



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, April 22, 2026
6:00 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. Big Lake Schools CAPP Program Overview	3
Music Teachers, Brie Hawkins and Hanna Hermanson	
VI. Approve Alternate Football Jersey for Youth Night	15
Coach Nick Shriver and players	
VII. Big Lake Robotics Season Review	
Robotic Coaches, Ben and Cayla Lauderbaugh	
VIII. Open Forum	17
Chair, Tonya Reasoner	
IX. Consent Agenda	
Chair, Tonya Reasoner	
A. Previous Minutes	18
Minutes from the March 25, 2026 Regular Board Meeting and the April 8, 2026 Work Session	
B. Claims and Accounts	24
Claims and Accounts for the month of April	
C. Credit Card Report	35
D. Personnel	40
E. Final Reading and Approval of Policies	41
Superintendent Truebenbach	
606 Textbooks and Instructional Materials; 610 Student Field Trips; 610A Extended Field Trip Request Form; 712 Video Surveillance	
F. Approve 2026-2027 Transportation Contract Addendum	48
X. Donations	50
Chair, Tonya Reasoner	
XI. Financial Report	51
Director of Business Services, Angie Manuel	
March report will be presented.	
XII. Big Lake Administrators' Association Contract Approval	57
Superintendent Truebenbach	
XIII. Resolution for Non-Renewals of Teaching Contracts	77
Superintendent Truebenbach	
XIV. Teacher Unrequested Leave of Absence 1	79
Superintendent Truebenbach	
XV. K-5 Social Studies Curriculum Adoption Presentation	81

Assistant Superintendent of Teaching and Learning, Minda Anderson	
XVI. Approve Updated 2026-2027 School Calendar	100
Superintendent Truebenbach	
XVII. Second Reading of Policies	101
Superintendent Truebenbach	
410 Federal Family and Medical Leave (FMLA); 503 Student Attendance; 530 Immunization Requirements	
XVIII. Reschedule May Work Session	
Superintendent Truebenbach	
Reschedule the May 13, 2026 Work Session to May 6, 2026 at 6:00 PM in the Middle School Student Center	
XIX. School Board Committee/Representative Updates	
A. Finance Committee	
Board Treasurer, Amber Sixberry	
B. Policy Committee	
Board Clerk, Ashley Schabilion	
C. Buildings and Grounds Committee	
Board Chair, Tonya Reasoner	
D. School Board Representatives	
XX. Student Representative Report	
Student Representative, Alexis Gosewisch	
XXI. Superintendent Report	
Superintendent, Tim Truebenbach	
A. Cabinet Department Update	
XXII. Adjournment	
Chair, Tonya Reasoner	

Strategic Plan Focus Areas

Student Support

Staff Support

Family & Community Engagement



Big Lake Schools Comprehensive Arts Planning Program Update

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Presented to the School Board on April 22nd, 2026

Big Lake Schools CAPP Committee Members

Co-chairs:

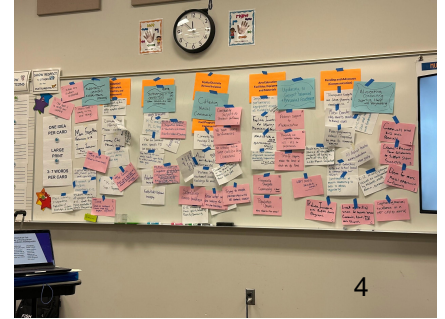
Hanna Hermanson & Brie Hawkins

District Admin:

Minda Anderson

CAPP Team Members:

Becky Hoover, Aera Wenisch, Bonnie Wensloff,
Nelson Mitchell, Dallas St. Hilaire, Abbey Keister



CAPP for Music Programming

The **Comprehensive Arts Planning Program** (CAPP) helps districts implement school arts programs based on the belief that the arts are essential to basic education.

Perpich Center for Arts Education: partner with the Minnesota Department of Education that provides and manages the standards in the arts and other stakeholders. ⁵

Why we applied for CAPP: We hope to provide the best music education experience for our BL students.



Strategic Plan Yearly Process

Initial Planning (2025-2026): BL CAPP Music Team conducts a needs assessment and engages in a strategic planning process to design a district-wide, three-year arts education plan.

Right Now: Final draft of our Strategic Plan is due at the end of the school year.

Year 1 (2026-2027): BL CAPP Music Team will implement the first of the three-year plan and evaluate their progress.

Year 2 & 3 (2027-2029): BL CAPP Music Team will implement the rest of the three-year plan and evaluate their progress.



Big Lake Strategic Plan Overview

SD 1: Aligning/Unifying Instructional Offerings

SD 2: Cultivating a Musical Community

SD 3: Enhancing to Support Musical Excellence

SD 4: Advocating and Connecting to Support Students, Staff, and Programming

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SD 1: Aligning/Unifying Instructional Offerings

- Inclusive & Equitable Access
- Instructional Innovation
- Standards of Excellence



SD 2: Cultivating a Musical Community

- Data-informed Connections
- Advocacy and Visibility
- Community Bridges



SD 3: Enhancing to Support Musical Excellence

- Optimizing Environments and Assets
- Elevating Curricular and Community Impact

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SD 4: Advocating and Connecting to Support Students, Staff, and Programming

- Operational Transparency and Stewardship
- Community and Family Partnerships
- Digital Presence
- Professional Growth

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Support Needed from You

- Advocate for Music Programming
- Join us at concerts and musicals
 - 2nd Grade Musical 4/22-24
 - 6-12 Musical 4/24-26
 - HS Band Concert 5/4





**What questions
do you have for
us?**



Thank you!

Hanna Hermanson

h.hermanson@biglakeschools.org

Brie Hawkins

b.hawkins@biglakeschools.org



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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.

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

The guidelines for open forum are as follows:

1. Speakers must state their name
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
March 25, 2026
7:00 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 March 25, 2026 at 7:00 PM in the Middle School Student Center by Chair Reasoner.

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

- III. **APPROVE AGENDA**
A motion was made by Nelson seconded by Sixberry to approve the agenda.
The motion carried 6-0.

- IV. **PLEDGE OF ALLEGIANCE**
Chair Reasoner and the Board led the Pledge of Allegiance.

- V. **CAPP PROGRAM OVERVIEW**
Music teachers, Brie Hawkins and Hanna Hermanson presented an update on Big Lake Schools Comprehensive Arts Planning Program.

- VI. **OPEN FORUM**
Rob Young, Emmanuel Corona, Ross Priest, and Mike Nagorski addressed the board.

- VII. **CONSENT AGENDA**
A motion was made by Schabilion seconded by Hancock to approve the following:
 - A. PREVIOUS MINUTES from the February 25, 2026 regular meeting and the March 18, 2026 work session
 - B. CLAIMS AND ACCOUNTS for the month of August in the amount of \$1,347,138.64 checks 108340-108482
 - C. CREDIT CARD REPORT
 - D. PERSONNEL

March 2026 Personnel

Employee (Last, First Name)	Position	Building	Effective Date	Action Type
Flom, Brittany	Custodian	High School	03/13/2026	Resignation
Hietala, Nathan	Custodian	Liberty	03/10/2026	Termination
Wahlberg, Madison	Teacher	Independence	05/29/2026	Resignation
Murray, Jon	Teacher	Independence	05/29/2026	Retirement
Scott, Teresa	Program Secretary	Community Ed	06/30/2026	Retirement
Walsh, Mary	Teacher	High School	06/05/2026	Retirement
Brown, Christina	Social Worker	Independence / Liberty	07/01/2026	Transfer

Ford, Jodi	Teacher	Middle School	07/01/2026	Transfer
Tran, Ellyssa	Social Worker	Middle School	07/01/2026	Transfer
Wolfe, Hannah	Teacher	Independence	07/01/2026	Transfer
Johnson-Weston, Amy	Teacher	Middle School	03/13/2026	Resignation
Gabel, Michael	Custodian	Independence	04/06/2026	Resignation
Grams, Jason	Custodian	High School	03/30/2026	New Hire
Kjellberg, John	Custodian	Liberty	04/06/2026	New Hire
Klingelhutz, Jacob	Assistant Principal	High School	07/01/2026	Transfer

E. FUNDRAISERS:

- Big Lake Boys Lacrosse, sell bags of mulch from March 30-April 17, 2026, proceeds will be used for coaches' salary, training equipment, possible charter bus for game 1
- Big Lake Track and Field, contact people using Leading Edge Fundraising to ask if they would like to donate to the program, March 31-April 10, 2026, proceeds for clothing and healthy snacks for the athletes and equipment for the program

F. APPROVAL OF ONE READ POLICIES

420 Students and Employees with Serious Communicable Diseases and Infection Conditions; 427 Workload Limits for Certain Special Education Teachers; 520 Student Surveys

The motion carried 6-0.

VIII. DONATIONS

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

Donor	Item	Designated Purpose (if any)
Sarah Kaczor	\$250.00	High School Musical
Big Lake Fastpitch Association	\$2,932.73	Fence slates and topper for softball fields
Case Financial	\$250.00	High School Musical
Cheryl Wallace	Crafting items valued at \$100.00	For use in classrooms and Kids Club
New Creations Child Care	\$500.00	Scholarship for graduating senior
Big Lake Hornets Booster	\$902.00	Wrestling bus to Bemidji and tournament admission

The motion carried 6-0.

IX. FINANCIAL REPORT

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

The motion carried 6-0.

X. APPROVE 26-27 BUDGET REDUCTIONS

A motion was made by Brown seconded by Nelson to approve the budget reductions as presented.

The motion carried 6-0.

XI. RESOLUTION FOR NON-RENEWALS OF TEACHING CONTRACTS

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

RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACTS OF PROBATIONARY CERTIFIED STAFF

WHEREAS, _____ is a probationary certified staff employed by Independent School District No. 727, Big Lake, MN,

THEREFORE, BE IT RESOLVED, by the School Board of Independent School District No. 727, that pursuant to Minnesota Statutes § 122A.40, Subdivision 5, that the teaching contract of _____ is a probationary certified staff in Independent School District No. 727, is hereby terminated effective at the close of the current 2025 – 2026 school year.

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

March 26, 2026

Dear Teacher:

You are hereby notified that at a meeting of the School Board of Independent School District No. 727 held on March 25, 2026, a resolution was adopted by majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2026-2027 school year. Said action of the School Board is taken pursuant to M.S. 122A.40 and in accordance with Section 12.1 of the Master Contract.

You may officially request that the School Board give its reasons for the non-renewal of your teaching contract. Such a request is to be made in writing to the Human Resources Manager.

Sincerely,

SCHOOL BOARD OF INDEPENDENT
SCHOOL DISTRICT NO. 727

By _____
Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by

_____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Probationary Non- Renewal List 25/26:

Jamie Arko
Elizabeth Cardinal

Matt Egan
James Gillespie
Luther Gunderson
Jessica Huettl
Rachel Johnson
Jennifer Robertson
Rebecca Schwirtz
Dallas St. Hillaire
Mikayla Wahlberg

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

XII. APPROVE WRIGHT TECHNICAL LTFM PLAN

A motion was made by Reasoner seconded by Schabilion to approve the following resolution:

**RESOLUTION WRIGHT TECHNICAL CENTER'S LONG-TERM
FACILITY MAINTENANCE PROGRAM BUDGET AND AUTHORIZING
THE INCLUSION OF A PROPORTIONATE SHARE OF THOSE
PROJECTS IN THE DISTRICT'S APPLICATION FOR LONG-TERM FACILITY MAINTENANCE
REVENUE**

BE IT RESOLVED by the School Board of District No. 727, State of Minnesota, as follows:

1. The School Board of Cooperative School District 966 has approved a long-term facility maintenance program budget for its facilities for the 2027-2028 school year in the amount of \$406,591.00 of which District No. 727's proportionate share is \$38,504.16. The various components of this program budget are attached as Exhibit A hereto and are incorporated herein by reference. Said budget is hereby approved. (Exhibit A)
2. Minnesota Statutes, Section 123B.53, Subdivision 1, as amended, provides that if a cooperative school district's long-term facility maintenance budget is approved by the school boards of each of the cooperative school district's member school districts, each member district may include its proportionate share of the costs of the cooperative school district program in its long-term facility maintenance revenue application.
3. The proportionate share of the costs of the cooperative school district's long-term facility maintenance program for each member school district to be included in its application shall be determined by multiplying the total cost of the cooperative school district long-term facility maintenance program times a three-year weighted average adjusted pupil unit's formula. The long-term facility maintenance costs shall be funded through annual levy instead of issuing bonds. The inclusion of this proportionate share in the district's long-term facility maintenance revenue application for fiscal year 2027 is hereby approved, subject to approval by the Commissioner of Education.
4. Upon receipt of the proportionate share of long-term facility maintenance revenue attributable to the cooperative school district program, the district shall promptly pay to the cooperative school district the applicable aid or levy proceeds.

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

And the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA

I, the undersigned, being the duly qualified and acting Clerk of School District No. 727, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of School District No. 727, held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of Cooperative School District No. 966's long-term facility maintenance program budget and authorizing the inclusion of a proportionate share of the Wright Technical Center's long-term facility maintenance projects in the district's application for long-term facility maintenance revenue.

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

- XIII. APPROVE 2026-2027 SCHOOL YEAR CALENDAR
 A motion was made by Schabilion seconded by Sixberry to approve the 2026-2027 calendar as presented.
 The motion carried 6-0.
- XIV. FIRST READING OF POLICIES
 410 Federal Family and Medical Leave (FMLA); 503 Student Attendance; 530 Immunization Requirements
- XV. SECOND READING OF POLICIES
 606 Textbooks and Instructional Materials; 610 Student Field Trips; 610A Extended Field Trip Request Form; 712 Video Surveillance
- XVI. SCHOOL BOARD COMMITTEE/REPRESENTATIVE UPDATES
- a. Finance—discussed budget reductions
 - b. Policy—continue to review and update policies
 - c. Buildings and Grounds—no meeting
 - d. School Board Representatives—Legislative-Schabilion; Community Education-Hancock; Wright Tech-Sixberry.
- XVII. SCHOOL BOARD STUDENT REPRESENTATIVE REPORT
 School Board Student Representative, Alexis Gosewisch, gave her monthly report to the board.
- XVIII. SUPERINTENDENT REPORT
 Superintendent Truebenbach gave his monthly update to the board.
- a. Cabinet Department Update—none
- XIX. ANNOUNCE CLOSED MEETING FOR NEGOTIATION STRATEGY
 Chair Reasoner read the statement to enter a closed meeting for negotiation strategy for Big Lake Education Minnesota after adjournment of the regular board meeting. A motion was made by Schabilion seconded by Sixberry to approve the closed meeting.
 The motion carried 6-0.
- XX. ADJOURNMENT
 Chair Reasoner adjourned the meeting at 7:56 PM.

Clerk, Ashley Schabilion
 Approved April 22, 2026

BIG LAKE SCHOOLS
INDEPENDENT SCHOOL DISTRICT 727
BIG LAKE, MINNESOTA

Minutes of the Work Session
April 8, 2026
6:00 PM

I. CALL TO ORDER

The Work Session of the Board of Education of Independent School District No. 727, Big Lake Schools was called to order on April 8, 2026 at 6:00 PM, in the Middle School Student Center, by Chair Reasoner.

II. ROLL CALL

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

III. ANNOUNCE CLOSED MEETING FOR NEGOTIATION STRATEGY

Chair Reasoner read the statement to enter a closed meeting after the adjournment of the work session. A motion was made by Schabilion seconded by Brown to enter a closed meeting for negotiation strategy related to Big Lake Education Minnesota after the work session adjournment.

The motion carried 5-0.

IV. ADJOURNMENT

Chair Reasoner adjourned the meeting. The meeting was adjourned at 6:05 PM.

Clerk, Ashley Schabilion
Approved April 22, 2026

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 108483-2147483647 Payment Date: 7/1/2025-4/30/2026

Pay/Void										
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	108490	CH	1	01048	DEMCO INC	03/31/2026	\$20.44	168448	E 01 100 620 000 000 401	W13845210 Upstart Crazy for Kawaii Wild
001	108490	CH	1	01048	DEMCO INC	03/31/2026	\$20.44	168448	E 01 100 620 000 000 401	W13568820 Be a Smart Cookie Die-Cut B
Check Total:								\$303.47		
001	108491	CH	1	03351	GOPHER SPORT	03/31/2026	\$2,055.21	168451	E 01 110 240 000 000 430	See attached quote : QT248274
001	108491	CH	1	03351	GOPHER SPORT	03/31/2026	\$143.77	168451	E 01 110 240 000 000 430	Shipping
001	108491	CH	1	03351	GOPHER SPORT	03/31/2026	\$35.91	168450	E 01 100 203 000 000 401	41-399 Rainbow QuickTurn Speed Ropes -
001	108491	CH	1	03351	GOPHER SPORT	03/31/2026	\$15.54	168450	E 01 100 203 000 000 401	shipping
001	108491	CH	1	03351	GOPHER SPORT	03/31/2026	(\$539.00)	168449	E 01 110 240 000 000 430	CREDIT 25
Check Total:								\$1,711.43		
001	108492	CH	1	13892	LANGUAGE LIZARD, LLC	03/31/2026	\$227.91	168452	E 01 110 216 638 401 430	See attached list
001	108492	CH	1	13892	LANGUAGE LIZARD, LLC	03/31/2026	\$19.95	168452	E 01 110 216 638 401 430	Shipping
001	108492	CH	1	13892	LANGUAGE LIZARD, LLC	03/31/2026	(\$227.91)	168452	E 01 110 216 638 401 430	See attached list
001	108492	CH	1	13892	LANGUAGE LIZARD, LLC	03/31/2026	\$227.91	168452	E 01 200 205 638 417 430	Listing attached
001	108492	CH	1	13892	LANGUAGE LIZARD, LLC	03/31/2026	(\$19.95)	168452	E 01 110 216 638 401 430	Shipping
001	108492	CH	1	13892	LANGUAGE LIZARD, LLC	03/31/2026	\$19.95	168452	E 01 200 205 638 417 430	shipping
Check Total:								\$247.86		
001	108493	CH	1	01229	Regents of the Univ of Minn	03/31/2026	\$27.00	168455	E 12 100 407 000 740 401	Phoneme Grapheme Cards, Large
001	108493	CH	1	01229	Regents of the Univ of Minn	03/31/2026	\$12.00	168455	E 12 100 407 000 740 401	Phoneme Grapheme Poster
001	108493	CH	1	01229	Regents of the Univ of Minn	03/31/2026	\$45.00	168455	E 12 100 407 000 740 401	Student Soundwall Cards (pack of 30)
001	108493	CH	1	01229	Regents of the Univ of Minn	03/31/2026	\$9.00	168455	E 12 100 407 000 740 401	estimated 10% shipping charge
Check Total:								\$93.00		
001	108494	CH	1	07962	SWEETWATER SOUND HOLDINS, LLC	03/31/2026	\$429.99	168453	E 01 110 259 000 000 430	MG12XU - Yamaha 12 ch Mixer with USB ε
001	108494	CH	1	07962	SWEETWATER SOUND HOLDINS, LLC	03/31/2026	\$218.00	168453	E 01 110 259 000 000 430	SM58-2PK - Shure SM58 Cardioid Dynami
Check Total:								\$647.99		
001	108495	CH	1	12845	SYSCO-MINNESOTA INC	03/31/2026	\$164.80	168454	E 02 110 770 000 701 401	LIBERTY KITCHEN PAPER BAGS
Check Total:								\$164.80		
001	108496	CH	1	03003	WEST MUSIC COMPANY	03/31/2026	\$61.90	168456	E 01 110 259 000 000 430	201129 - Basic Beat BBFR5 Medium Frog
001	108496	CH	1	03003	WEST MUSIC COMPANY	03/31/2026	\$47.95	168456	E 01 110 259 000 000 430	825648 - First Steps in Music for Preschoo
001	108496	CH	1	03003	WEST MUSIC COMPANY	03/31/2026	\$15.95	168456	E 01 110 259 000 000 430	Freight
Check Total:								\$125.80		
001	108497	CH	1	01187	SCHMITT MUSIC CENTERS	03/31/2026	\$68.00	168457	E 01 201 208 951 000 350	MS MUSIC SUPPLIES
Check Total:								\$68.00		
001	108498	CH	1	12965	BEACON ATHLETICS LLC	03/31/2026	\$731.92	168459	E 04 500 505 000 321 530	DUAL STRANCHION ANCHOR #301-9051

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 108483-2147483647 Payment Date: 7/1/2025-4/30/2026

Pay/Void											
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
001	108498	CH	1	12965	BEACON ATHLETICS LLC	03/31/2026	\$3,250.00	168465	E 04 500 505 000 321 530	DOUBLE SIDED HOME PLATE	
001	108498	CH	1	12965	BEACON ATHLETICS LLC	03/31/2026	\$650.00	168465	E 04 500 505 000 321 530	FREIGHT	
Check Total:							\$4,631.92				
001	108499	CH	1	12710	CORVAL CONSTRUCTORS, INC.	03/31/2026	\$1,760.00	168460	E 01 201 810 000 000 350	NTE-REMOVAL OF 180 DOMESTIC WATI	
Check Total:							\$1,760.00				
001	108500	CH	1	10026	SAFETYFIRST PLAYGROUND MAINT.	03/31/2026	\$639.90	168461	E 01 110 810 000 000 350	LIBERTY; REPLACE BELT SWING SEATS	
Check Total:							\$639.90				
001	108501	CH	1	05640	VIKING SEWER & DRAIN CLEANING	03/31/2026	\$265.00	168462	E 01 100 810 000 000 350	INDY B&G REPAIRS	
Check Total:							\$265.00				
001	108502	CH	1	06532	VISION STAFFING	03/31/2026	\$580.00	168464	E 01 110 810 356 000 305	26 GROUNDS & LIBERTY WEEK OF 03/22/2	
001	108502	CH	1	06532	VISION STAFFING	03/31/2026	\$129.68	168464	E 01 005 810 356 000 305	GROUNDS & LIBERTY WEEK OF 03/22/2	
001	108502	CH	1	06532	VISION STAFFING	03/31/2026	\$68.25	168463	E 01 005 810 356 000 305	GROUNDS & LIBERTY WEEK OF 03/15/2	
001	108502	CH	1	06532	VISION STAFFING	03/31/2026	\$826.50	168463	E 01 110 810 356 000 305	GROUNDS & LIBERTY WEEK OF 03/15/2	
Check Total:							\$1,604.43				
001	108503	CH	1	12226	DARRYL WALETZKO	03/31/2026	\$19,400.00	168467	E 01 005 810 000 000 363	MARCH 2026 SNOW SERVICES	
Check Total:							\$19,400.00				
001	108504	CH	1	13178	MIDWEST MACHINERY CO	03/31/2026	\$148.83	168466	E 01 005 810 000 000 401	B&G SUPPLIES	
Check Total:							\$148.83				
001	108505	CH	1	13465	ANDERSON, JULIE	04/10/2026	\$1,665.00	168649	E 04 500 565 090 321 305	CE TOTAL BODY-AM & PM/CARDIO DAN	
Check Total:							\$1,665.00				
001	108506	CH	1	13241	BENEFIT RESOURCE LLC	04/10/2026	\$200.00	168650	E 01 005 105 000 000 305	COBRA	
Check Total:							\$200.00				
001	108507	CH	1	04838	CAMBRIDGE-ISANTI ISD #911	04/10/2026	\$550.00	168653	E 01 005 790 000 320 366	MIEA CONFERENCE 2026 REGISTRATIC	
Check Total:							\$550.00				
001	108508	CH	1	10673	GOPHER STATE EVENTS, LLC	04/10/2026	\$1.35	168670	E 01 005 810 000 000 305	TICKETS	
Check Total:							\$1.35				
001	108509	CH	1	09217	HORIZON COMMERCIAL POOL SUPPL	04/10/2026	\$15,438.07	168655	E 01 300 810 359 000 520	5 YEAR MAINTENANCE OF DEFENDER I	
Check Total:							\$15,438.07				
001	108510	CH	1	12484	HUBBARD ELECTRIC INC	04/10/2026	\$925.00	168671	E 01 100 810 000 000 350	REPLACE OFFICE HALLWAY LIGHTS WI	
001	108510	CH	1	12484	HUBBARD ELECTRIC INC	04/10/2026	\$2,848.00	168671	E 01 100 810 000 000 350	REPLACE ALL CAN LIGHTS IN OFFICE V	
001	108510	CH	1	12484	HUBBARD ELECTRIC INC	04/10/2026	\$925.00	168671	E 01 100 810 000 000 350	REPLACE 5 RECEPTION SPACE FIXTUR	
001	108510	CH	1	12484	HUBBARD ELECTRIC INC	04/10/2026	\$2,040.00	168671	E 01 100 810 000 000 350	REPLACE OFFICE WORK STATION LIGH	
001	108510	CH	1	12484	HUBBARD ELECTRIC INC	04/10/2026	\$150.00	168671	E 01 100 810 000 000 350	PERMIT	

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 108483-2147483647 Payment Date: 7/1/2025-4/30/2026

Pay/Void											
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
001	108510	CH	1	12484	HUBBARD ELECTRIC INC	04/10/2026	\$47.00	168671	E 01 100 810 000 000 350	RECYCLING LAMPS	
001	108510	CH	1	12484	HUBBARD ELECTRIC INC	04/10/2026	\$107.10	168671	E 01 100 810 000 000 350	RECYCLE FIXTURES	
001	108510	CH	1	12484	HUBBARD ELECTRIC INC	04/10/2026	\$639.02	168672	E 01 100 810 000 000 350	INDY B&G REPAIRS	
Check Total:							\$7,681.12				
001	108511	CH	1	04641	IEA	04/10/2026	\$87.00	168654	E 05 005 865 000 352 305	2026-2028 ENVIRONMENTAL, HEALTH &	
Check Total:							\$87.00				
001	108512	CH	1	08228	KIDCREATE STUDIO-NORTH METRO	04/10/2026	\$147.00	168656	E 04 500 585 000 332 305	PLAYDATE WITH MOM 04/02/2206	
001	108512	CH	1	08228	KIDCREATE STUDIO-NORTH METRO	04/10/2026	\$189.00	168657	E 04 500 585 000 332 305	FRIENDSHIP BRACELET MAKING 04/02/27	
Check Total:							\$336.00				
001	108513	CH	1	13490	KOESSEL, TRACY	04/10/2026	\$100.00	168658	E 04 500 585 157 332 357	03/23 SIGN LANGUAGE INTERPRETING	
Check Total:							\$100.00				
001	108514	CH	1	01121	MASSP	04/10/2026	\$230.00	168659	E 01 300 605 000 000 366	2026 STUDENT HANDBOOK WORKSHIF	
Check Total:							\$230.00				
001	108515	CH	1	13178	MIDWEST MACHINERY CO	04/10/2026	\$1,050.62	168673	E 01 005 810 000 000 350	B&G REPAIRS	
Check Total:							\$1,050.62				
001	108516	CH	1	10327	NAC MECHANICAL AND ELECTRICAL S	04/10/2026	\$3,600.00	168681	E 01 300 810 000 000 350	REMOVE DRINKING FOUNTAINS AND IN	
Check Total:							\$3,600.00				
001	108517	CH	1	13016	NORTHLAND REFRIGERATION INCORP	04/10/2026	\$4,930.00	168675	E 01 100 810 000 000 350	REPLACE PRESSURE TANK BLADDER F	
001	108517	CH	1	13016	NORTHLAND REFRIGERATION INCORP	04/10/2026	\$851.22	168674	E 01 100 810 000 000 350	INDY B&G REPAIRS	
Check Total:							\$5,781.22				
001	108518	CH	1	7760	PIONEER ATHLETICS	04/10/2026	\$2,900.00	168676	E 01 005 810 000 000 401	BRITE STRIPE WHITE 225 GL	
Check Total:							\$2,900.00				
001	108519	CH	1	08589	PIONEER CRITICAL POWER	04/10/2026	\$489.21	168677	E 05 110 865 000 363 350	LIBERTY B&G REPAIRS	
Check Total:							\$489.21				
001	108520	CH	1	01187	SCHMITT MUSIC BLT REPAIR SHOP	04/10/2026	\$44.00	168661	E 01 201 208 951 000 305	2025/2026 Supply/Maintenance Agreement	
001	108520	CH	1	01187	SCHMITT MUSIC BLT REPAIR SHOP	04/10/2026	\$159.00	168660	E 01 201 208 951 000 305	2025/2026 Supply/Maintenance Agreement	
Check Total:							\$203.00				
001	108521	CH	1	03649	SHERBURNE CO HEALTH & HUMAN	04/10/2026	\$5,000.00	168662	E 01 300 740 000 317 394	25-26 TRUANCY INTERVENTION SPECI/	
Check Total:							\$5,000.00				
001	108522	CH	1	07026	SOUTHWEST MN STATE UNIVERSITY	04/10/2026	\$3,300.00	168663	E 01 300 211 211 000 394	SPRING SEMESTER 2026	
Check Total:							\$3,300.00				

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

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Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
001	108523	CH	1	10777	ST. CROIX RECREATION FUN PLAYGR	04/10/2026	\$476.00	168678	E 01 110 810 000 000 350	LIBERTY REPAIRS	
Check Total:								\$476.00			
001	108524	CH	1	14030	THE BOELTER COMPANIES, INC.	04/10/2026	(\$54.95)	168652	E 02 005 770 000 701 401	CREDIT	
001	108524	CH	1	14030	THE BOELTER COMPANIES, INC.	04/10/2026	\$120.77	168651	E 02 005 770 000 701 401	FS; TRAY RACK OPEN END FULL SIZE	
Check Total:								\$65.82			
001	108525	CH	1	13212	THREE SONS HARDWARE LLC	04/10/2026	\$12.58	168669	E 01 300 361 000 830 433	MARCH 2026	
001	108525	CH	1	13212	THREE SONS HARDWARE LLC	04/10/2026	\$21.98	168669	E 01 300 810 000 000 401	MARCH 2026	
001	108525	CH	1	13212	THREE SONS HARDWARE LLC	04/10/2026	\$89.45	168669	E 01 005 810 000 000 401	MARCH 2026	
Check Total:								\$124.01			
001	108526	CH	1	14365	VARTY, PEGGY L	04/10/2026	\$165.00	168664	E 04 500 585 157 332 357	BLHS PLAY PRACTICE 03/19 & 03/26	
Check Total:								\$165.00			
001	108527	CH	1	10553	VEX ROBOTICS, INC.	04/10/2026	\$1,154.97	168665	E 01 100 203 312 000 430	228-8658 IQ System Bundle (2nd gen)	
001	108527	CH	1	10553	VEX ROBOTICS, INC.	04/10/2026	\$50.25	168665	E 01 100 203 312 000 430	shipping	
Check Total:								\$1,205.22			
001	108528	CH	1	06532	VISION STAFFING	04/10/2026	\$846.30	168680	E 01 005 810 356 000 305	GROUNDWORK WEEK WORKED 03/29/2026	
001	108528	CH	1	06532	VISION STAFFING	04/10/2026	\$629.30	168680	E 01 110 810 356 000 305	LIBERTY WEEK WORKED 03/29/2026	
Check Total:								\$1,475.60			
001	108529	CH	1	13048	WELLNESS FOR LIVING LLC	04/10/2026	\$605.00	168666	E 04 500 585 000 332 305	PASTEL PETALS AND MAD LAB	
Check Total:								\$605.00			
001	108530	CH	1	10633	WOLD ARCHITECTS AND ENGINEERS	04/10/2026	\$5,012.20	168679	E 05 300 866 000 366 305	PROJECT ID #PG26.366.520 HS POOL H	
Check Total:								\$5,012.20			
001	108531	CH	1	14043	ZAHAYRA DIAZ VILLASENOR	04/10/2026	\$20.00	168667	E 01 100 219 000 339 358	INTERPRETING FEBRUARY 2026	
001	108531	CH	1	14043	ZAHAYRA DIAZ VILLASENOR	04/10/2026	\$20.00	168667	E 01 110 219 000 339 358	INTERPRETING FEBRUARY 2026	
001	108531	CH	1	14043	ZAHAYRA DIAZ VILLASENOR	04/10/2026	\$180.00	168667	E 01 300 219 000 339 358	INTERPRETING FEBRUARY 2026	
001	108531	CH	1	14043	ZAHAYRA DIAZ VILLASENOR	04/10/2026	\$20.00	168668	E 01 110 219 000 339 358	MARCH 2026 INTERPRETING	
001	108531	CH	1	14043	ZAHAYRA DIAZ VILLASENOR	04/10/2026	\$240.00	168668	E 01 100 219 000 339 358	MARCH 2026 INTERPRETING	
001	108531	CH	1	14043	ZAHAYRA DIAZ VILLASENOR	04/10/2026	\$160.00	168668	E 01 110 219 000 339 358	MARCH 2026 INTERPRETING	
001	108531	CH	1	14043	ZAHAYRA DIAZ VILLASENOR	04/10/2026	\$20.00	168668	E 01 110 219 000 339 358	MARCH 2026 INTERPRETING	
Check Total:								\$660.00			
001	108532	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	04/03/2026	\$293.50	168480	B 01 215 081	Child Support	
001	108532	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	04/03/2026	\$129.13	168480	B 12 215 081	Child Support	
Check Total:								\$422.63			

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Payment Reg by Check-No Voids

Check Number: 108483-2147483647 Payment Date: 7/1/2025-4/30/2026

Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
001	108533	CH	1 04223	MN NCPERS LIFE INSURANCE	04/03/2026	\$80.00	168485	B 01 215 033	NCPR Life	
Check Total:						\$80.00				
001	108534	CH	1 14034	NORTH DAKOTA CHILD SUPPORT DIVI	04/03/2026	\$567.77	168483	B 12 215 081	Child Support	
Check Total:						\$567.77				
001	108535	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	04/03/2026	\$1,010.87	168487	B 01 215 040	U Due Nc	
001	108535	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	04/03/2026	\$135.98	168487	B 04 215 040	U Dues Nc	
001	108535	CH	1 01973	SCHOOL SERVICE EMP LOCAL 284	04/03/2026	\$2,171.39	168487	B 12 215 040	U Due Nc	
Check Total:						\$3,318.24				
Bank 001 Total:						\$128,084.70				
Report Total:						\$128,084.70				

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 108536-2147483647 Payment Date: 7/1/2025-4/30/2026

Pay/Void										
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	108536	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	04/20/2026	\$293.50	168695	B 01 215 081	Child Support
001	108536	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	04/20/2026	\$129.13	168695	B 12 215 081	Child Support
Check Total:								\$422.63		
001	108537	CH	1	12504	MN PEIP	04/20/2026	\$222,851.12	168775	B 01 215 030	May 2026 HEALTH
001	108537	CH	1	12504	MN PEIP	04/20/2026	\$23,327.76	168775	B 04 215 030	May 2026 HEALTH
001	108537	CH	1	12504	MN PEIP	04/20/2026	\$5,157.68	168775	B 05 215 030	May 2026 HEALTH
001	108537	CH	1	12504	MN PEIP	04/20/2026	\$2,865.04	168775	B 11 215 030	May 2026 HEALTH
001	108537	CH	1	12504	MN PEIP	04/20/2026	\$148,003.66	168775	B 12 215 030	May 2026 HEALTH
001	108537	CH	1	12504	MN PEIP	04/20/2026	\$14,127.68	168775	B 01 215 051	May 2026 HEALTH
001	108537	CH	1	12504	MN PEIP	04/20/2026	\$498.20	168775	B 04 215 051	May 2026 HEALTH
001	108537	CH	1	12504	MN PEIP	04/20/2026	\$431.68	168775	B 05 215 051	May 2026 HEALTH
001	108537	CH	1	12504	MN PEIP	04/20/2026	\$644.90	168775	B 11 215 051	May 2026 HEALTH
001	108537	CH	1	12504	MN PEIP	04/20/2026	\$12,317.48	168775	B 12 215 051	May 2026 HEALTH
Check Total:								\$430,225.20		
001	108538	CH	1	14034	NORTH DAKOTA CHILD SUPPORT DIVI	04/20/2026	\$541.13	168698	B 12 215 081	Child Support
Check Total:								\$541.13		
001	108539	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	04/20/2026	\$973.37	168701	B 01 215 040	U Due Nc
001	108539	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	04/20/2026	\$135.98	168701	B 04 215 040	U Dues Nc
001	108539	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	04/20/2026	\$2,203.08	168701	B 12 215 040	U Due Nc
Check Total:								\$3,312.43		
001	108540	CH	1	10207	ACT, INC.	04/24/2026	\$3,449.25	168715	E 01 300 710 710 000 461	ACT (NO WRITING) TEST-ONLINE
001	108540	CH	1	10207	ACT, INC.	04/24/2026	\$109.50	168715	E 01 300 710 710 000 461	ACT (NO Writing) Accomodations
Check Total:								\$3,558.75		
001	108541	CH	1	03804	ALL STAR TROPHY	04/24/2026	\$336.00	168716	E 11 300 294 114 000 897	Blue Simb Blue/Yellow neck ribbons
001	108541	CH	1	03804	ALL STAR TROPHY	04/24/2026	\$336.00	168716	E 11 300 296 184 000 897	Blue Simb Blue/Yellow neck ribbons
001	108541	CH	1	03804	ALL STAR TROPHY	04/24/2026	\$7.50	168716	E 11 300 296 184 000 897	Shipping
001	108541	CH	1	03804	ALL STAR TROPHY	04/24/2026	\$7.50	168716	E 11 300 294 114 000 897	Shipping
Check Total:								\$687.00		
001	108542	CH	1	08685	ANDERSON, SARAH	04/24/2026	\$100.00	168718	E 04 500 585 157 332 357	ASL INTERPRETING APRIL 4 2026- CAN
001	108542	CH	1	08685	ANDERSON, SARAH	04/24/2026	\$750.00	168717	E 04 500 585 157 332 357	ASL INTERPRETING 3/30, 03/31, 4/1, 4/7,
Check Total:								\$850.00		
001	108543	CH	1	08417	AVIBEN	04/24/2026	\$437.89	168719	E 01 005 105 000 000 305	403B ADMIN & COMPLIANCE MONTHLY
Check Total:								\$437.89		

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Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 108536-2147483647 Payment Date: 7/1/2025-4/30/2026

Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	108544	CH	1 04838	CAMBRIDGE-ISANTI ISD #911	04/24/2026	\$225.00	168769	E 11 300 294 114 000 369	TRACK & FIELD INVITE 04/09/2026
001	108544	CH	1 04838	CAMBRIDGE-ISANTI ISD #911	04/24/2026	\$225.00	168768	E 11 300 296 184 000 369	TRACK & FIELD INVITE 04/09/2026
Check Total:						\$450.00			
001	108545	CH	1 03184	CENTERPOINT ENERGY	04/24/2026	\$45.16	168720	E 01 300 810 000 000 330	# 5793464-8 HS INT GAS (FUEL CORREC
Check Total:						\$45.16			
001	108546	CH	1 08089	CENTRAL LAKES COLLEGE	04/24/2026	\$9,000.00	168723	E 01 300 211 211 000 394	SPRING SEMESTER 2026
Check Total:						\$9,000.00			
001	108547	CH	1 13218	CENTRAL MN MENTAL HEALTH CENTE	04/24/2026	\$555.00	168722	E 01 005 211 000 799 305	BRIDGES MARCH 2026
Check Total:						\$555.00			
001	108548	CH	1 01033	CM2 SUPPLY	04/24/2026	\$405.00	168724	E 01 300 361 000 830 433	Cust# 05630 HS SHOP SUPPLIES
001	108548	CH	1 01033	CM2 SUPPLY	04/24/2026	\$366.30	168725	E 01 300 361 000 830 433	Cust # 05630 HS SHop Supplies
Check Total:						\$771.30			
001	108549	CH	1 01475	CONNEXUS ENERGY	04/24/2026	\$29.56	168721	E 01 005 810 860 000 331	#416856-237326 SOFTBALL CONCESSIC
001	108549	CH	1 01475	CONNEXUS ENERGY	04/24/2026	\$7,380.25	168721	E 01 100 810 000 000 331	#416856-242663 INDY ELECTRICAL 02/1
001	108549	CH	1 01475	CONNEXUS ENERGY	04/24/2026	\$9,526.75	168721	E 01 110 810 000 000 331	#416856-264923 LIBERTY ELECTRICAL
001	108549	CH	1 01475	CONNEXUS ENERGY	04/24/2026	\$56.85	168721	E 01 005 810 860 000 331	#416856-310758 BASEBALL FIELD LIGHT
001	108549	CH	1 01475	CONNEXUS ENERGY	04/24/2026	\$81.73	168721	E 01 005 810 860 000 331	#416856-310759 SOFTBALL FIELD LIGHT
Check Total:						\$17,075.14			
001	108550	CH	1 12710	CORVAL CONSTRUCTORS, INC.	04/24/2026	\$1,482.00	168726	E 01 201 810 000 000 350	PO: 35225 NTE- removal of water heater
Check Total:						\$1,482.00			
001	108551	CH	1 12226	DARRYL WALETZKO	04/24/2026	\$650.00	168728	E 01 005 810 000 000 350	JOHN DEERE REPAIR WITH STEEL AND
Check Total:						\$650.00			
001	108552	CH	1 13688	DASH SPORTS LLC	04/24/2026	\$472.00	168729	E 04 500 560 000 321 305	FLOOR HOCKEY TYKES #272W
Check Total:						\$472.00			
001	108553	CH	1 08952	HOUGHTON MIFFLIN HARCOART PUBLI	04/24/2026	\$135.00	168730	E 01 200 205 011 417 430	English 3D course c books
001	108553	CH	1 08952	HOUGHTON MIFFLIN HARCOART PUBLI	04/24/2026	\$15.53	168730	E 01 200 205 011 417 430	Freight
Check Total:						\$150.53			
001	108554	CH	1 07027	HOUSE OF PRINT	04/24/2026	\$4,241.61	168731	E 04 500 505 000 321 305	CATALOG
001	108554	CH	1 07027	HOUSE OF PRINT	04/24/2026	\$86.56	168731	E 04 500 520 000 322 305	CATALOG
Check Total:						\$4,328.17			
001	108555	CH	1 04641	IEA	04/24/2026	\$802.72	168733	E 05 005 865 000 352 305	EHS COUNSULTING MARCH 2026
001	108555	CH	1 04641	IEA	04/24/2026	\$3,500.00	168734	E 01 005 810 359 000 305	Perform Districtwide Assessment of Confin

Big Lake Public Schools, ISD #727

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001	108555	CH	1	04641	IEA	04/24/2026	\$5,137.50	168734	E 01 005 810 359 000 305	Perform Districtwide Lock Out Tag Out Ass	
Check Total:							\$9,440.22				
001	108556	CH	1	14321	KNB CONTRACTING LLC	04/24/2026	\$332,361.20	168735	E 05 300 866 000 366 520	PG26.366.520 HS POOL HVAC IMPROVE	
Check Total:							\$332,361.20				
001	108557	CH	1	14065	KRUSEMARK, LEEANNE	04/24/2026	\$85.00	168736	E 04 500 565 090 321 305	CE WRITING CLASSES	
Check Total:							\$85.00				
001	108558	CH	1	13691	LIBERTY MUTUAL INSURANCE	04/24/2026	\$267.65	168732	E 01 005 940 000 000 341	SCHOOL LEADERS CLAIM 32	
Check Total:							\$267.65				
001	108559	CH	1	13130	LINDSEY OSTERMAN	04/24/2026	\$1,416.00	168764	E 01 300 790 000 699 303	PCN MEDIA CONSULTANT - APRIL 2026	
Check Total:							\$1,416.00				
001	108560	CH	1	01121	MASSP	04/24/2026	\$295.00	168739	E 01 201 050 000 000 366	MASSP SUMMER 26 CONFERENCE (MA	
001	108560	CH	1	01121	MASSP	04/24/2026	\$60.00	168739	E 01 201 050 000 000 366	SUMMER 26 CONFERENCE MEALS	
Check Total:							\$355.00				
001	108561	CH	1	13672	MILIUS, MARGARET M	04/24/2026	\$288.00	168737	E 04 500 565 090 321 305	SLURRY BOWL CLASS MARCH 2026	
Check Total:							\$288.00				
001	108562	CH	1	12605	MRI SOFTWARE LLC	04/24/2026	\$484.50	168738	E 01 005 105 170 000 305	BACKGROUND SCREENING	
Check Total:							\$484.50				
001	108563	CH	1	10327	NAC MECHANICAL AND ELECTRICAL S	04/24/2026	\$4,057.91	168740	E 01 201 810 000 000 350	REMOVE DRINKING FOUNTAINS MS	
Check Total:							\$4,057.91				
001	108564	CH	1	14025	NORTHERN LIGHTS SOUND, LIGHT & \	04/24/2026	\$2,915.00	168773	E 01 300 289 000 000 305	HS PROM DJ MAY 2nd	
Check Total:							\$2,915.00				
001	108565	CH	1	13016	NORTHLAND REFRIGERATION INCORP	04/24/2026	\$775.34	168742	E 01 100 810 000 000 350	INDEP RTU #6 PHASE MONITORE	
001	108565	CH	1	13016	NORTHLAND REFRIGERATION INCORP	04/24/2026	\$1,147.52	168743	E 01 110 810 000 000 350	LIBERTY LOADING DOCK CABINET HEA	
001	108565	CH	1	13016	NORTHLAND REFRIGERATION INCORP	04/24/2026	\$1,490.83	168744	E 01 201 810 000 000 350	MS WATER HEATER REPAIR	
Check Total:							\$3,413.69				
001	108566	CH	1	13252	NORWOOD, CHARLES	04/24/2026	\$1,120.00	168741	E 04 500 585 157 332 305	LIGHTING FOR HS MUSICAL, SOUND OI	
Check Total:							\$1,120.00				
001	108567	CH	1	09760	PREMIER LOCATING, INC.	04/24/2026	\$70.00	168746	E 01 005 810 000 000 305	TICKETS RECEIVED	
Check Total:							\$70.00				
001	108568	CH	1	06821	PRINCETON INSURANCE AGENCY	04/24/2026	\$23,947.53	168745	E 01 005 940 000 000 341	CYBER LIABILITY 26/27 INSURANCE	
Check Total:							\$23,947.53				

Big Lake Public Schools, ISD #727

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001	108569	CH	1	07890	PTMA	04/24/2026	\$602.21	168774	E 45 005 935 000 000 305	BILLABLE ASSETS March 2026	
Check Total:							\$602.21				
001	108570	CH	1	12091	RPM ATHLETICS, LLC	04/24/2026	\$55.00	168772	E 11 300 294 114 000 401	3102 Tape Measure-Keson 165'	
001	108570	CH	1	12091	RPM ATHLETICS, LLC	04/24/2026	\$67.00	168772	E 11 300 294 114 000 401	3103 Tape Measure - Keson 200' 3x rewinc	
001	108570	CH	1	12091	RPM ATHLETICS, LLC	04/24/2026	\$118.00	168772	E 11 300 294 114 000 401	Tape helper attached to a 100' Keson tape	
001	108570	CH	1	12091	RPM ATHLETICS, LLC	04/24/2026	\$30.00	168772	E 11 300 294 114 000 401	4101 Baton- Blue/Teal Smooth	
001	108570	CH	1	12091	RPM ATHLETICS, LLC	04/24/2026	\$178.00	168772	E 11 300 294 114 000 401	5304 Shot Put 4k turned steal 95mm-SP	
001	108570	CH	1	12091	RPM ATHLETICS, LLC	04/24/2026	\$89.00	168772	E 11 300 294 114 000 401	2101 Crossbar - Pole Vault PV 33	
001	108570	CH	1	12091	RPM ATHLETICS, LLC	04/24/2026	\$178.00	168772	E 11 300 296 184 000 401	5212 Shot Put 12lb Turned Steal 117 mm-5	
001	108570	CH	1	12091	RPM ATHLETICS, LLC	04/24/2026	\$114.00	168772	E 11 300 296 184 000 401	5004 Discuss 1K Prestige Intermediate	
001	108570	CH	1	12091	RPM ATHLETICS, LLC	04/24/2026	\$138.00	168772	E 11 300 296 184 000 401	5104 Discus 1.6K - Prestige	
001	108570	CH	1	12091	RPM ATHLETICS, LLC	04/24/2026	\$33.00	168772	E 11 300 296 184 000 401	5000 Discus 1K Rubber Black 133	
001	108570	CH	1	12091	RPM ATHLETICS, LLC	04/24/2026	\$150.00	168772	E 11 300 295 184 000 401	4102 Baton - Gold Smooth	
001	108570	CH	1	12091	RPM ATHLETICS, LLC	04/24/2026	\$75.00	168772	E 11 300 296 184 000 401	Shipping	
Check Total:							\$1,225.00				
001	108571	CH	1	12564	RUSSELL SECURITY RESOURCE, INC.	04/24/2026	\$41.50	168747	E 01 005 810 000 000 401	DO file cabinet locking bar	
Check Total:							\$41.50				
001	108572	CH	1	01187	SCHMITT MUSIC CENTERS	04/24/2026	\$73.35	168748	E 01 201 258 000 000 430	MS Music Supplies	
Check Total:							\$73.35				
001	108573	CH	1	01833	SCHOOL SPECIALTY LLC	04/24/2026	\$3,563.80	168749	E 12 300 402 000 372 433	ITEM#2146785 HALEY'S JOY ESSENTIAL	
001	108573	CH	1	01833	SCHOOL SPECIALTY LLC	04/24/2026	\$0.00	168749	E 12 300 402 000 372 433	FREE SHIPPING FOR BLHS	
Check Total:							\$3,563.80				
001	108574	CH	1	92660	SCOTT, TERESA	04/24/2026	\$900.00	168750	E 04 500 585 157 332 305	HS MUSICAL CONCESSION MONEY	
Check Total:							\$900.00				
001	108575	CH	1	12493	SOURCEWELL	04/24/2026	\$25.00	168751	E 01 005 640 000 316 366	LOW INCIDENCE SERVICES SPECIAL E	
Check Total:							\$25.00				
001	108576	CH	1	14205	ST FRANCIS AREA SCHOOLS AMERIC/	04/24/2026	\$3,769.11	168727	E 01 300 211 000 320 369	2026 POWWOW share staff, drimmers, da	
Check Total:							\$3,769.11				
001	108577	CH	1	12845	SYSCO-MINNESOTA INC	04/24/2026	\$115.36	168752	E 02 300 770 000 701 401	HS KITCHEN PAPER BAGS	
001	108577	CH	1	12845	SYSCO-MINNESOTA INC	04/24/2026	\$190.66	168753	E 02 300 770 000 701 401	HS KITCHEN dessert	
Check Total:							\$306.02				
001	108578	CH	1	12068	THE WATSON COMPANY, INC.	04/24/2026	\$390.74	168766	E 11 300 298 000 000 490	HS CONCESSIONS	

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 108536-2147483647 Payment Date: 7/1/2025-4/30/2026

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
001	108578	CH	1	12068	THE WATSON COMPANY, INC.	04/24/2026	\$253.60	168767	E 11 300 298 000 000 490	HS CONCESSIONS	
Check Total:							\$644.34				
001	108579	CH	1	12762	T-MOBILE	04/24/2026	\$32.69	168754	E 01 005 630 000 000 320	HOT SPOTS 02/21/26-02/26/26	
Check Total:							\$32.69				
001	108580	CH	1	14387	VERSACON, INC.	04/24/2026	\$6,493.25	168755	E 06 201 870 000 000 520	22L21.01A -2026 MS SPED Rooms RENO	
Check Total:							\$6,493.25				
001	108581	CH	1	04148	VIKING COCA-COLA BOTTLING CO	04/24/2026	\$1,369.50	168756	E 11 300 298 000 000 490	HS CONCESSIONS	
001	108581	CH	1	04148	VIKING COCA-COLA BOTTLING CO	04/24/2026	\$330.50	168765	E 11 300 298 000 000 490	HS CONCESSIONS	
001	108581	CH	1	04148	VIKING COCA-COLA BOTTLING CO	04/24/2026	\$332.00	168757	E 11 300 298 000 000 401	HS CONCESSIONS	
001	108581	CH	1	04148	VIKING COCA-COLA BOTTLING CO	04/24/2026	\$222.50	168758	E 11 300 298 000 000 490	HS CONCESSIONS	
Check Total:							\$2,254.50				
001	108582	CH	1	06532	VISION STAFFING	04/24/2026	\$1,109.33	168759	E 01 005 810 356 000 305	GROUPS WEEK WORKED 4/12/26	
001	108582	CH	1	06532	VISION STAFFING	04/24/2026	\$710.50	168759	E 01 110 810 356 000 305	LIBERTY WEEK WORKED 4/12/26	
001	108582	CH	1	06532	VISION STAFFING	04/24/2026	\$732.98	168760	E 01 005 810 356 000 305	GROUPS WEEK WORKED 4/05/26	
001	108582	CH	1	06532	VISION STAFFING	04/24/2026	\$406.00	168760	E 01 110 810 356 000 305	LIBERTY WEEK WORKED 4/05/26	
Check Total:							\$2,958.81				
001	108583	CH	1	10633	WOLD ARCHITECTS AND ENGINEERS	04/24/2026	\$307.61	168762	E 06 201 870 000 000 305	BOND #22F201.01B BL MS INTERIOR RE	
001	108583	CH	1	10633	WOLD ARCHITECTS AND ENGINEERS	04/24/2026	\$3,712.89	168761	E 06 201 870 000 000 305	BOND PROJECT ID #22L201.01B MS SPI	
Check Total:							\$4,020.50				
001	108584	CH	1	01165	XCEL ENERGY-NSP	04/24/2026	\$7,451.55	168763	E 01 110 810 000 000 330	LIBERTY GAS 03/13/26-04/9/26	
Check Total:							\$7,451.55				
001	108585	CH	1	03455	GRAINGER	04/24/2026	\$8,471.55	168778	E 01 300 255 000 000 430	794A58 JET IRONWORKER	
001	108585	CH	1	03455	GRAINGER	04/24/2026	\$25.84	168778	E 01 300 255 000 000 430	MAG 1 AW, 1 GAL ISO GRADE 46	
001	108585	CH	1	03455	GRAINGER	04/24/2026	\$83.38	168778	E 01 300 255 000 000 430	EDWARDS IORNWORKER PROTRACTO	
001	108585	CH	1	03455	GRAINGER	04/24/2026	\$169.00	168778	E 01 300 255 000 000 430	SHIPPING	
001	108585	CH	1	03455	GRAINGER	04/24/2026	\$1,177.27	168779	E 01 300 255 000 000 430	JT1-245 NOTCHER ASSEMBLY	
Check Total:							\$9,927.04				
Bank 001 Total:							\$899,524.70				
Report Total:							\$899,524.70				

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Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 04/01/2026-4/30/2026

Pay/Void										
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001		CC	1	01034	RESOURCE TRAINING & SOLUTIONS	04/07/2026	\$500.00	168581	E 01 200 204 000 414 366	PO 35345 Social Studies conference
001		CC	1	01065	HILLYARD FLOOR CARE	04/07/2026	\$561.40	168572	E 02 201 770 000 701 401	PO 35337 MS Kitchen Cleaning Sanitizer
001		CC	1	01065	HILLYARD FLOOR CARE	04/07/2026	\$3,059.98	168544	E 01 100 810 000 000 401	PO 35339 Indy B&G Cleaning Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	04/07/2026	\$3,981.03	168601	E 01 110 810 000 000 401	PO 35280 Liberty Cleaning Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	04/07/2026	\$312.92	168540	E 01 201 810 000 000 401	MS B&G Kit Side Blade Red Gum
001		CC	1	01065	HILLYARD FLOOR CARE	04/07/2026	\$537.50	168506	E 02 300 770 000 701 401	PO 35384 HS FS Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	04/07/2026	\$295.74	168543	E 01 005 810 000 000 401	PO 35342 B&G Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	04/07/2026	\$121.36	168543	E 01 100 810 000 000 401	PO 35342 B&G Supplies 35
001		CC	1	01065	HILLYARD FLOOR CARE	04/07/2026	\$2,756.64	168541	E 01 300 810 000 000 401	PO 35366 HS Cleaning Supplies
001		CC	1	01840	RATWIK, ROSZAK & MALONEY, P.A.	04/07/2026	\$1,275.00	168512	E 01 005 640 000 316 366	PO 35417 Special Education Law & Leade
001		CC	1	01908	MINNESOTA HISTORICAL SOCIETY	04/07/2026	\$195.00	168545	E 01 300 211 000 320 369	MS Field Trip (Mille Lacs)
001		CC	1	01908	MINNESOTA HISTORICAL SOCIETY	04/07/2026	\$2,000.00	168539	E 01 005 208 214 000 369	Museum Plus Plus Package
001		CC	1	02499	J.W. PEPPER OF MINNEAPOLIS	04/07/2026	\$51.20	168617	E 01 300 259 000 000 430	PO 35202 HS Art Supplies
001		CC	1	02499	J.W. PEPPER OF MINNEAPOLIS	04/07/2026	\$158.00	168607	E 01 300 259 000 000 430	PO 35202 HS Music Supplies
001		CC	1	02499	J.W. PEPPER OF MINNEAPOLIS	04/07/2026	\$51.99	168605	E 01 300 259 000 000 430	PO 35202 HS Music Supplies
001		CC	1	03003	WEST MUSIC COMPANY	04/07/2026	\$111.93	168593	E 01 100 259 000 000 430	PO 35275 Indy Music Supplies
001		CC	1	03388	CONTINENTAL CLAY CO	04/07/2026	\$792.54	168604	E 01 100 212 000 000 430	PO 35117 Indy Art Supplies
001		CC	1	03455	GRAINGER	04/07/2026	\$532.74	168551	E 01 100 810 000 000 401	PO 35340 B&G Repair Supplies
001		CC	1	03455	GRAINGER	04/07/2026	\$378.48	168553	E 01 100 810 000 000 401	PO 35351 Indy B&G Supplies
001		CC	1	03455	GRAINGER	04/07/2026	\$1,065.00	168552	E 01 300 810 000 000 401	PO 35351 HS B&G Supplies
001		CC	1	03455	GRAINGER	04/07/2026	\$1,722.00	168538	E 01 201 810 000 000 401	PO 35370 MS CEILING TILE-TUNDRA 30'
001		CC	1	03455	GRAINGER	04/07/2026	\$80.36	168573	E 01 110 810 000 000 401	Liberty B&G Supplies
001		CC	1	03455	GRAINGER	04/07/2026	\$256.70	168559	E 01 201 810 000 000 401	PO 35341 MS B&G Repair Supplies
001		CC	1	04336	MASBO	04/07/2026	\$300.00	168589	E 01 005 640 000 316 366	2026 Annual Conference & Trade Show - M
001		CC	1	04336	MASBO	04/07/2026	\$300.00	168562	E 01 005 020 000 000 366	PO 35377 2026 MASBO conference Tim
001		CC	1	04336	MASBO	04/07/2026	\$300.00	168585	E 01 005 640 000 316 366	2026 Annual Conference & Trade Show 04
001		CC	1	04944	DOMINO'S PIZZA	04/07/2026	\$250.00	168598	E 01 110 203 902 000 490	Pizza teacher conferences
001		CC	1	04944	DOMINO'S PIZZA	04/07/2026	\$100.00	168547	E 01 110 203 902 000 490	Pizza Kindergarten registration
001		CC	1	05051	CUB FOODS	04/07/2026	\$21.07	168524	E 01 300 790 000 699 490	Coalition Meeting Snacks March
001		CC	1	05314	TECH CHECK	04/07/2026	\$105.00	168514	E 01 005 630 000 000 315	Tech Supplies
001		CC	1	05314	TECH CHECK	04/07/2026	\$30.00	168619	E 01 005 630 000 000 315	Tech Supplies
001		CC	1	05351	HOME DEPOT	04/07/2026	\$183.42	168561	E 01 110 810 000 000 401	Liberty B&G Supplies
001		CC	1	05351	HOME DEPOT	04/07/2026	\$952.03	168526	E 01 300 810 000 000 401	HS Square Edge Lay-In Ceiling Tile
001		CC	1	05351	HOME DEPOT	04/07/2026	\$227.52	168564	E 01 110 810 000 000 401	Liberty B&G Supplies (1 of 2 charges)

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 04/01/2026-4/30/2026

Pay/Void									
Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001		CC	1 05351	HOME DEPOT	04/07/2026	\$314.00	168608	E 01 110 810 000 000 401	Liberty B&G Fiberglass Step Ladder
001		CC	1 05351	HOME DEPOT	04/07/2026	\$952.03	168525	E 01 110 810 000 000 401	Liberty B&G Ceiling Tile (2 of 2 charges)
001		CC	1 05351	HOME DEPOT	04/07/2026	\$227.00	168535	E 01 110 810 000 000 401	Liberty Toggle Switches
001		CC	1 05351	HOME DEPOT	04/07/2026	\$84.92	168594	E 01 100 810 000 000 401	Indy B&G Supplies
001		CC	1 05473	MASA	04/07/2026	\$409.00	168568	E 01 005 020 000 000 366	Spring Conference (Tim T)
001		CC	1 05813	APPLE, INC	04/07/2026	\$499.00	168527	E 01 005 630 000 000 556	Laptop
001		CC	1 05813	APPLE, INC	04/07/2026	\$4,491.00	168515	E 01 005 630 000 000 556	Laptops
001		CC	1 05951	RUTTGER'S BAY LAKE LODGE	04/07/2026	\$315.68	168555	E 01 300 790 000 699 366	Ruttgers MN Conference- HD 36
001		CC	1 05951	RUTTGER'S BAY LAKE LODGE	04/07/2026	\$315.68	168554	E 01 300 790 000 699 366	Ruttgers MN Conference- sd
001		CC	1 05951	RUTTGER'S BAY LAKE LODGE	04/07/2026	\$315.68	168556	E 01 300 790 000 699 366	Ruttgers - MN Conference- DG
001		CC	1 05951	RUTTGER'S BAY LAKE LODGE	04/07/2026	\$315.68	168557	E 01 300 790 000 699 366	Ruttgers - MN Training- AB
001		CC	1 06051	FINKEN WATER CENTERS	04/07/2026	\$74.70	168542	E 01 100 810 000 000 401	B&G Softener Salt
001		CC	1 06051	FINKEN WATER CENTERS	04/07/2026	\$54.20	168542	E 01 201 810 000 000 401	B&G Softener Salt
001		CC	1 06051	FINKEN WATER CENTERS	04/07/2026	\$54.20	168542	E 01 300 810 000 000 401	B&G Softener Salt
001		CC	1 06051	FINKEN WATER CENTERS	04/07/2026	\$105.45	168542	E 01 110 810 000 000 401	B&G Softener Salt
001		CC	1 06130	COBORN'S INC.	04/07/2026	\$47.08	168498	E 01 300 211 000 320 490	Food
001		CC	1 06130	COBORN'S INC.	04/07/2026	\$41.95	168496	E 01 100 203 000 320 490	Food
001		CC	1 06130	COBORN'S INC.	04/07/2026	\$69.04	168502	E 01 005 790 000 320 490	AIPAC Parent Meeting Food
001		CC	1 06130	COBORN'S INC.	04/07/2026	\$64.66	168565	E 01 300 211 000 320 490	HS Leadership Meeting Food
001		CC	1 06130	COBORN'S INC.	04/07/2026	\$40.55	168566	E 01 100 203 000 320 490	Indy Leadership Meeting Food
001		CC	1 06130	COBORN'S INC.	04/07/2026	\$32.95	168570	E 01 201 208 000 320 490	MS Leadership Meeting Food
001		CC	1 06130	COBORN'S INC.	04/07/2026	\$67.93	168571	E 01 300 211 000 320 490	HS Leadership Meeting Food
001		CC	1 06130	COBORN'S INC.	04/07/2026	\$70.50	168503	E 01 005 790 000 320 490	AIPAC Parent Meeting Food
001		CC	1 06130	COBORN'S INC.	04/07/2026	\$51.93	168577	E 01 201 298 950 000 490	Stinger Snacks EBD
001		CC	1 06130	COBORN'S INC.	04/07/2026	\$11.98	168497	E 01 201 208 000 320 490	Food
001		CC	1 06130	COBORN'S INC.	04/07/2026	\$31.98	168501	E 01 201 208 000 320 490	MS Leadership Meeting Food
001		CC	1 06130	COBORN'S INC.	04/07/2026	\$33.98	168500	E 01 300 211 000 320 490	HS Leadership Meeting Food
001		CC	1 06130	COBORN'S INC.	04/07/2026	\$46.80	168563	E 01 300 790 000 699 490	EPIC Meeting Snacks March
001		CC	1 06130	COBORN'S INC.	04/07/2026	\$31.54	168599	E 01 100 203 000 320 490	Indy Leadership Meeting Food
001		CC	1 06130	COBORN'S INC.	04/07/2026	\$30.05	168549	E 01 100 203 000 320 490	Liberty Leadership Food
001		CC	1 06130	COBORN'S INC.	04/07/2026	\$325.00	168522	E 01 200 205 638 417 490	Rise and Read Donuts
001		CC	1 06130	COBORN'S INC.	04/07/2026	\$62.03	168609	E 01 110 203 000 320 430	Liberty General Supplies
001		CC	1 06928	MACGILL & CO.	04/07/2026	\$603.03	168575	E 01 005 720 000 000 401	PO 35258 DW Medical Supplies
001		CC	1 07218	MYSTIC LAKE HOTEL	04/07/2026	\$22.42	168530	E 01 005 790 000 320 490	MIEA Conference Food/Dinner

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

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Pay/Void									
Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001		CC	1 07218	MYSTIC LAKE HOTEL	04/07/2026	\$34.26	168531	E 01 005 790 000 320 490	MIEA Conference Food/Dinner
001		CC	1 07218	MYSTIC LAKE HOTEL	04/07/2026	\$517.89	168517	E 01 005 790 000 320 366	MIEA 2026 Annual Conference
001		CC	1 07218	MYSTIC LAKE HOTEL	04/07/2026	\$29.02	168518	E 01 005 790 000 320 490	MIEA Conference Dinner
001		CC	1 07218	MYSTIC LAKE HOTEL	04/07/2026	\$517.89	168520	E 01 005 790 000 320 366	MIEA 2026 Annual Conference
001		CC	1 07218	MYSTIC LAKE HOTEL	04/07/2026	\$13.73	168521	E 01 005 790 000 320 490	MIEA Conference Breakfast
001		CC	1 07859	MINNESOTA SOCIETY OF CPAs	04/07/2026	\$390.00	168560	E 01 005 110 000 000 820	26/27 CPA Membership (Angie Manuel)
001		CC	1 08066	TARGET	04/07/2026	\$21.14	168523	E 01 110 216 638 401 401	Rise and read supplies
001		CC	1 08347	WALMART	04/07/2026	\$175.96	168586	E 01 110 260 225 000 430	PO 35334 KJK Trait Camera,WiFi Trait Cai
001		CC	1 08347	WALMART	04/07/2026	\$54.40	168519	E 01 100 203 000 320 430	Indy Leadership General Supplies
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	04/07/2026	\$89.84	168513	E 01 100 203 000 000 401	PO 35388 Indy Supplies
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	04/07/2026	\$36.05	168536	E 01 005 105 000 000 401	Paper, Copy 8.5 x 11
001		CC	1 08465	INNOVATIVE OFFICE SOLUTIONS	04/07/2026	\$0.62	168509	E 01 100 203 000 000 401	PO 35388 Indy Supplies
001		CC	1 08981	SHRED RIGHT	04/07/2026	\$27.43	168591	E 01 110 203 000 000 305	DO & Liberty Shredding
001		CC	1 08981	SHRED RIGHT	04/07/2026	\$27.43	168591	E 04 500 505 000 321 305	DO & Liberty Shredding
001		CC	1 08981	SHRED RIGHT	04/07/2026	\$54.86	168591	E 01 005 810 000 000 305	DO & Liberty Shredding
001		CC	1 09044	MENARDS - ELK RIVER	04/07/2026	\$294.52	168505	E 01 005 810 000 000 401	B&G Supplies
001		CC	1 09044	MENARDS - ELK RIVER	04/07/2026	\$64.50	168505	E 01 005 810 000 000 401	B&G Supplies
001		CC	1 09044	MENARDS - ELK RIVER	04/07/2026	\$64.99	168505	E 04 500 585 157 332 401	B&G Supplies
001		CC	1 09044	MENARDS - ELK RIVER	04/07/2026	\$2,195.47	168611	E 01 300 361 000 830 433	HS Shop Supplies
001		CC	1 10105	SUPER DUPER PUBLICATIONS	04/07/2026	\$981.55	168569	E 12 201 401 000 740 433	PO 35189 MS SUPPLIES
001		CC	1 10105	SUPER DUPER PUBLICATIONS	04/07/2026	\$176.00	168580	E 12 100 401 000 740 401	PO 35274 RESCA-E Forms
001		CC	1 10498	PEARSON EDUCATION, INC.	04/07/2026	\$226.73	168567	E 12 100 401 000 740 401	PO 35291 Indy Supplies
001		CC	1 10586	AUSCO DESIGN &MARKETING	04/07/2026	\$1,572.50	168595	E 01 100 203 922 000 436	PO 35297 STEM night t-shirts
001		CC	1 10619	4IMPRINT	04/07/2026	\$348.34	168592	E 01 300 790 000 699 401	PO 35281 Ice Packs for Kindergarden welc
001		CC	1 12031	LANGUAGELINE Solutions	04/07/2026	\$39.50	168574	E 01 100 219 000 339 358	Indy Interpreter 03.10.2026 (Pashto)
001		CC	1 12031	LANGUAGELINE Solutions	04/07/2026	\$79.00	168582	E 01 100 219 000 339 358	Indy Interpreter 03.05.2026 (Pashto)
001		CC	1 12031	LANGUAGELINE Solutions	04/07/2026	\$51.35	168584	E 01 100 219 000 339 358	Indy Interpreter 03.06.2026 (Pashto)
001		CC	1 12031	LANGUAGELINE Solutions	04/07/2026	\$19.75	168618	E 01 110 219 000 339 358	Liberty Interpreter 02.26.2026 (Somali)
001		CC	1 12381	RIVERSIDE INSIGHTS	04/07/2026	\$563.20	168576	E 01 100 218 000 388 430	PO 35294 Indy CogAT Complete
001		CC	1 12412	HILTON	04/07/2026	\$280.12	168516	E 04 500 560 122 321 366	CE Gymna hotel stay AH
001		CC	1 12418	USPS	04/07/2026	\$26.50	168587	E 01 100 259 000 000 350	ship parts back to vendor for repair
001		CC	1 12463	WIX.COM	04/07/2026	\$31.25	168588	E 01 300 790 000 699 820	WIX website domain charge
001		CC	1 12463	WIX.COM	04/07/2026	\$204.00	168546	E 01 300 790 000 699 820	WIX Website membership
001		CC	1 12508	BLUESTONE GRILL	04/07/2026	\$724.11	168596	E 01 100 203 902 000 490	conference dinner for teachers

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

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Pay/Void										
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001		CC	1	12728	ETSY	04/07/2026	\$1,012.50	168510	E 01 300 211 000 320 401	HS Quilts (credit coming for tax of \$74.67)
001		CC	1	12728	ETSY	04/07/2026	\$263.64	168528	E 01 300 211 000 320 401	Turkey Feather Smudge Fan Graduation G
001		CC	1	12728	ETSY	04/07/2026	\$19.44	168528	E 01 005 110 999 000 401	Turkey Feather Smudge Fan Graduation G
001		CC	1	12728	ETSY	04/07/2026	(\$19.44)	168511	E 01 005 110 999 000 401	Tax credit for order #4008335651
001		CC	1	12851	NEW YORK TIMES	04/07/2026	\$4.00	168603	E 01 300 220 000 000 430	English Dept
001		CC	1	12916	VOYAGER SOPRIS	04/07/2026	\$957.00	168583	E 01 201 220 602 000 460	PO 35325 Rewards Sec 3E SE (QTY 10)
001		CC	1	13072	CINTAS CORPORATION NO 2	04/07/2026	\$131.16	168590	E 01 300 810 350 000 305	Uniform Services February 2026
001		CC	1	13072	CINTAS CORPORATION NO 2	04/07/2026	\$131.15	168590	E 01 100 810 350 000 305	Uniform Services February 2026 38
001		CC	1	13072	CINTAS CORPORATION NO 2	04/07/2026	\$131.16	168590	E 01 201 810 350 000 305	Uniform Services February 2026
001		CC	1	13072	CINTAS CORPORATION NO 2	04/07/2026	\$131.15	168590	E 01 110 810 350 000 305	Uniform Services February 2026
001		CC	1	13072	CINTAS CORPORATION NO 2	04/07/2026	(\$5.30)	168590	E 01 100 810 350 000 305	Uniform Services February 2026
001		CC	1	13185	PATRIOT NEWS MN	04/07/2026	\$96.00	168600	E 01 005 010 000 000 305	Feb 21, Legal (week 1) Session Highlights-
001		CC	1	13185	PATRIOT NEWS MN	04/07/2026	\$268.00	168550	E 01 005 010 000 000 305	Mar 7, Legal (week 1) Board Highlights; Fe
001		CC	1	13237	MICHAELS PIZZA	04/07/2026	\$66.88	168612	E 11 300 292 164 000 366	State Wrestling Food
001		CC	1	13391	APEC ACQUISTIONS, INC.	04/07/2026	\$223.05	168606	E 01 005 810 000 000 401	10 Micron #4 Bag Filter
001		CC	1	13578	EAGLE STREET GRILLE	04/07/2026	\$109.55	168614	E 11 300 292 164 000 366	State Wrestling Food
001		CC	1	13578	EAGLE STREET GRILLE	04/07/2026	\$90.70	168616	E 11 300 292 164 000 366	State Wrestling Food
001		CC	1	13687	E&G 1123 ECOMM	04/07/2026	\$39.23	168533	E 01 005 010 000 000 490	Policy Committee Meeting
001		CC	1	13687	E&G 1123 ECOMM	04/07/2026	\$145.02	168534	E 01 300 211 000 000 490	Lunch for AP interview committee.
001		CC	1	13881	STICKY BRAND	04/07/2026	\$43.49	168507	E 04 500 585 157 332 436	CE Musical- stickers
001		CC	1	13881	STICKY BRAND	04/07/2026	\$67.49	168548	E 04 500 585 157 332 436	CE Musical stickers
001		CC	1	13915	SMORGIES	04/07/2026	\$46.15	168615	E 11 300 292 164 000 366	State Wrestling Food
001		CC	1	13916	MSU EVENTS CONFERENCES	04/07/2026	\$55.00	168499	E 01 100 203 312 000 366	Engineering Machine Design Contest - Anc
001		CC	1	14159	THE SCIENCE CREW	04/07/2026	\$675.00	168537	E 01 100 218 000 388 369	PO 35381 Theme Park Forces - Presentati
001		CC	1	14232	FLAGS BY THE DOZEN	04/07/2026	\$154.05	168532	E 01 005 810 000 000 401	American 5' x 8' Flag
001		CC	1	14261	BUSWHERE LLC	04/07/2026	\$2,150.00	168578	E 01 005 760 000 720 405	School Bus Tracking April 2026
001		CC	1	14286	PREMIER SPORT PSYCHOGY	04/07/2026	\$2,250.00	168579	E 11 300 288 140 000 305	Sport Psychology Partnership (Payment 2
001		CC	1	14344	COURTYARD BY MARRIOTT ST CLOU	04/07/2026	\$559.80	168495	E 11 300 292 000 000 366	Mark- conference hotel
001		CC	1	14359	UBIQUITI INC	04/07/2026	\$4,137.11	168610	E 05 005 630 000 302 555	PO 35283 Enterprise Fortress G3 Pro
001		CC	1	14367	THE SAINT PAUL HOTEL	04/07/2026	\$2,303.64	168597	E 11 300 292 164 000 366	State Wrestling Hotel
001		CC	1	14367	THE SAINT PAUL HOTEL	04/07/2026	\$49.84	168602	E 11 300 292 164 000 366	State Wrestling Food
001		CC	1	14367	THE SAINT PAUL HOTEL	04/07/2026	\$91.96	168613	E 11 300 292 164 000 366	State Wrestling Food
001		CC	1	14377	PROMO Bears BV	04/07/2026	\$4,745.00	168504	E 01 100 203 000 000 530	Indy Custom Mascot
001		CC	1	14381	11TH ST UNDER RAMP 808	04/07/2026	\$34.00	168508	E 04 500 560 122 321 366	CE Gymnastics

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 04/01/2026-4/30/2026

Bank	Check No	Ty	Grp Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001		CC	1 14382	GREAT RIVER SOCCER	04/07/2026	\$1,386.00	168558	E 04 500 560 000 321 305	CE Soccer
001		CC	1 7760	PIONEER ATHLETICS	04/07/2026	\$2,072.73	168529	E 11 300 295 125 000 401	PO 35292 HS Softball Blue colored fence s
001		CC	1 7760	PIONEER ATHLETICS	04/07/2026	\$860.00	168529	E 11 300 295 125 000 401	PO 35292 HS Softball Blue colored fence s
Check Total:						\$69,190.22			
Bank 001 Total:						\$69,190.22			
Report Total:						\$69,190.22			

April 2026 Personnel

Employee (Last, First Name)	Position	Building	Effective Date	Action Type
Botzet, Rachel	Teacher	Independence	05/29/2026	Resignation
Schmidt, Mark	Custodian	High School	04/13/2026	New Hire
Norvitch, Larry	Custodian	Independence	04/13/2026	Transfer
Rotter, Michelle	Teacher	High School	05/26/2026	Resignation
Gleason, Sarah	Teacher	Liberty	05/29/2026	Resignation
Gorecki, Charles	Teacher	High School	05/29/2026	Resignation
Venaas, Matthew	Dean of Students	High School	07/01/2026	New Hire
Haley, Dan	District Math Instructional Coach and Interventionist	District Wide	04/14/2026	Transfer
Brust, Alisha	District Math Instructional Coach and Interventionist	District Wide	04/14/2026	Transfer
MacMillan, Karen	Paraeducator	Liberty	04/22/2026	Resignation

TEXTBOOKS AND INSTRUCTIONAL MATERIALS

I. PURPOSE

The purpose of this policy is to provide direction for selection of textbooks and instructional materials.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that selection of textbooks and instructional materials is a vital component of the school district's curriculum. The school board also recognizes that it has the authority to make final decisions on selection of all textbooks and instructional materials.

III. RESPONSIBILITY OF SELECTION

- A. While the school board retains its authority to make final decisions on the selection of textbooks and instructional materials, the school board recognizes the expertise of the professional staff and the vital need of such staff to be primarily involved in the recommendation of textbooks and instructional materials. Accordingly, the school board delegates to the superintendent the responsibility to direct the professional staff in formulating recommendations to the school board on textbooks and other instructional materials.
- B. In reviewing textbooks and instructional materials during the selection process, the professional staff shall select materials which:
 - 1) support the goals and objectives of the education programs;
 - 2) consider the needs, age, and maturity of students;
 - 3) foster respect and appreciation for cultural diversity and varied opinion;
 - 4) fit within the constraints of the school district budget;
 - 5) are in the English language. Another language may be used, pursuant to Minnesota Statutes, sections 124D.59 to 124D.61;
 - 6) permit grade-level instruction for students to read and study America's founding documents, including documents that contributed to the foundation or maintenance of America's representative form of limited government, the Bill of Rights, our free-market economic system, and patriotism; and
 - 7) do not censor or restrain instruction in American or Minnesota state history or heritage based on religious references in original source documents, writings, speeches, proclamations, or records.
- C. The superintendent or the superintendent's designee shall be responsible for developing procedures and guidelines to establish an orderly process for the review and recommendation of textbooks and other instructional materials by the professional staff. Such procedures and guidelines shall provide opportunity for input and consideration of the views of students, parents, and other interested members of the school district community. This procedure shall be coordinated with the school district's curriculum development and may utilize advisory committees.

IV. SELECTION OF TEXTBOOKS AND OTHER INSTRUCTIONAL MATERIALS

- A. The superintendent or the superintendent's designee shall be responsible for keeping the school board informed of progress on the part of staff and others involved in the textbook and other instructional materials review and selection process.
- B. The superintendent or superintendent's designee shall present a recommendation to the school board on the selection of textbooks and other instructional materials after completion of the review process as outlined in this policy. Materials submitted for school board approval will be given with sufficient time for board member review.
- C. Building principals are directed to ensure curriculum guides are available on the district website and are updated as soon as practicable.

V. RECONSIDERATION OF TEXTBOOKS OR OTHER INSTRUCTIONAL MATERIALS

- A. The school board recognizes differences of opinion on the part of some members of the school district community relating to certain areas of the instruction program. Interested persons may request an opportunity to review materials and submit a request for reconsideration of the use of certain textbooks or instructional materials.
- B. The superintendent or superintendent's designee shall be responsible for the development of guidelines and procedures to identify the steps to be followed to seek reconsideration of textbooks or other instructional materials.
- C. The superintendent or superintendent's designee shall present a procedure to the school board for review and approval regarding reconsideration of textbooks or other instructional materials. When approved by the school board, such procedure shall be an addendum to this policy.
- D. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for inspection by the parents or guardians of the students.

Legal References: Minn. Stat. § 120A.22, Subd. 9 (Compulsory Instruction)
Minn. Stat. § 120B.235 (American Heritage Education)
Minn. Stat. § 123B.02, Subd. 2 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09, Subd. 8 (School Board Responsibilities)
Minn. Stat. § 124D.59-124D.61 (Education for English Learners Act)
Minn. Stat. § 127A.10 (State Officials and School Board Members to be Disinterested; Penalty)
20 U.S.C 1232h(a) (Protection of Pupil Rights)
Hazelwood Sch. Dist. v. Kuhlmeier, 484 U.S. 260 (1988)
Pratt v. Independent Sch. Dist. No. 831, 670 F.2d 771 (8th Cir. 1982)

Cross References: MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)



STUDENT FIELD TRIPS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

A. Instructional Trips

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

B. Supplementary Trips

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

C. Extended Trips

- 1) Trips that involve one or more overnight stops fall into this category. Extended trips may be instructional or supplementary and must be requested well in advance of the planned activity. An extended trip request form must be completed and approved at each level: student, principal, superintendent, and school board. Exceptions to the approval policy may be granted or expedited to accommodate emergencies or contingencies (e.g., tournament competition).
- 2) The school board acknowledges and supports the efforts of booster clubs and similar organizations in providing extended trip opportunities for students.
- 3) All employees must develop and implement an action plan to effectively manage unexpected emergencies and behavioral concerns to ensure the safety and well-being of students and adult chaperones. Employees must promptly report any emergency situation to their immediate supervisor.

III. REGULATIONS

- A. Rules of conduct and discipline for students and employees shall apply to all student trip activity.
- B. The school administration shall be responsible for providing more detailed procedures, including parental involvement, supervision, and such other factors deemed important and in the best interest of students.
- C. Transportation shall be furnished through a commercial carrier or school- owned vehicle.
- D. An employee may use a personal vehicle to transport staff or personal property for purposes of a student trip upon prior, written approval from administration.
- E. An employee must not use a personal vehicle to transport one or more students for purposes

of a student trip.

- 1) If immediate transportation of a student is required due to an emergency or unforeseen circumstance, such as the illness or injury of a child, and the transportation does not constitute regular or scheduled transportation, a personal vehicle may be used. To the extent a personal vehicle is used, the vehicle must be properly registered and insured.
- 2) An employee must obtain preapproval by administration of student transportation by a personal vehicle, pursuant to Section III.E.1, if practicable. If preapproval by administration of use of a personal vehicle cannot be obtained in a reasonable time given the circumstances, an employee shall report the relevant facts and circumstances justifying the need for use of a personal vehicle to administration as soon as practicable. The relevant facts and circumstances for use of a personal vehicle shall be documented by administration.

IV. SCHOOL BOARD REVIEW

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

Legal References: Minn. Stat. § 123B.36 (Authorized Fees)
Minn. Stat. § 123B.37 (Prohibited Fees)
Minn. Stat. § 123B.49 (Extracurricular Activities; Insurance) Minn. Stat. § 1
69.011, Subd. 71(a) (Definitions)
Minn. Stat. § 169.454, Subd. 13 (Type III Vehicle Standards) *Sonkowsky v.*
Board of Educ. for Indep. Sch. Dist. No. 721, 327 F.3d 675 (8th Cir. 2003)
Lee v. Pine Bluff Sch. Dist., 472 F.3d 1026 (8th Cir. 2007)

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



Extended Field Trip Request Form

Date of Request _____

School _____

Class or group _____

Destination _____

Purpose _____

Dates of trip _____

Number of Students Attending _____

Teacher(s)/Advisor(s) _____

Chaperones (specify staff or parent)

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Mode of Transportation _____

Accommodations _____

Insurance Arrangements _____

All employees must develop and implement an action plan to effectively manage unexpected emergencies and behavioral concerns to ensure the safety and well-being of students and adult chaperones. Employees must promptly report any emergency situation to their immediate supervisor.

Requesting Teacher/AD Signature _____ Date _____

Approved by Building Principal _____ Date _____

Approved by Superintendent _____ Date _____

VIDEO RECORDING OTHER THAN ON BUSES

I. PURPOSE

Maintaining the health, welfare, and safety of students, staff, and visitors while on school district property and the protection of school district property are important functions of the school district. The behavior of individuals who come on to school property is a significant factor in maintaining order and discipline and protecting students, staff, visitors, and school district property. The school board recognizes the value of video recording systems in monitoring activity on school property in furtherance of protecting the health, welfare, and safety of students, staff, visitors, and school district property.

II. GENERAL STATEMENT OF POLICY

A. Placement

- 1) School district buildings and grounds may be equipped with video cameras.
- 2) Video recording may occur in any school district building or on any school district property.
- 3) Video recording will not be used in bathrooms or locker rooms, although these areas may be monitored by individuals of the same sex as the occupants of the bathrooms or locker rooms. Video recording in bathrooms or locker rooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent.

B. Use of Video Recordings

- 1) Video recordings will be viewed by school district personnel on a random basis and/or when problems have been brought to the attention of the school district.
- 2) A video recording of the actions of students and/or employees may be used by the school district as evidence in any disciplinary action brought against any student or employee arising out of the student's or employee's conduct in school district buildings or on school grounds.
- 3) A video recording will be released only in conformance with the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code section 1232g, and the rules and/or regulations promulgated thereunder.

