



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, September 24, 2025
7:00 PM
Middle School Student Center
601 Minnesota Ave
Big Lake, MN 55309

I. Call to Order	
Chair, Tonya Reasoner	
II. Roll Call	
Chair, Tonya Reasoner	
III. Approve Agenda	
Chair, Tonya Reasoner	
IV. Pledge of Allegiance	
Chair, Tonya Reasoner	
V. Open Forum	3
Chair, Tonya Reasoner	
VI. Consent Agenda	
Chair, Tonya Reasoner	
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Minutes from the August 26, 2025 Regular Board Meeting	
B. Claims and Accounts	9
Claims and Accounts for the month of September	
C. Credit Card Report	28
D. Personnel	34
E. Approve One Read Policies	35
203 Operation of the School Board—Governing Rules; 203.2 Order of the Regular School Board Meeting; 203.6 Consent Agenda; 208 Development, Adoption, and Implementation of Policies; 210 Conflict of Interest—School Board Members; 503 Student Attendance; 506 Student Discipline; 506A Procedures for Removal of Students from Class; 515 Protection and Privacy of Pupil Records; 516.5 Overdose Medication; 531 Pledge of Allegiance; 613 Graduation Requirements; 706 Acceptance of Gifts/Donations; 707 Transportation of Public School Students; 801 Equal Access to School Facilities; 901 Community Education; 903 Visitors to School District Buildings and Sites	
VII. Donations	124
Chair, Tonya Reasoner	
VIII. Financial Report	125
Director of Business Services, Angie Manuel	
August report will be presented.	
IX. Approve Pay 2026 Preliminary Levy Certification	135
Director of Business Services, Angie Manuel	
X. District Goals	136
Assistant Superintendent of Teaching and Learning, Minda Anderson	
XI. School Board Committee/Representative Updates	
A. Finance Committee	
Treasurer, Amber Sixberry	1
B. Policy Committee	
Chair, Tonya Reasoner	

C. Buildings and Grounds Committee

Board Member, Lenette Brown

D. School Board Representatives

XII. Student Representative Report

Student Representative, Alexis Gosewisch

XIII. School Board Recognition

Superintendent Tim Truebenbach

XIV. Superintendent Report

Superintendent, Tim Truebenbach

A. Cabinet Department Update

XV. Adjournment

Chair, Tonya Reasoner

Strategic Plan Focus Areas

Student Support

Staff Support

Family & Community Engagement



OPEN FORUM

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

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

The guidelines for open forum are as follows:

3

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
August 26, 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 August 26, 2025 at 6:30 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. **APPROVE AGENDA**
A motion was made by Sixberry seconded by Brown 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**
No participants

- VI. **CONSENT AGENDA**
A motion was made by Schabilion seconded by Sixberry to approve the following:
 - A. PREVIOUS MINUTES from the July 23, 2025 regular meeting and the July 23, 2025 work session
 - B. CLAIMS AND ACCOUNTS for the month of August in the amount of \$1,761,935.74 checks 107385-107523
 - C. CREDIT CARD REPORT
 - D. PERSONNEL

August 2025 Personnel				
Employee (Last, First Name)	Position	Building	Effective Date	Action Type
Deeth, Kara	Teacher	MS/HS	08/25/2025	New Hire
Heyen, Richard	Custodian	Middle School	08/18/2025	Transfer
Weinreis, William	Custodian	High School	8/18/2025	New Hire
van der Merwe, Chane	Paraeducator	Independence	06/26/2025	Resignation
Hackensmith, Amira	Paraeducator	Middle School	05/29/2025	Resignation
Tupy, Sophia	Paraeducator	Middle School	9/2/2025	New Hire
McHenry, Rikki	Paraeducator - School Readiness	Community Ed	09/02/2025	Transfer
Cihak, Alexandra	Paraeducator	Liberty	08/25/2025	New Hire
Nelson, Rosemary	School Monitor	Liberty	09/04/2025	New Hire
Quinn, Ashley	LTS Teacher	Liberty	08/18/2025	Transfer
Callahan, Marissa	Paraeducator	Middle School	09/02/2025	New Hire
Houts, Jina	LTS Program Secretary	Community Ed	8/20/2025	New Hire
Woltman, Nicole	Paraeducator	Liberty	05/22/2025	Resignation
Remarcik, Beth	Paraeducator	High School	05/30/2025	Resignation

Fernandez, Patrica	Paraeducator	High School	05/29/2025	Resignation
Robertson, Jennifer	Teacher	Liberty	08/25/2025	Transfer
Paulson, Andrea	Paraeducator	Liberty	09/02/2025	New Hire
Schwirtz, Rebecca	Teacher	Liberty	08/25/2025	Transfer
Fleck, Jamie	Paraeducator	High School	09/02/2025	Rehire
Whitcome-Noble, Alison	Paraeducator	High School	09/02/2025	Transfer
Otto, Amy	Paraeducator	High School	05/30/2025	Resignation
Fournier, Calie	Paraeducator	High School	09/02/2025	New Hire

E. FINAL READING AND APPROVAL OF POLICIES

413 Harassment and Violence; 524 Internet Acceptable Use and Safety Policy; 524.5 Personal Electronic Communication Devices; 610 Student Trips; 611 Home Schooling

F. APPROVE ONE READ POLICIES

401 Equal Employment Opportunity, 402 Disability Nondiscrimination, 404 Employment Background Checks, 405 Veterans Preference, 407 Employee Right to Know Exposure to Hazardous Substances, 408 Subpoena of a School District Employee, 409 Employee Publications, Instructional Materials, Inventions, and Creations, 412 Expense Reimbursement, 420 Students and Employees with Sexually Transmitted Infections and Diseases and Certain other Communicable Diseases and Infectious Conditions, 421 Gifts to Employees and School Board Members, 422 Policies Incorporated by Reference, 423 Employee Student Relationships, 424 License Status

The motion carried 6-0.

VII. DONATIONS

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

Donor	Item	Designated Purpose (if any)
Big Lake Boys Fast Break Club	\$1,500.00	HUDL-Boys Basketball
Minnco Credit Union	\$800.00	Scoreboard elite sponsorship
Travel 2 The Core	\$800.00	Scoreboard elite sponsorship
Big Lake Quarterback Club	\$1,500.00	Football HUDL
Michelle Donner	\$1,000.00	Tennis
BLYVBA	\$1,500.00	Volleyball HUDL
Elk River Lions	\$2,500.00	Senior scholarship
Dean and Barb Engen	\$100.00	Student school supplies
Big Lake Baseball Association	\$3,460.00	Storage shed for portable mounds

The motion carried 6-0.

VIII. DISCUSS COMMISSIONER’S REVIEW AND COMMENT

Superintendent Truebenbach reviewed the letter from the Commissioner and asked if there was any public comment or questions.

IX. ACTIVITIES UPDATE

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

X. REVIEW ACTIVITIES AND COACHES HANDBOOKS

Activities Director, Mark Kuisle, reviewed the changes to the handbooks.

XI. FINANCIAL REPORT

Director of Business Services, Angie Manuel, presented the financial report for July. A motion was made by Reasoner seconded by Nelson to approve the financial report as presented.

The motion carried 6-0.

XII. BIG LAKE COMMUNITY FOOD SHELF AGREEMENT APPROVAL

A motion was made by Schabilion seconded by Nelson to approve the agreement as presented.

The motion carried 6-0.

XIII. REVIEW EMPLOYEE HANDBOOK

Superintendent Truebenbach reviewed the changes to the handbook.

XIV. APPROVE MANAGEMENT PLAN FOR LEAD IN WATER

Director of Buildings and Grounds, TJ Zerwas, reviewed the plan and asked for approval. A motion was made by Sixberry seconded by Schabilion to approve the management plan as presented.

After a roll call vote, the motion carried 6-0.

XV. RESOLUTION TO APPOINT ELECTION JUDGES AND ABSENTEE BALLOT BOARD MEMBERS

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

RESOLUTION RELATING TO APPOINTING ELECTION JUDGES AND
ABSENTEE BALLOT BOARD MEMBERS FOR THE NOVEMBER 4, 2025
SCHOOL DISTRICT SPECIAL ELECTION

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

It is hereby found, determined and declared as follows:

1. The following individuals, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election for the School District's special election on November 4, 2025 to act as such at the polling place listed below:

Saron Lutheran Church
311 Lake Street South
Big Lake, Minnesota 553098

Co-Head Election Judge Tom Hanson
Co-Head Election Judge Su Johnson
Jan Anderson, Linda Delorenzo, Deb
Johnson, Brad Johnson, Carol Johnson, Bob
Kjellberg, Nancy Kjellberg, Deb Lindboe,
Nathan Marcks, Sue Stang, Anna
Thompson, Nikole Williams, Kim Johnson.
Alternates: Lonnie Francis, Gretchen
Martin, Paula Bieniek, Yvette Chuba,
Ketti Green.

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

3. The following individuals, each of whom is qualified to serve as an election judge, are hereby appointed as absentee ballot board members for the School District's special election on November 4, 2025, to act as such at the absentee voting location listed below:

701 Minnesota Ave
Big Lake MN 55309

Co-Head Election Judge Tom Hanson
Co-Head Election Judge Su Johnson
Jan Anderson, Linda Delorenzo, Deb
Johnson, Brad Johnson, Carol Johnson, Bob
Kjellberg, Nancy Kjellberg, Deb Lindboe,
Nathan Marcks, Sue Stang, Anna
Thompson, Nikole Williams, Kim Johnson.
Alternates: Lonnie Francis, Gretchen
Martin, Paula Bieniek, Yvette Chuba, Ketti
Green.

4. The following individuals, each of whom is qualified to serve as an election judge, are hereby designated to deliver absentee ballots to hospital patients and residents of health care facilities in accordance with Minnesota Statutes, Section 203B.11, subdivision 1 for the School District's special election on November 4, 2025:

Co-Head Election Judge Tom Hanson
Co-Head Election Judge Su Johnson
Jan Anderson, Linda Delorenzo, Deb
Johnson, Brad Johnson, Carol Johnson, Bob
Kjellberg, Nancy Kjellberg, Deb Lindboe,
Nathan Marcks, Sue Stang, Anna
Thompson, Nikole Williams, Kim Johnson.
Alternates: Lonnie Francis, Gretchen
Martin, Paula Bieniek, Yvette Chuba, Ketti
Green.

After a roll call vote, the motion carried 6-0.

XVI. SET NOVEMBER 12, 2025 TO CANVASS THE NOVEMBER 4, 2025 SPECIAL ELECTION

A motion was made by Reasoner seconded by Sixberry to approve November 12, 2025 at 6:30 PM in the Middle School Student Center to canvass the November 4, 2025 special election with a work session to follow.

The motion carried 6-0.

XVII. APPROVE TIME CHANGE FOR THE SEPTEMBER 24, 2025 BOARD MEETING

A motion was made by Reasoner seconded by Nelson to approve the time change for the September 24, 2025 regular meeting from 6:30 PM to 7:00 PM at the Middle School Student Center.

The motion carried 6-0.

XVIII. SCHOOL BOARD COMMITTEE/REPRESENTATIVE UPDATES

- a. Finance—none
- b. Policy—none
- c. Buildings and Grounds—none
- d. School Board Representatives—none

XIX. SUPERINTENDENT REPORT

Superintendent Truebenbach gave his update to the board. Work sessions will be held in the Middle School Student Center instead of Middle School Room 60.

- a. Cabinet Department Update—Assistant Superintendent, Minda Anderson, gave an update on new teachers, back to school workshops, annual PD plan, and the Read Act. Director of Buildings and Grounds, TJ Zerwas, gave an update on the middle school projects.

XX. ANNOUNCE CLOSED MEETING FOR NEGOTIATION STRATEGY

Chair Reasoner read the closed meeting statement. A motion was made by Nelson seconded by Brown to enter a closed session for negotiation strategy following the adjournment of the regular meeting.

The motion carried 6-0.

XXI. ADJOURNMENT

Chair Reasoner adjourned the meeting. The meeting was adjourned at 7:53 PM.

Clerk, Lenette Brown
Approved September 24, 2025

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 107524-2147483647 Payment Date: 06/30/2025-9/30/2025

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
001	107524	CH	1	04267	BIG LAKE YOUTH ATHLETICS ASSOC	08/29/2025	\$361.00	165465	E 11 300 298 142 000 305	FY 25 CONCESSIONS WORKER ALLOCA	
Check Total:							\$361.00				
001	107525	CH	1	13497	BIG BLUE BOX	08/29/2025	\$6,600.00	165449	E 11 300 292 000 000 530	20' NEW (1 TRIP) STANDARD CONTAINE	
001	107525	CH	1	13497	BIG BLUE BOX	08/29/2025	\$320.00	165449	E 11 300 292 000 000 530	DELIVERY	
Check Total:							\$6,920.00				
001	107526	CH	1	12469	BIG INK	08/29/2025	\$164.00	165448	E 01 100 203 312 000 401	Computer Science sign	
001	107526	CH	1	12469	BIG INK	08/29/2025	\$40.01	165448	E 01 100 203 312 000 401	shipping estimate	
Check Total:							\$204.01				
001	107527	CH	1	07197	DEGOLIER QUALITY PAINTING, INC.	08/29/2025	\$6,605.00	165450	E 01 100 810 000 000 350	PAINTING OF (3) WALLS IN 205, 210, 212	
001	107527	CH	1	07197	DEGOLIER QUALITY PAINTING, INC.	08/29/2025	\$0.00	165450	E 01 100 810 000 000 350	PAINT ALL (4) WALLS TO MATCH SHERW	
Check Total:							\$6,605.00				
001	107528	CH	1	10349	ELITE SPORTSWEAR LP	08/29/2025	\$410.40	165451	E 04 500 560 122 321 436	XCEL Team Gymnastics Backpacks #L116	
001	107528	CH	1	10349	ELITE SPORTSWEAR LP	08/29/2025	\$26.95	165451	E 04 500 560 122 321 436	Shipping & Landling	
001	107528	CH	1	10349	ELITE SPORTSWEAR LP	08/29/2025	\$380.00	165452	E 04 500 560 122 321 436	CE SUPPLIES	
Check Total:							\$817.35				
001	107529	CH	1	12287	FIRST	08/29/2025	\$6,300.00	165464	E 11 300 291 160 000 820	S.P.U.D INC #6709 FIRST ROBOTICS COI	
Check Total:							\$6,300.00				
001	107530	CH	1	05341	MEDCO	08/29/2025	\$27.00	165454	E 11 300 292 000 000 401	Training Supplies for 25-26 school year - O	
001	107530	CH	1	05341	MEDCO	08/29/2025	\$3,252.34	165457	E 11 300 292 000 000 401	PO 34574 HS ATHLETIC TRAINING SUPP	
001	107530	CH	1	05341	MEDCO	08/29/2025	\$174.70	165455	E 11 300 292 000 000 401	PO 34574 HS ATHLETIC TRAINING SUPP	
Check Total:							\$3,454.04				
001	107531	CH	1	14264	MELROSE AREA SCHOOLS	08/29/2025	\$125.00	165453	E 11 300 294 113 000 369	08/25/2025 SCRIMMAGE	
Check Total:							\$125.00				
001	107532	CH	1	01146	MONTICELLO PRINTING	08/29/2025	\$41.31	165458	E 01 005 020 000 000 401	NOTARY STAMP - KIM JOHNSON	
Check Total:							\$41.31				
001	107533	CH	1	10217	OFFICE OF THE SECRETARY OF STATE	08/29/2025	\$120.00	165459	E 01 005 105 000 000 820	NOTARY (SOPHIA MOY)	
Check Total:							\$120.00				
001	107534	CH	1	10598	PLAISTED COMPANIES INC	08/29/2025	\$4,512.86	165456	E 01 005 810 000 000 401	CLASS 2 GRANITE	
Check Total:							\$4,512.86				
001	107535	CH	1	13642	SOCIAL CLUB SIMPLE	08/29/2025	\$20.00	165466	E 04 500 565 090 321 305	ONLINE CLASS POWER UP W/GOOGLE	
Check Total:							\$20.00				

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 107524-2147483647 Payment Date: 06/30/2025-9/30/2025

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
001	107536	CH	1	12068	THE WATSON COMPANY, INC.	08/29/2025	\$1,715.99	165463	E 11 300 298 000 000 490	HS CONCESSIONS	
Check Total:							\$1,715.99				
001	107538	CH	1	06532	VISION STAFFING	08/29/2025	\$1,665.30	165462	E 01 005 810 356 000 305	VISION STAFFING	
Check Total:							\$1,665.30				
001	107539	CH	1	13876	SPRING LAKE PARK SCHOOLS	08/29/2025	\$570.00	165472	E 01 998 211 000 000 390	24/25 CARE & TREATMENT	
Check Total:							\$570.00				
001	107540	CH	1	04148	VIKING COCA-COLA BOTTLING CO	08/29/2025	\$238.00	165460	E 11 300 298 000 000 490	HS CONCESSIONS	
001	107540	CH	1	04148	VIKING COCA-COLA BOTTLING CO	08/29/2025	\$2,133.25	165461	E 11 300 298 000 000 490	HS CONCESSIONS	
Check Total:							\$2,371.25				
001	107541	CH	1	10333	SHERBURNE NORTHERN WRIGHT SPE	09/05/2025	\$1,591.57	165523	E 01 005 105 000 000 391	FY 25 LEASE/NUTF SALARY CORRECTI	
001	107541	CH	1	10333	SHERBURNE NORTHERN WRIGHT SPE	09/05/2025	\$35,817.76	165523	E 12 005 850 000 389 335	FY 25 LEASE/NUTF SALARY CORRECTI	
Check Total:							\$37,409.33				
001	107542	CH	1	13979	AHNER, JODY	09/05/2025	\$814.36	165490	E 01 300 294 000 000 357	FOOTBALL INTERPRETER AUGUST 2025	
Check Total:							\$814.36				
001	107543	CH	1	05813	APPLE, INC	09/05/2025	\$658.00	165487	E 12 100 411 000 372 466	iPad 128 GB	
Check Total:							\$658.00				
001	107544	CH	1	13982	ASL INTERPRETING SERVICES INC	09/05/2025	\$143.00	165498	E 01 300 294 000 000 357	INTERPRETING SERVICES 08/20/2025	
Check Total:							\$143.00				
001	107545	CH	1	08417	AVIBEN	09/05/2025	\$425.14	165522	E 01 005 105 000 000 305	403(B) ADMIN & COMPLIANCE	
Check Total:							\$425.14				
001	107546	CH	1	13241	BENEFIT RESOURCE LLC	09/05/2025	\$200.00	165491	E 01 005 105 000 000 305	COBRA AUGUST 2025	
001	107546	CH	1	13241	BENEFIT RESOURCE LLC	09/05/2025	\$240.00	165492	E 01 005 105 000 000 305	COBRA AUGUST 2025	
Check Total:							\$440.00				
001	107547	CH	1	13984	BIELEJESKI, ELIZABETH	09/05/2025	\$686.25	165489	E 01 300 294 000 000 357	FOOTBALL PRACTICE 08/19, 08/20 & 08/21	
001	107547	CH	1	13984	BIELEJESKI, ELIZABETH	09/05/2025	\$164.38	165488	E 11 300 294 113 000 369	08/26 FOOTBALL PRACTICE INTERPRET	
Check Total:							\$850.63				
001	107548	CH	1	01475	CONNEXUS ENERGY	09/05/2025	\$1,087.66	165494	E 01 005 810 860 000 331	ELECTRICAL (GLENWOOD) 07/01/2025-08/01	
Check Total:							\$1,087.66				
001	107549	CH	1	01475	CONNEXUS ENERGY	09/05/2025	\$1,003.60	165493	E 01 005 810 860 000 331	ELECTRICAL (IRRIG SVC) 07/01/25-08/01	
Check Total:							\$1,003.60				
001	107550	CH	1	14223	CROSSTOWN MECHANICAL, INC.	09/05/2025	\$43,236.98	165495	E 02 300 770 000 701 530	REPLACEMENT COMPRESSOR, EVAPOI	

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 107524-2147483647 Payment Date: 06/30/2025-9/30/2025

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
001	107550	CH	1	14223	CROSSTOWN MECHANICAL, INC.	09/05/2025	\$48,225.02	165496	E 02 201 770 000 701 530	REPLACEMENT COMPRESSOR, EVAPOI	
Check Total:							\$91,462.00				
001	107551	CH	1	12810	DELTAMATH SOLUTIONS INC	09/05/2025	\$110.00	165497	E 01 201 256 000 000 406	DeltaMath Plus	
Check Total:							\$110.00				
001	107552	CH	1	13994	EGAN COMPANY	09/05/2025	\$680.00	165500	E 05 005 865 000 363 305	MIDDLE SCHOOL MONITORING 12 MON	
001	107552	CH	1	13994	EGAN COMPANY	09/05/2025	\$680.00	165501	E 05 005 865 000 363 305	LIBERTY SCHOOL MONITORING 12 MON	
001	107552	CH	1	13994	EGAN COMPANY	09/05/2025	\$680.00	165502	E 05 005 865 000 363 305	HIGH SCHOOL MONITORING 12 MONTH	
001	107552	CH	1	13994	EGAN COMPANY	09/05/2025	\$3,569.00	165503	E 05 201 865 000 363 350	MIDDLE SCHOOL FIRE SYSTEM INSPEC	
001	107552	CH	1	13994	EGAN COMPANY	09/05/2025	\$3,126.00	165504	E 05 110 865 000 363 350	LIBERTY SCHOOL FIRE SYSTEM INSPEC	
001	107552	CH	1	13994	EGAN COMPANY	09/05/2025	\$3,569.00	165505	E 05 300 865 000 363 350	HIGH SCHOOL FIRE SYSTEM INSPECTI	
001	107552	CH	1	13994	EGAN COMPANY	09/05/2025	\$680.00	165499	E 05 005 865 000 363 305	INDEPENDENCE MONITORING 12 MONT	
Check Total:							\$12,984.00				
001	107553	CH	1	12516	GILBERT MECHANICAL CONTRACTOR:	09/05/2025	\$2,804.94	165507	E 05 201 865 000 363 350	MS SPRINKLER REPAIRS	
001	107553	CH	1	12516	GILBERT MECHANICAL CONTRACTOR:	09/05/2025	\$1,170.00	165506	E 05 005 865 000 363 305	ANNUAL FIRE SPRINKLER SYSTEM INSI	
Check Total:							\$3,974.94				
001	107554	CH	1	12635	JAKE W LARSON	09/05/2025	\$310.00	165508	E 01 100 259 000 000 350	INDY PIANO TUNING	
Check Total:							\$310.00				
001	107555	CH	1	13490	KOESEL, TRACY	09/05/2025	\$264.00	165510	E 01 300 294 000 000 357	FB SIGN LANGUAGE SERVICES 08/21	
Check Total:							\$264.00				
001	107556	CH	1	13166	LRS OF MINNESOTA	09/05/2025	\$1,131.28	165509	E 01 300 810 000 000 333	HS WASTE SERVICES SEPTEMBER 202	
001	107556	CH	1	13166	LRS OF MINNESOTA	09/05/2025	\$966.01	165509	E 01 201 810 000 000 333	MS WASTE SERVICES SEPTEMBER 202	
001	107556	CH	1	13166	LRS OF MINNESOTA	09/05/2025	\$966.01	165509	E 01 100 810 000 000 333	INDY WASTE SERVICES SEPTEMBER 20	
001	107556	CH	1	13166	LRS OF MINNESOTA	09/05/2025	\$1,119.42	165509	E 01 110 810 000 000 333	LIBERTY WASTE SERVICES SEPTEMBE	
001	107556	CH	1	13166	LRS OF MINNESOTA	09/05/2025	\$169.23	165509	E 01 005 810 000 000 333	GROUNDS WASTE SERVICES SEPTEME	
001	107556	CH	1	13166	LRS OF MINNESOTA	09/05/2025	\$1,327.46	165509	E 01 005 810 000 000 333	ROLL OFF SERVICES	
Check Total:							\$5,679.41				
001	107557	CH	1	08353	M & M EXPRESS SALES & SERVICE	09/05/2025	\$147.42	165513	E 01 005 810 000 000 401	B&G SUPPLIES	
Check Total:							\$147.42				
001	107559	CH	1	13184	MNSU MANKATO	09/05/2025	\$1,000.00	165514	E 01 300 960 000 340 898	FY 25 SCHOLARSHIP	
Check Total:							\$1,000.00				
001	107560	CH	1	14016	NORTH CREST ACADEMY/ACTIVITY CE	09/05/2025	\$110.00	165527	E 04 500 560 122 321 369	TEAMS SPIRIT OF THE NORTH 10/04-10	
001	107560	CH	1	14016	NORTH CREST ACADEMY/ACTIVITY CE	09/05/2025	\$4,625.00	165527	E 04 500 560 122 321 369	PARTICIPANTS	
Check Total:							\$4,735.00				

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 107524-2147483647 Payment Date: 06/30/2025-9/30/2025

Pay/Void											
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
001	107561	CH	1	07575	NORTH DAKOTA STATE UNIVERSITY	09/05/2025	\$500.00	165515	E 01 300 960 000 340 898	FY 25 SCHOLARSHIP	
Check Total:							\$500.00				
001	107562	CH	1	10585	NORTH SHORE GYMNASTICS	09/05/2025	\$110.00	165524	E 04 500 560 122 321 369	TEAMS TURKEY TUMBLE 11/21-11/21	
001	107562	CH	1	10585	NORTH SHORE GYMNASTICS	09/05/2025	\$5,700.00	165524	E 04 500 560 122 321 369	PARTICIPANTS	
Check Total:							\$5,810.00				
001	107563	CH	1	09760	PREMIER LOCATING, INC.	09/05/2025	\$70.00	165511	E 01 005 810 000 000 305	TICKETS RECEIVED	
Check Total:							\$70.00				
001	107564	CH	1	12892	REVOLUTION GYMNASTICS CLUB, LLC	09/05/2025	\$110.00	165525	E 04 500 560 122 321 369	TEAMS THROWBACK CLASSIC 11/15-11/15	
001	107564	CH	1	12892	REVOLUTION GYMNASTICS CLUB, LLC	09/05/2025	\$4,750.00	165525	E 04 500 560 122 321 369	PARTICIPANTS THROWBACK CLASSIC 11/15-11/15	
Check Total:							\$4,860.00				
001	107565	CH	1	12587	RISING STARS GYMNASTICS	09/05/2025	\$100.00	165528	E 04 500 560 122 321 369	TEAMS HARVEST INVITATIONAL 10/18-11/18	
001	107565	CH	1	12587	RISING STARS GYMNASTICS	09/05/2025	\$4,370.00	165528	E 04 500 560 122 321 369	PARTICIPANTS HARVEST INVITATIONAL 10/18-11/18	
Check Total:							\$4,470.00				
001	107566	CH	1	12564	RUSSELL SECURITY RESOURCE, INC.	09/05/2025	\$385.25	165512	E 01 100 810 000 000 401	INDY B&G REPAIRS	
Check Total:							\$385.25				
001	107567	CH	1	13432	ST CLOUD OFFICIAL'S ASSOCIATION	09/05/2025	\$100.00	165516	E 11 300 292 000 000 305	25/26 ANNUAL ASSIGNING FEE	
Check Total:							\$100.00				
001	107568	CH	1	12721	SUCCESS BY DESIGN	09/05/2025	\$3,174.60	165518	E 01 100 203 902 000 401	Daily Planner, undated, page-per-day, year	
001	107568	CH	1	12721	SUCCESS BY DESIGN	09/05/2025	\$234.00	165518	E 01 100 203 902 000 401	Custom Options Cost	
001	107568	CH	1	12721	SUCCESS BY DESIGN	09/05/2025	\$327.05	165518	E 01 100 203 902 000 401	Shipping	
Check Total:							\$3,735.65				
001	107569	CH	1	14030	THE BOELTER COMPANIES, INC.	09/05/2025	\$31,388.79	165486	E 02 201 770 000 701 530	Gas Combi Oven for MS per attached quot	
Check Total:							\$31,388.79				
001	107570	CH	1	13349	TOWN & COUNTRY FENCE	09/05/2025	\$5,207.50	165519	E 05 110 850 000 302 510	FENDING AT LIBERTY ELEMENTARY PL	
Check Total:							\$5,207.50				
001	107571	CH	1	12758	TURNITIN LLC	09/05/2025	\$2,555.58	165520	E 05 201 220 602 302 406	FY26 Renewal	
001	107571	CH	1	12758	TURNITIN LLC	09/05/2025	\$2,555.58	165520	E 05 300 220 602 302 406	FY26 Renewal	
Check Total:							\$5,111.16				
001	107572	CH	1	06532	VISION STAFFING	09/05/2025	\$1,428.89	165521	E 01 005 810 356 000 305	GROUNDS WEEK OF 08/24/2025	
Check Total:							\$1,428.89				
001	107573	CH	1	13112	ELITE GYMNASTICS ACADEMY	09/05/2025	\$110.00	165526	E 04 500 560 122 321 369	TEAMS CANDYLAND INVITE 11/08-11/09	

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Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
001	107573	CH	1	13112	ELITE GYMNASTICS ACADEMY	09/05/2025	\$5,130.00	165526	E 04 500 560 122 321 369	PARTICIPANTS CANDYLAND INVITE 11/0	
Check Total:							\$5,240.00				
001	107574	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	09/05/2025	\$293.50	165550	B 01 215 081	Child Support	
001	107574	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	09/05/2025	\$298.00	165550	B 04 215 081	Payroll Deductions	
Check Total:							\$591.50				
001	107575	CH	1	04223	MN NCPERS LIFE INSURANCE	09/05/2025	\$80.00	165553	B 01 215 033	NCPR Life	
Check Total:							\$80.00				
001	107576	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	09/05/2025	\$464.12	165555	B 01 215 040	U Due Nc	
001	107576	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	09/05/2025	\$1.69	165555	B 04 215 040	U Dues Nc	
Check Total:							\$465.81				
001	107577	CH	1	14185	CHOICE ELECTRIC, INC.	09/12/2025	\$4,769.89	165787	E 01 110 810 000 000 350	B&G REPAIRS	
Check Total:							\$4,769.89				
001	107578	CH	1	12597	ADVANTAGE PRESS, INC.	09/12/2025	\$595.00	165734	E 01 100 203 290 000 401	764 - All Program Discount Set Elementary	
001	107578	CH	1	12597	ADVANTAGE PRESS, INC.	09/12/2025	\$47.60	165734	E 01 100 203 290 000 401	Shipping & Processing	
Check Total:							\$642.60				
001	107579	CH	1	13979	AHNER, JODY	09/12/2025	\$51.00	165733	E 01 300 294 000 000 357	AUGUST 2025 FOOTBALL SIGN LANGUA	
Check Total:							\$51.00				
001	107580	CH	1	12165	AMPLIFY EDUCATION INC.	09/12/2025	\$6,100.00	165727	E 05 201 260 602 302 406	full year earth science MS student	
001	107580	CH	1	12165	AMPLIFY EDUCATION INC.	09/12/2025	\$0.00	165727	E 05 201 260 602 302 406	full year earth science ms teacher	
001	107580	CH	1	12165	AMPLIFY EDUCATION INC.	09/12/2025	\$5,850.00	165727	E 05 201 260 602 302 406	full year life science student license	
001	107580	CH	1	12165	AMPLIFY EDUCATION INC.	09/12/2025	\$0.00	165727	E 05 201 260 602 302 406	full year life science teacher license	
001	107580	CH	1	12165	AMPLIFY EDUCATION INC.	09/12/2025	\$5,400.00	165727	E 05 201 260 602 302 406	full year physical science student license	
001	107580	CH	1	12165	AMPLIFY EDUCATION INC.	09/12/2025	\$0.00	165727	E 05 201 260 602 302 406	full year physical science teacher license	
Check Total:							\$17,350.00				
001	107581	CH	1	13982	ASL INTERPRETING SERVICES INC	09/12/2025	\$213.00	165732	E 01 300 294 000 000 357	INTERPRETING 08/27/2025	
Check Total:							\$213.00				
001	107582	CH	1	13984	BIELEJESKI, ELIZABETH	09/12/2025	\$125.00	165780	E 01 300 294 000 000 357	SIGN LANGUAGE INTERPRETER 09/06 F	
Check Total:							\$125.00				
001	107583	CH	1	01026	BLICK ART MATERIALS LLC	09/12/2025	\$37.68	165735	E 01 300 361 000 830 433	05160-1001 BLICK ECONOMY WHITE BR	
001	107583	CH	1	01026	BLICK ART MATERIALS LLC	09/12/2025	\$145.20	165735	E 01 300 361 000 830 433	43404-1012 MULTIFILLAMENT POLYESTI	
001	107583	CH	1	01026	BLICK ART MATERIALS LLC	09/12/2025	\$139.60	165735	E 01 300 361 000 830 433	06026-1002 VARNISH AND CHIP BRUSH	
001	107583	CH	1	01026	BLICK ART MATERIALS LLC	09/12/2025	\$34.80	165735	E 01 300 361 000 830 433	43242-3737 UNION ULTRASOFT PLASTIS	
001	107583	CH	1	01026	BLICK ART MATERIALS LLC	09/12/2025	\$67.65	165735	E 01 300 361 000 830 433	43242-2027 UNION ULTRASOFT PLASTIS	

