



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, October 28, 2026
6:00 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. Retirement Recognition	
Chair, Tonya Reasoner	
Beth Schultz will be recognized for her 27 years of service to the district.	
VI. Open Forum	3
Chair, Tonya Reasoner	
VII. Consent Agenda	
Chair, Tonya Reasoner	
A. Previous Minutes	4
Minutes from the September 23, 2026 Regular Board Meeting, the October 14, 2026 Special Meeting, and the October 14, 2026 Work Session	
B. Claims and Accounts	9
Claims and Accounts for the month of October	
C. Credit Card Report	25
D. Personnel	30
E. MOU	31
Kris McDonald LOA	
F. Final Reading and Approval of Policies	32
404 Employment Background Checks; 435 Conflict of Interest by Elected Officials and Employees; 560 Memorials for Deceased Students and Staff; 809 Naming Rights	
G. Approval of One Read Policies	41
508 Extended School Year for Certain Students with Individualized Education Programs; 515 Protection and Privacy of Pupil Records; 518 DNR-DNI Orders; 523 Policies Incorporated by Reference; 565 Booster Club; 807 Health and Safety	
H. Extended Field Trip Request Forms	78
Wrestling and Girls Volleyball	
VIII. Donations	80
Chair, Tonya Reasoner	
IX. MSHSL Foundation Resolutions	81
Activities Director, Mark Kuisle	
Form A and Form B	
X. Scoreboard Update	1
Activities Director, Mark Kuisle	
XI. Financial Report	83

Director of Business Services, Angie Manuel September report will be presented.	
XII. Community Education Annual Report	99
Director of Community Education and Communication Services, Stephanie Hillman	
XIII. Data and Goals Update	110
Assistant Superintendent of Teaching and Learning, Minda Anderson	
XIV. Second Reading of Policy 721 Procurement	138
Superintendent Truebenbach	
XV. First Reading of Policy 625 Responsible Use of Artificial Intelligence	158
Superintendent Truebenbach	
XVI. Approve Special Meeting to Canvass the November 3, 2026 General Election	
Superintendent Truebenbach	
Thursday, November 12, 2026 with Work Session to follow.	
XVII. School Board Committee/Representative Updates	
A. Finance Committee	
Board Treasurer, Amber Sixberry	
B. Policy Committee	
Board Clerk, Ashley Schabillon	
C. Buildings and Grounds Committee	
Board Chair, Tonya Reasoner	
D. School Board Representatives	
XVIII. Superintendent Report	
Superintendent, Tim Truebenbach	
A. Cabinet Department Update	
XIX. Adjournment	
Chair, Tonya Reasoner	

Strategic Plan Focus Areas

Student Support

Staff Support

Family & Community Engagement



OPEN FORUM

An open forum is scheduled during the beginning of each regular School Board meeting to allow district residents the opportunity to address the Board.

If you would like to address the Board, please fill out a slip with your name and address, and provide to the Chair prior to the meeting start time.

The guidelines for open forum are as follows:

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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. During Open Forum, the School Board will listen but will not try to resolve a concern at the meeting.
5. Speaker will not make negative comments regarding any employee of the District
6. The Board Chair can end the Open Forum at any time
7. 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
September 23, 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 September 23, 2026 at 6:01 PM in the Middle School Student Center by Chair Reasoner.
- II. **ROLL CALL**
The following Board members were present: Ms. Chelsey Hancock, Ms. Amber Sixberry, Ms. Tonya Reasoner, Ms. Lenette Brown—arriving at 6:17 PM, Ms. Ashley Schabilion, Mr. Derek Nelson—arrived at 6:06 PM.
- III. **APPROVE AGENDA**
A motion was made by Reasoner 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 thanked the board and Director of Buildings and Grounds, TJ Zerwas, for the quick response regarding the walking path off Glenwood Avenue.
- VI. **CONSENT AGENDA**
A motion was made by Sixberry seconded by Schabilion to approve the following:
A. PREVIOUS MINUTES from the August 26, 2026 regular meeting and the September 10, 2026 work session
B. CLAIMS AND ACCOUNTS for the month of September in the amount of \$2,853,808.97 checks 109158-109286
C. CREDIT CARD REPORT
D. PERSONNEL

September 2026 Personnel				
Employee (Last, First Name)	Position	Building	Effective Date	Action Type
Molitor, Emiley	Program Secretary	Community Ed	08/24/2026	Resignation
Erickson, Jenny	Health Assistant	High School	08/31/2026	New Hire
Haberman, Steven	Custodian	Liberty	9/30/2026	Retirement
Luebben, Olivia	LTS Teacher	Liberty	09/01/2026	Transfer
Kilde, Krystal	LTS CE Coordinator	Community Ed	11/01/2026	Transfer
Sellner, Aimee	LTS Kids Club Site Supervisor	Community Ed	11/01/2026	Transfer
Anderson, Carly	LTS Social Worker	Middle School/High School	09/14/2026	New Hire
Ruggiero, Taylor	Paraeducator	Independence	09/14/2026	Transfer
Ronning, Jennifer	Health Assistant	Liberty	09/21/2026	New Hire
Geroux, Kendra	Recreation and Facilities Coordinator	Community Ed	10/01/2026	Transfer

E. FUNDRAISERS:

Big Lake Girls Swim and Dive, sell pizza coupons for Dominos and receive a percent of the profits, 9/24/26-09/30/26, purchase equipment for the team

The motion carried 4-0.

VII. DONATIONS

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

Donor	Item	Designated Purpose (if any)
Anderson Dahlen Inc	\$500.00	Sideline Cheer
Minnco Credit Union	School supplies valued at \$300.00	Students at Independence Elementary STEM
Precera Medical	\$1,500.00	High School Career Fair
Mac's Mini's	\$100.00	HS Choir
Minnco Credit Union	School supplies valued at \$300.00	Students at Liberty Elementary
Big Lake Swim and Dive Booster Club	\$480.00	iPad and case
Big Lake Swim and Dive Booster Club	\$900.00	Charter bus to Duluth
Mac's Mini	\$80.00	Girls Soccer Team
Mac's Mini	\$40.00	Boys Soccer Team
Douglas and Molly Van Metre	\$1,000.00	Little Learners Outdoor classroom
Big Lake Quarter Back Club	\$14,511.00	Football coaches' stipends
Minnco Credit Union	School supplies valued at \$300.00	Students at the High School
Gardner Builders	\$250.00	High School Career Fair
Metal Craft Machine & Engineering, Inc.	\$300.00	High School Career Fair
Big Lake Chamber of Commerce & Industry	\$50.00	High School Career Fair
Howmet	\$1,000.00	High School Career Fair
Ken and Cindy Ohl	Classroom set for High School English Department valued at \$293.30	English Department
Jonny Pops	Popsicles valued at \$640.00	Liberty Popsicle Playdate Event

The motion carried 4-0.

VIII. FINANCIAL REPORT

Director of Business Services, Angie Manuel, presented the financial report for August.

A motion was made by Schabilion seconded by Hancock to approve the financial report as presented.

The motion carried 5-0.

IX. APPROVE PRELIMINARY PAY 2027 LEVY CERTIFICATION

A motion was made by Schabilion seconded by Sixberry to approve the Pay 2027 Preliminary Levy at maximum.

The motion carried 5-0.

X. ACTIVITIES ANNUAL UPDATE

Activities Director, Mark Kuisle, presented the annual update to the board.

XI. LIBERTY FIELDS ANNEXATION APPROVAL

A motion was made by Sixberry seconded by Schabilion to approve submitting the petition for annexation to the city.

The motion carried 6-0.

- XII. FIRST READING OF POLICY 721 PROCUREMENT
- XIII. SECOND READING OF POLICIES
404 Employment Background Checks; 435 Conflict of Interest by Elected Officials and Employees; 560 Memorials for Deceased Students and Staff; 809 Naming Rights
- XIV. SCHOOL BOARD COMMITTEE/REPRESENTATIVE UPDATES
- a. Finance—none
 - b. Policy—none
 - c. Buildings and Grounds—none
 - d. School Board Representatives: District Curriculum Advisory—Schabilion; WTC—Sixberry
- XV. OCTOBER WORK SESSION DISCUSSION
October 14, 2026 Work Session time change from 6:00 PM to 4:00 PM at the Middle School Student Center.
- XVI. SCHOOL BOARD RECOGNITION
Superintendent Truebenbach recognized the board members for their service.
- XVII. SUPERINTENDENT REPORT
Superintendent Truebenbach gave his monthly report to the board.
- a. Cabinet Department Update—none
- XVIII. ADJOURNMENT
Chair Reasoner adjourned the meeting at 7:04 PM.

Clerk, Ashley Schabilion
Approved October 28, 2026

INDEPENDENT SCHOOL DISTRICT 727
BIG LAKE, MINNESOTA
SHERBURNE COUNTY

Minutes of the Special Meeting
October 14, 2026
4:00 PM

I. CALL TO ORDER

The Special Meeting of the Board of Education of Independent School District No. 727, Big Lake Schools was called to order on October 14, 2026 at 4:02 PM in the Middle School Student Center by Chair Reasoner.

II. ROLL CALL

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

III. APPROVE DONATIONS

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

Donor	Item	Designated Purpose (if any)
Mac's Mini	\$160.00	Softball Team
Kwik Trip	Hot dog roller valued at \$3,000.00	Concessions
Big Lake Lions Club	\$650.00	Community Education Archery Program practice tshirts
Big Lake Baseball Booster Inc.	\$38,050.00	Varsity Baseball Bullpen Project

The motion carried 5-0.

IV. ADJOURNMENT

Chair Reasoner adjourned the meeting at 4:03 PM.

Clerk, Ashley Schabilion
Approved October 28, 2026

BIG LAKE SCHOOLS
INDEPENDENT SCHOOL DISTRICT 727
BIG LAKE, MINNESOTA

Minutes of the Work Session

October 14, 2026

Immediately following the Special Meeting

I. CALL TO ORDER

The Work Session of the Board of Education of Independent School District No. 727, Big Lake Schools was called to order on October 14, 2026 at 4:03 PM, in the Middle School Student Center, by Chair Reasoner.

II. ROLL CALL

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

III. HIGH SCHOOL PROPOSAL

High School Principal, Shallyn Tordeur, reviewed the proposal on changes to the homecoming court selection process.

IV. STRATEGIC PLAN UPDATE

Superintendent Truebenbach reviewed the process and timeline for the Strategic Plan.

V. ANNOUNCE CLOSED MEETING FOR NEGOTIATION STRATEGY REGARDING SEIU

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

The motion carried 5-0.

VI. ADJOURNMENT

Chair Reasoner adjourned the meeting at 5:28 PM.

Clerk, Ashley Schabilion
Approved October 28, 2026

Check Number: 109287-2147483647 Payment Date: 06/30/2026-10/23/2026

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	109287	CH	1	01240	WRIGHT TECHNICAL CENTER	09/25/2026	\$13,968.00	170993	E 01 300 399 000 000 391	OCT 2026 WTC ASSESSMENT
001	109287	CH	1	01240	WRIGHT TECHNICAL CENTER	09/25/2026	\$3,062.99	170993	E 05 005 865 000 000 390	OCT 2026 LONG TERM FACILITY MAINT
001	109287	CH	1	01240	WRIGHT TECHNICAL CENTER	09/25/2026	\$2,466.00	170993	E 01 300 399 000 830 391	OCT 2026 CTE LEVY
001	109287	CH	1	01240	WRIGHT TECHNICAL CENTER	09/25/2026	\$13,968.00	170993	E 01 300 399 000 000 391	NOV 2026 WTC ASSESSMENT
001	109287	CH	1	01240	WRIGHT TECHNICAL CENTER	09/25/2026	\$3,062.99	170993	E 05 005 865 000 000 390	NOV 2026 LONG TERM FACILITY MAINT
001	109287	CH	1	01240	WRIGHT TECHNICAL CENTER	09/25/2026	\$2,466.00	170993	E 01 300 399 000 830 391	NOV 2026 CTE LEVY
001	109287	CH	1	01240	WRIGHT TECHNICAL CENTER	09/25/2026	\$13,968.00	170993	E 01 300 399 000 000 391	DEC 2026 WTC ASSESSMENT
001	109287	CH	1	01240	WRIGHT TECHNICAL CENTER	09/25/2026	\$3,062.99	170993	E 05 005 865 000 000 390	DEC 2026 LONG TERM FACILITY MAINT
001	109287	CH	1	01240	WRIGHT TECHNICAL CENTER	09/25/2026	\$2,466.00	170993	E 01 300 399 000 830 391	DEC 2026 CTE LEVY
Check Total:							\$58,490.97			
001	109288	CH	1	12982	AliCole LLP	10/02/2026	\$1,173.00	171025	E 04 500 565 090 321 305	CHUNKY BLANKETS CLASS
Check Total:							\$1,173.00			
001	109289	CH	1	03804	ALL STAR TROPHY	10/02/2026	\$420.00	171024	E 01 300 211 060 000 401	PLAQUES
Check Total:							\$420.00			
001	109290	CH	1	03184	CENTERPOINT ENERGY	10/02/2026	\$183.43	171029	E 01 201 810 000 000 330	#5769708-8 MS FIRM GAS AUGUST 2026
001	109290	CH	1	03184	CENTERPOINT ENERGY	10/02/2026	\$106.00	171029	E 01 201 810 000 000 330	#5775439-2 MS INT GAS AUGUST 2026
001	109290	CH	1	03184	CENTERPOINT ENERGY	10/02/2026	\$106.00	171029	E 01 100 810 000 000 330	#5775443-4 INDY INT GAS AUGUST 2026
001	109290	CH	1	03184	CENTERPOINT ENERGY	10/02/2026	\$3,442.41	171029	E 01 300 810 000 000 330	#5793404-4 HS FIRM GAS AUGUST 2026
001	109290	CH	1	03184	CENTERPOINT ENERGY	10/02/2026	\$106.00	171029	E 01 300 810 000 000 330	#5793464-8 HS INT GAS AUGUST 2026
001	109290	CH	1	03184	CENTERPOINT ENERGY	10/02/2026	\$21.00	171029	E 01 100 810 000 000 330	#5803273-1 INDY FIRM #2 GAS AUGUST
001	109290	CH	1	03184	CENTERPOINT ENERGY	10/02/2026	\$323.76	171029	E 01 100 810 000 000 330	#5808588-7 INDY FIRM #1 GAS AUGUST
Check Total:							\$4,288.60			
001	109291	CH	1	01475	CONNEXUS ENERGY	10/02/2026	\$1,100.47	171027	E 01 005 810 860 000 331	ELECTRICAL (IRRIG SVC) 08/01/2026-09/01/2026
Check Total:							\$1,100.47			
001	109292	CH	1	01475	CONNEXUS ENERGY	10/02/2026	\$1,053.89	171026	E 01 005 810 860 000 331	ELECTRIC (GLENWOOD) 08/01/2026-09/01/2026
Check Total:							\$1,053.89			
001	109293	CH	1	13003	CURRICULUM ASSOCIATES	10/02/2026	\$156.00	171030	E 01 005 211 602 000 460	phonics for reading student B
001	109293	CH	1	13003	CURRICULUM ASSOCIATES	10/02/2026	\$637.00	171030	E 01 005 211 602 000 460	phonics for reading student C
001	109293	CH	1	13003	CURRICULUM ASSOCIATES	10/02/2026	\$95.16	171030	E 01 005 211 602 000 460	shipping
Check Total:							\$888.16			
001	109294	CH	1	12810	DELTAMATH SOLUTIONS INC	10/02/2026	\$230.00	171028	E 01 300 256 000 000 406	DeltaMath Plus
Check Total:							\$230.00			

Check Number: 109287-2147483647 Payment Date: 06/30/2026-10/23/2026

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	109295	CH	1	10349	ELITE SPORTSWEAR, L.P.	10/02/2026	\$220.80	171031	E 11 300 295 123 000 401	Solid Pink Metallic POMS
Check Total:							\$220.80			
001	109297	CH	1	13923	HIGH POINT NETWORKS, LLC	10/02/2026	\$588.00	171032	E 01 005 630 000 000 405	Microsoft Perpetual - Education
Check Total:							\$588.00			
001	109298	CH	1	04641	IEA	10/02/2026	\$165.00	171036	E 05 005 865 000 352 305	SEPTEMBER 2026 VIRTUAL CHO TRAIN
001	109298	CH	1	04641	IEA	10/02/2026	\$750.00	171038	E 05 005 865 000 352 305	2026-2028 ENVIRONMENTAL, HEALTH &
Check Total:							\$915.00			
001	109299	CH	1	01644	IND. SCHOOL DISTRICT 877	10/02/2026	\$250.00	171037	E 01 300 211 000 000 390	WRIGHT CHOICE PROGRAM 2026-2027
Check Total:							\$250.00			
001	109300	CH	1	14276	JE & SM ENTERPRISES	10/02/2026	\$190.00	171039	E 11 300 298 000 000 490	EDIBLE COOKIE DOUGH
Check Total:							\$190.00			
001	109301	CH	1	13166	LRS OF MINNESOTA	10/02/2026	\$3,079.41	171040	E 01 300 810 000 000 333	HS WASTE SERVICES OCTOBER 2026
001	109301	CH	1	13166	LRS OF MINNESOTA	10/02/2026	\$2,096.54	171040	E 01 201 810 000 000 333	MS WASTE SERVICES OCTOBER 2026
001	109301	CH	1	13166	LRS OF MINNESOTA	10/02/2026	\$1,184.76	171040	E 01 100 810 000 000 333	INDY WASTE SERVICES OCTOBER 2026
001	109301	CH	1	13166	LRS OF MINNESOTA	10/02/2026	\$2,642.67	171040	E 01 110 810 000 000 333	LIBERTY WASTE SERVICES OCTOBER 2026
001	109301	CH	1	13166	LRS OF MINNESOTA	10/02/2026	\$208.46	171040	E 01 005 810 000 000 333	GROUNDS WASTE SERVICES OCTOBER 2026
Check Total:							\$9,211.84			
001	109302	CH	1	10646	MN STATE HIGH SCHOOL MATH LEAGUE	10/02/2026	\$700.00	171044	E 11 300 291 161 000 820	2026/2027 REGISTRATION FEES
Check Total:							\$700.00			
001	109303	CH	1	01146	MONTICELLO PRINTING	10/02/2026	\$17.63	171042	E 01 005 010 000 000 401	Obia name plate school board student rep
Check Total:							\$17.63			
001	109304	CH	1	10547	MTI DISTRIBUTING, INC.	10/02/2026	\$546.41	171043	E 01 005 810 000 000 350	B&G SUPPLIES
Check Total:							\$546.41			
001	109305	CH	1	10768	NORTHEAST SERVICE COOPERATIVE	10/02/2026	\$1,250.00	171046	E 01 300 211 228 000 305	2026-2027 MSC ONLINE TUITION AGREE
Check Total:							\$1,250.00			
001	109306	CH	1	14467	NOW Beyond Fitness, LLC	10/02/2026	\$100.00	171067	E 04 500 565 090 321 305	CE CLASSES 11/21 YOGA & 11/24 SAUEI
001	109306	CH	1	14467	NOW Beyond Fitness, LLC	10/02/2026	\$220.00	171045	E 04 500 565 090 321 305	CE CLASSES
Check Total:							\$320.00			
001	109308	CH	1	12191	OTUS LLC	10/02/2026	\$6,000.00	171049	E 05 005 630 000 795 406	FY27 Renewal Otus Subscription - 3 Year
Check Total:							\$6,000.00			
001	109309	CH	1	14412	PDQUIPMENT	10/02/2026	\$339.92	171051	E 01 300 361 000 830 433	ACC-PB-BTL UNEXPANDED PLOYSTYRE

Pay/Void										
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	109309	CH	1	14412	PDQUIPMENT	10/02/2026	\$50.00	171051	E 01 300 361 000 830 433	FREIGHT
Check Total:							\$389.92			
001	109310	CH	1	09760	PREMIER LOCATING, INC.	10/02/2026	\$275.00	171047	E 01 005 810 000 000 305	TICKETS RECEIVED
Check Total:							\$275.00			
001	109311	CH	1	01682	PROFESSIONAL TURF RENOVATION	10/02/2026	\$4,860.00	171050	E 01 005 810 000 000 401	21-0-5 W/50% CONTAIN ADVANCED
Check Total:							\$4,860.00			
001	109312	CH	1	12890	RENNEBERG HARDWOODS INC	10/02/2026	\$1,425.00	171035	E 01 300 361 000 830 433	FAS/SEL RED OAK HARDWOOD 8'-3/4 R
001	109312	CH	1	12890	RENNEBERG HARDWOODS INC	10/02/2026	\$50.00	171035	E 01 300 361 000 830 433	SHIPPING
Check Total:							\$1,475.00			
001	109313	CH	1	12493	SOURCEWELL	10/02/2026	\$25.00	171052	E 01 110 050 000 000 366	LIBERTY LOW INCIDENCE
Check Total:							\$25.00			
001	109314	CH	1	14456	SOUTH CENTRAL SERVICE CORP	10/02/2026	\$400.00	171055	E 01 300 050 000 000 366	LEAD CTE REGISTRATION (S TORDEUR
001	109314	CH	1	14456	SOUTH CENTRAL SERVICE CORP	10/02/2026	\$400.00	171054	E 01 300 255 000 000 366	LEAD CTE NETWORK FOR CTE LEADEF
001	109314	CH	1	14456	SOUTH CENTRAL SERVICE CORP	10/02/2026	(\$400.00)	171054	E 01 300 255 000 000 366	LEAD CTE NETWORK FOR CTE LEADEF
001	109314	CH	1	14456	SOUTH CENTRAL SERVICE CORP	10/02/2026	\$400.00	171054	E 01 300 371 000 830 366	LED CTE
Check Total:							\$800.00			
001	109315	CH	1	14457	SPECTRUM SUPPLY	10/02/2026	\$211.82	171068	E 01 300 298 918 000 401	HS JAVA HIVE SUPPLIES
Check Total:							\$211.82			
001	109316	CH	1	14192	STEVE'O'SEPTIC	10/02/2026	\$1,265.20	171053	E 11 300 292 000 000 305	PORTABLE TOILET RENTAL AUGUST 20
Check Total:							\$1,265.20			
001	109317	CH	1	05314	TECH CHECK	10/02/2026	\$6,553.13	171056	E 01 005 630 000 000 320	TECH SUPPLIES
Check Total:							\$6,553.13			
001	109318	CH	1	06532	THE VISION COMPANIES	10/02/2026	\$1,396.24	171062	E 01 005 810 356 000 305	GROUNDS WEEK OF 09/13/2026
001	109318	CH	1	06532	THE VISION COMPANIES	10/02/2026	\$1,219.05	171059	E 01 005 810 356 000 305	GROUNDS WEEK OF 09/20/2026
Check Total:							\$2,615.29			
001	109319	CH	1	13212	THREE SONS HARDWARE LLC	10/02/2026	\$41.81	171057	E 01 300 810 000 000 401	AUGUST 2026
001	109319	CH	1	13212	THREE SONS HARDWARE LLC	10/02/2026	\$340.43	171057	E 01 005 810 000 000 401	AUGUST 2026
001	109319	CH	1	13212	THREE SONS HARDWARE LLC	10/02/2026	\$15.98	171057	E 01 201 810 000 000 401	AUGUST 2026
Check Total:							\$398.22			
001	109320	CH	1	08589	TITAN ENERGY SYSTEMS DBA PIONEER	10/02/2026	\$602.22	171048	E 05 110 865 000 363 350	LIBERTY B&G REPAIRS
Check Total:							\$602.22			
001	109321	CH	1	06994	Varsity Spirit fashions & Supplies	10/02/2026	\$1,997.10	171061	E 11 300 296 123 000 434	WS205A VSF Women's Shell
001	109321	CH	1	06994	Varsity Spirit fashions & Supplies	10/02/2026	\$612.00	171061	E 11 300 296 123 000 434	TTGRADAR2 2 Color Graduated Arch ROY

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 109287-2147483647 Payment Date: 06/30/2026-10/23/2026

Pay/Void										
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	109321	CH	1	06994	Varsity Spirit fashions & Supplies	10/02/2026	\$684.00	171061	E 11 300 296 123 000 434	RXBGRADAR2 All Star Stones Burst MIR I
001	109321	CH	1	06994	Varsity Spirit fashions & Supplies	10/02/2026	\$1,925.10	171061	E 11 300 296 123 000 434	SFF401 VSF Knife Pleat Skirt
001	109321	CH	1	06994	Varsity Spirit fashions & Supplies	10/02/2026	\$363.50	171061	E 11 300 296 123 000 434	Shipping
Check Total:							\$5,581.70			
001	109322	CH	1	04148	VIKING COCA-COLA BOTTLING CO	10/02/2026	\$960.90	171058	E 11 300 298 000 000 490	HS CONCESSIONS
Check Total:							\$960.90			
001	109323	CH	1	14470	VITTA'S MEXICAN BAR & GRILL	10/02/2026	\$440.00	171060	E 11 300 295 123 000 490	Fajita Buffet - November 2, 2026
Check Total:							\$440.00			
001	109324	CH	1	14043	ZAHAYRA DIAZ VILLASENOR	10/02/2026	\$1,160.00	171063	E 01 200 219 000 339 358	AUGUST 2026 INTERPRETING SERVICE
Check Total:							\$1,160.00			
001	109326	CH	1	07718	GRANITE CITY JOBBING	10/02/2026	\$337.94	171070	E 11 300 298 000 000 490	HS CONCESSIONS
001	109326	CH	1	07718	GRANITE CITY JOBBING	10/02/2026	\$318.17	171033	E 11 300 298 000 000 490	HS CONCESSIONS
001	109326	CH	1	07718	GRANITE CITY JOBBING	10/02/2026	(\$225.51)	171034	E 11 300 298 000 000 490	CREDIT HS CONCESSIONS
Check Total:							\$430.60			
001	109327	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	10/05/2026	\$129.13	171216	B 12 215 081	Child Support
Check Total:							\$129.13			
001	109328	CH	1	04223	MN NCPERS LIFE INSURANCE	10/05/2026	\$64.00	171221	B 01 215 033	NCPR Life
Check Total:							\$64.00			
001	109329	CH	1	14034	NORTH DAKOTA CHILD SUPPORT DIVI	10/05/2026	\$599.78	171219	B 12 215 081	Child Support
Check Total:							\$599.78			
001	109330	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	10/05/2026	\$1,040.04	171223	B 01 215 040	U Due Nc
001	109330	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	10/05/2026	\$1.85	171223	B 02 215 040	Union Dues
001	109330	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	10/05/2026	\$135.98	171223	B 04 215 040	U Dues Nc
001	109330	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	10/05/2026	\$2,278.20	171223	B 12 215 040	U Due Nc
Check Total:							\$3,456.07			
001	109331	CH	1	14372	AUTO VALUE BIG LAKE LLC	10/09/2026	\$62.98	171257	E 01 005 810 000 000 401	ENGINE DEGREASER
Check Total:							\$62.98			
001	109332	CH	1	08417	AVIBEN	10/09/2026	\$437.89	171286	E 01 005 105 000 000 305	403B ADMIN & COMPLIANCE MONTHLY
Check Total:							\$437.89			
001	109333	CH	1	13241	BENEFIT RESOURCE LLC	10/09/2026	\$200.00	171258	E 01 005 105 000 000 305	COBRA
Check Total:							\$200.00			

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001	109334	CH	1	13708	BENTON-STEARNES ED DISTRICT	10/09/2026	\$9,526.26	171259	E 01 998 211 000 000 390	2025-2026 ACCESS FEE-LEASE COTS
Check Total:							\$9,526.26			
001	109335	CH	1	01035	CENTRAL MINNESOTA ERDC	10/09/2026	\$5,042.75	171261	E 01 005 110 000 000 316	QUARTERLY SMART/UFARS FEE FY 202
001	109335	CH	1	01035	CENTRAL MINNESOTA ERDC	10/09/2026	\$1,559.25	171261	E 01 005 110 000 000 316	QUARTERLY CITRIX FEE FY 20217
Check Total:							\$6,602.00			
001	109336	CH	1	06130	COBORN'S INC.	10/09/2026	\$7.45	171285	E 01 300 331 000 830 433	HS FACS
001	109336	CH	1	06130	COBORN'S INC.	10/09/2026	\$71.92	171285	E 01 300 331 000 830 433	HS FACS
001	109336	CH	1	06130	COBORN'S INC.	10/09/2026	\$77.82	171285	E 01 300 331 000 830 433	HS FACS
001	109336	CH	1	06130	COBORN'S INC.	10/09/2026	\$22.45	171285	E 01 300 331 000 830 433	HS FACS
001	109336	CH	1	06130	COBORN'S INC.	10/09/2026	\$38.66	171285	E 01 300 331 000 830 433	HS FACS
001	109336	CH	1	06130	COBORN'S INC.	10/09/2026	\$48.86	171285	E 01 300 331 000 830 433	HS FACS
001	109336	CH	1	06130	COBORN'S INC.	10/09/2026	\$43.38	171285	E 01 300 331 000 830 433	HS FACS
001	109336	CH	1	06130	COBORN'S INC.	10/09/2026	\$7.56	171285	E 01 300 331 000 830 433	HS FACS
001	109336	CH	1	06130	COBORN'S INC.	10/09/2026	\$65.37	171285	E 04 500 596 000 344 490	CE
Check Total:							\$383.47			
001	109337	CH	1	14058	CONCORD THEATRICALS CORP	10/09/2026	\$384.95	171264	E 04 500 585 157 332 305	SPRING MUSICAL
001	109337	CH	1	14058	CONCORD THEATRICALS CORP	10/09/2026	\$10.99	171265	E 11 300 291 136 000 401	10 Ways to Survive the End of the World
001	109337	CH	1	14058	CONCORD THEATRICALS CORP	10/09/2026	\$13.10	171265	E 11 300 291 136 000 401	shipping
001	109337	CH	1	14058	CONCORD THEATRICALS CORP	10/09/2026	\$3,032.00	171262	E 04 500 585 157 332 305	SPRING MUSICAL
001	109337	CH	1	14058	CONCORD THEATRICALS CORP	10/09/2026	\$337.50	171263	E 04 500 585 157 332 305	SPRING MUSICAL
Check Total:							\$3,778.54			
001	109338	CH	1	01026	DICK BLICK	10/09/2026	\$36.00	171260	E 01 300 212 000 000 430	HS ART SUPPLIES
Check Total:							\$36.00			
001	109339	CH	1	03849	DISCOUNT SCHOOL SUPPLY	10/09/2026	\$33.98	171267	E 04 500 580 000 325 430	Colorations® Paraben-Free Simply Washa
001	109339	CH	1	03849	DISCOUNT SCHOOL SUPPLY	10/09/2026	\$6.95	171267	E 04 500 580 000 325 430	Freight
Check Total:							\$40.93			
001	109340	CH	1	04005	FOLEY PUBLIC SCHOOLS	10/09/2026	\$450.00	171266	E 11 300 296 121 000 305	RENTAL FEE FOR MILITARY UNIFORMS
Check Total:							\$450.00			
001	109341	CH	1	12411	GBR	10/09/2026	\$197.76	171287	E 01 100 219 000 339 358	INTERPRETING AT INDY 09.29.2026 (SOI
Check Total:							\$197.76			
001	109342	CH	1	12635	JAKE W LARSON	10/09/2026	\$330.00	171268	E 01 110 259 000 000 350	LIBERTY REPAIRS
Check Total:							\$330.00			
001	109343	CH	1	01121	MASSP	10/09/2026	\$865.00	171270	E 01 201 050 000 000 820	MASSP MEMBERSHIP DUES