C. Security and Maintenance

- 1) The school district shall establish appropriate security safeguards to ensure that video recordings are maintained and stored in conformance with the Minnesota Government Data Practices Act, Minnesota Statutes chapter 13, and the Family Educational Rights and Privacy Act, 20 United States Code section 1232g, and the rules and/or regulations promulgated thereunder.
- 2) The school district shall ensure that video recordings are retained in accordance with the school district's records retention schedule.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 138.17 (Government Records; Administration)
Minn. Stat. § 609.746 (Interference with Privacy)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)

34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)

Resources: U.S. Department of Education: FAQs on Photos and Videos under FERPA (Accessed 10/12/25)

Summer Transportation:

- **Targeted Services Programming:**
 - Per Bus: \$ 338 per bus per day
 - Per Van: \$ 291 per van per day
- **Wright Technical Center ALC**
 - Per Bus: \$ 364 per bus, per day
 - Per Van: \$ 312 per van, per day

Round Trip Shuttle in the City of Big Lake During School Day

- **During the School Day:** \$ 91.26 per round trip

Shared Special Services Routes with Becker School District

- Minnesota State Academies in Faribault \$ 494 per day for van
- Metro Deaf in St. Paul \$ 312 per day for van
- Clara’s House in St. Cloud \$ 494 per day for van

Authorization:

For Big Lake Schools:

_____ (Signature)
_____ (Printed Name/Title)

Date: _____

For Vision Transportation:

_____ (Signature)
_____ (Printed Name/Title)

Date: _____

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)
Vision Transportation	\$1,000.00	Graduating Senior Scholarships
The Bank of Elk River	\$1,000.00	Graduating Senior Scholarships
Big Lake Lioness	\$3,000.00	Graduating Senior Scholarships
Spud Fest Don Orrock Memorial Scholarship	\$3,000.00	Graduating Senior Scholarships
Big Lake Lions	\$3,000.00	Graduating Senior Scholarships
Spud Fest for Big Lake Lions	\$3,000.00	Graduating Senior Scholarships
Murray Enterprises	McDonald’s ice cream cone coupons valued at \$90.00	End of year archery program
Big Lake Chamber of Commerce	\$250.00	Community Fair set up
Big Lake Chamber of Commerce	\$250.00	Community Fair set up
Howmet Aerospace Veteran ERG	\$3,000.00	Archery Team
Spud Fest	\$2,000.00	End of Year Staff Celebration
Knights of Columbus	\$2,000.00	Fine Arts Banquet
American Legion Post 147	\$2,000.00	Spring Musical
Big Lake Gymnastics Boosters	\$3,000.00	Equipment

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted on April 22, 2026.

CASH REPORT FOR SCHOOL BOARD

BIG LAKE PUBLIC SCHOOLS

Independent School District # 727

for month: March 2026

101 - CASH ACCOUNTS					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$ 749,281	\$ 5,220,695	\$ (5,362,340)		\$ 607,636
Food Service	(\$880,354)	25,757	(206,838)		(\$1,061,435)
Community Service	(\$158,513)	284,667	(296,855)		(\$170,701)
Building Fund	\$0	79,480	(79,480)		\$0
Debt Service	\$886,176	-	-		\$886,176
Project fund- HVAC (Fund 15)	\$0	-	-		\$0
OPEB Trust Fund	(\$4,913)	-	(618)		(\$5,531)
TOTAL PER BOOKS	591,677	5,610,599.00	(\$5,946,131)	\$0	256,145
				General Checking Account	\$256,145
				TOTAL PER BANK	\$256,145

102 - PETTY CASH ACCOUNT					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$1,952	1,104	(\$1,056)	-	\$2,000
				Petty Cash Checking Account	\$2,000
				TOTAL PER BANK	\$2,000

104 - INVESTMENT ACCOUNTS					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	\$1,624,368	\$ 5,728,170	\$ (4,782,000)		\$2,570,538
General Fd Operating Investments	\$16,241,420	483,524	(711,408)		\$16,013,536
Food Service	\$1,316,131	435,114	-		\$1,751,245
Community Service	\$1,866,392	135,675	(280)		\$2,001,787
Debt Service	\$1,299,996	-	-		\$1,299,996
Facilities Investments 2022A (Fd 06)	\$900,169	1,525	(79,464)		\$822,230
OPEB Trust Equities	\$1,482,827	41	(37,558)		\$1,445,310
TOTAL PER BOOKS	\$24,731,303	\$6,784,049	(\$5,610,710)	\$0	\$25,904,642
				MN Trust	\$7,623,566
				Operating Investments	\$16,013,536
				Building Fund Investments	\$822,230
				OPEB Trust	\$1,445,310
				TOTAL PER BANK	\$25,904,642

CASH AND INVESTMENT BALANCE SUMMARY BY FUND					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	\$ 18,617,021	\$ 11,433,493	\$ (10,856,804)	\$ -	\$ 19,193,710
Food Service	\$435,777	460,871	(206,838)	-	\$689,810
Community Service	\$1,707,879	420,342	(297,135)	-	\$1,831,086
Debt Service	2,186,172	-	-	-	2,186,172
Project Fund HVAC- Fund 15	\$0	\$0	\$0	\$0	\$0
Bond Account Investments (fund 06)	\$900,169	\$81,005	(\$158,944)	\$0	\$822,230
OPEB Trust Fund	(\$4,913)	-	(618)	-	(\$5,531)
OPEB Trust Equities	\$1,482,827	41	(37,558)	-	\$1,445,310
TOTAL PER BOOKS	25,324,932	\$12,395,752	(\$11,557,897)	\$0	26,162,787
				Cash	\$256,145
				Petty Cash	\$2,000
		51		Investments	\$25,904,642
				TOTAL PER BANK	\$26,162,787

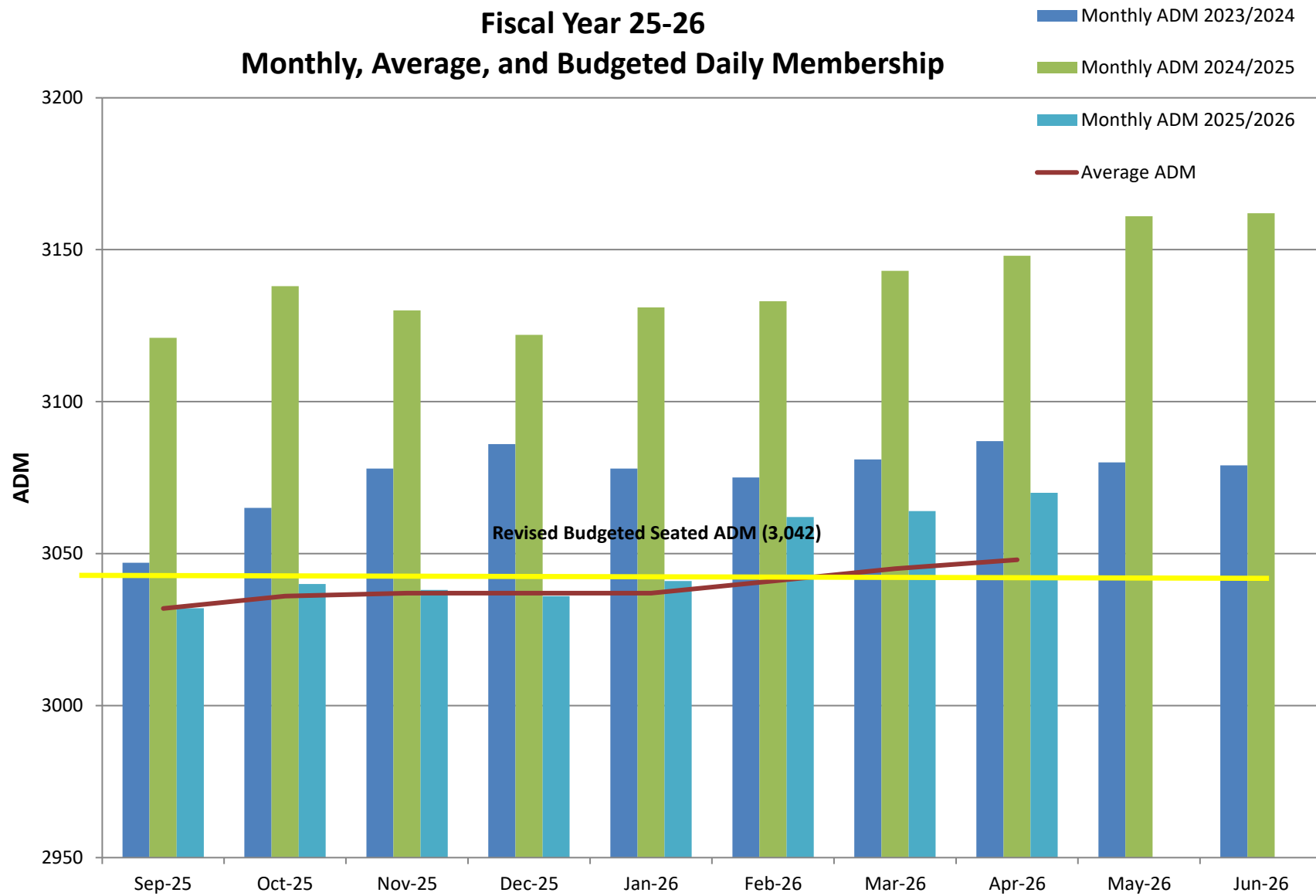
BIG LAKE PUBLIC SCHOOLS ISD #727
Investment Transactions 25-26
March 31, 2026

	Yield	Purchased	Maturity Date	Balance 07/01/25	Purchased	Premium/ Interest Paid	Interest Rec'd	Realized Gain/Loss	Matured	Mark to Market Unrealized Loss	Balance 03/31/26
PMA (Operating Investments):											
Financial Federal Bank CD	4.650%	2/29/2024	1/27/2026	229,450.00					229,450.00		0.00
CIBC Bank USA CD	4.565%	2/29/2024	1/27/2026	229,800.00					229,800.00		0.00
Valley Natl bank Wayne CD	4.905%	3/5/2024	9/5/2025	243,144.54				102.81	243,000.00	(247.35)	(0.00)
Morgan Stanley bank CD	4.905%	3/6/2024	9/8/2025	243,291.19				(47.73)	243,000.00	(243.46)	(0.00)
Bank of America	4.855%	3/7/2024	9/8/2025	243,268.37				(44.47)	243,000.00	(223.90)	(0.00)
Eaglebank CD	4.704%	3/8/2024	12/8/2025	248,585.88				(69.76)	248,000.00	(516.12)	(0.00)
Affinity Bank CD	4.510%	3/8/2024	12/8/2025	249,372.13				(56.25)	249,000.00	(315.88)	0.00
Western Alliance bank	4.955%	3/12/2024	9/12/2025	243,195.59				65.80	243,000.00	(261.39)	(0.00)
Community National CD	5.074%	6/10/2024	7/5/2025	236,400.00					236,400.00		0.00
Farmers & Merchants Union Bank CD	5.036%	6/10/2024	7/25/2025	236,500.00					236,500.00		0.00
ServisFirst bank	5.004%	6/10/2024	3/19/2026	229,500.00					229,500.00		0.00
Solera National bank CD	5.039%	6/11/2024	7/25/2025	236,400.00					236,400.00		0.00
Newbank CD	4.143%	1/29/2025	1/29/2026	240,000.00					240,000.00		0.00
OMB bank CD	4.150%	1/29/2025	1/29/2026	239,900.00					239,900.00		0.00
Royal Business Bank CD	4.004%	3/19/2025	3/19/2026	240,200.00					240,200.00		0.00
T Bank National Asso. CD	4.106%	3/19/2025	3/19/2026	239,900.00					239,900.00		0.00
Live Oak Banking Co CD	4.011%	3/28/2025	1/28/2026	248,910.96					249,000.00	142.48	(0.00)
DMB Community Bank, WI	3.760%	8/20/2025	10/14/2026		\$239,500.00						239,500.00
Solera National Bank, CO	4.135%	8/21/2025	10/14/2026		\$238,400.00						238,400.00
First Bank of Ohio, OH	3.793%	8/20/2025	1/26/2027		\$236,800.00						236,800.00
Mission National Bank, CA	3.843%	8/20/2025	1/26/2027		\$236,700.00						236,700.00
GBank, NV	3.962%	8/20/2025	1/26/2027		\$236,200.00						236,200.00
Premier Bank, IA	3.793%	8/20/2025	1/26/2027		\$236,800.00						236,800.00
Freedom Northwest Credit Union, ID	3.884%	8/20/2025	1/26/2027		\$236,500.00						236,500.00
American Commercial Bank & Trust,	3.843%	8/20/2025	4/19/2027		\$234,700.00						234,700.00
FirstBank Puerto Rico, PR	3.860%	8/20/2025	4/19/2027		\$234,600.00						234,600.00
Prime Security Bank CD	3.453%	2/4/2026	2/18/2027		\$241,200.00						241,200.00
Oakwood bank CD	3.460%	2/4/2026	2/18/2027		\$241,100.00						241,100.00
Aneca Federal Credit Union	3.460%	2/4/2026	2/18/2027		\$241,100.00						241,100.00
Port Washington Fed Credit union	3.460%	2/4/2026	2/18/2027		\$241,100.00						241,100.00
Consumers Credit Union	3.668%	2/4/2026	2/18/2027		\$240,700.00						240,700.00
Comerstone Bank	3.625%	2/4/2026	7/26/2027		\$237,200.00						237,200.00
Financial Federal Bank CD	3.600%	2/4/2026	7/26/2027		\$237,100.00						237,100.00
Morgan Stanley pvt bank CD	3.654%	2/11/2026	8/11/2027		\$245,515.44						244,687.53
City Natl Bank- Bev Hills	3.704%	2/13/2026	8/13/2027		\$245,515.00						244,848.42
Enterprise Bank & Trust	3.551%	2/18/2026	2/18/2027		\$249,486.02						248,710.74
BOM Bank CD	3.766%	3/26/2026	3/18/2027		\$240,900.00						240,900.00
Servis Frist Bank CD	3.736%	3/26/2026	3/18/2027		\$241,100.00						241,100.00
Treasury # 67127	4.257%	11/15/2024	7/31/2025	1,023,539.40				3,460.60	1,027,000.00		(0.00)
Treasury # 67104	4.190%	11/15/2024	10/15/2025	746,839.73				(0.22)	746,000.00	160.49	0.00
Treasury # 67105	4.170%	11/15/2024	2/15/2026	251,977.50				192.43	256,000.00	3,830.07	(0.00)
Treasury # 67128	4.110%	11/15/2024	11/15/2026	499,775.98						(2,250.71)	497,525.27
MN Trust Term Series- 20260107AA09	4.820%	5/17/2024	1/7/2026	1,500,000.00					1,500,000.00		0.00
MN Trust Term Series- 20260518AA09	4.700%	5/17/2024	5/18/2026	500,000.00							500,000.00
MN Trust Term Series- 20260727AB 09	3.950%	8/21/2024	7/27/2026	500,000.00							500,000.00
MN Trust Term Series- 2026126AA09437	4.247%	11/15/2024	1/26/2026	1,200,000.00					1,200,000.00		0.00
MN Trust Term Series- 20260618AA09541	4.150%	12/24/2024	6/26/2026	1,500,000.00							1,500,000.00
MN Trust Term Series- 20250813AA09145	3.962%	3/21/2025	1/20/2026	250,000.00					250,000.00		0.00
MN Trust Term Series- 20260118AA0915	4.090%	8/21/2025	1/23/2026		1,000,000.00				1,000,000.00		0.00
MN Trust Term Series- 20270125AA09521	4.110%	8/26/2025	1/25/2027		1,300,000.00						1,300,000.00
MN Trust Term Series- 20240126AA09454	3.550%	10/30/2025	1/25/2027		2,000,000.00						2,000,000.00
Mn Trust Limited Term Duration		6/1/2017		4,557,621.76				128,442.77			4,686,064.53
MN Trust Investment Shares Portfolio	0.920%			11,860,749.05	47,632,582.10		588,398.40		52,458,163.07		7,623,566.48
Subtotal - General Fund				28,467,322.08	56,964,798.56	0.00	588,398.40	131,992.54	62,513,213.07	(2,195.54)	23,637,102.97
Ok with SMART Funds 01,02,04,05,07,11,12 104-002/003 and 104-014											
Fund 6											
Mn Trust Limited Term Duration	1.950%	1/31/2025		3,203,884.42			29,925.58		2,412,992.29		820,817.71
MN Trust Investment Shares Portfolio	0.920%	1/31/2022		1,375.68	153,460.38		36.45		153,460.38		\$ 1,412.13
Subtotal - Building Fund 6				3,205,260.10	153,460.38	-	29,962.03	-	2,566,452.67	-	822,229.84
B06-104-022											
Fund 15											
MN Trust Investment Shares Portfolio	0.920%			44,715.12			390.67		45,105.79		(0.00)
Subtotal - PMA (2021A Facility Maintenance Bonds Investments):				44,715.12	-	-	390.67	-	45,105.79	-	(0.00)
B07, 15 104-020											
B07, 15 104-021											
PMA (OPEB Equity Investments):											
Cash & equivalent				14,694.04			628.39			(827.34)	14,495.09
Bond				800,828.33						(1,464.60)	799,363.73
Mortgage Bad Sec. - Vanguard				183,460.06						20,490.74	203,950.80
Equity Investments				436,666.47					52,171.61	43,005.70	427,500.56
Subtotal - OPEB Fund 45 Asset				1,435,648.90	-	-	628.39	-	52,171.61	61,204.50	1,445,310.18
B45-104-016											
Total OPEB Fund 45				1,435,648.90	-	-	628.39	-	52,171.61	61,204.50	1,445,310.18
TOTAL											
				33,152,946.20	57,118,258.94	-	619,379.49	131,992.54	65,176,943.14	59,008.96	25,904,642.99
Percentage of Portfolio - CD's	19.417%										
Percentage of Portfolio - Bonds	3.086%										
Percentage of Portfolio -MBS	0.787%										
Percentage of Portfolio - Liq Asset	0.056%										
Percentage of Portfolio - Equities	1.650%										
Percentage of Portfolio - US Treasury	1.921%										
Percentage of Portfolio - MN Trust Term Serie	22.390%										
Percentage of Portfolio - MN Trust Limited Te	21.258%										
Percentage of Portfolio - MN Trust Money Ma	29.435%										
	100.00%										

WIRE TRANSFER SUMMARY
Big Lake Public Schools
Independent School District #727
March 31, 2026

DATE	FROM	TO	AMOUNT	PURPOSE
3/2/2026	Old National-Checking	Heartland Pmt System	\$ 538.92	Myschoolbucks Credit Card Fees
3/3/2026	Old National-Checking	SipTrunk	\$ 73.34	Phone backup
3/4/2026	Old National-Checking	Amazon	\$ 4,188.29	Invoice Payments
3/4/2026	MN Trust-PMA	Old National-Checking	\$ 1,800,000.00	Payroll and Payroll AP
3/5/2026	Old National-Checking	Card Services	\$ 1,154.86	Coborns
3/5/2026	Old National-Checking	EYEMED	\$ 2,150.25	Insurance Coverage
3/5/2026	Old National-Checking	Health Equity	\$ 46,676.79	H.S.A Contributions
3/6/2026	Old National-Checking	United Way	\$ 56.00	United Way EE elections
3/6/2026	Old National-Checking	Trustmark	\$ 1,420.38	Insurance Coverage
3/6/2026	Old National-Checking	Health Equity	\$ 5,144.50	Health Equity Flex
3/6/2026	Old National-Checking	BLEM	\$ 9,422.01	Teacher Unions Dues
3/6/2026	Old National-Checking	Delta Dental	\$ 32,319.80	Dental Insurance
3/6/2026	Old National-Checking	EBC	\$ 65,192.36	403b & 457 contributions
3/9/2026	Old National-Checking	Health Equity	\$ 443.60	Health Equity Fee
3/10/2026	Old National-Checking	Transfirst/TSYS	\$ 1,895.17	Affinity Credit Card fees
3/10/2026	Old National-Checking	Amazon	\$ 3,967.41	Invoice Payments
3/10/2026	Old National-Checking	Bankcard Service	\$ 5,032.93	ARUX/ELEYO Credit Card Fees
3/11/2026	Old National-Checking	ELEYOmonthlysoft	\$ 1,550.00	ELEYO User Fees
3/12/2026	Old National-Checking	Neopost	\$ 201.00	DO Postage
3/12/2026	Old National-Checking	Amazon	\$ 5,922.83	Invoice Payments
3/13/2026	Old National-Checking	Health Equity	\$ 3,394.44	Health Equity Flex
3/13/2026	Old National-Checking	SSI MN TRANCHE 2 LLC	\$ 3,394.44	Solar Contract
3/13/2026	Old National-Checking	USS MINNESOTA ONE MT	\$ 9,890.24	Solar Contract
3/13/2026	Old National-Checking	USS MINNESOTA ONE MT	\$ 18,049.48	Solar Contract
3/16/2026	Old National-Checking	FleetCor	\$ 179.28	Kwik Trip Billing
3/17/2026	Old National-Checking	Old National Bank	\$ 610.74	Old National Service Charge
3/18/2026	Old National-Checking	Amazon	\$ 1,393.41	Invoice Payments
3/19/2026	Old National-Checking	WEX	\$ 16.00	Wright express fleet
3/19/2026	Old National-Checking	Amazon	\$ 2,276.96	Invoice Payments
3/19/2026	Old National-Checking	Vision Transportation	\$ 380,540.13	Transportation billing
3/19/2026	MN Trust-PMA	Old National-Checking	\$ 2,500,000.00	Payroll and Payroll AP
3/20/2026	Old National-Checking	Health Equity	\$ 51,619.27	H.S.A Contributions
3/23/2026	Old National-Checking	United Way	\$ 56.00	United Way EE elections
3/23/2026	Old National-Checking	Neopost	\$ 201.00	DO Postage
3/23/2026	Old National-Checking	Verizon	\$ 942.47	Verizon billing
3/23/2026	Old National-Checking	Windstream	\$ 1,572.46	Windstream billing
3/23/2026	Old National-Checking	BLEM	\$ 9,438.79	Teacher Unions Dues
3/23/2026	Old National-Checking	NewYork Life	\$ 16,212.14	Life & LTD Insurance & suppl. Life
3/23/2026	Old National-Checking	EBC	\$ 64,041.39	403b & 457 contributions
3/25/2026	Old National-Checking	Amazon	\$ 6,014.29	Invoice Payments
3/26/2026	Old National-Checking	Old National- Petty Cash	\$ 1,103.93	Replenish petty Cash
3/26/2026	Greater Twin City	Old National-Checking	\$ 2,678.00	Pathway I
3/27/2026	Old National-Checking	Health Equity	\$ 4,419.28	Health Equity Flex
3/27/2026	MN Trust-PMA BONDS	Old National-Checking	\$ 79,464.25	Bond Draw 2022A
3/27/2026	Old National-Checking	Compass Group	\$ 197,301.25	Chartwells
3/30/2026	Old National-Checking	Neopost	\$ 200.00	DO Postage
3/30/2026	Old National-Checking	SSI MN TRANCHE 2 LLC	\$ 4,575.36	Solar Contract
3/30/2026	Old National-Checking	Amazon	\$ 8,284.19	Invoice Payments
3/30/2026	Benefit Resource BRI	Old National-Checking	\$ 8,721.61	Cobra Payment

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



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 | In compliance |
| 3) | Final UFARS data to MDE by November 30, 2025 | In compliance |
| 4) | The 2024/2025 audit (electronic copy) received at MDE by December 31st, 2025 | 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			EXPENDITURES		
	Budget	Actual \$ YTD	<i>(Calculated)</i> Actual % YTD	Budget	Actual \$ YTD	<i>(Calculated)</i> Actual % YTD
General Fund (01,05,11 & 12)	\$ 49,482,293	\$ 25,885,389	52%	\$ 54,152,442	\$ 32,601,605	60% <i>See Note 1</i>
Food Service (02)	\$ 2,610,011	\$ 1,556,525	60%	\$ 2,718,026	\$ 1,709,362	63%
Community Service (04)	\$ 3,519,517	\$ 2,378,715	68%	\$ 3,604,302	\$ 2,418,753	67%
Building Construction (06)	\$ 25,000	\$ 30,353	121%	\$ 2,350,862	\$ 2,102,706	89%
Debt Service (07)	\$ 4,865,286	\$ 635,852	13%	\$ 4,482,775	\$ 4,481,975	100%
OPEB Irrevocable Trust Fund (45)	\$ 100,000	\$ 61,833	62%	\$ 138,688	\$ 4,932	4%

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

	Original	Adjusted
Budgeted Seated ADM	3115	3042
Tuition ADM	65	72
Budgeted ADM	3180	3114

NOTES

No budget revisions

ADMINISTRATIVE AGREEMENT

Between

Independent School District No. 727

And

Big Lake Administrators' Association

July 1, 2025 – June 30, 2027

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ARTICLE I - PURPOSE

Section 1.1 Parties:

This agreement is entered into by and between the School District of Big Lake Independent School District No. 727 hereinafter called the School District and the Big Lake Administrators Association, hereinafter called the Association, has as its objective the establishment of the terms and conditions of employment for licensed administrative personnel only for the period herein established.

