

Regular Meeting
Monday, July 7, 2025 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
 - 1.E.I. 2024-2025 Recap by Various Cabinet Members
2. REPORTS
 - 2.A. Superintendent's Report
 - 2.B. Committee Reports
3. CONSENT AGENDA
 - 3.A. Minutes
 - 3.B. Disbursements
 - 3.C. Personnel
 - 3.D. Board Pay
 - 3.E. Girls & Boys Cross Country Overnight Camp Request
 - 3.F. Handbooks
 - 3.G. 2024-2025 Fundraisers Recap
 - 3.H. Annual Wellness Report
 - 3.I. Individual Employee Contracts 2025-2026, 2026-2027
 - 3.J. Language Access Plan
4. RESOLUTION ACCEPTING DONATIONS
5. RESOLUTION: COMBINED POLLING PLACE
6. RESOLUTION CALLING SPECIAL ELECTION FOR OPERATING LEVY
7. RESOLUTION CALLING SPECIAL ELECTION FOR SCHOOL BOARD VACANCY
8. RESOLUTION ESTABLISHING DATES FOR FILING AFFIDAVITS OF CANDIDACY
9. ADJOURN

Becker School District Strategic Goals Policy

#223



Strategic Plan Belief Statements



We believe that everyone is unique, has worth, deserves respect, and can learn and excel in an environment tailored to their needs.

We believe that it is the responsibility of every school to provide a respectful, physically and emotionally safe and secure learning environment for everyone.

We believe that critical thinking and problem-solving skills are fundamental to preparing students for their future.

We believe in the potential of all students to succeed in an ever-changing world.

We believe in the value and importance of student involvement in activities to create well-rounded citizens.

Strategic Plan Mission Statement



**Developing Self-Directed
Learners to Thrive in a
Changing Global Community**

Strategic Plan Focus Areas



STRATEGIC PLAN FOCUS AREAS

**Student
Growth and
Achievement**

**Safety
and
Well Being**

**Staff
Development
and Support**

**Family and
Community
Engagement**

**Effective
Resource
Management**



Goal 1: Effective and relevant instruction meeting the needs of all students to achieve the state Comprehensive Achievement and Civic Readiness goals at Becker Public Schools.

Strategic Plan Objective 1.1: We will annually evaluate the success of meeting the five goals of Comprehensive Achievement and Civic Readiness (CACR):

All students are ready for school.

All racial and economic achievement gaps between students are closed.

Prepare students to be lifelong learners.

All students are ready for career and college.

All students graduate on time.

Student Growth and Achievement



Goal 2: We will ensure all students receive a guaranteed and viable curriculum with aligned assessments and a consistent learning environment that meets the students' individual needs.

Strategic Plan Objective 2.1: We will continue utilizing digital tools to support and enhance learning for all students and staff.

Strategic Plan Objective 2.2: By June 30, 2027, we will ensure a consistent learning environment across the district to promote student success.

Safety and Well-Being



Goal 3: Provide the resources necessary and remove barriers to create exceptional learning opportunities for all students through a safe, supportive, inclusive, and collaborative culture.

Strategic Plan Objective 3.1: Annual evaluation of procedures and protocols related to the safety of students, staff, and community within the Becker School District.

Strategic Plan Objective 3.2: We will continue to utilize an extensive Multi-Tiered System of Supports (MTSS) process to address academic and behavior needs through frequent and early intervention.

Strategic Plan Objective 3.3: We will continue addressing mental health needs through Social Emotional Learning (SEL) at a variety of levels.

Strategic Plan Objective 3.4: We will identify opportunities to strengthen our schools being a welcoming, safe, and supportive school climate.

Strategic Plan Objective 3.5: By the 2026-27 school year, we will enhance opportunities for students to explore interests and optimize abilities and potential.

Staff Development and Support



Goal 4: Maintain a professional environment and culture that promotes engagement and staff development that allows for both staff and student success.

Strategic Plan Objective 4.1: Annually, provide ongoing feedback to all staff to support professional growth.

Strategic Plan Objective 4.2: Annually, provide opportunities for staff development to support the use of instructional technology tools to enhance teaching and learning.

Strategic Plan Objective 4.3: We will refine the Teacher Development and Evaluation (TDE) plan to support professional development that focuses on promoting optimal learning opportunities for all students.

Strategic Plan Objective 4.4: we will identify opportunities to strengthen and focus PLC's to enhance staff professional growth.

Strategic Plan Objective 4.5: By June 30, 2024, we will create and implement a plan to recruit and retain highly qualified staff who reflect the needs of the district.

Family and Community Engagement



Goal 5: Promote and celebrate the opportunities that make Becker School District a foundation of the community

Strategic Plan Objective 5.1: During the 2022-23 school year, implement and utilize a variety of communication tools to maximize visibility and support of the district's goals, connections, and successes.

Strategic Plan Objective 5.2: During the 2023-24 school year, we will create processes and a communication plan that creates a connection between all stakeholders in the district.

Strategic Plan Objective 5.3: By the 2025-26 school year, we will create a plan to utilize and document increased community partnerships to provide greater opportunities for students.

Effective Resource Management



Goal 6: Maintain fiscal responsibility and allocate resources strategically, effectively, and efficiently to support current and future learning needs.

Strategic Plan Objective 6.1: Annually, evaluate and allocate resources aligned to prioritized learning needs.

Strategic Plan Objective 6.2: Annually, manage and monitor ongoing facility needs and use of space.

Strategic Plan Objective 6.3: Annually, meet fiscal management goals as defined in board policy.



July 7 Board Presentation
Director of Curriculum and Instruction
Carla Nolan

CACR Data Update



24-25 SY Goal	Progress Toward Goals	Action Plan
<p>80% of students enrolled in BPS early learning programs who are eligible to enter kindergarten in the fall of 2025 will be on track to score in “low risk” as measured by the FastBridge Early Reading assessment in the spring of 2025.</p>	<p>Spring 2025: 75%</p>	<ul style="list-style-type: none"> • LETRS training 2024-2025 SY • Implement structured literacy in all EE classrooms
<p>By the Spring of 2026, at least 70% of students enrolled in BPS will score at or above the grade level benchmark as measured by the FastBridge earlyReading, CBMR, or AUTOREading assessment.</p>	<p>Progress: 2025: 63.3%</p>	<ul style="list-style-type: none"> • K-5 Literacy curriculum implementation fall 2024 • All K-5 classroom teachers LETRS trained by fall 2025
<p>The percentage of Becker students graduating from high school in four years will remain at or above 90% in 2025.</p>	<p>2024 Graduation Rate: 92.6%</p>	<ul style="list-style-type: none"> • Strengthen differentiation & engagement • Course offerings & Pathways
<p>The percentage of Becker students who score in the Low Risk category of the Social, Academic, and Emotional Behavior Risk Screener (SAEBRS/mySAEBRS) will be at or above 90% by the Winter screening.</p>	<p>Winter 2025: 87%</p>	<ul style="list-style-type: none"> • Professional development for Mental Health staff on evidence-based interventions • Embedded SEL instruction to support students in regulating emotions and communicating effectively.

Curriculum Review and Adoption



2024-2025 SY Implementation:	2024-2025 SY Review:	2025-2026 SY Review:
<ul style="list-style-type: none">▪ K-5 Literacy aligned with Science of Reading▪ K-5 Health aligned with national standards	<ul style="list-style-type: none">▪ 6-12 English Language Arts aligned with 2020 ELA standards	<ul style="list-style-type: none">▪ K-12 Social Studies aligned with 2021 Social Studies standards

**Student
Growth and
Achievement**

Instructional Technology Update



2024-2025 SY Implementation:

- AI-focused professional development for secondary licensed staff
- Initial implementation of adopted digital curricular resources
- Site visit to observe Modern Classrooms Project model

2025-2026 SY Implementation:

- Deepen staff understanding of AI in classroom instruction
- Strengthen integration of digital curricular resources for adopted literacy and science programs through tech integrationist support
- Support MCP implementation through tech integrationist support

**Staff
Development
and Support**



**July 7 Board Presentation
Elementary Assistant Principal
Brandon Papenfuss**

Primary School



Goal 4: Maintain a professional environment and culture that promotes engagement and culture that promotes engagement and staff development that allows for both staff and student success.

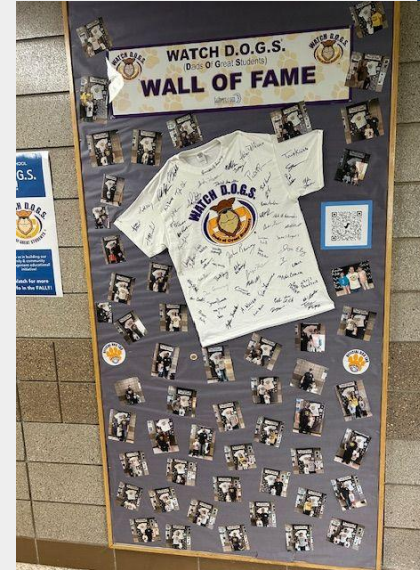
What:

- On August 27th, 2024 provided preview of Responsive Classroom strategies to staff.
- Responsive Classroom training for classroom teachers. (June 9-11)
 - Responsive Classroom training equips educators with practical strategies to build a positive, engaging, and respectful school culture, directly supporting a professional environment that fosters both staff development and student success.

Primary School



- **Goal 5:** Promote and celebrate the opportunities that make Becker School District a foundation of the community
- Watch D.O.G.S program-
 - program brings positive male role models into our school, creating meaningful connections with students while fostering a strong sense of community pride. It's one of the many ways Becker Primary School celebrates family involvement as a cornerstone of our district's identity.
- Restarted in January: 85 "Dogs" came in from Jan 14-Jun 4.



Intermediate School



Goal 3: Provide the resources necessary and remove barriers to create exceptional learning opportunities for all students through a safe, supportive, inclusive, and collaborative culture.

What: Reduce the amount of behavior referrals by 7% - Actually down 9%

How:

- **PBIS- Second year of implementation with over 90% of staff buying in and participating in PBIS strategies.**
- **Engagement Strategies- Continuing with the districts goals and objectives to increase student engagement by incorporating engagement strategies.**



**July 7 Board Presentation
High School Principal
Dave Kreft**

Middle School and High School



Goal 4: Maintain a professional environment and culture that promotes engagement and culture that promotes engagement and staff development that allows for both staff and student success.

What:

- Middle school staff and high school staff engaged in collective professional development on identifying priority standards. This was conducted on two different full day professional development days. The work was done with a focus on the most current standards and looking forward to new standards in English, social studies, and math
- Middle school staff and high school staff engaged in collective professional development on utilization of artificial intelligence. The training, provided by an outside vendor, first focused on tools to use for professional efficiencies and then tools that may be used with students. Two half day trainings were provided.

Middle School and High School



Goal 2: We will ensure all students receive a guaranteed and viable curriculum with aligned assessments and a consistent learning environment that meets the students' individual needs.

What:

- Middle school and high school teams engaged in PLC work to identify priority standards. The work was done during professional development time and during PLCs.
- Middle school continued to focus on effective classroom engagement strategies while deepening use of eduCLIMBER to analyze data and better support student needs.
- High school staff was trained on aspects of quality assessments and targeted the refinement of an assessment. The assessment was selected based on data in Educlimbr and Skyward and focused on the lowest performing assessment.
- High school staff targeted a “grade band” they wanted to build up. (i.e. decreasing Cs and increasing Bs)

Middle School and High School



Goal 3: Provide the resources necessary and remove barriers to create exceptional learning opportunities for all students through a safe, supportive, inclusive, and collaborative culture.

What:

- Middle school engaged in further refinement of DIG (Discover - Inquire - Grow). Refinement included analyzing course offerings and adjusting schedules based on staff and student feedback.
- High school refined the process for course registration with offering registration showcases. The goal is to create “self directed learners” as they choose their pathway in high school.
- High school offered new courses based on student interest, including: Women's Literature, Media Production, Unified PE, Public Speaking, Class Guitar, History of Rock & Roll, Outdoor Recreation
- High school teachers requested every day advisory for the spring of 2025. Staff overwhelmingly (80%) supported every day advisory for 2025-26 with one consistent schedule with four days of intervention and one day of lesson/activities.



**July 7 Board Presentation
Director of Food Service
Felicia Kittok**

Food Services



Goal 1: Begin the transition away from using a central kitchen to site level cooking.

How:

- New equipment (walk in freezers, hood upgrades, state of the art kettles, smallwares)
 - Looking at spending ~\$530,000 from FS budget between FY25-FY27 for all sites kitchen equipment installs and upgrades.
 - \$12,500 equipment grant from MN Dept of Agriculture.
- Lead and Assistant Cooks will start their day at their respective kitchens.
- Reorganizing job duties for kitchen staff.

Benefits to the Department:

- Less transport of food.
- Higher quality of food.
- Greater flexibility in menu planning.
- Less quantity prep = less repetition.
- Increased cooking skills.
- Less wasted time.

Strategic Plan Objective 6.1: Annually, manage and monitor ongoing facility needs and use of space.

Food Services



IS Walk In Freezer Progress, iVario
Training and Unit



Food Services



Goal 2: Implement a food recycling program.

- May 2024, Sherburne County conducted a Waste Characterization Study of the Primary School.
 - 32% of generated waste was found to be food waste,
- June 2024, \$10,000 grant for Organics Recycling was received from Sherburne County.
- September 2024, Implementation of Pig Buckets at Primary School.
- January 2025, Implementation at Intermediate School.
- September 2025, Implementation at Middle School.
- Grant money covered all food waste recycling fees for 2024-2025. Long term, the cost should be the same or similar to using a dumpster for food waste.
 - **Benefits:** Children are doing hands on recycling daily, it opens the conversation about taking only what you plan to eat, and the food waste itself stays local and is fed to Isanti County pigs.
 - This has been a positive teamwork initiative between food service, paras/lunchroom supervisors, custodial, and the students themselves.

Strategic Plan Objective 6.1: Annually, manage and monitor ongoing facility needs and use of space.

Food Services



Food waste is sorted by students, picked up and heated on the truck, and fed to area pigs.



**July 7 Board Presentation
Director of Transportation
Kim Spoden**



Goal 1: Provide the district with the safest, and most professional transportation as possible. Providing more latitude to the district and students.

How:

1.1 Work on more and different types of training for Drivers and PARA's. Encourage participation in the Bus Rodeo to work on improving driving skills and knowledge.

1.2 Work more closely with administration, teachers, and coaches to accommodate as much as we possibly can to grow in not only in sports but in academics and the arts as well.

Strategic Plan Objective 3.1: Annual evaluation of procedures and protocols related to the safety of students, staff, and community within the Becker School District.



Goal 2: Strive for Zero failed inspections this year. We only had 1 failed inspection out of 48 vehicles in 2024. Which is significantly better than 2023 with 13 fail out of 49. (2023 The state switched to new inspection protocols.)

Strategic Plan:

- 1.1** We are spraying the underside of all the buses with rust proofing to help prevent rusting. We did a select few last year and it worked really well.
- 1.2** Keep the mechanics off of routes as much as possible to have them in the shop rotating the fleet in and out of the shop to have eyes on them more often.
- 1.3** Keep the mechanics up to date on the changes in inspection laws through training with the State Patrol Inspectors and Train The Trainer.

Strategic Plan Objective 3.1: Annual evaluation of procedures and protocols related to the safety of students, staff, and community within the Becker School District.

Transportation



Goal 3: We are updating technology this year with the buses, routing, GPS, and the kids scanning.

Strategic Plan:

1.1 We have rolled out the new routing software traversa and put out the app to parents in January 2025.

1.2 We are installing new tablets in the buses in the summer of 2025. These tablets will have all the routing on them as well as student information and the student scan information.

1.3 Student scans will now be able to be tracked by them scanning or a driver having to manually putting them as on the bus.

1.4 Trainers for the new software are coming out for 3 days to work with the drivers to make sure they are comfortable with the technology.

Strategic Plan Objective 4.2: Annually, provide opportunities for staff development to support the use of instructional technology tools to enhance teaching and learning.



**July 7 Board Presentation
Special Education Coordinator
Steph Loesch**

Special Education



Sherburne Northern Wright Cooperative Strategic Plan

Students receiving special education Services - 539

Speech and Language SPL - 203

Developmental and Cognitive Delay DCD - 14

Physically Impaired PI - 8

Deaf and Hard of Hearing - 7

Vision VI - 3

Specific Learning Disability SLD - 99

Emotional and Behavioral Disorder EBD - 40

Other Health Disability OHD - 77

Autism Spectrum Disorder ASD - 38

Developmental Delay DD - 43

Traumatic Brain Injury TBI - 2

Severely Multiply impaired SMI - 5

Sherburne & Northern Wright
Special Education Cooperative

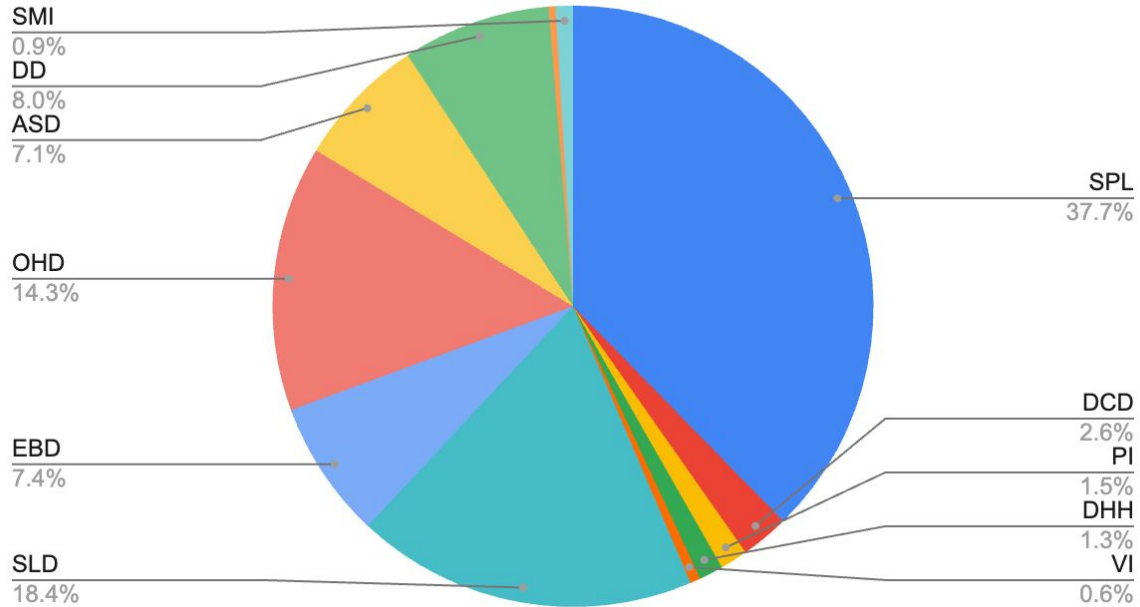


*This represents SPED students served in each District and the Coop regardless of resident district.

Special Education



Students



Special Education



Advance MA Billing and Medicaid Reimbursement Compliance

- Require district-wide consistency for indirect service documentation.
- Provide annual training) on billing best practices.
- Leverage SpEd Forms and other platforms for MA activity log tracking.

Improve Special Education Referral, Evaluation, and Due Process Systems

- Streamline online referral processes (remove redundant data entry, improve dropdowns/forms).
- Add administrative checklists for IEP quality and facilitation expectations.
- Ensure consistent documentation of alternate settings, self-management, and course substitutions.

Special Education



Strengthen Staff Training and Professional Development

- Deliver targeted training (IEP facilitation, general ed IEP goal alignment, MA billing, and High Leverage Practices).
- Establish a formal **Special Education Coach** or mentor model.
- Continue cognitive coaching and para “train-the-trainer” programs.
- Ensure new teacher orientation (e.g., Aug 11, Aug 21 sessions) is consistently delivered.

Ensure Program Compliance, Monitoring, and Quality Assurance

- Prepare for recertifications
- Participate in MDE Stepwell and Indicator Data Collection initiatives.
- Review SOP templates and documentation consistency (e.g., restrictive procedures, internal incident IDs).

Refine Data-Driven Instructional and Behavior Support Systems

- Standardize progress monitoring tools across Coop sites.
- Embed BCBA services and use data to inform behavioral tiered supports.
- Expand training in behavior support models (e.g., Ukeru, Handle With Care).



**July 7 Board Presentation
Director of Business Services
Kevin Januszewski**

Effective Resource Management



Goal 6: Maintain fiscal responsibility and allocate resources strategically, effectively, and efficiently to support current and future learning needs.

Strategic Plan Objective 6.1: Annually, evaluate and allocate resources aligned to prioritized learning needs.

Strategic Plan Objective 6.2: Annually, manage and monitor ongoing facility needs and use of space.

Strategic Plan Objective 6.3: Annually, meet fiscal management goals as defined in board policy.



July 7 Board Presentation
Director of Community Education &
Related Services
Jen Johnson

Community Education



Goal 5: Promote & Celebrate the opportunities that make Becker Public Schools a foundation in the community

Strategic Plan Objective 5.3: By the 2025-2026 school year, we will create a plan to utilize and document increased community partnerships to provide greater opportunities for students.

Community Education



5 month Recap:

- Updated Community Education website & Class Registration for easier access.
- Created online forms and sign-ups to reduce phone call volume for high-demand classes.
- Distributed summer catalog in The Patriot and via district-wide parent emails.
- Increased collaboration with Big Lake and Monticello Community Education programs.
- Adjusted registration processes to reduce credit card fees.
- Held 2 Community Education Advisory Council meetings.
- Increased visibility & improved communication.

Community Education



Plans for next academic year:

- Grow and strengthen the Community Education Advisory Council.
- Develop a Community Needs Assessment. Use the data we collect to plan and implement modifications to program offerings.
- Increase partnerships with area CE programs and the Becker Community Center.
- Continue learning, listening, and observing to identify strengths and areas for improvement and act upon them.
- Be visible & prioritize communication and engagement.



Questions???

Sample



SAMPLE-See above examples as well

School Board & Committee Meetings 2025

January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

6 School Board 6:30PM
 13 Policy 6PM
 21 TRAK 4PM (Virtual)
 27 Activities 7AM
 27 EE Advisory 6PM
 29 Finance 7AM

July

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2 Finance 7AM
 7 School Board 6:30PM
 16 Policy 6PM
 30 Finance 7AM

February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

3 Curriculum 5PM
 3 School Board 6:30PM
 5 Wellness 3PM Virtual
 12 Meet & Confer 3:45PM
 12 Policy 6PM
 24 Activities 7AM
 26 Finance 7AM

August

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 School Board 6:30PM
 13 Policy 6PM

March

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3 School Board 6:30PM
 10 Policy 6PM
 17 Activities 7AM
 18 TRAK 4:00PM (Virtual)

September

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

3 Finance 7AM
 8 School Board 6:30PM
 17 Policy 6PM

April

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

2 Finance 7AM
 7 School Board 6:30PM
 16 Policy 6PM
 22 Facilities 4:30PM
 28 Activities 7AM
 30 Finance 7AM

October

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 Finance 7AM
 6 Curriculum 5PM
 6 School Board 6:30PM
 15 Policy 6PM

May

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5 Curriculum 5PM
 5 School Board 6:30PM
 14 Meet & Confer 3:45PM
 14 Policy 6PM
 19 Activities 7AM
 20 TRAK 4:00PM (Virtual)
 28 Finance 7AM

November

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

5 Finance 7AM
 13 Curriculum 5PM
 13 School Board 6:30PM
 19 Policy 6PM
 26 Finance 7AM

June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

2 School Board 6:30PM
 11 Policy 6PM

December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1 School Board 6:30PM
 10 Policy 6PM

Chair Jurek called the regular meeting of the School Board of District #726 to order on the 2nd day of June, 2025 at 6:30 p.m. in the Teaching & Learning Center.

Roll Call.