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001	109343	CH	1	01121	MASSP	10/09/2026	(\$865.00)	171270	E 01 201 050 000 000 820	MASSP MEMBERSHIP DUES
001	109343	CH	1	01121	MASSP	10/09/2026	\$865.00	171270	E 01 201 605 000 000 820	MASSP MEMBERSHIP DUES
Check Total:							\$865.00			
001	109344	CH	1	05118	MINNESOTA SCHOOL COUNSELOR AS	10/09/2026	\$60.00	171269	E 01 300 710 000 000 820	FISCHER MEMBERSHIP RENEWAL - PR
Check Total:							\$60.00			
001	109345	CH	1	13528	MOBILE RADIO ENGINEERING INC.	10/09/2026	\$258.00	171272	E 01 005 810 000 000 305	KEYPAD DMR/ANALOG REPAIRS
001	109345	CH	1	13528	MOBILE RADIO ENGINEERING INC.	10/09/2026	\$1,495.96	171271	E 04 500 505 000 321 530	KENWOOD 1300 MOBILE RADIOS
001	109345	CH	1	13528	MOBILE RADIO ENGINEERING INC.	10/09/2026	\$100.00	171271	E 04 500 505 000 321 530	PROGRAMMING OF RADIOS
001	109345	CH	1	13528	MOBILE RADIO ENGINEERING INC.	10/09/2026	\$48.60	171271	E 04 500 505 000 321 530	Freight
Check Total:							\$1,902.56			
001	109346	CH	1	01146	MONTICELLO PRINTING	10/09/2026	\$1,031.76	171273	E 01 110 203 290 000 401	Buzzing Grams - 40,000
001	109346	CH	1	01146	MONTICELLO PRINTING	10/09/2026	\$313.78	171274	E 04 500 570 000 321 401	Time Off Report forms 8.5 x 5.5 (3 part) - 1
Check Total:							\$1,345.54			
001	109347	CH	1	04315	NOVACARE REHABILITATION	10/09/2026	\$137.50	171275	E 11 300 292 000 000 305	ATHLETIC TRAINING COVERAGE (BOYS 14
Check Total:							\$137.50			
001	109348	CH	1	09886	REGENTS OF THE UNIVERSITY OF MINN	10/09/2026	\$950.00	171284	E 12 110 407 000 372 406	Complete Classroom Kit Early: K
001	109348	CH	1	09886	REGENTS OF THE UNIVERSITY OF MINN	10/09/2026	\$950.00	171284	E 12 110 407 000 372 406	Complete Classroom Kit Basic: 1
001	109348	CH	1	09886	REGENTS OF THE UNIVERSITY OF MINN	10/09/2026	\$950.00	171284	E 12 110 407 000 372 406	Complete Kit Advanced:2
001	109348	CH	1	09886	REGENTS OF THE UNIVERSITY OF MINN	10/09/2026	\$135.00	171284	E 12 110 407 000 372 406	Teacher Manual Basic 1
001	109348	CH	1	09886	REGENTS OF THE UNIVERSITY OF MINN	10/09/2026	\$299.00	171284	E 12 110 407 000 372 406	Shipping
Check Total:							\$3,284.00			
001	109349	CH	1	10333	SHERBURNE NORTHERN WRIGHT SPI	10/09/2026	\$28,133.34	171279	E 01 005 850 000 389 570	LEASE WFC LEASE
001	109349	CH	1	10333	SHERBURNE NORTHERN WRIGHT SPI	10/09/2026	\$32,432.15	171280	E 12 005 850 000 389 335	FY 26 CO-OP OPERATIONAL LEASE
Check Total:							\$60,565.49			
001	109350	CH	1	12845	SYSCO-MINNESOTA INC	10/09/2026	\$168.40	171277	E 02 110 770 000 701 401	LIBERTY PAPER BAGS
001	109350	CH	1	12845	SYSCO-MINNESOTA INC	10/09/2026	\$117.88	171278	E 02 100 770 000 701 401	INDY PAPER BAGS
Check Total:							\$286.28			
001	109352	CH	1	08589	TITAN ENERGY SYSTEMS DBA PIONEER	10/09/2026	\$937.91	171276	E 05 300 865 000 363 350	B&G GENERATOR REPAIRS
Check Total:							\$937.91			
001	109353	CH	1	01226	TRANS-MISSISSIPPI BIOL SUPPLY	10/09/2026	\$217.56	171281	E 01 201 260 000 000 430	Pond water mixture (100) SKU 1015
001	109353	CH	1	01226	TRANS-MISSISSIPPI BIOL SUPPLY	10/09/2026	\$35.31	171281	E 01 201 260 000 000 430	Freight
Check Total:							\$252.87			

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001	109354	CH	1	10658	OZONE, LLC	10/09/2026	\$244.65	171288	E 04 500 560 122 321 436	GYMNASTIC PRACTICE LEOTARDS
Check Total:							\$244.65			
001	109355	CH	1	12605	MRI SOFTWARE LLC	10/09/2026	\$526.50	171290	E 01 005 105 170 000 305	BACKGROUND SCREENING
Check Total:							\$526.50			
001	109356	CH	1	14473	REBELS GYMNASTICS	10/09/2026	\$5,030.00	171289	E 04 500 560 122 321 369	STATE GYMNASTICS DEC 11-13
Check Total:							\$5,030.00			
001	109357	CH	1	01121	MASSP	10/09/2026	\$195.00	171291	E 01 201 050 000 000 820	MASSP SCHOOL LAW SEMINAR 10/21/2
001	109357	CH	1	01121	MASSP	10/09/2026	(\$195.00)	171291	E 01 201 050 000 000 820	MASSP SCHOOL LAW SEMINAR 10/21/2
001	109357	CH	1	01121	MASSP	10/09/2026	\$195.00	171291	E 01 201 050 000 000 366	MASSP SCHOOL LAW SEMINAR 10/21/2
Check Total:							\$195.00			
001	109358	CH	1	08089	CENTRAL LAKES COLLEGE	10/09/2026	\$3,843.30	171292	E 01 300 211 000 000 394	PSEO CONTRACT AGREEMENT FALL SE
Check Total:							\$3,843.30			
001	109359	CH	1	14271	SYSTEMATIC TECHNOLOGIES, LLC.	10/09/2026	\$4,644.21	171293	E 01 005 630 000 000 555	Digital Watchdog cameras (3), installation,
001	109359	CH	1	14271	SYSTEMATIC TECHNOLOGIES, LLC.	10/09/2026	\$1,011.14	171293	E 01 005 630 000 000 405	Digital Watchdog camera licenses, (10)
Check Total:							\$5,655.35			
001	109360	CH	1	12382	ADOBE INC	10/15/2026	\$2,460.00	171303	E 05 005 630 000 795 406	FY27 Renewal Adobe Creative Cloud
Check Total:							\$2,460.00			
001	109361	CH	1	01476	ANOKA-HENNEPIN ISD #11	10/15/2026	\$1,486.50	171301	E 01 998 211 000 000 390	CARE AND TREATMENT 25-26 TUITION
Check Total:							\$1,486.50			
001	109362	CH	1	05813	APPLE	10/15/2026	\$49.95	171299	E 11 300 295 126 000 465	Brenthaven 360 Case
001	109362	CH	1	05813	APPLE	10/15/2026	\$429.00	171300	E 11 300 295 126 000 465	iPad A16 Chip
Check Total:							\$478.95			
001	109363	CH	1	13105	BLOOMINGTON JEFFERSON	10/15/2026	\$300.00	171304	E 11 300 296 124 000 369	JV VOLLEYBALL FEE 10/10/2026
Check Total:							\$300.00			
001	109364	CH	1	13348	BUSINESS ESSENTIALS	10/15/2026	\$3,160.00	171331	E 01 110 203 000 000 401	WHITE COPY PAPER BOI900
001	109364	CH	1	13348	BUSINESS ESSENTIALS	10/15/2026	\$4.50	171331	E 01 110 203 000 000 401	Freight
001	109364	CH	1	13348	BUSINESS ESSENTIALS	10/15/2026	\$3,160.00	171332	E 01 100 203 000 000 401	WHITE COPY PAPER BOI900
001	109364	CH	1	13348	BUSINESS ESSENTIALS	10/15/2026	\$4.50	171332	E 01 100 203 000 000 401	Freight
Check Total:							\$6,329.00			
001	109365	CH	1	08694	COMMERCIAL KITCHEN SERVICES	10/15/2026	\$14,420.00	171337	E 02 300 770 000 701 590	REMOVAL OF KITCHEN EQUIPMENT FO
Check Total:							\$14,420.00			
001	109366	CH	1	01475	CONNEXUS ENERGY	10/15/2026	\$134.38	171339	E 01 005 810 860 000 331	#416856-237326 SOFTBALL CONCESSIC
001	109366	CH	1	01475	CONNEXUS ENERGY	10/15/2026	\$11,129.96	171339	E 01 100 810 000 000 331	#416856-242663 INDY ELECTRICAL SEP

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001	109366	CH	1	01475	CONNEXUS ENERGY	10/15/2026	\$12,144.51	171339	E 01 110 810 000 000 331	#416856-264923 LIBERTY ELECTRICAL S
001	109366	CH	1	01475	CONNEXUS ENERGY	10/15/2026	\$252.74	171339	E 01 005 810 860 000 331	#416856-310758 BASEBALL FIELD LIGHT
001	109366	CH	1	01475	CONNEXUS ENERGY	10/15/2026	\$572.91	171339	E 01 005 810 860 000 331	#416856-310759 SOFTBALL FIELD LIGHT
Check Total:							\$24,234.50			
001	109367	CH	1	12710	CORVAL CONSTRUCTORS, INC.	10/15/2026	\$2,031.25	171340	E 01 110 810 000 000 350	REPLACE LEAKING ACTUATOR ON AHU
001	109367	CH	1	12710	CORVAL CONSTRUCTORS, INC.	10/15/2026	\$794.00	171341	E 01 201 810 000 000 350	BOILER 3 IS HAVING FLAME FAILURES
001	109367	CH	1	12710	CORVAL CONSTRUCTORS, INC.	10/15/2026	\$7,776.11	171342	E 01 300 810 000 000 350	B&G REPAIRS
Check Total:							\$10,601.36			
001	109368	CH	1	14240	DAIKIN APPLIED AMERICAS INC	10/15/2026	\$921.25	171333	E 01 300 810 000 000 305	INSPECTION ONLY SERVICE LEVEL 10/
Check Total:							\$921.25			
001	109369	CH	1	12532	DEPARTMENT OF HUMAN SERVICES	10/15/2026	\$510.00	171313	E 12 005 400 000 372 305	SFY 2026 IEP ADMIN FEE
Check Total:							\$510.00			
001	109370	CH	1	13112	ELITE GYMNASTICS ACADEMY	10/15/2026	\$3,735.00	171306	E 04 500 560 122 321 366	ICE VALLEY INVITE GYMNASTICS MEET
001	109370	CH	1	13112	ELITE GYMNASTICS ACADEMY	10/15/2026	(\$3,735.00)	171306	E 04 500 560 122 321 366	ICE VALLEY INVITE GYMNASTICS MEET
001	109370	CH	1	13112	ELITE GYMNASTICS ACADEMY	10/15/2026	\$3,735.00	171306	E 04 500 560 122 321 369	ICE VALLEY INVITE GYMNASTICS MEET
Check Total:							\$3,735.00			
001	109371	CH	1	12913	FLIPS GYMNASTICS LLC	10/15/2026	\$4,110.00	171305	E 04 500 560 122 321 366	TWISTED MOOSE GYMNASTICS MEET (
001	109371	CH	1	12913	FLIPS GYMNASTICS LLC	10/15/2026	(\$4,110.00)	171305	E 04 500 560 122 321 366	TWISTED MOOSE GYMNASTICS MEET (
001	109371	CH	1	12913	FLIPS GYMNASTICS LLC	10/15/2026	\$4,110.00	171305	E 04 500 560 122 321 369	TWISTED MOOSE GYMNASTICS MEET (
Check Total:							\$4,110.00			
001	109372	CH	1	06230	GOPHER STATE ONE-CALL	10/15/2026	\$4.05	171334	E 01 005 810 000 000 350	TICKETS
Check Total:							\$4.05			
001	109373	CH	1	07718	GRANITE CITY JOBBING	10/15/2026	\$204.92	171307	E 11 300 298 000 000 490	HS CONCESSIONS
Check Total:							\$204.92			
001	109374	CH	1	01096	INDUSTRIAL ARTS SUPPLY CO.	10/15/2026	\$37.50	171308	E 01 300 361 000 830 433	1/8FFC 1/8" CLEAR ACRYLIC SHEET FF
001	109374	CH	1	01096	INDUSTRIAL ARTS SUPPLY CO.	10/15/2026	\$314.00	171308	E 01 300 361 000 830 433	EZR-G EZ CAST GALLON
001	109374	CH	1	01096	INDUSTRIAL ARTS SUPPLY CO.	10/15/2026	\$40.50	171308	E 01 300 361 000 830 433	40510 SLIDE ECONO-SPRAY 1
001	109374	CH	1	01096	INDUSTRIAL ARTS SUPPLY CO.	10/15/2026	\$159.80	171308	E 01 300 361 000 830 433	65G PVC PLASTISOL
001	109374	CH	1	01096	INDUSTRIAL ARTS SUPPLY CO.	10/15/2026	\$36.00	171308	E 01 300 361 000 830 433	TR104 PASTE WAX MOLD RELEASE
001	109374	CH	1	01096	INDUSTRIAL ARTS SUPPLY CO.	10/15/2026	\$63.92	171308	E 01 300 361 000 830 433	1/4GMC 1/4" CLEAR ACRYLIC SHEET
001	109374	CH	1	01096	INDUSTRIAL ARTS SUPPLY CO.	10/15/2026	\$16.50	171308	E 01 300 361 000 830 433	TCB1 TOOL BOX CORNERS 100PK
001	109374	CH	1	01096	INDUSTRIAL ARTS SUPPLY CO.	10/15/2026	\$200.00	171308	E 01 300 361 000 830 433	NOC3 CO2 RACER KIT 100PK
001	109374	CH	1	01096	INDUSTRIAL ARTS SUPPLY CO.	10/15/2026	\$382.00	171308	E 01 300 361 000 830 433	1756 ALPHA ROCKET BULK IT 12 PK

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001	109374	CH	1	01096	INDUSTRIAL ARTS SUPPLY CO.	10/15/2026	\$89.99	171308	E 01 300 361 000 830 433	1783 B6-4 ROCKET ENGINE 24PK
001	109374	CH	1	01096	INDUSTRIAL ARTS SUPPLY CO.	10/15/2026	\$200.00	171308	E 01 300 361 000 830 433	PB-14 CO2 CARTRIGES 400PK
001	109374	CH	1	01096	INDUSTRIAL ARTS SUPPLY CO.	10/15/2026	\$79.50	171308	E 01 300 361 000 830 433	AL ALUMINUM RIVETS 1,000PK
001	109374	CH	1	01096	INDUSTRIAL ARTS SUPPLY CO.	10/15/2026	\$119.70	171308	E 01 300 361 000 830 433	26C 14X20X.060 POLYSTYRENE VACUUM
001	109374	CH	1	01096	INDUSTRIAL ARTS SUPPLY CO.	10/15/2026	\$138.40	171308	E 01 300 361 000 830 433	SHIPPING
Check Total:							\$1,877.81			
001	109375	CH	1	03321	INTERMEDIATE DIST 287	10/15/2026	\$511.70	171309	E 01 998 211 000 303 390	FY 26 ALC FINAL BILLING
Check Total:							\$511.70			
001	109376	CH	1	14321	KNB CONTRACTING LLC	10/15/2026	\$90,465.17	171343	E 05 300 866 000 366 520	PG26.366.520 HS POOL HVAC IMPROVE
Check Total:							\$90,465.17			
001	109377	CH	1	10439	LEGACY GYMNASTICS, LLC	10/15/2026	\$3,985.00	171310	E 04 500 560 122 321 366	LEGACY LUAU GYMNASTICS MEET 01/2
001	109377	CH	1	10439	LEGACY GYMNASTICS, LLC	10/15/2026	(\$3,985.00)	171310	E 04 500 560 122 321 366	LEGACY LUAU GYMNASTICS MEET 01/2
001	109377	CH	1	10439	LEGACY GYMNASTICS, LLC	10/15/2026	\$3,985.00	171310	E 04 500 560 122 321 369	LEGACY LUAU GYMNASTICS MEET 01/2
Check Total:							\$3,985.00			
001	109378	CH	1	01944	MDE-MCIS ACCT: 621892	10/15/2026	\$480.00	171314	E 01 300 710 710 000 461	ACADEMIC PRACTICE TEST PACKAGE ¹⁷
Check Total:							\$480.00			
001	109379	CH	1	05118	MINNESOTA SCHOOL COUNSELOR AS	10/15/2026	\$60.00	171312	E 01 300 710 000 000 820	PENNER MEMBERSHIP RENEWAL EXP
Check Total:							\$60.00			
001	109380	CH	1	12964	MITY-LITE, INC	10/15/2026	\$5,100.00	171344	E 04 500 505 000 321 530	20X72 TABLES PER QUOTE
Check Total:							\$5,100.00			
001	109381	CH	1	10454	MN USAG	10/15/2026	\$315.00	171311	E 04 500 560 122 321 436	MN State 2026 Gymnastics Leotards
Check Total:							\$315.00			
001	109382	CH	1	13016	NORTHLAND REFRIGERATION INCORP	10/15/2026	\$561.00	171345	E 01 201 810 000 000 350	MS B&G REPAIRS
001	109382	CH	1	13016	NORTHLAND REFRIGERATION INCORP	10/15/2026	\$582.00	171346	E 01 201 810 000 000 350	MS B&G REPAIRS
Check Total:							\$1,143.00			
001	109383	CH	1	14467	NOW Beyond Fitness, LLC	10/15/2026	\$80.00	171320	E 04 500 565 090 321 305	YOGA SAMPLER 09/28 AND 10/05
Check Total:							\$80.00			
001	109384	CH	1	04575	PIONEER DRAMA SERVICE, INC	10/15/2026	\$9.00	171321	E 11 300 291 136 000 401	The Audit- Script
001	109384	CH	1	04575	PIONEER DRAMA SERVICE, INC	10/15/2026	\$7.00	171321	E 11 300 291 136 000 401	Shipping
Check Total:							\$16.00			
001	109385	CH	1	12612	RAPTOR TECHNOLOGIES	10/15/2026	\$299.00	171322	E 01 005 630 000 000 505	Raptor VisitorSafe Table Licenses
Check Total:							\$299.00			

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 109287-2147483647 Payment Date: 06/30/2026-10/23/2026

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	109386	CH	1	14455	READTHEORY EDUCATION SERVICES	10/15/2026	\$366.00	171323	E 12 100 407 000 740 433	Read Theory Annual Subscription
Check Total:							\$366.00			
001	109387	CH	1	04949	ST. PETER ISD #508	10/15/2026	\$892.08	171324	E 01 998 211 000 000 390	OLA CARE & TREATMENT TUITION SUM
Check Total:							\$892.08			
001	109388	CH	1	05314	TECH CHECK	10/15/2026	\$622.00	171326	E 01 005 630 000 000 315	TECH SUPPLIES
Check Total:							\$622.00			
001	109389	CH	1	06532	THE VISION COMPANIES	10/15/2026	\$1,573.43	171336	E 01 005 810 356 000 305	GROUNDS WEEK WORKED 10/04/2026
Check Total:							\$1,573.43			
001	109390	CH	1	12068	THE WATSON COMPANY, INC.	10/15/2026	\$467.44	171330	E 11 300 298 000 000 490	HS CONCESSIONS
Check Total:							\$467.44			
001	109391	CH	1	08589	TITAN ENERGY SYSTEMS DBA PIONEER	10/15/2026	\$1,373.48	171347	E 05 110 865 000 363 350	B&G REPAIRS
Check Total:							\$1,373.48			
001	109392	CH	1	10219	TWISTERS INC. OF CHAMPLIN	10/15/2026	\$4,010.00	171325	E 04 500 560 122 321 366	PEPPERMINT TWIT GYMNASTICS 12/04
001	109392	CH	1	10219	TWISTERS INC. OF CHAMPLIN	10/15/2026	(\$4,010.00)	171325	E 04 500 560 122 321 366	PEPPERMINT TWIT GYMNASTICS 12/04
001	109392	CH	1	10219	TWISTERS INC. OF CHAMPLIN	10/15/2026	\$4,010.00	171325	E 04 500 560 122 321 369	PEPPERMINT TWIT GYMNASTICS 12/04
Check Total:							\$4,010.00			
001	109393	CH	1	10219	TWISTERS INC. OF CHAMPLIN	10/15/2026	\$4,010.00	171327	E 04 500 560 122 321 366	NORTHERN LIGHTS GYMNASTICS MEE
001	109393	CH	1	10219	TWISTERS INC. OF CHAMPLIN	10/15/2026	(\$4,010.00)	171327	E 04 500 560 122 321 366	NORTHERN LIGHTS GYMNASTICS MEE
001	109393	CH	1	10219	TWISTERS INC. OF CHAMPLIN	10/15/2026	\$4,010.00	171327	E 04 500 560 122 321 369	NORTHERN LIGHTS GYMNASTICS MEE
Check Total:							\$4,010.00			
001	109394	CH	1	04148	VIKING COCA-COLA BOTTLING CO	10/15/2026	\$739.80	171328	E 11 300 298 000 000 490	HS CONCESSIONS
Check Total:							\$739.80			
001	109396	CH	1	01165	XCEL ENERGY-NSP	10/15/2026	\$522.85	171348	E 01 110 810 000 000 330	LIBERTY GAS PREMIIS #302291437 09/0
Check Total:							\$522.85			
001	109397	CH	1	13522	VOIGT'S BUS SERVICE, INC.	10/15/2026	\$900.00	171329	E 11 300 295 126 733 360	Swim/Dive Charter Bus Duluth- Booster Pc
001	109397	CH	1	13522	VOIGT'S BUS SERVICE, INC.	10/15/2026	\$698.03	171329	E 11 300 296 126 733 360	Swim/Dive Charter Bus Duluth - School poi
001	109397	CH	1	13522	VOIGT'S BUS SERVICE, INC.	10/15/2026	(\$90.00)	171329	E 11 300 296 126 733 360	CREDIT
Check Total:							\$1,508.03			
001	109398	CH	1	14477	A BREATH OF HOPE LUNG FOUNDATION	10/23/2026	\$755.00	171363	R 11 300 292 141 000 060	CANCER CAUSE EVENT
Check Total:							\$755.00			
001	109399	CH	1	12982	AliCole LLP	10/23/2026	\$570.00	171417	E 04 500 565 090 321 305	FALL GNOMES
Check Total:							\$570.00			

Payment Reg by Check-No Voids

Check Number: 109287-2147483647 Payment Date: 06/30/2026-10/23/2026

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	109400	CH	1	10336	BOULDER POINTE EQUESTRIAN AND	10/23/2026	\$532.00	171416	E 04 500 585 000 332 305	CE CLASSES AUGUST 2026
Check Total:							\$532.00			
001	109401	CH	1	01033	CENTRAL-MCGOWAN INC	10/23/2026	\$800.39	171367	E 01 300 361 000 830 433	Cust# 05630 HS SHOP SUPPLIES
Check Total:							\$800.39			
001	109402	CH	1	13688	DASH SPORTS LLC	10/23/2026	\$2,504.00	171368	E 04 500 560 000 321 305	SCHOOL CAMP/SOCCER TYKES & T-BA
Check Total:							\$2,504.00			
001	109403	CH	1	13994	EGAN COMPANY	10/23/2026	\$680.00	171369	E 05 110 865 000 363 305	LIBERTY FIRE ALARM MONITORING SEI
Check Total:							\$680.00			
001	109404	CH	1	13980	Grafton School, Incorporated	10/23/2026	\$570.00	171414	E 12 300 408 000 619 401	LARGE BODY SHIELDS
001	109404	CH	1	13980	Grafton School, Incorporated	10/23/2026	\$760.00	171414	E 12 300 408 000 619 401	BODY SHIELDS
001	109404	CH	1	13980	Grafton School, Incorporated	10/23/2026	\$268.45	171414	E 12 300 408 000 619 401	SHIPPING
Check Total:							\$1,598.45			
001	109405	CH	1	07718	GRANITE CITY JOBBING	10/23/2026	\$130.08	171370	E 11 300 298 000 000 490	HS CONCESSIONS
Check Total:							\$130.08			
001	109406	CH	1	08228	KIDCREATE STUDIO-NORTH METRO	10/23/2026	\$400.00	171415	E 04 500 585 000 332 305	KIDSCIENTIFIC
Check Total:							\$400.00			
001	109407	CH	1	13691	LIBERTY MUTUAL INSURANCE	10/23/2026	\$82.35	171371	E 01 005 940 000 000 341	CLAIM DEDUCTIBLE
Check Total:							\$82.35			
001	109408	CH	1	04847	MATH MASTERS OF MN	10/23/2026	\$250.00	171374	E 01 100 218 000 388 369	5th Grade team entrance fees order #SRTI
001	109408	CH	1	04847	MATH MASTERS OF MN	10/23/2026	\$250.00	171375	E 01 100 218 000 388 369	4th Grade team entrance fees order #SRTI
Check Total:							\$500.00			
001	109409	CH	1	05341	MEDCO	10/23/2026	\$148.00	171316	E 11 300 292 000 000 401	Training Supplies for 2026-27 school year
001	109409	CH	1	05341	MEDCO	10/23/2026	\$20.82	171318	E 11 300 292 000 000 401	Training Supplies for 2026-27 school year
001	109409	CH	1	05341	MEDCO	10/23/2026	\$35.56	171317	E 11 300 292 000 000 401	Training Supplies for 2026-27 school year
001	109409	CH	1	05341	MEDCO	10/23/2026	\$1,948.23	171315	E 11 300 292 000 000 401	Training Supplies for 2026-27 school year.
001	109409	CH	1	05341	MEDCO	10/23/2026	\$200.59	171315	E 11 300 292 000 000 401	Freight
001	109409	CH	1	05341	MEDCO	10/23/2026	\$12.60	171319	E 11 300 292 000 000 401	Training Supplies for 2026-27 school year
Check Total:							\$2,365.80			
001	109410	CH	1	08839	MIDWAY IRON & METAL INC	10/23/2026	\$1,521.10	171376	E 01 300 361 000 830 433	HS SHOP SUPPLIES
Check Total:							\$1,521.10			
001	109411	CH	1	14388	Minnesota Electric Supply	10/23/2026	\$11,821.48	171408	E 01 005 810 359 000 401	HS-ALTB-4' MULTI WATT TB TYPE A/B L/
Check Total:							\$11,821.48			

Check Number: 109287-2147483647 Payment Date: 06/30/2026-10/23/2026

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	109412	CH	1	01333	MINNESOTA EQUIPMENT	10/23/2026	\$1,433.56	171411	E 01 005 810 000 000 401	B&G SUPPLIES
Check Total:							\$1,433.56			
001	109413	CH	1	05555	MN BOARD OF SCHOOL ADMIN.	10/23/2026	\$100.00	171372	E 01 110 050 000 000 820	BOSA fee smock potter
001	109413	CH	1	05555	MN BOARD OF SCHOOL ADMIN.	10/23/2026	\$100.00	171372	E 01 005 020 000 000 820	BOSA fee truebenbach
001	109413	CH	1	05555	MN BOARD OF SCHOOL ADMIN.	10/23/2026	\$100.00	171372	E 01 201 605 000 000 820	BOSA fee hillman kevin
001	109413	CH	1	05555	MN BOARD OF SCHOOL ADMIN.	10/23/2026	\$100.00	171372	E 01 100 050 000 000 820	BOSA fee deavel
001	109413	CH	1	05555	MN BOARD OF SCHOOL ADMIN.	10/23/2026	\$100.00	171372	E 01 300 050 000 000 820	BOSA fee tordeur
001	109413	CH	1	05555	MN BOARD OF SCHOOL ADMIN.	10/23/2026	\$100.00	171372	E 04 500 505 000 321 820	BOSA fee hillman stephanie
001	109413	CH	1	05555	MN BOARD OF SCHOOL ADMIN.	10/23/2026	\$100.00	171372	E 01 110 605 000 000 820	BOSA fee young
001	109413	CH	1	05555	MN BOARD OF SCHOOL ADMIN.	10/23/2026	\$100.00	171372	E 01 300 605 000 000 820	BOSA fee Klingelhut
001	109413	CH	1	05555	MN BOARD OF SCHOOL ADMIN.	10/23/2026	\$100.00	171372	E 01 100 605 000 000 820	BOSA fee pierce
001	109413	CH	1	05555	MN BOARD OF SCHOOL ADMIN.	10/23/2026	\$100.00	171372	E 01 005 610 000 000 820	BOSA fee dockendorf
001	109413	CH	1	05555	MN BOARD OF SCHOOL ADMIN.	10/23/2026	\$100.00	171372	E 01 005 610 000 000 820	BOSA fee anderson
001	109413	CH	1	05555	MN BOARD OF SCHOOL ADMIN.	10/23/2026	\$100.00	171372	E 01 201 050 000 000 820	BOSA fee ernst
001	109413	CH	1	05555	MN BOARD OF SCHOOL ADMIN.	10/23/2026	\$100.00	171372	E 01 005 790 000 000 820	BOSA fee Bonnett
Check Total:							\$1,300.00			
001	109414	CH	1	13528	MOBILE RADIO ENGINEERING INC.	10/23/2026	\$1,095.20	171410	E 01 005 810 000 000 401	B&G SUPPLIES
Check Total:							\$1,095.20			
001	109415	CH	1	14478	MSOPA	10/23/2026	\$100.00	171373	E 01 005 020 000 000 820	Johnson membership 26-27
Check Total:							\$100.00			
001	109416	CH	1	14001	PAINTED PINES	10/23/2026	\$175.00	171377	E 04 500 565 090 321 305	CHUNKY PUMPKIN AT LUPLIN 10/11/202
Check Total:							\$175.00			
001	109417	CH	1	01414	PUBLIC EMPLOYEES RETIREMENT	10/23/2026	\$213.51	171403	E 12 100 408 000 740 214	OMITTED PERA
001	109417	CH	1	01414	PUBLIC EMPLOYEES RETIREMENT	10/23/2026	\$4,258.38	171403	E 04 500 570 000 321 214	OMITTED PERA
Check Total:							\$4,471.89			
001	109418	CH	1	14174	PYE-BARKER FIRE & SAFETY, LLC	10/23/2026	\$2,618.00	171412	E 05 201 865 000 363 350	MIDDLE SCHOOL REPAIRS PER QUOTE
Check Total:							\$2,618.00			
001	109419	CH	1	06532	THE VISION COMPANIES	10/23/2026	\$1,346.63	171405	E 01 005 810 356 000 305	GROUNDS WORK WEEKED 09/27/2026
001	109419	CH	1	06532	THE VISION COMPANIES	10/23/2026	\$1,398.51	171409	E 01 005 810 356 000 305	GROUNDS WEEK WORKED 10/11/2026
Check Total:							\$2,745.14			
001	109420	CH	1	13212	THREE SONS HARDWARE LLC	10/23/2026	\$65.87	171407	E 01 300 810 000 000 401	B&G SUPPLIES
001	109420	CH	1	13212	THREE SONS HARDWARE LLC	10/23/2026	\$18.99	171407	E 01 300 810 000 000 401	B&G SUPPLIES

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Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 109287-2147483647 Payment Date: 06/30/2026-10/23/2026

Pay/Void										
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	109420	CH	1	13212	THREE SONS HARDWARE LLC	10/23/2026	\$14.98	171407	E 01 300 361 000 830 433	B&G SUPPLIES
Check Total:							\$99.84			
001	109421	CH	1	04148	VIKING COCA-COLA BOTTLING CO	10/23/2026	\$345.10	171406	E 11 300 298 000 000 490	HS CONCESSIONS
Check Total:							\$345.10			
001	109422	CH	1	01089	VISION OF BIG LAKE	10/23/2026	\$1,548.49	171404	E 01 005 760 000 720 361	SEPTEMBER 2026 FUEL SURCHARGE
Check Total:							\$1,548.49			
001	109423	CH	1	10132	MESSERLI & KRAMER P.A.	10/20/2026	\$386.61	171388	B 12 215 079	Payroll Deductions
001	109423	CH	1	10132	MESSERLI & KRAMER P.A.	10/20/2026	\$184.42	171388	B 12 215 079	Garnish KT
001	109423	CH	1	10132	MESSERLI & KRAMER P.A.	10/20/2026	\$353.99	171388	B 12 215 079	Garnish KT
Check Total:							\$925.02			
001	109424	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	10/20/2026	\$129.13	171389	B 12 215 081	Child Support
Check Total:							\$129.13			
001	109425	CH	1	12504	MN PEIP	10/20/2026	\$213,074.41	171419	B 01 215 051	NOVEMBER 2026 HEALTH INSURANCE
001	109425	CH	1	12504	MN PEIP	10/20/2026	\$213,074.41	171419	B 01 215 030	NOVEMBER 2026 HEALTH INSURANCE
Check Total:							\$426,148.82			
001	109426	CH	1	14034	NORTH DAKOTA CHILD SUPPORT DIVI	10/20/2026	\$572.73	171392	B 12 215 081	Child Support
Check Total:							\$572.73			
001	109427	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	10/20/2026	\$1,077.94	171395	B 01 215 040	U Due Nc
001	109427	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	10/20/2026	\$1.95	171395	B 02 215 040	Union Dues
001	109427	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	10/20/2026	\$135.98	171395	B 04 215 040	U Dues Nc
001	109427	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	10/20/2026	\$2,277.70	171395	B 12 215 040	U Due Nc
Check Total:							\$3,493.57			
001	109428	CH	1	14482	SPED FORMS	10/23/2026	\$864.00	171418	E 12 005 420 000 372 305	EDUCLIMBER REPORT AND SPED FORI
Check Total:							\$864.00			
001	109429	CH	1	13920	TAUBERT, KAYCEE	10/20/2026	\$1,031.79	171420	E 01 005 110 999 000 401	Bank return ACH pmt 10/20/26 Payroll net
Check Total:							\$1,031.79			
001	109431	CH	1	13995	SECURITY & SOUND CO	10/20/2026	\$6,355.00	171422	E 01 005 810 359 000 350	REPLACEMENT OF STADIUM SPEAKER
001	109431	CH	1	13995	SECURITY & SOUND CO	10/20/2026	\$585.00	171423	E 01 110 810 000 000 350	LIBERTY B&G REPAIRS
Check Total:							\$6,940.00			
001	109432	CH	1	14465	Cramer, Harlie	10/21/2026	\$403.91	171424	E 01 005 110 999 000 401	Bank return ACH pmt 10/20/26 Payroll net
Check Total:							\$403.91			
001	109433	CH	1	13166	LRS OF MINNESOTA	10/21/2026	\$1,825.93	171421	E 01 300 810 000 000 333	HS WASTE SERVICES NOVEMBER 2026
001	109433	CH	1	13166	LRS OF MINNESOTA	10/21/2026	\$1,259.35	171421	E 01 201 810 000 000 333	MS WASTE SERVICES NOVEMBER 2026