ARTICLE II - RECOGNITION

Section 2.1 Appropriate Unit:

In accordance with the P.E.L.R.A., the School District recognizes the Association as the exclusive representative of all management personnel included within the bargaining unit certified by the Bureau of Mediation Services (Case No. 86-PR-166).

“All licensed principals and assistant principals employed by Independent School District No. 727, Big Lake, Minnesota, who devote more than fifty percent of their time to administrative supervisory duties and who are public employees within the meaning of Minn. Stat. 179A. 03, Subd. 14 and who serve in the capacity of Principal or Assistant Principal.”

ARTICLE III - DEFINITIONS

Section 3.1 P.E.L.R.A.:

A shall mean the Public Employment Labor Relations Act of 1971, as amended.

Section 3.2 Superintendent:

Superintendent shall mean the Superintendent of Schools of Independent School District No. 727 or a designated representative.

Section 3.3 School District:

School District shall mean the School District of Independent School District No. 727 or its designated representative.

Section 3.4 Administrators:

Administrators shall mean management personnel covered by this agreement.

Section 3.5 Association:

Association shall mean the Big Lake Administrators Association or its designated representative.

Section 3.6 Parties:

Parties shall mean the School District and Association.

Section 3.7 Other Terms:

Other terms not defined in this agreement shall have those meanings as defined by the P.E.L.R.A.

ARTICLE IV - SCHOOL DISTRICT RIGHTS

Section 4.1 Inherent Managerial Rights:

The Association recognizes that the School District is not required to meet and negotiate on matters of inherent managerial policy, which include but are not limited to such areas of discretion or policy as the functions and programs of the District, its overall budget, the utilization of technology, the organizational structure, and the selection, direction, or number of personnel.

Section 4.2 Reservation of Managerial Rights:

The foregoing enumeration of School District rights shall not be deemed to exclude other inherent management rights. Any and all management rights and functions not expressly delegated by this agreement are reserved to the School District.

Section 4.3 Laws, Rules, and Regulations:

The parties agree to abide by applicable State and Federal Laws, rules established by the State Department of Education, and rules and regulations established by the School District. The Association also recognizes the right, obligation and duty of the School District and its duly designated officials to promulgate rules, regulations, directives and orders from time to time as deemed necessary by the School District insofar as such rules, regulations, directives, and orders are not inconsistent with the terms of this Agreement. The Association also recognizes that the School District, all employees covered by this Agreement, and all provisions of this Agreement are subject to the laws of the State of Minnesota, Federal laws, rules and regulations of the State Board of Education, and valid rules, regulations and orders of State and Federal governmental agencies. Any provisions of this Agreement found to be in violation of such laws, rules, regulation, directives or orders shall be null and void and without force and effect.

ARTICLE V - ASSOCIATION RIGHTS

Section 5.1 Rights to Views:

Pursuant to Minnesota State Law, nothing contained in this Agreement shall be construed to limit, impair, or affect the right of any employee or his/her representative to the expression or communication of a view, grievance, complaint, or opinion on any matter related to the conditions or compensation of public employment or their betterment, so long as the same is not designated to and does not interfere with the full, faithful, and proper performance of the duties of employment or circumvent the rights of the Exclusive Representative, nor shall it be construed to require any public employee to perform labor or services against his/her will.

Section 5.2 Right to Join:

Employees shall have the right to form and join labor or employee organizations, and shall have the right not to form and join such organizations.

Section 5.3 Personnel Files:

Pursuant to Minnesota State Law, all evaluations and files generated within the School District relating to each individual administrator shall be available during regular school business hours to each individual administrator upon his/her written request. The administrator shall have the right to reproduce any of the contents of the files at the administrator’s expense and to submit for inclusion in the file written information in response to any material contained therein, provided, however, the School District may destroy such files as provided by law.

Section 5.4 Meet and Confer:

The School District shall afford the Association an opportunity to meet and confer pursuant to the P.E.L.R.A. concerning policies and other matters of interest to the Association, which are not covered by this Agreement.

Section 5.5 Administrators’ Rights:

Nothing contained herein shall be construed to deny or restrict administrators’ rights, which they may have under the Minnesota School Law or other applicable laws. Administrators can only be disciplined for just cause.

Section 5.6 Request for Dues Check Off:

The Association shall be allowed dues check off for its members, provided the dues check off and the proceeds thereof shall not be allowed to any Association that has lost its right to dues check off pursuant to P.E.L.R.A. Upon receipt of a properly executed authorization card of the employee involved, the School District will deduct from the employee’s paycheck the dues that the employee has agreed to pay to the Association.

ARTICLE VI - WORK YEAR

Section 6.1 Duty Year:

The duty work year for administrators shall be as follows:

62
225 day for all Principals & 220 day for all Assistant Principals

Subd. 1. The work year for principals and assistant principals shall follow the work year of the teachers during the school term.

Subd. 2. On a rare occasion, a special circumstance will require a principal to work beyond the number of contract days or on a day not scheduled for work. Upon the approval of the superintendent, the principal's work calendar will be adjusted to compensate for the time worked. Situations requiring an immediate, emergency response would meet the criteria. For example, a natural disaster during a weekend, holiday or vacation, which requires the attention of the principal.

Subd. 3. The Principal members of this unit contract year shall consist of 260 days including: 25 unpaid vacation days, 10 unpaid holidays, and 225 duty days. The Assistant Principal members of this unit contract year shall consist of 260 days including, 30 unpaid vacation days, 10 unpaid holidays, and 220 duty days.

Section 6.2 Work Stoppage:

The Administrators covered by this Agreement, in the event of a strike or work stoppage by other groups of School District employees, will consider themselves to be on duty for the purpose of carrying out School District policy and ensuring the safety of personnel and property.

Subd. 1. In no event will the compensation for Administrators be halted or suspended due to strikes or work stoppages of other School District employees.

Subd. 2. The Association agrees that during the term of this agreement, neither the Association nor any Administrator shall engage in any strike or unfair labor practice as defined by the P.E.L.R.A.

Section 6.3 Emergency Closings:

When schools are closed because of severe weather, administrators shall be required to report for work at the discretion of the Superintendent.

Section 6.4 School Board Meetings:

Administrators shall be required to attend all regular School Board meetings unless excused by the Superintendent.

ARTICLE VII - COMPENSATION

Section 7.1 Salary Schedule:

The annual salary of administrators employed by individual continuing contract is established by Appendix A, attached hereto, and shall be considered part of this Agreement. The schedule is effective only for the 2025-2026, and 2026-2027 school years. Further advancement is subject to the right of the School District to withhold increments or other salary increases for good and sufficient grounds.

Section 7.2 Relationship to Continuing Contract:

The Salary Schedules contained in Appendix A shall not be considered part of an Administrator's continuing contract.

Section 7.3 Career Increment:

An increment of \$1,200 will be added to a qualifying administrator's salary at the beginning of the school year following the completion of ten (10) years of actual service as a principal or assistant principal within the Big Lake School system. The ten years of service must be uninterrupted and at least 100 days of service must be provided in a school year to count towards the 10 years. An additional \$1,200 will be added every two (2) years thereafter.

For example:

After 10 years of service - \$1,200

After 11 years of service - \$1,200

After 12 years of service - \$2,400

After 13 years of service - \$2,400

After 14 years of service - \$3,600

Placement of Administrators (Career Increment): All qualifying administrators will be placed accordingly based on their existing years of experience as described above.

Section 7.4 Daily Rate of Pay:

The Administrators Daily Rate of Pay shall be defined as total salary divided by the number of duty days.

Section 7.5 Mileage Allowance:

Administrators will be compensated for the use of their private automobiles to conduct authorized and approved travel on the behalf of the District, at the established business rate per mile in accordance with IRS regulations. Each administrator may submit a detailed mileage report monthly.

Section 7.6 Professional Dues and Professional Development:

The School District shall pay each administrator's dues for membership in the state and national professional organizations. The School District shall pay costs associated with attending state and/or regional workshops or conferences each year. Upon approval of the superintendent, the School District will pay the costs of attendance to a national workshop or convention. National conferences/workshops should align with the administrator's professional growth goals and/or building/district goals.

Section 7.7 License:

The School District shall pay the annual fee for each administrator's license to the appropriate state agency.

ARTICLE VIII - GROUP INSURANCE

Section 8.1 Carrier Selection:

The selection of the insurance carrier or carriers to provide the group insurance programs established by this Article shall remain with the School District as provided by law.

Section 8.2 Eligibility:

All members of the Association are eligible for insurance benefits.

Section 8.3 Hospital-Medical-Major Medical:

The School District shall establish a group hospital-medical-major medical program, subject to the conditions and specifications of the contract between the School District and an insurance carrier. The School District shall provide the Administrator an employee and dependent group health and hospitalization plan at no cost to the Administrator. If more than one group insurance plan is made available, the administrator shall be able to select between the choices available. Administrators hired after January 1, 2011 shall receive a monthly contribution toward the premium for a District employee group health insurance policy. For benefit plan year 2026, the School District will contribute \$880 monthly toward the premium for a single policy; if the administrator is eligible for a family policy, the School District will contribute \$2,113 monthly toward the premium for a family policy. For benefit plan year 2027, the School District will contribute \$924 monthly toward the premium for a single policy; if the administrator is eligible for a family policy, the School District will contribute \$2,219 monthly toward the premium for a family policy.

Subd. 1. – H.S.A. Contribution: For employees electing to take the H.S.A. high deductible plan, the district will contribute any remaining dollar amount after the monthly premium has been paid, in to the employee's HSA account.

Section 8.4 Long Term Disability:

The School District shall establish group long-term disability insurance, subject to the conditions and specifications of the contract between the School District and an insurance carrier. The School District shall pay for the premium of the long term disability insurance through a payroll process in which the administrator's salary is increased by an amount equal to the premium, then reduced by the same premium amount through a post-payroll tax deduction. This long-term disability protection will provide a monthly pay of two-thirds of base pay to a disabled Administrator after the ninety (90) calendar day elimination period described in the policy.

Section 8.5 Term Life:

The School District shall provide and pay the full premium for \$300,000 benefit value of term life insurance coverage for administrators.

Section 8.6 General Liability:

The School District shall carry a general liability insurance policy for all administrators as required by Minnesota Statutes. The School District shall carry “errors and omissions” insurance coverage in an amount not less than that in effect at the time of the signing of this contract.

Section 8.7 Dental Insurance/Reimbursements:

The School District shall contribute the amount for a family dental plan for any principal that enrolls. If more than one dental insurance plan is made available, the administrator shall be able to select between the choices available.

Section 8.8 Health Care Savings Plan (HCSP) Annual Contribution:

Effective July 1, 2026, Administrators shall be eligible for an annual District contribution into the Minnesota Health Care Savings Plan (HCSP) administered by the Minnesota State Retirement System (MSRS).

Subd. 1. Annual Contribution Amount: The District shall contribute \$2,000 annually to the HCSP account of each Administrator.

Subd. 2. Timing of Payment: This contribution shall be deposited into the Administrators HCSP account annually at the conclusion of the school year. The District will process the payment no later than June 30th of each qualifying year.

Subd. 3. MSRS Compliance: All contributions are subject to the rules and regulations of the Minnesota State Retirement System (MSRS). In accordance with IRS guidelines, these contributions shall be made into the HCSP account and shall not be paid to the Administrator as direct taxable salary.

ARTICLE IX - UNPAID LEAVES OF ABSENCE

Section 9.1 General Leave Provisions:

While on leave, administrators may continue to participate in the group insurance programs established by Article VIII, by assuming the full cost of the monthly premiums pursuant to applicable state and federal law. Administrators returning from a leave of absence shall be offered the same position held at the time the leave was granted. Administrators who fail to return to duty at the expiration of absence shall waive all right to re-employment. Administrators who fail to return to duty at the expiration of absence shall waive all rights to re-employment.

Section 9.2 Child Care Leave of Absence:

A child-care leave shall be granted by the School District subject to the provisions of this section. Child-care leave shall be granted because of need to prepare and provide parental care for a child or children of the Administrator for an extended period of time.

Subd. 1. The School District may adjust the proposed beginning or ending date of a child care leave so that the dates of the leave are coincident with some natural break in the school year - i.e., winter vacation, spring vacations, semester break or quarter break, end of a grading period, end of the school year, or the like.

Subd. 2. An Administrator returning from child care leave shall be re-employed in a position for which he or she is licensed unless previously discharged or placed on unrequested leave.

Subd. 3. Failure of an Administrator to return pursuant to the date determined under this Section shall constitute grounds for termination unless the School District and the Administrator mutually agree to an extension of the leave.

Subd. 4. The parties agree that the applicable periods of probation for Administrators as set forth in Minnesota Statutes are intended to be periods of actual service enabling the School District to have the opportunity to evaluate an Administrator’s performance. The parties agree, therefore, that periods of time for which the Administrator is on child care leave shall not be counted in determining the completion of the probationary period.

Subd. 5. Administrators who return from child-care leave within the provisions of this Section shall retain all previous experience credit for pay purposes and any unused leave time accumulated under the provisions of this Agreement at the commencement of the beginning of the leave.

Subd. 6. An Administrator on child care leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for such programs as the Administrator wishes to retain, commencing with the beginning of the child care leave. The right to continue participation in such group insurance programs, however, will terminate if the Administrator does not return to the School District pursuant to this section.

Subd. 7. Leave under this Section shall be without pay or fringe benefits.

Section 9.3 Military Leave of Absence:

An unpaid military leave of absence shall be granted Administrators in accordance with applicable State and Federal Laws. Administrators called for selective service physical examinations may be excused without loss of pay for such purpose for a period of one day.

ARTICLE X - PAID ABSENCES

Section 10.1 Sick Leave:

Effective July 1, Administrators shall be granted 12 days of sick leave at the start of each duty year. Annual leave allotments are allocated in advance at the beginning of the fiscal year. Leave balances are prorated for employees who begin employment after August 1 or end employment prior to end of the work year. Leave balances are also reduced for any period of the year that the employee is on an unpaid status.

Subd. 1. Use of Sick Leave: Earned sick leave may be used because of personal illness or injury, serious illness or injury in the Administrator's immediate family.

Subd. 2. Definition of Immediate Family: Immediate family is defined as the Administrator's spouse, child, parent, brother, sister, or in-laws of a similar degree of relationship.

Subd. 3. Accumulation: Unused sick leave shall accumulate to one hundred twenty (120) days.

Subd. 4. The School District may require an Administrator to furnish a medical certificate from a qualified physician as evidence of illness, indicating such absence was due to illness, in order to qualify for sick leave pay. However, the final determination as to the eligibility of an Administrator for sick leave is reserved to the School District. In the event that a medical certificate will be required the Administrator will be so advised.

Subd. 5. Sick leave pay shall be approved only upon submission of a signed request upon the authorized sick leave pay request form available at the office.

Subd. 6. Administrator's may carryover a maximum credit of 960 hours of accrued, unused sick leave to the following school year. Administrators who have more than 960 hours of accrued sick leave at the end of the school year shall have their accrued sick leave hours in excess of 960 bought back by the School District at 70% of the hourly rate of the Administrator with the payment being deposited in the Administrator's Minnesota State Retirement System's Health Care Savings Plan

Section 10.2 Personal Leave:

At the beginning of each school year each Administrator shall be credited with five (5) days to be used for the Administrator's personal business. This leave will be granted upon receipt of prior approval from their immediate supervisor. Leave balances are prorated for employees who begin employment after August 1 or end employment prior to the end of the work year. Leave balances are also reduced for any period of the year that the employee is on an unpaid status. Unused personal leave may accumulate to a balance of seven (7) days.

Subd. 1. Administrators not using their full entitlement of personal leave in a single school year will have the option to:

- a. Be paid at the end of the school year for such unused personal days at 70% of the daily rate of pay with one personal day equal to eight hours for a full-time administrator, pro-rated for part-time administrators; or
- b. Have the unused hours added to the administrator's sick leave balance at the end of the school year with one personal hour being equal to one hour of sick leave; or
- c. Have the unused hours be accumulated up to fifty-six (56) hours for full time administrators or pro-rated for part time administrators.

Administrators must notify the Human Resources Department of their choice by June 1. Administrators who fail to notify the School District office will have their unused days accumulate up to seven (7) days or fifty-six (56) hours and any remaining will be converted to sick hours

Section 10.3 Funeral Leave:

Administrators will be granted up to a total of four (4) days, per occurrence, non-accumulative, as funeral leave for death in the immediate family. Two (2) additional days may be granted at the discretion of the immediate supervisor. These 2 days are to be deducted from sick leave.

Subd. 1. Definition of Immediate Family: For purposes of this Agreement, immediate family shall include only: spouse, children, step-children, sisters, brothers, parents, step-parent, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparents, grandparents-in-law, and grandchildren.

Subd. 2. – Other Relatives: Administrators will be granted up to one (1) day, per occurrence, non-accumulative, to be deducted from sick leave, as funeral leave for the death of an aunt, uncle, first cousin, niece, or nephew.

Section 10.4 Jury Duty:

Subd. 1. Administrators called for jury duty shall be compensated by the District for the difference between the Administrator's regular salary and fees received while on jury duty.

Subd. 2. Administrators may be requested by the Superintendent to seek postponement or exemption from jury duty as provided by Minnesota Statute.

Section 10.5 Court Hearings:

An Administrator, subpoenaed by a court as a defendant or a witness as the result of performing management duties and responsibilities, shall be compensated for the difference between the Administrator's regular daily salary and witness fees for each duty day of absence. This shall not apply to court cases initiated by the Administrator or the Association against the School District.

Section 10.6 Sabbatical Leave:

Sabbatical leave of one year for professional study may be granted by the School District to members of the Administrative staff. The Administrator shall be in the seventh year of employment by the School District before he/she can request the leave. Each application shall be considered individually upon its merits.

Subd. 1. Request for such leave shall be submitted in writing to the Superintendent at the earliest possible date, but in no case shall this be after April 1 of the year prior to the year of leave. The granting of such leaves shall be limited to one person of the Administrative staff for any one year.

Subd. 2. The Administrator shall be paid up to one-half (1/2) of his/her salary in twelve monthly installments during the time of the school year with the first payment to be made in September of the year of the leave. Accrued sick leave, and eligibility for salary increments shall remain in effect. The Administrator shall remain eligible to participate in the group insurance plan provided by the School District.

Subd. 3. If the Administrator on leave is granted a scholarship or college training assistantship, he/she shall not be permitted to receive a local stipend greater than the existing salary. Example: Administrator salary \$9,000; scholarship \$5,000; School District pay \$4,000.

Subd. 4. Prior to February 1 of the year of the sabbatical leave, the Administrator who has been granted such leave shall inform the Superintendent of his/her Administrative intentions regarding the school year immediately following the year of leave. If the Administrator does not return to the school, he/she shall be obligated to refund all the money received for the year of absence.

Subd. 5. The Administrator shall be obligated to administrate at least one year for the School District after the sabbatical leave is completed.

ARTICLE XI - GRIEVANCE PROCEDURE

Section 11.1 Grievance Definition:

A “grievance” shall mean an allegation by an Administrator resulting in a dispute or disagreement between the Administrator and the School District as to the interpretation or application of terms and conditions contained in this Agreement.

Section 11.2 Representative:

The Administrator or School District may be represented during any step of the procedure by any person or agent designated by such party to act on his/her behalf.

Section 11.3 Definition and Interpretations:

Subd. 1. Extension: Time limits specified in this Agreement may be extended by mutual agreement.

Subd. 2. Days: Reference to days regarding time periods in this procedure shall refer to working days. A working day is defined as all weekdays not designated as holidays by state law.

Subd. 3 Computation of Time: In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

Subd. 4. Filing and Postmark: The filing or service or any notice or document herein shall be timely if it is personally served or if it bears a certified postmark of the United States Postal Service within the time period.

