

## Regular Meeting

Thursday, September 23, 2021 6:30 PM

Middle School Student Center, 601 Minnesota Ave, Big Lake, MN 55309

I. Call to Order	<b>Presenter:</b> Chair, Tonya Reasoner
II. Roll Call	<b>Presenter:</b> Chair, Tonya Reasoner
III. Approve Agenda	<b>Presenter:</b> Chair, Tonya Reasoner
IV. Pledge of Allegiance	<b>Presenter:</b> Chair, Tonya Reasoner
V. Open Forum	<b>Presenter:</b> Chair, Tonya Reasoner
VI. Consent Agenda	<b>Presenter:</b> Chair, Tonya Reasoner
A. Previous Minutes	
B. Claims and Accounts	
C. Credit Card Report	
D. Personnel	
VII. Donations	<b>Presenter:</b> Chair, Tonya Reasoner
VIII. Financial Report ( <i>C. Strong Financial Foundation</i> )	<b>Presenter:</b> Director of Business Services, Angie Manuel
IX. Approve Preliminary Pay 2022 Levy Certification ( <i>C. Strong Financial Foundation</i> )	<b>Presenter:</b> Director of Business Services, Angie Manuel
X. Referendum Projects ( <i>E. Facilities and Infrastructure Design</i> )	<b>Presenter:</b> Buildings and Grounds Manager, TJ Zerwas
XI. Discussion of Commissioner's Review and Comment on Proposed Referendum ( <i>F. Expand and Strengthen Public Support</i> )	<b>Presenter:</b> Superintendent, Tim Truebenbach
XII. School Improvement Plans: SEL and Literacy Practices ( <i>A. Implement Practices for Exceptional Learning</i> )	<b>Presenter:</b> Executive Director of Teaching and Learning, David Bernard and Building Principals
XIII. Resolution Appointing Election Judges ( <i>F. Expand and Strengthen Public Support</i> )	<b>Presenter:</b> Chair, Tonya Reasoner
XIV. Superintendent Report ( <i>F. Expand and Strengthen Public Support</i> )	<b>Presenter:</b> Superintendent, Tim Truebenbach
XV. Adjournment	<b>Presenter:</b> Chair, Tonya Reasoner



# OPEN FORUM

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

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

**The guidelines for open forum are as follows:**

1. Speakers must state their name and address
2. Each speaker will be provided three minutes
3. No action can be taken unless the matter addressed is formally on the agenda
4. Speaker will not make negative comments regarding any employee of the District
5. The Board Chair can end the Open Forum at any time
6. Please note that data privacy laws do not allow for any matters concerning individual employees or students to be discussed

**ISD 727 SCHOOL BOARD  
PERSONNEL ACTIONS  
09/23/2021**

<b>Employee</b>	<b>Position</b>	<b>Effective Date</b>
<b>HIRE</b>		
Adelman, Emily	Education Assistant - Liberty Elementary	09/13/2021
Braasch, Hannah	Music/Choir Teacher - Split between High School & Independence Elem	*09/20/2021
Corrick, Melody	Cafeteria/Recess Monitor - Independence Elementary	09/13/2021
Eskola, Timothy	Building Custodian - Liberty Elementary	09/13/2021
King, Andrew	Education Assistant - High School	09/07/2021
Pierson, Andrea	School Counselor/Social Worker – Independence Elementary School	09/07/2021
Halsted, Elizabeth	Recess/Cafeteria Monitor - Independence Elementary School	09/13/2021
Nelson, Derek	Head Cheerleading Coach – Community Education	08/16/2021
*Miller, Laura	LTS for Big Lake Online (rehire)	09/20/2021
*Meyer, Alicia	Lunch/Recess Monitor – Independence Elementary School	09/22/2021
*Shaffer, Marcia	Lunch/Recess Monitor – Liberty Elementary School	09/22/2021
<b>Employee</b>	<b>Position</b>	<b>Effective Date</b>
Miller, Laura-Resignation	Elementary Teacher – Independence Elementary	06/04/2021
Van Dover, Brandon-Resignation	Building Custodian – Independence Elementary	09/03/2021
*Dawson, Debbra - Resignation	Recess/Cafeteria Monitor – Liberty Elementary	09/24/2021
*Mussa, Mukhtar – Resignation	Recess/Cafeteria Monitor – Liberty Elementary	09/13/2021
*Pietrowski, Tracy – Resignation	Health Assistant – Middle School	07/30/2021

**\*Changes added after original form distributed**

09/22/2021 10:35 AM

The following resolution was moved by \_\_\_\_\_ and seconded by \_\_\_\_\_:

**RESOLUTION ACCEPTING DONATIONS**

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

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

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

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

Donor	Item	Designated Purpose (if any)
Big Lake Spud Fest	\$2,500.00	Help pay for program “Rock My Campus”
Caribou Coffee	Coffee for teacher workshop	Supply teachers with coffee for breakfast
Minnco Credit Union	School supplies	Students in need at Liberty
Big Lake PTO	\$3,354.00	Water bottle filling stations at Independence
SynchPack	Single use hand sanitizer packs, value at \$560.00	Help keep students healthy
Coborn’s	\$1,536.75	Elementary activity funds ½ to each
PTO	\$240.00	Provide planners to students in need at Independence

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted on September 23, 2021.



**SUMMARY OF YTD 20-21 BUDGET ADJUSTMENTS**

*\*Denotes Specific School Board Approval*

**GENERAL FUND:**

**REVENUE:**

	AMOUNT	DATE
Original Budget	\$36,703,752 *	Jun-21
-Establish PCN grant budget	\$219,486	

**NET CURRENT REVENUE BUDGET**

\$36,923,238

**GENERAL FUND:**

**EXPENSE:**

	AMOUNT	DATE
Original Budget	\$39,276,533 *	Jun-21
-Establish PCN grant budget	\$203,388	

**NET CURRENT EXPENSE BUDGET**

\$39,479,921

## SUMMARY OF YTD 20-21 BUDGET ADJUSTMENTS

*\*Denotes Specific School Board Approval*

	AMOUNT	DATE
<b>FOOD SERVICE FUND:</b>		
<b>REVENUE:</b>		
Original Budget	\$1,819,935	* Jun-21
<b>NET CURRENT REVENUE BUDGET</b>	<b>\$1,819,935</b>	
<b>EXPENSE:</b>		
Original Budget	\$1,782,109	* Jun-21
<b>NET CURRENT EXPENSE BUDGET</b>	<b>\$1,782,109</b>	
<b>COMMUNITY SERVICE FUND:</b>		
<b>REVENUE:</b>		
Original Budget	\$1,826,853	* Jun-21
<b>NET CURRENT REVENUE BUDGET</b>	<b>\$1,826,853</b>	
<b>EXPENSE:</b>		
Original Budget	\$1,911,445	* Jun-21
<b>NET CURRENT EXPENSE BUDGET</b>	<b>\$1,911,445</b>	
<b>BUILDING CONSTRUCTION FUND:</b>		
<b>REVENUE:</b>		
Original Budget	\$4,050	* Jun-21
<b>NET CURRENT REVENUE BUDGET</b>	<b>\$4,050</b>	
<b>EXPENSE:</b>		
Original Budget	\$5,044,369	* Jun-21
<b>NET CURRENT EXPENSE BUDGET</b>	<b>\$5,044,369</b>	

**SUMMARY OF YTD 20-21 BUDGET ADJUSTMENTS**

*\*Denotes Specific School Board Approval*

	<b>AMOUNT</b>	<b>DATE</b>
<b>DEBT SERVICE FUND</b>		
<b>REVENUE:</b>		
Original Budget	\$5,744,662	* Jun-21
<b>NET CURRENT REVENUE BUDGET</b>	<u>\$5,744,662</u>	
<b>EXPENSE:</b>		
Original Budget	\$6,040,503	* Jun-21
<b>NET CURRENT EXPENSE BUDGET</b>	<u>\$6,040,503</u>	
	<b>AMOUNT</b>	<b>DATE</b>
<b>OPEB Irrevocable Trust Fund</b>		
<b>REVENUE:</b>		
Original Budget	60,000	* Jun-21
<b>NET CURRENT REVENUE BUDGET</b>	<u>60,000</u>	
<b>EXPENSE:</b>		
Original Budget	\$248,570	* Jun-21
<b>NET CURRENT EXPENSE BUDGET</b>	<u>\$248,570</u>	