Members present: Ryan Hubbard, Aaron Jurek, Connie Robinson, Corey Stanger, Pete Weismann

Members absent: None

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

CITIZEN COMMENTS: None

PRESENTATION: Spring 2026 Band & Choir Trip, presented by Gretchen Bordson & Justin Frerich

REPORTS:

- Superintendent
- Committee Meeting Updates: Community Education, TRAK

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

CONSENT AGENDA

MINUTES FROM THE MAY 5, 2025 REGULAR SCHOOL BOARD MEETING

FINANCIAL REPORT

EXPENDITURES

Fund	2024-25		2024-25		Remaining Budget	%
	Budget	May-25	Year-to-Date	Spent		
General	43,334,290	3,424,541	35,498,159		7,836,131	81.92%
Food Service	2,738,924	259,760	1,963,481		775,443	71.69%
Community Service	1,934,483	174,198	1,634,562		299,921	84.50%
Debt Service	3,818,538	-	3,811,033		7,505	99.80%
	\$ 51,826,235	\$ 3,858,499	\$ 42,907,235		\$ 8,919,000	82.79%

DISBURSEMENTS – in the amount of \$1,903,337.04

PERSONNEL

Name	Status	Job Title	Location	Effective
Barthel, Emily	Re-Hire	Special Education Teacher, EBD	HS	8/25/25
Beuning, Maggie	New	First Grade Teacher	PS	8/25/25
Borkoski, Megan	Change in Assignment	Reading Interventionist	IS	8/25/25
Enerson, Mitchell	Resignation	Weight Room Supervisor, PM	HS	5/29/25
Fladebo, Alyssa	Change in Assignment	Behavior Interventionist	IS	8/25/25
Hiltner, Sue	Resignation	Early Education Coordinator	EE	6/30/25
Hovde, Beth	Resignation	Reading Interventionist	PS	6/4/25
Johnson, Patty	Resignation	Food Service Worker	PS	6/4/25
Knutson, Shane	New	Director of Technology	District	7/1/25
Krinke, Jada	New	First Grade Teacher	PS	8/25/25
Laemmle, Hannah	Re-Hire	2nd Grade Teacher	PS	8/25/25
Lahr, Alicia	Change in Assignment	Second Grade Teacher	PS	8/25/25
Leyendecker, Madison	New	First Grade Teacher	PS	8/25/25
Meillier, Sheena	Change in Assignment	Elementary Technology Integrationist	PS/IS	8/25/25
Moravec, Wade	New	Math Teacher	HS	8/25/25
Olson, Cassandra	New	Special Education Teacher, EBD	PS	8/5/25
Peterson, Sara	Change in Assignment	Secondary Technology Integrationist	MS/HS	8/25/25
Schumacher, Emily	New	Counselor	HS	8/25/25
Schuster, Mary	Resignation	Technology Asst.	District	6/6/25
Stupar, Michelle	New	Special Education Social Worker	PS/IS/MS	8/25/25
Swartz, Rebecca	Change in Assignment	4th Grade Teacher	IS	8/25/25
Terwey, Sadie	Resignation	AM Weight Room Supervisor	HS	5/29/25
Toven, Violeta	New	Spanish Teacher	HS	8/25/25
VonMosch, Hailey	New	Second Grade Teacher	PS	8/25/25
Weiland, Jeremy	New	7th Grade Social Studies Teacher	MS/HS	8/25/25
Yoerg, Danyelle	Change in Assignment	Kindergarten Teacher	PS	8/25/25
Yoerg, Joni	New	Speech Language Pathologist	PS	8/25/25

MSHSL MEMBERSHIP RENEWAL, as presented

SPRING, 2026 BAND & CHOIR TRIP, as presented

Motion by Corey Stanger, seconded by Pete Weismann, to ***Approve a Resolution Accepting the Following Donations.***

DONOR	GIFT DESCRIPTION	AMOUNT
Becker Lions	Kindergarten T-shirts	\$1,760.00
Becker PTSA	Early Childhood	\$7,500.00
Becker PTSA	Intermediate Read-A-Thon	\$7,500.00
Becker Youth Wrestling	Wrestling	\$1,975.30
Kraack, Susan	Marching Band	\$75.00
Liberty Diversified International	Intermediate & Primary Science Department	\$2,500.00
Rhynne, Lynne	Marching Band	\$75.00

Motion carried unanimously.

The School Board requested adding the ***2024-2025 Goals Recap*** to the July board meeting.

Motion by Ryan Hubbard, seconded by Connie Robinson, to ***Approve the Long-Term Facility Maintenance Ten-Year Expenditure Application***, as presented.

Motion carried unanimously.

A discussion regarding ***School Board Member Pay*** was tabled until the July board meeting.

The meeting was ***adjourned*** at 7:05 p.m.

Aaron Jurek, Chair

Pete Weismann, Clerk

Recorder: Angela Oswald

Name	Status	Job Title	Location	Effective
Anderson, Michelle	New	Early Education Coordinator	EE	7/1/25
Bjornstad, Derek	Extracurricular	Weight Room Supervisor, Afternoon	HS	6/9/25
Brady, Henry	End of Assignment	Asst. Boys Hockey Coach	HS	6/20/25
Dierkes, Hannah	Change in Assignment	Camp Opportunity Assistant	Camp Opportunity	6/2/25
Fischbach, John	Resignation	Bus Driver	Bus Garage	6/4/25
Gordon, Marissa	Change in Assignment	Reading Intervention Teacher	PS	8/25/25
Hagen, Janna	Resignation	Food Service Worker	PS/HS	6/4/25
Hoikka, Lydia	New	Fifth Grade Teacher	IS	8/25/25

Name	Status	Job Title	Location	Effective
Kalinowski, Kayla	Resignation	Head Diving Coach	HS	6/13/25
Kantor, Camille	Long-Term Substitute	Third Grade Teacher	IS	8/25/25
Klaphake, Melisa	Additional Assignment	Food Service Worker	PS	9/2/25
Koste, Cole	New	Weight Room Supervisor, Morning	HS	6/11/25
Krinke, Jada	Extracurricular	Asst. Dance Team Coach	HS	10/20/25
Laudenbach, Katie	New	Administrative Assistant - Attendance	PS	8/18/25
Lewandowski, Austin	Resignation	Visual & Media Arts Teacher	MS	6/30/25
Leyendecker, Madison	Extracurricular	9th Grade Volleyball Coach	HS	8/11/25
Mlenek, Madeline	Change in Assignment	Camp Opportunity Assistant	Camp Opportunity	6/2/25

Name	Status	Job Title	Location	Effective
Moravec, Wage	Extracurricular	Asst. Boys Cross Country Coach	HS	8/11/25
Nelson, Erin	New	First Grade Teacher	PS	8/25/25
Norberg, Evan	Change in Assignment	Camp Opportunity Assistant	Camp Opportunity	6/2/25
Norberg, Riley	Change in Assignment	Camp Opportunity Assistant	Camp Opportunity	6/2/25
Pany, Gabriella	Change in Assignment	Camp Opportunity Assistant	Camp Opportunity	6/2/25
Pingrey, Kyle	New	Van Driver	Bus Garage	6/11/25
Schaapveld, Susan	Resignation	Special Education Paraprofessional	PS	6/4/25
Schroepfer, Debra	End of Assignment	Paraprofessional, Transportation	Bus Garage	6/3/25
Scott, Jenna	New	Kindergarten Teacher	PS	8/25/25

Name	Status	Job Title	Location	Effective
Shipway, Patrick	End of Assignment	Director of Instructional Technology	District Office	6/30/25
Thomas, Bailey	Resignation	Administrative Assistant - Attendance	PS	8/29/25
Wilken, Jason	Resignation	Girls Basketball Coach	MS	6/2/25

The girl's and boy's cross country teams are proposing a team bonding experience that would take place during the second week of scheduled fall practices. This trip would consist of three days and two nights. The plan would be to leave Monday, August 18th in the afternoon and return Wednesday, August 20th around lunch time. A bus would need to take us to the park and pick us up. We plan to have a school van along in case of emergencies.

This would be a camping trip at Baker Park Reserve in Orono, MN (about 45min from Becker). The kids would be camping in tents. This will be optional for athletes but encouraged as it would be a good time to build camaraderie between athletes, talk about goals, and make lasting memories. It is estimated there would be 20 girls and 20 boys who would join. Funds needed for the trip would be to cover the camp site and food. We would use Fund15 money to cover the costs from fundraising efforts. In addition, we would ask for parent chaperones. There would be four coaches who would be there the entire time, but we would ask for parent chaperones who would be willing to come for the full time or part time.

A rough outline of an itinerary and permission form are below.

Prior to going we would go over the Baker Camp Ground Guidelines ([link](#)). Athletes would be expected to be in their tents at 10pm.

a. How the trip is related to the school class/activity

Training, Team-bonding, nutrition guidance, camaraderie, goal setting, building lasting memories with teammates

b. Destination, itinerary, and the number of school days involved

See below (no school days involved)

c. Transportation

School bus to & from location & school van onsite in case of emergency

d. Housing

Tenting at camp sites

e. Chaperons/Supervisors

4 coaches & Parent volunteers (# based on participants)

f. Probable number of students involved

20 girls & 20 boys

g. Proposed rules for the trip

Baker Camp Ground Guidelines ([link](#)). Athletes expected to be in their tents at 10pm.

Becker Cross Country Team expectations

Separate camping areas by gender

h. Approximate total and individual costs

Fund15 money to cover the costs from fundraising efforts

Group camp sites are \$110 a night (total, not per person)

Food/Meals - estimated:

Transportation - estimated:

i. Fund raising plans

SnapRaise funds from past fundraiser and 2025 SnapRaise (511 submitted)

Becker Cross Country Camp

[Baker Park Reserve](#)

[Oak Knoll Campground](#)

2309 County Road 19, Maple Plain, MN 55359

Monday, August 18

3:00 Begin loading Bus trailer
3:15 Depart from Becker High School
4:00 Arrive @ Baker Park Oak Knoll Campground and set up camp ground/free time to explore/
5:00 Group 1 prep's dinner, others have free time
5:30 Eat (Walking Tacos)
6:00 Group 2 clean up, other's free time
6:15-6:30: Get teams, come up with team name. Hand out bandanas.
6:30-7:30: Ultimate Frisbee (switch every 10 minutes)
8:00-10:00 Free time/games
10:00 Lights out

Tuesday, August 19

7:00- wake up call
7:15- pre run nutrition (granola bars, bananas, fruit snacks)
8:00: Practice long run (10k loop around the lake, or out and back for desired amount)
9:30: Stretch/shower/change
10:00: Group 2 prep breakfast, other's free time
10:30: Eat (Bagels, spreads, bananas, yogurt, granola)
11:00: Group 3 clean up, other's free time
11:30-1:00: Everyone- Balloon Relay, Musical Chairs, Hula hoop step through, Wheelbarrow, Water relay (rotate every 15ish min)
12:45- Lunch (sandwich items, apples, chips)
1:15-4:00: free time, swim/hike/volleyball
4:00-5:00: Running Relay- puzzle Piece
5:00: Group 3 make dinner, other's free time
5:30 Eat (hobo dinner)
6:00 Group 4 clean up dinner, other's free time
6:30-7:30: Team Meeting (goal's, expectations)
7:30-8:30: Minute to Win it games
8:30-10:00 Free time/games/smores
10:00 Lights out

Wednesday, August 20

7:00- wake up call
7:15- snacks prior to run (yogurt, bagels, cereal)
8:00: Practice
9:30: Stretch/shower/change
10:00: Group 4 prep brunch, other's free time

10:30: Eat (cereal, yogurt, granola)
11:00: Group 1 clean up, other's free time
11:30- parting words, crown team camp champion
11:40-12:00- clean up camp
12:00ish: Leave for school
12:45ish: arrive at Becker HS

What to bring...

- Sleeping bag & Pillow (Please put in garbage bag and label with your name)
- Tent (if you have one for your group)
- Towel
- Toiletries (toothbrush, toothpaste, soap, shampoo, brush, deodorant)
- Any meds you need (must be labeled in orig. Packaging with dosage instructions)
- 2 sets of running clothes
- Extra socks
- Extra pair of shoes
- Sweatshirt
- Water bottle
- Snacks (We will have some snacks but also bring some for yourself or to share)

Permission Form Waiver for Becker Cross Country

I _____, the parent of _____,
give permission for my child to attend the **Becker Cross Country Camp @ Baker Park**,
2309 Baker Park Rd, Maple Plain, MN 55359 **on August 18th-August 20th, 2025**. We will
be staying at the Oak Knoll group camp ground.

I understand that personal injury can and may occur to my child, and I hereby authorize
Becker High school cross country coaching staff and chaperones to seek and consent to
emergency medical attention for my child as needed; and I further agree to be liable for and
to pay all costs incurred in connection with such medical attention.

I hereby release **Becker School District**, its employees, agents, and volunteers (including
Becker Transportation Department and Three Rivers Park District) from any and all
liability, claims, demands, causes of action and possible causes of action whatsoever arising
out of or related to any loss, damage or injury (including death) that may be sustained by
my child while participating in or traveling to and from this event.

The following is all of the insurance information, restrictions, allergy and medication
information necessary for my child to receive appropriate medical care.

I give permission for my child to ride in any vehicle designated by **Becker High/Middle
School**, its employees, and adult volunteers, while participating in and traveling to and
from this event.

I agree to accept full responsibility, financially or otherwise, for any damage my child may
do to the property of Becker Cross Country, properties visited on outing, other's personal
property, or vehicles used for transportation.

I agree and consent to all of the above stated.

(Parent Signature)

(Date)

(Emergency Contact Name and Phone Number for the Day of the Trip)

Baker Park Reserve

Group Camping Area Guidelines



BAKER PARK RESERVE

Located on scenic Lake Independence, Baker Park Reserve offers 2,700 acres of natural landscape and accommodations for almost any activity from golfing to camping to cross-country skiing, and so much more. No matter the season, there is always something fun to do.

GROUP CAMP SITES

MARSHVIEW

Capacity 60, 15 cars. Barn with fully enclosed upper level. Electricity (not designed for camper hook-up). Horseshoe pit and volleyball net. 1 grill and 1 fire ring. Water pump. Latrines onsite. Access to turf hiking trails.

KATRINA 1

Capacity 50, 20 cars. Open air shelter (shared with Katrina 2). Electricity in shelter (not designed for camper hook-up), 1 large grill in shelter and 1 family-sized grill. Horseshoe pit (shared with Katrina 2) and volleyball standards. Fire ring. Drinking fountain with jug filler (shared with Katrina 2). Latrines nearby (shared with Katrina 2). Access to paved trail. Turf hiking trail behind shelter.

KATRINA 2

Capacity 50, 20 cars. Open-air shelter (shared with Katrina 1). Electricity in shelter (not designed for camper hook-up), 1 large grill in shelter and 1 family-sized grill. Horseshoe pit (shared with Katrina 1) and volleyball standards. Fire ring. Drinking fountain with jug filler (shared with Katrina 1). Latrines nearby (shared with Katrina 1). Access to paved trail. Turf hiking trail behind shelter.

OAK KNOLL

Capacity 60, 16 cars. Non-sheltered. Electricity (not designed for camper hook-up). 1 fire ring. Modern restrooms and showers. Access to trails.

HALF MOON –Year Round

Capacity 50, 20 cars. Garage-type shelter with stove. Family size grill. Beanbag toss, 1 fire ring. Latrines on site. Access to fishing dock on Half Moon Lake. Access to Lake Independence Regional Trail. You will have access to a solar well for potable water, to promote sustainability. Press and hold the button for 30 seconds. Groups using large amounts of water may need to wait for an extended time period to allow the solar well to recharge.

Baker Park Reserve

2309 County Road 19, Maple Plain, MN 55359 | 763-694-7860

RENTAL FEES (Fees do not include sales tax)

Marshview	Sunday – Thursday \$110	Friday, Saturday and Holidays \$150
Katrina 1	Sunday – Thursday \$ 90	Friday, Saturday and Holidays \$120
Katrina 2	Sunday – Thursday \$ 90	Friday, Saturday and Holidays \$120
Oak Knoll	Sunday – Thursday \$110	Friday, Saturday and Holidays \$150
Half Moon	Sunday – Thursday \$ 90	Friday, Saturday and Holidays \$120

RESERVATION PERMIT

At the time of your reservation, payment is due in full. Your paid receipt is your permit and entitles your group to exclusive use of the area reserved for the time listed on your receipt. It does not include any reserved parking, watercraft rental, or exclusive use of any beach or play area. Please have your receipt with you when arriving at the park.

CANCELLATION POLICY

- If a cancellation is made 90 days prior to the use date, 100% of the fee will be refunded.
- If a cancellation is made 60 days prior to the use date, 50% of the fee will be refunded.
- All cancellations within 60 days are non-refundable.
- No refunds are given due to weather conditions unless the park or facility is officially closed due to severe, life-threatening weather.

CHECK-IN AND CHECK-OUT

- Your camping area will be ready for occupancy at 3 p.m. on your arrival day. Check-out time is 1 p.m. on your departure day. Early entry is not allowed.
- Entry gates to group campsites are locked when not in use. The combination for your campsite gate lock will be emailed to you prior to your reservation date.
- Please be sure the first person to arrive has the combination for the gate entrance. We recommend that, for your safety, gates be closed overnight.

FIREWOOD

Two 12"x20"x12" compartments of firewood are provided per night at each group camp and should be on-site at the time of arrival. Additional firewood can be purchased from the Campground Office at 763-694-7662 or by calling Guest Services at 763-559-6700 at least two weeks prior to your reservation.

It is unlawful to bring firewood from unapproved sources into any Three Rivers Park District property. Only Minnesota Department of Agriculture (MDA) certified firewood may be brought into the parks. The wood must be accompanied by a receipt with the MDA Certified logo. This policy was implemented to help prevent the spread of invasive pests such as the Emerald Ash borer. The Park District discourages any transportation of firewood.

QUIET HOURS

Quiet hours are 10 p.m. - 7 a.m. These hours have been established for the enjoyment of all campers. Use of a generator is prohibited during quiet hours. Please inform all members in your group of this policy. If there are noise violations or other problems after hours, please call 911 and ask for Three Rivers Parks Police.

PARKING INFORMATION

Parking is free for personal/family vehicles in all Three Rivers Parks. Vehicles with motorized boats must park in the boat launch parking area where a permit is required. Boat lines are common on weekends. All buses must have a reservation/permit.

SITE CLEAN-UP AND RECYCLING

- Normal site maintenance is included in your reservation.
- Permit holders are responsible for any property damage or extraordinary cleaning/maintenance time and will be charged an hourly rate to cover labor costs.
- Dispose of coals properly in the concrete receptacles provided.
- Please recycle. Each reservation picnic area has recycling receptacles for beverage cans and plastic bottles.
- The caterer or reservation group must take grease out of the park. Do not pour grease on the ground or in garbage containers.
- No confetti, rice, birdseed, streamers, glitter, flower petals, or poppers may be used in or around the shelter or park. Balloons are allowed but not permitted to be released or left in the park environment. They are dangerous to wildlife.
- If using a plastic bag to collect recyclables, dump the recyclable materials from the bag into the appropriate bin, then throw the plastic bag in a waste bin or reuse it.

SIGNS, BANNERS, AND DECORATIONS

Temporary, free-standing signage may be set up within the park and must be removed when your reservation time is over. Signs cannot impede access to an area and cannot be affixed to Park District Property or trees.

CATERING IN THE PARKS

If you choose to have your event catered, we require you to contact a caterer from the Three Rivers Park District Approved Caterer List or direct your desired caterer to apply for our Approved Caterer program. Applications for new Approved Caterers must be received no less than 60 days prior to the event. For a copy of the Park District Approved Caterer List, or more information on how to become an Approved Caterer, please visit our website at <https://www.threeriversparks.org/page/catering>

ALCOHOL POLICY

Alcohol must be single-serving. Beer, wine, ciders, hard lemonades, and other malt based, single-serving beverages are permitted in glass bottles or cans only. Hard liquor is not allowed anywhere on Park District property. Kegs, boxed wine, or bulk containers are prohibited unless authorized by a special use permit. To obtain a special use permit please contact one of the Park District Approved Caterers.

SMOKING

It shall be unlawful for any person to smoke or use tobacco products in or within 25 feet of any entrance to an indoor area or in the designated perimeter of any play area, beach, swim pond, or water play area.

CANNABIS

The use of controlled substances, including cannabis and cannabis products, is prohibited on Park District property.

MUSIC/AMPLIFICATION

Live bands, DJs, and amplification are not allowed.

HAMMOCKS

Hammocks are allowed on trees at least 12-inches in diameter within active use areas. Hammocks must have 2-inch straps, and padding should be used between the strap and tree. Stacking is prohibited.

DOGS IN THE PARK

Dogs are permitted in picnic areas and on turf and paved trails. Dogs are not permitted at beaches, play areas, or in buildings. Pets must always be attended to, and on a maximum of 6-foot non-retractable leash.

WILDLIFE

Please respect the wildlife found in the park. Do not attempt to feed or catch wildlife. Food should be kept in a latched cooler or other secure container, preferably stored in a vehicle. Trash needs to be brought to the trash containers; do not leave it at the campsite. Raccoons and other wildlife are attracted to food and trash. They will return to sites repeatedly if they find food.

MOSQUITO TREATMENTS

Three Rivers does not allow spraying or fogging by MMCD or other agencies to kill adult mosquitoes in any parks, trails, or special recreation features. Past use of these treatments has been shown to be short lived. The insecticides used in these treatments are not specific to mosquitos and kill several beneficial insects, including bees, dragonflies, and butterflies.

We do allow and encourage the use of personal sprays that contain DEET or natural oils, citronella candles and torches, and mosquito coils. The use of screen tents can also protect against mosquitoes in picnic areas and campgrounds. Mosquito traps that do not emit insecticides can be used in the group campsites. We do not allow the use of aerial insecticides or foggers (aerosol and propane) by the public in Three Rivers parks.

Park Amenities

BAKER NATIONAL GOLF COURSE

A special feature of the park is Baker National Golf Course, offering an 18-hole Championship Course and the 9-hole Evergreen Executive course, as well as a driving range. For tee times call 763-694-7670.

PLAY AREA

Features include a climbing structure almost nine feet tall and a zip line.

FISHING

An accessible fishing pier is located at the south end of the park on Lake Independence. Anglers 16 years and older must have a valid Minnesota fishing permit.

WATERCRAFT RENTALS

Paddleboats, paddleboards, rowboats, kayaks, and canoes are available weekends and holidays from Memorial Day weekend through Labor Day. The boat rental building is located near the southern swimming beach. Rental hours are available at <https://www.threeriversparks.org/page/watercraft-rentals>. Advance reservations are recommended.

BOAT LAUNCH

Access to Lake Independence through the boat launch is permitted from 5 a.m. – 10 p.m. A paved boat launch is available at Lake Independence. All boat trailers parking in the designated launch area are required to display a boat trailer parking permit. The boat launch user fee does not apply to campers who choose to return their boat trailer to their campsite after launching. The boat launch capacity is monitored and if the maximum number of watercrafts have been launched.

Additional boats will not be allowed into the park until openings become available.

An unpaved boat launch is located at Spurzem Lake, and carry-in access is available at Half Moon Lake. No wake on Half Moon Lake and Spurzem Lake. Gas motors are allowed at Spurzem Lake.

PAVED BIKE/HIKE TRAIL (6.2 MILES)

Baker Park has miles of trails designated for biking and/or hiking. A 6.2-mile paved loop is accessible from the campground. Visit <https://www.threeriversparks.org> for a complete trail map.

SWIMMING

Beaches are open Memorial Day weekend through Labor Day. Hours are 9 a.m.- 8 p.m. daily. Both the main beach and south beach at Baker are unguarded.

RENTAL EQUIPMENT

Bicycles, volleyballs, and bean bags are available to rent during campground office hours.

TURF TRAILS (9 MILES)

Baker Park Reserve offers scenic mowed trails for hikers and horseback riders; trailer parking is available off Homestead Trail. Trails are closed during the winter season.

USER FEES

User fees apply for boat launches and horseback riding. Daily and annual permits can be purchased at the Campground Office, online at <https://www.threeriversparks.org> or by calling Three Rivers Park District Administrative Center at 763-559-9000. Daily permits can also be purchased at pay boxes onsite.

ACCESSIBILITY STATEMENT

Most Park District facilities and parks are accessible to people using wheelchairs and can accommodate people with other disabilities. Persons with disabilities are encouraged to contact the Park District at 763-559-9000 for more information on the accessibility of specific facilities within individual parks.

PARK DISTRICT ORDINANCE

It is unlawful to disturb any natural feature (including plants and animals for treasure or scavenger hunt), solicit, sell, or otherwise peddle any goods, wares, merchandise, service, liquids, or edibles in the park. All members of a group must be 18 years or older or always have a parent or guardian on site during the reservation. Any permit or reservation may be revoked upon violation by the permit holder of any ordinance, rule, or regulation of the Park District. Furthermore, the permit holder may be charged with a misdemeanor for which a sentence of not more than 90 days or a fine of not more than \$700, or both, may be imposed. Complete ordinance available at <https://www.threeriversparks.org>

WEATHER CONDITIONS

Be aware of changing weather conditions while visiting the park. In case of severe weather, seek shelter or go to a low-lying area away from trees. Guests are expected to be aware of these conditions and the proper procedures for severe weather.

FOR YOUR SAFETY

Park District Police are on duty to provide assistance to park guests and to protect the natural resources. If you need assistance, contact a park employee, or call 911 and ask for Three Rivers Park District Police.

FURTHER ASSISTANCE

If you have any questions about Baker Park Reserve, please call 763-694-7662. For questions about your reservation, please call the Park District Reservations Office at 763-559-6700.

DIRECTIONS TO THE PARK

Baker Park Reserve is located approximately 20 miles west of downtown Minneapolis on County Road 19 between Highways 12 and 55. From Highway 12, take County Road 29 (Baker Park Road) north; follow 1.5 miles to the main park entrance. From the west on Highway 55, turn south on County Road 19 and follow approximately 3 miles to the park entrance. From the east on Highway 55, turn south on County Road 24 and follow approximately 7 miles to County Road 19, then take a left and follow County Road 19 to the main entrance.

Thank you for considering Baker Park Reserve for your special event. Please let us know if we can be of any further assistance.

BAKER PARK RESERVE

SUMMER MAP



ThreeRiversParks.org

LEGEND: Updated: 5/19/2023

- Boat Carry-In
- Boat Launch
- Campground
- Campground Office
- Concessions
- Drinking Water
- Fishing Pier
- Golfing/Driving Range
- Group Camp*
- Horse Trailhead
- Parking
- Picnic Area
- Play Area
- Rest Area/Bench
- Restroom
- Swimming
- Toilet

- Paved Intersection
- Unpaved Trail Intersection
- * Reservation Required*

- Paved Hike
- Unpaved Hike
- Park Road
- Fairway
- Green
- Park Boundary
- Private Property
- Water



TRAIL

Miles	24.0	24.0	12.6
			9.1

High School Handbook Recommendations - June 2025

The following areas of addition, modification, and deletion are based on recommendations from the MSHSL, updated MN Statutes, and current patterns of student behaviors. Upon approval, the handbook would be updated with the designated information and formatting and page numbers would be adjusted. Please note, some areas are subject to change based on developing legislation.

*Table of Contents - change Hybrid Online listing

*p. 4 - Change years and names and letter

*p. 5 - Change Board member j

*p. 6-7 - Adjusted to current every day schedule

*p. 14 - Addition of "Online Classes Guidelines"

Becker High School is proud of the quality of instruction we provide in our diverse courses. We respect the opportunity to make informed class decisions. The following expectations are put in place to adhere to online learning protocols and support the requirements of a Becker High School diploma.