Section 11.4 Time Limitation and Waiver:

Grievances shall not be valid for consideration unless the grievance is submitted in writing to the School District’s designee, setting forth the facts and the specific provision of the Agreement allegedly violated and the particular relief sought within twenty days after the date of the first event, giving rise to the grievance, occurred. Failure to file any grievance within such period shall be deemed to waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the Administrator and the School District’s designee.

Section 11.5 Adjustment of Grievance:

The School District and the Administrator shall attempt to adjust all grievances, which may arise during the course of employment of any Administrator within the School District in the following manner:

Subd. 1. Level I: If the grievance is not resolved through informal discussions, the Superintendent or his/her designee shall give a written decision on the grievance to the parties involved within ten days after receipt of the written grievance.

Subd. 2. Level II: In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the School District provided such appeal is made in writing within five days after receipt of the decision in Level I. If a grievance is properly appealed to the School District, the School District shall set a time to hear the grievance within twenty days after receipt of the appeal. Within twenty days after the meeting, the School District shall issue its decision in writing to the parties involved. At the option of the School District, a committee or representative (s) of the School District may be designated to hear the appeal at this level and report its findings and recommendations to the School District. The School District shall then render its decision.

Section 11.6 Denial of Grievance:

Failure by the School District or its representative to issue a decision within the time period provided herein shall constitute a denial of the grievance and the Administrator may appeal it to the next level.

Section 11.7 Arbitration Procedure:

In the event that the Administrator and the School District are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd. 1. Request: A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the office of the Superintendent within ten days following the decision in Level II of the grievance procedure.

Subd. 2. Prior Procedure Required: No grievance shall be considered by the arbitrator, which has not been first dully processed in accordance with the grievance procedure and appeal provisions.

Subd. 3. Selection of Arbitrator: Upon the proper submission of a grievance under the terms of this procedure, the parties shall within ten days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If no agreement on an arbitrator is reached, either party may request the PERB to appoint an arbitrator, pursuant to M.S. 179.7, Subd. 4, providing such request is made within twenty days after request for arbitration. The request shall ask that the appointment be made within thirty days after the receipt of said request. Failure to agree upon an arbitrator or the failure to request an arbitrator from the PERB within the time periods provided herein shall constitute a waiver of the grievance.

Subd. 4. Submission of Grievance Information: Upon appointment of the arbitrator, both parties shall within five days after notice of appointment forward to the arbitrator, with a copy to the Superintendent, the submission of the grievance, which shall include the following:

- i. The issues involved
- ii. Statement of the facts
- iii. Position of the grievant
- iv. The written documents relating to Section 5, Article XI of the grievance procedure

Subd. 5. Hearing: The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing denovo.

Subd. 6. Decision: The decision by the arbitrator shall be rendered within thirty days after the close of the hearing. Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject, however, to the limitation of arbitration decisions as provided by in the P.E.L.R.A. The arbitrator shall issue a written decision and order including findings of fact that shall be based upon substantial and competent evidence presented at the hearing. All witnesses shall be sworn upon oath by the arbitrator.

Subd. 7. Expenses: Each party shall bear its own expenses in connection with arbitration including expenses relating to the party's representative, witnesses, and any other expenses, which the party incurs in connection with presenting its case in arbitration. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording if requested by either or both parties, and any other expenses, which the parties mutually agree are necessary for the conduct of the arbitration. However, the party ordering a copy of such transcript shall pay for such copy.

Subd. 8. Jurisdiction: The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined therein and contained in this written Agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, in its order the arbitrator shall give due consideration to the statutory rights and obligations of the public School District to efficiently manage and conduct its operations within the legal limitations surrounding the financing of such operations.

Subd. 9. Election of Remedies and Waiver: A party instituting any action, proceeding or complaint in a federal or state court of law, or before an administrative tribunal, federal agency, state agency or seeking relief through any statutory process for which relief may be granted, the subject matter of which may constitute a grievance under this Agreement, shall immediately thereupon waive any and all rights to pursue a grievance under this Article. Upon instituting a proceeding in another forum as outlined herein, the employee shall waive his/her right to initiate a grievance pursuant to this Article or, if the grievance is pending in the grievance procedure, the right to pursue it further shall be immediately waived. This section shall not apply to actions to compel arbitration as provided in this Agreement or to enforce the award of an arbitrator.

ARTICLE XII - UNREQUESTED LEAVE OF ABSENCE

Section 12.1 Purpose:

The purpose of this article is to implement the provisions of M.S. 122A.40, Subd. 10., which article, when adopted, shall constitute the required plan for ULA because of discontinuance of position, lack of pupils, financial limitations, or merger of classes caused by consolidation of school districts.

Section 12.2 Definitions:

For purposes of this article, the terms defined shall have the meanings respectively ascribed to them.

Subd. 1. Principal: "Principal" shall mean those members of the unit as defined by PELRA and this Agreement.

Subd. 2. Qualified: "Qualified" shall mean a principal who, in addition to the state license, has, as solely determined by the School District, successfully had experience as a principal or assistant principal in such position, or has, as solely determined by the School District, successfully had experience as principal or an assistant principal in such a position within the past three (3) years.

Subd. 3. Seniority: For purposes of this article, "seniority" commences with the first day of continuous administrative service as a principal in the School District. Principals have seniority over assistant principals. Assistant principals do not have seniority over principals.

Subd. 4. Position: For purposes of this article, "position" refers to either principal or assistant principal.

Subd. 5. Days. For purposes of this article, reference to “days” regarding time periods, unless otherwise specified, shall refer to calendar days. In computing any period of time prescribed or allowed by this article, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted unless it is a Saturday, Sunday, or legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday or legal holiday.

Section 12.3 ULA:

Subd. 1. Terms: The School Board may place on ULA such principals as may be necessary because of discontinuance of position, lack of pupils, financial limitations, or merger of classes. Such leave of absence may continue for a period of two (2) years, after which the principal’s right to be reinstated shall terminate; provided the principal’s right to reinstatement shall also terminate if the principal fails to file with the Human Resources Manager, by April 1st of each year, a written statement requesting reinstatement. Such leave shall be effective no later than the close of the contract year or at such earlier time as mutually agreed upon by the principal and the School Board.

Subd. 2. Notice: Principals placed on such leave shall receive notice prior to April 1 of the school year prior to the commencement of such leave with reasons for said placement.

Subd. 3. Placement: Principals shall be placed on ULA in inverse order of seniority within the categories of lead principal and assistant principal. In addition:

1. no assistant principal can assert seniority rights to a promotional position of principal;
2. a principal/assistant principal cannot assert seniority rights to a promotional grade level/building assignment position; and
3. a principal or assistant principal on ULA will be given an interview for any principal or assistant principal opening.

If a principal chooses to exercise seniority over an assistant principal, he/she shall be paid at the rate of the corresponding step from the assistant principals’ salary schedule. A principal reinstated from an assistant principal position shall be returned to the principal’s salary schedule upon reinstatement.

Subd. 4. Affirmative Action Program: This section shall not apply if its application will result in any violation of the School District’s affirmative action program which shall include ethnicity, race, color, or sex; and any principal employed in an affirmative action program may be retained in the category of a principal with greater seniority if such retention is necessary to effectuate the purposes of such affirmative action program.

Subd. 5. Tie-Breaker: In the event a reduction in number of principals creates a situation requiring that a choice be made among principals who have equal seniority, the selection of the principal(s) for purposes of reduction shall be at the discretion of the School District.

Subd. 6. Years of Service: Any principal placed on such leave may engage in administrative work or any other occupation during such period and may be eligible for re-employment insurance if otherwise eligible for such compensation under that law, and such leave will not result in a loss of credit for years of service in the School District earned prior to the commencement of such leave. Years on leave shall not, however, count toward years of service upon reinstatement.

Section 12.4 Realignment:

For purposes of placement on ULA or reinstatement from ULA, nothing in this article shall require the School District to reassign a senior principal to a different position for which he/she is not qualified, as defined in Section 12.3. above, to accommodate the seniority claims of a junior principal.

Section 12.5 Reinstatement:

Subd. 1. Process: No new principal shall be employed by the School District while any qualified principal is on ULA. Principals placed on ULA shall be reinstated to the positions from which they have been placed on ULA or any other available positions in the School District in which they are qualified as such positions become available. The order of reinstatement shall be in inverse order in which principals were placed on ULA.

Subd. 2. Notices: When placed on ULA, a principal must file his/her name and address, to which any notice of reinstatement or availability of position shall be mailed, with the District's Human Resources office. Proof of service by the person in the School District depositing such notice to the principal at the last known address shall be sufficient. The principal on ULA shall be responsible to provide an address for forwarding of mail or for address changes. Failure of a notice to reach a principal shall not be the responsibility of the School District if any notice has been mailed as provided in this article.

Subd. 3. Acceptance of Re-employment: If a position becomes available for a qualified principal on ULA, the School District shall mail the notice to such principal, who shall have ten (10) days from the date of such notice to accept the re-employment. Failure to accept re-employment, in writing, within such ten (10) day period shall constitute a waiver on the part of the principal to any further rights of employment or reinstatement, and that principal shall forfeit and future reinstatement or employment rights.

Subd. 4. Reinstatement Rights: Reinstatement rights shall automatically cease two (2) years from the date ULA was commenced, and no further rights to reinstatement shall exist unless extended by written mutual consent of the School Board and the qualified principal.

Section 12.6 Establishment of Seniority List:

Subd. 1. Preparation: The School Board shall annually cause a seniority list (by name, date of employment, qualification, and position/grade level) to be prepared from its records. This list shall be sent by email to all members of the unit on or before October 1st.

Subd. 2. Request for Change: Any principal whose name appears on such list and who may disagree with the order of seniority in said list shall have ten (10) days from the date such list was sent to all members to supply written documentation, proof, and request for seniority change to the Superintendent.

Subd. 3. Final List: Within twenty (20) days from the date of emailing the list to all members, the School District shall evaluate any and all such written communications regarding the order of seniority contained in said list and may make such changes the School District deems warranted. A final seniority list shall then be prepared by the School District and sent by email to all members of the unit, which list, as revised, shall be binding on the School District and any principal.

Subd. 4. Reassignment: Principals placed on ULA will be eligible to assume any open teaching position in their area of teacher certification. They will be placed on the teacher seniority list using the date of hire in the Big Lake School District, per wording in the Big Lake Education Association master contract.

Section 12.7 Filing of Licenses:

In any year in which a reduction of principal positions is occurring and the School Board is placing principals on ULA, only those licenses actually received in the Superintendent's office for filing as of October 1 of such year shall be considered for purposes of determining ULA within areas of licensure for the following school year. A license filed after October 1st shall be considered for purposes of reinstatement but not for the current reduction.

Section 12.8 Effect:

This article shall govern all principals, as defined in Section 12.2. above, and shall not be construed to limit the rights of any other licensed employee not covered by the Administrative Agreement or other Master Agreement affecting such licensed employee.

Section 12.9 Procedure:

Any challenge by a principal who is proposed for placement on ULA or reinstatement there from shall be subject to the hearing and review procedures, as provided in M.S. 122A.40, Subd. 14, and, therefore, shall not be subject to the grievance procedure.

Section 12.10 Status of Benefits:

A principal on ULA shall not be paid for or accrue sick leave or personal leave while on ULA but upon reinstatement shall have restored all previously accrued sick leave and personal leave earned prior to placement on leave. A principal on ULA shall not be entitled to severance pay upon placement on ULA and shall not earn service credit toward severance while on ULA. Severance pay shall be granted to a principal within 30 days of the date reinstatement rights cease if a principal has not been reinstated from ULA within the reinstatement period. The rate of pay for severance shall be based upon the rate the principal earned just prior to placement on ULA. A principal on ULA also shall not earn step advancement or credit toward career increment pay on the salary schedule while on ULA but shall be placed on the next step upon reinstatement.

ARTICLE XIII - PROBATIONARY PERIOD

Section 13.1 Probationary Period:

There shall be a two (2) year probationary period at the time of first appointment to the position of principal/assistant principal in the School District.

There shall be a one (1) year probationary period for an assistant principal of the School District who is promoted from a position within the Unit to the position of principal.

ARTICLE XIV - RETIREMENT

Section 14.1 Mandatory Retirement:

The mandatory requirement age for all Administrators shall be in accordance with governing State and Federal laws.

Section 14.2 Early Retirement:

To allow Administrators to retire prior to the mandatory age of retirement, the following early retirement program is established for eligible Administrators.

Subd. 1. Insurance: Administrators who are eligible and retire from the District after 25 years of service to the School District in a licensed position, and who are immediately eligible for a public pension, shall continue to receive their health and dental insurance coverage at District expense for the retiree and spouse until the retiree and spouse both become eligible for Medicare.

Subd. 2. Early Retirement Incentive: Any Administrator who has completed twenty years of service in District #727 and qualifies for the state retirement program will be eligible for a sick leave buy out equal to a maximum of 60 sick leave days.

Subd. 3. Payment: Early Retirement Incentive pay shall be paid into a tax deferred savings plan (457 or 403b) in a lump sum within 30 days of the last day of employment or in six (6) equal installments of six (6) months as mutually agreed by the administrator and the District.

The above days are to be deducted from and limited to the Administrator’s accrued unused sick leave. The rate of pay will be the annual contract pay divided by the Administrator’s work year.

ARTICLE XV – SEVERANCE

Section 15.1 Severance:

Upon discontinuance of employment, in the School District, Administrators shall be granted severance pay equal to three (3) days of pay for each year of full time service from year one to year fourteen (14). After fourteen years, severance pay will become four (4) days of pay for each year beginning with the first year of employment to a maximum of one hundred ten (110) days. This severance pay will be based upon the administrator’s daily salary during the last year of employment.

Subd. 1. Payment: Severance pay shall be paid into a tax deferred savings plan (457 or 403b) in a lump sum within 30 days of the last day of employment or in six (6) equal installments of six (6) months as mutually agreed by the administrator and the District.

Subd. 2. Beneficiary: If an administrator dies before all or a portion of the severance package has been disbursed, the balance due shall be paid as a lump sum to the deceased administrator's estate.

Subd. 3. Years of Service: Severance pay will be calculated based on the Administrator's years of service with the Big Lake School District in a position that requires a Minnesota teaching and/or administrative license.

ARTICLE XVI - MATCHING TAX DEFERRED SAVINGS PLAN

Section 16.1 Description:

The tax deferred savings plan is designed to encourage administrators to develop a financial plan for their future by providing a matching contribution to an administrator's tax deferred savings plan according to his/her eligibility as specified herein. The matching tax deferred savings program is subject to the rules as entitled under Minnesota State Statutes 352.96 and 356.24 and Internal Revenue Service code 457 and 403B.

For administrators hired after January 1, 2004, the provisions of this Article replace the contractual provisions of Article XIV which provides for early retirement pay and District contribution towards retiree insurance premiums, and Article XV which provides for severance pay.

Section 16.2 Eligibility:

Administrators working full time are eligible for the matching District contribution at the beginning of the year they have continuing contract status with the District. Administrators on an unpaid leave of absence may not participate in the matching program while on leave.

Section 16.3 District Matching Contribution:

The School District will match the contribution of an eligible administrator toward a tax deferred savings program subject to the rules as entitled under Minn. Stats. §§ 352.96 and 356.24 and Internal Revenue Service Code Sections 457 and 403B, and Roth 403B and Roth 457 plan up to an annual amount of \$3,000 (three thousand dollars). The District match will be made on a dollar for dollar basis up to the maximum annual amount. Employees may not recover District matching contributions for years in which they chose not to participate or participated at a level below the maximum District contribution level. The annual year for District contributions shall be July 1 through June 30.

Section 16.4 Transition Provisions:

The purpose of the matching tax deferred savings plan is to replace the severance and early retirement payments and post retirement District insurance contributions provided for in Articles XIV and XV of the Master Contract.

Administrators hired prior to January 1, 2004 may irrevocably choose to participate in the matching tax deferred savings plan and thereby forfeit their rights to the benefits of Article XIV Retirement and Article XV Severance.

ARTICLE XVII - DURATION

Section 17.1 Term of Contract:

This Agreement shall remain in full force and effect for a period commencing July 1, 2025, except as specifically provided otherwise in this Agreement, through June 30, 2027, and thereafter unless modified or terminated pursuant to the P.E.L.R.A. of 1971 as amended.

Section 17.2 Modification:

If either party desires to modify or terminate this Agreement effective on June 30, 2027, it shall give written notice of such intent no later than May 1, 2027. Unless otherwise mutually agreed, the parties shall not commence negotiations more than 90 calendar days prior to the expiration of this Agreement.

Section 17.3 Effect:

This Agreement constitutes the full and complete agreement between the School District and the Association. The provisions herein supersede and take precedence over any and all prior Agreement, resolutions, practices, School District policies, rules or regulations concerning the terms and conditions of employment.

Section 17.4 Negotiations During Term:

The parties mutually acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited opportunity to make demands and proposals regarding terms and conditions of employment for Administrators. All understandings and agreements arrived at by the parties are set forth in this Agreement. For the duration of this Agreement, the School District and the Association each voluntarily and unqualifiedly waives the right to meet and negotiate regarding any and all terms and conditions of employment, whether or not specifically referred to or covered in this Agreement, even though such matters may not have been within the knowledge or contemplations of either or both of the parties at the time this Agreement was negotiated or executed; provided, however, that any provision of this Agreement may be amended in writing at any time by mutual consent of the parties.

Section 17.5 Finality:

It is further agreed that any matters relating to the terms and conditions of employment, whether or not referred to in this Agreement, shall not be open for negotiations during the term of this Agreement.

Section 17.6 Severability:

The provisions of this Agreement shall be severable, and if any provision thereof or the application of any such provision under any circumstances is held invalid, it shall not affect any other provision of the Agreement or the application of any provisions thereof under different circumstances.

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACTS OF PROBATIONARY CERTIFIED STAFF

WHEREAS, _____ is a probationary certified staff employed by Independent School District No. 727, Big Lake, MN,

THEREFORE, BE IT RESOLVED, by the School Board of Independent School District No. 727, that pursuant to Minnesota Statutes § 122A.40, Subdivision 5, that the teaching contract of _____ is a probationary certified staff in Independent School District No. 727, is hereby terminated effective at the close of the current 2025 – 2026 school year.

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

<p>April 23, 2026</p> <p>Dear Teacher:</p> <p>You are hereby notified that at a meeting of the School Board of Independent School District No. 727 held on April 22, 2026, a resolution was adopted by majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2026-2027 school year. Said action of the School Board is taken pursuant to M.S. 122A.40 and in accordance with Section 12.1 of the Master Contract.</p> <p>You may officially request that the School Board give its reasons for the non-renewal of your teaching contract. Such a request is to be made in writing to the Human Resources Manager.</p> <p>Sincerely,</p> <p>SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 727</p> <p>By _____ Clerk of the School Board</p>
--

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

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

Probationary Non- Renewal List 25/26:

Abigail	Bense
Mackenzie	Bolduc
Hannah	Deeth
Shea	Eicher
Jeremiah	Kramer
Ashley	Quinn
Ella	Rourk
Steven	Vaerst

Resolution Proposing Placement of a Continuing Contract/Tenured Teacher on Unrequested Leave of Absence

(_____) introduced the following resolution and moved its adoption:

BE IT RESOLVED by the School Board of Independent District No. 727 as follows:

That it is proposed that Megan Prins, a continuing contract/tenured teacher of said District, be placed on unrequested leave of absence without pay or fringe benefits, at the end of the 2025 – 2026 school year, effective 4/22/2026. Said action is taken in accordance with the District master agreement and pursuant to M.S. 122A.40, Subd. 10. upon the grounds described in said statute and which are specifically as follows:

- A. Lack of pupils
- B. Financial limitations

BE IT FURTHER RESOLVED that a notice of proposed placement on unrequested leave, together with a copy of this resolution be forwarded to said teacher and that an affidavit of the same be placed in the teacher’s personnel file with a copy of the notice and resolution.

Voting Record

The motion for the adoption of the preceding resolution was duly seconded by (_____) and upon vote being taken thereon,

The following voted in favor thereof:

The following voted against the same:

Whereupon said resolution was declared duly passed and adopted on 4/22/2026.

Resolution Proposing Placement of a Continuing Contract/Tenured Teacher on Unrequested Leave of Absence

(_____) introduced the following resolution and moved its adoption:

BE IT RESOLVED by the School Board of Independent District No. 727 as follows:

That it is proposed that Nicholas Schaub, a continuing contract/tenured teacher of said District, be placed on unrequested leave of absence without pay or fringe benefits, at the end of the 2025 – 2026 school year, effective 4/22/2026. Said action is taken in accordance with the District master agreement and pursuant to M.S. 122A.40, Subd. 10 upon the grounds described in said statute and which are specifically as follows:

- A. Lack of pupils
- B. Financial limitations

BE IT FURTHER RESOLVED that a notice of proposed placement on unrequested leave, together with a copy of this resolution be forwarded to said teacher and that an affidavit of the same be placed in the teacher’s personnel file with a copy of the notice and resolution.

Voting Record

The motion for the adoption of the preceding resolution was duly seconded by (BOARD MEMBER NAME) and upon vote being taken thereon,

The following voted in favor thereof:

The following voted against the same:

Whereupon said resolution was declared duly passed and adopted on 4/22/2026.



Social Studies Curriculum Adoption ⁸¹

Grades K-5 Recommendations for Big Lake Schools

Presentation to the Big Lake School Board

April 2026

STATUTORY AUTHORITY

Local Control & Mastery

Districts and educators make curriculum decisions to support the student mastery of standards.

"By statute (Minn. Stat. § 120B.021, subd. 2(b)), Minnesota academic standards do not require a specific curriculum."



STRATEGIC ALIGNMENT


Empowering Every Child

This adoption is anchored in the Big Lake Schools

Strategic Plan:

- ✔ **Excellence:** Rigorous, evidence-based tools.
- ✔ **Inclusion:** Engaging all students
- ✔ **Future Readiness:** Developing critical civic skills.

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 1.1: 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 kindergartners 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.

