



Board of Education Big Lake School District #727 Regular Meeting

Mission Statement

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

Wednesday, June 25, 2025

6:30 PM

Middle School Student Center

601 Minnesota Ave

Big Lake, MN 55309

I. Call to Order	
Chair, Tonya Reasoner	
II. Roll Call	
Chair, Tonya Reasoner	
III. Approve Agenda	
Chair, Tonya Reasoner	
IV. Pledge of Allegiance	
Chair, Tonya Reasoner	
V. Open Forum	3
Chair, Tonya Reasoner	
VI. Consent Agenda	
Chair, Tonya Reasoner	
A. Previous Minutes	4
Minutes from the May 28, 2025 Regular Board Meeting, the May 28, 2025 work session, the June 11, 2025 Special Meeting, and the June 11, 2025 Work Session	
B. Claims and Accounts	11
Claims and Accounts for the month of June	
C. Credit Card Report	25
D. Personnel	32
E. Fundraisers	33
F. Designation of Identified Official with Authority for the MDE External User Access Recertification System	34
G. Approve Updated 2024-2025 School Calendar with Snow Day Added	35
February 18 Snow Day	
H. Approve One Read Policies	36
202 School Board Officers; 211 Criminal or Civil Action Against School Board Member, Employee, or Student; 213 Committees; 215 Student Representative on School Board; 301 School District Administration; 305 Policy Implementation; 403 Discipline, Suspension, and Dismissal of School District Employees; 505 Distribution of Nonschool Sponsored Materials on School Premises by Students and Employees; 511 Student Fundraising; 904 Distribution of Materials on School District Property by Non-School Persons	
VII. Donations	57
Chair, Tonya Reasoner	
VIII. Financial Report	58
Director of Business Services, Angie Manuel	
May report will be presented.	
IX. Approve the 2025-2026 Budget	75
Director of Business Services, Angie Manuel	
X. Resolution Relating to Determining the Necessity of Approving a New Referendum Revenue Authorization and Issuing General Obligation Bonds and Calling a Special Election	92

Superintendent, Tim Truebenbach	
XI. MSHSL Membership Resolution	103
Superintendent, Tim Truebenbach	
XII. Approve Resolution to Recertify District Population Estimate	105
Superintendent, Tim Truebenbach	
XIII. Field Trip Annual Review	106
Assistant Superintendent of Teaching and Learning, Minda Anderson	
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Superintendent, Tim Truebenbach	
XV. School Board Committee/Representative Updates	
A. Finance Committee	
Treasurer, Amber Sixberry	
B. Policy Committee	
Chair, Tonya Reasoner	
C. Buildings and Grounds Committee	
Board Member, Lenette Brown	
D. School Board Representatives	
XVI. Superintendent Report	
Superintendent, Tim Truebenbach	
A. Cabinet Department Update	
XVII. Adjournment	
Chair, Tonya Reasoner	

Strategic Plan Focus Areas

Student Support

Staff Support

Family & Community Engagement



OPEN FORUM

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

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

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The guidelines for open forum are as follows:

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

**BIG LAKE SCHOOLS
INDEPENDENT SCHOOL DISTRICT 727
BIG LAKE, MINNESOTA**

Minutes of the Regular Meeting
May 28, 2025
6:30 PM

I. CALL TO ORDER

The regular meeting of the Board of Education of Independent School District No. 727, Big Lake Schools, was called to order on May 28, 2025 at 6:32 PM in the Middle School Student Center by Chair Reasoner.

II. ROLL CALL

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

III. APPROVE AGENDA

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

The motion carried 6-0.

IV. PLEDGE OF ALLEGIANCE

Chair Reasoner and the Board led the Pledge of Allegiance.

V. OPEN FORUM

Kimberly Meirose addressed the board on the positive things that she has seen at Big Lake Schools.

VI. CONSENT AGENDA

A motion was made by Brown seconded by Nelson to approve the following:

- A. PREVIOUS MINUTES from the April 23, 2025 regular meeting and the May 14, 2025 work session
- B. CLAIMS AND ACCOUNTS for the month of May in the amount of \$1,468,713.64 checks 106938-107100
- C. CREDIT CARD REPORT
- D. PERSONNEL

May 2025 Personnel				
Employee (Last, First Name)	Position	Building	Effective Date	Action Type
Johnson, Michelle	School Monitor	Independence	04/25/2025	Resignation
Pallin, Dominic	Custodian	Liberty	04/14/2025	Transfer
Kramer, Jeremiah	Teacher	High School	08/25/2025	New Hire
Gillespie, James	Teacher	High School	08/25/2025	New Hire
Egan, Matt	Teacher	High School	08/25/2025	Rehire
Gunderson, Luther	Teacher	High School	08/25/2025	Rehire
Hunt, Chris	Custodian	High School	05/05/2025	New Hire
Anderson, Andrew	Teacher	Independence	08/25/2025	New Hire
Simning, Shelly	ECFE Assistant	Community Ed	05/31/2025	Retirement
Mackley, Makaela	Social Worker	Liberty	05/30/2025	Resignation
Brommer, Dawn	LTS Teacher	High School	05/05/2025	Rehire
Johnson-Weston, Amy	Teacher	Middle School	08/25/2025	New Hire
Galinski, Henry	Teacher	Liberty	08/25/2025	New Hire
Farber, Nicholas	Teacher	High School	08/25/2025	New Hire

Hemze, Ashley	Teacher	High School	05/30/2025	Resignation
Tran, Ellyssa	Social Worker	Liberty	08/25/2025	New Hire
Spaeth, Angela	Office Assistant	Independence	09/02/2025	Transfer
Wahlberg, Mikayla	Teacher	Liberty	08/25/2025	Rehire
Neaton, Jennifer	Seasonal Grounds Assistant	District Wide	06/02/2025	Rehire
Nielsen, Emma	PE/Health Teacher	High School	08/25/2025	Transfer

E. FINAL READING AND APPROVAL OF POLICIES:

512 School-Sponsored Student Publications and Activities; 606A Reconsideration Procedure; 704 Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System

The motion carried 6-0.

VII. DONATIONS

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

Donor	Item	Designated Purpose (if any)
West Sherburne Tribune Scholarship	\$14,057.00	\$1,000 scholarship for a graduating senior for the next 14 years
Big Lake Lions	\$3,000.00	Scholarships for graduating seniors
Big Lake Chamber of Commerce	\$2,000.00	Four \$500 scholarships for graduating seniors
Big Lake Spud Fest	\$3,000.00	Scholarships for graduating seniors
Big Lake Spud Fest	\$3,000.00	Scholarships for graduating seniors in partnership with Donnie Orrock Memorial
Big Lake Spud Fest	\$3,000.00	Scholarships for graduating seniors in partnership with Big Lake Lions
Emily Shillock	\$1,000.00	Hornet Hospitality
Big Lake Lacrosse Booster Club	\$4,248.50	Boys Lacrosse extra coach salary
Mac's Mini's	\$36.00	Softball team
Big Lake Spud Fest	\$2,700.00	\$1,000 Staff Appreciation Week and \$1,700 Year End Celebration
Tom Wenner	Gift basket valued at \$100.00	Drawing for staff appreciation week
Big Lake Lionesses-Judie Zaske Memorial	\$1,000.00	Scholarships for graduating seniors
Anonymous Donation	\$250.00	Musical Tech Crew
Elizabeth Fagen	\$100.00	General CE programs
Mac's Mini's	\$240.00	Track and Field
New Creations	\$500.00	Scholarship for graduating senior
Mary of the Visitation	Clothing, school supplies, hygiene items, gift cards valued at \$500.00	Support elementary students in need
Big Lake Knights of Columbus	\$444.00	Youth Bowling Club T-shirts

The motion carried 6-0.

VIII. ACTIVITIES UPDATE INCLUDING ACTIVITY FEES AND ENTRANCE TICKET PRICES

Activities Director, Mark Kuisle, presented the update to the board and asked for approval to raise the Middle School activity fees from \$99 to \$125 for 2025-2026 and from \$125 to \$150 for 2026-2027. A motion was made by Schabilion seconded by Nelson to approve the increase for the 2025-2026 school year from \$99 to \$125 and revisit the increase for 2026-2027 after reviewing participation numbers for 2025-2026.

The motion carried 6-0.

IX. FINANCIAL REPORT

Director of Business Services, Angie Manuel, presented the financial report for April. A motion was made by Schabilion seconded by Brown to approve the financial report and budget revisions as presented.

The motion carried 6-0.

- X. APPROVAL OF TRANSPORTATION CONTRACT
Director of Business Services, Angie Manuel, presented the contract and recommended approval. A motion was made by Sixberry seconded by Hancock to approve the contract as presented.
The motion carried 6-0.
- XI. CURRICULUM PRESENTATION
A motion was made by Schabilion seconded by Nelson to approve the 6-year adoption of Amplify ELA for grades 6-8.
The motion carried 6-0.
- A motion was made by Sixberry seconded by Reasoner to approve the buy back of the 4 year to switch to 6 year of CKLA 3rd Edition.
The motion carried 6-0.
- A motion was made by Reasoner seconded by Brown to approve the adoption of CharacterStrong Tier 1 and Tier 2 for grades K-12.
The motion carried 6-0.
- XII. Q COMP UPDATE
Assistant Superintendent of Teaching and Learning, Minda Anderson, along with building peer coaches, presented the annual Q Comp update.
- Chair Reasoner announced a 5-minute break at 8:24 PM
Chair Reasoner resumed the meeting at 8:28 PM
- XIII. APPROVAL OF PAY AND BENEFIT CHANGES FOR NON-AFFILIATED STAFF
A motion was made by Schabilion seconded by Hancock to approve the pay and benefit changes for non-affiliated staff as presented.
The motion carried 6-0.
- XIV. SCHOOL BOARD COMMITTEE/REPRESENTATIVE UPDATES
- a. Finance—no meeting
 - b. Policy—no meeting
 - c. Buildings and Grounds—tour at last work session
 - d. School Board Representatives—SAFF—Schabilion and Truebenbach; WTC—Sixberry; Special Ed Coop—Reasoner.
- XV. SCHOOL BOARD STUDENT REPRESENTATIVE REPORT
School Board Student Representative, Alexis Gosewisch, gave her monthly update to the board.
- XVI. SUPERINTENDENT REPORT
Superintendent Truebenbach congratulated Alexis Gosewisch for accepting the School Board Student Representative role for another year.

- a. Cabinet Department Update—Director of Community Education and Communication Services, Stephanie Hillman, gave an update on the fitness center.

XVII. ADJOURNMENT

A motion was made by Reasoner seconded by Sixberry to adjourn the meeting. The meeting was adjourned at 8:51 PM.

The motion carried 6-0.

Clerk, Lenette Brown
Approved June 25, 2025

BIG LAKE SCHOOLS
INDEPENDENT SCHOOL DISTRICT 727
BIG LAKE, MINNESOTA

Minutes of the Work Session
May 28, 2025
following the regular board meeting

I. CALL TO ORDER

The Work Session of the Board of Education of Independent School District No. 727, Big Lake Schools was called to order on May 28, 2025 at 8:52 PM, in the Middle School Student Center, by Chair Reasoner.

II. ROLL CALL

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

III. CONTINUE REFERENDUM DISCUSSION

Robert Sehm from Wold Architects and Engineers reviewed the Review and Comment.

IV. ADJOURNMENT

Chair Reasoner adjourned the meeting. The meeting was adjourned at 9:34PM.

Clerk, Lenette Brown
Approved June 25, 2025

INDEPENDENT SCHOOL DISTRICT 727
BIG LAKE, MINNESOTA
SHERBURNE COUNTY

Minutes of the Special Meeting
June 11, 2025
5:30 PM

I. CALL TO ORDER

The Special Meeting of the Board of Education of Independent School District No. 727, Big Lake Schools was called to order on June 11, 2025 at 5:30 PM in Room 60 at the Middle School by Chair Reasoner.

II. ROLL CALL

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

III. REVIEW AND COMMENT DISCUSSION

A motion was made by Nelson seconded by Brown to approve submitting the Review and Comment to MDE as presented.

The motion carried 6-0.

IV. ADJOURNMENT

A motion was made by Reasoner seconded by Schabilion to adjourn the meeting. The meeting was adjourned at 5:33 PM.

The motion carried 6-0.

Clerk, Lenette Brown
Approved June 25, 2025

BIG LAKE SCHOOLS
INDEPENDENT SCHOOL DISTRICT 727
BIG LAKE, MINNESOTA

Minutes of the Work Session
June 11, 2025
Following the Special Meeting

- I. CALL TO ORDER
The Work Session of the Board of Education of Independent School District No. 727, Big Lake Schools was called to order on June 11, 2025 at 5:34 PM, in Room 60 at the Middle School, by Chair Reasoner.
- II. ROLL CALL
The following Board members were present: Ms. Chelsey Hancock, Ms. Amber Sixberry, Ms. Tonya Reasoner, Ms. Lenette Brown, Ms. Ashley Schabilion, and Mr. Derek Nelson.
- III. YEAR END REVIEW
The principals presented a year-end review for each of the buildings.
- IV. ANNOUNCE CLOSED SESSION FOR SUPERINTENDENT ANNUAL EVALUATION AFTER WORK SESSION ADJOURNMENT
Chair Reasoner announced the closed session.
- V. ADJOURNMENT
Chair Reasoner adjourned the meeting. The meeting was adjourned at 7:07 PM.

Clerk, Lenette Brown
Approved June 25, 2025

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	107101	CH	1	10586	AUSCO DESIGN & MARKETING	06/06/2025	\$924.50	164246	E 04 500 560 000 321 401	G&B BASKETBALL T-SHIRTS
Check Total:							\$924.50			
001	107102	CH	1	08417	AVIBEN	06/06/2025	\$425.14	164285	E 01 005 105 000 000 305	403B ADMIN & COMPLIANCE MONTHLY FI
Check Total:							\$425.14			
001	107103	CH	1	13241	BENEFIT RESOURCE LLC	06/06/2025	\$200.00	164247	E 01 005 105 000 000 305	DIRECT BILLING MEMBERS/COBRA QU/
Check Total:							\$200.00			
001	107104	CH	1	01231	BIG LAKE FLORAL & GIFT	06/06/2025	\$65.00	164279	E 04 500 505 000 321 401	GRADUATION FLOWERS
001	107104	CH	1	01231	BIG LAKE FLORAL & GIFT	06/06/2025	\$110.00	164286	E 01 300 211 222 000 401	GRADUATION FLOWERS
Check Total:							\$175.00			
001	107105	CH	1	04838	CAMBRIDGE-ISANTI ISD #911	06/06/2025	\$3,883.69	164287	E 01 005 108 000 311 320	3RD QUARTER 24/25
Check Total:							\$3,883.69			
001	107106	CH	1	06130	CARD SERVICES	06/06/2025	(\$126.96)	164280	E 04 500 596 000 344 490	MAY 2025
001	107106	CH	1	06130	CARD SERVICES	06/06/2025	\$27.96	164251	E 01 201 298 950 000 490	MS
001	107106	CH	1	06130	CARD SERVICES	06/06/2025	\$50.02	164251	E 11 300 298 901 301 401	ATHLETICS
001	107106	CH	1	06130	CARD SERVICES	06/06/2025	\$254.60	164251	E 01 300 211 131 000 401	HS
001	107106	CH	1	06130	CARD SERVICES	06/06/2025	\$134.46	164251	E 01 300 211 222 000 401	HS
001	107106	CH	1	06130	CARD SERVICES	06/06/2025	\$259.21	164251	E 04 500 596 000 344 490	CE
001	107106	CH	1	06130	CARD SERVICES	06/06/2025	\$30.96	164251	E 04 500 585 000 362 490	CE
001	107106	CH	1	06130	CARD SERVICES	06/06/2025	\$45.25	164251	E 01 300 790 000 699 490	CE
001	107106	CH	1	06130	CARD SERVICES	06/06/2025	\$346.29	164251	E 04 500 570 000 321 490	CE
001	107106	CH	1	06130	CARD SERVICES	06/06/2025	\$71.86	164251	E 01 300 331 000 830 433	HS FACS
001	107106	CH	1	06130	CARD SERVICES	06/06/2025	\$205.39	164251	E 01 300 331 000 830 433	HS FACS
001	107106	CH	1	06130	CARD SERVICES	06/06/2025	\$92.25	164251	E 01 300 331 000 830 433	HS FACS
001	107106	CH	1	06130	CARD SERVICES	06/06/2025	\$110.22	164251	E 01 300 331 000 830 433	HS FACS
001	107106	CH	1	06130	CARD SERVICES	06/06/2025	\$51.19	164251	E 01 300 331 000 830 433	HS FACS
001	107106	CH	1	06130	CARD SERVICES	06/06/2025	\$171.07	164251	E 01 300 331 000 830 433	HS FACS
001	107106	CH	1	06130	CARD SERVICES	06/06/2025	\$281.60	164251	E 01 300 331 000 830 433	HS FACS
001	107106	CH	1	06130	CARD SERVICES	06/06/2025	\$80.95	164251	E 01 300 331 000 830 433	HS FACS
001	107106	CH	1	06130	CARD SERVICES	06/06/2025	\$330.73	164251	E 01 300 331 000 830 433	HS FACS
001	107106	CH	1	06130	CARD SERVICES	06/06/2025	\$207.93	164251	E 01 300 331 000 830 433	HS FACS
001	107106	CH	1	06130	CARD SERVICES	06/06/2025	\$14.97	164251	E 01 300 331 000 830 433	HS FACS
001	107106	CH	1	06130	CARD SERVICES	06/06/2025	\$196.69	164251	E 01 300 331 000 830 433	HS FACS
001	107106	CH	1	06130	CARD SERVICES	06/06/2025	\$69.36	164251	E 01 300 331 000 830 433	HS FACS

Pay/Void										
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	107106	CH	1	06130	CARD SERVICES	06/06/2025	\$40.05	164251	E 01 300 331 000 830 433	HS FACS
001	107106	CH	1	06130	CARD SERVICES	06/06/2025	\$97.94	164251	E 01 300 331 000 830 433	HS FACS
001	107106	CH	1	06130	CARD SERVICES	06/06/2025	\$779.83	164251	E 01 300 331 000 830 433	HS FACS
001	107106	CH	1	06130	CARD SERVICES	06/06/2025	\$25.00	164251	E 11 300 295 184 000 401	ATHLETICS
001	107106	CH	1	06130	CARD SERVICES	06/06/2025	\$25.00	164251	E 11 300 293 114 000 401	ATHLETICS
001	107106	CH	1	06130	CARD SERVICES	06/06/2025	\$58.46	164251	E 11 300 298 901 301 401	ATHLETICS
001	107106	CH	1	06130	CARD SERVICES	06/06/2025	\$33.81	164251	E 01 201 250 000 000 430	MS FACS
001	107106	CH	1	06130	CARD SERVICES	06/06/2025	\$31.29	164251	E 01 201 250 000 000 430	MS FACS
001	107106	CH	1	06130	CARD SERVICES	06/06/2025	\$11.63	164251	E 01 201 250 000 000 430	MS FACS
001	107106	CH	1	06130	CARD SERVICES	06/06/2025	\$79.43	164251	E 01 201 250 000 000 430	MS FACS
001	107106	CH	1	06130	CARD SERVICES	06/06/2025	\$198.87	164251	E 01 201 250 000 000 430	MS FACS
001	107106	CH	1	06130	CARD SERVICES	06/06/2025	\$7.77	164251	E 01 201 250 000 000 430	MS FACS
Check Total:							\$4,295.08			
001	107107	CH	1	01035	cmERDC	06/06/2025	\$145.00	164249	E 01 005 640 000 316 366	2025 BUSINESS CONFERENCE (ANGIE I
001	107107	CH	1	01035	cmERDC	06/06/2025	(\$10.00)	164250	E 01 005 640 000 316 366	EARLY BIRD CREDIT 12
Check Total:							\$135.00			
001	107108	CH	1	07795	COLLEGE BOARD	06/06/2025	\$5,190.00	164248	E 01 300 710 710 000 461	AP EXAMINATIONS
Check Total:							\$5,190.00			
001	107109	CH	1	13994	EGAN COMPANY	06/06/2025	\$761.41	164252	E 05 300 865 000 363 350	B&G REPAIRS
Check Total:							\$761.41			
001	107110	CH	1	07602	FAME AWARDS	06/06/2025	\$60.00	164288	E 11 300 293 119 000 401	Cherry 7x9 2025 Big Lake Golf Awards
001	107110	CH	1	07602	FAME AWARDS	06/06/2025	\$47.00	164288	E 11 300 293 119 000 401	Aluminum 2025 BL Golf Awards
001	107110	CH	1	07602	FAME AWARDS	06/06/2025	\$5.50	164288	E 11 300 293 119 000 401	Sublimation Paper
001	107110	CH	1	07602	FAME AWARDS	06/06/2025	\$2.10	164288	E 11 300 293 119 000 401	Tape 3/8 in
001	107110	CH	1	07602	FAME AWARDS	06/06/2025	\$66.00	164288	E 11 300 293 119 000 401	Sublimation 2025 Big Lake Awards
Check Total:							\$180.60			
001	107111	CH	1	10681	HOUCK-MARKOVITS, GILDA	06/06/2025	\$547.50	164253	E 04 500 560 182 321 357	HS FLAG FOOTBALL
Check Total:							\$547.50			
001	107112	CH	1	08952	HOUGHTON MIFFLIN HARCOART PUBLI	06/06/2025	\$1,231.20	164254	E 01 200 205 000 417 430	PO 33208 LANGUAGE LAUNCH VOLUME
Check Total:							\$1,231.20			
001	107113	CH	1	12484	HUBBARD ELECTRIC INC	06/06/2025	\$2,662.96	164281	E 01 201 810 000 000 350	MS B&G REPAIRS
Check Total:							\$2,662.96			
001	107114	CH	1	14002	IDEAL SERVICE, INC.	06/06/2025	\$3,052.00	164283	E 01 110 810 000 000 350	REPLACED THE AHU-21 AT LIBERTY

Check Number: 107101-2147483647 Payment Date: 7/1/2024-6/30/2025

Pay/Void										
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	107114	CH	1	14002	IDEAL SERVICE, INC.	06/06/2025	\$1,350.00	164284	E 01 110 810 000 000 305	VFD MAINTENANCE LIBERTY ELEMENT
001	107114	CH	1	14002	IDEAL SERVICE, INC.	06/06/2025	\$270.00	164284	E 01 110 810 000 000 305	FIELD SERVICE TRAVEL-LIBERTY (2 TR
001	107114	CH	1	14002	IDEAL SERVICE, INC.	06/06/2025	\$1,755.00	164284	E 01 201 810 000 000 305	VFD MAINTENANCE MIDDLE SCHOOL (4
001	107114	CH	1	14002	IDEAL SERVICE, INC.	06/06/2025	\$270.00	164284	E 01 201 810 000 000 305	FIELD SERVICE-MIDDLE SCHOOL (2 TR
001	107114	CH	1	14002	IDEAL SERVICE, INC.	06/06/2025	\$180.00	164284	E 01 005 810 000 000 305	VFD MAINTENANCE-GROUNDS (GLENW
Check Total:							\$6,877.00			
001	107116	CH	1	13130	LMNO DESIGN CO LLC	06/06/2025	\$142.80	164255	E 01 300 790 000 699 366	MILEAGE (MAY 13-15, 2025)
001	107116	CH	1	13130	LMNO DESIGN CO LLC	06/06/2025	\$38.00	164255	E 01 300 790 000 699 366	DINNER X 2 NIGHTS
001	107116	CH	1	13130	LMNO DESIGN CO LLC	06/06/2025	\$1,416.00	164256	E 01 300 790 000 699 303	PCN MEDIA CONSULTANT MAY 2025
Check Total:							\$1,596.80			
001	107117	CH	1	13166	LRS OF MINNESOTA	06/06/2025	\$1,117.64	164257	E 01 300 810 000 000 333	HS WASTE SERVICES MAY 2025
001	107117	CH	1	13166	LRS OF MINNESOTA	06/06/2025	\$954.36	164257	E 01 201 810 000 000 333	MS WASTE SERVICES MAY 2025
001	107117	CH	1	13166	LRS OF MINNESOTA	06/06/2025	\$954.36	164257	E 01 100 810 000 000 333	INDY WASTE SERVICES MAY 2025
001	107117	CH	1	13166	LRS OF MINNESOTA	06/06/2025	\$1,105.92	164257	E 01 110 810 000 000 333	LIBERTY WASTE SERVICES MAY 2025
001	107117	CH	1	13166	LRS OF MINNESOTA	06/06/2025	\$167.19	164257	E 01 005 810 000 000 333	GROUNDS WASTE SERVICES MAY 2025
Check Total:							\$4,299.47			
001	107118	CH	1	10434	MAJESTIC CREATIONS	06/06/2025	\$33.00	164262	E 01 005 010 000 000 401	30 OZ BLACK HORNET TUMBLER-NANA
Check Total:							\$33.00			
001	107119	CH	1	13672	MILIUS, MARGARET M	06/06/2025	\$288.00	164265	E 04 500 565 090 321 305	GLASS GARDEN ART MAY 2025 6 PEOP
Check Total:							\$288.00			
001	107120	CH	1	05296	MONTICELLO COMMUNITY ED	06/06/2025	\$720.00	164260	E 04 500 565 090 321 305	STILLWATER BOAT CRUISE TRIP
Check Total:							\$720.00			
001	107121	CH	1	01146	MONTICELLO PRINTING	06/06/2025	\$243.99	164259	E 01 300 211 222 000 401	HS COMMENCEMENT PROGRAMS 2025
001	107121	CH	1	01146	MONTICELLO PRINTING	06/06/2025	\$864.26	164258	E 01 300 211 222 000 401	HIGH SCHOOL COMMENCEMENT PROC
Check Total:							\$1,108.25			
001	107122	CH	1	13016	NORTHLAND REFRIGERATION INCORP	06/06/2025	\$24,213.00	164261	E 01 300 810 000 000 350	QUOTE #102 VERSION 2
001	107122	CH	1	13016	NORTHLAND REFRIGERATION INCORP	06/06/2025	\$0.00	164261	E 01 300 810 000 000 350	CONDENSING UNIT #10A COMPRESSOR
Check Total:							\$24,213.00			
001	107123	CH	1	04315	NOVACARE REHABILITATION	06/06/2025	\$125.00	164263	E 04 500 560 182 321 305	ATHLETIC TRAINING (GIRLS FLAG FB G
Check Total:							\$125.00			
001	107124	CH	1	01682	PROFESSIONAL TURF RENOVATION	06/06/2025	\$3,890.00	164264	E 01 005 810 000 000 401	21-0-5 50% CA FERTILIZER-DELIVERED
Check Total:							\$3,890.00			

