or designee shall implement a **Secure Mode** to clear hallways, reduce traffic, protect the privacy of the individual experiencing the emergency, and provide emergency responders with unobstructed access to the scene.

Integration of Local Emergency Medical Services (EMS)

Big Lake Schools develops and implements this Cardiac Emergency Response Plan in collaboration with local Emergency Medical Services (EMS), law enforcement, fire department personnel, district health and safety staff, school nurses, athletic staff, and other community emergency partners.



Building emergency diagrams, emergency access information, and AED site maps are maintained by the district and made available to emergency responders upon request.

The **District Nurse Coordinator** serves as the District CERP Coordinator and is responsible for coordinating the annual review of the Cardiac Emergency Response Plan and ensuring updates are distributed to building administrators and CERT members.

Training and Practice Drills

Staff Training

All Big Lake Schools employees will receive annual training on the district Cardiac Emergency Response Plan. Annual review includes:

- Recognition of Sudden Cardiac Arrest
- Activation of Emergency Medical Services (911)
- Activation of the Cardiac Emergency Response Team (CERT)
- Hands-Only CPR awareness
- AED awareness and emergency response procedures

CERT Certification

Members of the Cardiac Emergency Response Team (CERT) are encouraged to maintain current CPR/AED certification through a nationally recognized training organization, such as the American Heart Association or American Red Cross. Certification should be renewed at least every two years.

Student Instruction

Students in grades 7–12 will receive one-time CPR and AED instruction with hands-on practice as required by Minnesota law. Building staff are encouraged to familiarize students with the importance of immediately notifying an adult during a suspected cardiac emergency.

Annual Practice Drills

Big Lake Schools will conduct at least one annual Cardiac Emergency Response Drill at each school building involving staff and students.



Whenever practical, drills should include activation of the CERT, emergency communications, CPR initiation, AED retrieval, and simulated transfer of care to EMS.

The district goal is to complete the emergency response sequence within **five minutes** from recognition of the emergency.

Annual Review

The School Board and CERP Coordinator will review this plan annually to ensure it reflects current evidence-based best practices. Minnesota Statutes 2025, section 121A.241, subdivision 2 (6).

Legal References

- Minnesota Statutes 2025, section 121A.241 Cardiac Emergency Response Plan
- Minnesota Statutes 2025, section 121A.035 Crisis Management Policy
- Minnesota Statutes 2025, section 120B.236 CPR and AED Instruction
- Minnesota Statutes 2025, section 403.51 Automatic External Defibrillation; Registration
- Minnesota Statutes 2025, section 604A.01 Good Samaritan Law

References

American Heart Association. (2025). Cardiac emergency response plan and protocol. https://cpr.heart.org/en/-/media/CPR-Files/Training-Programs/2025-CERP/Cardiac-Emergency-Response-Plan-and-Protocol042025.pdf?sc_lang=en

Evans S, Legg M. (2024). Cardiac emergency response plan: Is your school prepared? NASN School Nurse, 39(4):175-180. <https://doi.org/10.1177/1942602X231201087>

ANIMALS ON SCHOOL PREMISES

I. PURPOSE

The purpose of this policy is to ensure the health and safety of students while enriching the school curriculum and student support with visits/lessons regarding animals.

II. GENERAL STATEMENT OF POLICY

A. Reason

An animal may be requested for a school visit for a variety of reasons including enriching the curriculum, learning about animals, increasing the excitement about an event or for animal therapy.

B. Prior Written Permission Required

Prior written approval via the **REQUEST FORM FOR AN ANIMAL VISIT** must be obtained before any animal is brought onto school premises. Handlers/owners wishing to bring animals on school premises can obtain request forms in each building office. Applicants can submit their information to be available as a resource to any staff. A **STAFF REQUEST FORM FOR AN ANIMAL VISIT** must be approved before scheduling an animal visit. Before approvals will be given, a building-wide perspective will be taken, as Big Lake Schools prefers to offer and provide similar experiences to every student in a given grade level.

C. Therapy Animal

1) Role

A therapy animal is most commonly a dog (but can be other species) that is certified or registered and has been obedience trained and screened for their ability to interact favorably with humans and other animals. The primary role of a therapy animal is to complement more traditional modes of treatment or therapy through comforting, supportive, calming and engaging interactions. Because therapy animals have not been trained to perform a specific job, task or duty due to an individual's disability, they do not qualify as a service animal under the Americans with Disability Act (ADA).

2) Certified Animals (most commonly dogs)

The therapy animal and certified handler must be approved through a certified therapy animal organization such as: Helping and Healing Paws, Pet Partners, or Therapy Dog International. The organization must carry insurance for the animal and handler.

3) Certified Handlers

Certified handlers working with an accredited therapy or service animal program, who are in the building to provide social emotional support or provide animal therapy, will be allowed on school property with an approved background check, approved request form, and prearranged schedule.

4) Control

Therapy animals must remain under control of the owner at all times. The therapy animal must be harnessed, leashed or tethered while on school premises. Under control also means that a therapy animal should not be allowed to bark repeatedly while on school premises. If the therapy animal is out of control and the owner does not take effective action to control it, the district may request that the animal be removed from the premises.

D. Safety

1) Animal Health

- Animals must meet standards of health as prescribed by veterinarians at the owner's expense. The district bears no financial responsibility for the required training, care, feeding, health, behavior and suitability for interacting with students and others while on and/or off school premises.
- 2) **Proof of Inoculation**
Animal owners/handlers must present proof of all proper inoculations verified by a veterinarian and/or accrediting agency. This includes, but is not limited to: rabies, distemper, hepatitis, parvovirus, healthy stool sample analysis, proof of heartworm test, and proof of physical. If this list of needed inoculations becomes out-of-date or there is an alternative list of inoculations per a specific type of animal, proof of this from a veterinarian will be reviewed.
 - 3) **Restraint/Handling**
All animals must be properly restrained and controlled at all times in appropriate cages, tanks or leashes. Owners/handlers violating this provision will be asked to leave school premises immediately. Laboratory animals (mammals, fish, reptiles and birds) that are part of a curriculum project may be brought into a classroom for the duration of the project, but they must be kept in appropriate, properly maintained cages/containers.
 - 4) **Responsibility**
The owner must ensure their animal: is controlled; housebroken; the animal's presence or behavior does not fundamentally interfere in the functions of the school district; behaves in a way that does not pose a direct threat to the health or safety of others or have a history of such behavior. The district retains the discretion to exclude or remove any animal from its property. The owner agrees to be responsible for any and all damage to school district property, personal property, and any injuries to individuals caused by their animal. The owner agrees to indemnify, defend, and hold harmless the school district, its school board members, administrators, employees, and agents, from and against any and all claims, actions, suits, judgments, and demands brought by any party arising on account of, or in connection with, any activity of or damage caused by their animal.
 - 5) **Health and Cultural Considerations**
To address children and adults with allergies, asthma, other health or cultural concerns regarding a specific animal visit, instructors will communicate with parents/guardians to identify concerns before bringing an animal into the classroom. If needed, instructors will take the following steps:
 - a. Animals brought in for demonstration projects will be kept in an area away from students/faculty with health/cultural issues and after the presentation the animal will be removed from the building as quickly as possible.
 - b. Animals used for curriculum or therapy purposes will be segregated from students/faculty with health/cultural concerns. If the health/cultural issue is significant, the instructor will develop an alternative lesson for the class and not bring the animal into the classroom.
 - c. Non-allergenic animals (reptiles, amphibians, most insects, crabs and fish) will be used whenever possible as an alternative to birds and animals that may trigger more allergic reactions.
 - 6) **Transportation**
Animals are not allowed on district transportation. It is the sole responsibility of the owner to transport the animal.
 - 7) **Signage**
Signs may be posted on school grounds that animals are not allowed on school property without prior permission.

This policy is superseded by policies related to Service Animals and Canine Searches.

Cross References: MSBA/MASA Model Policy 535 (Service Animals)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
Student Handbook (Locker/Desk & Canine Searches)

NUCLEAR EMERGENCY AND POTASSIUM IODIDE

I. PURPOSE

The Nuclear Regulatory Commission and the Food and Drug Administration have found potassium iodide (KI), a non-prescription medication, if taken just prior to or within four hours of radiation exposure, blocks the thyroid gland uptake of radioactive iodine and reduces the risk of thyroid cancers and other diseases. Children are the most vulnerable to the effects of this type of radiation and should be offered protection during a nuclear emergency. KI does not offer protection from other types of radiation exposure or other hazards that may occur in a nuclear emergency.

II. GENERAL STATEMENT OF POLICY

Big Lake Schools will distribute Potassium Iodide (KI) according to the Food and Drug Administration's recommended dosages in the unlikely event of, and potential exposure to, radioactive material from Monticello Nuclear Generating Plant. Participation requires signed prior consent from a parent or guardian for children under 18 years of age authorizing such administration. All staff and visitors within a participating school at the time of dispensing may also be offered KI. Potassium Iodide will be distributed by a trained individual as designated in the KI distribution plan.

III. NUCLEAR EMERGENCY

- A. In the event of an emergency at the Monticello Nuclear Generating Plant, Big Lake students will be evacuated directly to sites identified in the Student Handbook
- B. In order to expedite the safe evacuation of our students, parents will be reunited with their child/children at the evacuation sites
- C. Parents should NOT come to Big Lake Schools if an evacuation is in process



ADVERTISING

I. PURPOSE

The purpose of this policy is to provide guidelines for the advertising or promoting of products or services to students and parents in the schools.

II. GENERAL STATEMENT OF POLICY

The school district's policy is that the name, facilities, staff, students, or any part of the school district shall not be used for advertising or promoting the interests of a commercial or non-profit agency or organization except as set forth below.

III. ADVERTISING GUIDELINES

- A. School publications, including publications such as programs and calendars, may accept and publish paid advertising provided they receive advance approval from the appropriate administrator. In no instance shall publications accept advertising or advertising images for alcohol, tobacco, drugs, drug paraphernalia, weapons, or obscene, pornographic, or illegal materials. Advertisements may be rejected by the school district if determined to be inconsistent with the educational objectives of the school district or inappropriate for inclusion in a certain publication. For example, advertisements may be rejected if determined to be false, misleading, or deceptive, or if they relate to an illegal activity or antisocial behavior. The faculty advisor is responsible for screening all such advertising for appropriateness, including compliance with the school district policy prohibiting sexual, racial, and religious harassment.
- B. The school board may approve advertising in school district facilities or on school district property. Any approval will state precisely where such advertising may be placed. The restrictions listed in Section A. above will apply. Advertising will not be allowed outside the specific area approved by the school board. Specific advertising must be approved by the superintendent or designee. In no instance will an advertising device be erected or maintained within 100 feet of a school that is visible to and primarily intended to advertise and inform or to attract or which does attract the attention of operators and occupants of motor vehicles.
- C. Donations which include or carry advertisements must be approved by the school board.
- D. The school district or a school may acknowledge a donation it has received from an organization by displaying a "donated by," "sponsored in part by," or a similar by-line with the organization's name and/or symbol on the item. Examples include activity programs or yearbooks.
- E. Nonprofit entities and organizations may be allowed to use the school district name, students, or facilities for purposes of advertising or promotion if the purpose is determined to be educationally related and prior approval is obtained from the school board. Advertising will be limited to the specific event or purpose approved by the school board.
- F. Contracts for computers or related equipment or services that require advertising to be disseminated to students will not be entered into or permitted unless done pursuant to and in accordance with state law.
- G. The inclusion of advertisements in school district publications, in school district facilities, or on school district property does not constitute approval and/or endorsement of any product, service, organization, or activity. Approved advertisements will not imply or declare such approval or endorsement.

IV. ACCOUNTING

Advertising revenues must be accounted for and reported in compliance with UFARS. A periodic report shall be made to the school board by the superintendent regarding the scope and amount of such revenues.

Legal References: Minn. Stat. § 123B.93 (Advertising on School Buses)
Minn. Stat. § 125B.022 (Contracts for Computers or Related Equipment or Service)
Minn. Stat. § 173.08 (Excluded Road Advertising Devices)

Cross References: MSBA/MASA Model Policy 421 (Gifts to Employees and School Board Members)
MSBA/MASA Model Policy 702 (Accounting)

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)
Compass Group	\$2,000.00	Scholarship
Compass Group	\$1,666.00	HS JAVA Hive
PS I Love You MN and Frozen Spoon	\$100.00	Baseball
Big Lake Swim and Dive Booster Club	\$734.98	TV Stand, GoPro, Smart TV

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted on August 26, 2026.

CERTIFICATION OF MINUTES RELATING TO
\$2,545,000 GENERAL OBLIGATION REFUNDING BONDS, SERIES 2026A

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, 2026 at 7:45 p.m. in the Middle School Student Center.