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Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
001	107583	CH	1	01026	BLICK ART MATERIALS LLC	09/12/2025	\$27.62	165735	E 01 300 361 000 830 433	43242-5907 UNION ULTRASOFT PLASTIS	
001	107583	CH	1	01026	BLICK ART MATERIALS LLC	09/12/2025	\$31.82	165735	E 01 300 361 000 830 433	47193-5027 FN INK PLASTISOL INK LT BI	
001	107583	CH	1	01026	BLICK ART MATERIALS LLC	09/12/2025	\$50.57	165735	E 01 300 361 000 830 433	47193-9327 FN INK PLASTISOL INK SILVI	
001	107583	CH	1	01026	BLICK ART MATERIALS LLC	09/12/2025	\$32.35	165735	E 01 300 361 000 830 433	47193-9026 FN INK PLASTISOL INK GOLI	
001	107583	CH	1	01026	BLICK ART MATERIALS LLC	09/12/2025	\$66.78	165735	E 01 300 361 000 830 433	24149-1003 MASKING TAPE 3X60Y	
Check Total:							\$634.07				
001	107584	CH	1	14261	BUSWHERE LLC	09/12/2025	\$2,150.00	165736	E 01 005 760 000 720 405	SCHOOL BUS TRACKING SEPTEMBER 2	
Check Total:							\$2,150.00				
001	107585	CH	1	01035	CENTRAL MINNESOTA ERDC	09/12/2025	\$665.00	165737	E 01 005 110 000 000 366	08/26 CLASSROOM TRAINING PAYROLL	
Check Total:							\$665.00				
001	107586	CH	1	14276	CLASSY CAKES	09/12/2025	\$261.00	165789	E 11 300 298 000 000 490	HS CONCESSIONS	
Check Total:							\$261.00				
001	107587	CH	1	01475	CONNEXUS ENERGY	09/12/2025	\$155.01	165738	E 01 005 810 860 000 331	SOFTBALL CONCESSIONS ELECTRICAL	
001	107587	CH	1	01475	CONNEXUS ENERGY	09/12/2025	\$8,735.25	165738	E 01 100 810 000 000 331	INDY ELECTRICAL 07/11/2025-08/12/2025	
001	107587	CH	1	01475	CONNEXUS ENERGY	09/12/2025	\$8,765.34	165738	E 01 110 810 000 000 331	LIBERTY ELECTRICAL 07/11/2025-08/12/2025	
001	107587	CH	1	01475	CONNEXUS ENERGY	09/12/2025	\$282.13	165738	E 01 005 810 860 000 331	BASEBALL FIELD LIGHTS ELECTRICAL C	
001	107587	CH	1	01475	CONNEXUS ENERGY	09/12/2025	\$519.25	165738	E 01 005 810 860 000 331	SOFTBALL FIELD ELECTRICAL 07/11/2025	
Check Total:							\$18,456.98				
001	107588	CH	1	09529	DANCEWEAR SOLUTIONS, LLC	09/12/2025	\$14.95	165739	E 11 300 295 121 000 401	WHITE - LC	
001	107588	CH	1	09529	DANCEWEAR SOLUTIONS, LLC	09/12/2025	\$50.85	165739	E 11 300 295 121 000 401	WHITE XSA	
001	107588	CH	1	09529	DANCEWEAR SOLUTIONS, LLC	09/12/2025	\$152.55	165739	E 11 300 295 121 000 401	WHITE SA	
001	107588	CH	1	09529	DANCEWEAR SOLUTIONS, LLC	09/12/2025	\$152.55	165739	E 11 300 295 121 000 401	WHITE MA	
001	107588	CH	1	09529	DANCEWEAR SOLUTIONS, LLC	09/12/2025	\$33.90	165739	E 11 300 295 121 000 401	WHITE LA	
001	107588	CH	1	09529	DANCEWEAR SOLUTIONS, LLC	09/12/2025	\$16.95	165739	E 11 300 295 121 000 401	WHITE XL	
Check Total:							\$421.75				
001	107589	CH	1	12226	DARRYL WALETZKO	09/12/2025	\$33,075.00	165770	E 05 201 850 000 302 520	Add sidewalk and drainage for Media Cent	
001	107589	CH	1	12226	DARRYL WALETZKO	09/12/2025	\$550.00	165788	E 01 005 810 000 000 350	SPREAD CONBIT & HAUL OUT MATERIA	
Check Total:							\$33,625.00				
001	107590	CH	1	14162	DEGOLIER, JARRID	09/12/2025	\$1,500.00	165782	E 01 201 810 000 000 350	Demo and replace 12' x 8' damaged sheetr	
Check Total:							\$1,500.00				
001	107591	CH	1	04944	DOMINO'S PIZZA	09/12/2025	\$2,465.67	165790	E 11 300 298 000 000 490	HS CONCESSIONS	
Check Total:							\$2,465.67				

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description	
001	107592	CH	1	13994	EGAN COMPANY	09/12/2025	\$2,525.00	165743	E 05 110 865 000 363 350	REPAIR TO LIBERTY FIRE DOOR HOLDE	
Check Total:							\$2,525.00				
001	107593	CH	1	14228	ETCHOMATIC, INC.	09/12/2025	\$1,710.00	165740	E 01 300 361 000 830 433	A8411 AUTOTYPE FIVE STAR INDIRECT	
001	107593	CH	1	14228	ETCHOMATIC, INC.	09/12/2025	\$240.00	165740	E 01 300 361 000 830 433	DELTA II 8.5X11 100 SHEETS PER BOX 4	
001	107593	CH	1	14228	ETCHOMATIC, INC.	09/12/2025	\$25.00	165740	E 01 300 361 000 830 433	WHITE RHINO HEAT TRANS ADHESIVE 1	
001	107593	CH	1	14228	ETCHOMATIC, INC.	09/12/2025	\$197.00	165740	E 01 300 361 000 830 433	SHIPPING	
Check Total:							\$2,172.00				
001	107594	CH	1	14270	EVERWAY, LLC	09/12/2025	\$6,647.92	165741	E 12 005 411 000 372 406	Unique Learning System	
001	107594	CH	1	14270	EVERWAY, LLC	09/12/2025	\$554.97	165741	E 12 005 411 000 372 406	SymbolStix PRIME	
001	107594	CH	1	14270	EVERWAY, LLC	09/12/2025	\$1,559.94	165741	E 12 005 411 000 372 406	News2You	
Check Total:							\$8,762.83				
001	107595	CH	1	12411	GBR	09/12/2025	\$148.00	165748	E 01 100 219 000 339 358	INDY INTERPRETING 09/02/2025	
001	107595	CH	1	12411	GBR	09/12/2025	\$320.36	165747	E 01 110 219 000 339 358	LIBERTY INTERPRETING 09/02/2025	
Check Total:							\$468.36				
001	107596	CH	1	13255	GLOBAL VENDING GROUP, INC	09/12/2025	\$74.95	165745	E 01 100 203 290 000 401	1 x Inchy the Bookworm Tokens (100 ct) (I	
Check Total:							\$74.95				
001	107597	CH	1	06230	GOPHER STATE ONE-CALL	09/12/2025	\$1.35	165750	E 01 005 810 000 000 350	TICKET RECEIVED	
Check Total:							\$1.35				
001	107598	CH	1	13923	HIGH POINT NETWORKS, LLC	09/12/2025	\$27.22	165744	E 01 005 630 000 000 455	BALANCE DUE	
Check Total:							\$27.22				
001	107599	CH	1	08952	HOUGHTON MIFFLIN HARCOART PUBL	09/12/2025	\$775.50	165749	E 05 100 203 602 302 460	9780544193840 Math in Focus Student W	
001	107599	CH	1	08952	HOUGHTON MIFFLIN HARCOART PUBL	09/12/2025	\$775.50	165749	E 05 100 203 602 302 460	9780544193857. Math in Focus Student W	
001	107599	CH	1	08952	HOUGHTON MIFFLIN HARCOART PUBL	09/12/2025	\$248.16	165749	E 05 100 203 602 302 460	shipping	
Check Total:							\$1,799.16				
001	107600	CH	1	12484	HUBBARD ELECTRIC INC	09/12/2025	\$4,518.03	165751	E 01 201 810 000 000 350	MS B&G REPAIRS	
001	107600	CH	1	12484	HUBBARD ELECTRIC INC	09/12/2025	\$4,936.70	165746	E 02 201 770 000 701 530	CONDUIT & WIRING OF NEW 150 AMP E	
Check Total:							\$9,454.73				
001	107601	CH	1	12635	JAKE W LARSON	09/12/2025	\$155.00	165754	E 01 201 259 000 000 430	MS PIANO TUNING	
Check Total:							\$155.00				
001	107602	CH	1	13490	KOESEL, TRACY	09/12/2025	\$144.00	165752	E 01 300 294 000 000 357	08/29 SIGN LANGUAGE AT HIGH SCHOO	
Check Total:							\$144.00				

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001	107603	CH	1	03183	KROMER COMPANY	09/12/2025	\$21,899.70	165783	E 01 005 810 000 000 530	QUOTE #3444 SEE ATTACHED	
Check Total:							\$21,899.70				
001	107604	CH	1	13130	LINDSEY OSTERMAN	09/12/2025	\$1,416.00	165753	E 01 300 790 000 699 303	PCN MEDIA CONSULTANT AUGUST 2025	
Check Total:							\$1,416.00				
001	107605	CH	1	01121	MASSP	09/12/2025	\$989.00	165778	E 01 201 605 000 000 820	MASSP MEMBERSHIP MEMBER #11236	
Check Total:							\$989.00				
001	107606	CH	1	05341	MEDCO	09/12/2025	\$13.56	165757	E 11 300 292 000 000 401	PO 34574 KT HEALTH BLISTER TREATM	
001	107606	CH	1	05341	MEDCO	09/12/2025	\$2.52	165759	E 11 300 292 000 000 401	PO 34574 HS SAM FINGER SPLINT	
Check Total:							\$16.08				
001	107607	CH	1	01594	MN DEPT OF LABOR AND INDUSTRY	09/12/2025	\$145.00	165784	E 01 201 810 000 000 305	MS ELEVATOR ANNUAL INSPECTION	
Check Total:							\$145.00				
001	107608	CH	1	01146	MONTICELLO PRINTING	09/12/2025	\$510.57	165760	E 01 300 790 000 699 401	SPIRITFEST POSTCARDS	
Check Total:							\$510.57				
001	107609	CH	1	10547	MTI DISTRIBUTING, INC.	09/12/2025	\$1,254.86	165758	E 01 005 810 000 000 401	B&G SUPPLIES	
Check Total:							\$1,254.86				
001	107610	CH	1	10327	NAC MECHANICAL AND ELECTRICAL S	09/12/2025	\$1,402.02	165755	E 05 201 865 000 349 350	MS RUBUILT AND TESTED 1 RPZ	
001	107610	CH	1	10327	NAC MECHANICAL AND ELECTRICAL S	09/12/2025	\$3,293.73	165756	E 01 005 810 359 000 405	SOFTWARE UPDATE TO DISTRICT BAS :	
001	107610	CH	1	10327	NAC MECHANICAL AND ELECTRICAL S	09/12/2025	\$0.00	165756	E 01 005 810 359 000 405	PRICE INCLUDES INSTALLATION OF LIC	
Check Total:							\$4,695.75				
001	107611	CH	1	13016	NORTHLAND REFRIGERATION INCORP	09/12/2025	\$1,162.84	165785	E 01 110 810 000 000 350	08/20 REPLACED/REPAIRED LEAKING H	
Check Total:							\$1,162.84				
001	107612	CH	1	04315	NOVACARE REHABILITATION	09/12/2025	\$18,033.00	165761	E 11 300 292 000 000 305	ATHLETIC TRAINING 2025/2026	
Check Total:							\$18,033.00				
001	107613	CH	1	01175	POSTMASTER	09/12/2025	\$2,500.00	165762	B 01 131 002	PERMIT #9	
Check Total:							\$2,500.00				
001	107614	CH	1	13220	RUMPCA-BARRETT, JOELYN	09/12/2025	\$1,049.00	165763	E 04 500 570 000 321 305	CPR, AED & FIRST AID	
Check Total:							\$1,049.00				
001	107615	CH	1	05130	SHERBURNE COUNTY SHERIFF'S OFF	09/12/2025	\$50,000.00	165766	E 01 005 715 000 342 310	25/26 SCHOOL RESOURCE OFFICER	
Check Total:							\$50,000.00				
001	107616	CH	1	14275	STARRY ELECTRIC, INC.	09/12/2025	\$1,400.00	165765	E 01 005 810 000 000 305	BUCKET TRUCK WITH OPERATOR 08/21	
Check Total:							\$1,400.00				
001	107617	CH	1	14192	STEVE'O'SEPTIC	09/12/2025	\$216.60	165781	E 11 300 292 000 000 335	AUGUST 2025 PORTABLE TOILET RENT/	

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001	107617	CH	1	14192	STEVE'O'SEPTIC	09/12/2025	\$581.00	165781	E 04 500 505 000 321 335	AUGUST 2025 PORTABLE TOILET RENT/	
Check Total:							\$797.60				
001	107618	CH	1	14271	SYSTEMATIC TECHNOLOGIES, LLC.	09/12/2025	\$1,085.71	165764	E 01 005 630 000 000 405	DIG DW-SPECTRUMLSC001-SINGLE LIC	
Check Total:							\$1,085.71				
001	107619	CH	1	12068	THE WATSON COMPANY, INC.	09/12/2025	\$391.28	165773	E 11 300 298 000 000 490	HS CONCESSIONS	
001	107619	CH	1	12068	THE WATSON COMPANY, INC.	09/12/2025	\$484.59	165791	E 11 300 298 000 000 490	HS CONCESSIONS	
Check Total:							\$875.87				
001	107620	CH	1	13212	THREE SONS HARDWARE LLC	09/12/2025	\$52.20	165786	E 01 300 810 000 000 401	B&G SUPPLIES	
001	107620	CH	1	13212	THREE SONS HARDWARE LLC	09/12/2025	\$13.98	165786	E 01 201 810 000 000 401	B&G SUPPLIES	
Check Total:							\$66.18				
001	107621	CH	1	12762	T-MOBILE	09/12/2025	\$140.00	165767	E 01 005 630 000 000 320	HOT SPOTS 07/21/2025-08/20/2025	
Check Total:							\$140.00				
001	107622	CH	1	01229	UNIVERSITY OF MINNESOTA	09/12/2025	\$27.00	165779	E 12 100 407 000 740 433	Articulation Cards	
001	107622	CH	1	01229	UNIVERSITY OF MINNESOTA	09/12/2025	\$27.00	165779	E 12 100 407 000 740 433	Phoneme/Grapheme Cards (large)	
001	107622	CH	1	01229	UNIVERSITY OF MINNESOTA	09/12/2025	\$12.00	165779	E 12 100 407 000 740 433	Consonant Chart Poster	
001	107622	CH	1	01229	UNIVERSITY OF MINNESOTA	09/12/2025	\$12.00	165779	E 12 100 407 000 740 433	Vowel Valley Poster	
001	107622	CH	1	01229	UNIVERSITY OF MINNESOTA	09/12/2025	\$12.00	165779	E 12 100 407 000 740 433	Phoneme/Grapheme Poster	
001	107622	CH	1	01229	UNIVERSITY OF MINNESOTA	09/12/2025	\$45.00	165779	E 12 100 407 000 740 433	Alphabet Wall Strip	
001	107622	CH	1	01229	UNIVERSITY OF MINNESOTA	09/12/2025	\$11.00	165779	E 12 100 407 000 740 433	Shippig	
Check Total:							\$146.00				
001	107623	CH	1	04148	VIKING COCA-COLA BOTTLING CO	09/12/2025	\$517.00	165769	E 11 300 298 000 000 490	HS CONCESSIONS	
Check Total:							\$517.00				
001	107624	CH	1	06532	VISION STAFFING	09/12/2025	\$1,046.41	165768	E 01 005 810 356 000 305	GROUNDS WEEK WORKED 08/31/2025	
Check Total:							\$1,046.41				
001	107625	CH	1	07217	WINLECTRIC	09/12/2025	\$201.19	165772	E 01 110 810 000 000 401	LIBERTY B&G TRACE LITE PIT & LED HE	
Check Total:							\$201.19				
001	107626	CH	1	10633	WOLD ARCHITECTS AND ENGINEERS	09/12/2025	\$45,271.80	165775	E 05 300 866 000 366 305	2026 HS POOL HVAC	
Check Total:							\$45,271.80				
001	107627	CH	1	08807	WRECK-LESS DRIVING ACADEMY	09/12/2025	\$495.00	165774	E 01 300 211 000 320 369	DRIVING ADADEMY 09/10-09/25	
Check Total:							\$495.00				
001	107628	CH	1	14043	ZAHAYRA DIAZ VILLASENOR	09/12/2025	\$560.00	165771	E 01 100 219 000 339 358	08/25 & 08/26 INTERPRETING SERVICES	
Check Total:							\$560.00				

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Check Number: 107524-2147483647 Payment Date: 06/30/2025-9/30/2025

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
001	107629	CH	1	14009	ARBITERSPORTS LLC	09/12/2025	\$2,960.00	165804	B 11 131 001	GRADES 7-12TH SUBSCRIPTION 08/01/2	
Check Total:							\$2,960.00				
001	107630	CH	1	12165	AMPLIFY EDUCATION INC.	09/19/2025	\$0.00	165819	E 05 201 220 602 302 406	ELA G6 Teacher license	
001	107630	CH	1	12165	AMPLIFY EDUCATION INC.	09/19/2025	\$22,080.00	165819	E 05 201 220 602 302 460	ELA G6 Student License	
001	107630	CH	1	12165	AMPLIFY EDUCATION INC.	09/19/2025	\$1,863.00	165819	E 05 201 220 602 302 460	G6 summer of mariposas	
001	107630	CH	1	12165	AMPLIFY EDUCATION INC.	09/19/2025	\$8,172.00	165819	E 05 201 220 602 302 460	G6 writing journal	
001	107630	CH	1	12165	AMPLIFY EDUCATION INC.	09/19/2025	\$2,691.00	165819	E 05 201 220 602 302 460	G6 student edition	
001	107630	CH	1	12165	AMPLIFY EDUCATION INC.	09/19/2025	\$0.00	165819	E 05 201 220 602 302 406	G7 teacher license	
001	107630	CH	1	12165	AMPLIFY EDUCATION INC.	09/19/2025	\$22,080.00	165819	E 05 201 220 602 302 406	G7 student license	
001	107630	CH	1	12165	AMPLIFY EDUCATION INC.	09/19/2025	\$1,368.50	165819	E 05 201 220 602 302 460	G7 a raisin in the sun	
001	107630	CH	1	12165	AMPLIFY EDUCATION INC.	09/19/2025	\$7,776.00	165819	E 05 201 220 602 302 460	G7 writing journal	
001	107630	CH	1	12165	AMPLIFY EDUCATION INC.	09/19/2025	\$2,691.00	165819	E 05 201 220 602 302 460	G7 student edition	
001	107630	CH	1	12165	AMPLIFY EDUCATION INC.	09/19/2025	\$0.00	165819	E 05 201 220 602 302 406	G8 teacher license	
001	107630	CH	1	12165	AMPLIFY EDUCATION INC.	09/19/2025	\$22,080.00	165819	E 05 201 220 602 302 406	G8 student license	
001	107630	CH	1	12165	AMPLIFY EDUCATION INC.	09/19/2025	\$1,736.50	165819	E 05 201 220 602 302 460	G8 gris grimly's frankenstein	
001	107630	CH	1	12165	AMPLIFY EDUCATION INC.	09/19/2025	\$690.00	165819	E 05 201 220 602 302 460	G8 narrative of the live of frederick	
001	107630	CH	1	12165	AMPLIFY EDUCATION INC.	09/19/2025	\$6,840.00	165819	E 05 201 220 602 302 460	G8 writing journal	
001	107630	CH	1	12165	AMPLIFY EDUCATION INC.	09/19/2025	\$2,691.00	165819	E 05 201 220 602 302 460	G8 student edition	
001	107630	CH	1	12165	AMPLIFY EDUCATION INC.	09/19/2025	\$19,980.00	165819	E 05 201 220 602 302 406	Boost reading 6-8	
001	107630	CH	1	12165	AMPLIFY EDUCATION INC.	09/19/2025	\$4,382.28	165819	E 05 201 220 602 302 460	shipping	
Check Total:							\$127,121.28				
001	107631	CH	1	13465	ANDERSON, JULIE	09/19/2025	\$7,040.00	165820	E 04 500 565 090 321 305	CE CLASSES	
Check Total:							\$7,040.00				
001	107632	CH	1	13497	BIG BLUE BOX	09/19/2025	\$3,200.00	165823	E 11 300 293 111 000 530	20' SINGLE USE/NEW CONTAINER-STD I	
001	107632	CH	1	13497	BIG BLUE BOX	09/19/2025	\$160.00	165823	E 11 300 293 111 000 530	DELIVERY	
Check Total:							\$3,360.00				
001	107633	CH	1	01026	BLICK ART MATERIALS LLC	09/19/2025	\$102.06	165822	E 01 300 212 000 000 430	07015-1017 blick economy cotton canvas p	
001	107633	CH	1	01026	BLICK ART MATERIALS LLC	09/19/2025	\$210.80	165822	E 01 300 212 000 000 430	07015-1005 block economy cotton canvas	
001	107633	CH	1	01026	BLICK ART MATERIALS LLC	09/19/2025	\$155.92	165822	E 01 300 212 000 000 430	07015-1023 blick iconomy cotton canvas pi	
001	107633	CH	1	01026	BLICK ART MATERIALS LLC	09/19/2025	\$20.25	165822	E 01 300 212 000 000 430	14006-1123 richeson black art paper bulk p	
001	107633	CH	1	01026	BLICK ART MATERIALS LLC	09/19/2025	\$121.46	165822	E 01 300 212 000 000 430	20009-1048 stabilo carbothello pastel penc	
001	107633	CH	1	01026	BLICK ART MATERIALS LLC	09/19/2025	\$73.69	165822	E 01 300 212 000 000 430	20009-1060 STABILO CARBOTHELLO PA	
001	107633	CH	1	01026	BLICK ART MATERIALS LLC	09/19/2025	\$17.01	165822	E 01 300 212 000 000 430	20012-0129 SAKURA CRAY-PAS EXPRES	

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001	107633	CH	1	01026	BLICK ART MATERIALS LLC	09/19/2025	\$21.12	165822	E 01 300 212 000 000 430	20012-1129 SAKURA CRAY-PAS EXPRES
001	107633	CH	1	01026	BLICK ART MATERIALS LLC	09/19/2025	\$110.70	165822	E 01 300 212 000 000 430	20012-0509 SAKURA CRAY-PAS EXPRES
001	107633	CH	1	01026	BLICK ART MATERIALS LLC	09/19/2025	\$464.68	165822	E 01 300 212 000 000 430	10209-1034 blick sulphite drawing papers 2
001	107633	CH	1	01026	BLICK ART MATERIALS LLC	09/19/2025	\$56.50	165822	E 01 300 212 000 000 430	14002-1005 RICHESON 90 LB BULK DRA
001	107633	CH	1	01026	BLICK ART MATERIALS LLC	09/19/2025	\$79.12	165822	E 01 300 212 000 000 430	10800-1009 STRATHMORE 400 SERIES F
001	107633	CH	1	01026	BLICK ART MATERIALS LLC	09/19/2025	\$39.84	165822	E 01 300 212 000 000 430	10800-1005 STRATHMORE 400 SERIES F
001	107633	CH	1	01026	BLICK ART MATERIALS LLC	09/19/2025	\$25.16	165822	E 01 300 212 000 000 430	10800-1023 STRATHMORE 400 SERIES F
001	107633	CH	1	01026	BLICK ART MATERIALS LLC	09/19/2025	\$47.52	165822	E 01 300 212 000 000 430	21026-1020 BLIKC KNEADED ERASER M
001	107633	CH	1	01026	BLICK ART MATERIALS LLC	09/19/2025	\$33.96	165822	E 01 300 212 000 000 430	21519-1024 BLOICK SOAP ERASER SMA
001	107633	CH	1	01026	BLICK ART MATERIALS LLC	09/19/2025	\$60.90	165822	E 01 300 212 000 000 430	21597-2020 GENERALS FACTIS MECHAN
001	107633	CH	1	01026	BLICK ART MATERIALS LLC	09/19/2025	\$30.24	165822	E 01 300 212 000 000 430	20418-2041 GENERALS CHARCOAL PEN
001	107633	CH	1	01026	BLICK ART MATERIALS LLC	09/19/2025	\$30.24	165822	E 01 300 212 000 000 430	20418-1001 GENERALS WHITE 558 CHAI
001	107633	CH	1	01026	BLICK ART MATERIALS LLC	09/19/2025	\$30.00	165822	E 01 300 212 000 000 430	20508-1001 PRISMACOLOR PREMIER C
001	107633	CH	1	01026	BLICK ART MATERIALS LLC	09/19/2025	\$30.00	165822	E 01 300 212 000 000 430	20508-1010 PRISMACOLOR PREMIER C
001	107633	CH	1	01026	BLICK ART MATERIALS LLC	09/19/2025	\$15.00	165822	E 01 300 212 000 000 430	20508-3151 PRIMACOLOR PREMIER COI
001	107633	CH	1	01026	BLICK ART MATERIALS LLC	09/19/2025	\$279.60	165822	E 01 300 212 000 000 430	20508-0150 PRIMACOLOR PREMIER COI
001	107633	CH	1	01026	BLICK ART MATERIALS LLC	09/19/2025	\$144.70	165822	E 01 300 212 000 000 430	20508-1209 PRISMACOLOR PREMIER C
001	107633	CH	1	01026	BLICK ART MATERIALS LLC	09/19/2025	\$202.14	165822	E 01 300 212 000 000 430	10209-1039 BLICK SULPHITE 80LB DRAV
001	107633	CH	1	01026	BLICK ART MATERIALS LLC	09/19/2025	\$96.48	165822	E 01 300 212 000 000 430	10209-1033 BLICK SULPHITE DRAWING
001	107633	CH	1	01026	BLICK ART MATERIALS LLC	09/19/2025	\$110.00	165822	E 01 300 212 000 000 430	00717-6548 LIQUITEX BASICS PRISM VIK
001	107633	CH	1	01026	BLICK ART MATERIALS LLC	09/19/2025	\$220.00	165822	E 01 300 212 000 000 430	00717-7064 LIQUITEX BASICS PHTHALO
001	107633	CH	1	01026	BLICK ART MATERIALS LLC	09/19/2025	\$220.00	165822	E 01 300 212 000 000 430	00717-2044 LIQUITEX BASICS - MARS BI
001	107633	CH	1	01026	BLICK ART MATERIALS LLC	09/19/2025	\$220.00	165822	E 01 300 212 000 000 430	00717-5924 LIQUITEX BASICS PRIMARY
001	107633	CH	1	01026	BLICK ART MATERIALS LLC	09/19/2025	\$220.00	165822	E 01 300 212 000 000 430	00717-1014 LIQUITEX BASICS - TITANIUM
001	107633	CH	1	01026	BLICK ART MATERIALS LLC	09/19/2025	\$220.00	165822	E 01 300 212 000 000 430	00717-3234 LIQUITEX BASICS CADMIUM
001	107633	CH	1	01026	BLICK ART MATERIALS LLC	09/19/2025	\$220.00	165822	E 01 300 212 000 000 430	00717-4194 LIQUITEX BASICS CADMIUM
001	107633	CH	1	01026	BLICK ART MATERIALS LLC	09/19/2025	\$304.20	165822	E 01 300 212 000 000 430	05010-1001 BLICK ECONOMY SABELINE
001	107633	CH	1	01026	BLICK ART MATERIALS LLC	09/19/2025	\$85.00	165822	E 01 300 212 000 000 430	23903-1014 ELMERS RUBBER CEMENT
001	107633	CH	1	01026	BLICK ART MATERIALS LLC	09/19/2025	\$100.80	165822	E 01 300 212 000 000 430	24149-1001 BLICK GENERAL PURPOSE I
001	107633	CH	1	01026	BLICK ART MATERIALS LLC	09/19/2025	\$239.40	165822	E 01 300 212 000 000 430	24146-1060 BLICK PANTERS TAPE 1:X60
001	107633	CH	1	01026	BLICK ART MATERIALS LLC	09/19/2025	\$20.91	165822	E 01 300 212 000 000 430	00306-5118 PRANG WATERCOLOR REFI
001	107633	CH	1	01026	BLICK ART MATERIALS LLC	09/19/2025	\$20.91	165822	E 01 300 212 000 000 430	00306-6728 PRANG WATERCOLOR REFI
001	107633	CH	1	01026	BLICK ART MATERIALS LLC	09/19/2025	\$266.96	165822	E 01 300 212 000 000 430	Indy Art Supplies

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Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
001	107633	CH	1	01026	BLICK ART MATERIALS LLC	09/19/2025	\$19.32	165822	E 01 300 212 000 000 430	00306-3399 PRANG WATERCOLOR REFI	
Check Total:							\$4,986.59				
001	107634	CH	1	10336	BOULDER POINTE EQUESTRIAN AND E	09/19/2025	\$3,260.00	165821	E 04 500 585 000 332 305	CE CAMPS	
Check Total:							\$3,260.00				
001	107635	CH	1	13368	CHESS & STRATEGY GAME ASSOCIATI	09/19/2025	\$135.80	165824	E 04 500 585 000 332 305	ROBOTICS PROBLEM SOLVERS	
Check Total:							\$135.80				
001	107636	CH	1	13736	EAST CENTRAL MN EDUCATIONAL CAF	09/19/2025	\$4,063.51	165825	E 01 005 108 000 311 320	1ST QRT BILL 2025-26 CENTRAL MN	
Check Total:							\$4,063.51				
001	107637	CH	1	13254	IMAGINE LEARNING LLC	09/19/2025	\$11,200.00	165826	E 01 400 203 000 000 460	IS ELEMENTARY COURSE ALL WORKBC	
Check Total:							\$11,200.00				
001	107638	CH	1	08465	INNOVATIVE OFFICE SOLUTIONS	09/19/2025	\$34,392.66	165840	E 05 201 208 000 302 530	MS CHAIRS	
Check Total:							\$34,392.66				
001	107639	CH	1	14200	JACKSON & ASSOCIATES LLC	09/19/2025	\$2,707.50	165827	E 01 005 810 353 000 520	CLAIM #891485510 JULY 2025	
Check Total:							\$2,707.50				
001	107640	CH	1	14278	KATRINE NAU-JACKSON	09/19/2025	\$100.00	165828	E 04 500 580 000 325 305	PROFESSIONAL DEVELOPMENT COURSE	
001	107640	CH	1	14278	KATRINE NAU-JACKSON	09/19/2025	\$100.00	165828	E 04 500 570 000 321 305	PROFESSIONAL DEVELOPMENT COURSE	
Check Total:							\$200.00				
001	107641	CH	1	06778	LEARNING OPPORTUNITIES, INC.	09/19/2025	\$2,967.41	165829	E 01 110 620 000 000 470	LIBERTY SUPPLIES	
Check Total:							\$2,967.41				
001	107642	CH	1	04473	LEE'S PRO SHOP	09/19/2025	\$136.00	165830	E 11 300 295 188 000 401	jst55 Black Jackets	
001	107642	CH	1	04473	LEE'S PRO SHOP	09/19/2025	\$22.19	165830	E 11 300 295 188 000 401	Shipping & handling	
Check Total:							\$158.19				
001	107643	CH	1	01146	MONTICELLO PRINTING	09/19/2025	\$113.60	165831	E 01 300 790 000 699 329	NCOA, PRESORT, INKJET AND DROP MA	
001	107643	CH	1	01146	MONTICELLO PRINTING	09/19/2025	\$224.75	165833	E 01 100 203 000 000 430	EMOTION, TREE OF CHOICES AND TOP	
Check Total:							\$338.35				
001	107644	CH	1	13016	NORTHLAND REFRIGERATION INCORP	09/19/2025	\$11,650.00	165832	E 15 110 867 000 380 520	PO 33063 LEAD/LAG CONTROLS FOR LI	
Check Total:							\$11,650.00				
001	107645	CH	1	1016	O'REILLY AUTOMOTIVE, INC.	09/19/2025	\$90.92	165835	E 01 005 810 000 000 401	B&G FILTERS	
Check Total:							\$90.92				
001	107646	CH	1	10030	ST. CLOUD TECHNICAL & COMMUNITY	09/19/2025	\$1,000.00	165837	E 01 300 960 000 340 898	FY 25 SCHOLARSHIP STUDENT ID #1706	
Check Total:							\$1,000.00				

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Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	107647	CH	1 12845	SYSCO-MINNESOTA INC	09/19/2025	\$32.52	165836	E 02 300 770 000 701 401	HS KITCHEN SUPPLIES
						Check Total:	\$32.52		
001	107648	CH	1 06532	VISION STAFFING	09/19/2025	\$1,335.52	165838	E 01 005 810 356 000 305	GROUNDS WEEK OF 09/07/2025
						Check Total:	\$1,335.52		
001	107649	CH	1 01165	XCEL ENERGY-NSP	09/19/2025	\$357.64	165839	E 01 110 810 000 000 330	LIBERTY GAS P302291437 08/07/2025-09
						Check Total:	\$357.64		
001	107650	CH	1 13979	AHNER, JODY	09/19/2025	\$520.21	165852	E 01 300 294 000 000 357	INTERPRETER FB SEPTEMBER 2025
						Check Total:	\$520.21		
001	107651	CH	1 13984	BIELEJESKI, ELIZABETH	09/19/2025	\$150.00	165853	E 01 300 294 000 000 357	INTERPRETER FB PRACTICE 9/10/2025
						Check Total:	\$150.00		
001	107652	CH	1 13490	KOESEL, TRACY	09/19/2025	\$112.50	165854	E 01 300 294 000 000 357	SIGN LANGUAGE HS FB PRACTICE 09/0
						Check Total:	\$112.50		
001	107653	CH	1 05341	MEDCO	09/19/2025	\$288.60	165855	E 11 300 292 000 000 401	PO 34574 HS ATHLETICS PRO-TRAINER
						Check Total:	\$288.60		
001	107654	CH	1 05050	MSHSM	09/19/2025	\$700.00	165856	E 11 300 291 161 000 820	25/26 REGISTRATION FEES
						Check Total:	\$700.00		
Bank 001 Total:							\$755,065.47		
Report Total:							\$755,065.47		