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

Check Number: 109287-2147483647 Payment Date: 06/30/2026-10/23/2026

					Pay/Void					
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	109433	CH	1	13166	LRS OF MINNESOTA	10/21/2026	\$1,259.35	171421	E 01 100 810 000 000 333	INDY WASTE SERVICES NOVEMBER 20
001	109433	CH	1	13166	LRS OF MINNESOTA	10/21/2026	\$1,559.65	171421	E 01 110 810 000 000 333	LIBERTY WASTE SERVICES NOVEMBER
001	109433	CH	1	13166	LRS OF MINNESOTA	10/21/2026	\$221.59	171421	E 01 005 810 000 000 333	GROUNDS WASTE SERVICES NOVEMB
001	109433	CH	1	13166	LRS OF MINNESOTA	10/21/2026	\$2,480.97	171421	E 01 005 810 000 000 333	ROLL OFF WASTE SERVICES NOVEMB
Check Total:							\$8,606.84			
001	109434	CH	1	14483	Kendal Kopp	10/22/2026	\$55.15	171425	E 01 005 110 999 000 401	Bank return ACH pmt 10/20/26 Payroll net
Check Total:							\$55.15			
001	109435	CH	1	14484	Donna Hagens	10/23/2026	\$48.31	171430	E 01 005 110 999 000 401	Bank return ACH pmt 10/20/26 Payroll net
Check Total:							\$48.31			
Bank 001 Total:							\$906,950.99			
Report Total:							\$906,950.99			

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	109436	CH	1	12159	ARVIG	10/30/2026	\$137.18	171438	E 01 005 630 000 000 305	INTERNET SERVICES 10/06/2026-11/05/26
Check Total:							\$137.18			
001	109437	CH	1	13874	BIRCHBARK BOOKS, HERBS AND NATI	10/30/2026	\$805.50	171439	E 01 110 203 000 320 430	LITERACY TOTES, BOOKS
Check Total:							\$805.50			
001	109438	CH	1	07718	GRANITE CITY JOBBING	10/30/2026	\$595.14	171440	E 11 300 298 000 000 490	HS CONCESSIONS
Check Total:							\$595.14			
001	109439	CH	1	04641	IEA	10/30/2026	\$3,893.42	171441	E 05 005 865 000 352 305	FY 26-28 ENVIRONMENTAL, HEALTH & S
Check Total:							\$3,893.42			
001	109440	CH	1	10327	NAC MECHANICAL AND ELECTRICAL S	10/30/2026	\$1,200.00	171442	E 01 110 810 000 000 350	LIBERTY B&G REPAIRS AHU #18
Check Total:							\$1,200.00			
001	109441	CH	1	10658	OZONE, LLC	10/30/2026	\$279.60	171443	E 04 500 560 122 321 436	SOZ 2501 Custom Tank Leotard-YI- 14428
001	109441	CH	1	10658	OZONE, LLC	10/30/2026	\$349.50	171443	E 04 500 560 122 321 436	SOZ 2501 Custom Tank Leotard-Axs- 1442
001	109441	CH	1	10658	OZONE, LLC	10/30/2026	\$104.85	171443	E 04 500 560 122 321 436	SOZ 2501 Custom Tank Leotard-As- 14430
001	109441	CH	1	10658	OZONE, LLC	10/30/2026	\$104.85	171443	E 04 500 560 122 321 436	SOZ 2501 Custom Tank Leotard-Am- 1443
001	109441	CH	1	10658	OZONE, LLC	10/30/2026	\$862.80	171443	E 04 500 560 122 321 436	Rhinestone Decoration-\$35.95
001	109441	CH	1	10658	OZONE, LLC	10/30/2026	\$598.80	171443	E 04 500 560 122 321 436	Rhinestone Decoration-\$24.95
001	109441	CH	1	10658	OZONE, LLC	10/30/2026	\$171.90	171443	E 04 500 560 122 321 436	3/4 Sleeve 1818 Leotard - Custom - YI - 83
001	109441	CH	1	10658	OZONE, LLC	10/30/2026	\$343.80	171443	E 04 500 560 122 321 436	3/4 Sleeve 1818 Leotard - Custom - Axs -
001	109441	CH	1	10658	OZONE, LLC	10/30/2026	\$257.85	171443	E 04 500 560 122 321 436	3/4 Sleeve 1818 Leotard - Custom - As - 8
001	109441	CH	1	10658	OZONE, LLC	10/30/2026	\$323.55	171443	E 04 500 560 122 321 436	Rhinestone Decoration-\$35.95
001	109441	CH	1	10658	OZONE, LLC	10/30/2026	\$224.55	171443	E 04 500 560 122 321 436	Rhinestone Decoration-\$24.95
001	109441	CH	1	10658	OZONE, LLC	10/30/2026	\$323.55	171443	E 04 500 560 122 321 436	Rhinestone Decoration-\$35.95
001	109441	CH	1	10658	OZONE, LLC	10/30/2026	\$68.95	171443	E 04 500 560 122 321 436	Shipping-\$68.95
Check Total:							\$4,014.55			
001	109442	CH	1	01833	SCHOOL SPECIALTY LLC	10/30/2026	\$51.99	171447	E 04 500 596 000 344 430	Childcraft Sand Pails and Scoops, Assorte
001	109442	CH	1	01833	SCHOOL SPECIALTY LLC	10/30/2026	\$11.95	171447	E 04 500 596 000 344 430	Freight
Check Total:							\$63.94			
001	109443	CH	1	14452	SPRAY FOAM TECH	10/30/2026	\$1,500.00	171446	E 01 110 810 000 000 350	DOOR A R21 CLOSED CELL SPRAY FOA
001	109443	CH	1	14452	SPRAY FOAM TECH	10/30/2026	\$0.00	171446	E 01 110 810 000 000 350	DOOR G R21 CLOSED CELL SPRAY FOA
Check Total:							\$1,500.00			
001	109444	CH	1	14192	STEVE'O'SEPTIC	10/30/2026	\$938.74	171444	E 04 500 505 000 321 335	CE PORTABLE TOILET RENTAL & SERVI
001	109444	CH	1	14192	STEVE'O'SEPTIC	10/30/2026	\$381.46	171444	E 11 300 292 000 000 305	ATHLETICS PORTABLE TOILET RENTAL
Check Total:							\$1,320.20			

Check Number: 109436-2147483647 Payment Date: 06/30/2026-10/31/2026

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	109445	CH	1	12845	SYSCO-MINNESOTA INC	10/30/2026	\$117.88	171445	E 02 110 770 000 701 401	LIBERTY FS PAPER BAGS
Check Total:							\$117.88			
001	109446	CH	1	14387	VERSACON, INC.	10/30/2026	\$20,049.75	171449	E 06 201 870 000 000 520	MS 2026 SPECIAL ED RENO
Check Total:							\$20,049.75			
001	109447	CH	1	04148	VIKING COCA-COLA BOTTLING CO	10/30/2026	\$280.95	171452	E 11 300 298 000 000 490	HS CONCESSIONS
001	109447	CH	1	04148	VIKING COCA-COLA BOTTLING CO	10/30/2026	\$460.00	171451	E 11 300 298 000 000 490	HS CONCESSIONS
Check Total:							\$740.95			
001	109448	CH	1	10633	WOLD ARCHITECTS AND ENGINEERS	10/30/2026	\$735.36	171450	E 06 201 870 000 000 305	2026 BL MS SPEC ED RENO BOND PRO
Check Total:							\$735.36			
001	109449	CH	1	14043	ZAHAYRA DIAZ VILLASENOR	10/30/2026	\$20.00	171448	E 01 300 219 000 339 358	HS INTERPRETING SERVICES 09/09, 09
001	109449	CH	1	14043	ZAHAYRA DIAZ VILLASENOR	10/30/2026	\$20.00	171448	E 01 110 219 000 339 358	LIBERTY INTERPRETING SERVICES 09/
001	109449	CH	1	14043	ZAHAYRA DIAZ VILLASENOR	10/30/2026	\$20.00	171448	E 01 100 219 000 339 358	INDY INTERPRETING SERVICES 09/08, I
001	109449	CH	1	14043	ZAHAYRA DIAZ VILLASENOR	10/30/2026	\$160.00	171448	E 01 110 219 000 339 358	liberty INTERPRETING SERVICES 09/24
Check Total:							\$220.00			
001	109450	CH	1	12103	BUILDING MATERIAL SUPPLY, INC.	10/30/2026	\$8,256.43	171458	E 01 300 810 359 000 520	(8) SCRANTON TUFFTEC LOCKERS-PLA ²⁴
Check Total:							\$8,256.43			
001	109451	CH	1	01475	CONNEXUS ENERGY	10/30/2026	\$754.87	171459	E 01 005 810 860 000 331	ELECTRICAL (IRRIG SVC) 09/01/2026-10
Check Total:							\$754.87			
001	109452	CH	1	09706	EXCEPTIONAL OUTDOOR SERVICES, I	10/30/2026	\$6,800.00	171456	E 01 005 810 000 000 350	IRRIGATION SYSTEM FALL BLOW OUT
Check Total:							\$6,800.00			
001	109453	CH	1	14196	GRANITE CITY ROOFING, INC.	10/30/2026	\$433,309.96	171457	E 06 005 868 000 383 520	2026 BLDG ENVELOPE
Check Total:							\$433,309.96			
001	109454	CH	1	06539	H & B SPECIALIZED PROD., INC.	10/30/2026	\$17,194.00	171455	E 04 500 560 000 321 530	ARCHERY NETTING SYSTEM AS QUOTE
Check Total:							\$17,194.00			
001	109455	CH	1	06532	THE VISION COMPANIES	10/30/2026	\$1,079.57	171460	E 01 005 810 356 000 305	GROUNDS WEEK OF 10/18/2026
Check Total:							\$1,079.57			
Bank 001 Total:							\$502,788.70			
Report Total:							\$502,788.70			

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 10/01/2026-10/31/2026

Pay/Void

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001		CC	1	01034	RESOURCE TRAINING & SOLUTIONS	10/07/2026	\$90.00	171194	E 01 005 640 000 316 366	Educational Support Professionals (T. Sayl
001		CC	1	01034	RESOURCE TRAINING & SOLUTIONS	10/07/2026	\$180.00	171195	E 01 005 640 000 316 366	Educational Support Professionals (S. Eisi
001		CC	1	01034	RESOURCE TRAINING & SOLUTIONS	10/07/2026	\$500.00	171081	E 01 005 105 000 000 366	PO 35862 LEEA banquet
001		CC	1	01038	CITY OF BIG LAKE	10/07/2026	\$590.35	171197	E 01 201 810 000 000 332	MS Water/Sewer 08.05.2026-09.04.2026
001		CC	1	01038	CITY OF BIG LAKE	10/07/2026	\$47.88	171198	E 01 005 810 000 000 332	Admissions Water/Sewer 08.05.2026-09.04
001		CC	1	01038	CITY OF BIG LAKE	10/07/2026	\$34.33	171200	E 01 005 810 000 000 332	Bathrooms Water/Sewer 08.05.2026-09.04
001		CC	1	01038	CITY OF BIG LAKE	10/07/2026	\$1,158.48	171125	E 01 300 810 000 000 332	HS Water/Sewer 07/06/2026-08/05/2026
001		CC	1	01038	CITY OF BIG LAKE	10/07/2026	\$1,111.33	171196	E 01 300 810 000 000 332	HS Water/Sewer 08.05.2026-09.04-2026
001		CC	1	01038	CITY OF BIG LAKE	10/07/2026	\$529.00	171199	E 01 110 810 000 000 332	Liberty Water/Sewer 08.05.2026-09.04.202
001		CC	1	01038	CITY OF BIG LAKE	10/07/2026	\$89.14	171126	E 01 005 810 000 000 332	Bathrooms Water/Sewer 07/06/2026-08/05
001		CC	1	01038	CITY OF BIG LAKE	10/07/2026	\$36.88	171121	E 01 005 810 000 000 332	Admissions Water/Sewer 07/06/2026-08/05
001		CC	1	01038	CITY OF BIG LAKE	10/07/2026	\$837.66	171201	E 01 100 810 000 000 332	Indy Water/Sewer 08.04.2026-09.04.2026
001		CC	1	01038	CITY OF BIG LAKE	10/07/2026	\$353.45	171124	E 01 110 810 000 000 332	Liberty Water/Sewer 07/06/2026-08/05/202
001		CC	1	01038	CITY OF BIG LAKE	10/07/2026	\$380.39	171122	E 01 201 810 000 000 332	MS Water/Sewer 07/06/2026-08/05/2026
001		CC	1	01038	CITY OF BIG LAKE	10/07/2026	\$864.54	171123	E 01 100 810 000 000 332	Indy Water/Sewer 07/06/2026-08/05/2026
001		CC	1	01065	HILLYARD FLOOR CARE	10/07/2026	\$3,368.30	171189	E 01 110 810 000 000 401	PO 35919 Liberty Cleaning Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	10/07/2026	(\$1,073.15)	171189	E 01 300 810 000 000 401	credit
001		CC	1	01065	HILLYARD FLOOR CARE	10/07/2026	(\$1,581.03)	171189	E 01 300 810 000 000 401	credit
001		CC	1	01065	HILLYARD FLOOR CARE	10/07/2026	\$430.04	171156	E 01 110 810 000 000 401	PO 35853 Liberty Cleaning Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	10/07/2026	\$407.85	171138	E 01 300 810 000 000 350	HS B&G Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	10/07/2026	\$25.99	171159	E 01 201 810 000 000 401	MS B&G Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	10/07/2026	\$1,072.37	171139	E 02 300 770 000 701 401	PO 35854 HS Kitchen Cleaning Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	10/07/2026	\$188.15	171173	E 01 110 810 000 000 401	PO 35853 CLEANING SUPPLIES ORDER
001		CC	1	01065	HILLYARD FLOOR CARE	10/07/2026	\$284.74	171155	E 01 110 810 000 000 401	PO 35853 Liberty Cleaning Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	10/07/2026	\$413.53	171172	E 02 100 770 000 701 401	PO 35896 KITCHEN CLEANING CHEMIC
001		CC	1	01065	HILLYARD FLOOR CARE	10/07/2026	\$699.09	171141	E 01 100 810 000 000 401	PO 35852 Indy Cleaning Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	10/07/2026	\$2,178.52	171140	E 01 300 810 000 000 401	PO 35851 HS Cleaning Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	10/07/2026	\$15.21	171136	E 01 100 810 000 000 401	Indy B&G Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	10/07/2026	\$25.99	171135	E 01 201 810 000 000 401	MS B&G Supplies
001		CC	1	01065	HILLYARD INC	10/07/2026	\$26.63	171202	E 01 300 810 000 000 401	HS B&G Parts
001		CC	1	01065	HILLYARD INC	10/07/2026	\$578.38	171137	E 01 201 810 000 000 401	PO 35850 MS Cleaning Supplies
001		CC	1	01908	MINNESOTA HISTORICAL SOCIETY	10/07/2026	\$12.00	171091	E 01 005 208 214 000 369	Entry Fees
001		CC	1	02571	TWIN CITIES FLAG SOURCE	10/07/2026	\$325.00	171187	E 01 005 810 000 000 350	Flag Repairs
001		CC	1	02571	TWIN CITIES FLAG SOURCE	10/07/2026	\$2,469.00	171186	E 01 300 810 000 000 350	HS Flag Pole Repair

Pay/Void									
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Description
001		CC	1	02571	TWIN CITIES FLAG SOURCE	10/07/2026	\$151.00	171185	E 01 005 810 000 000 350 Flag Repairs
001		CC	1	03455	GRAINGER	10/07/2026	\$483.24	171154	E 01 110 810 000 000 401 PO 35855 Indy Repair & Maint Supplies
001		CC	1	03455	GRAINGER	10/07/2026	\$447.91	171152	E 01 201 810 000 000 401 PO 35867 MS Repair & Maint Supplies
001		CC	1	03455	GRAINGER	10/07/2026	\$516.35	171151	E 01 201 810 000 000 401 PO 35867 MS Repair & Maint Supplies
001		CC	1	03455	GRAINGER	10/07/2026	\$280.56	171150	E 01 005 810 000 000 401 PO 35866 IGNS FOR TENNIS COURTS C
001		CC	1	03455	GRAINGER	10/07/2026	\$1,482.49	171153	E 01 100 810 000 000 401 PO 35855 Indy Repair & Maint Supplies
001		CC	1	03455	GRAINGER	10/07/2026	\$20.07	171231	E 01 110 810 000 000 401 po 35855
001		CC	1	03849	DISCOUNT SCHOOL SUPPLY	10/07/2026	\$73.89	171180	E 04 500 580 000 325 430 PO 35879 CE Supplies
001		CC	1	04111	MADDEN'S ON GULL LAKE	10/07/2026	\$982.50	171082	E 01 005 610 000 000 366 MASA Fall Conference (Minda)
001		CC	1	04762	CHRIS LOMMEL PHOTOGRAPHY	10/07/2026	\$475.00	171190	E 11 300 293 118 000 401 PO 35910 Boys Soccer Team Banner
001		CC	1	05078	MICHAEL GRINDER & ASSOC.	10/07/2026	\$40.00	171079	E 01 100 203 000 000 401 PO 35814 / Envoy pamphlets for Jona
001		CC	1	05264	BSN SPORTS	10/07/2026	\$1,413.00	171169	E 11 300 292 000 000 401 PO 35783 Embroidery HF7067-010
001		CC	1	05264	BSN SPORTS	10/07/2026	\$248.00	171183	E 11 300 296 124 000 434 PO 35829 Volleyball Jersey's
001		CC	1	05264	BSN SPORTS	10/07/2026	\$2,580.00	171170	E 11 300 294 112 000 434 PO 35640 Boys Basketball Uniform Shorts
001		CC	1	05351	HOME DEPOT	10/07/2026	\$625.63	171107	E 01 005 810 000 000 401 B&G Supplies 26
001		CC	1	05351	HOME DEPOT	10/07/2026	\$520.36	171108	E 01 005 810 000 000 401 B&G Supplies
001		CC	1	06051	FINKEN WATER CENTERS	10/07/2026	\$97.45	171203	E 01 201 810 000 000 401 Water Softener Salt & Drinking Water
001		CC	1	06051	FINKEN WATER CENTERS	10/07/2026	\$86.95	171204	E 01 300 810 000 000 401 Water Softener Salt & Drinking Water
001		CC	1	06051	FINKEN WATER CENTERS	10/07/2026	\$76.45	171205	E 01 100 810 000 000 401 Water Softener Salt & Drinking Water
001		CC	1	06051	FINKEN WATER CENTERS	10/07/2026	\$40.45	171142	E 01 300 810 000 000 401 HS Salt Solar Finken 40#
001		CC	1	06051	FINKEN WATER CENTERS	10/07/2026	\$26.80	171206	E 01 005 810 000 000 332 Water Softener Salt & Drinking Water
001		CC	1	06051	FINKEN WATER CENTERS	10/07/2026	\$39.95	171143	E 01 100 810 000 000 401 HS Salt Solar Finken 40#
001		CC	1	06051	FINKEN WATER CENTERS	10/07/2026	\$98.35	171145	E 01 005 810 000 000 332 HS Salt Solar Finken 40#
001		CC	1	06051	FINKEN WATER CENTERS	10/07/2026	\$97.45	171144	E 01 110 810 000 000 401 HS Salt Solar Finken 40#
001		CC	1	06051	FINKEN WATER CENTERS	10/07/2026	\$34.75	171175	E 01 005 810 000 000 332 Water Drinking 5 Gallon
001		CC	1	06130	COBORN'S INC.	10/07/2026	\$26.94	171102	E 11 300 298 000 000 401 Concessions supplies
001		CC	1	06130	COBORN'S INC.	10/07/2026	\$31.43	171104	E 11 300 298 000 000 490 Concessions
001		CC	1	06130	COBORN'S INC.	10/07/2026	\$39.96	171077	E 01 005 790 000 320 490 AIPAC General Supplies
001		CC	1	06130	COBORN'S INC.	10/07/2026	\$20.96	171076	E 01 005 241 204 000 401 Staff Wellness
001		CC	1	06130	COBORN'S INC.	10/07/2026	\$22.45	171103	E 11 300 298 000 000 401 Concessions
001		CC	1	06700	B & H FOTO & ELECTRONICS CORP	10/07/2026	\$5,499.00	171100	E 01 005 630 000 000 556 PO 35963- Jetson AGX Thor Developer kit
001		CC	1	07551	RIDDELL	10/07/2026	\$442.20	171134	E 11 300 294 113 000 530 PO 35721 FB_HELMET_SPDFX SPEED F
001		CC	1	08347	WALMART	10/07/2026	\$19.27	171111	E 01 300 371 212 000 401 Career Fair
001		CC	1	08347	WALMART	10/07/2026	\$144.48	171093	E 04 500 580 000 325 401 ECFE Supplies

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 10/01/2026-10/31/2026

					Pay/Void						
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
001		CC	1	08347	WALMART	10/07/2026	\$83.83	171117	E 01 110 203 902 000 401	Popsicle playdate supplies	
001		CC	1	08347	WALMART	10/07/2026	\$22.25	171118	E 01 110 203 902 000 401	Popsicle playdate supplies	
001		CC	1	08347	WALMART	10/07/2026	\$31.29	171119	E 01 110 203 902 000 401	Buckets & sponges for popsicle playdate	
001		CC	1	08347	WALMART	10/07/2026	\$63.88	171078	E 12 100 411 000 740 401	PO 35845 - Independence SPED Supplies	
001		CC	1	08497	LEARNING A-Z	10/07/2026	\$374.00	171084	E 01 005 219 000 339 406	PO 35914 Raz Plus Kroells/Ell Edition Kro	
001		CC	1	08881	GREAT RIVER SPINE AND SPORT	10/07/2026	\$95.00	171179	E 11 300 291 161 000 305	DOT Exam (A. McCormack)	
001		CC	1	08981	SHRED RIGHT	10/07/2026	\$27.43	171133	E 01 110 203 000 000 305	Shredding	
001		CC	1	08981	SHRED RIGHT	10/07/2026	\$54.86	171130	E 01 005 810 000 000 305	Shredding	
001		CC	1	08981	SHRED RIGHT	10/07/2026	\$54.86	171131	E 01 300 810 000 000 305	Shredding	
001		CC	1	08981	SHRED RIGHT	10/07/2026	\$27.43	171132	E 04 500 505 000 321 305	Shredding	
001		CC	1	09044	MENARDS - ELK RIVER	10/07/2026	\$60.03	171162	E 01 300 810 000 000 401	HS B&G Supplies	
001		CC	1	09044	MENARDS - ELK RIVER	10/07/2026	\$182.00	171163	E 01 005 810 000 000 401	B&G Supplies	
001		CC	1	09044	MENARDS - ELK RIVER	10/07/2026	\$177.30	171176	E 01 005 810 000 000 401	B&G/HS Shop Supplies	
001		CC	1	09044	MENARDS - ELK RIVER	10/07/2026	\$2,441.92	171177	E 01 300 361 000 830 433	B&G/HS Shop Supplies	
001		CC	1	09044	MENARDS - ELK RIVER	10/07/2026	\$249.00	171178	E 01 110 810 000 000 401	B&G/HS Shop Supplies	
001		CC	1	09044	MENARDS - ELK RIVER	10/07/2026	\$64.56	171129	E 01 110 810 000 000 401	Liberty B&G Supplies	
001		CC	1	09044	MENARDS - ELK RIVER	10/07/2026	\$59.95	171191	E 01 110 810 000 000 401	B&G Supplies	
001		CC	1	09044	MENARDS - ELK RIVER	10/07/2026	\$105.99	171192	E 01 005 810 000 000 401	B&G Supplies	
001		CC	1	09728	FEDERATED CO-OPS	10/07/2026	\$1,131.01	171160	E 01 005 810 000 000 440	B&G #2 Dyed No Bio	
001		CC	1	10338	ADAM'S PEST CONTROL, INC.	10/07/2026	\$55.12	171184	E 01 300 810 000 000 305	Prevention Plus	
001		CC	1	10454	USA GYMNASTICS	10/07/2026	\$174.00	171094	E 04 500 560 122 321 820	CE Gymnastics Memb: Liliana Rousu	
001		CC	1	10512	CASEY'S	10/07/2026	\$67.58	171085	E 01 005 610 000 000 490	Crisis Team	
001		CC	1	10586	AUSCO DESIGN &MARKETING	10/07/2026	\$360.00	171116	E 11 300 293 118 000 401	PO 35828: Soccer apparel	
001		CC	1	10586	AUSCO DESIGN &MARKETING	10/07/2026	\$420.00	171096	E 04 500 505 000 321 401	Lib Elem/CE building tshirts	
001		CC	1	10586	AUSCO DESIGN &MARKETING	10/07/2026	\$1,022.00	171120	E 01 110 203 902 000 401	Staff shirts	
001		CC	1	12031	LANGUAGELINE Solutions	10/07/2026	\$19.75	171083	E 01 110 219 000 339 358	Interpreter at Liberty 09/03/2026 (Spanish)	
001		CC	1	12031	LANGUAGELINE Solutions	10/07/2026	\$19.75	171087	E 01 100 219 000 339 358	Interpreter 09/17/2026 (Somali) Indy	
001		CC	1	12031	LANGUAGELINE Solutions	10/07/2026	\$23.70	171088	E 01 110 219 000 339 358	Interpreter at Liberty 09.18.2026 (Spanish)	
001		CC	1	12031	LANGUAGELINE Solutions	10/07/2026	\$19.75	171089	E 01 100 219 000 339 358	INDEP interpreter 9/22/26 Somali	
001		CC	1	12031	LANGUAGELINE Solutions	10/07/2026	\$15.80	171090	E 01 100 219 000 339 358	Indy Interpreter 09.25.2026 (Pashto)	
001		CC	1	12032	SAGE PUBLICATIONS	10/07/2026	\$48.13	171114	E 11 300 292 141 000 401	HS Athletic Supplies	
001		CC	1	12032	SAGE PUBLICATIONS	10/07/2026	\$48.13	171115	E 11 300 298 000 000 401	HS Athletic Supplies	
001		CC	1	12101	OLIVE GARDEN	10/07/2026	\$525.06	171101	E 11 300 295 188 000 490	Girls Soccer	
001		CC	1	12304	SAM'S CLUB	10/07/2026	\$22.20	171109	E 01 300 298 918 000 490	JAVA Hive supplies	

						Pay/Void					
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
001		CC	1	12304	SAM'S CLUB	10/07/2026	\$134.86	171110	E 01 300 298 918 000 401	JAVA Hive supplies	
001		CC	1	12412	HILTON	10/07/2026	\$2,786.40	171113	E 11 300 295 188 000 369	HS Girls Soccer	
001		CC	1	12418	USPS	10/07/2026	\$13.65	171080	E 01 400 203 000 000 329	Postage	
001		CC	1	12489	NUTRIEN AG SOLUTION 65	10/07/2026	\$645.25	171128	E 01 005 810 000 000 401	Surge (Stewardship)	
001		CC	1	12781	SAVVAS	10/07/2026	\$514.08	171171	E 05 100 256 602 302 406	PO 35876 Indy envision 5th grade addition	
001		CC	1	12781	SAVVAS	10/07/2026	\$6,434.81	171188	E 05 201 256 602 302 406	PO 35628 MS Supplies	
001		CC	1	12916	VOYAGER SOPRIS	10/07/2026	\$5,263.50	171158	E 01 300 220 602 000 460	PO 35822 Rewards student books interme	
001		CC	1	12916	VOYAGER SOPRIS	10/07/2026	\$1,848.00	171127	E 01 005 211 602 000 460	PO 35791 Rewards Secondary Teacher Gl	
001		CC	1	13058	ID ENHANCEMENTS, INC.	10/07/2026	\$928.80	171106	E 01 005 810 000 000 401	B&G Supplies	
001		CC	1	13072	CINTAS CORPORATION NO 2	10/07/2026	\$138.40	171146	E 01 300 810 350 000 305	Uniform Services August 2026	
001		CC	1	13072	CINTAS CORPORATION NO 2	10/07/2026	\$135.60	171147	E 01 100 810 350 000 305	Uniform Services August 2026	
001		CC	1	13072	CINTAS CORPORATION NO 2	10/07/2026	\$138.36	171148	E 01 201 810 350 000 305	Uniform Services August 2026	
001		CC	1	13072	CINTAS CORPORATION NO 2	10/07/2026	\$138.39	171149	E 01 110 810 350 000 305	Uniform Services August 2026	
001		CC	1	13185	PATRIOT NEWS MN	10/07/2026	\$192.00	171157	E 01 005 010 000 000 305	Sept 5, Legal (week 1) Board meeting high	
001		CC	1	13254	IMAGINE LEARNING LLC	10/07/2026	\$110.00	171164	E 01 201 270 602 000 460	PO 35727 traverse US History tea	
001		CC	1	13254	IMAGINE LEARNING LLC	10/07/2026	\$335.00	171165	E 01 201 270 602 000 406	PO 35796 Traverse history MS	
001		CC	1	13254	IMAGINE LEARNING LLC	10/07/2026	\$9,300.00	171166	E 01 005 640 000 316 305	PO 35624 History PD, License and materi	
001		CC	1	13254	IMAGINE LEARNING LLC	10/07/2026	\$46,240.00	171167	E 01 201 270 602 000 406	PO 35624 History PD, License and materi	
001		CC	1	13254	IMAGINE LEARNING LLC	10/07/2026	\$3,700.00	171168	E 01 201 270 602 000 460	PO 35624 History PD, License and materi	
001		CC	1	13277	JELLYFISH GRAPHICS	10/07/2026	\$46.01	171181	E 11 300 295 188 000 401	Girls Soccer Banner	
001		CC	1	13277	JELLYFISH GRAPHICS	10/07/2026	\$3.27	171182	E 01 005 110 999 000 401	Girls Soccer Banner	
001		CC	1	13420	OAKI	10/07/2026	\$111.75	171095	E 04 500 596 000 344 401	SR Rainsuit	
001		CC	1	13687	E&G 1123 ECOMM	10/07/2026	\$134.59	171086	E 01 005 610 000 000 490	Crisis Team	
001		CC	1	13687	E&G 1123 ECOMM	10/07/2026	\$187.14	171105	E 11 300 292 141 000 490	Homecoming	
001		CC	1	13690	PROTRAININGS LLC	10/07/2026	\$679.15	171193	E 01 005 720 217 000 305	ProFirstAid Certificate	
001		CC	1	13911	USI ED GOV	10/07/2026	\$8.59	171092	E 01 201 208 000 000 401	Laminator Replacement Part	
001		CC	1	14261	BUSWHERE LLC	10/07/2026	\$2,150.00	171161	E 01 005 760 000 720 405	September 2026 Billing	
001		CC	1	14422	MOSYLE CO	10/07/2026	\$290.00	171097	E 01 005 630 000 000 405	Mosyle Manager	
001		CC	1	14463	HY-TEK	10/07/2026	\$25.00	171112	E 11 300 296 126 000 401	Swimming Supplies	
001		CC	1	14474	MICRO CENTER	10/07/2026	\$1,294.91	171098	E 01 005 630 000 000 555	Tech parts/repair	
001		CC	1	14475	POCHAR LLC	10/07/2026	\$95.00	171099	E 01 005 630 000 000 401	Dividers for charging carts and Cabients	

Pay/Void									
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Description
001		CC	1	7760	PIONEER ATHLETICS	10/07/2026	\$3,217.75	171174	E 01 005 810 000 000 401 PO 35897 BRITE STRIPE TOTE - 225 GL
Check Total:							\$129,243.15		
Bank 001 Total:							\$129,243.15		
Report Total:							\$129,243.15		

October 2026 Personnel				
Employee (Last, First Name)	Position	Building	Effective Date	Action Type
Schultz, Elizabeth	Paraeducator	Middle School	08/24/2026	Retirement
Berg, Julie	Administrative Assistant	Middle School	12/30/2026	Retirement
Enger, Nicholas	Custodian	Liberty	10/09/2026	New Hire
Reynolds, Brianna	Building Sub Teacher	Liberty	10/05/2026	New Hire
Georgeson, Stephanie	Program Secretary	Community Ed	10/08/2026	New Hire
Sellner, Aimee	Paraeducator	Liberty	11/01/2026	Long-Term Leave of Absence
Sayler, Tiana	Paraeducator	Liberty	10/19/2026	Transfer
Zenner, Tammy	Paraeducator	Liberty	10/14/2026	New Hire
Metcalf, Kendall	LTS Paraeducator	Independence	10/26/2026	New Hire

MEMORANDUM OF UNDERSTANDING
Kris McDonald Unpaid Leave of Absence - 26-27

WHEREAS, Big Lake Education Minnesota (BLEM) and the Big Lake School District are parties to a Master Agreement for 2025-2027; and

WHEREAS, Kris McDonald has requested a leave from her position as a Teacher at Big Lake High due to family circumstances. Big Lake School District is approving Kris to be on an unpaid leave of absence for the 26-27 school year starting on November 9, 2026.

