



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, May 20, 2026
immediately following the Public
Hearing
Middle School Student Center
601 Minnesota Ave

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	
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Alisha Brust and 6th grade students	
Collecting Plastics	
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Assistant Superintendent of Teaching and Learning, Minda Anderson	
VIII. 6-12 Social Studies Curriculum Adoption	45
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Chair, Tonya Reasoner	
XI. Consent Agenda	
Chair, Tonya Reasoner	
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B. Claims and Accounts	132
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C. Credit Card Report	147
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H. Final Reading and Approval of Policies	178
410 Federal Family and Medical Leave (FMLA); 503 Student Attendance; 530 Immunization Requirements	
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XII. Donations	193
Chair, Tonya Reasoner	

XIII. MSHSL Membership Resolution	194
Activities Director, Mark Kuisle	
XIV. Food Service Update	196
Alyssa Wachsmann and Animesh Goswami from Chartwells	
XV. Financial Report	205
Director of Business Services, Angie Manuel	
April report will be presented.	
XVI. Approve June 10, 2026 Work Session	
Superintendent Truebenbach	
4:30 PM in the Middle School Student Center	
XVII. First Reading of Policies	225
Superintendent Truebenbach	
306 Administrator Code of Ethics; 405 Veteran's Preference; 515 Protection and Privacy of Public Records; 533 Wellness; 701 Establishment and Adoption of School District Budget	
XVIII. School Board Committee/Representative Updates	
A. Finance Committee	
Board Treasurer, Amber Sixberry	
B. Policy Committee	
Board Clerk, Ashley Schabillon	
C. Buildings and Grounds Committee	
Board Chair, Tonya Reasoner	
D. School Board Representatives	
XIX. Student Representative Report	
Student Representative, Alexis Gosewisch	
XX. Superintendent Report	
Superintendent, Tim Truebenbach	
A. Cabinet Department Update	
XXI. Announce Closed Meeting to Discuss Property Purchase	
Chair, Tonya Reasoner	
XXII. Adjournment	
Chair, Tonya Reasoner	

Strategic Plan Focus Areas

Student Support

Staff Support

Family & Community Engagement

What is Service Learning?



Educational Approach

An educational approach that combines academic study with hands-on community service to meet community needs.



Collaboration

Helps students collaborate as a group to overcome challenges and support the community.



Community Value

Helps us see how things are important and valuable to learn and talk about within our community.

Our Service Learning Project



Nextrex Partnership

We collaborated with Nextrex for our plastic film recycling initiative.



The Lion's Club

Partnered with the local Lion's Club to broaden our community reach.



Local Businesses

Supported by Coborn's and 4 various other businesses in Big Lake with plastic collection.

Why we chose this project:



Environmental Impact

We want to help the ocean and the community with the plastic pollution so we can make good use out of the plastic.



Community Resource

We want to get a bench for the school and we get to help our community.



Future Generations

We deeply care about our planet, environment, and our future generations.

The process:

1st Trimester

Students initiated the project with key foundational steps:

- Met with Mr. Ernst to define goals
- Created promotional posters and digital slides
- Partnered with the Lion's Club



The process:

2nd Trimester

Students established the operational framework for the project:

- Created a detailed plan for plastic collection
- Supported the advisory blue/gold challenge
- Executed weekly plastic collection

3rd Trimester

The project expanded into data management and outreach:

- Continued systematic plastic collection
- Weighed and tracked total collection data
- Coordinated with Nextrex and school staff

Our Achievement

Final Tally

2277

Pounds of Plastic

Big Lake students and staff worked together to collect over a ton of plastic this year!!



Lion's Club and the bench presentation



Thank You

10

for your time



5 Years of Positive Community Norms



May 2026

SPIRIT

The Positive Community Norms Framework



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- 4



Core Assumption

of The Science of the Positive:

The **POSITIVE** exists, it is real,
and is worth growing!

Social Norms Theory

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NORM

What **MOST** people do or believe

PERCEPTION OF THE NORM

What we think **MOST**
people do or believe.

MISPERCEPTION OF THE
NORM

Too often what we think
MOST people are doing is wrong.

We tend to overestimate risky behaviors and attitudes, and
underestimate healthy ones.

Actual vs. Perceived Norms

Actual Norms/Perceived Norms

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- 90% of Big Lake High School students **DON'T** vape in a typical month.
 - 74% of Big Lake High School students **think** most students vape monthly or more.
 - 26% of high school students **correctly** perceive this norm.
- Students who believe that **MOST** students in their school use vapes/e-cigarettes monthly or more are **10.18 times more likely** to use vapes/e-cigarettes monthly or more often themselves

2024 PCN survey of 583 middle school and 624 high school students in Big Lake.

In 2024, there were a total of 1023 students at the high school...

18

That means out of 1,023

- **~123 students used alcohol in the past month**
- **~102 students used marijuana**
- **~102 students vaped or used and e-cigarette device**

That also means that

- **~900 students didn't use alcohol**
- **~921 students didn't use marijuana**
- **~921 students didn't vape or use and e-cigarette**

SCIENCE

Mission & Goal

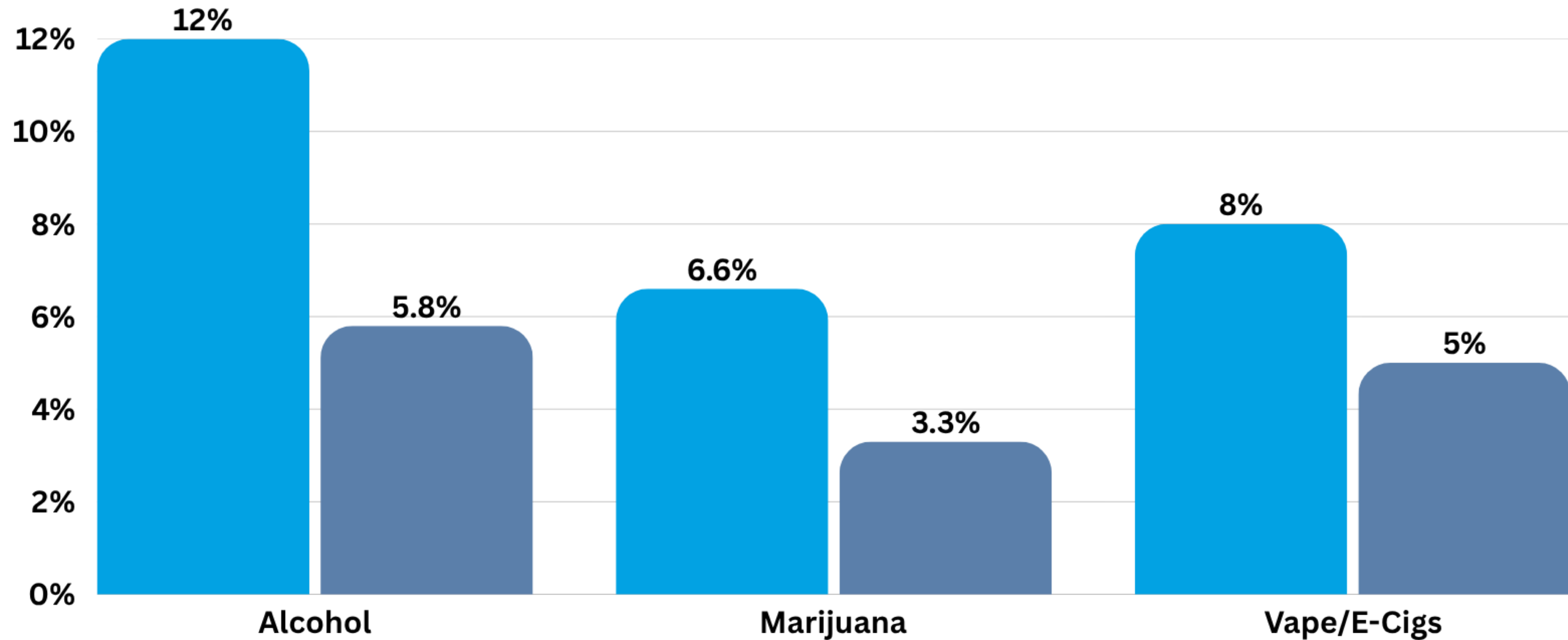
20

The goals of the PCN Grant is

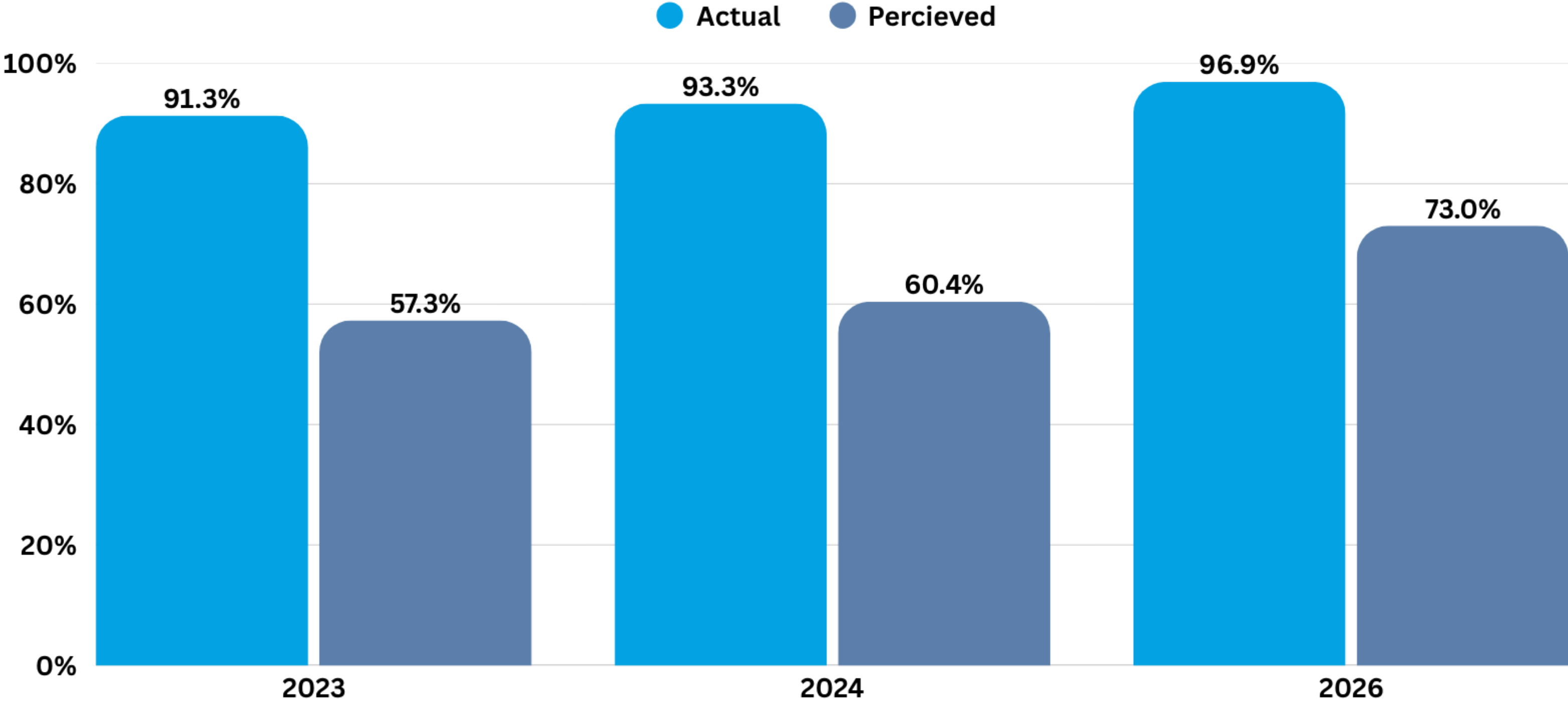
- To reduce youth ATOD youth in the community
- To build capacity to prevent youth ATOD in the community
- To increase ACCURATE perceptions of youth use in the community

30-day Use

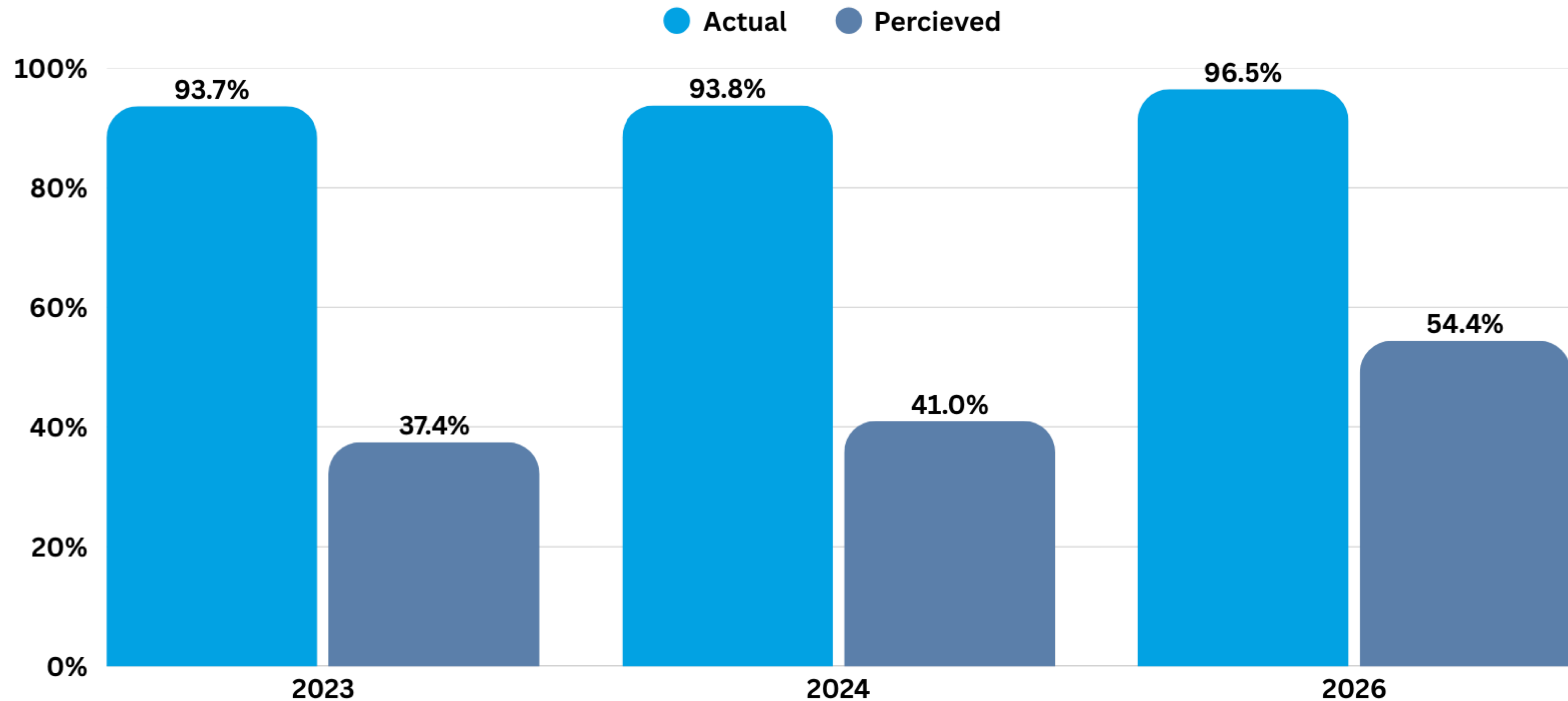
● 2023 ● 2026



Number of students who DO NOT drink alcohol in a typical month

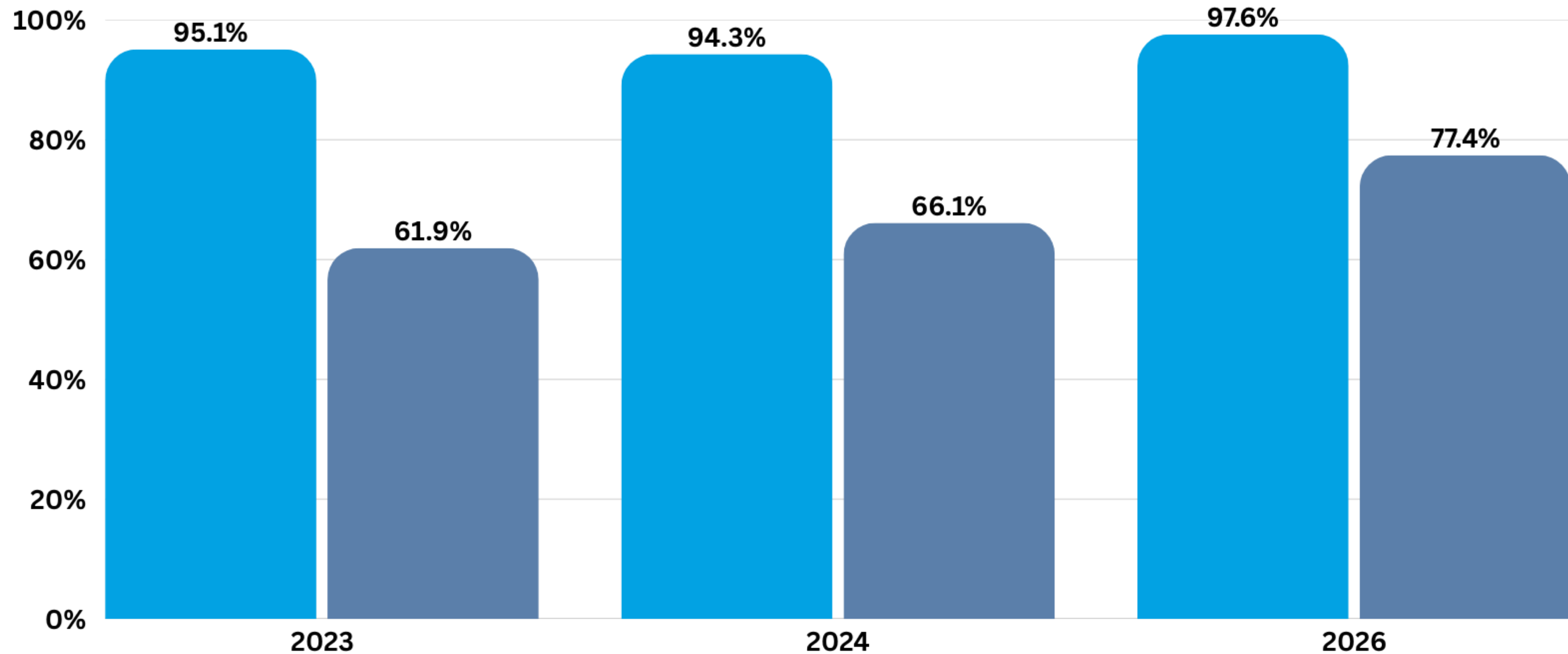


Number of students who DO NOT vape in a typical month



Number of students who DO NOT use marijuana (cannabis) in a typical month

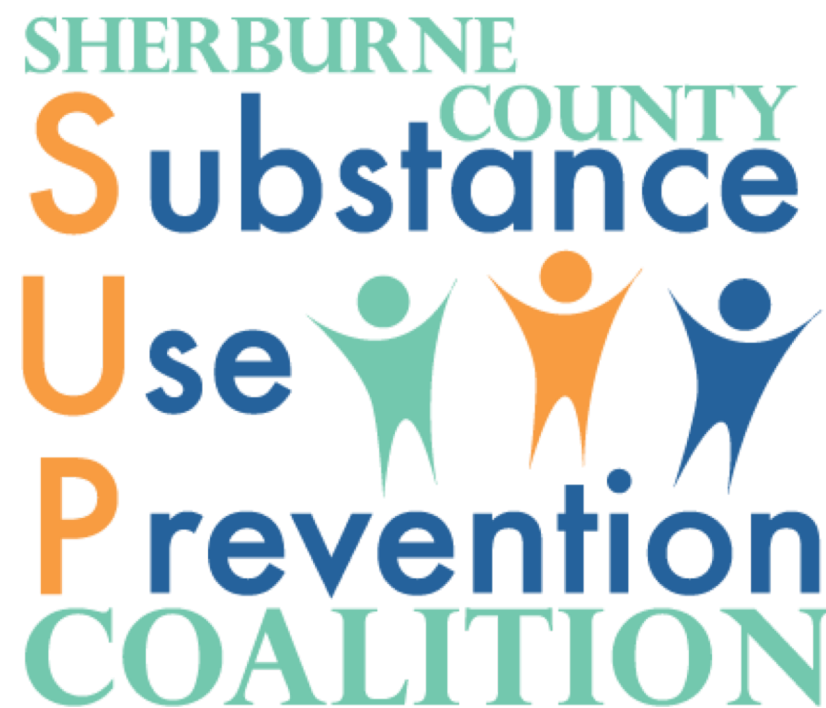
Actual Percieved



ACTION

Transition

- BLSPC will be moving into the SUP coalition
- EPIC will continue to be active in the schools with their current advisors



RETURN



The mission and goal of the Big Lake Substance Prevention Coalition (BLSPC) shall be to reduce the rates of underage substance consumption in the community and to foster a healthy and positive environment for all who live and work in Big Lake.

Funded by the Positive Community Norms Grant

through MN Department of Human Services,

Behavioral Health Administration

July 1, 2021 - June 30, 2026

EPIC

To educate and empower our peers to make safe and healthy decisions.

Big Lake High School's EPIC team works to reduce alcohol and other drug use among students in our school and community. We work to create a fun and healthy environment for our peers, free of the impacts of drugs and their negative effects.

Funded by the Positive Community Norms Grant

through MN Department of Human Services,

Behavioral Health Administration

July 1, 2021 - June 30, 2026

EPIC Photo Voice

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Our Work

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OVER 90%
of Big Lake Middle School
students **DON'T** vape or use
e-cigs in a typical month

Data from 2023 PCH survey of 495 middle school students in Big Lake | Funded by NIS DHS, SHDH

BIG LAKE
SUBSTANCE
PREVENTION
COALITION **DISCOVER
the POSITIVE**

- **Surveys**

- Parents/Guardians
- Teachers/Staff
- Students
- Community

- **Positive Norms Messaging**

- Campaigns
- School Messaging
- Community Messaging

Our Work

- **Building Leadership with Students**

- Youth Day at the Capitol
- Youth Leadership Academy
- Tobacco Workshop Sherburne County
- City Council Presentation
- Student Led Events
- Volunteer Opportunities
- Guest Presentations



Our Work

- **Community Events**

- Community Fair
- STEM Night
- Farmers Market
- Summer Kick Off

- **Parents Messaging**

- Conference Nights
- Athletics/Activities

- **Policy**

- Cannabis (Marijuana) Safeguards
- Compliance Checks
- Responsible Beverage Server Training

- **Training**

- **Agency Collaboration**





“If we want
HEALTH,
we must promote
HEALTH.”

Questions?

Q-Comp Program 2025-2026

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May 2026



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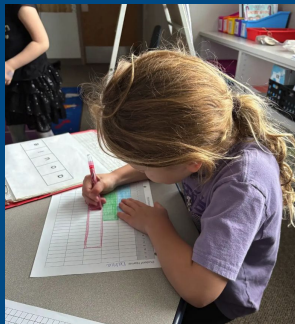
DISTRICT INITIATIVES (PROBATIONARY OR TENURED TEACHERS)	PRIORITIZED PRACTICES (PROBATIONARY TEACHERS)	PRIORITIZED PRACTICES (PROBATIONARY OR TENURED TEACHERS)	SPECIAL EDUCATION (PROBATIONARY OR TENURED SPECIAL ED TEACHERS)
INSTRUCTIONAL PRACTICES • Academic Conversations • Response (Low-Stakes) Writing • Vocabulary Expansion • Comprehension CURRICULUM • CKLA (K-8) • Heggerty (E-1) PROFESSIONAL DEVELOPMENT • LETRS • OL & LA SEL PRACTICES	#1: RELATIONSHIP DEVELOPMENT #2: ROUTINES, RITUALS & PROCEDURES	#3: SUCCESS CRITERIA #4: PERFORMANCES OF UNDERSTANDING (UDL) #5: ASSESSMENTS #6: DATA LITERACY #7: TEACHER AS A FACILITATOR #8: STUDENT AGENCY	#9: SPED PROCEDURES

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DISTRICT INITIATIVES (Probationary or Tenured Teachers)	DISTRICT INITIATIVES (Probationary or Tenured Teachers)	PRIORITIZED PRACTICES (Probationary Teachers)	PRIORITIZED PRACTICES (Probationary or Tenured Teachers)	SPECIAL EDUCATION (Probationary or Tenured spED teachers)
CURRICULUM • CKLA (K-5) • AMPLIFY ELA (6-8) • CHARACTER STRONG (K-12) • AMPLIFY DESMOS (K-3) • SAVVAS ENVISION (4-12) • SOCIAL STUDIES (K-12) • SCIENCE (K-12) • CREATIVE CURRICULUM (EC) • NEW CURRICULUM/COURSES	PROFESSIONAL DEVELOPMENT • OL & LA • STRIVE • BOOK STUDY SEL PRACTICES TECHNOLOGY • SEESAW • Otus BUILDING INITIATIVES • LIBERTY • INDEPENDENCE • MIDDLE SCHOOL • HIGH SCHOOL	#1: RELATIONSHIP DEVELOPMENT #2: ROUTINES, RITUALS & PROCEDURES	#3: SUCCESS CRITERIA #4: PERFORMANCES OF UNDERSTANDING (UDL) #5: ASSESSMENTS #6: DATA LITERACY #7: TEACHER AS A FACILITATOR #8: STUDENT AGENCY	#9: SPED PROCEDURES

Data Literacy

By the end of Cycle 2, I will develop a system to provide visual data for students to track their growth for letter sounds for 100% of my students.



Academic Conversations

By the end of cycle 1, I will improve my ability to use academic conversations in my instruction by creating and using those practices in at least 5 lessons, and reviewing them with my coach or peers for feedback before using.



Student Agency

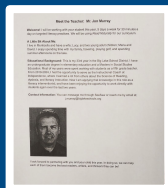
By the end of round one, I will increase student agency in my practice by implementing at least three child-led therapy activities or projects and gathering para reflection information twice during the term to evaluate the effectiveness of these changes.



Relationship Development

By the end of the school year, I will strengthen relationships with students and families by making at least four individual contacts with each family, including two conference meetings and two phone or Seesaw communications, with at least one focused on sharing positive student feedback.

1. Conference Time was when I was not present. Sent home note, introduction and Family Graph with homeroom teacher.
 2. Sent a Seesaw message on 1/12 regarding her positive progress and thanking them for their support.
 3. Sent a Seesaw message on 2/23 to inform her she has been selected as Student of the Month for March. Received a positive reply.
 4. Sent a Seesaw message on 3/27 with video of Student of Month announcement since Aubrey was absent that day.
 5. Received multiple positive emails in response to the video.
 6. Sent a personal note and a copy of Family graph home with parents at Spring Conference.
1. Attended Conference on 10/30. Gave them a personal note, introduction and a copy of Family Graph.
 2. Sent a Seesaw message on 2/24 to say he had his personal best in hockey and was excited to encourage him to read at home.
 3. Sent a Seesaw message on 3/27 regarding a video made in response to a question from them.
 4. Sent a personal note and a copy of Family graph home with parents at Spring Conference.



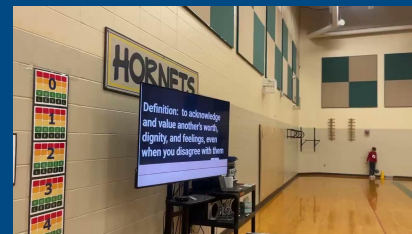
SEL Practices

During cycle two of my PGP, I will support our monthly SEL theme by discussing the theme with students and teaching one related song each month to reinforce the targeted social-emotional skill.



Curriculum: CKLA

By the end of Trimester one, I will design and implement a relay activity for students that incorporates literacy skills, ensuring the activity aligns with curriculum standards and includes at least two literacy-based tasks.



Middle School

MTSS

By the end of the school year, the Tier 2/Tier 3 MTSS team (along with this PLC) will create and refine BLMS systems of support for all students by ensuring that 100% of students receiving supplemental or intensive interventions have a documented plan. Progress monitoring data will be reviewed at least every 4 weeks, with early and frequent interventions provided as needed. **80% of Tier 2 students will show adequate, measurable improvement (approximately 3+ points per testing window) toward grade-level benchmarks by Spring 2026.**

Critical Thinking

By May 2026, at least 80% of students in each grade will score Proficient or Advanced in writing compelling open ended questions based on the five social studies anchor standards.



Literacy

Students taking the aReading Fastbridge screener will see an increase from 64.3% meeting or exceeding in the fall of 2025 to 65.3% meeting or exceeding in the spring of 2026.



High School

Teacher as Facilitator

Specific:

I will strengthen my role as a facilitator by designing Culinary 1 lab experiences that teach students how to work productively in groups, follow routines and procedures, and meet classroom expectations.

Measurable:

By the end of each trimester, at least **80% of students** will demonstrate growth in lab performance as measured by self-evaluations, peer feedback, and teacher observation rubrics.

Achievable:

I will provide **explicit instruction, modeling, and guided practice** in lab routines, teamwork, and expectations during the first three weeks of class, then gradually release responsibility to students as they gain confidence.

Relevant:

Since most Culinary 1 students are new to my classroom and unfamiliar with lab procedures, focusing on facilitation will build independence, improve collaboration, and create smoother lab experiences.

Time-Bound:

By the end of **Trimester 1 (November 2025)**, students will be able to independently follow lab routines, work productively in groups, and complete labs with minimal teacher direction.



Students working independently on their pork recipes.



Success Criteria

SMART Goal (Minnesota PGP Focused):

By the end of the 2025–2026 school year, I will implement a **student-facing success checklist** aligned to the drawing project rubric in all high school art classes. Students will engage with the checklist at least **three times per project** (before starting, mid-process, and final review). Through repeated exposure and guided reflection, **students will show improved understanding of rubric criteria** as measured by their ability to self-assess accurately (within two scoring level of teacher assessment) on at least two major drawing projects.

- ✓ **Specific:** Focused on improving student understanding of rubric criteria through checklists.
- ✓ **Measurable:** 90% of students can self-assess within two scoring levels of the teacher.
- ✓ **Achievable:** Incorporates short, repeated practice built into existing projects.
- ✓ **Relevant:** Tied to student growth and clarity of expectations in drawing.
- ✓ **Time-Bound:** To be completed by the end of Tri I

2-Point Perspective Drawing Checklist

Elements & Principles / Requirements

Vanishing Points

- My 2-point perspective accurately uses both vanishing points
- My perspective lines converge correctly to the vanishing points

Possible Score: □ 10-9 □ 8-7 □ 6-5-4 □ 3-2-1

Vertical Lines

- My vertical lines are straight and consistent
- I checked that none of the verticals are leaning or tilted

Possible Score: □ 10-9 □ 8-7 □ 6-5-4 □ 3-2-1

Value / Color Range

- My drawing shows a full range of value (light, mid, dark tones)
- If I used color, I made sure to include light and dark variations (color value)

Possible Score: □ 10-9 □ 8-7 □ 6-5-4 □ 3-2-1

Effort & Perseverance

- My drawing includes detailed work and thoughtful finishing touches
- I stayed focused and worked through challenges
- I used class time wisely

Possible Score: □ 10-9 □ 8-7 □ 6-5-4 □ 3-2-1

Craftsmanship / Skill / Consistency

- My objects appear 3D (use of depth, proportion, and perspective)
- My work is clean (no smudges, stray lines, or messy erasing)
- I showed consistent quality across the whole piece

Possible Score: □ 10-9 □ 8-7 □ 6-5-4 □ 3-2-1

Vocabulary Expansion, specifically with college vocabulary. ⁴²

I will create and distribute a College Vocabulary guide containing at least 20 key terms to help high school students and families become more familiar with common post secondary language. The guide will be shared in both print and digital format during the Senior Presentation, Junior / Senior Newsletter, and available in the Counseling Office. Success will be measured by completion of the document and confirmation it has been distributed to 100% of the senior class.

COLLEGE AND CAREER PLANNING GLOSSARY	
GENERAL TERMS	
Word	Definition
Cap Stone	The project or event that concludes the college experience, such as a senior thesis or capstone project.
Cap Year	The final year of high school and college, often used for senior, work, or volunteering.
GPA	Grade Point Average: a calculation measure that shows an average of your performance across all classes, reported on a 4.0 scale. An A is 4.0, B is 3.0, C is 2.0, D is 1.0, and F is 0.0.
Letter of Recommendation	Written statements from teachers, counselors, mentors, coaches, or employers that support your college or job application.
Personal Essay/Statement	A written piece about yourself, usually required for college applications, that shows your background, experiences, and goals.
Postsecondary Program	A program after high school, including college, trade school, workforce, certification program, or military.
Thesis	An official record of all the things you've taken and the grades you've earned in high school.

COLLEGE PLANNING TERMS	
College Application	
Common App	A single college application platform used by over 1,000 colleges.
College Degree Types	A bachelor's degree is a four-year degree typically earned at a university. A master's degree is earned after a bachelor's, and a Ph.D. is earned after a master's. A diploma is a high school or postsecondary certificate of completion.
Completion Rate	The percentage of students who complete a program or degree.
Common App	A single college application platform used by over 1,000 colleges.
Credits Earned	Units that measure how much credit a student earns in a course.
Deferred Application	A college application that is submitted after the regular deadline.

COLLEGE AND CAREER PLANNING GLOSSARY	
CAREER & WORKFORCE OPTIONS	
Word	Definition
Apprenticeship	A paid training program where you learn a trade or skill on the job while earning money.
Career Path	A sequence of jobs or education that leads to a specific career goal.
Cooperative Program	A program that combines classroom learning with on-the-job training.
Entrepreneur	Someone who starts and runs their own business.
Freelance	Working for multiple clients or companies on a project basis.
Internship	A short-term work experience program for students to gain hands-on experience in a field.
Trade/Technical School	A school providing hands-on training for specific jobs like welding, plumbing, or cosmetology.
Workforce Development	Programs that prepare students for the workforce through training and job placement.

ARMED FORCES/MILITARY	
Word	Definition
Active Duty	Full-time service in the military.
Advanced Individual Training (AIT)	Post-specific training that follows basic training, depending on your branch.
ASAB	Armed Forces Veterans Support Agency: A service provided to help veterans with financial and social challenges.
Basic Training	Initial training of military recruits to learn military discipline, fitness, and skills.
College Entry Program	A program that allows students to earn college credits while in the military.
GI Bill	A benefit provided to military veterans to help pay for education or training.
MASS	Massachusetts State Seal: A symbol of the state of Massachusetts.
Physical Training	Exercise and conditioning required for military and civilian service.
Reserve	A status of military service that allows you to serve part-time while working or in school.
Service	Active or reserve military service, often used to describe a person's military career.
Service Component	The part of a military service that involves active or reserve duty.

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Q-Comp Goals for 2025-2026

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

Results: The percentage of all students in grade 2 at Liberty Elementary School who are in the “low risk” or “exceeds benchmark” categories on the FastBridge CBM-Reading standardized assessment increased from 54% in spring 2025 to 61% in spring 2026. **GOAL MET**

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

Results: In the fall, 427 students were considered low or no risk on the aReading FastBridge assessment. In the spring, 372 of those students were still in the low or no risk category. 87% of students remained at low or no risk. **GOAL NOT MET**

BLMS: The 2025-2026 BLMS students who meet or exceed on Fastbridge aReading scores will increase from 64.1 in the fall of 2025 to 67.1 in the spring of 2026.

Results: The 2025-2026 BLMS students who meet or exceed benchmarks on Fastbridge aReading rose from 64.1 to 64.4%. **Goal NOT Met**

BLHS: 2025-2026: The percentage of all students enrolled in grades 9-10 at Big Lake High School who are meeting or exceeding benchmarks on the FastBridge aReading assessment will increase from 77% in the fall of 2025 to 80% in the spring of 2026.

Results: 9th Grade - 78.4 Fall to 79.6 Spring = +1.2% improvement
10th Grade Fall 75.7 to Spring 67.9% = -7.8 decrease. **GOAL NOT MET**

Thank you!

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A faint, light-colored world map is visible in the background of the slide, centered behind the text.

6-12 Big Lake Social Studies Curriculum

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2025-2026 Adoption Process

What is Social Studies?

Social Studies is the **interdisciplinary study** of citizenship and government, economics, geography, history and other disciplines in the social sciences and humanities.

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Our Mission

Social Studies empowers learners to become **inquisitive, informed, and engaged** members of society who use critical thinking, inquiry, and literacy to prepare for college, careers and civic life.

Aligned to Strategic Plan

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: - All children are ready for school. - All third-graders can read at grade level. - All racial and ethnic 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 inspires high academic opportunities. Objective 2.2: The district will develop a District Inclusion and Equity Statement. Objective 2.3: Using the developed Inclusion and Equity Statement, the district will develop policies, procedures, and practices that are inclusive and equitable for each student.
	Goal 3: We will ensure a safe, positive, and welcoming environment where students are respected and can thrive and contribute as global citizens.	Objective 3.1: The district will help all students reach their goals and positively contribute to their current and future community, while holding students accountable for their actions. Objective 3.2: The district will develop the whole child by explicitly teaching and embedding strategies to build resiliency, understand and manage emotions, develop a healthy sense of self and social awareness, establish and maintain positive relationships, make responsible decisions, and embrace diversity with respect for others through social and emotional learning. Objective 3.3: The district will continue to develop a sense of belonging through the 5 core values of the Hornet Way: respect (self-management), honesty (self-awareness), kindness (relationship skills), fairness (social awareness), responsibility (responsible decision-making). Objective 3.4: The district will increase access to mental health supports for students showing needs.
Staff Support	Goal 4: We will recruit & retain a highly qualified workforce.	Objective 4.1: The district will ensure recruitment efforts are in place and centered on partnerships with educational institutions. Objective 4.2: The district will refine student teaching practices to afford opportunities to engage in all aspects of teaching roles. Objective 4.3: The district will cultivate passion and utilize staff talents to best support students. Objective 4.4: The district will develop practices that will recruit and increase the diversity of staff to better represent our student population.
	Goal 5: We will ensure all staff have access to high quality, real time professional development that supports their growth as an educator and impacts student success.	Objective 5.1: The district will train staff on identifying and eliminating barriers that prevent students from learning at their highest potential. Objective 5.2: The district will train staff on appropriate behavior management strategies. Objective 5.3: The district will provide professional development that is developmentally appropriate, while still creating pathways for our students. Objective 5.4: The district will provide a guaranteed viable curriculum. Objective 5.5: The district will receive and use staff feedback in developing future professional development.
	Goal 6: We will create a positive environment in which our staff culture is one where all staff feel universally supported.	Objective 6.1: The district will prioritize staff wellbeing through creating welcoming and respectful learning environments, prioritizing collaboration and offering coaching & support. Objective 6.2: Using the definition from Objective 2.2, the district will provide professional development for staff. Objective 6.3: The district will build optimal environments for all staff to create positive, supportive collegial relationships that align with district values.