## ISD #727 2021-2022 Original Budget

August 31st, 2021

	Budgeted Fund Balance June 30,2021	Revenue Budget 21-22	Expenditure Budget 21-22	Projected Net Change Incr(Decr) in Fund Balance	Transfers	Budgeted Fund Balance June 30,2022
<b>General:</b>						
Restricted -						
Long Term Facilities Maintenance	\$ 116,212	\$ 300,897	\$ 275,654	\$ 25,243	\$ -	\$ 141,455
Operating Capital	\$ 577,234	\$ 731,230	\$ 1,096,759	\$ (365,529)	\$ -	\$ 211,705
Capital Projects Levy	\$ 327,829	\$ 563,770	\$ 650,407	\$ (86,637)	\$ -	\$ 241,192
Staff Development	\$ 116,639	\$ 452,431	\$ 461,217	\$ (8,786)	\$ -	\$ 107,853
Third Party/Medical Assistance	\$ 250,530	\$ 70,000	\$ 113,496	\$ (43,496)	\$ -	\$ 207,034
Area Learning Center (ALC)	\$ 35,192	\$ 319,990	\$ 355,182	\$ (35,192)	\$ -	\$ -
Scholarships	\$ 16,650	\$ 11,000	\$ 11,000	\$ -	\$ -	\$ 16,650
Student Activities	\$ 9,647	\$ 10,600	\$ 700	\$ 9,900	\$ -	\$ 19,547
Committed for Severance	\$ 520,204	\$ -	\$ 33,347	\$ (33,347)	\$ -	\$ 486,857
Assigned for Q Comp	\$ 223,612	\$ 772,477	\$ 731,392	\$ 41,085	\$ -	\$ 264,697
Assigned for Athletics and Activities	\$ 190,444	\$ 948,765	\$ 965,012	\$ (16,247)	\$ -	\$ 174,197
Assigned for Building Level Activities	\$ 120,348	\$ 8,600	\$ 12,442	\$ (3,842)	\$ -	\$ 116,506
Other Assigned Fund Balances	\$ 324,741	\$ 12,000	\$ 302,287	\$ (290,287)	\$ -	\$ 34,454
Nonspendable for Prepaid Items	\$ 118,522	\$ -	\$ -	\$ -	\$ -	\$ 118,522
Unassigned	\$ 7,072,174	\$ 32,721,478	\$ 34,471,026	\$ (1,749,548)	\$ -	\$ 5,322,626
Subtotal	\$ 10,019,978	\$ 36,923,238	\$ 39,479,921	\$ (2,556,683)	\$ -	\$ 7,463,295
<b>Food Service:</b>						
Restricted	\$ 135,592	\$ 1,819,935	\$ 1,782,109	\$ 37,826	\$ -	\$ 173,418
Nonspendable for Inventory	\$ 38,923	\$ -	\$ -	\$ -	\$ -	\$ 38,923
Subtotal	\$ 174,515	\$ 1,819,935	\$ 1,782,109	\$ 37,826	\$ -	\$ 212,341
<b>Community Service:</b>						
Restricted -						
Community Education	\$ 423,564	\$ 1,225,944	\$ 1,302,391	\$ (76,447)	\$ -	\$ 347,117
ECFE	\$ 51,352	\$ 239,959	\$ 226,517	\$ 13,442	\$ -	\$ 64,794
School Readiness	\$ (18,476)	\$ 342,950	\$ 365,776	\$ (22,826)	\$ -	\$ (41,302)
Preschool Screening	\$ 11,220	\$ 18,000	\$ 16,761	\$ 1,239	\$ -	\$ 12,459
Subtotal	\$ 467,660	\$ 1,826,853	\$ 1,911,445	\$ (84,592)	\$ -	\$ 383,068
<b>Building Construction Fund</b>						
Restricted -						
Long-Term Facilities Maintenance	\$ 5,048,019	\$ 4,050	\$ 5,044,369	\$ (5,040,319)	\$ -	\$ 7,700
Referendum Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 5,048,019	\$ 4,050	\$ 5,044,369	\$ (5,040,319)	\$ -	\$ 7,700
<b>Debt Service - Restricted</b>	\$ 1,851,375	\$ 5,744,662	\$ 6,040,503	\$ (295,841)	\$ -	\$ 1,555,534
<b>OPEB Irrevocable Trust Fund</b>	\$ 1,576,263	\$ 60,000	\$ 248,570	\$ (188,570)	\$ -	\$ 1,387,693
<b>Total</b>	\$ 19,137,810	\$ 46,378,738	\$ 54,506,917	\$ (8,128,179)	\$ -	\$ 11,009,631

Treasurer's Report  
 Month of August, 2021/22 School Year  
 Amber Sixberry, Treasurer

Big Lake School District #727  
 Respectfully Submitted at the 09/23/21 Board Meeting  
*(Italicized, underlined phrase in parenthesis denotes the source of the data and notes)*

**COMPLIANCE ISSUES**

- |    |   |                   |
|----|---|-------------------|
| 1) | Preliminary UFARS data loaded to MDE by September 15th, 2021  | In compliance     |
| 2) | Revenue and Expenditure Budget published by earlier of one week after school board accepts final audit or November 30, 2021 | Not in compliance |
| 3) | Final UFARS data to MDE by November 30, 2021  | Not in compliance |
| 4) | The 2020/2021 audit (electronic copy) received at MDE by December 31st, 2021  | Not in compliance |
| 5) | Board members having received training in financial matters per statute   | In compliance     |

**FISCAL HEALTH - INCOME STATEMENT PARAMETERS**

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

	REVENUE			<i>(Calculated)</i>	EXPENDITURES		
	Budget	Actual \$ YTD	Actual % YTD		Budget	Actual \$ YTD	Actual % YTD
General Fund (01,05,09,11 &12)	\$ 36,923,238	\$ 4,228,313	11%	\$ 39,479,921	\$ 1,815,156	5% <i>Note 1</i>	
Food Service (02)	\$ 1,819,935	\$ 32,428	2%	\$ 1,782,109	\$ 42,064	2%	
Community Service (04)	\$ 1,826,853	\$ 380,217	21%	\$ 1,911,445	\$ 263,293	14%	
Building Construction (06)	\$ 4,050	\$ 1	0%	\$ 5,044,369	\$ 1,499,598	30%	
Debt Service (07)	\$ 5,744,662	\$ 119,270	2%	\$ 6,040,503	\$ 741,552	12%	
OPEB Irrevocable Trust Fund (45)	\$ 60,000	\$ 19,237	32%	\$ 248,570	\$ 42	0%	

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

Budgeted Seated ADM	2994
Tuition ADM	72
Budgeted ADM	3066

**NOTES**

1. *PCN Grant Revision*

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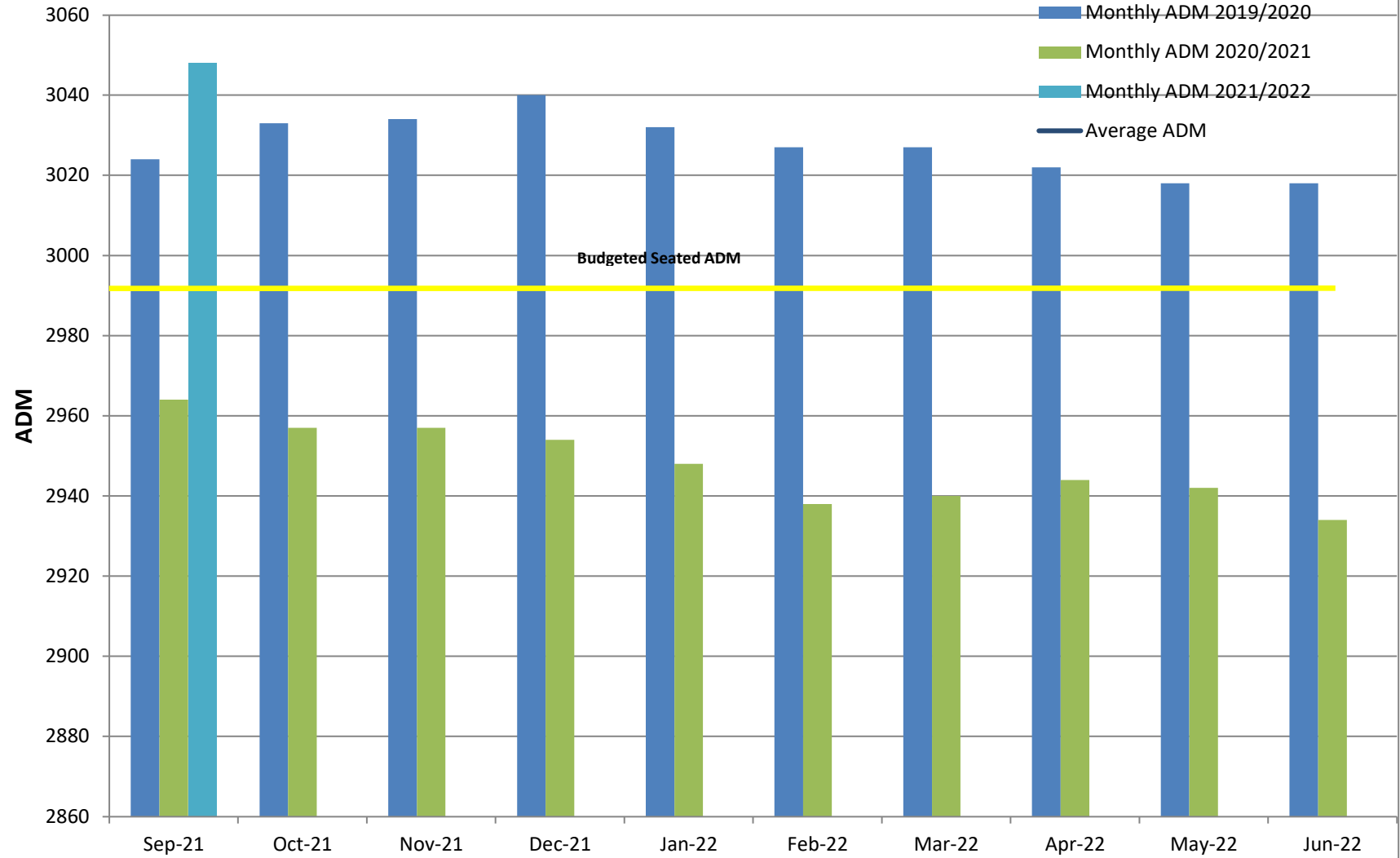
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# Fiscal Year 21-22

## Monthly, Average, and Budgeted Daily Membership



**CASH REPORT FOR SCHOOL BOARD**

**BIG LAKE PUBLIC SCHOOLS**  
Independent School District # 727  
for month: Aug 2021

<b>101 - CASH ACCOUNTS</b>					
	<b>Beg Balance</b>	<b>Receipts</b>	<b>Checks</b>	<b>Adjustments</b>	<b>End Balance</b>
General Fund	\$ 1,207,715	\$ 2,874,754	\$ (3,107,621)		\$ 974,848
Food Service	(\$76,418)	745	(41,652)		(\$117,325)
Community Service	(\$104,656)	211,175	(209,783)		(\$103,264)
Building Fund	\$0	3,518	(3,518)		\$0
Debt Service	\$63,571	-	-		\$63,571
Project fund- HVAC (Fund 15)	\$0	1,499,598	(1,499,598)		\$0
Custodial Fund (Fund 18)	\$1,443	-	-		\$1,443
OPEB Trust Fund	(\$129,727)	129,727	-		\$0
<b>TOTAL PER BOOKS</b>	961,928	4,719,517.00	(\$4,862,172)	\$0	819,273
				General Checking Account	\$819,273
				<b>TOTAL PER BANK</b>	<b>\$819,273</b>