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Payment Reg by Check-No Voids

Check Number: 107655-2147483647 Payment Date: 7/1/2025-9/30/2025

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Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
001	107655	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	09/19/2025	\$452.30	165869	B 01 215 081	Child Support	
001	107655	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	09/19/2025	\$268.33	165869	B 04 215 081	Payroll Deductions	
Check Total:								\$720.63			
001	107656	CH	1	12504	MN PEIP	09/19/2025	\$304,366.06	165882	B 01 215 030	OCTOBER 2025 HEALTH	
001	107656	CH	1	12504	MN PEIP	09/19/2025	\$11,725.76	165882	B 04 215 030	OCTOBER 2025 HEALTH	
001	107656	CH	1	12504	MN PEIP	09/19/2025	\$4,101.18	165882	B 05 215 030	OCTOBER 2025 HEALTH	
001	107656	CH	1	12504	MN PEIP	09/19/2025	\$604.56	165882	B 11 215 030	OCTOBER 2025 HEALTH	
001	107656	CH	1	12504	MN PEIP	09/19/2025	\$63,224.67	165882	B 12 215 030	OCTOBER 2025 HEALTH	
001	107656	CH	1	12504	MN PEIP	09/19/2025	\$79,348.67	165882	B 01 215 051	OCTOBER 2025 HEALTH	
001	107656	CH	1	12504	MN PEIP	09/19/2025	\$1,465.78	165882	B 04 215 051	OCTOBER 2025 HEALTH	
001	107656	CH	1	12504	MN PEIP	09/19/2025	\$581.56	165882	B 05 215 051	OCTOBER 2025 HEALTH	
001	107656	CH	1	12504	MN PEIP	09/19/2025	\$6,126.02	165882	B 12 215 051	OCTOBER 2025 HEALTH	
Check Total:								\$471,544.26			
001	107657	CH	1	14034	NORTH DAKOTA CHILD SUPPORT DIVI:	09/19/2025	\$305.06	165871	B 12 215 081	Child Support	
Check Total:								\$305.06			
001	107658	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	09/19/2025	\$464.12	165874	B 01 215 040	U Due Nc	
001	107658	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	09/19/2025	\$33.38	165874	B 04 215 040	U Dues Nc	
Check Total:								\$497.50			
001	107659	CH	1	12165	AMPLIFY EDUCATION INC.	09/26/2025	\$0.00	165894	E 05 110 203 602 302 406	GK teacher license	
001	107659	CH	1	12165	AMPLIFY EDUCATION INC.	09/26/2025	\$0.00	165894	E 05 110 203 602 302 406	GK student license	
001	107659	CH	1	12165	AMPLIFY EDUCATION INC.	09/26/2025	\$40,320.00	165894	E 05 110 203 602 302 460	GK consumable set	
001	107659	CH	1	12165	AMPLIFY EDUCATION INC.	09/26/2025	\$30,240.00	165894	E 05 110 203 602 302 460	GK classroom kit	
001	107659	CH	1	12165	AMPLIFY EDUCATION INC.	09/26/2025	\$17,712.00	165894	E 05 110 203 602 302 406	boost	
001	107659	CH	1	12165	AMPLIFY EDUCATION INC.	09/26/2025	\$0.00	165894	E 05 110 203 602 302 406	G1 student license	
001	107659	CH	1	12165	AMPLIFY EDUCATION INC.	09/26/2025	\$0.00	165894	E 05 110 203 602 302 406	G1 teacher license	
001	107659	CH	1	12165	AMPLIFY EDUCATION INC.	09/26/2025	\$40,320.00	165894	E 05 110 203 602 302 460	G1 consumable set	
001	107659	CH	1	12165	AMPLIFY EDUCATION INC.	09/26/2025	\$26,460.00	165894	E 05 110 203 602 302 460	G1 classroom set	
001	107659	CH	1	12165	AMPLIFY EDUCATION INC.	09/26/2025	\$17,712.00	165894	E 05 110 203 602 302 406	boost	
001	107659	CH	1	12165	AMPLIFY EDUCATION INC.	09/26/2025	\$0.00	165894	E 05 110 203 602 302 406	G2 teacher license	
001	107659	CH	1	12165	AMPLIFY EDUCATION INC.	09/26/2025	\$0.00	165894	E 05 110 203 602 302 406	G2 student license	
001	107659	CH	1	12165	AMPLIFY EDUCATION INC.	09/26/2025	\$40,320.00	165894	E 05 110 203 602 302 460	G2 consumable set	
001	107659	CH	1	12165	AMPLIFY EDUCATION INC.	09/26/2025	\$26,460.00	165894	E 05 110 203 602 302 460	G2 classroom kit	
001	107659	CH	1	12165	AMPLIFY EDUCATION INC.	09/26/2025	\$17,712.00	165894	E 05 110 203 602 302 406	boost	

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Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	107659	CH	1	12165	AMPLIFY EDUCATION INC.	09/26/2025	\$0.00	165894	E 05 100 203 602 302 406	G3 teacher license
001	107659	CH	1	12165	AMPLIFY EDUCATION INC.	09/26/2025	\$0.00	165894	E 05 100 203 602 302 406	G3 student license
001	107659	CH	1	12165	AMPLIFY EDUCATION INC.	09/26/2025	\$40,320.00	165894	E 05 100 203 602 302 460	G3 consumable set
001	107659	CH	1	12165	AMPLIFY EDUCATION INC.	09/26/2025	\$17,100.00	165894	E 05 100 203 602 302 460	G3 classroom kit
001	107659	CH	1	12165	AMPLIFY EDUCATION INC.	09/26/2025	\$17,712.00	165894	E 05 100 203 602 302 406	boost
001	107659	CH	1	12165	AMPLIFY EDUCATION INC.	09/26/2025	\$0.00	165894	E 05 100 203 602 302 406	G4 teacher license
001	107659	CH	1	12165	AMPLIFY EDUCATION INC.	09/26/2025	\$0.00	165894	E 05 100 203 602 302 406	G 4 student license
001	107659	CH	1	12165	AMPLIFY EDUCATION INC.	09/26/2025	\$40,320.00	165894	E 05 100 203 602 302 460	G4 consumable set
001	107659	CH	1	12165	AMPLIFY EDUCATION INC.	09/26/2025	\$11,340.00	165894	E 05 100 203 602 302 460	G4 classroom kit
001	107659	CH	1	12165	AMPLIFY EDUCATION INC.	09/26/2025	\$17,712.00	165894	E 05 100 203 602 302 406	G4 boost student license
001	107659	CH	1	12165	AMPLIFY EDUCATION INC.	09/26/2025	\$984.00	165894	E 05 100 203 602 302 460	G4 student readers single set
001	107659	CH	1	12165	AMPLIFY EDUCATION INC.	09/26/2025	\$0.00	165894	E 05 100 203 602 302 406	G5 teacher license
001	107659	CH	1	12165	AMPLIFY EDUCATION INC.	09/26/2025	\$0.00	165894	E 05 100 203 602 302 406	G5 student license
001	107659	CH	1	12165	AMPLIFY EDUCATION INC.	09/26/2025	\$40,320.00	165894	E 05 100 203 602 302 460	G5 consumable set
001	107659	CH	1	12165	AMPLIFY EDUCATION INC.	09/26/2025	\$11,340.00	165894	E 05 100 203 602 302 460	G5 classroom kit
001	107659	CH	1	12165	AMPLIFY EDUCATION INC.	09/26/2025	\$17,712.00	165894	E 05 100 203 602 302 406	G5 boost
001	107659	CH	1	12165	AMPLIFY EDUCATION INC.	09/26/2025	\$912.00	165894	E 05 100 203 602 302 460	G5 student readers
001	107659	CH	1	12165	AMPLIFY EDUCATION INC.	09/26/2025	\$700.00	165894	E 01 005 640 000 316 366	PD
001	107659	CH	1	12165	AMPLIFY EDUCATION INC.	09/26/2025	\$24,898.56	165894	E 05 100 203 602 302 460	Shipping
001	107659	CH	1	12165	AMPLIFY EDUCATION INC.	09/26/2025	\$24,898.56	165894	E 05 110 203 602 302 460	shipping
001	107659	CH	1	12165	AMPLIFY EDUCATION INC.	09/26/2025	(\$104,536.48)	165894	E 05 110 203 602 302 460	
001	107659	CH	1	12165	AMPLIFY EDUCATION INC.	09/26/2025	(\$104,536.48)	165894	E 05 100 203 602 302 460	
Check Total:							\$314,452.16			
001	107660	CH	1	09213	AQUA ENGINEERING, INC.	09/26/2025	\$724.75	165896	E 01 005 810 000 000 350	B&G REPAIRS; DRAINED MAIN LINE
Check Total:							\$724.75			
001	107661	CH	1	12159	ARVIG	09/26/2025	\$137.18	165891	E 01 005 630 000 000 305	INTERNET SERVICES 09/06/2025-10/05/2
Check Total:							\$137.18			
001	107662	CH	1	01503	BECKER HIGH SCHOOL	09/26/2025	\$175.00	165897	E 11 300 296 126 000 369	SWIMMING & DIVING TRUE TEAM 10/11/
Check Total:							\$175.00			
001	107663	CH	1	05307	BRAUN INTERTEC CORP.	09/26/2025	\$6,037.50	165898	E 06 201 870 000 000 305	BOND PROJECT #22D201.02B MS MEDI/
Check Total:							\$6,037.50			
001	107664	CH	1	03184	CENTERPOINT ENERGY	09/26/2025	\$319.53	165902	E 01 201 810 000 000 330	MS SCHOOL INT GAS AUGUST 2025
001	107664	CH	1	03184	CENTERPOINT ENERGY	09/26/2025	\$276.19	165902	E 01 100 810 000 000 330	INDY INT GAS AUGUST 2025

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Payment Reg by Check-No Voids

Check Number: 107655-2147483647 Payment Date: 7/1/2025-9/30/2025

Pay/Void											
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
001	107664	CH	1	03184	CENTERPOINT ENERGY	09/26/2025	\$180.36	165902	E 01 300 810 000 000 330	HS FIRM GAS AUGUST 2025	
001	107664	CH	1	03184	CENTERPOINT ENERGY	09/26/2025	\$180.98	165902	E 01 300 810 000 000 330	HS SCHOOL INT GAS AUGUST 2025	
001	107664	CH	1	03184	CENTERPOINT ENERGY	09/26/2025	\$1,722.93	165902	E 01 100 810 000 000 330	INDY FIRM #2 GAS AUGUST 2025	
001	107664	CH	1	03184	CENTERPOINT ENERGY	09/26/2025	\$20.91	165902	E 01 100 810 000 000 330	INDY FFIRM #1 GAS AUGUST 2025	
001	107664	CH	1	03184	CENTERPOINT ENERGY	09/26/2025	\$475.53	165902	E 01 201 810 000 000 330	MS SCHOOL FIRM GAS AUGUST 2025	
Check Total:							\$3,176.43				
001	107665	CH	1	13654	CITY OF ELK RIVER	09/26/2025	\$140.00	165901	E 11 300 298 000 000 335	PROM 05/02/2025	
001	107665	CH	1	13654	CITY OF ELK RIVER	09/26/2025	(\$140.00)	165901	E 11 300 298 000 000 335	PROM 05/02/2025	
001	107665	CH	1	13654	CITY OF ELK RIVER	09/26/2025	\$140.00	165901	E 01 300 289 000 000 305	PROM 05/02/2025	
Check Total:							\$140.00				
001	107666	CH	1	14276	CLASSY CAKES	09/26/2025	\$261.00	165900	E 11 300 298 000 000 490	HS CONCESSIONS	
Check Total:							\$261.00				
001	107667	CH	1	12913	FLIPS GYMNASTICS LLC	09/26/2025	\$2,850.00	165933	E 04 500 560 122 321 369	XCEL GOLD & PLATINUM MEET 01/30-02	
001	107667	CH	1	12913	FLIPS GYMNASTICS LLC	09/26/2025	\$110.00	165933	E 04 500 560 122 321 369	XCEL GOLD & PLATINUM MEET 01/30-02	
Check Total:							\$2,960.00				
001	107668	CH	1	03351	GOPHER SPORT	09/26/2025	\$49.95	165905	E 01 100 203 290 000 401	93-153 Deluxe Vinyl Floor Tape, set of 6, 1'	
001	107668	CH	1	03351	GOPHER SPORT	09/26/2025	\$6.99	165905	E 01 100 203 290 000 401	Freight	
Check Total:							\$56.94				
001	107669	CH	1	12222	HALLBERG ENGINEERING	09/26/2025	\$933.00	165903	E 06 100 870 000 000 305	BOND PROJECT #22K100.01B FIRE ALAR	
Check Total:							\$933.00				
001	107670	CH	1	12484	HUBBARD ELECTRIC INC	09/26/2025	\$1,815.48	165904	E 01 100 810 000 000 350	INDY BALLAST & OUTLET REPLACEMENT	
Check Total:							\$1,815.48				
001	107671	CH	1	04641	IEA	09/26/2025	\$1,068.50	165906	E 05 005 865 000 352 305	AUGUST 2025 ENVIRONMENTAL, HEALTH	
Check Total:							\$1,068.50				
001	107672	CH	1	12541	IGM GYMNASTICS	09/26/2025	\$2,660.00	165934	E 04 500 560 122 321 369	XCEL GOLD/PLATINUM GYMNASTICS MEET	
001	107672	CH	1	12541	IGM GYMNASTICS	09/26/2025	\$110.00	165934	E 04 500 560 122 321 369	XCEL GOLD/PLATINUM GYMNASTICS MEET	
Check Total:							\$2,770.00				
001	107673	CH	1	10461	JOHNSON CONTROLS	09/26/2025	\$105,520.25	165907	E 06 100 870 000 000 520	BOND 22A-22K100.01A	
Check Total:							\$105,520.25				
001	107674	CH	1	14280	MINI-HOPS GYMNASTICS	09/26/2025	\$5,700.00	165935	E 04 500 560 122 321 369	XCEL BRONZE & SILVER MEET 12/12-12.	
001	107674	CH	1	14280	MINI-HOPS GYMNASTICS	09/26/2025	\$80.00	165935	E 04 500 560 122 321 369	XCEL BRONZE & SILVER MEET 12/12-12.	
Check Total:							\$5,780.00				
001	107675	CH	1	05118	MINNESOTA SCHOOL COUNSELOR AS	09/26/2025	\$60.00	165910	E 01 300 710 000 000 820	MN SCHOOL COUNSELORS MEMBERSHIP	

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 107655-2147483647 Payment Date: 7/1/2025-9/30/2025

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
001	107675	CH	1	05118	MINNESOTA SCHOOL COUNSELOR AS	09/26/2025	\$60.00	165909	E 01 300 710 000 000 820	MN SCHOOL COUNSELORS MEMBERSH	
Check Total:								\$120.00			
001	107676	CH	1	12532	MN DEPART OF HUMAN SERVICES	09/26/2025	\$731.00	165914	E 12 005 400 000 372 305	SFY 2024 IEP ADMIN FEE	
Check Total:								\$731.00			
001	107677	CH	1	13112	MN USAG	09/26/2025	\$585.00	165936	E 04 500 560 122 321 436	XCEL STATE MEET LEOTARDS/GYMNAS	
Check Total:								\$585.00			
001	107678	CH	1	10547	MTI DISTRIBUTING, INC.	09/26/2025	\$228.70	165912	E 01 005 810 000 000 401	B&G SUPPLIES	
Check Total:								\$228.70			
001	107679	CH	1	14025	NORTHERN LIGHTS SOUND, LIGHT & \	09/26/2025	\$2,270.00	165911	E 11 300 292 141 000 305	HOMECOMING D.J. 10/03/2025	
Check Total:								\$2,270.00			
001	107680	CH	1	13016	NORTHLAND REFRIGERATION INCORF	09/26/2025	\$3,921.79	165915	E 01 300 810 000 000 350	HS B&G REPAIRS	
001	107680	CH	1	13016	NORTHLAND REFRIGERATION INCORF	09/26/2025	\$375.00	165908	E 01 100 810 000 000 305	B&G REPAIRS; WALK IN COOLER DOWN	
Check Total:								\$4,296.79			
001	107681	CH	1	07890	PMA ASSET MANAGEMENT, LLC	09/26/2025	\$610.64	165916	E 45 005 935 000 000 305	ASSETS AUGUST 2025	
Check Total:								\$610.64			
001	107682	CH	1	01682	PROFESSIONAL TURF RENOVATION	09/26/2025	\$4,224.00	165913	E 01 005 810 000 000 401	21-05-5 W/50% CONTAIN ADVANCED	
Check Total:								\$4,224.00			
001	107683	CH	1	12674	QUADIENT LEASING USA, INC.	09/26/2025	\$521.31	165917	E 01 005 110 000 000 335	LEASE N22102524 07/04/2025-10/03/2025	
Check Total:								\$521.31			
001	107684	CH	1	12587	RISING STARS GYMNASTICS	09/26/2025	\$2,470.00	165937	E 04 500 560 122 321 369	XCEL GOLD & PLATINUM MEET 02/28-03	
001	107684	CH	1	12587	RISING STARS GYMNASTICS	09/26/2025	\$100.00	165937	E 04 500 560 122 321 369	XCEL GOLD & PLATINUM MEET 02/28-03	
Check Total:								\$2,570.00			
001	107685	CH	1	10333	SHERBURNE NORTHERN WRIGHT SPE	09/26/2025	\$27,885.25	165918	E 01 005 850 000 389 570	WORKFORCE CETNER LEVEL IV LEASE	
Check Total:								\$27,885.25			
001	107686	CH	1	12845	SYSCO-MINNESOTA INC	09/26/2025	\$204.65	165924	E 11 300 298 000 000 490	HS CONESSIONS	
Check Total:								\$204.65			
001	107687	CH	1	14030	THE BOELTER COMPANIES, INC.	09/26/2025	\$959.01	165927	E 02 005 770 000 701 350	REPLACEMENT PARTS FOR DISHMACH	
001	107687	CH	1	14030	THE BOELTER COMPANIES, INC.	09/26/2025	\$52.56	165928	E 02 005 770 000 701 350	REPLACEMENT PARTS FOR DISHMACH	
001	107687	CH	1	14030	THE BOELTER COMPANIES, INC.	09/26/2025	\$105.94	165899	E 02 005 770 000 701 401	SPO STEPSTOOL, TWO STEP, 16" DIA. B	
001	107687	CH	1	14030	THE BOELTER COMPANIES, INC.	09/26/2025	\$43.50	165899	E 02 005 770 000 701 401	FREIGHT	
Check Total:								\$1,161.01			

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Payment Reg by Check-No Voids

Check Number: 107655-2147483647 Payment Date: 7/1/2025-9/30/2025

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
001	107688	CH	1	12068	THE WATSON COMPANY, INC.	09/26/2025	\$880.07	165923	E 11 300 298 000 000 490	HS CONCESSIONS	
Check Total:							\$880.07				
001	107689	CH	1	08589	TITAN ENERGY SYSTEMS DBA PIONEER	09/26/2025	\$663.08	165930	E 05 300 865 000 363 350	09/17 B&G REPAIRS	
001	107689	CH	1	08589	TITAN ENERGY SYSTEMS DBA PIONEER	09/26/2025	\$663.08	165931	E 05 300 865 000 363 350	09/17 B&G REPAIRS	
001	107689	CH	1	08589	TITAN ENERGY SYSTEMS DBA PIONEER	09/26/2025	\$727.11	165929	E 05 300 865 000 363 350	09/17 DR REPLACED 2 GP31 BATTERIES	
Check Total:							\$2,053.27				
001	107690	CH	1	10219	TWISTERS INC. OF CHAMPLIN	09/26/2025	\$2,869.00	165938	E 04 500 560 122 321 369	XCEL GOLD & PLATINUM MEET 12/05-12	
001	107690	CH	1	10219	TWISTERS INC. OF CHAMPLIN	09/26/2025	\$110.00	165938	E 04 500 560 122 321 369	XCEL GOLD & PLATINUM MEET 12/05-12	
001	107690	CH	1	10219	TWISTERS INC. OF CHAMPLIN	09/26/2025	\$2,869.00	165939	E 04 500 560 122 321 369	XCEL GOLD & PLATINUM MEET 03/06-03	
001	107690	CH	1	10219	TWISTERS INC. OF CHAMPLIN	09/26/2025	\$110.00	165939	E 04 500 560 122 321 369	XCEL GOLD & PLATINUM MEET 03/06-03	
Check Total:							\$5,958.00				
001	107691	CH	1	10309	UNIVERSITY OF WISCONSIN - EAU CLAIRE	09/26/2025	\$745.00	165920	E 01 300 960 000 340 898	FY 24/25 SCHOLARSHIP CAMPUS ID #84	
Check Total:							\$745.00				
001	107692	CH	1	04148	VIKING COCA-COLA BOTTLING CO	09/26/2025	\$399.25	165922	E 11 300 298 000 000 490	HS CONCESSIONS	
001	107692	CH	1	04148	VIKING COCA-COLA BOTTLING CO	09/26/2025	\$1,949.00	165921	E 11 300 298 000 000 490	HS CONCESSIONS	
Check Total:							\$2,348.25				
001	107693	CH	1	06532	VISION STAFFING	09/26/2025	\$1,610.71	165919	E 01 005 810 356 000 305	GROUNDS WEEK OF 09/14/2025	
Check Total:							\$1,610.71				
001	107694	CH	1	14263	WEBER, INC.	09/26/2025	\$555,620.81	165926	E 06 201 870 000 000 520	BOND 22A-MS RENOVATIONS 22F201.01	
Check Total:							\$555,620.81				
001	107695	CH	1	01240	WRIGHT TECHNICAL CENTER	09/26/2025	\$11,914.00	165925	E 01 300 399 000 000 391	OCTOBER 2025 WTC ASSESSMENT	
001	107695	CH	1	01240	WRIGHT TECHNICAL CENTER	09/26/2025	\$3,275.32	165925	E 05 005 865 000 000 390	OCTOBER 2025 LONG LETERM FACILITY	
001	107695	CH	1	01240	WRIGHT TECHNICAL CENTER	09/26/2025	\$2,394.00	165925	E 01 300 399 000 830 391	OCTOBER 2025 CTE LEVY	
001	107695	CH	1	01240	WRIGHT TECHNICAL CENTER	09/26/2025	\$11,914.00	165925	E 01 300 399 000 000 391	NOVEMBER 2025 WTC ASSESSMENT	
001	107695	CH	1	01240	WRIGHT TECHNICAL CENTER	09/26/2025	\$3,275.32	165925	E 05 005 865 000 000 390	NOVEMBER 2025 TERM FACILITY MAINT	
001	107695	CH	1	01240	WRIGHT TECHNICAL CENTER	09/26/2025	\$2,394.00	165925	E 01 300 399 000 830 391	NOVEMBER 2025 CTE LEVY	
001	107695	CH	1	01240	WRIGHT TECHNICAL CENTER	09/26/2025	\$11,914.00	165925	E 01 300 399 000 000 391	DECEMBER 2025 WTC ASSESSMENT	
001	107695	CH	1	01240	WRIGHT TECHNICAL CENTER	09/26/2025	\$3,275.32	165925	E 05 005 865 000 000 390	DECEMBER 2025 LONG TERM FACILITY	
001	107695	CH	1	01240	WRIGHT TECHNICAL CENTER	09/26/2025	\$2,394.00	165925	E 01 300 399 000 830 391	DECEMBER 2005 CTE LEVY	
Check Total:							\$52,749.96				
001	107696	CH	1	08694	COMMERCIAL KITCHEN SERVICES	09/26/2025	\$10,500.00	165946	E 02 110 770 000 701 350	REMOVAL OF KITCHEN EQUIPMENT FO	
001	107696	CH	1	08694	COMMERCIAL KITCHEN SERVICES	09/26/2025	\$10,500.00	165945	E 02 201 770 000 701 530	REMOVAL OF KITCHEN EQUIPMENT FO	
Check Total:							\$21,000.00				

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Payment Reg by Check-No Voids

Check Number: 107655-2147483647 Payment Date: 7/1/2025-9/30/2025

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
001	107697	CH	1	01475	CONNEXUS ENERGY	09/26/2025	\$1,046.93	165944	E 01 005 810 860 000 331	ELECTRICAL (IRRIG SVC) 08/01/25-09/01	
Check Total:							\$1,046.93				
001	107698	CH	1	01475	CONNEXUS ENERGY	09/26/2025	\$1,018.02	165943	E 01 005 810 860 000 331	ELECTRICAL (GLENWOOD) 08/01/2025-0	
Check Total:							\$1,018.02				
001	107699	CH	1	03183	KROMER COMPANY	09/26/2025	\$267.04	165948	E 01 005 810 000 000 401	B&G SUPPLIES	
Check Total:							\$267.04				
001	107700	CH	1	06540	KULLY SUPPLY, INC.	09/26/2025	\$432.18	165947	E 01 100 810 000 000 401	(3) BUBBLER REPLACEMENT KITS	
001	107700	CH	1	06540	KULLY SUPPLY, INC.	09/26/2025	\$32.88	165947	E 01 100 810 000 000 401	(3) WASTE GASKETS	
001	107700	CH	1	06540	KULLY SUPPLY, INC.	09/26/2025	\$23.25	165947	E 01 100 810 000 000 401	(3) FRICTION WASHERS	
001	107700	CH	1	06540	KULLY SUPPLY, INC.	09/26/2025	\$52.98	165947	E 01 100 810 000 000 401	(3) 2" WASTE KITS	
001	107700	CH	1	06540	KULLY SUPPLY, INC.	09/26/2025	\$13.95	165947	E 01 100 810 000 000 401	(3) MACHINE SCREWS	
001	107700	CH	1	06540	KULLY SUPPLY, INC.	09/26/2025	\$8.50	165947	E 01 100 810 000 000 401	SHIPPING	
Check Total:							\$563.74				
001	107701	CH	1	08589	TITAN ENERGY SYSTEMS DBA PIONEER	09/26/2025	\$3,923.28	165949	E 05 110 865 000 370 350	Coolant System Overhaul, replace seal on	
001	107701	CH	1	08589	TITAN ENERGY SYSTEMS DBA PIONEER	09/26/2025	\$54.28	165949	E 05 110 865 000 370 350	Freight	
Check Total:							\$3,977.56				
Bank 001 Total:							\$1,614,323.35				
Report Total:							\$1,614,323.35				

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 107524-2147483647 Payment Date: 09/01/2025-9/30/2025

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
										Pay/Void
001		CC	1	01038	CITY OF BIG LAKE	09/05/2025	\$83.15	165533	E 01 005 810 000 000 332	FY 25 Bathrooms Water/Sewer 06/11-07/10
001		CC	1	01038	CITY OF BIG LAKE	09/05/2025	\$989.26	165537	E 01 300 810 000 000 332	FY 25 HS Water/Sewer 06/11-07/10
001		CC	1	01038	CITY OF BIG LAKE	09/05/2025	\$36.35	165536	E 01 005 810 000 000 332	FY 25 Admissions Water/Sewer 06/11-07/10
001		CC	1	01038	CITY OF BIG LAKE	09/05/2025	\$442.92	165534	E 01 201 810 000 000 332	FY 25 MS Water/Sewer 06/11-07/10
001		CC	1	01038	CITY OF BIG LAKE	09/05/2025	\$777.40	165535	E 01 100 810 000 000 332	FY 25 Indy Water/Sewer 06/11-07/10
001		CC	1	01038	CITY OF BIG LAKE	09/05/2025	\$340.46	165538	E 01 110 810 000 000 332	FY 25 Liberty Water/Sewer 06/11-07/10
001		CC	1	04641	IEA	09/05/2025	\$484.00	165531	E 06 100 870 000 000 305	FY 25 Bond #22D100.01E Indy Renovation
001		CC	1	04641	IEA	09/05/2025	\$1,205.40	165531	E 05 005 865 000 352 305	FY 25 Bond #22D100.01E Indy Renovation
001		CC	1	05264	BSN SPORTS	09/05/2025	\$762.00	165532	E 11 300 293 114 000 401	FY 25 PO 34099 HS Boys Track Supplies
001		CC	1	08881	GREAT RIVER SPINE AND SPORT	09/05/2025	\$95.00	165529	E 11 300 296 189 000 305	Fy 25 Physical (Matthew Vogel)
001		CC	1	08881	GREAT RIVER SPINE AND SPORT	09/05/2025	\$95.00	165592	E 11 300 296 124 000 305	Physical (Morgan Penner)
001		CC	1	13185	PATRIOT NEWS MN	09/05/2025	\$150.00	165530	E 06 100 870 000 000 305	FY 25 March 1 Legal, Notice for Bids
001		CC	1	01065	HILLYARD FLOOR CARE	09/05/2025	\$106.40	165659	E 01 300 810 000 000 401	FY 26 PO 34503 HS Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	09/05/2025	\$185.82	165648	E 01 110 810 000 000 401	PO 34525 Liberty Cleaning Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	09/05/2025	\$335.00	165594	E 01 201 810 000 000 305	MS B&G Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	09/05/2025	\$798.51	165620	E 01 201 810 000 000 350	MS B&G Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	09/05/2025	\$3,989.11	165657	E 01 300 810 000 000 401	FY 26 PO 34503 HS B&G Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	09/05/2025	\$2,934.98	165666	E 01 201 810 000 000 401	FY 26 PO 34504 MS B&G Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	09/05/2025	\$3,371.63	165665	E 01 100 810 000 000 401	FY 26 PO 34526 Indy Cleaning Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	09/05/2025	\$320.24	165662	E 01 201 810 000 000 401	FY 26 MS B&G Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	09/05/2025	\$733.31	165664	E 01 300 810 000 000 401	FY 26 PO 34503 HS B&G Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	09/05/2025	\$2,291.43	165668	E 01 110 810 000 000 401	FY 26 PO 34525 Liberty B&G Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	09/05/2025	\$2,487.60	165650	E 01 201 810 000 000 401	PO 34537 MS REPLACEMENT BATTERIE
001		CC	1	01136	MN STATE HIGH SCHOOL LEAGUE	09/05/2025	\$90.75	165646	E 11 300 293 113 000 820	Annual Dues- FB
001		CC	1	01210	STATE SUPPLY COMPANY	09/05/2025	\$55.00	165700	E 01 300 810 000 000 401	HS Raised Face Head Gasket 8 Holes
001		CC	1	01210	STATE SUPPLY COMPANY	09/05/2025	\$1,217.43	165663	E 01 300 810 000 000 401	FY 26 HS B&G Supplies
001		CC	1	01215	SUPREME SCHOOL SUPPLY	09/05/2025	\$126.35	165564	E 01 100 203 000 000 401	PO 34492 Indy Supplies
001		CC	1	01215	SUPREME SCHOOL SUPPLY	09/05/2025	\$39.27	165605	E 01 201 208 000 000 401	PO 34571 MS Teacher's Daily Reference B
001		CC	1	01229	UNIVERSITY OF MINNESOTA	09/05/2025	\$7.50	165623	E 11 300 295 188 000 366	Girls Soccer Tickets
001		CC	1	01229	UNIVERSITY OF MINNESOTA	09/05/2025	\$202.50	165625	E 11 300 295 188 000 366	HS Girls Soccer Tickets
001		CC	1	01229	UNIVERSITY OF MINNESOTA	09/05/2025	\$7.50	165615	E 11 300 295 188 000 366	Soccer vs BYU
001		CC	1	02231	NASSP	09/05/2025	\$95.00	165640	E 11 300 298 901 301 820	NATIONAL ASSOCIATION OF STUDENT C
001		CC	1	02231	NASSP	09/05/2025	28 \$385.00	165644	E 01 300 298 130 301 820	PO 34553 25-26 NHS AFFILIATION 7/1/25
001		CC	1	03455	GRAINGER	09/05/2025	\$1,617.88	165585	E 01 110 810 000 000 401	PO 34622 Liberty Repair Supplies