1. Students are allowed to take at most two online classes per trimester. Any exception is treated in a case by case status and must be approved by the principal. Students taking a full online schedule should be aware of activities and diploma information with the provider district.
2. Students are subject to the timeframe for switching classes identified in the student handbook. Students who switch courses outside of the identified timeframe will receive an "F" on their transcript.
3. Becker High School does not accept partial credits for classes that were expected to be trimester long courses.
4. Students who begin a course within a term are expected to complete the course within the same term. If they do not, they will receive an "F" for the course for the original term.
5. Students taking online courses are subject to activity eligibility requirements identified in the activities handbook and high school handbook.
6. Students taking online courses must be at Becker High School during their designated online class time. A location will be designated as the "online class" space.

*p. 19 - SKIP DAYS

ADD: Commencement participation may be jeopardized for those who participate in skip days.

*p. 20 - Change "After the child has had 5 or more unexcused absences, the child may be referred to the Sherburne County Review Board."

*p. 30 - Add paragraph on "reasonable expectation of privacy". This was inadvertently removed as the cell phone policy was updated last year.

*p. 31 - Commencement exercise: Add sentence at the bottom. "There is a \$40 fee for commencement to address the expenses associated with the event."

*p. 32 - DRESS AND APPEARANCE (STUDENT)

Change and/or add:

1. Extremely brief garments and see-through garments may not be worn.
2. Caps, hats, bandanas, hoods or masks are not to be worn during school hours (8:10-2:55). Students may wear headgear for religious or medical reasons with permission from the high school office. Repeated violations will result in confiscation of the item and/or detention.
3. Clothing (including emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry) bearing a message that is lewd, vulgar, obscene, libelous, or denigrates, harasses, discriminates against others on the basis of protected class status under the Minnesota Human Rights Act, or violates school district policies prohibiting discrimination, violence, harassment, or other harmful activities are not allowed. This includes representations of confederate flags, swastikas, KKK signs and similar symbols, and applies to school property or school sponsored events on or off of school property including the parking lot and the school buses.
4. Apparel promoting products or activities that are illegal for use by minors are not to be worn
5. Capes, costumes, flags are not to be worn with the exception of specific designated spirit week days indicated by student council and administration approval.
6. Backpacks are allowed in classrooms only with teacher permission. Teachers may designate a location where backpacks are to be stored.
7. Certain classes may require specific dress codes.
8. Certain identified school days may relax specific dress codes for special dress-up days. These adjustments will be communicated to students.
9. Footwear must be worn at all times. Footwear and apparel that would damage school property are not allowed.
10. Blankets are not allowed in hallways, classrooms, or commons areas during the school day.

*p. 36 - MEDIA CENTER

Remove #3: Remove magazine topic as we no longer have magazines

Add #10: "Students are to abide by the building cell phone policy"

Change the duration of time to check out materials to 21 days.

*p. 39 - SCHEDULE CHANGES

Change wording of dropping class more than "two weeks" to more than "three days".

*p. 41 - VISITORS

Change wording: " A "Trespass Notice" may be issued in accordance with state guidelines.

*p. 42 - SOCIAL WORKER

Add: General education students may also qualify for social work services based on criteria established by the district.

*p. 44 - Ipad Implementation Handbook: Update to letter "E" under I. Student Responsibilities

All content on the District-owned iPad must comply with the Acceptable Use Policy. The use of music on the iPad during instructional time will be at the discretion of the classroom teacher and must be within bandwidth requirements of the school's network capabilities. The district has the right to choose the background or screensaver of school devices temporarily or permanently as needed. The presence of inappropriate music or photos may result in the loss of iPad privileges and/or other disciplinary actions.

Middle School Handbook Recommendations - June 2025

The following areas of addition, modification, and deletion are based on recommendations from the MSHSL, updated MN Statutes, and current patterns of student behaviors. Upon approval, the handbook would be updated with the designated information and formatting and page numbers would be adjusted.

Table of Contents - change page numbers and formatting will be updated once the 2025-2026 handbook is confirmed by the School Board.

P. 4 - Updated BMS Letter

P. 5 - Updated building wide schedule

P. 6 - School Board members

P. 11 - Change Open House date.

P. 12 - Remove Students are required to be in class by the beginning of the 8:08 announcements. Changing classes begin at 8:08 am. Dismissal will be 2:55 pm

P. 14 - Students should be aware of tardiness having consequences being issued.

~~Students who have earned 3 unexcused tardies will be referred to the office for disciplinary action.~~ Change 8:10 to 8:08 am

P. 15 - **Step 2:** After the child has had 5 or more unexcused absences on 5 different days ~~if the child continues to be truant~~, the family is referred to the Sherburne County Attendance Review Board. The family meets with representatives from the school, Sherburne County probation, community agencies and the local law enforcement to identify and address any issues that are preventing the child from regularly attending school.

Step 3: After the child has had 7 or more unexcused absences on 7 different days, the third step is the filing of the truancy petition with Sherburne County officials. The third step will be taken if Steps 1 and 2 have failed.

P. 16 - ADD wired earbuds

P. 17 - REMOVE top bullet.

P. 17 - ADD Failure to follow fieldhouse and free-play expectations or demonstrating unsafe behavior will result in a meeting with an administrator and consequences at their discretion.

P. 19 - STUDENT DRESS & APPEARANCE

Students have an expectation of dress within Becker Middle School. We encourage students to exercise good judgment so as to establish a productive school climate. It is not the intent to thwart self expression or exercise unreasonable control over students. However, current trends seem to favor certain modes of dress which may be considered inappropriate for school. If there is a concern, students will be addressed and may be asked to change.

- Jackets/coats or backpacks (book bags) are not to be worn or carried during school hours.
- Small bags/shoulder bags/purses are not to be worn or carried during school hours unless a medical need is warranted or has been approved by building administration.
- **(REMOVE UNDERLINE) Hats/headgear/masks are to be removed and hoods down during school hours.**
- Sunglasses, bandanas cannot be worn during the school day unless designated by a Spirit Week.
- **Apparel promoting products or activities that are illegal for use by minors are not allowed.** ~~Clothing or objects displaying alcohol, tobacco, or other drugs will not be allowed.~~
- Shoes/footwear must be worn at all times.

- Certain classes (i.e. technology education, physical education, science, FACS) may require specific dress expectations.
- ~~Clothing where the buttocks or excessive torso is exposed are not allowed.~~
- Sleeveless shirts must have straps at least 2 inches wide. ~~spaghetti straps are not allowed.~~
- **Clothing that exposes undergarments, is excessively brief (resulting in exposure of the body), or is see-through is not permitted.** ~~Clothing where undergarments are exposed are not allowed. This includes no bare backs, bare full shoulders, no low cut shirts and no midriffs or undergarments exposed. Pants are to be worn at the waist. Clothing where the entire thigh is exposed such as micro-minis or short shorts.~~
- Pajamas Capes, costumes, flags, blankets are not to be worn. "Pajama Day" or "Costume Day" are the only exceptions specifically designated spirit week days indicated by student council and administration approval.
- Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Becker School District Policy 413 is not allowed. This includes representations of confederate flags, swastikas, KKK signs and similar symbols, and applies to school property or school sponsored events on or off of school property including the parking lot and the school buses.

(MAKE NON BULLET) Students who do not comply with our dress code will be asked to change into clothing that meets the school's guidelines or he/she may be asked to go home for the day.

P. 22 - BECKER MIDDLE SCHOOL DISCIPLINARY SYSTEM

Becker Middle School's disciplinary system categorizes inappropriate behaviors into **the following categories.**
Two levels:

- ~~Level I behaviors are considered MINOR in severity and are typically handled by the teacher or staff member involved.~~
- ~~Level II behaviors are behaviors that are more significant, or MAJOR, and interfere with the educational process. Examples of Level II behaviors are those that cause significant disruption, are harmful to self or others, compromise safety, disrespect towards others, damage to property, stealing, and other behaviors that are in violation of school policies.~~

Classroom Managed Behaviors

These are lower-level behaviors that are typically handled by the teacher or staff member present.

Student Services Managed Behaviors (Minor)

These behaviors go beyond typical classroom issues and may need intervention from student support staff. They may involve repeated disruption, minor safety concerns, or ongoing disrespect. Support staff will work with the student to address patterns and help restore expectations.

Administrator Managed Behaviors (Major)

These are serious behaviors that significantly disrupt the educational process, pose safety risks, or are direct violations of school policy. Examples include major disruption, physical aggression, threats, property damage, and repeated defiance.

P. 26 - CAFETERIA/COMMONS

BMS cafeteria/commons area is utilized before, during and after the school day. Students who are utilizing this space are expected to follow the 3 R's as well as specific items below:

- Abiding by the rules and procedures that are required while in the BMS cafeteria/commons area.
- Waiting patiently at the table until dismissed and waiting in line, using appropriate manners while obtaining food.
- Cleaning up after themselves by disposing of trash and returning trays and utensils to designated areas.

- Respecting the personal space and property of others.
- Using indoor voices and avoiding disruptive behavior.
- Refraining from running, roughhousing, or engaging in any unsafe activities.
- ~~During the school day, we ask students to not have soda or energy drinks during the school day. These items need to be kept closed in student lockers.~~
- Due to allergies and social dynamics, students are responsible for their own food and not sharing with other students (ie: potlucks/large quantities of junk food).
- ~~All food and drinks must remain in the designated cafeteria or commons area; they are not permitted outside of these areas. Juice and other non-water liquids are prohibited in classrooms to prevent messes and attract insects.~~
- All food and beverages must remain in the designated cafeteria or commons area. Open containers and food items are not to be taken out of these areas or stored in lockers. Only water is permitted in classrooms and water bottles must contain water only.
- Outside food vendors may not deliver during the school day unless part of a school sponsored activity. Parent/guardian will be allowed to drop off food for their student only.

P. 32 - Ipad Student Responsibility

~~Remove: All content on the District-owned iPad must comply with the Acceptable Use Policy. The use of music on the iPad during instructional time will be at the discretion of the classroom teacher. Students may set their own screensaver photos. The presence of inappropriate music or photos may result in the loss of iPad privileges and/or other disciplinary actions.~~

Add: All content on the District-owned iPad must comply with the Acceptable Use Policy. The use of music on the iPad during instructional time will be at the discretion of the classroom teacher and must be within bandwidth requirements of the school's network capabilities. The district has the right to choose the background or screensaver of school devices temporarily or permanently as needed. When the school doesn't need to choose the background or screensaver students may set their own. The presence of inappropriate music or photos may result in the loss of iPad privileges and/or other disciplinary actions.

END OF HANDBOOK

(iPad Cases??)

Update Testing graphs.

Primary School

Redline Notes for 2025-26 handbook compared to 2024-25 handbook
(First year of combined handbook with Intermediate School 2025-26)

Page 1

- Logo - Updated to say Becker Primary and Intermediate Schools
- Add Becker Intermediate Website Link below Becker Primary Website Link

Page(s) 2-4

- Update Table of Contents to match new handbook pages
- Relevant Policies - moved to page 28

Page 5

- Combined Principal's letter from both Primary and Intermediate school admin

Page 6

- Cleaned up font using authorized school colors and resized to fit page

Page 7

- Combined BPS Goals and BIS Core Beliefs to one page

Page 8

- Resized Mission Statement
- Updated Board Member information
- Updated Becker Administration Information
 - Updated - Dr. Jeremey Schmidt
 - Added Brandon Papenfuss Assistant Principal Information
 - Updated - Executive Director for Carla's information

Page 9

- School Day - Had to combine Primary and Intermediate School verbiage
- **School Starting & Dismissal Time**
 - Renamed Title: **Arrival/Dismissal Procedures**
 - Updated Arrival time from 7:50 to 7:45 (*Intermediate arrival time was 7:40 and we adjusted to have the same arrival time for both schools*)
- **Cancellation and/or Early Dismissal**
 - Updated verbiage to work for both schools
 - Moved up on the page and placed under Tardies
- **School Arrival Procedures**
 - Used bullet points to differentiate between BPS and BIS
- **School Dismissal Procedures**
 - Used bullet points to differentiate between BPS and BIS

ADDED:

- **Attendance Periods**- Moved from page 18 to page 9
- **Tardies** - Moved from page 18 to page 9
 - Updated Verbiage to make it work for both schools
- **Early Pick-Ups**
 - Moved to page Page 10 under Early Check-Outs

Page 10

- **Changes in Transportation**
 - Updated verbiage with bullet points to work for both BPS & BIS

- **School Security**
 - Added bullet points on building security and how to access the buildings

ADDED:

- **Crossing Guards / Safety Patrol**
 - Used Verbiage from Intermediate School Handbook
 - Bolded 'all vehicular traffic is required to come to a complete stop'
- **Early Pick-Ups**
 - Moved from page 9 to page 10
 - Updated verbiage to work for both BPS and BIS
 - Added info about parking for BIS

Page 11

- **Food Services**
 - Moved from page 11 to page to page 13

ADDED:

- **Attendance Procedures** moved to page 11 from page 18
 - Introduction Verbiage from PS handbook
 - Primary School contact information
 - Intermediate School contact information
 - **Reporting Absences** moved to page 11 from page 18
 - Updated verbiage to *call or email* before the start of the school day
 - Bullet points for information to include in message
 - Information stating absences will be unexcused if not called in
 - **Excused Absences or Tardies**
 - Updated verbiage
 - Changed from paragraph style to bullet points

Page 12

- **School Supply Lists** - Moved from pages 12 to pages to page 29

ADDED:

- **Chronic Medical Conditions**
 - Bullet points on processes
- **Unexcused Absences or Tardies** - moved to page 12 from page 18
 - Updated verbiage to work for both BPS and BIS
 - Bullet points of unexcused reasons
- **Tardies**
 - Included verbiage that works for both BPS & BIS
- **Attendance Periods**
 - Provided times for the 4 periods
- **Procedures for Excessive Absences** - moved to page 12 from page 19
 - Updated steps so BPS and BIS have the same procedure

Page 13

- **School Supply Lists** - Moved from page 13 to page to page 30
- **Homework** - Moved to page 13 from page 19
 - Verbiage about making up school work

- **Food Services** - moved to page 13 from page 11
 - Included verbiage about applications for free and reduced lunch program
 - Included verbiage about milk price for cold lunches
 - Included Lunch menu Link
- **Activities**
 - Community Ed Classes - Moved from page 17 to page 13
 - Included verbiage to direct parents to community ed

Page 14

- **School Supply Lists** - Moved from page 13 to page to page 31

ADDED:

- **Academics** - moved from page 15 & 16 to page 14 & 15
 - Academic Services & Alternatives
 - Combined verbiage using both BPS and BIS handbooks
 - Added School Psychologist
 - Curriculum
 - Primary School Information is on pages 14-15
 - Updated Science to Mystery Science Program
 - Updated Language Arts verbiage

Page 15

- **Academics** - moved from page 15 & 16 to page 14 & 15

ADDED:

- **Academics** - moved from page 15 & 16 to page 14 & 15
 - Academic Services & Alternatives
 - Combined verbiage using both BPS and BIS handbooks
 - Added School Psychologist
 - Curriculum
 - Primary School Information is on pages 14-15
 - Updated Science to Mystery Science Program
 - Updated Language Arts verbiage
 - Intermediate School Information is on page 15
 - Updated Science to Elevate as program

Page 16

- **Academics** - moved from page 15 & 16 to page 14 & 15
- **Parent/Teacher Conferences**
 - Updated verbiage to work for both BPS and BIS
- **Report Cards**
 - Updated verbiage to work for both BPS and BIS

ADDED:

- **Assessments** - moved from page 13 to page 16
 - MN Comprehensive Assessments
 - Specified Grades 3-5
 - Fastbridge
 - Specified Grades K-5

- **Skyward Family Access**
 - Added verbiage explaining how to access Skyward for records

Page 17

- Moved Activities from page 17 to page 13

ADDED:

- **Code of Conduct/Discipline** - Moved from page 20 to page 17
 - Updated verbiage to work for both BPS and BIS
 - **Adult Code of Conduct**- moved from page 20 to page 17
 - Used BPS verbiage
 - **Positive Behavior Interventions & Support (PBIS)**
 - Updated verbiage to work for both BPS and BIS
 - **Bullying** - moved from page 20 to page 17
 - Updated verbiage using BPS verbiage
 - **Harassment** - moved from page 20 to page 17
 - **Discipline Policy** - moved from page 20 to page 17
 - Updated verbiage using BPS verbiage

Page 18

- Moved Attendance from page 18 to page 11

ADDED:

- **Rules of Conduct** - moved from page 21 to page 18
- **Playground Rules** - moved from page 21 to page 18
 - Updated Verbiage to work for both BPS and BIS
- **School Resource Officer** - Verbiage from Intermediate handbook
- **Locker Searches** - Moved from page 21 to page 18
 - Updated verbiage
- **Smoke Free Environment** - Moved from page 21 to page 18
- **Weapons Policy** - Moved from page 21 to page 18

Page 19

- Moved Procedures for Excessive Absences from page 19 to page 12

ADDED:

- Student Transportation - moved from pages 23-24 to pages 19-20

Page 20

- Moved Code of Conduct from page 20 to page 17

ADDED:

- Student Transportation - moved from pages 23-24 to pages 19-20
- **General Information** - moved from page 25 to page 20
 - **Birthday Celebrations** - Moved from page 25 to page 20
 - Updated verbiage to work for both BPS and BIS
 - **Classroom Treats and Allergies** - Newly Added
 - **Communication** - Moved from page 25 to page 20
 - Updated verbiage to work for BPS and BIS
 - Broke out into 4 categories for communication

Page 21

- Moved Playground Rules, Rules of Conduct, Locker Searches, Smoke Free Environment & Weapons Policies from page 21 to page 18

ADDED:

- **Data Privacy** - moved from page 25 to page 21
- **Release of Student Directory Information**- moved from page 26 to page 21
- **Student Dress and Appearance** - Moved from page 26-27 to pages 21-22
 - Altered verbiage to work for both BPS and BIS

Page 22

- Removed PBIS matrix as it is different than the Intermediate School

ADDED:

- **Student Dress and Appearance** - Moved from page 23 to pages 21-22
- **Emergency Information** - Moved from page 24 to page 22
 - **Emergency Drills / Plans** - Updated Verbiage to work for both BPS and BIS
 - **Field Trips** - Moved from page 27 to page 22
 - Updated verbiage to work for both BPS and BIS
 - **Lost and Found** - moved from page 29 to page 22
 - Updated verbiage to work for both BPS and BIS
 - **Lost of Stolen Property** - moved from page 29 to page 22
 - Updated verbiage to work for both BPS and BIS
 - **Toys** - From Intermediate School Handbook
 - Updated verbiage to work for both BPS and BIS
 - **Mandated Reporters** - Moved from page 29 to page 22

Page 23

- Moved Transportation from pages 23-24 to pages 19-20

ADDED:

- **Pets** - moved from page 29 to page 23
 - Updated Verbiage
- **Pledge of Allegiance** - moved from page 29 to page 23
 - Update verbiage to work for both BPS and BIS
- **Homework Expectations** - verbiage from Intermediate School Handbook
- **Internet/Acceptable Use** - Moved from pages 27-28 to page s 23-24
 - Updated verbiage - referred to MS verbiage to update

Page 24

- Moved Transportation from pages 23-24 to pages 19-20

ADDED:

- **Use of School Issued Digital Devices at School** - Moved from page 28 to page 23
 - Updated Verbiage - referred to MS handbook for updated verbiage
- **Use of Personal Digital Devices at School** - Newly Added Verbiage
- **Visitors Policy** - Moved from page 33 to page 24
 - Updated verbiage to work for both BPS and BIS

Page 25

- Moved Birthday Celebrations & Communication from page 25 to page 20
- Moved Data Privacy from page 25 to page 21

Added:

- **Volunteers** - Moved from page 33 to page 25
 - Updated verbiage to work for BPS and BIS
- **Support Services** - Moved from page 30 to page 25
 - Updated verbiage to work for BPS and BIS

Page 26

- Moved Release of Student Directory Information & Student Dress and Appearance from page 26 to page 21

Added:

- Health Information starts on page 26 (originally started on page 25)
 - **NEED UPDATED HEALTH VERBIAGE FROM DISTRICT NURSE**

Page 27

- Moved Emergency Drills and Field Trips from page 27 to page 22
- Moved Internet/Acceptable Use from page 27 to page 23

ADDED:

- Health Information - continued
 - **NEED UPDATED HEALTH VERBIAGE FROM DISTRICT NURSE**
- Safety -
 - **Pedestrian Safety** - Moved from page 33 to page 27
 - Used BPS verbiage
 - **Bicycle Safety** - Moved from page 33 to page 27
 - Updated verbiage
 - **Hallway Procedures** - verbiage from Intermediate Handbook

Page 28

- Moved Use of Digital Devices at School and School Activities from page 28 to page 24

ADDED:

- **Rollerblade/Skateboards/Scooters** - verbiage from Intermediate Handbook
- **Walker Procedures** - verbiage from Intermediate Handbook
 - Updated verbiage
- **Sherburne County Crisis Line** - moved from page 33 to page 28
- **Relevant Policies** - Moved from page 4 to page 28

Pages 29 - 41

- Moved Lost Found/Stolen Property & Mandatory Reporters from page 29 to page 22
- Moved Pets and Pledge of allegiance from page 29 to page 23
- Support Services from page 30 to page 25
- Moved Health Services from pages 31-32 to pages 26-27
- Moved Pedestrian/Bicycle Safety from page 33 to page 27
- Moved Visitor Policy from page 33 to page 24
- Moved Volunteer Policy from page 33 to page 25
- Moved Sherburne County Crisis Line from page 33 to page 28

Pages 29 - 34

- School Supply Lists for grades K-5

Pages 35-41

- Standardized Testing Information

Activities Handbook update recommendations - June 2025

The following areas of addition, modification, and deletions are based on recommendations from the Activities Council and the Activities Director. Upon approval, the handbook would be updated with the designated information and formatting and page numbers would be adjusted.

P. 10- Student Leadership / Team Captains- Added to current policy as per Activities Council approval

A team captain is a position that supports the philosophies of Becker activities and the individual activity. A team captain may not always be the most skilled individual, but does demonstrate an ability to lead and shows a level of dedication and maturity within the activity and outside the activity. Coaches and advisors may identify their own process for captain selection and the number of captains. When selecting captains coaches and advisors should be aware of the following expectations:

A. Captains must meet the “Student Leadership” expectations identified in the Activities Handbook and Becker High School Handbook.

B. Leadership positions are reserved for juniors and seniors within the activity. Any exceptions to this must be approved by the Activities Director and High School Principal before they may be considered.

C. Captain positions must be shared with the activities department a minimum of three days before informing individuals and the team. This allows time to make sure leaders meet eligibility requirements.

p. 10 - Added SKIP DAYS language from High School Handbook as per Activities Director

Skip Days: Becker High School does not authorize skip days of any kind. Disciplinary action, as deemed appropriate, will be taken with those who participate in a skip day. Those participating in skip days are ineligible for participating in extracurricular activities. The last senior day of school may be adjusted based on participating in skip days. Commencement participation may be jeopardized for those who participate in skip days.

P. 10- Added Activities on Wednesdays language as per Activities Council approval

Activities on Wednesdays: Becker activities value the partnership we have with the community. Wednesdays will be avoided for regular season competitions. There are times where scheduling is beyond the control of the activities department and events may need to take place on Wednesday nights. The activities department will reach out to necessary community partners when these occurrences take place.

25-26 Community Education Handbook Renewal Changes

- Duration of Contract: July 1, 2025 - June 30, 2026
- Removal of Extended Sick Leave (no longer applicable). All sick leave remains in one sick leave bank.
- Program Lead Wage Schedule: Increase of \$0.75 on each step.
- Program Assistant / HS Graduate Wage Schedule: Increase of \$0.75 on each step.
- Longevity Pay:
 - Increase of \$0.20/hr for years 10-12
 - Increase of \$0.40/hr for years 12+

Beginning Year	Longevity Pay
10	\$0.30 .50
12	\$0.30 1.00
For a total of	\$0.60

- Student Worker Wage Schedule:

Step 1	\$10.11 12.00
Step 2	\$10.46 12.35
Step 3	\$10.75 12.65
Step 4	\$12.90

COACHES HANDBOOK



SCHOOL SPONSORED ACTIVITIES GRADES 7-12

Table of Contents

Activities Philosophy	3
Sports Philosophy	3
Activities Department Mission Statement / BHS Sportsmanship Code of Ethics	4
NFHS Coaches Code Of Ethics	5
Coaches Contract Information	6
Hiring Process For Coaches/Advisors	6
Adding Coaches/Advisors	6
Professional and Personal Relationships	6
General Job Responsibilities for All Coaches	7
Head coaches	8
Assistant and Middle School coaches	9
Volunteer coaches	10
MSHSL Coaches Clipboard and Continuing Education Requirements	10
Practices	10
Injury Care and Reporting	10
Discipline with Participants	11
Transportation Requirements and Guidelines	11
Coaches Responsibilities on Trips	11
School Closing	12
Budget and Purchasing	12
Scheduling	12
Eligibility of athletes/participants	13
Fundraising	13
Clinics and State Tournaments	13
Expense Reports	14
Keys/Fob	14
Security	14
Fitness Center Usage	14
General Facility Usage	14
Equipment Check and Inventory	15
Coaches/Advisors Evaluation and End of Season Reports	15
Awards, Lettering Guidelines	15
Activities Banquets	15
Conflict Resolution Protocol/Chain of Command	16-17
Guidelines For Playing Time	17
Varsity Sports/Activity Philosophy	17
Middle School Sports/Activity Philosophy	18
Limiting Squad Size	18
Activities Acceleration Policy	18-19
Title IX Guidelines	20
Recruiting Policies	20
Academic Extracurricular Activities	20
Academic Lettering	20
Suggested Topics for Parent Meetings	20

Welcome to Independent School District 726, home of the Bulldogs. We are excited to have you as part of our Activities Department. This manual is intended to give you an overview of your responsibilities and opportunities, as well as general information about your coaching/advising assignment. It is not intended to cover every possible question that may arise during your time as a coach/advisor, therefore, you are encouraged to contact the Activities Director if you should have questions.