WHEREAS, A teacher who returns from leave within the provisions of this section shall retain all previous experience credit for pay purposes. The teacher shall not accrue additional experience credit for pay purposes or leave time during the period of unpaid leave.

WHEREAS, The leave shall be without pay or fringe benefits, except as provided by law.

WHEREAS, Kris must inform the School District in writing on or before January 31, 2027 of her intent to return from leave during the following school year or she will forfeit her reinstatement rights.

THEREFORE, BE IT RESOLVED and agreed that the Memorandum of Understanding shall remain in effect through July 31, 2027.

Big Lake Education Minnesota

BIG LAKE SCHOOL DISTRICT ISD 727


Kelly Jurek, President

Dated: 10-20-26

Board Chair

Dated: _____


Kris McDonald, Teacher

Dated: 10/7/26

Board Clerk

Dated: _____



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 offered 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.

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 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, 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.

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 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.

EXTENDED SCHOOL YEAR FOR CERTAIN STUDENTS WITH INDIVIDUALIZED EDUCATION PROGRAMS

I. PURPOSE

The purpose of this policy is to ensure that the school district complies with the overall requirements of law as mandated for certain students subject to individualized education programs (IEPs) when necessary to provide a free appropriate public education (FAPE).

II. GENERAL STATEMENT OF POLICY

- A. Extended School Year Services Must Be Available to Provide a FAPE. The school district shall provide extended school year (ESY) services to a student who is the subject of an IEP if the student's IEP team determines the services are necessary during a break in instruction in order to provide a FAPE.
- B. Extended School Year Determination. At least annually, the IEP team must determine that a student is in need of ESY services if the student meets any of the following conditions:
 - 1) There will be significant regression of a skill or acquired knowledge from the student's level of performance on an annual goal that requires more than the length of the break in instruction to recoup unless the IEP team determines a shorter time for recoupment is more appropriate; OR
 - 2) Services are necessary for the student to attain and maintain self-sufficiency because of the critical nature of the skill addressed by an annual goal, the student's age and level of development, and the timeliness for teaching the skill; OR
 - 3) The IEP team otherwise determines, given the student's unique needs, that ESY services are necessary to ensure the pupil receives a FAPE.
- C. Required Factors Schools Must Consider in Making ESY Determinations. The IEP team must decide ESY eligibility using information including:
 - 1) Prior observations of the student's regression and recoupment over the summer;
 - 2) Observations of the student's tendency to regress over extended breaks in instruction during the school year; and
 - 3) Experience with other students with similar instructional needs.
- D. Additional Factors to Consider, Where Relevant. In making its determination of ESY needs, the following factors must be considered, where relevant:
 - 1) The student's progress and maintenance of skills during the regular school year.
 - 2) The student's degree of impairment.
 - 3) The student's rate of progress.
 - 4) The student's behavioral or physical problems.
 - 5) The availability of alternative resources.
 - 6) The student's ability and need to interact with nondisabled peers.
 - 7) The areas of the student's curriculum which need continuous attention.
 - 8) The student's vocational needs.
- E. No Unilateral Decisions.
In the course of providing ESY services to children with disabilities, the school district may not unilaterally limit the type, amount, or duration of those services.
- F. Services to Nonresident Students Temporarily Placed in School District.
A school district may provide ESY services to nonresident children with disabilities temporarily placed in the school district in accordance with applicable state law.

Legal References: Minn. Stat. § 125A.14 (Extended School Year)
Minn. Rules Part 3525.0755
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Act)
34 C.F.R. Part 300 (Assistance to States for the Education of Children with Disabilities)

Cross References: None



Policy 515
Adopted: 2.22.07
Revised: 5.28.15
Reviewed: 4.6.15
Revised: 8.24.17
Revised: 11.17.22
Revised: 11.16.23
Revised: 8.22.24
Revised: 9.24.25
Revised: 7.22.26

PROTECTION AND PRIVACY OF PUPIL RECORDS

I. PURPOSE

The school district recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 United States Code section 1232g, *et seq.*, (Family Educational Rights and Privacy Act (FERPA)), 34 Code of Federal Regulations part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, and Minnesota Rules parts 1205.0100-1205.2000.

III. DEFINITIONS

A. Authorized Representative

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

B. Biometric Record

“Biometric record,” as referred to in “Personally Identifiable,” means a record of one or more measurable biological or behavioral characteristics that can be used for automated recognition of an individual (e.g., fingerprints, retina and iris patterns, voiceprints, DNA sequence, facial characteristics, and handwriting).

C. Dates of Attendance

“Dates of attendance,” as referred to in “Directory Information,” means the period of time during which a student attends or attended a school or schools in the school district, including attendance in person or by paper correspondence, videoconference, satellite, Internet, or other electronic information and telecommunications technologies for students who are not in the classroom, and including the period during which a student is working under a work-study program. The term does not include specific daily records of a student’s attendance at a school or schools in the school district.

D. Directory Information

- 1) Under Minnesota Statutes, section 13.32, subdivision 5, a school district may not designate a student’s or parent’s home address, telephone number, email address, or other personal contact information as “directory information.”
- 2) Under federal law “directory information”, means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, the student’s name; address; telephone listing; electronic mail address; photograph; date and place of birth;

major field of study; dates of attendance; grade level; enrollment status (i.e., full-time or part-time); participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student's parent(s). Directory information does not include:

- a. a student's social security number;
- b. a student's identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
- c. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student's identity, such as a PIN, password, or other factor known or possessed only by the student;
- d. personally identifiable data which references religion, race, color, social position, or nationality; or
- e. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student's parent or guardian.

E. Education Records

- 1) What constitutes "education records." Education records means those records that are: (1) directly related to a student; and (2) maintained by the school district or by a party acting for the school district.
- 2) What does not constitute education records. The term "education records" does not include:
 - a. Records of instructional personnel that are:
 1. kept in the sole possession of the maker of the record;
 2. used only as a personal memory aid;
 3. not accessible or revealed to any other individual except a temporary substitute teacher; and
 4. destroyed at the end of the school year.
 - b. Records of a law enforcement unit of the school district, provided education records maintained by the school district are not disclosed to the unit, and the law enforcement records are:
 1. maintained separately from education records;
 2. maintained solely for law enforcement purposes; and
 3. disclosed only to law enforcement officials of the same jurisdiction.
 - c. Records relating to an individual, including a student, who is employed by the school district which:
 1. are made and maintained in the normal course of business;
 2. relate exclusively to the individual in that individual's capacity as an employee; and
 3. are not available for use for any other purpose.

However, records relating to an individual in attendance at the school district who is employed as a result of his or her status as a student are education records.

- d. Records relating to an eligible student, or a student attending an institution of postsecondary education, that are:
 - 1. made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in his or her professional or paraprofessional capacity or assisting in that capacity;
 - 2. made, maintained, or used only in connection with the provision of treatment to the student; and
 - 3. disclosed only to individuals providing the treatment; provided that the records can be personally reviewed by a physician or other appropriate professional of the student's choice. For the purpose of this definition, "treatment" does not include remedial educational activities or activities that are a part of the program of instruction within the school district.
- e. Records created or received by the school district after an individual is no longer a student at the school district and that are not directly related to the individual's attendance as a student.
- f. Grades on peer-related papers before the papers are collected and recorded by a teacher.

F. Education Support Services Data

"Education support services data" means data on individuals collected, created, maintained, used, or disseminated relating to programs administered by a government entity or entity under contract with a government entity designed to eliminate disparities and advance equities in educational achievement for youth by coordinating services available to participants, regardless of the youth's involvement with other government services. Education support services data does not include welfare data under Minnesota Statutes section 13.46.

Unless otherwise provided by law, all education support services data are private data on individuals and must not be disclosed except according to Minnesota Statutes section 13.05 or a court order.

G. Eligible Student

"Eligible student" means a student who has attained eighteen (18) years of age or is attending an institution of postsecondary education

H. Juvenile Justice System

"Juvenile justice system" includes criminal justice agencies and the judiciary when involved in juvenile justice activities

I. Legitimate Educational Interest

"Legitimate educational interest" includes an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for education data. It includes a person's need to know in order to:

- 1) Perform an administrative task required in the school or employee's contract or position description approved by the school board;
- 2) Perform a supervisory or instructional task directly related to the student's education;
- 3) Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid; or
- 4) Perform a task directly related to responding to a request for data.

J. Parent

"Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or

guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary

K. Personally Identifiable

“Personally identifiable” means that the data or information includes, but is not limited to: (a) a student’s name; (b) the name of the student’s parent or other family member; (c) the address of the student or student’s family; (d) a personal identifier such as the student’s social security number or student number or biometric record; (e) other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates

L. Record

“Record” means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche

M. Responsible Authority

“Responsible authority” means Superintendent Tim Truebenbach.

N. Student

“Student” includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.

O. School Official

“School official” includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

P. Summary Data

“Summary data” means 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 the individual is ascertainable.

Q. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

IV. GENERAL CLASSIFICATION

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without

consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

Parents and eligible students have the following rights under this policy:

- 1) The right to inspect and review the student's education records;
- 2) The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- 3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that such consent is not required for disclosure pursuant to this policy, state or federal law, or the regulations promulgated thereunder;
- 4) The right to refuse release of names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers and postsecondary educational institutions;
- 5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the federal law and the regulations promulgated thereunder;
- 6) The right to be informed about rights under the federal law; and
- 7) The right to obtain a copy of this policy at the location set forth in Section XXI. of this policy.

B. Eligible Students

All rights and protections given to parents under this policy transfer to the student when he or she reaches eighteen (18) years of age or enrolls in an institution of postsecondary education. The student then becomes an "eligible student." However, the parents of an eligible student who is also a "dependent student" are entitled to gain access to the education records of such student without first obtaining the consent of the student. In addition, parents of an eligible student may be given access to education records in connection with a health or safety emergency if the disclosure meets the conditions of any provision set forth in 34 Code of Federal Regulations section 99.31(a).

C. Students with a Disability

The school district shall follow 34 Code of Federal Regulations sections 300.610-300.617 with regard to the privacy, notice, access, recordkeeping, and accuracy of information related to students with a disability.

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

- 1) The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
- 2) The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;
 - c. the party or class of parties to whom the disclosure may be made;
 - d. the consequences of giving informed consent; and
 - e. if appropriate, a termination date for the consent.

- 3) When a disclosure is made under this subdivision:
 - a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
- 4) A signed and dated written consent may include a record and signature in electronic form that:
 - a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person's approval of the information contained in the electronic consent.
- 5) If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
 - a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. specific as to the nature of the information the subject is authorizing to be disclosed;
 - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
 - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
 - g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minnesota Statutes chapter 256B or Minnesota Care under Minnesota Statutes chapter 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.
- 6) Eligible Student Consent

Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.

B. Prior Consent for Disclosure Not Required

The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

- 1) To other school officials, including teachers, within the school district whom the school district determines have a legitimate educational interest in such records;

- 2) To a contractor, consultant, volunteer, or other party to whom the school district has outsourced institutional services or functions provided that the outside party:
 - a. performs an institutional service or function for which the school district would otherwise use employees;
 - b. is under the direct control of the school district with respect to the use and maintenance of education records; and
 - c. will not disclose the information to any other party without the prior consent of the parent or eligible student and uses the information only for the purposes for which the disclosure was made;
- 3) To officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer. The records shall include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, and with proper annual notice (see Section XIX.), suspension and expulsion information pursuant to section 7917 of the federal Every Student Succeeds Act, 20 United States Code section 7917, and, if applicable, data regarding a student's history of violent behavior. The records also shall include a copy of any probable cause notice or any disposition or court order under Minnesota Statutes section 260B.171, unless the data are required to be destroyed under Minnesota Statutes section 120A.22, subdivision 7(c) or section 121A.75. On request, the school district will provide the parent or eligible student with a copy of the education records that have been transferred and provide an opportunity for a hearing to challenge the content of those records in accordance with Section XV. of this policy;
- 4) To authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or the Commissioner of the State Department of Education or his or her representative, subject to the conditions relative to such disclosure provided under federal law;
- 5) In connection with financial aid for which a student has applied or has received, if the information is necessary for such purposes as to:
 - a. determine eligibility for the aid;
 - b. determine the amount of the aid;
 - c. determine conditions for the aid; or
 - d. enforce the terms and conditions of the aid.

"Financial aid" for purposes of this provision means a payment of funds provided to an individual or a payment in kind of tangible or intangible property to the individual that is conditioned on the individual's attendance at an educational agency or institution;
- 6) To state and local officials or authorities to whom such information is specifically allowed to be reported or disclosed pursuant to state statute adopted:
 - a. before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and such system's ability to effectively serve the student whose records are released; or
 - b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom

the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers;

- 7) To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;
- 8) To accrediting organizations in order to carry out their accrediting functions;
- 9) To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
- 10) To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code section 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 United States Code, section 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the

context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as a plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;

- 11) To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
- 12) To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
- 13) Information the school district has designated as "directory information" pursuant to Section VII. of this policy;
- 14) To military recruiting officers and postsecondary educational institutions pursuant to Section XI. of this policy;
- 15) To the parent of a student who is not an eligible student or to the student himself or herself;
- 16) To appropriate parties, including parents or an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals (34 Code of Federal Regulations, part 99.36) and for bona fide epidemiologic investigations which the Commissioner of the Minnesota Department of Health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
- 17) To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;
- 18) To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student;

- a. the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;
- b. the existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

The written requests of the juvenile justice system member(s), as well as a record of any release, must be maintained in the student's file;

- 19) To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minnesota Statutes section 260B.171, subdivision 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect

students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;

- 20) To the principal where the student attends if it is information from a peace officer's record of children received by a superintendent under Minnesota Statutes section 260B.171, subdivision 5. The principal must place the information in the student's education record. The principal also must notify immediately any teacher, counselor, or administrator directly supervising the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student and describe the alleged offense if this information is provided in the peace officer's notice. Peace officer's record information received is private educational data received for the limited purpose of serving the educational needs of the student and protecting students and staff. The information must not be further disseminated by the counselor, teacher administrator, staff member, substitute, or volunteer except to communicate with the student or the student's parent or guardian as necessary to serve the student, to protect students and staff, or as otherwise required by law.

The principal must delete the peace officer's record from the student's education record, destroy the data, and make reasonable efforts to notify any teacher, counselor, staff member, administrator, substitute, or volunteer who received information from the peace officer's record if the county attorney determines not to proceed with a petition or directs the student into a diversion or mediation program or if a juvenile court makes a decision on a petition and the county attorney or juvenile court notifies the superintendent of such action;

- 21) To the Secretary of Agriculture, or authorized representative from the Food and Nutrition Service or contractors acting on behalf of the Food and Nutrition Service, for the purposes of conducting program monitoring, evaluations, and performance measurements of state and local educational and other agencies and institutions receiving funding or providing benefits of one or more programs authorized under the National School Lunch Act or the Child Nutrition Act of 1966 for which the results will be reported in an aggregate form that does not identify any individual, on the conditions that: (a) any data collected shall be protected in a manner that will not permit the personal identification of students and their parents by other than the authorized representatives of the Secretary; and (b) any personally identifiable data shall be destroyed when the data are no longer needed for program monitoring, evaluations, and performance measurements; or
- 22) To an agency caseworker or other representative of a State or local child welfare agency, or tribal organization (as defined in 25 United States Code section 5304), who has the right to access a student's case plan, as defined and determined by the State or tribal organization, when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the

student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the State or tribal laws applicable to protecting the confidentiality of a student's education records.

- 23) When requested, and in accordance with requirements for parental consent in 34 Code of Federal Regulations, section 300.622 (b) (2), and part 99, educational agencies or institutions may share personal student contact information and directory information for students served in special education with postsecondary transition planning and services under Minnesota Statutes, section 125A.08, paragraph (b), clause (1), whether public or private, with the Minnesota Department of Employment and Economic Development, as required for coordination of services to students with disabilities under Minnesota Statutes, sections 125A.08, paragraph (b), clause (1); 125A.023; and 125A.027.

C. Nonpublic School Students

The school district may disclose personally identifiable information from the education records of a nonpublic school student, other than a student who receives shared time educational services, without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

- 1) Pursuant to a valid court order;
- 2) Pursuant to a statute specifically authorizing access to the private data; or
- 3) To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the Commissioner of the Minnesota Department of Health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted; or
- 4) to appropriate parties, including parents or an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

VII. RELEASE OF DIRECTORY INFORMATION

A. Educational Data

- 1) Educational data designated as directory information is public data on individuals to the extent required under federal law. Directory information must be designated pursuant to the provisions of:
 - a. Minnesota Statutes, section 13.32, subdivision 5; and
 - b. 20 United States Code, section 1232g, and 34 Code of Federal Regulations, section 99.37, which were in effect on January 3, 2012
- 2) The school district may not designate a student's home address, telephone number, email address, or other personal contact information as directory information under Minnesota Statutes, section 13.32.
- 3) A parent's personal contact information must be treated as private data on individuals regardless of whether that contact information was previously designated as or treated as directory information under Minnesota Statutes, section 13.32, subdivision 2.
- 4) When requested, the school district must share personal contact information and directory information, whether public or private, with the Minnesota Department of Education, as required for federal reporting purposes.

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education records generated by it regarding the former student without meeting the requirements of Paragraph C. of this section. In addition, under an explicit exclusion from the definition of an “education record,” the school district may release records that only contain information about an individual obtained after he or she is no longer a student at the school district and that are not directly related to the individual’s attendance as a student (e.g., a student’s activities as an alumnus of the school district).

C. Present Students and Parents

The school district may disclose directory information from the education records of a student and information regarding parents without prior written consent of the parent of the student or eligible student, except as provided herein.

- 1) When conducting the directory information designation and notice process required by federal law, the school district shall give parents and students notice of the right to refuse to let the district designate specified data about the student as directory information.
- 2) The school district shall give annual notice by any means that are reasonably likely to inform the parents and eligible students of:
 - a. the types of personally identifiable information regarding students and/or parents that the school district has designated as directory information;
 - b. the parent’s or eligible student’s right to refuse to let the school district designate any or all of those types of information about the student and/or the parent as directory information; and
 - c. the period of time in which a parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student and/or the parent designated as directory information.
- 3) Allow a reasonable period of time after such notice has been given for a parent or eligible student to inform the school district in writing that any or all of the information so designated should not be disclosed without the parent’s or eligible student’s prior written consent, except as provided in Section VI. of this policy.
- 4) A parent or eligible student may not opt out of the directory information disclosures to:
 - a. prevent the school district from disclosing or requiring the student to disclose the student’s name, ID, or school district e-mail address in a class in which the student is enrolled; or
 - b. prevent the school district from requiring a student to wear, to display publicly, or to disclose a student ID card or badge that exhibits information that may be designated as directory information and that has been properly designated by the school district as directory information.
- 5) The school district shall not disclose or confirm directory information without meeting the written consent requirements contained in Section VI.A. of this policy if a student’s social security number or other non-directory information is used alone or in combination with other data elements to identify or help identify the student or the student’s records.

D. Procedure for Obtaining Nondisclosure of Directory Information

The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the following:

- 1) Name of the student and/or parent, as appropriate;
- 2) Home address;
- 3) School presently attended by student;
- 4) Parent's legal relationship to student, if applicable; and
- 5) Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year.

E. Duration

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notifications provided herein.

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

For the purposes herein, education records are records which are classified as private data on individuals by state law and which are accessible only to the student who is the subject of the data and the student's parent if the student is not an eligible student. The school district may not disclose private records or their contents except as summary data, or except as provided in Section VI. of this policy, without the prior written consent of the parent or the eligible student. The school district will use reasonable methods to identify and authenticate the identity of parents, students, school officials, and any other party to whom personally identifiable information from education records is disclosed.

B. Private Records Not Accessible to Parent

In certain cases, state law intends, and clearly provides, that certain information contained in the education records of the school district pertaining to a student be accessible to the student alone, and to the parent only under special circumstances, if at all.

- 1) The responsible authority may deny access to private data by a parent when a minor student who is the subject of that data requests that the responsible authority deny such access. The minor student's request must be submitted in writing setting forth the reasons for denying access to the parent and must be signed by the minor. Upon receipt of such request the responsible authority shall determine if honoring the request to deny the parent access would be in the best interest of the minor data subject. In making this determination the responsible authority shall consider the following factors:
 - a. whether the minor is of sufficient age and maturity to be able to explain the reasons for and understand the consequences of the request to deny access;
 - b. whether the personal situation of the minor is such that denying parental access may protect the minor data subject from physical or emotional harm;
 - c. whether there are grounds for believing that the minor data subject's reasons for precluding parental access are reasonably accurate;
 - d. whether the data in question is of such a nature that disclosure of it to the parent may lead to physical or emotional harm to the minor data subject; and
 - e. whether the data concerns medical, dental or other health services provided pursuant to Minnesota Statutes sections 144.341-144.347, in

which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.

C. Private Records Not Accessible to Student

Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.

D. Military-Connected Youth Identifier

When a school district updates its enrollment forms in the ordinary course of business, the school district must include a box on the enrollment form to allow students to self-identify as a military-connected youth. For purposes of this Paragraph, a "military-connected youth" means having an immediate family member, including a parent or sibling, who is currently in the armed forces either as a reservist or on active duty or has recently retired from the armed forces. Data collected under this provision is private data on individuals, but summary data may be published by the Department of Education.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.

B. Reports Under the Maltreatment of Minors Reporting Act

Pursuant to Minnesota Statutes Chapter 260E, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minnesota Statutes Chapter 260E.

Regardless of whether a written report is made under Minnesota Statutes Chapter 260E, as soon as practicable after a school receives information regarding an incident that may constitute maltreatment of a child in a school facility, the school shall inform the parent, legal guardian, or custodian of the child that an incident occurred that may constitute maltreatment of the child, when the incident occurred, and the nature of the conduct that may constitute maltreatment.

C. Investigative Data

Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.

- 1) The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
- 2) A complainant has access to a statement he or she provided to the school district.
- 3) Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district

employees, and/or attorney data as defined in Minnesota Statutes section 13.393.

- 4) Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
 - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
- 5) A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

To the extent the school district maintains records of the identity, diagnosis, prognosis, or treatment of any student which are maintained in connection with the performance of any drug abuse prevention function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, such records are classified as confidential and shall be disclosed only for the purposes and under the circumstances expressly authorized by law.

X. DISCLOSURE OF SCHOOL RECORDS PRIOR TO EXCLUSION OR EXPULSION HEARING

At a reasonable time prior to any exclusion or expulsion hearing, the student and the student’s parent or guardian or representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the action proposed by the school district may be based, pursuant to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes section 121A.40, *et seq.*

XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POSTSECONDARY EDUCATIONAL INSTITUTIONS

- A. The school district will release the names, addresses, electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiting officers only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.
- B. Data released to military recruiting officers under this provision:
 - 1) may be used only for the purpose of providing information to students about military service, state and federal veterans’ education benefits, and other career and educational opportunities provided by the military;
 - 2) cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces; and
 - 3) copying fees shall not be imposed.

- C. A parent or eligible student has the right to refuse the release of the name, address, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only) or home telephone number to military recruiting officers and postsecondary educational institutions. To refuse the release of the above information to military recruiting officers and postsecondary educational institutions, a parent or eligible student must notify the responsible authority, the Building Principal, in writing by October 1 each year. The written request must include the following information:
- 1) Name of student and parent, as appropriate;
 - 2) Home address;
 - 3) Student's grade level;
 - 4) School presently attended by student;
 - 5) Parent's legal relationship to student, if applicable;
 - 6) Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
 - 7) Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, home phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

A. Redisdisclosure

Consistent with the requirements herein, the school district may only disclose personally identifiable information from the education records of a student on the condition that the party to whom the information is to be disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student, except that the officers, employees, and agents of any party receiving personally identifiable information under this Article may use the information, but only for the purposes for which the disclosure was made.

B. Redisdisclosure Not Prohibited

- 1) Subdivision A. of this Article does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
 - a. The disclosures meet the requirements of Section VI. of this policy; and

- b. The school district has complied with the record-keeping requirements of Article XIII. of this policy.
- 2) Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 United States Code section 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.
- C. Classification of Disclosed Data

The information disclosed shall retain the same classification in the hands of the party receiving it as it had in the hands of the school district.
- D. Notification

The school district shall inform the party to whom a disclosure is made of the requirements set forth in this section, except for disclosures made pursuant to court orders or lawfully issued subpoenas, disclosure of directory information under Section VII. of this policy, disclosures to a parent or student, or disclosures to parents of a dependent student. In the event that the Family Policy Compliance Office determines that a state or local educational authority, a federal agency headed by an official listed in 34 Code of Federal Regulations section 99.31(a)(3), or an authorized representative of a state or local educational authority or a federal agency headed by an official listed in section 99.31(a)(3), or a third party outside of the school district improperly rediscloses personally identifiable information from education records or fails to provide notification required under this section of this policy, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years.

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

- A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.
- B. Record Security

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.
- C. Record Keeping
 - 1) The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record, with the education records of the student, that indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student;
 - b. the legitimate interests these parties had in requesting or obtaining the information; and
 - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.

- 2) In the event the school district discloses personally identifiable information from an education record of a student pursuant to Paragraph XII.B. of this policy, the record of disclosure required under this Article shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
 - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
 - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 Code of Federal Regulations section 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
- 3) Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code section 2332b(g)(5)(B) or an act of domestic or international terrorism.
- 4) The record of requests of disclosures may be inspected by:
 - a. the parent of the student or the eligible student;
 - b. the school official or his or her assistants who are responsible for the custody of the records; and
 - c. the parties authorized by law to audit the record-keeping procedures of the school district.
- 5) The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
 - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
 - b. the parties to whom the school district disclosed the information.
- 6) The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has

been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

B. Response to Request for Access

The school district shall respond to any request pursuant to Subdivision A. of this Article immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.

C. Right to Inspect and Review

The right to inspect and review education records under Subdivision A. of this Article includes:

- 1) The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
- 2) If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.
- 3) Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.

D. Form of Request

Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.

E. Collection of Student Records

If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.

F. Records Containing Information on More Than One Student

If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.

G. Authority to Inspect or Review

The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.

H. Fees for Copies of Records

- 1) The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
 - a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;
 - c. any schedule of standard copying charges established by the school district in its normal course of operations;

- d. any special costs necessary to produce such copies from machine-based record-keeping systems, including but not limited to computers and microfilm systems; and
 - e. mailing costs.
- 2) If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.
 - 3) The cost of providing copies shall be borne by the parent or eligible student.
 - 4) The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

The parent of a student or an eligible student who believes that information contained in the education records of the student is inaccurate, misleading, or violates the privacy rights of the student may request that the school district amend those records.

- 1) The request shall be in writing, shall identify the item the requestor believes to be inaccurate, misleading, or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the requestor wishes the school district to make. The request shall be signed and dated by the requestor.
- 2) The school district shall decide whether to amend the education records of the student in accordance with the request within thirty (30) days after receiving the request.
- 3) If the school district decides to refuse to amend the education records of the student in accordance with the request, it shall inform the parent of the student or the eligible student of the refusal and advise the parent or eligible student of the right to a hearing under Subdivision B. of this Article.

B. Right to a Hearing

If the school district refuses to amend the education records of a student, the school district, on request, shall provide an opportunity for a hearing in order to challenge the content of the student's education records to ensure that information in the education records of the student is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. A hearing shall be conducted in accordance with Subdivision C. of this Article.

- 1) If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
- 2) If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school district, or both.
- 3) Any statement placed in the education records of the student under Subdivision B. of this Article shall:

- a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
 - b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.
- C. Conduct of Hearing
 - 1) The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
 - 2) The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
 - 3) The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this Article and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
 - 4) The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.
- D. Appeal

The final decision of the designated hearing officer may be appealed in accordance with the applicable provisions of Minnesota Statutes chapter 14 relating to contested cases.

XVI. PROBLEMS ACCESSING DATA

- A. The data practices compliance official is the designated employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.
- B. Data practices compliance official means Superintendent Tim Truebenbach.
- C. Any request by an individual with a disability for reasonable modifications of the school district's policies or procedures for purposes of accessing records shall be made to the data practices compliance official.

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

- A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue S.W., Washington, D.C. 20202-8520.
- B. Content of Complaint

A complaint filed pursuant to this Article must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

XVIII. WAIVER

A parent or eligible student may waive any of his or her rights provided herein pursuant to FERPA. A waiver shall not be valid unless in writing and signed by the parent or eligible student. The school district may not require such a waiver.

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

- 1) That the parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
- 2) That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
- 3) That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
- 4) That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder;
- 5) The criteria for determining who constitutes a school official and what constitutes a legitimate educational interest for purposes of disclosing education records to other school officials whom the school district has determined to have legitimate educational interests; and
- 6) That the school district forwards education records on request to a school in which a student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer and that such records may include suspension and expulsion records pursuant to the federal Every Student Succeeds Act and, if applicable, a student's history of violent behavior.

B. Notification to Parents of Students Having a Primary Home Language Other Than English

The school district shall provide for the need to effectively notify parents of students identified as having a primary or home language other than English.

C. Notification to Parents or Eligible Students Who are Disabled

The school district shall provide for the need to effectively notify parents or eligible students identified as disabled.

XX. DESTRUCTION AND RETENTION OF RECORDS

Destruction and retention of records by the school district shall be controlled by state and federal law.

XXI. COPIES OF POLICY

Copies of this policy may be obtained by parents and eligible students at the superintendent's office.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32, Subd. 5 (Directory Information)

Minn. Stat. § 13.393 (Attorneys)
 Minn. Stat. Ch. 14 (Administrative Procedures Act)
 Minn. Stat. § 120A.22 (Compulsory Instruction)
 Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
 Minn. Stat. § 121A.75 (Receipt of Records; Sharing)
 Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
 Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
 Minn. Stat. Ch. 256B (Medical Assistance for Needy Persons)
 Minn. Stat. Ch. 256L (MinnesotaCare)
 Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
 Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
 Minn. Stat. § 363A.42 (Public Records; Accessibility)
 Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
 Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
 10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
 18 U.S.C. § 2331 (Definitions)
 18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
 20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
 20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)
 20 U.S.C. § 7908 (Armed Forces Recruiting Information)
 20 U.S.C. § 7917 (Transfer of School Disciplinary Records)
 25 U.S.C. § 5304 (Definitions – Tribal Organization)
 26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
 42 U.S.C. § 1711 *et seq.* (Child Nutrition Act)
 42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)
 34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
 34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
 42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
Gonzaga University v. Doe, 536 U.S. 273 309 (2002)
 Dept. of Admin. Advisory Op. No. 21-008 (December 8, 2021)

Cross References: MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
 MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
 MSBA/MASA Model Policy 506 (Student Discipline)
 MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
 MSBA/MASA Model Policy 520 (Student Surveys)
 MSBA/MASA Model Policy 711 (Video Recording on School Buses)
 MSBA/MASA Model Policy 722 (Public Data Requests)
 MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)

Resources: U.S. Department of Education: *FAQs on Photos and Videos under FERPA | Protecting Student Privacy* (accessed 01/29/26)

U.S. Department of Education: *Letter to Wachter Regarding Surveillance Video of Multiple Students* | *Protecting Student Privacy* (accessed 012926)

U.S. Department of Education: *School Resource Officers, School Law Enforcement Units, and the Family Educational Rights and Privacy Act (FERPA)* | *Protecting Student Privacy* (accessed 012926)

U.S. Department of Education: *Protecting Student Privacy While Using Online Educational Services: Requirements and Best Practices* | *Protecting Student Privacy* (accessed 012926)

U.S. Department of Education: *FERPA/IDEA Crosswalk* | *Protecting Student Privacy* (accessed 012926)

U.S. Department of Education: *What is the Protection of Pupil Rights Amendment?* | *Protecting Student Privacy* (accessed 012926)

Minnesota Department of Health: *The Family Educational Rights and Privacy Act (FERPA) and Immunization Data (including Possible School Consent Language for Sharing Immunization Data with Registries)* (accessed 012926)

DNR-DNI ORDERS

I. PURPOSE

The school district recognizes that it is serving students with complex health needs. The school district also recognizes that school district staff may be confronted with requests to withhold emergency care of a student in the event of a life threatening situation at school or school activities or be presented with Do Not Resuscitate/Do Not Intubate (DNR-DNI) orders. The purpose of this policy is to provide guidance to school district staff and parents or guardians in these situations.