Members present:

Members absent:

Documents attached:

Minutes of said meeting (including):

RESOLUTION RELATING TO \$2,545,000 GENERAL OBLIGATION REFUNDING BONDS, SERIES 2026A; AUTHORIZING ISSUANCE, AWARDING SALE, PRESCRIBING THE FORM AND DETAILS AND PROVIDING FOR THE PAYMENT THEREOF

I, the undersigned, being the duly qualified and acting recording officer of the public corporation issuing the bonds 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, so far as they relate to said bonds; 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 this 26th day of August, 2026.

School District Clerk

It was reported that seven (7) sealed proposals for the purchase of the District's General Obligation Refunding Bonds, Series 2026A were received prior to 10:30 a.m., pursuant to the Preliminary Official Statement distributed to potential purchasers of the Bonds by Ehlers & Associates, Inc., independent municipal advisor to the District. The proposals have been publicly opened, read and tabulated and were found to be as follows:

(See Attached)



BID TABULATION

\$2,570,000* General Obligation Refunding Bonds, Series 2026A

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

SALE: August 26, 2026

AWARD: ZIONS BANK DIVISION OF ZB, N.A.

MN Credit Enhancement Rating: Moody's Ratings "Aa1"

Underlying Rating: Moody's Ratings "Aa3"

Tax Exempt - Bank Qualified

NAME OF INSTITUTION	MATURITY (February 1)	COUPON RATE	REOFFERING YIELD	PRICE	TRUE INTEREST RATE
ZIONS BANK DIVISION OF ZB, N.A. Salt Lake City, Utah	2027	5.000%	2.550%	\$2,636,536.44	2.8245%
	2028	5.000%	2.610%		
	2029	5.000%	2.700%		
					2.8630%
TD FINANCIAL PRODUCTS LLC New York, New York					
BOK FINANCIAL SECURITIES, INC. Milwaukee, Wisconsin					2.8754%
HUNTINGTON SECURITIES, INC. Chicago, Illinois					2.8857%
HILLTOP SECURITIES Dallas, Texas					2.9379%
BAIRD Milwaukee, Wisconsin					2.9588%
RAYMOND JAMES & ASSOCIATES, INC. St. Petersburg, Florida					3.1901%

* Subsequent to bid opening the issue size was decreased to \$2,545,000.

Adjusted Price: \$2,610,696.88

Adjusted Net Interest Cost: \$89,168.40

Adjusted TIC: 2.8248%

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

RESOLUTION RELATING TO \$2,545,000 GENERAL OBLIGATION
REFUNDING BONDS, SERIES 2026A; AUTHORIZING ISSUANCE,
AWARDING SALE, PRESCRIBING THE FORM AND DETAILS AND
PROVIDING FOR THE PAYMENT THEREOF

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

SECTION 1. AUTHORIZATION; SALE.

1.01. Authorization; Purpose. By resolution adopted on June 24, 2026, this Board authorized issuance and sale of its General Obligation Refunding Bonds, Series 2026A in the approximate principal amount of \$2,600,000 (the Bonds). The proceeds of the Bonds will be used, together with any additional funds of the District which might be required, to refund in advance of maturity and prepay on October 22, 2026 (the Redemption Date) the 2027 through 2033 maturities of the District's outstanding General Obligation School Building Bonds, Series 2016B, dated originally as of July 27, 2016, and issued in the original principal amount of \$4,000,000 (the Refunded Bonds). The purpose of the refunding of the Refunded Bonds is to achieve debt service savings.

1.02. Sale. The District has retained Ehlers & Associates, Inc., in Minneapolis, Minnesota (Ehlers) as independent municipal advisor in connection with the sale of the Bonds. Pursuant to Minnesota Statutes, Section 475.60, subdivision 2, paragraph 9, the requirements as to a public sale do not apply to the issuance of the Bonds. Pursuant to the Preliminary Official Statement prepared on behalf of the District by Ehlers, proposals for the purchase of the Bonds were received at or before the time specified for receipt of proposals. The proposals have been opened, publicly read and considered and the purchase price, interest rates and net interest cost under the terms of each proposal have been determined. The most favorable proposal received is that of Zions Bancorporation, N.A. dba Zions Bank, in Salt Lake City, Utah (the Purchaser). It is hereby determined to issue the Bonds at a purchase price of \$2,610,696.88 (representing the principal amount of \$2,545,000, plus original issue premium of \$72,048.15, and less an underwriter's discount of \$6,351.27) plus accrued interest, if any, and upon the further terms and conditions set forth herein.

1.03. Award. The sale of the Bonds is hereby awarded to the Purchaser, and the Chairperson and Clerk are hereby authorized and directed on behalf of the District to execute a contract for the sale of the Bonds with the Purchaser in accordance with the terms of the proposal. The good faith deposit of the Purchaser shall be retained and deposited by the District until the Bonds have been delivered, and shall be deducted from the purchase price paid at settlement. Any good faith deposit of other bidders shall be returned to them forthwith.

SECTION 2. BOND TERMS; REGISTRATION; EXECUTION AND DELIVERY.

2.01. Issuance of Bonds. All acts, conditions and things which are required by the Constitution and laws of the State of Minnesota to be done prior to the issuance of the Bonds

having been done, existing and having happened, it is necessary for this Board to establish the form and terms of the Bonds, to provide for the security thereof, and to issue the Bonds forthwith.

2.02. Maturities, Interest Rates and Denominations. The Bonds shall be originally dated as of September 17, 2026, shall be in denominations of \$5,000 or any integral multiple thereof of single maturities, shall mature on February 1 in the years and amounts stated below and shall bear interest from date of issue until paid at the annual rates set forth opposite such years and amounts, as follows:

<u>Year</u>	<u>Amount</u>	<u>Rate</u>
2027	\$495,000	5.00%
2028	1,950,000	5.00
2029	100,000	5.00

The Bonds shall be issuable only in fully registered form. Interest shall be computed on the basis of a 360-day year composed of twelve 30-day months. The interest thereon and, upon surrender of each Bond, the principal amount thereof, shall be payable by check or draft issued by the Registrar described herein; provided that, so long as the Bonds are registered in the name of a securities depository, or a nominee thereof, in accordance with Section 2.08 hereof, principal and interest shall be payable in accordance with the operational arrangements of the securities depository.

2.03. Dates and Interest Payment Dates. Upon initial delivery of the Bonds pursuant to Section 2.07 and upon any subsequent transfer or exchange pursuant to Section 2.06, the date of authentication shall be noted on each Bond so delivered, exchanged or transferred. The interest on the Bonds shall be payable on February 1 and August 1, commencing February 1, 2027, to the owners of record thereof as of the close of business on the fifteenth day of the immediately preceding month, whether or not such day is a business day.

2.04. No Optional Redemption. The Bonds are not subject to optional redemption and prepayment prior to maturity.

2.05. Appointment of Initial Registrar. The District hereby appoints Bond Trust Services Corporation, in Minneapolis, Minnesota, as the initial bond registrar, transfer agent and paying agent (the Registrar). The Chairperson and the Clerk are authorized to execute and deliver, on behalf of the District, a contract with the Registrar. Upon merger or consolidation of the Registrar with another corporation, if the resulting corporation is a bank or trust company organized under the laws of the United States or one of the states of the United States and authorized by law to conduct such business, such corporation shall be authorized to act as successor Registrar. The District agrees to pay the reasonable and customary charges of the Registrar for the services performed. The District reserves the right to remove the Registrar upon thirty (30) days' notice and upon the appointment and acceptance of a successor Registrar, in which event the predecessor Registrar shall deliver all cash and Bonds in its possession to the successor Registrar and shall deliver the bond register to the successor Registrar.

2.06. Registration. The effect of registration and the rights and duties of the District and the Registrar with respect thereto shall be as follows:

(a) Register. The Registrar shall keep at its principal corporate trust office a bond register in which the Registrar shall provide for the registration of ownership of Bonds and the registration of transfers and exchanges of Bonds entitled to be registered, transferred or exchanged.

(b) Transfer of Bonds. Upon surrender for transfer of any Bond duly endorsed by the registered owner thereof or accompanied by a written instrument of transfer, in form satisfactory to the Registrar, duly executed by the registered owner thereof or by an attorney duly authorized by the registered owner in writing, the Registrar shall authenticate and deliver, in the name of the designated transferee or transferees, one or more new Bonds of a like aggregate principal amount and maturity, as requested by the transferor. The Registrar may, however, close the books for registration of any transfer after the fifteenth day of the month preceding each interest payment date and until such interest payment date.

(c) Exchange of Bonds. Whenever any Bonds are surrendered by the registered owner for exchange the Registrar shall authenticate and deliver one or more new Bonds of a like aggregate principal amount and maturity, as requested by the registered owner or the owner's attorney in writing.

(d) Cancellation. All Bonds surrendered upon any transfer or exchange shall be promptly canceled by the Registrar and thereafter disposed of as directed by the District.

(e) Improper or Unauthorized Transfer. When any Bond is presented to the Registrar for transfer, the Registrar may refuse to transfer the same until it is satisfied that the endorsement on such Bond or separate instrument of transfer is valid and genuine and that the requested transfer is legally authorized. The Registrar shall incur no liability for the refusal, in good faith, to make transfers which it, in its judgment, deems improper or unauthorized.

(f) Persons Deemed Owners. The District and the Registrar may treat the person in whose name any Bond is at any time registered in the bond register as the absolute owner of such Bond, whether such Bond shall be overdue or not, for the purpose of receiving payment of, or on account of, the principal of and interest on such Bond and for all other purposes, and all such payments so made to any such registered owner or upon the owner's order shall be valid and effectual to satisfy and discharge the liability upon such Bond to the extent of the sum or sums so paid.

(g) Taxes, Fees and Charges. For every transfer or exchange of Bonds, the Registrar may impose a charge upon the owner thereof sufficient to reimburse the Registrar for any tax, fee or other governmental charge required to be paid with respect to such transfer or exchange.

(h) Mutilated, Lost, Stolen or Destroyed Bonds. In case any Bond shall become mutilated or be destroyed, stolen or lost, the Registrar shall deliver a new Bond of like amount, number, maturity date and tenor in exchange and substitution for and upon

cancellation of any such mutilated Bond or in lieu of and in substitution for any such Bond destroyed, stolen or lost, upon the payment of the reasonable expenses and charges of the Registrar in connection therewith; and, in the case of a Bond destroyed, stolen or lost, upon filing with the Registrar of evidence satisfactory to it that such Bond was destroyed, stolen or lost, and of the ownership thereof, and upon furnishing to the Registrar of an appropriate bond or indemnity in form, substance and amount satisfactory to it, in which both the District and the Registrar shall be named as obligees. All Bonds so surrendered to the Registrar shall be canceled by it and evidence of such cancellation shall be given to the District. If the mutilated, destroyed, stolen or lost Bond has already matured in accordance with its terms it shall not be necessary to issue a new Bond prior to payment.

(i) Authenticating Agent. The Registrar is hereby designated authenticating agent for the Bonds, within the meaning of Minnesota Statutes, Section 475.55, subdivision 1, as amended.

(j) Valid Obligations. All Bonds issued upon any transfer or exchange of Bonds shall be the valid obligations of the District, evidencing the same debt, and entitled to the same benefits under this resolution as the Bonds surrendered upon such transfer or exchange.

2.07. Execution; Authentication and Delivery. The Bonds shall be prepared under the direction of the Clerk and shall be executed on behalf of the District by the signatures of the Chairperson and the Clerk, provided that all signatures may be printed, engraved, or lithographed facsimiles of the originals. In case any officer whose signature, or a facsimile of whose signature, shall appear on the Bonds shall cease to be such officer before the delivery of any Bond, such signature or facsimile shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery. Notwithstanding such execution, no Bond shall be valid or obligatory for any purpose or entitled to any security or benefit under this resolution unless and until a certificate of authentication on such Bond has been duly executed by the manual signature of the Registrar. The executed certificate of authentication on each Bond shall be conclusive evidence that it has been authenticated and delivered under this resolution. When the Bonds have been so delivered and authenticated, they shall be delivered by the Clerk to the Purchaser upon payment of the purchase price in accordance with the contract of sale heretofore made and executed, and the Purchaser shall not be obligated to see to the application of the purchase price.

2.08. Securities Depository. (a) For purposes of this section the following terms shall have the following meanings:

“Beneficial Owner” shall mean, whenever used with respect to a Bond, the person in whose name such Bond is recorded as the beneficial owner of such Bond by a Participant on the records of such Participant, or such person’s subrogee.

“Cede & Co.” shall mean Cede & Co., the nominee of DTC, and any successor nominee of DTC with respect to the Bonds.

“DTC” shall mean The Depository Trust Company of New York, New York.

“Participant” shall mean any broker-dealer, bank or other financial institution for which DTC holds Bonds as securities depository.

“Representation Letter” shall mean the Representation Letter pursuant to which the District agrees to comply with DTC’s Operational Arrangements.

(b) The Bonds shall be initially issued as separately authenticated fully registered bonds, and one Bond shall be issued in the principal amount of each stated maturity of the Bonds. Upon initial issuance, the ownership of such Bonds shall be registered in the bond register in the name of Cede & Co., as nominee of DTC. The Registrar and the District may treat DTC (or its nominee) as the sole and exclusive owner of the Bonds registered in its name for the purposes of payment of the principal of or interest on the Bonds, selecting the Bonds or portions thereof to be redeemed, if any, giving any notice permitted or required to be given to registered owners of Bonds under this resolution, registering the transfer of Bonds, and for all other purposes whatsoever; and neither the Registrar nor the District shall be affected by any notice to the contrary. Neither the Registrar nor the District shall have any responsibility or obligation to any Participant, any person claiming a beneficial ownership interest in the Bonds under or through DTC or any Participant, or any other person which is not shown on the bond register as being a registered owner of any Bonds, with respect to the accuracy of any records maintained by DTC or any Participant, with respect to the payment by DTC or any Participant of any amount with respect to the principal of or interest on the Bonds, with respect to any notice which is permitted or required to be given to owners of Bonds under this resolution, with respect to the selection by DTC or any Participant of any person to receive payment in the event of a partial redemption of the Bonds, or with respect to any consent given or other action taken by DTC as registered owner of the Bonds. So long as any Bond is registered in the name of Cede & Co., as nominee of DTC, the Registrar shall pay all principal of and interest on such Bond, and shall give all notices with respect to such Bond, only to Cede & Co. in accordance with DTC’s Operational Arrangements, and all such payments shall be valid and effective to fully satisfy and discharge the District’s obligations with respect to the principal of and interest on the Bonds to the extent of the sum or sums so paid. No person other than DTC shall receive an authenticated Bond for each separate stated maturity evidencing the obligation of the District to make payments of principal and interest. Upon delivery by DTC to the Registrar of written notice to the effect that DTC has determined to substitute a new nominee in place of Cede & Co., the Bonds will be transferable to such new nominee in accordance with paragraph (e) hereof.

(c) In the event the District determines that it is in the best interest of the Beneficial Owners that they be able to obtain Bonds in the form of bond certificates, the District may notify DTC and the Registrar, whereupon DTC shall notify the Participants of the availability through DTC of Bonds in the form of certificates. In such event, the Bonds will be transferable in accordance with paragraph (e) hereof. DTC may determine to discontinue providing its services with respect to the Bonds at any time by giving notice to the District and the Registrar and discharging its responsibilities with respect thereto under applicable law. In such event the Bonds will be transferable in accordance with paragraph (e) hereof.

(d) The execution and delivery of the Representation Letter to DTC by the Chairperson or Clerk, if not previously filed, or if required to be re-filed, with DTC, is hereby authorized and directed.

(e) In the event that any transfer or exchange of Bonds is permitted under paragraph (b) or (c) hereof, such transfer or exchange shall be accomplished upon receipt by the Registrar of the Bonds to be transferred or exchanged and appropriate instruments of transfer to the permitted transferee in accordance with the provisions of this resolution. In the event Bonds in the form of certificates are issued to owners other than Cede & Co., its successor as nominee for DTC as owner of all the Bonds, or another securities depository as owner of all the Bonds, the provisions of this resolution shall also apply to all matters relating thereto, including, without limitation, the printing of such Bonds in the form of bond certificates and the method of payment of principal of and interest on such Bonds in the form of bond certificates.

2.09. Form of Bonds. The Bonds shall be prepared in substantially the form found at EXHIBIT A hereto.

SECTION 3. USE OF PROCEEDS; REFUNDING. Upon payment for the Bonds by the Purchaser, Bond proceeds shall be used as follows: (a) \$2,539,817.82, together with \$1,000,000 of funds on hand, shall be deposited in a special escrow account with Zions Bancorporation, National Association, as escrow agent (the Escrow Agent) to be applied as directed by the Escrow Agreement (defined below).

The Chairperson and Clerk are hereby authorized to enter into an escrow agreement with the Escrow Agent establishing the terms and conditions for the escrow account (the Escrow Agreement).

SECTION 4. DEBT SERVICE FUND AND TAX LEVIES.

4.01. General Obligation Refunding Bonds, Series 2026A Debt Service Fund. The Bonds shall be payable from a separate General Obligation Refunding Bonds, Series 2026A Debt Service Fund (the Debt Service Fund) of the District, which Debt Service Fund the District agrees to maintain until the Bonds have been paid in full. If the money in the Debt Service Fund should at any time be insufficient to pay principal and interest due on the Bonds, such amounts shall be paid from other moneys on hand in other funds of the District, which other funds shall be reimbursed therefor when sufficient money becomes available in the Debt Service Fund. The moneys on hand in the Debt Service Fund from time to time shall be used only to pay the principal of and interest on the Bonds. Into the Debt Service Fund shall be paid: (a) any amount in excess of the amount necessary to accomplish the refunding described in Section 3; (b) any amount appropriated thereto pursuant to Section 3 hereof; (c) all amounts on deposit in the debt service fund maintained for the payment of the Refunded Bonds upon the retirement of the Refunded Bonds; (d) all taxes collected pursuant to Section 4.02 hereof; and (e) any other funds appropriated by the Board for the payment of the Bonds. If any payment of principal of and interest on the Bonds shall become due when there is not sufficient money in the Debt Service Fund to make such payment, the Clerk shall pay the same from any other available fund of the District, and such other fund shall be reimbursed for such advances out of the proceeds of the taxes levied for the payment of the Bonds when available.

4.02. Tax Levies. For the prompt and full payment of the principal of and interest on the Bonds as the same respectively become due, the full faith, credit and taxing power of the District shall be and are hereby irrevocably pledged. To provide moneys for the payment of principal of and interest on the Bonds as required by Minnesota Statutes, Section 475.61, subdivision 1, there is hereby levied on all taxable property in the District a direct, annual ad valorem tax which shall

be spread upon the tax rolls for collection in the years and amounts as follows, as a part of other general taxes of the District, as follows:

<u>Levy Years</u>	<u>Collection Years</u>	<u>Amount</u>
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(See attached levy computation)

The taxes shall be irrevocable as long as any of the Bonds are outstanding and unpaid; provided that the District reserves the right and power to reduce the levies in the manner and to the extent permitted by Minnesota Statutes, Section 475.61. It is estimated that the ad valorem taxes will be collected in amounts not less than five percent in excess of the annual principal and interest requirements of the Bonds. If, as of the date tax levies are certified in any year, the sum of the balance in the Debt Service Fund plus any ad valorem taxes theretofore levied for the payment of Bonds payable therefrom and collectible through the end of the following calendar year is not sufficient to pay when due all principal and interest to become due on all Bonds payable therefrom in said following calendar year, or the Debt Service Fund has incurred a deficiency in the manner provided in Section 4.01, an additional direct, irrevocable, ad valorem tax shall be levied on all taxable property within the corporate limits of the District for the purpose of restoring such accumulated or anticipated deficiency in accordance with the provisions of this resolution.

4.03. Debt Service Fund Balance Restriction. In order to ensure compliance with the Internal Revenue Code of 1986 (the Code), and applicable Treasury Regulations (the Regulations), upon allocation of any funds to the Debt Service Fund, the balance then on hand in the Fund shall be ascertained. If it exceeds the amount of principal and interest on the Bonds to become due and payable through February 1 next following, plus a reasonable carryover equal to 1/12th of the debt service due in the following bond year, the excess shall (unless an opinion is otherwise received from bond counsel) be used to prepay or purchase Bonds, or invested at a yield which does not exceed the yield on the Bonds calculated in accordance with Section 148 of the Code.

SECTION 5. DEFEASANCE. When all of the Bonds have been discharged as provided in this section, all pledges, covenants and other rights granted by this resolution to the registered owners of the Bonds shall cease. The District may discharge its obligations with respect to any Bonds which are due on any date by depositing with the Registrar on or before that date a sum sufficient for the payment thereof in full; or, if any Bond should not be paid when due, it may nevertheless be discharged by depositing with the Registrar a sum sufficient for the payment thereof in full with interest accrued from the due date to the date of such deposit. The District may also at any time discharge its obligations with respect to any Bonds, subject to the provisions of law now or hereafter authorizing and regulating such action, by depositing irrevocably in escrow, with a bank or trust company qualified by law as an escrow agent for this purpose, cash or securities which are authorized by law to be so deposited, bearing interest payable at such time and at such rates and maturing or callable at the holder's option on such dates as shall be required to pay all principal and interest to become due thereon to maturity.

SECTION 6. CERTIFICATION OF PROCEEDINGS.

6.01. Filing with County Auditor. The Clerk is hereby authorized and directed to file with the County Auditor of Sherburne County, a certified copy of this resolution together with such

other information as the County Auditor shall require and to obtain from the County Auditor a certificate that the Bonds have been entered upon the bond register and that the tax for the payment of the Bonds has been levied as required by law.

6.02. Certification of Proceedings. The officers of the District and the County Auditor are hereby authorized and directed to prepare and furnish to the Purchaser and to Dorsey & Whitney LLP, Bond Counsel, certified copies of all proceedings and records of the District relating to the Bonds and to the financial condition and affairs of the District, and such other affidavits, certificates and information as may be required to show the facts relating to the legality and marketability of the Bonds as they appear from the books and records under the officer's custody and control or as otherwise known to the them. All such certified copies, certificates and affidavits, including any heretofore furnished, shall be deemed representations of the District to the correctness of all statements contained herein.

6.03. Official Statement. The Preliminary Official Statement relating to the Bonds, prepared and distributed by Ehlers, is hereby approved. Ehlers is hereby authorized on behalf of the District to prepare and distribute to the Purchaser within seven business days from the date hereof, a Final Official Statement listing the offering price, the interest rates, selling compensation, delivery date, the underwriters and such other information relating to the Bonds required to be included in the Official Statement by Rule 15c2-12 adopted by the Securities and Exchange Commission (the SEC) under the Securities Exchange Act of 1934. The officers of the District are hereby authorized and directed to execute such certificates as may be appropriate concerning the accuracy, completeness and sufficiency of the Official Statement.

6.04. Authorization of Payment of Certain Costs of Issuance of the Bonds. The District authorizes the Purchaser to forward the amount of Bond proceeds allocable to the payment of issuance expenses to Wells Fargo Bank, National Association on the closing date for further distribution as directed by Ehlers.

SECTION 7. TAX COVENANTS, ARBITRAGE MATTERS, AND CONTINUING DISCLOSURE.

7.01. Restrictive Action. The District covenants and agrees with the registered owners of the Bonds, that it will not take or permit to be taken by any of its officers, employees or agents any actions that would cause interest on the Bonds to become includable in gross income of the recipient under the Code and applicable Regulations, and covenants to take any and all actions within its powers to ensure that the interest will not become includable in gross income of the recipient under the Code and the Regulations. It is hereby certified that the proceeds of the Refunded Bonds were used to finance or refinance the acquisition and betterment of school facilities owned and operated by the District and the District covenants and agrees that, so long as the Bonds are outstanding, the District shall not enter into any lease, management agreement, use agreement or other contract with any nongovernmental entity relating to the school facilities so financed or refinanced which would cause the Bonds to be considered "private activity bonds" or "private loan bonds" pursuant to Section 141 of the Code.

7.02. Arbitrage Certification. The Chairperson and Clerk being the officers of the District charged with the responsibility for issuing the Bonds pursuant to this resolution, are authorized and directed to execute and deliver to the Purchaser a certificate in accordance with the provisions of Section 148 of the Code and applicable Regulations stating the facts, estimates and

circumstances in existence on the date of issue and delivery of the Bonds which make it reasonable to expect that the proceeds of the Bonds will not be used in a manner that would cause the Bonds to be “arbitrage bonds” within the meaning of the Code and the Regulations.

7.03. Arbitrage Rebate Exemption. (a) It is hereby found that the District has general taxing powers, that no Bond is a “private activity bond” within the meaning of Section 141 of the Code, that 95% or more of the net proceeds of the Bonds are to be used for local governmental activities of the District, and that the aggregate face amount of all tax-exempt obligations (other than private activity bonds) issued by the District and all subordinate entities thereof during calendar year 2026 is not reasonably expected to exceed \$5,000,000 plus the lesser of \$10,000,000 or so much of the aggregate face amount of the tax-exempt obligations as are attributable to financing or refinancing the construction of public school facilities. Therefore, pursuant to Section 148(f)(4)(D) of the Code, the District shall be treated as meeting the arbitrage rebate requirements of paragraphs (2) and (3) of Section 148(f) of the Code.