<b>102 - PETTY CASH ACCOUNT</b>					
	<b>Beg Balance</b>	<b>Receipts</b>	<b>Checks</b>	<b>Adjustments</b>	<b>End Balance</b>
General Fund	\$1,651	-	(\$115)	-	\$1,536
				Petty Cash Checking Account	\$1,536
				<b>TOTAL PER BANK</b>	<b>\$1,536</b>

<b>104 - INVESTMENT ACCOUNTS</b>					
	<b>Beg Balance</b>	<b>Deposits</b>	<b>Withdrawals</b>	<b>Adjustments</b>	<b>End Balance</b>
General Fund	(\$2,102,107)	\$ 10,577,108	\$ (7,300,000)		\$1,175,001
General Fd Operating Investments	\$13,063,819	5,000,000	(5,998,781)		\$12,065,038
Food Service	\$477,436	30,400	-		\$507,836
Community Service	\$936,553	28,465	-		\$965,018
Debt Service	\$3,432,357	75,585	-		\$3,507,942
Facilities Investments 2017A	\$6,498	-	(3,518)		\$2,980
Facilities Investments 2019A (Fd 06)	\$19,569	-	-		\$19,569
Facility Maintenance Invest. 2020A (Fd 07)	\$271,500	-	-		\$271,500
Facility Maintenance Invest. 2020A (Fd 15)	\$28,107	1	-		\$28,108
Facility Maintenance Invest. 2021A (Fd 07)	\$180,140	-	-		\$180,140
Facility Maintenance Invest. 2021A (Fd 15)	\$5,233,311	47	(1,499,598)		\$3,733,760
OPEB Trust Fund	\$1,129,953	8,311	(129,773)		\$1,008,491
OPEB Trust Equities	\$621,226	7,819	-		\$629,045
<b>TOTAL PER BOOKS</b>	\$23,298,362	\$15,727,736	(\$14,931,670)	\$0	\$24,094,428
				MN Trust	\$6,155,797
				Operating Investments	\$12,065,038
				Building Fund Investments	\$4,236,057
				OPEB Trust	\$1,637,536
				<b>TOTAL PER BANK</b>	<b>\$24,094,428</b>

<b>CASH AND INVESTMENT BALANCE SUMMARY BY FUND</b>					
	<b>Beg Balance</b>	<b>Deposits</b>	<b>Withdrawals</b>	<b>Adjustments</b>	<b>End Balance</b>
General Fund	\$ 12,171,078	\$ 18,451,862	\$ (16,406,517)	\$ -	\$ 14,216,423
Food Service	\$401,018	31,145	(41,652)	-	\$390,511
Community Service	\$831,897	239,640	(209,783)	-	\$861,754
Debt Service	\$3,947,568	75,585	-	-	\$4,023,153
Project Fund HVAC- Fund 15	\$5,261,418	1,499,646	(2,999,196)	-	\$3,761,868
Custodial Fund (Fund 18)	\$1,443	-	-	-	\$1,443
Bond Account Investments (fund 06)	\$26,067	\$3,518	(\$7,036)	-	\$22,549
OPEB Trust Fund	\$1,000,226	138,038	(129,773)	-	\$1,008,491
OPEB Trust Equities	\$621,226	7,819	-	-	\$629,045
<b>TOTAL PER BOOKS</b>	<b>24,261,941</b>	<b>\$20,447,253</b>	<b>(\$19,793,957)</b>	<b>\$0</b>	<b>24,915,237</b>
				Cash	\$819,273
				Petty Cash	\$1,536
				Investments	\$24,094,428
				<b>TOTAL PER BANK</b>	<b>\$24,915,237</b>



**WIRE TRANSFER SUMMARY**  
**Big Lake Public Schools**  
**Independent School District #727**  
**July 31, 2021**

<b>DATE</b>	<b>FROM</b>	<b>TO</b>	<b>AMOUNT</b>	<b>PURPOSE</b>
8/2/2021	Old National-Checking	Heartland Pmt System	\$ 18.16	Nutri Kids Credit Card Fees
8/2/2021	Old National-Checking	BLEM	\$ 8,126.30	Teacher Unions Dues
8/3/2021	Old National-Checking	State of MN	\$ 16,000.00	MN State retirement Plan
8/4/2021	Old National-Checking	Further	\$ 594.06	Flex Claim Pymts
8/4/2021	Old National-Checking	Further	\$ 20,084.93	H.S.A Contributions
8/4/2021	Old National-Checking	Neopost	\$ 201.00	DO Postage
8/6/2021	Old National-Checking	Delta Dental	\$ 26,805.48	Dental Insurance
8/6/2021	Old National-Checking	Further	\$ 203.10	Flex Claim Pymts
8/10/2021	Old National-Checking	ELEYOmonthlysoft	\$ 1,425.00	ELEYO User Fees
8/10/2021	Old National-Checking	Bankcard Service	\$ 4,282.95	ELEYO Credit Card Fees
8/10/2021	Old National-Checking	Transfirst/TSYS	\$ 59.85	Affinity Credit Card fees
8/11/2021	Old National-Checking	CIGNA	\$ 9,621.32	Life & LTD Insurance
8/11/2021	Old National-Checking	Further	\$ 1,583.97	Flex Claim Pymts
8/12/2021	MN Trust-PMA	Old National-Checking	\$ 1,200,000.00	Payroll and Payroll AP
8/17/2021	Old National-Checking	EBC	\$ 38,023.05	403b & 457 contributions
8/18/2021	Old National-Checking	Further	\$ 20,260.40	H.S.A Contributions
8/18/2021	Old National-Checking	Further	\$ 647.28	Flex Claim Pymts
8/20/2021	CC Choices ACH	Old National-Checking	\$ 2,268.00	Pathway I
8/20/2021	Old National-Checking	Vision Transportation	\$ 36,198.35	Transportation billing
8/24/2021	Old National-Checking	Further	\$ 318.40	Further Fee
8/25/2021	Old National-Checking	Further	\$ 1,480.35	Flex Claim Pymts
8/25/2021	Retiree Accounts	Old National-Checking	\$ 11,343.94	Auto Transfers for COBRA/Retiree Ins
8/26/2021	MN Trust-PMA BONDS	Old National-Checking	\$ 3,517.50	2017A Bond Draw
8/26/2021	MN Trust-PMA BONDS	Old National-Checking	\$ 1,499,598.18	HVAC Draw 2021A
8/27/2021	MN Trust-PMA	Old National-Checking	\$ 1,100,000.00	Payroll and Payroll AP
8/31/2021	Old National-Checking	EBC	\$ 38,950.94	403b & 457 contributions
8/31/2021	MN Trust-PMA OPEB	Old National-Checking	\$ 129,726.82	OPEB Draw
8/31/2021	Old National-Checking	Bremer Bank	\$ 226.30	ACH Charge
8/31/2021	Old National-Checking	State of MN	\$ 1,000.00	MN State retirement Plan

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# School Board Financial Report