Pay/Void										
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	107125	CH	1	14174	PYE-BARKER FIRE & SAFETY, LLC	06/06/2025	\$604.50	164282	E 05 201 865 000 363 350	MS FS SEMI-ANNUAL SYSTEM MAINTEN
Check Total:							\$604.50			
001	107126	CH	1	12674	QUADIENT, INC.	06/06/2025	\$248.90	164266	E 01 005 110 000 000 401	IX5-7 SERIES HI-CAP INK
001	107126	CH	1	12674	QUADIENT, INC.	06/06/2025	\$25.65	164266	E 01 005 110 000 000 401	CUSTOMER SEALING KIT
Check Total:							\$274.55			
001	107127	CH	1	08133	REGION 8AA, MSHSL	06/06/2025	\$420.00	164267	R 11 300 292 153 000 099	SECTION SOFTBALL GAGE RECEIPTS
001	107127	CH	1	08133	REGION 8AA, MSHSL	06/06/2025	\$1,475.00	164268	R 11 300 292 153 000 099	BOYS LACROSSE SECTION 8AAA GATE
Check Total:							\$1,895.00			
001	107128	CH	1	13463	SALMON, ABIGAIL	06/06/2025	\$50.00	164290	E 01 300 211 222 000 305	COMMENCEMENT CHOIR ACCOMPANIS
Check Total:							\$50.00			
001	107129	CH	1	08981	SHRED RIGHT	06/06/2025	\$42.53	164272	E 01 005 810 000 000 333	SHREDDING 05/15/2025
Check Total:							\$42.53			
001	107130	CH	1	07993	SOUTH DAKOTA STATE UNIVERSITY	06/06/2025	\$3,000.00	164278	E 01 300 960 000 340 898	SCHOLARSHIP STUDENT ID #101223393
Check Total:							\$3,000.00			
001	107131	CH	1	12929	STENBERG, TAMARA	06/06/2025	\$362.91	164270	E 04 799 590 000 351 433	FY 25 HOMESCHOOL MAX
Check Total:							\$362.91			
001	107132	CH	1	13322	STYLE CATERING	06/06/2025	\$1,602.73	164271	E 04 500 505 000 321 490	FY 24/25 EMPLOYEE RECOGNITION/RE
Check Total:							\$1,602.73			
001	107133	CH	1	14121	SUE'S BUS SERVICE INC	06/06/2025	\$1,190.00	164273	E 01 005 208 214 733 360	05/27/2025 MS FIELD TRIP TO CAMP FRI
Check Total:							\$1,190.00			
001	107134	CH	1	12956	SURMA, ASHLIE	06/06/2025	\$284.51	164291	E 04 799 590 000 351 433	FY 25 HOMESCHOOL MAX REMAINING
Check Total:							\$284.51			
001	107136	CH	1	12068	THE WATSON COMPANY, INC.	06/06/2025	\$343.62	164276	E 11 300 298 000 000 490	HS CONCESSIONS
Check Total:							\$343.62			
001	107137	CH	1	12762	T-MOBILE	06/06/2025	\$140.00	164292	E 01 005 630 000 000 320	HOT SPOTS 04/21/25-05/20/25
Check Total:							\$140.00			
001	107138	CH	1	01089	VISION OF BIG LAKE	06/06/2025	\$180.00	164275	E 04 500 590 000 321 401	SECURITY DEPOSIT
Check Total:							\$180.00			
001	107139	CH	1	06532	VISION STAFFING	06/06/2025	\$1,490.04	164274	E 01 005 810 356 000 305	GROUNDS WEEK OF 05/25/2025
Check Total:							\$1,490.04			
001	107140	CH	1	14043	ZAHAYRA DIAZ VILLASENOR	06/06/2025	\$320.00	164277	E 01 110 219 000 339 358	INTERPRETER 04/23/2025 IEP MEETING
Check Total:							\$320.00			

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 107101-2147483647 Payment Date: 7/1/2024-6/30/2025

Pay/Void										
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	107141	CH	1	05945	REGION 7AA	06/06/2025	\$715.00	164295	R 11 300 292 153 000 099	BASEBALL 5AAA SECTION 05/29/2025 G
001	107141	CH	1	05945	REGION 7AA	06/06/2025	\$1,430.00	164294	R 11 300 292 153 000 099	BASEBALL 5AAA-SECTION 05/31/2025 V
Check Total:							\$2,145.00			
001	107142	CH	1	13967	WARGO NATURE CENTER	06/06/2025	\$1,030.50	164293	E 01 100 203 908 000 369	4TH GRADE FIELD TRIP 05/16 & 05/22
Check Total:							\$1,030.50			
001	107143	CH	1	05891	HENNEPIN TECHNICAL COLLEGE	06/06/2025	\$1,000.00	164289	E 01 300 960 000 340 898	24/25 SCHOLARSHIP STUDENT ID #YJ64
Check Total:							\$1,000.00			
001	107144	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	06/05/2025	\$527.49	164307	B 01 215 081	Child Support
001	107144	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	06/05/2025	\$193.14	164307	B 04 215 081	Payroll Deductions
Check Total:							\$720.63			
001	107145	CH	1	04223	MN NCPERS LIFE INSURANCE	06/05/2025	\$117.28	164311	B 01 215 033	NCPR Life
Check Total:							\$117.28			
001	107146	CH	1	14034	NORTH DAKOTA CHILD SUPPORT DIVI	06/05/2025	\$1,150.80	164309	B 12 215 081	Child Support
Check Total:							\$1,150.80			
001	107147	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	06/05/2025	\$940.64	164313	B 01 215 040	U Due Nc
001	107147	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	06/05/2025	\$150.35	164313	B 04 215 040	U Dues Nc
001	107147	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	06/05/2025	\$2,087.72	164313	B 12 215 040	U Due Nc
Check Total:							\$3,178.71			
001	107148	CH	1	03804	ALL STAR TROPHY	06/13/2025	\$30.00	164335	E 11 300 293 111 000 401	M8 SPECIALTY PLAQUE-BASEBALL
Check Total:							\$30.00			
001	107149	CH	1	13497	BIG BLUE BOX	06/13/2025	\$4,360.00	164333	E 11 300 292 000 000 530	40' NEW (1 TRIP) HIGH CUBE CONTAINER
001	107149	CH	1	13497	BIG BLUE BOX	06/13/2025	\$325.00	164333	E 11 300 292 000 000 530	DELIVERY
001	107149	CH	1	13497	BIG BLUE BOX	06/13/2025	\$350.00	164333	E 11 300 292 000 000 530	MOVE CONTAINER ONSITE
Check Total:							\$5,035.00			
001	107150	CH	1	04267	BIG LAKE YOUTH ATHLETICS ASSOC	06/13/2025	\$225.00	164334	E 11 300 298 142 000 305	CONCESSION WORKER PROCEEDS
Check Total:							\$225.00			
001	107151	CH	1	13307	CELEBRATE PLANET EARTH	06/13/2025	\$137.70	164336	E 01 110 203 100 000 430	Basic butterfly kit
001	107151	CH	1	13307	CELEBRATE PLANET EARTH	06/13/2025	\$19.50	164336	E 01 110 203 100 000 430	Shipping
Check Total:							\$157.20			
001	107152	CH	1	13218	CENTRAL MN MENTAL HEALTH CENTE	06/13/2025	\$495.00	164340	E 01 300 211 220 799 305	MAY 2025 BRIDGES
Check Total:							\$495.00			

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	107153	CH	1	13987	CHOUINARD, SUSAN	06/13/2025	\$275.00	164341	E 01 005 760 000 720 361	FY 24/25 NON-PUBLIC TRANSPORTATIC
Check Total:							\$275.00			
001	107154	CH	1	12743	CROWN CHRISTIAN SCHOOL	06/13/2025	\$550.00	164342	E 01 005 760 000 720 361	FY 24/25 NON-PUBLIC TRANSPORTATIC
Check Total:							\$550.00			
001	107155	CH	1	13688	DASH SPORTS LLC	06/13/2025	\$1,089.00	164338	E 04 500 560 000 321 305	FLAG FOOTBALL TYKES
Check Total:							\$1,089.00			
001	107156	CH	1	01048	DEMCO INC	06/13/2025	\$2,155.74	164337	E 05 110 203 000 302 530	W13759260 - Gratnells Callero Storage Sh
001	107156	CH	1	01048	DEMCO INC	06/13/2025	\$152.54	164337	E 05 110 203 000 302 530	Shipping
Check Total:							\$2,308.28			
001	107157	CH	1	13282	DIRECT COMMUNICATION SOLUTIONS	06/13/2025	\$2,150.00	164339	E 01 005 760 000 720 405	BUSWHERE SOFTWARE MAY 2025
Check Total:							\$2,150.00			
001	107158	CH	1	02735	EHLERS & ASSOCIATES, INC	06/13/2025	\$2,100.00	164343	E 01 005 110 000 000 305	PAY 2025 TRUTH IN TAXATION
Check Total:							\$2,100.00			
001	107159	CH	1	13021	GRAND RAPIDS PUBLIC SCHOOLS	06/13/2025	\$240.00	164346	E 04 500 585 000 332 305	2025 GRASP ORDER 05/22/2025
Check Total:							\$240.00			
001	107160	CH	1	14053	HAND2MIND INC	06/13/2025	\$59.99	164345	E 01 201 256 000 000 430	PO 33661 MS Graph Paper Roll
Check Total:							\$59.99			
001	107161	CH	1	08952	HOUGHTON MIFFLIN HARCOART PUBLI	06/13/2025	(\$6,562.50)	164348	E 05 110 203 601 302 460	CREDIT PO 33262
001	107161	CH	1	08952	HOUGHTON MIFFLIN HARCOART PUBLI	06/13/2025	\$4,446.20	164344	E 05 100 203 602 302 460	9780544193840 Math in Focus Student W
001	107161	CH	1	08952	HOUGHTON MIFFLIN HARCOART PUBLI	06/13/2025	\$4,161.85	164344	E 05 100 203 602 302 460	9780544193857 Math in Focus Student W
001	107161	CH	1	08952	HOUGHTON MIFFLIN HARCOART PUBLI	06/13/2025	\$6,281.55	164344	E 05 100 203 602 302 460	9780544193864 HMH Math in Focus Wor
001	107161	CH	1	08952	HOUGHTON MIFFLIN HARCOART PUBLI	06/13/2025	\$6,772.70	164344	E 05 100 203 602 302 460	9780544193871 HMH Math in Focus Wor
001	107161	CH	1	08952	HOUGHTON MIFFLIN HARCOART PUBLI	06/13/2025	\$6,850.25	164344	E 05 100 203 602 302 460	9780544193888 HMH Math in Focus Wor
001	107161	CH	1	08952	HOUGHTON MIFFLIN HARCOART PUBLI	06/13/2025	\$3,278.94	164344	E 05 100 203 602 302 460	shipping 11.5%
001	107161	CH	1	08952	HOUGHTON MIFFLIN HARCOART PUBLI	06/13/2025	\$5,816.25	164347	E 05 110 203 601 302 460	1556524- Math in Focus Workbook A GR1
001	107161	CH	1	08952	HOUGHTON MIFFLIN HARCOART PUBLI	06/13/2025	\$3,877.50	164347	E 05 110 203 601 302 460	1556525- Math in Focus Workbook B GR1
001	107161	CH	1	08952	HOUGHTON MIFFLIN HARCOART PUBLI	06/13/2025	\$1,114.78	164347	E 05 110 203 601 302 460	Shipping
Check Total:							\$36,037.52			
001	107162	CH	1	03321	INTERMEDIATE DIST 287	06/13/2025	\$275.00	164378	E 12 300 405 000 740 305	NSO TUITION-AMERICAN SIGN LANGUA
Check Total:							\$275.00			
001	107163	CH	1	13704	JACKSON, JOHN SR	06/13/2025	\$210.00	164349	E 04 500 560 000 321 305	SPRING 2023 BOYS VOLLEYBALL COAC
Check Total:							\$210.00			

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 107101-2147483647 Payment Date: 7/1/2024-6/30/2025

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	107164	CH	1	07936	KOUNKEL, JOSEPH	06/13/2025	\$220.00	164351	E 11 300 294 111 000 305	VARSITY/JV BASEBALL OFFICIAL VS ZIP
Check Total:							\$220.00			
001	107165	CH	1	13892	LANGUAGE LIZARD, LLC	06/13/2025	\$22.44	164350	E 01 200 205 638 417 430	PO 34254 5 BOOK SET
Check Total:							\$22.44			
001	107166	CH	1	12907	MOEN, HUNTER	06/13/2025	\$123.00	164352	E 11 300 294 112 000 305	JV/V BOYS BASKETBALL OFFICIAL VS S
Check Total:							\$123.00			
001	107167	CH	1	05945	REGION 7AA	06/13/2025	\$2,340.00	164354	R 11 300 292 153 000 099	06/03/2025 SECTION 5AAA BASEBALL G
001	107167	CH	1	05945	REGION 7AA	06/13/2025	\$2,310.00	164355	R 11 300 292 153 000 099	06/04/2025 SECTION 5AAA BASEBALL G
001	107167	CH	1	05945	REGION 7AA	06/13/2025	\$1,515.00	164356	R 11 300 292 153 000 099	06/02/2025 SECTION 5AAA BASEBALL G
Check Total:							\$6,165.00			
001	107168	CH	1	13220	RUMPCA-BARRETT, JOELYN	06/13/2025	\$1,207.00	164353	E 04 500 570 000 321 305	05/30/2025 TEST05/30/2025 TEST-OUT S
Check Total:							\$1,207.00			
001	107169	CH	1	01187	SCHMITT MUSIC ANOKA	06/13/2025	\$103.00	164360	E 01 201 208 951 000 305	MS BAND REPAIRS
001	107169	CH	1	01187	SCHMITT MUSIC ANOKA	06/13/2025	\$48.00	164357	E 01 201 208 951 000 305	MS BAND REPAIRS
001	107169	CH	1	01187	SCHMITT MUSIC ANOKA	06/13/2025	\$97.00	164358	E 01 201 208 951 000 305	MS BAND REPAIRS
001	107169	CH	1	01187	SCHMITT MUSIC ANOKA	06/13/2025	\$85.00	164359	E 01 201 208 951 000 305	MS BAND SUPPLIES
Check Total:							\$333.00			
001	107170	CH	1	04643	SCIENCE MUSEUM OF MINNESOTA	06/13/2025	\$1,200.00	164365	E 01 100 203 312 000 401	ENGINEERING ASSEMBLIES 05/20/2025
Check Total:							\$1,200.00			
001	107171	CH	1	08682	ST. ANDREW SCHOOL	06/13/2025	\$550.00	164368	E 01 005 760 000 720 361	NON-PUBLIC TRANSPORTATION (RENIE
001	107171	CH	1	08682	ST. ANDREW SCHOOL	06/13/2025	\$550.00	164369	E 01 005 760 000 720 361	NON-PUBLIC TRANSPORTATION (TAYLC
001	107171	CH	1	08682	ST. ANDREW SCHOOL	06/13/2025	\$275.00	164370	E 01 005 760 000 720 361	NON-PUBLIC TRANSPORTATION (PETEI
001	107171	CH	1	08682	ST. ANDREW SCHOOL	06/13/2025	\$550.00	164371	E 01 005 760 000 720 361	NON-PUBLIC TRANSPORTATION (OWEN
Check Total:							\$1,925.00			
001	107172	CH	1	02646	ST. CLOUD SEWING CENTER INC.	06/13/2025	\$1,163.40	164372	E 01 300 331 000 830 433	HS FACS
001	107172	CH	1	02646	ST. CLOUD SEWING CENTER INC.	06/13/2025	(\$1,163.40)	164372	E 01 300 331 000 830 433	HS FACS
001	107172	CH	1	02646	ST. CLOUD SEWING CENTER INC.	06/13/2025	\$1,163.40	164372	E 01 300 331 000 830 350	HS FACS
Check Total:							\$1,163.40			
001	107173	CH	1	04849	ST. CLOUD STATE UNIVERSITY	06/13/2025	\$3,300.00	164362	E 01 300 211 211 000 394	SPRING CIC CLASSES
001	107173	CH	1	04849	ST. CLOUD STATE UNIVERSITY	06/13/2025	\$4,290.00	164364	E 01 300 211 211 000 394	SPRING CIC CLASSES
001	107173	CH	1	04849	ST. CLOUD STATE UNIVERSITY	06/13/2025	\$3,300.00	164363	E 01 300 211 211 000 394	SPRING CIS CLASSES
001	107173	CH	1	04849	ST. CLOUD STATE UNIVERSITY	06/13/2025	\$3,300.00	164361	E 01 300 211 000 000 394	SPRING CIC CLASSES
Check Total:							\$14,190.00			

Pay/Void										
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	107174	CH	1	10163	ST. FRANCIS XAVIER SCHOOL	06/13/2025	\$550.00	164366	E 01 005 760 000 720 361	24/25 NON-PUBLIC TRANSPORTATION
001	107174	CH	1	10163	ST. FRANCIS XAVIER SCHOOL	06/13/2025	\$275.00	164367	E 01 005 760 000 720 361	NON-PUBLIC TRANSPORTATION (HIRSC
Check Total:							\$825.00			
001	107175	CH	1	10753	TRUE FRIENDS	06/13/2025	\$4,680.00	164375	E 01 005 208 214 000 369	CAMP FRIENDSHIP
Check Total:							\$4,680.00			
001	107177	CH	1	01229	UNIVERSITY OF MINNESOTA	06/13/2025	\$500.00	164382	E 01 300 960 000 340 898	SCHOLARSHIP (STUDENT ID #6052256)
Check Total:							\$500.00			
001	107178	CH	1	13508	WILD BRATZ LLC	06/13/2025	\$2,925.00	164376	E 04 500 580 341 325 490	EC BRATZ/PRETZEL FUNDRAISER
Check Total:							\$2,925.00			
001	107179	CH	1	14235	WOODCREST BAPTIST ACADEMY	06/13/2025	\$275.00	164377	E 01 005 760 000 720 361	FY 24/25 NON-PUBLIC TRANSPORTATIC
Check Total:							\$275.00			
001	107180	CH	1	14218	ZIEBOL, ANGELA	06/13/2025	\$453.75	164381	E 04 500 560 182 321 357	SIGN LANGUAGE 04/07 & 04/09
Check Total:							\$453.75			
001	107181	CH	1	01229	UNIVERSITY OF MINNESOTA	06/13/2025	\$3,500.00	164374	E 01 300 960 000 340 898	FY 24/25 SCHOLARSHIP (AH) 18
Check Total:							\$3,500.00			
001	107182	CH	1	01229	UNIVERSITY OF MINNESOTA	06/13/2025	\$1,000.00	164373	E 01 300 960 000 340 898	FY 24/25 SCHOLARSHIP (STUDENT ID #
Check Total:							\$1,000.00			
001	107183	CH	1	10542	JUBILEE CHRISTIAN SCHOOL	06/13/2025	\$350.00	164385	E 01 005 760 000 720 361	FY 24/25 NON-PUBLIC TRANSPORTATIC
001	107183	CH	1	10542	JUBILEE CHRISTIAN SCHOOL	06/13/2025	\$350.00	164386	E 01 005 760 000 720 361	FY 24/25 NON-PUBLIC TRANSPORTATIC
001	107183	CH	1	10542	JUBILEE CHRISTIAN SCHOOL	06/13/2025	\$350.00	164387	E 01 005 760 000 720 361	FY 24/25 NON-PUBLIC TRANSPORTATIC
001	107183	CH	1	10542	JUBILEE CHRISTIAN SCHOOL	06/13/2025	\$350.00	164388	E 01 005 760 000 720 361	FY 24/25 NON-PUBLIC TRANSPORTATIC
001	107183	CH	1	10542	JUBILEE CHRISTIAN SCHOOL	06/13/2025	\$175.00	164389	E 01 005 760 000 720 361	FY 24/25 NON-PUBLIC TRANSPORTATIC
001	107183	CH	1	10542	JUBILEE CHRISTIAN SCHOOL	06/13/2025	\$350.00	164383	E 01 005 760 000 720 361	NON-PUBLIC TRANSPORTATION (BEWS
001	107183	CH	1	10542	JUBILEE CHRISTIAN SCHOOL	06/13/2025	\$350.00	164384	E 01 005 760 000 720 361	FY 24/25 NON-PUBLIC TRANSPORTATIC
Check Total:							\$2,275.00			
001	107184	CH	1	01475	CONNEXUS ENERGY	06/13/2025	\$91.36	164390	E 01 005 810 860 000 331	SOFTBALL CONCESSIONS ELECTRICAL
001	107184	CH	1	01475	CONNEXUS ENERGY	06/13/2025	\$7,129.10	164390	E 01 100 810 000 000 331	INDEPENDENCE ELECTRICAL APRIL 20:
001	107184	CH	1	01475	CONNEXUS ENERGY	06/13/2025	\$10,658.36	164390	E 01 110 810 000 000 331	LIBERTY ELECTRICAL APRIL 2025
001	107184	CH	1	01475	CONNEXUS ENERGY	06/13/2025	\$149.90	164390	E 01 110 810 000 000 331	BASEBALL FIELD LIGHTS ELECTRICAL ,
001	107184	CH	1	01475	CONNEXUS ENERGY	06/13/2025	\$1,681.40	164390	E 01 005 810 860 000 331	SOFTBALL FIELD LIGHTS ELECTRICAL ,
Check Total:							\$19,710.12			
001	107185	CH	1	06230	GOPHER STATE ONE-CALL	06/13/2025	\$6.75	164391	E 01 005 810 000 000 350	TICKETS
Check Total:							\$6.75			

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	107186	CH	1	09760	PREMIER LOCATING, INC.	06/13/2025	\$415.00	164392	E 01 005 810 000 000 305	TICKETS
Check Total:							\$415.00			
001	107187	CH	1	12674	QUADIENT LEASING USA, INC.	06/13/2025	\$521.31	164393	E 01 005 110 000 000 335	LEASE N22102524 04/04/2025-07/03/2025
Check Total:							\$521.31			
001	107188	CH	1	09473	RASMUSSEN, SHERRI	06/13/2025	\$72.99	164394	E 04 799 590 000 351 433	FY 24/25 HOMESCHOOL SUPPLIES
Check Total:							\$72.99			
001	107189	CH	1	12564	RUSSELL SECURITY RESOURCE, INC.	06/13/2025	\$595.00	164395	E 01 110 810 000 000 350	PER QUOTE #8732 DOOR E AND I REPA
001	107189	CH	1	12564	RUSSELL SECURITY RESOURCE, INC.	06/13/2025	\$1,372.00	164396	E 05 005 865 000 363 350	QUOTE #8728 REVISED MORTISE PER I
Check Total:							\$1,967.00			
001	107190	CH	1	14116	SENTRA-SOTA SHEET METAL INC	06/13/2025	\$42,140.00	164397	E 01 300 810 353 000 520	REPLACEMENT OF EXHAUST FANS & IN
Check Total:							\$42,140.00			
001	107191	CH	1	06532	VISION STAFFING	06/13/2025	\$1,446.91	164398	E 01 005 810 356 000 305	GROUNDS WEEK OF 06/01/2025
Check Total:							\$1,446.91			
001	107192	CH	1	13979	AHNER, JODY	06/18/2025	\$102.00	164419	E 04 500 560 000 321 357	INTERPRETER 06/09 SPEED & STRENG
Check Total:							\$102.00			
001	107193	CH	1	09213	AQUA ENGINEERING, INC.	06/18/2025	\$7,681.63	164422	E 01 005 810 000 000 305	B&G REPAIRS
001	107193	CH	1	09213	AQUA ENGINEERING, INC.	06/18/2025	\$2,556.16	164421	E 01 005 810 000 000 305	B&G SPRINKLER REPAIRS
Check Total:							\$10,237.79			
001	107194	CH	1	13984	BIELEJESKI, ELIZABETH	06/18/2025	\$220.00	164442	E 04 500 560 000 321 357	SPORTS PERFORMANCE INTERPRETEI
Check Total:							\$220.00			
001	107195	CH	1	08694	COMMERCIAL KITCHEN SERVICES	06/18/2025	\$2,285.80	164423	E 02 201 770 000 701 350	MS FS REPAIRS
Check Total:							\$2,285.80			
001	107196	CH	1	04279	MCPETE'S SPORTS BAR & LANES	06/18/2025	\$216.00	164425	E 04 500 560 000 321 305	05/05-06/26 BOWLING CLUB
Check Total:							\$216.00			
001	107197	CH	1	01134	MESPA	06/18/2025	\$150.00	164424	E 01 110 050 000 000 366	TWIN CITIES TIER 1 & 2 MTSS WORKSH
Check Total:							\$150.00			
001	107198	CH	1	01137	MSBA	06/18/2025	\$99.00	164426	E 01 005 105 097 000 366	ODD-YEAR ELECTION TRAINING VIDEO
Check Total:							\$99.00			
001	107199	CH	1	14233	NEATON, JESSICA	06/18/2025	\$774.00	164427	E 04 500 560 000 321 305	06/09-07/07 YOUTH GOLF CAMP
Check Total:							\$774.00			
001	107200	CH	1	13016	NORTHLAND REFRIGERATION INCORP	06/18/2025	\$413.75	164429	E 01 110 810 000 000 350	LIBERTY B&G A/C REPAIRS

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 107101-2147483647 Payment Date: 7/1/2024-6/30/2025

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	107200	CH	1	13016	NORTHLAND REFRIGERATION INCORP	06/18/2025	\$817.62	164428	E 01 300 810 000 000 350	HS B&G MAINT
Check Total:							\$1,231.37			
001	107201	CH	1	1016	O'REILLY AUTOMOTIVE, INC.	06/18/2025	\$135.79	164430	E 01 005 810 000 000 401	B&G SUPPLIES
Check Total:							\$135.79			
001	107202	CH	1	07890	PMA ASSET MANAGEMENT, LLC	06/18/2025	\$583.68	164431	E 45 005 935 000 000 305	ASSETS 05/01/2025-05/31/2025
Check Total:							\$583.68			
001	107203	CH	1	12564	RUSSELL SECURITY RESOURCE, INC.	06/18/2025	\$1,052.00	164432	E 05 005 865 000 363 350	QUOTE #8729 DOOR REPLACEMENT RC
001	107203	CH	1	12564	RUSSELL SECURITY RESOURCE, INC.	06/18/2025	\$652.00	164433	E 05 005 865 000 363 350	QUOTE #8731 DOCK DOOR LATCH REP
Check Total:							\$1,704.00			
001	107204	CH	1	14118	SCHOOL OF FISH, LLC	06/18/2025	\$750.00	164434	E 04 500 585 000 332 305	SCHOOL OF FISH CLASS
Check Total:							\$750.00			
001	107205	CH	1	14071	SCHWIRTZ, BRANDON	06/18/2025	\$179.20	164435	E 04 500 560 000 321 305	06/05-06/26 YOUTH BOWLING GRADES
Check Total:							\$179.20			
001	107206	CH	1	13322	STYLE CATERING	06/18/2025	\$283.42	164436	E 04 500 505 000 321 490	06/10-06/11 ALICE TRAINING BREAKFAS
Check Total:							\$283.42			
001	107207	CH	1	05314	TECH CHECK	06/18/2025	\$2,960.00	164437	E 01 005 630 000 000 465	HP ProBook 460 G11 16" notebook
001	107207	CH	1	05314	TECH CHECK	06/18/2025	\$358.00	164437	E 01 005 630 000 000 465	HP USB-C Dock for G5 Notebook
Check Total:							\$3,318.00			
001	107208	CH	1	14030	THE BOELTER COMPANIES, INC.	06/18/2025	\$0.00	164420	E 02 201 770 000 701 530	QUOTE #04/03/2025
001	107208	CH	1	14030	THE BOELTER COMPANIES, INC.	06/18/2025	\$3,501.43	164420	E 02 201 770 000 701 530	HEATED HOLDING PROOFING CABINET
001	107208	CH	1	14030	THE BOELTER COMPANIES, INC.	06/18/2025	\$225.00	164420	E 02 201 770 000 701 530	FREIGHT
Check Total:							\$3,726.43			
001	107209	CH	1	06532	VISION STAFFING	06/18/2025	\$1,080.81	164438	E 01 005 810 356 000 305	GROUNDS WORK WEEK 06/08/2025
Check Total:							\$1,080.81			
001	107210	CH	1	13048	WELLNESS FOR LIVING LLC	06/18/2025	\$180.00	164439	E 04 500 585 000 332 305	CUPCAKES
Check Total:							\$180.00			
001	107211	CH	1	01240	WRIGHT TECHNICAL CENTER	06/18/2025	\$21,512.14	164441	E 01 998 211 000 303 390	WRIGHT ACADEMY HIGH SCHOOL MAY
Check Total:							\$21,512.14			
001	107212	CH	1	01165	XCEL ENERGY-NSP	06/18/2025	\$992.20	164440	E 01 110 810 000 000 330	LIBERTY GAS P302291437 05/08/2025-06
Check Total:							\$992.20			
001	107213	CH	1	10029	LEESEBERG, CHRISTOPHER	06/18/2025	\$500.00	164444	E 01 300 211 222 000 305	2025 GRAD CEREMONY PHOTOS
Check Total:							\$500.00			

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

Check Number: 107101-2147483647 Payment Date: 7/1/2024-6/30/2025

						Pay/Void					
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
001	107214	CH	1	13985	DAY ONE SPORTS PERFORMANCE	06/18/2025	\$11,600.00	164445	E 04 500 560 000 321 305	HS SUMMER TRAINING PROGRAM 06/0:	
Check Total:							\$11,600.00				
001	107215	CH	1	04641	IEA	06/18/2025	\$3,800.00	164446	E 01 005 790 342 000 305	CRISIS PLANNING CONSULTING SERVI	
Check Total:							\$3,800.00				
Bank 001 Total:							\$311,047.20				
Report Total:							\$311,047.20				

Payment Reg by Check-No Voids

Check Number: 107216-2147483647 Payment Date: 7/1/2024-6/30/2025

Pay/Void										
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	107216	CH	1	12159	ARVIG	06/27/2025	\$137.18	164472	E 01 005 630 000 000 305	INTERNET 06/06/2025-07/05/2025
Check Total:							\$137.18			
001	107217	CH	1	13984	BIELEJESKI, ELIZABETH	06/27/2025	\$230.00	164504	E 04 500 560 000 321 357	INTERPRETER JUNE 2025
Check Total:							\$230.00			
001	107218	CH	1	03184	CENTERPOINT ENERGY	06/27/2025	\$611.93	164490	E 01 201 810 000 000 330	MS SCHOOL FIRM GAS MAY 2025
001	107218	CH	1	03184	CENTERPOINT ENERGY	06/27/2025	\$695.74	164490	E 01 201 810 000 000 330	MS SCHOOL INT GAS MAY 2025
001	107218	CH	1	03184	CENTERPOINT ENERGY	06/27/2025	\$626.77	164490	E 01 100 810 000 000 330	INDY INT GAS MAY 2025
001	107218	CH	1	03184	CENTERPOINT ENERGY	06/27/2025	\$222.26	164490	E 01 300 810 000 000 330	HS FIRM GAS MAY 2025
001	107218	CH	1	03184	CENTERPOINT ENERGY	06/27/2025	\$4,154.51	164490	E 01 300 810 000 000 330	HS SCHOOL INT GAS MAY 2025
001	107218	CH	1	03184	CENTERPOINT ENERGY	06/27/2025	\$23.21	164490	E 01 100 810 000 000 330	INDY FIRM #2 GAS MAY 2025
001	107218	CH	1	03184	CENTERPOINT ENERGY	06/27/2025	\$633.36	164490	E 01 100 810 000 000 330	INDY FFIRM #1 GAS MAY 2025
Check Total:							\$6,967.78			
001	107219	CH	1	01475	CONNEXUS ENERGY	06/27/2025	\$985.10	164501	E 01 005 810 860 000 331	ELECTRICAL (GLENWOOD)
Check Total:							\$985.10			
001	107220	CH	1	01475	CONNEXUS ENERGY	06/27/2025	\$104.45	164502	E 01 005 810 860 000 331	ELECTRICAL (IRRIG SVC) SEPTEMBER 22
Check Total:							\$104.45			
001	107221	CH	1	12109	COR ROBOTICS LLC	06/27/2025	\$160.00	164473	E 04 500 585 000 332 305	MINECRAFT OLYMPICS 2 STUDENTS
Check Total:							\$160.00			
001	107222	CH	1	13688	DASH SPORTS LLC	06/27/2025	\$714.00	164475	E 04 500 560 000 321 305	PHYS. ED GAMES CAMP
001	107222	CH	1	13688	DASH SPORTS LLC	06/27/2025	\$1,071.00	164475	E 04 500 560 000 321 305	SOCCER CAMP
001	107222	CH	1	13688	DASH SPORTS LLC	06/27/2025	\$517.50	164475	E 04 500 560 000 321 305	SOCCER TYKES
001	107222	CH	1	13688	DASH SPORTS LLC	06/27/2025	\$1,999.00	164505	E 04 500 560 000 321 305	CE CAMPS; BASKETBALL & T-BALL TYK
Check Total:							\$4,301.50			
001	107223	CH	1	13985	DAY ONE SPORTS PERFORMANCE	06/27/2025	\$11,600.00	164474	E 04 500 560 000 321 305	SUMMER TRAINING PROGRAM 06/02-08
Check Total:							\$11,600.00			
001	107224	CH	1	13134	GEARED UP APPAREL LLC	06/27/2025	\$405.00	164481	E 11 300 288 154 000 401	TRAP TEAM JERSEYS
Check Total:							\$405.00			
001	107225	CH	1	12222	HALLBERG ENGINEERING	06/27/2025	\$945.00	164491	E 06 100 870 000 000 305	INDY FIRE ALARM REPLACEMENT BONI
001	107225	CH	1	12222	HALLBERG ENGINEERING	06/27/2025	\$1,155.00	164492	E 06 100 870 000 000 305	FIRE ALARM REPLACEMENT BOND #221
Check Total:							\$2,100.00			
001	107226	CH	1	04641	IEA	06/27/2025	\$4,550.00	164499	E 05 005 865 000 349 350	LEAD-IN-WATER FOLLOW-UP TESTING
Check Total:							\$4,550.00			

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	107227	CH	1	13034	MWANGI, ABIGAIL	06/27/2025	\$130.00	164489	E 04 799 590 000 351 433	FY 24/25 HOMESCHOOL
Check Total:							\$130.00			
001	107228	CH	1	13873	NASHKE NATIVE GAMES	06/27/2025	\$813.45	164482	E 01 201 208 000 320 430	Mii Gwech Expansion Pack Bundle
Check Total:							\$813.45			
001	107229	CH	1	13739	O'DAY MANAGMENT INC	06/27/2025	\$340.00	164493	E 01 005 810 000 000 401	12 IN BLACK FIBER COVER W/HANDLE
001	107229	CH	1	13739	O'DAY MANAGMENT INC	06/27/2025	\$15.00	164493	E 01 005 810 000 000 401	FREIGHT
Check Total:							\$355.00			
001	107230	CH	1	09760	PREMIER LOCATING, INC.	06/27/2025	\$140.00	164503	E 01 005 810 000 000 305	TICKETS JUNE 2025
Check Total:							\$140.00			
001	107231	CH	1	10026	SAFETYFIRST SPECIALTY CONTRACT	06/27/2025	\$54,086.54	164494	E 05 110 203 000 302 530	LIBERTY - ADA AREA-PLAYGROUND
001	107231	CH	1	10026	SAFETYFIRST SPECIALTY CONTRACT	06/27/2025	\$0.00	164494	E 05 110 203 000 302 530	ESTIMATE #6799
001	107231	CH	1	10026	SAFETYFIRST SPECIALTY CONTRACT	06/27/2025	\$1,860.30	164495	E 01 005 810 000 000 350	LIBERTY CANOPY REPLACEMENT 2-5 Y
Check Total:							\$55,946.84			
001	107232	CH	1	01187	SCHMITT DIRECTOR CENTER	06/27/2025	\$379.58	164485	E 01 201 259 000 000 350	MS MUSIC SUPPLIES
Check Total:							\$379.58			
001	107233	CH	1	08981	SHRED RIGHT	06/27/2025	\$85.06	164496	E 01 005 810 000 000 333	SHREDDING 06/12/2025
Check Total:							\$85.06			
001	107234	CH	1	13642	SOCIAL CLUB SIMPLE	06/27/2025	\$80.00	164483	E 04 500 565 090 321 305	ONLINE CLASS: PRACTICAL CHATGPT 1
Check Total:							\$80.00			
001	107235	CH	1	12845	SYSCO-MINNESOTA INC	06/27/2025	\$388.74	164484	E 02 300 770 000 707 490	HS FS SUPPLIES
Check Total:							\$388.74			
001	107236	CH	1	13212	THREE SONS HARDWARE LLC	06/27/2025	\$30.96	164497	E 01 300 361 000 830 433	MAY 2025 PURCHASES
001	107236	CH	1	13212	THREE SONS HARDWARE LLC	06/27/2025	\$374.88	164497	E 01 005 810 000 000 401	MAY 2025 PURCHASES
Check Total:							\$405.84			
001	107237	CH	1	01229	UNIVERSITY OF MINNESOTA	06/27/2025	\$745.00	164480	E 01 300 960 000 340 898	FY 24/25 SCHOLARSHIP #6014019
Check Total:							\$745.00			
001	107238	CH	1	06532	VISION STAFFING	06/27/2025	\$1,280.65	164498	E 01 005 810 356 000 305	GROUNDS WEEK OF 06/15/2025
Check Total:							\$1,280.65			
001	107239	CH	1	10633	WOLD ARCHITECTS, INC	06/27/2025	\$4,404.18	164486	E 06 201 870 000 000 305	BOND PROJECT 22F201.01B MS INTERI
001	107239	CH	1	10633	WOLD ARCHITECTS, INC	06/27/2025	\$15,096.27	164487	E 06 201 870 000 000 305	BOND PROJECT #22F201.01B MS INTEF
001	107239	CH	1	10633	WOLD ARCHITECTS, INC	06/27/2025	\$3,734.86	164488	E 06 201 870 000 000 305	BOND PROJECT #22F201.01B MS INTEF
Check Total:							\$23,235.31			

Pay/Void										
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	107240	CH	1	13863	YAHOLA, BRYAN	06/27/2025	\$400.00	164500	E 01 005 203 000 320 305	CONSULTATION & LACROSSE DEMONS
Check Total:								\$400.00		
Bank 001 Total:								\$115,926.48		
Report Total:								\$115,926.48		

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 06/01/2025-6/30/2025

					Pay/Void						
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
001		CC	1	01034	RESOURCE TRAINING & SOLUTIONS	06/02/2025	\$830.00	164151	E 01 005 105 000 000 366	PO 34262 HS Students of Excellence	
001		CC	1	01034	RESOURCE TRAINING & SOLUTIONS	06/02/2025	\$170.00	164100	E 01 005 640 640 314 366	Educational Support Professionals (LP & P	
001		CC	1	01034	RESOURCE TRAINING & SOLUTIONS	06/02/2025	\$85.00	164099	E 01 005 640 640 314 366	Educational Support Professionals (KC)	
001		CC	1	01034	RESOURCE TRAINING & SOLUTIONS	06/02/2025	\$96.00	164079	E 04 500 580 000 325 366	EC Workshop	
001		CC	1	01034	RESOURCE TRAINING & SOLUTIONS	06/02/2025	\$25.00	164217	E 04 500 580 000 325 366	Understanding & Implementing the New MI	
001		CC	1	01038	CITY OF BIG LAKE	06/02/2025	\$34.62	164222	E 01 005 810 000 000 332	Bathrooms Water/Sewer 03/11/2025-04/10	
001		CC	1	01038	CITY OF BIG LAKE	06/02/2025	\$45.87	164221	E 01 005 810 000 000 332	Admissions Water/Sewer 03/11/2025-04/10	
001		CC	1	01038	CITY OF BIG LAKE	06/02/2025	\$1,466.04	164232	E 01 100 810 000 000 332	Indy Water/Sewer 03/11/2025-04/10/2025	
001		CC	1	01038	CITY OF BIG LAKE	06/02/2025	\$1,313.06	164224	E 01 201 810 000 000 332	MS Water/Sewer 03/20/2025-04/10/2025	
001		CC	1	01038	CITY OF BIG LAKE	06/02/2025	\$1,460.70	164229	E 01 110 810 000 000 332	Liberty Water/Sewer 03/20/25-04/10/25	
001		CC	1	01038	CITY OF BIG LAKE	06/02/2025	\$2,417.44	164228	E 01 300 810 000 000 332	HS Water/Sewer 03/20/2025-04/10/2025	
001		CC	1	01065	HILLYARD FLOOR CARE	06/02/2025	\$2,516.88	164145	E 01 300 810 000 000 401	PO 34341 HS B&G Supplies	
001		CC	1	01065	HILLYARD FLOOR CARE	06/02/2025	\$1,600.18	164091	E 01 110 810 000 000 401	PO 34360 Liberty Cleaning Supplies	
001		CC	1	01065	HILLYARD FLOOR CARE	06/02/2025	\$42.05	164095	E 01 110 810 000 000 401	PO 34360 Liberty Cleaning Supplies	
001		CC	1	01065	HILLYARD FLOOR CARE	06/02/2025	\$2,465.36	164088	E 01 201 810 000 000 401	PO 34362 MS Cleaning Supplies 25	
001		CC	1	01107	JOSTENS	06/02/2025	\$23.75	164176	E 01 300 211 222 000 401	PO 33970 HS Certificate of Attendance	
001		CC	1	01229	UNIVERSITY OF MINNESOTA	06/02/2025	\$680.00	164226	E 01 100 203 922 000 305	PO 34049 U of M Raptor Center - STEM N	
001		CC	1	02097	BIG LAKE CHAMBER OF COMMERCE	06/02/2025	\$20.00	164191	E 01 005 020 000 000 366	April 2025 Membership (Tim)	
001		CC	1	02097	BIG LAKE CHAMBER OF COMMERCE	06/02/2025	\$40.00	164084	E 04 500 505 000 321 366	May 2025 Membership (Stephanie Hillman	
001		CC	1	02274	VALLEYFAIR	06/02/2025	\$2,940.00	164119	E 01 300 258 214 000 369	Valley Fair FT	
001		CC	1	02427	FOLLETT SCHOOL SOLUTIONS, INC.	06/02/2025	\$224.46	164170	E 05 110 620 000 302 470	PO 34087 Indy Media Supplies	
001		CC	1	02824	FLINN SCIENTIFIC INC	06/02/2025	\$1,878.88	164078	E 01 300 810 000 000 404	PO 34140 HS Supplies	
001		CC	1	03003	WEST MUSIC COMPANY	06/02/2025	\$860.99	164164	E 01 110 259 000 000 430	PO 34151/34255 Liberty Supplies/PO 3432	
001		CC	1	03003	WEST MUSIC COMPANY	06/02/2025	\$482.99	164164	E 01 110 259 000 000 430	PO 34151/34255 Liberty Supplies/PO 3432	
001		CC	1	03003	WEST MUSIC COMPANY	06/02/2025	\$1,717.98	164164	E 01 100 203 902 000 430	PO 34151/34255 Liberty Supplies/PO 3432	
001		CC	1	03003	WEST MUSIC COMPANY	06/02/2025	\$113.95	164161	E 01 100 259 000 000 350	PO 34222 Indy Music Supplies	
001		CC	1	03102	METRO SALES INC	06/02/2025	\$2.58	164174	E 01 100 050 000 000 350	Quarterly Maint Agreement	
001		CC	1	03102	METRO SALES INC	06/02/2025	\$0.45	164174	E 01 110 050 000 000 350	Quarterly Maint Agreement	
001		CC	1	03102	METRO SALES INC	06/02/2025	\$56.83	164174	E 01 100 203 000 000 350	Quarterly Maint Agreement	
001		CC	1	03102	METRO SALES INC	06/02/2025	\$32.78	164174	E 04 500 570 000 321 350	Quarterly Maint Agreement	
001		CC	1	03102	METRO SALES INC	06/02/2025	\$51.96	164174	R 01 000 000 000 000 099	Quarterly Maint Agreement	
001		CC	1	03102	METRO SALES INC	06/02/2025	\$142.76	164174	E 02 005 770 000 701 350	Quarterly Maint Agreement	
001		CC	1	03102	METRO SALES INC	06/02/2025	\$8.91	164174	E 01 005 790 000 320 401	Quarterly Maint Agreement	
001		CC	1	03102	METRO SALES INC	06/02/2025	\$1.01	164174	E 01 005 640 000 316 305	Quarterly Maint Agreement	

Pay/Void										
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001		CC	1	03102	METRO SALES INC	06/02/2025	\$1,913.60	164174	E 01 100 203 304 000 350	Quarterly Maint Agreement
001		CC	1	03102	METRO SALES INC	06/02/2025	\$250.68	164174	E 04 500 570 000 321 350	Quarterly Maint Agreement
001		CC	1	03102	METRO SALES INC	06/02/2025	\$132.92	164174	E 04 500 590 000 321 350	Quarterly Maint Agreement
001		CC	1	03102	METRO SALES INC	06/02/2025	\$386.54	164174	E 04 500 596 000 344 350	Quarterly Maint Agreement
001		CC	1	03102	METRO SALES INC	06/02/2025	\$259.68	164174	E 12 110 412 000 740 350	Quarterly Maint Agreement
001		CC	1	03102	METRO SALES INC	06/02/2025	\$2.58	164174	E 04 500 505 000 321 350	Quarterly Maint Agreement
001		CC	1	03102	METRO SALES INC	06/02/2025	(\$24.47)	164174	E 01 300 211 000 000 350	Quarterly Maint Agreement
001		CC	1	03102	METRO SALES INC	06/02/2025	\$32.20	164174	E 01 300 790 000 699 350	Quarterly Maint Agreement
001		CC	1	03455	GRAINGER	06/02/2025	\$202.72	164082	E 01 201 810 000 000 401	PO 34365 MS Repair Supplies
001		CC	1	03455	GRAINGER	06/02/2025	\$85.76	164083	E 01 201 810 000 000 401	PO 34365 MS Repair Supplies
001		CC	1	03455	GRAINGER	06/02/2025	\$567.00	164093	E 01 300 810 000 000 401	PO 34364 HS T8 Lamps
001		CC	1	03455	GRAINGER	06/02/2025	\$386.52	164089	E 01 201 810 000 000 401	PO 34365 MS Repair Supplies
001		CC	1	04279	MCPETE'S SPORTS BAR & LANES	06/02/2025	\$13.96	164116	E 01 005 020 000 000 366	Chamber Lunch (Tim T)
001		CC	1	04641	IEA	06/02/2025	\$1,285.04	164069	E 05 005 865 000 352 305	22D100.01E Bond, April 2025 Environment
001		CC	1	04641	IEA	06/02/2025	\$1,270.00	164068	E 05 005 865 000 358 305	22D100.01E Bond, April 2025 Environment
001		CC	1	04641	IEA	06/02/2025	\$484.00	164068	E 06 100 870 000 000 305	22D100.01E Bond, April 2025 Environment
001		CC	1	04643	SCIENCE MUSEUM OF MINNESOTA	06/02/2025	\$2,360.00	164140	E 01 100 203 908 000 369	Indy Field Trip 05/08/2025
001		CC	1	04874	AMAZON.COM	06/02/2025	\$19.00	164214	E 01 005 630 000 000 455	Apple Pencil Tips (4 pack)
001		CC	1	04874	AMAZON.COM	06/02/2025	\$525.77	164210	E 01 005 630 000 000 455	SanDisk 2TB Extreme Portable SSD - Up t
001		CC	1	04874	AMAZON.COM	06/02/2025	\$71.22	164205	E 01 005 630 000 000 401	Unreasonable Hospitality: The Remarkabl
001		CC	1	04944	DOMINO'S PIZZA	06/02/2025	\$17.01	164085	E 01 110 203 000 320 490	Liberty Leadership Meeting
001		CC	1	04944	DOMINO'S PIZZA	06/02/2025	\$137.49	164236	E 01 300 211 000 320 490	HS Leadership Meeting
001		CC	1	05264	BSN SPORTS	06/02/2025	\$296.98	164153	E 11 201 296 125 000 401	PO 34332 MS Softball Supplies
001		CC	1	05264	BSN SPORTS	06/02/2025	\$700.00	164235	E 11 300 293 119 000 401	PO 34267 Boys Golf Legacy Polos
001		CC	1	05351	HOME DEPOT	06/02/2025	\$110.54	164086	E 01 005 810 000 000 401	B&G Supplies
001		CC	1	05351	HOME DEPOT	06/02/2025	\$105.25	164103	E 01 005 810 000 000 401	B&G Supplies
001		CC	1	05351	HOME DEPOT	06/02/2025	\$503.82	164131	E 04 500 585 157 332 401	CE Impact Driver Kits
001		CC	1	05351	HOME DEPOT	06/02/2025	\$39.70	164114	E 01 110 203 000 000 430	Extraveganze day activity
001		CC	1	05813	APPLE, INC	06/02/2025	\$1,299.00	164200	E 01 005 630 000 000 556	MBA 13 MDN/10C
001		CC	1	05813	APPLE, INC	06/02/2025	\$969.00	164138	E 01 005 630 000 000 556	MAc Mini 10C CPU
001		CC	1	06051	FINKEN WATER CENTERS	06/02/2025	\$95.20	164117	E 01 110 810 000 000 401	Soften Salt/Drinking Water
001		CC	1	06051	FINKEN WATER CENTERS	06/02/2025	\$74.70	164117	E 01 300 810 000 000 401	Soften Salt/Drinking Water
001		CC	1	06051	FINKEN WATER CENTERS	06/02/2025	\$37.45	164117	E 01 201 810 000 000 401	Soften Salt/Drinking Water
001		CC	1	06051	FINKEN WATER CENTERS	06/02/2025	\$95.20	164117	E 01 100 810 000 000 401	Soften Salt/Drinking Water

						Pay/Void					
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
001		CC	1	06051	FINKEN WATER CENTERS	06/02/2025	\$74.45	164117	E 01 005 810 000 000 332	Soften Salt/Drinking Water	
001		CC	1	06130	COBORN'S INC.	06/02/2025	\$147.88	164149	E 01 300 211 000 320 490	HS Leadership Meeting	
001		CC	1	06130	COBORN'S INC.	06/02/2025	\$34.01	164115	E 01 005 241 204 000 490	Staff Wellness	
001		CC	1	06130	COBORN'S INC.	06/02/2025	\$262.85	164080	E 01 300 790 000 699 490	epic middle AND high school end of year p	
001		CC	1	06130	COBORN'S INC.	06/02/2025	\$68.88	164208	E 01 005 790 000 320 490	AIPAC Parent/Family Meeting	
001		CC	1	06130	COBORN'S INC.	06/02/2025	\$63.04	164212	E 01 201 208 000 320 490	MS Leadership Meeting	
001		CC	1	06130	COBORN'S INC.	06/02/2025	\$45.88	164154	E 01 300 790 000 699 490	Apple Accessories for staff appreciation we	
001		CC	1	06130	COBORN'S INC.	06/02/2025	\$45.65	164090	E 01 201 208 000 320 490	MS Leadership Meeting	
001		CC	1	06130	COBORN'S INC.	06/02/2025	\$52.92	164118	E 01 201 208 000 320 490	MS Leadership Meeting	
001		CC	1	06130	COBORN'S INC.	06/02/2025	\$10.97	164097	E 01 110 203 000 320 490	Liberty Leadership Meeting	
001		CC	1	06130	COBORN'S INC.	06/02/2025	\$19.96	164150	E 01 110 203 000 320 490	Liberty Leadership Meeting	
001		CC	1	06130	COBORN'S INC.	06/02/2025	\$63.61	164081	E 01 300 211 000 320 490	HS Leadership Meeting	
001		CC	1	06130	COBORN'S INC.	06/02/2025	\$26.96	164139	E 01 100 203 000 320 490	Indy Leadership Meeting Food	
001		CC	1	06130	COBORN'S INC.	06/02/2025	\$98.43	164172	E 01 300 790 000 699 490	accessories for apples for staff appreciatio	
001		CC	1	06130	COBORN'S INC.	06/02/2025	\$83.41	164073	E 01 300 211 000 320 490	HS Leadership Meeting 27	
001		CC	1	06130	COBORN'S INC.	06/02/2025	\$19.97	164101	E 01 300 790 000 699 490	may coalition meeting snacks	
001		CC	1	06130	COBORN'S INC.	06/02/2025	\$67.03	164104	E 01 005 790 000 320 490	AIPAC Parent/Family Meeting	
001		CC	1	06130	COBORN'S INC.	06/02/2025	\$374.60	164134	E 01 200 205 638 417 490	Rise and read food	
001		CC	1	06130	COBORN'S INC.	06/02/2025	\$26.96	164074	E 01 100 203 000 320 490	Indy Leadership Meeting	
001		CC	1	06130	COBORN'S INC.	06/02/2025	\$16.98	164204	E 01 110 203 902 000 401	popcorn machine oil	
001		CC	1	06130	COBORN'S INC.	06/02/2025	\$31.93	164136	E 01 300 790 000 699 490	toppings for apples for staff appreciation	
001		CC	1	07551	RIDDELL	06/02/2025	\$5,705.40	164112	E 11 300 294 113 000 530	PO 33981 73 - Reconditioned Helmets-	
001		CC	1	07717	PEARSON ASSESSMENT	06/02/2025	\$164.45	164165	E 12 110 401 000 740 433	PO 34219 Liberty Supplies	
001		CC	1	08066	TARGET	06/02/2025	\$71.97	164067	E 01 110 203 902 000 401	Extravenganza Day Treats	
001		CC	1	08066	TARGET	06/02/2025	\$7.16	164110	E 01 201 298 901 301 401	Activity Night by Student Council	
001		CC	1	08066	TARGET	06/02/2025	\$45.72	164142	E 01 300 790 000 699 490	Coffee and Connect	
001		CC	1	08066	TARGET	06/02/2025	\$89.94	164185	E 11 300 298 901 301 401	Student Council Supplies	
001		CC	1	08347	WALMART	06/02/2025	\$129.43	164132	E 01 300 211 000 320 369	Presentations Lacrosse General Supplies	
001		CC	1	08347	WALMART	06/02/2025	\$42.98	164233	E 04 500 585 157 332 401	CE Musical	
001		CC	1	08347	WALMART	06/02/2025	\$676.00	164070	E 01 300 250 000 000 430	FACS Grant	
001		CC	1	08347	WALMART	06/02/2025	\$97.96	164168	E 01 005 241 204 000 490	Wellness Supplies	
001		CC	1	08347	WALMART	06/02/2025	\$391.95	164197	E 01 005 241 204 000 490	Wellness Supplies	
001		CC	1	08347	WALMART	06/02/2025	\$11.94	164169	E 01 300 790 000 699 401	pcn	
001		CC	1	08347	WALMART	06/02/2025	\$260.92	164127	E 01 300 211 000 320 369	HS Presentations General Supplies	

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Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Description
001		CC	1	08347	WALMART	06/02/2025	\$16.21	164128	E 01 005 790 000 320 401 Parent/Family Meeting (general supplies)
001		CC	1	08347	WALMART	06/02/2025	\$175.17	164143	E 01 005 241 204 000 490 Wellness Supplies
001		CC	1	08422	AICPA DUES PROCESSING	06/02/2025	\$355.00	164157	E 01 005 110 000 000 820 AICPA Membership (Angie Manuel)
001		CC	1	08465	INNOVATIVE OFFICE SOLUTIONS	06/02/2025	\$358.50	164177	E 01 110 212 000 000 430 PO 34235 Liberty Art Supplies
001		CC	1	08881	GREAT RIVER SPINE AND SPORT	06/02/2025	\$95.00	164225	E 11 300 294 119 000 305 Physical (Bill Miller)
001		CC	1	09044	MENARDS - ELK RIVER	06/02/2025	\$113.44	164209	E 01 005 810 000 000 401 B&G Supplies
001		CC	1	09217	HORIZON COMMERCIAL POOL SUPPL	06/02/2025	\$1,675.46	164077	E 01 300 810 000 000 404 HS Pool Supplies
001		CC	1	09217	HORIZON COMMERCIAL POOL SUPPL	06/02/2025	\$2,472.46	164129	E 01 300 810 000 000 350 HS Pool Repairs
001		CC	1	09450	MIDWEST SPECIAL INSTRUMENTS	06/02/2025	\$400.00	164152	E 01 005 720 000 000 305 PO 34088 2025 MN SCHOOL ANNUAL CA
001		CC	1	09728	FEDERATED CO-OPS	06/02/2025	\$714.15	164075	E 01 005 810 000 000 440 #2 Dyed w/bio
001		CC	1	09984	THE INSTRUMENTALIST CO.	06/02/2025	\$168.00	164215	E 01 300 211 133 000 401 PO 34344 HS Supplies
001		CC	1	10104	THE SUITES HOTEL AT THE WATERFR	06/02/2025	\$344.84	164130	E 01 005 640 000 316 366 Mn Assn of School Business (Tim T)
001		CC	1	10309	UNIVERSITY OF WISCONSIN - EAU CL	06/02/2025	\$149.00	164175	E 01 200 205 000 417 430 English Language Development Standards
001		CC	1	10338	ADAM'S PEST CONTROL, INC.	06/02/2025	\$165.36	164220	E 01 300 810 000 000 305 HS Prevention Fall Invaders
001		CC	1	10338	ADAM'S PEST CONTROL, INC.	06/02/2025	\$165.36	164223	E 01 201 810 000 000 305 MS Prevention Fall Invaders 28
001		CC	1	10338	ADAM'S PEST CONTROL, INC.	06/02/2025	\$165.36	164231	E 01 110 810 000 000 305 Liberty Prevention Ants
001		CC	1	10338	ADAM'S PEST CONTROL, INC.	06/02/2025	\$165.36	164230	E 01 100 810 000 000 305 Indy Prevention Fall Invaders
001		CC	1	10512	CASEY'S	06/02/2025	\$15.02	164111	E 01 005 105 000 000 490 BLEM Negotiations
001		CC	1	10575	CONSTANT CONTACT	06/02/2025	\$245.00	164173	E 04 500 505 000 321 305 CE Marketing
001		CC	1	10586	AUSCO DESIGN &MARKETING	06/02/2025	\$144.00	164162	E 04 500 560 000 321 401 CE Bowling Tshirts
001		CC	1	10619	4IMPRINT	06/02/2025	\$792.76	164144	E 04 500 505 000 321 401 CE Supplies
001		CC	1	10673	GOPHER STATE EVENTS, LLC	06/02/2025	\$409.67	164087	E 11 201 294 114 000 305 MS Track & Field Base Fee
001		CC	1	10673	GOPHER STATE EVENTS, LLC	06/02/2025	\$409.68	164087	E 11 201 296 184 000 305 MS Track & Field Base Fee
001		CC	1	10673	GOPHER STATE EVENTS, LLC	06/02/2025	\$1,224.07	164094	E 11 300 294 114 000 305 HS Track & Field Base Fee
001		CC	1	10673	GOPHER STATE EVENTS, LLC	06/02/2025	\$1,224.07	164094	E 11 300 296 184 000 305 HS Track & Field Base Fee
001		CC	1	10738	KWIK TRIP EXTENDED NETWORK	06/02/2025	\$6.49	164124	E 01 300 211 000 320 369 Presentations Lacrosse General Supplies
001		CC	1	10738	KWIK TRIP EXTENDED NETWORK	06/02/2025	\$29.95	164240	E 01 300 790 000 699 490 Donuts for Coalition Meeting
001		CC	1	10738	KWIK TRIP EXTENDED NETWORK	06/02/2025	\$140.00	164126	E 01 300 790 000 320 360 Presentation Lacrosse Transportation
001		CC	1	12031	LANGUAGELINE Solutions	06/02/2025	\$15.80	164102	E 01 110 219 000 339 358 Liberty Interpreter 05.15.2025
001		CC	1	12031	LANGUAGELINE Solutions	06/02/2025	\$15.80	164218	E 01 110 219 000 339 358 Liberty Interpreter at Liberty (Russian) 04.2
001		CC	1	12031	LANGUAGELINE Solutions	06/02/2025	\$15.80	164105	E 01 110 219 000 339 358 Liberty Interpreter 05.15.2025
001		CC	1	12031	LANGUAGELINE Solutions	06/02/2025	\$59.40	164106	E 01 110 219 000 339 358 Liberty Interpreter 05.16.2025
001		CC	1	12031	LANGUAGELINE Solutions	06/02/2025	\$148.50	164107	E 01 110 219 000 339 358 Liberty Interpreter 05.16.2025
001		CC	1	12031	LANGUAGELINE Solutions	06/02/2025	\$23.70	164238	E 01 110 219 000 339 358 Liberty Interpreter 04.25.2025

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Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001		CC	1	12031	LANGUAGELINE Solutions	06/02/2025	\$35.55	164109	E 01 110 219 000 339 358	Interpreter at Liberty 05.14.2025
001		CC	1	12031	LANGUAGELINE Solutions	06/02/2025	\$122.45	164241	E 01 110 219 000 339 358	Liberty Interpreter 04.25.2025 \$122.45
001		CC	1	12031	LANGUAGELINE Solutions	06/02/2025	\$15.80	164167	E 01 110 219 000 339 358	Liberty Interpreter 05/01/2025 (Somali)
001		CC	1	12129	SIPTRUNK, INC	06/02/2025	\$72.93	164179	E 01 005 630 000 000 320	Back up phones
001		CC	1	12304	SAM'S CLUB	06/02/2025	\$237.06	164195	E 01 300 289 000 000 490	Prom
001		CC	1	12304	SAM'S CLUB	06/02/2025	\$174.64	164071	E 11 300 298 901 301 490	Senior Breakfast
001		CC	1	12304	SAM'S CLUB	06/02/2025	\$97.30	164166	E 01 300 790 000 699 490	apple accessories for staff appreciation
001		CC	1	12304	SAM'S CLUB	06/02/2025	\$275.15	164171	E 01 300 790 000 699 490	apples for staff appreciation
001		CC	1	12403	BUFFALO WILD WINGS	06/02/2025	\$140.72	164234	E 11 300 293 114 000 366	Hamline Elite Track & Field
001		CC	1	12409	FACEBOOK	06/02/2025	\$0.83	164219	E 01 005 107 000 000 305	District Communications
001		CC	1	12472	MARSHALL MEMO	06/02/2025	\$190.00	164148	E 01 005 640 000 316 820	Weekly Newsletter
001		CC	1	12510	BEST BUY BUSINESS ADVANTAGE AC	06/02/2025	\$279.98	164123	E 01 110 203 000 000 401	microwave
001		CC	1	12728	ETSY	06/02/2025	\$187.78	164227	E 01 300 211 000 320 430	Native American-made Beaded Feather
001		CC	1	12728	ETSY	06/02/2025	\$241.83	164159	E 01 300 211 000 320 430	HS Front/Bead/Beaded band (tax credit cc
001		CC	1	12728	ETSY	06/02/2025	(\$16.61)	164160	E 01 300 211 000 320 430	Tax Credit 29
001		CC	1	12728	ETSY	06/02/2025	\$541.17	164201	E 01 300 211 000 320 430	Star quilts
001		CC	1	12728	ETSY	06/02/2025	(\$37.17)	164202	E 01 300 211 000 320 430	tax credit for Etsy
001		CC	1	12728	ETSY	06/02/2025	(\$12.90)	164203	E 01 300 211 000 320 430	Tax credit for Etsy purchase
001		CC	1	12851	NEW YORK TIMES	06/02/2025	\$4.00	164155	E 01 300 220 000 000 430	English Dept
001		CC	1	13024	MSHSL.ORG	06/02/2025	\$302.44	164108	E 11 300 292 000 000 401	Athletic Supplies
001		CC	1	13024	MSHSL.ORG	06/02/2025	\$21.09	164108	E 01 005 110 999 000 401	Athletic Supplies
001		CC	1	13072	CINTAS CORPORATION NO 2	06/02/2025	\$119.68	164147	E 01 300 810 350 000 305	Uniform Services April 2025
001		CC	1	13072	CINTAS CORPORATION NO 2	06/02/2025	\$119.64	164147	E 01 100 810 350 000 305	Uniform Services April 2025
001		CC	1	13072	CINTAS CORPORATION NO 2	06/02/2025	\$119.68	164147	E 01 201 810 350 000 305	Uniform Services April 2025
001		CC	1	13072	CINTAS CORPORATION NO 2	06/02/2025	\$119.64	164147	E 01 110 810 350 000 305	Uniform Services April 2025
001		CC	1	13072	CINTAS CORPORATION NO 2	06/02/2025	(\$2.39)	164147	E 01 201 810 350 000 305	Uniform Services April 2025
001		CC	1	13185	PATRIOT NEWS MN	06/02/2025	\$210.00	164198	E 04 500 585 157 332 305	CE Musical Ad
001		CC	1	13185	PATRIOT NEWS MN	06/02/2025	\$292.50	164163	E 01 005 010 000 000 305	May 3, Legal
001		CC	1	13226	NINJA ANYWHERE LLC	06/02/2025	\$2,422.00	164211	E 04 500 505 000 321 305	CE purchased services - Ninja Anywhere
001		CC	1	13311	WAYZATA RESULTS	06/02/2025	\$33.10	164239	E 11 300 294 114 000 369	Track & Field Meet Feex (Hamline Elite Me
001		CC	1	13311	WAYZATA RESULTS	06/02/2025	\$33.10	164239	E 11 300 296 184 000 369	Track & Field Meet Feex (Hamline Elite Me
001		CC	1	13349	TOWN & COUNTRY FENCE	06/02/2025	\$1,250.00	164137	E 01 005 810 353 000 520	PO 34196 Fence Repairs
001		CC	1	13349	TOWN & COUNTRY FENCE	06/02/2025	\$7,820.00	164137	E 01 005 810 359 000 520	PO 34196 Fence Repairs
001		CC	1	13349	TOWN & COUNTRY FENCE	06/02/2025	\$627.50	164137	E 11 300 295 125 000 520	PO 34196 Fence Repairs

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Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Description
001		CC	1	13632	PISIGNAGE.COM	06/02/2025	\$360.00	164122	E 01 005 630 000 000 405 Hallway tv software
001		CC	1	13686	LUPLIN	06/02/2025	\$150.00	164076	E 04 500 505 000 321 366 Rental 05/20/2025
001		CC	1	13687	E&G 1123 ECOMM	06/02/2025	\$288.70	164096	E 04 500 570 000 321 490 KC Staff training
001		CC	1	13699	FORK FARMS	06/02/2025	\$659.85	164121	E 01 100 203 000 000 401 PO 34214 Indy Flex Farms
001		CC	1	13699	FORK FARMS	06/02/2025	\$10,290.00	164121	E 05 100 203 000 302 530 PO 34214 Indy Flex Farms
001		CC	1	13783	ATOMIC-FILAMENT	06/02/2025	\$180.00	164120	E 01 005 630 000 000 401 Tech and IES STEM
001		CC	1	13801	SCHUTT SPORTS, LLC	06/02/2025	\$262.00	164098	E 11 300 294 113 000 530 Recondition Varsity Helmets
001		CC	1	13993	NASN	06/02/2025	\$150.00	164072	E 01 005 720 000 000 820 FY 26 NASN Dues (M Halverson)
001		CC	1	14007	CENTER FOR RESPONSIVE	06/02/2025	\$6,960.00	164207	E 01 110 203 000 000 366 PO 34347 Elementary Core Course Fagers
001		CC	1	14161	Speedball Art Products, LLC	06/02/2025	\$405.21	164146	E 01 300 212 000 000 430 PO 34142 Art Dept.
001		CC	1	14188	SYNERGY IMPORTS, LLC	06/02/2025	\$1,669.12	164156	E 04 500 560 182 321 434 CE GFF uniforms
001		CC	1	14214	CANAL PARK BREWING COMPANY	06/02/2025	\$377.39	164216	E 01 200 204 000 414 366 Mental Health Conference
001		CC	1	14215	CANAL PARK LODGE	06/02/2025	\$386.60	164196	E 01 200 204 000 414 366 Mental Health Conference (Lynlee Roberts
001		CC	1	14215	CANAL PARK LODGE	06/02/2025	\$170.42	164206	E 01 200 204 000 414 366 Mental Health Conference 04.27.2025-04.2
001		CC	1	14215	CANAL PARK LODGE	06/02/2025	\$170.42	164213	E 01 200 204 000 414 366 Mental Health Conference 04.27.2025-04.2
001		CC	1	14215	CANAL PARK LODGE	06/02/2025	\$386.60	164178	E 01 200 204 000 414 366 Mental Health Conference (Makaela Mackl
001		CC	1	14215	CANAL PARK LODGE	06/02/2025	\$386.60	164180	E 01 200 204 000 414 366 Mental Health Conference (Kris McDonald)
001		CC	1	14215	CANAL PARK LODGE	06/02/2025	\$170.42	164181	E 01 200 204 000 414 366 Mental Health Conference (Sam Gort)
001		CC	1	14215	CANAL PARK LODGE	06/02/2025	\$386.60	164182	E 01 200 204 000 414 366 Mental Health Conference (Sam Dubay)
001		CC	1	14215	CANAL PARK LODGE	06/02/2025	\$386.60	164183	E 01 200 204 000 414 366 Mental Health Conference (Ben Bonnett)
001		CC	1	14215	CANAL PARK LODGE	06/02/2025	\$386.60	164186	E 01 200 204 000 414 366 Mental Health Conference (Christina Browr
001		CC	1	14215	CANAL PARK LODGE	06/02/2025	\$386.60	164187	E 01 200 204 000 414 366 Mental Health Conference (Deb Terlinden)
001		CC	1	14215	CANAL PARK LODGE	06/02/2025	\$386.60	164188	E 01 200 204 000 414 366 Mental Health Conference (Emily Wroge)
001		CC	1	14215	CANAL PARK LODGE	06/02/2025	\$386.60	164189	E 01 200 204 000 414 366 Mental Health Conference (Shallyn Tordeu
001		CC	1	14215	CANAL PARK LODGE	06/02/2025	\$386.60	164190	E 01 200 204 000 414 366 Mental Health Conference (Kelsey Stangle
001		CC	1	14215	CANAL PARK LODGE	06/02/2025	\$386.60	164192	E 01 200 204 000 414 366 Mental Health Conference (Luke Gerber)
001		CC	1	14215	CANAL PARK LODGE	06/02/2025	\$386.60	164193	E 01 200 204 000 414 366 Mental Health Conference (Minda Anderso
001		CC	1	14215	CANAL PARK LODGE	06/02/2025	\$340.84	164194	E 01 200 204 000 414 366 Mental Health Conference (Andrea Pierson
001		CC	1	14216	SPEECH AND SMILE	06/02/2025	\$219.99	164184	E 12 110 401 000 740 433 PO 34252 Liberty Supplies
001		CC	1	14219	KEVIN LOVEGREEN	06/02/2025	\$2,450.00	164158	E 01 110 203 909 000 401 Liberty 2nd Grade Books-Author Visit
001		CC	1	14222	THE BRIDGE LODGE, ASCEND HOTEL	06/02/2025	\$447.18	164133	E 01 005 640 000 316 366 MASBO Spring Conference (Angie)
001		CC	1	14222	THE BRIDGE LODGE, ASCEND HOTEL	06/02/2025	\$447.18	164125	E 01 005 640 000 316 366 MASBO Spring Conference (Melanie)
001		CC	1	14231	DULUTH TRADING CO.	06/02/2025	\$99.50	164199	E 04 500 596 000 344 401 LL Raingear
001		CC	1	14232	FLAGS BY THE DOZEN	06/02/2025	\$1,507.57	164237	E 01 005 810 000 000 401 USA American Embroidered Flag

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

Check Number: 0-2147483647 Payment Date: 06/01/2025-6/30/2025

				Pay/Void					
Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001		CC	1 7760	PIONEER ATHLETICS	06/02/2025	\$1,960.00	164135	E 01 005 810 000 000 401	Fence Slats
001		CC	1 7760	PIONEER ATHLETICS	06/02/2025	\$689.76	164092	E 01 005 810 000 000 401	B&G Crystalline Marble 50# Bag (Plus 5)
001		CC	1 7786	VON HANSON'S SNACKS, INC.	06/02/2025	\$2,800.00	164141	E 04 500 580 341 325 401	EC PAC Pretzel Fundraiser
Check Total:						\$114,408.35			
Bank 001 Total:						\$114,408.35			
Report Total:						\$114,408.35			

June 2025 Personnel				
Employee (Last, First Name)	Position	Building	Effective Date	Action Type
Maas, Keith	Custodian	High School	06/13/2025	Resignation
Wear, Erin	Counselor	Middle School	06/30/2025	Resignation
Shaw, Kristy	Teacher	Liberty	05/30/2025	Resignation
Rourk, Ella	LTS Teacher	Liberty	08/25/2025	New Hire
Hunt, Chris	Custodian	High School	06/13/2025	Resignation
Peterson, Abigail	LTS Teacher	Independence	08/25/2025	New Hire
Mercado Bernal, Marysel	ECFE Parent Educator	Community Ed	08/25/2025	Rehire
Huettl, Jessica	School Readiness Instructor	Community Ed	08/25/2025	Rehire
Brommer, Dawn	LTS Teacher	High School	08/25/2025	Rehire
Warzecha, Jessica	Teacher	High School	08/25/2025	Transfer
Sandford, AJ	Teacher	Independence	08/25/2025	Transfer
Perry, Melanie	Teacher	Independence	08/25/2025	Transfer
Anderson, Emily	Teacher	High School	08/25/2025	Transfer
Fisher, Sarah	Teacher	Liberty	08/25/2025	Rehire
Skubitz, Christina	Teacher	Independence	08/25/2025	Rehire
Miller Jr., William	Maintenance Supervisor	Independence	07/15/2025	Retirement
Solomonson, Abby	Teacher	Middle School	08/25/2025	Return: Long-Term Leave of Absence
Erickson, Shawn	Custodian	Independence	07/01/2025	New Hire
Schultz, Matthew	Custodian	High School	06/18/2025	New Hire
Stueven, Kristen	Custodian	High School	07/01/2025	Transfer
Kallestad, Matthew	Counselor	Middle School	08/25/2025	New Hire
Aleksander, Paula	Fitness Center Assistant	Community Ed	05/29/2025	Resignation
Witthuhn, Emilia	Teacher	High School	05/30/2025	Resignation
Lemus, Khanya	Head Coach - Swim and Dive	Athletics/Activities	08/10/2025	New Hire

**ISD 727 SCHOOL BOARD
FUNDRAISERS ACTION
06/25/25**

Tyler Halverson will be posting online requesting sponsorship for students in his class, \$18 per student for 9 books, 8/1/25-9/15/25

Kimmy Windsperger will be posting online requesting sponsorship for students in her class, \$18 per student for 9 books, 8/1/25-9/15/25

Jolene Huston will be posting online requesting sponsorship for students in her class, \$18 per student for 9 books, 8/1/25-9/15/25



District Office

P- 763.262.2536

F- 763.262.2539

Education Identity and Access Management Board Resolution

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local educational agency that uses the Education Identity and Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local educational agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The IOwA will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

Your school board or equivalent governing board must designate an IOwA to authorize user access to State of Minnesota Education secure websites for your organization. This EDIAM board resolution must be completed and submitted to the Minnesota Department of Education annually, as well as any time there is a change in the assignment of the Identified Official with Authority.

It is strongly recommended that only one person at the local educational agency or organization (the superintendent or exec. director) is designated as the IOwA. The IOwA will grant the IOwA Proxy role(s).

Designation of the Identified Official with Authority for Education Identity and Access Management

Organization Name: Big Lake Schools

6-Digit or 9-Digit Organization Number (e.g. 1234-01 or 1234-01-000): 010-727

Superintendent or Exec. Director Name: Tim Truebenbach

Will act as the IOwA? ☒ Yes ☐ No

If no, identify below the individual who will act as the IOwA for your organization.

The Superintendent or Exec. Director recommends the Board authorize the below named individual(s) to act as the Identified Official with Authority (IOwA) for this organization:

Print Name: _____

Title: _____

Board Member Signature:

Name: _____

Date: _____

Once the EDIAM Board Resolution is completed, scan and email it to: useraccess.mde@state.mn.us

Big Lake Public Schools 2024-2025 School Calendar

School Board Approved 3/21/24

Student Days

HS & MS--167
Elementary--165
Teacher Days--182

Important Dates:

SEPTEMBER

Sep 2—Labor Day—No School
Sep 3—School begins 6 & 9th only
Sep 3 & 4 (Grade K-5 Assess. by appt)
Sep 4—School begins grades 6-12
Sep 5—School begins grades K-5

OCTOBER

Oct 16—PD Day—No School Students
Oct 17-18—MEA—No School

NOVEMBER

Nov 1 K-5 PT conferences—No School
Elementary Students
Nov 11—PD Day—No School Students
Nov 26—End Tri 1
Nov 27—PD/TW Day—No School
Students
Nov 28-29—Thanksgiving—No School

DECEMBER

Dec 23-Jan 1—Winter Break

JANUARY

Jan 20—No School
Jan 21—PD Day—No School Students

FEBRUARY

Feb 14—PD Day—No School Students
Feb 17—No School
Feb 18—Weather Closure—Snow
Day—No School

MARCH

Mar 6—End Tri 2 K-5 PT conferences-
No School Elementary Students
Mar 7—PD/TW Day—No School
Students

APRIL

Apr 17—PD Day—No School Students
Apr 18-21—No School

MAY

May 26—Memorial Day—No School
May 28—Seniors Last Day
May 29—Last Day
May 30—PD/TW
May 30—Graduation

P/T Conferences

Oct 10—HS and MS
Feb 6—HS and MS
Nov 1—K-5
Mar 6—K-5

No School

Teacher Work Day

No School Elementary Students

July 2024

Mon	Tue	Wed	Th	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

August 2024

Mon	Tue	Wed	Th	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
+26 PD	27 PD	28 PD	+29 PD	30 NS

September 2024

Mon	Tue	Wed	Th	Fri
2 NS	3 K-5 Assess 6 th and 9 th orientation	4 K-5 Assess 6-12 start	5 K-5 Start	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October 2024

Mon	Tue	Wed	Th	Fri
	1	2	3	4
7	8	9	10 HS and MS PT Conf	11
14	15	+16 PD	17 TC MEA	18 MEA
21	22	23	24	25
28	29	30	31	

November 2024

Mon	Tue	Wed	Th	Fri
				1 K-5 PT Conf
4	5	6	7	8
+11 PD	12	13	14	15
18	19	20	21	22
25	*26 End Tri 1	27 PD/TW	28 NS	29 NS

December 2024

Mon	Tue	Wed	Th	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23 NS	24 NS	25 NS	26 NS	27 NS
30 NS	31 NS			

January 2025

Mon	Tue	Wed	Th	Fri
		1 NS	2	3
6	7	8	9	10
13	14	15	16	17
20 NS	+21 PD	22	23	24
27	28	29	30	31

February 2025

Mon	Tue	Wed	Th	Fri
3	4	5	6 HS and MS PT Conf	7
10	11	12	13	+14 PD
17 NS	18 Snow Day	19	20	21
24	25	26	27	28

March 2025

Mon	Tue	Wed	Th	Fri
3	4	5	*6 End Tri 2 K-5 PT Conf	+7 PD/TW
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

April 2025

Mon	Tue	Wed	Th	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	+17 PD	18 NS
21 NS TC	22	23	24	25
28	29	30		

May 2025

Mon	Tue	Wed	Th	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26 NS	27	28 Seniors Last Day	*29 Last Day	30 PD/TW Graduation

June 2025

Mon	Tue	Wed	Th	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Trimester End dates

November 26

March 6

May 29

Tri 1=56

Tri 2=56

Tri 3=55

NS = No School

PD = Professional Development

TW = Teacher Work Time

TC = Teacher Comp Day

PT = Parent/Teacher Conf.

* = End of Trimester

Potential weather make-up days:

April 21 with additional days added to the end of the school year if needed

SCHOOL BOARD OFFICERS

I. PURPOSE

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. The school board shall meet annually and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. At its option, the school board may appoint a vice-chair to serve in the temporary absence of the chair.
- B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

III. ORGANIZATION

The school board shall meet annually on the first Monday in January, or as soon thereafter as practicable, and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. These officers shall hold office for one year and until their successors are elected and qualify.

- A. The persons who perform the duties of clerk and treasurer need not be members of the school board.
- B. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.

IV. OFFICER'S RESPONSIBILITIES

- A. Chair
 - 1. The chair when present shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions, and perform all duties a chair usually performs.
 - 2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.
- B. Treasurer
 - 1. The treasurer shall deposit the funds of the school district in the official depository.
 - 2. The treasurer shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.
 - 3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minnesota Statutes section 123B.12.
- C. Clerk
 - 1. The clerk shall keep a record of all meetings in the books provided.
 - 2. Within three days after an election, the clerk shall notify all persons elected of their election.
 - 3. On or before September 15 of each year, the clerk shall:

- a. file with the school board of a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
 - b. make and transmit to the Commissioner of the Minnesota Department of Education (Commissioner) certified reports, showing:
 - i. revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the Commissioner;
 - ii. length of school term and enrollment and attendance by grades; and
 - iii. other items of information as called for by the Commissioner.
 4. The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.
 5. The clerk shall furnish to the county auditor, on or before September 30 of each year, an attested copy of the clerk's record, showing the amount of proposed property tax voted by the school district or the school board for school purposes.
 6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
 7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
 8. The clerk shall perform the duties of the chair in the event of the chair's temporary absences.
- D. Superintendent
1. The superintendent shall be an ex officio, non-voting member of the school board.
 2. The superintendent shall perform the following:
 - a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;
 - b. recommend to the school board employment and dismissal of teachers;
 - c. annually evaluate each school principal assigned responsibility for supervising a school building within the district;
 - d. superintend school grading practices and examinations for promotions;
 - e. make reports required by the commissioner; and
 - f. perform other duties prescribed by the school board.

Legal References: Minn. Stat. § 123B.12 (Insufficient Funds to Pay Orders)
 Minn. Stat. § 123B.14 (Officers of Independent School Districts)
 Minn. Stat. § 123B.143 (Superintendent)
 Minn. Stat. § 126C.17 (Referendum Revenue)
 Minn. Stat. Ch. 205A (School District Elections)

Cross References: MSBA/MASA Model Policy 101 (Legal Status of the School District)
 MSBA/MASA Model Policy 201 (Legal Status of the School Board)
 MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)

CRIMINAL OR CIVIL ACTION AGAINST SCHOOL DISTRICT, SCHOOL BOARD MEMBER, EMPLOYEE, OR STUDENT

I. PURPOSE

The purpose of this policy is to provide guidance about the school district's position, rights, and responsibilities when a civil or criminal action is pending against the school district, or a school board member, school district employee, or student.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that, when civil or criminal actions are pending against a school board member, school district employee, or student, the school district may be requested or required to take action.
- B. In responding to such requests and/or requirements, the school district will take such measures as are appropriate to its primary mission of providing for the education of students in an environment that is safe for staff and students and is conducive to learning.
- C. The school district acknowledges its statutory obligations with respect to providing assistance to school board members and teachers who are sued in connection with performance of school district duties. Collective bargaining agreement and school district policies may also apply.

III. CIVIL ACTIONS

- A. Pursuant to Minnesota Statutes section 466.07, subdivision 1, the school district shall defend and indemnify any school board member or school district employee for damages in school-related litigation, including punitive damages, claimed or levied against the school board member or employee, provided that the school board member or employee was acting in the performance of the duties of the position and was not guilty of malfeasance, willful neglect of duty, or bad faith.
- B. Pursuant to Minnesota Statutes section 123B.25(b), with respect to teachers employed by the school district, upon written request of the teacher involved, the school district must provide legal counsel for any school teacher against whom a claim is made or action is brought for recovery of damages in any tort action involving physical injury to any person or property or for wrongful death arising out of or in connection with the employment of the teacher with the school district. The school district will choose legal counsel after consultation with the teacher.
- C. Data Practices
Educational data and personnel data maintained by the school district may be sought as evidence in a civil proceeding. The school district will release the data only pursuant to the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13 and to the Family Educational Rights and Privacy Act, 20 United States Code section 1232g and related regulations. When an employee is subpoenaed and is expected to testify regarding educational data or personnel data, ~~he or she is to~~ the employee will inform the building administrator or designated supervisor, who shall immediately inform the superintendent or designee. No school board member or employee may release data without consultation in advance with the school district official designated as the responsible authority for the collection, use, and dissemination of data.

D. Service of Subpoenas

School district officers and employees will not be involved in providing service of process for third parties in the school setting.

E. Leave to Testify

Leave for employees appearing in court, either when sued or under subpoena to testify, will be considered in accordance with school district personnel policies and applicable collective bargaining agreements.

IV. CRIMINAL CHARGES OR CONDUCT

A. Employees

1. The school district expects that its employees serve as positive role models for students. As role models for students, employees have a duty to conduct themselves in an exemplary manner.
2. If the school district receives information relating to activities of a criminal nature by an employee, the school district will investigate and take appropriate disciplinary action, which may include discharge, subject to school district policies, statutes, and provisions of applicable collective bargaining agreements.
3. Pursuant to Minnesota Statutes section 123B.02, subdivision 20, if reimbursement for a criminal defense is requested by a school district employee, the school board may, after consulting with its legal counsel, reimburse the employee for any costs and reasonable attorney fees incurred by the employee to defend criminal charges brought against the employee arising out of the performance of duties for the school district. The decision as to whether to reimburse shall be made in the school board's discretion. A school board member who is a witness or an alleged victim in the case may not vote on the reimbursement. If a quorum of the school board is disqualified from voting on the reimbursement, the reimbursement must be approved by a judge of the district court.

B. Students

The school district has an interest in maintaining a safe and healthful environment and in preventing disruption of the educational process. To promote that interest, the school district will take appropriate action regarding students convicted of crimes that relate to the school environment.

C. Criminal Investigations

1. The school district will cooperate with law enforcement officials. The school district will make all efforts, however, to encourage law enforcement officials to question students and employees outside of school hours and off school premises unless extenuating circumstances exist, the matter being investigated is school-related, or as otherwise provided by law.
2. If such questioning at school is unavoidable, the school district will attempt to maintain confidentiality, to avoid embarrassment to students and employees and to avoid disruption of the educational program. The school district will attempt to notify parents of a student under age 18 that police will be questioning their child. Normally, the superintendent, principal, or other appropriate school official will be present during the interview, except as otherwise required by law (Minnesota Statutes section 260E.22), or as otherwise determined in consultation with the parent or guardian.

D. Data Practices

The school district will release to juvenile justice and law enforcement authorities educational and personnel data only in accordance with Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act) and 20 United States Code section 1232g (FERPA).

V. STATEMENTS WHEN LITIGATION IS PENDING

The school district recognizes that when a civil or criminal action is commenced or pending, parties to the lawsuit have particular duties in reference to persons involved or named in the lawsuit, as well as insurance carrier(s). Therefore, school board members or school district employees shall make or release statements in that situation only in consultation with legal counsel.

- Legal References:*** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 123B.02, Subd. 20 (Legal Counsel, Reimbursement)
Minn. Stat. § 123B.25(b) (Legal Actions Against Teachers Districts and Teachers)
Minn. Stat. § 260E.22 (Interviews)
Minn. Stat. § 466.07, Subd. 1 (Indemnification)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
42 U.S.C. § 1983 (Civil Action for Depriving of Rights)
Minn. Op. Atty. Gen. 169 (Mar. 7, 1963)
Minn. Op. Atty. Gen. 169 (Nov. 3, 1943)
Dypress v. School Committee of Boston, 446 N.E.2d 1099 (Mass. App. Ct. 1983)
Wood v. Strickland, 420 U.S. 308, 95 S.Ct. 992, 43 L.Ed.2d 214 (1975)
- Cross References:*** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 408 (Subpoena of a School District Employee)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

SCHOOL BOARD COMMITTEES

I. PURPOSE

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the school board.

II. GENERAL STATEMENT OF POLICY

- A. The school board designates school board committees or subcommittees when it is determined that a committee process facilitates the mission of the school board.
- B. The school board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the school board and the school district.
- C. A school board committee or subcommittee will be formed by school board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the school board.
- E. The school board will receive reports or recommendations from a committee or subcommittee for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The school board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.
- H. A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.

III. APPOINTMENT OF COMMITTEES

The school board hereby appoints the following standing committees:

- 1. Finance
- 2. Policy
- 3. Buildings and Grounds

IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES

- A. All meetings of committees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.
- B. A committee or subcommittee shall act only within the guidelines and mission established for that committee or subcommittee by the school board.
- C. Actions of a committee or subcommittee shall be by majority vote and be consistent with the governing rules of the school board.
- D. The committee or subcommittee shall designate a secretary who will record the minutes of actions of the school board committee.
- E. The power of a committee or subcommittee of the school board is advisory only and is limited to making recommendations to the school board.
- F. A committee or subcommittee of the school board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the school board.

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)

Cross References: MSBA/MASA Model Policy 201 (Legal Status of the School Board)
MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA Service Manual, Chapter 13, School Law Bulletin “C” (Minnesota’s Open Meeting Law)

STUDENT REPRESENTATIVE ON SCHOOL BOARD

I. PURPOSE

The school board values the voices of students and wishes to both encourage student involvement and promote a communications link between the school board and the students of the district by authorizing a student representative to serve on the school board as a non-voting member. The school board believes that the views, insights, and suggestions of a student representative on the school board can be an advantage to the school board in its decision-making role regarding educational policies and programs. The purpose of this policy is to define the selection, rights, and responsibilities of the student representative on the school board.

I. GENERAL STATEMENT OF POLICY

A. Selection and Term

1. Juniors or seniors wishing to be selected as the student representative on the school board must complete an application form by the posted deadline. The selection will be made by a committee consisting of the high school principal, the superintendent and one school board member.
2. The student representative shall serve a one-year term, unless otherwise determined by the school board.

B. Rights and Responsibilities

1. The student representative on the school board will attend all regular school board meetings while school is in session. If the expectation of regular attendance is not met, the selection committee will select another student representative from those who had previously applied to assume all duties of the student representative on the school board.
2. The student representative will not be permitted to attend closed meetings.
3. The student representative, in consultation with the superintendent, may attend school board workshops and special meetings.
4. The superintendent will be responsible for providing the necessary training for the student representative to be successful in their role.
5. The student representative will have a designated spot to sit at or near the school board table for all meetings.
6. The student representative will be bound by all rules, policies, and regulations that bind the school board.
7. When requested the student representative will present a report at regular meetings and may offer comments to the school board regarding items on the agenda that affect students.
8. The student representative will not have the right to make or second motions or vote on business matters before the board.
9. The student representative will disseminate information from the school board meeting to the student body in any manner practical; for example, report to the student council regarding matters that pertain to the student body, etc.
10. The student representative will not be furnished board materials such as, but not limited to:

- a. Sensitive personnel matters,
 - b. Legal action strategy,
 - c. Negotiations strategy,
 - d. Individual student discipline, or
 - e. Other confidential matters.
11. The student representative shall receive all other materials distributed to the school board in the board packets or at the school board meeting. All information received must be handled in an appropriate manner as a student representative on the school board. The appropriate use of board information will be part of the training provided by the superintendent.
12. The student representative shall dress and act appropriately while serving on the school board in a manner consistent with other school board members and the school board Code of Ethics.
13. The student representative on the school board shall work to represent opinions of the student body and not solely the representative's own opinions.
14. The student representative on the school board shall consult with the superintendent of schools in carrying out the responsibilities associated with serving as student representative on the school board.
15. The student representative will not receive compensation for their service to the school board.
16. The student representative will not be a member of a board standing committee.



SCHOOL DISTRICT ADMINISTRATION

I. PURPOSE

The purpose of this policy is to clarify the role of the school district administration and its relationship with the school board.

II. GENERAL STATEMENT OF POLICY

- A. Effective administration and sound management practices are essential to realizing educational excellence. It is the responsibility of the school district administration to develop a school environment that recognizes the dignity of each student and employee, and the right of each student to access educational programs and services equitably.
- B. The school board expects all activities related to school district operations to be administered in a well-planned manner, conducted in an orderly fashion, and to be consistent with the policies of the school board.
- C. The school board shall seek specific recommendations, background information and professional advice from the school district administration, and will hold the administration accountable for sound management of the schools.
- D. Although the school board holds the superintendent ultimately responsible for administration of the school district and annual evaluation of each principal, the school board also recognizes the direct responsibility of principals for educational results and effective administration, supervisory, and instructional leadership at the school building level.
- E. The school board and school administration shall work together to share information and decisions that best serve the needs of school district students within financial and facility constraints that may exist.

Legal References: Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 123B.147 (Principals)

Cross References: None



POLICY IMPLEMENTATION

I. PURPOSE

The purpose of this policy is to clarify the responsibility of the school administration for implementation of school district policy.

II. GENERAL STATEMENT OF POLICY

- A. It shall be the responsibility of the superintendent to implement school district policy and to recommend additions or modifications thereto. The administration is authorized to develop procedures, guidelines, and directives to effectuate the implementation of school district policies. These procedures, guidelines, and directives shall not be inconsistent with said policies. The Policy Committee will review one-third of the district policies each year and make recommendations for changes to Board of Education for final approval.
- B. Employee, activities, and student handbooks shall be subject to annual review by the school board. Other district handbooks will be reviewed on an as needed basis.
- C. School principals and other administrators who have handbook responsibilities shall present recommended changes necessary to reflect new or modified policies. Changes of substance within handbooks shall be reviewed by the superintendent to assure compliance with school district policy and shall be reviewed by the school board in a timely manner.

Legal References: Minn. Stat. § 123B.143 (Superintendent)

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

DISCIPLINE, SUSPENSION, AND DISMISSAL OF SCHOOL DISTRICT EMPLOYEES

I. PURPOSE

The purpose of this policy is to achieve effective operation of the school district's programs through the cooperation of all employees under a system of policies and rules applied fairly and uniformly.

II. GENERAL STATEMENT OF POLICY

The disciplinary process described herein is designed to utilize progressive steps, where appropriate, to produce positive corrective action. While the school district intends that in most cases progressive discipline will be administered, the specific form of discipline chosen in a particular case and/or the decision to impose discipline in a manner otherwise, is solely within the discretion of the school district.

III. DISCIPLINE

A. Violation of School Laws and Rules

The form of discipline imposed for violations of school laws and rules may vary from an oral reprimand to termination of employment or discharge depending upon factors such as the nature of the violation, whether the violation was intentional, knowing and/or willful and whether the employee has been the subject of prior disciplinary action of the same or a different nature. School laws and rules to which this provision applies include:

1. policies of the school district;
2. directives and/or job requirements imposed by administration and/or the employee's supervisor; and
3. federal, state and local laws, rules and regulations, including, but not limited to, the rules and regulations adopted by federal and state agencies.

B. Substandard Performance

An employee's substandard performance may result in the imposition of discipline ranging from an oral reprimand to termination of employment or discharge. In most instances, discipline imposed for the reason of substandard performance will follow a progressive format and will be accompanied by guidance, help and encouragement to improve from the employee's supervisor and reasonable time for correction of the employee's deficiency.

C. Misconduct

Misconduct of an employee will result in the imposition of discipline consistent with the seriousness of the misconduct. Conduct which falls into this category includes, but is not limited to:

1. unprofessional conduct;
2. failure to observe rules, regulations, policies and standards of the school district and/or directives and orders of supervisors and any other act of an insubordinate nature;
3. continuing neglect of duties in spite of oral warnings, written warnings and/or other forms of discipline;
4. personal and/or immoral misconduct;
5. use of illegal drugs, alcohol or any other chemical substance on the job or any use off the job which impacts on the employee's performance;
6. deliberate and serious violation of the rights and freedoms of other employees, students, parents or other persons in the school community;
7. activities of a criminal nature relating to the fitness or effectiveness of the employee to perform the duties of the position;
8. failure to follow the canons of professional and personal ethics;

9. falsification of credentials and experience;
10. unauthorized destruction of school district property;
11. other good and sufficient grounds relating to any other act constituting inappropriate conduct;
12. neglect of duty;
13. violation of the rights of others as provided by federal and state laws related to human rights.

IV. FORMS OF DISCIPLINE

- A. The forms of discipline that may be imposed by the school district include, but are not limited to:
 1. oral warning;
 2. written warning or reprimand;
 3. probation;
 4. disciplinary suspension, demotion or leave of absence with pay;
 5. disciplinary suspension, demotion or leave of absence without pay; and
 6. dismissal/termination or discharge from employment.
- B. Other forms of discipline, including any combination of the forms described in Paragraph A., above, may be imposed if, in the judgment of the administration, another form of discipline will better accomplish the school district's objective of stopping or correcting the offending conduct and improving the employee's performance.

V. PROCEDURES FOR ADMINISTERING POLICY

- A. When any form of discipline is imposed, the employee's supervisor will:
 1. Advise the employee of any inadequacy, deficiency or conduct which is the cause of the discipline, either orally or in writing. If given orally, the supervisor will document the fact that an oral warning was given to the employee specifying the date, time and nature of the oral warning.
 2. Provide directives to the employee to correct the conduct or performance.
 3. Forward copies of all writings to the administrator in charge of personnel for filing in the employee's personnel file.
 4. Allow a reasonable period of time, when appropriate, for the employee to correct or remediate the performance or conduct.
 5. Specify the expected level of performance or modification of conduct to be required from the employee.
- B. The school district retains the right to immediately discipline, terminate or discharge an employee as appropriate, subject to relevant governing law and collective bargaining agreements when applicable.

Legal References: Minn. Stat. § 122A.40 (Employment; Contracts; Termination)
 Minn. Stat. § 122A.41 (Teacher Tenure Act; Cities of the First Class)
 Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)
 Minn. Stat. § 122A.58 (Coaches; Termination of Duties)
 Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School Districts)
 Minn. Stat. § 123B.143 (Superintendent)
 Minn. Stat. § 123B.147 (Principals)
 Minn. Stat. § 197.46 *et seq.* (Veterans Preference Act)

Cross References: None

DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES

I. PURPOSE

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material.
- B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of nonschool-sponsored material on school property and at school activities.

III. DEFINITIONS

- A. "Distribute" or "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.
- B. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.
- C. "Material and substantial disruption" of a normal school activity means:
 - 1) Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program
 - 2) Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity

In order for expression to be considered disruptive, specific facts must exist upon which the likelihood of disruption can be forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
- D. "Minor" means any person under the age of eighteen (18).
- E. "Nonschool-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.
- F. "Obscene to minors" means:
 - 1) The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested
 - 2) The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to

minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and

- 3) The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors
- G. "School activities" means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.

IV. GUIDELINES

- A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, nonschool-sponsored material.
- B. Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
 - 1) is obscene to minors
 - 2) is libelous or slanderous
 - 3) is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended
 - 4) advertises or promotes any product or service not permitted to minors by law
 - 5) advocates violence or other illegal conduct
 - 6) constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious, or ethnic origin)
 - 7) presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations
- C. Distribution by students and employees of nonschool-sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:
 - 1) whether the material is educationally related
 - 2) the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities
 - 3) whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways
 - 4) the quantity or size of materials to be distributed
 - 5) whether distribution would require assignment of school district staff, use of school district equipment, or other resources
 - 6) whether distribution would require that nonschool persons be present on the school grounds
 - 7) whether the materials are a solicitation for goods or services not requested by the recipients

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

- A. No nonschool-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity

- B. Distribution of nonschool-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way
- C. No one shall coerce a student or staff member to accept any publication
- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy

VI. PROCEDURES

- A. Any student or employee wishing to distribute (as defined in this policy) nonschool-sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:
 - 1) Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class
 - 2) Date(s) and time(s) of day intended for distribution
 - 3) Location where material will be distributed
 - 4) If material is intended for students, the grade(s) of students to whom the distribution is intended
- B. Within one school day, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation
- C. If the person submitting the request does not receive a response within one school day, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person
- D. If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays, and holidays) of submitting the appeal, the person shall contact the office of the superintendent to verify that the lack of response is not due to an inability to locate the person
- E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted

VII. DISCIPLINARY ACTION

- A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the school district's Student Discipline Policy
- B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place, and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute
- C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called

VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

A copy of this policy will be published in student handbooks and posted in school buildings.

IX. IMPLEMENTATION

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

Legal References: U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)
Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675, 106 S.Ct. 3159, 92 L.Ed.2d 549 (1986)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)
Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)
Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist., 640 F.3d 329 (8th Cir. 2011), cert. denied 565 U.S. 1036, 132 S.Ct. 592 (2011)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)



STUDENT FUNDRAISING

I. PURPOSE

The purpose of this policy is to address student fundraising efforts.

II. GENERAL STATEMENT OF POLICY

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students, and the general public.

III. RESPONSIBILITY

- A. The building administrators shall be responsible for developing recommendations to the superintendent that will result in a level of activity deemed acceptable by employees, parents, and students. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees, or the school.
- B. All fundraising activities must be approved, in advance, by the administration. Participation in nonapproved activities shall be considered a violation of school district policy.
- C. The superintendent shall be responsible for providing coordination of student fundraising throughout the school district as deemed appropriate.
- D. The school district expects all students who participate in approved fundraising activities to represent the school, the student organization, and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.
- E. The school district expects all employees who plan, supervise, coordinate, or participate in student fundraising activities to act in the best interests of the students and to represent the school, the student organization, and the community in a responsible manner.

IV. ANNUAL REPORT

The superintendent shall report to the school board, at least annually, on the nature and scope of student fundraising activities approved pursuant to this policy.

Legal References: Minn. Stat. § 120A.20 (Admission to Public School)
Minn. Stat. § 123B.09, Subd. 8 (Boards of Independent School Districts)
Minn. Stat. § 123B.36 (Authorized Fees)

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



DISTRIBUTION OF MATERIALS ON SCHOOL DISTRICT PROPERTY BY NON-SCHOOL PERSONS

I. PURPOSE

The purpose of this policy is to provide for distribution of materials appropriate to the school setting by non-staff and nonstudents on school district property in a reasonable time, place, and manner which does not disrupt the educational program nor interfere with the educational objectives of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district intends to provide a method for non-school persons and organizations to distribute materials appropriate to the school setting within the limitations and provisions of this policy.
- B. To provide for orderly and non-disruptive distribution of materials, the school board adopts the following regulations and procedures.

III. DEFINITIONS

- A. "Distribution" means circulation or dissemination of materials by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying materials, or placing materials in internal staff or student mailboxes.
- B. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower him or her in the esteem of the community.
- C. "Material and substantial disruption" of a normal school activity means:
 - 1. Where the normal school activity is an educational program of the school district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 - 2. Where the normal school activity is voluntary in nature (including school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, specific facts must exist upon which the likelihood of disruption can be forecast including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- D. "Materials" includes all materials and objects intended by non-school persons or non-school organizations for distribution. Examples of non-school-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, underground newspapers whether written by students, employees or others, and tangible objects.
- E. "Minor" means any person under the age of eighteen (18).
- F. "Non-school person" means any person who is not currently enrolled as a student in or employed by the school district.
- G. "Obscene to minors" means:
 - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;

2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, and lewd exhibition of the genitals; and
 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- G. "School activities" means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, other theatrical productions, and in-school lunch periods.

IV. GUIDELINES

- A. Non-school persons and organizations may, within the provisions of this policy, be granted permission to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, materials and objects which are appropriate to the school setting.
- B. Requests for distribution of materials will be reviewed by the administration on a case-by-case basis. However, distribution of the following materials is always prohibited. Material is prohibited that:
 1. is obscene to minors;
 2. is libelous;
 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
 4. advertises any product or service not permitted to minors by law;
 5. advocates violence or other illegal conduct;
 6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion, or ethnic origin);
 7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Permission for non-school persons to distribute materials on school district property is a privilege and not a right. In making decisions regarding permission for such distribution, the administration will consider factors including, but not limited to, the following:
 1. whether the material is educationally related;
 2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
 3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
 4. the quantity or size of materials to be distributed;
 5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
 6. whether distribution would require that non-school persons be present on the school grounds;
 7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

If permission is granted pursuant to this policy for the distribution of any materials, the time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any non-school person wishing to distribute materials must first submit for approval a copy of the materials to the administration at least five days in advance of desired distribution time, together with the following information:
 - 1. Name and phone number of the person submitting the request.
 - 2. Date(s) and time(s) of day of requested distribution.
 - 3. If material is intended for students, the grade(s) of students to whom the distribution is intended.
 - 4. The proposed method of distribution.
- B. The administration will review the request and render a decision. The administration will assign a location and method of distribution and will inform the persons submitting the request whether non-school persons may be present to distribute the materials. In the event that permission to distribute the materials is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
- C. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.
- D. In the event that permission to distribute materials is denied, the non-school person or organization may request reconsideration of the decision by the superintendent. The request for reconsideration must be in writing and must set forth the reasons why distribution is desirable and in the interest of the school community.

VII. VIOLATION OF POLICY

Any party violating this policy or distributing materials without permission will be directed to leave the school property immediately and, if necessary, the police will be called.

VIII. IMPLEMENTATION

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

Legal References: U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)
Doe v. South Iron R-1 School District, 498 F.3d 878 (8th Cir. 2007)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1987)
Cornelius v. NAACP Legal Defense and Educational Fund, Inc., 473 U.S. 788, 105 S.Ct. 3439, 87 L.Ed.2d 567 (1985)
Perry Education Ass'n v. Perry Local Educators' Ass'n, 460 U.S. 37, 103 S.Ct. 948, 74 L.Ed.2d 794 (1983)
Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)
Victory Through Jesus Sports Ministry Foundation v. Lee's Summit R-7 School Dist., 640 F.3d 329 (8th Cir. 2011), cert. denied 565 U.S. 1036, 132 S.Ct. 592 (2011)

Cross References: MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)

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)
Knights of Columbus	\$1,599.17	Fine Arts Ceremony
Big Lake Spud Fest	\$6,000.00	Sports Psychology
Minnesota Vikings Foundation	\$1,000.00	Community Education Girls Flag Football Program
Big Lake Girls Basketball Booster Club	\$1,490.00	Practice jerseys
Big Lake Elementary PTO	\$2,000.00	5 th Grade Field Trip
American Red Cross	\$1,000.00	Senior Scholarships
Big Lake Elementary PTO	\$1,030.50	4 th Grade Field Trip
Big Lake Elementary PTO	\$2,864.00	3 rd Grade Field Trip
Big Lake Elementary PTO	\$602.02	Transportation for 2 nd graders to visit Independence

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted on June 25, 2025.

SUMMARY OF YTD 24-25 BUDGET ADJUSTMENTS

**Denotes Specific School Board Approval*

GENERAL FUND:

REVENUE:

	AMOUNT	DATE
Original Budget	\$48,136,281	* Jun-24
-Establish budget for remainder of SVPP grant; rev=exp	\$33,645	* Nov-24
-Update various state aid budgets for current information	\$35,661	* Nov-24
-Update grant revenue budgets based on current information	\$16,877	* Nov-24
-Increase general education aid for increased enrollment	\$143,186	* Nov-24
-Adjust investment revenue for cash flow and current interest rate environment	\$23,151	* Nov-24
-Fieldtrips and donations budget revisions; rev=exp	\$35,988	* Nov-24
-Decrease special education aid - SPED now being prorated at 98% & cross subsidy aid decreased	(\$400,000)	* Nov-24
-Increase federal SPED aid/tuition budgets for use towards SPED tuition payments to other districts; rev=exp	\$200,000	* Mar-25
-Increase general education aid budget for increased enrollment	\$78,783	* Mar-25
-Adjust for various grant budgets; rev=exp	\$200	* Mar-25
-Increased investment earnings estimates for higher average interest rate	\$223,314	* Mar-25
-Increase MA billing revenue estimates for prior year payments rec'd in 2025	\$25,000	* Mar-25
-Establish budgets for various donations; rev=exp	\$11,075	* Mar-25
-Athletic and activities updates based on completed sports and activities	\$6,406	* Mar-25
-Establish budget for MTSS grant carryover; rev=exp	\$33,790	* Mar-25
-Update nonpublic transp and EL cross subsidy aids-less contracts for nonpublic transportation	(\$8,503)	* Mar-25
-READ Act revenue allocated to community service fund	(\$4,793)	* Mar-25
-Add budget for sale of van to Monticello school district	\$40,990	* Mar-25
-Adjust special education aid estimate based upon updated MDE projection model	\$180,374	* Mar-25
-Increase tuition reimbursements from other districts for shared transp routes & online learning tuition reimb	\$21,700	* Mar-25
-Adjust for grant received; rev=exp	\$3,000	* May-25
-Increase hail claim insurance proceeds for final estimate of project costs; rev=exp	\$458,397	* May-25
-Increase MA Revenue for April-June payments received	\$163,882	
-Establish a budget for prom fees and donations	\$13,220	

NET CURRENT REVENUE BUDGET

\$49,471,624

GENERAL FUND:

EXPENSE:

	AMOUNT	DATE
Original Budget	\$51,759,731	* Jun-24
-Establish budget for remainder of SVPP grant; rev=exp	\$33,645	* Nov-24
-Establish budgets for athletics/activities fundraising accounts	\$74,066	* Nov-24
-Update grant expenditure budgets based on current information	\$36,609	* Nov-24
-Decrease various tuition budgets for current enrollment & revised estimates	(\$68,000)	* Nov-24
-Update capital expenditure budgets due to timing of projects/items received (curriculum)	\$449,883	* Nov-24
-Staffing Revision #1 - adjust data for all known hires/resignations & benefit elections	(\$732,547)	* Nov-24
-Adjust athletics and activities budgets for revised estimates of trainer, transportation, insurance, supplies	\$30,435	* Nov-24
-Fieldtrips and donations budget revisions; rev=exp	\$35,988	* Nov-24
-Update transportation expense for current reg ed routes	(\$43,354)	* Nov-24
-Add budget for purchases of copiers from state contract and per copier replacement schedule	\$43,190	* Jan-25
-Decrease ALC & CTE disabled budgets to WTC due to lower enrolled students	(\$53,062)	* Mar-25
-Increase federal SPED aid/tuition budgets for use towards SPED tuition payments to other districts; rev=exp	\$200,000	* Mar-25
-Adjust for various grant budgets; rev=exp	\$200	* Mar-25
-Decrease MA billing expense estimates	(\$11,250)	* Mar-25
-Establish budgets for various donations; rev=exp	\$11,075	* Mar-25
-Adjust Title and PCN grant budgets	\$7,591	* Mar-25
-Staffing Revision #2 - adjust for health insurance elections	\$20,101	* Mar-25
-Athletic and activities updates based on completed sports and activities	\$6,406	* Mar-25
-Establish budget for MTSS grant carryover; rev=exp	\$33,790	* Mar-25
-Decrease property and liability insurance expense for actual renewal costs	(\$21,161)	* Mar-25
-Update READ Act expense budgets; costs will be reallocated to 25-26	(\$164,534)	* Mar-25
-Decrease transportation expenses for snow day in February	(\$42,534)	* Mar-25
-Adjust for grant received; rev=exp	\$3,000	* May-25
-Decrease expenditure budgets for purchasing & capital project timelines; to recommit in fiscal year 2026	(\$715,740)	* May-25
-Increase hail claim expenditure budget for final estimate of project costs; rev=exp	\$78,064	* May-25
-Increase LTFM project costs for revised estimate	\$20,803	* May-25

NET CURRENT EXPENSE BUDGET

\$51,492,395

SUMMARY OF YTD 24-25 BUDGET ADJUSTMENTS

**Denotes Specific School Board Approval*

FOOD SERVICE FUND:

REVENUE:

Original Budget	\$2,539,321	*	Jun-24
-Change in updated revenue estimates based on 24-25 participation through January	\$32,454	*	Feb-25
-Increased investment earnings estimates for higher average interest rate	\$6,453	*	Mar-25

NET CURRENT REVENUE BUDGET

\$2,578,228

EXPENSE:

Original Budget	\$2,704,248	*	Jun-24
-Staffing budget revision #1	\$1,640	*	Nov-24
-Change in updated exp estimates based on 24-25 participation through January & current labor & food cost	\$35,878	*	Feb-25
-Staffing Revision #2 - updated percent allocation to FS based on time and effort reports	(\$3,368)	*	Mar-25

NET CURRENT EXPENSE BUDGET

\$2,738,398

COMMUNITY SERVICE FUND:

REVENUE:

Original Budget	\$3,100,400	*	Jun-24
-Revised est of revenue based on current enrollment in Hive Time/Kid's Club/Preschool/CE programming	\$268,319	*	Nov-24
-Increase compensatory aid allocated to community education for preschool transportation	\$10,290	*	Mar-25
-Increased investment earnings estimates for higher average interest rate	\$13,775	*	Apr-25
-Decrease Preschool and other various revenue estimates	(\$14,680)	*	May-25
-READ Act revenue allocated to community service fund	\$4,793	*	Jun-25

NET CURRENT REVENUE BUDGET

\$3,382,897

EXPENSE:

Original Budget	\$3,320,336	*	Jun-24
-Revised est of expenses based on current enrollment in Hive Time/Kid's Club/Preschool/CE programming	\$46,658	*	Nov-24
-Increase various exp estimates: Staffing revision #2 +91,477; Non-wage exp \$21,127	\$112,604	*	Mar-25
-READ Act costs allocated to community service fund	\$4,793	*	Mar-25

NET CURRENT EXPENSE BUDGET

\$3,484,391

BUILDING CONSTRUCTION FUND

REVENUE:

Original Budget	\$125,000	*	Jun-24
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NET CURRENT REVENUE BUDGET