(b) If, notwithstanding the provisions of paragraph (a) of this Section 7.03, the arbitrage rebate provisions of Section 148(f) of the Code apply to the Bonds, the District hereby covenants and agrees to make the determinations, retain records and rebate to the United States the amounts at the times and in the manner required by said Section 148(f).

7.04. Qualified Tax-Exempt Obligations. The Board hereby designates the Bonds as “qualified tax-exempt obligations” for purposes of Section 265(b)(3) of the Code relating to the disallowance of interest expense for financial institutions, and hereby finds that the reasonably anticipated amount of tax-exempt obligations, which are not private activity bonds (not treating qualified 501(c)(3) bonds under Section 145 of the Code as private activity bonds for the purpose of this representation) which will be issued by the District and all subordinate entities during calendar year 2026 does not exceed \$10,000,000.

7.05. Continuing Disclosure. (a) Purpose and Beneficiaries. To provide for the public availability of certain information relating to the Bonds and the security therefor and to permit the Purchaser and other participating underwriters in the primary offering of the Bonds to comply with amendments to Rule 15c2-12 promulgated by the SEC under the Securities Exchange Act of 1934 (17 C.F.R. § 240.15c2-12), relating to continuing disclosure (as in effect and interpreted from time to time, the Rule), which will enhance the marketability of the Bonds, the District hereby makes the following covenants and agreements for the benefit of the Owners (as hereinafter defined) from time to time of the outstanding Bonds. The District is the only obligated person in respect of the Bonds within the meaning of the Rule for purposes of identifying the entities in respect of which continuing disclosure must be made. If the District fails to comply with any provisions of this section, any person aggrieved thereby, including the Owners of any outstanding Bonds, may take whatever action at law or in equity may appear necessary or appropriate to enforce performance and observance of any agreement or covenant contained in this section, including an action for a writ of mandamus or specific performance. Direct, indirect, consequential and punitive damages shall not be recoverable for any default hereunder to the extent permitted by law. Notwithstanding anything to the contrary contained herein, in no event shall a default under this section constitute a default under the Bonds or under any other provision of this resolution. As used in this section, Owner or Bondowner means, in respect of a Bond, the registered owner or owners thereof appearing in the bond register maintained by the Registrar or any Beneficial Owner (as hereinafter defined) thereof, if such Beneficial Owner provides to the Registrar evidence of such beneficial ownership in form and substance reasonably satisfactory to the Registrar. As used herein,

Beneficial Owner means, in respect of a Bond, any person or entity which (a) has the power, directly or indirectly, to vote or consent with respect to, or to dispose of ownership of, such Bond (including persons or entities holding Bonds through nominees, depositories or other intermediaries), or (b) is treated as the owner of the Bond for federal income tax purposes.

(b) Information To Be Disclosed. The District will provide, in the manner set forth in subsection (c) hereof, either directly or indirectly through an agent designated by the District, the following information at the following times:

- (1) on or before twelve (12) months after the end of each fiscal year of the District, commencing with the fiscal year ending June 30, 2026, the following financial information and operating data in respect of the District (the Disclosure Information):
 - (A) the audited financial statements of the District for such fiscal year, prepared in accordance with generally accepted accounting principles in accordance with the governmental accounting standards promulgated by the Governmental Accounting Standards Board or as otherwise provided under Minnesota law, as in effect from time to time, or, if and to the extent such financial statements have not been prepared in accordance with such generally accepted accounting principles for reasons beyond the reasonable control of the District, noting the discrepancies therefrom and the effect thereof, and certified as to accuracy and completeness in all material respects by the fiscal officer of the District; and
 - (B) to the extent not included in the financial statements referred to in paragraph (A) hereof, the information for such fiscal year or for the period most recently available of the type contained in the Official Statement under the headings: "VALUATIONS – Current Property Valuations;" "DEBT – Direct Debt;" "TAX LEVIES, COLLECTION AND RATES – Tax Levies and Collections;" "THE ISSUER – Student Body;" and "GENERAL INFORMATION – Employment/Unemployment Data;" which information may be unaudited.

Notwithstanding the foregoing paragraph, if the audited financial statements are not available by the date specified, the District shall provide on or before such date unaudited financial statements in the format required for the audited financial statements as part of the Disclosure Information and, within 10 days after the receipt thereof, the District shall provide the audited financial statements. Any or all of the Disclosure Information may be incorporated by reference, if it is updated as required hereby, from other documents, including official statements, which have been submitted to the Municipal Securities Rulemaking Board (the MSRB) through its Electronic Municipal Market Access System (EMMA) or the SEC. The District shall clearly identify in the Disclosure Information each document so incorporated by reference. If any part of the Disclosure Information can no longer be generated because the operations of the District have materially changed or been discontinued, such Disclosure Information need no longer be provided if the District includes in the Disclosure Information a statement to such effect; provided, however, if such operations have been replaced by other District operations in respect of which data is not included in the Disclosure Information and the District determines that certain specified data regarding such replacement operations would be a Material Fact (as defined in paragraph (2)

hereof), then, from and after such determination, the Disclosure Information shall include such additional specified data regarding the replacement operations. If the Disclosure Information is changed or this section is amended as permitted by this paragraph (b)(1) or subsection (d), then the District shall include in the next Disclosure Information to be delivered hereunder, to the extent necessary, an explanation of the reasons for the amendment and the effect of any change in the type of financial information or operating data provided.

- (2) In a timely manner, not in excess of 10 business days, to the MSRB through EMMA, notice of the occurrence of any of the following events (each a “Material Fact,” as hereinafter defined):
- (A) principal and interest payment delinquencies;
 - (B) non-payment related defaults, if material;
 - (C) unscheduled draws on debt service reserves reflecting financial difficulties;
 - (D) unscheduled draws on credit enhancements reflecting financial difficulties;
 - (E) substitution of credit or liquidity providers, or their failure to perform;
 - (F) adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB), or other material notices or determinations with respect to the tax status of the Bonds or other material events affecting the tax status of the Bonds;
 - (G) modifications to rights of Bond holders, if material;
 - (H) Bond calls, if material and tender offers;
 - (I) defeasances;
 - (J) release, substitution, or sale of property securing repayment of the Bonds if material;
 - (K) rating changes;
 - (L) bankruptcy, insolvency, receivership, or similar event of the obligated person;
 - (M) the consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;
 - (N) appointment of a successor or additional trustee or the change of name of a trustee, if material;
 - (O) incurrence of a financial obligation of the obligated person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the obligated person, any of which affect security holders, if material; “financial obligation” means a (a) debt obligation; (b) derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or (c) guarantee of a debt obligation or any such derivative instrument; provided that “financial obligation” shall not include municipal securities as to which a final official statement (as defined in the Rule) has been provided to the MSRB consistent with the Rule; and

- (P) default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a financial obligation of the obligated person, any of which reflect financial difficulties.

As used herein, for those events that must be reported if material, a “Material Fact” is a fact as to which a substantial likelihood exists that a reasonably prudent investor would attach importance thereto in deciding to buy, hold or sell a Bond or, if not disclosed, would significantly alter the total information otherwise available to an investor from the Official Statement, information disclosed hereunder or information generally available to the public. Notwithstanding the foregoing sentence, a Material Fact is also a fact that would be deemed material for purposes of the purchase, holding or sale of a Bond within the meaning of applicable federal securities laws, as interpreted at the time of discovery of the occurrence of the event.

For the purposes of the event identified in (L) hereinabove, the event is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for an obligated person in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the obligated person, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the obligated person.

For purposes of the events identified in paragraphs (O) and (P) above, the term “financial obligation” means (i) a debt obligation; (ii) a derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or (iii) a guarantee of (i) or (ii). The term “financial obligation” shall not include municipal securities as to which a final official statement has been provided to the MSRB consistent with the Rule.

- (3) In a timely manner, to the MSRB through EMMA, notice of the occurrence of any of the following events or conditions:
 - (A) the failure of the District to provide the Disclosure Information required under paragraph (b)(1) at the time specified thereunder;
 - (B) the amendment or supplementing of this section pursuant to subsection (d), together with a copy of such amendment or supplement and any explanation provided by the District under subsection (d)(2);
 - (C) the termination of the obligations of the District under this section pursuant to subsection (d);
 - (D) any change in the accounting principles pursuant to which the financial statements constituting a portion of the Disclosure Information are prepared; and
 - (E) any change in the fiscal year of the District.

(c) Manner of Disclosure.

- (1) The District agrees to make available to the MSRB through EMMA, in an electronic format as prescribed by the MSRB, the information described in subsection (b).
- (2) All documents provided to the MSRB pursuant to this subsection (c) shall be accompanied by identifying information as prescribed by the MSRB from time to time.

(d) Term; Amendments; Interpretation.

- (1) The covenants of the District in this section shall remain in effect so long as any Bonds are outstanding. Notwithstanding the preceding sentence, however, the obligations of the District under this section shall terminate and be without further effect as of any date on which the District delivers to the Registrar an opinion of Bond Counsel to the effect that, because of legislative action or final judicial or administrative actions or proceedings, the failure of the District to comply with the requirements of this section will not cause participating underwriters in the primary offering of the Bonds to be in violation of the Rule or other applicable requirements of the Securities Exchange Act of 1934, as amended, or any statutes or laws successory thereto or amendatory thereof.
- (2) This section (and the form and requirements of the Disclosure Information) may be amended or supplemented by the District from time to time, without notice to (except as provided in paragraph (c)(2) hereof) or the consent of the Owners of any Bonds, by a resolution of this Board filed in the office of the recording officer of the District accompanied by an opinion of Bond Counsel, who may rely on certificates of the District and others and the opinion may be subject to customary qualifications, to the effect that: (i) such amendment or supplement (a) is made in connection with a change in circumstances that arises from a change in law or regulation or a change in the identity, nature or status of the District or the type of operations conducted by the District, or (b) is required by, or better complies with, the provisions of paragraph (b)(5) of the Rule; (ii) this section as so amended or supplemented would have complied with the requirements of paragraph (b)(5) of the Rule at the time of the primary offering of the Bonds, giving effect to any change in circumstances applicable under clause (i)(a) and assuming that the Rule as in effect and interpreted at the time of the amendment or supplement was in effect at the time of the primary offering; and (iii) such amendment or supplement does not materially impair the interests of the Bondowners under the Rule.

If the Disclosure Information is so amended, the District agrees to provide, contemporaneously with the effectiveness of such amendment, an explanation of the reasons for the amendment and the effect, if any, of the change in the type of financial information or operating data being provided hereunder.

- (3) This section is entered into to comply with the continuing disclosure provisions of the Rule and should be construed so as to satisfy the requirements of paragraph (b)(5) of the Rule.

SECTION 8. REFUNDED BONDS CALL. The Clerk is hereby directed to advise Bond Trust Services Corporation, Minneapolis, Minnesota, as paying agent for the Refunded Bonds, to call the Refunded Bonds for redemption and prepayment on the Redemption Date, and to give thirty (30) days mailed Notice of Redemption, substantially in the forms attached hereto, all in accordance with the provisions of the resolution authorizing the issuance of the Refunded Bonds.

SECTION 9. STATE PAYMENT; DISTRICT AND REGISTRAR OBLIGATIONS. The District hereby covenants and obligates itself to notify the Commissioner of Education (the Commissioner) of any potential default in the payment of the principal of or interest on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55 (the State Payment Law), to guarantee, to the extent permitted by law, payment of the principal of and interest on the Bonds when due. The District further covenants to deposit with the Registrar not less than three business days prior to each February 1 and August 1 as set forth in Section 2.03 hereof, an amount sufficient to make that payment or to notify the Commissioner as provided in the State Payment Law that it will be unable to make all or a portion of such payment. The Registrar will notify the Commissioner if it becomes aware of a potential default in the payment of principal of and interest on the Bonds on any payment date or if, on the date two business days prior to the date on which a payment is due, there are insufficient funds on deposit with the Registrar to make the required payment on such date. The Registrar will cooperate with the District, the Commissioner and the Commissioner of Management and Budget in implementing the provisions of the State Payment Law. In the event that amounts sufficient to make any such interest or principal payment are held by an escrow or paying agent and invested as authorized by Minnesota Statutes, Chapter 475 and such escrow or paying agent is required to use proceeds from such investment to pay to the Registrar the amount necessary to pay such interest or principal on such payment date, then the requirements of the State Payment Law relating to the deposit of such amounts with the Registrar prior to the payment date of such interest or principal shall be deemed satisfied and neither the District nor the Registrar shall be required to notify the Commissioner that insufficient funds are available to pay such interest or principal on such payment date. The District shall do all other things which may be necessary to perform the Bonds hereby undertaken under the State Payment Law, including any requirements hereafter adopted by the Commissioner of Management and Budget or the Commissioner.