September 23rd, 2021

Presented by Angie Manuel, Director of Business Services

# Enrollment

Projected September Seated Average Daily Membership (ADM): **3,049**

Pending Enrollment Data: PSEO and Part-Time Students

Budgeted Seated ADM: **2,994**

+55 ADM's from budget

+101 ADM's from 20-21

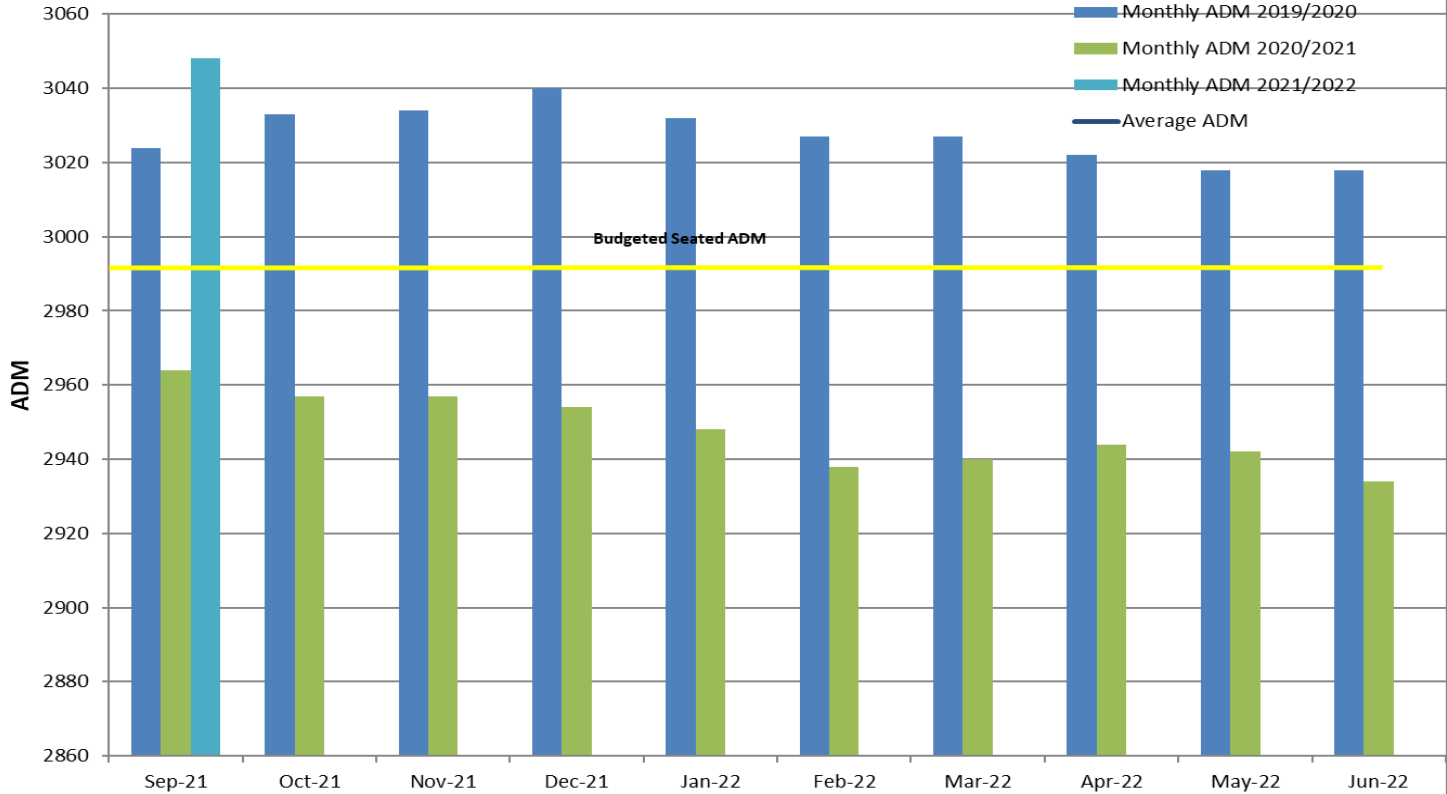
K-5 Big Lake Online: 41

6-12 Big Lake Online: 170

Kindergarten: 269 in person + 5 online = 274

Note: September enrollment is estimated. Final numbers to be updated at October School Board Meeting.

## Fiscal Year 21-22 Monthly, Average, and Budgeted Daily Membership



# Financial Update

- Budget Revision to be Approved

**General Fund Revenues: +\$219,486**

- PCN grant from Department of Human Services

**General Fund Expenditures: +\$203,388**

-PCN grant expenses

Positive difference of \$16,098 to Unassigned General Fund Balance

-Grant allowed some reimbursement of existing budgeted expenses

**ISD #727 2021-2022 Revised Budget**

**August 31st, 2021**

	<b>Budgeted Fund Balance June 30,2021</b>	<b>Revenue Budget 21-22</b>	<b>Expenditure Budget 21-22</b>	<b>Projected Net Change Incr(Decr) in Fund Balance</b>	<b>Transfers</b>	<b>Budgeted Fund Balance June 30,2022</b>
<b>General:</b>						
Restricted -						
Long Term Facilities Maintenance	\$ 116,212	\$ 300,897	\$ 275,654	\$ 25,243	\$ -	\$ 141,455
Operating Capital	\$ 577,234	\$ 731,230	\$ 1,096,759	\$ (365,529)	\$ -	\$ 211,705
Capital Projects Levy	\$ 327,829	\$ 563,770	\$ 650,407	\$ (86,637)	\$ -	\$ 241,192
Staff Development	\$ 116,639	\$ 452,431	\$ 461,217	\$ (8,786)	\$ -	\$ 107,853
Third Party/Medical Assistance	\$ 250,530	\$ 70,000	\$ 113,496	\$ (43,496)	\$ -	\$ 207,034
Area Learning Center (ALC)	\$ 35,192	\$ 319,990	\$ 355,182	\$ (35,192)	\$ -	\$ -
Scholarships	\$ 16,650	\$ 11,000	\$ 11,000	\$ -	\$ -	\$ 16,650
Student Activities	\$ 9,647	\$ 10,600	\$ 700	\$ 9,900	\$ -	\$ 19,547
Committed for Severance	\$ 520,204	\$ -	\$ 33,347	\$ (33,347)	\$ -	\$ 486,857
Assigned for Q Comp	\$ 223,612	\$ 772,477	\$ 731,392	\$ 41,085	\$ -	\$ 264,697
Assigned for Athletics and Activities	\$ 190,444	\$ 948,765	\$ 965,012	\$ (16,247)	\$ -	\$ 174,197
Assigned for Building Level Activities	\$ 120,348	\$ 8,600	\$ 12,442	\$ (3,842)	\$ -	\$ 116,506
Other Assigned Fund Balances	\$ 324,741	\$ 12,000	\$ 302,287	\$ (290,287)	\$ -	\$ 34,454
Nonspendable for Prepaid Items	\$ 118,522	\$ -	\$ -	\$ -	\$ -	\$ 118,522
Unassigned	\$ 7,072,174	\$ 32,721,478	\$ 34,471,026	\$ (1,749,548)	\$ -	\$ 5,322,626
Subtotal	\$ 10,019,978	\$ 36,923,238	\$ 39,479,921	\$ (2,556,683)	\$ -	\$ 7,463,295
<b>Food Service:</b>						
Restricted	\$ 135,592	\$ 1,819,935	\$ 1,782,109	\$ 37,826	\$ -	\$ 173,418
Nonspendable for Inventory	\$ 38,923	\$ -	\$ -	\$ -	\$ -	\$ 38,923
Subtotal	\$ 174,515	\$ 1,819,935	\$ 1,782,109	\$ 37,826	\$ -	\$ 212,341
<b>Community Service:</b>						
Restricted -						
Community Education	\$ 423,564	\$ 1,225,944	\$ 1,302,391	\$ (76,447)	\$ -	\$ 347,117
ECFE	\$ 51,352	\$ 239,959	\$ 226,517	\$ 13,442	\$ -	\$ 64,794
School Readiness	\$ (18,476)	\$ 342,950	\$ 365,776	\$ (22,826)	\$ -	\$ (41,302)
Preschool Screening	\$ 11,220	\$ 18,000	\$ 16,761	\$ 1,239	\$ -	\$ 12,459
Subtotal	\$ 467,660	\$ 1,826,853	\$ 1,911,445	\$ (84,592)	\$ -	\$ 383,068
<b>Building Construction Fund</b>						
Restricted -						
Long-Term Facilities Maintenance	\$ 5,048,019	\$ 4,050	\$ 5,044,369	\$ (5,040,319)	\$ -	\$ 7,700
Referendum Projects	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Subtotal	\$ 5,048,019	\$ 4,050	\$ 5,044,369	\$ (5,040,319)	\$ -	\$ 7,700
<b>Debt Service - Restricted</b>	\$ 1,851,375	\$ 5,744,662	\$ 6,040,503	\$ (295,841)	\$ -	\$ 1,555,534
<b>OPEB Irrevocable Trust Fund</b>	\$ 1,576,263	\$ 60,000	\$ 248,570	\$ (188,570)	\$ -	\$ 1,387,693
<b>Total</b>	\$ 19,137,810	\$ 46,378,738	\$ 54,506,917	\$ (8,128,179)	\$ -	\$ 11,009,631

# Other Financial Updates

- **Bond Rating Call**

Current bond rating of **Aa3** is expected to be affirmed  
Minnesota School Rating Distribution as of March 8<sup>th</sup>, 2021:

Aaa:	3
Aa1:	2
Aa2:	16
<b>Aa3:</b>	<b>27</b>
A1:	59
A2:	28
A3:	11
Baa1 – Below:	9

Source: Moody's Investor Service

# Other Financial Updates

- Free snack program due to federal waiver
  - School age care and after school programming
  - 1 year only
  - Contract addendum signed with Chartwell's to service program
  - Begin in October

# Additional Federal Funds

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Pandemic Enrollment Loss

Emergency funds for Food Service (meal loss from March-June 2020)

American Rescue Plan Homeless Funding

Part B 611 Special Education

# School Board Action

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**Approve budget revisions and financial report**

# Big Lake Public School District No. 727

September 22, 2021

## Property Tax Levy and Rate Summary, Taxes Payable in 2021 and 2022

	Certified Levy Payable in 2021		Proposed Levy Payable in 2022	Change
<b>Tax Levy Information</b>				
1. Total Certified Levy Spread on RMV	3,432,264		3,799,594	367,330
2. General Fund Levy Spread on NTC	1,613,514		2,906,347	1,292,833
3. Community Service Fund Levy	303,735		313,062	9,328
4. General Debt Service Levy	5,319,512		4,176,336	-1,143,176
5. OPEB Debt Service Levy	0		0	0
6. Total Certified Levy	10,669,025		11,195,339 4.93%	526,314
<b>Fiscal Disparities Adjustment to Levy</b>				
7. RMV-Based Levies	0		0	0
8. General Debt Service	0		0	0
9. Other NTC-Based Levies	0		0	0
10. Total Fiscal Disparities Adjustment	0		0	0
<b>Summary of Adjusted Levies</b>				
11. RMV-Based Levies	3,432,264		3,799,594	367,330
12. General Debt Service	5,319,512		4,176,336	-1,143,176
13. Other NTC-Based Levies	1,917,248		3,219,409	1,302,161
14. Total Adjusted Levies	10,669,025		11,195,339	526,314
<b>Property Value Information</b>				
15. RMV Used to Calculate Rate	1,804,575,329	9.6%	1,977,610,550	173,035,221
16. NTC Used to Calculate Rate	18,905,469	10.1%	20,822,887	1,917,418
<b>Actual and Estimated Tax Rates</b>				
17. RMV Rate (#11/#15)	0.19020%		0.19213%	0.00193%
18. NTC Debt Rate (#12/#16)	28.137%		20.056%	-8.081%
19. NTC Other Rate (#13/#16)	10.141%		15.461%	5.320%