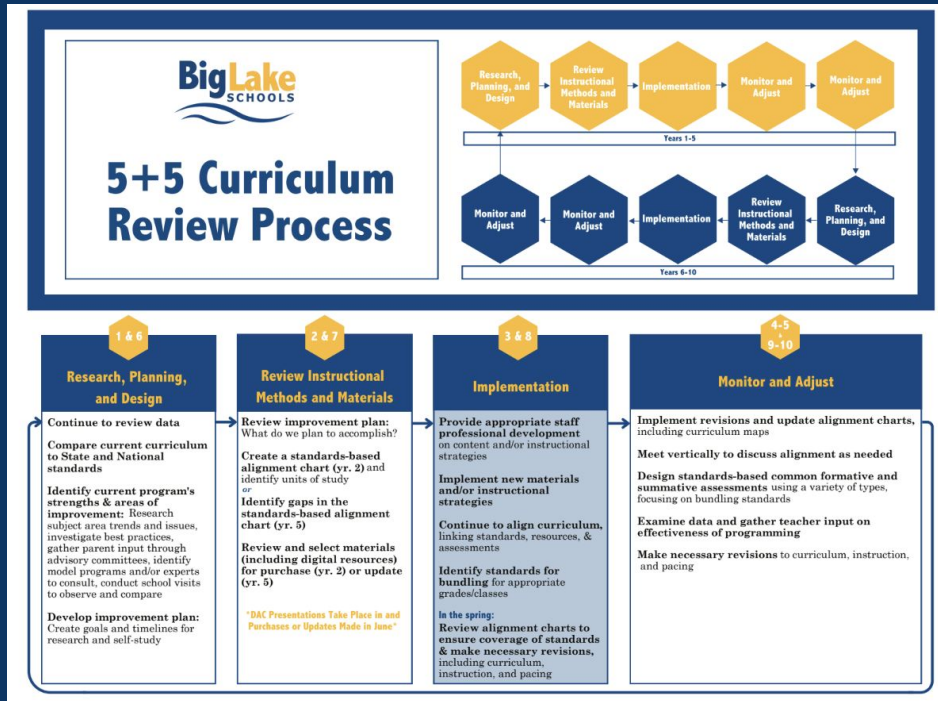
83

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.
Family & Community Engagement	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.



Big Lake Curriculum Review Process

Cycle Workflow



Detailed 10-year cycle: Research, Review, Implementation, and Monitoring.

10-Year Schedule

	Best Practices	Materials	Reflection	Best Practices	Materials	Reflection	Best Practices	Materials	Reflection	
2021-2022	Lang. Arts K-5	PE & Health, Media/Info, Tech	Arts 2023-2024: MDE Implementation	World Lang. & CTE	SEL, EL, SPED, Intervention	English 9-12	Math	Social Studies	Lang. Arts 6-8	Lang. Arts K-5
2022-2023	Science	Lang. Arts K-5	PE & Health, Media/Info, Tech 2023-2024: MDE Implementation	Arts	World Lang. & CTE	SEL, EL, SPED, Intervention	English 9-12	Math	Social Studies	Lang. Arts 6-8
2023-2024	Lang. Arts 6-8	Science	Lang. Arts K-5 2023-2024: MDE Implementation	PE & Health, Media/Info, Tech	Arts	World Lang. & CTE	SEL, EL, SPED, Intervention	English 9-12 2023-2024: MDE Implementation	Math	Social Studies
2024-2025	Social Studies	Lang. Arts 6-8	Science 2024-2025: MDE Implementation	Lang. Arts K-5	PE & Health, Media/Info, Tech	Arts	World Lang. & CTE	SEL, EL, SPED, Intervention	English 9-12	Math
2025-2026	Math	Social Studies	Lang. Arts 6-8 2025-2026: MDE Implementation	Science	Lang. Arts K-5	PE & Health, Media/Info, Tech	Arts	World Lang. & CTE	SEL, EL, SPED, Intervention	English 9-12
2026-2027	English 9-12	Math	Social Studies	Lang. Arts 6-8	Science	Lang. Arts K-5	PE & Health, Media/Info, Tech	Arts	World Lang. & CTE	SEL, EL, SPED, Intervention
2027-2028	SEL, EL, SPED, Intervention	English 9-12	Math 2027-2028: MDE implementation most likely	Social Studies	Lang. Arts 6-8	Science	Lang. Arts K-5	PE & Health, Media/Info, Tech	Arts	World Lang. & CTE
2028-2029	World Lang. & CTE	SEL, EL, SPED, Intervention	English 9-12 2025-2026: MDE Implementation	Math	Social Studies	Lang. Arts 6-8	Science	Lang. Arts K-5	PE & Health, Media/Info, Tech	Arts
2029-2030	Arts	World Lang. & CTE	SEL, EL, SPED, Intervention	English 9-12	Math	Social Studies	Lang. Arts 6-8	Science	Lang. Arts K-5	PE & Health, Media/Info, Tech
2030-2031	PE & Health, Media/Info, Tech	Arts	World Lang. & CTE	SEL, EL, SPED, Intervention	English 9-12	Math	Social Studies	Lang. Arts 6-8	Science	Lang. Arts K-5

K-12 timeline aligns with the 2025-26 MDE Social Studies implementation window.

Members of the K-5 Social Studies Committee



Amanda Ahrndt
Kayley Richman
Megan Milbrandt
Kelsey Olson
Madison Wallace
Sarah Gleason
Amelia DeHaan
Derek Holman
Kristin Backlund
Jean Hagberg



Madison Wahlberg
Samantha Kroll
Amber Aho
Karen Priest
Robert Hoekstra
Jolie Skoog
Kaylei Schneider
Jon Beach
Casey Young
Minda Anderson

THE ADOPTION CYCLE

Our process ensures data-informed decisions through four distinct phases:



1. Research & Design

Gather data, analyze needs, develop criteria.



2. Review Materials

Evaluate resources against standards.



3. Board Recommendation

Present findings for approval.



4. Implementation

Deploy, monitor, and refine.

Content Shifts in the Revised 2021 Standards

MDE mandates full implementation of the revised Social Studies standards by **2026-2027**.



Centers Student Inquiry



Emphasizes Disciplinary
Literacy



K-8 Fully Interdisciplinary
(no identified "lead
disciplines")



Adds Ethnic Studies
Strand

THE READ ACT CONNECTION

Knowledge Building

100%
Knowledge Building



Knowledge Builds Literacy

Reading comprehension depends on background knowledge. Social Studies is one of the primary sources for this knowledge.

Our adoption supports the **MN READ Act** by providing the context students need to succeed across all literacy tasks.

C3 FRAMEWORK & INQUIRY

Inquiry means all students have opportunities to



1. Develop Questions

Sparking curiosity through compelling questions.



2. Apply Disciplinary Skills

Applying tools from history and geography.



3. Evaluate Evidence

Evaluating sources to build evidence-based claims.



4. Take Action

Taking informed action in our community.

Grades K-3: STUDIES WEEKLY

Student-Centric Design

A consumable periodical format that young learners can write in and "own."



MN Edition: Direct alignment with state benchmarks.



Engagement: Interactive, tactile weekly newspapers.



Support: Scaffolded for emergent readers.



Reason for Studies Weekly



Developmentally appropriate



Engaging



Enrichment opportunities

(interviews, virtual field trips, hands on activities, digital resources, literacy extensions)



School to family connections



Supports current standards



Supports diverse learners



Inquiry based

Grades 4-5: Teacher Created Materials (TCM)

Rigorous Primary Sources

Teacher Created Materials (TCM) bridge the gap to middle school rigor.



Inquiry Kits: Artifacts, maps, and letters for analysis.



Critical Thinking: Structured inquiry and research.



Flexibility: Differentiated reading levels for all students.



Grade 4-5 Teacher Created Materials (TCM)



Standards & Connection

- Aligns with all MN state standards
- Online platform for students & families
- Cross-curricular & real-world connections
- Enhances previous CKLA topics



Primary Sources & Content

- Rich primary resources for each unit
- Enrichment opportunities online
- Translations available for ELL learners and families



Assessment & STEM Integration

- Multiple assessment forms (including PBL)
- Supports STEM Integration:
 - Engineering Design Process (EDP)
 - STEM Strategies (e.g., Graffiti Boards)
 - 4 C's: Critical Thinking, Collaboration, Communication, Creativity

FINAL RECOMMENDATION



Adoption of
Studies Weekly (K-3)

Scaffolded for emergent readers



and **TCM (4-5)**

Rigorous Primary Sources

to engage the students of Big Lake Schools.

Questions from the Board?

Big Lake Schools | Teaching & Learning Department

FINAL RECOMMENDATION



Adoption of
Studies Weekly (K-3)
Scaffolded for emergent readers



and **TCM (4-5)**
Rigorous Primary Sources

to engage the students of Big Lake Schools.

Questions from the Board?

Big Lake Schools | Teaching & Learning Department

CONTENT SHIFTS

Indigenous Sovereignty

Recognition of **Dakota and Anishinaabe** nations as contemporary sovereign entities is a primary shift in the 2021 standards.

Our selected curriculum provides authentic voices and primary sources to teach these concepts with accuracy and depth across K-5.

Ojibwe Reservations



CONTENT SHIFTS

Indigenous Sovereignty

Recognition of Dakota and Anishinaabe nations as contemporary sovereign entities is a primary shift in the 2021 standards. Our selected curriculum provides authentic voices and primary sources to teach these concepts with accuracy and depth across K-5.



Members of the K-5 Social Studies Committee

Amanda Ahrndt

Kayley Richman

Megan Milbrandt

Kelsey Olson

Madison Wallace

Sarah Gleason

Amelia DeHaan

Derek Holman

Kristin Backlund

Jean Hagberg

Madison Wahlberg

Samantha Kroll

Amber Aho

Karen Priest

Robert Hoekstra

Jolie Skoog

Kaylei Schneider

Jon Beach

Casey Young

Minda Anderson

Social Studies Curriculum Adoption⁹⁹

Grades K-5 Recommendations for Big Lake Schools

Presentation to the Big Lake School Board

April 2026

BIG LAKE SCHOOLS
2026-2027
SCHOOL CALENDAR

July 2026

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

August 2026

Mon	Tue	Wed	Th	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24 PD	25 PD	26 PD	27 PD	28
31				5 T

September 2026

Mon	Tue	Wed	Th	Fri
	1	2	3	4 NS
7 NS	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		20 T/S

December

Dec 21 – PD/TW–No School Students
Dec 22-Jan 1 – Winter Break

Student Days:
MS/HS.....167
Elementary.....165
Teacher Days.....183

January

Jan 18 – PD–No School Students

October 2026

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

November 2026

Mon	Tue	Wed	Th	Fri
2	3	4	5 K-5 PT conf	6 PD
9	10	11	12	13
16	17	18	19	20
23	*24 End Tri 1	25 PD/TW	26 NS	27 NS
30				17 S 19 T

December 2026

Mon	Tue	Wed	Th	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21 PD/TW	22 NS	23 NS	24 NS	25 NS
28 NS	29 NS	30 NS	31 NS	14 S 15 T

February

Feb 5 – PD–No School Students
Feb 15 – No School

IMPORTANT DATES
August
Aug 31 – School begins 6th and 9th grades only
Aug 31 and Sept 1 – K-5 Getting to Know You Days (by appt)

March

Mar 4 – End Tri 2, K-5 PT conferences–No School Elementary Students
Mar 5 – PD/TW – No School Students
Mar 25 – PD–No School Students
Mar 26-29 – No School

September

Sep 1 – School begins grades 6-12
Sep 2 – School begins grades K-5
Sep 4-7 No School

January 2027

Mon	Tue	Wed	Th	Fri
19 S 20 T				1 NS
4	5	6	7	8
11	12	13	14	15
18 PD	19	20	21	22
25	26	27	28	29

February 2027

Mon	Tue	Wed	Th	Fri
1	2	3	4	5 PD
8	9	10	11	12
15 NS	16	17	18	19
22	23	24	25	26
				18 S 19 T

March 2027

Mon	Tue	Wed	Th	Fri
1	2	3	*4 End Tri 2 K-5 conf	5 PD/TW
8	9	10	11	12
15	16	17	18	19
22	23	24	25 PD	26 NS
29 NS/TC	30	31		19 S 22 T

May

May 26 – Seniors Last Day
May 27 – Last Day
May 28 – PD/TW
May 28 – Graduation

October

Oct 14 – PD–No School Students
Oct 15-16 – MEA–No School

November

Nov 5 – K-5 PT conferences–No School Elementary Students
Nov 6 – PD–No School Students
Nov 24 – End Tri 1
Nov 25 – PD/TW–No School Students
Nov 26-27 – Thanksgiving–No School

April 2027

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

May 2027

Mon	Tue	Wed	Th	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26 Seniors Last Day	*27 Last Day	28 PD/TW Graduation
31				19 S 20 T

June 2027

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

NS = No School
PD = Professional Development
TW = Teacher Work Time
TC = Teacher Comp Day
PT = Parent/Teacher Conference
* = End of Trimester

Trimester End Dates

November 24
March 4
May 27

P/T Conferences
K-5: Nov 5, March 4
HS & MS: Nov 5, Feb 4

Trimester 1 = 55
Trimester 2 = 56
Trimester 3 = 56

Potential weather make-up days: March 29 with additional days added to the end of the school year if needed

No School
Teacher Work Day
No School Elementary Students



FEDERAL FAMILY AND MEDICAL LEAVE (FMLA)

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA).

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA.

III. DEFINITIONS

A. "Covered active duty" means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 United States Code section 101(a)(13)(B).

B. "Covered service member" means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

C. "Eligible employee" means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee's pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless: (1) the break is occasioned by the employee's fulfillment of his or her USERRA-covered service obligation; or (2) a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.

D. "Military caregiver leave" means leave taken to care for a covered service member with a

- serious injury or illness.
- E. “Next of kin of a covered service member” means the nearest blood relative other than the covered service member’s spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member’s next of kin, and the employee may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member’s only next of kin.
 - F. “Outpatient status” means, with respect to a covered service member who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
 - 1. a military medical treatment facility as an outpatient; or
 - 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
 - G. “Qualifying exigency” means a situation where the eligible employee seeks leave for one or more of the following reasons:
 - 1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;
 - 2. to attend military events and related activities of a covered military member;
 - 3. to address issues related to childcare and school activities of a covered military member’s child;
 - 4. to address financial and legal arrangements for a covered military member;
 - 5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
 - 6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
 - 7. to attend post-deployment activities related to a covered military member;
 - 8. to address care needs of a covered military member’s parent who is incapable of self-care; and
 - 9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
 - H. “Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves:
 - 1. inpatient care in a hospital, hospice, or residential medical care facility; or
 - 2. continuing treatment by a health care provider.
 - I. “Spouse” means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.
 - J. “Veteran” has the meaning given in 38 United States Code section 101.

IV. LEAVE ENTITLEMENT

A. Twelve-week Leave under Federal Law

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth of the employee's child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
 - e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.
3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
 - b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:
 - 1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the service member's office, grade, rank, or rating; or
 - 2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
 - 3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation

by reason of a disability or disabilities related to military service, or would do so absent treatment; or

- 4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.
8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions

coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums paid by it.

13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review. The school district shall comply with written notice requirements as set forth in federal regulations.
14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twenty-six-week Service member Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the service member. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a service member includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered service member and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered service member with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered service member and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.
- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 - 1. take leave for the entire period or periods of the planned medical treatment; or
 - 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
 - 1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
 - 2. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
 - 3. If the instructional employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.
 - 4. If the school district requires an instructional employee to extend leave through the end of a semester as set forth in this paragraph, only the period of leave until the employee is ready and able to return to work shall be charged against the employee's FMLA leave entitlement. Any additional leave required by the school district to the end of the school term is not counted as FMLA leave but as an unpaid or paid leave, to the extent the instructional employee has accrued paid leave available and the school district shall maintain the employee's group health insurance and restore the employee to the same or equivalent job, including other benefits, at the conclusion of the leave.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

- A. A poster prepared by the U.S. Department of Labor summarizing the major provisions of the Family and Medical Leave Act and informing employees how to file a complaint shall be conspicuously posted in each school district building in areas accessible to employees and applicants for employment.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References: 10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)

Cross References: None

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.

c. The district must count a student as in attendance on each day the student receives supervision, instruction, or services from school staff during scheduled school hours.

Minnesota Statutes, section 120A.22 does not remove the school district's responsibility to continue to comply with reporting requirements in Minnesota Statutes, section 126C.054 for the purposes of funding.

- d. The principal must issue and keep a record of attendance, under rules established by the school board.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and recorded in the student handbook.

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 AND CULTURAL OBSERVANCES 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 or American Indian cultural practice, observance, or ceremony. 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 a religious or cultural 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 who is at least twelve (12) years old and less than eighteen (18) years old who is absent from attendance at school without lawful excuse for one or more class periods on seven (7) school days per school year if the child is in middle school, or high school, or a child who is seventeen (17) years of age who is absent from attendance at school without lawful excuse for one (1) or more class periods on seven (7) school days per school year and who has not lawfully withdrawn from school under Minnesota Statutes, section 120A.22, subdivision 8.

Pursuant to section 260.C.163, subdivision 11, habitual truant also means a child under age twelve (12) who has been absent from school for seven (7) school days without lawful excuse, based on a showing by clear and convincing evidence that the child's absence is not due to the failure of the child's parent, guardian, or custodian to comply with compulsory instruction laws.

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 and Cultural Observances)
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)

IMMUNIZATION REQUIREMENTS

I. PURPOSE

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students.

II. GENERAL STATEMENT OF POLICY

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

III. STUDENT IMMUNIZATION REQUIREMENTS

- A. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:
- 1) a statement from a physician, advanced practice registered nurse, physician assistant, or a public clinic which provides immunizations (hereinafter "medical statement"), affirming that the student received the immunizations required by law, consistent with medically acceptable standards; or
 - 2) a medical statement affirming that the student received the primary schedule of immunizations required by law and has commenced a schedule of the remaining required immunizations, indicating the month and year each immunization was administered, consistent with medically acceptable standards.
- B. The statement of a parent or guardian of a student or an emancipated student may be substituted for the medical statement. If such a statement is substituted, this statement must indicate the month and year each immunization was administered. Upon request, the designated school district administrator will provide information to the parent or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.
- C. The parent or guardian of persons receiving instruction in a home school shall submit one of the statements set forth in Paragraph III.A. or III.B., above, or statement of immunization set forth in Article IV., below, to the superintendent of the school district by October 1 of the first year of their home schooling in Minnesota and the grade 7 year.
- D. When there is evidence of the presence of a communicable disease, or when required by any state or federal agency and/or state or federal law, students and/or their parents or guardians may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted the required data.
- E. The school district may allow a student transferring into a school a maximum of thirty (30) days to submit a statement specified in Paragraph III.A. or III.B., above, or Article IV., below. Students who do not provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required

immunization within the specified time frames shall be excluded from school until such time as the appropriate proof of immunizations or exemption documentation has been provided.

IV. EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS

Students will be exempt from the foregoing immunization requirements under the following circumstances:

- A. The parent or guardian of a minor student or an emancipated student submits a signed medical statement affirming that the immunization of the student is contraindicated for medical reasons or that laboratory confirmation of the presence of adequate immunity exists; or
- B. The parent or guardian of a minor student or an emancipated student submits a notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian, or emancipated student.

V. NOTICE OF IMMUNIZATION REQUIREMENTS

- A. The school district will develop and implement a procedure to:
 - 1) notify parents and students of the immunization and exemption requirements by use of a form approved by the Minnesota Department of Health;
 - 2) notify parents and students of the consequence for failure to provide required documentation regarding immunizations;
 - 3) review student health records to determine whether the required information has been provided; and
 - 4) make reasonable arrangements to send a student home when the immunization requirements have not been met and advise the student and/or the student's parent or guardian of the conditions for re-enrollment.

[See Attachments A, B, and C]

- B. The notice provided shall contain written information describing the exemptions from immunization as permitted by law. The notice shall be in a font size at least equal to the font size and style as the immunization requirements and on the same page as the immunization requirements.

VI. IMMUNIZATION RECORDS

- A. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five (5) years after the student attains the age of majority.
- B. Student immunization records maintained by the school district are generally considered education records subject to the Family Education Records and Privacy Act (FERPA). The school district may not disclose personally identifiable information (PII), including immunization records, without parent or eligible student consent unless a permissible exception applies.
- C. The designated school district administrator will assist a student and/or the student's parent or guardian in the transfer of the student's immunization file to the student's new school within thirty (30) days of the student's transfer.
- D. Upon request of a public or private postsecondary educational institution, as defined in Minnesota Statutes, section 135A.14, the designated school district administrator shall assist in the transfer of the student's immunization file to the post-secondary educational institution.

VII. OTHER

Within sixty (60) days of the commencement of each new school term, the school district will forward a report to the Commissioner of the Minnesota Department of Education stating the number of students attending each school in the school district, including the number of students receiving instruction in a home school, the number of students who have not been immunized, and

the number of students who received an exemption. The school district also will forward a copy of all exemption statements received by the school district to the Commissioner of the Minnesota Department of Health.

Legal References: Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.15 (Health Standards; Immunizations; School Children)
Minn. Stat. § 121A.17 (School Board Responsibilities)
Minn. Stat. § 144.29 (Health Records; Children of School Age)
Minn. Stat. § 144.3351 (Immunization Data)
Minn. Stat. § 144.441 (Tuberculosis Screening in Schools)
Minn. Stat. § 144.442 (Testing in Schools)
Minn. Rules Parts 4604.0100-4604.1020 (Immunization)
20 U.S.C § 1232g (Family Educational and Privacy Rights Act)
McCarthy v. Ozark Sch. Dist., 359 F.3d 1029 (8th Cir. 2004)
Op. Atty. Gen. 169-W (July 23, 1980)
Op. Atty. Gen. 169-W (Jan. 17, 1968)

Cross References: MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

Resources: MN Department of Health: School Health Personnel Immunization and Disease Reporting (accessed 12/15/25)