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



A	B	C	D	E	F	G	H	I	J	K
	Review Standards & Best Practices	Reiew Methods & Materials - Present to DAC - Purchase June	Implementation - Reflection	Monitor & Adjust	Monitor & Adjust	Review Standards & Best Practices	Reiew Methods & Materials - Present to DAC - Update June	Implementation - Reflection	Monitor & Adjust	Monitor & Adjust
2021-2022	Language Arts K-5	Physical Education & Health Media/ Informational Tech	Arts - MDE implementarion 2023-2024	World Language & CTE	SEL EL SPED Intervention	English 9-12	Mathematics	Social Studies	Language Arts 6-8	Language Arts K-5
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2030-2031	Physical Education & Health Media/ Informational Tech	Arts	World Language & CTE	SEL EL SPED Intervention	English 9-12	Mathematics	Social Studies	Language Arts 6-8	Science	Language Arts K-5
2032-2033	Science	Physical Education & Health Media/ Informational Tech	Arts	World Language & CTE	SEL EL SPED Intervention	English 9-12	Mathematics	Social Studies	Language Arts 6-8	Science

Social Studies Vision

The social studies content area empowers learners to become **inquisitive, informed, and engaged** members of society. 49

Students use critical thinking, inquiry, and disciplinary literacy to prepare for **civic life, college, and careers.**



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

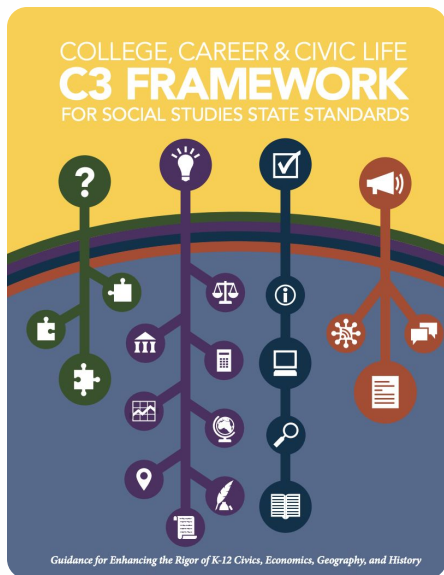


K-8 Fully Interdisciplinary
(no identified "lead
disciplines")



Adds Ethnic Studies
Strand

Standards Grounded in Research



College, Career, & Civic Life (C3) Framework

The social studies standards are grounded in current research and were revised using the **C3 Framework** to enhance rigor in Civics, Economics, Geography, and History.

Personal Finance

Standards also include a focus on personal finance and financial literacy.

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 52

Taking informed action in our community.

C3 LITERACIES: INQUIRY & DISCIPLINARY

Inquiry: Criss-crosses all Social Studies subjects

- Questioning
- Selecting sources
- Gathering information from sources
- Evaluating sources
- Making claims
- Using evidence
- Constructing arguments and explanations

- Adapting arguments and explanations
- Presenting arguments and explanations
- Critiquing arguments and explanations
- Analyzing social problems
- Assessing options for action
- Taking informed action

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STANDARDS VS. CURRICULUM

Academic standards are not curriculum.

Curriculum are resources, assessments, learning experiences and plans that educators use at the local level to instruct students on content of the academic standards.

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

Districts, schools and educators make curriculum and instruction decisions to support the teaching and student mastery of standards.

As a result, local school districts, schools and educators choose what curriculum is used and what classes are taught in their schools to ensure that students meet the academic standards.

Ultimately, local educators make the decisions about how to deliver instruction to meet the rigorous learning expectations of the academic standards.

ORGANIZATION OF STANDARDS

K–12 Standards

Statewide expectations for student learning in K–12 public schools.

Contain one or more benchmarks at each grade level.

K–8 Benchmarks

Specific knowledge and skills students must meet by the end of each grade level.

Acts as a supplement to the academic standard.

High School (9–12)

Organized into grade bands for the 3.5 required graduation credits.

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Standards do not correlate to specific course names.

Can be taught through locally-determined courses.

HIGH SCHOOL GRADUATION REQUIREMENTS

3.5 Total Social Studies Credits Required by MDE

Government & Citizenship Requirement: Students beginning grade 9 in 2024-2025 or later must complete a course in grade 11 or 12. This can be fulfilled through standard, AP, IB, or other rigorous courses.

Remaining Credits: A combination of courses encompassing:

- United States History
- Geography
- Government and Citizenship
- World History
- Economics

(Minn. Stat. 120B.024, subd. 1 [2023])

ORGANIZATION OF SOCIAL STUDIES STRANDS



Citizenship &
Government



Economics



Geography



U.S. & World
History



Ethnic Studies

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Academic standards and benchmarks are organized into these **five strands**.

Contributions of **Minnesota's American Indian tribes** and communities are integrated into each strand and all standards.

Each strand contains between **three and six standards**.

ANCHOR STANDARDS BY STRAND



Citizenship and Government

1. Civic Skills:

Apply civic reasoning and demonstrate civic skills for the purpose of informed and engaged lifelong civic participation.

2. Democratic Values and Principles:

Explain democratic values and principles that guide governments, societies and communities. Analyze the tensions within the United States constitutional government.

3. Rights and Responsibilities:

Explain and evaluate rights, duties and responsibilities in democratic society.

4. Governmental Institutions:

Explain and evaluate processes, rules and laws of United States governmental institutions at local, state and federal levels and within Tribal Nations.

5. Public Policy:

Analyze how public policy is shaped by governmental and non-governmental institutions. Analyze how people take action.

6. Tribal Nations:

Evaluate the unique political status, trust relationships and governing structures of sovereign Tribal Nations and the United States.

ANCHOR STANDARDS BY STRAND

Economics

1. Economic Inquiry:

Use economic models and reasoning and data analysis to construct an argument and propose a solution related to an economic question.

2. Fundamental Economic Concepts:

Analyze how scarcity and artificial shortages force individuals and organizations to make choices and incur opportunity costs.

3. Personal Finance:

Apply economic concepts and models to develop individual and collective financial goals and strategies for achieving these goals.

4. Microeconomics:

Explain and evaluate how resources are used and how goods and services are distributed within different economic systems.

5. Macroeconomics:

Measure and evaluate the well-being of nations and communities using a variety of indicators. Explain economic ups and downs.

6. Global and International Economics:

Explain why people trade and why nations encourage or limit trade. Analyze costs and benefits of international trade.

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ANCHOR STANDARDS BY STRAND

Geography

1. Geospatial Skills and Inquiry:

Apply geographic tools, including geospatial technologies, and geographic inquiry to solve spatial problems.

2. Places and Regions:

Describe places and regions, explaining how they are influenced by power structures.

3. Human Systems:

Analyze patterns of movement and interconnectedness within and between cultural, economic and political systems from a local to global scale.

4. Human-Environment Interaction:

Evaluate the relationship between humans and the environment, including climate change.

5. Culture:

Investigate how sense of place is impacted by different cultural perspectives.

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ANCHOR STANDARDS BY STRAND

History

1. Context, Change, and Continuity:

Ask historical questions about context, change and continuity in order to identify and analyze dominant and non-dominant narratives about the past.

2. Historical Perspectives:

Identify diverse points of view, and describe how one's frame of reference influences historical perspective.

3. Historical Sources and Evidence:

Investigate a variety of historical sources by: a) analyzing primary and secondary sources; b) identifying perspectives and narratives that are absent; and c) interpreting the context, audience, and author's point of view.

4. Causation and Argumentation:

Integrate evidence from multiple historical sources and interpretations into a reasoned argument or compelling narrative about the past.

5. Connecting Past and Present:

Use historical methods and sources to identify and analyze the roots of a contemporary issue. Design a plan to address it.

ANCHOR STANDARDS BY STRAND

Ethnic Studies

1. Identity:

Analyze the ways power and language construct the social identities of race, religion, geography, ethnicity, and gender. *Apply these understandings to one's own social identities and other groups living in Minnesota, centering those whose stories and histories have been marginalized, erased, or ignored.*

2. Resistance:

Describe how individuals and communities have fought for freedom and liberation against systemic and coordinated exercises of power locally and globally. *Identify strategies or times that have resulted in lasting change. Organize with others to engage in activities that could further the rights and dignity of all.*

3. Ways of Knowing and Methodologies:

Use ethnic and Indigenous studies methods and sources in order to understand the roots of contemporary systems of oppression and apply lessons from the past that could eliminate historical and contemporary injustices.

ADOPTION PROCESS

1

Phase 1: Foundation

Implemented a Needs Assessment and analyzed the new 2021 Academic Standards in Social Studies.

2

Phase 2: Pedagogy

Examined Learning Progressions and studied the 3C Inquiry Process.

3

Phase 3: Implementation

Attended MDE trainings and conducted a comprehensive Review of Resources.

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Sixth Grade: Minnesota Studies: Northern Lights

Inquiry-Based Learning

Shifts from rote memorization to active investigation using primary sources, aligned with 2021 K-12 Academic Standards.

Critical Thinking Resources

Fosters analysis of maps, images, and documents to construct arguments and evaluate multiple perspectives.

The 3Cs Framework

Addresses critical thinking, collaboration, and community through the Northern Lights Third Edition.

Five Strands Inclusion

Includes History, Government, Economics, Geography, and Ethnic Studies standards.

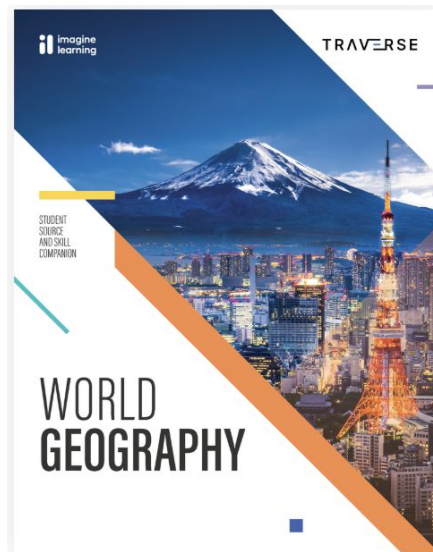


7th & 8th Grade: Traverse Social Studies

Seventh Grade: United States History



Eighth Grade: World Geography



Strong Alignment to Minnesota Standards

Traverse was designed with modern Social Studies instruction in mind, directly supporting:

Active Learning

Inquiry-based learning & historical thinking skills.

Analytical Skills

Geographic reasoning & evidence-based writing.

Source & Discourse

Primary/secondary source analysis & civic discourse.

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Direct Connection to Minnesota Benchmarks Ensures:

- **Consistency:** Uniform delivery across all classrooms.
- **Clear Targets:** Defined learning goals for every student.
- **Stronger Planning:** Data-driven instructional design.
- **State Readiness:** Better preparation for state expectations.

Engaging and Relevant Learning Experiences

Traverse moves beyond memorization of facts.

Students are asked to:

- Investigate compelling questions
- Analyze real-world issues
- Examine multiple perspectives
- Use evidence to support claims
- Participate in meaningful discussion
- Connect history and geography to modern society

This approach increases:

-  Student engagement
-  Critical thinking
-  Collaboration
-  Curiosity
-  Real-world application

Strong Literacy Integration

Minnesota standards require literacy skills that transfer directly into all content areas.

Traverse supports literacy through:

- Academic vocabulary development
- Source analysis
- Structured writing opportunities
- Annotation strategies
- Discussion protocols
- Reading supports
- Evidence-based argument writing

Students regularly practice:

-  Claim and evidence writing
-  Analyzing informational text
-  Comparing perspectives
-  Summarizing complex ideas
-  Speaking and listening skills

Support for All Learners

Teachers differentiate effectively while maintaining rigor. Accessibility is a core strength of Traverse.

The curriculum includes:

- Multiple reading levels
- Audio supports
- Visual supports
- Structured graphic organizers
- Scaffolds for multilingual learners
- Special education service supports
- Enrichment and extension opportunities

Accessibility Features:

 Differentiated Reading Levels

 Audio & Visual Scaffolding

 Multilingual Learner Supports

 Special Education Services

 Enrichment & Extension

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Inquiry and Civic Readiness

The Minnesota standards place a major emphasis on inquiry and civic readiness.

Traverse helps students learn to:

- Ask questions
- Evaluate sources
- Analyze evidence
- Participate in respectful discourse
- Understand diverse viewpoints
- Engage with current and historical issues

Critical Thinking & Citizenship:

 Thinking critically about the world

 Beyond history and geography

 Essential citizenship preparation

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Student Engagement and Motivation

Students are more motivated when they can connect classroom learning to their lives and the world around them.

Learning is most effective when instruction is:

- Interactive
- Relevant
- Collaborative
- Visually engaging
- Connected to real-world issues

Traverse incorporates:

-  Maps and interactive visuals
-  Inquiry investigations
-  Collaborative discussion opportunities
-  Multimedia resources
-  Current event connections
-  Project-based learning

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Changes to High School Course Placement

Grade 9

Geography

Shift to 9th grade beginning 2026-2027.

Grade 10

US History

Continue in 10th grade.

Electives

Continue in grades 10-12.

Grade 11

Economics

Continue in 11th grade.

Gov & Citizenship

New MDE credit requirement.

Transitional Geography

2026-2027 and 2027-2028

Grade 12

World History

Continue in 12th grade.

Gov & Citizenship

Optional placement for credit.

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Personal Finance: Students must successfully complete a course for credit in grade 10, 11, or 12.

Ethnic Studies: Districts will be required to offer this course. It is not mandatory for students. Big Lake will offer this course online.

High School Geography

Program Overview

 Shift to 9th grade (2 trimesters)

 Curriculum writing: Summer 2026

 Sources: MN Humanities Center

 Board Presentation: Sept 2026

Curriculum Focus Areas

 Geospatial Skills and Inquiry

 Places and Regions

 Human Systems & Culture

 Human-Environment Interaction

Emphasis on inquiry, systems thinking, and applying geography to today's issues.

High School US History

Program Overview

-  10th Grade (3 trimesters)
-  Curriculum writing: Summer 2026
-  MDE History Eras & Former Content
-  Board Presentation: Sept 2026

Curriculum Focus Areas

-  Context, Change, and Continuity
-  Historical Perspectives
-  Historical Sources and Evidence
-  Causation and Argumentation
-  Connecting Past and Present

Emphasis on inquiry-based learning, multi-perspective analysis, and finding relevance.

High School U.S. History Eras

US History Era 1

Indigenous Histories

US History Era 2

Settler Colonialism &
Atlantic Slavery

US History Era 3

Freedom, Unfreedom &
Revolution

US History Era 4

Imperial Expansion &
Native Dispossession

US History Era 5

Slavery, Civil War &
Reconstruction

US History Era 6

Migration, Imperialism &
Inequality

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US History Era 7

U.S. and the World

US History Era 8

Civil Rights Struggles

US History Era 9

Contested Freedoms

High School World History

Program Overview

 12th Grade (2 trimesters)

 Written: Summer 2026

 MDE History Eras & Former Content

 Board Presentation: Sept 2026

Curriculum Focus Areas

 Context, Change, and Continuity

 Historical Perspectives

 Historical Sources and Evidence

 Causation and Argumentation

 Connecting Past and Present

Emphasis on inquiry-based learning, multi-perspective analysis, and finding relevance.

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High School World History Eras

World History Era 1

Early Human History
(250,000 BCE–2,000 BCE)

World History Era 2

Cities, Societies and Empires
(2,500 BCE–800 CE)

World History Era 3

Interregional Networks and
Exchange (700–1500)

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World History Era 4

The First Global Age
(1400–1800)

World History Era 5

Revolutions, Empires and
Nations (1750–1900)

World History Era 6

The New Global Era
(1900–Present)

High School Government & Citizenship and Economics

Inspire a Student, Change the World

Inspire students to embrace their role in the community, state, country, and world as they engage in civil discourse on their way to becoming future-ready citizens.

Prepare them to manage their finances and recognize how the economy influences their lives.

Equip them to make informed decisions both inside and outside of the voting booth.

Empower them to think critically, ask questions, and make an impact.



High School Government & Citizenship and Economics

Dynamic Teaching & Learning

Choose between a variety of learning resources and instructional tools to engage your students in:

- Thought-provoking inquiry opportunities
- Current events and student-centered projects
- Critical thinking and deeper analysis
- Preparation for college, career, and civic life



High School Government & Citizenship and Economics

Support for All Students

Equity of Access to Material

- Accessibility of Digital Material ensures that students with disabilities can access the material.

Support for Academic Achievement

- Scaffolding and Differentiation
- Activities for Approaching Level, On Level, and Beyond Level



High School Government & Citizenship and Economics

Informed Action & Awareness

Students gain awareness to take informed action through:

- Essential Questions and primary/secondary sources for deeper understanding
- Civically minded engagement and Taking Informed Action
- Multiple perspectives, deliberations, and debates to analyze issues



High School Government & Citizenship

Engage in Civil Discourse

Challenge Preconceived Notions

United States Government & Civics emphasizes critical thinking and source analysis to develop essential skills for college, career, and civic life.

Active Citizenship Through:

- Debates and Deliberations
- Supreme Court Case Analysis
- Community & Civic Participation
- Participating in Your Government



High School Economics

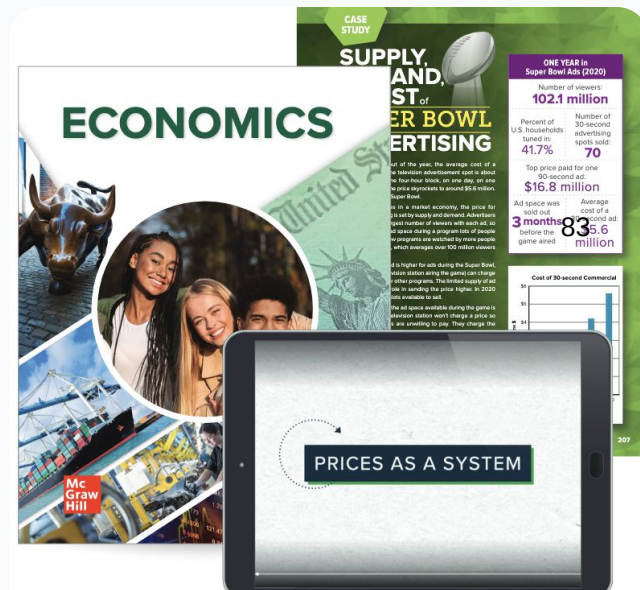
Problem Solving & Financial Literacy

Active Learning through Hands-on Projects

Engage with simulations and 2020 census data to strengthen understanding of macro and microeconomic principles.

Comprehension & Critical Thinking via:

- Essential Questions
- Case Studies
- Global Economy & You Activities
- Economic Perspectives
- Debate features and more



Secondary Curriculum Committee

Middle School Representatives

- April Bischoff - Teacher
- Ann Segner - Teacher
- Jeffrey Pintok - Teacher
- Julie Browen - Teacher
- Allyson Sand - Teacher
- Jeffrey Vogel - Teacher
- Cindi Patten - Assistant Principal
- Minda Anderson - Assistant Superintendent

High School & District Leaders

- Alyssa Larsen
- Brittany Koehler
- Ryan Prom
- Bob Blanchard
- Mark Spanier
- Nicholas Schaub
- Shallyn Tordeur - Assistant Principal
- Jon Beach - Director of Technology

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Recommendation for Adoption

Middle School

6th Grade

Northern Lights

7th & 8th Grade

Imagine Learning Traverse

High School

Geography, US History, World History

Locally written curriculum

Government & Citizenship

McGraw Hill US Government and Civics

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Economics

McGraw Hill Economics

A faint, light-colored world map is visible in the background of the slide, centered behind the text.

Thank you!

Questions?

Σ

K-12 Big Lake Math Curriculum

2025-2026 Adoption Process



Curriculum Autonomy & Standards

Districts, schools, and educators make curriculum and instruction decisions to support the teaching and student mastery of standards.

By statute (Minn. Stat. § 120B.101, subd. 2(b)), Minnesota academic standards do not require a specific curriculum.

Aligned to Big Lake Schools Strategic Plan

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

AREAS

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). Goal 2: We will provide equitable opportunities and positive learning environments that engage each learner in reaching their full potential. Goal 3: We will ensure a safe, positive, and welcoming environment where students are respected and can thrive and contribute as global citizens.	Objective 1.1: The District will annually evaluate the success of meeting the five goals of the WBWF. • All children are ready for school. • All third-graders can read at grade level. • All racial and economic achievement gaps between students are closed. • All students are ready for career and college. • All students graduate from high school. 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. 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.
	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.
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AREAS

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2027-2028	SEL EL SPED Intervention	English 9-12	Mathematics (MDE implementation likely 2027-2028)	Social Studies	Language Arts 6-8	Science	Language Arts K-5	Physical Education & Health Media/ Informational Tech	Arts	World Language & CTE
2028-2029	World Language & CTE	SEL EL SPED Intervention	English 9-12 - MDE implementation 2025-2026	Mathematics	Social Studies	Language Arts 6-8	Science	Language Arts K-5	Physical Education & Health Media/ Informational Tech	Arts
2029-2030	Arts	World Language & CTE	SEL EL SPED Intervention	English 9-12	Mathematics	Social Studies	Language Arts 6-8	Science	Language Arts K-5	Physical Education & Health Media/ Informational Tech
2030-2031	Physical Education & Health Media/ Informational Tech	Arts	World Language & CTE	SEL EL SPED Intervention	English 9-12	Mathematics	Social Studies	Language Arts 6-8	Science	Language Arts K-5
2032-2033	Science	Physical Education & Health Media/ Informational Tech	Arts	World Language & CTE	SEL EL SPED Intervention	English 9-12	Mathematics	Social Studies	Language Arts 6-8	Science

Need for New Math Curriculum



**Alignment with New
Standards**



**Addressing Learning
Gaps (Data-Driven Need)**



**Support for Multi-Tiered
Systems of Support (MTSS)**



**Integration of Digital
Tools and AI**



**Teacher Recruitment and
Retention**



**Mathematical Practices
and Real-World Application**

Vision and Goal of Mathematics Education

The Goal of Math Education

To prepare every student for effective participation in society, including:

- Careers and post-secondary education
- Daily decision-making (finances, health)
- Civic discourse and policy-making
- Data comprehension and analysis

Supporting Achievement

"Mathematics is the study of patterns and relationships."

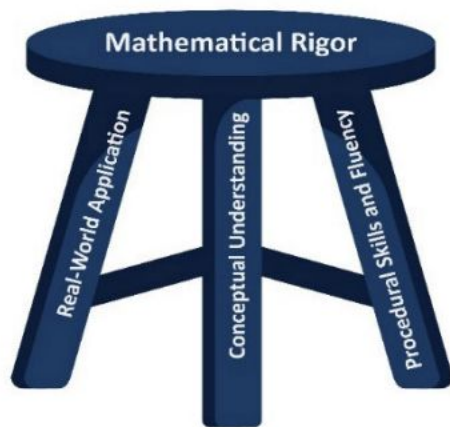
We support achievement for all learners through:

- Guidance on academic standards
- Technical assistance on best practices
- Multi-tiered systems of intervention

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"In order to expand professional opportunities, understand and critique the world, and experience the joy, wonder and beauty of mathematics"
— NCTM, 2018

Minnesota's Vision for Math Education



The Three-Legged Stool of Rigor

The vision for math classrooms is built on an essential foundation where each component is vital for stability: 93

- Conceptual Understanding
- Real-World Application
- Procedural Skills and Fluency

Math Standards Evolution

2007 Standards

The original strands that defined Minnesota's math framework:

- Number and Operation
- Algebra
- Geometry and Measurement
- Data Analysis and Probability



2022 Standards

Consolidated strands for a more integrated approach:

- Data and Probability
- Spatial Reasoning
- Patterns and Relationships

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Transitioning from four specific strands to three comprehensive, integrated categories.

Math Standards Structure

Three Strands

Organizing the curriculum into core areas:

- **Data and Probability**
- **Spatial Reasoning**
- **Patterns and Relationships**

Anchor Standards

Most grades contain **seven anchor standards**.

These remain consistent from Kindergarten through Grade 11, providing a stable framework for growth.

Grade Benchmarks

Defined by **grade-level specific benchmarks** that identify precise knowledge.

Placed at the end of the grade where mastery is expected, building the foundation for future success.

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Organizing standards through integrated strands and consistent anchors across all grade levels.

Data and Probability Strand

“Data are not merely numbers but numbers in context”

(Cobb and Moore, 1997)

Students will develop questions about situations impacting their everyday lives, make a plan to produce data and provide answers by organizing, describing and summarizing the data.

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In addition, students will develop and evaluate inferences and make predictions. They will find patterns and order from random phenomena to analyze and understand important relationships.

By using the concept of variability, students learn to make sense of the world around them.

Empowering students to find patterns, make predictions, and understand the world through data analysis.

Spatial Reasoning Strand

Understanding Geometric Relationships & Arguments

Students will actively make sense of relationships between and within geometric figures.

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Generalize statements about the figures and develop arguments about these relationships.

Developing spatial sense and logical reasoning through geometric exploration.

Patterns and Relationships Strand

“Mathematics is the science of pattern and order”

Students will organize and describe the world using representations of numbers and operations.

They will learn actions that transform numbers as well as 98 ways of thinking that bring them back to where they started.

Students will analyze and describe relationships among variables by focusing on how variables change and stay the same.

Empowering students to understand the world through mathematical patterns and variable relationships.

Anchor Standards

Anchor standards are a summary description of student learning that reflects a learning progression, spanning from kindergarten to graduation. 99

There are seven anchor strands organized into three strands.

Strand 1: Data and Probability

1. Data Sciences

Identify, formulate and investigate statistical questions by collecting data considering cultural perspectives, analyzing and interpreting data and communicating the results.

2. Chance and Uncertainty

Apply and explain the concepts of probability to interpret data, generate questions, predict and make informed decisions to solve problems and communicate ideas.

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Strand 2: Spatial Reasoning

3. Measurement

Investigate measurement using a variety of tools, units, systems, processes and techniques in various cultures.

Explain and reason with attributes, estimations and formulas to communicate measurement(s) and relationships effectively.

Justify decisions and consider the reasonableness of the measurement.

4. Geometry

Analyze characteristics of geometric shapes to make mathematical arguments and justifications about geometric relationships.

Use visualization and geometric modeling to compare, solve problems and communicate ideas.

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Strand 3: Patterns and Relationships

5. Number Relationships

Describe/Interpret and use quantities, relationships between and representations of quantities and number systems.

Describe and relate operations. Use strategies and procedures accurately, efficiently and flexibly.

Assess the reasonableness of the results.

6. Equivalence & Relational Thinking

Use concepts and properties of equivalence and relational thinking to represent and compare numerical expressions, proportional relationships, algebraic expressions and equations.

7. Patterns and Relationships

Represent and connect mathematical patterns and relationships using verbal descriptions, generalizations, tables and graphs. ¹⁰²

Use representations to generate questions, make predictions and solve mathematical problems.

Understanding Benchmarks

What is a Benchmark?

A benchmark is a *“specific knowledge or skill that a student must master to complete part of an academic standard by the end of the grade level or grade band”*.

(Minnesota Statutes 2013, section 120B.018, subdivision 3)

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Placement & Progression

Benchmarks are placed at the grade level where mastery is expected, recognizing that earlier learning builds the foundation for later mastery.

They include notations of two cross-cutting dimensions that inform instruction.

Graduation Requirements

- **Algebra I:** Mastery by the end of 8th grade.
- **Algebra II:** Completion during grades 9–11.
- Total of three mathematics credits required for graduation.

Mathematical Dimensions

Practices used by mathematicians and authentic contexts for mathematical thinking serve as **dimensions** that interact with the grade level benchmarks.

Standards of Mathematical Process and benchmark contexts are corresponding cross-cutting dimensions that are referenced in each benchmark.

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Dimension 1: Standards of Mathematical Practice

The standards encourage the integration of benchmarks with mathematical processes, providing a framework for how students engage with math.

Dimension 2: Benchmark Context

Focuses on contributions and context, connecting benchmarks to the world through various lenses like financial literacy and computer science.

Goal: Minnesota's Career, College and Community Readiness through coherent mathematical connections.

Dimension 1: Standards of Mathematical Practice

MP1: Make sense of problems and persevere in solving them.

MP2: Reason abstractly and quantitatively.

MP3: Construct viable arguments and critique the reasoning of others.

MP4: Model with mathematics.

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MP5: Use appropriate tools strategically.

MP6: Attend to precision.

MP7: Look for and make use of structure.

MP8: Look for and express regularity in repeated reasoning.

Goal: Minnesota's Career, College and Community Readiness through coherent mathematical connections.

Dimension 2: Benchmark Contexts

✚ Minnesota Tribal Nations

Connects experiences and contributions relevant to Dakota and Anishinaabe/Ojibwe communities.

\$ Financial Literacy

Students make sense of math through the context of money to manage resources for financial security.

Computer Science

Focuses on computational thinking. Integrating CS deepens math understanding and broadens access.

μ Modeling Contexts

Applies experiences to connect with Standards of Mathematical Practices for deep content exploration.

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☀ Real-world Contexts

Apply math problem-solving to situations connected to students' lived experiences and traditions.

Goal: Minnesota's Career, College and Community Readiness through coherent mathematical connections.

Elementary Process of Adoption



Overview of the 8 NCTM Math Practices



Dug deep into the new 2022 math standards - focusing on changes to the standards



Establish focus goals for focus learning



Build procedural fluency from conceptual understanding



Pose purposeful questions



Facilitate meaningful mathematical discourse

Elementary Process of Adoption



Implement tasks that promote reasoning and problem solving



Use & Connect Mathematical Representations



Support Productive Struggle in learning Mathematics



Elicit and use evidence of student thinking



Practice designing effective math lessons

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Goal: Minnesota's Career, College and Community Readiness through coherent mathematical connections.

Curriculums Considered: Elementary

Amplify*

Desmos

Carnegie

Clear Math

Curriculum Associates

iReady

Heineman

Math Expressions

HMH*

Into Math

HMH

Math in Focus

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Imagine Learning*

Illustrative Mathematics

Math Learning Center

Bridges in Mathematics

Savvas*

enVision Math

Goal: Minnesota's Career, College and Community Readiness through coherent mathematical connections.

Considerations for Selection

MN Standards

Alignment to Minnesota Academic Standards

Math Practices

Inclusion of Mathematical Practices

Benchmarks

Inclusion of Benchmark Contexts

Support

Differentiation Supports for all learners

Digital & AI

Integration of Digital tools and AI

User Friendly

Intuitive for both Students and Teachers

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Application

Real World Applications

Assessment

Fully Aligned Assessments

Rigor

Embedded Rigor throughout

Goal: Minnesota's Career, College and Community Readiness through coherent mathematical connections.

K-3: Amplify Desmos

Why Amplify Desmos was chosen:

- Interactive Lessons
- Instructional Delivery-Variety of options (Whole group, centers, partners, small group, etc.)
- Familiar platform for teachers, subs, and Boost for all students
- Preassembled center kits
- Math chat/warm-up with each lesson
- Differentiation: Support, strengthen, and stretch

Curriculum Materials:

- Digital access for teachers and students
- Manipulatives for engagement and hands on learning
- Workbooks- Practice pages and family resources
- Teacher resources- Premade slides, online resources, and intervention tools 111



Goal: Minnesota's Career, College and Community Readiness through coherent mathematical connections.

4-5: Savvas enVision Math

Why Savvas enVision Math was chosen:

- Every unit has a performance task which will lead to active exploration
- Flexible practice with hands on games
- It is easy to differentiate among students
- Real world examples for students to work through - video word problem

Curriculum Materials:

- Family Support / User friendly digital manuals
- User friendly workbook work space
- Digital manipulatives
- Math Talks built into lessons

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Process for Secondary Adoption



Supported by Resource Training and Solutions Math specialists



Introduction to Evidence-Based Teaching Practices



Support productive struggle in learning mathematics



Implement tasks that promote reasoning and problem solving



Establish mathematics goals to focus learning



Standards transition from 2007 to 2022 version

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Considerations for Selection

MN Standards

Alignment to Minnesota Academic Standards

Math Practices

Inclusion of Mathematical Practices

Benchmarks

Inclusion of Benchmark Contexts

Support

Differentiation Supports for all learners

Digital & AI

Integration of Digital tools and AI

User Friendly

Intuitive for both Students and Teachers

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Application

Real World Applications

Assessment

Fully Aligned Assessments

Rigor

Embedded Rigor throughout

Goal: Minnesota's Career, College and Community Readiness through coherent mathematical connections.

Curriculums Considered: Secondary

Amplify*

Desmos

Carnegie

Clear Math

Curriculum Associates

iReady

HMH

AGA

Imagine Learning

Illustrative Mathematics

McGraw Hill*

Reveal

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Savvas:* enVision Math

Goal: Minnesota's Career, College and Community Readiness through coherent mathematical connections.

6-8: Savvas enVision Math

Why Savvas enVision Math was chosen:

Research-based two-step lesson structure designed to move students from curiosity to mastery.

- **Productive Struggle:** Builds "grit" and persistence.
- **Visual Animations:** Clarifies abstract concepts like ratios.
- **Embedded Desmos:** Professional-grade tools.
- **Adaptive Practice:** Personalized difficulty levels.

Curriculum Materials:

A combination of digital and physical materials supporting Universal Design for Learning (UDL).

- Adapted for all student levels
- Positive math skill development
- Meets students where they are at

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Middle School Math Options

- Savvas Math 6-8 offers acceleration and extension opportunities for all students
- Students who meet criteria for additional acceleration will be offered individualized courses through online or in person options

2026-2027	2027-2028	2028-2029
Grade 6	Grade 6	Grade 6
Savvas 6	Savvas 6	Savvas 6
Grade 7	Grade 7	Grade 7
Savvas 7	Savvas 7 *Online Math 7 / Pre-Algebra	Savvas 7 *Online Math 7 / Pre-Algebra
Grade 8	Grade 8	Grade 8
Savvas 8 Pre Algebra *Online PreAlgebra/ Intermediate Algebra	Savvas 8 Pre Algebra *Online PreAlgebra/ Intermediate Algebra	Savvas 8 Pre Algebra *Online Intermediate Algebra

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*Course offered for those who meet criteria.

9-12: Savvas enVision Math AGA

Why Savvas enVision Math was chosen:

- **Research-Based:**
Prioritizes conceptual "why" over rote procedure through NCTM-aligned activities that foster productive struggle.
- **Precise MN Standards:**
Direct mapping of Minnesota benchmarks in every lesson with AI support.
- **Flexible & Engaging:**
Dynamic online resources for intervention and enrichment.

Curriculum Materials:

- **Print & Digital Access:** Complete set for teachers and students.
- **Customizable Resources:** Editable presentations and practice sheets.
- **Savvy Adaptive Practice:** Real-time difficulty adjustments and video tutorials.
- **Embedded Desmos:** Interactive graphing tools in the workflow.

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High School Math Options



Elementary Math Committee Members

- Amy Trulock
- Sara Brinkman
- Kathrine Lindula
- Courtney Guldseth
- Katie Osowski
- Jamie Anderson
- Jordan Dexter
- Alisha Morrison
- Ashley Sharpe
- Stacie Vetsch
- Amanda Furnstahl
- Rachel Botzet
- Jen Derheim
- Jordyn Krueger
- Emily Hockert
- Anna Bourdeaux
- Kimmy Windsperger
- Brooke Fisher
- Nikki Kassa
- Emily Schimerowski
- Jolene Huston
- Kristin Rajkowski
- Tyler Halverson
- Nolan Johnson
- Chris Olson
- Kellie Olson
- Stephanie Deehr
- Shannon Conrad
- Jona Deavel
- Dan Haley
- Jon Beach
- Minda Anderson

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Secondary Math Committee Members

- Kim Pietrzak
- Alisha Brust
- Lexi Lane
- Sara Pueringer
- Troy Schrupp
- Suzi Graham

- Kim Nagorski
- Lynn Adams
- Brian Gluth
- Nick Farber
- Angela McCormack
- Steve Vaerst

- Jess Warzecha
- John Amos
- Joe Hartel
- Andrea Roth
- Jake Klingelhutz
- Jon Beach
- Minda Anderson

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Recommendation for Adoption

The Math Curriculum Committees recommend the following for adoption:



Amplify Desmos
Grades K-3



Savvas enVision Math
Grades 4-12

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Thank You!

Any Questions?