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Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001		CC	1	03455	GRAINGER	09/05/2025	\$210.21	165577	E 01 100 810 000 000 401	PO 34642 Indy Repair Supplies
001		CC	1	03455	GRAINGER	09/05/2025	\$456.34	165574	E 01 300 810 000 000 401	PO 34625 HS D Batters & Kitchen Faucet
001		CC	1	03455	GRAINGER	09/05/2025	\$735.60	165587	E 01 110 810 000 000 401	PO 34614 Liberty Ballasts
001		CC	1	03455	GRAINGER	09/05/2025	\$111.40	165583	E 01 300 810 000 000 401	PO 34625 HS D Batteries & Kitchen Faucet
001		CC	1	03455	GRAINGER	09/05/2025	\$367.80	165584	E 01 201 810 000 000 401	PO 34615 MS Lamp Ballasts
001		CC	1	03455	GRAINGER	09/05/2025	\$376.37	165660	E 01 100 810 000 000 401	FY 26 Indy B&G Supplies
001		CC	1	03455	GRAINGER	09/05/2025	\$71.03	165590	E 01 100 810 000 000 401	PO 34623 Indy Repair Supplies
001		CC	1	03455	GRAINGER	09/05/2025	\$64.59	165575	E 01 100 810 000 000 401	PO 34642 Indy Repair Supplies
001		CC	1	03455	GRAINGER	09/05/2025	\$11.90	165589	E 01 100 810 000 000 401	PO 34623 Indy Repair Supplies
001		CC	1	03455	GRAINGER	09/05/2025	\$76.80	165649	E 01 300 810 000 000 401	PO 34527 HS Air Valve
001		CC	1	03642	SHERBURNE CO AUDITOR/TREASURE	09/05/2025	\$22.00	165597	E 01 005 020 000 000 820	Notary Public Commission (MN Secretary c
001		CC	1	04279	MCPETE'S SPORTS BAR & LANES	09/05/2025	\$15.03	165619	E 01 005 020 000 000 366	Chamber Lunch (Tiim)
001		CC	1	04573	HOLIDAY INN	09/05/2025	\$666.63	165695	E 01 300 790 000 699 368	CADCA Nashville
001		CC	1	04874	AMAZON.COM	09/05/2025	\$642.60	165631	E 01 005 630 000 000 456	Laptop Cases/Wired Mouse
001		CC	1	04874	AMAZON.COM	09/05/2025	\$621.90	165630	E 01 005 630 000 000 456	Laptop Cases
001		CC	1	04874	AMAZON.COM	09/05/2025	\$266.90	165572	E 01 005 630 000 000 456	Teacher iPad Cases
001		CC	1	04874	AMAZON.COM	09/05/2025	\$390.60	165607	E 01 005 630 000 000 456	Laptop Cases
001		CC	1	04874	AMAZON.COM	09/05/2025	\$1,729.05	165612	E 01 005 630 000 000 456	Laptop Cases/Wired Mouse
001		CC	1	04874	AMAZON.COM	09/05/2025	\$1,036.83	165637	E 01 005 630 000 000 456	laptop cases
001		CC	1	04874	AMAZON.COM	09/05/2025	\$326.71	165689	E 01 005 630 000 000 456	Laptop Cases
001		CC	1	04874	AMAZON.COM	09/05/2025	\$494.00	165636	E 01 005 630 000 000 456	Laptop Cases
001		CC	1	04874	AMAZON.COM	09/05/2025	\$558.27	165635	E 01 005 630 000 000 456	Laptop Cases
001		CC	1	05248	PIZZA FACTORY	09/05/2025	\$457.15	165600	E 04 500 570 000 321 490	KC Food
001		CC	1	05264	BSN SPORTS	09/05/2025	\$940.29	165683	E 11 300 296 188 000 401	FY 26 PO 34408 HS Girls Soccer Supplies
001		CC	1	05264	BSN SPORTS	09/05/2025	\$940.29	165682	E 11 300 294 118 000 401	FY 26 PO 34409 HS Boys Soccer Supplies
001		CC	1	05264	BSN SPORTS	09/05/2025	\$316.28	165629	E 11 300 294 120 000 401	PO 34510 HS Tennis Supplies
001		CC	1	05264	BSN SPORTS	09/05/2025	\$316.28	165629	E 11 300 296 183 000 401	PO 34510 HS Tennis Supplies
001		CC	1	05264	BSN SPORTS	09/05/2025	\$950.36	165642	E 11 300 292 000 000 401	PO 34534- Tennis Nets with Straps # 11624
001		CC	1	05264	BSN SPORTS	09/05/2025	\$950.36	165642	E 04 500 505 000 321 401	PO 34534- Tennis Nets with Straps # 11624
001		CC	1	05264	BSN SPORTS	09/05/2025	\$862.38	165669	E 11 300 292 000 000 401	FY 26 PO 34518 Athletic Supplies
001		CC	1	05264	BSN SPORTS	09/05/2025	\$656.88	165699	E 11 300 296 127 000 401	PO 34406 Girls Basketball Supplies
001		CC	1	05264	BSN SPORTS	09/05/2025	\$26.00	165699	E 11 201 296 127 000 401	PO 34406 Girls Basketball Supplies
001		CC	1	05288	WILLIAM V. MACGILL & CO	09/05/2025	29 \$703.04	165639	E 01 005 720 000 000 401	PO 34513 Health supplies 2025-2026
001		CC	1	05351	HOME DEPOT	09/05/2025	\$1,077.77	165694	E 01 100 810 000 000 401	Indy 4-Tool Combo Kit/46" 9-Drawyer, B&G

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										Pay/Void
001		CC	1	05351	HOME DEPOT	09/05/2025	\$137.97	165632	E 01 005 810 000 000 401	B&G Supplies
001		CC	1	05351	HOME DEPOT	09/05/2025	\$378.00	165567	E 04 500 560 158 321 401	CE Freestanding Cabinet
001		CC	1	05351	HOME DEPOT	09/05/2025	\$620.17	165611	E 01 005 810 000 000 401	B&G Supplies
001		CC	1	05351	HOME DEPOT	09/05/2025	\$622.00	165565	E 01 100 810 000 000 401	Indy B&G Husky Garage Storage Shelving
001		CC	1	05351	HOME DEPOT	09/05/2025	\$65.06	165626	E 04 500 560 126 321 401	CE 4-Shelf Metal Industrial Duty Freestand
001		CC	1	05351	HOME DEPOT	09/05/2025	\$398.00	165626	E 04 500 560 000 321 401	CE 4-Shelf Metal Industrial Duty Freestand
001		CC	1	05351	HOME DEPOT	09/05/2025	\$398.00	165626	E 04 500 596 000 344 530	CE 4-Shelf Metal Industrial Duty Freestand
001		CC	1	05351	HOME DEPOT	09/05/2025	\$17.50	165626	E 04 500 560 000 321 401	CE 4-Shelf Metal Industrial Duty Freestand
001		CC	1	05351	HOME DEPOT	09/05/2025	\$17.50	165626	E 04 500 596 000 344 530	CE 4-Shelf Metal Industrial Duty Freestand
001		CC	1	05473	MASA	09/05/2025	\$359.00	165654	E 01 005 610 000 000 366	Fall Conference (Minda Anderson)
001		CC	1	05473	MASA	09/05/2025	\$1,250.00	165610	E 01 005 610 000 000 366	Aspiring Superintendents Academy 10/03-1
001		CC	1	05640	VIKING SEWER & DRAIN CLEANING	09/05/2025	\$189.00	165568	E 01 201 810 000 000 305	MS B&G Repairs Mens Bathroom
001		CC	1	05640	VIKING SEWER & DRAIN CLEANING	09/05/2025	\$650.00	165582	E 01 201 810 000 000 305	MS B&G Repairs
001		CC	1	05640	VIKING SEWER & DRAIN CLEANING	09/05/2025	\$179.00	165576	E 01 300 810 000 000 305	HS Sr High Art Room
001		CC	1	05640	VIKING SEWER & DRAIN CLEANING	09/05/2025	\$243.50	165598	E 01 110 810 000 000 305	Liberty B&G Repairs
001		CC	1	05946	GARAGE DOOR STORE	09/05/2025	\$195.00	165578	E 05 100 865 000 363 350	Annual Fire Drops (Garage Door Store)
001		CC	1	06051	FINKEN WATER CENTERS	09/05/2025	\$12.45	165596	E 01 005 810 000 000 332	Water Drinking 5 Gallon
001		CC	1	06051	FINKEN WATER CENTERS	09/05/2025	\$33.95	165656	E 01 005 810 000 000 332	FY 26 Solar Salt & Drinking Water
001		CC	1	06051	FINKEN WATER CENTERS	09/05/2025	\$37.45	165656	E 01 100 810 000 000 401	FY 26 Solar Salt & Drinking Water
001		CC	1	06051	FINKEN WATER CENTERS	09/05/2025	\$95.20	165656	E 01 201 810 000 000 401	FY 26 Solar Salt & Drinking Water
001		CC	1	06130	COBORN'S INC.	09/05/2025	\$21.98	165633	E 01 300 790 000 699 490	bfast items
001		CC	1	06130	COBORN'S INC.	09/05/2025	\$44.94	165608	E 01 005 640 000 316 490	New Teacher Workshop
001		CC	1	06563	HEARTLAND	09/05/2025	\$4,600.00	165681	E 02 005 770 000 701 405	FY 26 Mosaic Cloud Front of the House 08,
001		CC	1	07984	HIRSHFIELD'S INC & SUBSIDIARIES	09/05/2025	\$25.38	165563	E 01 110 203 000 000 401	Paint supplies for mural
001		CC	1	08066	TARGET	09/05/2025	\$138.68	165686	E 01 110 203 100 000 401	Supplies
001		CC	1	08066	TARGET	09/05/2025	\$14.00	165686	E 01 110 212 000 000 430	Supplies
001		CC	1	08066	TARGET	09/05/2025	\$266.91	165686	E 01 110 203 000 000 401	Supplies
001		CC	1	08066	TARGET	09/05/2025	\$5.00	165617	E 01 300 790 000 699 401	New Teacher Folders
001		CC	1	08066	TARGET	09/05/2025	\$8.60	165678	E 01 110 203 100 000 401	supplies
001		CC	1	08066	TARGET	09/05/2025	\$6.40	165678	E 01 110 212 000 000 430	supplies
001		CC	1	08066	TARGET	09/05/2025	\$35.00	165684	E 01 110 203 100 000 401	folders
001		CC	1	08066	TARGET	09/05/2025	\$49.50	165684	E 01 110 201 000 000 401	folders
001		CC	1	08066	TARGET	09/05/2025	\$96.00	165685	E 01 110 212 000 000 430	Steam/Art/Reading Intervention supplies
001		CC	1	08066	TARGET	09/05/2025	\$96.00	165685	E 01 110 203 312 000 430	Steam/Art/Reading Intervention supplies

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001		CC	1	08066	TARGET	09/05/2025	\$35.20	165685	E 01 110 203 000 000 401	Steam/Art/Reading Intervention supplies
001		CC	1	08066	TARGET	09/05/2025	\$39.60	165679	E 01 110 201 000 000 401	Folders and supplies
001		CC	1	08066	TARGET	09/05/2025	\$54.09	165679	E 01 110 203 100 000 401	Folders and supplies
001		CC	1	08066	TARGET	09/05/2025	\$38.80	165679	E 01 110 203 200 000 401	Folders and supplies
001		CC	1	08066	TARGET	09/05/2025	\$76.70	165679	E 01 110 203 000 000 401	Folders and supplies
001		CC	1	08066	TARGET	09/05/2025	\$50.00	165687	E 01 110 203 200 000 401	Folders
001		CC	1	08066	TARGET	09/05/2025	\$49.50	165687	E 01 110 203 100 000 401	Folders
001		CC	1	08066	TARGET	09/05/2025	\$49.50	165687	E 01 110 201 000 000 401	Folders
001		CC	1	08347	WALMART	09/05/2025	\$478.00	165647	E 01 110 203 000 000 401	Scanners for office staff
001		CC	1	08347	WALMART	09/05/2025	\$49.72	165674	E 01 300 790 000 699 401	office supplies
001		CC	1	09044	MENARDS - ELK RIVER	09/05/2025	\$361.55	165641	E 01 005 810 000 000 401	B&G Supplies
001		CC	1	09217	HORIZON COMMERCIAL POOL SUPPLY	09/05/2025	\$428.12	165593	E 01 300 810 000 000 404	HS B&G Supplies
001		CC	1	09728	FEDERATED CO-OPS	09/05/2025	\$539.26	165580	E 01 005 810 000 000 440	Fuel
001		CC	1	09728	FEDERATED CO-OPS	09/05/2025	\$643.99	165667	E 01 005 810 000 000 440	FY 26 B&G Fuel
001		CC	1	09728	FEDERATED CO-OPS	09/05/2025	\$431.59	165672	E 01 005 810 000 000 440	FY 26 B&G Fuel
001		CC	1	09756	IMPACT APPLICATIONS INC	09/05/2025	\$1,075.00	165680	E 11 300 292 000 000 405	FY 26 PO 34523 Fy 26 renewal- 1 yr Subsc
001		CC	1	09757	PROJECT LEAD THE WAY, INC.	09/05/2025	\$297.50	165634	E 01 201 255 000 000 430	PLTW
001		CC	1	10052	MinnSPRA Membership Services	09/05/2025	\$250.00	165645	E 01 005 107 000 000 820	District Comm= membership
001		CC	1	10217	SECRETARY OF STATE	09/05/2025	\$120.00	165627	E 01 005 020 000 000 820	Notary (Kim Johnson)
001		CC	1	10338	ADAM'S PEST CONTROL, INC.	09/05/2025	\$53.00	165595	E 01 300 810 000 000 305	Prevention Plus
001		CC	1	10338	ADAM'S PEST CONTROL, INC.	09/05/2025	\$58.30	165599	E 01 201 810 000 000 305	MS Prevention Plus
001		CC	1	10338	ADAM'S PEST CONTROL, INC.	09/05/2025	\$58.30	165581	E 01 100 810 000 000 305	Indy Prevention Plus
001		CC	1	10338	ADAM'S PEST CONTROL, INC.	09/05/2025	\$53.00	165658	E 01 300 810 000 000 305	FY 26 HS Prevention Plus
001		CC	1	10338	ADAM'S PEST CONTROL, INC.	09/05/2025	\$58.30	165586	E 01 110 810 000 000 305	Liberty Prevention Plus
001		CC	1	10454	USA GYMNASTICS UNIVERSITY	09/05/2025	\$99.00	165621	E 04 500 560 122 321 820	CE Gymnastics- membership DJ
001		CC	1	10454	USA GYMNASTICS UNIVERSITY	09/05/2025	\$99.00	165622	E 04 500 560 122 321 820	CE Gymnastics- membership
001		CC	1	10512	CASEY'S	09/05/2025	\$22.54	165670	E 01 005 105 000 000 490	FY 26 Negotiations (TT, SS, AS, DN< AM &
001		CC	1	10659	MATBOSSAPP.COM	09/05/2025	\$599.00	165591	E 11 300 294 115 000 406	VideoStats -Wrestling Software Subscriptio
001		CC	1	12031	LANGUAGELINE Solutions	09/05/2025	\$232.65	165618	E 04 500 583 000 354 358	CE Interpreter 08.12.2025
001		CC	1	12129	SIPTRUNK, INC	09/05/2025	\$72.82	165655	E 01 005 630 000 000 320	Back up phones
001		CC	1	12409	FACEBOOK	09/05/2025	\$20.00	165604	E 01 005 107 000 000 305	District Communications
001		CC	1	12409	FACEBOOK	09/05/2025	\$10.00	165613	E 01 005 107 000 000 305	District Communications
001		CC	1	12489	NUTRIEN AG SOLUTION 65	09/05/2025	31 \$1,592.40	165661	E 01 005 810 000 000 401	FY 26 B&G Supplies
001		CC	1	12489	NUTRIEN AG SOLUTION 65	09/05/2025	\$1,896.00	165588	E 01 005 810 000 000 401	B&G Surge Broadleaf

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001		CC	1	12511	PANERA BREAD	09/05/2025	\$270.67	165571	E 01 100 203 902 000 490	staff welcome back breakfast
001		CC	1	12705	EMAGINE MONTICELLO	09/05/2025	\$4,060.00	165638	E 04 500 570 000 321 369	KC Field Trip
001		CC	1	12994	WARNERS STELLIAN	09/05/2025	\$3,104.93	165614	E 01 201 810 000 000 530	MS Top Load Washer & Electric Dryer
001		CC	1	13057	EDWEEK DIGITAL OPED	09/05/2025	\$35.00	165690	E 01 005 020 000 000 366	FY 26 Subscription
001		CC	1	13058	ID ENHANCEMENTS, INC.	09/05/2025	\$561.93	165688	E 04 500 560 158 321 401	FY 26 SlimLine Yellow
001		CC	1	13072	CINTAS CORPORATION NO 2	09/05/2025	\$387.44	165652	E 01 300 810 350 000 305	Uniform Services July 2025
001		CC	1	13072	CINTAS CORPORATION NO 2	09/05/2025	\$115.29	165652	E 01 100 810 350 000 305	Uniform Services July 2025
001		CC	1	13072	CINTAS CORPORATION NO 2	09/05/2025	\$115.25	165652	E 01 201 810 350 000 305	Uniform Services July 2025
001		CC	1	13072	CINTAS CORPORATION NO 2	09/05/2025	\$115.25	165652	E 01 110 810 350 000 305	Uniform Services July 2025
001		CC	1	13072	CINTAS CORPORATION NO 2	09/05/2025	(\$2.28)	165652	E 01 201 810 350 000 305	Uniform Services July 2025
001		CC	1	13141	CANVA	09/05/2025	\$120.00	165573	E 01 300 790 000 699 820	canva membership
001		CC	1	13185	PATRIOT NEWS MN	09/05/2025	\$75.00	165643	E 01 005 010 000 000 305	Aug 2nd Legal
001		CC	1	13185	PATRIOT NEWS MN	09/05/2025	\$255.00	165643	E 01 005 010 000 000 305	Aug 2nd Legal
001		CC	1	13226	NINJA ANYWHERE LLC	09/05/2025	\$1,027.50	165616	E 04 500 560 070 321 305	Kick off event
001		CC	1	13309	EMBER COFFEE COMPANY	09/05/2025	\$7.40	165671	E 01 300 790 000 699 490	Food
001		CC	1	13309	EMBER COFFEE COMPANY	09/05/2025	\$25.08	165675	E 01 300 790 000 699 490	meeting
001		CC	1	13333	BRAIN FREEZZE ICE	09/05/2025	\$163.00	165692	E 04 500 570 000 321 490	Childcare Food
001		CC	1	13333	BRAIN FREEZZE ICE	09/05/2025	\$260.50	165569	E 04 500 570 000 321 490	KC Food
001		CC	1	13368	CHESS & STRATEGY GAME ASSOCIATI	09/05/2025	\$1,629.60	165579	E 04 500 585 000 332 305	Tinkercad & 3D Printing & Robotics Probler
001		CC	1	13379	SIDEKICK THEATRE	09/05/2025	\$1,998.00	165676	E 04 500 570 000 321 369	KC Field Trip
001		CC	1	13385	MNASPA	09/05/2025	\$605.00	165624	E 01 005 105 000 000 820	Membership Renewal (Sue Schmidt)
001		CC	1	13687	E&G 1123 ECOMM	09/05/2025	\$8.26	165601	E 01 005 640 000 316 490	ELA Training
001		CC	1	13687	E&G 1123 ECOMM	09/05/2025	\$77.11	165609	E 01 005 640 000 316 490	ELA Training
001		CC	1	13768	INTERNATIONAL TECH	09/05/2025	\$299.00	165570	E 01 201 208 312 000 820	Membership ITEEA
001		CC	1	13819	MOVE AND LEARN	09/05/2025	\$667.10	165677	E 04 500 585 000 332 305	FY 26 CE Classes
001		CC	1	13965	GLOWFORGE, INC.	09/05/2025	\$239.00	165693	E 01 005 630 000 000 406	Annual Subscription
001		CC	1	14159	THE SCIENCE CREW	09/05/2025	\$1,550.00	165602	E 04 500 570 000 321 369	KC Fieldtrip
001		CC	1	14213	HERTZ	09/05/2025	\$297.10	165691	E 01 300 790 000 699 368	Nashville Car rental
001		CC	1	14250	LIGHTSWITCH LEARNING	09/05/2025	\$9,141.78	165628	E 01 005 211 000 799 305	Character Strong bpx sets (lightswitch learr
001		CC	1	14257	SWIM BRIDGE	09/05/2025	\$415.93	165566	E 11 300 292 000 000 401	Athletics Swim Bridge 2.0
001		CC	1	14266	DEY DISTRIBUTING	09/05/2025	\$309.78	165606	E 01 110 810 000 000 401	Liberty Door Assembly
001		CC	1	14272	SCHOOL PASS	09/05/2025	\$2,842.50	165603	E 01 100 203 290 000 401	PO 34441 SmartPass Standard Plan Rene'
001		CC	1	14274	AVERYS ADVENTURES	09/05/2025	\$160.00	165653	E 04 500 590 000 321 369	HT Field Trip
001		CC	1	7760	PIONEER ATHLETICS	09/05/2025	\$15.00	165651	E 01 005 810 000 000 401	B&G White Plastic Replacement Part

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 107524-2147483647 Payment Date: 09/01/2025-9/30/2025

Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001		CC	1 7760	PIONEER ATHLETICS	09/05/2025	\$143.00	165673	E 01 005 810 000 000 401	FY 26 B&G Streamliner

Check Total: \$96,703.48

Bank 001 Total:

Report Total:

September 2025 Personnel

Employee (Last, First Name)	Position	Building	Effective Date	Action Type
Carbert, Olivia	Paraeducator	Liberty	09/02/2025	New Hire
Haeckel, Lauren	Paraeducator	Liberty	09/02/2025	New Hire
Gunder, Taylor	Paraeducator	Independence	09/02/2025	New Hire
McConville, Ryan	Custodian	Liberty	08/29/2025	Resignation
Fimrite, Madalyn	Paraeducator	Independence	09/22/2025	New Hire
Hill, Mitchell	Seasonal Grounds Assistant	District Wide	08/27/2024	Resignation
Houtz, Penny	Building Substitute Teacher	Independence	09/23/2025	Transfer
Hietala, Nathan	Custodian	Liberty	09/29/2025	New Hire



OPERATION OF THE SCHOOL BOARD – GOVERNING RULES

I. PURPOSE

The purpose of this policy is to provide governing rules for the conduct of meetings of the school board.

II. GENERAL STATEMENT OF POLICY

An orderly school board meeting allows school board members to participate in discussion and decision of school district issues. Rules of order allow school board members the opportunity to review school-related topics, discuss school business items, and bring matters to conclusion in a timely and consistent manner.

III. RULES OF ORDER

Rules of order for school board meetings shall be as follows:

- A. Minnesota statutes where specified;
- B. Specific rules of order as provided by the school board consistent with Minnesota statutes; and
- C. Robert's Rules of Order, Revised (latest Edition) where not inconsistent with A. and B., above.

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)
Minn. Stat. § 123B.09, Subds. 6, 7, and 10 (Boards of Independent School Districts)
Minn. Stat. § 123B.14 (Officers of Independent School Districts)

Cross References: None



ORDER OF THE REGULAR SCHOOL BOARD MEETING

I. PURPOSE

The purpose of this policy is to ensure consistency in the order of business at regular school board meetings.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to consider matters that come before it in a consistent and orderly manner.

III. ORDER

A. The school board shall conduct an orderly school board meeting. The school board will, at all regular school board meetings, follow an agenda order similar to:

1. Call to order
2. Roll call
3. Approval of agenda
4. Pledge of Allegiance
5. Open Forum
6. Consent agenda
7. Donations
8. Financial Report
9. Other business
10. Committee updates
11. School Board Student Representative report
12. Superintendent's report
13. Adjournment

B. Items in this order may be considered as part of a consent agenda.

C. The school board may depart from the order of business with the consent of the majority of members present.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (Boards of Independent School Districts)

Cross References: MSBA/MASA Model Policy 203 (Operation of the School Board – Governing Rules)
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)
MSBA/MASA Model Policy 203.6 (Consent Agendas)

CONSENT AGENDAS

I. PURPOSE

The purpose of this policy is to allow the use of a consent agenda.

II. GENERAL STATEMENT OF POLICY

In order for a more efficient administration of school board meetings, the school board may elect to use a consent agenda for the passage of noncontroversial items or items of a similar nature.

III. CONSENT AGENDAS

- A. The superintendent, in consultation with the school board chair, may place items on the consent agenda. By using a consent agenda, the school board has consented to the consideration of certain items as a group under one motion. Should a consent agenda be used, an appropriate amount of discussion time will be allowed to review any item upon request.
- B. Consent items are those which usually do not require discussion or explanation prior to school board action, are noncontroversial and/or similar in content, or are those items which have already been discussed and/or explained and do not require further discussion or explanation. Such agenda items might include ministerial tasks such as, but not limited to, the approval of the agenda, approval of previous minutes, approval of bills, approval of reports, etc. These items might also include similar groups of decisions such as, but not limited to, approval of staff contracts, approval of maintenance details for the school district buildings and grounds or approval of various schedules.
- C. Items shall be removed from the consent agenda by a timely request by an individual school board member for independent consideration. A request is timely if made prior to the vote on the consent agenda. The request does not require a second or a vote by the school board. An item removed from the consent agenda will then be discussed and acted on separately immediately following the consideration of the consent agenda.
- D. Consent agenda items are approved en masse by one vote of the school board. The consent agenda items shall be separately recorded in the minutes.

Legal References: Minn. Stat. § 123B.09, Subd. 7 (Boards of Independent School Districts)

Cross References: MSBA/MASA Model Policy 203.2 (Order of the Regular School Board Meeting)
MSBA/MASA Model Policy 203.5 (School Board Meeting Agenda)
MSBA/MASA Model Policy 204 (School Board Meeting Minutes)

DEVELOPMENT, ADOPTION, AND IMPLEMENTATION OF POLICIES

I. PURPOSE

The purpose of this policy is to emphasize the importance of the policy-making role of the school board and provide the means for it to continue to be an ongoing effort.

II. GENERAL STATEMENT OF POLICY

Formal guidelines are necessary to ensure the school community that the school system responds to its mission and operates in an effective, efficient, and consistent manner. A set of written policy statements shall be maintained and modified as needed. Policies should define the desire and intent of the school board and should be in a form that is sufficiently explicit to guide administrative action.

III. DEVELOPMENT OF POLICY

- A. The school board has jurisdiction to legislate policy with the force and effect of law for the school district. School district policy provides the school board's general direction for the school district while delegating policy implementation to the administration.
- B. The school district's policies provide guidelines and goals to the school community. The policies are the basis for guidelines and directives created by the administration. The school board shall determine the effectiveness of the policies by evaluating periodic reports from the administration.
- C. Policies may be proposed by a school board member, employee, student, or resident of the school district. Proposed policies or ideas shall be submitted to the superintendent for review prior to possible placement on the school board agenda.

IV. ADOPTION AND REVIEW OF POLICY

- A. The school board shall give notice of proposed policy changes or adoption of new policies by placing the item on the agenda of two school board meetings. The proposals shall be distributed and public comment will be allowed at both meetings.
- B. The final action taken to adopt the proposed policy shall be approved by a simple majority vote of the school board at a meeting after the two meetings at which an opportunity for public input was given. The policy will be effective on the latter of the date of passage or the date stated in the motion.
- C. In an emergency, a new or modified policy may be adopted by a majority vote of a quorum of the school board in a single meeting. A statement regarding the emergency and the need for immediate adoption of the policy shall be included in the minutes. The policy adopted in an emergency shall expire within one year following the emergency action unless the policy adoption procedure stated above is followed and the policy is reaffirmed. The school board shall have discretion to determine what constitutes an emergency.
- D. If a policy is modified with minor changes that do not affect the substance of the policy or because of a legal change over which the school board has no control, the modified policy may be approved at one meeting at the discretion of the school board.

V. IMPLEMENTATION OF AND ACCESS TO POLICY

- A. The superintendent shall be responsible for implementing school board policies, other than the policies that cover how the school board will operate. The superintendent shall develop administrative guidelines and directives to provide greater specificity and consistency in

the process of implementation. These guidelines and directives, including employee and student handbooks, shall be subject to annual review and approval by the school board.

- B. Each school board member shall have access to school district policies. A copy of the school district policies shall be available online and in the district office and shall be available for reference purposes to other interested persons.
- C. The superintendent, employees designated by the superintendent, and individual school board members shall be responsible for keeping the policy current.
- D. The school board shall review policies at least once every three years. The superintendent shall be responsible for developing a system of periodic review, addressing approximately one third of the policies annually. In addition, the school board shall review the following policies annually: 506 Student Discipline; 722 Public Data Requests; and 806 Crisis Management Policy.
- E. When no school board policy exists to provide guidance on a matter, the superintendent is authorized to act appropriately under the circumstances keeping in mind the mission, educational philosophy and financial condition of the school district. Under such circumstances, the superintendent shall advise the school board of the need for a policy and present a recommended policy to the school board for approval.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09, Subd. 1 (Boards of Independent School Districts)

Cross References: MSBA/MASA Model Policy 305 (Policy Implementation)



CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS

I. PURPOSE

The purpose of this policy is to observe state statutes regarding conflicts of interest and to engage in school district business activities in a fashion designed to avoid any conflict of interest or the appearance of impropriety.

II. GENERAL STATEMENT OF POLICY

It is the policy of the school board to contract for goods and services in conformance with statutory conflict of interest laws and in a manner that will avoid any conflict of interest or the appearance thereof. Accordingly, the school board will contract under the statutory exception provisions only when it is clearly in the best interest of the school district because of limitations that may exist on goods or services otherwise available to the school district.

III. GENERAL PROHIBITIONS AND RECOGNIZED STATUTORY EXCEPTIONS

- A. A school board member who is authorized to take part in any manner in making any sale, lease, or contract in his or her official capacity shall not voluntarily have a personal financial interest in that sale, lease, or contract or personally benefit financially therefrom.
- B. In the following circumstances, however, the school board may as an exception, by unanimous vote, contract for goods or services with a school board member of the school district:
 1. In the designation of a bank or savings association, in which a school board member is interested, as an authorized depository for school district funds and as a source of borrowing, provided such deposited funds are protected in accordance with Minnesota Statute chapter 118A. Any school board member having said interest shall disclose that interest and the interest shall be entered upon the school board minutes. Disclosure shall be made when such bank or savings association is first designated as a depository or source of borrowing, or when such school board member is elected, whichever is later. Disclosure serves as notice of the interest and need only be made once;
 2. The designation of an official newspaper, or publication of official matters therein, in which the school board member is interested when it is the only newspaper complying with statutory requirements relating to the designation or publication;
 3. A contract with a cooperative association of which the school board member is a shareholder or stockholder but not an officer or manager;
 4. A contract for which competitive bids are not required by law. A contract made under this exception will be void unless the following procedures are observed:
 - a. The school board shall authorize the contract in advance of its performance by adopting a resolution setting out the essential facts and determining that the contract price is as low as or lower than the price at which the goods or services could be obtained elsewhere.
 - b. In the case of an emergency when the contract cannot be authorized in advance, payment of the claims must be authorized by a like resolution wherein the facts of the emergency are also stated.
 - c. Before a claim is paid, the interested school board member shall file with the clerk of the school board an affidavit stating:
 - 1) The name of the school board member and the office held;
 - 2) An itemization of the goods or services furnished;

- 3) The contract price;
 - 4) The reasonable value;
 - 5) The interest of the school board member in the contract; and
 - 6) That to the best of the school board member's knowledge and belief, the contract price is as low as, or lower than, the price at which the goods or services could be obtained from other sources.
5. A school board member may rent space in a public facility at a rate commensurate with that paid by other members of the public.
- C. In the following circumstances, the school board may as an exception, by majority vote at a meeting at which all school board members are present, contract for services with a school board member of the school district: A school board member may be newly employed or may continue to be employed by the school district as an employee only if there is a reasonable expectation on July 1, or at the time the contract is entered into or extended, that the amount to be earned by that school board member under that contract or employment relationship, will not exceed \$20,000 in that fiscal year. If the school board member does not receive majority approval to be initially employed or to continue in employment at a meeting at which all school board members are present, that employment is immediately terminated and that school board member has no further rights to employment while serving as a school board member in the school district.
- D. The school board may contract with a class of school district employees, such as teachers or custodians, when the spouse of a school board member is a member of the class of employees contracting with the school board and the employee spouse receives no special monetary or other benefit that is substantially different from the benefits that other members of the class receive under the employment contract. For the school board to invoke this exception, it must have a majority of disinterested school board members vote to approve the contract, direct the school board member spouse to abstain from voting to approve the contract, and publicly set out the essential facts of the contract at the meeting in which the contract is approved.

IV. LIMITATIONS ON RELATED EMPLOYEES

- A. The school board must hire or dismiss teachers only at duly called meetings. When a husband and wife, brother and sister, or two brothers or sisters, constitute a quorum, no contract employing a teacher may be made or authorized except upon the unanimous vote of the full school board.
- B. The school board may not employ any teacher related by blood or marriage to a school board member, within the fourth degree as computed by the civil law, except by a unanimous vote of the full school board.

V. CONFLICTS PRIOR TO TAKING OFFICE

A school board member with personal financial interest in a sale, lease, or contract with the school district which was entered before the school board member took office and presents an actual or potential conflict of interest, shall immediately notify the school board of such interest. It shall thereafter be the responsibility of the school board member to refrain from participating in any action relating to the sale, lease, or contract. At the time of renewal of any such sale, lease, or contract, the school board may enter into or renew such sale, lease, or contract only if it falls within one of the enumerated exceptions for contracts relating to goods or services provided above and if the procedures provided in this policy are followed.

VI. DETERMINATION AS TO WHETHER A CONFLICT OF INTEREST EXISTS

The determination as to whether a conflict of interest exists is to be made by the school board. Any school board member who has an actual or potential conflict shall notify the school board of

such conflict immediately. The school board member shall thereafter cooperate with the school board as necessary for the school board to make its determination.

Legal References: Minn. Stat. § 122A.40, Subd. 3 (Employment; Contracts; Termination)
Minn. Stat. § 123B.195 (Board Member's Right to Employment)
Minn. Stat. § 471.87 (Public Officers Interest in Contract; Penalty)
Minn. Stat. § 471.88, Subds. 2, 3, 4, 5, 12, 13, and 21 (Exceptions)
Minn. Stat. § 471.89 (Contract, When Void)
Op. Atty. Gen. 437-A-4, March 15, 1935
Op. Atty. Gen. 90-C-5, July 30, 1940
Op. Atty. Gen. 90-A, August 14, 1957

Cross References: MSBA/MASA Model Policy 201 (Legal Status of the School Board)
MSBA/MASA Model Policy 209 (Code of Ethics)

STUDENT ATTENDANCE

I. PURPOSE

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

II. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

a. It is the administrator's responsibility to require students to attend all assigned classes. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and monitor previous days absences. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

b. In accordance with the Minnesota Compulsory Instruction Law, Minnesota Statutes, section 120A.22, the students of the school district are **REQUIRED** to attend all assigned classes every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and recorded in the student handbook, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating dates that the student cannot attend school is a valid excuse.
 - i. May include preapproved family trips of short duration at principal discretion.
- b. The following reasons shall be sufficient to constitute excused absences:
 - i. Illness
 - ii. Serious illness in the student's immediate family
 - iii. A death or funeral in the student's immediate family or of a close friend or relative
 - iv. Medical, dental, or orthodontic treatment or a counseling appointment
 - v. Court appearances occasioned by family or personal action
 - vi. Religious instruction not to exceed three hours in any week
 - vii. Physical emergency conditions such as fire, flood, storm, etc.
 - viii. Official school field trip or other school-sponsored outing
 - ix. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
 - x. Family emergencies
 - xi. Active duty in any military branch of the United States
 - xii. A student's condition that requires ongoing treatment for a mental health diagnosis
- c. Consequences of Excused Absences
 - i. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher
 - ii. Student make up work will be determined by teacher. See Student Handbook for further clarification.