ACTIVITIES PHILOSOPHY

The contents of this handbook apply to all Becker Public Schools sponsored activities in grades 7-12 unless specifically stated otherwise.

The activities programs in Becker will provide the opportunity and the incentive for each student athlete to develop mentally, physically, morally, and socially to the fullest of his/her abilities. The activities programs shall be directed toward the welfare and the best interest of the student participant.

Becker High School is of the belief that athletics and activities are an integral part of the educational system. It is believed that activities contribute to the educational process of developing well-rounded individuals and young adults. Through the combined support and efforts of the community; school district and activities staff, students are given the opportunity to participate in the activities program as spectators and competitors.

These educational experiences allow students to benefit in such areas of development as: interpersonal relationships, group interaction and cooperation, self concept and character, goal setting and values, leadership, initiative, discipline, loyalty, sportsmanship, physical skills and growth, and the personal pride and satisfaction participating and competing in these activity programs.

Since life demands many of the same qualities that are developed through activities, this opportunity will assist in preparing our students to meet life's challenges as contributing, worthwhile citizens.

SPORTS PHILOSOPHY

1. Participation in activities is not a right but a privilege that is earned through sportsmanship, team play, mental discipline and hard work.
2. Varsity Sports Philosophy: Becker has chosen to compete at the interscholastic level rather than at the intramural level. With this in mind, winning is an important part of our program. We feel we can best challenge our athletes to develop their abilities through this type of program. By no means is it a 'win at all costs' philosophy but a strong effort to win the contest will be made by the players and the coaches through the application of strategies that provide the highest probability of the best result. The goal of winning may have priority over full participation of all individuals.
3. Junior Varsity and Middle School Sports Philosophy: At these levels of competitions the emphasis is put on participation both during contests and during practices. Each participant will be given the opportunity to develop his/her skills. Contests will be scheduled to develop the students' abilities as well as to prepare them for competitive situations. The priority is participation of all individuals over winning.

Activities Department Mission

District Vision: Developing self-directed learners to thrive in a changing global community

Becker Activities Vision: Instilling key life principles for success

We believe that:

1. participation in activities develop **positive attitudes, good citizenship, sportsmanship, a competitive spirit, and confidence**
2. student activities provide **life-long learning opportunities**
3. student activities promote **perseverance and resilience**, whether winning or losing the student participants face challenges with a “can do “attitude and the ability to bounce back from adversity or experiencing a loss to continue to compete
4. student activities provide a program where everyone understands the **safety and welfare** of the participants shall, at all times, be paramount to the outcome of the contest
5. student participants learn the value of **teamwork** through developing positive relationships with teammates, opponents, coaches, spectators, and officials
- 6.. student participants **enhance** their physical, mental, and spiritual **well-being** through participation
7. the **character** of the student participant is enhanced through the successes and failures that come through participation

BHS SPORTSMANSHIP CODE OF ETHICS

Sportsmanship is characterized by courtesy, fairness and respect. It is interpreted by the conduct of the participants, coaches, advisors, school staff and spectators. We at Becker are continually striving to maintain and improve these qualities.

Becker School District has adopted the following Sportsmanship Code:

1. We will be courteous in speech and action at all times.
2. We will respect our opponent at all times.
3. We will be loyal to our own team but also applaud the abilities of players on all teams.
4. We will obey instructions given by schools and those in charge.
5. We will play according to the rules of each game or contest.
6. We will respect the decisions of game officials.
7. We believe to have a successful team we must have a will to win but will enjoy the contest; win, lose, or draw.



COACHES



CODE OF ETHICS

NATIONAL FEDERATION COACHES ASSOCIATION

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she was the coaches' own, and his or her welfare should be uppermost at all times. Accordingly, the NFCA Board of Directors has adopted the following guidelines for coaches.

The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.

The coach shall uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

The coach shall take an active role in the prevention of drug, alcohol, and tobacco abuse.

The coach shall avoid the use of alcohol and tobacco products when in contact with players.

The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

The coach shall respect and support contest officials. The coach shall not indulge in conduct that would incite players or spectators against the officials. Public criticism of officials or players is unethical.

The coach should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.

The coach shall not exert pressure on faculty members to give student-athletes special consideration.

The coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

Coaches Contract Information

Upon your assignment to a coaching/advising position, the Activities Director (A.D.) will outline your approximate dates of employment, as well as your compensation. In general, your “season” runs from the first allowable practice date as set by the Governing Organization—generally the Minnesota State High School League (MSHSL) (Note: a start date may be set as determined by the A.D. for lower level activities) until the conclusion of your season. For varsity activities, the season ends with the last day of the State Tournament. The compensation is determined by the contract between the district and the Becker Education Association (BEA) for Schedule C positions. Each coach/advisor will be paid in two equal installments according to the season sport schedule.

Hiring process for coaches/advisors

All Schedule C positions will be posted/hired according to the provisions of the contract between School District 726 and the designated collective bargaining unit (BEA).

Adding coaches/advisors

Safety, Title IX and a positive activity experience are important factors for the Activities Department when considering the number of coaches each activity will hire. In general, coaching requests should be made a year ahead of time within the normal budgetary process. On occasion, a specific activity may have a larger turnout than expected which may necessitate the hiring of additional coaches/advisors. If the head coach/advisor of an activity believes there are sufficient number of participants to warrant an additional position, they are encouraged to speak with the A.D. and have the justification (statistics) to justify their request. Upon hearing the justification, the A.D. will review the budget numbers and will determine whether or not an additional paid (schedule C) position is requested. All paid (schedule C) positions must be approved by the Becker Board of Education. The addition of an unpaid (volunteer) coach or advisor will be requested by the head coach and approved by the A.D.

Professional and Personal Relationships:

Rapport: A coach must develop good rapport with any number of individuals and groups at the outset: with team personnel; with the student body; with members of the professional staff involved (teachers, custodians, bus drivers); with the community as a whole and particularly with the parents, spectators, and athlete; with the media representatives; and with the corresponding coaches of the league and district.

Cooperation: The Activities Director expects a maximum of cheerful give and take between all individuals associated in any degree with the comprehensive activities program. Coaches must work hand-in-hand with the Activities Director, Principal, and other members of the staff. Limited budgets, extended activity programs, and heavy demands on limited facilities make “**cooperation**” the magic word.

Leadership: A coach should be in control at all times. Language, actions, and emotional displays come under close scrutiny, both in practice and game conditions. A coach is responsible for every facet of description: school codes and regulations, MSHSL training rules, game rules, ideals of sportsmanship, even student body and crowd behavior. A coach must instill the “desire” to win, to do well, and to lose with dignity.

General Responsibilities For All Coaches

For the purpose of this manual, the term “coach” refers to any director, advisor, or coach employed by Becker Public Schools. Any coach in charge of participants at any level and in any activity will be expected to maintain a high degree of integrity for carrying out their duties and responsibilities. Be an example for your athletes in language and behavior (profanity must not be used).

Listed below are general expectations / responsibilities:

1. One coach should be the first to arrive and the last to leave.
2. Be sure that all participants have the proper paperwork completed before they are allowed to practice. Check all players' eligibility online.
3. Establish a policy handbook for your activity that includes team rules and regulations, attendance requirements, awards, discipline, and other pertinent information.
4. Prepare team rosters and load onto the rSchools website prior to the first contest allowing visiting teams to print.
5. Determine bus times and load onto the rSchools website.
6. Have first aid equipment and medical information available at all times. Have an Emergency Action Plan in place for serious injury.
7. Always have supervision in the locker room and practice area when possible.
8. Demonstrate the manner in which equipment is to be worn and make sure all participants are properly equipped.
9. Have a practice plan for all practices.
10. The head coach is responsible for teaching the skills and techniques of the activity and for instructing other coaches in the program on how the skills and techniques are to be taught.
11. Coaches should be dressed in appropriate workout gear during practice and dress appropriately for all games and trips. Coaches should expect their team to dress appropriately and they should set a good example.
12. Assign managers and their duties.

Head Coaches:

The head coach has the year-round responsibility for the development of his/her particular program. In doing so, the coach is expected to instruct the athletes in the fundamental skills, strategy, and physical training necessary to realize a degree of individual and team success. In addition, the coach shall provide student participants instruction that will lead to the formulation of good moral values, pride of accomplishment, acceptable social behavior, self-discipline, and self-confidence.

1. Have an understanding of the rules and regulations regarding the sport as presented in the MSHSL and NFHS rulebook and has a thorough knowledge of the athletic policies in the Activities Handbook as well as the policies of the MN State High School League, and is responsible for implementation of those rules, regulations and policies with the entire coaching staff of their program.
2. Must satisfy all licensure or certification requirements to be a Head Coach in the State of Minnesota.
3. Must complete all MSHSL coaching requirements on or before the deadlines set by the League.
4. Has full responsibility for the overall supervision of the program including Varsity, Junior Varsity, B-team, 9th grade, and Middle School teams.
5. Is in charge of assignments and the delegation of duties for assistant coaches in the program.
6. Encourages professional growth by joining the state coaches association and attending coaching clinics with the recommendation that assistant coaches also do the same.
7. Organizes pre-season meetings for parents, coaches/advisors, players, and guests.
8. Is responsible for ensuring all participants have completed the necessary eligibility paperwork before being allowed to participate in the program.
9. Is responsible for the general health and welfare of the students in the activity.
10. Is responsible for the conduct and actions of all participants when under his/her supervision.
11. Is responsible for handing in bus schedules needed in the program and for clearing departure times with the Activities Director or Activities Director's Assistant. A list of the students departing early will also be provided for early dismissals.
12. Will ensure that all participants have transportation home after returning from an away event. In addition, will not leave until each player has been picked up after returning home.
13. Is responsible for supervision of and proper conduct in locker rooms, shower rooms, and play and practice areas and is to make sure these areas are clean and safe for the participants. Must make sure that locker rooms are supervised until all students have left the building.
14. Will secure all doors, lights, and locks before vacating the building.
15. Is responsible for reporting scores and statistics to proper newspapers, radio, and TV stations.
16. Is responsible for keeping emergency phone numbers easily accessible for all coaches in the program and for having an Emergency Action Plan to handle serious injuries. This Plan is also to be on file in the Activities Director's office.
17. Is responsible for the general upkeep and protection of the equipment in the program.
18. Is responsible for a detailed inventory of all equipment at the end of the season, and is responsible for properly cleaning and storing all equipment in the designated areas.
19. Instills in each participant, a respect for equipment and school property.
20. Works with the Activities Director to recommend program purchases within the allocated budget for their program.
21. Is responsible for keeping records as requested by the Activities Director, especially attendance, injuries, disciplinary problems, and post-season awards. Lists of post-season awards will be given to the Activities Director immediately following the season for record keeping and/or for the printing of awards.
22. Will complete the post-season evaluation materials provided by the Activities Director and will return those materials in a timely manner at the completion of the season. A meeting will be scheduled with the Activities Director to discuss evaluation materials.

23. Will work together with booster organizations and other community groups to positively promote their activity.
24. Has a primary responsibility of striving to build good sportsmanship and developing good public relations in the school and community.

Assistant Coaches:

1. Have an understanding of the rules and regulations regarding the sport as presented in the MSHSL and NFHS rulebooks.
2. Keep abreast of all rules and rule changes; attend rules interpretation meetings, innovative ideas and coaching techniques by attending clinics and reading.
3. Assist head coach in overall development of the program.
4. Assume responsibility for care of equipment and facilities.
5. Assume supervisory control over participants and teams you have been assigned and over all participants when such control is needed.
6. Be in attendance at all practices and games and arrive early for games and practices.
7. Supervise locker room areas until all participants under your supervision have left the building.
8. Emphasize safety precautions; be aware of best training procedures and injury prevention action.
9. Apply discipline in a firm and positive manner.
10. Conduct self and teams in an ethical manner during contests and practices.
11. Instruct participants in rules of the game, rule changes, new developments, and innovative ideas.
12. Is responsible for teaching proper skills under the direction of the head coach.
13. Assist in return, storage, and inventory of equipment.
14. Recommend participants for awards.
15. Assist with awards banquet.
16. Additional responsibilities as assigned by the head coach.

Middle School Coaches:

Middle School coaches are under the direction of the head coach and the Activities Director. The responsibilities listed below are to serve as a guide to middle school coaches. Additional responsibilities may be inherent in certain programs and may be assigned by the head coach or the Activities Director.

1. Has full responsibility for the supervision of the middle school program and is answerable to the head coach and the Activities Director.
2. Is responsible for working with other middle school coaches in the program.
3. Is responsible for keeping practice periods within the confines of the practice schedule set up by the Activities department and for keeping the Activities Director informed of any changes.
4. Is responsible for the protection and upkeep of equipment.
5. Communicate regularly to the head coach and activities director regarding developments in the program.
6. Is responsible for a complete inventory at season end.
7. Is responsible for proper storage of equipment
8. Is responsible for keeping records as requested by the head coach and Activities Director such as attendance, injuries, etc.
9. Is responsible for teaching good sportsmanship and developing good public relations in the school and community.
10. Is responsible for seeing that each participant has turned in the proper eligibility forms.

11. Is responsible for the actions and conduct of the team at all times when it is under his/her supervision..
12. Will ensure that all participants have a ride home after returning from road trips, and will not leave until all participants have been picked up by a parent or parent designee.
13. Is responsible for making sure that locker rooms, shower rooms, and practice and game areas are safe and clean.
14. Is responsible for keeping emergency phone numbers easily accessible and has an Emergency Action Plan in place.

Volunteer Coaches

Volunteers can be a vital component of successful activities programs. In general, volunteers should be used to augment, not replace, hired coaches and advisors. There are guidelines that must be followed for coaches/advisors to entertain the usage of volunteers in an activity. All volunteers must be pre-approved by the A.D. so a background check form can be filled out and submitted **BEFORE** they begin working with our student-athletes. This does not include the use of parent volunteers for one-time events such as scorekeeping or chaperoning. Volunteers should not transport students in vehicles. If volunteers are utilized, they can supervise students, but should not have sole supervisory authority for students. In other words, volunteers should not be the first or last one present at an activity and should not have duties such as unlocking/locking buildings, fields, etc. A paid coach/advisor must provide oversight of the volunteer.

MSHSL Coaches Dashboards and Continuing Education Requirements

All coaches of teams in Grades 7-12 are required to create a Coaches Dashboard on the MSHSL website. Once this has been done, all coaches of athletes in grades 7 and 12 must complete Continuing Education Requirement (CER) Modules as designated by the MSHSL.

Practices

All practices are to be supervised by the contracted coach or advisors at all times. Any replacement coach/advisor must be approved in advance by the AD.

1. All practices must be scheduled so they can be put on the facilities calendar. Coaches are to do their best to avoid scheduling practices during parent-teacher conferences or open houses so as to not interrupt the opportunity for students and parents to discuss academic achievement with staff during those events.
2. Sunday meetings or practices with activity participants are prohibited by the MSHSL. Practices on other holidays must be voluntary with clear indication that they are voluntary. Practices when there is no regular classroom instruction scheduled or over extended periods without school may be scheduled by the coach with the approval of the AD. No practices will be held after 6:30pm on Wednesday.

Injury Care and Reporting

All participants must be reminded repeatedly to report all injuries to their coaches as soon as possible. Coaches should administer first aid they feel qualified to handle and refer the participant to the Athletic Trainer, parents, or physicians for severe injuries. Each coach/advisor, regardless of level, is ultimately responsible to provide a safe environment for each participant. All coaches/advisors are encouraged to maintain a current CPR and First Aid certification, if possible. If a participant is injured, the coach/advisor shall provide a detailed description of how the injury took place and what steps were taken by the coach(s) or if the Emergency Action plan was enacted. This

description should be shared to the Athletic Trainer, School Nurse, and the Activities Director. The coach should also contact the parents of the injured athlete to inform them of the injury. Emergency parent contact information is available for coaches at www.beckeractivities.com.

When an athlete/participant is injured and must seek medical treatment, the coach/advisor will ensure that the athlete does not participate again until the participant is cleared/released by the Athletic Trainer. The Athletic Trainer will be responsible for injury management and written clearances/releases provided from a doctor.

Discipline With Participants

From your position as coach, you may provide one of the greatest opportunities to understand the need for discipline that a student may encounter in the total educational experience. Your practice procedures, attendance regulations and game tactics, as well as the manner in which you deal with rule violations will reflect your disciplinary abilities and greatly determine your effectiveness as a coach. The head coach is usually the judge of what shall be done when rules are violated, but the principal and activities director must be informed when any serious violation occurs.

Some standard guidelines might help to be more consistent when major infractions do occur:

1. We want to be firm, but ensure that justice prevails.
2. We are concerned first about what is best for all participants and second with what is best for the individual.
3. Suspension is usually the best device where major discipline is needed because it is felt most strongly by the participant and makes it clear that the team will do without him/her if he/she does not live up to the standards set. It is here that explanations be given fully to the participant and his/her parents. The suspension may be for a definite period of time or it may be indefinite if some type of corrective behavior must be displayed.

Discipline may be the key to the success of your team. Be firm, be fair, and be consistent. Make sure your athletes know the standards by which you are going to run your team.

Transportation Requirements and Guidelines

All team members and managers must travel on the assigned bus to and from the event. Written permission from the parent or guardian is necessary in the Activities Office before leaving on the trip if a student will be riding home with an adult over the age of 21 who is not their parent or legal guardian. The coaches/advisors will receive notification from the Activities Office if permission is granted.

Coaches Responsibilities On Trips:

1. Hold a team meeting before departure to finalize the itinerary. Participants should inform parents of these facts. This should be done in writing for special trips such as state meets or overnight trips. Include addresses and phone numbers of hotels. Each participant must double check equipment and assume responsibility for it throughout the trip.
2. Prepare a checklist of equipment needed.
3. Any injured participant may only be released to parents or to the doctor.
4. Inform participants on the safekeeping of valuables.

5. Travel itinerary should be cleared with the Activities Director's office.
6. No inappropriate behavior will be allowed and no obscene language will be allowed. Set standards of behavior and hold to them.
7. Bus/Restaurant/Hotel Conduct:
The coach should double check locker rooms, hotel rooms, restaurants, and buses to make sure nothing is left and that everything is picked up and that no damage is done. Do not tolerate horseplay, loud shouting, hanging out of windows, or other inappropriate behavior. Set rules up ahead of time. The coach is responsible for bus conduct, not the driver.
8. Use of Opponents Dressing Facilities:
Coaches should discuss with team members appropriate conduct when using dressing rooms. The condition of the facility should be noted upon arrival and before leaving to protect against vandalism. Also, guard against stolen items. Any item found is to be turned in to the Activities Director for return to the opponent. Also, double check so equipment is not left behind.

School Closing

When school is closed or dismissed after being in session due to inclement weather, no formal practice or scheduled events may be held that day. The following policy will be followed:

1. Early Dismissal: When school is dismissed early due to inclement weather, there will be no practices or scheduled events for the remainder of that day.
2. Closed for Entire School Day: When school is closed for the entire day due to weather conditions, there will be no formal practice or scheduled events that day. **Rare exception may be for a Region-sponsored event. AD, Superintendent of Schools, and Transportation Director will discuss and make a decision based on the safety of any students/staff involved with the activity that is to take place that day.
3. Late start: When school has a late start, there will not be any practices or scheduled events before school. **Exception would be if the Superintendent approves such a practice before school start times.

Budget and Purchasing

1. Uniforms for each activity will be replaced as necessary upon the approval of the AD. The life of the uniform is on a 5-year rotation.
2. All purchasing will be the responsibility of the AD based on budget or fundraising availability.
3. Head coaches are responsible for submitting requests for purchases of equipment and capital items to the AD in a timely manner to ensure delivery prior to the start of their season.

Scheduling

1. All activity schedules are the responsibility of the AD. Each coach is encouraged to assist in the scheduling as much as possible.
2. All officials will be scheduled by the AD. Recommendations from coaches are important.

Eligibility of athletes/participants

Before a student can participate in a school-sponsored activity, they must meet certain eligibility requirements. Students should register online on the link provided on the Activities webpage. Once all of the paperwork is complete, a copy of their most recent physical has been turned into the Activities Office, and the activity fees are paid, they will show up on the online coaches report that they have met the eligibility requirements. Students should not be allowed to participate, even in practices, without all portions of the online eligibility paperwork complete.

It is the coaches/advisors responsibility to be familiar with both the School's and the MSHSL's rules for eligibility. Any reports of school or MSHSL violations should be forwarded immediately to the A.D. Players who are ruled ineligible by the A.D. will still be expected to be part of all team activities/practices and follow the same guidelines as those eligible participants, except in cases where the participant is excused from school or to be making up missing work or studying for class. Students must communicate with the coach if they miss practices due to academic responsibilities.

Fundraising

Coaches/advisors should consult the ISD 726 policies on fundraising, as all school or team sponsored fundraisers must be submitted for prior approval by the Superintendent and the Board of Education. The accounting of the funds from these fundraisers shall be the responsibility of the coaches and/or individual sports associations or booster clubs. In general, participation in fundraisers shall not be a prerequisite for players or participants and shall not be used to determine playing time issues or status with the team. In addition, the utilization of fundraisers by individual teams should be kept to a minimum.

Money raised should be used exclusively for augmenting the experience for players and should not be used for coaching apparel or other coaching perks. All fundraising requests should be discussed with and submitted to the A.D. before it is presented to the Superintendent for approval.

Clinics and State Tournaments

1. Coaches that are district employees that wish to attend coaching clinics or state tournaments must get prior approval from the AD and the building principal in which the coach works.
2. Any tuition expense for attending a clinic for credit must be paid by the coach.
3. Registration, tickets, and parking for clinics and state tournaments will be paid for by the school district and/or the activity account (Fund 15).
4. Each head coach and top varsity assistant coach/advisor may attend one day of the state tournament/performance for their activity. If the coach/advisor is an employee of the district, the substitute will be paid, but all other related expenses will be borne by the coach/advisor.
5. For teams/individuals participating in the state tournament/performance, the varsity and junior varsity level coaches in that activity will be permitted absences from school to perform their coaching duties.
6. State Tournament Pay (as per BEA contract): Coaches required to work beyond the regular season will be paid:

For Team Participation: For every week beyond two weeks of the last regular season competition, varsity coaches and varsity assistants will receive 5% of their salary per week of competition.

For Individual Participation: For every week beyond two weeks of the last regular season competition, varsity coaches and varsity assistant coaches will receive 3% of their salary per week of competition.

A coach that meets both criteria will be paid the higher of the two amounts. A week is defined as beginning on Monday.

Expense reports (MSHSL, conference/section meetings, etc.)

Occasionally, the MSHSL, the Section and Conference may require attendance at certain meetings for coaches/advisors depending on the level of the activity. For these required meetings, the district will either provide a means of transportation or will reimburse mileage to the coach/advisor. Each coach/advisor should consult with the A.D. in regards to the required meetings for the MSHSL sponsored activity and ensure that mileage reimbursement is built into the budget.

Keys/Fobs

Paid coaches/advisors will be issued keys and fobs for the areas which they need to access for practices and contests. These keys are not to be lent to other unauthorized staff and it is the coaches/advisors responsibility to ensure that areas are secured when the activity is finished. Keys and fobs for lower level coaches shall be turned in to the A.D. at the end of the activity season.

Building Security

Each district building utilizes a security system and coaches/advisors should become familiar with the operation of the system within a building they will be utilizing for practices or contests. Key fobs for the system will be issued to each paid position coach or advisor and shall not be lent to unauthorized users. It is the responsibility of the coach/advisor to ensure each room or locker room is locked and all participants have left or been picked up before they leave the premises. If the contest or practice is held outside the normal school day or when custodial staff is not present in the building, the head coach/advisor will ensure the building is locked down and secured.

Fitness Center Usage

Conditioning and strength are key components to successful performance. Supervision is a key factor in ensuring the safety of our students while in the fitness center. Coaches/Advisors shall not open the fitness center for students without supervision. The coach/advisor shall remain in the fitness center to ensure that the proper lifting techniques and the safety of each student is being upheld. Coaches/Advisors should make sure that the Fitness Center and locker room areas are vacated and secured at the completion of the workout session.

General Facility Usage

Coaches and advisors should work with the Community Education Assistant before each season to create a facility usage schedule. The scheduling of practice areas will require cooperation and collaboration by all facility area users to ensure maximum utilization of practice areas. Contests, whether middle school or upper level, will take precedence over

practices. All activities using the facility must be on the facilities calendar so the custodial staff will be aware of facility usage and double-booking does not occur.

Equipment Check and Inventory

Before each season, coaches/advisors will be responsible for an inventory and safety audit of their equipment and facilities and will inform the Activities Director of any deficiencies. It is the coaches/advisors responsibility to inspect the equipment and facilities to the best of his/her ability before the season in order to provide the safest possible experience for the participants. All equipment must be cleaned, repaired, and stored in the appropriate area at the completion of the season.

Coaches/Advisors Evaluations and End of Season Report

Upon completion of each season, the Activities Director will provide each head coach/advisor with final evaluation/end of season report paperwork that will need to be completed by the coach/advisor. Each head coach/advisor should then schedule a time with the Activities Director to complete a season and program evaluation. At this time, the Activities Director shall discuss the progress of both the coach and the program and evaluate the direction of the program for the future. Areas of needed remediation shall also be identified (if applicable). Head Coaches/Advisors are encouraged to have a discussion with each coach in their program as an evaluation of their performance for the season. The Head Coach should be able to also notify the Activities Director of any coaching vacancies that the program may face for the next school year/season. It is the responsibility of the head coach to keep and maintain all records, both team and individual and to submit a summary of the season including participants, won-loss record, award winners, and recommendations for the program to the AD. This should be completed no later than 3 weeks following the completion of the season.