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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
April 22, 2026
6:00 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 April 22, 2026 at 6:01 PM in the Middle School Student Center by Chair Reasoner.
- II. ROLL CALL
The following Board members were present: Ms. Chelsey Hancock—arriving at 6:22 PM, Ms. Amber Sixberry, Ms. Tonya Reasoner, Ms. Lenette Brown, Ms. Ashley Schabilion, Mr. Derek Nelson—arriving at 6:36 PM.
- III. APPROVE AGENDA
A motion was made by Schabilion seconded by Brown to approve the agenda.
The motion carried 4-0.
- IV. PLEDGE OF ALLEGIANCE
Chair Reasoner and the Board led the Pledge of Allegiance.
- V. BIG LAKE SCHOOLS CAPP PROGRAM OVERVIEW
Music teachers, Brie Hawkins and Hanna Hermanson presented an update on the Big Lake Schools Comprehensive Arts Planning Program.
- VI. APPROVE ALTERNATE FOOTBALL JERSEY FOR YOUTH NIGHT
A motion was made by Sixberry seconded by Reasoner to approve the alternate jersey as presented.
The motion carried 4-0.
- VII. BIG LAKE ROBOTICS SEASON REVIEW
Robotics coaches and students from the Robotics team gave a season update to the board.
- VIII. OPEN FORUM
No participants
- IX. CONSENT AGENDA
A motion was made by Brown seconded by Schabilion to approve the following:
 - A. PREVIOUS MINUTES from the March 25, 2026 regular meeting and the April 8, 2026 work session
 - B. CLAIMS AND ACCOUNTS for the month of April in the amount of \$1,027,609.40 checks 108483-108585
 - C. CREDIT CARD REPORT

D. PERSONNEL

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

E. FINAL READING AND APPROVAL OF POLICIES:

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

The motion carried 5-0.

X. DONATIONS

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

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 motion carried 5-0.

XI. FINANCIAL REPORT

Director of Business Services, Angie Manuel, presented the financial report for March.

XII. BIG LAKE ADMINISTRATORS' ASSOCIATION CONTRACT APPROVAL

A motion was made by Schabillon seconded by Sixberry to approve the contract as presented.

The motion carried 5-0.

XIII. RESOLUTION FOR NON-RENEWALS OF TEACHING CONTRACTS

A motion was made by Schabillon seconded by Brown 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:

April 23, 2026

Dear Teacher:

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.

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:

Abigail	Bense
Mackenzie	Bolduc
Hannah	Deeth
Shea	Eicher
Jeremiah	Kramer
Ashley	Quinn

Ella	Rourk
Steven	Vaerst

After a roll call vote, the motion carried 5-0.

XIV. TEACHER UNREQUESTED LEAVE OF ABSENCE

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

**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.

After a roll call vote, the motion carried 5-0.

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

**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.

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

- XV. K-5 SOCIAL STUDIES CURRICULUM ADOPTION PRESENTATION
A motion was made by Schabilion seconded by Reasoner to approve the adoption of the Studies Weekly for grades K-3 and TCM for grades 4-5.
The motion carried 6-0.
- XVI. APPROVE UPDATED 2026-2027 SCHOOL CALENDAR
A motion was made by Sixberry seconded by Schabilion to approve the updated calendar as presented.
The motion carried 6-0.
- XVII. SECOND READING OF POLICIES
410 Federal Family and Medical Leave (FMLA); 503 Student Attendance; 530 Immunization Requirements
- XVIII. RESCHEDULE MAY WORK SESSION
The May 13, 2026 work session will be moved to May 6, 2026 at 6:30 PM in the Middle School Student Center.
- XIX. SCHOOL BOARD COMMITTEE/REPRESENTATIVE UPDATES
a. Finance—discussed OPEB
b. Policy—no meeting
c. Buildings and Grounds—no meeting
d. School Board Representatives—WTC—Sixberry; Legislative—Schabilion.
- XX. SCHOOL BOARD STUDENT REPRESENTATIVE REPORT
School Board Student Representative, Alexis Gosewisch, was absent, Superintendent Truebenbach read her monthly report to the board.
- XXI. SUPERINTENDENT REPORT
Superintendent Truebenbach gave his monthly report to the board. Graduation will be held on Friday, May 29, 2026 at 7:30 PM in the High School Gymnasium.
a. Cabinet Department Update—none
- XXII. ADJOURNMENT
A motion was made by Reasoner seconded by Sixberry to adjourn the meeting. The meeting was adjourned at 7:12 PM.
The motion carried 6-0.

Clerk, Ashley Schabilion
Approved May 20, 2026

INDEPENDENT SCHOOL DISTRICT 727
BIG LAKE, MINNESOTA
SHERBURNE COUNTY

Minutes of the Special Meeting
May 6, 2026
7:15 PM

I. CALL TO ORDER

The Special Meeting of the Board of Education of Independent School District No. 727, Big Lake Schools was called to order on May 6, 2026 at 7:17 PM in the Middle School Student Center by Chair Reasoner.

II. ROLL CALL

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

III. APPROVE THE 2025-2027 CONTRACT WITH BIG LAKE EDUCATION MINNESOTA

A motion was made by Schabilion seconded by Brown to approve the contract as presented.

After a roll call vote, the motion carried 5-0.

IV. ADJOURNMENT

Chair Reasoner adjourned the meeting at 7:18 PM.

Clerk, Ashley Schabilion
Approved May 20, 2026

BIG LAKE SCHOOLS
INDEPENDENT SCHOOL DISTRICT 727
BIG LAKE, MINNESOTA

Minutes of the Work Session
May 6, 2026
7:15 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 May 6, 2026 at 7:18 PM, in the Middle School Student Center, by Chair Reasoner.
- II. ROLL CALL
The following Board members were present: Ms. Chelsey Hancock—arriving at 7:23 PM, Ms. Amber Sixberry—remote-job related, Ms. Tonya Reasoner, Ms. Lenette Brown, Ms. Ashley Schabilion, and Mr. Derek Nelson.
- III. DISCUSSION ON FITNESS CENTER
Director of Community Education and Communications, Stephanie Hillman, reviewed fitness center memberships.
- IV. DISCUSSION ON TRACK/FIELD
Director of Buildings and Grounds, TJ Zerwas, reviewed options for replacing the track and/or field.
- V. DISCUSSION ON FINANCIAL/FACILITIES PLANNING
Director of Business Services, Angie Manuel, reviewed the financial options and impact on the track/field replacement.
- VI. ANNOUNCE CLOSED MEETING TO DISCUSS PROPERTY PURCHASE
Chair Reasoner read the statement to enter a closed meeting.
- VII. ADJOURNMENT
Chair Reasoner adjourned the meeting at 8:29 PM.

Clerk, Ashley Schabilion
Approved May 20, 2026

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	108587	CH	1	14364	ACOUSTICS ASSOCIATES, INC.	05/01/2026	\$19,922.06	168801	E 01 300 810 359 000 520	PARTIAL BILLING FOR SANDBLASTING/
001	108587	CH	1	14364	ACOUSTICS ASSOCIATES, INC.	05/01/2026	\$0.00	168801	E 01 300 810 359 000 520	ALL PRICING BASED ON SOURCEWELL
Check Total:							\$19,922.06			
001	108588	CH	1	06507	ACUNA, SANDRA	05/01/2026	\$100.00	168802	E 01 300 219 000 339 358	03/23 CALL; 04/10 IEP MEETING AT HS
Check Total:							\$100.00			
001	108589	CH	1	12159	ARVIG	05/01/2026	\$137.18	168803	E 01 005 630 000 000 305	INTERNET SERVICES 04/06/2026-05/05/2026
Check Total:							\$137.18			
001	108590	CH	1	13982	ASL INTERPRETING SERVICES INC	05/01/2026	\$186.00	168804	E 04 500 560 182 321 357	CE INTERPRETING 04/21/2026 FLAT FB
001	108590	CH	1	13982	ASL INTERPRETING SERVICES INC	05/01/2026	\$221.00	168805	E 04 500 560 182 321 357	CE INTERPRETING 04/20/2026 FLAG FB
001	108590	CH	1	13982	ASL INTERPRETING SERVICES INC	05/01/2026	\$186.00	168806	E 04 500 560 182 321 357	CE INTERPRETING 04/16/2026 FLAG FB
Check Total:							\$593.00			
001	108591	CH	1	12965	BEACON ATHLETICS LLC	05/01/2026	\$3,599.88	168807	E 04 500 505 000 321 530	JACK CORBETT DOUBLE FIRST BASE C
Check Total:							\$3,599.88			
001	108592	CH	1	01503	BECKER HIGH SCHOOL	05/01/2026	\$200.00	168808	E 11 300 296 189 000 369	GOLF INVITATIONAL 04/13/2026
001	108592	CH	1	01503	BECKER HIGH SCHOOL	05/01/2026	\$220.00	168809	E 11 300 294 119 000 369	GOLF INVITATIONAL 04/16/2026
Check Total:							\$420.00			
001	108593	CH	1	08396	CENGAGE LEARNING	05/01/2026	\$265.95	168811	E 01 200 205 011 417 430	L2 teacher book
001	108593	CH	1	08396	CENGAGE LEARNING	05/01/2026	\$265.95	168811	E 01 200 205 011 417 430	L3 teacher book
001	108593	CH	1	08396	CENGAGE LEARNING	05/01/2026	\$26.60	168811	E 01 200 205 011 417 430	shipping and handling
Check Total:							\$558.50			
001	108594	CH	1	03184	CENTERPOINT ENERGY	05/01/2026	\$481.40	168810	E 01 201 810 000 000 330	#5769708-8 MS FIRM GAS MARCH 2026
001	108594	CH	1	03184	CENTERPOINT ENERGY	05/01/2026	\$2,818.24	168810	E 01 201 810 000 000 330	#5775439-2 MS INT GAS MARCH 2026
001	108594	CH	1	03184	CENTERPOINT ENERGY	05/01/2026	\$3,646.79	168810	E 01 100 810 000 000 330	#5775443-4 INDY INT GAS MARCH 2026
001	108594	CH	1	03184	CENTERPOINT ENERGY	05/01/2026	\$177.73	168810	E 01 300 810 000 000 330	#5793404-4 HS FIRM GAS MARCH 2026
001	108594	CH	1	03184	CENTERPOINT ENERGY	05/01/2026	\$5,189.34	168810	E 01 300 810 000 000 330	#5793464-8 HS INT GAS MARCH 2026
001	108594	CH	1	03184	CENTERPOINT ENERGY	05/01/2026	\$121.21	168810	E 01 100 810 000 000 330	#5803273-1 INDY FIRM #2 GAS MARCH 2026
001	108594	CH	1	03184	CENTERPOINT ENERGY	05/01/2026	\$543.36	168810	E 01 100 810 000 000 330	#5808588-7 INDY FIRM #1 GAS MARCH 2026
Check Total:							\$12,978.07			
001	108596	CH	1	06418	CONCORIA ACADEMY	05/01/2026	\$100.00	168812	E 11 300 295 125 000 369	03/30/2026 EDEN PRAIRIE SCRIMMAGE
Check Total:							\$100.00			
001	108597	CH	1	13688	DASH SPORTS LLC	05/01/2026	\$1,574.00	168813	E 04 500 560 000 321 305	CE CLASSES
Check Total:							\$1,574.00			
001	108598	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	05/01/2026	\$1,587.92	168831	E 01 100 790 000 000 280	UNEMPLOYMENT QUARTER 1, 2026

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 108586-2147483647 Payment Date: 05/01/2026-5/31/2026

Pay/Void										
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	108598	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	05/01/2026	(\$92.73)	168831	E 01 100 203 000 000 280	UNEMPLOYMENT QUARTER 1, 2026
001	108598	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	05/01/2026	\$5,368.86	168831	E 01 201 208 000 000 280	UNEMPLOYMENT QUARTER 1, 2026
Check Total:							\$6,864.05			
001	108599	CH	1	01395	ELK RIVER HIGH SCHOOL	05/01/2026	\$225.00	168815	E 11 300 294 119 000 369	04/16/2026 GOLF INVITATIONAL
Check Total:							\$225.00			
001	108600	CH	1	06230	GOPHER STATE ONE-CALL	05/01/2026	\$1.35	168816	E 01 005 810 000 000 350	TICKETS
Check Total:							\$1.35			
001	108601	CH	1	06539	H & B SPECIALIZED PROD., INC.	05/01/2026	\$970.00	168817	E 01 201 810 000 000 350	MS B&G REPAIRS
Check Total:							\$970.00			
001	108602	CH	1	12484	HUBBARD ELECTRIC INC	05/01/2026	\$249.89	168818	E 01 201 810 000 000 350	MS B&G REPAIRS
Check Total:							\$249.89			
001	108603	CH	1	07779	HUTCHINSON HIGH SCHOOL	05/01/2026	\$200.00	168819	E 11 300 294 119 000 369	GOLF INVITATIONAL 04/17/2026
Check Total:							\$200.00			
001	108604	CH	1	14002	IDEAL SERVICE, INC.	05/01/2026	\$1,456.00	168820	E 01 100 810 000 000 305	PREVENTATIVE MAINTENANCE HS & IN
001	108604	CH	1	14002	IDEAL SERVICE, INC.	05/01/2026	\$3,053.00	168820	E 01 300 810 000 000 305	PREVENTATIVE MAINTENANCE HS & IN
Check Total:							\$4,509.00			
001	108605	CH	1	13166	LRS OF MINNESOTA	05/01/2026	\$1,420.23	168821	E 01 300 810 000 000 333	HS MAY 2026 WASTE SERVICES
001	108605	CH	1	13166	LRS OF MINNESOTA	05/01/2026	\$1,111.45	168821	E 01 201 810 000 000 333	MS MAY 2026 WASTE SERVICES
001	108605	CH	1	13166	LRS OF MINNESOTA	05/01/2026	\$1,111.45	168821	E 01 100 810 000 000 333	INDY MAY 2026 WASTE SERVICES
001	108605	CH	1	13166	LRS OF MINNESOTA	05/01/2026	\$1,442.53	168821	E 01 110 810 000 000 333	LIBERTY MAY 2026 WASTE SERVICES
001	108605	CH	1	13166	LRS OF MINNESOTA	05/01/2026	\$195.57	168821	E 01 005 810 000 000 333	GROUNDS MAY 2026 WASTE SERVICES
Check Total:							\$5,281.23			
001	108606	CH	1	01487	MCDOWALL COMPANY	05/01/2026	\$627.46	168826	E 05 300 866 000 366 520	PROJECT ID #PG26.366.520 POOL HVAC
Check Total:							\$627.46			
001	108607	CH	1	03102	METRO SALES INC	05/01/2026	\$1,149.73	168825	E 01 100 050 000 000 350	INDY ADMIN OFFICE
001	108607	CH	1	03102	METRO SALES INC	05/01/2026	\$274.96	168825	E 01 110 050 000 000 350	LIBERTY ADMIN OFFICE
001	108607	CH	1	03102	METRO SALES INC	05/01/2026	\$49.33	168825	E 01 100 203 000 000 350	INDY
001	108607	CH	1	03102	METRO SALES INC	05/01/2026	\$66.00	168825	E 04 500 570 000 321 350	KIDS CLUB
001	108607	CH	1	03102	METRO SALES INC	05/01/2026	\$94.36	168825	R 01 000 000 000 000 099	HEAD START
001	108607	CH	1	03102	METRO SALES INC	05/01/2026	\$251.33	168825	E 01 005 110 000 000 350	DO
001	108607	CH	1	03102	METRO SALES INC	05/01/2026	\$80.21	168825	E 01 005 790 000 320 401	AMERICAN INDIAN
001	108607	CH	1	03102	METRO SALES INC	05/01/2026	\$10.05	168825	E 01 005 640 000 316 305	STAFF DEVELOPMENT
001	108607	CH	1	03102	METRO SALES INC	05/01/2026	\$1.48	168825	E 04 500 505 000 321 350	CE

Pay/Void										
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	108607	CH	1	03102	METRO SALES INC	05/01/2026	\$1,532.16	168825	E 01 110 203 304 000 350	NEW LIBERTY COPIER
001	108607	CH	1	03102	METRO SALES INC	05/01/2026	\$3.49	168825	E 04 500 580 000 325 350	ECFE
001	108607	CH	1	03102	METRO SALES INC	05/01/2026	\$98.93	168825	E 04 500 570 000 321 350	KIDS CLUB
001	108607	CH	1	03102	METRO SALES INC	05/01/2026	\$476.93	168825	E 04 500 590 000 321 350	HIVE TIME
001	108607	CH	1	03102	METRO SALES INC	05/01/2026	\$172.29	168825	E 04 500 596 000 344 350	SCHOOL READINESS
001	108607	CH	1	03102	METRO SALES INC	05/01/2026	\$101.07	168825	E 12 110 412 000 740 350	ECSE
001	108607	CH	1	03102	METRO SALES INC	05/01/2026	\$226.13	168825	E 04 500 505 000 321 350	GENERAL CE
001	108607	CH	1	03102	METRO SALES INC	05/01/2026	\$226.13	168825	E 04 500 570 000 321 350	KIDS CLUB
001	108607	CH	1	03102	METRO SALES INC	05/01/2026	\$226.13	168825	E 04 500 596 000 344 350	SCHOOL READIHNNESS
001	108607	CH	1	03102	METRO SALES INC	05/01/2026	\$4,000.92	168825	E 01 300 211 000 000 350	HS COLOR COPIER
001	108607	CH	1	03102	METRO SALES INC	05/01/2026	\$2.21	168825	E 01 300 790 000 699 350	PCN GRANT ALLOCATION
Check Total:							\$9,043.84			
001	108608	CH	1	13672	MILIUS, MARGARET M	05/01/2026	\$240.00	168822	E 04 500 565 090 321 305	GLASS GARDEN ART APRIL 2026
Check Total:							\$240.00			
001	108609	CH	1	01333	MINNESOTA EQUIPMENT	05/01/2026	\$191.60	168823	E 01 005 810 000 000 401	B&G SUPPLIES
Check Total:							\$191.60			
001	108610	CH	1	01095	MONTICELLO HIGH SCHOOL	05/01/2026	\$200.00	168829	E 11 300 294 119 000 369	TRACK & FIELD INVITATIONAL 04/13/202
001	108610	CH	1	01095	MONTICELLO HIGH SCHOOL	05/01/2026	\$150.00	168827	E 11 300 296 184 000 369	TRACK & FIELD INVITATIONAL 04/21/202
001	108610	CH	1	01095	MONTICELLO HIGH SCHOOL	05/01/2026	\$150.00	168828	E 11 300 294 114 000 369	TRACK & FIELD INVITATIONAL 04/21/202
001	108610	CH	1	01095	MONTICELLO HIGH SCHOOL	05/01/2026	\$200.00	168830	E 11 300 296 189 000 369	GOLF INVITATIONAL 04/16/2026
Check Total:							\$700.00			
001	108611	CH	1	01146	MONTICELLO PRINTING	05/01/2026	\$124.23	168824	E 11 300 292 000 000 401	B&W VA Scoring Sheets 8.5 x 11 CB WHT
Check Total:							\$124.23			
001	108612	CH	1	14390	PATRICK, ANGELA	05/01/2026	\$60.00	168833	E 04 799 590 000 351 433	FY 26 HOMESCHOOL TESTING
Check Total:							\$60.00			
001	108613	CH	1	09760	PREMIER LOCATING, INC.	05/01/2026	\$413.75	168832	E 01 005 810 000 000 305	APRIL 2026 TICKETS
Check Total:							\$413.75			
001	108614	CH	1	04796	PRINCETON HIGH SCHOOL	05/01/2026	\$150.00	168834	E 11 300 296 184 000 369	TRACK & FIELD 04/16/2026
Check Total:							\$150.00			
001	108616	CH	1	01840	RATWIK, ROSZAK & MALONEY, P.A.	05/01/2026	\$3,106.50	168836	E 01 005 110 305 000 305	MARCH 2026 LEGAL
Check Total:							\$3,106.50			
001	108617	CH	1	08133	REGION 8AA, MSHSL	05/01/2026	\$20.00	168837	E 11 300 288 128 000 369	Solo Medals

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Check Number: 108586-2147483647 Payment Date: 05/01/2026-5/31/2026

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	108617	CH	1	08133	REGION 8AA, MSHSL	05/01/2026	\$22.00	168837	E 11 300 288 132 000 369	Ensemble Medals
Check Total:							\$42.00			
001	108618	CH	1	04835	ST. MICHAEL/ALBERTVILLE HIGH SCH	05/01/2026	\$155.00	168838	E 04 500 560 182 321 305	SCRIMMAGE 04/20/2026
Check Total:							\$155.00			
001	108619	CH	1	14192	STEVE'O'SEPTIC	05/01/2026	\$361.60	168839	E 11 300 292 000 000 335	PORTABLE TOILET RENTAL & SERVICE
001	108619	CH	1	14192	STEVE'O'SEPTIC	05/01/2026	\$400.00	168839	E 01 005 810 000 000 332	PORTABLE TOILET RENTAL & SERVICE
001	108619	CH	1	14192	STEVE'O'SEPTIC	05/01/2026	\$44.80	168839	E 04 500 505 000 321 335	PORTABLE TOILET RENTAL & SERVICE
Check Total:							\$806.40			
001	108620	CH	1	06532	VISION STAFFING	05/01/2026	\$580.00	168840	E 01 100 810 356 000 305	GROUND & INDY WEEK WORKED 04/1
001	108620	CH	1	06532	VISION STAFFING	05/01/2026	\$1,472.63	168840	E 01 005 810 356 000 305	GROUND & INDY WEEK WORKED 04/1
Check Total:							\$2,052.63			
001	108621	CH	1	01240	WRIGHT TECHNICAL CENTER	05/01/2026	\$87.99	168841	E 01 005 790 000 000 280	Q4 2025 & Q1 2026 UNEMPLOYMENT BE
001	108621	CH	1	01240	WRIGHT TECHNICAL CENTER	05/01/2026	\$3,356.15	168842	E 01 795 211 000 303 390	TARGETED SERVICES 2025 ONLINE EX
Check Total:							\$3,444.14			
001	108622	CH	1	12165	AMPLIFY EDUCATION INC.	05/01/2026	\$0.00	168886	E 01 200 205 011 417 406	GK CKLA teacher license
001	108622	CH	1	12165	AMPLIFY EDUCATION INC.	05/01/2026	\$290.00	168886	E 01 200 205 011 417 430	GK CKLA teacher kit
001	108622	CH	1	12165	AMPLIFY EDUCATION INC.	05/01/2026	\$0.00	168886	E 01 200 205 011 417 406	G1 CKLA teacher license
001	108622	CH	1	12165	AMPLIFY EDUCATION INC.	05/01/2026	\$290.00	168886	E 01 200 205 011 417 430	G1 CKLA teacher kit
001	108622	CH	1	12165	AMPLIFY EDUCATION INC.	05/01/2026	\$0.00	168886	E 01 200 205 011 417 406	G2 CKLA teacher license
001	108622	CH	1	12165	AMPLIFY EDUCATION INC.	05/01/2026	\$290.00	168886	E 01 200 205 011 417 430	G2 CKLA teacher kit
001	108622	CH	1	12165	AMPLIFY EDUCATION INC.	05/01/2026	\$0.00	168886	E 01 200 205 011 417 406	G3 CKLA teacher license
001	108622	CH	1	12165	AMPLIFY EDUCATION INC.	05/01/2026	\$290.00	168886	E 01 200 205 011 417 430	G3 CKLA teacher kit
001	108622	CH	1	12165	AMPLIFY EDUCATION INC.	05/01/2026	\$0.00	168886	E 01 200 205 011 417 406	G4 CKLA teacher license
001	108622	CH	1	12165	AMPLIFY EDUCATION INC.	05/01/2026	\$390.00	168886	E 01 200 205 011 417 430	G4 CKLA teacher kit
001	108622	CH	1	12165	AMPLIFY EDUCATION INC.	05/01/2026	\$0.00	168886	E 01 200 205 011 417 406	G5 CKLA teacher license
001	108622	CH	1	12165	AMPLIFY EDUCATION INC.	05/01/2026	\$390.00	168886	E 01 200 205 011 417 430	G5 CKLA teacher kit
001	108622	CH	1	12165	AMPLIFY EDUCATION INC.	05/01/2026	\$232.80	168886	E 01 200 205 011 417 430	shipping and handling
Check Total:							\$2,172.80			
001	108623	CH	1	14288	CARLSON'S PIANO WORLD	05/01/2026	\$5,399.76	168887	E 01 300 258 000 000 530	P-143B YAMAHA DIGITAL PIANO
Check Total:							\$5,399.76			
001	108624	CH	1	13982	ASL INTERPRETING SERVICES INC	05/08/2026	\$267.00	169029	E 04 500 560 182 321 357	INTERPRETING FLAG FOOTBALL 04/26/
001	108624	CH	1	13982	ASL INTERPRETING SERVICES INC	05/08/2026	\$178.00	169030	E 04 500 560 182 321 357	INTERPRETING FLAG FOOTBALL 04/23/
Check Total:							\$445.00			

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 108586-2147483647 Payment Date: 05/01/2026-5/31/2026

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	108625	CH	1	08417	AVIBEN	05/08/2026	\$437.89	169037	E 01 005 105 000 000 305	403(B) ADMIN & COMPLIANCE
Check Total:							\$437.89			
001	108626	CH	1	14142	BARNHART, NORMAN RAY	05/08/2026	\$1,200.00	169032	E 01 100 203 312 000 401	AMAZING SCIENCE 05/13/2026
Check Total:							\$1,200.00			
001	108627	CH	1	13241	BENEFIT RESOURCE LLC	05/08/2026	\$620.00	169031	E 01 005 105 000 000 305	COBRA APRIL 2026
Check Total:							\$620.00			
001	108628	CH	1	08396	CENGAGE LEARNING	05/08/2026	\$4,292.85	169035	E 01 200 205 011 417 430	Epack lift L2
001	108628	CH	1	08396	CENGAGE LEARNING	05/08/2026	\$7,154.75	169035	E 01 200 205 011 417 430	epack lift L3
001	108628	CH	1	08396	CENGAGE LEARNING	05/08/2026	\$572.38	169035	E 01 200 205 011 417 430	Freight
Check Total:							\$12,019.98			
001	108629	CH	1	10564	CLOSE UP FOUNDATION	05/08/2026	\$800.00	169034	E 01 300 270 000 000 406	CURRENT ISSUES RESOURCE LIBRARY
Check Total:							\$800.00			
001	108630	CH	1	08694	COMMERCIAL KITCHEN SERVICES	05/08/2026	\$612.50	169036	E 02 201 770 000 701 350	MS B&G REPAIRS
Check Total:							\$612.50			
001	108631	CH	1	14396	DESHAW, NICHOLAS	05/08/2026	\$200.00	169033	E 01 300 211 000 320 369	HS AUTHOR VISIT & READING
Check Total:							\$200.00			
001	108632	CH	1	12946	GALLAGHER BENEFIT SERVICES INC.	05/08/2026	\$3,675.00	169040	E 01 005 105 000 000 305	2026 TREND MEMO
Check Total:							\$3,675.00			
001	108633	CH	1	09217	HORIZON COMMERCIAL POOL SUPPLY	05/08/2026	\$4,369.50	169041	E 01 300 810 000 000 404	HS B&G REPAIRS
Check Total:							\$4,369.50			
001	108634	CH	1	12484	HUBBARD ELECTRIC INC	05/08/2026	\$735.00	169039	E 01 110 810 000 000 305	LIBERTY B&G REPAIRS
Check Total:							\$735.00			
001	108635	CH	1	13254	IMAGINE LEARNING LLC	05/08/2026	\$1,140.50	169042	E 01 400 203 000 000 460	IS ELEMENTARY COURSE WORKBOOKS
Check Total:							\$1,140.50			
001	108636	CH	1	14391	LOCH, JESSICA	05/08/2026	\$265.96	169049	E 04 799 590 000 351 433	FY 26 HOMESCHOOL TESTING FY 26 H
Check Total:							\$265.96			
001	108638	CH	1	01146	MONTICELLO PRINTING	05/08/2026	\$1,654.74	169051	E 01 005 107 000 000 305	EDDM MAILER
Check Total:							\$1,654.74			
001	108639	CH	1	10327	NAC MECHANICAL AND ELECTRICAL S	05/08/2026	\$789.98	169050	E 01 110 810 000 000 350	LIBERTY B&G REPAIRS
Check Total:							\$789.98			
001	108640	CH	1	12845	SYSCO-MINNESOTA INC	05/08/2026	\$485.87	169044	E 02 300 770 000 701 490	HS FS SUPPLIES

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Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 108586-2147483647 Payment Date: 05/01/2026-5/31/2026

Pay/Void										
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	108640	CH	1	12845	SYSCO-MINNESOTA INC	05/08/2026	\$268.41	169043	E 02 300 770 000 701 490	HS KITCHEN SUPPLIES
Check Total:							\$754.28			
001	108641	CH	1	12068	THE WATSON COMPANY, INC.	05/08/2026	\$886.96	169053	E 11 300 298 000 000 490	HS CONCESSIONS
001	108641	CH	1	12068	THE WATSON COMPANY, INC.	05/08/2026	\$57.15	169052	E 11 300 298 000 000 490	HS CONCESSIONS
Check Total:							\$944.11			
001	108642	CH	1	12762	T-MOBILE	05/08/2026	\$32.69	169045	E 01 005 630 000 000 320	HOT SPOTS MARCH 2026
Check Total:							\$32.69			
001	108643	CH	1	02274	VALLEYFAIR	05/08/2026	\$3,450.00	169046	E 01 300 258 214 000 369	05/20/2026 ADMISSION
Check Total:							\$3,450.00			
001	108644	CH	1	04148	VIKING COCA-COLA BOTTLING CO	05/08/2026	\$186.00	169047	E 11 300 298 000 000 490	HS CONCESSIONS
Check Total:							\$186.00			
001	108645	CH	1	06532	VISION STAFFING	05/08/2026	\$667.00	169048	E 01 005 810 356 000 305	GROUNDS/INDY
001	108645	CH	1	06532	VISION STAFFING	05/08/2026	\$1,745.46	169048	E 01 005 810 356 000 305	GROUNDS/INDY
Check Total:							\$2,412.46			
001	108646	CH	1	14043	ZAHAYRA DIAZ VILLASENOR	05/08/2026	\$40.00	169054	E 01 100 219 000 339 358	INDY INTERPRETING 04/22 & 04/28
Check Total:							\$40.00			
001	108647	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	05/05/2026	\$293.50	168900	B 01 215 081	Child Support
001	108647	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	05/05/2026	\$129.13	168900	B 12 215 081	Child Support
Check Total:							\$422.63			
001	108648	CH	1	04223	MN NCPERS LIFE INSURANCE	05/05/2026	\$80.00	168905	B 01 215 033	NCPR Life
Check Total:							\$80.00			
001	108649	CH	1	14034	NORTH DAKOTA CHILD SUPPORT DIVI	05/05/2026	\$479.44	168903	B 12 215 081	Child Support
Check Total:							\$479.44			
001	108650	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	05/05/2026	\$1,053.37	168907	B 01 215 040	U Due Nc
001	108650	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	05/05/2026	\$135.98	168907	B 04 215 040	U Dues Nc
001	108650	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	05/05/2026	\$2,169.50	168907	B 12 215 040	U Due Nc
Check Total:							\$3,358.85			
001	108651	CH	1	13348	BUSINESS ESSENTIALS	05/08/2026	\$1,540.00	169069	E 01 300 211 000 000 401	White Copy Paper
001	108651	CH	1	13348	BUSINESS ESSENTIALS	05/08/2026	\$3,080.00	169069	E 01 100 203 000 000 401	White Copy Paper
001	108651	CH	1	13348	BUSINESS ESSENTIALS	05/08/2026	\$3,080.00	169069	E 01 110 203 000 000 401	White Copy Paper
Check Total:							\$7,700.00			
001	108652	CH	1	04838	CAMBRIDGE-ISANTI ISD #911	05/08/2026	\$150.00	169061	E 11 300 296 184 000 369	GIRLS TRACK & FIELD MEET 04/30/2026

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Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 108586-2147483647 Payment Date: 05/01/2026-5/31/2026

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	108652	CH	1	04838	CAMBRIDGE-ISANTI ISD #911	05/08/2026	\$150.00	169062	E 11 300 294 114 000 369	BOYS TRACK & FIELD MEET 04/30/2026
Check Total:							\$300.00			
001	108653	CH	1	13016	NORTHLAND REFRIGERATION INCORP	05/08/2026	\$4,047.17	169067	E 01 100 810 000 000 350	03/31/2026 INDY B&G REPAIRS
Check Total:							\$4,047.17			
001	108654	CH	1	13739	O'DAY MANAGMENT INC	05/08/2026	\$708.40	169068	E 01 300 810 000 000 350	HS B&G REPAIRS
Check Total:							\$708.40			
001	108655	CH	1	14001	PAINTED PINES	05/08/2026	\$180.00	169066	E 04 500 565 090 321 305	MACRAME AT LUPULIN 05/03/2026
Check Total:							\$180.00			
001	108656	CH	1	04796	PRINCETON HIGH SCHOOL	05/08/2026	\$150.00	169064	E 11 300 296 184 000 369	GIRLS TRACK & FIELD INVITATIONAL
001	108656	CH	1	04796	PRINCETON HIGH SCHOOL	05/08/2026	\$150.00	169063	E 11 300 294 114 000 369	BOYS TRACK & FIELD INVITATIONAL
Check Total:							\$300.00			
001	108657	CH	1	14398	RHODES, BREANNA	05/08/2026	\$200.00	169065	E 11 300 291 139 000 305	VISUAL ARTS FESTIVAL
Check Total:							\$200.00			
001	108658	CH	1	01240	WRIGHT TECHNICAL CENTER	05/08/2026	\$6,775.96	169070	E 01 797 203 000 303 390	TARGETED SERVICES SUMMER 2025
Check Total:							\$6,775.96			
001	108659	CH	1	01095	MONTICELLO HIGH SCHOOL	05/08/2026	\$1,911.74	169038	E 11 300 294 181 000 305	BOYS SWIM AND DIVE CO-OP
Check Total:							\$1,911.74			
001	108660	CH	1	14403	Poncelet, Lechia	05/08/2026	\$1,027.86	169073	E 01 005 110 999 000 401	Bank return ACH pmt 5/5/26 Payroll net
Check Total:							\$1,027.86			
001	108661	CH	1	14364	ACOUSTICS ASSOCIATES, INC.	05/15/2026	\$11,645.25	169084	E 01 300 810 359 000 520	PLASTER AND TILE OF BLHS POOL
Check Total:							\$11,645.25			
001	108662	CH	1	03804	ALL STAR TROPHY	05/15/2026	\$25.00	169086	E 11 300 294 115 000 401	Plaque VAL3912
001	108662	CH	1	03804	ALL STAR TROPHY	05/15/2026	\$40.00	169086	E 11 300 294 115 000 401	Plaque - Val3810-2nd/3rd
001	108662	CH	1	03804	ALL STAR TROPHY	05/15/2026	\$30.00	169086	E 11 300 294 115 000 401	Plaque-VAL 357
001	108662	CH	1	03804	ALL STAR TROPHY	05/15/2026	\$165.75	169086	E 11 300 294 115 000 401	Fusion-Blue/Yellow Neck Ribbon
001	108662	CH	1	03804	ALL STAR TROPHY	05/15/2026	\$15.00	169086	E 11 300 294 115 000 401	Shipping
Check Total:							\$275.75			
001	108663	CH	1	13325	AMERICAN SOLUTIONS FOR BUSINES	05/15/2026	\$780.00	169128	E 01 110 203 290 000 401	Key Fobs
001	108663	CH	1	13325	AMERICAN SOLUTIONS FOR BUSINES	05/15/2026	\$40.00	169128	E 01 110 203 290 000 401	set up fee
001	108663	CH	1	13325	AMERICAN SOLUTIONS FOR BUSINES	05/15/2026	\$20.15	169128	E 01 110 203 290 000 401	Freight
Check Total:							\$840.15			

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	108664	CH	1	13465	ANDERSON, JULIE	05/15/2026	\$225.00	169087	E 04 500 565 090 321 305	PERSONAL TRAINING-KRISTIN BACKLU
Check Total:							\$225.00			
001	108665	CH	1	14400	ARUX SOFTWARE INC	05/15/2026	\$2,997.00	169085	E 04 500 505 000 321 405	MONTHLY SOFTWARE FEES
Check Total:							\$2,997.00			
001	108666	CH	1	13982	ASL INTERPRETING SERVICES INC	05/15/2026	\$178.00	169118	E 04 500 560 182 321 357	INTERPRETING SERVICES 05/05/2026 F
001	108666	CH	1	13982	ASL INTERPRETING SERVICES INC	05/15/2026	\$261.50	169119	E 04 500 560 182 321 357	INTERPRETING SERVICES 05/03/2026 F
001	108666	CH	1	13982	ASL INTERPRETING SERVICES INC	05/15/2026	\$186.00	169082	E 04 500 560 182 321 357	INTERPRETING SERVICES 04/28/2026 F
001	108666	CH	1	13982	ASL INTERPRETING SERVICES INC	05/15/2026	\$178.00	169083	E 04 500 560 182 321 357	INTERPRETING SERVICES 04/30/2026 F
Check Total:							\$803.50			
001	108667	CH	1	13654	CITY OF ELK RIVER	05/15/2026	\$385.00	169126	E 01 300 289 000 000 305	05/01/2027 PROM 2027 DEPOSIT
001	108667	CH	1	13654	CITY OF ELK RIVER	05/15/2026	\$8,074.20	169088	E 01 300 289 000 000 305	BL HS PROM 2026 - VENUE RENTAL
Check Total:							\$8,459.20			
001	108668	CH	1	13973	COCOA MAAS	05/15/2026	\$632.50	169089	E 04 500 585 157 332 436	CHOCOLATE MUSIC NOTE COOKIES FC
Check Total:							\$632.50			
001	108669	CH	1	13309	EMBER COFFEE COMPANY	05/15/2026	\$1,000.00	169129	E 01 005 241 204 000 401	STAFF APPRECIATION WEEK
Check Total:							\$1,000.00			
001	108670	CH	1	10496	EMI AUDIO	05/15/2026	\$1,390.46	169090	E 04 500 585 157 332 401	CE MUSICAL
001	108670	CH	1	10496	EMI AUDIO	05/15/2026	\$90.40	169091	E 04 500 585 157 332 305	CE MUSICAL
Check Total:							\$1,480.86			
001	108671	CH	1	06230	GOPHER STATE ONE-CALL	05/15/2026	\$13.50	169092	E 01 005 810 000 000 350	TICKETS
Check Total:							\$13.50			
001	108672	CH	1	10453	HAMMER SPORTS, LLC	05/15/2026	\$840.00	169093	E 04 500 560 182 321 305	Girls Flag Football Referees - 4 games tota
Check Total:							\$840.00			
001	108673	CH	1	12484	HUBBARD ELECTRIC INC	05/15/2026	\$236.19	169096	E 01 201 810 000 000 350	MS WARMING OVEN REPAIRS
Check Total:							\$236.19			
001	108674	CH	1	14321	KNB CONTRACTING LLC	05/15/2026	\$38,131.08	169094	E 05 300 866 000 366 520	PG26.366.520 HS POOL HVAC
Check Total:							\$38,131.08			
001	108675	CH	1	10434	MAJESTIC CREATIONS	05/15/2026	\$39.00	169097	E 01 005 010 000 000 401	Jon Murry retirement gift
001	108675	CH	1	10434	MAJESTIC CREATIONS	05/15/2026	\$39.00	169097	E 01 005 010 000 000 401	Teresa Scott retirement gift
001	108675	CH	1	10434	MAJESTIC CREATIONS	05/15/2026	\$38.00	169097	E 01 005 010 000 000 401	Mary Walsh retirement gift
001	108675	CH	1	10434	MAJESTIC CREATIONS	05/15/2026	\$263.16	169095	E 01 005 105 000 000 401	5 year tshirt
001	108675	CH	1	10434	MAJESTIC CREATIONS	05/15/2026	\$110.88	169095	E 01 005 105 000 000 401	5 year tshirt xtend size
001	108675	CH	1	10434	MAJESTIC CREATIONS	05/15/2026	\$136.10	169095	E 01 005 105 000 000 401	sweatshirt