Upon vote being taken on the foregoing resolution, the following voted in favor thereof:

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

TAX LEVIES

Tax Levy Calculation

Tax Levy Year	Tax Collect Year	Bond Pay Year	Principal	Coupon	Interest	Total P+I	Net New D/S	105% of Total	Net Levy
2025	2026	2027	495,000.00	5.000%	47,365.28	542,365.28	542,365.28	569,483.54	569,483.54
2026	2027	2028	1,950,000.00	5.000%	102,500.00	2,052,500.00	2,052,500.00	2,155,125.00	2,155,125.00
2027	2028	2029	100,000.00	5.000%	5,000.00	105,000.00	105,000.00	110,250.00	110,250.00
2028	2029	2030	-	-	-	-	-	-	-
2029	2030	2031	-	-	-	-	-	-	-
2030	2031	2032	-	-	-	-	-	-	-
2031	2032	2033	-	-	-	-	-	-	-
Total	-	-	\$2,545,000.00	-	\$154,865.28	\$2,699,865.28	\$2,699,865.28	\$2,834,858.54	\$2,834,858.54

NOTICE OF REDEMPTION

\$4,000,000 General Obligation School Building Bonds, Series 2016B

Dated July 27, 2016

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

NOTICE IS HEREBY GIVEN THAT the District is exercising its option to redeem the Bonds on October 22, 2026 (the Redemption Date), at a redemption price equal to the principal amount of the Bonds plus interest accrued and unpaid to, but not including, the Redemption Date, conditioned upon receipt of funds therefor on or prior to the Redemption Date. Provided such condition is satisfied, the Bonds shall cease to bear interest on the Redemption Date. The Bonds to be redeemed are the Bonds of the above referenced issue, maturing February 1 in the following years and having the interest rates and CUSIP numbers listed below:

<u>Maturity</u>	<u>Amount</u>	<u>Rate</u>	<u>CUSIP #</u>		<u>Maturity</u>	<u>Amount</u>	<u>Rate</u>	<u>CUSIP #</u>
2027	\$505,000	2.00%	089275LE9		2031	\$505,000	2.25%	089275 LJ8
2028	500,000	2.00	089275LF6		2032	515,000	2.50	089275 LK5
2029	490,000	2.00	089275LG4		2033	520,000	2.75	089275 LL3
2030	500,000	2.00	089275LH2					

The Bonds will be redeemed at a price of 100% of their principal amount plus accrued interest to the date of redemption. Holders of the Bonds should present them for payment to Bond Trust Services Corporation, in Minneapolis, Minnesota, on or before said date, when they will cease to bear interest, in the following manner:

By Mail , Overnight Mail, or Courier Service, or In Person, By Hand:

Bond Trust Services Corporation
Attention: Bond Trust Services
3001 Broadway Street
Minneapolis, Minnesota 55413
(651) 209-1010

Important Notice: In compliance with the Economic Growth and Tax Relief Reconciliation Act of 2001, federal backup withholding tax will be withheld at the applicable backup withholding rate in effect at the time the payment by the redeeming institutions if they are not provided with your social security number or federal employer identification number, properly certified. This requirement is fulfilled by submitting a W-9 Form, which may be obtained at a bank or other financial institution.

The Paying Agent shall not be responsible for the selection of or use of the CUSIP number, nor is any representation made as to its correctness indicated in this Notice of Redemption. It is included solely for the convenience of the Holders.

Additional information may be obtained from the undersigned or from Ehlers & Associates, Inc., 3001 Broadway Street, Suite 320, Minneapolis, Minnesota 55413 (651-697-8500), independent municipal advisor to the District.

Dated: August 26, 2026.

BY ORDER OF THE SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 727
(BIG LAKE), MINNESOTA

/s/ _____
School District Clerk

EXHIBIT A

UNITED STATES OF AMERICA

STATE OF MINNESOTA
SHERBURNE COUNTY
INDEPENDENT SCHOOL DISTRICT NO. 727 (BIG LAKE)

GENERAL OBLIGATION REFUNDING BOND, SERIES 2026A

<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Date of Original Issue</u>	<u>CUSIP No.</u>
___%	February 1, 20___	September 17, 2026	

REGISTERED OWNER: CEDE & CO.

PRINCIPAL AMOUNT: THOUSAND DOLLARS

INDEPENDENT SCHOOL DISTRICT NO. 727 (BIG LAKE), SHERBURNE COUNTY, STATE OF MINNESOTA (the District), acknowledges itself to be indebted and for value received hereby promises to pay to the registered owner specified above, or registered assigns, without the option of redemption and prepayment prior to maturity, the principal sum specified above on the maturity date specified above, and to pay interest thereon from the date of original issue specified above, or from the most recent interest payment date to which interest has been paid or duly provided for, at the annual rate specified above, payable on February 1 and August 1 in each year, commencing February 1, 2027, to the person in whose name this Bond is registered at the close of business on the fifteenth day (whether or not a business day) of the immediately preceding month. The interest hereon and, upon presentation and surrender hereof at the principal office of the Registrar described below, the principal hereof, are payable in lawful money of the United States of America by check or draft drawn on Bond Trust Services Corporation, in Minneapolis, Minnesota, as bond registrar, transfer agent and paying agent, or its successor designated under the bond resolution described herein (the Registrar). For the prompt and full payment of such principal and interest as the same respectively become due, the full faith and credit and taxing powers of the District have been and are hereby irrevocably pledged.

This Bond is one of an issue in the aggregate principal amount of \$2,545,000 (the Bonds), issued by the District to provide funds to refund certain outstanding general obligation school building bonds of the District, and is issued pursuant to and in full conformity with a resolution adopted by the School Board on August 26, 2026 (the Bond Resolution), and pursuant to and in full conformity with the Constitution and laws of the State of Minnesota thereunto enabling, including Minnesota Statutes, Chapter 475. The Bonds are issuable only in fully registered form, in denominations of \$5,000 or any integral multiple thereof, of single maturities.

The Bonds are not subject to optional redemption and prepayment prior to maturity.

As provided in the Bond Resolution and subject to certain limitations set forth therein, this Bond is transferable upon the books of the District at the principal office of the Registrar, by the registered owner hereof in person or by the owner's attorney duly authorized in writing upon surrender hereof together with a written instrument of transfer satisfactory to the Registrar, duly executed by the registered owner or the

owner's attorney, and may also be surrendered in exchange for Bonds of other authorized denominations. Upon such transfer or exchange, the District will cause a new Bond or Bonds to be issued in the name of the transferee or registered owner, of the same aggregate principal amount, bearing interest at the same rate and maturing on the same date, subject to reimbursement for any tax, fee or governmental charge required to be paid with respect to such transfer or exchange.

The Bonds have been designated by the District as "qualified tax-exempt obligations" pursuant to Section 265(b)(3) of the Internal Revenue Code of 1986.

The District and the Registrar may deem and treat the person in whose name this Bond is registered as the absolute owner hereof, whether this Bond is overdue or not, for the purpose of receiving payment and for all other purposes, and neither the District nor the Registrar shall be affected by any notice to the contrary.

Notwithstanding any other provisions of this Bond, so long as this Bond is registered in the name of Cede & Co., as nominee of The Depository Trust Company, or in the name of any other nominee of The Depository Trust Company or other securities depository, the Registrar shall pay all principal of and interest on this Bond, and shall give all notices with respect to this Bond, only to Cede & Co. or other nominee in accordance with the operational arrangements of The Depository Trust Company or other securities depository as agreed to by the District.

IT IS HEREBY CERTIFIED, RECITED, COVENANTED AND AGREED that all acts, conditions and things required by the Constitution and laws of the State of Minnesota to be done, to happen, to exist and to be performed precedent to and in the issuance of this Bond in order to make it a valid and binding general obligation of the District according to its terms have been done, have happened, do exist and have been performed in regular and due form, time and manner as so required; that, prior to the issuance hereof, a direct, annual, ad valorem tax has been duly levied upon all taxable property in the District for the years and in amounts not less than five percent in excess of sums sufficient to pay the interest hereon and the principal hereof as the same respectively become due; that additional taxes, if needed to meet the principal and interest requirements of the Bonds, shall be levied upon all such property without limitation as to rate or amount; and that the issuance of the Bonds does not cause the indebtedness of the District to exceed any constitutional or statutory limitation of indebtedness.

This Bond shall not be valid or become obligatory for any purpose or be entitled to any security or benefit under the Bond Resolution until the Certificate of Authentication hereon shall have been executed by the Registrar by manual signature of one of its authorized representatives.

IN WITNESS WHEREOF, Independent School District No. 727 (Big Lake), Sherburne County, State of Minnesota, by its School Board, has caused this Bond to be executed on its behalf by the facsimile signatures of the Chairperson and Clerk.

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

(Facsimile Signature - Chairperson)

(Facsimile Signature - Clerk)

CERTIFICATE OF AUTHENTICATION

This is one of the Bonds delivered pursuant to the Bond Resolution mentioned within.

Date of Authentication: _____

BOND TRUST SERVICES CORPORATION, as
Registrar

By _____
Authorized Representative

The following abbreviations, when used in the inscription on the face of this Bond, shall be construed as though they were written out in full according to the applicable laws or regulations:

TEN COM --as tenants in common	UTMA as Custodian for (Cust) (Minor)
TEN ENT --as tenants by the entireties	under Uniform Transfers to Minors Act (State)
JT TEN --as joint tenants with right of survivorship and not as tenants in common	

Additional abbreviations may also be used.

ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto _____ the within Bond and all rights thereunder, and does hereby irrevocably constitute and appoint _____ attorney to transfer the said Bond on the books kept for registration of the within Bond, with full power of substitution in the premises.

Dated: _____

NOTICE: The assignor's signature to this assignment must correspond with the name as it appears upon the face of the within Bond in every particular, without alteration or enlargement or any change whatsoever.

Signature Guaranteed: _____

Signature(s) must be guaranteed by an "eligible guarantor institution" meeting the requirements of the Registrar, which requirements include membership or participation in STAMP or such other "signature guaranty program" as may be determined by the Registrar in addition to or in substitution for STAMP, all in accordance with the Securities Exchange Act of 1934, as amended.

Please insert social security or other identifying number of assignee: _____

CERTIFICATE OF SHERBURNE COUNTY
AUDITOR AS TO REGISTRATION OF BONDS AND TAX LEVY

The undersigned, being the duly qualified and acting County Auditor of Sherburne County, hereby certifies that there has been filed in my office a certified copy of a resolution duly adopted on August 26, 2026, by the School Board of Independent School District No. 727 (Big Lake), Minnesota, setting forth the form and details of an issue of \$2,545,000 General Obligation Refunding Bonds, Series 2026A, dated as of September 17, 2026, and levying taxes for their payment.

I further certify that the issue has been entered on my bond register and the tax required by law for their payment has been levied and filed as required by Minnesota Statutes, Sections 475.61 to 475.63.

WITNESS my hand and official seal this _____ day of _____, 2026.

Sherburne County Auditor

(SEAL)

August 26, 2026

SALE DAY REPORT FOR:

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

**\$2,545,000 General Obligation Refunding Bonds,
Series 2026A**



Prepared by:

Ehlers
3001 Broadway Street, Suite 320
Minneapolis, MN 55413

Matthew Hammer,
Senior Municipal Advisor

Jodie Zesbaugh,
Senior Municipal Advisor

BUILDING COMMUNITIES. IT'S WHAT WE DO.

Competitive Sale Results

PURPOSE:	The issue finances a current refunding of the remaining maturities of the \$4,000,000 General Obligation School Building Bonds, Series 2016B.
RATING:	MN Credit Enhancement Rating: Moody's Ratings "Aa1" Underlying Rating: Moody's Ratings "Aa3"
NUMBER OF BIDS:	7
LOW BIDDER:	ZIONS BANK division of ZB, N.A., Salt Lake City, Utah

COMPARISON FROM LOWEST TO HIGHEST BID: (TIC as bid)

LOW BID:*	2.8245%
HIGH BID:	3.1901%

Summary of Sale Results:	
Principal Amount*:	\$2,545,000
Underwriter's Discount:	\$6,351
Reoffering Premium:	\$72,048
True Interest Cost*:	2.8248%
Costs of Issuance:	\$69,425
Yield:	2.550%-2.700%
Total Net Principal and Interest:	\$2,699,865

* The winning bidder submitted a bid with a premium price (a price greater than the par amount of the bonds) that was larger than the Pre-Sale Report estimates. The premium amount will be used to partially finance the prepayment of the 2016B Bonds, so the principal amount of the bonds was decreased from \$2,570,000 (in the Pre-Sale Report and the Preliminary Official Statement) to \$2,545,000 after receipt of the bids. This caused a slight change in the True Interest Cost.