Awards & Lettering Guidelines

A list of the activity awards are listed in the Activities Handbook. While an individual coach has discretion on the awards to be given, the Activities Department will only provide for three of those listed in the Activities Handbook. The purchase of any additional awards will be the responsibility of the individual program. All coaches/advisors are expected to follow the lettering guidelines as printed in the Activities Handbook. If lettering guidelines have changed, it is the responsibility of the head coach to inform the Activities Department of those changes so the handbook can be updated.

Activities Banquets

The head coach will make arrangements for their individual awards banquet. The AD's office should be informed of the date so that it can be placed on the school calendar. The expenses for the activity banquets are the responsibility of the program.

Conflict Resolution Protocol/Chain of Command

In order to respect the rights of all involved parties, a system has been implemented to deal with concerns that may arise during the season. This chain of command is important to ensure these concerns are dealt with in a timely and productive manner.

I have a conflict? How do I proceed?

Conflict is almost inevitable when working with passionate, highly focused and dedicated people. While good communications and clear guidelines will help limit conflict, there must be clear protocols in place to deal with conflict when it arises.

The following steps should be followed when a concern is voiced. Our goal should be to resolve conflict at the lowest intervention level possible, but do not hesitate to follow the entire process if necessary. It is always wise to keep the Activities Director aware of any conflicts that are being handled in your program, no matter what level the intervention is at currently. School District Policy 103 will be followed regarding complaints from students, employees, parents, or other persons.

Steps in Resolution of Conflict

Parents and coaches/advisors are strongly encouraged to maintain open lines of communication. A procedure has been developed for the purposes of establishing and maintaining the lines of communication between the school, parents/guardians and students, for the resolution of concerns related to the activities program.

The steps below are designed as protocol to follow until resolution is reached. If an issue rises to steps 3 or above, it is to be guided back to step 1. **Every effort should be made to resolve all issues at the lowest possible level. A majority of issues are solved at the first step if allowed to occur.**

Step 1 Coach/Advisor/Student: The student and the coach/advisor will meet to discuss the issue. This meeting should occur within five days of the incident. The goal of this meeting is to bring closure to the concern.

Step 2 Coach/Advisor/Student/Parent: The parent and student should schedule a meeting with the coach/advisor within five school days of incident or within five days of the initial meeting between the coach and student. Meeting time must be convenient to both parties. The meeting agenda is limited to the initial issue. Coaches/advisors may request administrative presence at the meeting, but the coach/advisor will run the session and provide a detailed summary for the Activities Director.

In order for the discussion between the parent and coach to be productive, the following times to approach a coach/advisor should be **avoided:**

- either prior to or immediately following a game (**24-hour cooling off period**)
- during a practice session
- during a time when other teammates are present
- a time when it is apparent there will not be sufficient time to allow for a complete discussion.

Step 3 Coach/Advisor/Student/Parent/AD: If no closure is attained at the meeting, the coach/advisor must create a written summary of the meeting within five school days for review by the Activities Director. If the parent requests a meeting with the Activities

Director, a **Step 3 Form** (that can be obtained in the Activities Office) must be completed by the person with the conflict and turned into the Activities Director. The Activities Director will set up a meeting with the coach/advisor, parent, and student (at the discretion of the Activities Director). After the meeting, the Activities Director will make a ruling on the issue and share the findings and solution strategy with the family, coach/advisor, and building principal.

Step 4 Parent/Principal: If the established ruling/strategy is still unacceptable to the family they may then meet with the building principal to discuss alternatives. The Activities Director, coach/advisor, and/or student will be present at the meeting with the parent and principal at the principal's discretion.

Other key points:

- Playing time and team selection are determined solely by the coaching staff. These discussions should be between the coach/advisor and the student. A parent may only be involved in these discussions if the student is present (should not exceed step two).
- Calls should be directed to school contact numbers only.
- Data privacy rules must be maintained; do not discuss other students.
- Failure to follow the process may impact the final ruling on the issue.
- If the parent refuses to involve the student in the process, the conflict resolution process is compromised.
- Respectful communication is expected between both parties; if at any time the meeting becomes confrontational, it will be terminated with a possible reschedule.

Guidelines for Playing Time

All playing/participation time is not a right but a privilege that is earned through sportsmanship, team play, mental discipline, regular attendance at practices, and hard work.

Varsity Sports/Activity Philosophy

Becker has chosen to compete at the interscholastic level rather than at the intramural level. With this in mind, winning is an important part of our program. We feel we can best challenge our athletes/activity participants to develop their abilities through this type of program. By no means is it a win at all costs philosophy but a strong effort to win the contest will be made by the players/participants and the coaches. For non-competitive activities or ones without an opponent or standards based judging, a strong effort to achieve maximum potential will be the focus.

At the **Varsity** level, the head coach shall determine the playing time of individual players. An effort will be made to win the contest and there is no guarantee of playing time.

At the **Junior Varsity** level, the coach shall determine the playing time of individual players. However, the emphasis on winning will be less than at the varsity level. At the Junior Varsity level, coaches shall try to develop players to enable them to be ready for varsity level competition.

At the **Sophomore** level, the coach shall determine the playing time of individual players. At this level, an emphasis will be placed equally upon winning and player development.

All playing time will not be equal, but all players will be given an opportunity to develop their skills through practices and contests.

At the **Freshman** level, the coach shall determine the playing time of individual players. Player development will be the main focus of this level, yet the goal of the contest will be to be competitive and win when possible while still allowing every participant the chance to compete. Extra time may be scheduled to allow the less skilled players the opportunity to compete.

Middle School Sports/Activity Philosophy

At these levels of competitions the emphasis is put on participation both during contests and during practices. Each participant will be given the opportunity to develop his/her skills. Contests will be scheduled to develop the students' abilities as well as to prepare them for competitive situations. Teams may be divided by skill level, and the coach will still determine playing time for individuals, but an emphasis will be placed on equal time for all. A goal is set to win the contest but not at the cost of not allowing a certain individual a chance to participate. Playing time will be as equal as possible in the Middle School levels, but will be based on other factors as the level of the sport/activity increases by grade level.

Limiting Squad Size

If an activity has a large number of participants, too large to safely and effectively conduct practices, the coach/advisor may limit the squad size. If this is deemed necessary, there will be an evaluation/tryout period for that activity as determined by the coach or advisor. If a student participant does not qualify for team membership following the evaluation/tryout period, the participant will be offered a full refund for the activity fee paid.

ACTIVITIES ACCELERATION POLICY

Participation by students on athletic teams representing the Becker Schools will normally be limited to those students representing the school that they attend for regular classes (i.e. Varsity teams should have only students from the High School). Such teams constitute an integral part of the educational programs and are primarily designed to serve the needs of only the students of that school.

This policy represents the basic guideline for athletic participation in Becker. However, on rare occasions, a middle school athlete may be so physically and emotionally mature, as well as athletically gifted, that consideration should be given to allowing that student to leave his/her middle school team and compete at the senior high level. Such a decision requires a thoughtful and critical look at the needs of the student and concern for his/her physical, mental, and emotional well being, and the best interests of the student's total development. In addition to the specific student concerns, the effect on the middle school and senior high school programs must be considered. At the middle school level, emphasis shall be placed on participation and skill development as compared to the philosophy of stronger competitiveness and playing to win at the senior high level. The welfare of the student must be the focus of all recommendations and decisions.

CONSIDERATIONS TO EXAMINE

- Physical abilities and emotional needs of the student(s).
- Effect on both middle school and high school programs.
- Academic performances of the student(s).
- Students, parents, coach, principal, and activities director are in agreement.

ACCELERATION PROTOCOL

1. The head varsity coach will initiate in writing the proposed acceleration to the high school activities director.
2. The varsity coach, middle school coach, middle school Principal, middle school guidance counselor, high school Principal, and activities director will review the proposed acceleration and come to a mutual agreement if the acceleration should take place.
3. If the recommendation is to further consider acceleration, the parents/guardians and the student will then be notified by the head varsity coach and asked to review the recommendation in a meeting with the coach and activities director both present.
4. Once the student has been accelerated, the student will have a two-week evaluation period. At the end of that time, a final decision on placement for the season shall be made.
5. Once the student has passed the two-week evaluation period, the student must remain at the level and may not return to a lower level for the remainder of the season. The athlete would not play at the lower level when the accelerated level of competition has been completed in the same season.

DEFINITIONS

- A. Grade levels 9, 10, 11, and 12 shall be considered as senior high programs.
- B. Grades 7 and 8 shall be considered the middle school program.

C. Individual or Team Programs:

Students in 7th and 9th grade are strongly encouraged to participate in programs available at their age level. While MSHSL rules state that all 7-12 students are eligible to participate in the 9-12 program, it is the general practice of School District #726 not to accelerate students from middle school programs to senior high school MSHSL team programs. However, when extenuating circumstances arise, any exceptions to this practice will be reviewed through the use of the Acceleration Protocol.

D. Combined Individual/Team Programs:

Some programs have combined middle and high school levels to ensure the opportunity for all students. In 7-12 combined programs, students are eligible to compete without use of the Acceleration Protocol.

All names of 7th and 8th grade students competing at a JV or Varsity level in combined programs shall be promptly forwarded to the Activities Office. This information will also be given to the middle school administration.

NOTE: 6th grade students are not eligible to participate in any 7-12 activity programs (as per MSHSL policy).

Title IX guidelines

Questions concerning Title IX should be directed to the Director of Human Resources. Because compliance is a top priority for our programs, it is asked that coaches/advisors communicate with the Director of Human Resources on any issues that could affect our district's commitments regarding Title IX.

Recruiting Policies

It is the goal of Becker schools to maximize participation in each of its activities. As part of this process, coaches and advisors are expected to recruit potential participants for their activity. In general, only those students not currently participating in a same season activity should be approached and/or asked to participate. A good rule of thumb is for all coaches and advisors to ask a student first if they currently participate in an activity during said season. If the student answers in the affirmative, wish the student luck in their activity. If not, then it is permissible and encouraged for coaches and advisors to invite the student to join their activity or learn more about the activities being offered during that time.

Academic Extracurricular Activities

Becker offers several academic extra-curricular activities and encourages students to be involved in these activities. Some examples of current offerings include Visual Arts, Drama (HS Musical, MS Musical, and One and Three Act plays), and Yearbook. Coaches of sports teams are encouraged to work with students who are involved in these academic extracurricular activities to accommodate schedules when possible. Advisors of these academic extra curricular activities are encouraged to work with the A.D. and communicate on a regular basis about said activity and provide suggestions or recommendations about the program and its needs.

Academic Lettering

There are opportunities for students to earn recognition for academic achievement. Such opportunities include: academic lettering, academic all state awards, and MSHSL Spotlight on Scholarship awards, and the Scholar Athlete Award. Each coach/advisor should work with the A.D. to ensure that academic excellence is honored by each sport/activity.

Suggested Topics for Parent meetings:

- Your Purpose Statement
- Contact information and best method/time to contact
- Practice schedules/calendar of events
- Eligibility/Registration paperwork
- Importance of Academic eligibility
- Lettering policy
- Conflict Resolution Policy- 24hr. "cooling off" period
- Team selection/evaluation process- Limiting Squad Size
- Playing time philosophy

BECKER PUBLIC SCHOOLS



STAFF HANDBOOK

2025-2026 SCHOOL YEAR

TABLE OF CONTENTS

TOPIC	PAGE #
1. <u>Introduction and Purpose</u>	
<ul style="list-style-type: none"> • <u>Welcome Message</u>..... 4 <ul style="list-style-type: none"> ○ Keys to Success ○ Tradition of Excellence ○ Commitment to Continuous Improvement ○ Campus Overview • <u>District Mission, Vision, and Belief Statements</u>..... 5 • <u>Purpose of the Handbook</u>..... 5 <ul style="list-style-type: none"> ○ Annual Review of Handbook ○ Collective Bargaining Agreements and Contracts 	
2. <u>Employment Information</u>	
<ul style="list-style-type: none"> • <u>Notice of Nondiscrimination / Title IX</u>..... 6 • <u>Employee Expectations and Responsibilities</u>..... 7 <ul style="list-style-type: none"> ○ Employee Rights and Responsibilities ○ Confidentiality ○ Mandated Reporting ○ Reporting Violations or Concerns ○ Public and Private Personnel Data • <u>Employment Eligibility and Onboarding</u>..... 8 <ul style="list-style-type: none"> ○ Criminal Background Checks ○ Verification of Credentials ○ New Employee Orientation ○ Required Training / Certifications • <u>Employment Status and Classification</u>..... 8 <ul style="list-style-type: none"> ○ Employee Classifications ○ Probationary Period ○ Performance Evaluations 	
3. <u>Procedures and Expectations</u>	
<ul style="list-style-type: none"> • <u>District Calendars and Schedules</u>..... 9 <ul style="list-style-type: none"> ○ School Calendar ○ Building Start and End Times • <u>General Workplace Operations</u>..... 9 <ul style="list-style-type: none"> ○ School Lunch ○ Staff Parking ○ Maintenance / Technology Repairs and Requests ○ Personal Information Changes ○ Reasonable Accommodations • <u>Work Schedules, Attendance, and Assignments</u>..... 10 <ul style="list-style-type: none"> ○ Work Hours ○ Employee Hours / Overtime ○ Job Placements and Assignments ○ Attendance Expectations ○ School Closings, Delays, Early Release ○ eLearning Expectations • <u>Employee Appearance and Professionalism</u>..... 11 <ul style="list-style-type: none"> ○ Appearance / Dress ○ Public Relations ○ Cell Phones ○ Social Media ○ Technology Use, Access, and Employee Communications • <u>Absences and Time-Off</u>..... 12 <ul style="list-style-type: none"> ○ Absence Management System (Frontline) 	

<ul style="list-style-type: none"> ○ Sick Leave / Earned Sick and Safe Time (ESST) ○ Vacation / Personal Leave ○ Bereavement ○ Jury Duty ○ Unpaid Time ○ Leave Balances and Tracking Expectations ● Extended Leaves of Absence..... 13 <ul style="list-style-type: none"> ○ Leave of Absence Requests ○ Paid Family Medical Leave (PFML) ○ Family and Medical Leave Act (FMLA)
<p>4. Compensation and Benefits..... 14</p> <ul style="list-style-type: none"> ● Compensation and Payroll..... 14 <ul style="list-style-type: none"> ○ Pay Dates ○ Direct Deposit and SMARTeR Portal Use ○ Employee Wage Statement ○ Equal Pay and Wage Discrimination ● Employee Benefits..... 14 <ul style="list-style-type: none"> ○ Enrollment Periods ○ Health, Dental, Disability, and Life Insurance ○ Employee Assistance Program (EAP) ○ Flexible Spending Accounts (FSA) ○ Tax Sheltered Plans / Matching Contributions ○ Retirement Plans (TRA / PERA)
<p>5. Conduct and Behavior Expectations..... 16</p> <ul style="list-style-type: none"> ● Code of Ethics for Employees..... 16 <ul style="list-style-type: none"> ○ Professional Behavior ○ Minnesota Code of Ethics for Educators ○ Political Activity and Campaigning ● Harassment, Discrimination, and Bullying..... 16 ● Drug, Alcohol, and Tobacco Use..... 17 ● Technology Use and Responsible Communication..... 17 <ul style="list-style-type: none"> ○ Return of District-Issued Devices ● Progressive Discipline..... 17
<p>6. Safety and Emergency Procedures..... 17</p> <ul style="list-style-type: none"> ● Workplace Safety..... 17 <ul style="list-style-type: none"> ○ Leaving the Building ○ Photo ID Badges ○ Building Fobs / Keys ○ Lost Fobs, Keys, and/or Badges ○ Video Surveillance ● Emergency Response Plans and Staff Roles..... 18 <ul style="list-style-type: none"> ○ Safety and Security Policies ○ Emergency Response Plan ● Workplace Injuries and Student Emergencies..... 19 <ul style="list-style-type: none"> ○ Employee Work Injuries ○ Student Injuries and Emergencies ○ District Nurse ○ Life Threatening Emergency Procedures ○ Automated External Defibrillators (AEDS) ○ Personal Protective Equipment (PPE)
<p>7. District and School Board Policies..... 20</p> <ul style="list-style-type: none"> ● Key Employment Policies Summary and Links..... 20
<p>8. Key Contacts and Resources..... 21</p> <ul style="list-style-type: none"> ● District Office Contact Information 21

INTRODUCTION AND PURPOSE

WELCOME MESSAGE

It is our privilege to welcome you to Becker Public Schools. We are excited to have you join our Bulldog team. Every employee in our school district, regardless of job title or department, plays an essential role in the success of our students and achieving our mission. We hope that your experience here is an enjoyable and rewarding one. Again, welcome to Becker!

KEYS TO SUCCESS:

There are four basic elements common to every position that we believe are the keys to your success:

1. **Professionalism**
Maintain respectful, ethical, and responsible behavior in all interactions—with students, families, colleagues, and the community. Represent the District positively through punctuality, dependability, and appropriate conduct.
2. **Collaboration**
Work effectively as part of a team by communicating clearly, listening actively, and supporting shared goals. Success in a school environment depends on strong relationships and mutual respect across all roles.
3. **Commitment to Students**
Keep student learning, safety, and well-being at the center of your work. Whether directly or indirectly serving students, every role contributes to a positive school climate and educational outcomes.
4. **Adaptability and Continuous Improvement**
Embrace change, remain flexible, and seek opportunities to learn and grow. The ability to respond constructively to feedback, evolving needs, and new initiatives is essential in a dynamic educational environment.

TRADITION OF EXCELLENCE:

Becker Public Schools has a proud tradition of excellence, reflected in its highly qualified and diverse staff. The teaching team represents a blend of experience and educational backgrounds, fostering a rich learning environment for students. The dedicated support staff further exemplifies commitment, with many maintaining long tenures within the district. Together, they create a stable and nurturing environment for both students and families.

The district benefits from supportive families who value education and actively engage with the District to form strong partnerships. This community collaboration is bolstered by a dedicated school board that prioritizes academic rigor and student achievement. Their commitment ensures reasonable class sizes, exceptional facilities, and an educational environment conducive to success.

COMMITMENT TO CONTINUOUS IMPROVEMENT:

With over a century of success, Becker Public Schools remains forward-focused, striving to enhance its curriculum and educational delivery systems. Recognizing the importance of equipping students with the skills needed for a global economy, the district embraces a continuous improvement model. This drive for excellence ensures that students are challenged to reach their fullest potential and are prepared to meet future challenges with confidence.

CAMPUS OVERVIEW:

The district's cohesive campus comprises five education buildings, along with an off-site transportation building. Together, these schools serve approximately 2,800 students, providing a seamless educational experience within a single location.

- Early Education Center (PreK)
- Primary School (K-2)
- Intermediate School (3-5)
- Middle School (6-8)
- High School (9-12)
- Transportation Building

DISTRICT MISSION, VISION, AND BELIEF STATEMENTS

Together, the mission, vision, and belief statements below guide Becker Public Schools in fostering a culture of excellence and preparing students for the opportunities and challenges of tomorrow.

Mission: Developing Self-Directed Learners to Thrive in a Changing Global Community

Vision: Imagining Possibilities, Discovering Potential, Inspiring the Future

Belief Statements:

- We believe that everyone is unique, has worth, deserves respect, and can learn and excel in an environment tailored to their needs.
- We believe that it is the responsibility of every school to provide a respectful, physically and emotionally safe and secure learning environment for everyone.
- We believe that critical thinking and problem-solving skills are fundamental to preparing students for their future.
- We believe in the potential of all students to succeed in an ever-changing world.
- We believe in the value and importance of student involvement in activities to create well-rounded citizens.

Click [here](#) for the full 2022-2027 Strategic Plan

PURPOSE OF THE HANDBOOK

This staff handbook is designed to introduce you to our District and help familiarize you with District policies and procedures. It also provides general guidance on work rules, expectations, benefits, and other topics related to your employment. It is not to be all-inclusive. This handbook cannot address every situation that may arise in the workplace. The District retains the right and authority to address situations as the District sees fit, without the need to include in this handbook.

Each building and/or department may have an additional handbook which addresses more position specific information, which employees are also expected to review and understand.

Please be aware of the following disclaimers of this employee handbook:

- This handbook does not create a contract and should not be interpreted as creating a contract, either expressed or implied.
- This handbook does not alter the “at-will” employment relationship that exists between certain employees and the School District. Neither this handbook, nor any of the benefits described herein, guarantee employment for any period of time.
- Terms and conditions of employment are governed by applicable federal, state, and local laws. In the event any language or policy in the handbook is in conflict with applicable law, the law will prevail.

- Employees are expected to familiarize themselves with, and abide by, all School District policies, rules, regulations, directives, and orders. Click [here](#) for District policies.
- The District reserves the right to make changes to this handbook and all policies and procedures at any time, with or without notice, and to interpret the policies and procedures at its discretion.

If you have any questions regarding information included in this handbook, please contact the Human Resources Department for assistance.

ANNUAL REVIEW OF HANDBOOK:

Each year, all District employees are expected to review the handbook and policies referenced herein. An employee who does not understand the information contained in this handbook, policies, or procedures, should contact the Human Resources Department for clarification.

COLLECTIVE BARGAINING AGREEMENTS AND CONTRACTS:

As a District Employee, you may be represented by a bargaining unit. This means your work activities are subject to a collective bargaining agreement between the District and an employee organization. Some employees may not be represented by a bargaining unit. All non-represented employees are employed at the will and discretion of the District. Unless otherwise expressly agreed to in writing, employees may be employed, promoted, demoted, or terminated at the will of the District. It is important that you review and understand your contract agreement, whether it is a union-negotiated collective bargaining agreement, or an individual contract.

The provisions in this handbook are not intended to replace the terms in any existing employment contract.

EMPLOYMENT INFORMATION

NOTICE OF NONDISCRIMINATION / TITLE IX

ISD 726 does not discriminate on the basis of race, color, national origin, age, disability, or sex (including pregnancy, sexual orientation, and gender identity). We prohibit sex discrimination in any education program or activity that it controls, as required by [Title IX](#).

Inquiries regarding Title IX may be referred to the District’s Title IX Coordinator, or the US Department of Education’s Office for Civil Rights.

The District’s Title IX Coordinator is:
 Jennifer Lorentz, Director of Human Resources
 Email: jlorentz@isd726.org
 Phone: 763.261.6331

The District’s nondiscrimination policy (Policy 102 - “Equal Educational Opportunity”) and grievance procedures (Policy 522 - “Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process”) can be found on the District’s website at: <https://www.becker.k12.mn.us/home/district-policies>

To report or make a complaint of sex discrimination, please contact the District’s Title IX Coordinator.

EMPLOYEE EXPECTATIONS AND RESPONSIBILITIES

EMPLOYEE RIGHTS AND RESPONSIBILITIES:

Employees have the right to a safe, respectful workplace and to fair treatment under applicable laws, policies, and collective bargaining agreements. In turn, employees are expected to maintain professionalism, follow district policies, fulfill job responsibilities, and support the district's mission.

CONFIDENTIALITY:

All employees of the District are expected to maintain the highest level of confidentiality in accordance with state and federal laws, including but not limited to the Family Educational Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act (MGDPA), and the Health Insurance Portability and Accountability Act (HIPAA), where applicable.

This confidential information is any and all information disclosed to or known by you because of your employment with the Becker School District that is not generally known to people outside the School District. Employees may have access to sensitive information regarding students, families, and colleagues, including academic performance, health records, personal matters, disciplinary issues, and employment-related data. This information must only be accessed, discussed, or disclosed when directly related to the performance of your professional duties and only with individuals who are authorized to receive such information.

Improper disclosure of confidential information, whether intentional or unintentional, is considered a serious violation of District policy and may result in disciplinary action, up to and including termination of employment. Employees must consult their supervisor with any questions regarding confidential

All employees are expected to:

- Refrain from discussing confidential information in public or non-secure settings, inside or outside of the workplace.
- Use secure systems and practices when storing or transmitting confidential data.
- Immediately report any suspected breach of confidentiality to their supervisor or HR.
- Consult their supervisor with any questions regarding how to handle confidential information.

MANDATED REPORTING (Policy 414 & 415):

All district employees are mandated reporters under Minnesota law (Minn. Stat. § 260E.06 - Maltreatment Reporting) and must immediately report any suspected child abuse, neglect, or maltreatment to law enforcement or child protection services.

You are not required to confirm the abuse—reasonable suspicion is enough. Reports must be made within 24 hours, and employees are legally responsible for making the report themselves. The school counselor or social worker may assist in completing these steps. Notify administration of the report, and always keep a record of your actions including: dates, times, phone calls and with whom you talked.

Failure to report can result in disciplinary action and legal consequences. Mandated reporters are protected from liability when reporting in good faith. Training on this requirement is provided during onboarding, and as needed.

REPORTING VIOLATIONS OR CONCERNS (Policy 103):

Employees are expected to promptly report any suspected violations of district policy, law, or ethical standards. Reports may be made to a supervisor, HR, or through the reporting system. The district prohibits retaliation against employees who make good faith reports.

PUBLIC AND PRIVATE PERSONNEL DATA (Policy 406):

Employee private and public data is defined and set by federal law and state statute. Below are some items considered public personnel data.

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

EMPLOYMENT ELIGIBILITY AND ONBOARDING

CRIMINAL BACKGROUND CHECKS (Policy 404):

District Employees: In order for an individual to be eligible for employment, in any capacity, the individual must complete and pass a criminal background check through the District. Any cost for the background check shall be paid by the employee. The offer of employment, or opportunity to provide services, shall be contingent 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.

District Volunteers, Student Teachers, Practicum Students: The School District requires any person working with students to complete and pass a criminal background check through the District, prior to performing services. Any cost for the background check shall be paid by the employee. Volunteers must check in with the Administrative Assistant at the school site to ensure there is a current check on file.

VERIFICATION OF CREDENTIALS (Policy 424):

Employees in licensed or credentialed positions must provide valid proof of required licensure, endorsements, and certifications. It is the employee's responsibility to ensure that credentials remain current and are renewed before expiration.