\$125,000

EXPENSE:

Original Budget	\$5,675,500	*	Jun-24
Add budget for remaining projects from 2021 Facilities Maintenance Bonds	\$226,774	*	Nov-24

NET CURRENT EXPENSE BUDGET

\$5,902,274

SUMMARY OF YTD 24-25 BUDGET ADJUSTMENTS

**Denotes Specific School Board Approval*

DEBT SERVICE FUND

REVENUE:

Original Budget	\$6,573,324	*	Jun-24
-Adjust DS LTFM and School Building Bond Aids for current information	\$6,007	*	Nov-24
-Adjust investment revenue for cash flow and current interest rate environment	\$1,813	*	Nov-24
-Increased investment earnings estimates for higher average interest rate	\$32,786	*	Mar-25

NET CURRENT REVENUE BUDGET

\$6,613,930

EXPENSE:

Original Budget	\$6,157,924	*	Jun-24
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NET CURRENT EXPENSE BUDGET

\$6,157,924

OPEB Irrevocable Trust Fund

REVENUE:

Original Budget	60,000	*	Jun-24
-Increase investment earnings estimates	13,000	*	Mar-25

NET CURRENT REVENUE BUDGET

73,000

EXPENSE:

Original Budget	\$42,286	*	Jun-24
-Increase investment fees expense estimates	\$3,500	*	Mar-25

NET CURRENT EXPENSE BUDGET

\$45,786

PETTY CASH EXPENDITURES
BIG LAKE PUBLIC SCHOOLS
Independent School District # 727
for month: May 2025

Date	Ck #	Vendor	Description	Amount
05/02/25	20608	Kristen Johnson	CE Refund	\$ 34.00
05/08/25	20609	AshyInn Johnson	CE Refund	\$ 64.93
05/29/25	20610	Kimberly Baltus	CE Refund	\$ 49.00
05/29/25	20611	Amy Wellberg	Athletics Refund	\$ 110.00
05/29/25	20612	Veronica Euerle	Meals Refund	\$ 19.00

\$ 276.93

WIRE TRANSFER SUMMARY
Big Lake Public Schools
Independent School District #727
May 31, 2025

DATE	FROM	TO	AMOUNT	PURPOSE
5/1/2025	Old National-Checking	Heartland Pmt System	\$ 577.08	Myschoolbucks Credit Card Fees
5/2/2025	Old National-Checking	Health Equity	\$ 1,490.78	Health Equity fee
5/2/2025	Old National-Checking	Windstream	\$ 1,563.02	Windstream billing
5/2/2025	Old National-Checking	Amazon	\$ 5,626.62	Invoice Payments
5/2/2025	MN Trust-PMA	Old National-Checking	\$ 2,100,000.00	Payroll and Payroll AP
5/6/2025	Old National-Checking	Trustmark	\$ 1,225.92	Insurance Coverage
5/6/2025	Old National-Checking	EYEMED	\$ 1,698.14	Insurance Coverage
5/6/2025	Old National-Checking	Delta Dental	\$ 29,639.94	Dental Insurance
5/6/2025	Old National-Checking	Health Equity	\$ 36,064.40	H.S.A Contributions
5/7/2025	Old National-Checking	United Way	\$ 57.00	United Way EE elections
5/7/2025	Old National-Checking	Amazon	\$ 3,307.38	Invoice Payments
5/7/2025	Old National-Checking	BLEM	\$ 9,368.22	Teacher Unions Dues
5/7/2025	Old National-Checking	EBC	\$ 60,401.73	403b & 457 contributions
5/8/2025	Old National-Checking	Neopost	\$ 200.00	DO Postage
5/8/2025	Old National-Checking	Bankcard Service	\$ 7,037.06	ELEYO Credit Card Fees
5/9/2025	Old National-Checking	Health Equity	\$ 369.97	Health Equity
5/9/2025	Old National-Checking	ELEYOmonthlysoft	\$ 1,625.00	ELEYO User Fees
5/9/2025	Old National-Checking	SSI MN TRANCHE 2 LLC	\$ 6,716.78	Solar Contract
5/9/2025	Old National-Checking	USS MINNESOTA ONE MT	\$ 28,444.13	Solar Contract
5/12/2025	Old National-Checking	Transfirst/TSYS	\$ 975.00	Affinity Credit Card fees
5/14/2025	Old National-Checking	Amazon	\$ 2,887.13	Invoice Payments
5/15/2025	Old National-Checking	Health Equity	847.25	Health Equity
5/16/2025	Old National-Checking	Old National Bank	\$ 159.83	Old National Service Charge
5/16/2025	Old National-Checking	Vision Transportation	\$ 332,508.69	Transportation billing
5/19/2025	Old National-Checking	Neopost	\$ 250.00	DO Postage
5/19/2025	Old National-Checking	Health Equity	\$ 442.34	Flex Claim Pymts
5/19/2025	Old National-Checking	FleetCor	\$ 498.22	Kwik Trip Billing
5/19/2025	MN Trust-PMA	Old National-Checking	\$ 2,000,000.00	Payroll and Payroll AP
5/20/2025	Old National-Checking	Health Equity	\$ 34,862.36	H.S.A Contributions
5/21/2025	Old National-Checking	United Way	\$ 57.00	United Way EE elections
5/21/2025	Old National-Checking	Amazon	\$ 1,604.91	Invoice Payments
5/21/2025	Old National-Checking	BLEM	\$ 9,368.22	Teacher Unions Dues
5/21/2025	Old National-Checking	NewYork Life	\$ 15,595.70	Life & LTD Insurance & suppl. Life
5/21/2025	Old National-Checking	EBC	\$ 59,240.18	403b & 457 contributions
5/22/2025	Bremer	Old National-Checking	\$ 184.13	Employee ACH return
5/22/2025	Greater Twin City	Old National-Checking	\$ 8,420.00	Pathway I
5/23/2025	Old National-Checking	Health Equity	\$ 1,550.45	Flex Claim Pymts
5/23/2025	Old National-Checking	Amazon	\$ 4,403.86	Invoice Payments
5/23/2025	Old National-Checking	Compass Group	\$ 205,044.81	Chartwells
5/27/2025	Old National-Checking	Verizon	\$ 1,259.21	Verizon billing
5/28/2025	Old National-Checking	Amazon	\$ 1,217.24	Invoice Payments
5/28/2025	Benefit Resource BRI	Old National-Checking	\$ 13,877.60	Cobra Payment
5/29/2025	Old National-Checking	Old National-Petty Cash	\$ 550.89	Transfer to Petty Cash
5/29/2025	MN Trust-PMA	Old National-Checking	\$ 600,000.00	AP
5/30/2025	Old National-Checking	Bremer Bank	\$ 184.00	ACH Charge
5/30/2025	Old National-Checking	Neopost	\$ 450.00	DO Postage
5/30/2025	Old National-Checking	Health Equity	\$ 1,886.31	Flex Claim Pymts
5/30/2025	MN Trust-PMA BONDS	Old National-Checking	\$ 72,571.10	Bond Draw 2022A

Treasurer's Report
Month of May, 2024/25 School Year
Amber Sixberry, Treasurer

Big Lake School District #727
Respectfully Submitted at the 06/25/25 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, 2024 | In compliance |
| 2) | Revenue and Expenditure Budget published by earlier of one week after school board accepts final audit or November 30, 2024 | In compliance |
| 3) | Final UFARS data to MDE by November 30, 2024 | In compliance |
| 4) | The 2023/2024 audit (electronic copy) received at MDE by December 31st, 2024 | In compliance |
| 5) | Board members having received training in financial matters per statute | In compliance |

FISCAL HEALTH - INCOME STATEMENT PARAMETERS

1)	Revenue/Expenditure Monitor - <u>Exp/Rev Summary - FD Report</u>							
	REVENUE			<i>(Calculated)</i>	EXPENDITURES			<i>(Calculated)</i>
	Budget	Actual \$ YTD	Actual % YTD		Budget	Actual \$ YTD	Actual % YTD	
General Fund (01,05,11 &12)	\$ 49,471,624	\$ 35,780,342	72%		\$ 51,492,395	\$ 40,387,627	78%	See Note 1
Food Service (02)	\$ 2,578,228	\$ 2,093,952	81%		\$ 2,738,398	\$ 2,138,115	78%	
Community Service (04)	\$ 3,382,897	\$ 2,986,334	88%		\$ 3,484,391	\$ 2,975,029	85%	
Building Construction (06)	\$ 125,000	\$ 207,941	166%		\$ 5,902,274	\$ 5,014,583	85%	
Debt Service (07)	\$ 6,613,930	\$ 662,597	10%		\$ 6,157,924	\$ 6,157,363	100%	
OPEB Irrevocable Trust Fund (45)	\$ 73,000	\$ 81,359	111%		\$ 45,786	\$ 5,741	13%	

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

	Original	Revised	2nd Revision
Budgeted Seated ADM	3094	3117	3127
Tuition ADM	77	72	72
Budgeted ADM	3171	3189	3199

NOTES

1. See budget revisions

ISD #727 2024-2025 Revised Budget

June 2025

	Audited Fund Balance June 30,2024	Revenue Budget 24-25	Expenditure Budget 24-25	Projected Net Change Incr(Decr) in Fund Balance	Transfers	Budgeted Fund Balance June 30,2025
General:						
Restricted -						
Long Term Facilities Maintenance	\$ 162,556	\$ 271,349	\$ 342,148	\$ (70,799)	\$ -	\$ 91,757
Operating Capital	\$ 861,269	\$ 1,133,288	\$ 1,345,768	\$ (212,480)	\$ -	\$ 648,789
Capital Projects Levy	\$ 575,153	\$ 851,190	\$ 995,167	\$ (143,977)	\$ -	\$ 431,176
Staff Development	\$ 242,280	\$ 508,308	\$ 496,639	\$ 11,669	\$ -	\$ 253,949
Basic Skills	\$ 677,875	\$ 1,894,318	\$ 2,098,848	\$ (204,530)	\$ -	\$ 473,345
School Library Aid	\$ 21,272	\$ 56,082	\$ 39,400	\$ 16,682	\$ -	\$ 37,954
Literacy Incentive Aid	\$ 20,652	\$ 145,000	\$ 154,191	\$ (9,191)	\$ -	\$ 11,461
Literacy Aid (READ Act)	\$ -	\$ 126,091	\$ -	\$ 126,091	\$ -	\$ 126,091
READ Act Training	\$ -	\$ 109,048	\$ 75,150	\$ 33,898	\$ -	\$ 33,898
American Indian Education Aid	\$ 4,083	\$ 67,500	\$ 66,423	\$ 1,077	\$ -	\$ 5,160
Third Party/Medical Assistance	\$ 318,995	\$ 268,882	\$ 120,325	\$ 148,557	\$ -	\$ 467,552
Area Learning Center (ALC)	\$ 147,768	\$ 346,559	\$ 402,974	\$ (56,415)	\$ -	\$ 91,353
Scholarships	\$ 18,761	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ 18,761
Student Activities	\$ 26,464	\$ 4,321	\$ 15,290	\$ (10,969)	\$ -	\$ 15,495
Committed for Severance	\$ 1,227,315	\$ -	\$ 19,023	\$ (19,023)	\$ -	\$ 1,208,292
Committed for Liberty Shelter	\$ 29,120	\$ -	\$ -	\$ -	\$ (29,120)	\$ -
Assigned for Q Comp	\$ 119,756	\$ 816,592	\$ 835,307	\$ (18,715)	\$ -	\$ 101,041
Assigned for Athletics and Activities	\$ 93,671	\$ 1,350,565	\$ 1,395,111	\$ (44,546)	\$ 29,120	\$ 78,245
Assigned for Building Level Activities	\$ 166,848	\$ 29,766	\$ 30,996	\$ (1,230)	\$ -	\$ 165,618
Other Assigned Fund Balances	\$ 4,473,957	\$ 504,387	\$ 2,936,269	\$ (2,431,882)	\$ -	\$ 2,042,075
Nonspendable for Prepaid Items	\$ 67,718	\$ -	\$ -	\$ -	\$ -	\$ 67,718
Unassigned Fund Balance	\$ 8,591,435	\$ 40,968,378	\$ 40,103,366	\$ 865,012	\$ -	\$ 9,456,447
Subtotal	\$ 17,846,948	\$ 49,471,624	\$ 51,492,395	\$ (2,020,771)	\$ -	\$ 15,826,177
Food Service:						
Restricted						
Nonspendable for Inventory	\$ 860,680	\$ 2,578,228	\$ 2,738,398	\$ (160,170)	\$ -	\$ 700,510
	\$ 45,846	\$ -	\$ -	\$ -	\$ -	\$ 45,846
Subtotal	\$ 906,526	\$ 2,578,228	\$ 2,738,398	\$ (160,170)	\$ -	\$ 746,356
Community Service:						
Restricted -						
Community Education	\$ 1,177,338	\$ 2,605,295	\$ 2,661,395	\$ (56,100)	\$ -	\$ 1,121,238
ECFE	\$ 138,876	\$ 283,963	\$ 284,190	\$ (227)	\$ -	\$ 138,649
School Readiness	\$ (20,036)	\$ 473,489	\$ 522,431	\$ (48,942)	\$ -	\$ (68,978)
Preschool Screening/Hive Time	\$ 46,035	\$ 20,150	\$ 16,375	\$ 3,775	\$ -	\$ 49,810
Subtotal	\$ 1,342,213	\$ 3,382,897	\$ 3,484,391	\$ (101,494)	\$ -	\$ 1,240,719
Building Construction Fund						
Restricted -						
Long-Term Facilities Maintenance	\$ 226,774	\$ -	\$ 226,774	\$ (226,774)	\$ -	\$ -
Referendum Projects	\$ 7,848,707	\$ 125,000	\$ 5,675,500	\$ (5,550,500)	\$ -	\$ 2,298,207
	\$ 8,075,481	\$ 125,000	\$ 5,902,274	\$ (5,777,274)	\$ -	\$ 2,298,207
Debt Service - Restricted	\$ 1,531,860	\$ 6,613,930	\$ 6,157,924	\$ 456,006	\$ -	\$ 1,987,866
OPEB Irrevocable Trust Fund	\$ 1,319,117	\$ 73,000	\$ 45,786	\$ 27,214	\$ -	\$ 1,346,331
Total	\$ 31,022,145	\$ 62,244,679	\$ 69,821,168	\$ (7,576,489)	\$ -	\$ 23,445,656

School Board Financial Report

June 25th, 2025

Presented by Angie Manuel, Director of Business Services

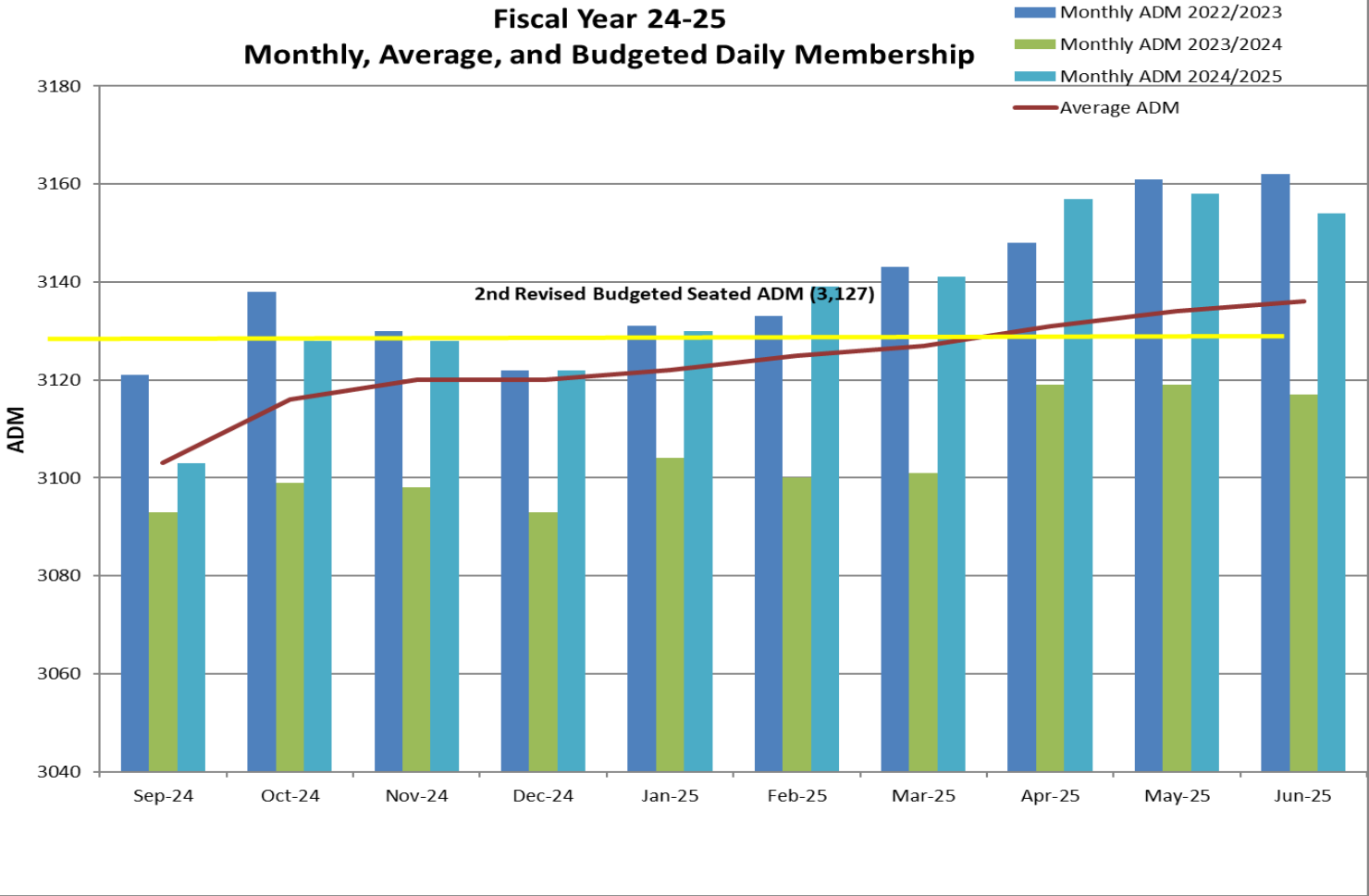
24-25 Enrollment Update

- ❖ May 29th Seated ADM: 3,154
 - ✓ 1 adm decrease from May 1st enrollment
 - ❑ Decrease in 6-12 BL Online offset by increases at MS and Liberty
 - ✓ Average ADM Sept-May: 3,136
 - ❑ 9 ADM's over 2nd revised enrollment budget

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ADM=Average Daily Membership

Fiscal Year 24-25
Monthly, Average, and Budgeted Daily Membership



General Fund Budget Revisions

Revenues

- MA Revenue \$163,882
- Prom fees and donations \$13,220
- Total revenue increase: \$177,102

General Fund Budget Revisions

Fund Balance Impact:

Restricted for Third Party/Medical Assistance

- Revised Fund Balance of \$467,552
- Permissible for any SPED related supports or resources

Unassigned Fund Balance

- Prom fees and donations

ISD #727 2024-2025 Revised Budget

June 2025

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Operating Capital	\$ 861,269	\$ 1,133,288	\$ 1,345,768	\$ (212,480)	\$ -	\$ 648,789
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American Indian Education Aid	\$ 4,083	\$ 67,500	\$ 66,423	\$ 1,077	\$ -	\$ 5,160
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Preschool Screening/Hive Time	\$ 46,035	\$ 20,150	\$ 16,375	\$ 3,775	\$ -	\$ 49,810
Subtotal	\$ 1,342,213	\$ 3,382,897	\$ 3,484,391	\$ (101,494)	\$ -	\$ 1,240,719
Building Construction Fund						
Restricted -						
Long-Term Facilities Maintenance	\$ 226,774	\$ -	\$ 226,774	\$ (226,774)	\$ -	\$ -
Referendum Projects	\$ 7,848,707	\$ 125,000	\$ 5,675,500	\$ (5,550,500)	\$ -	\$ 2,298,207
	\$ 8,075,481	\$ 125,000	\$ 5,902,274	\$ (5,777,274)	\$ -	\$ 2,298,207
Debt Service - Restricted	\$ 1,531,860	\$ 6,613,930	\$ 6,157,924	\$ 456,006	\$ -	\$ 1,987,866
OPEB Irrevocable Trust Fund	\$ 1,319,117	\$ 73,000	\$ 45,786	\$ 27,214	\$ -	\$ 1,346,331
Total	\$ 31,022,145	\$ 62,244,679	\$ 69,821,168	\$ (7,576,489)	\$ -	\$ 23,445,656

Special Session: K-12 Education Finance Bill

Compensatory Revenue—Greater of fiscal year 2026 or fiscal year 2024 compensation revenue pupil units: +\$15,533

- Establishes a legislative task force to make recommendations on program changes

Blue Ribbon Commission on Special Education

- Must find \$250 million in special education savings or a reduction in SPED cross-subsidy will go into effect FY 28-29

Reduction in SPED Transportation Reimbursement to 95%: -\$66,617

- Transportation of homeless & highly mobile students remains at 100%

LTFM Revenue: Additional levy authority for roof projects > \$100,000 by site

- Increase to equalization aid to offset projected levy increases

100% of general education aid to ALC: Currently pay 90%

- Potential increase of costs to WTC ALC of approximately \$19,000

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Special Session: K-12 Education Finance Bill

Student Support Personnel Aid—Reduces per pupil allocation to \$30.05

- Effective FY 25-26 and 26-27. \$34.32 per pupil thereafter
- Previous law increase to \$48.73/pupil. Reduced \$64,000 but \$44,800 increase over 24-25

School Meals—Lowers additional state funding for school lunch

- 12.5 cents a meal to 6.25 cents a meal beginning in FY 28
- Using 2025 estimates, an approximate loss of \$15,500 in state funding

School Library Aid: Reduce in per pupil aid: -\$20,220

- Reduces per pupil aid to \$10.27 for 25-26 & 26-27. \$9.12 per pupil thereafter

Repeal Telecommunications Access Aid: -\$12,500

Literacy Incentive Aid

- Renames Literacy Incentive Aid to Literacy Aid
- Requirements and goals of district's local literacy plan instead of a list of allowable uses

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School Board Action

Approve financial report and budget revisions as presented

CASH REPORT FOR SCHOOL BOARD

BIG LAKE PUBLIC SCHOOLS

Independent School District # 727

for month: May 2025

101 - CASH ACCOUNTS

	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$ 2,491,105	\$ 5,625,219	\$ (5,417,153)		\$ 2,699,171
Food Service	(\$1,979,124)	19,397	(289,420)		(\$2,249,147)
Community Service	(\$746,033)	307,722	(313,831)		(\$752,142)
Building Fund	(\$14,000)	86,571	(72,571)		\$0
Debt Service	\$718,006	-	-		\$718,006
Project fund- HVAC (Fund 15)	\$0				\$0
Custodial Fund (Fund 18)	\$715	-	-		\$715
OPEB Trust Fund	(\$5,521)	-	(574)		(\$6,095)
TOTAL PER BOOKS	465,148	6,038,909.00	(\$6,093,549)	\$0	410,508
General Checking Account					\$410,508
TOTAL PER BANK					\$410,508

102 - PETTY CASH ACCOUNT

	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$1,726	551	(\$277)	-	\$2,000
Petty Cash Checking Account					\$2,000
TOTAL PER BANK					\$2,000

104 - INVESTMENT ACCOUNTS

	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	\$732,928	\$ 7,051,699	\$ (4,700,000)		\$3,084,627
General Fund - Operating invest. Insurance	\$0	\$ -	\$ -		\$0
General Fd Operating Investments	\$17,077,463	7,242	(501,493)		\$16,583,212
Food Service	\$2,817,566	239,855	-		\$3,057,421
Community Service	\$2,360,868	117,731	-		\$2,478,599
Debt Service	\$1,033,677	1,051,596	-		\$2,085,273
Facility Maintenance Invest. 2021A (Fd 15)	\$44,401	160	-		\$44,561
Facilities Investments 2022A (Fd 06)	\$3,290,803	6,531	(72,571)		\$3,224,763
OPEB Trust Fund	\$0				\$0
OPEB Trust Equities	\$1,376,653	24,178	-		\$1,400,831
TOTAL PER BOOKS	\$28,734,359	\$8,498,992	(\$5,274,064)	\$0	\$31,959,287
MN Trust					\$10,705,920
Operating Invest- Insurance proceeds					\$0
Operating Investments					\$16,583,212
Refunding Bond Investments					\$0
Building Fund Investments					\$3,269,324
OPEB Trust					\$1,400,831
TOTAL PER BANK					\$31,959,287

CASH AND INVESTMENT BALANCE SUMMARY BY FUND

	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	\$ 20,303,222	\$ 12,684,711	\$ (10,618,923)	\$ -	\$ 22,369,010
Food Service	\$838,442	259,252	(289,420)	-	\$808,274
Community Service	\$1,614,835	425,453	(313,831)	-	\$1,726,457
Debt Service	1,751,683	1,051,596	-	-	2,803,279
Project Fund HVAC- Fund 15	\$44,401	\$160	\$0	\$0	\$44,561
Custodial Fund (Fund 18)	\$715	-	-	-	\$715
Bond Account Investments (fund 06)	\$3,276,803	\$93,102	(\$145,142)	\$0	\$3,224,763
OPEB Trust Fund	(\$5,521)	-	(574)	-	(\$6,095)
OPEB Trust Equities	\$1,376,653	24,178	-	-	\$1,400,831
TOTAL PER BOOKS	29,201,233	\$14,538,452	(\$11,367,890)	\$0	32,371,795
Cash					\$410,508
Petty Cash					\$2,000
Investments					\$31,959,287
TOTAL PER BANK					\$32,371,795



ISD #727 – Big Lake 2025-2026 Original Budget

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June 25th, 2025

Angie Manuel, Director of Business Services



www.biglakeschools.org

ISD 727 Big Lake 2025-2026 Budget

Minnesota statutes require
School Board approval of
revenue and expenditure
budget by June 30th

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25-26 GENERAL FUND

Beginning Unassigned Fund Balance:
\$9,456,477

Fund Balance Available for General Operations

Ending Unassigned Fund Balance \$7,513,925

- 17.6% of 25-26 unassigned expenditures
- In compliance with 9-12% minimum operating fund balance policy
- Unassigned Fund Balance Deficit of \$1,942,522
 - General education aid increase of 2.74%
 - Legislative changes, including cuts, incorporated in budget
 - ✓ Special education transportation
 - ✓ School library aid and student support personnel aid

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ISD #727 Original 2025-2026 Budget

June 2025						
	Budgeted	Revenue	Expenditure	Projected		
	Fund Balance	Budget	Budget	Net Change		Budgeted
	June 30,2025	25-26	25-26	Incr(Decr)	Transfers	Fund Balance
				in Fund Balance		June 30,2026
General:						
Restricted -						
Long Term Facilities Maintenance	\$ 91,757	\$ 1,568,038	\$ 2,077,862	\$ (509,824)	\$ 500,000	\$ 81,933
Operating Capital	\$ 648,789	\$ 780,564	\$ 1,229,203	\$ (448,639)	\$ -	\$ 200,150
Capital Projects Levy	\$ 431,176	\$ 930,816	\$ 1,361,623	\$ (430,807)	\$ -	\$ 369
Staff Development	\$ 253,949	\$ 518,912	\$ 510,988	\$ 7,924	\$ -	\$ 261,873
Basic Skills	\$ 473,345	\$ 1,843,135	\$ 2,200,037	\$ (356,902)	\$ -	\$ 116,443
School Library Aid	\$ 37,954	\$ 35,629	\$ 41,579	\$ (5,950)	\$ -	\$ 32,004
Literacy Aid (Ongoing Aid)	\$ 11,461	\$ 146,588	\$ 158,049	\$ (11,461)	\$ -	\$ -
Literacy Aid (READ Act)	\$ 126,091	\$ -	\$ -	\$ -	\$ (7,191)	\$ 118,900
READ Act Training	\$ 33,898	\$ -	\$ 41,089	\$ (41,089)	\$ 7,191	\$ -
American Indian Education Aid	\$ 5,160	\$ 63,500	\$ 63,500	\$ -	\$ -	\$ 5,160
Third Party/Medical Assistance	\$ 467,552	\$ 110,000	\$ 194,719	\$ (84,719)	\$ -	\$ 382,833
Area Learning Center (ALC)	\$ 91,353	\$ 351,593	\$ 412,951	\$ (61,358)	\$ -	\$ 29,995
Scholarships	\$ 18,761	\$ 18,000	\$ 20,000	\$ (2,000)	\$ -	\$ 16,761
Student Activities	\$ 15,495	\$ 3,850	\$ 8,380	\$ (4,530)	\$ -	\$ 10,965
Committed for Severance	\$ 1,208,292	\$ -	\$ 19,775	\$ (19,775)	\$ -	\$ 1,188,517
Assigned for Q Comp	\$ 101,041	\$ 799,384	\$ 834,802	\$ (35,418)	\$ -	\$ 65,623
Assigned for Athletics and Activities	\$ 78,245	\$ 1,343,955	\$ 1,422,200	\$ (78,245)	\$ -	\$ -
Assigned for Building Level Activities	\$ 165,618	\$ 32,400	\$ 38,333	\$ (5,933)	\$ -	\$ 159,685
Other Assigned Fund Balances	\$ 2,042,075	\$ 5,500	\$ 320,310	\$ (314,810)	\$ (500,000)	\$ 1,227,265
Nonspendable for Prepaid Items	\$ 67,718	\$ -	\$ -	\$ -	\$ -	\$ 67,718
Unassigned Fund Balance	\$ 9,456,447	\$ 40,745,823	\$ 42,688,345	\$ (1,942,522)	\$ -	\$ 7,513,925
Subtotal	\$ 15,826,177	\$ 49,297,687	\$ 53,643,745	\$ (4,346,058)	\$ -	\$ 11,480,119
Food Service:						
Restricted	\$ 700,510	\$ 2,615,476	\$ 2,723,593	\$ (108,117)	\$ -	\$ 592,393
Nonspendable for Inventory	\$ 45,846	\$ -	\$ -	\$ -	\$ -	\$ 45,846
Subtotal	\$ 746,356	\$ 2,615,476	\$ 2,723,593	\$ (108,117)	\$ -	\$ 638,239
Community Service:						
Restricted -						
Community Education	\$ 1,121,238	\$ 2,543,720	\$ 2,623,282	\$ (79,562)	\$ -	\$ 1,041,676
ECFE	\$ 138,649	\$ 309,594	\$ 285,961	\$ 23,633	\$ -	\$ 162,282
School Readiness	\$ (68,978)	\$ 494,248	\$ 539,591	\$ (45,343)	\$ -	\$ (114,321)
Preschool Screening	\$ 49,810	\$ 21,613	\$ 18,531	\$ 3,082	\$ -	\$ 52,892
Subtotal	\$ 1,240,719	\$ 3,369,175	\$ 3,467,365	\$ (98,190)	\$ -	\$ 1,142,529
Building Construction Fund						
Restricted -						
Long-Term Facilities Maintenance	\$ -			\$ -	\$ -	\$ -
Referendum Projects	\$ 2,298,207	\$ 25,000	\$ 2,323,207	\$ (2,298,207)	\$ -	\$ -
	\$ 2,298,207	\$ 25,000	\$ 2,323,207	\$ (2,298,207)	\$ -	\$ -
Debt Service - Restricted	\$ 1,987,866	\$ 4,870,863	\$ 4,482,775	\$ 388,088	\$ -	\$ 2,375,954
OPEB Irrevocable Trust Fund	\$ 1,346,331	\$ 65,000	\$ 138,688	\$ (73,688)	\$ -	\$ 1,272,643
Total	\$ 23,445,656	\$ 60,243,201	\$ 66,779,373	\$ (6,536,172)	\$ -	\$ 16,909,484

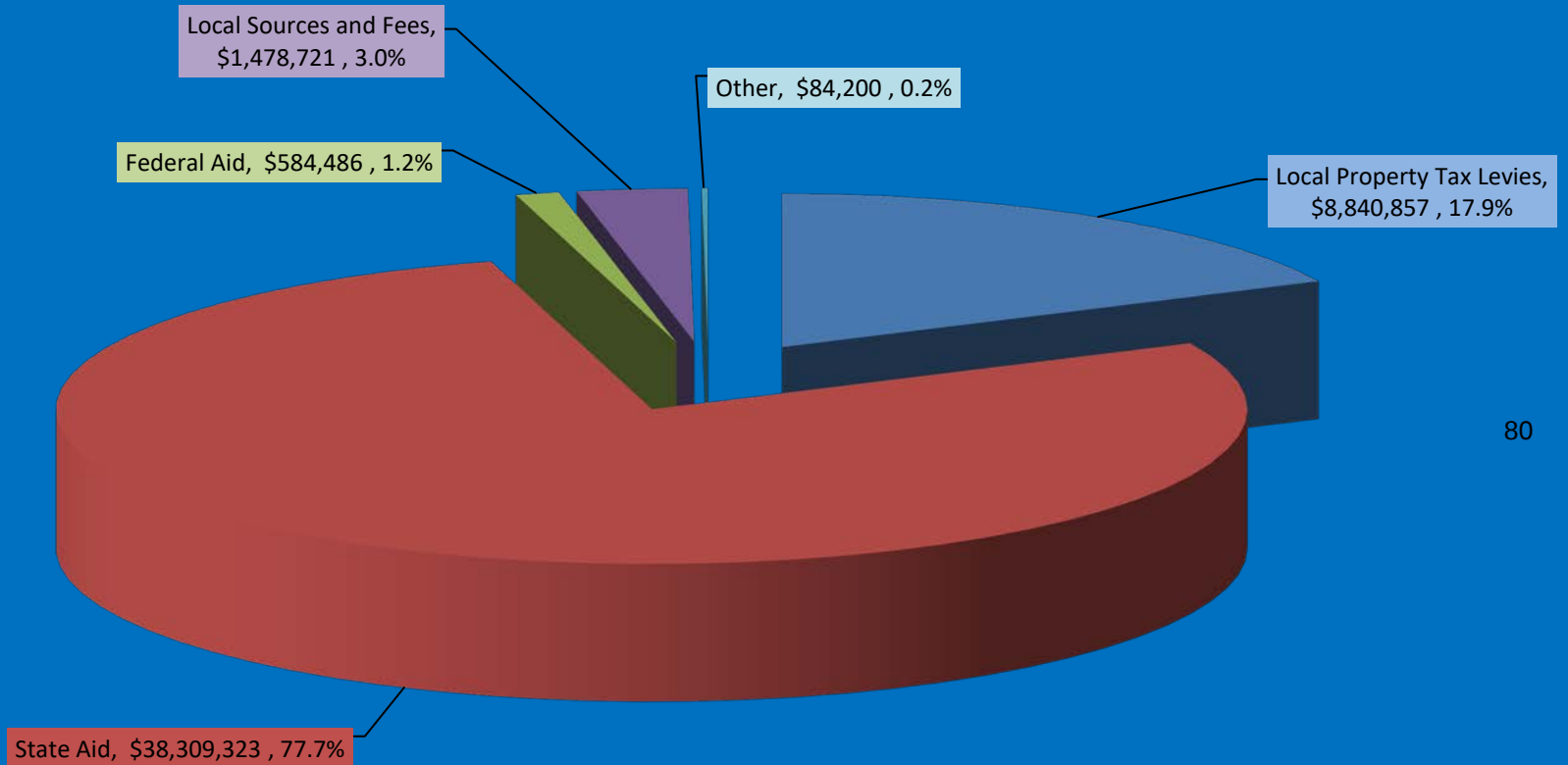
General Fund Revenues

Total Revenues: \$49,297,587

- **General Education Aid \$29,855,495**
 - 2.74% formula allowance increase to \$7,481/adjusted pupil unit
 - Compensatory & English Learner aid \$1,889,893
 - Total budgeted ADM: 3,180; Kindergarten assumption: 222
 - 19 adm decrease due to smaller kindergarten vs prior year grade 12
- **Special Education Aid \$ 7,425,751**
 - Special education cross-subsidy remains at 44%; aid based on 2025 costs
 - 95% proration of SPED transportation aid
- **Property Tax Levy \$ 8,840,857**
 - Includes \$1,300,000 for LTFM pool indoor air quality project
- **Federal Aid: \$ 584,486**
 - Title grants, PCN grant, Federal Special Aid through SPED coop
 - 45% decrease in Title I funding; decrease in students identified as poverty

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2025-2026 General Fund Budget
Revenues by Major Source
Budget \$ 49,297,857



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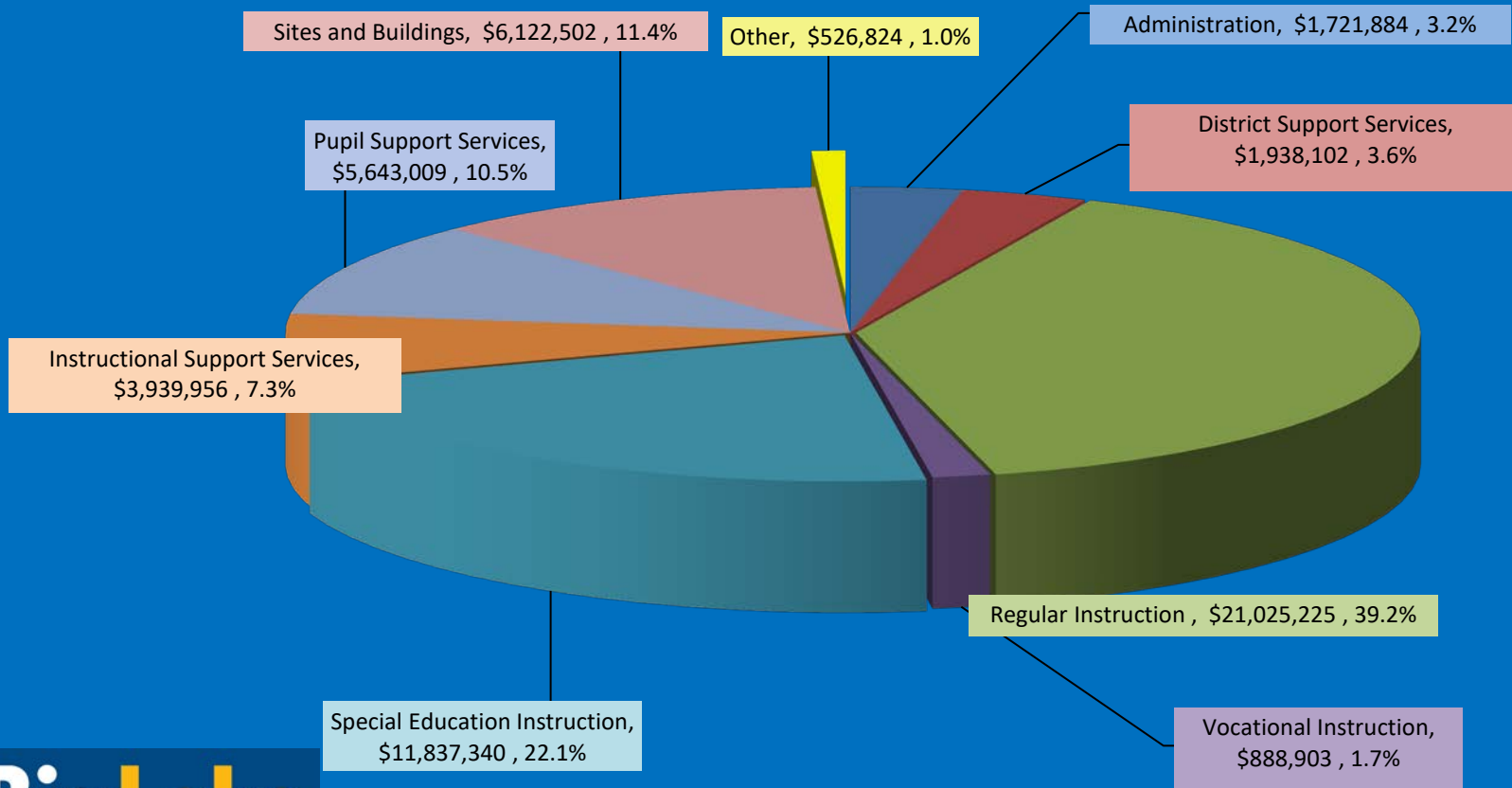
General Fund Expenditures

Total Expenditures: \$53,643,745

- **Salaries/Benefits: \$40.3 million**
 - New positions approved by the School Board:
 - 1 FTE DCD/ASD Teacher
 - 1 FTE Elementary Teacher
 - Summer Term Unemployment Costs: \$300,000
 - Fully funded for summer 2025 due to recent legislation
- **Purchased Services: \$7.7 million**
 - Transportation, utilities, repairs, property/liability insurance
 - New rates for year 1 of transportation contract
- **Supplies, Capital, Other: \$5.6 million**
 - Curriculum, technology, and capital projects
 - LTFM pool dehumidification project \$1.8 million

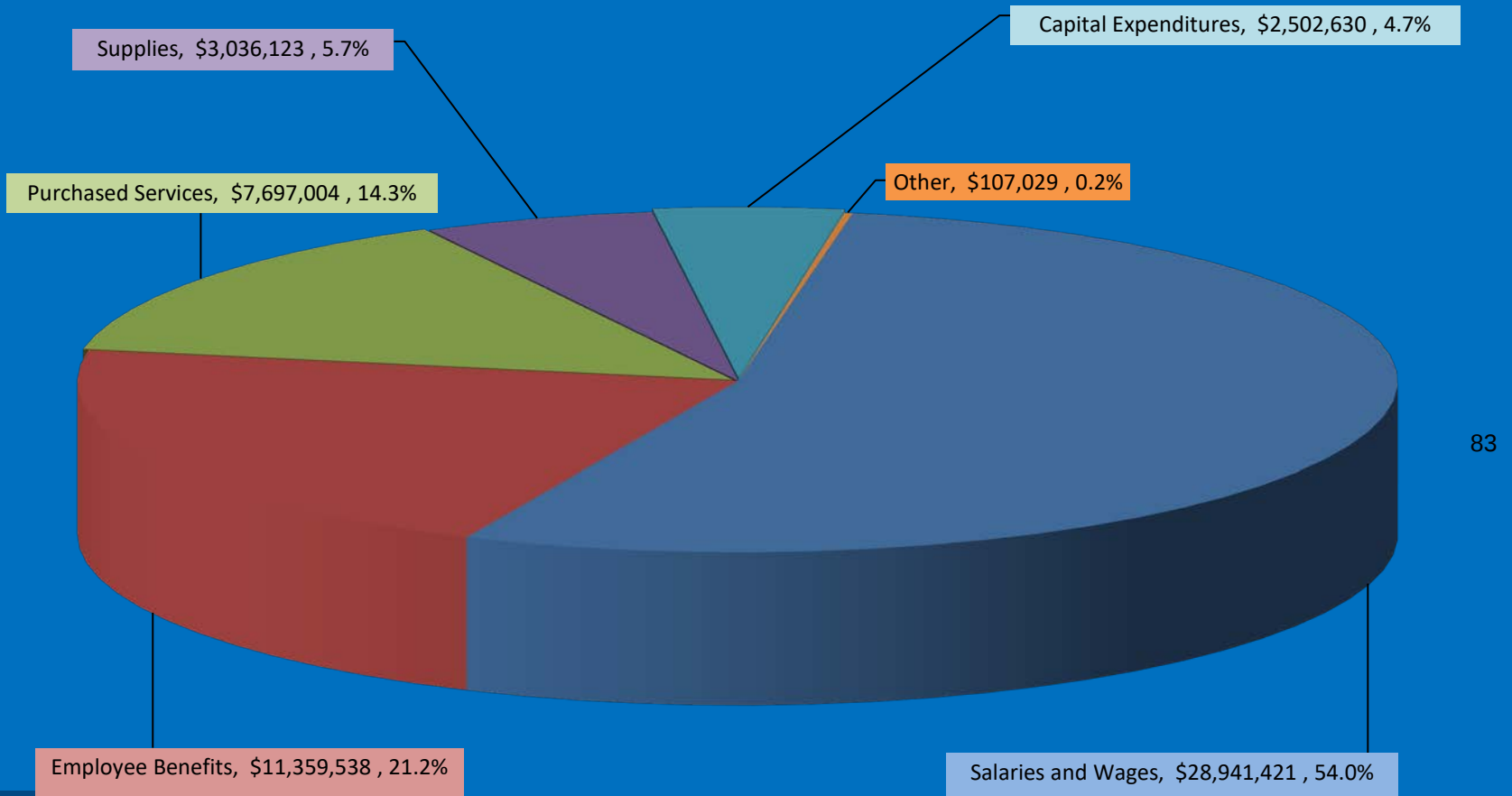
81

**2025-2026 General Fund Budget
Expenditures by Program Area
Budget \$ 53,643,745**



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**2025-2026 General Fund Budget
Expenditures by Object Category
Budget \$ 53,643,745**



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General Fund Results

- **\$4,346,058 planned general fund deficit**
 - Unassigned deficit \$1,942,522
 - \$ 1,389,370 decrease in LTFM, operating capital, & tech levy reserves
 - Pool dehumidification project, curriculum purchases, and significant technology purchases for iPads and Chromebooks replacements
 - \$1,014,166 decrease in Other Restricted/Assigned Fund Balance reserves
 - Additional curriculum purchases & planned spenddown of Basic Skills and Third Party/Medical Assistance reserves
- **Unassigned Fund Balance: \$7,513,925**
 - 17.6% of Unassigned expenditures
 - In compliance with fund balance policy

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Food Service Fund

- Revenue: \$ 2,615,476
- Expenditures: \$ 2,723,593
- Deficit \$ 108,117
- Total Restricted Fund Balance: \$ 592,393
- 3rd year of universal free meals
- \$302,238 equipment investment
 - Liberty & MS kitchen flooring, MS dishwasher, MS & HS walk-in freezers & coolers, MS kettles

85

Community Service Fund

- Revenue: \$ 3,369,175
 - Expenditures: \$ 3,467,365
 - Deficit \$ 98,190
-
- Projected ending fund balance: \$ 1,142,529⁸⁶
 - Reviewing fees in preschool program
 - Budget was reviewed by Community Education Advisory Council in May

Building Construction Fund

- Revenue: \$ 25,000
- Expenditures: \$ 2,323,207
- Construction Projects:
 - Final year of November 2021 bond referendum projects
 - Middle School Renovations
 - Media Center, Special Education areas, CTE improvements

87

Other Funds

- Debt Service
 - District mortgage payments
 - Revenues = \$4,870,863
 - Expenditures = \$4,482,775
- Fund Balance regulated by MDE

88

Other Funds

- OPEB Irrevocable Trust Fund
 - Other Post Employment Benefits
 - Proceeds from 2009 OPEB bonds
 - 2009 bonds are paid
 - Revenues = \$ 65,000
 - Expenditures = \$ 138,688
 - Projected Ending Fund Balance: \$1,272,643
 - Available for future other post employment benefit liabilities

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Factors bearing on the District's Future

Projected Ending Unassigned Fund Balance \$7,513,925

- Uncertainty of compensatory funding beyond fiscal year 25-26
 - Districts were held harmless in FY 25-26
 - Legislators have created a task force to evaluate how compensatory revenue is allocated
- General education aid increases tied to inflation in 2025-2026 and beyond
 - Minimum 2% Maximum 3%
 - There was legislative discussion during the 2025 session that put this provision at risk
- Blue Ribbon Commission on Special Education
 - Must find \$250 million in savings or SPED cross subsidy aid will decrease
- Labor negotiations: Big Lake Education Association in fiscal year 2026
- Outcome of November 2025 operating levy and bond referendum election

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The General Fund Unassigned Fund Balance complies with the District's fund balance policy and is acceptable to bond rating agencies



School Board Action

Approval of 2025-2026 District revenue and expenditure budgets

Total Revenue:	\$ 60,243,201
Total Expenditures:	<u>\$ 66,779,373</u>
Deficit	\$ (6,536,172)
Construction & Capital Project Deficits	<u>\$ 3,687,477</u>
Net District Deficit	\$ (2,848,695)

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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 June 25, 2025 at 6:30 p.m. in the Middle School Student Center.

Members present:

Members absent:

Documents attached:

Minutes of said meeting (including):

RESOLUTION RELATING TO DETERMINING THE NECESSITY OF
APPROVING A NEW REFERENDUM REVENUE AUTHORIZATION AND
ISSUING GENERAL OBLIGATION BONDS 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 on June 25, 2025.

School District Clerk

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

RESOLUTION RELATING TO DETERMINING THE NECESSITY OF APPROVING A NEW REFERENDUM REVENUE AUTHORIZATION AND ISSUING GENERAL OBLIGATION BONDS AND CALLING A SPECIAL ELECTION THEREON

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 Board has investigated the facts and does hereby find, determine and declare that it is necessary and expedient to:

- (a) increase the School District's general education revenue by \$640 per pupil, subject to an annual increase at the rate of inflation. The proposed new referendum revenue authorization would be first levied in 2025 for taxes payable in 2026 and applicable for ten (10) years unless otherwise revoked or reduced as provided by law.

The question on the approval of the new referendum revenue authorization of the School District shall be School District Question 1 on the School District Ballot.

- (b) issue general obligation school building bonds in an amount not to exceed \$36,230,000 for acquisition and betterment of school sites and facilities including, but not limited to, construction of a multi-purpose addition.

The question on the approval of the issuance of the above-referenced bonds (the Bonds) shall be School District Question 2.

The passage of School District Question 2 shall be contingent on the passage of School District Question 1.

2. The project described in paragraph 1(b) has been submitted to the Commissioner of Education of the State of Minnesota (the Commissioner) for Review and Comment. Said project and such submission are hereby approved by this Board. The actions of the School District's administration in applying to the Minnesota Department of Education for the Commissioner's Review and Comment and taking such other actions as necessary to comply with the provisions of Minnesota Statutes, Section 123B.71, as amended, are hereby directed, authorized, approved and ratified in all respects. The Board's determination to hold the election to authorize the issuance of the Bonds is contingent upon receiving: (a) a favorable Review and Comment; or (b) an unfavorable review and comment subject to the Board's reconsideration, by resolution, of construction of the project and the Board's determination to proceed with such construction and approval by 60 percent of the voters voting in the election to approve the issuance of the Bonds, pursuant to Minnesota Statutes, Section 123B.70, Subdivision 4. When the Commissioner's Review and Comment is received, the Clerk is authorized and directed to publish a summary of

the Review and Comment in a legal newspaper of general circulation in the School District not less than forty-eight (48) nor more than seventy (70) days before the special election date. The School District will hold a public meeting on the Review and Comment with respect to the issuance of the Bonds prior to the date of the election.

3. The questions on the new referendum revenue authorization and issuance of the bonds shall submitted to the qualified electors 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 a.m. and 8:00 p.m.

4. The School District's combined polling place and the precincts served by the polling place, as established and designated by resolution of the Board pursuant to Minnesota Statutes, Section 205A.11, are hereby designated for this special election.

5. The Clerk is hereby authorized and directed to cause written notice of the special election to be: (a) provided to each County Auditor at least eighty-four (84) days before the date of the special election; (b) provided to the Commissioner of Department of Education of the State of Minnesota (the Commissioner) at least seventy-four (74) days before the date of the special election; (c) mailed to every taxpayer in the School District, at least fifteen (15) days but no more than forty-five (45) days prior to the date of the special election; (d) posted at the administrative offices of the School District, for public inspection, at least ten (10) days before the date of the special election; and (e) 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 before the date of the special election. The Notice of Special Election shall be prepared in substantially the following form:

[The remainder of this page is intentionally left blank]

NOTICE OF SPECIAL ELECTION

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

NOTICE IS HEREBY GIVEN that a special election has been called and will be held in and for Independent School District No. 727 (Big Lake), Minnesota, on November 4, 2025, between the hours of 7:00 a.m. and 8:00 p.m. to vote on the following questions:

School District Question 1 **Approval of New School District Referendum Revenue Authorization**

The board of Independent School District No. 727 (Big Lake), Minnesota has proposed to increase the School District's general education revenue by \$640 per pupil, subject to an annual increase at the rate of inflation. The proposed new referendum revenue authorization would be first levied in 2025 for taxes payable in 2026 and applicable for ten (10) years unless otherwise revoked or reduced as provided by law.

☐ **YES** Shall the new referendum revenue authorization proposed by the board of
☐ **NO** Independent School District No. 727 (Big Lake), Minnesota be approved?

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

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

School District Question 2 **Approval of School Building Bonds**

☐ **YES** If School District Question 1 above is approved, shall the board of
☐ **NO** Independent School District No. 727 (Big Lake), Minnesota be authorized
to issue general obligation school building bonds in an amount not to exceed
\$36,230,000 for acquisition and betterment of school sites and facilities
including, but not limited to, construction of a multi-purpose addition?

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

For School District Question 1, the property tax portion of the revenue authorized will require an estimated referendum tax rate of is 0.08052% for taxes payable in 2026 of the referendum market value of all classes of taxable property in the School District, as defined by Minnesota Statutes, Section 126C.01, Subdivision 3, which excludes certain agricultural property, seasonal property and post-secondary student housing.

The projected annual dollar increases for typical residential 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.

Agricultural property will pay taxes for the proposed referendum based only on the value of the house, garage and one acre of land. Seasonal recreational residential property (*i.e.*, cabins) will pay no taxes for the proposed referendum.

The figures in the table below are based on School District taxes for the new referendum revenue authorization only and do not include tax levies for other purposes:

Type of Property	Estimated Market Value	Proposed Referendum Revenue Authorization Taxes Payable in 2026 (Question 1)
Residential Homesteads, Apartments, and Commercial-Industrial Property		
	\$100,000	\$81
	200,000	161
	300,000	242
	350,000	282
	375,000	302
	400,000	322
	450,000	362
	500,000	403
	600,000	483
	750,000	604
	1,000,000	805
Commercial/Industrial	\$100,000	\$81
	250,000	201
	500,000	403
	1,000,000	805
	2,000,000	1,610
Apartments & Residential Non-Homestead (2 or more units)	\$100,000	\$81
	250,000	201
	500,000	403
	1,000,000	805
	2,000,000	1,610

The polling place and precincts served by the polling place for the special election will be as follows:

Combined Polling Place:

Saron Lutheran Church
311 Lake Street South
Big Lake, Minnesota 55309

Precincts:

All School District precincts.

All qualified electors residing in the School District may cast their ballots at the polling place listed above during the polling hours specified above.

A voter must be registered to vote to be eligible to vote in the special election. Unregistered individuals may register to vote at the polling place on Election Day.

Dated: June 25, 2025.

BY ORDER OF THE SCHOOL BOARD

/s/ _____, Clerk

6. 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. If an optical scan voting system is being used, the Clerk shall comply with the laws and rules governing the procedures and requirements for optical scan voting systems. The Clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this special election and generally to cooperate with election authorities conducting any other elections on that date. The Clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with other elections, including entering into agreements with appropriate municipal and county officials regarding preparation and distribution of ballots or ballot cards, election administration, and cost sharing.

7. The Clerk is authorized and directed to cause a printed ballot for the questions to be prepared in accordance with Minnesota Statutes, Section 205A.08, Subdivision 5 and the rules of the secretary of state for use 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:

[The remainder of this page is intentionally left blank]

**Special Election Ballot
School District Ballot
Independent School District No. 727
(Big Lake), 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" for that question.

To vote against a question, fill in the oval next to the word "No" for that question.

School District Question 1

Approval of New School District Referendum Revenue Authorization

The board of Independent School District No. 727 (Big Lake), Minnesota has proposed to increase the School District's general education revenue by \$640 per pupil, subject to an annual increase at the rate of inflation. The proposed new referendum revenue authorization would be first levied in 2025 for taxes payable in 2026 and applicable for ten (10) years unless otherwise revoked or reduced as provided by law.

 **YES** Shall the new referendum authorization proposed by the board of
 **NO** Independent School District No. 727 (Big Lake), Minnesota be approved?