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	108675	CH	1	10434	MAJESTIC CREATIONS	05/15/2026	\$324.70	169095	E 01 005 105 000 000 401	10 year tote
001	108675	CH	1	10434	MAJESTIC CREATIONS	05/15/2026	\$243.72	169095	E 01 005 105 000 000 401	20 year blanket
001	108675	CH	1	10434	MAJESTIC CREATIONS	05/15/2026	\$233.46	169095	E 01 005 105 000 000 401	25 year tote
001	108675	CH	1	10434	MAJESTIC CREATIONS	05/15/2026	\$112.00	169095	E 01 005 105 000 000 401	travel mug
001	108675	CH	1	10434	MAJESTIC CREATIONS	05/15/2026	\$49.48	169095	E 01 005 105 000 000 401	35 year pullover
Check Total:							\$1,589.50			
001	108676	CH	1	14388	Minnesota Electric Supply	05/15/2026	\$2,672.00	169099	E 01 005 810 000 000 350	5K T8 Type A/B 18W LED Bulbs
001	108676	CH	1	14388	Minnesota Electric Supply	05/15/2026	\$3,588.00	169099	E 01 005 810 000 000 350	4K T8 Type A/B 14W LED Bulbs 140
Check Total:							\$6,260.00			
001	108677	CH	1	07717	NCS PEARSON	05/15/2026	\$126.60	169120	E 12 110 401 000 740 401	0158012836 - GFTA -3 Record form Qty 25
001	108677	CH	1	07717	NCS PEARSON	05/15/2026	\$10.00	169120	E 12 110 401 000 740 401	Shipping
Check Total:							\$136.60			
001	108678	CH	1	08850	NEW DOMINION SCHOOL	05/15/2026	\$371.28	169112	E 01 998 211 000 000 390	APRIL 2026 SERVICES MGS
001	108678	CH	1	08850	NEW DOMINION SCHOOL	05/15/2026	\$1,327.64	169112	E 12 998 408 000 740 393	APRIL 2026 SERVICES MGS
Check Total:							\$1,698.92			
001	108679	CH	1	10455	NORTH SHORE GYM SALES LLC	05/15/2026	\$158.00	169098	E 04 500 560 122 321 401	Vault Table Spring Replacement Kit
001	108679	CH	1	10455	NORTH SHORE GYM SALES LLC	05/15/2026	\$20.00	169098	E 04 500 560 122 321 401	Shipping
Check Total:							\$178.00			
001	108680	CH	1	14311	OSTROM CONSULTING, LLC	05/15/2026	\$695.00	169101	E 12 300 404 000 740 394	DIAGNOSTIC/ASSESSMENT SERVICES
Check Total:							\$695.00			
001	108681	CH	1	14254	PITMAN, GRACE ELIZABETH	05/15/2026	\$319.00	169100	E 04 500 585 000 332 305	KARATE AT LIBERTY AND INDY
Check Total:							\$319.00			
001	108682	CH	1	04796	PRINCETON HIGH SCHOOL	05/15/2026	\$150.00	169124	E 11 300 296 184 000 369	GIRLS TRACK & FIELD INVITATIONAL 05
001	108682	CH	1	04796	PRINCETON HIGH SCHOOL	05/15/2026	\$150.00	169123	E 11 300 294 114 000 369	BOYS TRACK & FIELD INVITATIONAL 05
Check Total:							\$300.00			
001	108683	CH	1	01187	SCHMITT MUSIC CENTERS	05/15/2026	\$102.00	169114	E 01 201 208 000 000 430	MS SAXOPHONE REPAIRS
Check Total:							\$102.00			
001	108684	CH	1	03649	SHERBURNE CO HEALTH & HUMAN	05/15/2026	\$499.20	169102	E 01 300 790 000 699 401	RBST RELATED COSTS
Check Total:							\$499.20			
001	108685	CH	1	12845	SYSCO-MINNESOTA INC	05/15/2026	\$612.04	169103	E 02 300 770 000 701 401	HS FS SUPPLIES
001	108685	CH	1	12845	SYSCO-MINNESOTA INC	05/15/2026	\$115.36	169104	E 02 100 770 000 701 401	INDY FS SUPPLIES
001	108685	CH	1	12845	SYSCO-MINNESOTA INC	05/15/2026	\$32.96	169105	E 02 100 770 000 701 401	INDY FS SUPPLIES
Check Total:							\$760.36			

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 108586-2147483647 Payment Date: 05/01/2026-5/31/2026

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	108686	CH	1	06988	ULINE	05/15/2026	\$321.25	169106	E 01 100 203 312 000 430	S-11754 Foam Core Board - 40x60", 3/16"
001	108686	CH	1	06988	ULINE	05/15/2026	\$53.87	169106	E 01 100 203 312 000 430	shipping
Check Total:							\$375.12			
001	108687	CH	1	12709	UNITED BUS SALES	05/15/2026	\$636.30	169108	E 11 005 292 000 733 350	ACTIVITY BUS SERVICE
Check Total:							\$636.30			
001	108688	CH	1	06532	VISION STAFFING	05/15/2026	\$1,275.75	169107	E 01 005 810 356 000 305	GROUPS WEEK WORKED 05/03/2026
001	108688	CH	1	06532	VISION STAFFING	05/15/2026	\$565.50	169107	E 01 100 810 356 000 305	INDY WEEK WORKED 05/03/2026
Check Total:							\$1,841.25			
001	108689	CH	1	13311	WAYZATA RESULTS	05/15/2026	\$500.00	169125	E 11 300 296 184 000 305	TRACK & FIELD TIMING & RESULTS
001	108689	CH	1	13311	WAYZATA RESULTS	05/15/2026	\$500.00	169125	E 11 300 294 114 000 305	TRACK & FIELD TIMING & RESULTS
Check Total:							\$1,000.00			
001	108690	CH	1	01240	WRIGHT TECHNICAL CENTER	05/15/2026	\$21,396.42	169111	E 01 998 208 000 303 390	WRIGHT ACADEMY HS APRIL 2026
001	108690	CH	1	01240	WRIGHT TECHNICAL CENTER	05/15/2026	\$1,568.16	169111	E 01 998 211 000 303 390	WRIGHT ACADEMY MS APRIL 2026
001	108690	CH	1	01240	WRIGHT TECHNICAL CENTER	05/15/2026	\$20,971.68	169109	E 01 998 211 000 303 390	WRIGHT ACADEMY HS FEBRUARY 2026
001	108690	CH	1	01240	WRIGHT TECHNICAL CENTER	05/15/2026	\$1,805.76	169109	E 01 998 208 000 303 390	WRIGHT ACADEMY MS FEBRUARY 2026
001	108690	CH	1	01240	WRIGHT TECHNICAL CENTER	05/15/2026	\$20,084.56	169110	E 01 998 211 000 303 390	WRIGHT ACADEMY HS MARCH 2026
001	108690	CH	1	01240	WRIGHT TECHNICAL CENTER	05/15/2026	\$1,900.80	169110	E 01 998 208 000 303 390	WRIGHT ACADEMY MS MARCH 2026
Check Total:							\$67,727.38			
001	108691	CH	1	14405	BEAR, SHEILA	05/15/2026	\$600.00	169135	E 01 300 211 000 320 401	GRADUATION GIFTS (STAR QUILTS)
Check Total:							\$600.00			
001	108692	CH	1	13863	YAHOLA, BRYAN	05/15/2026	\$300.00	169134	E 01 201 208 000 320 430	MS INSTRUCTION SUPPLIES
Check Total:							\$300.00			
001	108693	CH	1	13021	GRAND RAPIDS PUBLIC SCHOOLS	05/15/2026	\$80.00	169137	E 04 500 585 000 332 305	YOUTH ENRICHMENT LEARNING PROG
Check Total:							\$80.00			
001	108694	CH	1	14406	LAKETOWN NUTRITION LLC	05/15/2026	\$110.00	169136	E 01 300 331 000 830 433	FACS CLASS DEMONSTRATION/LESSON
Check Total:							\$110.00			
001	108695	CH	1	13951	MINNEAPOLIS PHOTOBOOTH CO	05/15/2026	\$1,101.00	169138	E 01 300 211 000 320 369	PRESENTATION PHOTO BOTH ENTRY F
Check Total:							\$1,101.00			
Bank 001 Total:							\$305,180.57			
Report Total:							\$305,180.57			

Payment Reg by Check-No Voids

5/20/2026

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Check Number: 108696-2147483647 Payment Date: 7/1/2025-5/31/2026

						Pay/Void					
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
001	108696	CH	1	05813	APPLE	05/22/2026	\$1,099.00	169152	E 01 005 630 000 000 556	11-inch iPad Pro + Cellular	
Check Total:							\$1,099.00				
001	108697	CH	1	12159	ARVIG	05/22/2026	\$139.24	169153	E 01 005 630 000 000 305	INTERNET SERVICES 05/06/2026-06/05/2	
Check Total:							\$139.24				
001	108698	CH	1	13982	ASL INTERPRETING SERVICES INC	05/22/2026	\$178.00	169155	E 04 500 560 182 321 357	INTERPRETING 05/12/2026 FLAG FB PR/	
001	108698	CH	1	13982	ASL INTERPRETING SERVICES INC	05/22/2026	\$226.50	169156	E 04 500 560 182 321 357	INTERPRETING 05/10/2026 FLAG FOOTE	
001	108698	CH	1	13982	ASL INTERPRETING SERVICES INC	05/22/2026	\$178.00	169154	E 04 500 560 182 321 357	INTERPRETING 05/07/2026 FLAG FB PR/	
Check Total:							\$582.50				
001	108699	CH	1	14198	BEDOR, EDISON KOLJA ANN	05/22/2026	\$640.00	169157	E 01 005 790 000 320 401	CHILDCARE DURING AIPAC PARENT ME	
001	108699	CH	1	14198	BEDOR, EDISON KOLJA ANN	05/22/2026	(\$640.00)	169157	E 01 005 790 000 320 401	CHILDCARE DURING AIPAC PARENT ME	
001	108699	CH	1	14198	BEDOR, EDISON KOLJA ANN	05/22/2026	\$640.00	169157	E 01 005 203 000 320 305	update code per mb	
Check Total:							\$640.00				
001	108700	CH	1	14376	BEDOR, ESCHER	05/22/2026	\$640.00	169158	E 01 005 790 000 320 401	CHILDCARE DURING AIPAC PARENT ME	
001	108700	CH	1	14376	BEDOR, ESCHER	05/22/2026	(\$640.00)	169158	E 01 005 790 000 320 401	CHILDCARE DURING AIPAC PARENT ME	
001	108700	CH	1	14376	BEDOR, ESCHER	05/22/2026	\$640.00	169158	E 01 005 203 000 320 305	update code per mb	
Check Total:							\$640.00				
001	108701	CH	1	01035	CENTRAL MINNESOTA ERDC	05/22/2026	\$165.00	169159	E 01 005 110 000 000 401	SMART BLUE CHECK STOCK	
Check Total:							\$165.00				
001	108702	CH	1	07890	PTMA	05/22/2026	\$622.35	169161	E 45 005 935 000 000 305	ASSETS APRIL 2026	
Check Total:							\$622.35				
001	108703	CH	1	12091	RPM ATHLETICS, LLC	05/22/2026	\$50.00	169160	E 11 201 296 184 000 305	05/06 TRACK & FIELD LATE CANCEL FOI	
001	108703	CH	1	12091	RPM ATHLETICS, LLC	05/22/2026	\$50.00	169160	E 11 201 294 114 000 305	05/06 TRACK & FIELD LATE CANCEL FOI	
Check Total:							\$100.00				
001	108704	CH	1	13463	SALMON, ABIGAIL	05/22/2026	\$200.00	169163	E 01 300 259 000 000 305	HS CHOIR CONCERT AND REHEARSAL ,	
Check Total:							\$200.00				
001	108705	CH	1	12845	SYSCO-MINNESOTA INC	05/22/2026	\$32.96	169162	E 02 110 770 000 701 401	FS LIBERTY PAPER BAGS	
Check Total:							\$32.96				
001	108706	CH	1	13009	TRAFERA HOLDINGS, LLC	05/22/2026	\$5,700.00	169164	E 05 005 630 000 795 406	Google AI Pro for Education	
Check Total:							\$5,700.00				
001	108707	CH	1	13048	WELLNESS FOR LIVING LLC	05/22/2026	\$175.00	169165	E 04 500 585 000 332 305	PAINT BOM ART	
Check Total:							\$175.00				

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Payment Reg by Check-No Voids

5/20/2026

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Check Number: 108696-2147483647 Payment Date: 7/1/2025-5/31/2026

Pay/Void										
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	108708	CH	1	13130	LINDSEY OSTERMAN	05/22/2026	\$1,416.00	169168	E 01 300 790 000 699 303	PCN MEDIA CONSULTANT MAY 2026
Check Total:							\$1,416.00			
001	108709	CH	1	13463	SALMON, ABIGAIL	05/22/2026	\$200.00	169169	E 01 201 259 000 000 430	6TH, 7TH, 8TH CHOIR CONCERT & REHE
Check Total:							\$200.00			
001	108710	CH	1	05296	MONTICELLO COMMUNITY ED	05/22/2026	\$200.00	169172	E 04 500 565 090 321 305	BEGINNERS SOURDOUGH CLASS 03/24
Check Total:							\$200.00			
001	108711	CH	1	14240	DAIKIN APPLIED AMERICAS INC	05/22/2026	\$921.25	169197	E 01 300 810 000 000 305	PO 34443 HS QUARTERLY ADVANCED B
Check Total:							\$921.25			
001	108712	CH	1	09217	HORIZON SEMINARS	05/22/2026	\$11,581.25	169198	E 01 300 810 359 000 520	PO 35279 HS B&G REPAIRS
Check Total:							\$11,581.25			
001	108713	CH	1	08465	INNOVATIVE OFFICE SOLUTIONS	05/22/2026	\$3,600.00	169199	E 04 500 520 000 322 530	HON HUDDLE TABLE BASES
001	108713	CH	1	08465	INNOVATIVE OFFICE SOLUTIONS	05/22/2026	\$2,314.80	169199	E 04 500 520 000 322 530	HON HUDDLE TABLE TOPS
001	108713	CH	1	08465	INNOVATIVE OFFICE SOLUTIONS	05/22/2026	\$175.00	169199	E 04 500 520 000 322 530	HON SURCHARGE
001	108713	CH	1	08465	INNOVATIVE OFFICE SOLUTIONS	05/22/2026	\$0.00	169199	E 04 500 520 000 322 530	24" X 60" TOPS IN HANDSPUN SLATE
Check Total:							\$6,089.80			
001	108714	CH	1	13016	NORTHLAND REFRIGERATION INCORF	05/22/2026	\$2,538.26	169200	E 01 110 810 000 000 350	LIBERTY B&G REPAIRS
Check Total:							\$2,538.26			
001	108715	CH	1	08589	PIONEER CRITICAL POWER	05/22/2026	\$355.89	169202	E 01 110 810 000 000 350	LIBERTY B&G REPAIRS
Check Total:							\$355.89			
001	108716	CH	1	09760	PREMIER LOCATING, INC.	05/22/2026	\$140.00	169201	E 01 005 810 000 000 305	TICKETS RECEIVED
Check Total:							\$140.00			
001	108717	CH	1	06532	VISION STAFFING	05/22/2026	\$1,849.84	169203	E 01 005 810 356 000 305	GROUNDS WEEK OF 05/10/2026
Check Total:							\$1,849.84			
001	108718	CH	1	01435	AWARD EMBLEM MFG CO INC	05/22/2026	\$138.00	169204	E 01 300 211 133 000 401	2SOENE NO. 2 PIN: SOLO ENSEMBLE
001	108718	CH	1	01435	AWARD EMBLEM MFG CO INC	05/22/2026	\$18.40	169204	E 01 300 211 133 000 401	2JZBAD NO. 2 PIN: JAZZ BAND
001	108718	CH	1	01435	AWARD EMBLEM MFG CO INC	05/22/2026	\$46.00	169204	E 01 300 211 133 000 401	2ALCOE NO. 2 PIN: ALL CONFERENCE
001	108718	CH	1	01435	AWARD EMBLEM MFG CO INC	05/22/2026	\$46.00	169204	E 01 300 211 133 000 401	2BAND NO. 2 PIN: BAND
001	108718	CH	1	01435	AWARD EMBLEM MFG CO INC	05/22/2026	\$78.75	169204	E 01 300 211 133 000 401	190 NO. 190 PIN: SERVICE BAR
001	108718	CH	1	01435	AWARD EMBLEM MFG CO INC	05/22/2026	\$130.00	169204	E 01 300 211 133 000 401	176CHOIR NO. 176 PIN: CHOIR
001	108718	CH	1	01435	AWARD EMBLEM MFG CO INC	05/22/2026	\$46.00	169204	E 01 300 211 133 000 401	2SNLER NO. 2 PIN: SECTION LEADER
001	108718	CH	1	01435	AWARD EMBLEM MFG CO INC	05/22/2026	\$46.80	169204	E 01 300 211 133 000 401	285MCHOR NO. 285 PIN: MUSIC HONOF
001	108718	CH	1	01435	AWARD EMBLEM MFG CO INC	05/22/2026	\$78.00	169204	E 01 300 211 133 000 401	285CREXE NO. 285 PIN: CHOIR EXCELL
001	108718	CH	1	01435	AWARD EMBLEM MFG CO INC	05/22/2026	\$9.20	169204	E 01 300 211 133 000 401	2SOLO NO. 2 PIN: SOLO

Pay/Void									
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Description
001	108718	CH	1	01435	AWARD EMBLEM MFG CO INC	05/22/2026	\$78.20	169204	E 01 300 211 133 000 401 1ENSLE NO. 1 PIN: ENSEMBLE
001	108718	CH	1	01435	AWARD EMBLEM MFG CO INC	05/22/2026	\$18.40	169204	E 01 300 211 133 000 401 2DUET NO. 2 PIN: DUET
001	108718	CH	1	01435	AWARD EMBLEM MFG CO INC	05/22/2026	\$27.60	169204	E 01 300 211 133 000 401 2REPVE NO. 2 PIN: REPRESENTATIVE
001	108718	CH	1	01435	AWARD EMBLEM MFG CO INC	05/22/2026	\$72.80	169204	E 01 300 211 133 000 401 475 NO. 475 PIN: DRAMA MASK W/SWO
001	108718	CH	1	01435	AWARD EMBLEM MFG CO INC	05/22/2026	\$41.60	169204	E 01 300 211 133 000 401 870THEER NO. 870 PIN: THEATER
001	108718	CH	1	01435	AWARD EMBLEM MFG CO INC	05/22/2026	\$7.10	169204	E 01 300 211 133 000 401 189 NO 189 PIN: SERVICE BAR
001	108718	CH	1	01435	AWARD EMBLEM MFG CO INC	05/22/2026	\$101.50	169204	E 01 300 211 133 000 401 22 NO. 22 PIN: STAR GOLDTONE
001	108718	CH	1	01435	AWARD EMBLEM MFG CO INC	05/22/2026	\$59.00	169204	E 01 300 211 133 000 401 176ENGED NO 176 PIN: ENGRAVEABLE
001	108718	CH	1	01435	AWARD EMBLEM MFG CO INC	05/22/2026	\$11.80	169204	E 01 300 211 133 000 401 176ENGED NO. 176 PIN: ENGRAVEABLE
001	108718	CH	1	01435	AWARD EMBLEM MFG CO INC	05/22/2026	\$26.00	169204	E 01 300 211 133 000 401 1ENGED NO. 1 PIN: ENGRAVEABLE EN
001	108718	CH	1	01435	AWARD EMBLEM MFG CO INC	05/22/2026	\$40.95	169204	E 01 300 211 133 000 401 5ENGED NO. 5 GUARD PIN: ENGRAVEA
001	108718	CH	1	01435	AWARD EMBLEM MFG CO INC	05/22/2026	\$54.00	169204	E 01 300 211 133 000 401 750 KEY CHARM: ENGRAVEABLE W/INK
001	108718	CH	1	01435	AWARD EMBLEM MFG CO INC	05/22/2026	\$14.50	169204	E 01 300 211 133 000 401 S1101 NO. 10-1 TITLE MEDAL W/ROBBOI
001	108718	CH	1	01435	AWARD EMBLEM MFG CO INC	05/22/2026	\$7.85	169204	E 01 300 211 133 000 401 9097 SCULPTURE: STAR VICTORY/AC
001	108718	CH	1	01435	AWARD EMBLEM MFG CO INC	05/22/2026	\$18.40	169204	E 01 300 211 133 000 401 1ART NO. 1 PIN: ART
001	108718	CH	1	01435	AWARD EMBLEM MFG CO INC	05/22/2026	\$49.40	169204	E 01 300 211 133 000 401 9923G PLAQUE: PINO FINISH 7X9" BASI
001	108718	CH	1	01435	AWARD EMBLEM MFG CO INC	05/22/2026	\$30.00	169204	E 01 300 211 133 000 401 SETUP SET-UP: SET UP CHARGE
001	108718	CH	1	01435	AWARD EMBLEM MFG CO INC	05/22/2026	\$27.83	169204	E 01 300 211 133 000 401 RES21 RAW MAT/ENERGY SURCHARGE
001	108718	CH	1	01435	AWARD EMBLEM MFG CO INC	05/22/2026	\$22.95	169204	E 01 300 211 133 000 401 SHIPPING AND HANDLING
Check Total:							\$1,347.03		
001	108719	CH	1	03184	CENTERPOINT ENERGY	05/22/2026	\$405.70	169206	E 01 201 810 000 000 330 #5769708-8 MS FIRM GAS APRIL 2026
001	108719	CH	1	03184	CENTERPOINT ENERGY	05/22/2026	\$1,533.87	169206	E 01 201 810 000 000 330 #5775439-2 MS INT GAS APRIL 2026
001	108719	CH	1	03184	CENTERPOINT ENERGY	05/22/2026	\$2,122.51	169206	E 01 100 810 000 000 330 #5775443-4 INDY INT GAS APRIL 2026
001	108719	CH	1	03184	CENTERPOINT ENERGY	05/22/2026	\$162.59	169206	E 01 300 810 000 000 330 #5793404-4 HS FIRM GAS APRIL 2026
001	108719	CH	1	03184	CENTERPOINT ENERGY	05/22/2026	\$4,013.45	169206	E 01 300 810 000 000 330 #5793464-8 HS INT GAS APRIL 2026
001	108719	CH	1	03184	CENTERPOINT ENERGY	05/22/2026	\$67.83	169206	E 01 100 810 000 000 330 #5803273-1 INDY FIRM #2 GAS APRIL 20:
001	108719	CH	1	03184	CENTERPOINT ENERGY	05/22/2026	\$465.89	169206	E 01 100 810 000 000 330 #5808588-7 INDY FIRM #1 GAS APRIL 20:
001	108719	CH	1	03184	CENTERPOINT ENERGY	05/22/2026	\$200.00	169206	E 01 201 810 000 000 330 #5775439 ENERGY AUDIT
001	108719	CH	1	03184	CENTERPOINT ENERGY	05/22/2026	\$200.00	169206	E 01 100 810 000 000 330 #5775443 ENERGY AUDIT
001	108719	CH	1	03184	CENTERPOINT ENERGY	05/22/2026	\$200.00	169206	E 01 300 810 000 000 330 #5793464 ENERGY AUDIT
Check Total:							\$9,371.84		
001	108720	CH	1	01475	CONNEXUS ENERGY	05/22/2026	\$31.04	169205	E 01 005 810 860 000 331 #416856-237326 SOFTBALL CONCESSIO
001	108720	CH	1	01475	CONNEXUS ENERGY	05/22/2026	\$9,003.45	169205	E 01 100 810 000 000 331 #416856-242663 INDY ELECTRICAL 03/11

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Check Number: 108696-2147483647 Payment Date: 7/1/2025-5/31/2026

Pay/Void										
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	108720	CH	1	01475	CONNEXUS ENERGY	05/22/2026	\$12,557.97	169205	E 01 110 810 000 000 331	#416856-264923 LIBERTY ELECTRICAL C
001	108720	CH	1	01475	CONNEXUS ENERGY	05/22/2026	\$97.65	169205	E 01 005 810 860 000 331	#416856-310758 BASEBALL FIELD LIGHT
001	108720	CH	1	01475	CONNEXUS ENERGY	05/22/2026	\$506.05	169205	E 01 005 810 860 000 331	#416856-310759 SOFTBALL FIELD LIGHT
Check Total:							\$22,196.16			
001	108721	CH	1	05103	PRO MAINTENANCE, INC.	05/22/2026	\$57,550.50	169208	E 01 300 810 359 000 520	INSTALL SW DECORATIVE QUARTZ FLO
001	108721	CH	1	05103	PRO MAINTENANCE, INC.	05/22/2026	\$4,100.00	169208	E 01 300 810 359 000 520	INSTALL SW SOLID COLOR EPOXY TO E
001	108721	CH	1	05103	PRO MAINTENANCE, INC.	05/22/2026	\$1,650.00	169208	E 01 300 810 359 000 520	CHANGE ORDER
001	108721	CH	1	05103	PRO MAINTENANCE, INC.	05/22/2026	\$7,188.30	169208	E 01 300 810 359 000 520	CHANGE ORDER
Check Total:							\$70,488.80			
001	108722	CH	1	05314	TECH CHECK	05/22/2026	\$23,904.18	169209	E 01 005 630 000 000 505	Fortinet Firewall Security Subscription Ren
Check Total:							\$23,904.18			
001	108723	CH	1	14387	VERSACON, INC.	05/22/2026	\$2,232.50	169210	E 06 201 870 000 000 520	#22L201.01A APRIL 2026
Check Total:							\$2,232.50			
001	108724	CH	1	01165	XCEL ENERGY-NSP	05/22/2026	\$2,352.85	169207	E 01 110 810 000 000 330	LIBERTY GAS 04/09/2026-05/11/2026
Check Total:							\$2,352.85			
001	108725	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	05/22/2026	\$293.50	169183	B 01 215 081	Child Support
001	108725	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	05/22/2026	\$129.13	169183	B 12 215 081	Child Support
Check Total:							\$422.63			
001	108726	CH	1	12504	MN PEIP	05/22/2026	\$241,655.02	169211	B 01 215 030	JUNE 2026 HEALTH
001	108726	CH	1	12504	MN PEIP	05/22/2026	\$23,327.76	169211	B 04 215 030	JUNE 2026 HEALTH
001	108726	CH	1	12504	MN PEIP	05/22/2026	\$5,157.66	169211	B 05 215 030	JUNE 2026 HEALTH
001	108726	CH	1	12504	MN PEIP	05/22/2026	\$2,865.04	169211	B 11 215 030	JUNE 2026 HEALTH
001	108726	CH	1	12504	MN PEIP	05/22/2026	\$148,838.63	169211	B 12 215 030	JUNE 2026 HEALTH
001	108726	CH	1	12504	MN PEIP	05/22/2026	\$2,718.16	169211	B 01 215 051	JUNE 2026 HEALTH
001	108726	CH	1	12504	MN PEIP	05/22/2026	\$498.20	169211	B 04 215 051	JUNE 2026 HEALTH
001	108726	CH	1	12504	MN PEIP	05/22/2026	\$431.68	169211	B 05 215 051	JUNE 2026 HEALTH
001	108726	CH	1	12504	MN PEIP	05/22/2026	\$644.90	169211	B 11 215 051	JUNE 2026 HEALTH
001	108726	CH	1	12504	MN PEIP	05/22/2026	\$11,874.33	169211	B 12 215 051	JUNE 2026 HEALTH
Check Total:							\$438,011.38			
001	108727	CH	1	14034	NORTH DAKOTA CHILD SUPPORT DIVI	05/22/2026	\$466.04	169186	B 12 215 081	Child Support
Check Total:							\$466.04			
001	108728	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	05/22/2026	145 \$1,090.87	169189	B 01 215 040	U Due Nc
001	108728	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	05/22/2026	\$135.98	169189	B 04 215 040	U Dues Nc

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Check Number: 108696-2147483647 Payment Date: 7/1/2025-5/31/2026

						Pay/Void				
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001	108728	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	05/22/2026	\$2,291.61	169189	B 12 215 040	U Due Nc

Check Total: \$3,518.46

Bank 001 Total:

Report Total:

Pay/Void									
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Description
001		CC	1	01034	RESOURCE TRAINING & SOLUTIONS	05/06/2026	\$40.00	168948	E 01 005 640 000 316 366 PO 35490 2026 Legislative forum TT MA
001		CC	1	01038	CITY OF BIG LAKE	05/06/2026	\$1,405.18	168994	E 01 110 810 000 000 332 Liberty Water/Sewer 02.05.2026-03.05.2026
001		CC	1	01038	CITY OF BIG LAKE	05/06/2026	\$1,627.81	169011	E 01 300 810 000 000 332 HS Water/Sewer 02.05.2026-03.05.2026
001		CC	1	01038	CITY OF BIG LAKE	05/06/2026	\$33.70	169007	E 01 005 810 000 000 332 Bathrooms Water/Sewer 02.21.2026-03.2026
001		CC	1	01038	CITY OF BIG LAKE	05/06/2026	\$33.70	169010	E 01 005 810 000 000 332 Admissions Water/Sewer 02.21.2026-03.2026
001		CC	1	01038	CITY OF BIG LAKE	05/06/2026	\$1,276.09	168996	E 01 100 810 000 000 332 Indy Water/Sewer 02.05.2026-03.05.2026
001		CC	1	01038	CITY OF BIG LAKE	05/06/2026	\$1,269.67	169008	E 01 201 810 000 000 332 MS Water/Sewer 02.05.2026-3.05.2026
001		CC	1	01065	HILLYARD FLOOR CARE	05/06/2026	\$592.92	168983	E 02 201 770 000 701 401 PO 35455 MS Kitchen Cleaning Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	05/06/2026	\$3,624.53	168984	E 01 110 810 000 000 401 PO 35454 Liberty Cleaning Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	05/06/2026	\$22.44	169012	E 01 300 810 000 000 401 PO 35030 HS B&G Cleaning Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	05/06/2026	\$115.77	169000	E 02 300 770 000 701 401 PO 35384 HS FS Deterg Dish 12 Above M
001		CC	1	01065	HILLYARD FLOOR CARE	05/06/2026	\$3,195.47	168989	E 01 201 810 000 000 401 PO 35453 MS Cleaning Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	05/06/2026	\$57.81	168990	E 01 300 810 000 000 401 PO 35366 HS Cleaning Supplies
001		CC	1	01840	RATWIK, ROSZAK & MALONEY, P.A.	05/06/2026	\$425.00	168780	E 01 005 640 000 316 366 26 SPED ED Law Conference
001		CC	1	02097	BIG LAKE CHAMBER OF COMMERCE	05/06/2026	\$50.00	169005	E 01 005 020 000 000 366 February and March 2026 Membership Me
001		CC	1	02231	NASSP	05/06/2026	\$138.99	168991	E 01 300 211 131 000 401 PO35447 Awards Ceremony
001		CC	1	02735	EHLERS & ASSOCIATES, INC	05/06/2026	\$125.00	168998	E 01 005 020 000 000 366 2026 School Finance Seminar (Tim T)
001		CC	1	03455	GRAINGER	05/06/2026	\$260.02	168995	E 01 005 810 000 000 401 PO 35432 B&G Supplies
001		CC	1	03455	GRAINGER	05/06/2026	\$51.58	168997	E 01 100 810 000 000 401 PO 35432 Indy B&G Supplies
001		CC	1	03455	GRAINGER	05/06/2026	\$411.00	168986	E 01 005 810 000 000 401 PO 35458 SINK REBUILD KIT-CHICAGO
001		CC	1	03455	GRAINGER	05/06/2026	\$231.24	169003	E 01 100 810 000 000 401 PO 35432 Indy B&G Panel Enclosures
001		CC	1	03455	GRAINGER	05/06/2026	\$205.56	169004	E 01 100 810 000 000 401 PO 35432 Indy B&G Supplies
001		CC	1	03566	FOLLETT CONTENT SOLUTIONS, LLC	05/06/2026	\$194.49	168974	E 01 100 620 000 000 470 PO 35374: Library book listing
001		CC	1	03849	DISCOUNT SCHOOL SUPPLY	05/06/2026	\$159.96	168976	E 04 500 596 000 344 430 PO 35419-Excellerations® Rhythm Sticks
001		CC	1	04576	MCTM	05/06/2026	\$325.00	168959	E 01 200 204 011 414 366 PO 35479 Dan Haley conference 2026
001		CC	1	04944	DOMINO'S PIZZA	05/06/2026	\$11.36	168953	E 01 005 790 000 320 490 AIPAC family meeting- Dominos delivery at
001		CC	1	04944	DOMINO'S PIZZA	05/06/2026	\$93.91	168955	E 01 005 790 000 320 490 AIPAC family meeting-food
001		CC	1	05264	BSN SPORTS	05/06/2026	\$2,394.00	168980	E 11 300 294 113 000 434 PO 35110 FB Jersey and pants
001		CC	1	05264	BSN SPORTS	05/06/2026	\$362.88	168973	E 11 300 293 114 000 401 PO 35253 Royal-Dri-Fit Straited Polos - 3-1
001		CC	1	05264	BSN SPORTS	05/06/2026	\$1,227.58	168992	E 01 110 203 902 000 401 PO 35046 Liberty Supplies
001		CC	1	05351	HOME DEPOT	05/06/2026	\$372.86	168965	E 01 300 810 000 000 401 HS Supplies
001		CC	1	05872	CHILD CARE CHOICES	05/06/2026	\$400.00	169021	E 04 500 580 000 325 305 EC Super Saturday Daycare Provider Train
001		CC	1	05951	RUTTGER'S BAY LAKE LODGE	05/06/2026	\$631.36	168963	E 01 300 790 000 699 366 Paul Fischer PCN training
001		CC	1	05951	RUTTGER'S BAY LAKE LODGE	05/06/2026	\$631.36	168969	E 01 300 790 000 699 366 Audra PCN Training

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5/15/2026

8:35 AM

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026

Pay/Void									
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Description
001		CC	1	06130	COBORN'S INC.	05/06/2026	\$74.16	168950	E 01 005 790 000 320 490 AIPAC family meeting-
001		CC	1	06130	COBORN'S INC.	05/06/2026	\$19.98	168946	E 01 300 790 000 699 490 april coalition mtg snacks
001		CC	1	06130	COBORN'S INC.	05/06/2026	\$57.87	168947	E 01 300 790 000 699 490 HS Epic mtg snacks
001		CC	1	06130	COBORN'S INC.	05/06/2026	\$31.95	168937	E 01 300 211 000 320 490 HS Leadership meeting
001		CC	1	06130	COBORN'S INC.	05/06/2026	\$107.82	168939	E 11 300 293 119 000 401 Golf beverages
001		CC	1	06130	COBORN'S INC.	05/06/2026	\$42.96	168993	E 01 201 208 000 320 490 MS Leadership Meeting Food
001		CC	1	06130	COBORN'S INC.	05/06/2026	\$35.24	168933	E 01 300 211 000 320 490 HS Leadership meeing
001		CC	1	06130	COBORN'S INC.	05/06/2026	\$34.96	168935	E 01 201 208 000 320 490 MS Leadership meeting 148
001		CC	1	06130	COBORN'S INC.	05/06/2026	\$66.29	169019	E 01 300 790 000 699 490 HS Epic Mtg Snacks
001		CC	1	06130	COBORN'S INC.	05/06/2026	\$29.54	168961	E 01 110 203 000 320 490 Liberty leadership meeting
001		CC	1	06130	COBORN'S INC.	05/06/2026	\$33.94	169018	E 01 110 203 000 320 490 Liberty Leadership Meeting Food
001		CC	1	06130	COBORN'S INC.	05/06/2026	\$156.31	168936	E 01 300 790 000 699 490 MS Epic Snacks
001		CC	1	06130	COBORN'S INC.	05/06/2026	\$61.93	168981	E 01 300 211 000 320 490 HS Leadership Meeting Food
001		CC	1	06130	COBORN'S INC.	05/06/2026	\$31.54	168972	E 01 100 203 000 320 490 INDEP Leadership meeting food
001		CC	1	06130	COBORN'S INC.	05/06/2026	\$88.93	168975	E 01 300 211 000 320 490 HS Leadership meeting food
001		CC	1	06130	COBORN'S INC.	05/06/2026	\$29.56	168938	E 01 100 203 000 320 490 INDEP Leadership meeting
001		CC	1	08066	TARGET	05/06/2026	\$50.00	169023	E 01 110 740 000 000 401 Behavior Intervention Supplies
001		CC	1	08066	TARGET	05/06/2026	\$9.98	169014	E 01 110 201 000 000 401 Kindergarten King & Queens allergy
001		CC	1	08347	WALMART	05/06/2026	\$16.71	168920	E 04 500 585 157 332 401 CE Musical
001		CC	1	08347	WALMART	05/06/2026	\$45.41	168954	E 04 500 580 000 325 430 ECFE Supplies / CE Musical
001		CC	1	08347	WALMART	05/06/2026	\$9.94	168954	E 04 500 585 157 332 401 ECFE Supplies / CE Musical
001		CC	1	08347	WALMART	05/06/2026	\$30.84	169001	E 01 110 201 000 000 401 Kindergarten Kings and queens / office sup
001		CC	1	08347	WALMART	05/06/2026	\$51.15	168923	E 04 500 505 000 321 490 CE Food and Supplies
001		CC	1	08347	WALMART	05/06/2026	\$8.44	168923	E 04 500 505 000 321 401 CE Food and Supplies
001		CC	1	08347	WALMART	05/06/2026	\$0.86	168923	E 01 005 110 999 000 401 CE Food and Supplies
001		CC	1	08347	WALMART	05/06/2026	\$7.97	169002	E 01 110 203 000 000 401 Kindergarten Kings and queens / office sup
001		CC	1	08347	WALMART	05/06/2026	\$122.50	169013	E 01 110 201 000 000 401 Kindergarten kings and queens
001		CC	1	08465	INNOVATIVE OFFICE SOLUTIONS	05/06/2026	\$1,532.50	168999	E 05 201 208 000 302 530 PO 35137 MS Media Center Furniture Rep
001		CC	1	08871	SURVEYMONKEY.COM LLC	05/06/2026	\$276.00	168940	E 01 005 107 000 000 305 District Communications
001		CC	1	09044	MENARDS - ELK RIVER	05/06/2026	\$586.88	168966	E 04 500 585 157 332 401 Supplies
001		CC	1	09044	MENARDS - ELK RIVER	05/06/2026	\$71.66	168966	E 01 005 810 000 000 401 Supplies
001		CC	1	09044	MENARDS - ELK RIVER	05/06/2026	\$78.93	168966	E 04 500 585 157 332 401 Supplies
001		CC	1	09044	MENARDS - ELK RIVER	05/06/2026	\$104.32	168966	E 04 500 585 157 332 401 Supplies
001		CC	1	09044	MENARDS - ELK RIVER	05/06/2026	\$47.74	168966	E 01 110 810 000 000 401 Supplies

Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description
001		CC	1	09217	HORIZON COMMERCIAL POOL SUPPL	05/06/2026	\$1,846.15	168985	E 01 300 810 359 000 520	PO 35279 5 YEAR MAINTENANCE OF DE
001		CC	1	09984	THE INSTRUMENTALIST CO.	05/06/2026	\$173.00	168941	E 01 300 211 133 000 401	PO 35465- Sousa student combination set
001		CC	1	10104	THE SUITES HOTEL AT THE WATERFR	05/06/2026	\$317.97	168952	E 01 005 640 000 316 366	saftey conference-TZ
001		CC	1	10104	THE SUITES HOTEL AT THE WATERFR	05/06/2026	\$317.97	168956	E 01 005 640 000 316 366	saftey conference- ST
001		CC	1	10104	THE SUITES HOTEL AT THE WATERFR	05/06/2026	\$306.52	168957	E 01 005 640 000 316 366	saftey conference- TT
001		CC	1	10338	ADAM'S PEST CONTROL, INC.	05/06/2026	\$55.12	169006	E 01 300 810 000 000 305	HS Prevention Plus
001		CC	1	12031	LANGUAGELINE Solutions	05/06/2026	\$15.80	168945	E 01 100 219 000 339 358	INDEP Lang line 4 mins
001		CC	1	12031	LANGUAGELINE Solutions	05/06/2026	\$11.85	168979	E 01 100 219 000 339 358	INDEP PASHTO 3 mins 149
001		CC	1	12031	LANGUAGELINE Solutions	05/06/2026	\$11.85	168921	E 01 110 219 000 339 358	Liberty Interpreter 04.23.2026 (Somali)
001		CC	1	12031	LANGUAGELINE Solutions	05/06/2026	\$7.90	168970	E 01 100 219 000 339 358	INDEP 2 min PASHTO
001		CC	1	12031	LANGUAGELINE Solutions	05/06/2026	\$7.90	168971	E 01 100 219 000 339 358	INDEP 2 min PASHTO
001		CC	1	12031	LANGUAGELINE Solutions	05/06/2026	\$7.90	168942	E 01 100 219 000 339 358	INDEP 2 mins PASHTO
001		CC	1	12031	LANGUAGELINE Solutions	05/06/2026	\$15.80	168944	E 01 100 219 000 339 358	INDEP 4 mints
001		CC	1	12031	LANGUAGELINE Solutions	05/06/2026	\$11.85	168943	E 01 100 219 000 339 358	INDEP 3 minutes
001		CC	1	12145	GOPHER STAGE LIGHTING	05/06/2026	\$149.80	168978	E 04 500 585 157 332 401	PO 35320- D40/CSPAR Wide Round Diffus
001		CC	1	12187	CHIPOLTE MEXICAN RESTURANT	05/06/2026	\$303.13	169020	E 01 300 790 000 699 490	Epic Retreat Chipotle Catering
001		CC	1	12236	HEALY AWARDS INC	05/06/2026	\$57.41	168962	E 11 300 293 114 000 401	PO 35410- Cover Up Stickers (for Record t
001		CC	1	12236	HEALY AWARDS INC	05/06/2026	\$57.40	168962	E 11 300 295 184 000 401	PO 35410- Cover Up Stickers (for Record t
001		CC	1	12304	SAM'S CLUB	05/06/2026	\$37.96	168968	E 11 300 298 000 000 401	Concessions supplies cups
001		CC	1	12304	SAM'S CLUB	05/06/2026	\$27.98	168927	E 01 300 298 918 000 490	Java Hive
001		CC	1	12418	USPS	05/06/2026	\$11.30	168949	E 01 100 203 000 000 329	shipping
001		CC	1	12418	USPS	05/06/2026	\$11.35	169017	E 01 400 203 000 000 329	Postage
001		CC	1	12528	RAYMOND GEDDES & COMPANY, INC.	05/06/2026	\$79.88	169015	E 01 100 203 290 000 401	PO 35408 PBIS rewards
001		CC	1	12851	NEW YORK TIMES	05/06/2026	\$25.00	168922	E 01 300 220 000 000 430	English Dept.
001		CC	1	12851	NEW YORK TIMES	05/06/2026	\$25.00	169024	E 01 300 220 000 000 430	English Dept.
001		CC	1	13072	CINTAS CORPORATION NO 2	05/06/2026	\$128.28	168977	E 01 300 810 350 000 305	March 26 Uniform
001		CC	1	13072	CINTAS CORPORATION NO 2	05/06/2026	\$128.28	168977	E 01 201 810 350 000 305	March 26 Uniform
001		CC	1	13072	CINTAS CORPORATION NO 2	05/06/2026	\$128.25	168977	E 01 100 810 350 000 305	March 26 Uniform
001		CC	1	13072	CINTAS CORPORATION NO 2	05/06/2026	\$128.25	168977	E 01 110 810 350 000 305	March 26 Uniform
001		CC	1	13072	CINTAS CORPORATION NO 2	05/06/2026	(\$2.54)	168977	E 01 300 810 350 000 305	March 26 Uniform
001		CC	1	13109	INN ON LAKE SUPERIOR	05/06/2026	\$478.08	168916	E 01 200 204 011 414 366	Minnesota Council of Teachers of Mathem:
001		CC	1	13109	INN ON LAKE SUPERIOR	05/06/2026	\$478.08	168928	E 01 200 204 011 414 366	Minnesota Council of Teachers of Mathem:
001		CC	1	13109	INN ON LAKE SUPERIOR	05/06/2026	\$478.08	168930	E 01 200 204 011 414 366	Minnesota Council of Teachers of Mathem:
001		CC	1	13109	INN ON LAKE SUPERIOR	05/06/2026	\$478.08	168932	E 01 200 204 011 414 366	Minnesota Council of Teachers of Mathem:

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 05/01/2026-5/31/2026

						Pay/Void					
Bank	Check No	Ty	Grp	Code	Vendor	Date	Amount	Voucher #	Account Code	Description	
001		CC	1	13109	INN ON LAKE SUPERIOR	05/06/2026	\$478.08	168917	E 01 200 204 011 414 366	Minnesota Council of Teachers of Mathema	
001		CC	1	13109	INN ON LAKE SUPERIOR	05/06/2026	\$478.08	168915	E 01 200 204 011 414 366	Minnesota Council of Teachers of Mathema	
001		CC	1	13109	INN ON LAKE SUPERIOR	05/06/2026	\$478.08	168924	E 01 200 204 011 414 366	Minnesota Council of Teachers of Mathema	
001		CC	1	13109	INN ON LAKE SUPERIOR	05/06/2026	\$478.08	168929	E 01 200 204 011 414 366	Minnesota Council of Teachers of Mathema	
001		CC	1	13109	INN ON LAKE SUPERIOR	05/06/2026	\$478.08	168918	E 01 200 204 011 414 366	Minnesota Council of Teachers of Mathema	
001		CC	1	13109	INN ON LAKE SUPERIOR	05/06/2026	\$478.08	168925	E 01 200 204 011 414 366	Minnesota Council of Teachers of Mathema	
001		CC	1	13109	INN ON LAKE SUPERIOR	05/06/2026	\$478.08	168919	E 01 200 204 011 414 366	Minnesota Council of Teachers of Mathema	
001		CC	1	13185	PATRIOT NEWS MN	05/06/2026	\$88.00	168987	E 01 005 010 000 000 305	April 4 Legal Board Highlights 150	
001		CC	1	13185	PATRIOT NEWS MN	05/06/2026	\$288.00	168988	E 01 005 010 000 000 305	April 4 Legal Board Highlights	
001		CC	1	13311	WAYZATA RESULTS	05/06/2026	\$22.40	168934	E 11 300 294 114 000 369	Track additional entry fee	
001		CC	1	13311	WAYZATA RESULTS	05/06/2026	\$22.40	168934	E 11 300 296 184 000 369	Track additional entry fee	
001		CC	1	13341	JERSEY MIKES	05/06/2026	\$264.11	168926	E 04 500 505 000 321 490	CE Food	
001		CC	1	13594	FREDDIES	05/06/2026	\$14.35	168931	E 11 300 296 184 000 366	HS Hamline Track & Field	
001		CC	1	13594	FREDDIES	05/06/2026	\$14.35	168931	E 11 300 294 114 000 366	HS Hamline Track & Field	
001		CC	1	13687	E&G 1123 ECOMM	05/06/2026	\$51.55	168781	E 01 005 105 000 000 490	Mediation Lunch (5)	
001		CC	1	13687	E&G 1123 ECOMM	05/06/2026	\$124.21	168951	E 01 300 211 000 000 490	Lunch for Dean interviews	
001		CC	1	13687	E&G 1123 ECOMM	05/06/2026	\$55.75	168960	E 01 005 105 000 000 490	negoistiation meals (6)	
001		CC	1	13690	PROTRAININGS LLC	05/06/2026	\$439.45	168964	E 04 500 570 000 321 305	ProFirstAid Certificate 11	
001		CC	1	14007	CENTER FOR RESPONSIVE	05/06/2026	\$4,245.00	169016	E 01 110 203 000 000 366	PO # 35434 Responsive Classroom (Brinl	
001		CC	1	14153	INTERACTIVE EDUCATION INC.	05/06/2026	\$88.94	168967	E 01 005 630 000 000 556	Replacement for MS Lu	
001		CC	1	14194	310 PUB	05/06/2026	\$26.31	168958	E 01 005 640 000 316 490	Saftey Conference meal	
001		CC	1	14261	BUSWHERE LLC	05/06/2026	\$2,150.00	169009	E 01 005 760 000 720 405	School Bus Tracking April 2026	
001		CC	1	14378	US WEIGHT INC	05/06/2026	\$201.74	169022	E 01 300 211 222 000 401	PO35422 Graduation Item	
001		CC	1	14395	PLANTWAVE	05/06/2026	\$341.52	168982	E 01 100 203 000 320 430	INDEP plant project	

Check Total: \$44,054.32

Bank 001 Total: \$44,054.32

Report Total: \$44,054.32

May 2026 Personnel				
Employee (Last, First Name)	Position	Building	Effective Date	Action Type
Bringus, Rose	Teacher	Independence	07/01/2026	Transfer
Woltman, Nicole	Teacher	Independence	07/01/2026	Transfer
Noble, Christian	LTS Teacher	High School	08/17/2026	New Hire
Alvord, RuthAnn	Health Assistant	Middle School	05/04/2026	New Hire
Blichfeldt, Jared	LTS Social Worker	Middle School/High School	08/17/2026	New Hire
Brummer, Ethan	Teacher	Middle School	08/17/2026	New Hire
Droubie, Madeline	Teacher	Middle School	08/17/2026	New Hire
Wojciak, Samantha	Teacher	High School	08/17/2026	New Hire
Lee, Mackenzie	Teacher	High School	08/17/2026	Transfer
Patten, Cynthia	Assistant Principal	Middle School	06/30/2026	Resignation
Prins, Megan	Teacher	High School	07/01/2026	Transfer
Seiler, Douglas	Building Substitute Teacher	Independence	05/07/2026	Resignation
Ginther, Danielle	PCN Grant Coordinator	District Wide	06/30/2026	Termination

**VARSITY AND JUNIOR VARSITY
MSHSL HOCKEY COOPERATIVE AGREEMENT
(2026-27 and 2027-2028)**

This agreement is entered into by and between Becker School District, Big Lake School District and Becker Big Lake Blue Line Club to describe the rights and obligations of all parties regarding the establishment of a MSHSL cooperative agreement for varsity and junior varsity boys hockey programs. Becker School District will be the "host" district of this agreement. The Becker School District, Big Lake School District and Becker Big Lake Blue Line Club agree as follows:

1. **Hockey Program:** The School Districts will continue a MSHSL cooperative agreement varsity and junior varsity hockey program during the 2026-2027 and 2027-2028 school years, subject to the provisions of the agreement. The agreement shall continue for an initial term of two years and may be extended in increments of two years upon mutual agreement of both parties. Each extension shall be confirmed in writing at least 90 days after the end of the hockey season.
2. **Title IX Compliance Programs:** The parties agree that the expenses for Title IX compliance programs will be monitored during the duration of this agreement. It is understood that the decision regarding compliance programs is made solely by the individual School Boards.
3. **Control of the Program:** The parties recognize that it is the School District's legal obligation to administer its sports program. All decisions regarding the hockey program shall be made solely by the Becker and Big Lake School Districts and shall not be subject to any approval, consent, or other control of any other entity. The Becker Activities Director shall meet with the Big Lake Activities Director from time to time to seek advice on matters outside the budget; however, the School District's shall not be bound by the Becker Big Lake Blue Line Club advice on program matters.
4. **Academic Standards:** The School District's shall impose academic standards on participants in the hockey program consistent with those set upon students participating in other MSHSL competitive sports in each School District.
5. **Establishment of Program Budget:** All parties agree to use their best efforts to arrive at a reasonable budget that will enable the Becker and Big Lake School District's to provide a quality hockey program. The School District's Athletic Directors shall be responsible for the administration of cooperative sports.
6. **Cooperative agreements with Becker School District and Big Lake School District:** The Becker School District and the Big Lake School District agree to participate in a cooperative agreement. The current cooperative agreement covers the 2026-2027 and 2027-2028 seasons. At the end of the 2027-2028 season, the two School District's will meet to evaluate the cooperative agreement and determine whether it should continue.
7. **Payment of Net Expenses:** "Net expenses" shall be calculated by subtracting district registration fees, game admission receipts, and ice arena levies for both schools from the total expenses based upon percentage of total hockey participants in each school.

Ice arena levies will be split between Becker and Big Lake Schools based upon the percentage of total hockey participants in each school.

Transportation shall be paid for by the Becker Big Lake Blue Line Club, which shall be provided by the schools to ensure students are covered by each district's liability insurance. The transportation will be billed back to the Becker Big Lake Blue Line Club. Any coach buses ordered by the Becker Big Lake Blue Line Club will pay bus companies directly for those buses.

8. **Accounting:** At the end of each season, the Becker School District Business Manager shall provide an accounting of the year's expenses and receipts to the Big Lake School District Business Manager and the Becker Big Lake Blue Line Club.
9. **Revenue:** Becker Big Lake Blue Line Club will collect and retain all gate receipts. The Becker Big Lake Blue Line Club will provide all the activity workers (for example, ticket takers) for all the home games.
10. **Failure to Make Payments:** If the Becker Big Lake Blue Line Club fails to make payments as described above, the Becker School District shall provide written notice to the Becker Big Lake Blue Line Club. A twenty (20) day grace period for payment will be allowed. If payment is not made within this time, the hockey program will be terminated.
11. **Equipment:** Hockey students shall provide their own equipment, including but not limited to: skates, shin-guards, girdles, breezers, athletic supporters, chest pads, elbow pads, shoulder pads, mouthguards, gloves, helmets, and sticks. Game jerseys and socks are provided by Becker School District. All student-provided or Becker Big Lake Blue Line Club donated equipment must meet Minnesota State High School League safety standards. The Becker Big Lake Blue Line Club will cover the cost of certifying and maintaining the equipment. If there is a termination of this cooperative agreement, any equipment donated will be sold. The proceeds of any equipment sold will be split between Becker School District, Big Lake School District and Becker Big Lake Blue Line Club.
12. **Fees and Donations:** No student may participate in high school hockey unless the appropriate fee for each season, as determined by Becker and Big Lake School Districts, is paid in full.
13. **Termination of the Hockey Program:** Either party may terminate the hockey program if it believes it is in its best interest to do so. Written notice by certified letter must be provided, and the Becker Big Lake Blue Line Club Representative shall meet with the Becker School District and Big Lake School District to discuss a transition period.
14. **Review Provision:** At the end of each hockey season, the School District Activities Directors shall meet with the Becker Big Lake Blue Line Club to evaluate the program and determine whether it should continue.
15. **Compliance Agreement:** This agreement constitutes the full understanding between the parties. No other oral or written representations shall be enforceable.

IN WITNESS WHEREOF, the undersigned parties have executed this agreement:

Becker Big Lake Blue Line Club

By: Ginka Rusin

Date: 4/17/2024

Title: Vice president - acting president

Big Lake Public Schools

By: _____

Date: _____

Title: _____

Becker Public Schools

By: Jonny Schilitz

Date: 5-4-26

Title: Superintendent

AMENDED SCHOOL RESOURCE OFFICER SERVICES AGREEMENT

THIS AGREEMENT is made and entered into this ____ day of _____, 2026, (the "Effective Date") by and between Sherburne County (the "County"), 13880 Business Center Drive, Elk River Minnesota, 55330, and Independent School District No. 727 (the "District"), 501 Minnesota Avenue, Big Lake, Minnesota 55309.

Deleted: ____

WHEREAS, both the County and the District desire to enter into this Agreement for the provision of law enforcement services by the Sherburne County Sheriff's Office ("SCSO") to the District, and

WHEREAS, this Agreement is authorized and provided for by Minnesota Statutes sections 126C.44, 471.59, and 626.8482

NOW, THEREFORE, in consideration of the mutual undertaking and agreements hereinafter set forth, the County and the District agree as follows:

1. TERM.

Notwithstanding the date of the signatures of the parties to this Agreement, the term of this Agreement shall commence on the Effective Date and shall continue until either party terminates the Agreement.

Deleted: , unless earlier terminated pursuant to this Agreement, shall terminate on May 31, 2026, provided that the Parties may, in their individual discretion, agree to extend the term of this Agreement for additional one-year terms by executing a written agreement to extend the initial or subsequent term.

2. LAW ENFORCEMENT SERVICES.

2.1 Services. The SCSO will assign one full-time licensed peace officer to perform the School Resource Officer ("SRO") duties relating to crime prevention, detection, investigation, and student and staff safety, as described on **Attachment A**. The District Superintendent shall designate the school or event location of the SRO assignment.

2.2 Hours. That the hours of service under this Contract shall be the regular school day, with special events such as dances or athletic contests not included. Any additional services to be provided by the SRO or other law enforcement personnel outside the regular school day may be provided by written addendum to this Agreement or by separate agreement of the Parties.

2.3 Assignment of SRO. The SCSO shall be solely responsible for assigning a deputy to serve as the SRO pursuant to this Agreement, provided that the District may request the replacement of the assigned deputy for any legitimate nondiscriminatory reason related to the deputy's performance or fitness for the assignment. Notwithstanding the foregoing, the County's Authorized Representative retains final authority on assignment of the SRO based on availability of SCSO personnel.

2.4 Pursuant to Minn. Stat. 626.8482, subd. 5(b)(1), the SCSO may determine if the

SRO is dressed in plainclothes, a modified uniform, or other attire to foster positive relationships within the school.

2.5 The SRO will follow all provisions of the SCSO Policy 604 related to School Resource Officers.

3. PAYMENT FOR SERVICES.

The District shall pay to the County the amount of \$50,000.00 for the SRO for each school year during the initial term of this Agreement. The payment is intended to cover a reasonable amount of the cost the County incurs in paying wages, providing benefits, and providing transportation for the peace officer assigned to SRO duties. Payment in full shall be made within 30 days of receipt of an invoice from the County, which shall be submitted on or about September 1. ~~The Parties agree that the Annual Fee shall increase by 3 % each year, on September 1 of each year.~~

Deleted: In the event

Deleted: t

Deleted: to extend the term of this Agreement for one or more annual terms, the Parties shall agree on a reasonable adjustment to the fee for SRO services as a part of any such extension

4. SRO EMPLOYMENT STATUS.

At all times and for all purposes, the County is and will remain the exclusive employer of all peace officers who perform services pursuant to this Agreement. No SRO may be considered to be an official, employee, agent, or educational service provider, or representative of the District. The SCSO shall be solely responsible for assigning a deputy to serve as the SRO pursuant to this Agreement, provided that the District may request the replacement of the assigned deputy for any legitimate nondiscriminatory reason related to the deputy's performance or fitness for the assignment. The County maintains full control over the peace officers it employs and is solely responsible for all employment and administrative functions related to its employees, including, but not limited to, supervision and evaluation, payroll and deductions, maintenance of all required insurance (e.g. workers' compensation insurance, unemployment insurance, liability insurance), and any labor disputes or grievances.

5. DISTRICT RESPONSIBILITIES.

In addition to making payments as described in this Agreement, the District, at its expense, will provide the SRO with access to necessary equipment including, but not limited to, an office, land telephone line, internet access, and a desktop computer. The District and its officers, agents, and employees will provide guidance and assistance to the SRO as needed so as to facilitate the performance of this Agreement. The Parties acknowledge that the SRO or other law enforcement officer may not participate in recommending or determining student discipline or in investigating incidents of student discipline which do not involve potential violations of the law.

The District will inform the SRO of school district resources available to school staff to assist with de-escalation of conflicts within the school.

The District will provide adequate notification to the public that an SRO will be present in the school.

6. ACCESS TO EDUCATION RECORDS.

School officials shall allow the SRO to inspect and copy any public records maintained by the school, including student directory information. The SRO may not, however, inspect and/or copy private educational data except in emergency situations. If some private educational data is needed in a health and safety emergency or to protect the health or safety of the student or other individuals, school officials may disclose that information to the SRO to the extent needed to respond to the emergency situation based on the seriousness of the threat to someone's health or safety, or the need for the data to address the emergency situation and the extent to which time is of the essence. If private educational data is needed, but no emergency situation exists, the information may be released according to such procedures as required by applicable law.

7. DATA PRACTICES.

The County and District must comply with the Family Educational Rights and Privacy Act ("FERPA") and the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by District in accordance with this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the County pursuant to this Agreement.

8. AUTHORIZED REPRESENTATIVES.

Joel Brott, Sherburne County Sheriff, shall serve as the County's Authorized Representative and as the liaison with the District in matters relating to this Agreement. Tim Truebenbach, District Superintendent, shall serve as the District's Authorized Representative and as the liaison with the County in matters relating to this Agreement. The Parties shall have the right to change their Authorized Representatives or appoint Designees from time to time by providing written notice to the other Party. The Authorized Representatives shall have the express authority to resolve any disputes relating to the administration of this Agreement and the performance of the Parties' duties under this Agreement.

9. RELATIONSHIP BETWEEN THE PARTIES.

9.1 Independent Contractor. Nothing in this Agreement shall be construed as creating the relationship of co-partners, joint ventures, or an association, nor shall the SRO be considered an employee, agent, or representatives of the District. The Parties shall be and shall remain independent contractors with respect to all services performed under this

Agreement.

9.2 Assignment and Delegation. Neither Party shall assign its rights or delegate its duties under this Agreement without receiving the prior written consent of the other Party.

10. LIABILITY AND INSURANCE.

Each Party shall be liable for the acts and omissions of its own agents and employees and not the acts and omissions of the other Party's agents and employees. The Parties' liability shall be limited by the provisions of Minn. Stat. Ch. 466 or other applicable law. Each Party shall procure and maintain a program of insurance or self-insurance to cover claims arising under this Agreement due to its own acts and omissions and the acts and omissions of its agents and employees.

11. NOTICE.

Any notices required or permitted to be given under this Agreement shall be sent to the Party's Authorized Representative and: (i) shall be in writing; (ii) shall be deemed given or delivered (a) if delivered personally, when received, (b) if sent from within the United States by registered or certified mail, postage prepaid, return receipt requested, on the third business day after mailing, or (c) if sent by messenger or reputable overnight courier service, on the next business day after mailing; and (iii) shall be addressed to each party at its address set forth in this Agreement, or at such other address as the parties shall designate in writing by personal delivery, certified mail, or overnight courier service.

12. TERMINATION.

Either Party may terminate this Agreement upon thirty (30) days written notice to the other Party. All payments due pursuant to this Agreement shall be prorated in the event of such termination.

13. SURVIVAL.

The provisions of this Agreement which, by their terms, impose obligations that are continuing in nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the following clauses: Sections 7 (Data Practices), 10 (Liability and Insurance) and 16 (Governing Law; Jurisdiction; Venue).

14. ENTIRE AGREEMENT; AMENDMENTS; CONFLICTS. This Agreement (including the exhibits attached hereto) constitutes the entire agreement and understanding of the parties with respect to the subject matter hereof and supersedes all prior and contemporaneous agreements, documents and proposals, oral or written, between the parties with respect

thereto. Any amendment or modification to this Agreement shall not be valid unless such amendment or modification (i) is in writing and signed by authorized representatives of both parties and (ii) references this Agreement. The terms and conditions of the exhibits are integral parts of this Agreement and are fully incorporated herein by this reference.

15. COMPLIANCE WITH APPLICABLE LAW. The Parties agree to comply with federal, state and local laws and applicable regulations and professional licensing requirements and standards established by any agency, as may be applicable to this Agreement.
16. GOVERNING LAW; JURISDICTION; VENUE. This Agreement shall be governed by the laws of the State of Minnesota, without regard to its conflict of laws rules. For the purpose of resolving conflicts related to or arising out of this Agreement, the Parties expressly agree that venue shall be exclusively in state courts located in Sherburne County, Minnesota.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective as of the Effective Date set forth above.

SHERBURNE COUNTY

ISD 727

By: _____

By: _____

Print Name

Print Name

Title: _____

Title: _____

Date: _____

Date: _____

ATTACHMENT A
SRO DUTIES

1. The SRO will assist in the establishment and coordination of a cooperative community approach among schools, parents, police, and other resources in meeting the students and community's needs.
2. The duties of the SRO shall include:
 - (a) Fostering a positive school climate through relationship building and open communication.
 - (b) Protecting students, staff, and visitors to the school grounds from criminal activity.
 - (c) Serving as a liaison from law enforcement to school officials.
 - (d) Providing advice on safety drills.
 - (e) Identifying vulnerabilities in school facilities and safety protocols.
 - (f) Educating and advising students and staff on law enforcement topics.
 - (g) Enforcement of criminal laws.
 - (h) Conferring with school staff, parents, neighbors, and other city and community members regarding pre-delinquent behaviors.
 - (i) Identifying problems and potential problems by inspecting school areas, grounds and property while observing for suspicious activity in high delinquency areas.
 - (j) Conducting investigations within the school and school community.
 - (k) Investigating juvenile crimes as assigned by the SCSO. These cases, including emergencies that may arise from time to time, will vary in number and complexity, thereby requiring flexibility in the hours that the SRO works and requiring the SRO to leave the school building(s) at various times.
3. The provision of enforcement services provided herein, the selection of deputies to serve as SRO, performance standards and discipline of deputies and any other personnel matters incidental to the performance of services shall remain with the SCSO. The District, however, may provide input of an advisory nature in connection with the selection and evaluation of the SRO.
4. The Parties will cooperate to ensure a deputy serving as an SRO receives training as necessary to permit the SRO to effectively perform their duties in the context of the school's educational mission, including training on all of the topics required by Minn. Stat. 626.8482, as amended.
5. The SRO will provide statistical reports on selected data, as agreed to by the District and the SCSO, a minimum of two times per school year (mid-year and end-of-year reports).

6. In the event that the SRO or other law enforcement official from the SCSO, upon written request of the District's Authorized Representative, perform other services not herein described or which exceed the agreed upon level of services provided herein, such services shall be billed, in addition to the stated agreement payment, based on the direct and actual costs of services requested by the District.



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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. CIVIL ACTIONS

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

D. Service of Subpoenas

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

E. Leave to Testify

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

IV. CRIMINAL CHARGES OR CONDUCT

A. Employees

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

B. Students

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

C. Criminal Investigations

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

D. Data Practices

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

V. STATEMENTS WHEN LITIGATION IS PENDING

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

- Legal References:*** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 123B.02, Subd. 20 (Legal Counsel, Reimbursement)
Minn. Stat. § 123B.25(b) (Legal Actions Against Teachers Districts and Teachers)
Minn. Stat. § 260E.22 (Interviews)
Minn. Stat. § 466.07, Subd. 1 (Indemnification)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
42 U.S.C. § 1983 (Civil Action for Depriving of Rights)
Minn. Op. Atty. Gen. 169 (Mar. 7, 1963)
Minn. Op. Atty. Gen. 169 (Nov. 3, 1943)
Dypress v. School Committee of Boston, 446 N.E.2d 1099 (Mass. App. Ct. 1983)
Wood v. Strickland, 420 U.S. 308, 95 S.Ct. 992, 43 L.Ed.2d 214 (1975)
- Cross References:*** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 408 (Subpoena of a School District Employee)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)



PUBLIC AND PRIVATE PERSONNEL DATA

I. PURPOSE

The purpose of this policy is to provide guidance to school district employees as to the data the school district collects and maintains regarding its employees, volunteers, independent contractors, and applicants (“personnel”).

II. GENERAL STATEMENT OF POLICY

- A. All data on individuals collected, created, received, maintained or disseminated by the school district, which is classified by statute or federal law as public, shall be accessible to the public pursuant to the procedures established by the school district.
- B. All other data on individuals is private or confidential.

III. DEFINITIONS

- A. “Confidential” means the data is not public and are not accessible to the subject.
- B. “Finalist” means an individual who is selected to be interviewed by the school board for a position.
- C. “Parking space leasing data” means the following government data on an application for, or lease of, a parking space: residence address, home telephone number, beginning and ending work hours, place of employment, location of parking space, and work telephone number.
- D. “Personnel data” means government data on individuals maintained because they are or were employees, applicants for employment, or volunteers or independent contractors for the school district. Personnel data include data submitted to the school district by an employee as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or to improve school district operations.
- E. “Private” means the data is not public and is accessible only to the following: the subject of the data, as limited by any applicable state or federal law; individuals within the school district whose work assignments reasonably require access; entities and agencies as determined by the responsible authority who are authorized by law to gain access to that specific data; and entities or individuals given access by the express written direction of the data subject.
- F. “Protected health information” means individually identifiable health information as defined in 45 Code of Federal Regulations, section 160.103, that is transmitted by electronic media, maintained in electronic media, or transmitted or maintained in any other form or medium by a health care provider, in connection with a transaction covered by 45 Code of Federal Regulations, Parts 160, 162 and 164. “Protected health information” excludes individually identifiable health information in education records covered by the federal Family Educational Rights and Privacy Act, employment records held by a school district in its role as employer, and records regarding a person who has been deceased for more than fifty (50) years.
- G. “Public” means that the data is available to anyone who requests it.
- H. “Public officials” means business managers; human resource directors; athletic directors whose duties include at least 50 percent of their time spent in administration, personnel, supervision, and evaluation; chief financial officers; directors; and individuals defined as superintendents and principals.

IV. PUBLIC PERSONNEL DATA

- A. The following information on current and former employees, volunteers and independent contractors of the school district, is public:
1. name;
 2. employee identification number, which may not be the employee's social security number;
 3. actual gross salary;
 4. salary range;
 5. terms and conditions of employment relationship;
 6. contract fees;
 7. actual gross pension;
 8. the value and nature of employer-paid fringe benefits;
 9. the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary;
 10. job title;
 11. bargaining unit;
 12. job description;
 13. education and training background;
 14. previous work experience;
 15. date of first and last employment;
 16. the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action;
 17. the final disposition of any disciplinary action, as defined in Minnesota Statutes, section 13.43, subdivision 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the school district;
 18. the complete terms of any agreement settling any dispute arising out of the employment relationship, including superintendent buyout agreements, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money, and such agreement may not have the purpose or effect of limiting access to or disclosure of personnel data or limiting the discussion of information or opinions related to personnel data;
 19. work location;
 20. work telephone number;
 21. badge number;
 22. work-related continuing education;
 23. honors and awards received; and
 24. payroll time sheets or other comparable data that are used only to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.
- B. The following information on applicants for employment is public:
1. veteran status;
 2. relevant test scores;
 3. rank on eligible list;
 4. job history;
 5. education and training; and
 6. work availability.
- C. Names of applicants are private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the school board to be finalists for public employment.
- D. Applicants for appointment to a public body.

1. Data about applicants for appointment to a public body collected by the school district as a result of the applicant's application for employment are private data on individuals except that the following are public:
 - a. name;
 - b. city of residence, except when the appointment has a residency requirement that requires the entire address to be public;
 - c. education and training;
 - d. employment history;
 - e. volunteer work;
 - f. awards and honors;
 - g. prior government service;
 - h. any data required to be provided or that are voluntarily provided in an application for appointment to a multimember agency pursuant to Minnesota Statutes, section 15.0597; and
 - i. veteran status.
 2. Once an individual is appointed to a public body, the following additional items of data are public:
 - a. residential address;
 - b. either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee;
 - c. first and last dates of service on the public body;
 - d. the existence and status of any complaints or charges against an appointee; and
 - e. upon completion of an investigation of a complaint or charge against an appointee, the final investigative report is public, unless access to the data would jeopardize an active investigation.
 3. Notwithstanding paragraph 2., any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.
- E. Regardless of whether there has been a final disposition as defined in Minnesota Statutes, section 13.43, subdivision 2(b), upon completion of an investigation of a complaint or charge against a public official, as defined in Minnesota Statutes, section 13.43, subdivision 2(e), or if a public official resigns or is terminated from employment while the complaint or charge is pending, all data relating to the complaint or charge are public, unless access to the data would jeopardize an active investigation or reveal confidential sources. Data relating to a complaint or charge against a public official is public only if:
1. the complaint or charge results in disciplinary action or the employee resigns or is terminated from employment while the complaint or charge is pending; or
 2. potential legal claims arising out of the conduct that is the subject of the complaint or charge are released as part of a settlement agreement.

Data that is classified as private under another law is not made public by this provision.

V. PRIVATE PERSONNEL DATA

- A. All other personnel data not listed in Article IV are private data and will not be otherwise released unless authorized by law.
- B. Data pertaining to an employee's dependents are private data on individuals.
- C. Data created, collected or maintained by the school district to administer employee assistance programs are private.

- D. Parking space leasing data with regard to data on individuals are private.
- E. An individual's checking account number is private when submitted to a government entity.
- F. Notwithstanding classification by any other provision of Minnesota Statutes, chapter 13, upon request from an exclusive representative, personnel data must be disseminated to labor organizations to the extent necessary to conduct elections, investigate and process grievances, and implement the provisions of Minnesota Statutes chapters 179 and 179A. Personnel data shall be disseminated to labor organizations and the Bureau of Mediation Services ("BMS") to the extent the dissemination is ordered or authorized by the Commissioner of the BMS. Employee Social Security numbers are not necessary to implement the provisions of Chapter 179 and 179A.

The home addresses, nonemployer issued phone numbers and email addresses, dates of birth, and emails or other communications between exclusive representative and their members, prospective members, and nonmembers are private data on individuals.

Dissemination of personnel data to a labor organization pursuant to Minnesota Statutes, section 13.43, subdivision 6, shall not subject the school district to liability under Minnesota Statutes, section 13.08.

- G. Personnel data described under Minnesota Statutes, section 179A.07, subdivision 8, must be disseminated to an exclusive representative under the terms of that subdivision.
- H. The school district may display a photograph of a current or former employee to prospective witnesses as part of the school district's investigation of any complaint or charge against the employee.
- I. The school district may, if the responsible authority or designee reasonably determines that the release of personnel data is necessary to protect an employee from harm to self or to protect another person who may be harmed by the employee, release data that are relevant to the concerns for safety to:
 1. the person who may be harmed and to the attorney representing the person when the data are relevant to obtaining a restraining order;
 2. a pre-petition screening team conducting an investigation of the employee under Minnesota Statutes, section 253B.07, subdivision 1; or
 3. a court, law enforcement agency, or prosecuting authority.
- J. Private personnel data or confidential investigative data on employees may be disseminated to a law enforcement agency for the purpose of reporting a crime or alleged crime committed by an employee, or for the purpose of assisting law enforcement in the investigation of such a crime or alleged crime committed by an employee.
- K. A complainant has access to a statement provided by the complainant to the school district in connection with a complaint or charge against an employee.
- L. When allegations of sexual or other types of harassment are made against an employee, the employee does not have access to data that would identify the complainant or other witnesses if the responsible authority determines that the employee's access to that data would:
 1. threaten the personal safety of the complainant or a witness; or
 2. subject the complainant or witness to harassment.