NOTES:	The True Interest Cost of 2.82% is lower than the estimate of 3.61% included in the Pre-Sale Report. The net effect of the premium paid by the underwriter, the new interest rates, and district's use of funds on hand in the debt service fund will reduce future debt service payments by approximately \$1,186,000.
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CLOSING DATE: September 17, 2026

REDEMPTION DATE: October 22, 2026

SCHOOL BOARD ACTION: Adopt the resolution awarding the sale of \$2,545,000 General Obligation Refunding Bonds, Series 2026A.

SUPPLEMENTARY ATTACHMENTS

- Bid Tabulation
- Updated Sources and Uses of Funds
- Existing Debt Service Schedule for 2016B Bonds
- Updated Debt Service Schedule for Refunding Bonds
- Updated Current Refunding Escrow
- Updated Debt Service Comparison/Refunding Savings Analysis
- Updated Estimated Tax Rates for Capital and Debt Service Levies
- Rating Report
- Bond Resolution (Distributed Separately)

BID TABULATION

\$2,570,000* General Obligation Refunding Bonds, Series 2026A

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

SALE: August 26, 2026

AWARD: ZIONS BANK DIVISION OF ZB, N.A.

MN Credit Enhancement Rating: Moody's Ratings "Aa1"

Underlying Rating: Moody's Ratings "Aa3"

Tax Exempt - Bank Qualified

NAME OF INSTITUTION	MATURITY (February 1)	COUPON RATE	REOFFERING YIELD	PRICE	TRUE INTEREST RATE
ZIONS BANK DIVISION OF ZB, N.A. Salt Lake City, Utah	2027	5.000%	2.550%	\$2,636,536.44	2.8245%
	2028	5.000%	2.610%		
	2029	5.000%	2.700%		
TD FINANCIAL PRODUCTS LLC New York, New York					2.8630%
BOK FINANCIAL SECURITIES, INC. Milwaukee, Wisconsin					2.8754%
HUNTINGTON SECURITIES, INC Chicago, Illinois					2.8857%
HILLTOP SECURITIES Dallas, Texas					2.9379%
BAIRD Milwaukee, Wisconsin					2.9588%
RAYMOND JAMES & ASSOCIATES, INC. St. Petersburg, Florida					3.1901%

* Subsequent to bid opening the issue size was decreased to \$2,545,000.

Adjusted Price: \$2,610,696.88

Adjusted Net Interest Cost: \$89,168.40

Adjusted TIC: 2.8248%

Independent School District No. 727 (Big Lake), MN

\$2,545,000 General Obligation School Building Refunding Bonds, Series 2026A

Dated: September 17, 2026 - Current Refunding of

\$4,000,000 General Obligation School Building Bonds, Series 2016B

Sources & Uses

Dated 09/17/2026 | Delivered 09/17/2026

Sources Of Funds

Par Amount of Bonds	\$2,545,000.00
Reoffering Premium	72,048.15
Funds on Hand - Debt Service Funds	1,000,000.00

Total Sources	\$3,617,048.15
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Uses Of Funds

Total Underwriter's Discount (0.250%)	6,351.27
Costs of Issuance	69,425.00
Deposit to Current Refunding Fund	3,539,817.82
Rounding Amount	1,454.06

Total Uses	\$3,617,048.15
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Independent School District No. 727 (Big Lake), MN

\$2,545,000 General Obligation School Building Refunding Bonds, Series 2026A

Prior Original Debt Service

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
08/01/2026	-	-	-	-	-
02/01/2027	505,000.00	2.000%	39,218.75	544,218.75	544,218.75
08/01/2027	-	-	34,168.75	34,168.75	-
02/01/2028	500,000.00	2.000%	34,168.75	534,168.75	568,337.50
08/01/2028	-	-	29,168.75	29,168.75	-
02/01/2029	490,000.00	2.000%	29,168.75	519,168.75	548,337.50
08/01/2029	-	-	24,268.75	24,268.75	-
02/01/2030	500,000.00	2.000%	24,268.75	524,268.75	548,537.50
08/01/2030	-	-	19,268.75	19,268.75	-
02/01/2031	505,000.00	2.250%	19,268.75	524,268.75	543,537.50
08/01/2031	-	-	13,587.50	13,587.50	-
02/01/2032	515,000.00	2.500%	13,587.50	528,587.50	542,175.00
08/01/2032	-	-	7,150.00	7,150.00	-
02/01/2033	520,000.00	2.750%	7,150.00	527,150.00	534,300.00
Total	\$3,535,000.00	-	\$294,443.75	\$3,829,443.75	-

Yield Statistics

Base date for Avg. Life & Avg. Coupon Calculation	9/17/2026
Average Life	3.398 Years
Average Coupon	2.3680442%
Weighted Average Maturity (Par Basis)	3.398 Years
Weighted Average Maturity (Original Price Basis)	3.398 Years

Refunding Bond Information

Refunding Dated Date	9/17/2026
Refunding Delivery Date	9/17/2026

Independent School District No. 727 (Big Lake), MN

\$2,545,000 General Obligation School Building Refunding Bonds, Series 2026A

Dated: September 17, 2026 - Current Refunding of

\$4,000,000 General Obligation School Building Bonds, Series 2016B

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
09/17/2026	-	-	-	-	-
02/01/2027	495,000.00	5.000%	47,365.28	542,365.28	542,365.28
08/01/2027	-	-	51,250.00	51,250.00	-
02/01/2028	1,950,000.00	5.000%	51,250.00	2,001,250.00	2,052,500.00
08/01/2028	-	-	2,500.00	2,500.00	-
02/01/2029	100,000.00	5.000%	2,500.00	102,500.00	105,000.00
Total	\$2,545,000.00	-	\$154,865.28	\$2,699,865.28	-

Yield Statistics

Bond Year Dollars	\$3,097.31
Average Life	1.217 Years
Average Coupon	5.0000001%
Net Interest Cost (NIC)	2.8789023%
True Interest Cost (TIC)	2.8248904%
Bond Yield for Arbitrage Purposes	2.6186972%
All Inclusive Cost (AIC)	5.1313430%

IRS Form 8038

Net Interest Cost	2.5904813%
Weighted Average Maturity	1.222 Years

Independent School District No. 727 (Big Lake), MN

\$2,545,000 General Obligation School Building Refunding Bonds, Series 2026A

Dated: September 17, 2026 - Current Refunding of

\$4,000,000 General Obligation School Building Bonds, Series 2016B

Current Refunding Escrow

Date	Principal	Rate	Interest	Receipts	Disbursements	Cash Balance
09/17/2026	-	-	-	0.82	-	0.82
10/22/2026	3,539,817.00	3.780%	12,830.62	3,552,647.62	3,552,648.44	-
Total	\$3,539,817.00	-	\$12,830.62	\$3,552,648.44	\$3,552,648.44	-

Investment Parameters

Investment Model [PV, GIC, or Securities]	Securities
Default investment yield target	Unrestricted
Cash Deposit	0.82
Cost of Investments Purchased with Bond Proceeds	3,539,817.00
Total Cost of Investments	\$3,539,817.82
Target Cost of Investments at bond yield	\$3,543,673.61
Actual positive or (negative) arbitrage	3,855.79
Yield to Receipt	3.7563167%
Yield for Arbitrage Purposes	2.6186972%
State and Local Government Series (SLGS) rates for	8/26/2026

Independent Independent : Independent Independent School District No. 727 (Big Lake), Minnesota
2016B School Building Debt Outstanding as of 10/22/2026

Fiscal Year	Prior Debt Service Schedule				Proposed Debt Service Schedule				Levy Change
	Principal	Interest	Total P & I	105% Levy	Principal	Interest	Total P & I	105% Levy	
2027	\$505,000	\$39,219	\$544,219	\$571,430	\$495,000	\$47,365	\$542,365	\$569,484	-\$1,946
2028	500,000	68,338	568,338	596,754	1,950,000	102,500	2,052,500	2,155,125	1,558,371
2029	490,000	58,338	548,338	575,754	100,000	5,000	105,000	110,250	-465,504
2030	500,000	48,538	548,538	575,964	0	0	0	0	-575,964
2031	505,000	38,538	543,538	570,714	0	0	0	0	-570,714
2032	515,000	27,175	542,175	569,284	0	0	0	0	-569,284
2033	520,000	14,300	534,300	561,015	0	0	0	0	-561,015
Totals:	3,535,000	294,444	3,829,444	4,020,916	2,545,000	154,865	2,699,865	2,834,859	-1,186,057

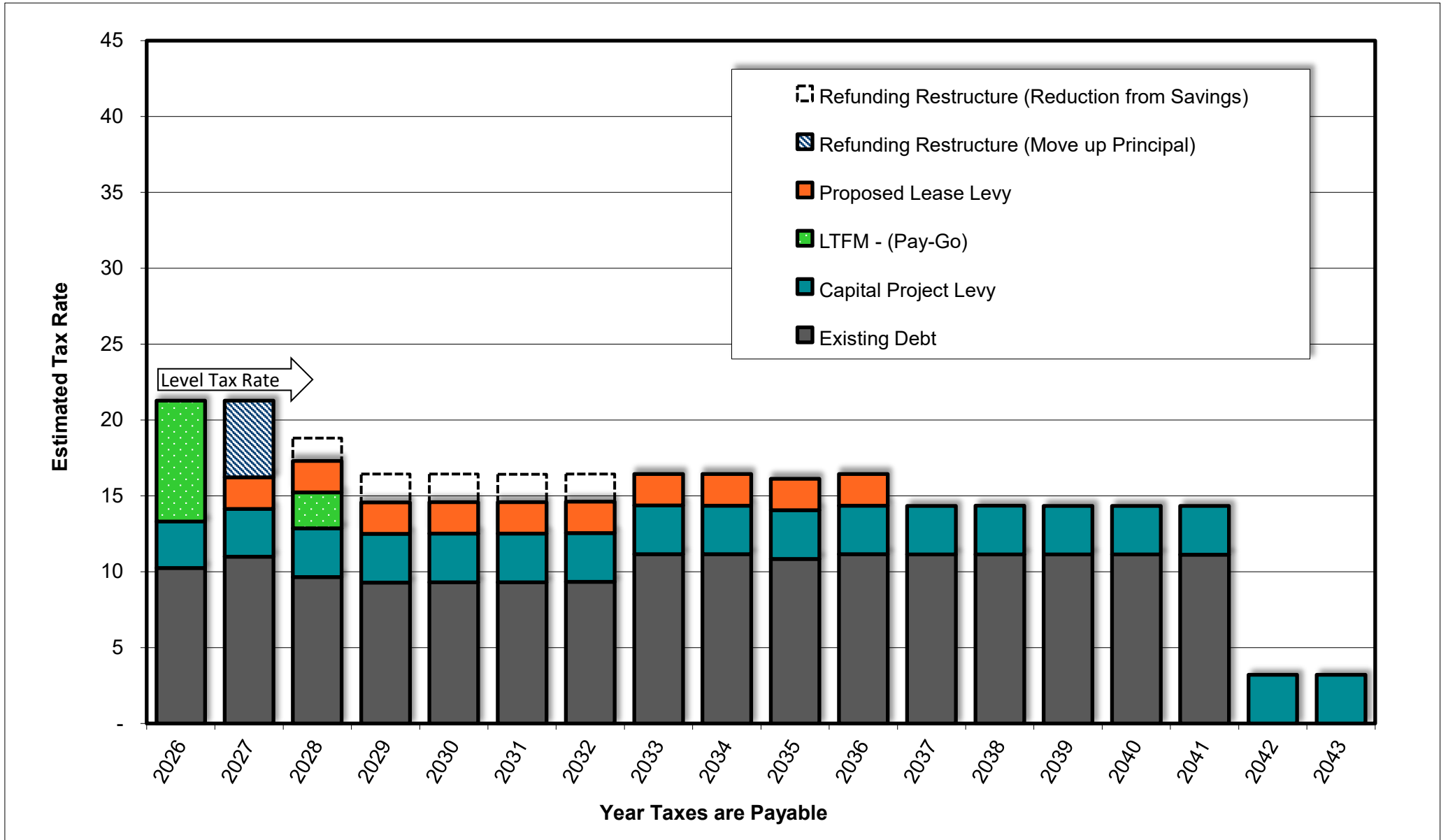
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PRELIMINARY INFORMATION - FOR DISCUSSION ONLY

Big Lake Public School District No. 727

Estimated Tax Rates for Capital and Debt Service Levies

Existing Commitments and Proposed New Debt



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Date Prepared: August 26, 2026



Debt Plan 26e Big Lake (Results).xlsx



Rating Action: Moody's Ratings assigns Aa3 UND & Aa1 ENH to Big Lake Independent School District 727, MN's GO Refunding Bonds, Series 2026A

20 Aug 2026

New York, August 20, 2026 -- Moody's Ratings (Moody's) has assigned Aa3 underlying and Aa1 enhanced ratings to Big Lake Independent School District 727, MN's General Obligation Refunding Bonds, Series 2026A, which have a proposed par amount of \$2,570,000. We maintain the district's outstanding Aa3 issuer and GOULT ratings. Following the sale, the district will have around \$57 million in debt outstanding.