### Key Assumptions:

Preliminary Pay 2022 RMV and NTC values are estimates from Sherburne County

# Big Lake Public School District No. 727

September 22, 2021

## Property Tax Levy and Rate Summary, Taxes Payable in 2021 and 2022

		Actual Taxes Payable in 2021	Preliminary Estimate of Taxes Payable in 2022	Estimated Change in Annual Taxes	Estimated % Change
Type of Property	Estimated Market Value	Estimated Annual School District Property Taxes			
Residential Homestead	\$100,000	\$465	\$447	-\$18	-3.9%
	125,000	617	592	-25	-4.1%
	150,000	769	737	-32	-4.2%
	175,000	920	881	-39	-4.2%
	200,000	1,072	1,026	-46	-4.3%
	225,000	1,224	1,171	-53	-4.3%
	250,000	1,376	1,316	-60	-4.4%
	275,000	1,528	1,461	-67	-4.4%
	300,000	1,680	1,606	-74	-4.4%
	400,000	2,287	2,185	-102	-4.5%
500,000	2,865	2,737	-128	-4.5%	
Commercial/ Industrial	\$100,000	\$764	\$725	-\$39	-5.1%
	250,000	2,102	1,990	-112	-5.3%
	500,000	4,492	4,246	-246	-5.5%
	1,000,000	9,271	8,758	-513	-5.5%
	2,000,000	18,828	17,783	-1,045	-5.6%
Apartments	\$200,000	\$1,337	\$1,272	-\$65	-4.9%
	500,000	3,343	3,180	-163	-4.9%
	1,000,000	6,687	6,361	-326	-4.9%
	2,000,000	13,374	12,722	-652	-4.9%

### Key Assumptions:

1. Preliminary Pay 2022 RMV and NTC values are estimates from Sherburne County
2. Assumes no change in the value of individual parcels of property from 2021 to 2022 taxes. If the value of a parcel increased, the change in taxes will be larger than shown above.
3. Taxes payable in 2022 are based on latest estimates of proposed levy, as of the date above.



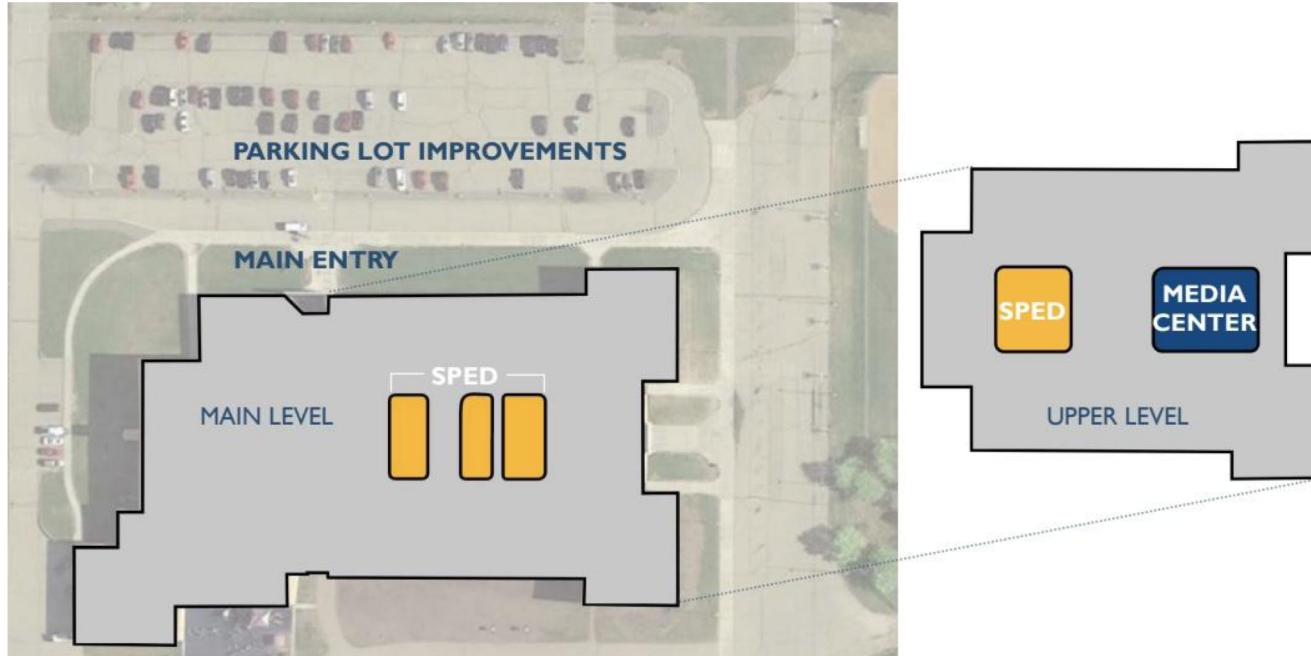
# 2021 Referendum Project Summary



## Liberty Elementary Project Details

- Media Center Updates to meet 21st Century Learning needs that support our District STEM/CTE initiatives.
  - Updates to include collaborative and individual educational exploration spaces.
  - Contemporary amenities, technology and equipment.
- Improvement of the parent drop off experience through redesign and additional parking spaces.
  - This will increase student safety for those that are dropped off and picked up while helping to reduce traffic congestion.
- Roofing system replacement.
  - Current roofing system was designed with a 15 year lifespan
  - New roofing system to be designed with a minimum 30 year lifespan which provides an overall lower life cycle cost.
- Replacement of existing building controls system.
  - Current system is no longer supported by manufacturer.
  - Current system does not operate with modern computer operating systems.

## Liberty Elementary Areas Scheduled for Improvements



**Entire Roof System to be replaced**



## Independence Elementary Project Details

- Media Center Updates to meet 21st Century Learning needs that support our District STEM/CTE initiatives.
  - Updates to include collaborative and individual educational exploration spaces.
  - Contemporary amenities, technology and equipment.
- Replacement of 1981 and 1987 building section Heating, Ventilation and Air Conditioning equipment.
  - New systems to include displacement ventilation similar to what was installed in the Middle School HVAC Project.
  - The results of this project will provide improved air quality and control of building humidity which increases educational outcomes by providing increased amounts of fresh air and decreasing CO2 levels.
  - Attached Slides show building impact along with typical room updates.

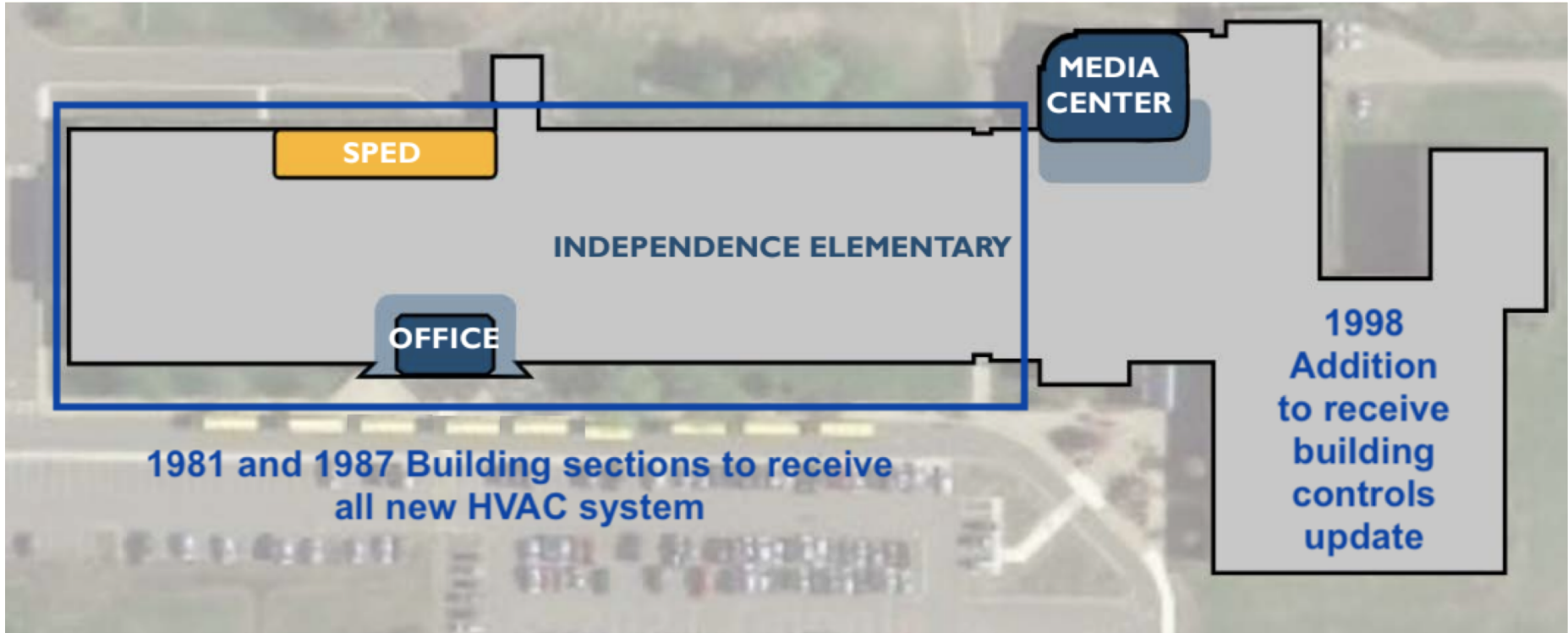


## Independence Elementary Project Details Continued...

- Remodeling of Special Education Spaces
  - Updates to provide students spaces level appropriate materials and support for current and future program needs.
- Replacement of existing building controls system
  - Current system is no longer supported by manufacturer.
  - Current system does not operate with modern computer operating systems.
- Remodeling/repurpose spaces to relocate the District Office
  - District Office would be accessed through Door J which currently is already setup for secured access.



## Independence Elementary Areas Scheduled for Improvements





## Independence Elementary Typical Classroom Construction Improvements

- Removal of existing Unit Ventilator and installation of ducted rooftop air handling units that provide increased fresh air that meets/exceeds minimum requirements for school ventilation systems. All units to include dehumidification (air conditioning)
- New ceilings with LED lighting that meet latest energy code requirements (occupancy, daylight harvesting and dimming control)
- Replacement of wall systems that are modular construction. Most walls in the 1981 and 1987 portion of Independence are modular and do not extend into the current ceiling structure. Replacement walls to be constructed of steel framing, insulation and gypsum board covering will reduce sound transmission between rooms.
- Increased electrical access. Current modular walls do not provide for electrical access as required to support modern classroom electronics and instructional devices.
- Replacement of floor coverings where appropriate due to age and condition.
- Potential replacement of casework.

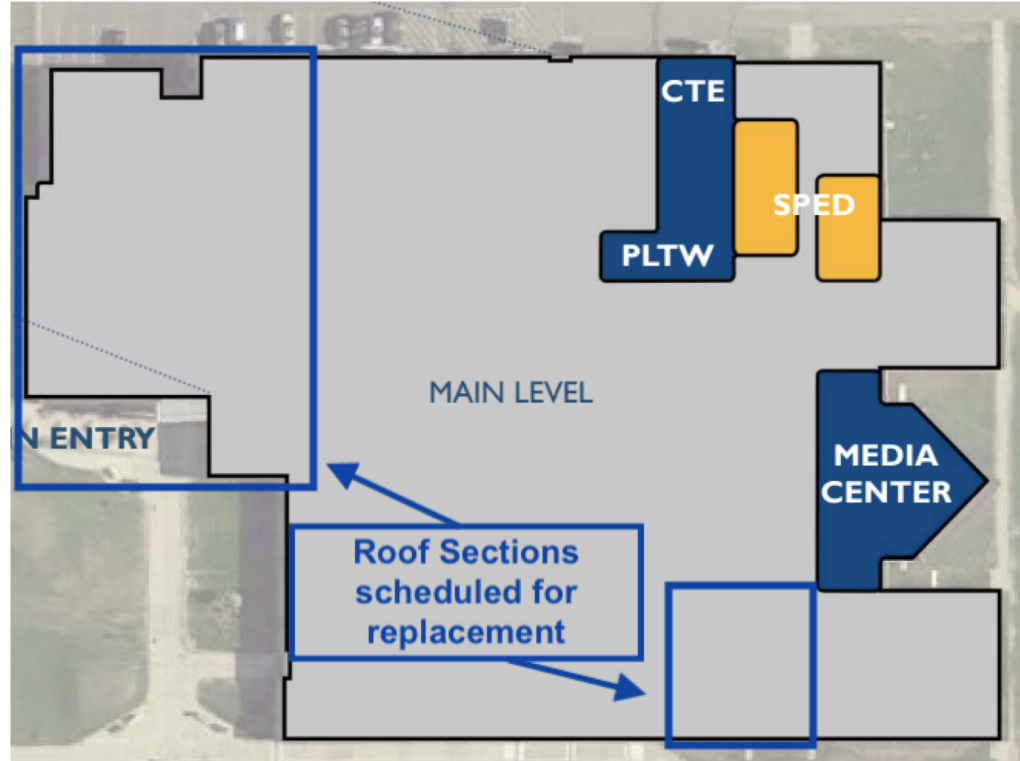


## Middle School Project Details

- Remodeling of Special Education Spaces
  - Updates to provide students spaces level appropriate materials and support for current and future program needs.
- Career and Technical Education / Project Lead The Way space improvements and updates
  - Updates and improvements to include Future Ready Environments and support our STEM/PLTW/ CTE initiatives to better prepare our learners for their future.
- Media Center Updates to meet 21st Century Learning
  - Updates to include collaborative and individual educational exploration spaces.
  - Contemporary amenities, technology and equipment.
- Roofing system replacements.
  - Sections that have currently met their end of life cycle to be replaced with 30 year roofing system.



## Middle School Areas Scheduled for Improvements





## High School Project Details

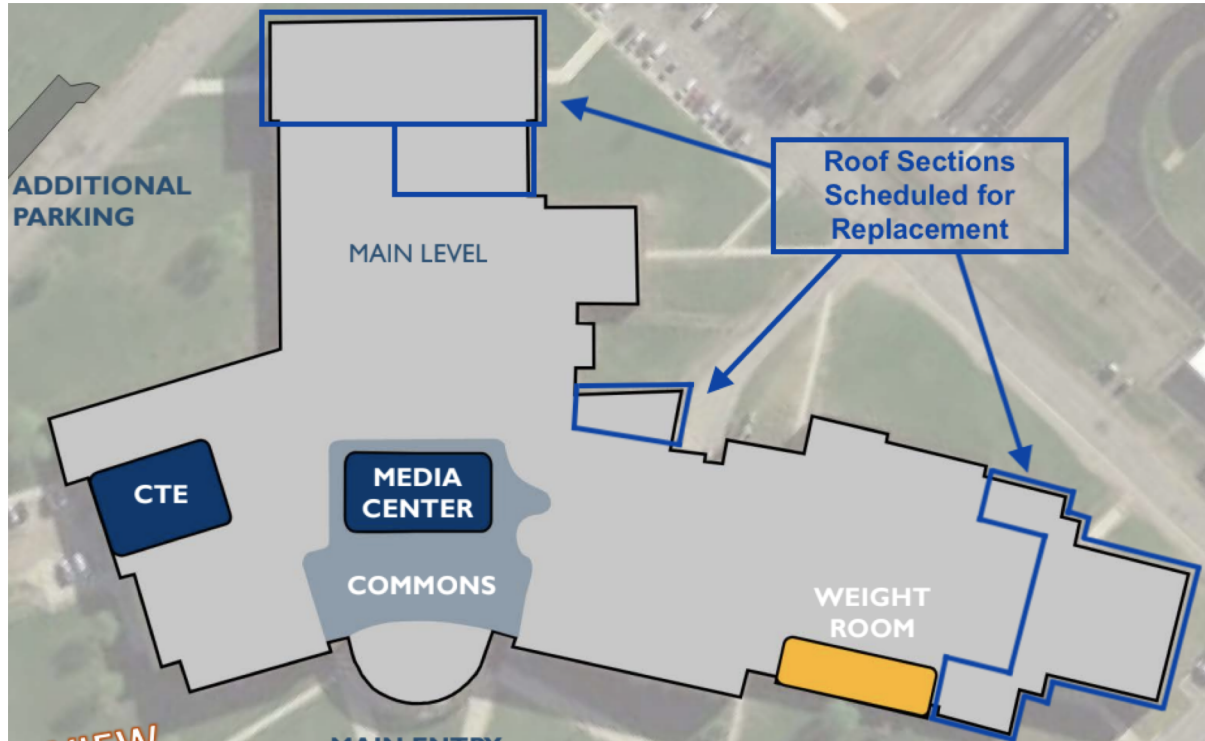
- Career and Technical Education space improvements and updates
  - Updates and improvements to include Future Ready Environments and support our STEM/PLTW/ CTE initiatives to better prepare our learners for their future.
  - Increased access for program participants (current ADA accessibility to program features)
- Media Center Updates to meet 21st Century Learning
  - Updates to include collaborative and individual educational exploration spaces.
  - Contemporary amenities, technology and equipment.
- Heating, Ventilation and Air Conditioning improvements to activity spaces
  - Installation of air conditioning systems in the gymnasium and auxiliary gymnasium to improve air quality, reduce humidity and provide better environmental conditions for physical education, activities program participants and spectators.



## High School Project Details Continued

- Relocation and Redesign of Weight Room
  - Current weight room space and equipment does not meet the current needs of physical education and activities programming as the space is too small to accommodate classes and teams.
  - Current District Office space would be remodeled into Fitness Center space. This transformed space would provide strength and cardio equipment to prepare students and athletes for lifelong fitness development.
  - District Office would be relocated Independence Elementary
- Roofing system replacements.
  - Sections that have currently met their end of life cycle to be replaced with 30 year roofing system.
- Replacement of existing building controls system
  - Current system is no longer supported by manufacturer.
  - Current system does not operate with modern computer operating systems.

## High School Areas Scheduled for Improvements



## Description of Proposed School Construction Project

Big Lake Public School District, ISD #0727-01, is proposing a single question referendum on November 2, 2021, that would authorize \$30 million in bonding authority to finance districtwide facility upgrades. Proposed projects include renovations and system/site upgrades at all four attendance centers. Proposed projects would be scheduled for completion in the 2022-2026 calendar years. Cost estimates by location/project type are as follows:

Estimated Project Costs			
<b>Independence Elementary</b>		<b>Liberty Elementary</b>	
HVAC Upgrades	\$6,200,000	Renovations	\$1,500,000
Renovations	\$2,100,000	Site Improvements	\$300,000
Fire Suppression	\$325,000	Fees, Permits & Testing	\$230,000
Plumbing / Electrical	\$3,275,000	FF&E	\$100,000
Fees, Permits & Testing	\$1,900,000	Contingencies	\$100,000
FF&E	\$150,000		<b>\$2,230,000</b>
Contingencies	\$700,000	<b>Middle School</b>	
	<b>\$14,650,000</b>	Renovations	\$1,500,000
<b>High School</b>		Fees, Permits & Testing	\$160,000
Renovations	\$3,200,000	FF&E	\$100,000
Site Improvements	\$150,000	Contingencies	\$100,000
Fees, Permits & Testing	\$395,000		<b>\$1,860,000</b>
FF&E	\$385,000		
Contingencies	\$170,000	<b>TOTAL Project Costs</b>	<b>\$ 30,014,853</b>
	<b>\$4,300,000</b>		
<b>Districtwide Costs</b>			
HVAC Controls	\$1,875,000		
Roof Replacement	\$3,750,000		
Fees, Permits & Testing	\$730,000		
Contingencies	\$325,000		
Bond Issuance	\$294,853		
	<b>\$6,974,853</b>		

The district isn't adding any additional building space and existing revenues will be sufficient to fund any associated operational cost increases. The proposed projects appear to be in the long-term interest of the school district.

