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, July 22, 2026
6:00 PM
Middle School Student Center
601 Minnesota Ave
Big Lake, MN 55309

I. **Call to Order**
Chair, Tonya Reasoner

II. **Roll Call**
Chair, Tonya Reasoner

III. **Approve Agenda**
Chair, Tonya Reasoner

IV. **Pledge of Allegiance**
Chair, Tonya Reasoner

V. **Open Forum** **3**
Chair, Tonya Reasoner

VI. **Consent Agenda**
Chair, Tonya Reasoner

A. Previous Minutes 4
Minutes from the June 24, 2026 Regular Board Meeting

B. Claims and Accounts 8
Claims and Accounts for the month of July

C. Credit Card Report 21

D. Personnel 26

E. Final Reading and Approval of Policies 27
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

F. Approval of One Read Policies 63

VII. **Donations** **98**
Chair, Tonya Reasoner

VIII. **Financial Report** **99**
Director of Business Services, Angie Manuel
June report will be presented.

IX. **Approve the 2026-2027 Chartwells Contract** **108**
Director of Business Services, Angie Manuel

X. **Approve the 2028 LTFM Plan** **115**
Director of Business Services, Angie Manuel and Director of Buildings and Grounds, TJ Zerwas

XI. **Track Project Review and Comment Approval** **117**
Director of Business Services, Angie Manuel and Director of Buildings and Grounds, TJ Zerwas

XII. **Approve Resolution Calling the School District General Election** **141**
Superintendent Truebenbach

XIII. **Annual Review of Policies** **143**
Superintendent Truebenbach
506 Student Discipline

XIV. **Discuss August Regular Board Meeting Time**
Superintendent Truebenbach

XV. **School Board Committee/Representative Updates**
A. Finance Committee
Board Treasurer, Amber Sixberry
B. Policy Committee
Board Clerk, Ashley Schabilion
C. Buildings and Grounds Committee
Board Chair, Tonya Reasoner
D. School Board Representatives
XVI. **Superintendent Report**
Superintendent, Tim Truebenbach
A. Cabinet Department Update
XVII. **Announce Closed Meeting for Negotiation Strategy**
Chair, Tonya Reasoner
SEIU
XVIII. **Adjournment**
Chair, Tonya Reasoner

Strategic Plan Focus Areas
Student Support
Staff Support
Family & Community Engagement

OPEN FORUM

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

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

The guidelines for open forum are as follows:

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
June 24, 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 June 24, 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, Ms. Amber Sixberry, Ms. Tonya Reasoner, Ms. Ashley Schabilion, and Mr. Derek Nelson. Absent: Ms. Lenette Brown.

III. APPROVE AGENDA
A motion was made by Nelson seconded by Sixberry to approve the agenda.
The motion carried 5-0.

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

V. OPEN FORUM
No participants

VI. CONSENT AGENDA
A motion was made by Sixberry seconded by Nelson to approve the following:

A. PREVIOUS MINUTES from the May 20, 2026 public hearing, the May 20, 2026 regular meeting, the June 10, 2026 special meeting, and the June 10, 2026 work session.
B. CLAIMS AND ACCOUNTS for the month of June in the amount of $1,122,181.22 checks 108729-108893.
C. CREDIT CARD REPORT
D. PERSONNEL

June 2026 Personnel				
Employee (Last, First Name)	**Position**	**Building**	**Effective Date**	**Action Type**
Molitor, Emiley	Program Secretary	Community Ed	06/11/2026	New Hire
Hillman, Kevin	Assistant Principal	Middle School	07/01/2026	New Hire
Sigafus, Alyssa	Head Coach	Athletics/Activities	08/17/2026	Rehire
Davis, Rachel	Building Substitute Teacher	Independence	05/08/2026	Resignation
Bringus, Rose	Teacher	Independence	08/24/2026	Transfer
Dietsch, Jessica	Teacher	Independence	08/24/2026	Transfer
Kvalheim, Emma	Teacher	Liberty	08/24/2026	Transfer
Egan, Matthew	Teacher	High School	08/24/2026	Rehire
Gunderson, Luther	Teacher	High School	08/24/2026	Rehire
Froiland, Abigail	Teacher	Independence	08/24/2026	New Hire

Purdy, Ryan	Teacher	High School	06/30/2026	Long-Term Leave of Absence
Purdy, Ryan	MTSS Coordinator	District Wide	07/01/2026	Transfer
Bonnett, Benjamin	Safety Wellness Coordinator	District Wide	07/01/2026	Transfer
Manuel, Angela	Director of Business Services	District Wide	01/12/2028	Retirement

E. DESIGNATION OF IDENTIFIED OFFICIAL WITH AUTHORITY FOR THE MDE EXTERNAL USER ACCESS RECERTIFICATION SYSTEM

The motion carried 5-0.

VII. DONATIONS

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

Donor	Item	Designated Purpose (if any)
The Connexus Energy Foundation	$3,000.00	Scholarships for graduating seniors
Super Set Flooring & Tile LLC	$250.00	High School Career Fair 2027
Spud Fest	$15,000.00	$12,000.00 CPR Training for Staff, $3,000.00 for new audiometers
Spud Fest	$43,000.00	Field Trip expenses
Veit & Company	$4,000.00	Senior Scholarships
Big Lake Boys Fast Break Club	$620.33	Purchase game and practice balls for boys basketball
SAR Communications, LLC	$5,000.00	Archery program

The motion carried 5-0.

VIII. FINANCIAL REPORT

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

The motion carried 5-0.

IX. APPROVE BOND REFUNDING

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

RESOLUTION RELATING TO GENERAL OBLIGATION SCHOOL BUILDING REFUNDING BONDS, SERIES 2026A; AUTHORIZING THE ISSUANCE AND SALE THEREOF AND PROVIDING FOR CREDIT ENHANCEMENT WITH RESPECT THERETO

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

SECTION 1. AUTHORIZATION; PURPOSE. This Board hereby authorizes the issuance and sale of its General Obligation School Building Refunding Bonds, Series 2026A in the approximate principal amount of $2,600,000 (the Bonds). The proceeds of the Bonds will be used, together with any additional funds of the District which might be required, to refund in advance of maturity and prepay the 2027 through 2033 maturities of the District's outstanding $4,000,000 General Obligation School Building Bonds, Series 2016B, dated originally as of July 27, 2016 (the Refunding). The purpose of the Refunding is to achieve debt service savings.

SECTION 2. SALE. The District has retained Ehlers & Associates, Inc., in Minneapolis, Minnesota (Ehlers), as its independent municipal advisor in connection with the sale of the Bonds. