

Regular Meeting
Monday, May 2, 2022 6:30 PM

Teaching & Learning Center, Becker High
School
12000 Hancock Street
Becker, MN 55308

Agenda

1. PROCEDURAL ITEMS
 - 1.A. Call to Order
 - 1.B. Pledge of Allegiance
 - 1.C. Agenda
 - 1.D. Recognition of Visitors and Public Forum
 - 1.E. Presentations
2. REPORTS
 - 2.A. Student Report
 - 2.B. Superintendent's Report
 - 2.C. Committee Reports
 - 2.D. Summary of Closed Session
 - 2.E. Board & Administrator
3. CONSENT AGENDA
 - 3.A. Minutes
 - 3.B. Financial Report
 - 3.C. Disbursements
 - 3.D. Personnel
 - 3.E. Resolution Relating to the Termination and Non-Renewal of a Teaching Contract(s)
 - 3.F. Communication Plan
4. GIFTS
5. FILLING SCHOOL BOARD VACANCIES
 - 5.A. Nominations and Voting
6. SECOND READINGS
7. REVISED 21-22 BUDGET
8. PROPOSED 22-23 BUDGET
9. STRATEGIC PLANNING
10. ADJOURN

Sherburne & Northern Wright Special Education Cooperative

Becker Public Schools Board of Education



May 2, 2022

Agenda

01

Who We Are

What is SNWSEC?

02

What We Do

How does SNWSEC support
Monticello?

03

Funding

How is this work made
possible?

04

Next Steps

Where are we going next?



01

Who We Are



Sherburne & Northern Wright Special Education Cooperative

Minnesota School District 6090-52

SNWSEC - July 1, 2021

Becker



Big Lake



Monticello

Key SNWSEC Numbers

9,869

Total number of students in our member districts - Becker, Big Lake, Monticello, & SNWSEC Programs

1,864

Number of students who receive special education services

17.3%

Percent of students in our member districts who receive special education services

14.3%

Percent of students statewide who receive special education services

Key Becker Numbers

2,833

Total number of students in
Becker

497

Number of students who
receive special education
services

17.5%

Percent of Becker students
who receive special education
services

Why be part of a cooperative?

- Financial Savings
- Legally Required Special Education Services/Licensure
- Professional Learning Opportunities
- Access to Highly Specialized Support & Expertise
- Behind the Scenes Services
- Access to Student Programs
- In the future...Possibly More than Just Special Education!

SNWSEC Governance

Superintendent Advisory Council

Superintendents from
each member district

Meet monthly

Review SNWSEC matters
before presentation to
Governing Board

Governing Board

One School Board
member from each
district

Meet every other month

Provide approval for
SNWSEC budgets and
policies



02

What We Do

Special Education

Finance

Staffing

Advocacy

Dispute

Evals &
IEPS

Instruction

Referral &
MTSS

Legal Basis for Special Education



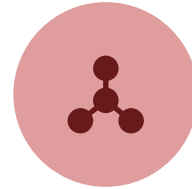
Federal Regulations

Federal regulations establish minimum requirements



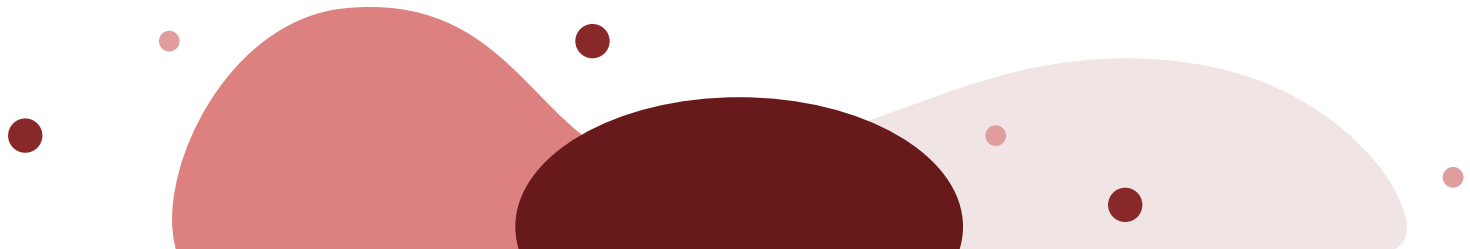
State Statutes

MDE interprets statute and issues guidance



Case Law

Helps clarify the federal and state requirements



SNWSEC

Services

- Special Education Administration
- School Psychologists
- Related Services (DHH, VI, PI, ASL, OT, PT)
- Assistive Technology
- Early Childhood Special Education Evaluations
- Special Education Reporting

Programs

- Birth-3 Early Intervention - Home Visits
- K-12 Center-based DCD/ASD Programs
- Setting IV Programs (DCD/ASD, EBD)
- 18-21 Transition Programs
 - *Connections North*
 - *Connections South*
 - *C5*



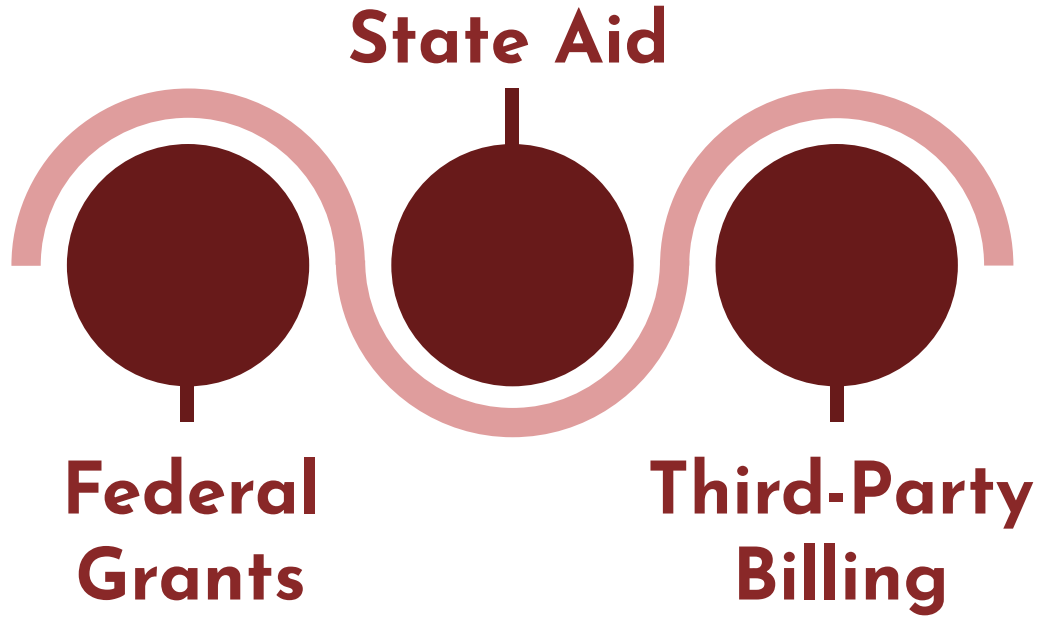
03

Special Education Funding

How SNWSEC is funded

- **Federal grants**
 - *Used to cover the costs of eligible special education expenditures*
 - *Remaining funds are granted back to member districts*
- **State special education aid**
 - *Complex system of calculations primarily based on partial reimbursement of special education expenditures not covered by other sources of aid*
- **Compensatory aid**
- **Third Party Billing**
 - *SNWSEC will bill Medical Assistance for eligible health services*
- **Access fees**
 - *Fee to districts of non-member district students to offset costs*
- **Payments from Member Districts**
 - *Costs not covered by other sources of revenue are billed back to member districts*

Becker Special Education Funding



Cross Subsidy: Costs not covered by special education aid is covered by the general fund



04

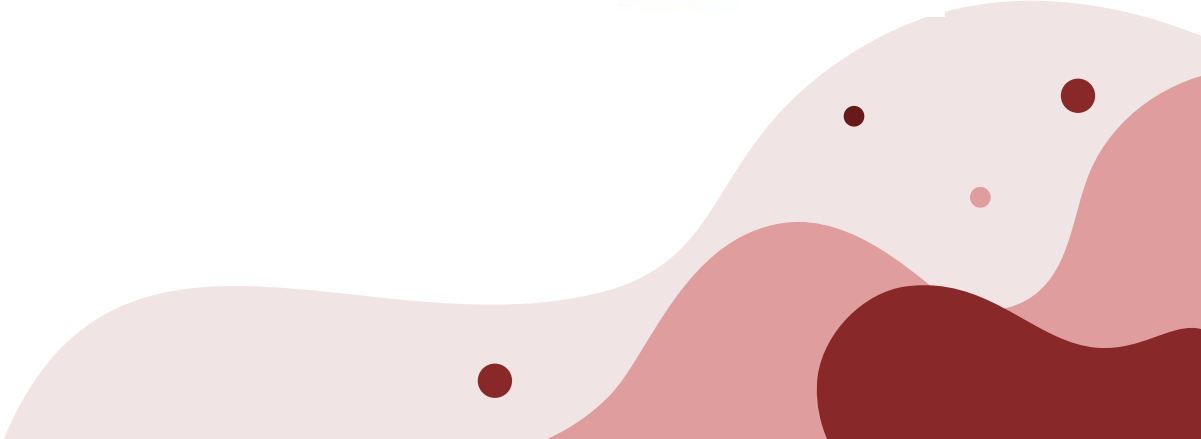
**Where We Are
Going...**

Updated Logo & Branding



Sherburne & Northern Wright
Special Education Cooperative

Becker | Big Lake | Monticello





Grant Writer

Will support member districts by researching and applying for individual or collective competitive grants for member districts

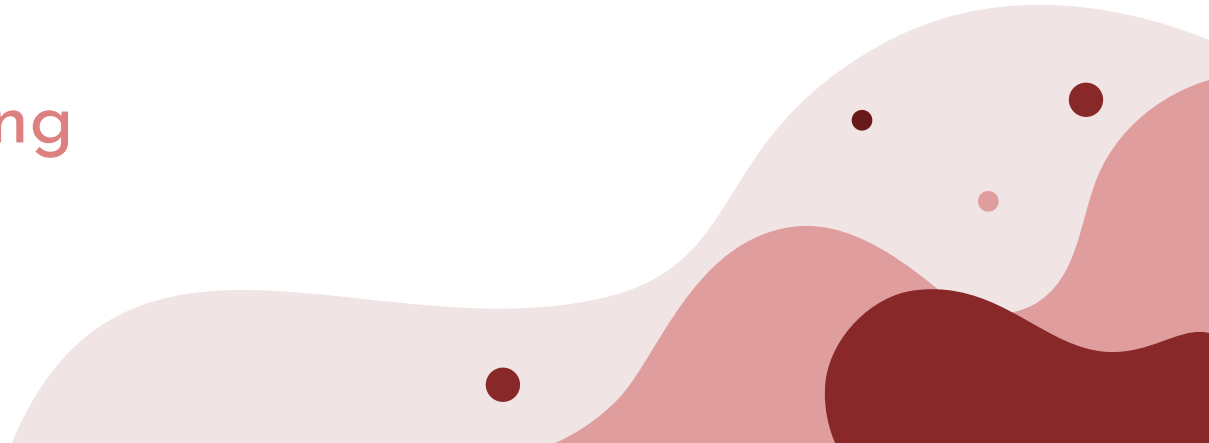
First general education collaboration through the cooperative structure

Student
Programming &
Achievement

Organizational
Supports & Services

Strategic Planning

Safe & Welcoming
Environments





Thanks!

Heidi Nistler
Director of Special Education
Sherburne & Northern Wright Special Education Cooperative
Becker - Big Lake - Monticello
heidi.nistler@monticello.k12.mn.us
763-272-2051

Chair Swanson called the regular meeting of the School Board of District #726 to order on the 4th day of April, 2022 at 6:30 p.m. in the Teaching & Learning Center.

Roll Call.

Members present: Aaron Jurek, Ryan Obermoller, Connie Robinson, Mark Swanson

Members absent: None

Others present: Jeremy Schmidt, Superintendent & Kevin Januszewski, Director of Business Services

CITIZEN COMMENTS: Karen Schleif

REPORTS: Superintendent Schmidt

SCHOOL BOARD RESIGNATIONS: *Cindy Graham, Sarah Schafer*

Motion by Aaron Jurek, seconded by Connie Robinson, to ***Approve the Process to Appoint Two School Board Members.***

1. The school board would advertise for candidates in the local paper and on the website.
2. Candidates would complete a simple application including a few questions:
 - i. What background and skills have prepared you to serve on the school board?
 - ii. What do you see as the board's roles and responsibilities?
 - iii. How would you describe an effective school board member?
 - iv. What would be your top objectives if appointed to the school board?
3. Applications would be due to the district office on April 15.
4. If there are 3 or fewer applications, all would be interviewed at the May 2 school board meeting. If there are more than 3 applications, the school board would meet the week of April 18 and nominate 4 candidates to be interviewed by the school board on May 2.
5. The school board would interview candidates and vote to appoint two members on May 2.
6. The term for the appointed school board members would begin 30 days after their appointments. They will serve until the person elected at the November election qualifies for the spot and after canvassing and the 7-day contest period takes place.

The school board should agree on the process, by vote or consensus, to fill the vacant positions on the school board.

Motion carried unanimously.

Motion by Ryan Obermoller, seconded by Connie Robinson to ***Approve the Consent Agenda*** as presented:

CONSENT AGENDA

MINUTES FROM THE MARCH 7, 2022 REGULAR SCHOOL BOARD MEETING

MINUTES FROM THE MARCH 14, 2022 WORK SESSION

FINANCIAL REPORT

BECKER PUBLIC SCHOOLS
MONTHLY FINANCIAL REPORT
March 2022

EXPENDITURES

Fund	2021-22 Budget	March 2022	2021-22 Year-to-Date	Remaining Budget	% Spent
General	35,337,094	2,825,186	22,970,794	12,366,300	65.00%
Food Service	1,732,509	164,293	1,192,384	540,125	68.82%
Community Service	1,543,562	120,896	1,134,098	409,464	73.47%
Debt Service	3,426,201	-	3,425,351	850	99.98%
	\$ 42,039,366	\$ 3,110,375	\$ 28,722,627	\$ 13,316,739	68.32%

DISBURSEMENTS – in the amount of \$1,982,448.79

PERSONNEL

Name	Status	Job Title	Location	Hrs Per Day/FTE	Group	Replacing	Effective	Wage
Boyer, Isaac	New	Field House Supervisor	MS	3-5 Hours Per Day	n/a	P. Bernstrom	3/1/2022	\$16.00 Per Hour
Cantin, Jenny	Resignation	Speech Language Pathologist	PS	1 FTE	BEA	n/a	End of 21-22 School Year	n/a
Drury, Kim	Long-Term Substitute	3rd Grade Teacher	IS	1 FTE	BEA	H. Young	3/7/2022 - 5/27/22	BA1, 57 Days @ \$232.42 Per Day
Fluck, Kathleen	New	Camp Opportunity Lead	PS/IS	40 Hours Per Week	Camp Opportunity	n/a	06/06/22	\$15.72 Per Hour
Fritsch, Nate	Resignation	JV Boys Lacrosse Coach	HS	Seasonal	BEA - Schedule C	n/a	3/8/2022	n/a
Imholte, Kristin	Change in Assignment	SPED Paraprofessional	PS (was EC)	6.5 Hours Per Day	MultiUnit	J. Lindquist	3/28/22	Use Current Wage
Lawrance, Abigail	Change in Assignment	Paraprofessional	ECFE (was PS)	6.5 Hours Per Day (M/W/F), 3.25 Hours Per Day (T/TH)	MultiUnit	K. Imholte	3/28/22	Use Current Wage
Lindquist, Joan	Change in Assignment	Adm. Asst. to Principal (was PS Paraprofessional)	HS	8 Hours Per Day	MultiUnit	B. Gunderson	3/11/22	\$22.71 Per Hour
Miller, Julie	Resignation	Special Education Paraprofessional	PS	6.5 Hours Per Day	MultiUnit	n/a	03/07/22	n/a

Mills, Samantha	New	Camp Opportunity Asst.	PS/IS	4 Hours Per Day	Camp Opportunity	n/a	03/25/22	\$14.13 Per Hour
Mills, Stephanie	New	Camp Opportunity Lead	PS/IS	3 Hours Per Week	Camp Opportunity	n/a	03/16/22	\$15.72 Per Hour
Mills, Stephanie	New	Camp Opportunity Lead	PS/IS	35-40 Hours Per Week	Camp Opportunity	n/a	6/6/22	\$15.72 Per Hour
Schmidt, Tanya	Long-Term Substitute	SLP	PS	1 FTE	BEA	R. Kanable	3/28/22 - 6/6/22	BA60 Lane / Step 6, 46 Days @ \$305.20 Per Day
Smith, Cameron	Resignation	8th Grade English Teacher	MS	1 FTE	BEA	n/a	06/03/22	n/a
Spencer, Jennifer	Long-Term Substitute	2nd Grade Teacher	PS	1 FTE	BEA	R. Welinski	3/30/22 - 6/6/22	MA Lane / Step 8, 44.5 Days @ \$324.21 Per Day
Strom, Abigail	Resignation	Student Council Advisor	MS	Seasonal	BEA - Schedule C	n/a	6/3/22	n/a
Tebben, Joshua	New	Bus Driver Floater	Bus Garage	3.5 Hours Per Day	Transportation	H. Wells	03/21/22	\$38.62 Per Hour
Vogt, Adrienne	New	Camp Opportunity Lead	PS/IS	40 Hours Per Week	Camp Opportunity	n/a	6/6/22	\$15.72 Per Hour
Voigt, Preston	New	JV Baseball Coach	HS	Seasonal	BEA - Schedule C	B. Knudsen	03/14/22	\$2,803 Per Season
Vouk, Haley	Change in Assignment	Special Education Paraprofessional	PS (was MS)	6.5 Hours Per Day	MultiUnit	J. Miller	03/28/22	Use Current Wage
Welinski, Cindy	Resignation	2nd Grade Teacher	PS	1 FTE	BEA	n/a	06/10/22	n/a

TRANSPORTATION BUILDING PRE-ENGINEERED METAL BUILDING PACKAGE AND SHELL, as presented
Motion carried unanimously.

Motion by Connie Robinson, seconded by Aaron Jurek, to **Accept the Following Gifts:**

Angell's Construction Services	\$500.00	Track & Field
Angell's Hideaway Resport	\$250.00	Track & Field

Becker Lions	\$1,000.00	NWTA Program
Becker PTSA	\$840	NWTA Program
BYSA Wrestling Boosters	\$1,936.88	State Wrestling Tournament
Christ Newman & Michael Romanski	\$250.00	GSA
Clear Lake Lions	\$1,000.00	NWTA Program
Delta ModTech	\$2,000	Robotics
Liberty Paper	\$500	Girls Basketball
Protolabs Foundation	\$1,000.00	Robotics
The Connexus Energy Foudation	\$2,000.00	Scholarships

Upon roll call vote, motion carried unanimously.

Motion by Ryan Obermoller, seconded by Connie Robinson, to **Approve Second Readings** as was held on the following policies (*206 and 722 were pulled from Second Readings*):

- 208 Development, Adoption and Implementation of Policies**
- 211 Criminal or Civil Action Against School District, School Board Member, Employee or Student**
- 423 Employee/Student Relationships**
- 519 Interviews of Students by Outside Agencies**
- 532 Use of Peace Officers and Crisis Teams to Remove Students with IEP's from School Grounds**
- 603 Curriculum Development**
- 605 Alternative Programs**
- 606 Textbooks & Instructional Materials**
- 607 Organization of Grade Levels**
- 608 Instructional Services – Special Education**
- 609 Religion**

Motion carried unanimously.

The School Board will work with Minnesota School Boards Association for Strategic Planning May – August. Committees will include community members, staff members, students and representatives of the Administration Team and Management.

The board **Entered into a Closed Session** to discuss:

1. Safety and Security
2. Superintendent Evaluation

The meeting was **adjourned** at 8:59 p.m.

Mark Swanson, Chair

Ryan Obermoller, Clerk

Recorder: Angela Oswald

Chair Swanson called the special meeting of the School Board of District #726 to order on the 20th day of April, 2022 at 7:00 p.m. in the Teaching & Learning Center.

Roll Call.

Members present: Aaron Jurek, Ryan Obermoller (attending remotely), Connie Robinson, Mark Swanson

Members absent: None

Others present: Jeremy Schmidt, Superintendent

The school board reviewed applications for the two vacancies created by the resignations of Cindy Graham and Sarah Schafer. Each school board member nominated two people for a total of 8 applicants to be interviewed at a special school board meeting on April 28, 2022.

The meeting was **adjourned** at 8:15 p.m.

Mark Swanson, Chair

Ryan Obermoller, Clerk

Recorder: Angela Oswald

Chair Swanson called the special meeting of the School Board of District #726 to order on the 28th day of April, 2022 at 6:00 p.m. in the Teaching & Learning Center.

Roll Call.

Members present: Aaron Jurek, Ryan Obermoller (attending remotely), Connie Robinson, Mark Swanson

Members absent: None

Others present: Jeremy Schmidt

The school board heard presentations by 8 candidates for two school board vacancies:

Matthew Kuschel
Pete Weismann
Gwen Anderson
Renee Regel
Ryan Hubbard
Keri Rickard
Sonya Cox
Troy Berning

The school board will nominate 2 people to the two vacancies at the May 2, 2022 regular school board meeting.

The meeting was **adjourned** at 8:04 p.m.

Mark Swanson, Chair

Ryan Obermoller, Clerk

Recorder: Angela Oswald

BECKER PUBLIC SCHOOLS
MONTHLY FINANCIAL REPORT
April 2022

EXPENDITURES

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General	35,337,094	2,857,454	25,828,248	9,508,846	73.09%
Food Service	1,732,509	175,719	1,368,103	364,406	78.97%
Community Service	1,543,562	121,764	1,255,862	287,700	81.36%
Debt Service	3,426,201	-	3,425,351	850	99.98%
	\$ 42,039,366	\$ 3,154,937	\$ 31,877,564	\$ 10,161,802	75.83%

Name	Status	Job Title	Location	Hrs Per Day/FTE	Group	Replacing	Effective	Wage
Bengston, Hoka	Resignation	JV Boys Basketball Coach	HS	Seasonal	BEA - Schedule C	n/a	4/14/22	n/a
Berthiaume, Karilee	Increase in Hours	Administrative Asst.	PS	Add 4 Hours Per Day	MultiUnit	n/a	8/22/2022	Use Current Wage
Brings, Jody	Resignation	Administrative Asst.	Bus Garage/Copy Center	8 Hours Per Day	MultiUnit	n/a	04/18/22	n/a
Edling, Jakob	New	JV Boys Lacrosse Coach	HS	Seasonal	BEA - Schedule C	N. Fritsch	4/5/22	\$2,803 Per Season
Hackensack, Rebecca	Resignation	Special Education Teacher, EBD	MS	1 FTE	BEA	n/a	6/6/22	n/a
Holthaus, Brenda	Resignation	3rd Grade Teacher	IS	1 FTE	BEA	n/a	6/6/22	n/a
Imholte, Kristin	Resignation	Paraprofessional	EC	3.25 Hours Per Day x 5 Days Per Week, 3.25	MultiUnit	n/a	3/25/22	n/a
Johnson, Chad	Resignation	Special Education Teacher	HS	1 FTE	BEA	n/a	6/6/22	n/a
Lawrance, Abigail	Change in Assignment	Special Education Paraprofessional	PS	6.5 Hours Per Day	MultiUnit	A. Lawrance	04/14/22	Use Current Wage
Mehr, Haley	New	Speech Language Pathologist	PS	1 FTE	BEA	J. Cantin	08/29/22	MA Lane / Step 5: \$54,353
Moen, Hunter	New	Head Boys Golf Coach	HS	Seasonal	BEA - Schedule C	D. Olson	3/21/2022	\$3,995 Per Season
Peterzen, Ashley	Resignation	4th Grade Teacher	IS	1 FTE	BEA	n/a	6/30/22	n/a
Utecht, Emily	New	Speech Language Pathologist	IS/MS/HS	1 FTE	BEA	n/a	08/29/22	MA Lane / Step 5: \$54,353

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACTS OF ERICA HEATH, CAMIE IHRKE, MARY THORPE, MEGHAN GRASKE, NICOLE STENBERG, DENISE OFFERDAHL, PROBATIONARY TEACHERS.

WHEREAS, *ERICA HEATH, CAMIE IHRKE, MARY THORPE, MEGHAN GRASKE, NICOLE STENBERG, DENISE OFFERDAHL* are probationary teachers in Independent School District No. 726.

BE IT RESOLVED, by the School Board of Independent School District No. 726, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of *ERICA HEATH, CAMIE IHRKE, MARY THORPE, MEGHAN GRASKE, NICOLE STENBERG, DENISE OFFERDAHL*, probationary teachers in Independent School District No. 726, is hereby terminated at the close of the current 2021-2022 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION
AND NON-RENEWAL

Mr./Ms. _____

Dear Mr./Ms. _____:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 726 held on May 2, 2022, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2022 - 23 school year. Said action of the board is taken pursuant to M.S. 122A.40, Subd. 5. You may officially request that the school board give its reasons for the non-renewal of your contract.

Yours very truly,

Jeremy Schmidt, Superintendent

The motion for the adoption of the foregoing resolution was duly seconded by _____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

Communication Plan

Becker Public

Schools



- DRAFT - DRAFT - DRAFT - DRAFT - DRAFT -

Introduction

In order to build and maintain trust among key stakeholders, Becker Public Schools will always be honest and transparent in all forms of communication with the public.

District Mission

The mission of Becker Public Schools is to prepare self-directed learners to thrive in a changing global community.

Belief Statements

Community Members should understand the changing landscape of education to engage with, participate in, and support the educational system.

Staff Members should be adaptable to learn new information and skills, which facilitate learning so students are prepared to thrive in an ever-changing world.

Students should become self-directed learners, self-disciplined, and autonomous workers, while being creative thinkers with a drive for innovation.

Parents should collaborate and understand the new realities of today's learning environment to model and teach self directed behavior and life-long learning in an environment that fosters these expectations.

Supporting Statements

Community Members will obtain factual information to become informed about the changing needs and dissolving boundaries of traditional schooling, be asked to financially support the school district, and become more involved through volunteerism in a variety of ways.

Staff will provide more digital learning opportunities and less traditional classroom instruction.

Students will have an education more focused on problem-solving skills rather than knowledge-based skills, more options and control with their own education, be more immersed in technology, and have increased collaboration with their peers.

Parents will need to accept and support the realities of the changing learning environment, instill core values, prepare children for change, and be motivated to pursue their own growth and education.

Key Components of the Plan

- To ensure compliance with data privacy laws and other legal considerations, employees may not make statements to the media, individuals, or entities outside the District relating to student or personnel matters. Inquiries regarding such matters must be directed to Directors and Building Administration. The Director of Community Education and Superintendent will oversee district communication and may also be used as a resource on specific inquiries.

- Communication must be tied to the goals, objectives, and emphasis of the school district mission statement.
- Key messaging should position Becker Public Schools as a collaborative, “community centered” school district that is committed to providing an exceptional education for all students
- Improving the use of communication technology must be a priority if Becker Public Schools is to maintain a strong public image.
- While technology has and will continue to expand Becker Public Schools’ reach, it will be supplemented with valuable face-to-face interactions.
- Internal communication must be positive and a priority.
- School building communication should be a major component of the communication effort.
- Effective stakeholder engagement requires interpersonal connections.
- Becoming a listening organization requires a commitment at all levels.

Target Audiences

In order to maintain a comprehensive communications plan, target audiences need to be identified. Communication is a reciprocal process and thrives on continual feedback through a two-way process. Every opportunity will be made to make communication reciprocal and engaging. It is important to view these groups as both audiences and communicators.

Internal Audiences:

- Students
- District Employees
- School Board
- Volunteers

External Audiences:

- Parents
- District Taxpayers
- Business Leaders
- Media Outlets (local newspaper)
- Legislative Leaders
- Ministerial Leaders
- PTSA
- Law Enforcement/Fire Department/First Responders

External Audiences -wider scope

- Regional Media
- Prospective Employees
- Prospective students/parents
- Alumni
- Retirees and former employees

Through implementation of this plan, the following behaviors and attitudes are the focus:

Internal Audiences:

- Take pride and ownership of the district
- Stay informed on key issues related to the school community
- Exhibit district values of “Being a Bulldog”

External Audiences:

- Feel engaged and involved in their district
- Exhibit community pride and trust in the district
- Support Becker Public School District through active engagement
- Feel community feedback is heard, wanted and used
- View the district as fiscally responsible.

Communications Goals

- To communicate more effectively, Becker Public Schools will work with Internal and External Audiences to move messaging forward.
- Provide proactive information with consistent messaging
- Utilize various media outlets to ensure the district mission, goals, achievements are accurately told
- Establish in conjunction with the Human Resources Department, an effective employee communication plan to improve internal communication and employee engagement
- Develop district-wide communications procedures and processes to ensure timely and accurate communication
- Provide training to district leaders in marketing, public and media relations, customer service and the communication skills

Media Relations Plan

Daily	Weekly	Monthly
<p>Update Social Media sites regarding current district happenings (Superintendent, Principals, Department Directors)</p> <p>Ensure website is current, up-to-date and functional (Superintendent, Principals, Department Directors)</p>	<p>Principals and Department Directors updates to Internal and External Audiences</p>	<p>Food Service menus posted to the website and local newspaper (Food Service Director)</p> <p>Represent district at Chamber of Commerce, and local civic groups.</p> <p>Publicly thank sponsors, donors, grants via news release and social media (ask before you print names of donors)</p> <p>Communicate School Board update to staff (Superintendent)</p>

Trimester	Annually	As Needed
Honor Rolls (Principals)	Graduates (Principals)	Respond to requests for information or community activities relevant to the school (hot topics)
Recognize and thank volunteers (Principals, Department Directors)	Class Statistics (Principals)	Announce student and staff awards and honors
Recognize Extracurricular individuals, teams and clubs (Activities Director)	Parent Reminder for contact information (Principal)	Announce grants
	Complete Review and Revision of website (Superintendent, Tech Department, Principals, Department Directors)	Attend job fairs, and community events to recruit for best potential employees
	Provide Training staff members on communication (HR Director, Assistant Superintendent)	Attend Public meetings to discuss topics of importance to the community (Superintendent, Principals, Department Directors)
	Announce new staff members via press release, back-to-school newsletter (Principals)	Provide Training to staff on communications/public relations
	Conduct a survey including questions regarding the district's communications practices (January) (??Superintendent)	Voter referendums or other public and district taxpayer information
	Announce retirees via press release) (HR Director)	
	Review and revise communications related policies and procedures (May/June) (Cabinet members)	
	Announce TOY and other annual awards (May/June) (Principals)	

Evaluation and Measurement

The following resources will be utilized to evaluate and measure the effectiveness of this communication plan. This plan will continually be evaluated and updated as needed.

- Media Survey (direct mail, newsletter, newspaper)
- Employee Survey
- Social Media usage - social media followers
- Community Feedback
- Website usage

Public/Private Educational Data

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records; Under FERPA, written parental permission is required before releasing any information from a student's education record, unless the school has designated the data as directory information or the requesting party falls in one of the categories below.

Student Educational Data may be released without permission to the following parties:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies on behalf of the school
- Accrediting organizations
- To comply with judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law

The following student data, designated as directory information, can be released to anyone requesting it:

- Name
- Address
- Age
- Gender
- Grade level
- Date of attendance
- Participation in activities
- Height and weight (if athletic related)
- Degrees, honors, and awards received
- Any photograph, video or recording of a student's likeness

A parent may elect to opt-out of release of information by completing and submitting the Directory Information Opt-Out Form.

Voice and Tone

Being consistent with elements of our brand, including voice and tone, builds brand awareness and stronger relationships with our stakeholders - making them feel engaged with, and informed about our schools.

Guidelines:

Be conversational and informal

- Try to write in first person (you, we us)
- Avoid acronyms unknown to the general public
- Use action verbs to avoid past tense

Be informative and trustworthy

- Avoid opinion-based information
- Cite where you are receiving information from
- Provide thorough information with fact.

Be professional and friendly

- Don't use inappropriate language
- Always use spell check and re-read content
- Let your positive, upbeat attitude shine through
- Don't speak in an "Institutional" voice

Be quick and to the point

- Use bullets points and small blocks of content
- Eliminate words that don't add value or understanding
- Use charts when appropriate to convey meaning

District Name

In order for stakeholders to easily identify our school district, a common and consistent name needs to be used. For this reason, **Becker Public Schools**, has been chosen as the official name for our district that should be used on all internal and external communication and marketing pieces. The exception to this would be legal documents requiring a specific naming convention or documents requiring the use of our district number.

Acceptable Name:

Becker Public Schools

Not Acceptable Names:

Becker Public School District

Becker Schools #726

School District #726

Logo Usage, Signature Color Palette, Font

The Becker Public Schools logo includes the Bulldog with lower teeth showing and the Becker Public Schools with dog in circle and lines trailing behind and the script word "Dogs". These logos should be used and appear prominently on all district publications.



FONTS

Rage
Good time ABCDEFGHIJKLMNOPQRSTUVWXYZ

COLORS



295c
CMYK
RGB:



7688c
CMYK
RGB:



Cool Gray 8c
CMYK
RGB:



301c
CMYK
RGB:

Email Signatures

All outgoing emails must include a signature that follows the format below. Quotes, slogans, graphics or stationary templates should not appear as part of your signature. If sending email from a smartphone or tablet this signature does not need to be used; however, it should be replaced by “sent from my iPhone” as an example.

Name | Job Title (include grade or subject area for teachers)

Becker Public Schools | Building or Program Name

Street Address | Becker, MN 55308

Office #: 763-261-#### | Fax #: 763-261-#### | Cell #:(If you have a district cell phone

www.becker.k12.mn.us

The mission of Becker Public Schools is to prepare self-directed learners to thrive in a changing global community.

References

National School Public Relations Association

<http://www.nspra.org>

Palmdale School District, Palmdale School District’s Communication Plan 2020-2025

<https://www.palmdalesd.org>

Communications Plan and Branding Guide Big Lake Schools (Revised January 2021)

<https://biglakeschools.org>

B.Y.S.A	\$780.00	Dance Team
Becker Band Booster Club	\$3,142.72	Nashville Trip
Becker Robotics Booster Club	\$300.00	Robotics
Becker Youth Assoc Archery	\$1,370.00	Tournament Fees
Brickyard Bar & Grill	\$500.00	Robotics
Charles & Katie Meyer-???	\$120.00	Robotics
Clear Lake Fitness LLC	\$250.00	Robotics
Clear Lake Lions	\$800.00	Swimming
Clear Lake Lions	\$5,000.00	Robotics
Clearwater Travel Plaza	\$100.00	Robotics
Complete automotive Repair Service Inc	\$200.00	Robotics
Danco LTD	\$250.00	Robotics
Gene Haas Foundation	\$3,000.00	Robotics Grant
Guardian Fleet Safety	\$500.00	Robotics
Jack & Jim's Bar Inc.	\$100.00	Robotics
Jennings Well Drilling Inc	\$200.00	Robotics
Kampa Farms	\$500.00	Robotics
Make Your Move Inc	\$100.00	Robotics
Mary Volk-???	\$20.00	Robotics
Midwest Air Traffic Control Service Inc.	\$250.00	Robotics
Monticello Lions Club	\$500.00	Robotics
Nelson Fire Arms Training	\$250.00	Robotics
Nicholas & Adrianna Paumen	\$300.00	Robotics
PMMI Education & Training Foundation	\$2,000.00	Robotics
Rober & Diane Calaway	\$50.00	Robotics
Sartell Tax & Accounting Services Inc.	\$200.00	Robotics
Spa Nala LLC	\$1,000.00	Robotics
Stephen & Marie Jennings	\$500.00	Robotics
Stormy LLC	\$500.00	Robotics
Timothy Dolan	\$500.00	Robotics
Walk on Water Inc	\$500.00	Robotics

RESOLUTION FILLING SCHOOL BOARD VACANCY BY APPOINTMENT

WHEREAS, two vacancies exists in the office of school board member with terms expiring the first Monday in January, 2025; and

WHEREAS, the vacancy occurred more than ninety (90) days prior to the first Tuesday after the first Monday in November in the year the vacancy occurred and prior to the fourth year of the vacant term;

NOW THEREFORE BE IT RESOLVED by the School Board of Independent School District No. 726, State of Minnesota, as follows:

Pursuant to Minnesota Statutes, Section 123B.09, Subd. 5b, (*names*) are hereby appointed to fill the vacancies and to serve until a successor is elected and qualified. The appointment shall be effective thirty (30) days after the adoption of this resolution unless a valid petition to reject the appointee is filed with the school district clerk pursuant to Minnesota Statutes, Section 123B.09, Subd. 5b(b) within that thirty (30) day time period.

Adopted: September 22, 2003

Revised: June 1, 2015

**206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS
OUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY
CONSIDERATIONS**

I. PURPOSE

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school board is to encourage discussion by persons of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. DEFINITIONS

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minn. Stat. § 13.43, Subd. 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minn. Stat. § 123B.143, Subd. 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- C. Personnel data on current and former applicants for employment that is “public” includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, “finalist” means an individual who is selected to be interviewed by the appointing authority prior to selection.
- D. “Educational data” means data maintained by the school district which relates to a student.
- E. “Student” means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.
- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant’s application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minn. Stat. § 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
 - 1. right to a private hearing for teachers, pursuant to Minn. Stat. § 122A.40, Subd. 14 (Teachers Discharge Hearing);
 - 2. right to privacy of personnel data as provided by Minn. Stat. § 13.43 (Personnel Data);
 - 3. right to consideration by the school board of certain data treated as not public as provided in Minn. Stat. § 13D.05 (Not Public Data);
 - 4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minn. Stat. § 122A.33, Subd. 3.
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
 - 1. right to a private hearing, Minn. Stat. § 121A.47, Subd. 5 (Student Dismissal Hearing);
 - 2. right to privacy of educational data, Minn. Stat. § 13.32 (Educational Data); 20 U.S.C. § 1232g (FERPA);

3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors) and Minn. Stat. Ch. 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all persons an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minn. Stat. § 13.43, Subd. 2 (Public Data).

VI. PROCEDURES

A. Agenda Items

1. Persons who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The person should provide his or her name, the name of group represented (if any), and the subject to be covered or the issue to be addressed.
2. Persons who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. The school board chair will recognize one speaker at a time and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.
6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.

2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

The school board shall normally provide a specified period of time when persons may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minn. Stat. § 13.08, Subd. 1)
- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minn. Stat. § 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law, Chapter 13, and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minn. Stat. § 13.09)

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 Minn. Stat. § 13.43 (Personnel Data)
 Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
 Minn. Stat. § 13D.05 (Meetings Having Data Classified as Public)
 Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures; Closed or Open Meeting)
 Minn. Stat. § 122A.33, Subd. 3 (License and Degree Exemption for Head Coach; Notice of Nonrenewal; Opportunity to Respond)
 Minn. Stat. § 122A.40, Subd. 14 (Employment; Contracts; Termination; Hearing Procedures)
 Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)
 Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School Districts; Employees; Contracts for Services)
 Minn. Stat. § 123B.143, Subd. 2 (Superintendents; Disclose Past Buyouts or Contract is Void)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. 852 (July 14, 2006)

Cross References:

Policy 205 (Open Meetings and Closed Meetings)
Policy 207 (Public Hearings)
Policy 406 (Public and Private Personnel Data)
Policy 515 (Protection and Privacy of Pupil Records)
MSBA School Law Bulletin “C” (Minnesota’s Open Meeting Law)
MSBA School Law Bulletin “I” (School Records – Privacy – Access to Data)

Adopted:

Revised:

722 PUBLIC DATA ACCESS REQUESTS

1. PURPOSE

Becker Public School District 726 (the “school district”) recognizes its responsibility for transparency and establishing physical data storage components that isolate non-public data from public data, collecting data, determining whether it is public nor non-public, storing the data in the appropriate data storage component, maintaining the data, and disseminating the data as provided in state statutes.

2. GENERAL STATEMENT OF POLICY

The school district recognizes its responsibility to keep all records containing government data in a segregated arrangement between public and non-public data, and in such manner as to make all public data easily and conveniently accessible for access by the public while maintaining the privacy and security of all non-public data.

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

This policy will become effective on the date of its adoption by the school board.

3. DEFINITIONS

A. Government Data

“Government data” includes all recorded information that the school district has, including paper, email, flash drives, CDs, DVDs, photographs, etc. Full convenience and comprehensive accessibility shall be allowed to all “requesters” to access data to which they are permitted under this policy and in accordance with applicable state law.

For purposes of this policy, “Government data” shall include all instructional or training materials, or activities, used for staff and faculty training as well as all learning or curricular materials, or activities, used for student instruction and any procedures for the documentation, review, or approval of the training, learning, or curricular materials used for staff and faculty training or student instruction at the school, including by the principal, curriculum administrators, or other teachers.

B. Requester

“Requester” is defined as any individual who makes a request under this policy to access school district government data.

C. Responsible Authority

“Responsible authority” means the individual designated by the school board as the individual responsible for collecting data, classifying data as public or as non-public pursuant to statute, or temporary classification pursuant to section of Minn. Stat. Section 13.06, or federal law, , storing the data in separate public and non-public storage components according to its classification, maintaining the data, disseminating the data, and arranging for inspection and or copying of data when requested. In storing non-public data, where practical, the responsible authority will also store a duplicate of the data in the public storage component with the confidential or non-public portions thereof redacted, in order that the public portions of such data may be released as public data. Until an individual is designated by the school board, the responsible authority is the superintendent.

D. Inspection

“Inspection” means the in-person, visual inspection of data in its original form as it exists in the physical location in which it is stored by the school district regardless of whether the data is on paper or in a digital or electronic form such as files on a computer, email, flash drives, CDs, DVDs, or as photographs or microfilm.

Public data stored on paper must be made available for inspection by the requester on-site. Public data stored in digital or electronic files must be made available for inspection by the requester either (1) on-site, utilizing the school district’s equipment, (2) by downloading digital files from the school district’s computer directly to (a) the requester’s portable electronic computer equipment or (b) to the requester’s portable digital storage media (e.g. a “flash drive”), upon the examination and approval of such media by, and under the supervision of a designated school district employee, or (3) if the school district so provides, by means of internet access utilizing the requester’s own computer equipment.

A request for inspection and/or copy of the government data at reasonable times and places shall be granted and, upon request, the requester shall be informed of the data’s meaning. If a requester seeks access to data for the purpose of on-site inspection, the responsible authority may not assess a charge or request the requesting person to pay a fee to inspect data.

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

E. Public Data

“Public data” means all government data unless otherwise classified by statute, or temporary classification pursuant to **section of Minn. Stat. Section 13.06**, or federal law, as non-public or protected no public, or with respect to data on individuals as private or confidential.

F. Summary Data

“Summary data” means **a summary of** statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities or any other characteristics that could **reasonably be used to** identify an individual. **Summary data shall presumptively be classified as public data.**

4. REQUEST FOR PUBLIC DATA

A. **If the district provides internet access to its public data, no request is required.** All other requests for public data must be made in writing directed to the responsible authority.

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

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

2. A requester is not required to explain the reason for the data request **or justify a request to gain access to public government data.**

3. The identity of the requester is public, if provided, but cannot be required by the **school district.** **However, if the district provides internet access to public data, it may require a username and password.**

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

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

1. The responsible authority will notify the requester in writing as follows:

- a. The requested data does not exist; or
- b. The requested data does exist but either all or a portion of the data is not accessible to the requester; or

(i) If the responsible authority determines that the requested data is classified so that access to the requester is denied, the responsible authority will inform the requester of the determination in writing, as soon thereafter as possible, and shall cite the specific statutory section, temporary classification, or specific provision of federal law on which the determination is based.

(ii) Upon the request of a requester who is denied access to data, the responsible authority shall certify in writing that the request has been denied and cite the specific statutory section, temporary classification, or specific provision of federal law upon which the denial was based.

c. The requested data does exist and provide arrangements for **in person** inspection of the data **if so requested. If the requester requires printed copies of the data, provide the cost of such printing and** identify when the data will be available for pick- up, or indicate that **upon receipt of payment**, the data will be sent by mail. If the requester does not appear at the time and place established for inspection of the data or the data is not picked up within ten (10) business days after the requester is notified, the school district will conclude that the data is no longer wanted and will consider the request closed.

2. The school district's response time may be affected by the size and complexity of the request, including necessary redactions of the data, and also by the number of requests made within a particular period of time.

3. The school district will provide an explanation of technical terminology, abbreviations, or acronyms contained in the responsive data on request.

4. The school district is not required by the MGDPA to create or collect new data in response to a data request, or to provide responsive data in a specific form or arrangement if the school district does not **usually** keep the data in that form or arrangement **in the school district's ordinary and usual data collection practices**.

5. The school district is not required to respond to questions that are not about a particular data request or requests for data in general.

5. REQUEST FOR SUMMARY DATA

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

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

a. Date the request is made;

b. A clear description of the data requested;

c. Identify the form in which the data is to be provided (e.g., inspection, copying, both inspection and copying, etc.); and

d. Method to contact requester (phone number, address, or email address).

B. The responsible authority will respond within ~~ten (10)~~ a reasonable period of the receipt of a request to prepare summary data and inform the requester of the following:

1. The estimated costs of preparing the summary data, if any; and
2. The summary data requested; or
3. A written statement describing a time schedule for preparing the requested summary data, including reasons for any time delays, or
4. A written statement describing the reasons why the responsible authority has determined that the requester's access would compromise the private or confidential data.

C. The school district ~~may~~ requires the requester to pre-pay all ~~or a portion~~ of the cost of creating the summary data before the school district begins to prepare the summary data in accordance with the policy provisions outlined below.

6. COSTS

A. Public Data Costs

1. The requester may not be charged for any copies made by the school district if not specifically agreed to in writing by both the school district and the requester. Such agreement will include a good faith estimate by the school district of the costs involved and will promptly notify the requester if the actual costs will exceed the estimate and may only be charged if requester expressly agrees to the additional costs in writing.

Should such a written agreement is made between the school district and the request, the school district ~~may~~ will charge for copies provided as follows:

a. 100 or fewer pages of black and white, letter or legal sized paper copies will be charged at 25 cents for a one-sided copy or 50 cents for a two-sided copy.

b. More than 100 printed pages or copies on other materials of printed data or printed pages of electronic or digital data are charged based upon the actual cost of searching for and retrieving the data and making the copies or electronically sending the data, unless the cost is specifically set by statute or rule.

(1). The actual cost of making copies includes employee time, the cost of the materials onto which the data is copied (paper, CD, DVD, etc.), and mailing costs (if any).

(2). Also, if the school district does not have the capacity to make the copies, e.g., photographs, the actual cost paid by the school district to an outside vendor will be charged.

2. All charges must be paid for in cash in advance of receiving the copies.

B. Summary Data Costs

1. Any costs incurred in the preparation of summary data shall be paid by the requester prior to preparing or supplying the summary data.

2. The school district may assess **reasonable** costs associated with the preparation of summary data as follows:

a. The **reasonable** cost of materials, including paper, the **reasonable** cost of the labor required to prepare the copies, any schedule of standard copying charges established by the school district, any **reasonable** special costs necessary to produce such copies from a machine-based record-keeping system, including computers and microfilm systems;

b. The school district may consider the reasonable value of the summary data prepared and, where appropriate, reduce the costs assessed to the requester.

7. DATA PRACTICES AUDIT AND DISPUTE RESOLUTION

1. The responsible authority will commission an independent audit of all data subject to and governed by this policy at a minimum of every two years commencing with an initial independent audit commissioned within two (2) months of the adoption of this policy. The independent auditor will be selected by approval of the school board by majority vote. Upon completion of the data audit the independent auditor will certify to the school board the results of its audit, noting any material deficiencies of the implementation of this policy including but without limitation, any misclassification of data as to public or non-public.

2. Any disputes arising between a requester and the responsible authority from the implementation of this policy and its procedures will first be informally negotiated by the parties. If no resolution is reached the school board will convene a board meeting to attempt to mediate resolution of the dispute. If no resolution is reached the requester or the school district agree to seek an advisory opinion from the relevant state agency at no cost to the requester.

3. If no resolution between the requester and the responsible authority is reached after following the informal dispute resolution as stated above, then both parties are free to pursue whatever remedies are available under Minnesota law.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act); Minn. Rules Part s 1205.0100-1205.2000.

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

Becker Public Schools #726
 District Revenues and Expenditures
 Revised 2021-22 Budget

Fund	6/30/21		Other			6/30/22	
	Audited Fund Balance	Revenues	Expenditures	Financing Sources	Variance	Proj. Ending Fund Balance	
General Fund	\$ 3,596,933	\$ 37,133,635	\$ 37,071,910	\$ 229,000	\$ 290,725	\$ 3,887,658	
Less: Capital Reserves							
Operating Capital	\$ 37,550	\$ 1,855,211	\$ 2,045,327	\$ 229,000	\$ 38,884	\$ 76,434	
Long-Term Facilities Maint	\$ 20,592	\$ 1,065,442	\$ 1,018,199	\$ -	\$ 47,243	\$ 67,835	
Total Capital Reserves	\$ 58,142	\$ 2,920,653	\$ 3,063,526	\$ 229,000	\$ 86,127	\$ 144,269	
Assigned Fund Balances	\$ 244,094	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ 244,094	
Non-Spendable Fund Balances	\$ 238,988	\$ 238,988	\$ 238,988	\$ -	\$ -	\$ 238,988	
General Fund Unassigned	\$ 3,055,709	\$ 33,723,994	\$ 33,519,396	\$ -	\$ 204,598	\$ 3,260,307	
Food Service Fund	\$ 547,861	\$ 2,227,200	\$ 2,079,672	\$ -	\$ 147,528	\$ 695,389	
Community Service Fund							
Reserved for Community Ed	\$ 38,344	\$ 946,030	\$ 958,205	\$ -	\$ (12,175)	\$ 26,169	
Reserved for ECFE	\$ 185,376	\$ 191,932	\$ 205,073	\$ -	\$ (13,141)	\$ 172,235	
Reserved for School Readiness	\$ 35,852	\$ 495,465	\$ 475,071	\$ -	\$ 20,394	\$ 56,246	
Community Service Fund	\$ 259,572	\$ 1,633,427	\$ 1,638,349	\$ -	\$ (4,922)	\$ 254,650	
Building Construction Fund	\$ -	\$ -	\$ 3,300,000	\$ 44,396,000	\$ 41,096,000	\$ 41,096,000	
Debt Service Fund	\$ 614,197	\$ 3,501,546	\$ 3,426,201	\$ -	\$ 75,345	\$ 689,542	
Total All Funds	\$ 5,018,563	\$ 44,495,808	\$ 47,516,132	\$ 44,625,000	\$ 41,604,676	\$ 46,623,239	

Becker Public Schools #726
 District Revenues and Expenditures
 Original 2022-23 Budget

Fund	6/30/22		Other			Variance	6/30/23	
	Projected Fund Balance	Revenues	Expenditures	Financing Sources	Fund Balance		Projected Fund Balance	
General Fund	\$ 3,887,658	\$ 37,204,296	\$ 37,190,159	\$ -	\$ -	\$ 14,137	\$ 3,901,795	
Less: Capital Reserves								
Operating Capital	\$ 76,434	\$ 1,589,095	\$ 1,587,195	\$ -	\$ -	\$ 1,900	\$ 78,334	
Long-Term Facilities Maint	\$ 67,835	\$ 1,044,725	\$ 1,044,182	\$ -	\$ -	\$ 543	\$ 68,378	
Total Capital Reserves	\$ 144,269	\$ 2,633,820	\$ 2,631,377	\$ -	\$ -	\$ 2,443	\$ 146,712	
Assigned Fund Balances	\$ 244,094	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ -	\$ 244,094	
Non-Spendable Fund Balances	\$ 238,988	\$ 238,988	\$ 238,988	\$ -	\$ -	\$ -	\$ 238,988	
General Fund Unassigned	\$ 3,260,307	\$ 34,081,488	\$ 34,069,794	\$ -	\$ -	\$ 11,694	\$ 3,272,001	
Food Service Fund	\$ 695,389	\$ 1,551,000	\$ 1,766,912	\$ -	\$ -	\$ (215,912)	\$ 479,477	
Community Service Fund								
Reserved for Community Ed	\$ 26,169	\$ 948,881	\$ 965,442	\$ -	\$ -	\$ (16,561)	\$ 9,608	
Reserved for ECFE	\$ 172,235	\$ 202,772	\$ 221,694	\$ -	\$ -	\$ (18,922)	\$ 153,313	
Reserved for School Readiness	\$ 56,246	\$ 451,456	\$ 456,394	\$ -	\$ -	\$ (4,938)	\$ 51,308	
Community Service Fund	\$ 254,650	\$ 1,603,109	\$ 1,643,530	\$ -	\$ -	\$ (40,421)	\$ 214,229	
Building Construction Fund	\$ 41,096,000	\$ 300,000	\$ 19,700,000	\$ -	\$ -	\$ (19,400,000)	\$ 21,696,000	
Debt Service Fund	\$ 689,542	\$ 3,949,901	\$ 3,820,440	\$ -	\$ -	\$ 129,461	\$ 819,003	
Total All Funds	\$ 46,623,239	\$ 44,608,306	\$ 64,121,041	\$ -	\$ -	\$ (19,512,735)	\$ 27,110,504	