II. GENERAL STATEMENT OF POLICY

- A. The primary mission of the school district is education. DNR-DNI orders are medical documents. School district staff will not accept or honor requests to withhold emergency care or DNR-DNI orders. The school district will not convey such orders to emergency medical personnel.
- B. School district staff will provide reasonable emergency care and assistance when a student is undergoing a medical emergency during school or school activities.
- C. School district staff will activate emergency medical services (911) as soon as possible when a student is undergoing a medical emergency during school or school activities.
- D. The parent/guardian will be notified of the emergency as soon as possible.
- E. Notwithstanding this school district policy, IEP and Section 504 teams must develop individualized medical emergency care plans for students when appropriate in accordance with state and federal law.
- F. Parents/guardians who request that emergency care be withheld for their child or who present DNR-DNI orders, shall be advised of and shall be given a copy of this policy.

Legal References: 29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
42 U.S.C. §§ 12101-12213 (Americans with Disabilities Act)

Cross References: None

POLICIES INCORPORATED BY REFERENCE

PURPOSE

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

Model Policy 413	Harassment and Violence
Model Policy 417	Chemical Use and Abuse
Model Policy 418	Drug-Free Workplace/Drug-Free School
Model Policy 419	Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices
Model Policy 420	Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions
Model Policy 524	Internet and Technology Acceptable Use and Safety Policy

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

Legal References: None

Cross References: None

SCHOOL DISTRICT – BOOSTER CLUB RELATIONSHIP

I. PURPOSE

The purpose of this policy is to provide information and guidance for internal and external booster clubs as they relate to and interact with Big Lake Schools.

II. GENERAL STATEMENT OF POLICY

The district recognizes the value of booster clubs and their support of district programs. All booster clubs must follow the guidelines outlined in this policy, District Policy 511 “Student Fundraising”, and District Policy 706 “Acceptance of Gifts.”

III. DEFINITIONS

Booster clubs are clubs that exist for the primary purpose of supporting and promoting school-based activities.

Internal Booster Clubs are clubs that exist within the school district and whose activities and funds are directly under the control of the school district. Examples are fundraising accounts for school based activities.

External Booster Clubs are clubs that exist outside of the school district. These clubs operate as separate entities, control their own funds, and have their own bank accounts.

Advisors help establish the framework, which reflects the goals and attitudes of the program and its members and aligns the program to enhance the curricular program. The advisor follows prescribed procedures as stated in their employment description.

Coaches help educate students through participation in interscholastic competition. Coaches establish the fundamental philosophy, skills and techniques taught to student participants under the general direction of the Activities Director or Director of Community Education. The coach follows prescribed procedures as stated in their employment description.

Volunteer Coaches help educate students through participation in interscholastic competition. Coaches establish the fundamental philosophy, skills and techniques taught to student participants under the general direction of the Activities Director or Director of Community Education. The coach follows prescribed procedures as stated in their employment description and forego compensation.

Volunteer Advisors help establish the framework, which reflects the goals and attitudes of the program and its members and aligns the program to enhance the curricular program. The advisor follows prescribed procedures as stated in their employment description. The advisor follows prescribed procedures as stated in their employment description and forego compensation.

- IV. A RELATIONSHIP BETWEEN THE SCHOOL DISTRICT AND EXTERNAL BOOSTER CLUB EXISTS WHEN ONE OR MORE TO THE FOLLOWING CONDITIONS ARE MET:**
- A. The group is permitted access to school facilities and communication forums after following District policies and procedures, including, but not limited to: Facilities Use Agreements and Advertisement policies.
 - B. School employees routinely assist in the group's activities.
 - C. The group is provided access to the school's name, and/or mascot and district branding guide. All materials should reflect the district's brand visually and follow Policy 109.
 - D. Announcements for group related functions do not provide clear indication of whether the event is sponsored by the booster club or the school district.
- V. WHEN A RELATIONSHIP BETWEEN AN EXTERNAL BOOSTER CLUB AND THE SCHOOL DISTRICT EXISTS, THE FOLLOWING CONDITIONS MUST BE MET BY THE CLUB:**
- A. Title IX Compliance: Title IX regulations prohibit aiding and perpetuating discrimination by "providing significant assistance to any agency, organization, or person which discriminates on the basis of sex in providing any aid, benefit or service to students." The school district is responsible for compliance with Title IX regulations and, in turn, must hold each Booster Club in compliance with Title IX regulations. If the district determines a contribution creates an imbalance in Title IX it must require an equal contribution to maintain balance or deny the gift. In the final analysis the school district is responsible for Title IX compliance regardless of whether the disparate benefits are created by booster clubs or other sources of outside assistance.
 - B. Minnesota State High School League (MSHSL) Compliance: In the event that the activity benefiting from the activities of an internal or external booster club is a member of the MSHSL all activities of and donations from the booster club must meet MSHSL rules and regulations.
 - C. External Booster Clubs must have their own Federal Taxpayer Identification Number, a State Employer's ID number and if appropriate, a State Seller's Permit Number (Sales Tax), and a Sales Tax Exemption Form ST3.
 - D. Booster Clubs are not allowed to use a school district address.
 - E. Booster Clubs may not provide direct funding or reimbursement to student athletes for their participation in camps or clinics outside of the regular season.
 - F. Announcements of events sponsored by a Booster Club shall clearly indicate that it is sponsored by the group and not by the school district.
 - G. In the event a group donates money to fund a coaching or directing position, the funds must be donated to the school district designated for such a purpose. If accepted and approved by the district, the coach shall be paid through its payroll system. The school district must pay all coaches; a booster club is not allowed to pay coaches.
 - H. In the event a Booster Club wishes to purchase equipment, the funds for the equipment may be donated to and approved by the school board and designated for such a purpose. Once approved, the district may purchase the equipment. If the **donated** equipment is being directly purchased, the Booster Club must get prior approval from the Activities Director. The equipment becomes the sole property of the school district.
 - I. All donations of funds and equipment shall be made and accepted in accordance with School Board Policy 706, "Acceptance of Gifts".
 - J. All fundraising activities completed by a Booster Club shall comply with School Board Policy 511 "Student Fundraising".
 - K. All Booster Clubs must comply with School Board Policy 210 "Conflict of Interest".
 - L. The sale of all food items sold through concessions or fundraising shall conform to Minnesota Department of Health.

- M. The sale of all food items sold through concessions or fundraising during the school day must comply with Smart Snacks in School federal regulations. A school day for Smart Snacks regulations is defined as one half hour before school start time and one half hour after school end time.
- N. Checks written to external booster clubs must be written to the Booster Club organization, not to Big Lake Schools. Under no circumstances should a check intended for the Booster Club be written out to a coach or other employee of the school district.
- O. A school district employed coach, advisor, and volunteer coaches or advisors cannot be a Board member of the Booster Club for their respective employed program. Coaches, advisors, and volunteer coaches or advisors, may only be an advisory member of the Booster Club.
- P. At no time shall a paid coach or employee of Big Lake Schools have check writing authority as part of a club within the sport(s) they coach.

VI. THE SCHOOL DISTRICT STRONGLY RECOMMENDS THAT BOOSTER CLUBS:

- A. Maintain a general liability insurance policy that names the school district as an additional insured party. Such policy should be comprehensive liability policy that includes property coverage, officer's liability, and bond coverage for the treasurer or fund custodian.
- B. Big Lake Schools strongly encourages all booster clubs to organize as a 501(c)3 non-profit. Each booster club should have elected or appointed officers in accordance with 501(c)3 regulations. In accordance with 501(c)3 IRS regulations, Booster Clubs shall not keep individual fundraising accounts for students. All fundraising shall be for the benefit for the program as a whole.
- C. The school district recommends each booster club follow specific accounting practices, which include, but are not limited to the following:
 - 1. The treasurer of the booster club shall handle all funds and deposit funds into the Booster Club's authorized bank account.
 - 2. Two people should be involved in the authorization and signing of any check.
 - 3. Purchases of **donated** equipment must be reviewed and done by the School District.
 - 4. Two people should count the money and provide the treasurer with a signed proceeds receipt.
 - 5. Sales slips, receipts, or invoices should be provided for every expenditure.
 - 6. Bank statements should be reconciled by the treasurer and reviewed by someone who does not have check signing authority.
 - 7. The treasurer's report should contain all transactions that took place prior to the meeting.
 - 8. Financial records of each booster club should be open to all members and the public.
 - 9. Big Lake Schools reserves the right to request tax statements, receipts, expenditures, and balances.
- D. Booster Clubs should conduct internal reviews and/or audits of their financial records as a defense against embezzlement and fraud.

Legal References: Minn. Stat. 123B.02, Subd. 6 (Bequests, Donations and Gifts)

Minn. Stat. 465.03 (Gifts)

Minnesota Statute 609.761, Subd. 5 (Raffles) Federal Law 20 U.S.C. 1681-1688 (Title IX)

Cross References: Policy #102 (Equal Educational Opportunity)

Policy #511 (Student Fundraising Policy)

Policy #706 (Acceptance of Gifts)

Office of the State Auditor Statement of Position “Outside Organizations
Supporting Schools”

HEALTH AND SAFETY

I. PURPOSE

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.
- B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district may form a health and safety advisory committee to be appointed by the superintendent. The health and safety advisory committee will be composed of employees and other individuals with specific knowledge of related issues. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. The superintendent may request that the safety committee established under Minnesota Statutes section 182.676 carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under Minnesota Statutes section 182.676.

III. PROCEDURES

- A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and made available to the school board on an annual basis. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.
- B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety

advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.

- C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

IV. PROGRAM AND PLANS

- A. For the purpose of complying with this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:
 - 1. Asbestos
 - 2. Fire and Life Safety
 - 3. Employee Right to Know
 - 4. Emergency Action Planning
 - 5. Combustible and Hazardous Materials Storage
 - 6. Indoor Air Quality
 - 7. Mechanical Ventilation
 - 8. Mold Cleanup and Abatement
 - 9. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools
 - 10. Infectious Waste/Bloodborne Pathogens
 - 11. Community Right to Know
 - 12. Compressed Gas Safety
 - 13. Confined Space Standard
 - 14. Electrical Safety
 - 15. First Aid/CPR/AED
 - 16. Food Safety Inspection
 - 17. Forklift Safety
 - 18. Hazardous Waste
 - 19. Hearing Conservation
 - 20. Hoist/Lift/Elevator Safety
 - 21. Integrated Pest Management
 - 22. Laboratory Safety Standard/Chemical Hygiene Plan
 - 23. Lead
 - 24. Control of Hazardous Energy Sources (Lockout/Tagout)
 - 25. Machine Guarding
 - 26. Safety Committee
 - 27. Personal Protection Equipment (PPE)
 - 28. Playground Safety
 - 29. Radon
 - 30. Respiratory Protection
 - 31. Underground and Above Ground Storage Tanks
 - 32. Welding/Cutting/Brazing
 - 33. Fall Protection
 - 34. National Emission Standards for Hazardous Air Pollutants for School Generators established by the United States E.P.A
 - 35. Other areas determined to be appropriate by the health and safety advisory committee

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action will be taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.
- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.
- E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.
- F. In the event of an accident or a near miss, the school district shall promptly cause an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

V. BUDGET

The superintendent shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent, or such other school official as designated by the superintendent, each year shall prepare preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

VI. ENFORCEMENT

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

Legal References: Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)
Minn. Stat. § 123B.57 (Health and Safety Projects)
Minn. Stat. § 182.676 (Safety Committees)
Minn. Rules Part 5208.0010 (Accident and Injury Reduction Program; Applicability)
Minn. Rules Part 5208.0070 (Accident and Injury Reduction Program; Alternative Forms of Committee)

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 806 (Crisis Management Policy)



Extended Field Trip Request Form

Date of Request: October 21, 2027

School: High School

Class or group: Girls Volleyball Team

Destination: Grand Casino - St. Paul

Purpose: State Volleyball Tournament

Dates of trip: November 11-14, 2027

Number of Students Attending: 25

Teacher(s)/Advisor(s): Alisha Brust

Chaperones (specify staff or parent)

1. Alisha Brust - Head Coach	6.
2. Morgan Penner - Assistant Coach	7.
3. Hannah Wolfe - Assistant Coach	8.
4. Merena Olson - Assistant Coach	9.
5.	10.

Mode of Transportation: School issued bus

Accommodations: Hotel rooms as needed

Insurance: None

Arrangements: Paid by school budget and booster club

Requesting Coach: Alisha Brust Date: 10-21-26

Teacher/ADSignature: Mark Smith Date 10-21-26

Approved by Building Principal: [Signature] Date 10-22-26

Approved by Superintendent: [Signature] Date 10-26-26



Extended Field Trip Request Form

Date 1-8-2027 of Request

School: High School

Class or group: Wrestling Team (boys and girls)

Destination: Bemidji High School

Purpose: Wrestling Tournament

Dates of trip: January 8th and 9th, 2027

Number of Students Attending: 35-40

Teacher(s)/Advisor(s): Christian Noble

Chaperones (specify staff or parent)

1. Justin Nelson - Head Coach	6. Matt Mckinney - Assistant Coach
2. Matt Nelson - Assistant Coach	7.
3. Alex Blake - Assistant Coach	8.
4. Cole Sixberry - Assistant Coach	9.
5. Christian Noble - Assistant Coach	10.

Mode of Transportation: School issued bus

Accommodations: Hotel Rooms

Insurance: None

Arrangements: Paid by Wrestling Booster Club

Requesting Coach: Justin Nelson Date: 10-20-26

Teacher/AD Signature: [Signature] Date: 10-20-26

Approved by Building Principal: [Signature] Date: 10-22-26

Approved by Superintendent: [Signature] Date: 10-26-26

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

RESOLUTION ACCEPTING DONATIONS

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

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

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

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

Donor	Item	Designated Purpose (if any)
Big Lake Swim & Dive Booster Club	\$5,002.00	Assistant Coach salary
Sherburne County Area United Way	\$250.00	Community Connect take down crew donation Swim Dive Team
Laketown Nutrition	50 \$5.00 gift cards	Staff recognition at Independence
Sherburne County Area United Way	\$250.00	Community Connect set up crew Cheer Team

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted on October 28, 2026.

FORM A

RESOLUTION OF GOVERNING BOARD SUPPORTING FORM A APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota’s high school youth to participate in athletics and fine arts;

WHEREAS, the Governing Board of Big Lake Public Schools recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist schools in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Governing Board of Big Lake Public Schools supports the school’s application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

October 22, 2025
Date

Board Chair/Head of School

October 22, 2025
Date

Board Clerk – Treasurer/ Finance Director

FORM B

RESOLUTION OF SCHOOL BOARD/GOVERNING BOARD SUPPORTING FORM B APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the Governing Board of Big Lake Public Schools recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist schools to provide seminars/training opportunities or support for specific school functions for students/faculty members/officials and others who are involved in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Governing Board of Big Lake Public Schools supports the school's application to the Minnesota State High School League Foundation for a **FORM B** grant.

October 28, 2026

Date

Board Chair/Head of School

October 28, 2026

Date

Board Clerk - Treasurer

CASH REPORT FOR SCHOOL BOARD

BIG LAKE PUBLIC SCHOOLS

Independent School District # 727

for month: Sept 2026

101 - CASH ACCOUNTS					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$ 2,323,751	\$ 6,620,751	\$ (6,403,439)		\$ 2,541,063
Food Service	(\$1,774,618)	24,298	(149,399)		(\$1,899,719)
Community Service	(\$672,231)	233,940	(344,387)		(\$782,678)
Building Fund	(\$576,130)	1,079,571	(961,611)		(\$458,170)
Debt Service	\$1,018,612	-	-		\$1,018,612
OPEB Trust Fund	(\$11,130)	-	(640)		(\$11,770)
TOTAL PER BOOKS	308,254	7,958,560.00	(\$7,859,476)	\$0	407,338
General Checking Account					\$407,338
TOTAL PER BANK					\$407,338
102 - PETTY CASH ACCOUNT					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$1,591	493	(\$84)	-	\$2,000
Petty Cash Checking Account					\$2,000
TOTAL PER BANK					\$2,000
104 - INVESTMENT ACCOUNTS					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	(\$1,614,193)	\$ 4,151,285	\$ (5,800,000)		(\$3,262,908)
General Fd Operating Investments	\$19,256,384	381	(2,219)		\$19,254,546
Food Service	\$2,532,355	11,845	-		\$2,544,200
Community Service	\$2,302,286	188,330	-		\$2,490,616
Debt Service	\$2,704,279	124,321	(998,546)		\$1,830,054
Facilities Investments 2022A (Fd 06)	\$576,130	1,228	(119,188)		\$458,170
OPEB Trust Equities	\$1,536,009	71	(27,010)		\$1,509,070
TOTAL PER BOOKS	\$27,293,250	\$4,477,461	(\$6,946,963)	\$0	\$24,823,748
MN Trust					\$3,601,963
Operating Investments					\$19,254,545
Building Fund Investments					\$458,170
OPEB Trust					\$1,509,070
TOTAL PER BANK					\$24,823,748

CASH AND INVESTMENT BALANCE SUMMARY BY FUND					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	\$ 19,967,533	\$ 10,772,910	\$ (12,205,742)	\$ -	\$ 18,534,701
Food Service	\$757,737	36,143	(149,399)	-	\$644,481
Community Service	\$1,630,055	422,270	(344,387)	-	\$1,707,938
Debt Service	3,722,891	124,321	(998,546)	-	2,848,666
Bond Account Investments (fund 06)	\$0	\$1,080,799	(\$1,080,799)	\$0	\$0
OPEB Trust Fund	(\$11,130)	-	(640)	-	(\$11,770)
OPEB Trust Equities	\$1,536,009	71	(27,010)	-	\$1,509,070
TOTAL PER BOOKS	27,603,095	\$12,436,514	(\$14,806,523)	\$0	25,233,086
Cash					\$407,338
Petty Cash					\$2,000
Investments					\$24,823,748
TOTAL PER BANK					\$25,233,086

BIG LAKE PUBLIC SCHOOLS ISD #727
Investment Transactions 25-26
September 30, 2026

	Yield	Purchased	Maturity Date	Balance 07/01/26	Purchased	Premium/ Interest Paid	Interest Rec'd	Realized Gain/Loss	Matured	Mark to Market Unrealized Loss	Balance 09/30/26
PMA (Operating Investments):											
DMB Community Bank, WI	3.760%	8/20/2025	10/14/2026	239,500.00							239,500.00
Solera National Bank, CO	4.135%	8/21/2025	10/14/2026	238,400.00							238,400.00
First Bank of Ohio, OH	3.793%	8/20/2025	1/26/2027	236,800.00							236,800.00
Mission National Bank, CA	3.843%	8/20/2025	1/26/2027	236,700.00							236,700.00
GBank, NV	3.982%	8/20/2025	1/26/2027	236,200.00							236,200.00
Premier Bank, IA	3.793%	8/20/2025	1/26/2027	236,800.00							236,800.00
Freedom Northwest Credit Union, ID	3.884%	8/20/2025	1/26/2027	236,500.00							236,500.00
American Commercial Bank & Trust,	3.843%	8/20/2025	4/19/2027	234,700.00							234,700.00
FirstBank Puerto Rico, PR	3.860%	8/20/2025	4/19/2027	234,600.00							234,600.00
Prime Security Bank CD	3.453%	2/4/2026	2/18/2027	241,200.00							241,200.00
Oakwood bank CD	3.460%	2/4/2026	2/18/2027	241,100.00							241,100.00
Aneca Federal Credit Union	3.460%	2/4/2026	2/18/2027	241,100.00							241,100.00
Port Washington Fed Credit union	3.460%	2/4/2026	2/18/2027	241,100.00							241,100.00
Consumers Credit Union	3.668%	2/4/2026	2/18/2027	240,700.00							240,700.00
Conerstone Bank	3.625%	2/4/2026	7/26/2027	237,200.00							237,200.00
Financial Federal Bank CD	3.660%	2/4/2026	7/26/2027	237,100.00							237,100.00
Morgan Stanley pvt bank CD	3.654%	2/11/2026	8/11/2027	244,061.67						(487.79)	243,573.88
City Natl Bank- Bev Hills	3.704%	2/13/2026	8/13/2027	244,188.09						(522.34)	243,665.75
Enterprise Bank & Trust	3.551%	2/18/2026	2/18/2027	248,492.79						(14.00)	248,478.79
BOM Bank CD	3.766%	3/26/2026	3/18/2027	240,900.00							240,900.00
Servis Frist Bank CD	3.736%	3/26/2026	3/18/2027	241,100.00							241,100.00
CFG Bank CD	3.752%	4/30/2026	1/26/2028	234,600.00							234,600.00
Merrick bank CD	3.751%	4/30/2026	1/26/2028	234,600.00							234,600.00
Bank of China	3.750%	4/30/2026	1/26/2028	234,600.00							234,600.00
FlagStar Bank CD	3.874%	5/1/2026	1/26/2028	234,100.00							234,100.00
Western Alliance Bank CD	3.934%	5/27/2026	10/19/2027	236,900.00							236,900.00
First Prylority Bank CD	3.841%	5/27/2026	10/19/2027	237,200.00							237,200.00
Transportation Alliance Bank CD	3.841%	5/27/2026	10/19/2027	237,200.00							237,200.00
Dcaldwell Bank & Trust CD	3.873%	5/27/2026	10/19/2027	237,200.00							237,200.00
Treasury # 67128	4.110%	11/15/2024	11/15/2026	496,258.77						(1,053.81)	495,204.96
MN Trust Term Series- 20260727AB 09	3.950%	8/21/2024	7/27/2026	500,000.00					500,000.00		0.00
MN Trust Term Series- 20270125AA09521	4.110%	8/26/2025	1/25/2027	1,300,000.00							1,300,000.00
MN Trust Term Series- 20240126AA09454	3.550%	10/30/2025	1/25/2027	2,000,000.00							2,000,000.00
MN Trust Term Series- 20260704AA0960-24	3.680%	10/5/2026	7/24/2026	1,000,000.00					1,000,000.00		0.00
MN Trust Term Series- 20280125AA09608	3.980%	5/27/2026	1/25/2028	3,000,000.00							3,000,000.00
MN Trust Term Series- 20261003BB0960-1	3.750%	8/4/2026	10/13/2026		800,000.00						800,000.00
Mn Trust Limited Term Duration		6/1/2017		4,718,842.20				26,679.51			4,745,521.71
MN Trust Investment Shares Portfolio	0.920%			7,934,815.84	11,849,112.48		93,697.64		16,275,662.50		3,601,963.46
Subtotal - General Fund				27,864,759.36	12,649,112.48	0.00	93,697.64	26,679.51	17,775,662.50	(2,077.94)	22,856,508.55
Ok with SMART Funds 01,02,04,05,07,11,12 104-002/003 and 104-014											
Ok with SMART Funds 104-002/003 and 104											
Fund 6											
PMA (2022A Bond Investments):											
Mn Trust Limited Term Duration	1.950%	1/31/2025		811,331.54			3,782.21		358,381.16		456,732.59
MN Trust Investment Shares Portfolio	0.920%	1/31/2022		1,424.87			13.01			\$	1,437.88
Subtotal - Building Fund 6				812,756.41	-	-	3,795.22	-	358,381.16	-	458,170.47
B06-104-022											
PMA (OPEB Equity Investments):											
Cash & equivalent				15,951.99			251.19			8,764.56	24,967.74
Bond				710,717.04						(23,274.55)	687,442.49
Mortgage Bad Sec.- Vanguard				181,810.04						(9,321.60)	172,488.44
Equity Investments				615,982.37						8,189.26	624,171.63
Subtotal - OPEB Fund 45 Asset				1,524,461.44	-	-	251.19	-	-	(15,642.33)	1,509,070.30
B45-104-016											
Total OPEB Fund 45				1,524,461.44	-	-	251.19	-	-	(15,642.33)	1,509,070.30
TOTAL											
				30,201,977.21	12,649,112.48	-	97,744.05	26,679.51	18,134,043.66	(17,720.27)	24,823,749.32
Percentage of Portfolio - CD's 27.852%											
Percentage of Portfolio - Bonds 2.769%											
Percentage of Portfolio -MBS 0.695%											
Percentage of Portfolio - Liq Asset 0.101%											
Percentage of Portfolio - Equities 2.514%											
Percentage of Portfolio - US Treasury 1.995%											
Percentage of Portfolio - MN Trust Term Ser 28.602%											
Percentage of Portfolio - MN Trust Limited T 20.957%											
Percentage of Portfolio - MN Trust Money M 14.516%											
100.00%											

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

Date	Ck #	Vendor	Description	Amount
09/03/26	20744	J Zwilling	Meal refund	\$ 28.05
09/11/26	20745	J Stephanie	Meal refund	\$ 55.50
				<u>\$ 83.55</u>

WIRE TRANSFER SUMMARY
Big Lake Public Schools
Independent School District #727
September 30, 2026

DATE	FROM	TO	AMOUNT	PURPOSE
9/1/2026	Old National-Checking	WEX	\$ 16.00	Wright express fleet
9/1/2026	Old National-Checking	Heartland Pmt System	\$ 104.65	Myschoolbucks Credit Card Fees
9/2/2026	Old National-Checking	SipTrunk	\$ 73.84	Phone backup
9/2/2026	Old National-Checking	Amazon	\$ 5,090.65	Invoice Payments
9/3/2026	MN Trust-PMA	Old National-Checking	\$ 2,200,000.00	Payroll and Payroll AP
9/4/2026	Old National-Checking	Trustmark	\$ 1,125.94	Insurance Coverage
9/4/2026	Old National-Checking	Health Equity	\$ 4,689.49	Health Equity Flex
9/4/2026	Old National-Checking	SSI MN TRANCHE 2 LLC	\$ 10,212.26	Solar Contract
9/4/2026	Old National-Checking	Health Equity	\$ 34,844.71	H.S.A Contributions
9/4/2026	Old National-Checking	USS MINNESOTA ONE MT	\$ 42,349.31	Solar Contract
9/8/2026	LisiMedical	Old National-Checking	\$ 1,500.00	Career Fair Donation
9/8/2026	Old National-Checking	EYEMED	\$ 1,892.54	Insurance Coverage
9/9/2026	Old National-Checking	Health Equity	\$ 450.10	Health Equity Fee
9/9/2026	Old National-Checking	Delta Dental	\$ 30,432.00	Dental Insurance
9/9/2026	Old National-Checking	EBC	\$ 76,071.02	403b & 457 contributions
9/10/2026	Old National-Checking	Amazon	\$ 4,232.58	Invoice Payments
9/10/2026	Old National-Checking	Transfirst/TSYS	\$ 4,257.58	Affinity Credit Card fees
9/11/2026	Old National-Checking	Health Equity	\$ 1,475.27	Health Equity Flex
9/11/2026	Old National-Checking	BOUND	\$ 15,000.00	Fall Officials
9/14/2026	Old National-Checking	Quadient	\$ 250.00	DO Postage
9/14/2026	Old National-Checking	Old National Bank	\$ 471.92	Old National Service Charge
9/14/2026	Old National-Checking	Old National- Petty Cash	\$ 492.85	Replenish petty Cash
9/16/2026	Old National-Checking	Amazon	\$ 2,072.71	Invoice Payments
9/17/2026	MN Trust-PMA	Old National-Checking	\$ 2,750,000.00	Payroll and Payroll AP
9/18/2026	Old National-Checking	Health Equity	\$ 4,909.71	Health Equity Flex
9/18/2026	Old National-Checking	Vision Transportation	\$ 10,464.30	Transportation billing
9/18/2026	Old National-Checking	Health Equity	\$ 34,292.22	H.S.A Contributions
9/21/2026	Old National-Checking	FleetCor	\$ 135.42	Kwik Trip Billing
9/21/2026	Old National-Checking	NewYork Life	\$ 16,416.95	Life & LTD Insurance & suppl. Life
9/21/2026	Old National-Checking	EBC	\$ 73,319.36	403b & 457 contributions
9/22/2026	Old National-Checking	United Way	\$ 49.00	United Way EE elections
9/24/2026	Greater Twin City	Old National-Checking	\$ 3,173.08	Pathway I
9/24/2026	MN Trust-PMA	Old National-Checking	\$ 850,000.00	Bond Draw 2022A
9/25/2026	Old National-Checking	Quadient	\$ 201.00	DO Postage
9/25/2026	Old National-Checking	Sherburne County	\$ 958.96	TIF Refunding
9/25/2026	Old National-Checking	Health Equity	\$ 2,828.44	Health Equity Flex
9/25/2026	Old National-Checking	Health Equity	\$ 2,927.05	Health Equity Flex
9/25/2026	Old National-Checking	Amazon	\$ 3,629.96	Invoice Payments
9/25/2026	Old National-Checking	Compass Group	\$ 92,118.54	Chartwells
9/25/2026	MN Trust-PMA BONDS	Old National-Checking	\$ 119,187.42	Bond Draw 2022A
9/28/2026	Old National-Checking	Verizon	\$ 919.77	Verizon billing
9/28/2026	Old National-Checking	Windstream	\$ 1,562.81	Windstream billing
9/30/2026	Benefit Resource BRI	Old National-Checking	\$ 11,116.58	Cobra Payment

SUMMARY OF YTD 26-27 BUDGET ADJUSTMENTS

**Denotes Specific School Board Approval*

GENERAL FUND:

REVENUE:

Original Budget

AMOUNT	DATE
--------	------

\$49,491,463 * Jun-26

NET CURRENT REVENUE BUDGET

\$49,491,463	
--------------	--

GENERAL FUND:

EXPENSE:

Original Budget

-Add expenditure budgets for athletics fundraising balances

AMOUNT	DATE
--------	------

\$52,053,165 * Jun-26

\$25,204

NET CURRENT EXPENSE BUDGET

\$52,078,369	
--------------	--

SUMMARY OF YTD 26-27 BUDGET ADJUSTMENTS

**Denotes Specific School Board Approval*

FOOD SERVICE FUND:

REVENUE:

Original Budget

AMOUNT	DATE
--------	------

\$2,613,414 * Jun-26

NET CURRENT REVENUE BUDGET

\$2,613,414

EXPENSE:

Original Budget

\$2,757,459 * Jun-26

NET CURRENT EXPENSE BUDGET

\$2,757,459

COMMUNITY SERVICE FUND:

REVENUE:

Original Budget

AMOUNT	DATE
--------	------

\$3,535,023 * Jun-26

NET CURRENT REVENUE BUDGET

\$3,535,023

EXPENSE:

Original Budget

\$3,629,767 * Jun-26

NET CURRENT EXPENSE BUDGET

\$3,629,767

AMOUNT	DATE
--------	------

BUILDING CONSTRUCTION FUND

REVENUE:

Original Budget

\$2,417,500 * Jun-26

NET CURRENT REVENUE BUDGET

\$2,417,500

EXPENSE:

Original Budget

\$2,817,690 * Jun-26

NET CURRENT EXPENSE BUDGET

\$2,817,690

SUMMARY OF YTD 26-27 BUDGET ADJUSTMENTS

**Denotes Specific School Board Approval*

	AMOUNT	DATE
DEBT SERVICE FUND		
REVENUE:		
Original Budget	\$4,250,323 *	Jun-26
 NET CURRENT REVENUE BUDGET	 <u>\$4,250,323</u>	
EXPENSE:		
Original Budget	\$4,429,825 *	Jun-26
 NET CURRENT EXPENSE BUDGET	 <u>\$4,429,825</u>	
 OPEB Irrevocable Trust Fund		
REVENUE:		
Original Budget	100,000 *	Jun-26
 NET CURRENT REVENUE BUDGET	 <u>100,000</u>	
EXPENSE:		
Original Budget	\$223,732 *	Jun-26
 NET CURRENT EXPENSE BUDGET	 <u>\$223,732</u>	