If a disciplinary proceeding is initiated against the employee, data on the complainant or witness shall be available to the employee as may be necessary for the employee to prepare for the proceeding.
- M. The school district must report to the Minnesota Professional Educator Licensing and Standards Board ("PELSB") or the Board of School Administrators ("BOSA"), whichever has jurisdiction over the teacher's or administrator's license as required by Minnesota Statutes, section 122A.20, subdivision 2, and shall, upon written request from the licensing board having jurisdiction over a license, provide the licensing board with information about the

teacher or administrator from the school district's files, any termination or disciplinary proceeding, and settlement or compromise, or any investigative file in accordance with Minnesota Statutes, section 122A.20, subdivision 2.

- M. Private personnel data shall be disclosed to the Department of Employment and Economic Development for the purpose of administration of the unemployment insurance program under Minnesota Statutes, chapter 268.
 - N. When a report of alleged maltreatment of a student in an elementary, middle school, or high school is made to the Commissioner of the Minnesota Department of Education ("MDE"), under Minnesota Statutes, chapter 260E, data that are relevant and collected by the school facility about the person alleged to have committed maltreatment must be provided to the MDE Commissioner ("Commissioner") on request for purposes of an assessment or investigation of the maltreatment report. Additionally, personnel data may be released for purposes of informing a parent, legal guardian, or custodian of a child in accordance with MDE Screening Guidelines.
 - O. The school district shall release to a requesting school district or charter school private personnel data on a current or former employee related to acts of violence toward or sexual contact with a student, if:
 - 1. an investigation conducted by or on behalf of the school district or law enforcement affirmed the allegations in writing prior to release and the investigation resulted in the resignation of the subject of the data; or
 - 2. the employee resigned while a complaint or charge involving the allegations was pending, the allegations involved acts of sexual contact with a student, and the employer informed the employee in writing, before the employee resigned, that if the employee resigns while the complaint or charge is still pending, the employer must release private personnel data about the employee's alleged sexual contact with a student to a school district or charter school requesting the data after the employee applies for employment with that school district or charter school and the data remain classified as provided in Minnesota Statutes, chapter 13.
- Data that are released under this paragraph must not include data on the student.
- P. Data submitted by an employee to the school district as part of an organized self-evaluation effort by the school district to request suggestions from all employees on ways to cut costs, make the school district more efficient, or improve the school district operations is private data. An employee who is identified in a suggestion, however, shall have access to all data in the suggestion except the identity of the employee making the suggestion.
 - Q. Protected health information, as defined in 45 Code of Federal Regulations, Parts 160 and 164, on employees is private and will not be disclosed except as permitted or required by law.
 - R. Personal home contact information for employees may be used by the school district to ensure that an employee can be reached in the event of an emergency or other disruption affecting continuity of school district operations and may be and shared with another government entity in the event of an emergency or other disruption to ensure continuity of operation for the school district or government entity.
 - S. The personal telephone number, home address, and electronic mail address of a current or former employee of a contractor or subcontractor maintained as a result of a contractual relationship between the school district and a contractor or subcontractor entered on or after August 1, 2012, are private data. These data must be shared with another government entity to perform a function authorized by law. The data also must be disclosed to a government entity or any person for prevailing wage purposes.
 - T. When a continuing contract teacher is discharged immediately because the teacher's license has been revoked due to a conviction for child abuse or sexual offenses involving a child as set forth in Minnesota Statutes, section 122A.40, subdivision 13(b), or when the Commissioner makes a final determination of child maltreatment involving a teacher under Minnesota Statutes, section 260E.21, subdivision 4 or 260E.35, the school principal or other

person having administrative control of the school must include in the teacher's employment record the information contained in the record of the disciplinary action or the final maltreatment determination, consistent with the definition of public data under Minnesota Statutes, section 13.41, subdivision 5, and must provide PELSB and the licensing division at MDE with the necessary and relevant information to enable PELSB and MDE's licensing division to fulfill their statutory and administrative duties related to issuing, renewing, suspending, or revoking a teacher's license. In addition to the background check required under Minnesota Statutes, section 123B.03, a school board or other school hiring authority must contact PELSB and MDE to determine whether the teacher's license has been suspended or revoked, consistent with the discharge and final maltreatment determinations. Unless restricted by federal or state data practices law or by the terms of a collective bargaining agreement, the responsible authority for a school district must disseminate to another school district private personnel data on a current or former teacher (employee or contractor) of the district, including the results of background investigations, if the requesting school district seeks the information because the subject of the data has applied for employment with the requesting school district.

VI. MULTIPLE CLASSIFICATIONS

If data on individuals are classified as both private and confidential by Minnesota Statutes, chapter 13, or any other state or federal law, the data are private.

VII. CHANGE IN CLASSIFICATIONS

The school district shall change the classification of data in its possession if it is required to do so to comply with other judicial or administrative rules pertaining to the conduct of legal actions or with a specific statute applicable to the data in the possession of the disseminating or receiving agency.

VIII. RESPONSIBLE AUTHORITY

The school district has designated the Human Resources Manager as the authority responsible for personnel data. The responsible authority, or a school district employee if so designated, shall serve as the school district's data practices compliance official and, as such, shall be the employee to whom persons may direct questions or concerns regarding problems in obtaining access to data or other data practices problems.

IX. EMPLOYEE AUTHORIZATION/RELEASE FORM

An employee authorization form is included as an addendum to this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.02 (Definitions)
Minn. Stat. § 13.03 (Access to Government Data)
Minn. Stat. § 13.05 (Duties of Responsible Authority)
Minn. Stat. § 13.37 (General Nonpublic Data)
Minn. Stat. § 13.39 (Civil Investigation Data)
Minn. Stat. § 13.41 (Licensing Data)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Elected and Appointed Officials)
Minn. Stat. § 15.0597 (Appointment to Multimember Agencies)
Minn. Stat. § 122A.20, Subd. 2 (Mandatory Reporting)
Minn. Stat. § 122A.40, Subds. 13 and 16 (Employment; Contracts; Termination)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.143, subd. 2 (Disclose Past Buyouts)
Minn. Stat. Ch. 179 (Minnesota Labor Relations Act)
Minn. Stat. Ch. 179A (Minnesota Public Labor Relations Act)

Minn. Stat. § 253B.07(Judicial Commitment: Preliminary Procedures)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
Minn. Stat. Ch. 268 (Unemployment Insurance)
Minn. R. Pt. 1205 (Data Practices)
P.L. 104-191 (HIPAA)
45 C.F.R. Parts 160 and 164 (HIPAA Regulations)

Cross References: MSBA/MASA Model Policy 206 (Public Participation in School Board Meetings/Complaints about Persons at School Board Meetings and Data Privacy Considerations)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 722 (Public Data Requests)
MSBA Law Bulletin “I” (School Records – Privacy – Access to Data)

CREDIT FOR LEARNING

I. PURPOSE

This policy recognizes student achievement that occurs in postsecondary enrollment option and other advanced enrichment programs. This policy also recognizes student achievement that occurs in other schools, in alternative learning sites, and in out-of-school experiences such as community organizations, work-based learning, and other educational activities and opportunities. This policy addresses transfer of student credit from out-of-state, private, or home schools and online learning programs and to address how the school district will recognize student achievement obtained outside of the school district.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to provide a process for awarding students credit toward graduation requirements for credits and grades students complete in other schools, postsecondary or higher education institutions, other learning environments, and online courses and programs.

III. DEFINITIONS

- A. "Accredited school" means a school that is accredited by an accrediting agency, recognized according to Minnesota Statutes section 123B.445 or recognized by the Commissioner of the Minnesota Department of Education (Commissioner).
- B. "Concurrent enrollment" means nonsectarian courses in which an eligible pupil under Minnesota Statutes, section 124D.095, subdivision 5 or 5b enrolls to earn both secondary and postsecondary credits, are taught by a secondary teacher or a postsecondary faculty member, and are offered at a high school for which the district is eligible to receive concurrent enrollment program aid under Minnesota Statutes, section 124D.091.
- C. "Course" means a course or program.
- D. "Eligible institution" means a Minnesota public postsecondary institution, a private, nonprofit two-year trade and technical school granting associate degrees, an opportunities industrialization center accredited by an accreditor recognized by the United States Department of Education, or a private, residential, two-year or four-year, liberal arts, degree-granting college or university located in Minnesota.
- E. "Nonpublic school" is a private school or home school in which a child is provided instruction in compliance with the Minnesota compulsory attendance laws.
- F. "Weighted grade" is a letter or numerical grade that is assigned a numerical advantage when calculating the grade point average.

IV. TRANSFER OF CREDIT FROM OTHER SCHOOLS

- A. Transfer of Academic Requirements from Other Minnesota Public Secondary Schools
 - 1) The school district will accept and transfer secondary credits and grades awarded to a student from another Minnesota public secondary school upon presentation of a certified transcript from the transferring public secondary

school evidencing the course taken and the grade and credit awarded according to procedure found in the high school registration guide.

- 2) Credits and grades awarded from another Minnesota public secondary school may be used to compute honor roll and/or class rank if a student has earned at least ***50% or more of their*** credits from the school district or have been enrolled their entire junior and senior year.

B. Transfer of Academic Requirements from Other Schools

- 1) The school district will accept secondary credits and grades awarded to a student for courses successfully completed at a public school outside of Minnesota or an accredited nonpublic school upon presentation of a certified transcript from the transferring public school in another state or nonpublic school evidencing the course taken and the grade and credit awarded
 - a. When a determination is made that the content of the course aligns directly with school district graduation requirements, the student will be awarded commensurate credits and grades.
 - b. Commensurate credits and grades awarded from an accredited nonpublic school or public school in another state may be used to compute honor roll and/or class rank if a student has earned at least ***50% or more of their*** credits from the school district.
 - c. In the event the content of a course taken at an accredited nonpublic school or public school in another state does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements. Credit that does not fully align with the school district's high school graduation requirements will not be used to compute honor roll and/or class rank.
 - d. If no comparable course is offered by the school district for which high school graduation credit would be provided, no credit will be provided to the student.
- 2) Students transferring from a non-accredited, nonpublic school shall receive credit from the school district upon presentation of a transcript or other documentation evidencing the course taken and grade and credit awarded.
 - a. Students will be required to provide copies of course descriptions, syllabi, or work samples for determination of appropriate credit. In addition, students also may be asked to provide interviews/conferences with the student and/or student's parent and/or former administrator or teacher; review of a record of the student's entire curriculum at the nonpublic school; and review of the student's complete record of academic achievement.
 - b. Where the school district determines that a course completed by a student at a non-accredited, nonpublic school is commensurate with school district graduation requirements, credit shall be awarded, but the grade shall be "P" (pass).
 - c. In the event the content of a course taken at an non-accredited, nonpublic school does not fully align with the content of the school district's high school graduation requirements but is comparable to elective credits offered by the school district for graduation, the student may be provided elective credit applied toward graduation requirements.

- d. If no comparable course is offered by the school district for which local high school graduation credit would be provided, no credit will be provided to the student.
 - e. Credit and grades earned from a non-accredited nonpublic school shall not be used to compute honor roll and/or class rank.
- 3) A student must provide the school with a copy of the student's grades in each course taken for secondary credit under this policy, including interim or nonfinal grades earned during the academic term.

V. POSTSECONDARY ENROLLMENT CREDIT

- A. A student who satisfactorily completes a postsecondary enrollment options course or program under Minnesota Statutes section 124D.09 that has been approved as meeting the necessary requirements is not required to complete other requirements of the academic standards corresponding to that specific rigorous course of study.
- B. Secondary credits granted to a student through a postsecondary enrollment options course or program must be counted toward the graduation requirements and subject area requirements of the district.
 - 1) Course credit will be considered by the school district only upon presentation of a certified transcript from an eligible institution evidencing the course taken and the grade and credit awarded.
 - 2) Three trimesters or two semester postsecondary credits shall equal at least one full year of high school credit. Fewer postsecondary credits may be prorated.
 - 3) When a determination is made that the content of the postsecondary course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
 - 4) In the event the content of the postsecondary course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
 - 5) If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner, who shall determine the number of credits that shall be granted to a student.
 - 6) When secondary credit is granted for postsecondary credits taken by a student, the school district will record those credits on the student's transcript as credits earned at a postsecondary institution.
- C. A list of the courses or programs meeting the necessary requirements may be obtained from the school district.
- D. By the earlier of (1) three weeks prior to the date by which a student must register for district courses for the following school year, or (2) March 1 of each year, the school district must provide up-to-date information on the district's website and in materials that are distributed to parents and students about the program, including information about enrollment requirements and the ability to earn postsecondary credit to all pupils in grades 8, 9, 10, and 11. To assist the school district in planning, a pupil must inform the district by October 30 or May 30 of each year of the pupil's intent to enroll in postsecondary courses during the following academic term. A pupil is bound by notifying or not notifying the district by October 30 or May 30.
- E. Postsecondary institutions must notify a pupil's school as soon as practicable if the pupil withdraws from the enrolled course. The institution must also notify the pupil's school as

soon as practicable if the pupil has been absent from a course for ten consecutive days on which classes are held, based on the postsecondary institution's academic calendar, and the pupil is not receiving instruction in their home or hospital or other facility.

VI. CREDIT FOR EMPLOYMENT WITH HEALTH CARE PROVIDERS

Consistent with the career and technical pathways program, a student in grade 11 or 12 who is employed by an institutional long-term care or licensed assisted living facility, a home and community-based services and supports provider, a hospital or health system clinic, or a child care center may earn up to two elective credits each year toward graduation under Minnesota Statutes, section 120B.024, subdivision 1, paragraph (a), clause (8), at the discretion of the enrolling school district. A student may earn one elective credit for every 350 hours worked, including hours worked during the summer. A student who is employed by an eligible employer must submit an application, in the form or manner required by the school district, for elective credit to the school district in order to receive elective credit. The school district must verify the hours worked with the employer before awarding elective credit.

VII. ADVANCED ACADEMIC CREDIT

- A. The school district will grant academic credit to a student attending an accelerated or advanced academic course offered by a higher education institution or a nonprofit public agency, other than the school district.
- B. Course credit will be considered only upon official documentation from the higher education institution or nonprofit public agency that the student successfully completed the course attended and passed an examination approved by the school district.
- C. When a determination is made that the content of the advanced academic course aligns directly with a required course for high school graduation, the commensurate credit and grade will be recorded on the student's transcript as a course credit applied toward graduation requirements.
- D. In the event the content of the advanced academic course does not fully align with the content of a high school course required for graduation but is comparable to elective credits offered by the school district for graduation, the school district may provide elective credit and the grade will be recorded on the student's transcript as an elective course credit applied toward graduation requirements.
- E. If no comparable course is offered by the school district for which high school graduation credit would be provided, the school district will notify the Commissioner and request a determination of the number of credits that shall be granted to a student.

VIII. WEIGHTED GRADES

- A. The school district offers weighted grades for courses that are identified as more rigorous or academically challenging as follows:
 - 1) A grade awarded in an Advanced Placement course will be multiplied by a factor of 1.085.
 - 2) A grade awarded in an Honors course will be multiplied by a factor of 1.085.
 - 3) A grade awarded in a College In the Schools course will be multiplied by a factor of 1.085.
 - 4) A grade awarded in a course taken through a Postsecondary enrollment options program will be multiplied by a factor of 1.085.
 - 5) A grade awarded in a course in a dual enrollment course will be multiplied by a factor of 1.085.

GPA Calculator				
Grade	Regular	Weighted	Cum GPA	Grad Credit
A	4.00	4.34	*	*
A-	3.67	4.01	*	*
B+	3.34	3.67	*	*
B	3.00	3.34	*	*
B-	2.67	3.01	*	*
C+	2.34	2.67	*	*
C	2.00	2.34	*	*
C-	1.67	2.01	*	*
D+	1.34	1.67	*	*
D	1.00	1.34	*	*
D-	0.67	1.01	*	*
F	0.00	0.00	*	
I	Incomplete Grade			

- B. The school district will update its course registration guide prior to the beginning of each school year with a listing of the courses for which a student may earn a weighted grade.

IX. PROCESS FOR AWARDING CREDIT

- A. The building principal will be responsible for carrying out the process to award credits and grades pursuant to this policy. The building principal or designee will notify students in writing of the decision as to how credits and grades will be awarded.
- B. A student or the student's parent or guardian may seek reconsideration of the decision by the building principal as to credits and/or grades awarded upon request of a student or the student's parent or guardian if the request is made in writing to the superintendent within five school days of the date of the building principal's decision. The request should set forth the credit and/or grade requested and the reason(s) why credit(s)/grade(s) should be provided as requested. Any pertinent documentation in support of the request should be submitted.
- C. The decision of the superintendent as to the award of credits or grades shall be a final decision by the school district and shall not be appealable by the student or student's parent or guardian except as set forth in Section IX.D. below.
- D. If a student disputes the number of credits granted by the school district for a particular postsecondary enrollment course or advanced academic credit course, the student may appeal the school district's decision to the Commissioner. The decision of the Commissioner shall be final.
- E. At any time during the process, the building principal or superintendent may ask for course descriptions, syllabi, or work samples from a course where content of the course is in question for purposes of determining alignment with graduation requirements or the number of credits to be granted. Students will not be provided credit until requested documentation is available for review, if requested.

Legal References: Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.021 (Required Academic Standards)

Minn. Stat. § 120B.11 (School District Process for Reviewing Curriculum, Instruction, and Student Achievement Goals, Striving for Comprehensive Achievement and Civic Readiness)
 Minn. Stat. § 120B.14 (Advanced Academic Credit)
 Minn. Stat. § 123B.02 (General Powers of Independent School Districts)
 Minn. Stat. § 123B.445 (Nonpublic Education Council)
 Minn. Stat. § 124D.03, Subd. 9 (Enrollment Options Program)
 Minn. Stat. § 124D.09 (Post-Secondary Enrollment Options Act)
 Minn. Stat. § 124D.094 (Online Instruction Act)
 Minn. Rules Parts 3501.0660 (Academic Standards for Kindergarten through Grade 12 [Language Arts])
 Minn. Rules Parts 3501.07 (Academic Standards for Mathematics)
 Minn. Rules Parts 3501.0820 (Academic Arts Standards for Kindergarten through Grade 12)
 Minn. Rules Parts 3501.0960 (Academic Science Standards for Kindergarten through Grade 12)
 Minn. Rules Parts 3501.1200-3501.1210 (Academic Standards for English Language Development)
 Minn. Rules Parts 3501.13 (Academic Standards for Social Studies)
 Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)

Cross References:

MSBA/MASA Model Policy 104 (School District Mission Statement)
 MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
 MSBA/MASA Model Policy 613 (Graduation Requirements)
 MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)
 MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)
 MSBA/MASA Model Policy 616 (School District System Accountability)
 MSBA/MASA Model Policy 618 (Assessment of Student Achievement)
 MSBA/MASA Model Policy 624 (Online Instruction)



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)

The following resolution was moved by _____ and seconded by _____:

RESOLUTION ACCEPTING DONATIONS

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

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

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

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

Donor	Item	Designated Purpose (if any)
Minnco Credit Union	\$100.00	Kids Choice Kickball Tournament
Spud Fest	\$6,194.00	Youth Archery Program Equipmnet
RDO Equipment	\$500.00	26-27 Career Fair
Knights of Columbus	\$1,000.00	Honors Ceremony
Meyer Contracting	\$250.00	High School Career Fair
Northern Industrial Molded Rubber Products	\$50.00	High School Career Fair
New Look Contracting	\$250.00	High School Career Fair
Big Lake Chamber of Commerce & Industry	\$2,000.00	Senior Scholarships
Coborn’s	Cookies valued at \$300.00	High School Academic Awards Ceremony
Big Lake Lacrosse Booster Club	\$2,595.20	Extra coaches stipend
Metal Craft Machine and Engineering Inc.	\$250.00	High School Career Fair

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted on May 20, 2026.



**2026-2027 RESOLUTION FOR MEMBERSHIP
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE
Membership Renewal Form**

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

Must be completed and submitted to MSHSL NOT LATER THAN JULY 31, 2026. Retain one copy for the school files.

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

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

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

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

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

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

The following is taken from the MSHSL Constitution:

208.00 LOCAL CONTROL

208.01 Designated School Representatives

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

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

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

208.02 Designated Activity Representatives

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

208.03 Local Advisory Committee

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

Big Lake Schools
Name of School (Please Print)

208.01 VOTE ON BEHALF OF THE HIGH SCHOOL

Derek Nelson
(Designated School Board Member – please print)

Mark Kuisle
(Designated School Representative – please print)

de.nelson@biglakeschools.org
Email Address

m.kuisle@biglakeschools.org
Email Address

208.02 ACTIVITY REPRESENTATIVES

Bob Blanchard
(Boys Sports – please print)

Kim Bowen
(Girls Sports – please print)

(Speech – please print)

Brie Hawkins
(Music – please print)

208.03 LOCAL ADVISORY COMMITTEE MEMBERS

Derek Nelson
(Board Member—please print)

Jackson LaRoche
(Student—please print)

Addilynn Hallstrom
(Parent—please print)

Emma Nielson
(Faculty Member—please print)

Mark Kuisle
(Mailing Representative—please print)
The Mailing Representative is the person to whom mailings go. This is usually the Activity Director.

Print Name: _____
(Clerk/Secretary - Local Governing Board)

Print Name: _____
(Superintendent or Head of School)

Signed: *Signature required*
(Clerk/Secretary - Local Governing Board)
electronically through DocuSign
Date: _____

Signed: *Signature required*
(Superintendent or Head of School)
electronically through DocuSign
Date: _____



School Nutrition Update

May 20, 2026



chartwells
serving up happy & healthy



This past year has been filled with growth, learning, and new opportunities as I transitioned into a new role within the school district.

I look forward to continuing to grow professionally and contribute positively to the district in the years ahead.

- **Outstanding results, no financial penalties**
- **Chartwells resources and on-site support**
- **Expertise, training, and “fresh eyes” approach**
- **Validates compliance to USDA and state regulations**



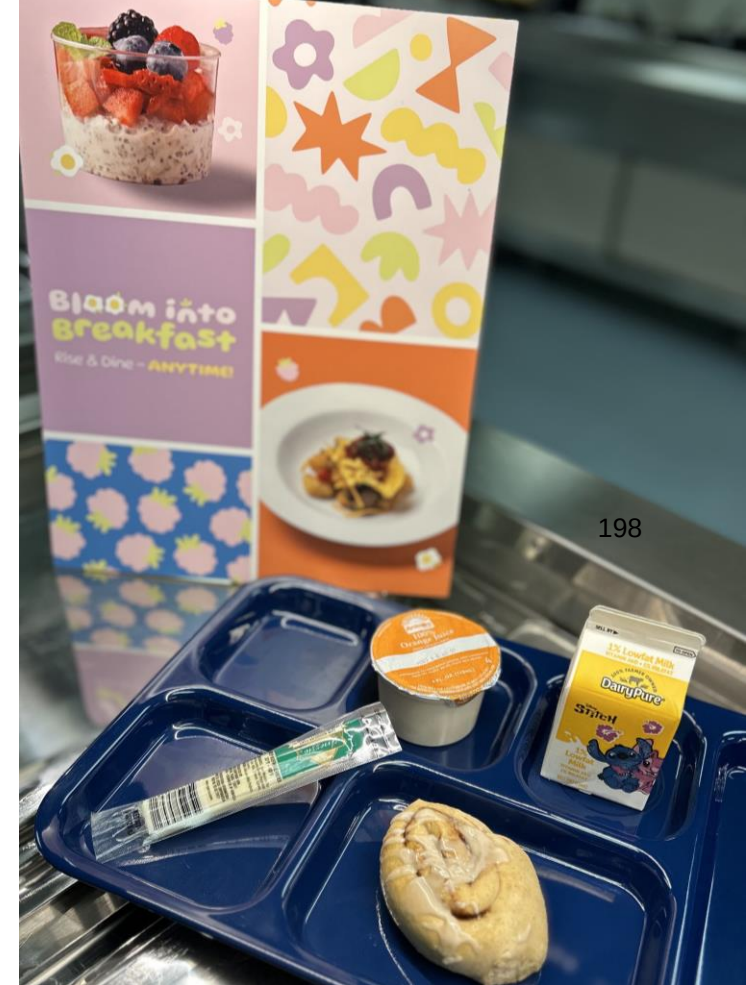


**DIP'N TO
FLAVOR**

**Programs and
Promotions**



**Chili Days
WARM BELLIES**



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**National School
Breakfast Week**

Breakfast bingo

Fun Days

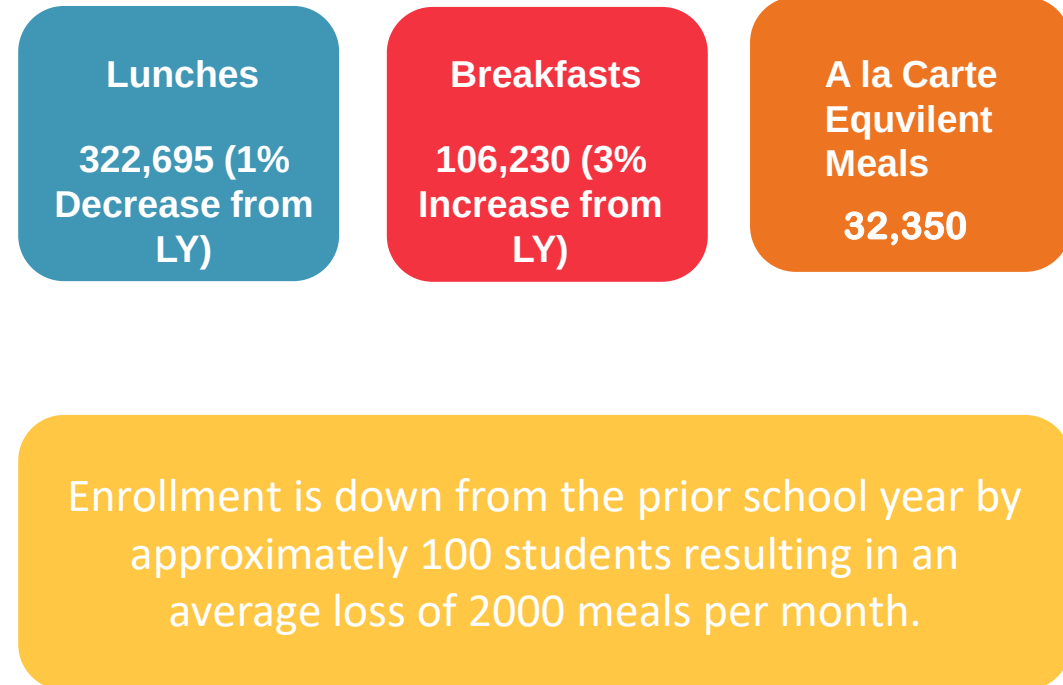
**Seasonal
Limited-Time
Offers**

Participation & Trends

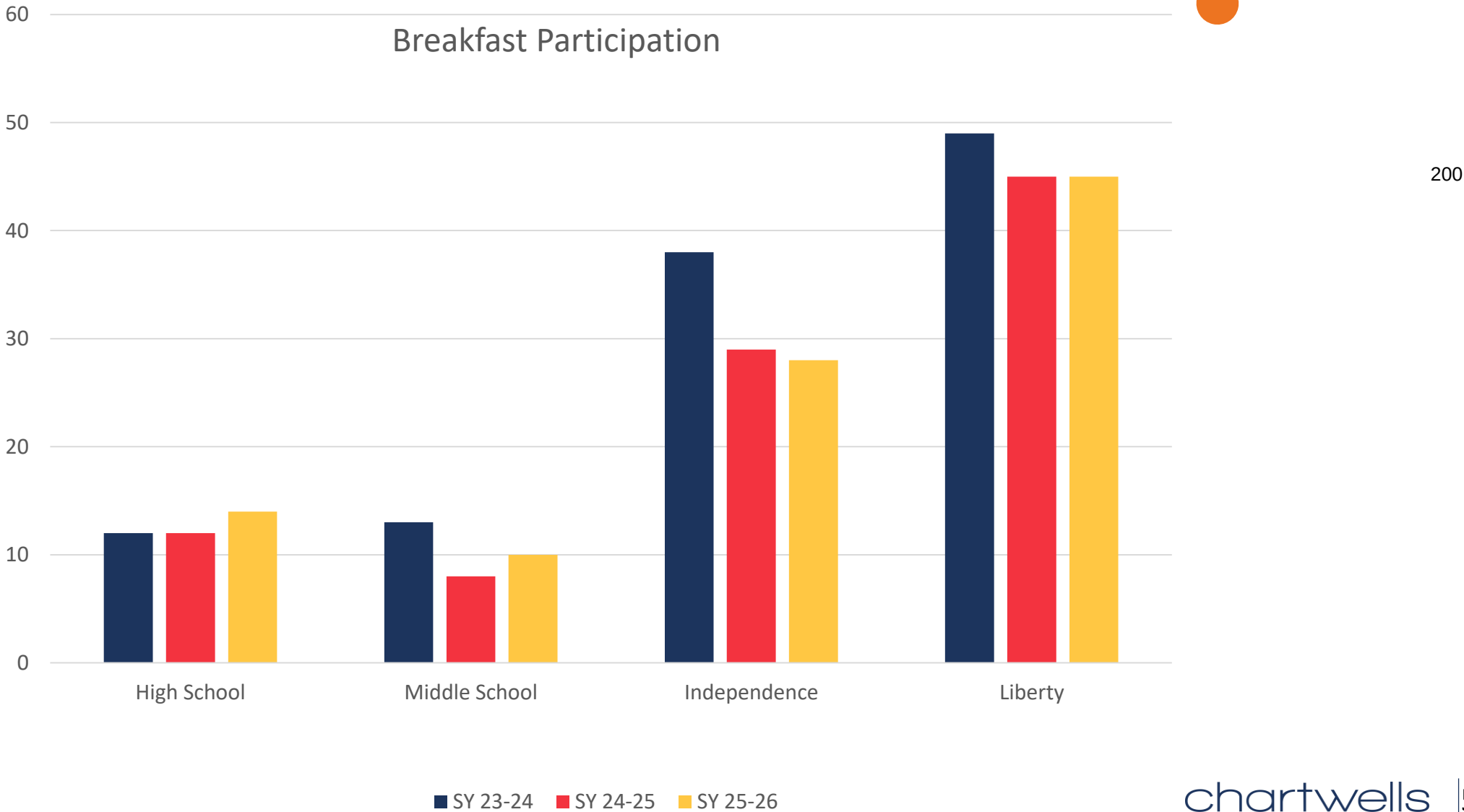
Student engagement Highlights:

- I was told by the students at the elementary level that they wanted to have rice on the menu. I did a sampling of Asian Rice with Peas and Carrots and It was a huge hit and will be added to the upcoming school years menu.
- The High School students love taco day. We see some of our highest participation on this day and I will be making Taco Tuesday a weekly option.

Meal Counts

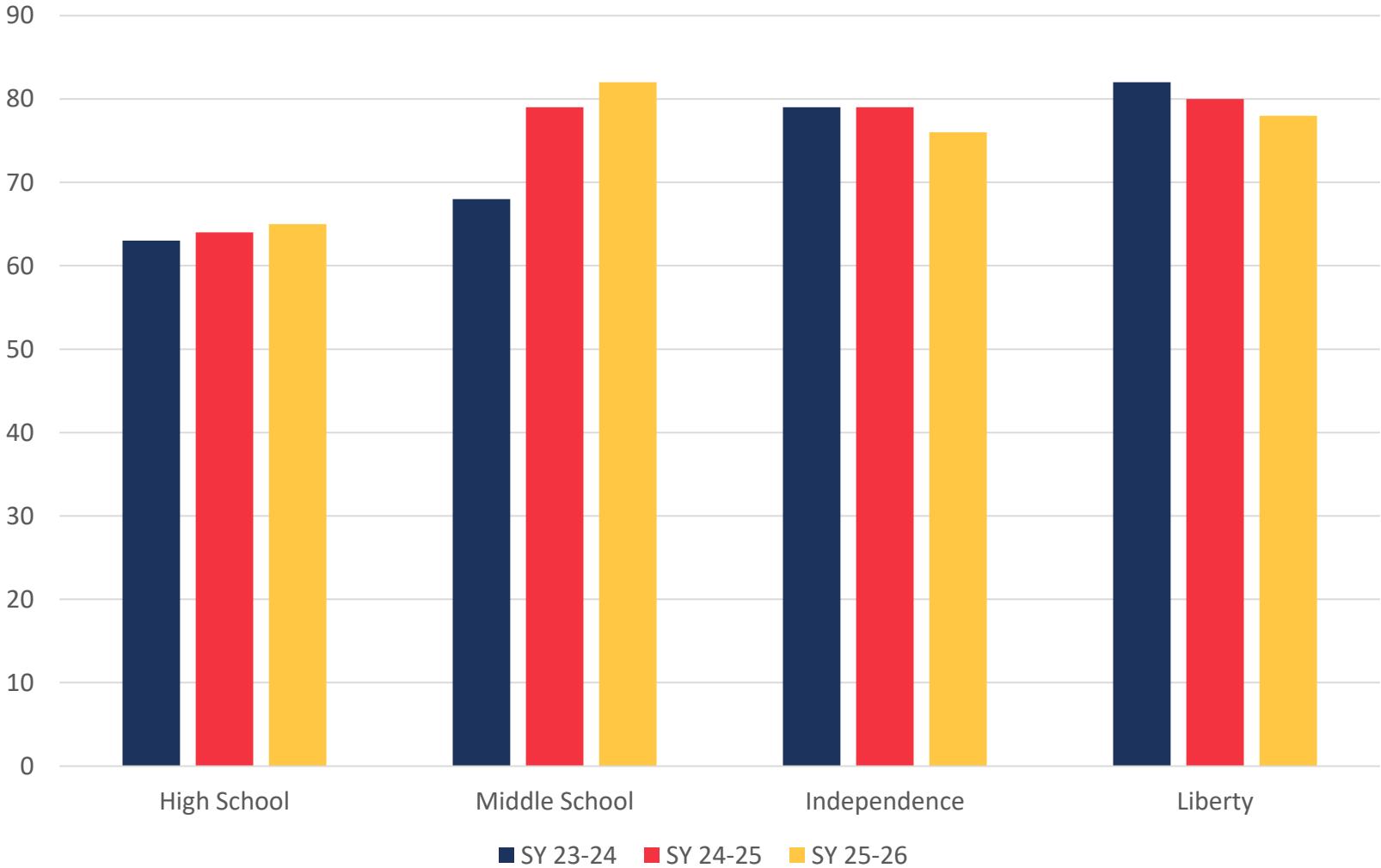


Big Lake Schools



Big Lake Schools

Lunch Participation



Looking Forward



1

Engaging Programs

**MOOD
BOOST**

**Global
Eats**



2

Quality

- Expanding extra bar with popular options
- Sampling and Exposing students to new options
- Doing more fun days

3

Options

Pizza Crunchers
Pretzel with Cheese
Chicken Drumsticks
Whole Grain Rice-
(Different varieties)

Questions?

203



A decorative graphic on the left side of the slide consists of several overlapping circles in various colors: orange, red, white, blue, yellow, teal, and pink. The circles vary in size and are arranged in a cluster on the left side of the slide.

Thank You!