2. Unexcused Absences

- a. The following are examples of absences which will not be excused:
 - i. Truancy. An absence by a student which was not approved by the parent and/or the school district
 - ii. Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures
 - iii. Work at home
 - iv. Work at a business, except under the school-sponsored work release program
 - v. Any other absence not included under the attendance procedures set out in this policy
- b. Consequences of Unexcused Absences
 - i. Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56
 - ii. Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences
 - iii. In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness
2. Procedures for Reporting Tardiness
 - a. Students tardy at the start of school must report to the school office for an admission slip

- b. Tardiness between periods will be handled by the teacher
- 3. Excused Tardiness
 - Valid excuses for tardiness are:
 - a. Illness
 - b. Serious illness in the student's immediate family
 - c. A death or funeral in the student's immediate family or of a close friend or relative
 - d. Medical, dental, orthodontic, or mental health treatment
 - e. Court appearances occasioned by family or personal action
 - f. Physical emergency conditions such as fire, flood, storm, etc.
 - g. Any tardiness for which the student has been excused in writing by an administrator or faculty member
- 4. Unexcused Tardiness
 - a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
 - b. Tardiness may result in school consequences.
- D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs
 - 1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs
 - 2. School-initiated absences will be accepted and participation permitted
 - 3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day. Reference Activities Handbook for further guidance.
 - 4. If a student is suspended from any class, he or she may not participate in any activity or program that day

III. RELIGIOUS OBSERVANCE ACCOMMODATION

Reasonable efforts will be made by the school district to accommodate any student who wishes to be excused from a curricular activity for a religious observance. Requests for accommodations should be directed to the building principal.

IV. DISSEMINATION OF POLICY

- A. This policy shall be made available to parents and students at the commencement of each school year. This policy shall also be available by contacting the school main office.
- B. The school district will provide annual notice to parents of the school district's policy relating to a student's absence from school for religious observance

V. REQUIRED REPORTING

- A. Continuing Truant

Minnesota Statutes section 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statutes section 120A.22 and is absent from instruction in a school, as defined in Minnesota Statutes section 120A.05, without valid excuse within a single school year for:

 - 1. Three days if the child is in elementary school; or
 - 2. Three or more class periods on five days if the child is in middle school or high school
- B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minnesota Statutes section 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

 - 1. That child is truant

2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minnesota Statutes section 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minnesota Statutes section 120A.34
4. That this notification serves as the notification required by Minnesota Statutes section 120A.34
5. That alternative educational programs and services may be available in the child's enrolling or resident district
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minnesota Statutes Chapter 260C
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minnesota Statutes section 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day

C. Habitual Truant

1. A habitual truant is a child under the age of 18 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, or high school, or a child who is 18 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school
2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minnesota Statutes Chapter 260A

- Legal References:**
- Minn. Stat. § 120A.05 (Definitions)
 - Minn. Stat. § 120A.22 (Compulsory Instruction)
 - Minn. Stat. § 120A.24 (Reporting)
 - Minn. Stat. § 120A.26 (Enforcement and Prosecution)
 - Minn. Stat. § 120A.34 (Violations; Penalties)
 - Minn. Stat. § 120A.35 (Absence from School for Religious Observance)
 - Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
 - Minn. Stat. § 260A.02 (Definitions)
 - Minn. Stat. § 260A.03 (Notice to Parent or Guardian When Child is a Continuing Truant)
 - Minn. Stat. § 260C.007, subd. 19 (Habitual Truant Defined)
 - Minn. Stat. § 260C.201 (Dispositions; Children in Need of Protection or Services or Neglected and in Foster Care)
 - Goss v. Lopez*, 419 U.S. 565 (1975)
 - Slocum v. Holton Bd. of Educ.*, 429 N.W.2d 607 (Mich. App. Ct. 1988)
 - Campbell v. Bd. of Educ. of New Milford*, 475 A.2d 289 (Conn. 1984)
 - Hamer v. Bd. of Educ. of Twp. High Sch. Dist. No. 113*, 66 Ill. App.3d 7, 383 N.E.2d 231 (1978)
 - Gutierrez v. Sch. Dist. R-1*, 585 P.2d 935 (Co. Ct. App. 1978)
 - Knight v. Bd. of Educ.*, 38 Ill. App. 3d 603, 348 N.E.2d 299 (1976)
 - Dorsey v. Bale*, 521 S.W.2d 76 (Ky. 1975)

- Cross References:** MSBA/MASA Model Policy 506 (Student Discipline)



Policy 506
Adopted: 8.23.07
Revised: 8.28.14
Reviewed: 10.27.16
Revised: 8.24.17
Revised: 3.28.19
Reviewed: 8.6.20
Revised: 8.25.22
Revised: 1.25.24
Revised: 8.22.24

STUDENT DISCIPLINE

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.

In view of the foregoing and in accordance with Minnesota Statutes, section 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. DEFINITIONS

- A. "Nonexclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the

policies and practices under Minnesota Statutes, sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).

- B. "Pupil withdrawal agreement" means a verbal or written agreement between a school administrator or district administrator and a pupil's parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

IV. POLICY

- A. The school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The policies must include nonexclusionary disciplinary policies and practices consistent with Minnesota Statutes, section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurring.
- B. The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.
- C. The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, section 120B.02 and help prepare the pupil for readmission in accordance with section Minnesota Statutes, section 121A.46, subdivision 5.
- D. For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in Minnesota Statutes, section 121A.41, subdivision 13:
 - 1) for a pupil who remains enrolled in the school district or is awaiting enrollment in a new district, the school district's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. The school district must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in Minnesota Statutes, section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school;
 - 2) a pupil receiving school-based or school-linked mental health services in the school district under Minnesota Statutes, section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district; and
 - 3) the school district must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the school district website.

V. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy. The superintendent, in exercising his or her lawful authority, may use reasonable force when it is necessary under

the circumstances to restrain a student to prevent imminent bodily harm or death to the student or another.

- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of Behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising their lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent imminent bodily harm or death to the student or another. A principal shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. A teacher, in exercising their lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent imminent bodily harm or death to the student or another. A teacher shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising their lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent bodily harm or death to the student or another. A school employee, which does not include a school resource officer, shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso. For the purpose of Minnesota Statutes, section 121A.582 (Student Discipline; Reasonable Force), a school resource officer, as defined in Minnesota Statutes, section 626.8482, subdivision 1, paragraph (c) is not a school employee or agent of the district.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.
- I. Reasonable Force Reports
 - 1) The school district must report data on its use of any reasonable force used on a student with a disability to correct or restrain the student to prevent imminent

- bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).
- 2) Beginning with the 2024-2025 school year, the school district must report annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c).
 - 3) Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

VI. STUDENT RIGHTS

All students have the right to an education and the right to learn.

VII. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.
- O. To follow the Hornet Way:
 - a. **Respect**-be considerate of self, other people and other people's beliefs and property
 - b. **Honesty**-be truthful
 - c. **Kindness**-be caring, friendly and helpful
 - d. **Responsibility**-be dependable and accountable
 - e. **Fairness**-be committed to the just treatment of others

VIII. CODE OF STUDENT CONDUCT

The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Violation of the school district's Hazing Prohibition Policy;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include marijuana, medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;

18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet and Technology Acceptable Use and Safety Policy;
22. Use of a cell phone in violation of the school district's Personal Electronic Communication Devices Policy;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district's Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;

41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of the school district's one-to-one device rules and regulations;
45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

IX. RECESS AND OTHER BREAKS

- A. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.
- B. The school district is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.
- C. The school district must not use recess detention unless:
 - 1) a student causes or is likely to cause serious physical harm to other students or staff;
 - 2) the student's parent or guardian specifically consents to the use of recess detention; or
 - 3) for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.
- D. The school district must not withhold recess from a student based on incomplete schoolwork.
- E. The school district must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.
- F. The school district must compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. The school district is encouraged to use the data in professional development promoting the use of nonexclusionary discipline.
- G. The school district must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a district or school's existing responsibilities under Minnesota Statutes, section 124D.111 or other state or federal law.

X. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district code of conduct, rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or

expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
 - Right to Know (Tennessee Warning)
Administrative conferencing, involving Big Lake Schools' students, will include a reasonable effort to establish an overt awareness on the part of the student regarding:
 - The subject of, purpose for, and intended use of the data collected
 - The student's individual right of refusal to supply, or legal obligation to supply, such data
 - Known consequences of supplying or not supplying the data
 - Known identity of others authorized to review the data
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent/Guardian contact;
- D. Parent/Guardian conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities, as it relates to MSHSL guidelines or bylaws, if applicable;
- H. Detention or restriction of privileges;
- I. Loss of school privileges e.g., hall passes, library passes, driving privilege;
- J. In-school monitoring e.g., noon room, Saturday school, or revised class schedule e.g., MLC the Modified Learning Center;
- K. Referral to in-school support services e.g., counseling;
- L. Referral to community resources or outside agency services;
- M. Restorative measures, including financial, symbolic, or other means of restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication i.e. truancy petition;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

XI. REMOVAL OF STUDENTS FROM CLASS

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

- 1) Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
- 2) Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
- 3) Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
- 4) Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.
- C. Procedures for Removal of a Student from a Class.
See 506B Procedures for Removal of Students
- D. Period of Time for which a Student may be Removed from a Class (may not exceed five (5) class periods for a violation of a rule of conduct)
See 506B Procedures for Removal of Students
- E. Responsibility for and Custody of a Student Removed from Class.
See 506B Procedures for Removal of Students
- F. Procedures for Return of a Student to a Specific Class from Which the Student was Removed.
See 506B Procedures for Removal of Students
- G. Procedures for Notifying a Student and the Student's Parents or Guardian of Violation of the Rules of Conduct and of Resulting Disciplinary Actions;
See 506B Procedures for Removal of Students
- H. Students with a Disability; Special Provisions.
See 506B Procedures for Removal of Students
- I. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.
See 506B Procedures for Removal of Students
- J. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.
See 506B Procedures for Removal of Students

XII. DISMISSAL

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion, and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to use nonexclusionary disciplinary policies and procedures before dismissal proceedings or pupil withdrawal agreements, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

The use of exclusionary practices for early learners as defined in Minnesota Statutes, section 121A.425, is prohibited. The use of exclusionary practices to address attendance and truancy issues is prohibited.

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

- 1) Willful violation of any reasonable school board regulation, including those found in this policy;
- 2) Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
- 3) Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Disciplinary Dismissals Prohibited

- 1) A pupil enrolled in the following is not subject to dismissals under the Pupil Fair Dismissal Act:
 - a. a preschool or prekindergarten program, including an early childhood family education, school readiness, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or
 - b. kindergarten through Grade 3.
- 2) This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes, chapter 125A and federal law for a student receiving special education services.
- 3) Notwithstanding this section, expulsions and exclusions may be used only after resources outlined under nonexclusionary discipline have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

D. Suspension Procedures

- 1) "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
- 2) School administration must allow a suspended pupil the opportunity to complete all school work assigned during the period of the pupil's suspension and to receive full credit for satisfactorily completing the assignments. The school principal or other person having administrative control of the school building or program is encouraged to designate a district or school employee as a liaison to work with the pupil's teachers to allow the suspended pupil to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback in a reasonable amount of time.
- 3) If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange

for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.

- 4) The definition of suspension under Minnesota Statutes, section 121A.41, subdivision 10, does not apply to a student's dismissal from school for less than one day, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
- 5) A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
- 6) Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota Statutes, section 123A.05 selected to allow the student to progress toward meeting graduation standards under Minnesota Statutes, section 120B.02, although in a different setting.
- 7) The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

- 8) After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - b. petition the juvenile court that the student is in need of services under Minnesota Statutes chapter 260C.
- 9) A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
- 10) The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
- 11) In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
- 12) Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) consecutive school days.

E. Expulsion and Exclusion Procedures

- 1) "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
- 2) "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
- 3) All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.
- 4) No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
- 5) The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56; describe the nonexclusionary disciplinary practices accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district must advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE) and is posted on its website.

- 6) The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
- 7) All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
- 8) The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
- 9) The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
- 10) If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
- 11) All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
- 12) At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
- 13) The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
- 14) The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
- 15) The student cannot be compelled to testify in the dismissal proceedings.
- 16) The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within five (5) days after the close of the hearing.
- 17) The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of the Minnesota Department of Education (Commissioner) of the basis and reason for the decision.
- 18) A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minnesota Statutes section 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
- 19) The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.

- 20) The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
- 21) Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

XIII. ADMISSION OR READMISSION PLAN

A school administrator must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan must include measures to improve the student's behavior, which may include completing a character education program consistent with Minnesota Statutes, section 120B.232, subdivision 1, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan must include reasonable attempts to obtain parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XIV. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each exclusion or expulsion, each physical assault of a school district employee by a pupil, and each pupil withdrawal agreement within thirty (30) days of the effective date of the dismissal action, pupil withdrawal, or assault, to the MDE Commissioner. This report must include a statement of the nonexclusionary disciplinary practices, or other sanction, intervention, or resolution in response to the assault given to the pupil and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the pupil's age, grade, gender, race, and special education status.

XV. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13.

XVI. STUDENTS WITH DISABILITIES

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and

substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XVII. PRESCHOOL AND PREKINDERGARTEN DISCIPLINE

A child enrolled in a preschool or prekindergarten program, including a child participating in early childhood family education, school readiness, school readiness plus, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program, may not be subject to dismissals under the Pupil Fair Dismissal Act. Expulsions and exclusions may be used only after non-exclusionary discipline has been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others. Non-exclusionary discipline must include at least one of the following:

- a. Collaborating with the student's family or guardian, child mental health consultant or provider, education specialist, or other community based support;
- b. Creating a plan, written with the parent or guardian, that details the action and support needed for the student to fully participate in a preschool or prekindergarten program; or
- c. Providing a referral for needed support services, including parenting education, home visits, other supportive education interventions, or where appropriate, an evaluation to determine if the student is eligible for special education services or section 504 services.

XVIII. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minnesota Statutes section 124D.03) or Enrollment in Nonresident District (Minnesota Statutes section 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minnesota Statutes chapter 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XIX. DISCIPLINE COMPLAINT PROCEDURE

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied. See 506A Discipline Complaint Form.

XX. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all

students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

XXI. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)
Minn. Stat. §§ 121A.60 (Definitions)
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)
Minn. Stat. § 121A.65 (Review of Policy)
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (State-Approved Alternative Program Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Boards' Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. Ch. 125A (Special Education and Special Programs)
Minn. Stat. § 152.22, Subd. 6 (Definitions)
Minn. Stat. § 152.23 (Limitations)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Safety and Placement)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Act)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 524 (Internet and Technology Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 524.5 Personal Electronic Communication Devices Policy
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)

MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles;
Patrols, Inspections, and Searches)
MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Procedures for Removal of Students from Class

Liberty ElementaryIndependence Elementary STEMBig Lake Middle SchoolBig Lake High School**Liberty Elementary:****A. Procedures for Removal of a Student From a Class**

Classroom teachers first utilize their classroom safe place, take-a-break spot, or a buddy classroom to redirect negative behaviors. If staff are needing additional support, they should call the office or walkie asking for support, using the “LB SE” channel. When a Liberty team member comes to support, needs are assessed. If a general education student needs to leave their class because they are being unsafe or making it so others can't learn, they may utilize a calming area in our social worker office, counselor office, calming room near the elevator, or in the office. SPED students go to a special education resource room. Restorative practices are used whenever possible to repair relationships.

If a student is out of the classroom for a large amount of time, families will be notified. If students are physical or extremely unsafe (i.e. major physical aggression, vandalism, threat/intimidation, extreme stealing, self harming language/behavior, repeated patterns of negative behavior) details will be added to our student information system (IC). For general education students, the assistant principal, counselor, social worker or principal will enter information into IC. For SPED students, the data will be entered into IC. If patterns of needing to be removed from the classroom start to occur, the assistant principal will be notified for general education students, or the SPED case manager will be notified for students with SPED services, and a family meeting may be called.

If the student is a general education student, the classroom teacher will fill out PBIS forms to document the behaviors. Staff will continue to look for the function of the behavior, as we believe behavior is communication. Additionally, significant behavior incidents will be entered into IC by the assistant principal, counselor, social worker or principal (the staff listed who is most closely involved with the incident will record the information into IC). Once a few of the most important negative behaviors are identified, interventions will begin, in collaboration with the counselor or social worker. If behaviors are deemed violent, staff who work with the student will be notified in writing.

If the student receives SPED services, SPED staff will document communication in the communication log on SPED forms. Additionally, significant behavior incidents will be entered into IC. A functional behavior assessment, behavior support plan may need to be completed to help support significant behaviors. If behaviors continue to escalate or remain heightened, the case manager will call a team meeting to address the needs and

increase collaboration among the team. If needed these team meetings can meet monthly or bimonthly as core team meetings for the student. If behaviors are deemed violent, staff who work with the student will be notified in writing.

B. Period of Time for which a Student may be Removed from a Class (may not exceed five (5) class periods for a violation of a rule of conduct)

A student is only out of the classroom for long enough to calm, reflect on their behavior, fix their mistakes, and make a plan to have a better rest of the day. This should not be longer than 5 lessons. If a student is out of the classroom for a large amount of time, families will be notified.

C. Responsibility for and Custody of a Student Removed from Class

SPED Student: A special education resource room where they can calm in a safe area under the supervision of support staff, case manager, or another special education teacher.

General Education Student: Utilize a calming area in our social worker office, counselor office, calming room near the elevator, or in the office. Students are supervised and supported until they are calm, can follow directions and rejoin their class in a safe way.

Call the office or walkie for support, using the “LB SE” channel. If the student is receiving special education support with a paraeducator within the classroom the para may remove the student without needing to call for additional support if it is safe to do so.

We always make sure an adult has eyes on a student, especially when escalated.

Use calming strategies, share what they are feeling and why, make plans to fix their mistakes, show they are ready to join their class by handling a non-preferred activity with support, fix their mistakes, join class.

Whoever came to the class to support has lead, unless it is a SPED student and then it is their case manager if and when they arrive.

D. Procedures for Return of a Student to a Specific Class from Which the Student was Removed

The student can rejoin the class when they are in a calm state and have shown they can handle a non-preferred activity. The student is brought back to the class and the staff who was supporting them makes sure they can successfully rejoin the class.

The staff member who supported the student connects with the classroom teacher and updates them on what happened. For general education students, the classroom teacher fills out a PBIS form. For SPED students, the case manager will document incidents on resource room incidents log. If the behavior was significant (as described above), it will

be added to IC. If patterns start to form, the classroom teacher will bring the student to our Tier 2/3 Behavior Meeting. If they are a SPED student, and new behavior patterns start or existing behaviors have escalated, a team meeting will be called by the case manager. Parents are a key member to our team and will be notified and partnered with as much as possible.

E. Procedures for Notifying a Student and the Student's Parents or Guardian of Violation of the Rules of Conduct and of Resulting Disciplinary Actions

If a significant incident occurs, the assistant principal will be informed. Data will be collected, plans to fix the issue will occur, including restorative practices whenever possible. The student will be taught the appropriate actions for the next time, consequences will be given, parents will be notified and incident details, as well as resulting actions will be added to IC.

If patterns of significant behaviors continue or new significant behaviors start to occur, either a team meeting will be called for a student with SPED services, or a family meeting will be called for a general education student. Safety for themselves and others is a priority, and teaching the skills to make this happen is of utmost importance at Liberty.

F. Disabled Students; Special Provisions

Further assessment will be completed if at least two separate behavior interventions are documented without adequate progress.

If a student with SPED services shows a pattern of negative behavior, and the student is explicitly taught the skill to improve that behavior and it isn't working, a team meeting should be called to examine how to provide further support.

Students are referred to possible SPED services if there is not adequate growth after implementing two 4-6 week behavior interventions.

G. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises

Our Tier 2/3 Behavior Team is our chemical abuse pre-assessment team, and they will gather if a student is showing concerning behavior.

If any classroom teacher is noticing concerning behavior regarding chemical abuse, they will notify the assistant principal, principal or the social worker. A Tier 2/3 Behavior Team meeting will be called.

H. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct

If a significant incident occurs, the assistant principal will be informed. Data will be collected, plans to fix the issue will occur, including restorative practices whenever

possible. The student will be taught the appropriate actions for the next time, consequences will be given, parents will be notified and incident details, as well as resulting actions will be added to IC.

Staff will continue to look for the function of the behavior, and once a few of the most important negative behaviors are identified, interventions will begin, in collaboration with the counselor or social worker.

If patterns of significant incidents continue, a team meeting (for SPED students) or a family meeting (for general education students) will be called.

Independence Elementary STEM:

A. Procedures for Removal of a Student From a Class

When a student needs to be removed from a classroom for a major behavior that cannot be managed by the classroom teacher, the teacher will access the online SSR Referral Form to communicate with the office that a student's behavior needs to be addressed by a school administrator. The referral form can be found in the Independence Shared Folder on the District's Google Drive, on the Important Links Google Doc. Teachers will be brought to a Google Form, where they will answer questions about the student's name, grade, reason for the referral, location of the incident, others involved, description of the behavior, and any previous supports implemented by the teacher. If a student's behavior is considered a major behavior by school administration, the assistant principal will record the behavior in Infinite Campus.

B. Period of Time for which a Student may be Removed from a Class (may not exceed five (5) class periods for a violation of a rule of conduct)

The length of time a student may be removed from a class is determined by the type of incident and number of recurrences of the behavior. Using a behavior matrix specific to the behavior, the school administrator, in consultation with the teacher, will determine the appropriate amount of skill based, restitution, and restorative work the student will need to complete prior to returning to the classroom.

C. Responsibility for and Custody of a Student Removed from Class

When a student is removed from class, the student will report to the Student Support Room. Generally, students will be able to walk on their own to the Student Support Room; however, an administrator will escort a student to the Student Support Room if the student is a safety risk for themselves or others. When a student is in the Student Support Room, the student will work with staff to complete processing sheets, reviews of expectations for the specific area the behavior occurred, specific social skills lessons, behavior packets related to the behavior, guided online learning activities, staff directed lessons, and work to restore the relationship with the other student or staff; for example, writing an apology letter. Students will also work on any assignments they would or have missed due to the behavior and removal from class. The assistant principal is responsible for the student after removal from class.

D. Procedures for Return of a Student to a Specific Class from Which the Student was Removed

When a student has completed the expected work based on the incident, the student will begin the process back to class by completing a Back to Class pass in the Student Support Room. The Back to Class pass guides the student through a series of questions to help the student create an action plan for future situations. Also, the Back to Class pass provides an opportunity for the student and staff in the Student Support Room to review the expectations for returning to class. The pass and all the materials the student worked on while in the Student Support Room are collected and sent with the student back to the classroom. When the student arrives at the classroom, the student will immediately go to the Reset Chair and wait for the teacher to invite the student back to their expected seat. Prior to the student returning to the expected seat, the teacher will review the materials the student worked on in the Student Support Room and process with the student about the incident.

E. Procedures for Notifying a Student and the Student's Parents or Guardian of Violation of the Rules of Conduct and of Resulting Disciplinary Actions

If a student's behavior warrants an immediate removal from the classroom, the student will be directed by the teacher to report to the Student Support Room. If the student is refusing to leave the classroom the assistant principal will escort the student from the classroom to the Student Support Room. The assistant principal will interview the student and make a determination about next steps, which includes the amount of learning and restitution the student will incur (based on the behavior matrices). Depending on the incident, the student may begin processing with staff in the Student Support Room or the student will return to the Student Support Room at a later time. The assistant principal will contact families the day of the interview and notify parents or guardians of the violation of the rules of conduct and the resulting disciplinary action.

F. Disabled Students; Special Provisions

Students who have met the criteria for special education services and qualified under the Emotional or Behavioral Disabilities (EBD), Speech, or Specific Learning Disabilities (SLD) categories and are considered Setting I or Setting II or a student with a 504 Accommodations Plan will follow the same procedures as the general education student for major behaviors. Students who have qualified for special education services under the Autism Spectrum Disorder (ASD), Developmental Cognitive Disability (DCD) and EBD students receiving services at the Setting III level will be managed by the student's case manager for processing. Case managers will determine if it is necessary to consult with an administrator for ASD, DCD, and Setting III EBD students. If a student is either on a Individualized Education Program (IEP) or on a 504 Accommodation Plan the school administrator will consult with the special education lead teacher, student's case manager, 504 coordinator, or the special education coordinator to determine if the student's needs are being met by the IEP or 504 plan.

G. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises

A staff member who knows or has reason to believe a student is using, possessing, transferring alcohol or a controlled substance while on school premises or involved in school-related activities or is under the influence of a mood altering substance, will immediately contact the assistant principal. Consequences will be given based on the school's behavior matrices for chemical abuse which may include notification to school resource officer, out of school suspension, and notification to the school's chemical abuse pre assessment team.

H. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct

When a student violates the Big Lake Schools Code of Conduct, staff will immediately notify the assistant principal of a major behavior that cannot be managed by the classroom teacher. The teacher will access the online SSR Referral Form. The referral form can be found in the Independence Shared Folder on the District's Google Drive, on the Important Links Google Doc. Teachers will be brought to a Google Form, where they will answer questions about the student's name, grade, reason for the referral, location of the incident, others involved, description of the behavior, and any previous supports implemented by the teacher. If a student's behavior is considered a major behavior by school administration, the assistant principal will record the behavior in Infinite Campus and contact the student's family. Based on the violation, the assistant principal will reference specific behavior matrices as a guideline for determining interventions. Interventions are based on the severity of the violation and frequency of the violation.

Big Lake Middle School:

A. Procedures for Removal of a Student From a Class

Teachers will follow a process to reteach, allow students to retry and give them a reset to keep them in class.

Teachers will then give the student a reset outside of their classroom door to reflect on needs to re-enter successfully.

If students are unable to engage in class safely, the teacher/administration will notify parent/guardian and process with students to identify causes and steps to build lacking skills or to meet the need that has not been addressed.

B. Period of Time for which a Student may be Removed from a Class (may not exceed five (5) class periods for a violation of a rule of conduct)

The removal from class can be the remainder of a single period class (46 minutes)

C. Responsibility for and Custody of a Student Removed from Class

If a student is removed from class after following a process to reteach expectations, build skills and allow for a re-try, then the student will be sent to an alternative learning location.

If not a safety risk, the teacher will alert administration and send the student. If needed, administration can pick up the student from class to escort them to an alternative learning location.

Student will complete a restorative reflection when regulated to identify the cause and identify area(s) for skill improvement. Parent will be notified by teacher or administration and will spend the remainder of the period completing course work.

D. Procedures for Return of a Student to a Specific Class from Which the Student was Removed

Student will work with administration of a repair with the teacher/student(s) involved prior to returning to the learning community.

Student and parent/guardian will be part of the plan for re-entry and commitments moving forward.

E. Procedures for Notifying a Student and the Student's Parents or Guardian of Violation of the Rules of Conduct and of Resulting Disciplinary Actions

Teacher will notify parent/guardian if it is a minor behavior. Administration will notify parent/guardian if this was a major behavior or if the frequency of the behavior has exceeded three times.

F. Disabled Students; Special Provisions

Teacher would consult case manager for guidance. If student is accessing their case manager for more than 15 minutes consistently, then the case manager will provide support to the classroom teacher and create a plan.

If a student is removed from a classroom for more than three periods, a review of the students' IEP will be had to support the student.

G. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises

Parent/Guardian contact and conference with student. Student completion of a school developed diversion module.possible dismissal or suspension following determined by frequency and details of incident.

Establishment of teacher reporting procedures to the chemical abuse pre-assessment team pursuant to Minnesota Statutes, section 121A.29.

If there is reasonable suspicion of chemical possession, use or distribution, the teacher refers to administration. Administration ensures safety of student with a wellness check with the school nurse/health assistant. Administration will investigate and may respond with an administrative search (person or locker). Administration communicates with parent/guardian and ensures safety of all students involved.

H. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct

When a minor or major behavior is not able to be managed in the classroom, a teacher refers the student to our Dean of Students. Our Dean of Students processes through the behavior with the student and provides an intervention to support or refers to either a counselor or another administrator to meet the students' needs. The intervention will always include reteaching of expectations, reviewing the handbook, reflecting through harm/repair and making commitments to move forward successfully. Behavioral interventions can include restorative chats, skill building with a counselor, parent meeting or other appropriate means to support the student.

Big Lake High School:

A. Procedures for Removal of a Student From a Class

Teachers will contact office personnel or designee if they think a student may need to be removed from class.

An administrator or designee will determine if a student needs to be removed from class.

Student removal from class will be documented by the teacher. Non-Exclusionary Discipline Plan (NED) paperwork.

B. Period of Time for which a Student may be Removed from a Class (may not exceed five (5) class periods for a violation of a rule of conduct)

The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

C. Responsibility for and Custody of a Student Removed from Class

Students may be brought to the administrator's office or another area clearly designated by the building administrator.

The administrator or designee will determine how a student will get to a designated area.

The administrator or designee will determine whether a student will be accompanied to the designated area.

The administrator or designee will determine what the student does upon removal from class.

The administrator or designee will retain responsibility for the student removed from class.

D. Procedures for Return of a Student to a Specific Class from Which the Student was Removed

A student may return to class when deemed appropriate by the administrator or designee.

The administrator or designee will determine if notes, conferences, or written plans are required for a student's return to class.

E. Procedures for Notifying a Student and the Student's Parents or Guardian of Violation of the Rules of Conduct and of Resulting Disciplinary Actions

Parents/guardians may be notified of rule violations and the resulting disciplinary action.

The administrator will determine if a parent/guardian conference is necessary.

F. Disabled Students; Special Provisions

If the alleged violator is a student with a disability under IDEA or Section 504 of the Rehabilitation Act, the District may consider the need for further assessment based on the student's educational or related service needs. Assessment may include a comprehensive evaluation or a stand alone Functional Behavioral Assessment.

If a pattern of behavior emerges, the district may hold an individual education program (IEP) team meeting to review the student's IEP and make revisions as appropriate. Students with disabilities who demonstrate behaviors which interfere with the student's or others' safety, may result in an emergency use of restrictive procedures in accordance with Minnesota statute 125A.0942. The district may hold an IEP team meeting within (10) ten calendar days after district staff use restrictive procedures on two separate school days within 30 (thirty) calendar days or when a pattern of use emerges and the student's IEP or behavior intervention plan does not provide for using restrictive procedures in an emergency. IEP meetings may also be held at the request of the parent/guardian.

If the district has reason to suspect a student may be eligible for special education services, the student may be referred to the Student Assistance Team (SAT) for development of an evaluation plan. The team will discuss needs and develop an evaluation plan with appropriate assessments, which will result in a Prior Written Notice provided to the parents with the district's proposal. For students already eligible and in need of additional services, specific placement and/or services for the student will be consistent with state and federal guidelines and will be determined by the IEP team.

G. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises

The steps outlined in District Policy #417 Chemical Use and Abuse may be taken when a student is removed from class due to evidence of being under the influence of drugs.

H. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct

Appropriate actions will be taken for students who do not comply with the rules and regulations of Big Lake Schools #727



PROTECTION AND PRIVACY OF PUPIL RECORDS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. Authorized Representative

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S.

Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

B. Biometric Record

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

C. Dates of Attendance

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

D. Directory Information

- 1) Under federal law “directory information”, means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, the student’s name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status (i.e., full-time or part-time); participation in officially recognized activities and sports; weight and height of members of athletic

teams; degrees, honors and awards received; and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student's parent(s). Directory information does not include:

- a. a student's social security number;
 - b. a student's identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
 - c. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student's identity, such as a PIN, password, or other factor known or possessed only by the student;
 - d. personally identifiable data which references religion, race, color, social position, or nationality; or
 - e. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student's parent or guardian.
- 2) Under Minnesota Statutes, section 13.32, subdivision 5, a school district may not designate a student's or parent's home address, telephone number, email address, or other personal contact information as "directory information."

E. Education Records

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

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

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

F. Education Support Services Data

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

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

G. Eligible Student

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

H. Juvenile Justice System

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

I. Legitimate Educational Interest

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

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

- J. Parent
“Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary
- K. Personally Identifiable
“Personally identifiable” means that the data or information includes, but is not limited to: (a) a student’s name; (b) the name of the student’s parent or other family member; (c) the address of the student or student’s family; (d) a personal identifier such as the student’s social security number or student number or biometric record; (e) other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates
- L. Record
“Record” means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche
- M. Responsible Authority
“Responsible authority” means Superintendent Tim Truebenbach.
- N. Student
“Student” includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.
- O. School Official
“School official” includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.
- P. Summary Data
“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.
- Q. Other Terms and Phrases
All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

IV. **GENERAL CLASSIFICATION**

State law provides that all data collected, created, received, or maintained by a school district are public unless classified by state or federal law as not public or

private or confidential. State law classifies all data on individuals maintained by a school district which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of FERPA and the regulations promulgated thereunder.