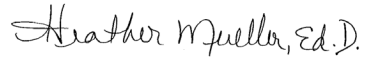
If the bond referendum is successful and bonds are sold, the debt service on the bonds will be eligible for debt service equalization under Minnesota Statutes, section 123B.53, subdivision 3, if the bond schedule is approved. The amount of debt service equalization aid, if any, the district receives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

### **Review and Comment Statement**

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

### **Additional Information is Available**

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



Heather Mueller, Ed.D.  
Commissioner

September 8, 2021



# BLS Strategic Initiatives

September 23, 2021



## Targeted Literacy Practices and Social Emotional Learning (SEL) inform:

- The Development of School Improvement Plans (SIP)
- The Delivery of Professional Learning
- Our Framework for Coaching

# Why Literacy Practices?



- Being literate and knowing how to effectively communicate are universal skills that transcend E-12 education.
- Literacy practices need to be part of all content areas and courses.
- Our MCA scores have remained relatively stagnant, and the past 18 months have magnified the need to focus on literacy.

# What Literacy Practices are Guiding Our Improvement?



Academic Conversations	Structured protocols used to explicitly teach students how to engage in discussions about their learning.
Response (low-stakes) Writing	Informal writing processes that support student thinking and learning. More frequent writing results in better learners, thinkers, readers, and writers.
Vocabulary Expansion	Explicitly teaching background knowledge through academic and content-focused vocabulary instruction. Vocabulary instruction will increase reading skills and academic performance.
Comprehension	Explicitly teaching students strategies to make meaning of and communicate their thinking, understanding, and learning.
Foundational Skills (E-2)	Focusing on the science of reading and providing ongoing explicit instruction to support our emerging readers.

Academic performance increases when we explicitly teach students:

- Relationship skills
- Self-awareness
- Social awareness
- Responsible decision making
- Self-management

A profile of a BLS student is being developed to reflect a vision for how we see critical SEL skills being taught and supported in BLS.

The essential life-works skills will support a vision of our students when they leave Liberty, Independence, BLMS, and finally BLHS.

# Our District Goals



- Using implementation science, BLS will monitor the effectiveness of our strategic initiatives for the following goal:
- 100 percent of BLS teachers will fully implement targeted literacy and SEL practices.
- When the practices are being monitored, the strategies should be observed at least 80 percent of the time to achieve full implementation.

# Stages of Implementation Science



Exploration	Learning about possible solutions, identifying strategies
Installation	Developing implementation plans Providing professional learning and coaching Monitoring implementation
Initial Implementation	Implementing practices Getting feedback on implementation Collecting implementation data to inform supports
Full Implementation	Routinely implemented practices (80 percent) The “way” of doing business

# Monitoring Our Implementation

To monitor implementation of our targeted literacy and SEL practices, BLS will be use a variety of sources of information to collect and analyze data.



# Liberty Elementary

# Literacy Action Steps for Fall 2021



## Academic Conversations

Teachers will model and/or have students practice the “because” prompt during oral language activities during instruction within SEL, ELA, Math, Content/Specialist. We will secure this and move to more formal academic conversation protocols.

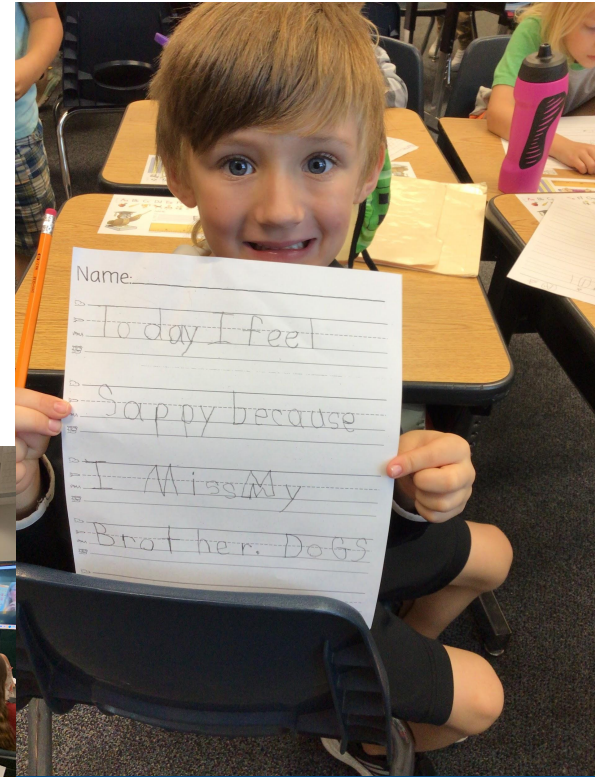
## Response Writing

Our start building from Picture of the Week (whole building and tied to curricular learning) with sentence frames, and using sentence frames across content areas

## Foundational Skills

Implement explicit and systematic phonemic awareness and phonics instruction in all classrooms and special education classrooms

# Literacy: What Has Been/Is Being Implemented



# Literacy: What Will Be Implemented (Prior to Winter Break)



# SEL Action Steps for Fall 2021

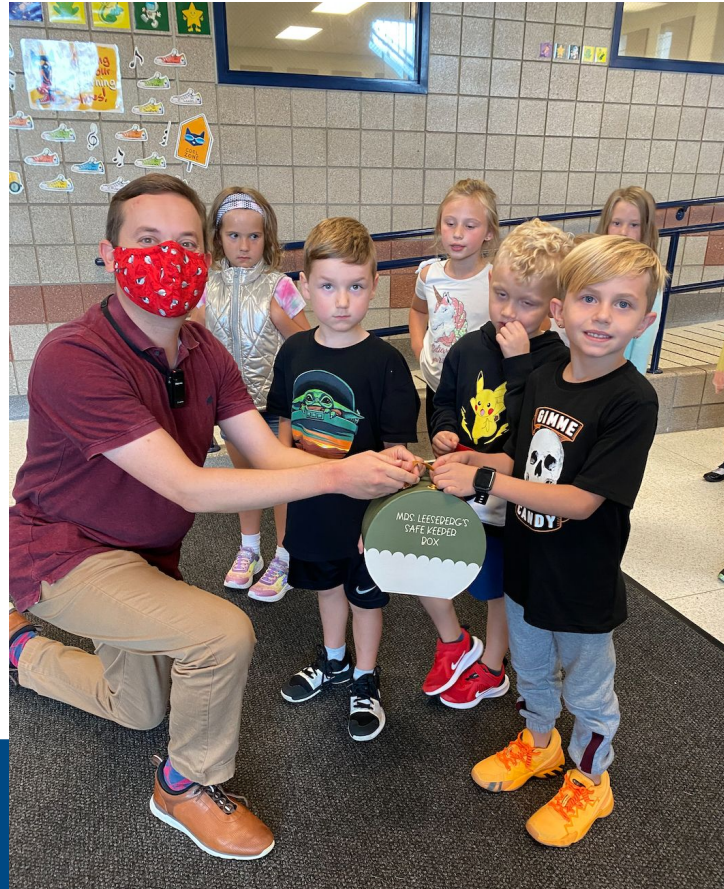


We will greet each student by name at the door each day.

Morning meetings and closing circles each day. Incorporate Caring Schools Community into morning meeting and closing circle for guaranteed, viable curriculum.

We will use a Safe Keeper Box.

# SEL: What Has Been/Is Being Implemented



# SEL: What Will Be Implemented (Prior to Winter Break)



Continue Implementation of Caring Schools Community

SEL Coordinator Classroom Visits

Continued focus on Adult SEL

# Independence Elementary STEM

# Literacy Action Steps for Fall 2021



- We will make structural changes to student and staff schedules to prioritize Literacy.
- Staff will continue to implement STEM strategies that promote Academic Conversations.
- Staff will increase their usage of response writing in the classroom and ensure daily implementation.

# Literacy: What Has Been/Is Being Implemented



## Structure & Organization

- BEE Time focuses on Literacy every Monday - Thursday.
- Staff Meetings have been converted to Literacy Meetings. Every 3 weeks, every classroom teacher meets with our Literacy Interventionists. Time is designated to review intervention data and make data informed decisions matching students with proper interventions.
- One PLC meeting each month is designated to literacy instruction.

## Academic Conversations

- Staff reviewed our 15 STEM strategies and identified 1-3 that they will focus on to increase academic conversations this year.

## Response Writing

- During workshop week, Staff completed an audit on what response writing opportunities they already include in their instruction.
- Staff created an Action Plan on how they will integrate response writing into all content areas every day.

## BLS Strategic Initiatives

# Literacy: What Has Been/Is Being Implemented

STEM Collaboration Strategy	Supports Academic Conversation	Supports Response Writing
Graffiti Boards		
Talking Stick		
ORID		
Jigsaw		
Establishing Group Norms		
Orbit		
Dyad		
No Hands Up		
Give One, Get One		
Technology Collaboration: Padlet		
Inner/Outer Circle		
Assigning Roles		
Talking Tokens		
Sentence Starters & Stems		
Vary Seating Arrangement/Collaborative Groupings		



## Literacy: What Will Be Implemented (Prior to Winter Break)



- Current BEE Time is designated to collecting data to determine matched literacy intervention. Students will begin their targeted interventions following MEA.
- Teachers will receive feedback on their selected Academic Conversation strategies and Response Writing Action plan through classroom walk throughs.

# SEL Action Steps for Fall 2021



**Teachers will be consistent in implementing classroom procedures, expectations, and responses to create a community of learners by focusing on procedures, expectations, and responses that are explicitly taught, modeled, practiced, and reviewed with students.**

**Teachers will create structures in the classroom where students feel welcomed, safe, included, and appreciated.**

**Teachers will demonstrate appreciation of each student as an individual and model the importance of self-awareness by focusing on the strength of relationships and continually work to have a connection with each student.**

# SEL: What Has Been/Is Being Implemented



Procedures, expectations, and responses are explicitly taught, modeled, practiced, and reviewed with students.