RATINGS RATIONALE

The Aa3 issuer rating reflects the district's strong local economy and stable enrollment, along with its healthy reserve position. Resident income and full value per capita are strong, and the district's economy benefits from its proximity to the twin cities metro area. The district projects continued stability in enrollment trends. Available fund balance and liquidity ratios are solidly in-line with peer medians at around 32% and 47% of revenues respectively as of fiscal 2025 (fiscal year-end June 30). The district currently projects a general fund deficit of around \$3.5 million in fiscal 2026 following a one-time adjustment to salary expenses, which would bring available fund balance closer to 26% of revenues. Long-term liabilities will remain moderate.

The Aa3 GOULT rating is equivalent to the issuer rating, reflecting the district's full faith and credit pledge with authority to raise ad valorem property taxes unlimited as to rate or amount.

The Aa1 enhanced rating assigned to the GO bonds reflects the additional security provided by the State of Minnesota's School District Credit Enhancement Program (Aa1 stable). The Aa1 enhanced programmatic rating is notched once from the State of Minnesota's Aaa Issuer Rating. The enhanced rating reflects sound program mechanics and the state's pledge of an unlimited appropriation from its General Fund should the district be unable to meet debt service requirements. The program mechanics include a provision for third-party notification of pending deficiency. If the school district does not transfer funds necessary to pay debt to the paying agent at least three days prior to the payment due date, the state will appropriate the payment to the paying agent directly. We have received a copy of the signed program application.

RATING OUTLOOK

We do not assign outlooks to issuers with this amount of debt outstanding.

FACTORS THAT COULD LEAD TO AN UPGRADE OF THE RATINGS

- Further bolstering of resident income and full value per capita
- Increase in available fund balance to 40% of revenues or greater

FACTORS THAT COULD LEAD TO A DOWNGRADE OF THE RATINGS

- Decrease in available fund balance ratio below 20%
- Long-term liabilities ratio increasing to 400% of revenues or higher

PROFILE

Big Lake Independent School District 727, MN is a K-12 district located in Sherburne County in Central Minnesota. The district serves the population of Big Lake, MN, which is located around 40 miles northwest of the twin cities metro area. The district provides educational services to around 3,200 students as of fiscal year 2025.

METHODOLOGY

The principal methodology used in the underlying rating was US K-12 Public School Districts published in June 2026 and available <https://ratings.moodys.com/rmc-documents/466688>. The principal methodology used in the enhanced rating was US State Aid Intercept Programs and Financings published in February 2024 and available at <https://ratings.moodys.com/rmc-documents/415020>. Alternatively, please see the Rating Methodologies page on <https://ratings.moodys.com> for a copy of these methodologies.

REGULATORY DISCLOSURES

For further specification of Moody's key rating assumptions and sensitivity analysis, see the sections Methodology Assumptions and Sensitivity to Assumptions in the disclosure form. Moody's Rating Symbols and Definitions can be found on <https://ratings.moodys.com/rating-definitions>.

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For provisional ratings, the Credit Rating Announcement provides certain regulatory disclosures in relation to the provisional rating assigned, and in relation to a definitive rating that may be assigned subsequent to the final issuance of the debt, in each case where the transaction structure and terms have not changed prior to the assignment of the definitive rating in a manner that would have affected the rating.

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Regulatory disclosures contained in this press release apply to the credit rating and, if applicable, the related rating outlook or rating review.

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School Board Financial Report

August 26, 2026

Presented by Angie Manuel, Director of Business Services

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Enrollment Update

- 26-27 Kindergarten: 221 (as of 8-20-26)
 - Budget 216

- Other Grades:
 - Grade 1: 201 (as of 8-20-26) Budget: 214
 - 9 retained in Kindergarten
 - 16 have moved, 1 private school, 1 homeschool

Finance Department Updates

- Preliminary audit fieldwork Aug. 27 & Aug. 31
- Food Service contract with Chartwells approved
- Summer Levy System; Preliminary Levy September
- Update on Finance Office staffing

School Board Action

Approve financial report

CASH REPORT FOR SCHOOL BOARD

BIG LAKE PUBLIC SCHOOLS

Independent School District # 727

for month: July 2026

101 - CASH ACCOUNTS					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$ 1,786,772	\$ 5,408,346	\$ (4,580,827)		\$ 2,614,291
Food Service	(\$1,640,304)	4,820	(130,673)		(\$1,766,157)
Community Service	(\$386,475)	305,411	(506,117)		(\$587,181)
Building Fund	\$0	115,487	(664,397)		(\$548,910)
Debt Service	\$886,176	-	(3,325)		\$882,851
Project fund- HVAC (Fund 15)	\$0				\$0
OPEB Trust Fund	(\$9,011)	-	(635)		(\$9,646)
TOTAL PER BOOKS	637,158	5,834,064.00	(\$5,885,974)	\$0	585,248
General Checking Account					\$585,248
TOTAL PER BANK					\$585,248
102 - PETTY CASH ACCOUNT					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$1,621	-	(\$8)	-	\$1,613
Petty Cash Checking Account					\$1,613
TOTAL PER BANK					\$1,613
104 - INVESTMENT ACCOUNTS					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	\$148,814	\$ 1,777,325	\$ (4,550,000)		(\$2,623,861)
General Fd Operating Investments	\$19,929,944	13,340	(1,500,162)		\$18,443,122
Food Service	\$2,471,863	32,580	-		\$2,504,443
Community Service	\$2,231,451	10,579	-		\$2,242,030
Debt Service	\$3,082,688	124,608	(625,663)		\$2,581,633
Facilities Investments 2022A (Fd 06)	\$812,756	1,390	(115,486)		\$698,660
OPEB Trust Equities	\$1,524,461	49	(9,028)		\$1,515,482
TOTAL PER BOOKS	\$30,201,977	\$1,959,871	(\$6,800,339)	\$0	\$25,361,509
MN Trust					\$4,704,245
Operating Investments					\$18,443,122
Building Fund Investments					\$698,660
OPEB Trust					\$1,515,482
TOTAL PER BANK					\$25,361,509

CASH AND INVESTMENT BALANCE SUMMARY BY FUND					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	\$ 21,867,151	\$ 7,199,011	\$ (10,630,997)	\$ -	\$ 18,435,165
Food Service	\$831,559	37,400	(130,673)	-	\$738,286
Community Service	\$1,844,976	315,990	(506,117)	-	\$1,654,849
Debt Service	3,968,864	124,608	(628,988)	-	3,464,484
Project Fund HVAC- Fund 15	\$0	\$0	\$0	\$0	\$0
Bond Account Investments (fund 06)	\$812,756	\$116,877	(\$779,883)	\$0	\$149,750
OPEB Trust Fund	(\$9,011)	-	(635)	-	(\$9,646)
OPEB Trust Equities	\$1,524,461	49	(9,028)	-	\$1,515,482
TOTAL PER BOOKS	30,840,756	\$7,793,935	(\$12,686,321)	\$0	25,948,370
Cash					\$585,248
Petty Cash					\$1,613
Investments					\$25,361,509
TOTAL PER BANK					\$25,948,370

PETTY CASH EXPENDITURES
BIG LAKE PUBLIC SCHOOLS
Independent School District # 727
for month: July 2026

Date	Ck #	Vendor	Description	Amount
07/01/26	20742	Gwen Toppe	Meals Refund	\$ 7.45
				<u>\$ 7.45</u>

Treasurer's Report
 Month of July, 2026/27 School Year
 Amber Sixberry, Treasurer

Big Lake School District #727
 Respectfully Submitted at the 08/26/2026 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, 2026 | Not submitted |
| 2) | Revenue and Expenditure Budget published by earlier of one week after school board accepts final audit or November 30, 2026 | Not completed |
| 3) | Final UFARS data to MDE by November 30, 2026 | Not submitted |
| 4) | The 2024/2025 audit (electronic copy) received at MDE by December 31st, 2026 | Not submitted |
| 5) | Board members having received training in financial matters per statute | In compliance |

FISCAL HEALTH - INCOME STATEMENT PARAMETERS

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

	REVENUE			EXPENDITURES		
	Budget	Actual \$ YTD	<i>(Calculated)</i> Actual % YTD	Budget	Actual \$ YTD	<i>(Calculated)</i> Actual % YTD
General Fund (01,05,11 &12)	\$ 49,491,463	\$ 177,659	0%	\$ 52,053,165	\$ 878,769	2%
Food Service (02)	\$ 2,613,414	\$ 34,003	1%	\$ 2,757,459	\$ 80,490	3%
Community Service (04)	\$ 3,535,023	\$ 203,131	6%	\$ 3,629,767	\$ 105,364	3%
Building Construction (06)	\$ 2,417,500	\$ 1,390	0%	\$ 2,817,690	\$ 548,910	19%
Debt Service (07)	\$ 4,250,323	\$ 123,598	3%	\$ 4,429,825	\$ 628,988	14%
OPEB Irrevocable Trust Fund (45)	\$ 100,000	\$ (8,980)	-9%	\$ 223,732	\$ -	0%

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

	Original	Adjusted
Budgeted Seated ADM	2992	
Tuition ADM	65	
Budgeted ADM	3057	0

NOTES

No budget revisions

WIRE TRANSFER SUMMARY
Big Lake Public Schools
Independent School District #727
July 31, 2026

DATE	FROM	TO	AMOUNT	PURPOSE
7/1/2026	Old National-Checking	Amazon	\$ 4,490.66	Invoice Payments
7/1/2026	MN Trust-PMA	Old National-Checking	\$ 2,000,000.00	Payroll and Payroll AP
7/2/2026	Old National-Checking	WEX	\$ 16.00	Wright express fleet
7/2/2026	Old National-Checking	Card Services	\$ 34.90	Coborns
7/2/2026	Old National-Checking	SipTrunk	\$ 73.73	Phone backup
7/3/2026	Old National-Checking	Trustmark	\$ 1,420.38	Insurance Coverage
7/3/2026	Old National-Checking	Health Equity	\$ 2,493.30	Health Equity Flex
7/3/2026	Old National-Checking	State of MN	\$ 21,500.00	MN State retirement Plan
7/7/2026	Old National-Checking	Health Equity	\$ 31,542.94	H.S.A Contributions
7/7/2026	Old National-Checking	Delta Dental	\$ 31,894.90	Dental Insurance
7/8/2026	Old National-Checking	United Way	\$ 56.00	United Way EE elections
7/8/2026	Old National-Checking	Health Equity	\$ 443.60	Health Equity Fee
7/8/2026	Old National-Checking	EYEMED	\$ 2,069.38	Insurance Coverage
7/8/2026	Old National-Checking	Health Equity	\$ 3,186.26	Health Equity Flex
7/8/2026	Old National-Checking	BLEM	\$ 9,338.66	Teacher Unions Dues
7/8/2026	Old National-Checking	State of MN	\$ 36,491.44	MN State retirement Plan
7/8/2026	Old National-Checking	EBC	\$ 47,986.57	403b & 457 contributions
7/10/2026	Old National-Checking	Transfirst/TSYS	\$ 81.95	Affinity Credit Card fees
7/10/2026	Old National-Checking	Health Equity	\$ 3,044.99	Health Equity Flex
7/10/2026	Old National-Checking	SSI MN TRANCHE 2 LLC	\$ 8,929.75	Solar Contract
7/10/2026	Old National-Checking	USS MINNESOTA ONE MT	\$ 38,815.27	Solar Contract
7/14/2026	Old National-Checking	MN Dept of Rev	\$ 285.00	Sales Tax
7/15/2026	Old National-Checking	Amazon	\$ 2,794.10	Invoice Payments
7/17/2026	Old National-Checking	Neopost	\$ 201.00	DO Postage
7/17/2026	Old National-Checking	Old National Bank	\$ 664.29	Old National Service Charge
7/17/2026	Old National-Checking	Health Equity	\$ 4,351.55	Health Equity Flex
7/17/2026	Old National-Checking	Vision Transportation	\$ 56,975.55	Transportation billing
7/17/2026	MN Trust-PMA	Old National-Checking	\$ 2,000,000.00	Payroll and Payroll AP
7/20/2026	Old National-Checking	Quadient	\$ 201.00	DO Postage
7/20/2026	Old National-Checking	FleetCor	\$ 244.00	Kwik Trip Billing
7/21/2026	Old National-Checking	State of MN	\$ 10,216.19	MN State retirement Plan
7/21/2026	Old National-Checking	EBC	\$ 56,108.98	403b & 457 contributions
7/22/2026	Old National-Checking	United Way	\$ 56.00	United Way EE elections
7/22/2026	Old National-Checking	Amazon	\$ 274.80	Invoice Payments
7/22/2026	Old National-Checking	BLEM	\$ 9,338.66	Teacher Unions Dues
7/22/2026	Old National-Checking	Health Equity	\$ 36,392.11	H.S.A Contributions
7/24/2026	Old National-Checking	Health Equity	\$ 1,332.03	Health Equity Flex
7/24/2026	Old National-Checking	Compass Group	\$ 49,372.19	Chartwells
7/24/2026	MN Trust-PMA BONDS	Old National-Checking	\$ 115,486.75	Bond Draw 2022A
7/24/2026	MN Trust-PMA	Old National-Checking	\$ 550,000.00	Payroll and Payroll AP
7/27/2026	Old National-Checking	Verizon	\$ 958.18	Verizon billing
7/27/2026	Old National-Checking	NewYork Life	\$ 16,775.59	Life & LTD Insurance & suppl. Life
7/28/2026	Old National-Checking	Amazon	\$ 57.94	Invoice Payments
7/28/2026	MN Trust-PMA	Bond Trust/US Bank	\$ 625,662.50	Bond Interest Payments
7/30/2026	Old National-Checking	Quadient	\$ 200.00	DO Postage
7/31/2026	Old National-Checking	Windstream	\$ 1,516.70	Windstream billing
7/31/2026	Old National-Checking	Health Equity	\$ 2,819.03	Health Equity Flex