NEW EMPLOYEE ORIENTATION:

All new employees will participate in an orientation process designed to introduce them to district policies, expectations, and workplace procedures. Orientation may include online training, in-person sessions, and department-specific onboarding. Employees are expected to reach out to their supervisor, or the HR Department, if they have any questions regarding their position or District procedures.

REQUIRED TRAINING / CERTIFICATIONS:

Certain roles require completion of mandatory training or certifications, such as Mandated Reporting of Child Abuse and Neglect, CPR/First Aid, Bloodborne Pathogens, and data privacy. Employees are responsible for completing required training within the designated timeframe and maintaining any required certifications.

EMPLOYMENT STATUS AND CLASSIFICATION

EMPLOYEE CLASSIFICATIONS:

Employees are classified based on the nature of their position and terms of employment. Common classifications include full-time, part-time, temporary, substitute, probationary, and seasonal. Each classification may impact eligibility for benefits and other terms of employment, as outlined in applicable contracts or district policies.

PROBATIONARY PERIOD:

All employees are subject to a probationary period upon initial employment. The length of this period may vary depending on the employee's position and applicable collective bargaining agreement or employment contract. During the probationary period, the District evaluates the employee's performance, conduct, and overall fit for the role. Employment may be terminated at any time during this period, with or without cause, at the discretion of the District.

PERFORMANCE EVALUATIONS:

Each employee will receive a formal performance review at least once annually. The purpose of the evaluation is to:

- Provide constructive feedback on job performance.
- Recognize achievements and contributions.
- Identify areas for growth and improvement.
- Set goals and expectations for the future.

These reviews are conducted by the employee's direct supervisor and serve as a two-way conversation regarding performance and professional development.

PROCEDURES AND EXPECTATIONS

DISTRICT CALENDARS AND SCHEDULES

SCHOOL CALENDAR:

The calendar for each school year is drafted by a calendar committee which is comprised of District representatives. This calendar is presented to the School Board for approval and is posted on the District website.

BUILDING START AND END TIMES:

The times listed below indicate the start and end times for each school. Employee start and end times may be different from the start and end times listed below. Staff should contact their supervisor or building principal if they have any questions regarding their work schedule.

	Classes Begin	Classes End
Primary School	8:00 AM	2:40 / 2:42 PM
Intermediate School	8:00 AM	2:40 / 2:42 PM
Middle School	8:08 AM	2:55 PM
High School	8:10 AM	2:55 PM

GENERAL WORKPLACE OPERATIONS

SCHOOL LUNCH:

Employees may purchase meals in the school cafeteria. To set up a lunch account, contact the Food Service Secretary, at 763.261.6510.

STAFF PARKING:

Staff members are asked to park in the areas designated for staff parking in each building. Contact your building secretary for parking badges.

- High School: Outside of Door #11 or Door #1
- Middle School: Designated parking in the front and back of the building
- Intermediate School: Large lot in the front of the building
- Primary School: Large lot in the front of the building

MAINTENANCE REQUESTS:

Employees who need a maintenance repair done must complete this online [Maintenance \(Work\) Referral Form](#) found on our website under Staff -> Forms.

TECHNOLOGY REQUESTS:

Employees who need technology assistance must complete this online [Help Desk Tech Support Form](#) found on our website under Staff -> Forms.

PERSONAL INFORMATION CHANGES:

It is important that your personal information is kept up to date within our SMARTeR system, and HR/Payroll. If there are changes to your name, address, phone number, dependents, insurance, beneficiaries, etc., it is your responsibility to notify HR and/or Payroll as soon as possible.

Employees must complete the online [Staff Contact Information Change Request](#) form that is linked on our district website under Staff Forms for contact changes.

REASONABLE ACCOMMODATIONS:

Employees with a disability may request reasonable accommodations to perform the essential functions of their job. Contact the Human Resources Director to initiate the interactive process in accordance with the ADA and Minnesota Human Rights Act.

WORK SCHEDULES, ATTENDANCE, AND ASSIGNMENTS

WORK HOURS:

Work hours vary by position and are determined by the employee's role, assignment, and collective bargaining agreement or employment contract. Employees are expected to follow their assigned schedules and report to work on time. Any requests for schedule changes must be approved in advance by the employee's supervisor.

Supervisors may adjust work hours based on building needs, programming changes, or other operational considerations. Employees will be notified of such changes as early as practicable.

EMPLOYEE HOURS / OVERTIME:

The duration of hours and specific times of your workday is determined by your direct supervisor and/or your CBA. Employees are expected to clock in and out no more than 7 minutes from their start and end time. All additional work hours, including overtime, must be approved in advance. For clarification of this information, please contact your direct supervisor.

JOB PLACEMENTS AND ASSIGNMENTS:

The District reserves the right to assign or reassign employees to different buildings, departments, or job duties as needed, provided the work remains within the scope of the employee's current job description. Such reassignments may occur on a temporary or permanent basis and are intended to support the effective operation of district programs and services.

Employees are expected to remain flexible in their assignments and to perform all duties that are reasonably related to their position. If a reassignment results in a substantial change in responsibilities or work hours, the District will communicate the rationale and provide appropriate guidance or support as needed.

REGULAR ATTENDANCE:

Each employee is required to work the hours scheduled for their position. Regular and consistent attendance is critical to the mission of the District and the education of our students. Although there are times when employees are not able to report to work, the District has an expectation of regular attendance.

Employees who demonstrate an attendance record that is deemed unsatisfactory may be subject to disciplinary action. There may be times when appointments are unavoidable, but every effort should be made to schedule routine non-school related appointments outside of the work day. Vacations should be planned in accordance with scheduled breaks within the school year, when at all possible.

Reporting an absence that is not truthful is not acceptable and may result in disciplinary action. This includes, but is not limited to, using sick days for reasons other than those outlined in employee contracts, policies, and/or state and federal laws and/or requesting paid absences when you do not have paid leave available.

SCHOOL CLOSING, DELAYS, EARLY RELEASE:

Occasionally, inclement weather may cause school to be closed, delayed, or released early. If school is canceled or delayed, announcements will be provided to the following news outlets:

- WCCO Channel 4
- KSTP TV Channel 5
- KARE TV Channel 11
- KMSP/FOX Channel 9

Information related to school closings, delays, or early releases can be found on the District website. Please contact your immediate supervisor with any questions regarding schedule changes.

ELEARNING EXPECTATIONS:

Employees may be assigned duties on eLearning days such as remote instruction, student support, professional development, or other responsibilities as determined by their supervisor. Expectations may vary based on job classification. Please refer to your union agreement, or immediate supervisor, for more information.

EMPLOYEE APPEARANCE AND PROFESSIONALISM

APPEARANCE / DRESS:

Staff members are expected to maintain a clean and professional appearance that strengthens respect for the profession and the Becker School District. It is important that employees understand that they may be role models for our students and to maintain a professional image. Clean, neat, and professional dress is expected.

Various positions may require uniforms and/or specific footwear for the safety of themselves and students, which will be communicated by your supervisor or department handbook. All other employees should dress in business casual attire.

Occasionally, school buildings will have spirit days where students and employees are invited to dress for specific themes/celebrations. If employees are not participating in a spirit dress up day, they must follow dress code expectations.

Inappropriate clothing includes, but is not limited to, clothing that is tight, revealing, short, torn, tattered, dirty, or with visual, written, or implied messages that are likely to disrupt the school environment.

PUBLIC RELATIONS:

We must always be conscious of public relations - on or off school grounds. School business should be dealt with only at school, and in a professional manner. If you have any concerns, they should be brought to your supervisor, or the HR Director.

Employees cannot independently enter into any promises or agreements for the District without advanced approval from the principal and/or superintendent. This includes volunteers and guest speakers.

CELL PHONES:

Personal cell phones should only be used in the event of an emergency, during breaks, or with pre-approval from a supervisor.

SOCIAL MEDIA:

Employees must use discretion in their personal use of social media and public platforms. Content that negatively reflects on the district, violates confidentiality, or undermines employee professionalism may result in disciplinary action.

TECHNOLOGY USE, ACCESS, AND EMPLOYEE COMMUNICATIONS:

All regular District employees have access to digital resources at ISD 726, including an @isd726.org email address. Employment information and communication is vital to your success. In order to be efficient and effective, the District utilizes electronic means as the main mode of communication among and to employees. You are responsible and expected to access your District email and the District website regularly, and to read messages and information completely.

The school district is providing employees with access to the District's network and information system, which includes Internet access. Users are expected to use network and Internet access through the District system to further educational and personal goals consistent with the mission of the District and school policies. Uses that might be acceptable on a user's private personal account, or another system, may not be acceptable on this limited purpose network.

Computers, I-Pads, network storage areas, email, and media connecting to District owned network resources may be treated in the same manner as school lockers. School officials may review files and communications to maintain system integrity and ensure that users are engaging in responsible activities. Users should not expect that files stored on district resources or email transmitted through the district domain will be private.

ABSENCES AND TIME-OFF

ABSENCE MANAGEMENT SYSTEM:

The school district utilizes the [Frontline](#) electronic system to fill and approve absences for all teachers, paraprofessionals, administrators, and directors. It is the staff member's responsibility to accurately use this system to report absences. Staff login information is issued by district business office staff at the time of hire.

SICK LEAVE:

The main purpose of sick leave is to provide income protection for absences due to illness and for short-term disability. The school district's long-term disability policy has a 45 consecutive calendar day benefit waiting period. Sick leave accumulation helps bridge the gap between the waiting period and a loss of income. Earned sick leave may also be used for reasons allowed under the MN Sick and Safe Time law.

VACATION AND/OR PERSONAL LEAVE:

Employees may be eligible to accrue vacation and/or personal leave. Eligibility is specified by each CBA, individual contracts, or group agreements. Employees are responsible for ensuring that they have enough vacation and/or personal leave to cover a planned paid absence.

BEREAVEMENT:

Employees may be eligible for bereavement leave. Approval for this leave is outlined in your CBA, individual contracts, or group agreements. The District reserves the right to confirm the relationship prior to approval.

JURY DUTY:

Employees who receive a summons for jury duty must notify their immediate supervisor, or principal, as soon as possible after receipt of the summons. Employees must enter time-off in Frontline and use the reason "Jury Duty" for the absence. Once Jury Duty is completed, the employee must complete the Jury Duty Leave Form, and return to the payroll department. All payments an employee receives for Jury Duty must be submitted to the payroll department.

UNPAID TIME:

As a general rule, unpaid time off is not granted. Employees are responsible to manage their paid time off benefits in order to have time available for vacations, sick leave, or emergencies. Only under extreme circumstances will the School District grant an employee to take unpaid time off for absences other than illness or injury, unless otherwise noted in the CBA. Any unpaid time off, regardless of the reason, must be pre-approved by the District.

LEAVE BALANCES AND TRACKING EXPECTATIONS:

Employees are expected to know their leave balance prior to requesting time-off to eliminate overuse of paid leave.

Leave balances can be calculated by taking the balance in your SMARTeR account and deducting any absences taken since the last date entered. This is a 2-step process because our absence management system does not automatically sync with our SMART payroll system. If you are unsure about your paid leave balance, contact the payroll department for clarification.

EXTENDED LEAVES OF ABSENCE

LEAVE OF ABSENCE REQUESTS:

Employees may be eligible to take a leave of absence for certain events. Specific provisions covering leaves of absences can be found in the employee's CBA, individual contract, or group agreement. The HR Department can assist employees in determining the eligibility duration and reasons for leave.

Employees who are absent for more than 5 consecutive days, must complete the Leave of Absence Request Form, and return to the HR Director for review. This form can be found on our District Website under Human Resources -> Payroll and Benefits.

When an employee is on an unpaid leave of absence, they will receive a prorated amount of salary and/or time-off accrual based on the number of unpaid days.

PAID FAMILY MEDICAL LEAVE (PFML):

Beginning January 1, 2026, eligible employees will have access to Minnesota's Paid Family and Medical Leave program, which provides partial wage replacement for up to 12 weeks per benefit year for qualifying family leave, medical leave, or a combination of both, up to a maximum of 20 weeks. This leave runs concurrently to the federal Family and Medical Leave Act (FMLA)

This program is administered by the Minnesota Department of Employment and Economic Development (DEED), not the District. Qualifying reasons include bonding with a new child, caring for a seriously ill family member, recovering from a serious health condition, or addressing safety concerns related to domestic violence. Leave requests will require application through the state program and coordination with the District's Human Resources Department.

FAMILY AND MEDICAL LEAVE ACT (FMLA - Policy 410):

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to foreign deployment of a military member who is an employee's spouse, child or parent.

An eligible employee who is a covered service member's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the service member with a serious injury or illness. This leave runs concurrently with Paid Family Medical Leave.

The District's FMLA policy requires employees to exhaust all accrued paid leave prior to unpaid leave.

COMPENSATION AND BENEFITS

COMPENSATION AND PAYROLL

PAY DATES:

Payroll payments are issued on the 10th and 25th of each month. If these dates fall on a holiday or weekend, payments will be issued on the workday immediately prior. If you leave the school district prior to completing your full duty year, your final payment will be adjusted accordingly.

It is the employee's responsibility to turn in all work hours according to the District's pay schedule, by the payroll deadlines. This ensures sufficient time for the payroll office to process payroll accurately. When you submit your timesheet, you are confirming that the information being submitted is accurate.

ISD 726 Payroll Schedule

FOR TIME WORKED:	SUBMIT TIMESHEET BY:	TO BE PAID ON:
11th - 25th of the Month	26th	10th
26th - 10th of the Month	11th	25th

DIRECT DEPOSIT AND SMARTeR PORTAL USE:

The District strongly recommends that all employees enroll in direct deposit of payments. Detailed payroll information for each payment is provided and available to employees by visiting their SMARTeR account. Employee login information is provided to you at or about the time of hire. Payment history, leave account balances, year-to-date totals, Employee Wage Notice, and W4 information can be found by logging into your account.

Rates of pay are determined by the CBA, contract, or compensation/benefit handbook. Please refer to the appropriate document to determine your rate of pay.

We encourage employees to periodically review their pay stubs to ensure they understand and agree to the payroll information. Any questions should be directed to the payroll department.

EQUAL PAY AND WAGE DISCRIMINATION:

Becker Public Schools is committed to equal pay and anti-wage discrimination practices.

EMPLOYEE BENEFITS

Fringe benefits provided by ISD 726 vary from one particular job to another. The benefits noted below apply to all employees. The school district contributes toward these benefits on your behalf:

- Unemployment Insurance
- Workers Compensation
- Social Security

The level and eligibility of the benefits mentioned below are based on the terms and conditions of your employment. Please refer to your CBA, individual contract, or group handbook for eligibility requirements and contribution amounts, if applicable.

ENROLLMENT PERIODS:

New employees will have the option to enroll in our benefit plans within 30 days of the time of hire. If they do not enroll at that time, they must wait for the open enrollment period, which is in September of each year. The new plan year begins October 1st and ends September 30th.

HEALTH INSURANCE:

Eligible employees may enroll in the school district's health insurance program provided by HealthPartners.

HealthPartners: 952.883.5000
Online: www.healthpartners.com

DENTAL INSURANCE:

Eligible employees may enroll in the school district's dental insurance program provided by Delta Dental.

Delta Dental Phone: 800.448.3815
Online: www.deltadentalmn.org

LONG-TERM DISABILITY INSURANCE:

The school district provides long term disability insurance to eligible employees through Madison National Life.

Madison National Life (NIS): 800.356.9601

LIFE INSURANCE:

The school district provides life insurance to eligible employees. Optional life insurance is also available to eligible employees.

Madison National Life (NIS): 800.356.9601

EMPLOYEE ASSISTANCE PROGRAM (EAP):

The Employee Assistance Program ("EAP") offers confidential support, information and resource referrals for a variety of concerns, both work and personal. This is a free and confidential service provided to you 24 hours per day.

Phone: 866.451.5465
Online: www.niseap.com
Login: NISEAP
Password: EAP

FLEXIBLE SPENDING ACCOUNTS (FSA):

Eligible employees may enroll in a flexible spending account to be reimbursed for certain dependent care and/or medical expenses tax-free. This information is provided at the date of hire and during the open enrollment period.

TAX SHELTERED PLANS - MATCHING CONTRIBUTIONS:

The school district may match contributions toward a tax sheltered plan for eligible employees. Eligibility is specified by each CBA, individual contracts, or group handbooks. Matching benefits may require an employee to be employed for a duration of time before eligibility. Information about tax sheltered plans can be found on our District website under Human Resources -> Payroll and Benefits. Employees must complete a form during the open enrollment period if they would like to receive the District match, or if there is a change in their District match amount. If an employee does not complete this form during open enrollment, they will not receive the District match for that year.

RETIREMENT PLANS / CONTRIBUTIONS

TRA: For employees in a position that requires a Minnesota Teacher License, contributions are made to the Teachers Retirement Association (TRA). Contact TRA at 1.800.657.3669 or www.minnesotatra.org for more information.

Employer Contributions: 9.81%
Employee Contributions: 8%

PERA: For employees meeting minimum earning requirements in a position that does not require a Minnesota Teacher License, contributions are made to the Public Employees Retirement Association (PERA). Contact PERA at 1.800.652.9026 or www.mnpera.org for more information.

Employer Contributions: 7.5%
Employee Contributions: 6.5%

CONDUCT AND BEHAVIOR EXPECTATIONS

CODE OF ETHICS FOR EMPLOYEES

CODE OF ETHICS FOR EMPLOYEES (PROFESSIONAL BEHAVIOR):

All employees are expected to maintain the highest standards of integrity, honesty, and professionalism in all work-related interactions. As public school employees, we serve as role models for students and representatives of the district. Conduct must reflect respect, responsibility, and a commitment to ethical decision-making. Employees are expected to refrain from off-duty conduct that would have a negative impact on the employee's effectiveness in their position in the District, or that would call into question the integrity of the District.

Employees must comply with all district policies, applicable state and federal laws, and professional codes of conduct. Any behavior that undermines the integrity or safety of the school environment may result in disciplinary action. This includes misuse of district property, insubordination, dishonesty, or inappropriate behavior toward students or coworkers.

Employees are expected to:

- Communicate respectfully with students, staff, families, and community members.
- Demonstrate punctuality, preparedness, and reliability.
- Refrain from gossip, insubordination, or disruptive workplace behavior.
- Maintain professional boundaries at all times. Unprofessional conduct may result in corrective action, up to and including termination.

These requirements are in no way intended to limit the first amendment rights of employees.

CODE OF ETHICS FOR MINNESOTA TEACHERS (STATUTE 8710.2100):

Licensed staff are required to comply with the Code of Ethics for Minnesota Teachers. This includes treating students with respect and dignity, maintaining confidentiality, avoiding conflicts of interest, and upholding the values of the teaching profession. Violations may be reported to the Professional Educator Licensing and Standards Board (PELSB).

POLITICAL ACTIVITY AND CAMPAIGNING:

Public employees may engage in political activity outside work but must not campaign or distribute materials during work hours or on district property.

HARASSMENT, DISCRIMINATION, AND BULLYING

Becker Public Schools is committed to fostering a safe, respectful, and inclusive environment for all employees and students. Harassment, discrimination, bullying, and any form of workplace violence are strictly prohibited. This includes behavior based on protected characteristics such as race, color, religion, sex, gender identity, age, disability, sexual orientation, or national origin. Employees must maintain professional boundaries at all times and are expected to report any suspected misconduct, threats, or violations of district policy to their supervisor or Human Resources. All good faith reports are protected from retaliation. The district promotes early, respectful conflict resolution whenever possible, and formal grievance procedures are available if concerns are not resolved informally. Expectations regarding conduct, reporting obligations, and staff-student relationships are outlined in Policies 401, 413, 423, and 514.

DRUG, ALCOHOL, AND TOBACCO USE

Becker Public Schools maintains a drug-free and tobacco-free workplace in accordance with state and federal law. Employees are prohibited from using, possessing, distributing, or being under the influence of alcohol or controlled substances while on duty or on district property. Similarly, the use of tobacco, including vaping products, is not allowed in any school buildings, vehicles, or grounds. Violations of these policies may result in disciplinary action, up to and including termination. Staff are expected to model healthy, safe behavior in alignment with district values and legal standards.

TECHNOLOGY USE AND RESPONSIBLE COMMUNICATION

RETURN OF DISTRICT-ISSUED DEVICES:

A change in the employment status of teachers, administrators, paraprofessionals, food service, secretaries, custodians, and all other staff require adjustment in access to email/network accounts and devices to reflect privileges consistent with that change. Questions related to this process should be directed to Human Resources or the Technology department.

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

Individuals will be issued an invoice for the replacement cost of a new device for any device not returned upon separation.

PROGRESSIVE DISCIPLINE

PROGRESSIVE DISCIPLINE:

To address performance or behavioral concerns, Becker Public Schools generally follows a progressive discipline process intended to correct issues through clear expectations and support. The standard steps in this process include:

1. **Corrective Coaching** – Informal guidance to clarify expectations and improve performance.
2. **Verbal Warning** – A documented conversation noting specific concerns and required changes.
3. **Written Warning** – A formal written notice of ongoing or serious concerns.
4. **Suspension** – Temporary removal from duty, with or without pay, depending on circumstances.
5. **Termination** – Dismissal from employment with the District.

While the District values consistency in applying this process, it reserves the right to advance to any step in the disciplinary sequence, including immediate termination, based on the nature/severity of the issue.

SAFETY AND EMERGENCY PROCEDURES

WORKPLACE SAFETY

LEAVING THE BUILDING:

Employees are required to notify their supervisor and/or clock in and out when leaving the building during the workday. This is to help document employee locations in case of emergency or injury.

ENTERING THE BUILDING AFTER HOURS:

Employees are required to receive training on how to enter the building during non-school hours. Employees must properly arm and disarm the proper alarms to alleviate emergency situations or alerts. If you are not properly trained, you should not enter the building when alarms are set. Privileges may be removed for employees who do not follow the proper procedures.

PHOTO IDENTIFICATION BADGE:

All employees will be issued a photo identification badge at the time of hire. Badges must be worn at all times while on District property. This badge informs students, parents, staff, and the general public that you are an employee of ISD 726 and assists in providing a secure campus for our students.

Employees are responsible for keeping their badge secure at all times to avoid any unauthorized access to buildings and other facilities.

BUILDING FOBS / KEYS:

Some positions require access to secured areas. Employees who require access will be given building keys. Should your employment with the District end, you are required to return all keys to your supervisor.

LOST FOBS / KEYS / BADGES:

If you lose your fob or building keys, please report it immediately to your Supervisor, or the Director of Buildings and Grounds at 763-261-6345.

VIDEO SURVEILLANCE

To help ensure the safety and security of students, staff, visitors, and school property, the District utilizes video surveillance equipment in and around school buildings, grounds, and vehicles.

Video monitoring may occur in common areas such as hallways, entrances, cafeterias, parking lots, and buses, but not in areas where there is a reasonable expectation of privacy (e.g., restrooms/locker rooms).

Key Points for Employees:

- Surveillance is continuous in many areas and may be reviewed by administration at any time.
- Video footage may be used to support investigations related to student discipline, employee conduct, safety incidents, or criminal activity.
- Employees should have no expectation of privacy in areas under video surveillance.
- Access to surveillance footage is limited to authorized personnel and will be handled in accordance with state and federal data privacy laws.

Employees with questions about video surveillance or its use should contact their building administrator or the District Office.

EMERGENCY RESPONSE PLANS AND STAFF ROLES

SAFETY AND SECURITY POLICIES (INCLUDING EMERGENCY PROCEDURES):

All employees are expected to comply with district safety protocols, including fire drills, lockdown procedures, and emergency response plans. Safety is everyone's responsibility. Any hazards or security concerns must be reported promptly.

EMERGENCY RESPONSE PLAN

The safety of students, staff, and visitors is a top priority. The District maintains a comprehensive Emergency Response Plan that outlines procedures for a wide range of potential emergencies.

Staff Responsibilities:

- All staff are expected to be familiar with the emergency procedures for their building.
- Emergency response posters and maps are displayed in each classroom and key areas throughout the building.
- Participation in emergency drills is mandatory and includes fire drills, lockdown drills, and severe weather drills, in compliance with Minnesota state requirements.
- Know the location of exits, fire extinguishers, AEDs, and safe shelter areas.
- Ensure students remain calm and are accounted for during drills and emergencies.
- Report any safety concerns or potential hazards to administration immediately.

For questions regarding emergency protocols, contact your building supervisor.

WORKPLACE INJURIES AND STUDENT EMERGENCIES

EMPLOYEE WORK INJURIES:

If you are injured at work, you must complete a First Report of Injury as soon as possible by calling the SFM Work Injury Hotline at 952.838.2020. A hotline nurse will submit the report of injury and determine the next steps.

If you are absent from work for reasons related to a work injury, you must enter your absence using the "Workers Comp" absence reason, which is used in conjunction with sick leave. If you receive workers comp payments, provide copies of the payments to the HR Director as soon as possible.

STUDENT INJURIES AND EMERGENCIES:

High School Health Office:	Ext # 3802
Middle School Health Office:	Ext # 4101
Intermediate Health Office:	Ext # 2143
Primary School Health Office:	Ext # 1103
School Liaison Officer:	Ext # 3169

DISTRICT NURSE:

The District Nurse holds a Registered Nurse Licensure. Each school has a health office staffed by a licensed school nurse. The health office is open during school hours to provide care for injured and ill students. If at all possible, the licensed school nurse should be making the determination of care for students injured during school hours. For non-life threatening injuries, send a student to the health office under the supervision of another student or staff member. With a serious injury or illness, please call the school office and the school nurse will go to the injured student. Some emergencies would require a staff member to call 911 immediately. If this occurs, please notify the office second. Contact building health assistant to record incidents as needed.

LIFE THREATENING EMERGENCY PROCEDURES:

- Call 911 and send someone to get the school nurse and notify the office.
- Check pulse for breathing.
- If necessary, give CPR. If you are not trained to do this, ask if anyone is. The school nurse or liaison officer will take charge of patient care when he/she arrives.
- Do not move the patient or administer anything orally. Stay until medical help arrives.
- If an ambulance is needed and no parent/guardian available, a staff member may be asked to ride along if necessary.

AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS):

Becker Public Schools is committed to the health and safety of students, staff, and visitors. Automated External Defibrillators (AEDs) are available in designated locations throughout district buildings for use during cardiac emergencies.

In the event of a cardiac emergency, call 911 immediately and follow the instructions on the AED unit. AEDs are designed for use by trained and untrained responders.

If you notice an AED is missing or not functioning properly, report it to the school office or building supervisor immediately.

PERSONAL PROTECTIVE EQUIPMENT (PPE):

Employee safety is our top priority. If a position or task requires the use of personal protective equipment (PPE), employees are expected to wear the appropriate equipment at all times while performing that task.

If an employee does not have access to the required PPE, they must notify their supervisor immediately before proceeding with the work. The District will provide necessary PPE and training in accordance with applicable safety standards and job requirements.

DISTRICT AND SCHOOL BOARD POLICIES

Employees of Becker Public Schools are responsible for reading, understanding, and following all School Board Policies. Below you will find a brief description for key policies relating to your employment at Becker Public Schools. Please note, this list is not all inclusive.

The full policies are posted on the district website at: <https://www.becker.k12.mn.us/home/district-policies>.

Policy 401: Equal Employment Opportunity

Brief Summary: The district provides equal employment opportunity to all applicants and staff, and prohibits harassment based on protected characteristics.

Policy 402: Disability Nondiscrimination

Brief Summary: The district complies with ADA and MN law by providing reasonable accommodations for employees with disabilities. Contact HR to request.

Policy 404: Employment Background Checks

Brief Summary: All employees and volunteers must pass a criminal background check prior to service.

Policy 406: Public and Personal Data

Brief Summary: Explains what personnel data is public (e.g. name, job title) and what is private. Governs use of personal information.

Policy 407: Employee Right-to-Know (Hazardous Substances)

Brief Summary: Employees have the right to access information about workplace chemical hazards and be trained on them.

Policy 410: Family & Medical Leave (FMLA)

Brief Summary: Eligible staff may take up to 12 weeks unpaid leave per year for eligible health or family reasons; 26 weeks to care for a covered service member.

Policy 412: Expense Reimbursement

Brief Summary: Employees must submit itemized, pre-approved claims for reimbursement of district-related expenses.

Policy 413: Harassment & Violence

Brief Summary: The district prohibits harassment/violence based on protected status. Employees must report immediately. Retaliation is prohibited.

Policy 414: Mandated Reporting of Child Neglect or Physical or Sexual Abuse

Brief Summary: All staff must report suspected child abuse or neglect within 24 hours. Report to child protection or law enforcement—notification to administration follows.

Policy 415: Maltreatment of Vulnerable Adults

Brief Summary: Staff working with vulnerable adults must report suspected abuse or neglect to appropriate authorities.

Policy 416: Drug & Alcohol Testing

Brief Summary: Outlines required testing for certain employees (e.g. CDL drivers) and consequences.

Policy 417: Chemical Use & Abuse

Brief Summary: Use, possession, or being under the influence of chemicals/drugs on duty or at school is prohibited.

Policy 418: Drug-Free Workplace and Schools

Brief Summary: Maintains compliance with federal law prohibiting drugs/alcohol in schools.

Policy 419: Tobacco-Free Environment

Brief Summary: No smoking, vaping, or tobacco use anywhere on district property, in compliance with MN law.

Policy 423: Employee–Student Relationships

Brief Summary: Employees must maintain professional boundaries; personal or romantic relationships with students are prohibited.

Policy 424: License Status

Brief Summary: Employees must maintain At all time Current licensure current licensure that is required for their position.

Policy 470: Political Campaigns & Activities

Brief Summary: Employees may participate in politics outside school hours, but political campaigning on district time/property is prohibited.

Policy 902: Use of School District Facilities and Equipment

Brief Summary: Employees may use District facilities and equipment by following the procedures outlined in this policy.

KEY CONTACTS AND RESOURCES

DISTRICT OFFICE CONTACT INFORMATION

Name / Title	Contact Information	Areas of Support
Jennifer Lorentz Director of Human Resources	763-261-6331, ext. 3131 jlorentz@isd726.org	<ul style="list-style-type: none"> • Labor and Employee Relations • Policies and Procedures • Contract Questions / Compliance • License Requirements / Questions • Work Accommodations • Workers' Compensation • Human Rights Officer / Title IX • Employee Assistance Program • Unemployment
Michelle Hayes Human Resources and Payroll Coordinator	763-261-4502, ext. 3155 mhayes@isd726.org	<ul style="list-style-type: none"> • Insurance Benefits • Payroll Questions • Retirement / Resignation Information • Absences • Extended Leaves of Absences • COBRA • Frontline / SmartER Questions • Employment Verifications / Student Loan Forgiveness
Angel Oswald Administrative Assistant to the Superintendent / HR Specialist	763-261-4502, ext. 3117 aoswald@isd726.org	<ul style="list-style-type: none"> • Job Postings / Applications • New Employee Onboarding • Substitutes and Volunteers • Seniority Lists

		<ul style="list-style-type: none"> • Lane Changes / Credit Approvals • Frontline Questions • School Board Agenda
Brenda Gruber Payroll Specialist	763-261-4502, ext. 3142 bgruber@isd726.org	<ul style="list-style-type: none"> • Payroll Processing • Direct Deposit Changes • SmartER Questions • Name and Address Changes • HSA Changes • Employee Withholdings (W-4) • W2's
Janice Maiers Finance Assistant	763-261-4502, ext. 3128 jmaiers@isd726.org	<ul style="list-style-type: none"> • Purchasing • Budget Activity Reports / Questions • Accounts Payable <ul style="list-style-type: none"> ○ Field Trip Payments ○ Workshop Registrations ○ Reimbursements ○ PCard Reconciliation
Angela Spinler Business Office Assistant	763-261-4502, ext. 3130 aspinler@isd726.org	<ul style="list-style-type: none"> • Cash Boxes • Field Trip / Activity Deposits • Outgoing Mail Processing • Retiree Insurance / COBRA Reconciliation
Kevin Januszewski Director of Business Services	763-261-6317, ext. 3118 kjanuszewski@isd726.org	<ul style="list-style-type: none"> • Budget / Audits • Grant Reimbursements • Cash Flow • Investments • Bank Reconciliations
Shane Knutson Director of Technology	763-261-6312, ext. 3171 sknutson@isd726.org	<ul style="list-style-type: none"> • Technology Questions • Email Support • Phone Systems • Cameras • Cyber Security
Felicia Kittok Director of Food Service	763-261-6302 fkittok@isd726.org	<ul style="list-style-type: none"> • Oversees Food Service • Meal Planning / Ordering
Rick Kraus Director of Buildings and Grounds	763-261-6345 rkraus@isd726.org	<ul style="list-style-type: none"> • Buildings and Grounds • Maintenance • Employee Fobs / Keys • Door Security / Alarms
Kim Spoden Director of Transportation	763-261-4588, ext. 1811 kspoden@isd726.org	<ul style="list-style-type: none"> • Oversees Transportation • Activity Trip Coordination

BECKER PUBLIC SCHOOLS

Fund Raisers

June 30, 2025

Organization	Type of Fundraiser	Advisor	Dates Held	Purpose of Fundraiser
Intermediate School	Walk-A-Thon	Nat Boyer	Nov., 24	Offset field trips, extending rock wall, 1 book 1 school, art supplies
Intermediate Media Center	Book Fair	Karen Landsverk	Sept. 24-May 25	Purchase Library Books
Intermediate 5th grade	Can collecting	Tom Uecker	Sept, 24 to April, 25	Offset student ticket prices to Valleyfair field trip
Becker Middle School	School wide cheerydale fundraiser	Chantel Boyer	10-23-24 to 11-6-24	Exploratory classes, fieldtrips, scholarships
Boys & Girls cross country	text message fundraising "Ask" campaign	Dustin Weege & Sydnee Henkemeyer	8-24-24 to 9-26-24	Equipment and other expenses
Becker/Big Lake Blue Line Club	Halloween Party	Erika Rusin	Oct. 26, 24	Transportation, Coaches & uniforms
Becker Band	Chocolate bar fundraiser	Justin Frerich	Sept., 24-Oct., 24	Offset cost for music trips
Becker Band & Choir	Wreath fundraiser	Gretchen Bordson & Justin Frerich	Oct., 24-Nov., 5	Offset cost for trip NYC
Becker Band & Choir	Fruit Boxes fundraiser	Justin Frerich	Jan. , 25-Feb. , 25	Offset cost for Choir/Band trips
Becker Volleyball	Pretzel and Pizza fundraiser	Katie Uittenbogaard	Aug. 19th, 24-Aug. 23, 24	Equipment needs and Banquet expenses
Primary School	Inside Freeplay Amazon Wishlist	Erika Rusin	24-25	Toys & games used for inside fireplay
Unified PE	Raffle Tickets	Alyssa Stevens	Fall of 24	Fields trips, equipment for unified class
Unified PE	Polar Plunge	Alyssa Stevens	Winter of 24-25	Field trips for unified class
Becker Marching Band	Hot dog meal fundraiser	Justin Frerich	6-Jun-25	Expenses of marching band
Becker Band	Clothing sales	Justin Frerich	Sep., 25-Oct., 25	Support student social activities
Becker Band	Coffee fundraiser	Justin Frerich	Jan., 25	Support student trips
Becker Dance Booster Club	Sell Butterbraids	Nadia Fischer-Danzeisen	April, 24	Uniforms, training equipment and expenses
Becker Dance Booster Club	Adult Prom	Nadia Fischer-Danzeisen	3/1/25	Uniforms, training equipment and expenses
Becker Dance Booster Club	Bagging Groceries	Nadia Fischer-Danzeisen	4-20,5-9,6-9, 24	Uniforms, training equipment and expenses
Becker Dance Booster Club	Sell Pizzas	Nadia Fischer-Danzeisen	5-3 to 5-17, 25	Transportation cost for camps
Becker Dance Booster Club	McDonalds Meats concessions	Nadia Fischer-Danzeisen	8-8 to 8-10, 24	Uniforms, training equipment and expenses
Becker Dance Booster Club	Calendar pick a Date	Nadia Fischer-Danzeisen	10-1 to 10-31-24	Uniforms, training equipment and expenses
Becker Dance Booster Club	Curds & Cakes concessions	Nadia Fischer-Danzeisen	7-21,8-23,9-14-24	Uniforms, training equipment and expenses
Becker Dance Booster Club	Home Invite Nov 24	Nadia Fischer-Danzeisen	11/23/24	Uniforms, training equipment and expenses
Becker Dance Booster Club	Becker Dance Together 2024	Nadia Fischer-Danzeisen	11/15/24	Uniforms, training equipment and expenses
Becker Dance Booster Club	Sponsorship drive	Nadia Fischer-Danzeisen	7/31/24	Uniforms, training equipment and expenses

2024-2025 Becker Public Schools Nutrition and Wellness Report

06.12.2025

Thank you for the opportunity to share what we've been doing in the Food Service Department. We know how important school breakfast and lunch is for children and we in the food service department strive to provide our students with a variety of healthful, appealing, and nourishing foods.

School Breakfast Program and National School Lunch Program

The state has completed two full years of MN Free School Meals for Kids. All children are eligible for a free breakfast and lunch each day. The program has saved Becker families \$817 per student per year. (Based on a full priced breakfast at \$1.70 and lunch at \$3.05 for 172 days.) As shown in the table below, Becker Public Schools has great meal participation rates!

Student Participation Rates:

Lunch	2024-2025		Breakfast	2024-2025
Primary School	85%		Primary School	92%
Intermediate School	86%		Intermediate School	53%
Middle School	83%		Middle School	42%
High School	72%		High School	50%

Wellness Committee

- The committee has representation from all four school buildings and includes teaching staff, administration, nursing and food service.
- A donation from the Becker Lions (\$2,500) helped support the committee and we were able to purchase prizes for a wellness bingo challenge with additional funds left for future wellness initiatives.

Department Highlights

- Total Breakfast Meals Served: 269,873
- Total Lunch Meals Served: 355,401. *The next highest annual meal count I could find in my files was the 2012/2013 school year in which we served 337,877 lunches.*
- Total Ala Carte Sales: \$155,366.5
- MN grown or raised foods on the menu this year included: apples, pears, peppers, sweet corn, baby red potatoes, tomatoes, ground beef, wild rice, greens, onions, asparagus, beef hot dogs, cucumbers, refrigerator pickles, mushrooms and delicata squash.
- MN Department of Agriculture FY25 Farm to School Grant recipient for \$30,000.
- MN Department of Agriculture FY25 equipment grant recipient for \$12,500 used to purchase a new kettle at the Intermediate School.
- Sherburne County grant recipient for two different grants of \$10,000 each. One for recycling and source separating (implemented food waste going to pig farms versus landfill) and one for supporting waste diversion goals (implementing bulk milk at the middle school versus using cartons).
- Implementation of a monthly Cultural Fusion Entree choice at the high school with positive reception. ~200 students chose the special entree each month.

2024-2025 Becker Public Schools Nutrition and Wellness Report

A look at the 2025/2026 school year:

- Transitioning from utilizing a central kitchen at the high school to prep entrees and process vegetables and fruit to site level preparation.
 - Adding walk in freezers to the intermediate and middle school.
 - Adding new cooking equipment to the intermediate and middle school.
 - The primary school will utilize reach in freezers and support from the high school until they can get a walk in freezer and equipment (slated for summer '27)
- Bulk milk implementation at the middle school.
 - Expecting higher quality milk to be well received by students and a significant reduction of milk cartons ending up in the trash.
- Prepacked salads, bento boxes, and sandwiches will be offered out of the ala carte area as a reimbursable meal for students looking for a quick service option versus standing in line for the hot choice.

Respectfully Submitted,

Felicia Kittok, RDN
Becker Public Schools Food Service Director
fkittok@isd726.org



Director of Human Resources

7/1/25

	Total Salary	Sal Inc %	Total Benefits	District Cost	Cost Inc %
2024-25	\$106,400		\$43,635	\$150,035	
2025-26	\$110,200	3.57%	\$46,172	\$156,372	4.22%
2026-27	\$113,900	3.36%	\$47,010	\$160,910	2.90%
					7.13%
				Average	3.56%

Food Service Director

7/2/25

	Total Salary	Sal Inc %	Total Benefits	District Cost	Cost Inc %
2024-25	\$75,300		\$37,781	\$113,081	
2025-26	\$77,900	3.45%	\$40,059	\$117,959	4.31%
2026-27	\$80,600	3.47%	\$40,665	\$121,265	2.80%
					7.12%
				Average	3.56%

Director of Curriculum & Instruction

7/1/25

	Total Salary	Sal Inc %	Total Benefits	District Cost	Cost Inc %
2024-25	\$140,000		\$48,130	\$188,130	
2025-26	\$145,000	3.57%	\$52,031	\$197,031	4.73%
2026-27	\$150,000	3.45%	\$53,269	\$203,269	3.17%
					7.90%
				Average	3.95%

Director of Business Services

7/1/25

	Total Salary	Sal Inc %	Total Benefits	District Cost	Cost Inc %
2024-25	\$139,900		\$52,365	\$192,265	
2025-26	\$145,600	4.07%	\$54,776	\$200,376	4.22%
2026-27	\$150,300	3.23%	\$55,852	\$206,152	2.88%
					7.10%
				Average	3.55%

Director of Buildings & Grounds

7/1/25

	Total Salary	Sal Inc %	Total Benefits	District Cost	Cost Inc %
2024-25	\$93,200		\$41,575	\$134,775	
2025-26	\$96,900	3.97%	\$43,567	\$140,467	4.22%
2026-27	\$100,200	3.41%	\$44,311	\$144,511	2.88%
					7.10%
				Average	3.55%

Child Care Coordinator

7/1/25

Year	Salary	Sal Inc %	Total Benefits	District Cost	Cost Inc %
2024-25	\$60,627		\$23,067	\$83,694	
2025-26	\$63,600	4.90%	\$23,672	\$87,272	4.28%
2026-27	\$65,600	3.14%	\$24,134	\$89,734	2.82%
					7.10%
				Average	3.55%

Activities Director

7/2/25

	Total Salary	Sal Inc %	Total Benefits	District Cost	Cost Inc %
2024-25	\$99,500		\$27,872	\$127,372	
2025-26	\$102,500	3.02%	\$30,291	\$132,791	4.25%
2026-27	\$105,500	2.93%	\$31,069	\$136,569	2.84%
					7.10%
				Average	3.55%



Language Access Plan

Becker Public Schools

Effective Date: 09/01/25

Reviewed/Updated: 08/15/25

1. Purpose

This Language Access Plan (LAP) outlines Becker Public School's commitment to providing meaningful access to services for individuals with Limited English Proficiency (LEP), in compliance with federal and Minnesota state laws, including Title VI of the Civil Rights Act of 1964, Executive Order 13166, and Minnesota Statutes §15.441 and §256.01, subd. 16.

2. Legal Authority

This plan is developed in accordance with:

- **Federal Laws:**
 - Title VI of the Civil Rights Act of 1964 (prohibiting discrimination based on national origin)
 - Executive Order 13166 (Improving Access to Services for Persons with LEP)
 - Americans with Disabilities Act (ADA) for communication access
- **Minnesota State Laws:**
 - Minnesota Statutes §15.441 (requiring state agencies to provide language access services)
 - Minnesota Statutes §256.01, subd. 16 (requiring translation of vital documents for human services programs)

3. Needs Assessment

A. Identifying LEP Populations

Becker Public Schools will assess the language needs of the community it serves by:

- Analyzing U.S. Census data and state demographic reports.
- Reviewing language requests from clients.
- Collecting feedback from frontline staff and community partners.

B. Languages Most Frequently Encountered

Based on available data, the primary non-English languages spoken by LEP individuals in our service area include: In order of frequency

- Spanish
- Russian
- Hmong
- Chinese/Mandarin
- Filipino (various dialects)
- Karen
- French/Creole
- Japanese
- Romanian
- Vietnamese
- Orono/Afan
- Italian
- German
- Croatian
- Bisaya

4. Language Assistance Services

A. Interpretation Services

Becker Public Schools provides oral interpretation services through:

- Becker staff interpreters
- Professional in-person interpreters
- Telephonic interpretation services (Language Line)

B. Translation of Written Materials

Vital documents will be translated into languages spoken by a significant portion of the LEP population, as required by Minnesota law. These documents include:

- Applications and consent forms
- Notices of rights and responsibilities

- Public-facing program materials
- Emergency notifications

5. Staff Training

All staff who interact with the public will receive training on:

- Identifying LEP individuals
- Proper use of interpretation and translation services
- Cultural competency and legal obligations under Title VI and Minnesota law

6. Notice of Language Services

Becker Public Schools will inform LEP individuals of their right to free language assistance through:

- Multilingual signage in public areas
- Statements in public documents and websites
- Outreach efforts with LEP families

7. Monitoring and Evaluation

Becker Public Schools will conduct annual reviews of the LAP to:

- Assess language service effectiveness
- Identify gaps in services
- Make necessary updates to meet evolving community needs

8. Complaint Process

LEP individuals who believe they have been denied language access services may file a complaint with:

- **Internal Contact:** Carla Nolan, Executive Director of Curriculum and Instruction

9. Contact Information

For more information or assistance regarding language access, contact:

Carla Nolan, Executive Director of Curriculum and Instruction
12000 Hancock St

Becker, MN 55308
(763) 261-6327
cnolan@isd726.org
<https://www.becker.k12.mn.us/>

This Language Access Plan is effective as of 9/1/25 and will be reviewed annually or as required by law.

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 Becker, ISD 726, gratefully accepts the following donations as identified below:

DONOR	GIFT DESCRIPTION	AMOUNT
Hubbard Electric	Softball	\$500.00
Liberty Paper	Girls Tennis	\$250.00
Liberty Paper	Baseball	\$250.00

The vote on adoption of the Resolution was as follows:

Aye: Ryan Hubbard, Aaron Jurek, Connie Robinson, Corey Stanger, Pete Weismann

Nay: None

Absent: None

Whereupon, said Resolution was declared duly adopted on July 7, 2025

Chair

Clerk

Member _____ introduced the following Resolution and moved for its adoption:

RESOLUTION ESTABLISHING COMBINED POLLING PLACES FOR MULTIPLE PRECINCTS AND DESIGNATING HOURS DURING WHICH THE POLLING PLACES WILL REMAIN OPEN FOR VOTING FOR SCHOOL DISTRICT ELECTIONS NOT HELD ON THE DAY OF A STATEWIDE ELECTION

WHEREAS, the School Board of Independent School District No. 726 (Becker Public Schools), Minnesota (the “District”) by a resolution adopted on December 7, 2020, previously designated the Becker City Hall (“City Hall”) as its combined polling place for elections not held on the days of a statewide election; and

WHEREAS, in 2023, the City of Becker, Minnesota (the “City”) designated the Becker Community Center as the City’s official new polling location;

WHEREAS, due to the designation of a new polling location by the City and ongoing construction at the City Hall, the District’s prior combine polling location is now unavailable in accordance with Minnesota Statutes, Section 205A.11.

BE IT RESOLVED by the School Board of the District, as follows:

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.

2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school district elections not held on the day of a statewide election. Each combined polling place must be a polling place that has been designated for use as a polling place by a county or municipality. The following combined polling places are established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election in the calendar year following the adoption of this resolution:

Combined Polling Place:	
Becker Community Center 11500 Sherburne Center Becker, Minnesota 55308	This combined polling place serves all territory located in the District.

3. Pursuant to Minnesota Statutes, Section 205A.09, the polling places will remain open for voting for school district elections not held on the same day as a statewide election between the hours of 7:00 o’clock a.m. and 8:00 o’clock p.m.

4. The clerk is directed to file a certified copy of this resolution with the county auditors of each of the counties in which the school district is located, in whole or in part, within thirty (30) days after its adoption.

5. As required by Minnesota Statutes, Section 204B.16, Subdivision 1a, the clerk is hereby authorized and directed to give written notice of new polling place locations to each affected household with at least one registered voter in the school district whose school district polling place location has been changed.

The notice must be a nonforwardable notice mailed at least twenty-five (25) days before the date of the first election to which it will apply. A notice that is returned as undeliverable must be forwarded immediately to the appropriate county auditor, who shall change the registrant's status to "challenged" in the statewide registration system.

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

And the following against the same:

And the following were absent:

Dated: July 7, 2025

Board Clerk

CERTIFICATION OF MINUTES RELATING TO RESOLUTION

Issuer: Independent School District No. 726 (Becker Public Schools), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting, held on July 7, 2025, at 6:30 o'clock p.m., held in the Teaching & Learning Center.

Members present:

Members absent:

Documents Attached: Minutes of said meeting (including):

RESOLUTION RELATING TO INCREASING THE GENERAL EDUCATION
REVENUE OF THE SCHOOL DISTRICT AND CALLING A SPECIAL
ELECTION THEREON

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

WITNESS my hand officially as such recording officer this ____th day of July 2025.

School District Clerk

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

RESOLUTION RELATING TO INCREASING THE GENERAL EDUCATION REVENUE OF THE SCHOOL DISTRICT AND CALLING A SPECIAL ELECTION THEREON

BE IT RESOLVED by the School Board (the “Board”) of Independent School District No. 726 (Becker Public Schools), Minnesota (the “School District”) as follows:

1. The Board has investigated the facts and does hereby find and determine that it is necessary and expedient that the School District increase its general education revenue authorized by Minnesota Statutes, Section 126C.10.

2. Minnesota Statutes, Section 126C.17 authorizes the School District to increase its general education revenue in an amount approved by the voters of the district at a referendum called for such purpose.

3. The Board hereby determines and declares that it is necessary and expedient for the School District to increase its general education revenue by \$_____ per adjusted pupil unit, subject to an annual increase at the rate of inflation. As provided by law, the ballot question must abbreviate the term “per adjusted pupil unit” as “per pupil.” The proposed referendum revenue authorization would be applicable for ten (10) years, beginning with taxes payable in 2026, unless otherwise revoked or reduced as provided by law.

The question on the approval of the referendum revenue authorization shall be School District Ballot Question 1 on the School District ballot at a special election to be held to approve said authorization.

4. The ballot question as specified above shall be submitted to the qualified voters of the School District at a special election, which is hereby called and directed to be held on Tuesday, November 4, 2025, between the hours of 7:00 o’clock a.m. and 8:00 o’clock p.m. This date is a uniform election date specified in Minnesota Statutes, Section 205A.05.

5. Pursuant to Minnesota Statutes, Section 205A.11, the School District combined polling place and the precincts served by that polling place, as established and designated by a Board resolution adopted on July 7, 2025, for school district elections not held on the day of a statewide election, is hereby designated for this special election.

6. The Clerk is hereby authorized and directed to: (a) cause written notice of the special election to be provided to the Commissioner of Education at least seventy-four (74) days prior to the date of the special election; (b) cause written notice of the special election to be provided to the county auditor of each county in which the School District is located, in whole or in part, at least eighty-four (84) days before the date of the special election; (c) cause written notice of the special election to be posted at the administrative offices of the School District, for public inspection, at least ten (10) days before the date of the special election; (d) cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date

of said special election and to cause two sample ballots to be posted at the at the combined polling place on election day (the sample ballot shall not be printed on the same color paper as the official ballot); (e) if applicable, cause written notice of the special election to be sent by nonforwardable first class mail to every affected household in the District with at least one registered voter at least fourteen (14) days before the date of the special election; and (f) cause written notice of the special election to be published in the official newspaper of the School District once each week for at least two consecutive weeks, with the last publication being at least one week prior to the date of the special election.