- Common Morning Presentations that teach the Hornet Way expectations and procedures for all areas of our building.
- Students participated in our Passport Program and sign off on expectations in student planners.

Students feel welcomed, safe, included, and appreciated & Teachers demonstrate appreciation of each student and continually work to have a connection with each student.

- Teachers intentionally greet every student at the door every day.
- Morning Meetings happen every day which include our Morning Presentation and the SEL curriculum through Caring School Community.
- Closing Circles and Weekly Class meetings (Fridays during BEE Time) happen through the SEL curriculum.
- Teachers show their appreciation for students through Hornet Tickets.

## Structure & Organization

- We are supporting adult SEL by starting every PLC with an SEL activity.
- My weekly staff bulletin includes an SEL section to support Adult SEL.
- We are doing other “fun” things to support Adult SEL and positive school culture.



## SEL: What Will Be Implemented (Prior to Winter Break)



- We continue to reteach and reinforce our procedures and expectations through the morning presentation. We do a “reset” after Winter Break and then throughout as needed.
- We will continue to monitor the implementation of our new SEL curriculum.
- We will continue to prioritize Adult SEL.

# Big Lake Middle School

- 100 percent of teachers will effectively implement targeted literacy practices (when monitored) 80 percent of the time.
- To get to 80 percent (full implementation), we have to implement targeted practices EVERY DAY starting with academic conversations and response (low-stakes) writing.

There will be a total of six types of **academic conversation** strategies implemented by the staff.

[Resource Links: Exploring Academic Conversation Strategies](#)

- Pick two strategies for weeks 1 and 4.
- Pick two additional strategies for weeks 2 and 5.
- Pick two additional strategies for weeks 3 and 6.
- Teachers will track implementation of strategies so they can report frequency of use on weekly PCL data tracker form.
- Teachers will discuss implementation at literacy based PLC meetings.

## Implementation of the **low-stakes writing**

[Resource Links: Response Writing](#)

- Have an understanding of the **what** and **why** of low-stake writing.
- Teachers identify the strategies they will use in their classes.
- Teachers develop a plan to introduce, model, teach, monitor, and reteach response writing strategies.
- Teachers collect data about the implementation (frequency, type, the sample size, and impact on student learning).
- Teachers will bring data and artifacts to literacy-based PLCs.

Further the implementation of the [MS PBIS framework](#) anchoring a shared understanding for students and staff supporting the district SEL initiative focusing on the following:

- (SEL PP#1) Consistency in implementing classroom procedures, expectations, and responses to create a community of learners.
- (SEL PP#2) Creating structures in the classroom where my students feel welcomed, safe, included, and appreciated.
- (SEL PP#4) Demonstrate appreciation of each student as an individual and model the importance of self awareness.

# SEL: What Will Be Implemented (Prior to Winter Break)



- Priority Practice #1
  - My procedures, expectations, and responses are aligned to building practices
  - My procedures, expectations, and responses are explicitly taught, modeled, practiced, and reviewed with students
- Priority Practice #2
  - Explicitly teach, model, and have students practice relationship skills and social awareness strategies
- Priority Practice #4
  - Believe in the strength of relationships and continually work to have a connection with each student
  - Follow up with students having a problem or concern

# SEL: What Has Been/Is Being Implemented



- [SEL toolkit \(links to be used in monthly PLC meetings\)](#)
- Migration of our Tier II data collection system to the EduClimber data warehouse
- Alternative data collection processes (hall pass, etc)
- Weekly adult SEL practices during teacher PLCs
- [Weekly PBIS lessons](#) with students
- Completed training and implementation of the [SAEBRS](#) Fastbridge SEL assessment to collect data.

- **PBL (Project based learning)**
  - Construction of performance rubrics (single point rubrics)
  - Feedback and grading
- **UDL (Universal design for learning)**
  - Multiple means of representation (How the material is presented)
  - Multiple means of engagement (collaboration, projects, hands on)
  - Multiple means of action and expression (Let them show you they know how they want)
- **SBG (Standards based grading)**
  - Understand A-F in a historical context
  - Define exceeding (beyond) in relationship to DOK (solve vs understand)
  - Feedback vs acquisition of points (Teacher as their own federal reserve)

# Building Specific PD: Mutual Reinforcement



- **Note: 1 unit of each per round or 3 units rolling all components together with a deeper look at an area per round**
- **Imbedded Literacy and SEL practices throughout**
- **Supports BLS prioritized practices:**
  - Rituals and procedures #2
  - Relationship Development #1
  - Teacher as facilitator #7
  - Student agency #8
  - Success criteria #3
  - Performances of understanding #4
- **[Resources](#) page**

# Big Lake High School

# Literacy Action Steps for Fall 2021



- Teachers are currently implementing low-stakes writing & academic conversations in their classroom.
  - Academic Conversations - Structured protocols used to explicitly teach students how to engage in discussions about their learning.
  - Response (low-stakes) Writing Informal writing processes that support student thinking and learning. More frequent writing results in better learners, thinkers, readers, and writers.

# Literacy Action Steps for Fall 2021



- The goal is for 100% of teachers to be using literacy strategies in every class, everyday.
  - Admin, Literacy Coaches, & Peer Coaches will be monitoring the implementation of this in classrooms.
- Teachers are engaging in a monthly Literacy-focused PLC.
  - This [link](#) shows the work we are engaging in next week.
  - Each week during PLC teachers are sharing what is going well with their implementation of Literacy strategies to collaboratively inspire each other.

## Literacy: What Has Been/Is Being Implemented



- Sharing literacy strategies weekly during PLCs and spending one PLC a month to dive into specific literacy strategies more deeply.

## Literacy: What Will Be Implemented (Prior to Winter Break)



- Literacy PD will be provided for teachers during our Professional Development Days
- Teachers will continue to follow the PLC protocols mentioned above.
- Admin, Peer coaches, & Literacy coaches will monitor for implementation in the classroom.

# SEL Action Steps for Fall 2021



- We will be exploring SEL strategies each week during PLCs.
  - Slides teachers are engaging with this month can be viewed [HERE](#).
  - ILT members are engaged in the Onward book study, this is the resource that the work in the above slides stems from.
- Teachers will be utilizing the Fastbridge SAEBRS assessment to gain data on students' SEL.
- Each week during PLC teachers are sharing what is going well with their implementation of SEL strategies to collaboratively inspire each other.

# SEL: What Has Been/Is Being Implemented



- Weekly SEL practices during PLCs.
  - Relationship skills
  - Self-awareness
  - Social awareness
  - Responsible decision making
  - Self-management
    - Example Activities: Apprenticeship Fair, PLP Development (Student Choice, Goal Setting, Self-Advocacy)

## SEL: What Will Be Implemented (Prior to Winter Break)



- We will be spending time during our November 5th PD day to guide teachers through training and implementation of the SAEBRS Fastbridge SEL assessment to collect data.
- Creation of a SEL Bulletin Board (HS Main Hallway)
  - [SEL Bulletin Board](#)

CERTIFICATION OF MINUTES RELATING TO SPECIAL ELECTION

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

Governing Body: School Board

Kind, date, time and place of meeting: A regular meeting held on September 23, 2021 6:30 p.m. in the Middle School Student Center.

Members present:

Members absent:

Documents attached:

Minutes of said meeting (including):

RESOLUTION RELATING TO APPOINTING ELECTION JUDGES AND  
ABSENTEE BALLOT BOARD MEMBERS FOR THE NOVEMBER 2, 2021  
SCHOOL DISTRICT SPECIAL ELECTION

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

WITNESS my hand officially as such recording officer on \_\_\_\_\_, 2021.

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School District Clerk

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

RESOLUTION RELATING TO APPOINTING ELECTION JUDGES AND  
ABSENTEE BALLOT BOARD MEMBERS FOR THE NOVEMBER 2, 2021  
SCHOOL DISTRICT SPECIAL ELECTION

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

It is hereby found, determined and declared as follows:

1. The following individuals, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election for the School District's special election on November 2, 2021 to act as such at the polling place listed below:

Big Lake City Hall  
160 Lake Street North  
Big Lake, Minnesota 55309

Head Election Judge: Tom Hanson  
Paula Bieniek, Brad Cross, Heather Kuikka,  
Sue Stang, Dayna O'Brien, Deb Lindboe, Linda  
DeLorenzo, Paul Peterson, Holly Neuman,  
Marty Rainer, Kim Johnson. Alternates: Judy Schmidt,  
Cindy Lemm, Bev Anderson

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

3. The following individuals, each of whom is qualified to serve as an election judge, are hereby appointed as absentee ballot board members for the School District's special election on November 2, 2021 to act as such at the absentee voting location listed below:

ISD No. 727 (Big Lake)  
School District Office  
501 Minnesota Ave  
Big Lake, Minnesota

Tom Hanson, Paula Bieniek, Brad Cross, Heather  
Kuikka, Sue Stang, Dayna O'Brien, Deb Lindboe,  
Linda DeLorenzo, Paul Peterson, Holly Neuman,  
Marty Rainer, Kim Johnson. Alternates: Judy Schmidt,  
Cindy Lemm, Bev Anderson

4. The following individuals, each of whom is qualified to serve as an election judge, are hereby designated to deliver absentee ballots to hospital patients and residents of health care facilities in accordance with Minnesota Statutes, Section 203B.11, Subdivision 1 for the School District's special election on November 2, 2021:

Tom Hanson, Paula Bieniek, Brad Cross, Heather Kuikka, Sue Stang, Dayna O'Brien, Deb Lindboe, Linda DeLorenzo, Paul Peterson, Holly Neuman, Marty Rainer, Kim Johnson.  
Alternates: Judy Schmidt, Cindy Lemm, Bev Anderson

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.