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 ~~are receive an offered of~~ employment in the school 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 hire or otherwise allow an individual to provide a service to a school pending completion of a background check under Minnesota Statutes, section 123B.03, subdivision 1 or obtaining notice of a Professional Educator Licensing and Standards Board action under subdivision 1a but shall notify the individual that the individual's employment or other service may be terminated based on the result of the background check of Professional Educator Licensing and Standards Board action. The school district is not liable for failing to hire or for terminating an individual's employment or other service based on the result of a background check or Professional Educator Licensing and Standards Board action. 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 ~~the Minnesota Department of~~ Education within the ~~twelve~~ (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)



CONFLICT OF INTEREST BY ELECTED OFFICIALS AND EMPLOYEES

I. PURPOSE

Big Lake Schools shall operate within the requirements of the highest degree of integrity and ethics.

II. GENERAL STATEMENT OF POLICY

Employees or the Elected Officials of Big Lake Schools will not engage in or have a financial interest, directly or indirectly, in any activity that conflicts or leads to the appearance of a conflict of interest with their duties and responsibilities. **Any conflict of interest must be disclosed to immediate supervisor. Violations of this policy will be subject to Big Lake Schools Discipline Policy (403).**

MEMORIALS FOR DECEASED STUDENTS AND STAFF

I. PURPOSE

Big Lake Schools recognizes that the loss of a student or staff member deeply impacts students, staff and families. The purpose of this policy is to ensure that the Big Lake Schools support staff, students, and families impacted by a death are connected to appropriate school and community resources. Because it is recognized that memorial decisions made immediately in the aftermath of a crisis or death may be made without full consideration of the potential implications for students, staff, families and the community, Big Lake Schools will utilize a process for memorial decision-making, aligned to this Board approved policy regarding memorial activities. The District reserves the right to determine if a memorial is appropriate.

This policy recognizes that memorials after suicide require intentional messaging to appropriately recognize the deceased without contributing to additional emotional trauma or suicide risk of others. Therefore, careful and deliberate consideration has been given in determining approved memorial activities.

II. DEFINITIONS

- A. Memorials: Objects or activities to remember an event or deceased person(s).
- B. Living Memorials: A memorial intended to be sustained over time.
- C. Crisis Response Team (CRT): An appointed group of staff members at each building who consult with the building principal to help coordinate building-wide procedures and protocols for mental health needs in the recovery phase of a crisis situation needing grief support.
- D. Crisis Support Team (CST): A designated group of district and non-district professionals to provide grief services following a death of a student or staff member including clergy, outside community support, grief specialists, school-linked therapist, etc.
- E. Crisis: Any natural disaster or unexpected event that negatively affects a student, a staff member or a significant group of the school population and usually involves serious emotional, psychological and/or physical injury or death.
- F. Impact: The magnitude of the potential loss or seriousness of the crisis.

III. GENERAL STATEMENT OF POLICY

In recognition that schools are designed primarily to support learning, school sites should not serve as the main venue for the memorializing of students or staff. Memorial activities expressed at school need to be coordinated and approved through the Crisis Response Team (CRT), as well as building administration. The CRT will assist families and students in selecting memorial activities that are appropriate for school and assist students and staff in healthy bereavement. It is further recognized that building administration should have a certain amount of discretion in these situations to make professional judgments -- in consultation with the Superintendent and CRT -- to best meet the overall needs of students, staff, parents and the community as a whole.

IV. MEMORIAL POLICY

Temporary memorials may be displayed within the school building or on school grounds until the day of the funeral, or within one week following the death, whichever comes first, after which time they will be given to the family by designated district officials. Allowable temporary memorials include banners, pictures, and student desk displays, and are only allowed in locations monitored by school officials. Temporary memorials cannot alter district owned property, including lockers and desks. All temporary memorial activities must occur under the direct supervision of the administration. Memorials for deceased students and staff will be limited to endowments, scholarships, or items with educational significance. Scholarship and endowment memorials may be established one time, or in the form of a perpetual award, with a description of the purpose of the endowment or scholarship. Memorials may not include the retirement, alteration, or discontinued use of school property. Other recommended memorial activities include:

- A. Yearbooks: A student or staff member who has died may be acknowledged in the yearbook during the year of their death. Information will be limited to their name, photo, age at death, and school activities in which they participated.
- B. Commemorative Events and/or Items: A commemorative event may be established and held in the name of the deceased student or staff member. Activities cannot be held during the school day, and may be sponsored by a class, club, or activity in which the deceased student or staff member participated. Events held on district property require prior district approval. Advertisement of events must occur outside the school day.
- C. Graduation Recognition: One symbol representing all deceased members of a graduating class, beginning with the freshman year, such as a plant, bouquet of flowers or empty chair, may be present on stage. A member of the school administration can also direct the audience in a moment of silence to collectively recognize deceased members of the graduating class.
- D. Moment of Silence Recognition: A 'moment of silence' may be used following the death of a student or staff member to honor their memory. School-wide moments of silence should occur within 2 school days following notification of the death. Moments of silence are also approved for use at ISD 727 Board of Education meetings, co-curricular events in which the deceased participated, and community based events.

Approved existing memorials established prior to the implementation of this policy will remain intact. Existing memorials are generally the sole responsibility of the entity providing the memorial; district staff and/or finances may only be used to maintain current memorials as part of regular maintenance processes and/or to ensure safe conditions. The district reserves the right to remove a memorial if it is not or cannot be maintained or is contrary to the overall educational needs of students.

V. PROHIBITED MEMORIAL ACTIVITIES

Selling and/or fundraising of memorial items during the school day is prohibited. District student activity accounts cannot be used to support, finance, or fundraise for memorialization. Proceeds from district co-curricular events or contests cannot be donated to agencies for memorialization. Utilizing formal all-school or school-

wide events, including ~~Commencement~~, Homecoming festivities, Prom, and other thematic events or weeks to memorialize deceased students or staff is prohibited. Commemorative items or events can be sponsored by community-based agencies and promoted outside the school day. ~~With parental request, commencement ceremonies may recognize a deceased student with an empty chair and program recognition.~~

School district facilities will not be used for formal memorial services or funerals.

However, the Superintendent, in consultation with the CRT, has the discretion to consider memorial events that utilize district facilities ~~when the death of a student or staff member has a significant impact on a majority of students, staff and/or community.~~

Formal, school-wide recognition of anniversary dates will not occur.

If the death of a student or staff member occurred on school property or in a public location accessible by community members, such as a crash site, district staff will not provide memorial monitoring and any displays on district property will be removed after the day of the funeral or within one week following the death, whichever occurs first.

809 NAMING RIGHTS

I. PURPOSE

The purpose of this policy is to establish the criteria and procedures for granting Naming Rights in relation to District facilities. This policy does not cover scholarships or research grants. The Naming Rights Policy applies district-wide.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to recognize persons who have either supported the district through distinguished effort or substantial financial contributions by naming facilities in their honor.

III. REQUIREMENT

A. Facilities included in the Naming Rights Policy include:

1. Buildings or parts of a building such as wings where the identification focuses on the external feature.
2. Parts of buildings, such as theatres, laboratories, gymnasiums, or classrooms.
3. Outdoor areas, which may be gardens, courtyards, stadiums, playing fields, roads or walkways.
4. Other facilities may be recommended for naming after consultation with the school board.

B. "Naming Rights in Consideration" is in consideration of financial contributions, sponsorships or other commercial transactions.

C. "Naming Rights in Recognition" is in recognition of any significant contributions to the district that it wishes to honor.

1. Recognition of outstanding services to the district while serving in an academic or administrative capacity.
2. Recognition of the achievement of distinguished alumni.
3. Recognition of a financial contribution or other contribution from a donor.

IV. GRANTING NAMING RIGHTS

A. The granting of Naming Rights must be consistent with the school district's Mission Statement policy (104) and Advertising policy (905).

B. For the purposes of this policy, a significant financial contribution is set at a minimum of \$100,000.00.

C. All requests for Naming Rights must be submitted in writing to the board of education.

D. The board of education will designate the superintendent or designee to form a committee to review and make recommendations for naming opportunities.

E. The committee will review and research each submitted facility-naming nomination on its individual merits.

F. The committee will make its recommendation to the superintendent.

G. The superintendent will submit her/his recommendation to the board of education for review and action.

H. The physical display of the Naming Rights shall be decided or negotiated on a case-by-case basis.

V. GUIDELINES

The superintendent will decide the monetary valuation of each naming right after receiving a recommendation from the director of business services who may take advice from such persons or

other professionals, as needed. Each case should take into account market comparisons for naming rights for which professional advice may be sought.

VI. DURATION OF NAMING RIGHTS

- A. The duration of naming rights is decided or negotiated on a case-by-case basis.
- B. Naming Rights will normally remain in place for a period of no longer than twenty-five [25] years.
- C. Exceptions to the duration may be granted with the approval of the board of education.

VII. EARLY TERMINATION OF NAMING RIGHTS

- A. The Naming Rights agreement may be terminated under the following conditions:
 - 1. Termination by the District – The district reserves the right, at its sole discretion, to terminate Naming Rights without refund of consideration, prior to the scheduled termination date, should it feel it is necessary to do so to avoid the district being brought into a disrepute.
 - 2. Termination by the Named Party – The Named Party without refund of consideration, at its sole discretion, may terminate its acceptance of the Naming Rights prior to the scheduled termination date, in the event that the district directly brings the Named Party into disrepute.

VIII. TRANSFERABILITY OF NAMING RIGHTS

- A. Naming Rights may only be transferred to any other Named Party by mutual agreement between all named parties.
- B. “Naming Rights in Consideration” may be traded by mutual agreement between all parties. Traded is defined as “to exchange one naming right for another” as in the case where a company changes its name, the naming right might be “traded” to reflect the new name.

IX. RENEWABILITY OF NAMING RIGHTS

- A. Naming Rights may be renewed by the mutual agreement between all the parties.

X. LIMIT OF NAMING RIGHTS

- A. On the Part of the District

The school district’s right to use the name and other brand elements of the named party is permitted by express agreement with the named party.
- B. On the Part of the Named Party

The named party, after whom a building or part of a building is named, has no decision-making rights as to the purpose of the building or part of the building unless specifically provided for in the written agreement between the parties. The school district will not agree to any condition in an agreement that could unnecessarily limit progress toward the district’s mission and purpose, statutory obligations, or the local authority of the school board. In turn, the named party has no liability in respect of that building or part of a building unless provided for in a specific contract between the parties. Any such limits must be included in any naming rights’ agreement.