ISD #727 Revised 2025-2026 Budget

May 2026

	Audited Fund Balance June 30,2025	Revenue Budget 25-26	Expenditure Budget 25-26	Projected Net Change Incr(Decr) in Fund Balance	Transfers	Budgeted Fund Balance June 30,2026
General:						
Restricted -						
Long Term Facilities Maintenance	\$ 44,669	\$ 1,568,038	\$ 2,308,401	\$ (740,363)	\$ -	\$ (695,694)
Operating Capital	\$ 693,043	\$ 760,625	\$ 852,144	\$ (91,519)	\$ -	\$ 601,524
Capital Projects Levy	\$ 433,489	\$ 930,816	\$ 1,036,935	\$ (106,119)	\$ -	\$ 327,370
Staff Development	\$ 263,436	\$ 507,533	\$ 511,838	\$ (4,305)	\$ -	\$ 259,131
Basic Skills	\$ 677,815	\$ 1,716,647	\$ 1,838,958	\$ (122,311)	\$ -	\$ 555,504
Q Comp	\$ 120,329	\$ 806,267	\$ 840,709	\$ (34,442)	\$ -	\$ 85,887
School Library Aid	\$ 40,911	\$ 34,849	\$ 47,590	\$ (12,741)	\$ -	\$ 28,170
Literacy Incentive Aid	\$ -	\$ 159,845	\$ 121,569	\$ 38,276	\$ -	\$ 38,276
Literacy Aid (READ Act)	\$ 126,091	\$ -	\$ 23,247	\$ (23,247)	\$ -	\$ 102,844
Teacher Compensation READ Act Training	\$ 33,130	\$ -	\$ 33,130	\$ (33,130)	\$ -	\$ -
American Indian Education Aid	\$ -	\$ 63,500	\$ 63,500	\$ -	\$ -	\$ -
Third Party/Medical Assistance	\$ 502,225	\$ 210,000	\$ 191,555	\$ 18,445	\$ -	\$ 520,670
Area Learning Center (ALC)	\$ 133,062	\$ 377,772	\$ 401,622	\$ (23,850)	\$ -	\$ 109,212
Scholarships	\$ 45,089	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ 45,089
Student Activities	\$ 27,134	\$ 8,445	\$ 16,692	\$ (8,247)	\$ -	\$ 18,887
Committed for Severance	\$ 917,410	\$ -	\$ 19,775	\$ (19,775)	\$ -	\$ 897,635
Assigned for Athletics and Activities	\$ 222,581	\$ 1,341,569	\$ 1,487,095	\$ (145,526)	\$ -	\$ 77,055
Assigned for Building Level Activities	\$ 171,698	\$ 32,400	\$ 73,077	\$ (40,677)	\$ -	\$ 131,021
Other Assigned Fund Balances	\$ 3,478,035	\$ 11,999	\$ 927,106	\$ (915,107)	\$ -	\$ 2,562,928
Nonspendable for Prepaid Items	\$ 57,354	\$ -	\$ -	\$ -	\$ -	\$ 57,354
Unassigned Fund Balance	\$ 9,783,306	\$ 41,046,639	\$ 43,115,832	\$ (2,069,193)	\$ -	\$ 7,714,113
Subtotal	\$ 17,770,807	\$ 49,596,944	\$ 53,930,775	\$ (4,333,831)	\$ -	\$ 13,436,976
Food Service:						
Restricted	\$ 844,616	\$ 2,610,011	\$ 2,718,026	\$ (108,015)	\$ -	\$ 736,601
Nonspendable for Inventory	\$ 34,186	\$ -	\$ -	\$ -	\$ -	\$ 34,186
Subtotal	\$ 878,802	\$ 2,610,011	\$ 2,718,026	\$ (108,015)	\$ -	\$ 770,787
Community Service:						
Nonspendable for Prepaid Items	\$ 11,600	\$ -	\$ -	\$ -	\$ -	\$ 11,600
Restricted -						
Community Education	\$ 1,322,076	\$ 2,736,742	\$ 2,854,691	\$ (117,949)	\$ -	\$ 1,204,127
ECFE	\$ 170,755	\$ 303,594	\$ 280,642	\$ 22,952	\$ -	\$ 193,707
School Readiness	\$ (25,584)	\$ 499,275	\$ 551,885	\$ (52,610)	\$ -	\$ (78,194)
Preschool Screening	\$ 11,752	\$ 21,613	\$ 18,403	\$ 3,210	\$ -	\$ 14,962
Subtotal	\$ 1,490,599	\$ 3,561,224	\$ 3,705,621	\$ (144,397)	\$ -	\$ 1,346,202
Building Construction Fund						
Restricted -						
Long-Term Facilities Maintenance	\$ 27,655	\$ 391	\$ 28,046	\$ (27,655)	\$ -	\$ -
Referendum Projects	\$ 2,866,929	\$ 35,400	\$ 2,502,139	\$ (2,466,739)	\$ -	\$ 400,190
	\$ 2,894,584	\$ 35,791	\$ 2,530,185	\$ (2,494,394)	\$ -	\$ 400,190
Debt Service - Restricted	\$ 2,024,280	\$ 4,865,286	\$ 4,482,775	\$ 382,511	\$ -	\$ 2,406,791
OPEB Irrevocable Trust Fund	\$ 1,382,879	\$ 125,000	\$ 138,688	\$ (13,688)	\$ -	\$ 1,369,191
Total	\$ 26,441,951	\$ 60,794,256	\$ 67,506,070	\$ (6,711,814)	\$ -	\$ 19,730,137

SUMMARY OF YTD 25-26 BUDGET ADJUSTMENTS

**Denotes Specific School Board Approval*

GENERAL FUND:

REVENUE:

Original Budget	\$49,297,687	*	Jun-25
- Establish budget for DNR grant; rev=exp	\$24,976	*	Nov-25
- Increase technology rev & exp budget for sale of old computers; rev=exp	\$9,000	*	Nov-25
- Establish various grant budgets	\$64,791	*	Nov-25
- Decrease general education revenue and other state aids for revised enrollment estimates	(\$175,158)	*	Nov-25
- Increase endowment revenue for actual revenue per MDE	\$32,879	*	Nov-25
- Revised tax levy and tax credit estimates-early recognition of CTE levy	\$16,857	*	Nov-25
- Updated investment income estimates for updated cash flow and interest rate estimates	\$87,628	*	Nov-25
- Increased transportation revenue from a partnering district	\$20,000	*	Nov-25
- Increased budget for buildings and grounds sale of equipment	\$6,499	*	Nov-25
- Update Title grant budgets for revised estimates	\$56,807	*	Nov-25
- Update grants and donations budgets	\$30,394	*	Mar-26
- Add budget for CTE equipment grant	\$9,933	*	Mar-26
- Increase endowment revenue to actual amount provided by MDE	\$7,650		
- Decrease SPED revenue & tuition pymts for change in funding methodology as advised by SPED coop	(\$100,000)		
- Title I, II, and III revisions from spring amendment window	\$8,418		
- Increase revenue from Becker school district for shared care and treatment routes	\$26,427		
- Adjust athletics and activities revenues for revised estimates	\$4,558		
- Adjust MTSS grant revenue for updated estimates based upon summer work	\$46,382		
- Adjust revenue for one time worker's comp reimbursement	\$13,000		
- Update MA revenue based upon claims paid to date	\$94,959		
- Update literacy aid revenue based upon revised estimates provided by MDE	\$13,257		

NET CURRENT REVENUE BUDGET

\$49,596,944

GENERAL FUND:

EXPENSE:

Original Budget	\$53,643,745	*	Jun-25
- Establish budget for DNR grant; rev=exp	\$24,976	*	Nov-25
- Increase technology rev & exp budget for sale of old computers; rev=exp	\$9,000	*	Nov-25
- Establish budgets for fundraising accounts	\$62,047	*	Nov-25
- Adjust budgets for bldg level activity accounts	\$38,553	*	Nov-25
- Establish various grant budgets	\$40,843	*	Nov-25
- Staffing revisions #1 - update hiring salary estimates and benefit elections	\$31,212	*	Nov-25
- Decreased Big Lake Online subscription budget due to applied credits & 2026 budgeted exp paid in 2025	(\$61,250)	*	Nov-25
- Decreased SPED & care and treatment transportation routes budget	(\$22,220)	*	Nov-25
- Increased pool project LTFM pay/go project budget from original amount in LTFM plan	\$200,000	*	Nov-25
- Increase LTFM budget for revised project estimates	\$31,158	*	Nov-25
- Establish a budget for purchase of copiers in copier replacement plan	\$30,000	*	Nov-25
- Update Title grant budgets for revised estimates	\$50,768	*	Nov-25
- Update estimate of insurance claim roofing projects	\$33,283	*	Nov-25
- Update grants and donations budgets	\$30,394	*	Mar-26
- Add budget for CTE equipment grant	\$9,933	*	Mar-26
- Decrease SPED revenue & tuition pymts for change in funding methodology as advised by SPED coop	(\$100,000)		
- Adjust estimate of MA billing expenses based on revised estimates	(\$6,101)		
- Staffing revision #2 - adjust sub budgets; health insurance elections; updated hiring replacements	\$43,431		
- Title I, II, and III revisions from spring amendment window	(\$8,519)		
- Decrease transportation budget for January e-learning days	(\$18,495)		
- Adjust MTSS grant expenditures for updated estimates based upon summer work	\$44,554		
- Adjust curriculum expenditures to be reallocated to 26-27	(\$160,454)		
- Adjust capital & tech levy budgets to be reallocated to 26-27	(\$697,645)		
- Add budget for pool project costs not eligible for LTFM; from assigned fund balance	673,009		
- Update READ Act stipend estimates based upon eligible employees	\$18,553		
- Decrease ALC tuition estimates based upon current enrollment	(\$10,000)		

NET CURRENT EXPENSE BUDGET

\$53,930,775

SUMMARY OF YTD 25-26 BUDGET ADJUSTMENTS

**Denotes Specific School Board Approval*

FOOD SERVICE FUND:

REVENUE:

Original Budget	\$2,615,476	*	Jun-25
-Updated investment income estimates for updated cash flow and interest rate estimates	(\$5,465)	*	Nov-25

NET CURRENT REVENUE BUDGET

\$2,610,011

EXPENSE:

Original Budget	\$2,723,593	*	Jun-25
- Staffing revisions #1 - didn't fill a breakfast monitor position	(\$5,567)	*	Nov-25

NET CURRENT EXPENSE BUDGET

\$2,718,026

COMMUNITY SERVICE FUND:

REVENUE:

Original Budget	\$3,369,175	*	Jun-25
-Adjust Kid's Club (110,000), gymnastics (25,000) & rental budgets (5,000) for revised estimates	\$142,027	*	Nov-25
-Updated investment income estimates for updated cash flow and interest rate estimates	\$8,315	*	Nov-25
-Increase revenue budgets for updated estimates of gymnastics and Kid's Club revenue	\$41,707		

NET CURRENT REVENUE BUDGET

\$3,561,224

EXPENSE:

Original Budget	\$3,467,365	*	Jun-25
-Adjust various exp budgets for revised estimates (125,000 playground equipment)	\$136,937	*	Nov-25
-Increase benefit estimates for health insurance elections	\$19,837		
-Increase non-wage exp for updated estimates in recreation, Kid's Club, preschool, interpreters	\$81,482		

NET CURRENT EXPENSE BUDGET

\$3,705,621

BUILDING CONSTRUCTION FUND

REVENUE:

Original Budget	\$25,000	*	Jun-25
- Increase investment income based upon updated cash flow and market environment	\$10,791		

NET CURRENT REVENUE BUDGET

\$35,791

EXPENSE:

Original Budget	\$2,323,207	*	Jun-25
-Updated LTFM bond construction estimate	\$27,655	*	Nov-25
-Updated construction fund estimates based upon change orders & timing of projects	\$179,323		

NET CURRENT EXPENSE BUDGET

\$2,530,185

SUMMARY OF YTD 25-26 BUDGET ADJUSTMENTS

**Denotes Specific School Board Approval*

DEBT SERVICE FUND

REVENUE:

Original Budget	\$4,870,863	*	Jun-25
-Revised tax levy and tax credit estimates	(\$99)	*	Nov-25
-Updated investment income estimates for updated cash flow and interest rate estimates	(\$5,478)	*	Nov-25

NET CURRENT REVENUE BUDGET

\$4,865,286

EXPENSE:

Original Budget	\$4,482,775	*	Jun-25
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NET CURRENT EXPENSE BUDGET

\$4,482,775

OPEB Irrevocable Trust Fund

REVENUE:

Original Budget	65,000	*	Jun-25
-Updated investment income estimates for updated cash flow and interest rate estimates	35,000	*	Nov-25
-2nd update for investment income estates based upon current market environment	\$25,000		

NET CURRENT REVENUE BUDGET

125,000

EXPENSE:

Original Budget	\$138,688	*	Jun-25
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NET CURRENT EXPENSE BUDGET

\$138,688

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 - <i>Exp/Rev Summary - FD Report</i>							
	REVENUE			<i>(Calculated)</i>		EXPENDITURES		<i>(Calculated)</i>
	Budget	Actual		Actual	Budget	Actual		Actual
		\$ YTD		% YTD		\$ YTD		% YTD
General Fund (01,05,11 &12)	\$ 49,596,944	\$ 31,045,105		63%	\$ 53,930,775	\$ 39,351,139		73%
Food Service (02)	\$ 2,610,011	\$ 1,825,920		70%	\$ 2,718,026	\$ 1,949,885		72%
Community Service (04)	\$ 3,561,224	\$ 2,704,826		76%	\$ 3,705,621	\$ 2,839,487		77%
Building Construction (06)	\$ 35,791	\$ 32,324		90%	\$ 2,530,185	\$ 2,113,220		84%
Debt Service (07)	\$ 4,865,286	\$ 635,852		13%	\$ 4,482,775	\$ 4,481,975		100%
OPEB Irrevocable Trust Fund (45)	\$ 125,000	\$ 110,159		88%	\$ 138,688	\$ 5,534		4%

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

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

NOTES

See budget revisions

School Board Financial Report

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May 20th, 2026

Presented by Angie Manuel, Director of Business Services

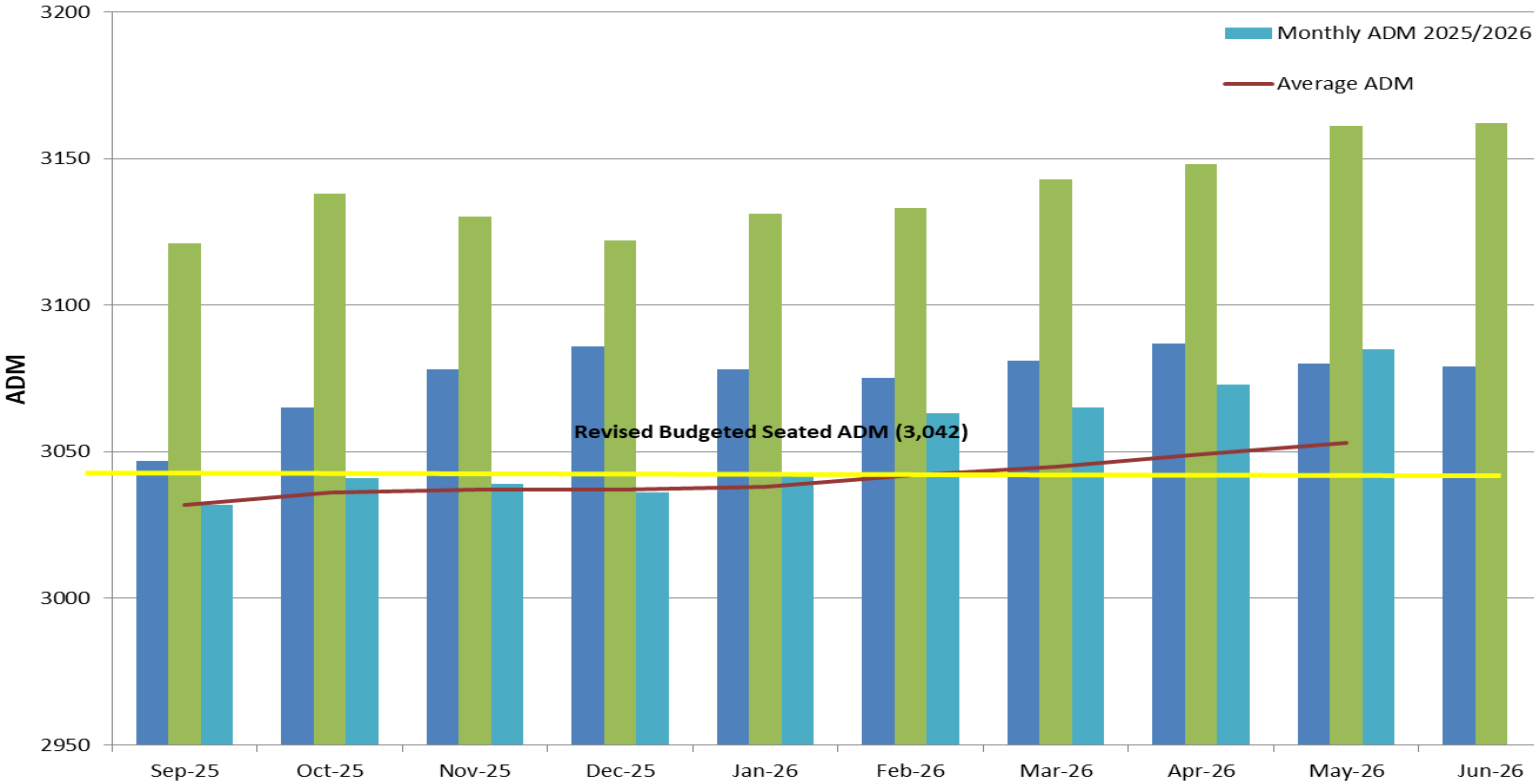
24-25 Enrollment Update

- ❖ May 1st Seated ADM: 3,085
 - ✓ 17 adm increase from revised April 1st enrollment
 - ❑ Growth in Big Lake Online & Liberty ECSE students
 - ✓ Average ADM Sept-May: 3,053
 - ❑ 11 ADM's over revised enrollment budget

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ECSE=Early Childhood Special Education
ADM=Average Daily Membership

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



212

General Fund Budget Revisions

Revenues

- Updated estimates of various state aids: +\$15,866
- Grant revenue updates: +\$54,800
- Update various local revenues: +\$43,985
- Total revenue increase: \$ 114,651

213

General Fund Budget Revisions

Expenditures

- Salaries and benefits revision #2: +\$61,984
- Increase Pool Indoor Air Quality project budget: +\$673,009
- Adjust grant budgets for updated estimates: \$36,035
- Decrease capital & curriculum budgets for purchasing and project timelines. Funds²¹⁴ to be recommitted in 26-27 -\$858,099
- Decrease transportation budget for e-learning days: -\$18,495
- Adjust various tuition billing estimates based upon revised estimates: -\$116,101

- Total expenditure decrease: -\$221,667

General Fund Balance Impact

Unassigned Fund Balance Improvement: \$35,202

Total Restricted Fund Balance Impact: \$146,644

- Negative balance in Restricted for LTFM will be offset by future levies 215
- Funds in Operating Capital and Capital Projects Levy will be reallocated in fiscal year 2026-2027

Total Assigned Fund Balance Impact: \$ 154,472

- Funds in Assigned for Curriculum will be reallocated in fiscal year 2026-2027

Community Service Fund Budget Revisions

- Revenue Increase: \$41,707
 - Updated Kid's Club and gymnastics revenue estimates
- Expenditure Increase: \$101,319
 - Salaries and benefits revision #2: \$19,837
 - Increase non-wage expenditures for interpreters and Kid's Club, Preschool, and Recreation programs: \$81,482

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Building Construction Fund Budget Revisions

- Revenue Increase: \$10,791
 - Investment income due to updated project cash flows
- Expenditure Increase: \$179,323
 - Updated construction fund project estimates based upon change orders and timing of projects: \$179,323

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OPEB Trust Fund Update

Budget Update

- Revenue Increase: \$25,000
 - Increase investment income estimates based upon current market rate environment

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OPEB Trust Investment Allocation

Current OPEB investment equities is approximately 30%. Equities will gradually increase to 40% as allowed by District investment policy.

	Audited Fund Balance June 30,2025	Revenue Budget 25-26	Expenditure Budget 25-26	Projected Net Change Incr(Decr) in Fund Balance	Transfers	Budgeted Fund Balance June 30,2026
General:						
Restricted -						
Long Term Facilities Maintenance	\$ 44,669	\$ 1,568,038	\$ 2,308,401	\$ (740,363)	\$ -	\$ (695,694)
Operating Capital	\$ 693,043	\$ 760,625	\$ 852,144	\$ (91,519)	\$ -	\$ 601,524
Capital Projects Levy	\$ 433,489	\$ 930,816	\$ 1,036,935	\$ (106,119)	\$ -	\$ 327,370
Staff Development	\$ 263,436	\$ 507,533	\$ 511,838	\$ (4,305)	\$ -	\$ 259,131
Basic Skills	\$ 677,815	\$ 1,716,647	\$ 1,838,958	\$ (122,311)	\$ -	\$ 555,504
Q Comp	\$ 120,329	\$ 806,267	\$ 840,709	\$ (34,442)	\$ -	\$ 85,887
School Library Aid	\$ 40,911	\$ 34,849	\$ 47,590	\$ (12,741)	\$ -	\$ 28,170
Literacy Incentive Aid	\$ -	\$ 159,845	\$ 121,569	\$ 38,276	\$ -	\$ 38,276
Literacy Aid (READ Act)	\$ 126,091	\$ -	\$ 23,247	\$ (23,247)	\$ -	\$ 102,844
Teacher Compensation READ Act Training	\$ 33,130	\$ -	\$ 33,130	\$ (33,130)	\$ -	\$ -
American Indian Education Aid	\$ -	\$ 63,500	\$ 63,500	\$ -	\$ -	\$ -
Third Party/Medical Assistance	\$ 502,225	\$ 210,000	\$ 191,555	\$ 18,445	\$ -	\$ 520,670
Area Learning Center (ALC)	\$ 133,062	\$ 377,772	\$ 401,622	\$ (23,850)	\$ -	\$ 109,212
Scholarships	\$ 45,089	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ 45,089
Student Activities	\$ 27,134	\$ 8,445	\$ 16,692	\$ (8,247)	\$ -	\$ 18,887
Committed for Severance	\$ 917,410	\$ -	\$ 19,775	\$ (19,775)	\$ -	\$ 897,635
Assigned for Athletics and Activities	\$ 222,581	\$ 1,341,569	\$ 1,487,095	\$ (145,526)	\$ -	\$ 77,055
Assigned for Building Level Activities	\$ 171,698	\$ 32,400	\$ 73,077	\$ (40,677)	\$ -	\$ 131,021
Other Assigned Fund Balances	\$ 3,478,035	\$ 11,999	\$ 927,106	\$ (915,107)	\$ -	\$ 2,562,928
Nonspendable for Prepaid Items	\$ 57,354	\$ -	\$ -	\$ -	\$ -	\$ 57,354
Unassigned Fund Balance	\$ 9,783,306	\$ 41,046,639	\$ 43,115,832	\$ (2,069,193)	\$ -	\$ 7,714,113
Subtotal	\$ 17,770,807	\$ 49,596,944	\$ 53,930,775	\$ (4,333,831)	\$ -	\$ 13,436,976
Food Service:						
Restricted	\$ 844,616	\$ 2,610,011	\$ 2,718,026	\$ (108,015)	\$ -	\$ 736,601
Nonspendable for Inventory	\$ 34,186	\$ -	\$ -	\$ -	\$ -	\$ 34,186
Subtotal	\$ 878,802	\$ 2,610,011	\$ 2,718,026	\$ (108,015)	\$ -	\$ 770,787
Community Service:						
Nonspendable for Prepaid Items	\$ 11,600	\$ -	\$ -	\$ -	\$ -	\$ 11,600
Restricted -						
Community Education	\$ 1,322,076	\$ 2,736,742	\$ 2,854,691	\$ (117,949)	\$ -	\$ 1,204,127
ECFE	\$ 170,755	\$ 303,594	\$ 280,642	\$ 22,952	\$ -	\$ 193,707
School Readiness	\$ (25,584)	\$ 499,275	\$ 551,885	\$ (52,610)	\$ -	\$ (78,194)
Preschool Screening	\$ 11,752	\$ 21,613	\$ 18,403	\$ 3,210	\$ -	\$ 14,962
Subtotal	\$ 1,490,599	\$ 3,561,224	\$ 3,705,621	\$ (144,397)	\$ -	\$ 1,346,202
Building Construction Fund						
Restricted -						
Long-Term Facilities Maintenance	\$ 27,655	\$ 391	\$ 28,046	\$ (27,655)	\$ -	\$ -
Referendum Projects	\$ 2,866,929	\$ 35,400	\$ 2,502,139	\$ (2,466,739)	\$ -	\$ 400,190
	\$ 2,894,584	\$ 35,791	\$ 2,530,185	\$ (2,494,394)	\$ -	\$ 400,190
Debt Service - Restricted						
	\$ 2,024,280	\$ 4,865,286	\$ 4,482,775	\$ 382,511	\$ -	\$ 2,406,791
OPEB Irrevocable Trust Fund						
	\$ 1,382,879	\$ 125,000	\$ 138,688	\$ (13,688)	\$ -	\$ 1,369,191
Total	\$ 26,441,951	\$ 60,794,256	\$ 67,506,070	\$ (6,711,814)	\$ -	\$ 19,730,137

2026 Legislative Session

Compensatory Revenue

Operating Capital

Utility Costs

220

Permanent School Fund

Constitutional Amendment

School Board Action

Approve financial report and budget revisions as presented

221

CASH REPORT FOR SCHOOL BOARD

BIG LAKE PUBLIC SCHOOLS

Independent School District # 727

for month: April 2026

101 - CASH ACCOUNTS					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$ 607,636	\$ 5,315,445	\$ (5,000,013)		\$ 923,068
Food Service	(\$1,061,435)	19,163	(237,326)		(\$1,279,598)
Community Service	(\$170,701)	349,135	(311,109)		(\$132,675)
Building Fund	\$0	10,514	(10,514)		\$0
Debt Service	\$886,176	-	-		\$886,176
Project fund- HVAC (Fund 15)	\$0	-	-		\$0
OPEB Trust Fund	(\$5,531)	-	(602)		(\$6,133)
TOTAL PER BOOKS	256,145	5,694,257.00	(\$5,559,564)	\$0	390,838
General Checking Account					\$390,838
TOTAL PER BANK					\$390,838
102 - PETTY CASH ACCOUNT					
	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	\$2,000		(\$84)	-	\$1,916
Petty Cash Checking Account					\$1,916
TOTAL PER BANK					\$1,916
104 - INVESTMENT ACCOUNTS					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	\$2,570,538	\$ 5,079,386	\$ (5,121,354)		\$2,528,570
General Fd Operating Investments	\$16,013,536	716,377	(410)		\$16,729,503
Food Service	\$1,751,245	250,515	-		\$2,001,760
Community Service	\$2,001,787	18,488	-		\$2,020,275
Debt Service	\$1,299,996	-	-		\$1,299,996
Facilities Investments 2022A (Fd 06)	\$822,230	1,971	(10,514)		\$813,687
OPEB Trust Equities	\$1,445,310	48,326	-		\$1,493,636
TOTAL PER BOOKS	\$25,904,642	\$6,115,063	(\$5,132,278)	\$0	\$26,887,427
MN Trust					\$7,850,600
Operating Investments					\$16,729,504
Building Fund Investments					\$813,687
OPEB Trust					\$1,493,636
TOTAL PER BANK					\$26,887,427

CASH AND INVESTMENT BALANCE SUMMARY BY FUND					
	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	\$ 19,193,710	\$ 11,111,208	\$ (10,121,861)	\$ -	\$ 20,183,057
Food Service	\$689,810	269,678	(237,326)	-	\$722,162
Community Service	\$1,831,086	367,623	(311,109)	-	\$1,887,600
Debt Service	2,186,172	-	-	-	2,186,172
Project Fund HVAC- Fund 15	\$0	\$0	\$0	\$0	\$0
Bond Account Investments (fund 06)	\$822,230	\$12,485	(\$21,028)	\$0	\$813,687
OPEB Trust Fund	(\$5,531)	-	(602)	-	(\$6,133)
OPEB Trust Equities	\$1,445,310	48,326	-	-	\$1,493,636
TOTAL PER BOOKS	26,162,787	\$11,809,320	(\$10,691,926)	\$0	27,280,181
Cash					\$390,838
Petty Cash					\$1,916
Investments					\$26,887,427
TOTAL PER BANK					\$27,280,181

PETTY CASH EXPENDITURES
BIG LAKE PUBLIC SCHOOLS
Independent School District # 727
for month: April 2026

Date	Ck #	Vendor	Description	Amount
04/09/26	20697	Colleen Carven	CE refund	\$ 84.00
				<u>\$ 84.00</u>

WIRE TRANSFER SUMMARY
Big Lake Public Schools
Independent School District #727
April 30, 2026

DATE	FROM	TO	AMOUNT	PURPOSE
4/1/2026	Old National-Checking	Heartland Pmt System	\$ 645.00	Myschoolbucks Credit Card Fees
4/2/2026	Old National-Checking	SipTrunk	\$ 73.14	Phone backup
4/2/2026	MN Trust-PMA	Old National-Checking	\$ 2,000,000.00	Payroll and Payroll AP
4/3/2026	Public Surplus	Old National-Checking	\$ 565.65	Sale of Surplus Inventory/Equipment
4/3/2026	Old National-Checking	Trustmark	\$ 1,420.38	Insurance Coverage
4/3/2026	Old National-Checking	Health Equity	\$ 3,074.09	Health Equity Flex
4/3/2026	Old National-Checking	Health Equity	\$ 47,610.07	H.S.A Contributions
4/5/2026	Health Equity	Old National-Checking	\$ 7,239.00	DEP Care refund beg prepay balance
4/6/2026	Old National-Checking	EYEMED	\$ 2,015.41	Insurance Coverage
4/6/2026	Old National-Checking	EBC	\$ 63,711.34	403b & 457 contributions
4/7/2026	Old National-Checking	WEX	\$ 236.22	Wright express fleet
4/7/2026	Old National-Checking	Delta Dental	\$ 31,062.50	Dental Insurance
4/8/2026	Old National-Checking	Bankcard Service	\$ 81.57	ARUX/ELEYO Credit Card Fees
4/8/2026	Old National-Checking	Health Equity	\$ 443.60	Health Equity Fee
4/9/2026	Greater Twin City	Old National-Checking	\$ 2,239.00	Pathway I
4/9/2026	Old National-Checking	Amazon	\$ 6,010.60	Invoice Payments
4/10/2026	Old National-Checking	United Way	\$ 56.00	United Way EE elections
4/10/2026	Old National-Checking	Health Equity	\$ 1,398.12	Health Equity Flex
4/10/2026	Old National-Checking	Card Services	\$ 1,671.67	Coborns
4/10/2026	Old National-Checking	Transfirst/TSYS	\$ 2,197.01	Affinity Credit Card fees
4/10/2026	Old National-Checking	BLEM	\$ 9,430.40	Teacher Unions Dues
4/13/2026	Old National-Checking	Neopost	\$ 200.00	DO Postage
4/14/2026	Old National-Checking	MN Dept of Rev	\$ 111.00	Sales Tax
4/17/2026	Old National-Checking	Old National Bank	\$ 572.06	Old National Service Charge
4/17/2026	Old National-Checking	Health Equity	\$ 1,402.22	Health Equity Flex
4/17/2026	Old National-Checking	AbriterSportd	\$ 8,000.00	Spring Officials
4/17/2026	Old National-Checking	Vision Transportation	\$ 427,305.81	Transportation billing
4/17/2026	MN Trust-PMA	Old National-Checking	\$ 2,400,000.00	Payroll and Payroll AP
4/21/2026	Old National-Checking	NewYork Life	\$ 16,196.84	Life & LTD Insurance & suppl. Life
4/21/2026	Old National-Checking	Health Equity	\$ 46,696.17	H.S.A Contributions
4/21/2026	Old National-Checking	EBC	\$ 62,919.73	403b & 457 contributions
4/22/2026	Old National-Checking	United Way	\$ 56.00	United Way EE elections
4/22/2026	Old National-Checking	Amazon	\$ 1,082.50	Invoice Payments
4/22/2026	Old National-Checking	BLEM	\$ 9,439.54	Teacher Unions Dues
4/24/2026	Old National-Checking	Neopost	\$ 200.00	DO Postage
4/24/2026	Old National-Checking	Health Equity	\$ 1,718.50	Health Equity Flex
4/24/2026	Sherburne County	Old National-Checking	\$ 2,978.75	Forfeited land sale
4/24/2026	MN Trust-PMA BONDS	Old National-Checking	\$ 10,513.75	Bond Draw 2022A
4/24/2026	Old National-Checking	Compass Group	\$ 233,676.14	Chartwells
4/27/2026	Old National-Checking	FleetCor	\$ 184.57	Kwik Trip Billing
4/27/2026	Old National-Checking	Verizon	\$ 957.74	Verizon billing
4/27/2026	Old National-Checking	Windstream	\$ 1,585.48	Windstream billing
4/30/2026	Benefit Resource BRI	Old National-Checking	\$ 7,923.02	Cobra Payment



ADMINISTRATOR CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to establish the requirements of the school board that school administrators adhere to the standards of ethics and professional conduct in this policy and Minnesota law.

II. GENERAL STATEMENT OF POLICY

~~A. An educational administrator's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, professional associates, and students. To these ends, the administrator must subscribe to the following standards.~~

~~B. The Educational Administrator:~~

- ~~1. Makes the well-being of students the fundamental value of all decision-making and actions.~~
- ~~2. Fulfills professional responsibilities with honesty and integrity.~~
- ~~3. Supports the principle of due process and protects the civil and human rights of all individuals.~~
- ~~4. Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.~~
- ~~5. Implements the school board's policies.~~
- ~~6. Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.~~
- ~~7. Avoids using positions for personal gain through political, social, religious, economic, or other influence.~~
- ~~8. Accepts academic degrees or professional certification only from duly accredited institutions.~~
- ~~9. Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.~~
- ~~10. Honors all contracts until fulfillment, release, or dissolution is mutually agreed upon by all parties to the contract.~~
- ~~11. Adheres to the Code of Ethics for School Administrators in Minnesota Rule.~~

The standards of professional conduct are as follows:

- A. A school administrator must provide professional educational services in a nondiscriminatory manner.
- B. A school administrator must take reasonable action to protect students and staff from conditions harmful to health and safety.
- C. A school administrator must take reasonable action to provide an atmosphere conducive to learning.
- D. A school administrator must not use professional relationships with students, parents and caregivers, staff, or colleagues to private advantage.
- E. A school administrator must disclose confidential information about individuals only when a compelling professional purpose is served in accordance with state and federal laws and school district policies.
- F. A school administrator must not knowingly falsify or misrepresent records or facts relating to the administrator's qualifications or to the qualifications of other staff or personnel.
- G. A school administrator must not knowingly make false or malicious statements about students, students' families, staff, or colleagues.
- H. A school administrator must not accept gratuities, gifts, or favors that impair professional judgment, nor offer any favor, service, or item of value to obtain special advantage.
- I. A school administrator must only accept a contract for a position when licensed for the position or when a school district is issued a variance by the board.
- J. A school administrator, in filling positions requiring licensure, must employ, recommend for employment, and assign only appropriately licensed personnel, or persons for whom the school district has been issued a variance by the appropriate state board or agency, unless, after making reasonable efforts to obtain a variance, an appropriately licensed person cannot be assigned and the position must be filled to meet a legitimate emergency educational need.
- K. A school administrator must not engage in conduct involving dishonesty, fraud, or misrepresentation in the performance of professional duties.

Legal References: Minn. Stat. § 122A.14, Subd. 4 (~~Code of Ethics-Duties of Board of School Administrators~~)
Minn. Rules Part 3512.0100 (Definitions)

Deleted: A. ~~—An educational administrator's professional behavior must conform to an ethical code. The code must be idealistic and at the same time practical, so that it can apply reasonably to all educational administrators. The administrator acknowledges that the schools belong to the public they serve for the purpose of providing educational opportunities to all. However, the administrator assumes responsibility for providing professional leadership in the school and community. This responsibility requires the administrator to maintain standards of exemplary professional conduct. It must be recognized that the administrator's actions will be viewed and appraised by the community, professional associates, and students. To these ends, the administrator must subscribe to the following standards.~~

B. ~~—The Educational Administrator.~~

1. ~~—Makes the well-being of students the fundamental value of all decision-making and actions.~~
2. ~~—Fulfills professional responsibilities with honesty and integrity.~~
3. ~~—Supports the principle of due process and protects the civil and human rights of all individuals.~~
4. ~~—Obeys local, state, and national laws and does not knowingly join or support organizations that advocate, directly or indirectly, the overthrow of the government.~~
5. ~~—Implements the school board's policies.~~
6. ~~—Pursues appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.~~
7. ~~—Avoids using positions for personal gain through political, social, religious, economic, or other influence.~~
8. ~~—Accepts academic degrees or professional certification only from duly accredited institutions.~~
9. ~~—Maintains the standards and seeks to improve the effectiveness of the profession through research and continuing professional development.~~
10. ~~—Honors all contracts until fulfillment, release, or dissolution is mutually agreed upon by all parties to the contract.~~
11. ~~—Adheres to the Code of Ethics for School Administrators in Minnesota Rule.~~

Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)



VETERAN'S PREFERENCE

I. PURPOSE

The purpose of this policy is to comply with the Minnesota Veterans Preference Act (VPA) which provides preference points for veterans applying for employment with political subdivisions, including school districts, as well as additional rights for veterans in the discharge process

II. GENERAL STATEMENT OF POLICY

- A. The school district's policy is to comply with the VPA regarding veteran's preference rights and mandated preference points to veterans and spouses of deceased veterans or disabled veterans.
- B. The school district's policy is also to comply with the VPA requirement that no covered veteran may be removed from public employment except for incompetency or misconduct shown after a hearing upon due notice, upon stated changes, and in writing. This paragraph does not apply to the position of teacher.
- C. Veteran's preference points will be applied pursuant to applicable law as follows:
 - 1. A credit of ten points shall be added to the competitive open examination rating of a non-disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 2. A credit of fifteen points shall be added to the competitive open examination rating of a disabled veteran, who so elects, provided that the veteran obtained a passing rating on the examination without the addition of the credit points.
 - 3. A credit of five points shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, provided that (a) the veteran obtained a passing rating on the examination without the addition of the credit points and (b) the veteran is applying for a first promotion after securing public employment.
 - 4. A preference may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.
- D. Eligibility for and application of veteran's preference, the definition of a veteran, and the definition of a disabled veteran for purposes of this policy will be pursuant to the VPA.
- E. When notifying applicants that they have been accepted into the selection process, the school district shall notify applicants that they may elect to use veteran's preference.
- F. The school district's policy is to use a 100-point hiring system to enable allocation of veteran's preference points. The school district may or may not use a 100-point hiring system for filling teaching positions. If a 100-point hiring system is not used for filling a teaching position, preference points will not be added, but all veteran applicants who have proper licensure for the teaching position will be granted an interview for the position.
- G. If the school district ~~rejects~~ **does not select** a member of the finalist pool who has claimed veteran's preference, the school district shall notify the finalist in writing of the reasons for the rejection and file the notice with the school district's personnel officer.
- H. In accordance with the VPA, no honorably discharged veteran shall be removed from a position of employment except for incompetency, misconduct, or good faith abolishment of position.
 - 1. Incompetency or misconduct must be shown after a hearing, upon due notice, upon stated charges, in writing.
 - 2. A veteran must irrevocably elect to be governed either by the VPA or by arbitration

- provisions set forth in a collective bargaining agreement in the event of a discharge.
- I. The VPA and the provisions of this policy do not apply to the position of private secretary, superintendent, head of a department, or any person holding a strictly confidential relation to the school board or school district. The VPA and the provisions of this policy apply to teachers only with respect to the hiring process, as set forth in Paragraph F., above.