ISD #727 Revised 2026-2027 Budget

October 2026

	Budgeted Fund Balance June 30,2026	Revenue Budget 26-27	Expenditure Budget 26-27	Projected Net Change Incr(Decr) in Fund Balance	Transfers	Budgeted Fund Balance June 30,2027
General:						
Restricted -						
Long Term Facilities Maintenance	\$ (695,694)	\$ 385,883	\$ 305,260	\$ 80,623	\$ -	\$ (615,071)
Operating Capital	\$ 601,524	\$ 751,506	\$ 1,271,367	\$ (519,861)	\$ -	\$ 81,663
Capital Projects Levy	\$ 327,370	\$ 930,860	\$ 717,357	\$ 213,503	\$ -	\$ 540,873
Staff Development	\$ 259,131	\$ 511,012	\$ 549,074	\$ (38,062)	\$ -	\$ 221,069
Basic Skills	\$ 555,504	\$ 1,852,028	\$ 1,855,074	\$ (3,046)	\$ -	\$ 552,458
Q Comp	\$ 85,887	\$ 810,340	\$ 847,913	\$ (37,573)	\$ -	\$ 48,314
School Library Aid	\$ 28,170	\$ 33,812	\$ 49,023	\$ (15,211)	\$ -	\$ 12,959
Literacy Incentive Aid	\$ 38,276	\$ 135,000	\$ 130,513	\$ 4,487	\$ -	\$ 42,763
Literacy Aid (READ Act)	\$ 102,844	\$ -	\$ 50,876	\$ (50,876)	\$ -	\$ 51,968
American Indian Education Aid	\$ -	\$ 63,500	\$ 63,500	\$ -	\$ -	\$ -
Third Party/Medical Assistance	\$ 645,670	\$ 200,000	\$ 305,303	\$ (105,303)	\$ -	\$ 540,367
Area Learning Center (ALC)	\$ 109,212	\$ 352,169	\$ 406,648	\$ (54,479)	\$ -	\$ 54,733
Scholarships	\$ 29,354	\$ -	\$ 23,000	\$ (23,000)	\$ -	\$ 6,354
Student Activities	\$ 18,887	\$ 9,400	\$ 14,972	\$ (5,572)	\$ -	\$ 13,315
Committed for Severance	\$ 897,635	\$ -	\$ 264,769	\$ (264,769)	\$ -	\$ 632,866
Assigned for Athletics and Activities	\$ 102,520	\$ 1,399,189	\$ 1,520,539	\$ (121,350)	\$ -	\$ (18,830)
Assigned for Building Level Activities	\$ 131,021	\$ 28,200	\$ 24,694	\$ 3,506	\$ -	\$ 134,527
Other Assigned Fund Balances	\$ 2,566,537	\$ 5,000	\$ 697,447	\$ (692,447)	\$ -	\$ 1,874,090
Nonspendable for Prepaid Items	\$ 57,354	\$ -	\$ -	\$ -	\$ -	\$ 57,354
Unassigned Fund Balance	\$ 7,726,239	\$ 42,023,564	\$ 42,981,040	\$ (957,476)	\$ -	\$ 6,768,763
Subtotal	\$ 13,587,441	\$ 49,491,463	\$ 52,078,369	\$ (2,586,906)	\$ -	\$ 11,000,535
Food Service:						
Restricted	\$ 736,601	\$ 2,613,414	\$ 2,757,459	\$ (144,045)	\$ -	\$ 592,556
Nonspendable for Inventory	\$ 34,186	\$ -	\$ -	\$ -	\$ -	\$ 34,186
Subtotal	\$ 770,787	\$ 2,613,414	\$ 2,757,459	\$ (144,045)	\$ -	\$ 626,742
Community Service:						
Nonspendable for Prepaid Items	\$ 11,600	\$ -	\$ -	\$ -	\$ -	\$ 11,600
Restricted -						
Community Education	\$ 1,204,127	\$ 2,723,789	\$ 2,752,131	\$ (28,342)	\$ -	\$ 1,175,785
ECFE	\$ 193,707	\$ 287,472	\$ 299,915	\$ (12,443)	\$ -	\$ 181,264
School Readiness	\$ (78,194)	\$ 505,762	\$ 560,580	\$ (54,818)	\$ -	\$ (133,012)
Preschool Screening	\$ 14,962	\$ 18,000	\$ 17,141	\$ 859	\$ -	\$ 15,821
Subtotal	\$ 1,346,202	\$ 3,535,023	\$ 3,629,767	\$ (94,744)	\$ -	\$ 1,251,458
Building Construction Fund						
Restricted -						
Long-Term Facilities Maintenance	\$ -	\$ 2,410,000	\$ 2,410,000	\$ -	\$ -	\$ -
Referendum Projects	\$ 400,190	\$ 7,500	\$ 407,690	\$ (400,190)	\$ -	\$ -
	\$ 400,190	\$ 2,417,500	\$ 2,817,690	\$ (400,190)	\$ -	\$ -
Debt Service - Restricted	\$ 2,406,791	\$ 4,250,323	\$ 4,429,825	\$ (179,502)	\$ -	\$ 2,227,289
OPEB Irrevocable Trust Fund	\$ 1,369,191	\$ 100,000	\$ 223,732	\$ (123,732)	\$ -	\$ 1,245,459
Total	\$ 19,880,602	\$ 62,407,723	\$ 65,936,842	\$ (3,529,119)	\$ -	\$ 16,351,483

School Board Financial Report

October 28th, 2026

Presented by Angie Manuel, Director of Business Services

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26-27 Enrollment Update

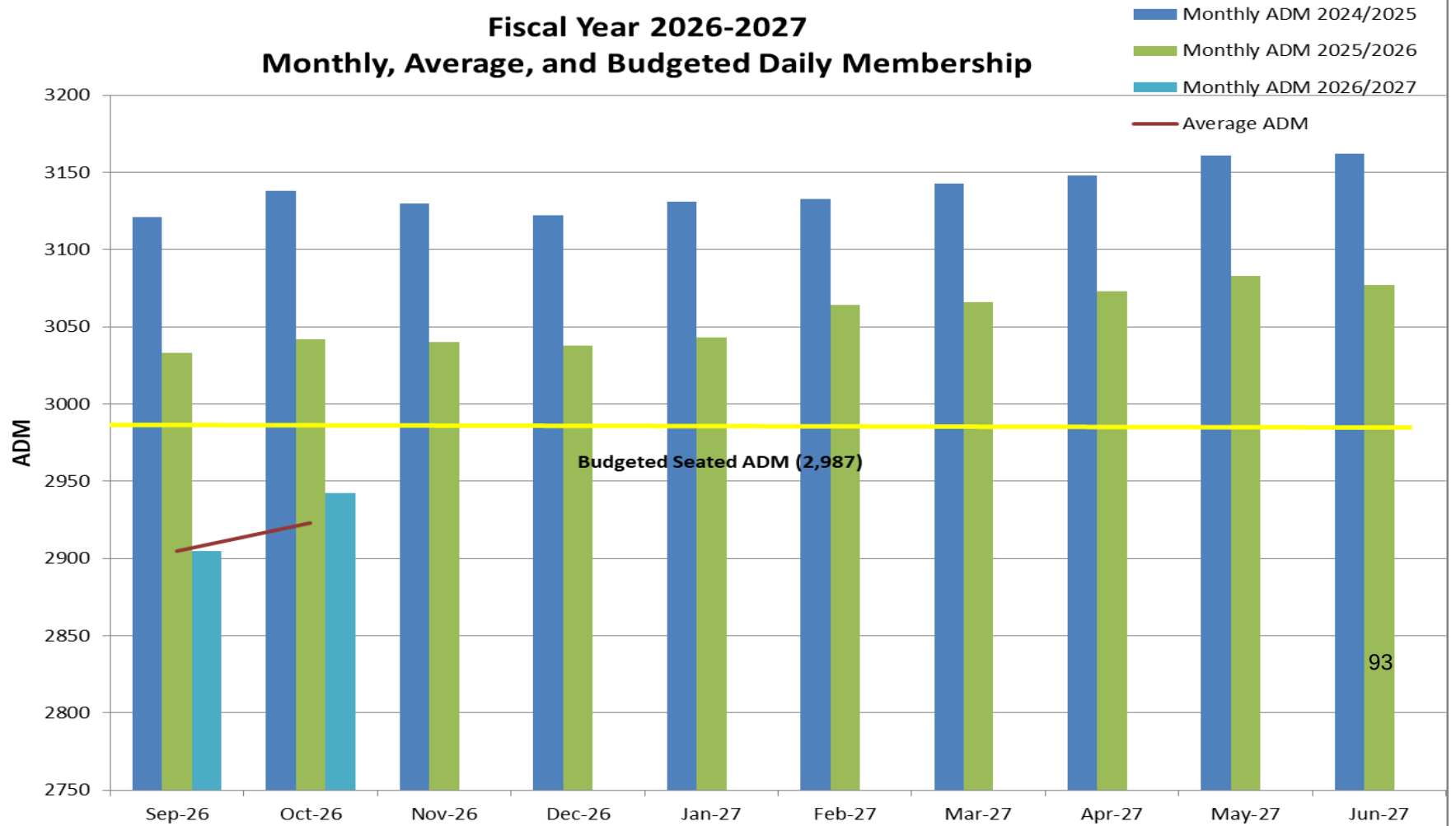
❖ October 1st Seated ADM: 2,942

- ✓ 37 adm increase from revised Sept 4th enrollment
 - ❑ Growth in Big Lake Online & Liberty ECSE students
- ✓ Average ADM Sept-Oct: 2,923
 - ❑ 64 ADM's below enrollment budget

ECSE=Early Childhood Special Education
ADM=Average Daily Membership

Fiscal Year 2026-2027

Monthly, Average, and Budgeted Daily Membership



General Fund Budget Revision

Expenditures

Added \$25,204 for athletics/activities 25-26
fundraising balances

ISD #727 Revised 2026-2027 Budget

October 2026

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Restricted -						
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	\$ 400,190	\$ 2,417,500	\$ 2,817,690	\$ (400,190)	\$ -	\$ -
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OPEB Irrevocable Trust Fund	\$ 1,369,191	\$ 100,000	\$ 223,732	\$ (123,732)	\$ -	\$ 1,245,459
Total	\$ 19,880,602	\$ 62,407,723	\$ 65,936,842	\$ (3,529,119)	\$ -	\$ 16,351,483

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Food Service Updates

Procurement Review due October 30th

Resource Management Review due November 13th

Administrative Review Big Lake High School April 7th

School Board Action

Approve financial report and budget revision as presented

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

Big Lake School District #727
 Respectfully Submitted at the 10/28/2026 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 | In compliance |
| 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 2025/2026 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	<u>(Calculated)</u> Actual % YTD	Budget	Actual \$ YTD	<u>(Calculated)</u> Actual % YTD
General Fund (01,05,11 &12)	\$ 49,491,463	\$ 5,004,305	10%	\$ 52,078,369	\$ 6,276,803	12% <i>See Notes</i>
Food Service (02)	\$ 2,613,414	\$ 99,268	4%	\$ 2,757,459	\$ 265,585	10%
Community Service (04)	\$ 3,535,023	\$ 825,184	23%	\$ 3,629,767	\$ 789,986	22%
Building Construction (06)	\$ 2,417,500	\$ 1,242,547	51%	\$ 2,817,690	\$ 1,839,218	65%
Debt Service (07)	\$ 4,250,323	\$ 298,407	7%	\$ 4,429,825	\$ 1,628,987	37%
OPEB Irrevocable Trust Fund (45)	\$ 100,000	\$ (15,391)	-15%	\$ 223,732	\$ 1,271	1%

- 2) ADM Monitor - Principals' monthly reporting

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

NOTES

See budget revisions



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Community Education & Communication Services

October 2026

Every resident connected; Every generation engaged

Fall 2025 through Summer 2026

Strong Beginnings

209

Early Childhood
Screenings

269/240

Children in ECFE

134/232

Parents in ECFE

244

Preschool Students

Engaged Youth

551

Childcare Students

5,196

CE Registrations

102

YDYS/EPIC Students

25

Student Employees

Connected Community

7,365

Facility Hours Scheduled

332

Adult Basic Education
Contact Hours 100

209

Volunteer Hours Donated

Reflections of School & Community Needs

Department Changes

Previous Organization

- EC Program Secretary
- CE Program Secretary
- Facilities Program Secretary
- EC Coordinator
- Enrichment Coordinator
- Childcare and Recreation Coordinator

Current Organization

- EC Program Secretary
- CE Program Secretary
- EC Coordinator
- Recreation & Facilities Coordinator
- Enrichment & Engagement Coordinator
- Childcare Coordinator

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Why the Changes?

Goals and Evolving Focuses

Goal One

Redefining the Customer
Experience

*Shifting from transactional
interactions to relational
hospitality*

Action Steps

- Marketing
- Audit Current Processes
- Class Follow-Up/Survey
- Early Check-Ins
 - First Time Attendees
 - First Days of Programming
- Improved Signage and Focus on Initial Days of Programming

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Why the Changes?

Goals and Evolving Focuses

Goal Two

Cultivating the “Third Place”

Establishing our facilities as the primary community hub between home (1st place) and work/school (2nd place).

Action Steps

- Community Partner Awareness
- Create Inviting/Welcoming Spaces and Programs
- Additional Signage to Support Navigation
- Brighten Dark Spaces
- Offering Less Structured Programs for Interaction

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Why the Changes?

Goals and Evolving Focuses

Goal Three

Building Social Capital

Bridging the gap between the student population and the broader resident community

Action Steps

- In-Person Technology Classes
- Senior and Community Volunteers
- Make-a-Difference Day
- Senior Readers in All Programs
- Continued Connection with Community Partners

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Social Capital & Community Engagement

Don't underestimate the power of social capital.
“Nothing About Us, Without Us”

Rebuilding Trust

1. Move away from Transactional social capital, to Transformational.
2. Move toward Partnership Models
3. Use the Information Shared

105

Keeping Families Informed

Per the Annual Survey

Communication

75% are Satisfied or Very Satisfied with the level of communication received from the district

43% do NOT use Facebook

92% Use the School Newsletters! (70% find them “good” or “excellent”)

106

Emails still remain the **#1** way families see information.

Newsletters: E-Building, E-District, Print-Community

Facebook: Improved Engagement

Website Update/Conversion: Continuous Work

Storytelling: Systems of Sharing

Increased Support for District Events: Graduation, K-Registration, STEM Night,
Back to School

Accessibility: April 2028

ce.biglakeschools.org

Highlight: Best Post!

Overview

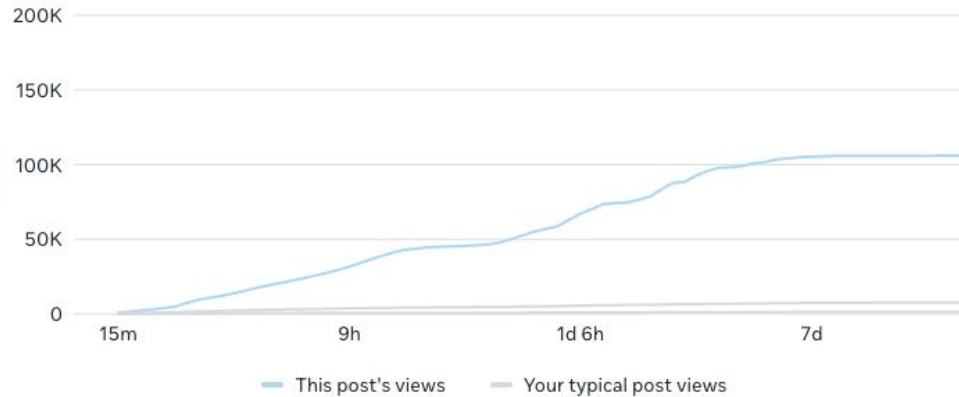
Views ⓘ	Viewers ⓘ	Interactions ⓘ	Link clicks ⓘ	Follows ⓘ
106.4K	73.2K	3.0K	--	0

📈 This post received more views compared to your recent Facebook posts.

Views ⓘ

106.4K

Total Audience Age & gender Top countries



📈 This post received more interactions compared to your recent Facebook posts.

Interactions ⓘ

3.0K

Likes and reactions ⓘ	Comments ⓘ	Shares ⓘ	Saves ⓘ
2.8K	158	33	5

Feed preview



Big Lake Schools

Published by Morgan Prokosch · June 2 · 🌐

Check out these amazing dressers created by our BLHS advanced woodworking class! 🪵🔨

While creating these pieces, students learned expert skills in caseworks, drawer box construction, advanced hardware, assembly, and finishing, all while maintaining a safe shop environment.

We have such talented students! We are proud of their craftsmanship! [See less](#)



Boost

👍 2.8K 🗨️ 158 ➦ 33

Most relevant ▾



Comment as Big Lak... 🗨️ 😊 📷 📺 📹



Stanley Lumley · 20w

Thank you for the Post of the dresser projects from woodworking class. I would like to see more posts in the future.

🔗 View post on Facebook

Getting out of the house to connect with peers for myself and my kids! The teachers are all great and do such a nice job relating to everyone and the phase of life they are in. Miss Marysel is THE BEST!! She is such a light and well-educated to help us parents with all kinds of issues. I'm constantly blown away by her warmth and knowledge. She is so welcoming and allows the parents to be themselves and bring up an issues to the table and then always tries her best to support us. I could go on and on about how valuable she has been to me and many others! Miss Elizabeth is so sweet and caring. You can tell she loves her time with these kids and even if it's a tougher drop off, I know my child is in safe hands with her and she will get them to warm up and feel comfortable. Another amazing staff member that I have a lot of love for!

-ECFE STEAM EXPLORERS



I like having a planned activity for my kids each week that I don't have to plan and I don't have to clean up after.-B-5 class

The ease of getting to play while slowly introducing curriculum for those not ready for the longer preschool days- Preschool Pals

Warm Fuzzies

Well that is easy to schedule then.

108

The coaching staff in big lake is truly phenomenal and we are so very thankful to be part of the team!!

Wool Felting 3D
Pumpkin: the calm atmosphere the teacher created - we were all beginners and I think many of us had qualms that we would be able to produce anything like a pumpkin. Our instructor explained things clearly, at the perfect pace and demonstrated - constantly checking in with encouragement but did not intervene unless requested - there was no sense of not having enough time or being confused by instructions - it really was a perfectly taught class.



Disney Boot Camp: The instructor really knew what she was talking about. The shared details of what a current multi-day trip to Disney World will encounter, and some recommended tools and considerations for planning such a trip. Planning became a significant necessity that we were not fully cognizant of. There is a lot too it, especially if very young children will be with the group.

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Warm Fuzzies

I just wanted to reach out to ... give a big shout out to all the wonderful teachers ... that have helped [our child] finally reach her emotionally maturity to have a great and fun year at kids club! You were all so patient, loving and supportive FOR YEARS and we could not be any more blessed to have such wonderful and caring providers for our kids!

You guys all provide such a huge gift to us parents, knowing that our kids are safe and well taking care of when they are with you! We appreciate you and [the] team!

Big Lake Schools'

Data Analysis

Fall Data 2026

Attendance, Academics, SEL/Incidents

Data Dig Process:

What **DATA** will you be exploring today?

What **SOURCE** will you use?

PREDICT: What do you think the data will show? Have you explored this data before?

Observe: What do you notice? What can you celebrate? Which gaps exist between the desired and actual outcomes?

Wonder: What do you hypothesize or infer? Why might the gap(s) be occurring?

Action vs. Awareness: Of your observations and wonderings, **which** require action? Which requires awareness?

Goal: What goal are you trying to reach? What is the desired outcome?

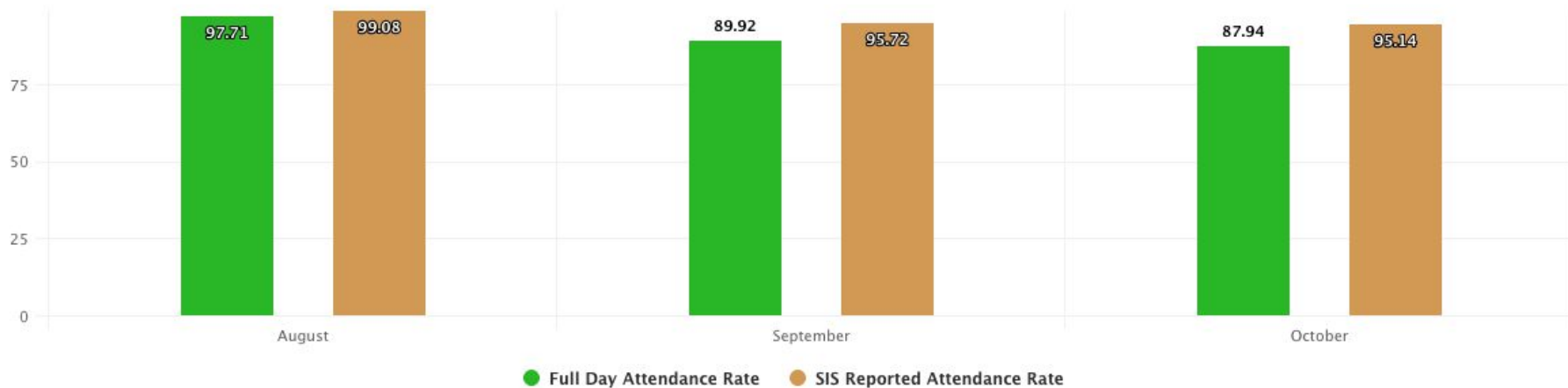
Action Steps: What action(s) will you take after viewing this data? What is your plan for implementing, monitoring, adjusting, and reporting?

Attendance Data

District monthly and weekly attendance rates.

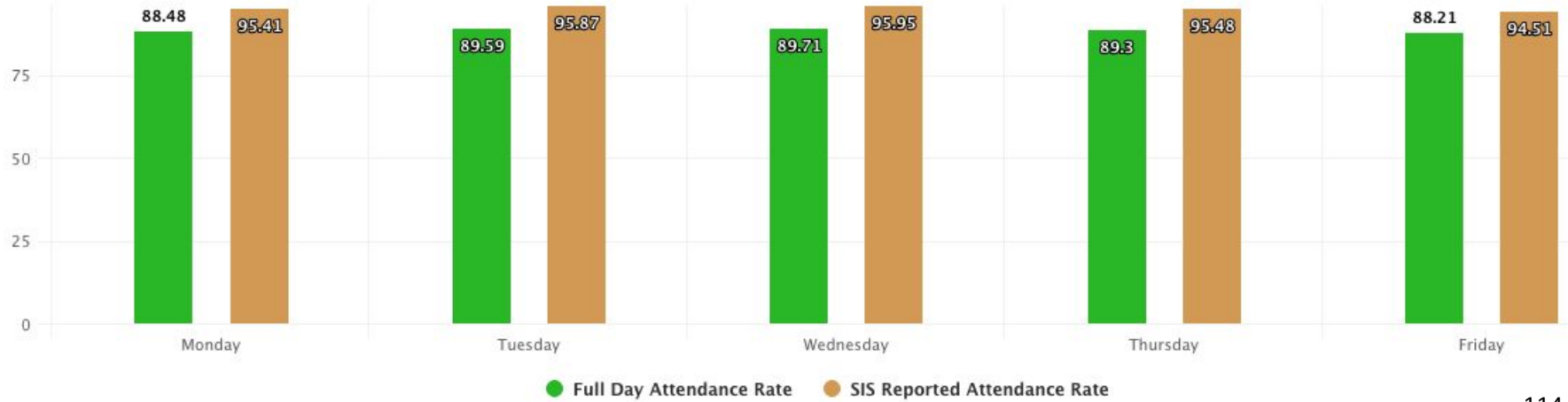
Monthly Attendance Fall 2026

Monthly Attendance Rates



Weekly Attendance Fall 2026

Weekly Attendance Rates



Fall '26 Academic Assessment Data

FastBridge Reading:

K: earlyReading: Letter Sounds

1st: earlyReading: Word Segmenting

2nd: CBMR-English

3rd-10th*: aReading

FastBridge Math:

K-1: earlyMath

2nd-10th*: aMath

**We use a gated approach with our universal screener for our 11th and 12th grade students.*

FastBridge Benchmarks

Benchmarks are test-specific scores that indicate the student's risk of performing below a future (usually end of year) performance target. FAST defines two (or three) benchmark scores for each assessment in each season and grade, resulting in three (or four) levels of risk. The FAST default Benchmark settings are based on the national norms and correspond to the following percentile ranges.

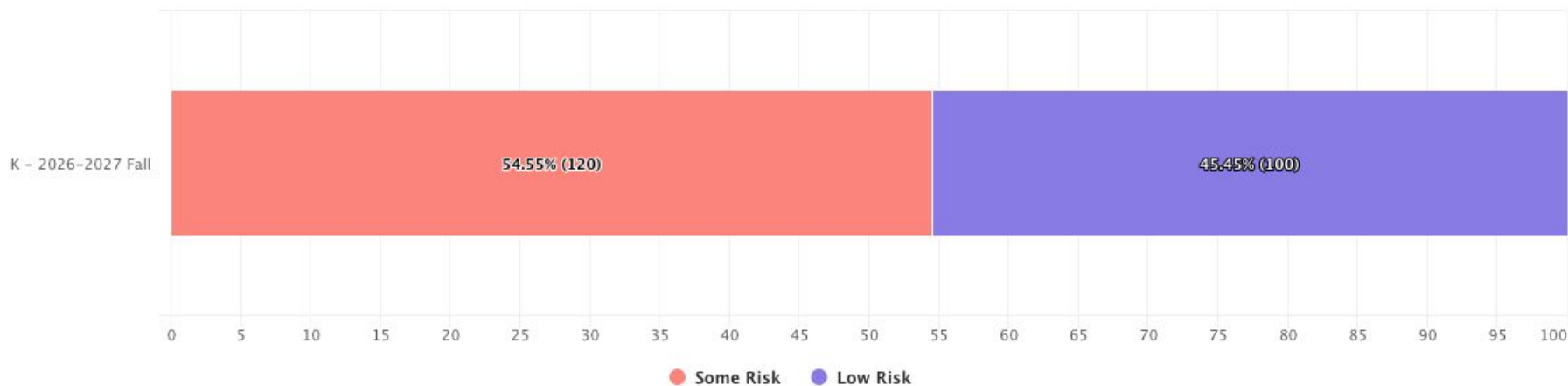
- High-Risk: Below the 15th percentile!!
- Some-Risk: 15th—39th percentile!
- Low-Risk: 40th - 70th percentile
- Advanced: 71st-99th percentile

Literacy Data

Reading data from FastBridge assessments.

K—earlyReading: Letter Sounds

earlyReading: Letter Sounds



118

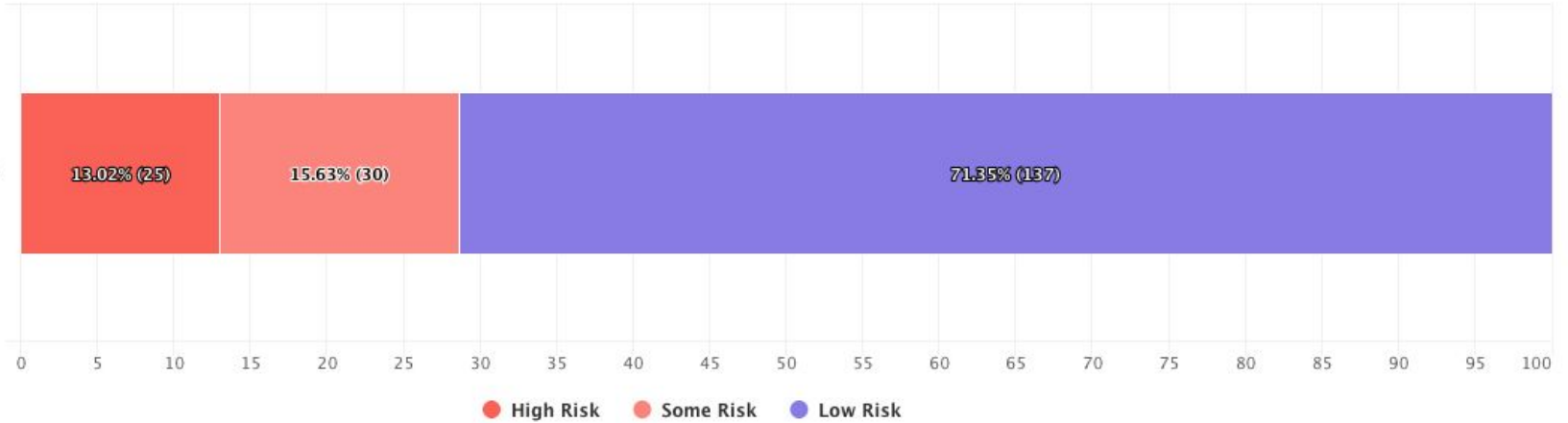
Fall assessment data reflects early foundational literacy skills. Kindergarten results typically show a higher concentration of students in the "Some Risk" category, as this serves as an initial baseline measurement.