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

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

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

B. Eligible Students

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

C. Students with a Disability

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

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

- 1) The school district shall obtain a signed and dated written informed consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student, except as provided herein.
- 2) The written consent required by this subdivision must be signed and dated by the parent of the student or the eligible student giving the consent and shall include:
 - a. a specification of the records to be disclosed;
 - b. the purpose or purposes of the disclosure;

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

6) Eligible Student Consent

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

B. Prior Consent for Disclosure Not Required

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

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

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

- b. after November 19, 1974, if the reporting or disclosure allowed by state statute concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released, provided the officials and authorities to whom the records are disclosed certify in writing to the school district that the data will not be disclosed to any other party, except as provided by state law, without the prior written consent of the parent of the student. At a minimum, the school district shall disclose the following information to the juvenile justice system under this paragraph: a student's full name, home address, telephone number, and date of birth; a student's school schedule, attendance record, and photographs, if any; and parents' names, home addresses, and telephone numbers;
- 7) To organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, or improving instruction; provided that the studies are conducted in a manner which does not permit the personal identification of parents or students by individuals other than representatives of the organization who have a legitimate interest in the information, the information is destroyed when no longer needed for the purposes for which the study was conducted, and the school district enters into a written agreement with the organization that: (a) specifies the purpose, scope, and duration of the study or studies and the information to be disclosed; (b) requires the organization to use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in the written agreement; (c) requires the organization to conduct the study in a manner that does not permit personal identification of parents and students by anyone other than representatives of the organization with legitimate interests; and (d) requires the organization to destroy all personally identifiable information when information is no longer needed for the purposes for which the study was conducted and specifies the time period in which the information must be destroyed. For purposes of this provision, the term, "organizations," includes, but is not limited to, federal, state, and local agencies and independent organizations. In the event the Department of Education determines that a third party outside of the school district to whom information is disclosed violates this provision, the school district may not allow that third party access to personally identifiable information from education records for at least five (5) years;
 - 8) To accrediting organizations in order to carry out their accrediting functions;
 - 9) To parents of a student eighteen (18) years of age or older if the student is a dependent of the parents for income tax purposes;
 - 10) To comply with a judicial order or lawfully issued subpoena, provided, however, that the school district makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance therewith so that the parent or eligible student may seek protective action, unless the disclosure is in compliance with a federal grand jury subpoena, or any other subpoena issued for law enforcement purposes, and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed, or the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of

an offense listed in 18 United States Code section 2332b(g)(5)(B), an act of domestic or international terrorism as defined in 18 United States Code, section 2331, or a parent is a party to a court proceeding involving child abuse and neglect or dependency matters, and the order is issued in the context of the proceeding. If the school district initiates legal action against a parent or student, it may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the school district to proceed with the legal action as a plaintiff. Also, if a parent or eligible student initiates a legal action against the school district, the school district may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the school district to defend itself;

- 11) To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
- 12) To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
- 13) Information the school district has designated as "directory information" pursuant to Section VII. of this policy;
- 14) To military recruiting officers and post-secondary educational institutions pursuant to Section XI. of this policy;
- 15) To the parent of a student who is not an eligible student or to the student himself or herself;
- 16) To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiologic investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
- 17) To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or endorsed by the educational agency or institution for students or former students;

- 18) To the juvenile justice system, on written request that certifies that the information will not be disclosed to any other person except as authorized by law without the written consent of the parent of the student:
- a. the following information about a student must be disclosed: a student's full name, home address, telephone number, date of birth; a student's school schedule, daily attendance record, and photographs, if any; and any parents' names, home addresses, and telephone numbers;
 - b. the existence of the following information about a student, not the actual data or other information contained in the student's education record, may be disclosed provided that a request for access must be submitted on the statutory form and it must contain an explanation of why access to the information is necessary to serve the student: (1) use of a controlled substance, alcohol, or tobacco; (2) assaultive or threatening conduct that could result in dismissal from school under the Pupil Fair Dismissal Act; (3) possession or use of weapons or look-alike weapons; (4) theft; or (5) vandalism or other damage to property. Prior to releasing this information, the principal or chief administrative officer of a school who receives such a request must, to the extent permitted by federal law, notify the student's parent or guardian by certified mail of the request to disclose information. If the student's parent or guardian notifies the school official of an objection to the disclosure within ten (10) days of receiving certified notice, the school official must not disclose the information and instead must inform the requesting member of the juvenile justice system of the objection. If no objection from the parent or guardian is received within fourteen (14) days, the school official must respond to the request for information.

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

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

disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;

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

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

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

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

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

C. Nonpublic School Students

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

- 1) Pursuant to a valid court order;
- 2) Pursuant to a statute specifically authorizing access to the private data; or
- 3) To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the commissioner of health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted.

VII. RELEASE OF DIRECTORY INFORMATION

A. Educational Data

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

B. Former Students

Unless a former student validly opted out of the release of directory information while the student was in attendance and has not rescinded the opt out request at any time, the school district may disclose directory information from the education

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

C. Present Students and Parents

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

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

D. Procedure for Obtaining Nondisclosure of Directory Information

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

- 1) Name of the student and/or parent, as appropriate;
- 2) Home address;

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

E. Duration

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

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

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

B. Private Records Not Accessible to Parent

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

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

C. Private Records Not Accessible to Student

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

D. Military-Connected Youth Identifier

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

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

A. Confidential Records

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

B. Reports Under the Maltreatment of Minors Reporting Act

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

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

C. Investigative Data

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

- 1) The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
- 2) A complainant has access to a statement he or she provided to the school district.
- 3) Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minnesota Statutes section 13.393.
- 4) Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not

public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:

- a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
 - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
- 5) A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

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

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

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

XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POST-SECONDARY EDUCATIONAL INSTITUTIONS

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

recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the responsible authority, the Building Principal, in writing by October 1 each year. The written request must include the following information:

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

XII. LIMITS ON REDISCLOSURE

A. Redisdisclosure

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

B. Redisdisclosure Not Prohibited

- 1) Subdivision A. of this section does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make further disclosures of the information on behalf of the school district provided:
 - a. The disclosures meet the requirements of Section VI. of this policy; and
 - b. The school district has complied with the record-keeping requirements of Section XIII. of this policy.
- 2) Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of

dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 United States Code section 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

C. Classification of Disclosed Data

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

D. Notification

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

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

The responsible authority shall be responsible for the maintenance and security of student records.

B. Record Security

The principal of each school subject to the supervision and control of the responsible authority shall be the records manager of the school, and shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

C. Record Keeping

- 1) The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record, with the education records of the student, that indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student;
 - b. the legitimate interests these parties had in requesting or obtaining the information; and
 - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may make further disclosures of personally identifiable information from the student's education records without consent.
- 2) In the event the school district discloses personally identifiable information from an education record of a student pursuant to Section XII.B. of this policy, the record of disclosure required under this section shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;

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

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

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

The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.

B. Response to Request for Access

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

C. Right to Inspect and Review

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

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

D. Form of Request

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

E. Collection of Student Records

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

F. Records Containing Information on More Than One Student

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

G. Authority to Inspect or Review

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

H. Fees for Copies of Records

- 1) The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:
 - a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;
 - c. any schedule of standard copying charges established by the school district in its normal course of operations;
 - d. any special costs necessary to produce such copies from machine-based record-keeping systems, including but not limited to computers and microfilm systems; and
 - e. mailing costs.

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

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

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

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

B. Right to a Hearing

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

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

- b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

- 1) The hearing shall be held within a reasonable period of time after the school district has received the request, and the parent of the student or the eligible student shall be given notice of the date, place, and time reasonably in advance of the hearing.
- 2) The hearing may be conducted by any individual, including an official of the school district who does not have a direct interest in the outcome of the hearing. The school board attorney shall be in attendance to present the school board's position and advise the designated hearing officer on legal and evidentiary matters.
- 3) The parent of the student or eligible student shall be afforded a full and fair opportunity for hearing to present evidence relative to the issues raised under Subdivisions A. and B. of this section and may be assisted or represented by individuals of his or her choice at his or her own expense, including an attorney.
- 4) The school district shall make a decision in writing within a reasonable period of time after the conclusion of the hearing. The decision shall be based solely on evidence presented at the hearing and shall include a summary of evidence and reasons for the decision.

D. Appeal

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

XVI. PROBLEMS ACCESSING DATA

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

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

- A. Where to File Complaints
Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue S.W., Washington, D.C. 20202-8520.
- B. Content of Complaint
A complaint filed pursuant to this section must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

XVIII. WAIVER

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

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

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

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

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

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

C. Notification to Parents or Eligible Students Who are Disabled

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

XX. DESTRUCTION AND RETENTION OF RECORDS

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

XXI. COPIES OF POLICY

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.32, Subd. 5 (Directory Information)
Minn. Stat. § 13.393 (Attorneys)
Minn. Stat. Ch. 14 (Administrative Procedures Act)
Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)

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

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

OVERDOSE MEDICATION

I. PURPOSE

As a means of enhancing the health and safety of its students, staff and visitors, the school district will acquire, administer, and store doses of an opiate antagonist, specifically Naloxone (Narcan)ⁱ, and administration devices or kits for emergency use to assist a student, staff member, or other individual believed or suspected to be experiencing an opioid overdose on school district property during the school day or at school district activities.

II. GENERAL STATEMENT OF POLICY

The school board authorizes school district administration to obtain and possess opioid overdose reversal medication, such as Naloxone to be maintained and administered to a student or other individual by trained school staff if the staff member determines in good faith that the person to whom the medication is administered is experiencing an opioid overdose. Authorization for obtaining, possessing and administering Naloxone or similar permissible medications under this policy are contingent upon: 1) the continued validity of state and federal law that permit a person who is not a healthcare professional to dispense an opiate antagonist to the school district and its employees by law; 2) that the school district and its staff are immune from criminal prosecution and not otherwise liable for civil damages for administering the opiate antagonist to another person who the staff member believes in good faith to be suffering from a drug overdose; and 3) the availability of funding either from outside sources or as approved by the school board to obtain and administer opioid overdose reversal medication.

III. DEFINITIONS

- A. **“Drug-related overdose”** means an acute condition, including mania, hysteria, extreme physical illness, respiratory depression or coma, resulting from the consumption or use of a controlled substance, or another substance with which a controlled substance was combined, and that a layperson would reasonably believe to be a drug overdose that requires immediate medical assistance.
- B. **“Naloxone Coordinator”** is a school district staff person or administrator appointed to monitor adherence to protocols outlined in this policy and referenced procedures. The Naloxone Coordinator is responsible for building-level administration and management of Opiate Antagonist medications and supplies. The school district’s Naloxone Coordinator is Michelle Hanson.
- C. **“Opiate”** means any dangerous substance having an addiction forming or addiction sustaining liability similar to morphine or being capable of conversion into a drug having such addiction forming or addiction sustaining liability.
- D. **“Opiate Antagonist”** means naloxone hydrochloride (“Naloxone”) or any similarly acting drug approved by the federal Food and Drug Administration for the treatment of a drug overdose.
- E. **“Standing Order”** means directions from the school district’s medical provider that sets forth how to house and administer Naloxone or other Opiate Antagonist medications to students, staff members or other individuals believed or suspected to be experiencing an opioid overdose. This Standing Order should include the following information:
 - 1) Administration type
 - 2) Dosage
 - 3) Date of issuance
 - 4) Signature of the authorized provider

IV. GENERAL STATEMENT OF POLICY AND RESPONSIBILITIES

- A. The school district must maintain a supply of opiate antagonists as each school site to be administered in compliance with Minnesota law. Each school building must have two doses of nasal naloxone available on-site. The Minnesota Department of Education offered guidance regarding the meaning of “school site.” If a school site includes multiple buildings, the two-dose requirement applies to buildings used for instruction. It does not apply to administrative buildings, facility buildings, ice arenas, and similar buildings not used for instruction.
- B. A licensed physician, a licensed advanced practice registered nurse authorized to prescribe drugs pursuant to Minnesota Statutes, section 148.235, or a licensed physician assistant may authorize a nurse or other personnel employed by, or under contract with, a public school may be authorized to administer opiate antagonists as defined under Minnesota Statutes, section 604A.04, subdivision 1.
- C. A licensed practical nurse is authorized to possess and administer an opiate antagonist in a school setting notwithstanding Minnesota Statutes, 148.235, subdivisions 8 and 9.
- D. District Collaborative Planning and Implementation Team

To the extent Naloxone is obtained for use consistent with this policy, the school district will establish a district-wide collaborative planning and implementation team (“District Planning Team”) who will oversee the general development and operations related to the use of opiate antagonist Naloxone and regularly report to the school board as to its activities.

- 1) The District Planning Team will include the Naloxone Coordinator and may include the superintendent (or designee), school nurse, public health experts, first responders, student or family representatives, and community partners who will be assigned to the Team by the superintendent or designee or solicited as volunteers by the superintendent.
- 2) The District Planning Team, through the Naloxone Coordinator, will obtain a protocol or Standing Order from a licensed medical prescriber for the use of Naloxone or other Opiate Antagonist by school district staff in all school facilities and activities and will update or renew the protocol or Standing Order annually or as otherwise required. A copy of the protocol or Standing Order will be maintained in the office of the Naloxone Coordinator.
- 3) The District Planning Team will develop district-wide guidelines and procedures and determine the form(s) of Naloxone to be used within the school district (nasal, auto injector, manual injector) and the method and manner of arranging for the financing and purchasing, storage and use of Naloxone to be approved by the school board. Once approved by the school board, these guidelines and procedures will be attached and incorporated into this policy. At a minimum, these guidelines and procedures will:
 - a. Ensure that when Naloxone is administered, school district employees must activate the community emergency response system (911) to ensure additional medical support due to the limited temporary effect of Naloxone and the continued need of recipients of additional medical care;
 - b. Require school district employees to contact a school district healthcare professional to obtain medical assistance for the recipient of the Naloxone, if possible, pending arrival of emergency personnel;
 - c. Direct school district employees to make immediate attempts to determine if the recipient is a minor and, if so, locate the identity of the parent or guardian of the minor and ensure contact with that parent or guardian is made as soon as possible after administration of the Naloxone for the purpose of informing the parent or guardian of the actions that have been taken; and
 - d. Require school district staff to inform the building administrator or other administrator overseeing an event or activity of the administration of Naloxone, as well as the Naloxone Coordinator, after taking necessary immediate emergency steps.

- 4) The District Planning Team will determine the type and method of annual training, identify staff members at each school site to be trained, and coordinate the implementation of the training with the assistance of the Naloxone Coordinator.

E. Site Planning Teams

- 1) In consultation with the District Planning Team, the administrator at each school site may establish, in the manner the superintendent or Naloxone Coordinator deems appropriate, a Site Planning Team within the school site.
- 2) The Site Planning Team will be responsible for the coordination and implementation of this policy, district-wide guidelines and procedures within the school site and will develop and implement any specific guidelines and procedure for the storage and use of Naloxone within the school site in a manner consistent with this policy and district wide procedures and guidelines.

F. School District Staff

School district staff members will be responsible for attending all required training pertaining to the policy, procedures and guidelines for the storage and use of Naloxone and performing any assigned responsibilities pursuant to the guidelines and procedures.

- G. The school district allows a student in grades 9 through 12 to possess and administer an opiate antagonist to another high school student. The protections of Minnesota Statutes, section 604A.04 apply to the possession and administration of opiate antagonist according to Minnesota Statutes, section 121A.224.

V. NALOXONE STORAGE

- A. The Site Planning Team will select numerous Naloxone storage locations within the school site and outside the school site when activities are conducted off school grounds.
- B. The selected storage locations of Naloxone will be classified as non-public "security information" as the school board has determined that the disclosure of this data to the general public would be likely to substantially jeopardize the security of the medication that could be subject to theft, tampering, and improper use. Therefore, the identity of the storage locations will be shared only with those school district staff members whom the District Planning Team or Site Team have determined need access to this information to aid public health and safety as determined in the procedures and guidelines.
- C. Stock Naloxone will be clearly labeled, monitored for expiration dates, and stored in a secured location that is accessible by trained staff as set forth in paragraph V.B.

VI. PRIVACY PROTECTIONS

The school district will maintain the privacy of students and staff related to the administration of Naloxone as required by law.

Legal References: Minn. Stat. § 13.32 (Educational Data)

Minn. Stat. § 13.43 (Personnel Data)

Minn. Stat. § 13.37 (General Nonpublic Data)

Minn. Stat. § 121A.21 (School Health Services)

Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)

Minn. Stat. § 121A.224 (Opiate Antagonists)

Minn. Stat. § 144.344 (Emergency Treatment)

Minn. Stat. § 148.235 (Prescribing Drugs and Therapeutic Devices)

Minn. Stat. § 151.37 (Legend Drugs; Who May Prescribe, Possess)

Minn. Stat. § 152.01 (Definitions)

Minn. Stat. § 152.02 (Schedules of Controlled Substances)

Minn. Stat. § 604A.01 (Good Samaritan Law)

Minn. Stat. § 604A.015 (School Bus Driver Immunity from Liability)

Minn. Stat. § 604A.04 (Good Samaritan Overdose Prevention)

Minn. Stat. § 604A.05 (Good Samaritan Overdose Medical Assistance)
Minn. R. Pt. 6800.4220 (Schedule II Controlled Substances)
20 U.S.C. § 1232g (Family Educational and Privacy Rights)

Cross Reference: MSBA/MASA Model Policy 516 (Student Medication)
Minnesota Department of Health Toolkit on the Administration of Naloxone

Resources: Minnesota Department of Health, School Toolkit on Naloxone Administration in School Settings

ⁱ Naloxone is the medication that reverses an opioid overdose. Narcan® is the brand name for the intranasal applicator (nasal spray) form of naloxone. Naloxone usually refers to an intramuscular (IN+M) naloxone form that comes in a vial and is administered with a syringe, normally dispensed as an "IM kit."



Policy 531
Adopted: 5.24.07
Reviewed: 4.6.15
Revised: 5.28.15
Reviewed: 8.24.17
Revised: 12.15.22
Reviewed:

PLEDGE OF ALLEGIANCE

I. PURPOSE

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.

II. GENERAL STATEMENT OF POLICY

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher's surrogate; or
- B. Over a school communication system by a person designated by the school principal or other person having administrative control over the school.

III. EXCEPTIONS

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

IV. INSTRUCTION

Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

Legal Reference: Minn. Stat. § 121A.11, Subd. 3 (Pledge of Allegiance)
Minn. Stat. § 121A.11, Subd. 4 (Instruction)

Cross References: None



GRADUATION REQUIREMENTS

I. PURPOSE

The purpose of this policy is to set forth requirements for graduation from the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is that all students must demonstrate, as determined by the school district, their satisfactory completion of the credit requirements and their understanding of academic standards. The school district must adopt graduation requirements that meet or exceed state graduation requirements established in law or rule.

III. DEFINITIONS

- A. "Credit" means a student's successful completion of an academic trimester of study or a student's mastery of the applicable subject matter, as determined by the school district.
- B. "English language learners" or "ELL" student means an individual whose first language is not English and whose test performance may be negatively impacted by lack of English language proficiency.
- C. "Individualized Education Program" or "IEP" means a written statement developed for a student eligible by law for special education and services.
- D. "Required standard" means a statewide adopted expectation for student learning in the content areas of language arts, mathematics, science, social studies, physical education, health, and the arts. Locally developed academic standards in health apply until statewide rules implementing statewide health standards under Minnesota Statutes, section 120B.021, subdivision 3, are required to be implemented in the classroom.
- E. "Section 504 Accommodation" means the defined appropriate accommodations or modifications that must be made in the school environment to address the needs of an individual student with disabilities.

IV. DISTRICT ASSESSMENT COORDINATOR

Assistant Superintendent of Teaching and Learning shall be named the District Assessment Coordinator. Said person shall be in charge of all test procedures and shall bring recommendations to the school board annually for approval.

V. ASSESSMENT GRADUATION REQUIREMENTS

A. Graduation Requirements

Students' state graduation requirements, based on a longitudinal, systematic approach to student education and career planning, assessment, instructional support, and evaluation, include the following:

- 1) Achievement and career and college readiness in mathematics, reading, and writing, to monitor students' continuous development of and growth in requisite knowledge and skills; analyze students' progress and performance levels, identifying students' academic strengths and diagnosing areas where

students require curriculum or instructional adjustments, targeted interventions, or remediation; and, based on analysis of students' progress and performance data, determine students' learning and instructional needs and the instructional tools and best practices that support academic rigor for the student and

- 2) Consistent with this paragraph and Minnesota Statutes section 120B.125, (see Policy 604, Section II.H.), age-appropriate exploration and planning activities and career assessments to encourage students to identify personally relevant career interests and aptitudes and help students and their families develop a regularly reexamined transition plan for postsecondary education or employment without need for postsecondary remediation.
- 3) Based on appropriate state guidelines, students with an IEP may satisfy state graduation requirements by achieving an individual score on the state-identified alternative assessments.

B. Targeted Instruction Plan

- 1) A student must receive targeted, relevant, academically rigorous, and resourced instruction, which may include a targeted instruction and intervention plan focused on improving the student's knowledge and skills in core subjects so that the student has a reasonable chance to succeed in a career or college without need for postsecondary remediation.
- 2) Consistent with Minnesota Statutes, sections 120B.13, 124D.09, 124D.091, 124F.08, and related sections, an enrolling school or district must actively encourage a student in grade 11 or 12 who is identified as academically ready for a career or college to participate in courses and programs awarding college credit to high school students. Students are not required to achieve a specified score or level of proficiency on an assessment under this subdivision to graduate from high school.
- 3) As appropriate, students through grade 12 must continue to participate in targeted instruction, intervention, or remediation and be encouraged to participate in courses awarding college credit to high school students.
- 4) A student's progress toward career and college readiness must be recorded on the student's high school transcript.

VI. GRADUATION CREDIT REQUIREMENTS

Students must successfully complete, as determined by the school district, the following high school level credits for graduation:

To graduate from Big Lake High School, a student must have successfully completed a minimum of 73 credits (required and elective), to fulfill graduation requirements.

A "credit" is equivalent to a student's successful completion of one trimester of study or a student's mastery of the applicable subject matter in grades 9-12, as determined by school district administration.

Credit Distribution Requirement:

- 12.0 English Language Arts sufficient to satisfy all academic standards in English Language Arts
- 12.0 Social Studies: Three and one-half credits of social studies, encompassing at least United States history, geography, government and citizenship in either grade 11 or 12 for students beginning in grade 9 in the 2025-2026 school year and later or an advanced placement, international baccalaureate, or other

rigorous course on government and citizenship under Minnesota Statutes, section 120B.21, subdivision 1a, and a combination of other credits encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies

3 credits of Civics

3 credits of U.S. History, 2 credits Economics

2 credits of World History

1 credit of Geography

1 elective

- 9.0 Mathematics sufficient to satisfy all of the academic standards in mathematics (must include 3 credits of Algebra II)
- 9.0 Science Three credits of science, including one credit to satisfy all the earth and space science standards for grades 9 through 12, one credit to satisfy all the life science standards for grades 9 through 12, and one credit to satisfy all the chemistry or physics standards for grades 9 through 12;
- 6.0 Physical Education/Health satisfy the state standards in physical education
- 3.0 Arts sufficient to satisfy all of the academic standards in the arts
- 1.0 High School Success Skills or EXCEL Civics (requiring additional elective)
- 1.0 Financial Literacy or Money Management Skills
Students who begin grade 9 in the 2024-2025 school year and later must successfully complete a course for credit in personal finance in grade 10, 11, or 12. A teacher of a personal finance course that satisfies the graduation requirement must have a field license or out-of-field permission in agricultural education, business, family and consumer science, social studies, or math.
- 1.0 Career Planning
- 1.0 One Course from the List Below
- Career Planning Online
 - Youth Apprenticeship
 - On the Job Training
 - Wright Technical Center Programs (WTC)
 - College in Classroom (CIC)
 - Post-Secondary Enrollment Option (PSEO)
 - Sandbox
 - Engineering Design & Development
- 18.0 Electives
- 73.0 Total credits (minimum)

Credit Equivalencies

- A one-half credit of economics taught in a school's agriculture, food, and natural resources education or business education program or department may fulfill a one-half credit in social studies if the credit is sufficient to satisfy all of the academic standards in economics.
- An agriculture science or career and technical education credit may fulfill the elective science credit required if the credit meets the state physical science, life science, earth and space science, chemistry, or physics academic standards or a combination of these academic standards as approved by the school district. An agriculture or career and technical education credit may fulfill the credit in chemistry or physics required if the credit meets the state chemistry or physics academic standards as approved by the school district. A student must satisfy either all of the chemistry or all of the physics academic standards prior to graduation. An agriculture science or career and technical education credit may not fulfill the required biology credit.
- A career and technical education credit may fulfill a mathematics or arts credit requirement.
- A computer science credit may fulfill a mathematics credit requirement if the credit meets state academic standards in mathematics.
- A Project Lead the Way credit may fulfill a mathematics or science credit requirement if the credit meets the state academic standards in mathematics or science.
- An ethnic studies course may fulfill a social studies, language arts, arts, math, or science credit if the course meets the applicable state academic standards. An ethnic studies course may fulfill an elective credit if the course meets applicable local standards or other requirements.

VII. GRADUATION STANDARDS REQUIREMENTS

- A. All students must have the opportunity to demonstrate their understanding of the following academic standards:
- 1) School District Standards, Health (K-12);
 - 2) School District Standards, Career and Technical Education (K-12); and
 - 3) School District Standards, World Languages (K-12)
- B. Academic standards in health, world languages, and career and technical education will be reviewed on an annual basis.* A school district must use the current world languages standards developed by the American Council on the Teaching of Foreign Languages.
- * Reviews are required to be conducted on a periodic basis. Therefore, this time period may be changed to accommodate individual school district needs.
- C. All students must satisfactorily complete the following required Graduation Standards in accordance with the standards developed by the Minnesota Department of Education (MDE):
- 1) Minnesota Academic Standards, English Language Arts K-12;
 - 2) Minnesota Academic Standards, Mathematics K-12;
 - 3) Minnesota Academic Standards, Science K-12;
 - 4) Minnesota Academic Standards, Social Studies K-12; and
 - 5) Minnesota Academic Standards, Physical Education K-12.
- D. State standards in the Arts K-12 are available, or school districts may choose to develop their own standards.
- E. The academic standards for language arts, mathematics, and science apply to all students except the very few students with extreme cognitive or physical impairments for whom an IEP team has determined that the required academic

standards are inappropriate. An IEP team that makes this determination must establish alternative standards.

VIII. EARLY GRADUATION

Students may be considered for early graduation, as provided for within Minnesota Statutes section 120B.07, upon meeting the following conditions:

- A. All course or standards and credit requirements must be met;
- B. The principal or designee shall conduct an interview with the student and contact parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision; and
- C. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

Legal References: Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations and Graduation Requirements for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)
Minn. Stat. § 120B.023 (Benchmarks)
Minn. Stat. § 120B.024 (Credits)
Minn. Stat. § 120B.07 (Early Graduation)
Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals; Striving for Comprehensive Achievement and Civic Readiness)
Minn. Stat. § 120B.125 (Planning for Students' Successful Transition to Postsecondary Education and Employment; Personal Learning Plans)
Minn. Stat. § 120B.30 (General Requirements; Statewide Assessments)
Minn. Stat. § 120B.303 (Assessment Graduation Requirements)
Minn. Stat. § 120B.307 (College and Career Readiness)
Minn. Rules Part 3501.0660 (Academic Standards For Kindergarten through Grade 12)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Part 3501.0820 (Academic Arts Standards for Kindergarten through Grade 12)
Minn. Rules Parts 3501.0900-3501.0960 (Academic Standards in Science)
Minn. Rules Parts 3501.1200-1210 (Academic Standards for English Language Development)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)

Cross References: MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)

MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
MSBA/MASA Model Policy 616 (School District System Accountability)



Policy 706
Adopted: 4.22.10
Reviewed: 5.4.15
Revised: 2.22.18
Revised: 5.26.22
Revised: 8.25.22
Reviewed:

ACCEPTANCE OF GIFTS/DONATIONS

I. PURPOSE

The purpose of this policy is to provide guidelines for the acceptance of gifts by the school board.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to accept gifts only in compliance with state law.

III. ACCEPTANCE OF GIFTS GENERALLY

The school board may receive, for the benefit of the school district, bequests, donations or gifts for any proper purpose. The school board shall have the sole authority to determine whether any gift or any precondition, condition, or limitation on use included in a proposed gift furthers the interests of or benefits the school district and whether it should be accepted or rejected.

IV. GIFTS OF REAL OR PERSONAL PROPERTY

The school board may accept a gift, grant or devise of real or personal property only by the adoption of a resolution approved by two-thirds of its members. The resolution must fully describe any conditions placed on the gift. The real or personal property so accepted may not be used for religious or sectarian purposes.

V. ADMINISTRATION IN ACCORDANCE WITH TERMS

If the school board agrees to accept a bequest, donation, gift, grant or devise which contains preconditions, conditions or limitations on use, the school board shall administer it in accordance with those terms. Once accepted, a gift shall be the property of the school district unless otherwise provided in the agreed upon terms.

Legal References: Minn. Stat. § 123B.02, Subd. 6 (General Powers of Independent School Boards)
Minn. Stat. § 465.03 (Gifts to Municipalities)



TRANSPORTATION OF PUBLIC SCHOOL STUDENTS

I. PURPOSE

The purpose of this policy is to provide for the transportation of students consistent with the requirement of law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide for the transportation of students in a manner which will protect their health, welfare, and safety.
- B. The school district recognizes that transportation is an essential part of the school district services to students and parents but further recognizes that transportation by school bus is a privilege and not a right for an eligible student.

III. DEFINITIONS

- A. "Child with a disability" includes every child identified under federal and state special education law as deaf or hard of hearing, blind or visually impaired, deafblind, or having a speech or language impairment, a physical impairment, other health disability, developmental cognitive disability, an emotional or behavioral disorder, specific learning disability, autism spectrum disorder, traumatic brain injury, or severe multiple impairments, and who needs special education and related services, as determined by the rules of the Commissioner of the Minnesota Department of Education ("Commissioner"). A licensed physician, an advanced practice nurse, or a licensed psychologist is qualified to make a diagnosis and determination of attention deficit disorder or attention deficit hyperactivity disorder for purposes of identifying a child with a disability. In addition, every child under age three, and at the school district's discretion from age three to seven, who needs special instruction and services, as determined by the rules of the Commissioner, because the child has a substantial delay or has an identifiable physical or mental condition known to hinder normal development is a child with a disability. A child with a short-term or temporary physical or emotional illness or disability, as determined by the rules of the Commissioner, is not a child with a disability.
- B. "Home" is the legal residence of the child. In the discretion of the school district, "home" also may be defined as a licensed day care facility, school day care facility, a respite care facility, the residence of a relative, or the residence of a person chosen by the student's parent or guardian as the home of a student for part or all of the day, if requested by the student's parent or guardian, or an afterschool program for children operated by a political subdivision of the state, if the facility, residence, or program is within the attendance area of the school the student attends. Unless otherwise specifically provided by law, a homeless student is a resident of the school district if enrolled in the school district.
- C. "Homeless student" means a student, including a migratory student, who lacks a fixed, regular, and adequate nighttime residence and includes: students who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are awaiting foster care placement; have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular

sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, and migratory children who qualify as homeless because they are living in any of the preceding listed circumstances.

- D. "Nonpublic school" means any school, church, or religious organization, or home school wherein a resident of Minnesota may legally fulfill the compulsory instruction requirements of Minnesota Statutes section 120A.22, which is located within the state, and which meets the requirements of Title VI of the Civil Rights Act of 1964.
- E. "Nonresident student" is a student who attends school in the school district and resides in another district, defined as the "nonresident district." In those instances when the divorced or legally separated parents or parents residing separately share joint physical custody of a student and the parents reside in different school districts, the student shall be a resident of the school district designated by the student's parents. When parental rights have been terminated by court order, the legal residence of a student placed in a residential or foster facility for care and treatment is the district in which the student resides.
- F. "Pupil support services" are health, counseling, and guidance services provided by the public school in the same district where the nonpublic school is located.
- G. "School of origin," for purposes of determining the residence of a homeless student, is the school that the student attended when permanently housed or the school in which the student was last enrolled.
- H. "Shared time basis" is a program where students attend public school for part of the regular school day and who otherwise fulfill the requirements of Minnesota Statutes section 120A.22 by attendance at a nonpublic school.
- I. "Student" means any student or child attending or required to attend any school as provided in Minnesota law and who is a resident or child of a resident of Minnesota.

IV. ELIGIBILITY

- A. Upon the request of a parent or guardian, the school district shall provide transportation to and from school, at the expense of the school district, for all resident students who reside two miles or more from the school, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent or guardian.
- B. The school district may, in its discretion, also provide transportation to any student to and from school, at the expense of the school district, for any other purpose deemed appropriate by the school board.
- C. **Transportation State Requirement**
In accordance with Minnesota Statute 123B.88, bus transportation to and from school is required to be provided by the district to students residing two miles or more from their assigned school. However, the Big Lake School Board has approved free transportation for students in grades K-5 who live one or more miles from their assigned school.
- D. **District Provided Transportation**
In calculating district-provided transportation eligibility, the distance is measured from the school building entrance, designated by the district for student use, and the distance to the student's resident property (where the front of the property meets the street) along public roadways. If any portion of the front of the resident property as identified by the street address that meets the street is outside this distance, the student will be provided bus transportation to and from school.
- E. **Non-Public and Charter School Students**
Non-public and charter school students attending schools within the district boundary will follow the same eligibility.