Legal References: Minn. Stat. § 43A.11 (Veteran's Preference)
Minn. Stat. § 197.455 (Veteran's Preference Applied)
Minn. Stat. § 197.46 (Veterans Preference Act)
Hall v. City of Champlin, 463 N.W.2d 502 (Minn. 1990)
Young v. City of Duluth, 410 N.W.2d 27 (Minn. Ct. App. 1987)

Cross References: MSBA/MASA Model Policy 401 (Equal Employment Opportunity)



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PROTECTION AND PRIVACY OF PUPIL RECORDS

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. Authorized Representative

“Authorized representative” means any entity or individual designated by the school district, state, or an agency headed by an official of the Comptroller of the United States, the Attorney General of the United States, the Secretary of the U.S. Department of Education, or state and local educational authorities to conduct, with respect to federal or state supported education programs, any audit or evaluation or any compliance or enforcement activity in connection with federal legal requirements that relate to these programs.

B. Biometric Record

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

C. Dates of Attendance

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

D. Directory Information

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

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

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

E. Education Records

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

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

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

F. Education Support Services Data

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

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

G. Eligible Student

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

H. Juvenile Justice System

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

I. Legitimate Educational Interest

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

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

J. Parent

“Parent” means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent of the student in the absence of a parent or guardian. The school district may presume the parent has the authority to exercise the rights provided herein, unless it has been provided with evidence that there is a state law or court order governing such matters as marriage dissolution, separation or child custody, or a legally binding instrument which provides to the contrary

K. Personally Identifiable

“Personally identifiable” means that the data or information includes, but is not limited to: (a) a student’s name; (b) the name of the student’s parent or other family member; (c) the address of the student or student’s family; (d) a personal identifier such as the student’s social security number or student number or biometric record; (e) other indirect identifiers, such as the student’s date of birth, place of birth, and mother’s maiden name; (f) other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or (g) information requested by a person who the school district reasonably believes knows the identity of the student to whom the education record relates

L. Record

“Record” means any information or data recorded in any way including, but not limited to, handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche

M. Responsible Authority

“Responsible authority” means Superintendent Tim Truebenbach.

N. Student

“Student” includes any individual who is or has been in attendance, enrolled, or registered at the school district and regarding whom the school district maintains education records. Student also includes applicants for enrollment or registration at the school district and individuals who receive shared time educational services from the school district.

O. School Official

“School official” includes: (a) a person duly elected to the school board; (b) a person employed by the school board in an administrative, supervisory, instructional, or other professional position; (c) a person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and (d) a person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

P. Summary Data

“Summary data” means statistical records and reports derived from data on individuals but in which individuals are not identified and from which neither their identities nor any other characteristic that could uniquely identify the individual is ascertainable.

Q. Other Terms and Phrases

All other terms and phrases shall be defined in accordance with applicable state and federal law or ordinary customary usage.

IV. **GENERAL CLASSIFICATION**

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

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

V. STATEMENT OF RIGHTS

A. Rights of Parents and Eligible Students

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

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

B. Eligible Students

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

C. Students with a Disability

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

VI. DISCLOSURE OF EDUCATION RECORDS

A. Consent Required for Disclosure

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

- c. the party or class of parties to whom the disclosure may be made;
 - d. the consequences of giving informed consent; and
 - e. if appropriate, a termination date for the consent.
- 3) When a disclosure is made under this subdivision:
- a. if the parent or eligible student so requests, the school district shall provide him or her with a copy of the records disclosed; and
 - b. if the parent of a student who is not an eligible student so requests, the school district shall provide the student with a copy of the records disclosed.
- 4) A signed and dated written consent may include a record and signature in electronic form that:
- a. identifies and authenticates a particular person as the source of the electronic consent; and
 - b. indicates such person's approval of the information contained in the electronic consent.
- 5) If the responsible authority seeks an individual's informed consent to the release of private data to an insurer or the authorized representative of an insurer, informed consent shall not be deemed to have been given unless the statement is:
- a. in plain language;
 - b. dated;
 - c. specific in designating the particular persons or agencies the data subject is authorizing to disclose information about the data subject;
 - d. specific as to the nature of the information the subject is authorizing to be disclosed;
 - e. specific as to the persons or agencies to whom the subject is authorizing information to be disclosed;
 - f. specific as to the purpose or purposes for which the information may be used by any of the parties named in Clause e. above, both at the time of the disclosure and at any time in the future; and
 - g. specific as to its expiration date which should be within a reasonable time, not to exceed one year except in the case of authorizations given in connection with applications for: (i) life insurance or noncancellable or guaranteed renewable health insurance and identified as such, two years after the date of the policy, or (ii) medical assistance under Minnesota Statutes chapter 256B or Minnesota Care under Minnesota Statutes chapter 256L, which shall be ongoing during all terms of eligibility, for individualized education program health-related services provided by a school district that are subject to third party reimbursement.
- 6) **Eligible Student Consent**
Whenever a student has attained eighteen (18) years of age or is attending an institution of post-secondary education, the rights accorded to and the consent required of the parent of the student shall thereafter only be accorded to and required of the eligible student, except as provided in Section V. of this policy.
- B. Prior Consent for Disclosure Not Required**
The school district may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student or the eligible student unless otherwise provided herein, if the disclosure is:

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

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

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

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

- 11) To appropriate parties, including parents of an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health, including the mental health, or safety of the student or other individuals. The decision is to be based upon information available at the time the threat occurs that indicates that there is an articulable and significant threat to the health or safety of a student or other individuals. In making a determination whether to disclose information under this section, the school district may take into account the totality of the circumstances pertaining to a threat and may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other students. A record of this disclosure must be maintained pursuant to Section XIII.E. of this policy. In addition, an educational agency or institution may include in the education records of a student appropriate information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students, or other members of the school community. This information may be disclosed to teachers and school officials within the school district and/or teachers and school officials in other schools who have legitimate educational interests in the behavior of the student;
- 12) To the juvenile justice system if information about the behavior of a student who poses a risk of harm is reasonably necessary to protect the health or safety of the student or other individuals;
- 13) Information the school district has designated as "directory information" pursuant to Section VII. of this policy;
- 14) To military recruiting officers and postsecondary educational institutions pursuant to Section XI. of this policy;
- 15) To the parent of a student who is not an eligible student or to the student himself or herself;
- 16) To appropriate parties, including parents or an eligible student, in connection with an emergency if knowledge of the information is ~~health authorities to the extent~~ necessary to protect the health or safety of the student or other individuals (34 Code of Federal Regulations, part 99.36) ~~administer immunization programs~~ and for bona fide epidemiologic investigations which the ~~Ceommissioner of the Minnesota Department of Health of health~~ determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted;
- 17) To volunteers who are determined to have a legitimate educational interest in the data and who are conducting activities and events sponsored by or

endorsed by the educational agency or institution for students or former students;

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

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

- 19) To the principal where the student attends and to any counselor directly supervising or reporting on the behavior or progress of the student if it is information from a disposition order received by a superintendent under Minnesota Statutes section 260B.171, subdivision 3. The principal must notify the counselor immediately and must place the disposition order in the student's permanent education record. The principal also must notify immediately any teacher or administrator who directly supervises or reports on the behavior or progress of the student whom the principal believes needs the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. The principal may also notify other school district employees, substitutes, and volunteers who are in direct contact with the student if the principal determines that these individuals need the information to work with the student in an appropriate manner, to avoid being needlessly vulnerable, or to protect other persons from needless vulnerability. Such notices from the principal must identify the student, outline the offense, and describe any conditions of probation about which the school must provide information if this information is provided in the disposition order. Disposition order information received is private educational data received

for the limited purpose of serving the educational needs of the student and protecting students and staff. The information may not be further disseminated by the counselor, teacher, administrator, staff member, substitute, or volunteer except as necessary to serve the student, to protect students and staff, or as otherwise required by law, and only to the student or the student's parent or guardian;

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

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

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

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

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

C. Nonpublic School Students

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

- 1) Pursuant to a valid court order;
- 2) Pursuant to a statute specifically authorizing access to the private data; or
- 3) To appropriate health authorities to the extent necessary to administer immunization programs and for bona fide epidemiological investigations which the Commissioner of the Minnesota Department of Health determines are necessary to prevent disease or disability to individuals in the public educational agency or institution in which the investigation is being conducted; or
- 4) to appropriate parties, including parents or an eligible student, in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

VII. RELEASE OF DIRECTORY INFORMATION

A. Educational Data

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

- 4) When requested, the school district must share personal contact information and directory information, whether public or private, with the Minnesota Department of Education, as required for federal reporting purposes.

B. Former Students

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

C. Present Students and Parents

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

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

is used alone or in combination with other data elements to identify or help identify the student or the student's records.

D. Procedure for Obtaining Nondisclosure of Directory Information

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

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

E. Duration

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

VIII. DISCLOSURE OF PRIVATE RECORDS

A. Private Records

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

B. Private Records Not Accessible to Parent

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

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

- e. whether the data concerns medical, dental or other health services provided pursuant to Minnesota Statutes sections 144.341-144.347, in which case the data may be released only if the failure to inform the parent would seriously jeopardize the health of the minor.
- C. Private Records Not Accessible to Student
Students shall not be entitled to access to private data concerning financial records and statements of the student's parent or any information contained therein.
- D. Military-Connected Youth Identifier
When a school district updates its enrollment forms in the ordinary course of business, the school district must include a box on the enrollment form to allow students to self-identify as a military-connected youth. For purposes of this ~~Paragraph section~~, a "military-connected youth" means having an immediate family member, including a parent or sibling, who is currently in the armed forces either as a reservist or on active duty or has recently retired from the armed forces. Data collected under this provision is private data on individuals, but summary data may be published by the Department of Education.

IX. DISCLOSURE OF CONFIDENTIAL RECORDS

- A. Confidential Records
Confidential records are those records and data contained therein which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or to an eligible student.
- B. Reports Under the Maltreatment of Minors Reporting Act
Pursuant to Minnesota Statutes Chapter 260E, written copies of reports pertaining to a neglected and/or physically and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. In respect to other parties, such data shall be confidential and will not be made available to the parent or the subject individual by the school district. The subject individual, however, may obtain a copy of the report from either the local welfare agency, county sheriff, or the local police department subject to the provisions of Minnesota Statutes Chapter 260E.

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

- C. Investigative Data
Data collected by the school district as part of an active investigation undertaken for the purpose of the commencement or defense of pending civil legal action, or are retained in anticipation of a pending civil legal action are classified as protected nonpublic data in the case of data not on individuals, and confidential data in the case of data on individuals.
 - 1) The school district may make any data classified as protected non-public or confidential pursuant to this subdivision accessible to any person, agency, or the public if the school district determines that such access will aid the law enforcement process, promote public health or safety, or dispel widespread rumor or unrest.
 - 2) A complainant has access to a statement he or she provided to the school district.

- 3) Parents or eligible students may have access to investigative data of which the student is the subject, but only to the extent the data is not inextricably intertwined with data about other school district students, school district employees, and/or attorney data as defined in Minnesota Statutes section 13.393.
- 4) Once a civil investigation becomes inactive, civil investigative data becomes public unless the release of the data would jeopardize another pending civil legal action, except for those portions of such data that are classified as not public data under state or federal law. Any civil investigative data presented as evidence in court or made part of a court record shall be public. For purposes of this provision, a civil investigation becomes inactive upon the occurrence of any of the following events:
 - a. a decision by the school district, or by the chief attorney for the school district, not to pursue the civil legal action. However, such investigation may subsequently become active if the school district or its attorney decides to renew the civil legal action;
 - b. the expiration of the time to file a complaint under the statute of limitations or agreement applicable to the civil legal action; or
 - c. the exhaustion or expiration of rights of appeal by either party to the civil legal action.
- 5) A “pending civil legal action” for purposes of this subdivision is defined as including, but not limited to, judicial, administrative, or arbitration proceedings.

D. Chemical Abuse Records

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

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

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

XI. DISCLOSURE OF DATA TO MILITARY RECRUITING OFFICERS AND POSTSECONDARY EDUCATIONAL INSTITUTIONS

- A. The school district will release the names, addresses, electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiting officers only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers and post-secondary educational institutions within sixty (60) days after the date of the request unless a parent or eligible student has refused in writing to release this data pursuant to Paragraph C. below.
- B. Data released to military recruiting officers under this provision:
 - 1) may be used only for the purpose of providing information to students about military service, state and federal veterans’ education benefits, and other career and educational opportunities provided by the military;

- 2) cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces; and
 - 3) copying fees shall not be imposed.
- C. A parent or eligible student has the right to refuse the release of the name, address, electronic mail addresses (which shall be the electronic mail addresses provided by the school, if available, that may be released to military recruiting officers only) or home telephone number to military recruiting officers and postsecondary educational institutions. To refuse the release of the above information to military recruiting officers and postsecondary educational institutions, a parent or eligible student must notify the responsible authority, the Building Principal, in writing by October 1 each year. The written request must include the following information:
- 1) Name of student and parent, as appropriate;
 - 2) Home address;
 - 3) Student's grade level;
 - 4) School presently attended by student;
 - 5) Parent's legal relationship to student, if applicable;
 - 6) Specific category or categories of information which are not to be released to military recruiting officers and post-secondary educational institutions; and
 - 7) Specific category or categories of information which are not to be released to the public, including military recruiting officers and post-secondary educational institutions.
- D. Annually, the school district will provide public notice by any means that are reasonably likely to inform the parents and eligible students of their rights to refuse to release the names, addresses, and home phone numbers of students in grades 11 and 12 without prior consent.
- E. A parent or eligible student's refusal to release the above information to military recruiting officers and post-secondary educational institutions does not affect the school district's release of directory information to the rest of the public, which includes military recruiting officers and post-secondary educational institutions. In order to make any directory information about a student private, the procedures contained in Section VII. of this policy also must be followed. Accordingly, to the extent the school district has designated the name, address, home phone number, and grade level of students as directory information, absent a request from a parent or eligible student not to release such data, this information will be public data and accessible to members of the public, including military recruiting officers and post-secondary educational institutions.

XII. LIMITS ON REDISCLOSURE

A. Redisdisclosure

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

B. Redisdisclosure Not Prohibited

- 1) Subdivision A. of this ~~Article section~~ does not prevent the school district from disclosing personally identifiable information under Section VI. of this policy with the understanding that the party receiving the information may make

further disclosures of the information on behalf of the school district provided:

- a. The disclosures meet the requirements of Section VI. of this policy; and
 - b. The school district has complied with the record-keeping requirements of ~~Article Section~~ XIII. of this policy.
- 2) Subdivision A. of this section does not apply to disclosures made pursuant to court orders or lawfully issued subpoenas or litigation, to disclosures of directory information, to disclosures to a parent or student or to parents of dependent students, or to disclosures concerning sex offenders and other individuals required to register under 42 United States Code section 14071. However, the school district must provide the notification required in Section XII.D. of this policy if a redisclosure is made based upon a court order or lawfully issued subpoena.

C. Classification of Disclosed Data

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

D. Notification

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

XIII. RESPONSIBLE AUTHORITY; RECORD SECURITY; AND RECORD KEEPING

A. Responsible Authority

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

B. Record Security

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

C. Record Keeping

- 1) The principal shall, for each request for and each disclosure of personally identifiable information from the education records of a student, maintain a record, with the education records of the student, that indicates:
 - a. the parties who have requested or received personally identifiable information from the education records of the student;
 - b. the legitimate interests these parties had in requesting or obtaining the information; and
 - c. the names of the state and local educational authorities and federal officials and agencies listed in Section VI.B.4. of this policy that may

- make further disclosures of personally identifiable information from the student's education records without consent.
- 2) In the event the school district discloses personally identifiable information from an education record of a student pursuant to ~~Paragraph Section~~ XII.B. of this policy, the record of disclosure required under this ~~Article section~~ shall also include:
 - a. the names of the additional parties to which the receiving party may disclose the information on behalf of the school district;
 - b. the legitimate interests under Section VI. of this policy which each of the additional parties has in requesting or obtaining the information; and
 - c. a copy of the record of further disclosures maintained by a state or local educational authority or federal official or agency listed in Section VI.B.4. of this policy in accordance with 34 Code of Federal Regulations section 99.32 and to whom the school district disclosed information from an education record. The school district shall request a copy of the record of further disclosures from a state or local educational authority or federal official or agency to whom education records were disclosed upon a request from a parent or eligible student to review the record of requests for disclosure.
 - 3) Section XIII.E.1. does not apply to requests by or disclosure to a parent of a student or an eligible student, disclosures pursuant to the written consent of a parent of a student or an eligible student, requests by or disclosures to other school officials under Section VI.B.1. of this policy, to requests for disclosures of directory information under Section VII. of this policy, or to a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or agency has ordered that the existence or the contents of the subpoena or the information provided in response to the subpoena not be disclosed or as directed by an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning investigations or prosecutions of an offense listed in 18 United States Code section 2332b(g)(5)(B) or an act of domestic or international terrorism.
 - 4) The record of requests of disclosures may be inspected by:
 - a. the parent of the student or the eligible student;
 - b. the school official or his or her assistants who are responsible for the custody of the records; and
 - c. the parties authorized by law to audit the record-keeping procedures of the school district.
 - 5) The school district shall record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception:
 - a. the articulable and significant threat to the health or safety of a student or other individual that formed the basis for the disclosure; and
 - b. the parties to whom the school district disclosed the information.
 - 6) The record of requests and disclosures shall be maintained with the education records of the student as long as the school district maintains the student's education records.

XIV. RIGHT TO INSPECT AND REVIEW EDUCATION RECORDS

- A. Parent of a Student, an Eligible Student or the Parent of an Eligible Student Who is Also a Dependent Student
The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.
- B. Response to Request for Access
The school district shall respond to any request pursuant to Subdivision A. of this ~~Article section~~ immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.
- C. Right to Inspect and Review
The right to inspect and review education records under Subdivision A. of this ~~Article section~~ includes:
- 1) The right to a response from the school district to reasonable requests for explanations and interpretations of records; and
 - 2) If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the education records, the school district shall provide the parent or eligible student with a copy of the records requested or make other arrangements for the parent or eligible student to inspect and review the requested records.
 - 3) Nothing in this policy shall be construed as limiting the frequency of inspection of the education records of a student with a disability by the student's parent or guardian or by the student upon the student reaching the age of majority.
- D. Form of Request
Parents or eligible students shall submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect.
- E. Collection of Student Records
If a student's education records are maintained in more than one location, the responsible authority may collect copies of the records or the records themselves from the various locations so they may be inspected at one site. However, if the parent or eligible student wishes to inspect these records where they are maintained, the school district shall attempt to accommodate those wishes. The parent or eligible student shall be notified of the time and place where the records may be inspected.
- F. Records Containing Information on More Than One Student
If the education records of a student contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information which pertains to that student.
- G. Authority to Inspect or Review
The school district may presume that either parent of the student has authority to inspect or review the education records of a student unless the school district has been provided with evidence that there is a legally binding instrument or a state law or court order governing such matters as marriage dissolution, separation, or custody which provides to the contrary.
- H. Fees for Copies of Records
- 1) The school district shall charge a reasonable fee for providing photocopies or printed copies of records unless printing a copy is the only method to provide for the inspection of data. In determining the amount of the reasonable fee, the school district shall consider the following:

- a. the cost of materials, including paper, used to provide the copies;
 - b. the cost of the labor required to prepare the copies;
 - c. any schedule of standard copying charges established by the school district in its normal course of operations;
 - d. any special costs necessary to produce such copies from machine-based record-keeping systems, including but not limited to computers and microfilm systems; and
 - e. mailing costs.
- 2) If 100 or fewer pages of black and white, letter or legal size paper copies are requested, actual costs shall not be used, and, instead, the charge shall be no more than 25 cents for each page copied.
 - 3) The cost of providing copies shall be borne by the parent or eligible student.
 - 4) The responsible authority, however, may not impose a fee for a copy of an education record made for a parent or eligible student if doing so would effectively prevent or, in the case of a student with a disability, impair the parent or eligible student from exercising their right to inspect or review the student's education records.

XV. REQUEST TO AMEND RECORDS; PROCEDURES TO CHALLENGE DATA

A. Request to Amend Education Records

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

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

B. Right to a Hearing

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

- 1) If, as a result of the hearing, the school district decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the education records of the student accordingly and so inform the parent of the student or the eligible student in writing.
- 2) If, as a result of the hearing, the school district decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information

in the record or stating why he or she disagrees with the decision of the school district, or both.

- 3) Any statement placed in the education records of the student under Subdivision B. of this ~~Article section~~ shall:

- a. be maintained by the school district as part of the education records of the student so long as the record or contested portion thereof is maintained by the school district; and
- b. if the education records of the student or the contested portion thereof is disclosed by the school district to any party, the explanation shall also be disclosed to that party.

C. Conduct of Hearing

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

D. Appeal

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

XVI. PROBLEMS ACCESSING DATA

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

XVII. COMPLAINTS FOR NONCOMPLIANCE WITH FERPA

A. Where to File Complaints

Complaints regarding alleged violations of rights accorded parents and eligible students by FERPA, and the rules promulgated thereunder, shall be submitted in writing to the U.S. Department of Education, Student Privacy Policy Office, 400 Maryland Avenue S.W., Washington, D.C. 20202-8520.

B. Content of Complaint

A complaint filed pursuant to this ~~Article section~~ must contain specific allegations of fact giving reasonable cause to believe that a violation of FERPA and the rules promulgated thereunder has occurred.

XVIII. WAIVER

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

XIX. ANNUAL NOTIFICATION OF RIGHTS

A. Contents of Notice

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

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

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

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

C. Notification to Parents or Eligible Students Who are Disabled

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

XX. DESTRUCTION AND RETENTION OF RECORDS

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

XXI. COPIES OF POLICY

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

- Legal References:***
- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 - Minn. Stat. § 13.32, Subd. 5 (Directory Information)
 - Minn. Stat. § 13.393 (Attorneys)
 - Minn. Stat. Ch. 14 (Administrative Procedures Act)
 - Minn. Stat. § 120A.22 (Compulsory Instruction)
 - Minn. Stat. § 121A.40-121A.56 (The Pupil Fair Dismissal Act)
 - Minn. Stat. § 121A.75 (Receipt of Records; Sharing)
 - Minn. Stat. § 127A.852 (Military-Connected Youth Identifier)
 - Minn. Stat. § 144.341-144.347 (Consent of Minors for Health Services)
 - Minn. Stat. Ch. 256B (Medical Assistance for Needy Persons)
 - Minn. Stat. Ch. 256L (MinnesotaCare)
 - Minn. Stat. § 260B.171, Subds. 3 and 5 (Disposition Order and Peace Officer Records of Children)
 - Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
 - Minn. Stat. § 363A.42 (Public Records; Accessibility)
 - Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
 - Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
 - 10 U.S.C. § 503(b) and (c) (Enlistments: Recruiting Campaigns; Compilation of Directory Information)
 - 18 U.S.C. § 2331 (Definitions)
 - 18 U.S.C. § 2332b (Acts of Terrorism Transcending National Boundaries)
 - 20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
 - 20 U.S.C. § 6301 *et seq.* (Every Student Succeeds Act)
 - 20 U.S.C. § 7908 (Armed Forces Recruiting Information)
 - 20 U.S.C. § 7917 (Transfer of School Disciplinary Records)
 - 25 U.S.C. § 5304 (Definitions – Tribal Organization)
 - 26 U.S.C. §§ 151 and 152 (Internal Revenue Code)
 - 42 U.S.C. § 1711 *et seq.* (Child Nutrition Act)
 - 42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)
 - 34 C.F.R. §§ 99.1-99.67 (Family Educational Rights and Privacy)
 - 34 C.F.R. § 300.610-300.627 (Confidentiality of Information)
 - 42 C.F.R. § 2.1 *et seq.* (Confidentiality of Drug Abuse Patient Records)
 - Gonzaga University v. Doe*, 536 U.S. 273 309 (2002)
 - Dept. of Admin. Advisory Op. No. 21-008 (December 8, 2021)
- Cross References:***
- MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
 - MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
 - MSBA/MASA Model Policy 506 (Student Discipline)
 - MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
 - MSBA/MASA Model Policy 520 (Student Surveys)
 - MSBA/MASA Model Policy 711 (Video Recording on School Buses)
 - MSBA/MASA Model Policy 722 (Public Data Requests)
 - MSBA/MASA Model Policy 906 (Community Notification of Predatory Offenders)

Resources:

U.S. Department of Education: *FAQs on Photos and Videos under FERPA* | *Protecting Student Privacy* (accessed 012926)

U.S. Department of Education: *Letter to Wachter Regarding Surveillance Video of Multiple Students* | *Protecting Student Privacy* (accessed 012926)

U.S. Department of Education: *School Resource Officers, School Law Enforcement Units, and the Family Educational Rights and Privacy Act (FERPA)* | *Protecting Student Privacy* (accessed 012926)

U.S. Department of Education: *Protecting Student Privacy While Using Online Educational Services: Requirements and Best Practices* | *Protecting Student Privacy* (accessed 012926)

U.S. Department of Education: *FERPA/IDEA Crosswalk* | *Protecting Student Privacy* (accessed 012926)

U.S. Department of Education: *What is the Protection of Pupil Rights Amendment?* | *Protecting Student Privacy* (accessed 012926)

Minnesota Department of Health: *The Family Educational Rights and Privacy Act (FERPA) and Immunization Data (including Possible School Consent Language for Sharing Immunization Data with Registries)* (accessed 012926)



Policy 533
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WELLNESS

I. PURPOSE

The purpose of this policy is to set forth methods that promote student wellness, prevent and reduce childhood obesity, and assure that school meals and other food and beverages sold and otherwise made available on the school campus during the school day are consistent with applicable minimum local, state, and federal standards.

II. GENERAL STATEMENT OF POLICY

- A. The school board recognizes that nutrition ~~promotion and~~ education, physical ~~education~~ activity and other school-based activities that promote student wellness are essential components of the educational process and that good health fosters student attendance and learning.
- B. The school environment should promote ~~and protect~~ students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages the involvement of students, parents, teachers, representatives of the private food service vendor, school health professionals, the school board, school administrators, and the general public in the development, implementation, and periodic review and update of school district's wellness policy.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. The private food service vendor will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

III. WELLNESS GOALS

- A. Nutrition Education and Promotion
 - 1. The school district will encourage and support healthy eating by students and engage in nutrition promotion that is:
 - a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
 - b. part of health education classes as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
 - c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
 - 2. The school district will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold

individually outside the reimbursable school meal programs, such as through a la carte/snack lines, vending machines, fundraising events, concession stands, and student stores.

B. Physical Activity

1. Students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health **and physical** education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities such as watching television;
2. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate; and
3. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.
- ~~4. Physical activity during the school day (including but not limited to recess, classroom physical activity breaks, or physical education) will not be withheld as a punishment for any reason. This does not include participation on sports teams that have specific academic requirements.~~
- ~~5. Physical activity opportunities shall be available for all students before and after school in all elementary, middle, and high schools.~~
- ~~6. All elementary schools will offer at least twenty minutes of recess every day during the school year. This policy may be waived on early dismissal and/or late start days. If recess is offered before lunch, schools will provide students access to hand washing or hand sanitizing facilities. Outdoor recess will be offered when weather is feasible for outdoor play. Recess will complement, not substitute, physical education class. Recess monitors or teachers will encourage students to be active, and will serve as role models by being physically active alongside students when feasible.~~
- ~~7. Physical education courses for students in grades K-12 is required to be taught by a certified/licensed teacher who is endorsed to teach physical education. All students will receive the developmentally appropriate amount of time for physical education class.~~

C. Communications with Parents

1. The school district recognizes that parents and guardians have a primary **and fundamental** role in promoting **and protecting** their children's health and well-being.
2. The school district will support parents' efforts to provide a healthy diet and daily physical activity for their children.
3. The school district encourages parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value.
4. The school district will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.

IV. STANDARDS AND NUTRITION GUIDELINES

A. School Meals

1. The school district will provide healthy and safe school meal programs that comply with all applicable federal, state, and local laws, rules, and regulations.

2. The private food service vendor's personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students.
 3. The private food service vendor's personnel will try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.
 4. The private food service vendor's personnel will provide clean, safe, and pleasant settings and adequate time for students to eat.
 5. The private food service vendor's personnel will take every measure to ensure that student access to foods and beverages meets or exceeds all applicable federal, state, and local laws, rules, and regulations and that reimbursable school meals meet USDA nutrition standards.
 6. The private food service vendor's personnel shall adhere to all applicable federal, state, and local food safety and security guidelines.
 7. The school district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals.
 8. The school district will provide students access to hand washing or hand sanitizing before they eat meals or snacks.
 9. The school district will ~~make every effort to~~ provide students with ~~a minimum of ten minutes at breakfast and a minimum of twenty minutes at lunch~~ sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day.
 10. Water fountains, water jugs and cups will be present in the cafeteria and supervisory staff will allow students to access water throughout the meal period.
 11. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes unless students may eat during such activities.
- B. School Food Service Program/Personnel
1. The school district shall assure the private food service vendor designates an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA guidelines.
 2. As part of the private food service vendor's responsibility to operate the food service program, the private food service vendor will provide continuing professional development for all of its food service personnel who work in Big Lake Schools.
- C. Competitive Foods and Beverages
1. All foods and beverages sold on school grounds to students, outside of reimbursable meals, are considered "competitive foods." Competitive foods include items sold a la carte in the cafeteria, from vending machines, school stores, and for in-school fundraisers.
 2. All competitive foods will meet the USDA Smart Snacks in School (Smart Snacks) nutrition standards and any applicable state nutrition standards, at a minimum. Smart Snacks aim to improve student health and well-being, increase consumption of healthful foods during the school day, and create an environment that reinforces the development of healthy eating

habits. ~~USDA Smart Snack standards also apply for beverages sold in elementary, middle school, and high school.~~

3. Before and Aftercare (child care) programs must also comply with the school district's nutrition standards unless they are reimbursable under USDA school meals program, in which case they must comply with all applicable USDA standards.

D. Other Foods and Beverages Made Available to Students

1. Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:
 - a. Celebrations and parties. The school district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
 - b. Classroom snacks brought by parents. The school district will provide to parents a list of suggested foods and beverages that meet Smart Snacks nutrition standards.
 - c. Drinking water fountains will be made available to students and staff throughout the school building.
2. Rewards and incentives. Schools will not use foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan) and will not withhold food or beverages as punishment.
3. Fundraising. The school district will make available, by request, to parents and teachers a list of suggested healthy fundraising ideas.

E. Food and Beverage Marketing in Schools

1. School-based marketing will be consistent with nutrition education and health promotion.
- ~~2. Criteria for selecting educational materials for the classroom shall be expanded to include review of advertising content. Every effort will be made to select materials free of brand names/logos and illustrations of unhealthy foods.~~
- ~~3. A continuing effort will be made to remove advertising from the cafeteria. Existing vending machines and coolers with logos will be replaced when possible.~~
- ~~4. Schools will attempt to limit advertising of unhealthy products in school publications. All ads should be approved by the Director of Communications or designee before being printed or included on the school website.~~
5. Schools will restrict food and beverage marketing to the promotion of only those foods and beverages that meet the Smart Snacks nutrition standards.

V. WELLNESS LEADERSHIP AND COMMUNITY INVOLVEMENT

A. Wellness Coordinator

1. The superintendent or designee will oversee the school district's wellness-related activities (Wellness Coordinator). The Wellness Coordinator will ensure that each school implements the policy.
2. The principal of each school, or a designee, will ensure compliance within the school and will report to the Wellness Coordinator regarding compliance matters upon request.

B. Public Involvement

1. The Wellness Coordinator will permit parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and the general public to participate in the development, implementation, and periodic review and update of the wellness policy.
2. The Wellness Coordinator will hold meetings, from time to time, for the purpose of discussing the development, implementation, and periodic review and update of the wellness policy. All meeting dates and times will be posted on the Big Lake School District's website and will be open to the public.
- ~~3. All schools will develop joint-use agreements with community partners in order to provide expanded physical activity opportunities for all students and community members.~~
- ~~4. The school district shall partner with local government and community-based agencies to support active transport to school to implement a comprehensive active transport program (i.e. Safe Routes to School Program).~~

VI. POLICY IMPLEMENTATION AND MONITORING

A. Implementation and Publication

1. After approval by the school board, the wellness policy will be implemented throughout the school district.
2. The school district will post its wellness policy on its website, to the extent it maintains a website.

B. Annual Reporting

The Wellness Coordinator will annually inform the public about the content and implementation of the wellness policy and make the policy and any updates to the policy available to the public.

C. Triennial Assessment

1. At least once every three years, the school district will evaluate compliance with the wellness policy to assess the implementation of the policy and create a report that includes the following information:
 - a. the extent to which schools under the jurisdiction of the school district are in compliance with the wellness policy;
 - b. The extent to which the school district's wellness policy compares to model local wellness policies; and
 - c. A description of the progress made in attaining the goals of the school district's wellness policy.
- ~~2. The Wellness Coordinator will be responsible for conducting the triennial assessment.~~
- ~~3. The triennial assessment report shall be posted on the school district's website or otherwise made available to the public.~~

D. Recordkeeping

The school district will retain records to document compliance with the requirements of the wellness policy. The records to be retained include, but are not limited to:

1. The school district's written wellness policy

2. Documentation demonstrating compliance with community involvement requirements, including requirements to make the local school wellness policy and triennial assessments available to the public
3. Documentation of the triennial assessment of the local school wellness policy for each school under the school district's jurisdiction efforts to review and update the wellness policy (including an indication of who is involved in the update and methods the school district uses to make stakeholders aware of their ability to participate on the Wellness Committee)

Legal References: Minn. Stat. § 121A.215 (Local School District Wellness Policy; Website)
 42 U.S.C. § 1751 *et seq.* (Healthy and Hunger-Free Kids Act)
 42 U.S.C. § 1758b (Local School Wellness Policy)
 42 U.S.C. § 1771 *et seq.* (Child Nutrition Act)
 7 U.S.C. § 5341 (Establishment of Dietary Guidelines)
 7 C.F.R. § 210.10 (School Lunch Program Regulations)
 7 C.F.R. § 220.8 (School Breakfast Program Regulations)

Local Resources: Minnesota Department of Education, www.education.state.mn.us
 Minnesota Department of Health, www.health.state.mn.us
 County Health Departments
 Action for Healthy Kids Minnesota, www.actionforhealthykids.org
 United States Department of Agriculture, www.fns.usda.gov

ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET

I. PURPOSE

The purpose of this policy is to establish lines of authority and procedures for the establishment of the school district's revenue and expenditure budgets.

II. GENERAL STATEMENT OF POLICY

The policy of the school district is to establish its revenue and expenditure budgets in accordance with the applicable provisions of law. Budget planning is an integral part of program planning so that the annual budget will effectively express and implement school board goals and the priorities of the school district.

III. REQUIREMENTS

- A. The superintendent or such other school official as designated by the superintendent or the school board shall each year prepare preliminary revenue and expenditure budgets for review by the school board or its designated committee or committees. The preliminary budgets shall be accompanied by such ~~written~~ commentary as may be necessary for them to be clearly understood. ~~by the members of the school board and the public. The school board shall review the projected revenues and expenditures for the school district for the next fiscal year and make such adjustments in the expenditure budget as necessary to carry out the education program within the revenues projected.~~ When projected expenditures exceed projected revenues, the school board may consider use of an available fund balance, if one exists.
- B. ~~The school district must maintain separate accounts to identify revenues and expenditures for each building.~~ Expenditures shall be reported in compliance with Minnesota Statutes section 123B.76.
- C. Prior to July 1 of each year, the school board ~~shall must~~ approve and adopt its ~~initial~~ revenue and expenditure budgets for the next school year. The ~~adopted expenditure~~ budget document ~~shall so adopted must~~ be considered ~~the school board's an expenditure-authorizing or appropriations document. authorization for that school year.~~ No funds ~~may shall~~ be expended for any purpose in any school year prior to the adoption of the budget document which authorizes that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year.
- D. Each year, the school district ~~shall must~~ publish its adopted revenue and expenditure budgets for the current year, the actual revenues, expenditures, and fund balances for the prior year, and the projected fund balances for the current year in the form prescribed by the Commissioner of the Minnesota Department of Education (Commissioner) within one week of the acceptance of the final audit by the school board, or November 30, whichever is earlier. A statement ~~shall must~~ be included in the publication that the complete budget in detail may be inspected by any resident of the school district upon request to the superintendent. ~~A summary of this information and the address of the school district's official website where the information can be found must be published in a newspaper of general circulation in the school district.~~ At the same time as this publication, the school district shall publish the other information required by Minnesota Statutes section 123B.10.
- E. At the public hearing on the adoption of the school district's proposed property tax levy, the school board shall review its current budget and the proposed property taxes payable in the following calendar year.

- F. The school district must also post the materials specified in Paragraph III.D. above **in a conspicuous place** on the school district's official website, including a link to the school district's school report card on the Minnesota Department of Education's website, and publish a summary of information and the address of the school district's website where the information can be found in a qualified newspaper of general circulation in the district.

IV. IMPLEMENTATION

- A. The school board places the responsibility for administering the adopted budget with the superintendent. The superintendent may delegate duties related thereto to other school officials, but maintains the ultimate responsibility for this function.
- B. The program-oriented budgeting system will be supported by a program-oriented accounting structure organized and operated on a fund basis as provided for in Minnesota statutes through the Uniform Financial Accounting and Reporting Standards for Minnesota School Districts (UFARS).
- C. The superintendent or the superintendent's designee is authorized to make payments of claims or salaries authorized by the adopted or amended budget prior to school board approval.
- D. Supplies and capital equipment can be ordered prior to budget adoption only after communication with the school board. If additional personnel are provided in the proposed budget, actual hiring may not occur until the staffing plan is approved by the school board. Other funds to be expended in a subsequent school year may not be encumbered prior to budget adoption unless specifically communicated to the school board.
- E. The school district shall make such reports to the Commissioner as required relating to initial allocations of revenue, reallocations of revenue, and expenditures of funds.

Legal References: Minn. Stat. § 123B.10 (Publication of Financial Information)
Minn. Stat. § 123B.76 (Expenditures; Reporting)
Minn. Stat. § 123B.77 (Accounting, Budgeting, and Reporting Requirements)

Cross References: MSBA/MASA Model Policy 701.1 (Modification of School District Budget)
MSBA/MASA Model Policy 702 (Accounting)