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

**School District Question 2
Approval of School Building Bonds**

 **YES** If School District Question 1 above is approved, shall the board of
 **NO** Independent School District No. 727 (Big Lake), Minnesota be authorized
to issue general obligation school building bonds in an amount not to exceed
\$36,230,000 for acquisition and betterment of school sites and facilities
including, but not limited to, construction of a multi-purpose addition?

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

(Reverse side of ballot)

OFFICIAL BALLOT

November 4, 2025

Judge

Judge

(The ballot is to be initialed by two judges)

[The remainder of this page is intentionally left blank]

8. 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.

9. At least forty-six (46) days before the special election, the Clerk shall prepare and have ready for use absentee ballots and shall mail absentee ballots to voters on the permanent absentee ballot list in accordance with Minnesota Statutes, Section 203B.04. Subdivisions 4 and 5.

10. 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 on the day of a statewide election and generally to carry out the duties of a ballot board as provided by Minnesota Statutes, 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.

11. 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.

12. 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 voting 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 five (5) days before the test.

13. Pursuant to Minnesota Statutes, Section 206.85, Subdivision 1(6), where an electronic voting system is being used at a counting center, the Clerk shall cause notice of the exact location of the counting center to be published in a legal newspaper during the week preceding the week of election and in the newspaper of widest circulation the day preceding the election or, if the newspaper is only published weekly, once during the week preceding the election.

14. 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, November 7, 2025, and the tenth day, November 14, 2025, after the special election for the purpose of canvassing the results thereof.

15. Pursuant to Minnesota Statutes, 126C.17, Subdivision 9(e) and Section 205A.07, Subdivision 3a, the Clerk is hereby instructed to notify the Commissioner 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.

16. 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.



**2025-2026 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE
Membership Renewal Form**

This form must be completed once for each school in the district.

Must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2025. Retain one copy for the school files.

RESOLVED, that the Governing Board or Entity of Big Lake High School (Name of School) located in the State of Minnesota delegates the control, supervision and regulation of interscholastic activities and athletics (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the school listed is authorized by this, the Governing Board of said school district or school to renew its membership in the Minnesota State High School League; and to participate in the approved interscholastic activities and athletics sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board or Entity hereby adopts the Constitution, Bylaws, Policies, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or school, or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities and athletics. Further, the administration and responsibility for determining student eligibility and for the supervision of such activities and athletics are assigned to the official representatives identified by this Governing Board or Entity.

Signing this Resolution for Membership affirms that this Governing Board has reviewed all required membership materials provided by the League which defines the purpose and value of education-based activity and athletic and programs and defines each member school's responsibilities.

Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Student Code of Responsibilities (Bylaw 206.2) violations for students participating in activity and athletic programs by member schools.

The above Resolution was adopted by the Governing Board or Entity of this school or district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote.

One of the designated representatives shall be a member of the school's governing board and the other shall be an administrator or full-time faculty member of the member school.

In school districts with multiple schools, the designated representative from the school district's governing body may represent more than one school and is entitled to one vote for each school they represent.

208.02 Designated Activity Representatives

At the beginning of the League's fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

208.03 Local Advisory Committee

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, ¹⁰³advise the designated school representatives on all matters relating to the school's membership in the MSHSL.

Big Lake High School

Name of School (Please Print)

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

Derek Nelson

Mark Kuisle

(Designated School Board Member – please print)

(Designated School Representative – please print)

de.nelson@biglakeschools.org

m.kuisle@biglakeschools.org

Email Address

Email Address

208.02 ACTIVITY REPRESENTATIVES

Mark Kuisle

Mark Kuisle

(Boys Sports – please print)

(Girls Sports – please print)

Mark Kuisle

Mark Kuisle

(Speech – please print)

(Music – please print)

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

Derek Nelson

NA

(Board Member—please print)

(Student—please print)

NA

Mark Kuisle

(Parent—please print)

(Faculty Member—please print)

Mark Kuisle

(Mailing Representative—please print)

The Mailing Representative is the person to whom mailings go. This is usually the Activity Director.

Lenette Brown

Tim Truebenbach

Print Name:

Print Name:

(Clerk/Secretary - Local Governing Board)

(Superintendent or Head of School)

Signed by:

DocuSigned by:

Signed:

Signed:

Lenette Brown

Tim Truebenbach

8401EF1F544D4F9...

8527C25555574B7...

(Clerk/Secretary - Local Governing Board)

(Superintendent or Head of School)

Date:

Date:

5/28/2025

5/28/2025



Certification of Updated District Population Estimate

Member _____ introduced the following resolution and moved its adoption.

RESOLUTION

CERTIFYING THE POPULATION ESTIMATE FOR THE 2023 PAYABLE 2024 LEVY OF INDEPENDENT SCHOOL DISTRICT 727, BIG LAKE SCHOOLS

WHEREAS, the Independent School District #727 has experienced an increase in population from the 2022 census figure of 20,683, to the current census figure of 20,864 as determined by the State Demographer.

BE IT RESOLVED, by the School Board of Independent School District #727 that the census figure of 20,864 be certified to the State Demographer for approval of use in the 2024 payable 2025 revenue calculations.

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 voted against: _____

Whereupon said resolution was declared duly passed and adopted.

Date: _____

BY ORDER OF THE SCHOOL BOARD

_____ (Clerk Signature)

_____ (Clerk Name)

School Board Clerk



2024-2025

Big Lake Schools: Field Trips



Liberty Elementary: K-2

- K: Big Lake Fire Station, Eastman Nature Center
 - 1: Big Lake Library, Como Zoo
 - 2: Pioneer Park, Indy Transition Day
-



Independence Elementary: 3-5

- 3: Oliver Kelley Farm
 - 4: Coon Rapids Dam Regional Park
 - 5: Science Museum of Minnesota
-



Big Lake Middle Schools: 6-8

- 6: State Capitol, Fort Snelling
- 7: Camp Friendship Challenge Course
- 8: Minnesota Historical Society

Thank you for helping make this happen!



HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment free from harassment and violence, including, on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability (Protected Class). **NOTE: Minnesota Statutes, section 121A.03 requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms with the Minnesota Human Rights Act, Minnesota Statutes, chapter 363A (MHRA). This policy complies with that statutory requirement and addresses the other classifications protected by the MHRA and/or federal law.**

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence ~~on the basis of Protected Class~~. The school district prohibits any form of harassment or violence, **including** on the basis of Protected Class.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication. ~~based on a person's Protected Class as defined by this policy.~~ (For purposes of this policy, school district personnel includes: school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel. ~~based on a person's Protected Class.~~
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence ~~based on a person's Protected Class~~, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

III. DEFINITIONS:

- A. "Assault" is:
 - 1) An act done with intent to cause fear in another of immediate bodily harm or death;
 - 2) The intentional infliction of or attempt to inflict bodily harm upon another; or,
 - 3) The threat to do bodily harm to another with the present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:

- 1) Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 - 2) Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - 3) Otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications Definitions
- 1) "Disability" means, with respect to an individual who:
 - a. has a physical sensory or mental impairment which materially limits one or more major life activities of such individual;
 - b. has a record of such an impairment; ~~or~~
 - c. is regarded as having such an impairment; ~~or~~
 - d. has an impairment that is episodic or in remission and would materially limit a major life activity when active.
 - 2) "Familial status" means the condition of one or more minors having legal status or custody with:
 - a. the minor's parent or parents or the minor's legal guardian or guardians; or
 - b. the designee of the parent or parents or guardian or guardians with the written permission of the parent or parents or guardian or guardians.

Familial status also means residing with and caring for one or more individuals who lack the ability to meet essential requirements for physical health, safety, or self-care because the individual or individuals are unable to receive and evaluate information or make or communicate decisions. The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
 - 3) "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 - 4) "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.
 - 5) "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 - 6) "Sexual orientation" to whom someone is, or is perceived of as being, emotionally, physically, or sexually attracted to based on sex or gender identity. A person may be attracted to men, women, both, neither, or to people who are genderqueer, androgynous, or have other gender identities.
 - 7) "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

F. Sexual Harassment Definition

- 1) Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
- 2) Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence Definition

- 1) Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes section 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
- 2) Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals. ~~because of, or in a manner reasonably related to an individual's Protected Class.~~

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence ~~on the basis of Protected Class~~ by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct that may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In each school building: the building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receive a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.

- G. The school board hereby designates the Human Resources Manager as the school district human rights officer to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the Superintendent.
- H. The District shall conspicuously post the name of the human rights officer, including their mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who commit, permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist

of any other methods and documents deemed pertinent by the investigator.

- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of

retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights or another state or federal agency, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes chapter 260E may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)

42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedures and Process)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)



INTERNET ~~AND TECHNOLOGY, AND CELL PHONE~~ ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

IV. USE OF SYSTEM IS A PRIVILEGE

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

V. UNACCEPTABLE USES

A. While not an exhaustive list, the following uses of the school district system and Internet resources are considered unacceptable:

- 1) Users will not use the school district system to access, review, upload,

download, store, print, post, receive, transmit, or distribute:

- a. Pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. Information or materials that could cause damage or danger of disruption to the educational process;
 - e. Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
- 2) Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 - 3) Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
 - 4) Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
 - 5) Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
 - 6) Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
 - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - i. such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - ii. such information is not classified by the school district as directory

information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as “Facebook,” “Twitter,” “Instagram,” “Snapchat,” “TikTok,” “Reddit,” and similar websites or application.
 - 7) Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
 - 8) Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 - 9) Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 - 10) Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district’s Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet

site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1) Obscene;
 - 2) Child pornography; or
 - 3) Harmful to minors;
- B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
 - 1) Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2) Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3) Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.
- F. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have any reasonable suspicion that the search will uncover a violation of law or school district

- policy.
- D. Parents may have the right at any time to investigate or review the contents of their child's files and e-mail files in accordance with the school district's Protection and Privacy of Pupil Records Policy. Parents have the right to request the termination of their child's individual account at any time.
 - E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure, or discovery under Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act).
 - F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user and the parent or guardian. The Internet Use Agreement form for employees must be signed by the employee.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of district technologies is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or missed deliveries or non-deliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1) Notification that Internet use is subject to compliance with school district policies.
 - 2) Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives, or servers.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
 - 3) A description of the privacy rights and limitations of school sponsored/managed Internet accounts.

- 4) Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
- 5) Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
- 6) Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Public and Private Personnel Data Policy, and Protection and Privacy of Pupil Records Policy.
- 7) Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
- 8) Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 - 1) A copy of the user notification form provided to the student user.
 - 2) A description of parent/guardian responsibilities.
 - 3) A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 - 4) A statement that the Technology Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
 - 5) A statement that the school district's acceptable use policy is available for parental review.

XIII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS

- A. "Technology provider" means a person who:
 - 1) contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
 - 2) creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.
- B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:
 - 1) identify each curriculum, testing, or assessment technology provider with access to educational data;
 - 2) identify the educational data affected by the curriculum, testing, or

- assessment technology provider contract; and
- 3) include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.
- D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.
- E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
 - 1) the technology provider's employees or contractors have access to educational data only if authorized; and
 - 2) the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

XIV. SCHOOL-ISSUED DEVICES

- A. "School-issued device" means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.
- B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:
 - 1) any location-tracking feature of a school-issued device;
 - 2) any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
 - 3) student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.
- C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:
 - 1) the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
 - 2) the activity is permitted under a judicial warrant;
 - 3) the school district is notified or becomes aware that the device is missing or stolen;
 - 4) the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
 - 5) the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or
 - 6) the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.
- D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including

which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

~~XV. CELL PHONE USE~~

~~The school board directs the superintendent and school district administration to establish rules and procedures regarding student possession and use of cell phones in schools. These rules and procedures should seek to minimize the impact of cell phones on student behavior, mental health, and academic attainment. These rules and procedures may be designed for specific school buildings, grade levels, or similar criteria.~~

- ~~A. Students are prohibited from using cell phones and other electronic communication devices during the instructional day, unless specified in the Student Handbook. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct.~~
- ~~B. If the school district has a reasonable suspicion that a student has violated a school policy, rule, or law by use of a cell phone or other electronic communication device, the school district may request to search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.~~
- ~~C. Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.~~

XVI. MULTI-FACTOR AUTHENTICATION FOR STAFF

- A. Multi-Factor Authentication (MFA) is a process that requires that the person attempting to access a computer resource provide a one-time code, or positive approval of the login using an out-of-band verification device such as a cellular telephone, mobile telephone application, or physical token. MFA is used by Big Lake School District as a supplement to strong passwords to authenticate users and authorize their access to resources such as Email, Storage Servers, and the campus Virtual Private Network (VPN) connection. MFA protects against unauthorized access to Big Lake School District accounts and is necessary for appropriate information security measures.
- B. It is the responsibility of the Big Lake School District account holder to make appropriate provisions to receive MFA confirmation codes via SMS text message, installation of required software, or using methods deemed appropriate by the Technology Department to ensure verification. If provisions are not made to comply with the Big Lake School District Technology Acceptable Use- Staff policy, the user will not be able to access protected resources until these provisions are made

XVII. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without

engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

XVIII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
~~Minn. Stat. § 121A.73 (School Cell Phone Policy)~~
Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Mahanoy Area Sch. Dist. v. B.L., 594 U.S. 180, 141 S. Ct. 2038 (2021)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194 (2003)
Sagehorn v. Indep. Sch. Dist. No. 728, 122 F.Supp.2d 842 (D. Minn. 2015)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, 894 F.Supp.2d 1128 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff'd* on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Grievance Procedures and Process)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

PERSONAL ELECTRONIC COMMUNICATION DEVICES

I. PURPOSE

The objective of this policy is to support the school district's focus on learning in alignment with the district's mission to ignite students' passion for learning, cultivate a strong foundation of knowledge, and foster a sense of community within our schools. Possession and use of personal electronic communication devices must be regulated to ensure that such devices do not disrupt or interfere with the education process or school operations, impair the safety, welfare, and privacy of students and staff, or are used as part of an act of academic dishonesty.

II. GENERAL STATEMENT OF POLICY

To minimize the impact of personal electronic communication devices on student behavior, mental health, and academic attainment and to support school environments in which students can engage fully with their classmates, their teachers, and instruction, the school board has determined the use of personal electronic communication devices by students during school hours should be limited.

III. DEFINITIONS

- A. "Bell-to-Bell" means from when the first bell rings at the start of the school day to begin instructional time until the dismissal bell rings at the end of the academic school day. "Bell-to bell" includes lunch and time in between class periods.
- B. "Cell Phone" means a personal device capable of making calls, transmitting pictures or video, or sending or receiving messages through electronic means. The definition of cell phone includes a non-smart phone that is limited to making phone calls or text messages and a smart phone that encompasses the above features.
- C. "Cyberbullying" means bullying using technology or other electronic communication, including but not limited to a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device.
- D. "Instructional Time" means any structured or unstructured learning experiences that occur from when the first bell rings at the start of the school day until the dismissal bell rings at the end of the academic school day.
- E. "Personal Electronic Communication Device" means any personal device capable of connecting to a cell phone, the internet, a cellular or Wi-Fi network, or directly connects to another similar device. Personal electronic communication devices may include cell phones, wearable devices such as smart watches, personal headphones, earbuds or pods, laptops, tablets, virtual reality devices, and other personal electronic communication devices with the abovementioned characteristics.
- F. "Stored" means a cell phone or personal electronic communication device not being carried on the student's person, including not in the student's pocket. Storage options may include, but are not limited to, in the student's backpack, in the student's locker, in a locked pouch, or in a designated place in the classroom, as determined by school administration.

IV. PERSONAL ELECTRONIC COMMUNICATION DEVICE USE AND STORAGE

- A. Personal Electronic Communication Device Use
 - 1) Students are prohibited from using personal electronic communication devices during the school day, unless specified in the Student Handbook
 - 2) Elementary Schools (K-5)

Personal electronic communication devices will be stored in lockers during the school day. Unless given permission by a teacher, students should not have phones/smart devices out during class. The use of camera features is NOT allowed in school locker rooms or bathrooms at any time. Recording, posting or transmitting photos or video of a person without their permission is NOT allowed. Use of external speakers is not allowed; please use earbuds (if your school permits or silence device). Improper use of phones/smart devices may result in confiscation of the device or an inability to bring it to school in the future. The district is not responsible for loss, damage or theft.

3) Middle School

Students cannot use personal technology devices such as tablets, computers, and cell phones at school. Teachers also have students use Internet-based technologies owned by the district. All district technologies are intended to be used for educational purposes only. This includes activity while on school grounds, at school-sponsored activities, and in school-supplied vehicles. Additionally, unacceptable use of technologies while off school grounds may be subject to disciplinary action if the activity disrupts the educational environment, or negatively affects another student or school staff member. Students cannot change their school email account name or profile picture.

4) High School

Students may NOT use cell phones or smart devices during class time. It is strongly suggested that all electronic devices be kept off and in a locker during school hours. Cell phones and smart devices may be accessed during passing time or lunch if necessary. The use of cell phones, smart devices or cameras is NOT allowed in school locker rooms or bathrooms at any time. Recording, posting or transmitting photos or video of a person without their permission is NOT allowed. Use of external speakers is not allowed. Improper use of cell phones/smart devices may result in confiscation of the device or an inability to bring it to school in the future.

B. If the school district has a reasonable suspicion that a student has violated a school policy, rule, or law by use of a cell phone or other electronic communication device, the school district may request to search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.

C. Off-Campus School-Sponsored Activities

School administration may establish guidelines for personal electronic communication device possession and use during off-campus school-sponsored activities, such as extracurricular activities, outdoor and service trips, and school field trips. These guidelines will be provided at pre-activity meetings, activity-specific permission slips, and by other means as appropriate in the circumstances.

V. LIMITATIONS ON USE OF AND STORAGE OF PERSONAL ELECTRONIC COMMUNICATION DEVICES

A. Limitations on Use of Personal Electronic Communication Devices

- 1) Personal electronic communication devices may not be used in any manner that causes or results in disruption of the educational environment or school-sponsored extracurricular activities or events or impairs or interferes with school district operations.
- 2) Devices, including but not limited to personal electronic communication devices, with audio, video, or photo-taking capabilities shall not be used at any time in locker rooms, bathrooms, or other locations where the presence of such devices poses an unreasonable risk to the safety, welfare, or privacy of others. Confiscation and search of such devices will occur if found in these areas.
- 3) Students may not use a device to record, transmit, or post audio, videos, or photos of a person or persons on school grounds or on a school bus without the express permission

of school staff in addition to the express consent of the individual or individuals that are the subjects of the recording.

- 4) Personal electronic communication devices may not be used to engage in bullying, cyberbullying, harassment, discrimination, or other activity prohibited under federal or state law or under school district policy.
- 5) Personal electronic communication devices shall not be used during a lockdown drill, a fire drill, or a similar safety drill.

B. Storage of Personal Electronic Communication Devices

Students shall keep their personal electronic communication devices in a secure place, such as the student's locker, a closed backpack, a storage device provided by the school, or an area designated by the classroom teacher at all times when personal electronic communication device use is prohibited.

VI. EXCEPTIONS

- A. Nothing in this policy prohibits a student from using a personal electronic communication device for a purpose documented in the student's individualized education program, a plan developed under section 504 of the Rehabilitation Act of 1973, or a health care plan in force regarding the student.
- B. A student may use a personal electronic communication device to monitor or address a health concern or medical condition upon permission granted by school administration.
- C. Students may use a personal electronic communication device when the use is necessary to respond to or report an emergency. For purposes of this policy, "emergency" means an actual or imminent threat to the health or safety of students and/or school personnel, which may result in death, bodily injury, or substantial property damage.
- D. A student may use a personal electronic communication device during a time at which use would otherwise be prohibited when the student has been granted permission from a staff member to use the device. If the school district implements a curriculum that uses technology, students may be allowed to use their own personal electronic communication devices to access the curriculum. Students who are allowed to use their own devices to access the curriculum will be granted access to any application or electronic materials when they are available to students who do not use their own devices, or provided free of charge to students who do not use their own devices for curriculum.
- E. Students who need to make a call may request permission to use a telephone in the building.

VII. DISCIPLINE

If a student violates this policy, a teacher or administrator shall take the following progressively serious disciplinary measures:

- A. Give the student a verbal warning and require the student to store the student's personal electronic communication device in accordance with this policy.
- B. Securely store the student's personal electronic communication device in a teacher- or administrator-controlled locker, bin, or drawer for the duration of the class or period.
- C. Place the student's personal electronic communication device in the school's central office for the remainder of the school day.
- D. Place the student's personal device in the school's central office to be picked up by the student's parent or guardian.
- E. Schedule a conference with the student's parent or guardian to discuss the student's personal device use.
- F. Apply discipline as provided under school district policies and as appropriate.

VIII. SCHOOL DISTRICT RESPONSIBILITY

- A. The school district is not responsible for, nor is it required to investigate, any lost, stolen, or damaged personal electronic communication devices brought onto school grounds or the bus or school-sponsored activities or events.
- B. The school board directs the superintendent and school district administration to establish additional rules and procedures regarding student possession and use of personal electronic communication devices in schools as the superintendent and school district administration find appropriate. These rules shall be consistent with this policy and other applicable school district policies. These rules and procedures should seek to minimize the impact of personal electronic communication devices on student behavior, mental health, and academic attainment. These rules and procedures may be designed for specific school buildings, grade levels, or pursuant to similar criteria.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.73 (School Cell Phone Policy)
Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
29 U.S.C. § 794 (Nondiscrimination under Federal Grants and Programs)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 524 (Internet, Technology, and Cell Phone Acceptable Use and Safety Policy)
Away for the Day (www.awayfortheday.org)
MASSP/MESPA, *The Cell Phone Toolkit* (July 2024)



FIELD STUDENT TRIPS

I. PURPOSE

The purpose of this policy is to provide guidelines for student trips and to identify the general process to be followed for review and approval of trip requests

II. GENERAL STATEMENT OF POLICY

The general expectation of the school board is that all student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Student trips will be categorized within three general areas:

A. Instructional Trips

Trips that take place during the school day, relate directly to a course of study, and require student participation shall fall in this category. These trips shall be subject to review and approval of the building principal and shall be financed by school district funds within the constraints of the school building budget.

B. Supplementary Trips

This category pertains to those trips in which students voluntarily participate and which ~~usually may~~ take place outside the regular school day. Examples of trips in this category involve, ~~class trips~~, student activities, clubs, and other special interest groups. ~~These Field~~ trips are subject to review and approval of the activities director and/or the building principal. Financial contributions by students may be requested. (Minnesota Statutes section 123B.36)

C. Extended Trips

- 1) Trips that involve one or more overnight stops fall into this category. Extended trips may be instructional or supplementary and must be requested well in advance of the planned activity. An extended trip request form must be completed and approved at each level: student, principal, superintendent, and school board. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g., tournament competition).
- 2) The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.

III. REGULATIONS

- A. Rules of conduct and discipline for students and employees shall apply to all student trip activity.
- B. The school administration shall be responsible for providing more detailed procedures, including parental involvement, supervision, and such other

factors deemed important and in the best interest of students.

- C. Transportation shall be furnished through a commercial carrier or school-owned vehicle.
- D. An employee may use a personal vehicle to transport staff or personal property for purposes of a field trip upon prior, written approval from administration.
- E. An employee must not use a personal vehicle to transport one or more students for purposes of a field trip.
 - 1) If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.
 - 2) An employee must obtain preapproval by administration of student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If preapproval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and circumstances for use of a personal vehicle shall be documented by administration.

IV. SCHOOL BOARD REVIEW

The superintendent shall at least annually report to the school board upon the utilization of trips under this policy.

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 169.011, Subd. 71(a) (Definitions)
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards) *Sonkowsky v. Board of Educ. for Indep. Sch. Dist. No. 721*, 327 F.3d 675 (8th Cir. 2003)
Lee v. Pine Bluff Sch. Dist., 472 F.3d 1026 (8th Cir. 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 423 (Employee – Student Relationships)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 707 (Transportation of Public School Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

HOME SCHOOLING

I. PURPOSE

The purpose of this policy is to recognize and provide guidelines in accordance with state law for parents who wish to have their children receive education in a home school that is an alternative to an accredited public or private school.

II. GENERAL STATEMENT OF POLICY

The Compulsory Attendance Law (Minnesota Statutes section 120A.22) provides that the parent or guardian of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship.

III. CONDITIONS FOR HOME SCHOOLING

The person in charge of a home school and the school district must provide instruction and meet the requirements specified in Minnesota Statutes section 120A.22.

IV. IMMUNIZATIONS

The parent or guardian of a home-schooled child shall submit statements as required by Minnesota Statutes section 121A.15, Subds. 1, 2, 3, 4, and 12, on the appropriate Minnesota Department of Education form, to the superintendent of the school district in which the child resides by October 1 of the first year of home schooling in Minnesota and the grade 7 year.

V. TEXTBOOKS, INSTRUCTIONAL MATERIAL, STANDARD TESTS

Upon formal request, as required by law, the school district will provide textbooks (including a teacher's edition, guide, or other materials that accompany a textbook when the edition, guide, or materials are packaged physically or electronically with textbooks for student use), individualized instructional or cooperative learning materials (including teacher materials that accompany pupil materials), software or other educational technology, and standardized tests and loan or provide them for use by a home-schooled child as provided under state law. The school district is not required to expend any amount for this purpose that exceeds the amount it receives pursuant to state law for this purpose. If curriculum has both physical and electronic components, the school district will, at the request of the student or the student's parent or guardian, make the electronic component accessible to a resident student provided that the school district does not incur more than an incidental cost as a result of providing access electronically.

VI. PUPIL SUPPORT SERVICES

Upon formal request, as required by law, the school district will provide pupil support services in the form of health services and counseling and guidance services to a home-schooled child as provided under state law. The school district is not required to expend an amount for any of these purposes that exceeds the amount it receives pursuant to state law.

VII. EXTRACURRICULAR ACTIVITIES

Resident pupils who receive instruction in a home school (in which five or fewer students receive instruction) may fully participate in extracurricular activities of the school district on the same basis as other public school students.

VIII. SHARED TIME PROGRAMS

Enrollment in class offerings of the school district.

- A. A home-schooled child who is a resident of the school district may enroll in **up to three** classes **per trimester** in the school district as a shared time pupil on the same basis as other nonpublic school students. The provisions of this policy shall not be determinative of whether the school district allows the enrollment of any pupils on a shared-time basis.
- B. The school district may limit enrollment of shared-time pupils in such classes based on the capacity of a program, class, grade level, or school building. The school board and administration retain sole discretion and control over scheduling of all classes and assignment of shared time pupils to classes.

IX. OPTIONAL COOPERATIVE ARRANGEMENTS

A. Activities

- 1. Minnesota State High School League-sponsored activities (where six or more students receive instruction in the home school or the home school students are not residents of the school district).

A home school that is a member of the Minnesota State High School League may request that the school district enter into a cooperative sponsorship arrangement as provided in Minnesota State High School League bylaws. The approval of such an arrangement shall be at the discretion of the school board.

- a. The home school must become a member of the Minnesota State High School League in accordance with the rules of the Minnesota State High School League.
 - b. The home school is solely responsible for any costs or fees associated with its application for and/or subsequent membership in the Minnesota State High School League.
 - c. The home school is responsible for any and all costs associated with its participation in a cooperative sponsorship arrangement as well as any school district activity fees associated with the Minnesota State High School League activity.
- 2. Non-Minnesota State High School League activities in which six or more students receive instruction in the home school.

A home-schooled child may participate in non-Minnesota State High School League activities offered by the school district upon application and approval from the school board to participate in the activity and the payment of any activity fees associated with the activity. However, home school students may not be charged higher activity fees than other public school students. An approval shall be granted at the discretion of the school board.

B. Transportation Services

1. The school district may provide nonpublic non-regular transportation services to a home-schooled child.
2. The school board of the school district retains sole discretion and control and management of scheduling routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, and any other matter relating to the provision of transportation services.

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 120A.24 (Reporting)
Minn. Stat. § 120A.26 (Enforcement and Prosecution)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (Definitions)
Minn. Stat. § 123B.42 (Textbooks, Individual Instruction or Cooperative Learning Material, Standard Tests)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance)
Minn. Stat. § 123B.86 (Equal Treatment - Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Rules Ch. 3540 (Nonpublic Schools)

Cross References: MSBA/MASA Model Policy 509 (Enrollment of Nonresident Students)
MSBA/MASA Model Policy 510 (School Activities)