- F. **Assigned Bus**
Students may only ride their assigned bus. Other arrangements may be accommodated on an emergency basis if/when a parent contacts the transportation company to secure approval. Legal Reference: 123B.88
- G. In the discretion of the school district, transportation along regular school bus routes may also be provided, where space is available, to any person where such use of a bus does not interfere with the transportation of students. The cost of providing such transportation must be paid by those individuals using these services or some third-party payor. Bus transportation also may be provided along school bus routes when space is available for participants in early childhood family education programs and school readiness programs if these services do not result in an increase in the school district's expenditures for transportation.
- H. For purposes of stabilizing enrollment and reducing mobility, the school district may, in its discretion, establish a full-service school zone and may provide transportation for students attending a school in that full-service school zone. A full-service school zone may be established for a school that is located in an area with higher than average crime or other social and economic challenges and that provides education, health or human services, or other parental support in collaboration with a city, county, state, or nonprofit agency.

V. TRANSPORTATION OF NON-RESIDENT STUDENTS

- A. Open enrolled students must find transportation to the nearest bus stop within the district boundary or to a location directed them by the Superintendent or his designee. If requested by the parent of a non-resident student, the school district shall provide transportation to a non-resident student within its borders at the same level of service that is provided to resident students. All requests need to be approved by the school district.
- B. If the school district decides to transport a non-resident student within the student's resident district, the school district will notify the student's resident district of its decision, in writing, prior to providing transportation.
- C. When divorced or legally separated parents or parents residing separately reside in different school districts and share physical custody of a student, the parents shall be responsible for the transportation of the student to the border of the school district during those times when the student is residing with the parent in the non-resident school district.
- D. The school district may provide transportation to allow a student who attends a high-need English language learner program and who resides within the transportation attendance area of the program to continue in the program until the student completes the highest grade level offered by the program.

VI. TRANSPORTATION OF RESIDENT STUDENTS TO NON-DISTRICT SCHOOLS

- A. In general, the school district shall not provide transportation between a resident student's home and the border of a non-resident district where the student attends school under the Enrollment Options Program. A parent may be reimbursed by the non-resident district for the costs of transportation from the pupil's residence to the border of the non-resident district if the student is from a family whose income is at or below the poverty level, as determined by the federal government. The reimbursement may not exceed the pupil's actual cost of transportation or 15 cents per mile traveled, whichever is less. Reimbursement may not be paid for more than 250 miles per week. (Minnesota Statutes, section 124D.03, subdivision 8). Applications for reimbursement must be received in writing at the school business office prior to November 30 of the forthcoming school year.

Exceptions to this date will be made for special cases such as move-ins. The application must include the names of the children and the name of the non-public school.

- B. Resident students shall be eligible for transportation to and from a non-resident school district at the expense of the school district, if in the discretion of the school district, inadequate room, distance to school, unfavorable road conditions, or other facts or conditions make attendance in the resident student's own district unreasonably difficult or impracticable. The school district, in its discretion, may also provide for transportation of resident students to schools in other districts for grades and departments not maintained in the district, including high school, for the whole or a part of the year or for resident students who attend school in a building rented or leased by the school district in an adjacent district.
- C. In general, the school district is not responsible for transportation for any resident student attending school in an adjoining state under a reciprocity agreement but may provide such transportation services at its discretion.

VII. SPECIAL EDUCATION STUDENTS/STUDENTS WITH A DISABILITY/ STUDENTS WITH TEMPORARY DISABILITIES

- A. Upon a request of a parent or guardian, the board must provide necessary transportation, consistent with Minnesota Statutes section 123B.92, subdivision 1(b)(4), for a resident child with disabilities not yet enrolled in kindergarten for the provision of special instruction and services. Special instruction and services for a child with disabilities not yet enrolled in kindergarten include an individualized education program (IEP) team placement in an early childhood program when that placement is necessary to address the child's level of functioning and needs.
- B. Resident students with disabilities who are transported on a special route for the purpose of attending an approved special education program shall be entitled to special transportation at the expense of the school district or the day training and habilitation program attended by the student. The school district shall determine the type of vehicle used to transport students with a disability on the basis of the disabling condition and applicable laws. This provision shall not be applicable to parents who transport their own child under a contract with the school district.
- C. Resident students with a disability who are boarded and lodged at Minnesota state academies for educational purposes, but who also are enrolled in a public school within the school district, shall be provided transportation, by the school district to and from said board and lodging facilities, at the expense of the school district.
- D. If a resident student with a disability attends a public school located in a contiguous school district and the school district of attendance does not provide special instruction and services, the school district shall provide necessary transportation for the student between the school district boundary and the educational facility where special instruction and services are provided within the school district. The school district may provide necessary transportation of the student between its boundary and the school attended in the contiguous district, but shall not pay the cost of transportation provided outside the school district boundary.
- E. When a student with a disability or a student with a short-term or temporary disability is temporarily placed for care and treatment in a day program located in another school district and the student continues to live within the school district during the care and treatment, the school district shall provide the transportation, at the expense of the school district, to that student. The school district may establish reasonable restrictions on transportation, except if a Minnesota court or agency orders the child placed at a day care and treatment program and the school district receives a copy of the order, then the school district must provide transportation to and from the program unless the court or agency

orders otherwise. Transportation shall only be provided by the school district during regular operating hours of the school district.

- F. When a nonresident student with a disability or a student with a short-term or temporary disability is temporarily placed in a residential program within the school district, including correctional facilities operated on a fee-for-service basis and state institutions, for care and treatment, the school district shall provide the necessary transportation at the expense of the school district. Where a joint powers entity enters into a contract with a privately owned and operated residential facility for the provision of education programs for special education students, the joint powers entity shall provide the necessary transportation.
- G. Each driver and aide assigned to a vehicle transporting students with a disability will be provided with appropriate training for the students in their care, will assist students with their safe ingress and egress from the bus, will ensure the proper use of protective safety devices, and will be provided with access to emergency health care information as required by law.
- H. Any parent of a student with a disability who believes that the transportation services provided for that child are not in compliance with the applicable law may utilize the alternative dispute resolution and due process procedures provided for in Minnesota Statutes chapter 125A.

VIII. HOMELESS STUDENTS

- A. Homeless students shall be provided with transportation services comparable to other students in the school district.
- B. Upon request by the student's parent, guardian, or homeless education liaison, the school district shall provide transportation for a homeless student as follows:
 - 1) A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements within the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district.
 - 2) A resident student who becomes homeless and is residing in a public or private shelter location or has other non-shelter living arrangements outside of the school district shall be provided transportation to and from the student's school of origin and the shelter or other non-shelter location on the same basis as transportation services are provided to other students in the school district, unless the school district and the school district in which the student is temporarily placed agree that the school district in which the student is temporarily placed shall provide transportation.
 - 3) If a nonresident student is homeless and is residing in a public or private homeless shelter or has other non-shelter living arrangements within the school district, the school district may provide transportation services between the shelter or non-shelter location and the student's school of origin outside of the school district upon agreement with the school district in which the school of origin is located.
 - 4) A homeless nonresident student enrolled under Minnesota Statutes section 124D.08, subdivision 2a, must be provided transportation from the student's district of residence to and from the school of enrollment.

IX. AVAILABILITY OF SERVICES

Transportation shall be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break. Transportation may be provided for summer instructional programs for students with a disability or in conjunction with a learning year program. Transportation between home and school may also be provided,

in the discretion of the school district, on staff development days.

X. MANNER OF TRANSPORTATION

The scheduling of routes, establishment of the location of bus stops, manner and method of transportation, control and discipline of school children, the determination of fees, and any other matter relating thereto shall be within the sole discretion, control and management of the school board. The school district may, in its discretion, provide room and board, in lieu of transportation, to a student who may be more economically and conveniently provided for by that means.

XI. RESTRICTIONS

Transportation by the school district is a privilege and not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or violation of any other law governing student conduct on a school bus pursuant to the school district's discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with a disability under 20 United States Code section 1415 (Individuals with Disabilities Act), 29 United States Code section 794 (the Rehabilitation Act), and 42 United States Code section 12132, (Americans with Disabilities Act) are governed by these provisions.

XII. FEES

- A. In its discretion, the school district may charge fees for transportation of students to and from extracurricular activities conducted at locations other than school, where attendance is optional.
- B. The school district may charge fees for transportation of students to and from school when authorized by law. If the school district charges fees for transportation of students to and from school, guidelines shall be established for that transportation to ensure that no student is denied transportation solely because of inability to pay. The school district also may waive fees for transportation if the student's parent is serving in, or within the past year has served in, active military service as defined in Minnesota Statutes section 190.05.
- C. The school district may charge reasonable fees for transportation of students to and from post-secondary institutions for students enrolled under the post-secondary enrollment options program. Families who qualify for mileage reimbursement may use their state mileage reimbursement to pay this fee.
- D. Where, in its discretion, the school district provides transportation to and from an instructional community-based employment station that is part of an approved occupational experience vocational program, the school district may require the payment of reasonable fees for transportation from students who receive remuneration for their participation in these programs.

Legal References: Minn. Stat. § 120A.22 (Compulsory Instruction)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.59 (Bus Transportation is a Privilege Not a Right)
Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.41 (Definitions)
Minn. Stat. § 123B.44 (Provision of Pupil Support Services)
Minn. Stat. § 123B.88 (Independent School Districts, Transportation)
Minn. Stat. § 123B.92 (Transportation Aid Entitlement)
Minn. Stat. § 124D.03 (Enrollment Options Program)

Minn. Stat. § 124D.04 (Options for Enrolling in Adjoining States)
Minn. Stat. § 124D.041 (Reciprocity with Adjoining States)
Minn. Stat. § 124D.08 (School Board's Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. Ch. 125A (Special Education and Special Programs)
Minn. Stat. § 125A.02 (Child with a Disability Defined)
Minn. Stat. § 125A.12 (Attendance in Another District)
Minn. Stat. § 125A.15 (Placement in Another District; Responsibility)
Minn. Stat. § 125A.51 (Placement of Children Without Disabilities; Education and Transportation)
Minn. Stat. § 125A.515 (Placement of Students; Approval of Education Program)
Minn. Stat. § 125A.65 (Attendance at Academies for the Deaf and Blind)
Minn. Stat. § 126C.01 (Definitions)
Minn. Stat. § 127A.47 (Payments to Resident and Nonresident Districts)
Minn. Stat. § 190.05 (Definitions)
Minn. Rules Part 7470.1600 (Transporting Pupils with Disability)
Minn. Rules Part 7470.1700 (Drivers and Aides for Pupils with Disability)
20 U.S.C. § 1415 (Individuals with Disabilities Education Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 2000d (Prohibition against Exclusion from Participation in, Denial of Benefits of, and Discrimination under Federally Assisted Programs on Ground of Race, Color, or National Origin)
42 U.S.C. § 11431 *et seq.* (McKinney-Vento Homeless Assistance Act of 2001)
42 U.S.C. § 12132 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 708 (Transportation of Nonpublic School Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

EQUAL ACCESS TO SCHOOL FACILITIES

I. PURPOSE

The purpose of this policy is to implement the Equal Access Act by granting equal access to secondary school facilities for students who wish to conduct a meeting for religious, political, or philosophical purposes during non-instructional time.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is not to deny equal access or a fair opportunity to, or to discriminate against, any students who wish to conduct a meeting, on the basis of the religious, political, philosophical, or other content of the speech at such meetings.
- B. The school board has created a limited open forum for students enrolled in secondary schools during which non-curriculum-related student groups shall have equal access and a fair opportunity to conduct meetings during non-instructional time.
- C. Student use of facilities under this policy does not imply school district sponsorship, approval, or advocacy of the content of the expression at such meetings.
- D. The school district retains its authority to maintain order and discipline on school premises, to protect the well-being of students and faculty, and to assure that attendance of students at meetings is voluntary.
- E. In adopting and implementing this equal access policy, the school district will NOT:
 1. influence the form or content of any prayer or other religious activity;
 2. require any person to participate in prayer or other religious activity;
 3. expend public funds beyond the incidental cost of providing the space for student-initiated meetings;
 4. compel any school agent or employee to attend a school meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee;
 5. sanction meetings that are otherwise unlawful;
 6. limit the rights of groups of students based on the size of the group;
 7. abridge the constitutional rights of any person.

III. DEFINITIONS

- A. "Limited open forum" means that the school grants an offering to or opportunity for one or more non-curriculum related student groups to meet on school premises during non-instructional time.
- B. "Meeting" includes activities of student groups which are permitted under a limited open forum and are not directly related to the school curriculum. Distribution of literature does not constitute a meeting protected by the Equal Access Act.
- C. "Non-instructional time" means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends, including such other periods that occur during the school day when no classroom instruction takes place.
- D. "Sponsorship" includes the act of promoting, leading, or participating in a meeting. The assignment of a school employee for custodial, observation, or maintenance of order and discipline purposes does not constitute sponsorship of the meeting.
- E. "Secondary school" means any school with enrollment of pupils ordinarily in grades 7 through 12 or any portion thereof.

IV. FAIR OPPORTUNITY CRITERIA

Schools in this school district shall uniformly provide that:

- A. A meeting held pursuant to this policy is voluntary and student-initiated;
- B. There is no sponsorship of the meeting by the school or its agents or employees;
- C. Employees or agents of the school are present at religious meetings only in a non-participatory capacity;
- D. The meeting does not materially and substantially interfere with the orderly conduct of educational activities within the school; and
- E. Non-school persons may not direct, control, or regularly attend activities of student groups.

V. PROCEDURES

- A. Any student who wishes to initiate a meeting under this policy shall apply to the principal of the building at least 48 hours in advance of the time of the activity or meeting. The student must agree to the following:
 - 1. All activities or meetings must comply with existing policies, regulations, and procedures that govern operation of school-sponsored activities.
 - 2. The activities or meetings are voluntary and student-initiated. The principal may require assurances of this fact.
- B. Student groups meeting under this policy must comply with the following rules:
 - 1. Those attending must not engage in any activity that is illegal, dangerous, or which materially and substantially interferes with the orderly conduct of the educational activities of the school. Such activities shall be grounds for discipline of an individual student and grounds for a particular group to be denied access.
 - 2. The groups may not use the school name, school mascot name, school emblems, the school district name, or any name that might imply school or district sponsorship or affiliation in any activity, including fundraising and community involvement.
 - 3. The groups must comply with school policies, regulations and procedures governing school-sponsored activities.
- C. Students applying for use of school facilities under this policy must provide the following information to the principal: time and date of meeting, estimated number of students in attendance, and special equipment needs.
- D. The building principal has responsibility to:
 - 1. Keep a log of application information.
 - 2. Find and assign a suitable room for the meeting or activity. The number of students in attendance will be limited to the safe capacity of the meeting space.
 - 3. Note the condition of the facilities and equipment before and after use.
 - 4. Assure proper supervision. Assignment of staff to be present in a supervisory capacity does not constitute school district sponsorship of the meeting or activity.
 - 5. Assure that the meeting or activity does not interfere with the school's regular instructional activities.
- E. The school district shall not expend public funds for the benefit of students meeting pursuant to this policy beyond the incidental cost of providing space. The school district will provide no additional or special transportation.
- F. Non-school persons may not direct, conduct, control, or regularly attend meetings and activities held pursuant to this policy.
- G. School district employees or agents may not promote, lead, participate in, or otherwise sponsor meetings or activities held pursuant to this policy.
- H. A copy of this policy and procedures shall be made available to each student who initiates a request to use school facilities.

Legal References: 20 U.S.C. §§ 4071-74 (Equal Access Act)
20 U.S.C. § 7905 (Boy Scouts of America Equal Access Act)
Board of Educ. of Westside Community Schools v. Mergens, 496 U.S. 226, (1990)
Good News Club v. Milford Central School, 533 U.S. 98, (2001)
Child Evangelism Fellowship of Minnesota v. Special Sch. Dist. 1, 690 F.3d 996 (8th Cir. 2012)
Child Evangelism Fellowship of Minnesota v. Elk River Area School Dist. 728, 599 F.Supp. 2d 1136 (D. Minn. 2009)

Cross References: MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)



COMMUNITY EDUCATION

I. PURPOSE

The purpose of this policy is to convey to employees and to the general public the important role of community education within the school district.

II. GENERAL STATEMENT OF POLICY

The school board affirms a strong commitment to the community education program. The school board welcomes, and strongly encourages use of school buildings and activity areas by the community when not used for regularly scheduled elementary and secondary programs. The school administration should strive to accomplish the following objectives:

- A. Maximum use should be made of public school facilities within the school district service area.
- B. Educational needs and interest of area residents should be determined periodically.
- C. Community resources and expertise of residents should be utilized to develop a vibrant, well-rounded community education program.
- D. Area residents should be encouraged to actively participate in program opportunities.

III. COMMUNITY EDUCATION ADVISORY COUNCIL

- A. The council shall assist in promoting the goals and objectives of the program.
- B. The membership of the community education advisory will consist of members who represent: various service organizations; churches; public and nonpublic schools; local government including elected officials; public and private nonprofit agencies serving youth and families; parents; youth; park, recreation or forestry services of municipal or local government units located in whole or in part within the boundaries of the school district; and any other groups participating in the community education program in the school district.
- C. Bylaws of the community education advisory council shall provide the framework for the organization including criteria pertaining to membership, officers' duties, frequency and structure of meetings and such other matters as deemed necessary and appropriate.
- D. The council will adopt a policy to reduce and eliminate program duplication within the school district.

Legal References: Minn. Stat. § 123B.51 (Schoolhouses and Sites; Uses for School And Nonschool Purposes; Closings)
 Minn. Stat. § 124D.19, Subd. 1 (Community Education Programs; Advisory Council)
 Minn. Stat. § 124D.20, Subd. 1 (Community Education Revenue)

Cross References: MSBA/MASA Model Policy 902 (Use of School District Facilities and Equipment)

VISITORS TO SCHOOL DISTRICT BUILDINGS AND SITES

I. PURPOSE

The purpose of this policy is to inform the school community and the general public of the position of the school board on visitors to school buildings and other school property.

II. GENERAL STATEMENT OF POLICY

- A. The school board encourages interest on the part of parents and community members in school programs and student activities. The school board welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district.
- B. The school board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

III. POST-SECONDARY, ONLINE, AND APPRENTICESHIP STUDENTS

- A. A student enrolled in a post-secondary, online, or apprenticeship program may remain at the school site during regular school hours in accordance with established procedures.
- B. A student enrolled in a post-secondary, online, or apprenticeship program may be provided with reasonable access, during regular school hours, to a computer and other technology resources that the student needs to complete coursework for a post-secondary, online, or apprenticeship course in accordance with established procedures.

IV. RESPONSIBILITY

- A. The school district administration shall present recommended visitor and post-secondary enrollment options student procedures and requirements to the school board for review and approval. The procedures should reflect input from employees, students and advisory groups, and shall be communicated to the school community and the general public. Upon approval by the school board, such procedures and requirements shall be an addendum to this policy.
- B. The superintendent shall be responsible for providing coordination that may be needed throughout the process and providing for periodic school board review and approval of the procedures.

V. VISITOR LIMITATIONS

- A. An individual, post-secondary, online, or apprenticeship student, or group may be denied permission to visit a school or school property or such permission may be revoked if the visitor(s) does not comply with the school district procedures and regulations or if the visit is not in the best interest of students, employees or the school district. A person may be excluded from any interscholastic athletic activity if the person assaults a sports official in connection with an activity.
- B. Visitors, including post-secondary, online, or apprenticeship students, are authorized to park vehicles on school property at times and in locations specified in the approved visitor

procedures and requirements or as otherwise specifically authorized by school officials. When unauthorized vehicles of visitors are parked on school property, school officials may:

- a. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 - b. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off of school property.
- C. An individual, post-secondary, online, or apprenticeship student, or group who enters school property, including a school bus, without complying with the procedures and requirements and who is directed by a school principal, bus operator or school employee designated to maintain order on school property, may be guilty of criminal trespass and thus subject to arrest and criminal penalty. Such persons may be detained by the school principal or a person designated by the school principal in a reasonable manner for a reasonable period of time pending the arrival of a police officer.

Legal References: Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
Minn. Stat. § 124D.09 (Postsecondary Enrollment Options Act)
Minn. Stat. § 128C.08 (Assaulting a Sports Official Prohibited)
Minn. Stat. § 609.605, Subds. 4 (Trespass)

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)
Minnco Credit Union	School Supplies valued at \$250.00	Students in need
Big Lake Swim and Dive Booster Club	\$810.00	Booster portion of charter bus to Duluth
Scheels	3 backpacks valued at \$75.00 from the Buy a Pack Give a Pack campaign	Students in need
Big Lake Baseball Association	\$3,197.65	4-Plex and Liberty field maintenance work
Bob’s Towing & Recovery	\$800.00	Scoreboard Elite Sponsorship
Mac’s Mini’s	\$125.00	Swim and Dive Team
Rhino Inc	\$500.00	BLHS Career Fair

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted on September 24, 2025.

Treasurer's Report
 Month of August, 2025/26 School Year
 Amber Sixberry, Treasurer

Big Lake School District #727
 Respectfully Submitted at the 09/24/25 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, 2025 | In compliance |
| 2) | Revenue and Expenditure Budget published by earlier of one week after school board accepts final audit or November 30, 2025 | Not in compliance |
| 3) | Final UFARS data to MDE by November 30, 2025 | Not in compliance |
| 4) | The 2024/2025 audit (electronic copy) received at MDE by December 31st, 2025 | Not in compliance |
| 5) | Board members having received training in financial matters per statute | In compliance |

FISCAL HEALTH - INCOME STATEMENT PARAMETERS

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

	REVENUE			<i>(Calculated)</i>	EXPENDITURES		
	Budget	Actual \$ YTD	Actual % YTD		Budget	Actual \$ YTD	Actual % YTD
General Fund (01,05,11 &12)	\$ 49,297,687	\$ 4,397,782	9%	\$ 53,643,745	\$ 2,674,738	5%	
Food Service (02)	\$ 2,615,476	\$ 67,380	3%	\$ 2,723,593	\$ 179,035	7%	
Community Service (04)	\$ 3,369,175	\$ 565,027	17%	\$ 3,467,365	\$ 457,759	13%	
Building Construction (06)	\$ 25,000	\$ 11,451	46%	\$ 2,323,207	\$ 381,161	16%	
Debt Service (07)	\$ 4,870,863	\$ 208,289	4%	\$ 4,482,775	\$ 675,212	15%	
OPEB Irrevocable Trust Fund (45)	\$ 65,000	\$ 29,895	46%	\$ 138,688	\$ 601	0%	

2) ADM Monitor - Principals' monthly reporting

Original

Budgeted Seated ADM	3115
Tuition ADM	65
Budgeted ADM	3180

NOTES

No budget revisions

CASH REPORT FOR SCHOOL BOARD

BIG LAKE PUBLIC SCHOOLS

Independent School District # 727

for month: Aug 2025

101 - CASH ACCOUNTS					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$ (1,093,234)	\$ 4,462,496	\$ (4,219,831)		\$ (850,569)
Food Service	\$422,619	4,686	(81,047)		\$346,258
Community Service	\$515,827	320,312	(446,681)		\$389,458
Building Fund	\$0	548,728	(548,728)		\$0
Debt Service	\$891,051	-	-		\$891,051
Project fund- HVAC (Fund 15)	\$0	-	-		\$0
OPEB Trust Fund	(\$60,720)	-	(601)		(\$61,321)
TOTAL PER BOOKS	675,543	5,336,222.00	(\$5,296,888)	\$0	714,877
				General Checking Account	\$714,877
				TOTAL PER BANK	\$714,877

102 - PETTY CASH ACCOUNT					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$1,710	-	(\$119)	-	\$1,591
				Petty Cash Checking Account	\$1,591
				TOTAL PER BANK	\$1,591

104 - INVESTMENT ACCOUNTS					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	\$4,875,700	\$ 5,654,997	\$ (7,930,200)		\$2,600,497
General Fd Operating Investments	\$14,881,938	4,456,769	-		\$19,338,707
Food Service	\$375,115	30,648	-		\$405,763
Community Service	\$1,284,520	78,931	-		\$1,363,451
Debt Service	\$2,590,505	129,776	-		\$2,720,281
Facility Maintenance Invest. 2021A (Fd 15)	\$27,801	99	-		\$27,900
Facilities Investments 2022A (Fd 06)	\$3,057,259	5,746	(548,728)		\$2,514,277
OPEB Trust Equities	\$1,442,262	23,282	-		\$1,465,544
TOTAL PER BOOKS	\$28,535,100	\$10,380,248	(\$8,478,928)	\$0	\$30,436,420
				MN Trust	\$7,089,992
				Operating Investments	\$19,338,707
				Building Fund Investments	\$2,542,177
				OPEB Trust	\$1,465,544
				TOTAL PER BANK	\$30,436,420

CASH AND INVESTMENT BALANCE SUMMARY BY FUND					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	\$ 18,666,114	\$ 14,574,262	\$ (12,150,150)	\$ -	\$ 21,090,226
Food Service	\$797,734	35,334	(81,047)	-	\$752,021
Community Service	\$1,800,347	399,243	(446,681)	-	\$1,752,909
Debt Service	3,481,556	129,776	-	-	3,611,332
Project Fund HVAC- Fund 15	\$27,801	\$99	\$0	\$0	\$27,900
Bond Account Investments (fund 06)	\$3,057,259	\$554,474	(\$1,097,456)	\$0	\$2,514,277
OPEB Trust Fund	(\$60,720)	-	(601)	-	(\$61,321)
OPEB Trust Equities	\$1,442,262	23,282	-	-	\$1,465,544
TOTAL PER BOOKS	29,212,353	\$15,716,470	(\$13,775,935)	\$0	31,152,888
				Cash	\$714,877
				Petty Cash	\$1,591
		126		Investments	\$30,436,420
				TOTAL PER BANK	\$31,152,888

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

Date	Ck #	Vendor	Description	Amount
08/13/25	20672	Brandon Frakes	CE class Refund	\$ 119.00
				<u>\$ 119.00</u>

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

DATE	FROM	TO	AMOUNT	PURPOSE
8/1/2025	Old National-Checking	Heartland Pmt System	\$ 25.08	Myschoolbucks Credit Card Fees
8/1/2025	Old National-Checking	Health Equity	\$ 3,839.54	Health Equity
8/1/2025	Old National-Checking	SSI MN TRANCHE 2 LLC	\$ 6,259.12	Solar Contract
8/1/2025	Old National-Checking	USS MINNESOTA ONE MT	\$ 22,267.19	Solar Contract
8/4/2025	MN Trust-PMA	Old National-Checking	\$ 1,300,000.00	Payroll and Payroll AP
8/5/2025	Old National-Checking	Trustmark	\$ 999.64	Insurance Coverage
8/5/2025	Old National-Checking	EYEMED	\$ 1,710.60	Insurance Coverage
8/5/2025	Old National-Checking	Amazon	\$ 2,143.78	Invoice Payments
8/5/2025	Old National-Checking	Health Equity	\$ 28,649.51	H.S.A Contributions
8/6/2025	Old National-Checking	State of MN	\$ 1,000.00	MN State retirement Plan
8/6/2025	Public Surplus	Old National-Checking	\$ 6,498.65	Sale of Surplus Inventory/Equipment
8/6/2025	Old National-Checking	Delta Dental	\$ 29,875.24	Dental Insurance
8/6/2025	Old National-Checking	EBC	\$ 51,157.40	403b & 457 contributions
8/7/2025	Old National-Checking	United Way	\$ 57.00	United Way EE elections
8/7/2025	Old National-Checking	BLEM	\$ 9,187.12	Teacher Unions Dues
8/8/2025	Old National-Checking	Health Equity	\$ 473.21	Health Equity fee
8/8/2025	Old National-Checking	Health Equity	\$ 1,323.37	Health Equity
8/8/2025	Old National-Checking	Bankcard Service	\$ 6,772.71	ELEYO Credit Card Fees
8/11/2025	Old National-Checking	Transfirst/TSYS	\$ 58.96	Affinity Credit Card fees
8/11/2025	Old National-Checking	FleetCor	\$ 154.82	Kwik Trip Billing
8/11/2025	Old National-Checking	ELEYOmonthlysoft	\$ 1,325.00	ELEYO User Fees
8/13/2025	Old National-Checking	AbriterSportd	\$ 2,960.00	yearly subscription
8/13/2025	Old National-Checking	Card Services	\$ 4,295.08	Card Services
8/14/2025	Old National-Checking	Amazon	\$ 849.72	Invoice Payments
8/15/2025	Old National-Checking	Transfirst/TSYS	\$ 68.96	Affinity Credit Card fees
8/15/2025	Old National-Checking	Old National-Checking	\$ 110.00	NSF Check
8/15/2025	Old National-Checking	Old National Bank	\$ 118.12	Old National Service Charge
8/15/2025	Old National-Checking	Health Equity	\$ 1,609.38	Health Equity
8/15/2025	Old National-Checking	Vision Transportation	\$ 21,801.64	Transportation billing
8/18/2025	Old National-Checking	Neopost	\$ 200.00	DO Postage
8/19/2025	MN Trust-PMA	Old National-Checking	\$ 220,000.00	Payroll and Payroll AP
8/20/2025	Old National-Checking	Amazon	\$ 3,273.88	Invoice Payments
8/20/2025	Old National-Checking	NewYork Life	\$ 15,658.31	Life & LTD Insurance & suppl. Life
8/20/2025	Old National-Checking	Health Equity	\$ 28,740.98	H.S.A Contributions
8/21/2025	Old National-Checking	United Way	\$ 57.00	United Way EE elections
8/21/2025	Old National-Checking	Amazon	\$ 1,718.06	Invoice Payments
8/21/2025	Greater Twin City	Old National-Checking	\$ 5,776.00	Pathway I
8/21/2025	Old National-Checking	BLEM	\$ 9,187.12	Teacher Unions Dues
8/21/2025	Old National-Checking	EBC	\$ 50,424.83	403b & 457 contributions
8/22/2025	Old National-Checking	Health Equity	\$ 3,618.83	Flex Claim Pymts
8/22/2025	Sherburne County	Old National-Checking	\$ 8,227.36	Wildlife Refuge
8/22/2025	Old National-Checking	Compass Group	\$ 44,041.07	Chartwells
8/25/2025	Old National-Checking	Verizon	\$ 730.93	Verizon billing
8/25/2025	Old National-Checking	Windstream	\$ 1,504.84	Windstream billing
8/25/2025	MN Trust-PMA BONDS	Old National-Checking	\$ 548,727.98	Bond Draw 2022A
8/28/2025	Old National-Checking	Amazon	\$ 2,457.77	Invoice Payments
8/29/2025	Old National-Checking	Bremer Bank	\$ 233.20	ACH Charge
8/29/2025	Old National-Checking	Health Equity	\$ 916.81	Health Equity

School Board Financial Report

September 24th, 2025

Presented by Angie Manuel, Director of Business Services

25-26 Enrollment Update

- ❖ September 4th Seated ADM: 3,032
 - ✓ Budgeted Seated ADM: 3,115
 - ✓ 71 less than September 2024
 - ✓ Kindergarten = 218
 - ❑ 217 in person, 1 online
 - ✓ Increase of 11 students as of 9-24-25
 - ❑ 6-12 Big Lake Online

ADM=Average Daily Membership

25-26 Enrollment Update

❖ Analysis of Fall MARSS Data:

✓ Spring to Fall: 212 students left Big Lake

❑ 151 Moved

❑ 40 Open Enrolled Elsewhere

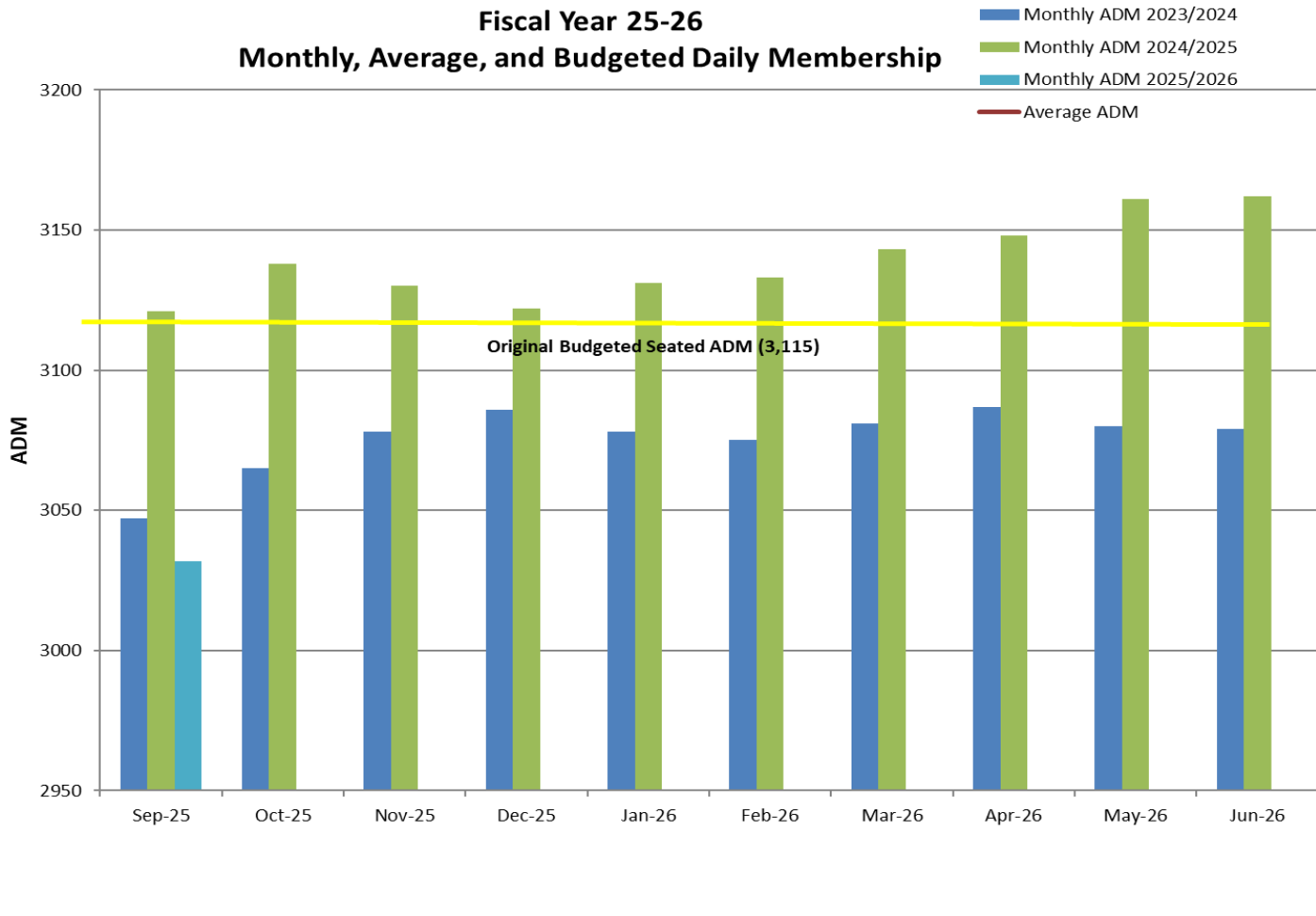
❑ 21 Homeschool or Private School

❖ Fall enrollment did not align with historical trends

131

MARSS = Minnesota Automated Reporting Student System

Fiscal Year 25-26 Monthly, Average, and Budgeted Daily Membership



Audit fieldwork

- Final audit fieldwork: Next week!
- Presentation to the School Board: Nov. 19th