The Notice of Special Election shall be prepared in substantially the following form, with such changes as may be approved by the Superintendent of the School District:

**NOTICE OF SPECIAL ELECTION
INDEPENDENT SCHOOL DISTRICT NO. 726
(BECKER PUBLIC SCHOOLS) MINNESOTA**

NOTICE IS HEREBY GIVEN that a special election has been called and will be held in and for Independent School District No. 726 (Becker Public Schools), Minnesota (the “School District”), on Tuesday, November 4, 2025, for the purpose of voting on the following questions:

**SCHOOL DISTRICT BALLOT QUESTION 1
APPROVAL OF SCHOOL DISTRICT REFERENDUM REVENUE AUTHORIZATION**

The School Board of Independent School District No. 726 (Becker Public Schools), Minnesota has proposed to increase its general education revenue by \$_____ per pupil, subject to an annual increase at the rate of inflation. The proposed referendum revenue authorization would first be levied in 2025 for taxes payable in 2026 and would be applicable for ten (10) years unless otherwise revoked or reduced as provided by law. Shall the increase in general education revenue proposed by the School Board of Independent School District No. 726 (Becker Public Schools) be approved?

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

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

For agricultural property (both homestead and non-homestead), the taxes for the proposed referendum will be based on the value of the house, garage and one acre of land. There will be no referendum taxes paid on the value of agricultural land and buildings. For seasonal recreational residential property (e.g., cabins), there will be no taxes paid for the proposed referendum.

The figures in the table below are based on taxes for the proposed referendum revenue levy only, and do not include taxes for other purposes:

[Table to be attached]

at the special election. If an optical scan voting system is being used, the Clerk shall cause official ballots to be printed according to the format of ballots for optical scan voting systems provided by the laws and rules governing optical scan voting systems. The Clerk is further authorized and directed to cause a sample ballot to be posted in the administrative offices of the School District, for public inspection, at least four (4) days before the date of the special election and to cause two sample ballots to be posted at each polling place on the date of the special election and to cooperate with the proper election officials to cause ballots or ballot cards to be prepared for use at said election.

The ballot shall be in substantially the following form, with such changes in form and instructions as may be necessary to accommodate the use of an optical scan voting system and with such other changes as may be approved by the Superintendent of the School District:


[Remainder of page intentionally left blank]

SPECIAL ELECTION BALLOT

**SCHOOL DISTRICT BALLOT
INDEPENDENT SCHOOL DISTRICT NO. 726
(BECKER PUBLIC SCHOOLS), MINNESOTA**

November 4, 2025

Instructions to Voters

To vote, completely fill in the oval(s) next to your choice(s) like this: 

To vote for a question, fill in the oval next to the word “Yes” on that question.
To vote against a question, fill in the oval next to the word “No” on that question.

**SCHOOL DISTRICT QUESTION 1
APPROVAL OF SCHOOL DISTRICT REFERENDUM REVENUE AUTHORIZATION**

The School Board of Independent School District No. 726 (Becker Public Schools), Minnesota has proposed to increase its general education revenue by \$_____ per pupil, subject to an annual increase at the rate of inflation. The proposed referendum revenue authorization would first be levied in 2025 for taxes payable in 2026 and would be applicable for ten (10) years unless otherwise revoked or reduced as provided by law.

- YES Shall the increase in general education revenue proposed by the Board of Independent School District No. 726 (Becker Public Schools) be approved?
- NO

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

10. Optical scan ballots must be printed in black ink on white materials, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instruction must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges’ initials are visible when the ballots are enclosed in a secrecy sleeve.

11. If the School District will be contracting to print the ballots for this special election, the Clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, upon request, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit or certified check acceptable to the Clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The Clerk shall set the amount of the bond, letter of credit or certified check in an amount equal to the value of the purchase.

12. The Clerk shall prepare or cause to be prepared and have ready for use absentee ballots at least forty-six (46) days prior to the special election in accordance with Minnesota Statutes, Section 204B.35, subdivision 4.

13. The Board shall appoint election judges and alternates in accordance with Minnesota Statutes, Section 204B.21. The appointments will be made at least twenty-five (25) days before the special election.

14. Pursuant to Minnesota Statutes, Section 206.83, the Clerk shall provide for testing of the optical scan voting system at least three (3) days before the equipment is used and shall cause notice of the time and place of the test to be published in the School District's official newspaper at least two (2) days before the date of the test.

15. Pursuant to Minnesota Statutes, Section 206.85, subdivision 1(6), the Clerk shall cause notice of the location of the counting center or the places where the ballots will be counted to be published in the School District's official newspaper at least once during the week preceding the special election and in the daily newspaper of widest circulation, if any, once on the day before the special election.

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

17. The Clerk is hereby authorized and directed to begin assembling names of trained election judges to serve at the combined polling place during the special election. The election judges shall act as clerks of election, count the ballots cast and submit the results to the school board for canvass in the manner provided for other school district elections.

18. The special election shall be held and the returns made and canvassed in the manner prescribed by law and the Board shall meet on a date between the third day and the tenth day after the special election for the purpose of canvassing the results thereof.

19. Pursuant to Minnesota Statutes, Section 205A.07, subdivision 3a, the Clerk is hereby instructed to notify the Commissioner of Education of the results of the special election

and to provide the certified vote totals for the ballot questions in written form within fifteen (15) days after the results have been certified by the Board.

20. Pursuant to Minnesota Statutes, Section 211A.02, subdivision 6, the Clerk is hereby instructed to make any campaign finance reports filed with the Clerk by campaign committees within seven (7) days after the special election available on the School District's web site as soon as possible, but no later than thirty (30) days after receipt of any such report. The Clerk is further instructed to provide the Campaign Finance and Public Disclosure Board with a link to the section of web site where such reports are made available. Such reports must remain available on the web site for four (4) years from the date first posted.

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

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

ISD 726 - Becker Public Schools

Exploration of Operating
Referendum Information for
School Board Meeting held
on July 7, 2025

BAIRD



Information prepared by Baird MN Education Team
Michael Hoheisel – Managing Director
Matt Rantapaa - Director
Riley Fischer – Financial Analyst



**WHY ARE WE
CONTEMPLATING ASKING
FOR NEW REVENUE FROM
OUR TAXPAYERS NOW?**

WHY NOW? – COMPENSATORY FUNDING

Compensatory (Free & Reduced-Price Lunch) Revenue is based on student eligibility for free/reduced-price meals and provides funds for schools to support underprepared students. In 2023, the state moved to universal free meals, which reduces form submissions—and thus eligibility data—potentially lowering compensatory revenue. The legislature appropriated \$55 million in FY26 only and established a legislative task force to make recommendations on future program changes.

For Becker, loss of compensatory revenue means fewer resources for interventions like extra instruction, early literacy, and math support forcing potential difficult choices about staffing and programming.

WHY NOW? – SEASONAL UNEMPLOYMENT INSURANCE

Minnesota passed a law in 2023 extending unemployment insurance to non-instructional school workers during the summer. A \$135 million trust fund was appropriated to cover costs until June 2027 or until depleted

After Fiscal Year 2027, districts may/must absorb costs—either via local levies (from FY 2028 onward) or general fund budgets

WHY NOW? – PAID FAMILY & MEDICAL LEAVE ACT

**Paid Family Medical
Leave Act (PFMLA)
modifications commence
January 1, 2026**

**Financial strain from
these leave requirements
may lead to reduced
staff, increased
operational costs, or
potential cuts in services**

WHY NOW? – OTHER ITEMS OF CONSIDERATION



INCREASE COSTS DUE TO
ADDITIONAL READ ACT
REQUIREMENTS



REDUCTION IN SPECIAL
EDUCATION
TRANSPORTATION REVENUE



REDUCED STATE FUNDING
FOR SCHOOL MEALS



REDUCED STUDENT
SUPPORT PERSONNEL AID

Resolution calling for the Operating Levy Referendum is being considered at this July 7, 2025, School Board meeting. The District Board must act by August 12, 2025, to hold a November 4, 2025, Operating Levy Referendum.

Notice to County Auditor and last day to Adopt Resolution Calling for Election

Tuesday, August 12, 2025

Notice to Commissioner

Friday, August 22, 2025

Vote Absentee

Friday, September 19, 2025

Election Day

Tuesday, November 4, 2025

ELECTION DATES OF IMPORTANCE



**NOVEMBER 4, 2025,
BALLOT QUESTION OPTIONS**



*BALLOT
LANGUAGE
DISCLAIMER*

**PLEASE NOTE – THE BALLOT QUESTION
EXAMPLES INCLUDED IN THIS SLIDE
SHOW ARE FOR ILLUSTRATION ONLY AND
STILL NEED TO BE REVIEWED AND VETTED
BY JUSTIN REPPE AT KUTAK ROCK
(DISTRICT LEGAL / BOND COUNSEL) AS
OF JUNE 24, 2025**



**SINGLE BALLOT QUESTION
OPTION - \$125 PER APU
OPERATING LEVY
REFERENDUM**

Ballot
Question -
\$125 per
APU Option

**SCHOOL DISTRICT BALLOT QUESTION 1
APPROVAL OF SCHOOL DISTRICT REFERENDUM
REVENUE AUTHORIZATION**

The School Board of Independent School District No. 726 (Becker Public Schools), Minnesota has proposed to increase its general education revenue by \$125 per pupil, subject to an annual increase at the rate of inflation. The proposed referendum revenue authorization would be first levied in 2025 for taxes payable in 2026 and would be applicable for ten (10) years unless otherwise revoked or reduced by law. Shall the increase in general education revenue proposed by the school board of Independent School District No. 726 (Becker Public Schools), Minnesota be approved?

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE
VOTING FOR A PROPERTY TAX INCREASE.**

Ballot Question - \$125 per APU requests voters to approve an increase in its voter approved operating levy referendum revenue by \$422K annually and will be used to fund operational needs district wide.

BALLOT QUESTION - \$125 PER APU OPTION

<i>Titles below reflect Current Year Info</i>	Current	New	Difference
BAIRD			
Taxes Payable	2025	2026	
Fiscal Year	2026	2027	
ADJ PU 2025-2026	3,074.20	3,074.20	0.00
Current Voter-Approved Authority	1,059.97	1,085.73	25.76
Enter New Requested Authority		125.00	125.00
Allowance (Voter- approved Authority)	1,059.97	1,210.73	150.76
Voter Approved Revenue	3,258,560	3,722,018	463,458
Equity Revenue Change		(40,579)	(40,579)
New Revenue Generated	3,258,560	3,681,438	422,879
Share paid by State (Total Aid)	0	0	0
Share paid by State %	0.00%	0.00%	
Local Levy Share	3,258,560	3,722,018	463,458
Local Levy Rate	0.13513%	0.15435%	0.01922%

Property Type	Estimated Market Value	New Op. Levy Authority - \$125.00 per Pupil Unit	
		Net New Dollars Generated	Est. Tax Rate
		422,879	0.01922%
		Annual Tax Impact Commencing with Taxes Payable 2026	Total Est. Monthly Tax Impact Commencing with Taxes Payable 2026
Homestead Residential Property	200,000	38.44	3.20
	400,000	76.88	6.41
	600,000	115.32	9.61
Commercial / Industrial	200,000	38.44	3.20
	400,000	76.88	6.41
	600,000	115.32	9.61
Apartments	200,000	38.44	3.20
	400,000	76.88	6.41
	600,000	115.32	9.61
Seasonal Rec	200,000	0.00	0.00
	400,000	0.00	0.00
	600,000	0.00	0.00
Ag Dwelling Value of HSTD Only (house, garage and 1 acre)	200,000	38.44	3.20
	400,000	76.88	6.41
	600,000	115.32	9.61
Remainder of Ag HSTD assessed value per acre	7,500	0.00	0.00
	10,000	0.00	0.00
	12,500	0.00	0.00
Remainder of Ag Non-HSTD assessed value per acre	7,500	0.00	0.00
	10,000	0.00	0.00
	12,500	0.00	0.00



TAXPAYER NOTICE INFORMATION FOR \$125 PER APU OPERATING LEVY REFERENDUM BALLOT QUESTION

Note - Seasonal rec property and agricultural land beyond dwelling value (home, garage and one acre) are exempt from RMV tax (voter approved operating referendum)



**SINGLE BALLOT QUESTION
OPTION - \$175 PER APU
OPERATING LEVY
REFERENDUM**

Ballot
Question -
\$175 per
APU Option

**SCHOOL DISTRICT BALLOT QUESTION 1
APPROVAL OF SCHOOL DISTRICT REFERENDUM
REVENUE AUTHORIZATION**

The School Board of Independent School District No. 726 (Becker Public Schools), Minnesota has proposed to increase its general education revenue by \$175 per pupil, subject to an annual increase at the rate of inflation. The proposed referendum revenue authorization would be first levied in 2025 for taxes payable in 2026 and would be applicable for ten (10) years unless otherwise revoked or reduced by law. Shall the increase in general education revenue proposed by the school board of Independent School District No. 726 (Becker Public Schools), Minnesota be approved?

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU ARE
VOTING FOR A PROPERTY TAX INCREASE.**

Ballot Question - \$175 per APU requests voters to approve an increase in its voter approved operating levy referendum revenue by \$569K annually and will be used to fund operational needs district wide.

BALLOT QUESTION - \$175 PER APU OPTION

BAIRD

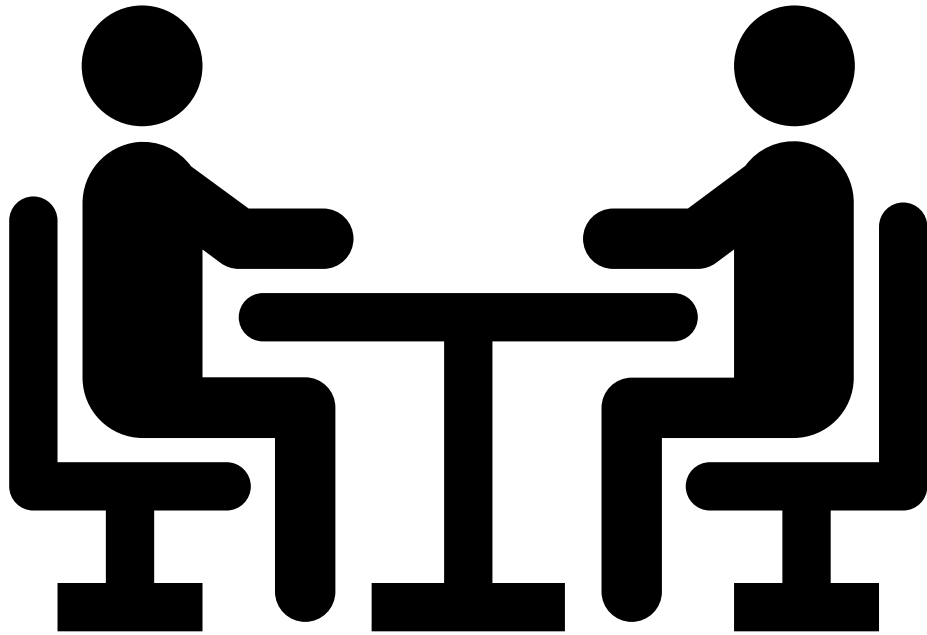
<i>Titles below reflect Current Year Info</i>	Current	New	Difference
Taxes Payable	2025	2026	
Fiscal Year	2026	2027	
ADJ PU 2025-2026	3,074.20	3,074.20	0.00
Current Voter-Approved Authority	1,059.97	1,085.73	25.76
Enter New Requested Authority		<u>175.00</u>	<u>175.00</u>
Allowance (Voter- approved Authority)	1,059.97	1,260.73	200.76
Voter Approved Revenue	3,258,560	3,875,728	617,168
Equity Revenue Change		(47,343)	(47,343)
New Revenue Generated	3,258,560	3,828,385	569,825
Share paid by State (Total Aid)	0	0	0
Share paid by State %	0.00%	0.00%	
Local Levy Share	3,258,560	3,875,728	617,168
Local Levy Rate	0.13513%	0.16073%	0.02560%



TAXPAYER NOTICE INFORMATION FOR \$175 PER APU OPERATING LEVY REFERENDUM BALLOT QUESTION

Property Type	Estimated Market Value	Net New Dollars Generated Est. Tax Rate	Annual Tax Impact Commencing with Taxes Payable 2026	Total Est. Monthly Tax Impact Commencing with Taxes Payable 2026
		New Op. Levy Authority - \$175.00 per Pupil Unit		
		569,825		
		0.02560%		
Homestead Residential Property	200,000 400,000 600,000	51.20 102.40 153.60	4.27 8.53 12.80	
Commercial / Industrial	200,000 400,000 600,000	51.20 102.40 153.60	4.27 8.53 12.80	
Apartments	200,000 400,000 600,000	51.20 102.40 153.60	4.27 8.53 12.80	
Seasonal Rec	200,000 400,000 600,000	0.00 0.00 0.00	0.00 0.00 0.00	
Ag Dwelling Value of HSTD Only (house, garage and 1 acre)	200,000 400,000 600,000	51.20 102.40 153.60	4.27 8.53 12.80	
Remainder of Ag HSTD assessed value per acre	7,500 10,000 12,500	0.00 0.00 0.00	0.00 0.00 0.00	
Remainder of Ag Non-HSTD assessed value per acre	7,500 10,000 12,500	0.00 0.00 0.00	0.00 0.00 0.00	

Note - Seasonal rec property and agricultural land beyond dwelling value (home, garage and one acre) are exempt from RMV tax (voter approved operating referendum)



**QUESTIONS,
COMMENTS,
AND FURTHER
DISCUSSION**

CERTIFICATION OF MINUTES RELATING TO SPECIAL ELECTION

Issuer: Independent School District No. 726 (Becker Public Schools), Minnesota

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting, held on July 7, 2025, at 6:30 o'clock p.m., held in the Teaching & Learning Center.

Members present:

Members absent:

Documents Attached: Minutes of said meeting (including):

RESOLUTION CALLING A SPECIAL ELECTION TO FILL SCHOOL BOARD
VACANCY

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

WITNESS my hand officially as such recording officer this ____th day of July 2025.

School District Clerk

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

RESOLUTION CALLING A SPECIAL ELECTION TO FILL SCHOOL BOARD VACANCY

WHEREAS, a vacancy exists in the office of school board member with a term expiring the first Monday in January, 2029; and

WHEREAS, a vacancy has occurred more than 90 days prior to the first Tuesday after the first Monday in November in the year in which the vacancy occurs; and

NOW THEREFORE, BE IT RESOLVED by the School Board (the “Board”) of Independent School District No. 726 (Becker Public Schools), Minnesota (the “School District”) as follows:

1. The Clerk shall accept affidavits of candidacy for this office during the same filing period as applicable to the school district general election, i.e. between 84 and 98 days before the date of the special election.

2. It is necessary to hold a special election to elect one (1) individual to fill the vacancy in the term of Board Member expiring the first Monday in January, 2029.

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

4. The special election shall be held on November 4, 2025, between the hours of 7 o'clock a.m. and 8:00 o'clock p.m. This date is a uniform election date specified in Minnesota Statutes, Section 205A.05.

5. Pursuant to Minnesota Statutes, Section 205A.11, the school district combined polling place and the precincts served by that polling place, as established and designated by Board resolution on July 7, 2025 for school district elections not held on the day of a statewide election, is hereby designated for this special election.

6. The Clerk is hereby authorized and directed to: (a) cause written notice of the special election to be provided to the County Auditors of each county in which the school district is located, in whole or in part, at least eighty-four (84) days before the date of the special election; (b) cause written notice of the special election to be provided to the Commissioner of Education at least seventy-four (74) days prior to the date of the special election; (c) cause notice of said special election to be posted at the administrative offices of the School District, for public inspection, at least ten (10) days before the date of the special election; (d) cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said special election and to cause two sample ballots to be posted at the combined polling place on election day (the sample ballot shall not be printed on the same color paper as the official ballot) (e) if applicable, cause written notice of the special election to be sent by nonforwardable first

class mail to every affected household in the District with at least one registered voter at least fourteen (14) days before the date of the special election; and (f) cause written notice of the special election to be published in the official newspaper of the School District once each week for at least two consecutive weeks, with the last publication being at least one week prior to the date of the special election.

The Notice of Special Election shall be prepared in substantially the following form, with such changes as may be approved by the Superintendent of the School District:

**NOTICE OF SPECIAL ELECTION
INDEPENDENT SCHOOL DISTRICT NO. 726
(BECKER PUBLIC SCHOOLS), MINNESOTA**

NOTICE IS HEREBY GIVEN that a special election has been called and will be held in and for Independent School District No. 726 (Becker Public Schools), Minnesota (the “School District”), on Tuesday, November 4, 2025, for the purpose of electing one school board member to fill the vacancy in the term of School Board Member expiring the first Monday in January, 2029.

**SPECIAL ELECTION BALLOT
SCHOOL DISTRICT BALLOT
INDEPENDENT SCHOOL DISTRICT NO. 726
(BECKER PUBLIC SCHOOLS), MINNESOTA**

November 4, 2025

Special Election

For School Board Member to fill vacancy

In term expiring January 1, 2029

INSTRUCTIONS TO VOTERS

To vote, completely fill in the oval next to your choice like this:



VOTE FOR ONE



INDEPENDENT SCHOOL DISTRICT NO. 726
(BECKER PUBLIC SCHOOLS), MINNESOTA

November 4, 2025

Special Election
For School Board Member to fill vacancy
In term expiring January 1, 2029

INSTRUCTIONS TO VOTERS

To vote, completely fill in the oval next to your choice like this:



School Board Member
Vote for One

write-in, if any

10. The Clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this special election. Optical scan ballots must be printed in black ink on white materials, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instruction must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

11. If the School District will be contracting to print the ballots for this special election, the Clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall, upon request, furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit or certified check acceptable to the Clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions

delivered. The Clerk shall set the amount of the bond, letter of credit or certified check in an amount equal to the value of the purchase.

12. The Clerk shall prepare or cause to be prepared and have ready for use absentee ballots at least forty-six (46) days prior to the special election in accordance with Minnesota Statutes, Section 204B.35, subdivision 4.

13. The Board shall appoint election judges and alternates in accordance with Minnesota Statutes, Section 204B.21. The appointments will be made at least twenty-five (25) days before the special election.

14. Pursuant to Minnesota Statutes, Section 206.83, the Clerk shall provide for testing of the optical scan voting system at least three (3) days before the equipment is used and shall cause notice of the time and place of the test to be published in the School District's official newspaper at least two (2) days before the date of the test.

15. Pursuant to Minnesota Statutes, Section 206.85, subdivision 1(6), the Clerk shall cause notice of the location of the counting center or the places where the ballots will be counted to be published in the School District's official newspaper at least once during the week preceding the special election and in the daily newspaper of widest circulation, if any, once on the day before the special election.

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

17. The Clerk is hereby authorized and directed to begin assembling names of trained election judges to serve at the combined polling place during the special election. The election judges shall act as clerks of election, count the ballots cast and submit the results to the school board for canvass in the manner provided for other school district elections.

18. The special election shall be held and the returns made and canvassed in the manner prescribed by law and the Board shall meet on a date between the third day and the tenth day after the special election for the purpose of canvassing the results thereof.

19. Pursuant to Minnesota Statutes, Section 205A.07, subdivision 3a, the Clerk is hereby instructed to notify the Commissioner of Education of the results of the special election and to provide the certified vote totals for the ballot questions in written form within fifteen (15) days after the results have been certified by the Board.

20. Pursuant to Minnesota Statutes, Section 211A.02, Subdivision 6, the Clerk is hereby instructed to make any campaign finance reports filed with the Clerk by campaign committees within seven (7) days after the special election available on the School District's web site as soon as possible, but no later than thirty (30) days after receipt of any such report. The Clerk is further instructed to provide the Campaign Finance and Public Disclosure Board with a link to the section of web site where such reports are made available. Such reports must remain available on the web site for four (4) years from the date first posted.

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

and the following voted against the same:

whereupon the resolution was declared duly passed and adopted.

**RESOLUTION ESTABLISHING DATES
FOR FILING AFFIDAVITS OF CANDIDACY**

BE IT RESOLVED by the School Board of Independent School District No. 726 (Becker Public Schools), Minnesota (the "District"), as follows:

1. The period for filing affidavits of candidacy for the office of school board member of the District shall begin on July 29, 2025 and shall close on August 12, 2025. An affidavit of candidacy must be filed in the office of the school district election clerk and the \$2 filing fee paid prior to 5:00 o'clock p.m. August 12, 2025.
2. The District clerk is hereby authorized and directed to cause notice of said filing dates to be published in the official newspaper of the District, at least two (2) weeks prior to the first day to file affidavits of candidacy.
3. The District clerk is hereby authorized and directed to cause notice of said filing dates to be posted at the administrative offices of the school district at least ten (10) days prior to the first day to file affidavits of candidacy.
4. The notice of said filing dates shall be in substantially the following form with such changes as may be approved by the Superintendent:

**NOTICE OF FILING DATES FOR ELECTION TO THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT NO. 726
(BECKER PUBLIC SCHOOLS), STATE OF MINNESOTA**

NOTICE IS HEREBY GIVEN that the period for filing affidavits of candidacy for the office of school board member of Independent School District No. 726 (Becker Public Schools) shall begin on July 29, 2025 and shall close at 5:00 o'clock p.m. on August 12, 2025.

The special election shall be held on Tuesday, November 4, 2025. At that election, one member will be elected to the School Board to fill a vacated term beginning immediately after receiving the certificate of election, filing the bond, and taking the oath of office, and ending on the first Monday in January, 2029.

The affidavits of candidacy are available on the District's website (<https://www.becker.k12.mn.us>) or in the office of the District clerk, located at 12000 Hancock St., Becker, Minnesota 55308. The filing fee for this office is \$2. A candidate for this office must be an eligible voter, must be 21 years of age or more on assuming office, must have been a resident of the District from which the candidate seeks election for thirty (30) days before the special election, and must have no other affidavit on file for any other office at the special election or next ensuing general election.

The affidavits of candidacy must be filed in the office of the District clerk and the filing fee paid prior to 5:00 o'clock p.m. on August 12, 2025.

Dated: July ___, 2025