1st—earlyReading: Word Segmenting

earlyReading: Word Segmenting



1st - 2026-2027 Fall

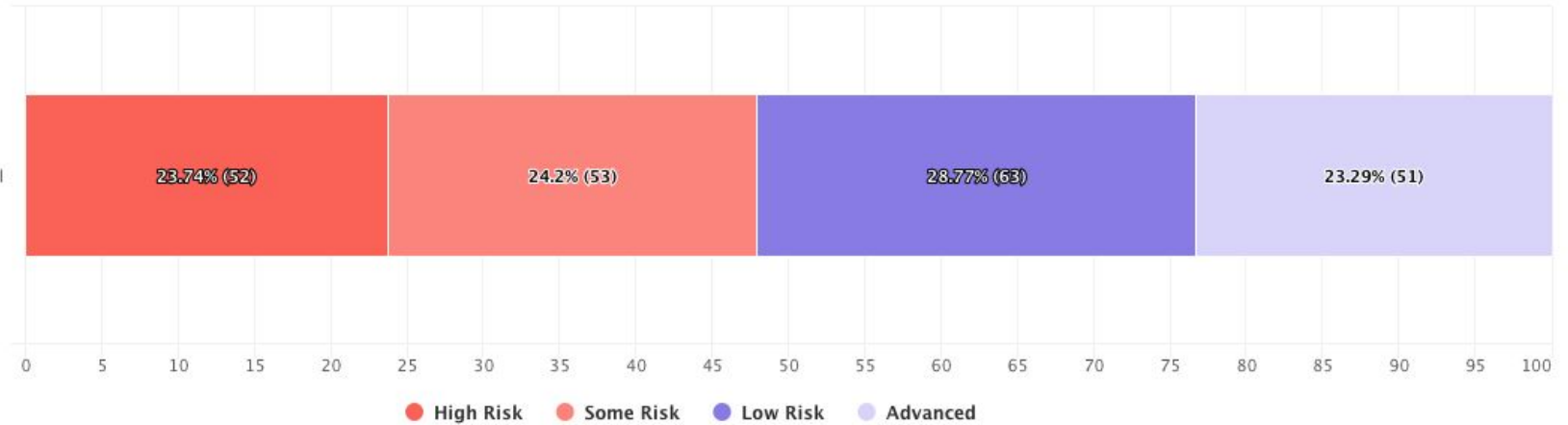


2nd—CBMR-English

CBMR-English



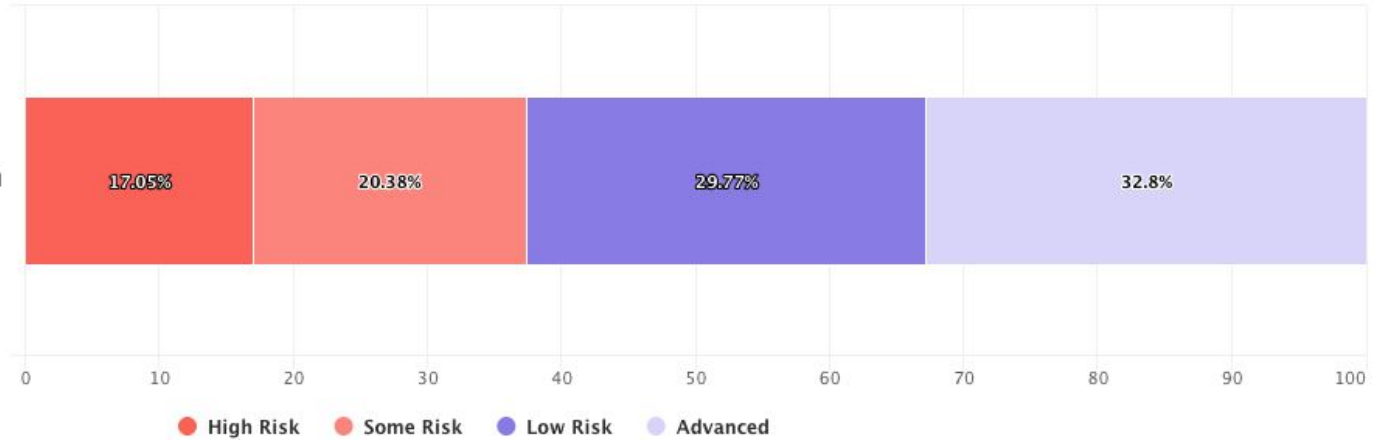
2nd - 2026-2027 Fall



Independence—aReading

aReading: Indy

Independence Elementary School – 2026–2027 Fall

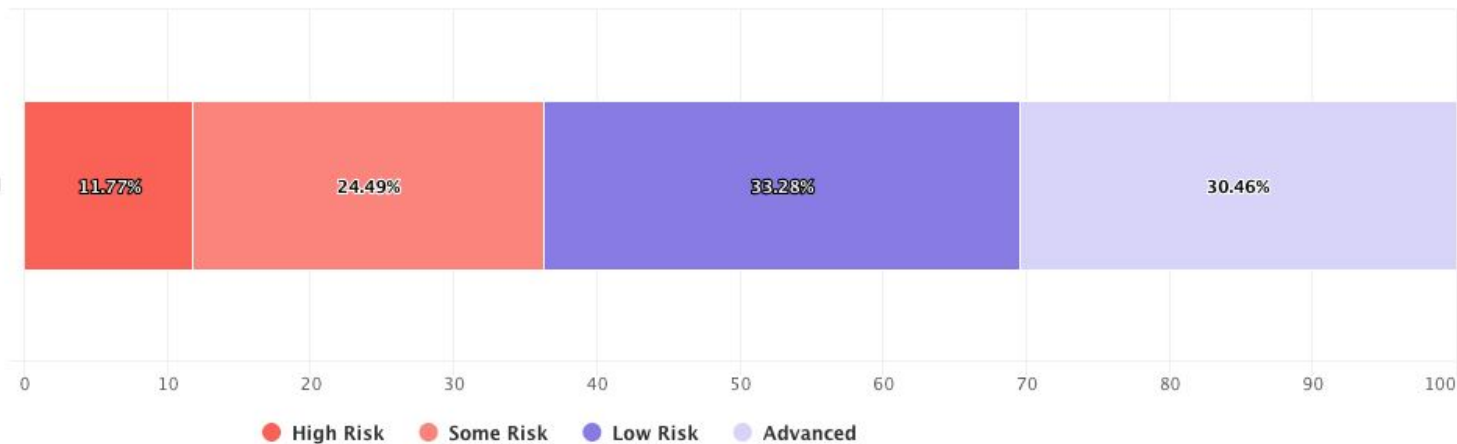


BLMS—aReading

aReading: BLMS



Big Lake Middle School – 2026–2027 Fall

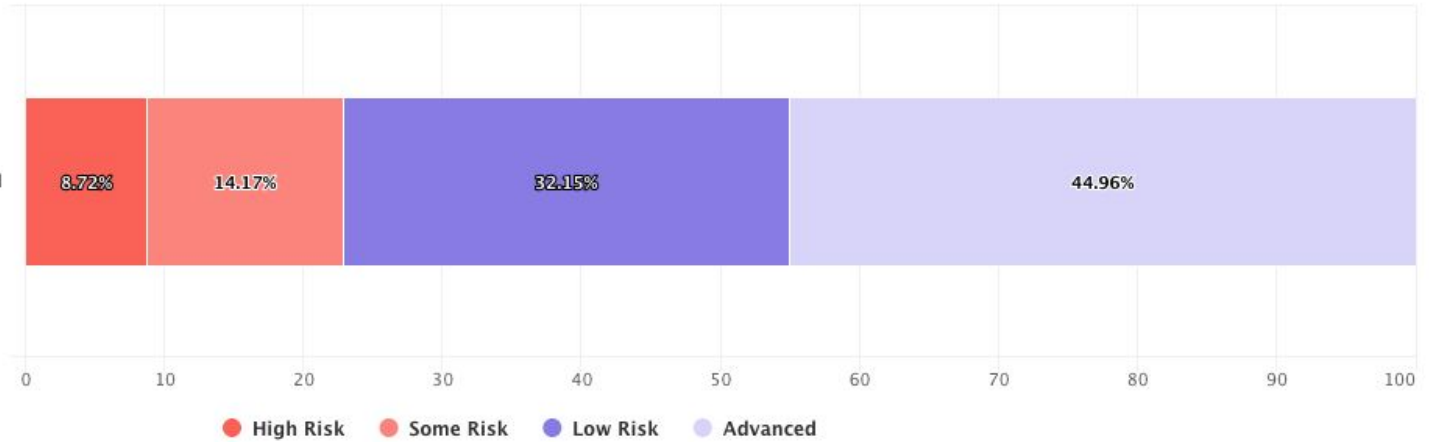


BLHS—aReading

aReading: High School



Big Lake Senior High School – 2026–2027 Fall



Math Data

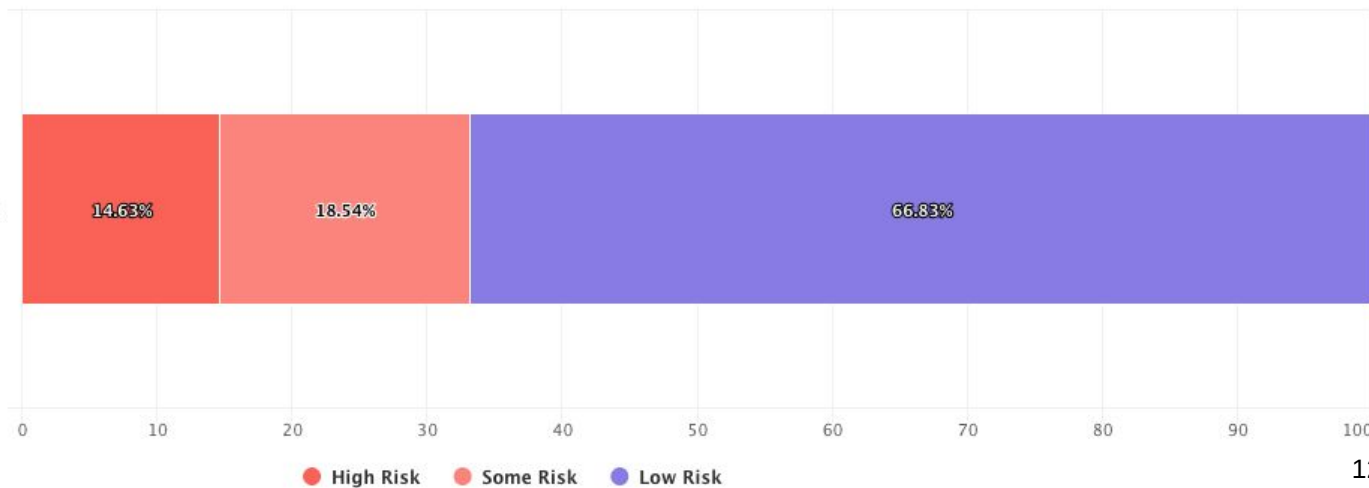
Math data from FastBridge assessments.

K-1—earlyMath

earlyMath



Liberty Elementary School – 2026–2027 Fall



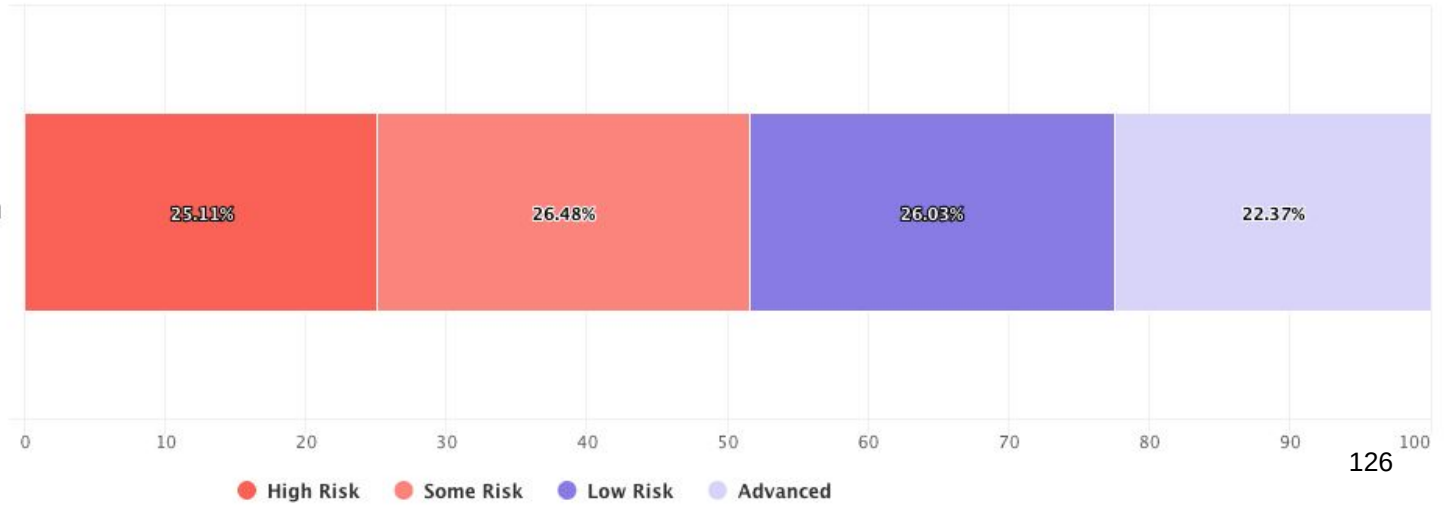
125

2nd—aMath

aMath: Liberty



Liberty Elementary School – 2026–2027 Fall



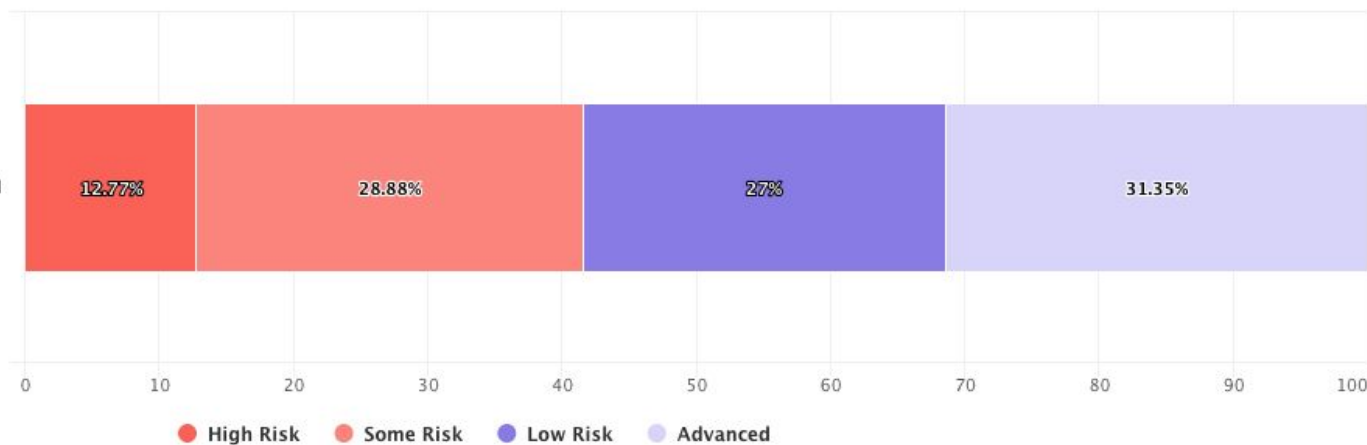
126

Independence—aMath

aMath: Indy



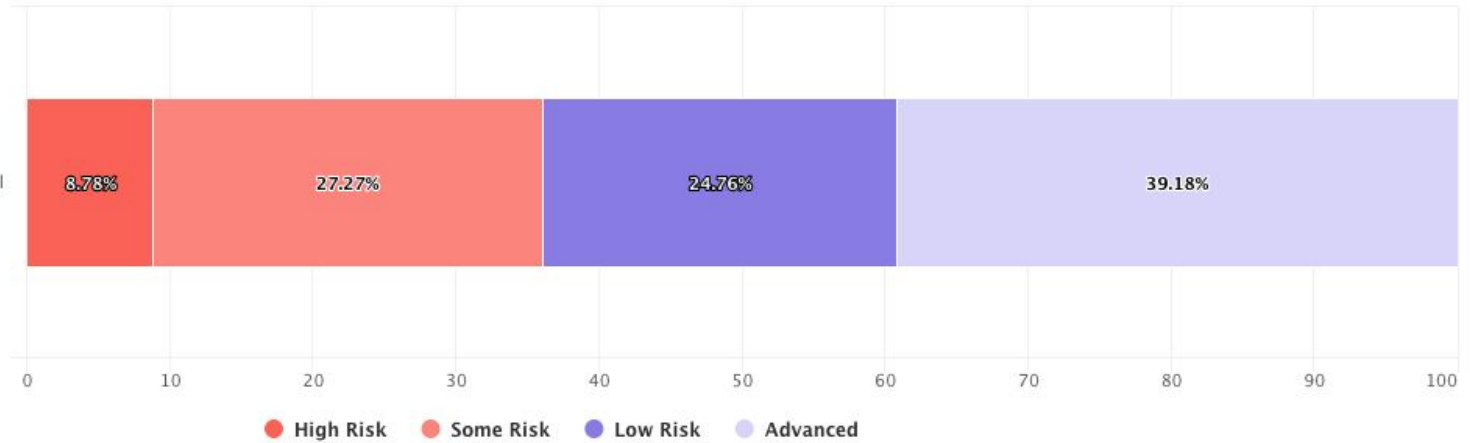
Independence Elementary School – 2026–2027 Fall



BLMS—aMath

aMath: BLMS

Big Lake Middle School – 2026–2027 Fall

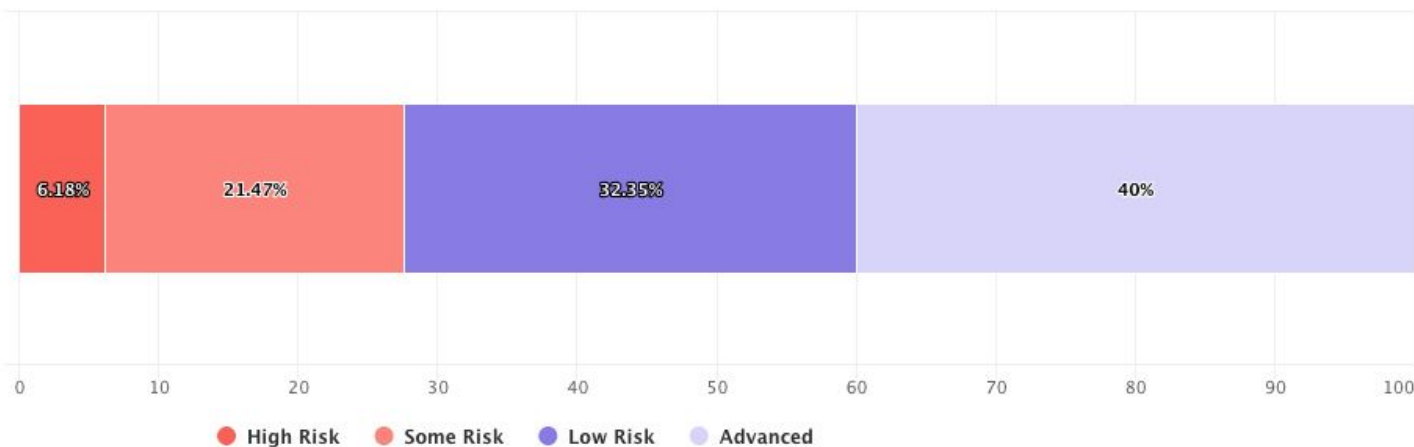


BLHS—aMath

aMath: BLHS



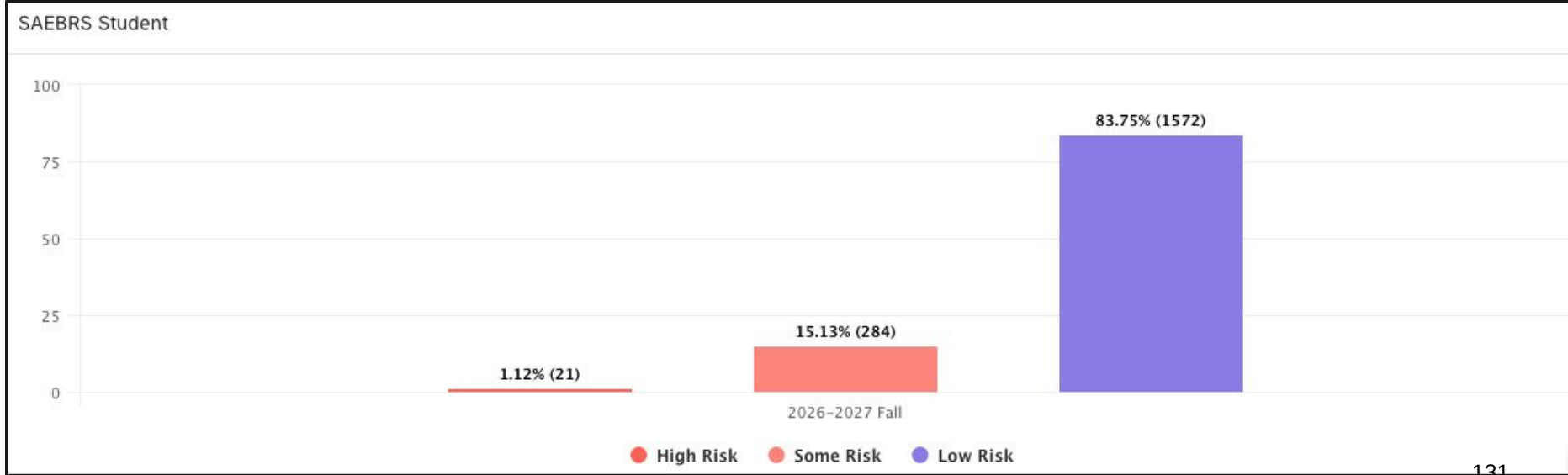
Big Lake Senior High School – 2026–2027 Fall



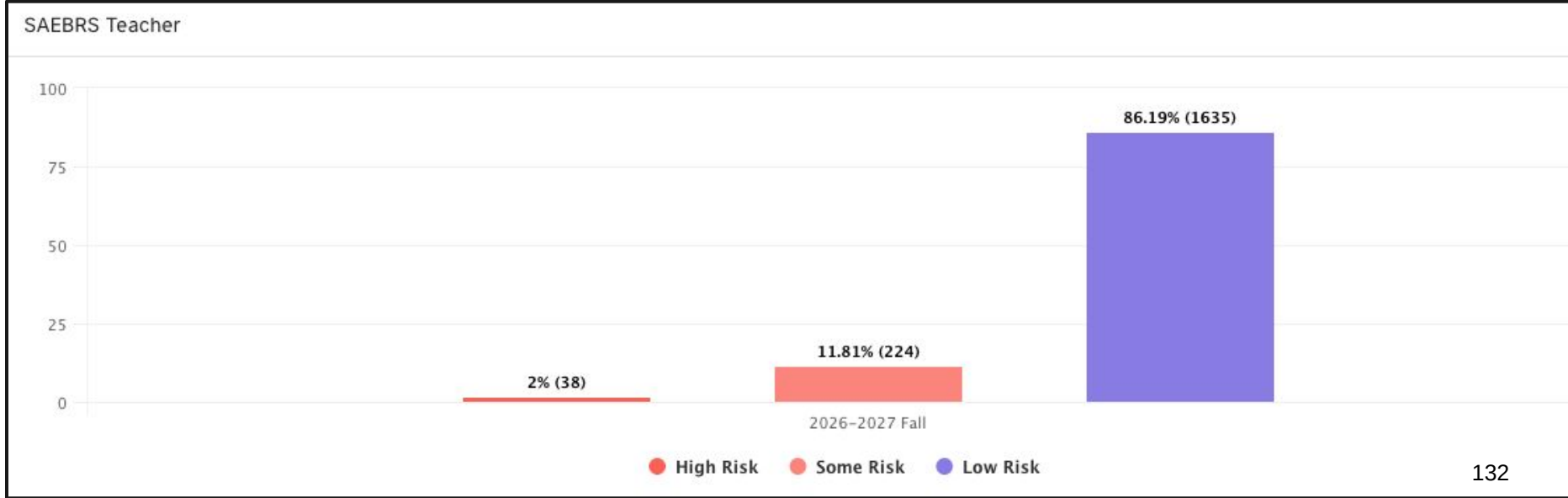
SEL Data

SAEBRS data from Fastbridge assessments.

Fall '26 SAEBRS (Student)



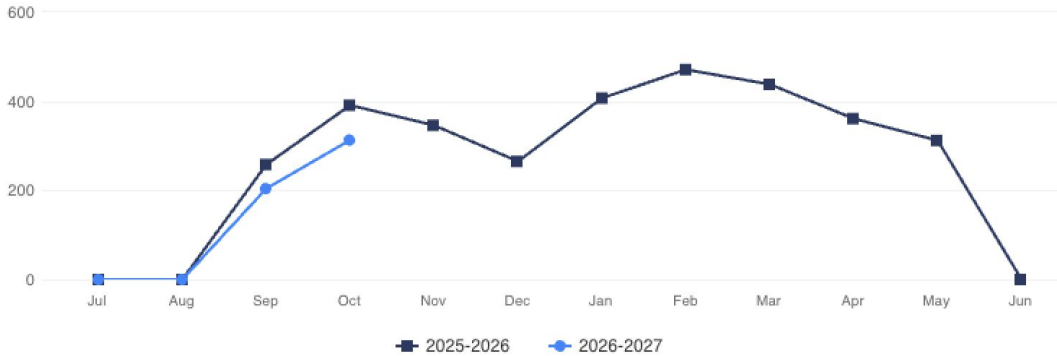
Fall '26 SAEBRS (Teacher)



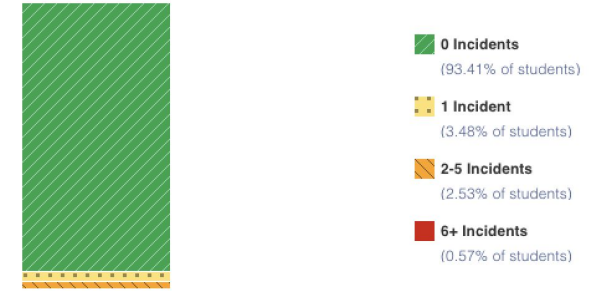
Incident Data

Infinite Campus Incidents K-12

Incident Count - This Year vs. Last Year



Incident Ranges - This School Year



Celebration:

93.41% of our students here in Big Lake are meeting expectations and following the Hornet Way.

“Data by itself is useless. Data is only useful if you apply it.”

—Todd Park

Data

Data is an integral component of a successful MTSS System. Our district, school, and PLC teams review data throughout the school year.



Thank — you!

Minda Anderson
Assistant Superintendent
m.anderson@biglakeschools.org

Ryan Purdy
MTSS Coordinator/DAC
r.purdy@biglakeschools.org



PROCUREMENT POLICY

I. PURPOSE

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

II. DEFINITIONS

- A. "Compensation for personal services" includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the federal award, including, but not necessarily limited to, wages and salaries. Compensation for personal services may also include fringe benefits which are addressed in 2 Code of Federal Regulations section 200.431 (Compensation - Fringe Benefits).
- B. "Competitive procurement process" means a process for procurement by sealed bids or by proposals under Minnesota Statutes, section 471.345.
- C. "Contract" means a legal instrument by which the school district purchases property or services needed to carry out the project or program under a federal award. The term, as used in 2 Code of Federal Regulations Part 200, does not include a legal instrument, even if the school district considers it a contract, when the substance of the transaction meets the definition of a federal award or subaward.
- D. "Direct costs" are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
- E. "Equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which exceeds the lesser of the capitalization level established by the non-federal entity for financial statement purposes, or \$10,000.
- F. "Federal award" has the meaning, depending on the context, in either paragraph 1. or 2. below:
 - 1. a. The federal financial assistance that the school district receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations section 200.101; or
 - b. The cost-reimbursement contract under the federal Acquisition Regulations that the school district receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 Code of Federal Regulations section 200.101.
 - 2. The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance

- covered in paragraph (2) of the definition of Federal financial assistance in 2 Code of Federal Regulations 200.1, or the cost-reimbursement contract awarded under the federal Acquisition Regulations.
3. “Federal award” does not include other contracts that a federal agency uses to buy goods or services from a contractor or a contract to operate federal-government-owned, contractor-operated facilities.
- G. “Grants” includes
1. “State-administered grants” are those grants that pass through a state agency such as the Minnesota Department of Education (MDE).
 2. “Direct grants” are those grants that do not pass through another agency such as MDE and are awarded directly by the federal awarding agency to the grantee organization. These grants are usually discretionary grants that are awarded by the U.S. Department of Education (DOE) or by another federal awarding agency.
- H. “Non-federal entity” means a state, local government, Indian tribe, institution of higher education, or nonprofit organization that carries out a federal award as a recipient or subrecipient.
- I. “Post-retirement health plans” refer to costs of health insurance or health services not included in a pension plan covered by 2 Code of Federal Regulations section 200.431(g) for retirees and their spouses, dependents, and survivors.
- J. “Severance pay” is a payment in addition to regular salaries and wages by the school district to workers whose employment is being terminated.
- K. “Travel costs” are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.
- III. Procurement Methods Options
- A. “Procurement by micro-purchase”
The acquisition of supplies or service when the aggregate dollar amount of the procurement transaction does not exceed the micro-purchase threshold (generally \$10,000, except as otherwise discussed in 48 Code of Federal Regulations subpart 2.1 or as periodically adjusted for inflation).
- B. “Procurement by small purchase procedures”
This procurement method may be used when the value of the procurement transaction does not exceed the federal simplified acquisition threshold and is within the state threshold of \$175,000. If a small purchase procedure is used, price or rate quotations must be obtained from an adequate number of qualified sources. Unless specified by the Federal agency, the school district may exercise judgement in determining what number is adequate.
- C. “Procurement by sealed bids (formal advertising)”
This procurement method involves a publicly solicited and a firm, fixed-price contract (lump sum or unit price) awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price.
- D. “Procurement by competitive proposals”
This procurement method is normally conducted with more than one source submitting an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Competitive proposals are generally used when conditions are not appropriate for the use of sealed bids.
- E. “Procurement by noncompetitive proposals”
This procurement method involves solicitation of a proposal from only one source.

IV. GENERAL PROCUREMENT STANDARDS

- A. The school district must use its own documented procurement procedures that reflect applicable state laws, provided that the procurements conform to the applicable federal law and the standards identified in the Uniform Grant Guidance.
- B. The school district must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.
- C. The school district's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach. Breaking up a procurement into smaller components to avoid the thresholds established in this policy is prohibited.
- D. The school district must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.
- E. The school district must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement; selection of the contract type; contractor selection or rejection; and the basis for the contract price.
- F. The school district alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the school district of any contractual responsibilities under its contracts.
- G. The school district must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, veteran-owned businesses and labor surplus area firms are considered.
- H. Thresholds for Employee Purchases
 - 1) The superintendent and Director of Business Services, in conjunction with the school board, is responsible for overseeing the procurement process, including establishment of procedures, internal controls, quality assurance, methods of greatest economy, and compliance with all applicable laws. To be valid, all contracts must be approved by the board, except as otherwise provided in this policy. Nothing in this paragraph shall be construed to waive or supersede statutory requirements relating to public contracts, competitive bidding thresholds, or school board oversight, except as expressly permitted by law.
 - 2) Individual school district employees may incur expenditures, without prior board approval so long as such expenditures are consistent with the school board-approved budget and procurement process, provided that in all cases the school board retains authority to disapprove any expenditure for any reason at its sole discretion.
 - 3) Emergency expenditures and procurement authorization
Notwithstanding other provisions of this policy, including the threshold

authorization above, the superintendent is authorized to approve emergency expenditures when the superintendent determines that a public exigency or emergency exists that threatens the health, safety, or welfare of students, staff, or school district property and that the expenditure cannot be delayed until the next regular or special meeting of the school board without material harm to the school district.

In an emergency, the Superintendent may authorize an expenditure in excess of the Superintendent's delegated purchasing authority, subject to the following conditions:

- a) The procurement shall comply with applicable state and federal law, including the use of noncompetitive procurement when permitted by law;
- b) The superintendent shall document the nature of the emergency, the basis for determining that immediate action was required, and the reason competitive procurement procedures were not used;
- c) The expenditure shall be reported to the school board for ratification at the next regular or specially called school board meeting; and
- d) Emergency authority under this paragraph is limited to the specific emergency circumstances and does not constitute a permanent increase in the superintendent's purchasing authority.

V. PROCUREMENT METHODS WHEN USING STATE FUNDS

The school district must use one of the following methods of procurement when using state funds:

A. Procurements for \$25,000 or less

If the amount of the contract is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the school district's discretion. If the contract is made upon quotation it shall be based, so far as practicable, on at least two (2) quotations which shall be kept on file for a period of at least one (1) year after their receipt.

Alternatively, the school district may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in Minnesota Statutes, section 16C.28, subdivision 1, paragraph (a), clause (2), and paragraph (c).

Procurements for \$25,000 or less also may be conducted by micro-purchase.

B. Procurements Exceeding \$25,000 but not \$175,000

1) Sealed Bids or Direct Negotiation

If the amount of the contract is estimated to exceed \$25,000 but not to exceed \$175,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two (2) or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one (1) year after receipt thereof.

2) Best Value Alternative

As an alternative to the procurement method described in Subparagraph B.1 above, the school district may award a contract for construction, alteration, repair, or maintenance work to the vendor or

contractor offering the best value under a request for proposals as described in Minnesota Statutes, section 16C.28, subdivision 1, paragraph (a), clause (2), and paragraph (c).

C. Procurements Exceeding \$175,000

If the amount of the contract is estimated to exceed \$175,000, sealed bids shall be solicited by public notice in the manner and subject to the requirements of the law governing school district contracts.

Procurement by Sealed Bids

Procurement by sealed bids means a process in which bids are publicly solicited and a firm fixed price contract by lump sum or unit price is awarded to the responsible bidder whose bid, conforming with all material terms and conditions of the invitation for bids, is the lowest in price. If sealed bids are used, the following requirements apply:

- 1) Bids must be solicited from an adequate number of qualified sources, providing bidders sufficient response time prior to the date set for opening bids;
- 2) The invitation for bids, which includes any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
- 3) All bids will be opened at the time and place prescribed in the invitation for bids, and the bids must be opened publicly;
- 4) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that the discounts are usually taken advantage of;
- 5) The school district reserves the right to reject the lowest monetary bid if the bidder is determined to be non-responsible or unqualified to perform the contract. In accordance with Minnesota law, the award of competitively bid contracts shall be based on the "lowest responsible bidder." In evaluating a bidder's responsibility, the school board may consider the bidder's financial stability, technical skill, equipment capacity, and integrity, as well as the district's documented prior experience with the vendor. A bidder may be declared non-responsible if they have a documented history of substandard workmanship, project delays, contract non-compliance, or adversarial performance on previous district projects or with other public entities. To reject a low bid under this provision, the district shall maintain a written administrative record detailing the objective evidence of the bidder's lack of responsibility, and the final determination shall be formally approved by the school board.
- 6) In order for a sealed bid to be feasible, the following conditions must be present:
 - i. A complete, adequate, and realistic specification or purchase description is available;
 - ii. Two (2) or more responsible bidders are willing and able to compete effectively for the business; and
 - iii. The procurement lends itself to a firm fixed price contract and the

selection of the successful bidder can be made principally on the price.

D. Procurement by Proposals

“Procurement by proposals” means a process in which either a fixed price or cost-reimbursement type contract is awarded. Proposals are generally used when conditions are not appropriate for the use of sealed bids. They are awarded in accordance with the following requirements:

- 1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Proposals must be solicited from an adequate number of qualified offerors. Any response to publicized requests for proposals must be considered to the maximum extent practical;
- 2) The school district must have a written method for conducting technical evaluations of the proposals received and for making selections; and
- 3) Contracts must be awarded to the responsible offeror whose proposal is most advantageous to the school district, with price and other factors considered.

VI. PROCUREMENT METHODS WHEN USING FEDERAL FUNDS

A. Procurement by Competitive Proposals

This is a procurement method used when conditions are not appropriate for using sealed bids. This procurement method may result in either a fixed-price or cost-reimbursement contract. If this method is used, the following requirements apply:

- 1) Requests for proposals require public notice, and all evaluation factors and their relative importance must be identified. Proposals must be solicited from multiple qualified entities. To the maximum extent practicable, any proposals submitted in response to the public notice must be considered;
- 2) Proposals must be solicited from an adequate number of qualified sources;
- 3) The school district must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;
- 4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and
- 5) The school district may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors’ qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method where price is not used as a selection factor can only be used in procurement of A/E professional services; it cannot be used to purchase other types of services, though A/E firms are a potential source to perform the proposed effort.

B. Procurement by noncompetitive proposals.

Procurement by noncompetitive proposals may be used only when one (1) or more of the following circumstances apply:

- 1) The aggregate amount of the procurement transaction does not exceed

- the micro-purchase threshold;
- 2) The item is available only from a single source;
- 3) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- 4) The DOE or MDE expressly authorizes noncompetitive proposals in response to a written request from the school district; or
- 5) After solicitation of a number of sources, competition is determined inadequate.