School Board Action

Approve financial report

ISD #727 - Big Lake
Pay 2026 Preliminary Levy
Fiscal Year 2026-2027 Revenue
September 24th, 2025 Regular School Board Meeting

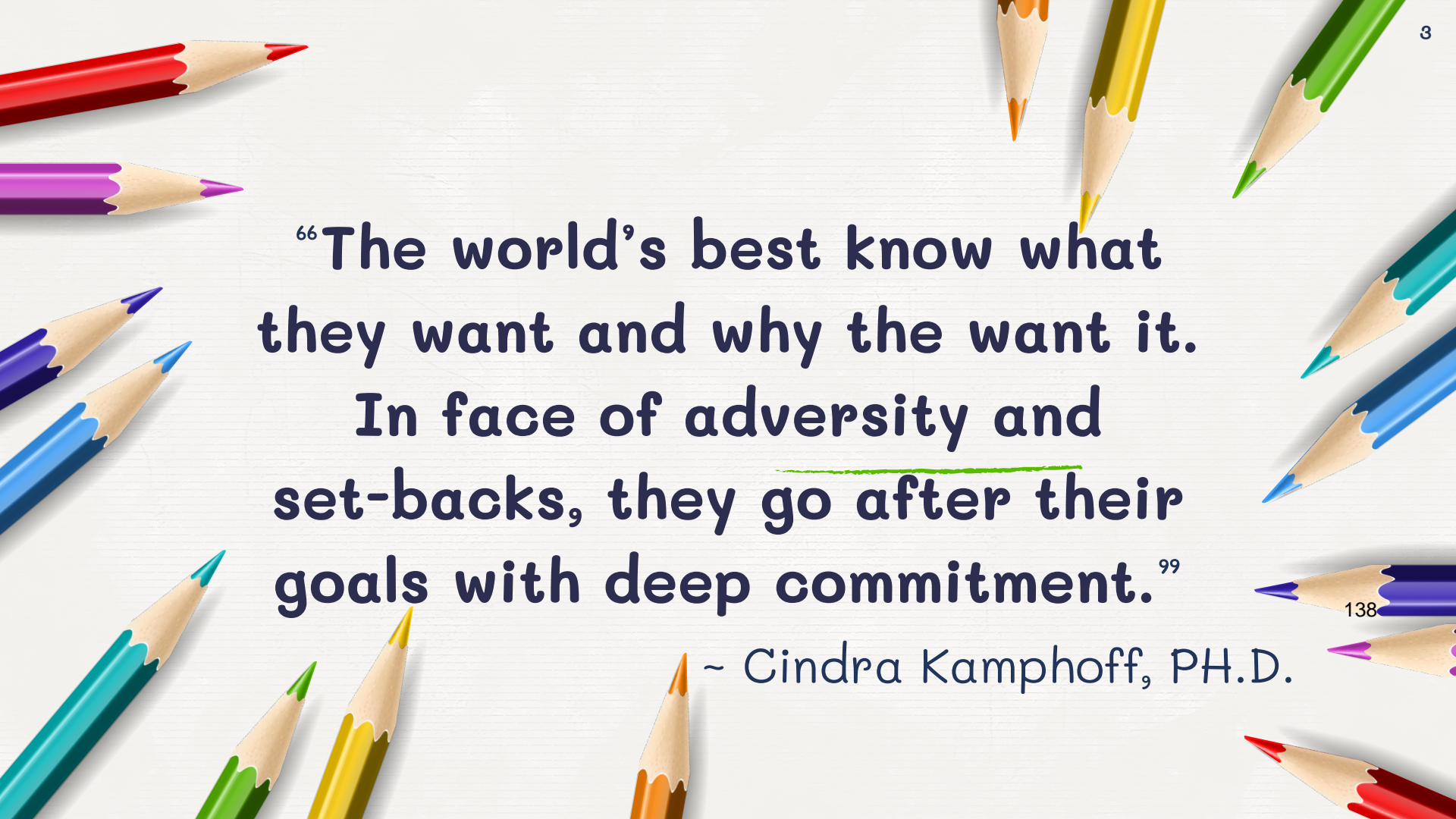
	<u>Pay 2025</u>	<u>Preliminary Pay 2026</u>	<u>Increase (Decrease)</u>	
General Fund:				
Voter Approved Referendum	2,441,229	2,466,228	24,999	
Local Optional Revenue	2,215,281	2,214,395	(886)	
Equity	499,564	459,958	(39,606)	
Transition (Hold Harmless)	31,159	28,760	(2,399)	
Capital Project Referendum (Technology Levy)	930,816	930,860	44	
Operating Capital	290,033	298,707	8,674	
Alternative Teacher Compensation (Q Comp)	267,157	285,425	18,268	
Reemployment	24,511	31,436	6,925	
Safe Schools	128,497	120,603	(7,894)	
Career Technical	171,392	206,477	35,085	
Annual OPEB Levy	50,638	33,675	(16,963)	
Long-term Facilities Maintenance Revenue (LTFM)	1,568,038	2,686,036	1,117,998	
Building/Land Lease	193,052	145,455	(47,597)	
Advance Abatement Adjustments	11,447	2,423	(9,024)	
Subtotal General Fund	<u>8,822,814</u>	<u>9,910,438</u>	<u>1,087,624</u>	
Community Service:				
Community Education	99,256	95,667	(3,589)	
Early Childhood Family Education	60,066	48,201	(11,865)	
Home Visiting	2,231	2,410	179	
Adults with Disabilities	1,595	1,529	(66)	
School Age Care Program	212,771	218,483	5,712	
Advance Abatement Adjustments	964	156	(808)	
Subtotal Community Service	<u>376,883</u>	<u>366,446</u>	<u>(10,437)</u>	
Debt Service:				
Debt Service Payments	2,644,675	2,665,360	20,685	
Debt Service LTFM	1,418,074	1,337,663	(80,411)	
Advance Abatement Adjustments	20,061	3,418	(16,643)	
Subtotal Debt Service	<u>4,082,810</u>	<u>4,006,441</u>	<u>(76,369)</u>	
Grand Total	13,282,507	14,283,325	1,000,818	7.53%

Recommend to approve preliminary levy at "Maximum"
Truth in Taxation Hearing Date: Wednesday, December 17th, 6:00 pm

Big Lake Schools Goals 2025-2026



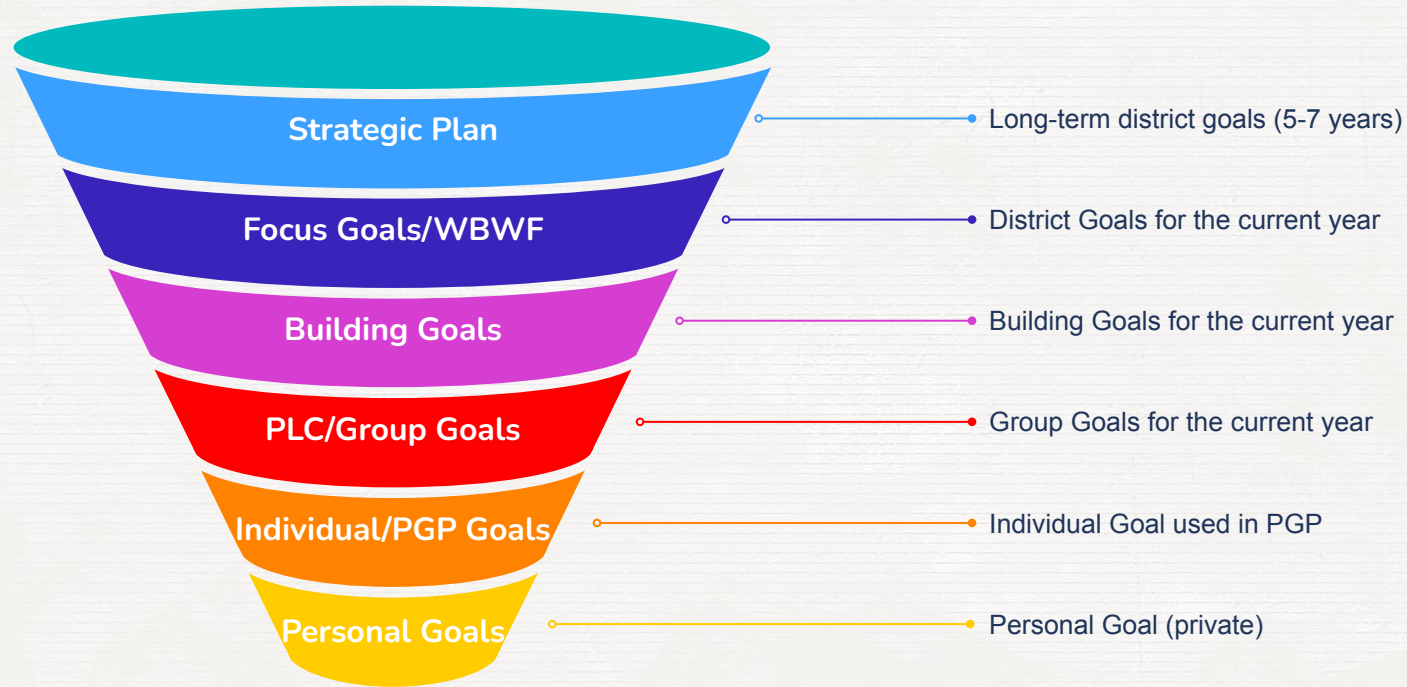


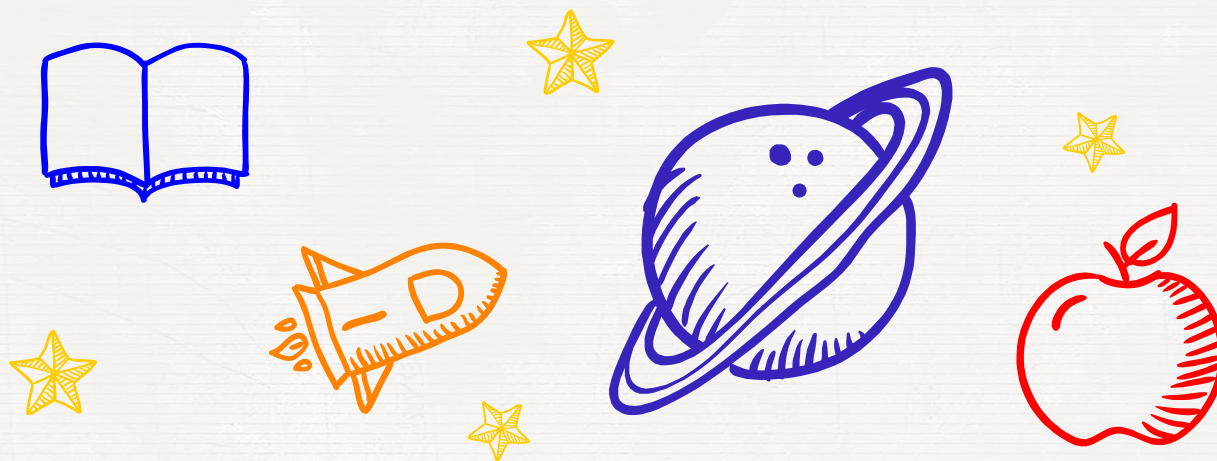


“The world’s best know what they want and why they want it. In face of adversity and set-backs, they go after their goals with deep commitment.”⁹⁹

~ Cindra Kamphoff, PH.D.

Goals Structure





District Goals

Long-term and short-term goals for Big Lake Schools.



Strategic Plan

Long term goals (5-7 years)



BIG LAKE SCHOOLS
STRATEGIC PLAN
2022-2027



BELIEF STATEMENTS

We believe:

- High expectations inspire high achievement and lifelong learning.
- Learning occurs best in a safe, healthy, and positive environment.
- Excellence in academics, athletics, and the arts is important in creating well-rounded citizens.
- Preparing learners for the future is an innovative and evolving process.
- Collaboration with parents and families to promote success.
- In the five core values of the Hornet Way:
 - Respect - Be considerate of self, other people, and other people's beliefs and property
 - Honesty - Be truthful
 - Kindness - Be caring, friendly, and helpful
 - Responsibility - Be dependable and accountable
 - Fairness - Be committed to the just treatment of others

MISSION STATEMENT

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

VISION STATEMENT

High expectations - Exceptional results

STRATEGIC PLAN FOCUS AREAS

Student Support

Staff Support

Family & Community Engagement

FOCUS AREAS	GOALS	OBJECTIVES
Student Support	Goal 1: We will achieve the goals of the World's Best Workforce [WBWF] for all students in the school district (Student Achievement).	Objective 1: The District will annually evaluate the success of meeting the five goals of the WBWF: <ul style="list-style-type: none"> All children are ready for school. All third-graders can read at grade level. All racial and economic achievement gaps between students are closed. All students are ready for career and college. All students graduate from high school.
	Goal 2: We will provide equitable opportunities and positive learning environments that engage each learner in reaching their full potential.	Objective 2.1: The district will foster an environment of innovative learning that ignites high academic opportunities. Objective 2.2: The district will develop a District Inclusion and Equity Statement. Objective 2.3: Using the developed Inclusion and Equity Statement, the district will develop policies, procedures, and practices that are inclusive and equitable for each student.
	Goal 3: We will ensure a safe, positive, and welcoming environment where students are respected and can thrive and contribute as global citizens.	Objective 3.1: The district will help all students reach their goals and positively contribute to their current and future community, while holding students accountable for their actions. Objective 3.2: The district will develop the whole child by explicitly teaching and embedding strategies to build resiliency, understand and manage emotions, develop a healthy sense of self and social awareness , establish and maintain positive relationships , make responsible decisions , and embrace diversity with respect for others through social and emotional learning. Objective 3.3: The district will continue to develop a sense of belonging through the 5 core values of the Hornet Way: respect (self-management), honesty (self-awareness), kindness (relationship skills), fairness (social awareness), responsibility (responsible decision-making). Objective 3.4: The district will increase access to mental health supports for students showing needs.
Staff Support	Goal 4: We will recruit & retain a highly qualified workforce.	Objective 4.1: The district will ensure recruitment efforts are in place and centered on partnerships with educational institutions. Objective 4.2: The district will refine student teaching practices to afford opportunities to engage in all aspects of teaching roles. Objective 4.3: The district will cultivate passion and utilize staff talents to best support students. Objective 4.4: The district will develop practices that will recruit and increase the diversity of staff to better represent our student population.
	Goal 5: We will ensure all staff have access to high quality, real time professional development that supports their growth as an educator and impacts student success.	Objective 5.1: The district will train staff on identifying and eliminating barriers that prevent students from learning at their highest potential. Objective 5.2: The district will train staff on appropriate behavior management strategies. Objective 5.3: The district will provide professional development that is developmentally appropriate, while still creating pathways for our students. Objective 5.4: The district will provide a guaranteed viable curriculum. Objective 5.5: The district will receive and use staff feedback in developing future professional development.
	Goal 6: We will create a positive environment in which our staff culture is one where all staff feel universally supported.	Objective 6.1: The district will prioritize staff wellbeing through creating welcoming and respectful learning environments, prioritizing collaboration and offering coaching & support Objective 6.2: Using the definition from Objective 2.2, the district will provide professional development for staff. Objective 6.3: The district will build optimal environments for all staff to create positive, supportive collegial relationships that align with district values.

FOCUS AREAS	GOALS	OBJECTIVES
Family & Community Engagement	Goal 7: We will grow and maintain two-way relationships with stakeholders to further community support and value in our district.	Objective 7.1: The district will work to continually engage and partner with families and the community to further support and develop our students. Objective 7.2: The district will ensure community feedback is wanted and used.
	Goal 8: We will ensure that our communication and our thinking is strategic, methodical, and transparent in all we do.	Objective 8.1: The district will utilize various media to ensure that the district's goals, mission, and programs are accurately told. Objective 8.2: The district will ensure coordinated communications, both internally and externally, regarding critical safety issues and crisis management.
	Goal 9: We will support district programs and objectives through creative marketing techniques.	Objective 9.1: The district will develop, grow, and maintain collaborative relationships with all stakeholders to strengthen support for Big Lake Schools. Objective 9.2: The district will establish tactics to grow community pride and trust in the district.
	Goal 10: We will develop facilities and operations plans that support our district mission.	Objective 10.1: The district will maximize use of current district spaces to respond to community needs, and configurations that support ongoing connection to school. Objective 10.2: The district will ensure that proper spaces and staffing are available for innovative education experiences. Objective 10.3: The district will determine what more is needed in respect to space and facilities after current facilities are maximized.



Comprehensive Achievement and Civic Readiness

[Minnesota Statutes, section 120B.11](#)*



The Read Act

Minnesota Statutes, section 120B.12



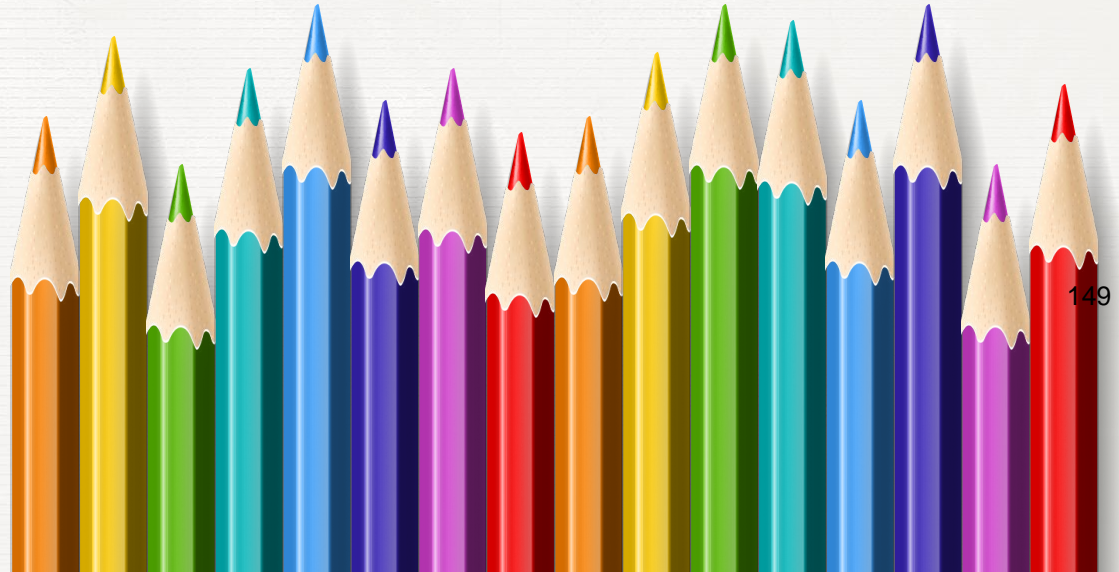
The Read Act also includes requirements for:

- Parent notifications if student is not reading at or above grade level
- Reading Intervention to accelerate student growth
- Staff development
- Local literacy plan criteria
- Screening and assessment
- Literacy Lead/Specialist to oversee implementation of the Read Act



District Focus Goals

Goals for 2025-2026



District Student Support Goal

Big Lake Schools will achieve the goals of the Comprehensive Achievement and Civic Readiness plan (CACR) and The Read Act for all students in the school district.

Measured by:

- ✘ TSGold
- ✘ Fastbridge
- ✘ State Assessments
- ✘ Student Learning Plans
- ✘ Graduation Rates

SP Goal 1: WBWF (CACR) Goals



District Student Support Goal: Literacy

- x MCA reading scores will increase at every grade level from Spring 2025 to Spring 2026 with all scores at or above the state average and a minimum of 50% of students scoring proficient of each grade level.
- x 80% of students at every grade will be in the low risk category on Fastbridge Universal reading screeners.
- x 95% of students who were at low risk in the fall of 2025 on reading screeners will remain at low risk in the spring of 2026.



District Staff Support Goal

- x April 2026 Team Clock survey data in the quadrant of Investment in all buildings will be at or above 4.0 with statistical deviations below 1.0.

Measured by:

- x Team Clock assessment
- x Coaching Observations

SP Goal 6: environment and culture



District Family & Community Engagement Goal



Big Lake Schools will provide strategic, methodical, and transparent communication throughout the school year by use of aligned universal strategies to communicate with families.

Measured by:

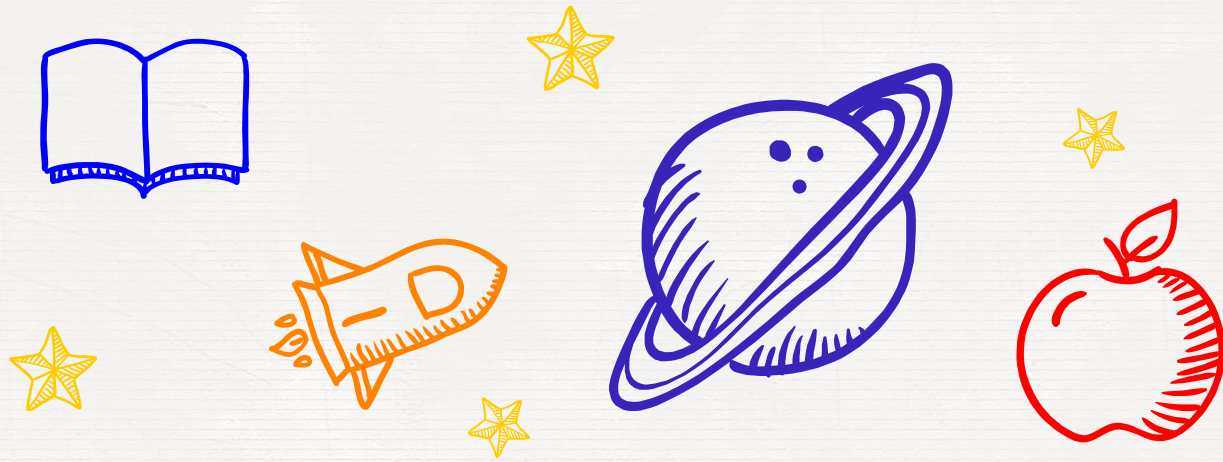
- ✘ Newsletters
- ✘ Call Logs
- ✘ Seesaw & Otus Metrics/Parent Communication

SP Goal 8: Communication

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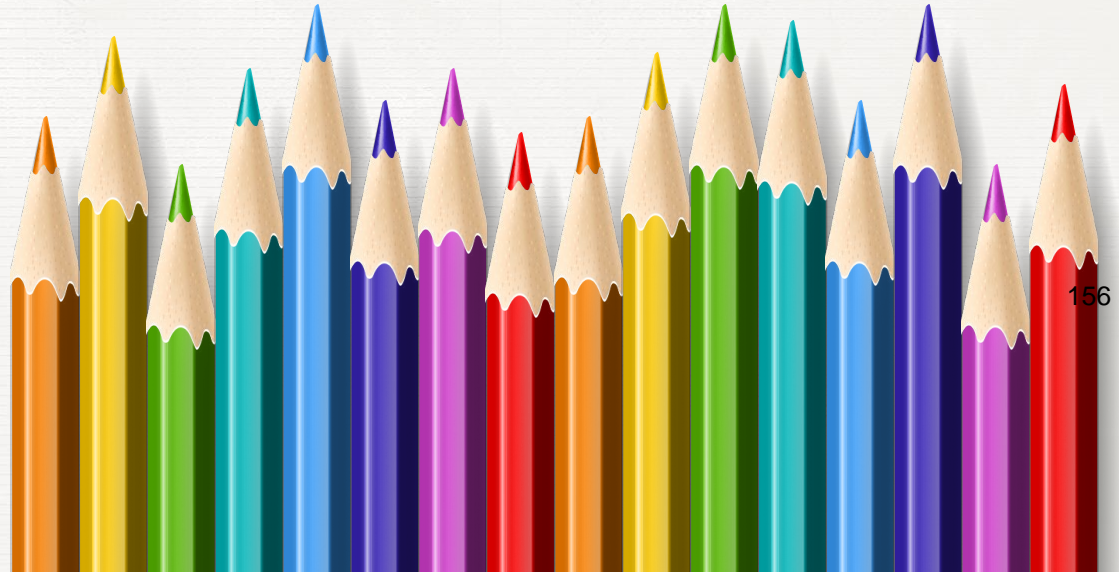


Building Goals

Building Goals to support the District Goals.



Liberty Elementary Building Goals



Liberty Elementary Building Goals



Student Support:

The percentage of all students in grade 2 at Liberty Elementary School who are in the “low risk” or “exceeds benchmark” categories on the FastBridge CBM-Reading standardized assessment will increase from 54% of students in spring 2025 to 57% of students in spring 2026.

Staff Support:

April 2026 Team Clock survey data in the quadrant of Investment will be at or above 4.0 with a statistical deviations below 1.0.

Family & Community Engagement:

By the Spring of 2026, families will feel more connected to Liberty through positive teacher phone calls, positive principal phone calls, and our added family engagement night as shown on a family survey.



Independence Elementary STEM Building Goals



Independence Elementary STEM Building Goals

Student Support:

95% of students who were at low or no risk in the fall of 2025 on reading screeners will remain at low or no risk in the spring of 2026.

Staff Support:

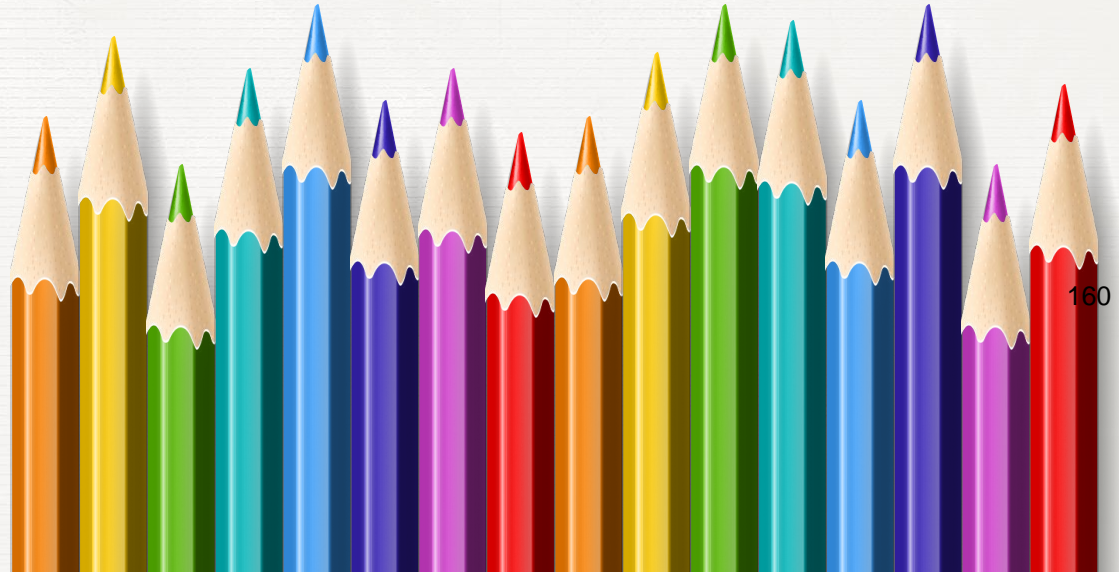
April 2026 Team Clock survey data in the quadrant of Investment will be at or above 4.0 with statistical deviations below 1.0.

Family & Community Engagement:

In addition to teachers continuing to utilize Seesaw as the primary communication tool and plan for effective use, staff will utilize IC to record parent contact around behaviors.



Middle School Building Goals



Middle School Building Goals



Student Support:

BLMS students taking the Fast aReading screener will see an increase from 64% of students meeting or exceeding benchmark in the fall of 2025 to 67% of students meeting or exceeding benchmark in the spring of 2026.

Staff Support:

Results from the Team Clock spring 2026 Team Clock survey will show an increase in all areas from the spring 2025 survey with at least one area resulting in a mean score of 4.0 or higher.

Family & Community Engagement:

By the end of the school 2025-2026 year, BLMS will strengthen home to school communication by providing consistent, clear and timely updates to parents



High School Building Goals



High School Building Goals

Student Support:

Goal 1: BLHS graduation rate will increase from 92.2% in June of 2024 to 94% or higher by June 2025.

NOTE: Graduation data comes from MDE a year behind. BLHS is focused and dedicated to an improved graduation rate each year.

Student Support:

Goal 2: By May 2026 94% of 9th, 10th, and 11th graders at BLHS will complete a Personalized Learning Plan.

Student Support:

Goal 3: BLHS 9th grade and 10th grade classes will each demonstrate an overall improvement of at least 2% from Fall of 2025 to Spring of 2026 on the FastBridge aReading screening assessment by May of 2026.



High School Building Goals



Staff Support:

BLHS will increase the mean and lower the standard deviation on Team Clock pre and post-survey results in the areas of distancing, innovation, investment, and trust from Team Clock material.

Family & Community Engagement:

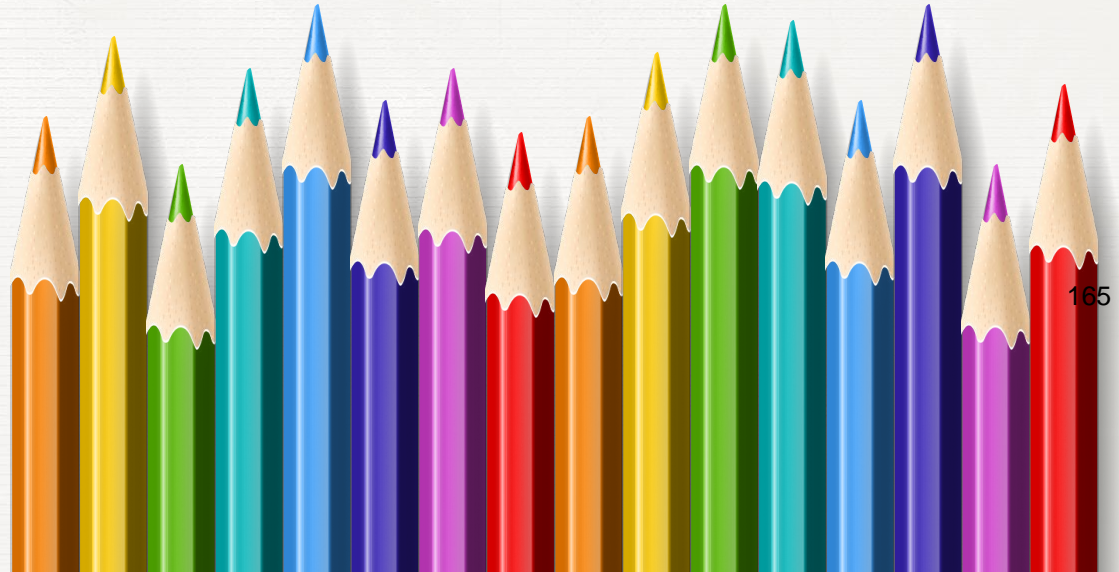
Goal 1: All certified staff will make meaningful connections (such as email, phone calls, upcoming curriculum notices, etc.) with 100% of the families on their class roster during each trimester of the school year and document on their communication logs.


Family & Community Engagement:

Goal 2: BLHS teachers will increase or maintain family communication from May 2025 (28,813 contacts) to May of 2026.



Field Trips Update



- 
- Kindergarten: Springbrook Nature Center - May
 - 1st Grade: Como Zoo - May
 - 2nd Grade: Stages Theater - February
 - 3rd Grade: Oliver Kelley Farm - May
 - 4th Grade: Coon Rapids Dam Regional Park - May
 - 5th Grade: Bell Museum or Science Museum - May
 - 6th Grade: Capitol & TBD - March
 - 7th Grade: Camp Friendship Challenge Course - May
 - 8th Grade: Art Institute/US Bank/Mille Lacs Indian Museum & Trading Post - December



Thanks!

Any questions?

Minda Anderson

Assistant Superintendent of Teaching & Learning

m.anderson@biglakeschools.org

763-262-5105