C. Competition.

- 1) All procurement transactions under the Federal award must be conducted in a manner that provides full and open competition and is consistent with the standards of 2 Code of Federal Regulations, sections 200.319 and .320.
- 2) The school district must have written procedures for procurement transactions. These procedures must ensure that all solicitations:
 - a. Are made in accordance with 2 Code of Federal Regulations, section 200.319(b);
 - b. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When making a clear and accurate description of the technical requirements is impractical or uneconomical, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and
 - c. Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.
- D. The school district must ensure that all prequalified lists of persons, firms, or products used in procurement transactions are current and include enough qualified sources to ensure maximum open competition. When establishing or amending prequalified lists, the school district must consider objective factors that evaluate price and cost to maximize competition. The school must not preclude potential bidders from qualifying during the solicitation period.
- E. The school district is prohibited from contracting with or making subawards under “covered transactions” to parties that are suspended or debarred or whose principals are suspended or debarred. “Covered transactions” include procurement contracts for goods and services awarded under a grant or cooperative agreement that are expected to equal or exceed \$25,000.
- F. All nonprocurement transactions entered into by a recipient (i.e., subawards to subrecipients), irrespective of award amount, are considered covered transactions, unless they are exempt as provided in 2 Code of Federal Regulations section 180.215.
- G. Managing Property and Equipment and Safeguarding Assets
 - 1) Property Standards

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

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

2) Managing Equipment

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

- a. Property records must be maintained that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
- b. A physical inventory of the property must be taken and the results reconciled with the property records at least once every two (2) years.
- c. A control system must be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft must be investigated.
- d. Adequate maintenance procedures must be developed to keep property in good condition.
- e. If the school district is authorized or required to sell the property, proper sales procedures must be established to ensure the highest possible return.

H. Cybersecurity

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

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

VII. FINANCIAL MANAGEMENT REQUIREMENTS

A. Financial Management.

The school district's financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and

tracking expenditures adequate to establish that funds have been used in accordance with federal statutes, regulations, and the terms and conditions of the federal award.

B. Payment.

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

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

C. Internal Controls.

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

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

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

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

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

VIII. ALLOWABLE USE OF FUNDS AND COST PRINCIPLES

A. Allowable Use of Funds.

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

B. Definitions

1. “Advance payment” means a payment that a federal agency or passthrough entity makes by any appropriate payment mechanism and payment method

before the school district disburses the funds for program purposes.

2. "Allowable cost" means a cost that complies with all legal requirements that apply to a particular federal education program, including statutes, regulations, guidance, applications, and approved grant awards.
3. "Education Department General Administrative Regulations (EDGAR)" means a compilation of regulations that apply to federal education programs. These regulations contain important rules governing the administration of federal education programs and include rules affecting the allowable use of federal funds (including rules regarding allowable costs, the period of availability of federal awards, documentation requirements, and grants management requirements).
4. "Omni Circular" (also known as 2 Code of Federal Regulations Part 200, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, or the Uniform Grant Guidance means federal cost principles that provide standards for determining whether costs may be charged to federal grants.

C. Allowable Costs by Federal Law

The following items are costs that may be allowable under the 2 Code of Federal Regulations Part 200, subpart E under specific conditions (review the specific part of 2 Code of Federal Regulations 200 subpart E for allowability requirements for the specific cost):

1. Advertising and public relations;
2. Advisory councils;
3. Audit costs and related services;
4. Bonding costs;
5. Compensation-personal services;
6. Compensation-fringe benefits;
7. Conferences;
8. Contingency provisions;
9. Depreciation;
10. Employee health and welfare costs;
11. Equipment and other capital expenditures;
12. Gains and losses on disposition of depreciable assets;
13. Insurance and indemnification;
14. Intellectual property;
15. Maintenance and repairs costs;
16. Materials and supplies costs, including costs of computing devices;
17. Memberships, subscriptions, and professional activity costs;
18. Organization cost;
19. Participant costs;
20. Plant and security costs;
21. Pre-award costs;
22. Professional service costs;
23. Proposal costs;
24. Publication and printing costs;
25. Rearrangement and ~~alteration~~ reconversion costs;
26. Recruiting costs;
27. Relocation costs of employees;
28. Rental costs of buildings and equipment;
29. Scholarships, student aid costs, and tuition remission;
30. Specialized service facilities;

31. Taxes;
 32. Telecommunication and video surveillance costs;
 33. Termination and standard closeout costs
 34. Training and education costs; ~~and~~
 35. Transportation costs; and
 36. Travel costs.
- D. Costs Forbidden by Federal Law.
- 2 Code of Federal Regulations Part 200 and EDGAR identify certain costs that may never be paid with federal funds. The list below provides examples of such costs. If a cost is on this list, it may not be supported with federal funds unless an exception exists (review the specific part of 2 Code of Federal Regulations 200, subpart E for possible exceptions to unallowable costs). The fact that a cost is not on this list does not mean it is necessarily permissible. Other important restrictions apply to federal funds, such as those items detailed in the 2 Code of Federal Regulations Part 200, subpart E; thus, the following list is not exhaustive:
1. Alcoholic beverages;
 2. Bad debts;
 3. Contingency provisions (with limited exceptions);
 4. Contributions and donations
 5. Entertainment (with limited exception);
 6. Fines, penalties, damages, and other settlements;
 7. Fundraising and investment management costs (with limited exceptions);
 8. General costs of government (with limited exceptions pertaining to Indian tribal governments and Councils of Government (COGs));
 9. Goods or services for personal use;
 10. Interest (except interest specifically stated in 2 Code of Federal Regulations section 200.449 as allowable);
 11. Lobbying;
 12. Losses on other Federal awards or contracts;
 13. Selling and marketing;
 14. Student activity costs;
 15. Religious use;
 16. The acquisition of real property (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs);
 17. Construction (unless specifically permitted by programmatic statute or regulations, which is very rare in federal education programs); and
 18. Tuition charged or fees collected from students applied toward meeting matching, cost sharing, or maintenance of effort requirements of a program.
- E. Program Allowability
1. Any cost paid with federal education funds must be permissible under the federal program that would support the cost.
 2. Many federal education programs detail specific required and/or allowable uses of funds for that program. Issues such as eligibility, program beneficiaries, caps or restrictions on certain types of program expenses, other program expenses, and other program specific requirements must be considered when performing the programmatic analysis.
 3. The two largest federal K-12 programs, Title I, Part A, and the Individuals with Disabilities Education Act (IDEA), do not contain a use of funds section delineating the allowable uses of funds under those programs. In those cases,

costs must be consistent with the purposes of the program in order to be allowable.

F. Federal Cost Principles

The Omni Circular defines the parameters for the permissible uses of federal funds. While many requirements are contained in the Omni Circular, it includes core principles that serve as an important guide for effective grant management. These core principles require all costs to be:

1. Necessary for the proper and efficient performance or administration of the program.
2. Reasonable. An outside observer should clearly understand why a decision to spend money on a specific cost made sense in light of the cost, needs, and requirements of the program.
3. Allocable to the federal program that paid for the cost. A program must benefit in proportion to the amount charged to the federal program – for example, if a teacher is paid 50% with Title I funds, the teacher must work with the Title I program/students at least 50% of the time. Recipients also need to be able to track items or services purchased with federal funds so they can prove they were used for federal program purposes.
4. Authorized under state and local rules. All actions carried out with federal funds must be authorized and not prohibited by state and local laws and policies.
5. Adequately documented. A recipient must maintain proper documentation so as to provide evidence to monitors, auditors, or other oversight entities of how the funds were spent over the lifecycle of the grant.

G. Program Specific Fiscal Rules.

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

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

in schoolwide program schools. Staff should be familiar with the supplement not supplant provisions applicable to their program.

H. Approved Plans, Budgets, and Special Conditions

1. As required by the Omni Circular, all costs must be consistent with approved program plans and budgets.
2. Costs must also be consistent with all terms and conditions of federal awards, including any special conditions imposed on the school district's grants.

I. Training

1. The school district will provide training on the allowable use of federal funds to all staff involved in federal programs.
2. The school district will promote coordination between all staff involved in federal programs through activities, such as routine staff meetings and training sessions.

J. Employee Sanctions

Any school district employee who violates this policy will be subject to discipline, as appropriate, up to and including the termination of employment.

K. Reduction in Aid

If the school district makes a purchase without a procurement policy adopted by the school board or makes a purchase not in conformity with the school district's procurement policy, the Commissioner may reduce that school district's state aid in an amount equal to the purchase.

L. Property, Financial Investments, and Contracting

The school district is subject to and must comply with Minnesota Statutes, sections 15.054 and 118A.01 to 118A.06 governing government property and financial investments and sections 471.38, 471.391, 471.392, and 471.425 governing municipal contracting.

M. Mandatory Disclosures

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

The disclosure must be made in writing to the DOE, MDE, and, the MDE Office of Inspector General (if applicable). School districts are also required to report matters related to school district integrity and performance in accordance with Appendix XII of 2 Code of Federal Regulations, part 200. Failure to make required disclosures can result in any of the remedies described in 2 Code of Federal Regulations, section 200.339.

IX. COMPENSATION – PERSONAL SERVICES EXPENSES AND REPORTING

A. Compensation – Personal Services

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

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

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

B. Compensation – Fringe Benefits

1. During leave.

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

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

2. The costs of fringe benefits in the form of employer contributions or expenses for social security; employee life, health, unemployment, and worker's compensation insurance (except as indicated in 2 Code of Federal Regulations section 200.447(d)); pension plan costs; and other similar benefits are allowable, provided such benefits are granted under established written policies. Such benefits must be allocated to federal awards and all other activities in a manner consistent with the pattern of benefits attributable to the individuals or group(s) of employees whose salaries and wages are chargeable to such federal awards and other activities and charged as direct or indirect costs in accordance with the school district's accounting practices.
3. Actual claims paid to or on behalf of employees or former employees for workers' compensation, unemployment compensation, severance pay, and similar employee benefits (e.g., post-retirement health benefits) are allowable in the year of payment provided that the school district follows a consistent costing policy.
4. Pension plan costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with the school district's written policies.
5. Post-retirement costs may be computed using a pay-as-you-go method or an acceptable actuarial cost method in accordance with established school district written policies.
6. Costs of severance pay are allowable only to the extent that, in each case, severance pay is required by law; employer-employee agreement; established policy that constitutes, in effect, an implied agreement on the school district's part; or circumstances of the particular employment.

C. Insurance and Indemnification.

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

D. Recruiting Costs.

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

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

4. Meeting the definition of “direct cost” in the applicable cost principles of the Uniform Grant Guidance.

E. Travel Costs

Under 2 code of Federal Regulations, section 200.475, travel costs include the transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the school district.

Travel costs may be charged on an actual cost basis, on a per diem or mileage basis , or on a combination of the two, provided the method used is applied to an entire trip and not to selected days of the trip. The method used must be consistent with those normally allowed in like circumstances in the school district’s other activities and in accordance with the school district’s established written policies.

Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the school district in its regular operations as a result of the school district’s written policy.

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

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

Temporary dependent care costs above and beyond regular dependent care are allowable provided that these costs are:

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

X. SUBRECIPIENT MONITORING

The school district will:

- A. Verify that the subrecipient is not excluded or disqualified in accordance with 2 Code of Federal Regulations, section 180.300. verification methods are provided in section 180.300, which include confirming in *SAM.gov* that a potential subrecipient is not suspended, debarred, or otherwise excluded from receiving federal funds.
- B. Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the information provided below. A pass-through entity must provide the best available information when some of the information below is unavailable. A pass-through entity must provide the unavailable information when it is obtained.
 1. Required information includes:
 - a. Federal award identification
 - 1) Subrecipient’s name (must match the name associated with is unique entity identifier);
 - 2) Subrecipient’s unique entity identifier;
 - 3) Federal Award Identification Number (FAIN);
 - 4) Federal Award Date;
 - 5) Subaward Period of Performance Start and End Date;

- 6) Subaward Budget Period Start and End Date;
 - 7) Amount of Federal Funds Obligated in the subaward;
 - 8) Total Amount of Federal Funds Obligated to the subrecipient by the pass-through entity, including the current financial obligation;
 - 9) Total Amount of the Federal Award committed to the subrecipient by the pass-through entity;
 - 10) Federal award project description, as required by the Federal Funding Accountability and Transparency Act (FFATA);
 - 11) Name of the Federal agency, pass-through entity, and contact information for awarding official of the pass-through entity;
 - 12) Assistance Listing title and number; the pass-through entity must identify the dollar amount made available under each Federal award and the Assistance Listings Number at the time of disbursement;
 - 13) Identification of whether the federal award is for research and development; and
 - 14) Indirect cost rate for the federal award (including if the de minimis rate is used in accordance with 2 Code of Federal Regulations, section 200.414).
- b. All requirements of the subaward, including requirements imposed by Federal statutes, regulations, and the terms and conditions of the Federal award;
 - c. Any additional requirements that the pass-through entity imposes on the subrecipient for the pass-through entity to meet its responsibilities under the Federal award. This includes information and certifications (see 2 Code of Federal Regulations, section 200.415) required for submitting financial and performance reports that the pass-through entity must provide to the federal agency;
 - d. Indirect cost rate;
 - e. A requirement that the subrecipient permit the pass-through entity and auditors to access the subrecipient's records and financial statements for the pass-through entity to fulfill its monitoring requirements; and
 - f. Appropriate terms and conditions concerning the closeout of the subaward.
- C. Evaluate each subrecipient's fraud risk and risk of noncompliance with a subaward to determine the appropriate subrecipient monitoring described in 2 Code of Federal Regulations, section 200.332, paragraph (f). When evaluating a subrecipient's risk, a pass-through entity should consider the following:
1. The subrecipient's prior experience with the same or similar subawards;
 2. The results of previous audits. This includes considering whether or not the subrecipient receives a Single Audit in accordance with 2 Code of Federal Regulations, part 200, subpart F and the extent to which the same or similar subawards have been audited as a major program;
 3. Whether the subrecipient has new personnel or new or substantially changed systems; and
 4. The extent and results of any federal agency monitoring (for example, if the subrecipient also receives federal awards directly from the federal agency).
- D. If appropriate, consider implementing specific conditions in a subaward as described in 2 Code of Federal Regulations, section 200.208 and notify the Federal agency of the specific conditions.

- E. Monitor the activities of a subrecipient as necessary to ensure that the subrecipient complies with Federal statutes, regulations, and the terms and conditions of the subaward. The pass-through entity is responsible for monitoring the overall performance of a subrecipient to ensure that the goals and objectives of the subaward are achieved. In monitoring a subrecipient, a pass-through entity must:
 - 1. Review financial and performance reports
 - 2. Ensure that the subrecipient takes corrective action on all significant developments that negatively affect the subaward. Significant developments include Single Audit findings related to the subaward, other audit findings, site visits, and written notification from a subrecipient of adverse conditions which will impact their ability to meet the milestones or the objectives of a subaward. When significant developments negatively impact the subaward, a subrecipient must provide the pass-through entity with information on their plan for corrective action and any assistance needed to resolve the situation.
 - 3. Issue a management decision for audit findings pertaining only to the Federal award provided to the subrecipient from the pass-through entity as required by 2 Code of Federal Regulations, section 200.521.
 - 4. Resolve audit findings specifically related to the subaward. However, the pass-through entity is not responsible for resolving cross-cutting audit findings that apply to the subaward and other Federal awards or subawards. If a subrecipient has a current Single Audit report and has not been excluded from receiving Federal funding (meaning, has not been debarred or suspended), the pass-through entity may rely on the subrecipient's cognizant agency for audit or oversight agency for audit to perform audit follow-up and make management decisions related to cross-cutting audit findings in accordance with 2 Code of Federal Regulations, section 200.513 (a) (4) (viii). Such reliance does not eliminate the responsibility of the pass-through entity to issue subawards that conform to agency and award-specific requirements, to manage risk through ongoing subaward monitoring, and to monitor the status of the findings that are specifically related to the subaward.
- F. Depending upon the pass-through entity's assessment of the risk posed by the subrecipient (as described in 2 Code of Federal Regulations, section 200.332, paragraph (c)), the following monitoring tools may be useful for the pass-through entity to ensure proper accountability and compliance with program requirements and achievement of performance goals:
 - 1. Providing subrecipients with training and technical assistance on program-related matters;
 - 2. Performing site visits to review the subrecipient's program operations; and
 - 3. Arranging for agreed-upon-procedures engagements as described in 2 Code of Federal Regulations, section 200.425.
- G. Verify that a subrecipient is audited as required by 2 Code of Federal Regulations, part 200, subpart F.
- H. Consider whether the results of a subrecipient's audit, site visits, or other monitoring necessitate adjustments to the pass-through entity's records.
- I. Consider taking enforcement action against noncompliant subrecipients as described in 2 Code of Federal Regulations, section 200.339 and in program regulations.

XI. CONFLICT OF INTEREST

A. Standards of Conduct

The school district will maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

- B. No employee, officer, agent, or board member may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, agent, or board member, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The employees, officers, agents, and board members of the school district may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the school district may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by employees, officers, agents, or board members of the school district. Disciplinary actions may be undertaken pursuant to the school district's Discipline, Suspension, and Dismissal of School Employees policy.

The school district's Conflict of Interest policies and procedures provide additional measures regarding conflicts of interest.

C. Organizational Conflicts of Interest.

If the school district has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the school district must maintain written standards concerning organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the school district is unable or appears to be unable to be impartial in conducting a procurement action involving the related organization.

D. Disclosing Conflicts of Interest.

The school district will disclose in writing any potential conflict of interest to MDE in accordance with established federal agency policies.

Legal References: Minn. Stat. § 15.054 (Sale or Purchase of State Property; Penalty)
Minn. Stat. § 16C.28 (Contracts; Awards)
Minn. Stat. § 118A.01-.06 (Deposit and Investment of Local Public Funds)
Minn. Stat. § 123B.52 (Contracts)
Minn. Stat. § 471.345 (Uniform Municipal Contracting Law)
Minn. Stat. § 471.38 (Claims)
Minn. Stat. § 471.391 (Declaration Form)
Minn. Stat. § 471.392 (Penalty)
Minn. Stat. § 471.425 (Prompt Payment of Local Government Bills)
18 U.S.C. (Crimes and Criminal Procedures)
31 U.S.C. §§ 3729–3733 (False Claims)
2 C.F.R. § 180.215 (Which Nonprocurement Transactions are Not Covered Transactions)

2 C.F.R. § 180.300 (What Must I Do before I Enter Into a Covered Transaction with Another Person at the Next Lower Tier?)
 2 C.F.R. 200 Subpart E (Cost Principles)
 2 C.F.R. 200 Subpart F (Audit Requirements)
 2 C.F.R. § 200.1 (Definitions)
 2 C.F.R. § 200.101 (Applicability)
 2 C.F.R. § 200.112 (Conflict of Interest)
 2 C.F.R. § 200.113 (Mandatory Disclosures)
 2 C.F.R. § 200.205(d) (Federal Awarding Agency Review of Merit of Proposals)
 2 C.F.R. § 200.208 (Specific Conditions)
 2 C.F.R. § 200.214 (Suspension and Debarment)
 2 C.F.R. § 200.300(b) (Statutory and National Policy Requirements)
 2 C.F.R. § 200.302 (Financial Management)
 2 C.F.R. § 200.303 (Internal Controls)
 2 C.F.R. § 200.305(b)(1) (Federal Payment)
 2 C.F.R. § 200.310 (Insurance Coverage)
 2 C.F.R. § 200.311 (Real Property)
 2 C.F.R. § 200.312 (Federally-owned and Exempt Property)
 2 C.F.R. § 200.313(d) (Equipment)
 2 C.F.R. § 200.314 (Supplies)
 2 C.F.R. § 200.315 (Intangible Property)
 2 C.F.R. § 200.318 (General Procurement Standards)
 2 C.F.R. § 200.319 (Competition)
 2 C.F.R. § 200.320 (Methods of Procurement to be Followed)
 2 C.F.R. § 200.321 (Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms)
 2 C.F.R. § 200.328 (Financial Reporting)
 2 C.F.R. § 200.332 (Requirements for Pass-Through Entities)
 2 C.F.R. § 200.339 (Remedies for Noncompliance)
 2 C.F.R. § 200.403(c) (Factors Affecting Allowability of Costs)
 2 C.F.R. § 200.413 (Direct Costs)
 2 C.F.R. § 200.414 (Indirect Costs)
 2 C.F.R. § 200.415 (Required Certifications)
 2 C.F.R. § 200.425 (Audit Services)
 2 C.F.R. § 200.430 (Compensation – Personal Services)
 2 C.F.R. § 200.431 (Compensation – Fringe Benefits)
 2 C.F.R. § 200.447 (Insurance and Indemnification)
 2 C.F.R. § 200.463 (Recruiting Costs)
 2 C.F.R. § 200.464 (Relocation Costs of Employees)
 2 C.F.R. § 200.474 (Transportation Costs)
 2 C.F.R. § 200.475 (Travel Costs)
 2 C.F.R. § 200.513 (Responsibilities)
 2 C.F.R. § 200.521 (Management Decisions)
 45 C.F.R. § 75.2 (Definitions)
 45 C.F.R. § 75.317 (Insurance Coverage)
 45 C.F.R. § 75.320 (Equipment)
 48 C.F.R. Subpart 2.1 (Definitions)

Cross References: MSBA/MASA Model Policy 208 (Development, Adoption, and Implementation of Policies)

MSBA/MASA Model Policy 210 (Conflict of Interest – School Board Members)
MSBA/MASA Model Policy 412 (Expense Reimbursement)
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)
MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)
MSBA/MASA Model Policy 703 (Annual Audit)

Resources:

Minnesota Department of Education (MDE): *Procurement Handbook* [January 8, 2025] (accessed 01/07/26)
MDE: *Competitive Proposal Method* [April 2020] (accessed 01/07/26)
Office of Management and Budget: *OMB Guidance for Federal Financial Assistance (Uniform Guidance)* (accessed 02/20/26)
U.S. DOE: *Education Department General Administrative Regulations (EDGAR) and Other Applicable Grant Regulations* (accessed 01/09/26)
U.S. DOE: *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (accessed 01/09/26)



Policy 625: Responsible Use of Artificial Intelligence

I. PURPOSE

This policy establishes guidelines for the responsible use of AI to enhance teaching, learning, and efficiency, while upholding academic integrity, protecting privacy, and ensuring equitable access for all students and staff.

II. GENERAL STATEMENTS OF POLICY

- A. The school district supports AI use as an augmentative tool, not an autonomous decision-maker (following the Human-AI-Human, or H-AI-H, model), to enhance teaching, learning, and administrative efficiency.
- B. All student and staff use of AI must uphold academic integrity, foster critical thinking, and be transparent and responsible with appropriate attribution provided.
- C. The superintendent or designee must implement and regularly review privacy and safety controls to protect student, staff, and school district data associated with approved AI use.
- D. The policy applies to all AI use by students and staff, on and off-campus, and the school district will ensure equitable access and provide ongoing training on ethical use, bias mitigation, and accountability.
- E. The school district recognizes that a student's age may be a key consideration in determining appropriate AI use. For this reason, the school district establishes the following guidelines:
 - 1. Kindergarten through Grade 5: only highly restricted, teacher-mediated AI interactions are permitted. The focus is upon conceptual understanding of AI.
 - 2. Grades 6 through 8: structured introduction to AI tools together with appropriate guardrails. Critical thinking about AI outputs and digital citizenship will be addressed.
 - 3. Grades 9 through 12: centers upon broader AI access with accountability expectations; preparation of students for AI-integrated postsecondary and workforce environments; advanced AI literacy, including an understanding of how AI models work.

III. DEFINITIONS

- A. Confidential Data/Information
Information that the school district is prohibited by law, policy, or contract from disclosing or that the school district may disclose only in limited circumstances. Confidential data includes, but is not limited to, personally identifiable information (PII) about students and employees, student and staff medical information, student education records, and information about any student's individualized education program (IEP) or Section 504 plan.
- B. Deep Fake
Any video recording, motion-picture film, sound recording, electronic image, or photograph, or any technological representation of speech or conduct substantially derivative thereof:
 - 1. that is so realistic that a reasonable person would believe it depicts speech or conduct of an individual who did not in fact engage in such speech or conduct; and
 - 2. the production of which was substantially dependent upon technical means, rather than the ability of another individual to physically or verbally impersonate such individual.
- C. Generative Artificial Intelligence (GenAI)
Computer-based systems that generate content—such as text, images, audio, or data analysis—in response to prompts. Generative AI includes large language models (LLMs) like ChatGPT, as well as tools that generate audio, images, or video.
- D. Generative AI Chatbots

A chatbot with generative AI capabilities that uses large language models (LLMs) and machine learning to simulate natural, human-like conversations and generate content, code, or images in real time. Examples include ChatGPT, Claude, Google Gemini, Meta AI, Microsoft Copilot.

E. AI Hallucinations

Hallucinations are when AI programs, including Generative AI Chatbots, create information that is not true, misleading, or nonsensical.

F. Human-AI-Human Model (H-AI-H)

The H-AI-H model establishes a decision-making framework in K-12 education requiring human judgment at the initiation and human accountability at the conclusion of AI-assisted processes. The model ensures AI serves as an augmentative tool rather than an autonomous decision-maker.

G. Personally Identifiable Information (PII)

Personally Identifiable Information (PII) includes private information about another person, personal contact information about themselves or other persons, or other information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, photographs, images, and/or likeness, or other information that would make the individual's identity easily traceable.

H. School District-Approved AI Tool

Any AI platform or application that has been reviewed and authorized by the superintendent or designee.

I. Synthetic Media

Digital content in a media format (including text, images, video, and audio) created in part or wholly through use of AI.

J. Voice Cloning

The use of AI to create a digital replica of another person's voice through the use of recorded audio samples.

IV. CURRICULUM INTEGRATION AND AI LITERACY

A. The Superintendent or designee will work with school district staff to establish instructional protocols and criteria consistent with the H-AI-H model that:

1. identify teacher AI use to assess student work using the H-AI-H model to ensure teacher accountability for assessment using AI;
2. restrict AI use in student disciplinary matters, student placement decisions, behavioral assessments, or similar matters;
3. Any use of AI in the classroom or on class assignments must align with the teachers' instructions and use expectations. Teachers will provide direction when students are authorized to use AI in an assignment. Teachers will direct student use of AI, ensuring that it aligns with the school district guidelines and policies, including the school district's approved AI tools. Teachers will place emphasis on the H-AI-H model for AI use within classrooms.

B. Use of AI must comply with the Family Educational Rights and Privacy Act (FERPA), the Children's Online Privacy Protection Act (COPPA), and other federal and state laws.

C. Students will indicate AI use on assignments as required by the teacher and the assignment.

V. STUDENT USE GUIDELINES

Students may use school district-approved AI tools for educational purposes only as directed by teachers and in compliance with assignment guidelines. All AI-generated content must be verified and properly cited. Students are prohibited from inputting personal, confidential, or sensitive information into AI tools, whether such information is about themselves or others. Violations will be addressed according to Policy 506: Discipline, Policy 514: Bullying Prohibition, and Policy 524: Internet and Technology Acceptable Use and Safety Policy, with corrective action and support provided as needed.

A. Verification and Academic Integrity

1. Students must verify AI-generated information using reliable sources such as textbooks, scientific papers, or reputable educational websites.
2. Any content generated or significantly assisted by AI must be transparent and cited as required by the teacher and the assignment.

3. Submitting AI-generated content or content significantly assisted by AI as original work without attribution is prohibited per Policy 506: Discipline.
- B. Privacy and Data Protection
Students must not upload or input personally identifiable information, confidential, proprietary, or sensitive information into any AI tool.
- C. Reporting and Support
Students should report concerns about AI misuse or unsafe practices to the teacher or principal per policy 506: Student Discipline and policy 524: Internet and Technology Acceptable Use and Safety Policy.
- D. Use of Chatbots
Students use of generative AI Chatbots is restricted to educational, analytical, and research-based applications. Students shall not utilize AI tools for personal companionship, non-academic dialogue, or emotional engagement
- E. Consequences for Misuse
Student violations of this policy will be addressed by teachers and school staff. Disciplinary action may be taken as outlined in the school district's Student Discipline Policy 506. Violation may result in loss of AI or technology privileges per Policy 524: Internet and Technology Acceptable Use and Safety Policy, and/or further disciplinary or legal action, as appropriate.

VI. STAFF USE GUIDELINES

Staff may use school district-approved AI tools to enhance educational experiences, provided all use complies with applicable laws and school district policies. Staff must not input confidential, proprietary, or sensitive information into AI tools. Staff are responsible for guiding and supervising student use, setting clear expectations, and ensuring proper attribution. Violations may result in disciplinary action as outlined in school district policy.

- A. Staff Use of AI for Educational Purposes
 1. Staff may consult AI, with approval of building administration or Department of Teaching and Learning, for ideas, outlines, and other methods to enhance students' educational experience, such as supplementing lesson plans, providing differentiated or personalized instruction, and aiding in curriculum development.
 2. Staff should guide students in AI use, including creation of clear expectations for AI tool use, attribution guidance, fact-checking, and proofreading.
 3. Staff should carefully evaluate the appropriateness of AI for educational purposes on a case-by-case basis, considering their appropriateness for each educational context, accuracy, reliability, and alignment with curriculum standards.
 4. Staff should implement the H-AI-H model for classroom AI use.
 5. Teachers who suspect plagiarism should consult Policy 506: Discipline, and school administration to determine appropriate steps to investigate possible violation of this policy.
- B. Staff Use for Work Responsibilities
 1. The school district supports AI use by school staff to assist with work responsibilities, improve efficiency, and support students and their families, staff, and the school district. These uses include, but are not limited to, document assistance, research support, administrative tasks, data analysis, and automation.
 2. School district staff use of AI to fulfill work responsibilities must be consistent with this policy and other school district policies, procedures, and rules.
 3. School district staff shall implement the H-AI-H model and maintain human oversight and professional responsibility for all work, including work in which AI tools have been utilized. The final human touch in the H-AI-H model should include a level of expertise to verify validity of AI output.
- C. Privacy and Data Protection
 1. Staff must ensure that their use of any AI tool is school district approved and complies with applicable laws, including those governing data and student privacy, and school district policies, including, without limitation, those regarding student information.
 2. Staff should not upload or input any confidential data, private data, proprietary information, personally identifiable information, or sensitive information, including any such school district or

student information into any AI tool. Examples include passwords, personal information such as names, likeness, Social Security numbers, credit card or bank account numbers and other credentials, personnel material, information from non-public school district documents, including those identified as or understood to be confidential or sensitive (based on their nature or context) or any other non-public school district information that might be harmful to the school district if disclosed.

D. Discipline

Staff who violate this policy may be subject to discipline, including termination, as set forth in Policy 403: Discipline, Suspension, and Dismissal of Employees.

VII. DATA AND ARTIFICIAL INTELLIGENCE

All data and AI use must comply with all state and federal laws and school district regulations and requirements, including the school district's acceptable use and data policies. All school district users must ensure that all AI interactions comply with state and federal laws, especially regarding student data under FERPA (Family Educational Rights Privacy Act), IDEA (Individuals with Disabilities Educational Act), CIPA (Children's Internet Protection Act), and COPPA (Children's Online Privacy Protection Act). Although AI products may claim to have some privacy safeguards in place, users should assume that all consumer AI products make data publicly available unless otherwise indicated pursuant to explicit official agreement with the school district.

VIII. VENDOR AGREEMENTS AND LICENSING

- A. AI technologies procured by the school district must include clear intellectual property rights provisions. Vendors must provide bias testing disclosure, documentation, and incident reporting procedures.
- B. Educational technology vendors must identify AI technology components embedded in the educational technology supplied to the school district.
- C. AI technologies supplied to the school district must comply with the school district's policies and procedures, including this and other district policies.
- D. A contractual agreement between the school district and a vendor must include a standard data sharing agreement as outlined with legal counsel.
- E. Users of AI technologies provided by the school district must comply with vendor terms of service and licensing agreements. Violation of an AI technology service agreement may result in the user's loss of access and disciplinary action.

IX. AI AND RECORDS RETENTION

- A. A document created, received, or maintained through an AI system may constitute a school district record.
- B. AI-generated or AI-assisted data shall be treated as a school district record when the data:
 - 1. documents a school district action, policy, or operation; or
 - 2. is relied upon when making an educational, administrative, or financial decision;
- C. Records described in Paragraph B. above shall be retained pursuant to the school district's Records Retention schedule.

X. NOTICE

The school district will inform students, parents, and guardians about AI use in the school district, including any significant changes to the AI Use Plan, through annual notification of policy 524, Internet and Technology Acceptable Use and Safety Policy

XI. REVIEW

The school district's administration will, at a minimum, review use of AI and recommend safety, privacy, student and staff needs, and other relevant updates annually to the school board.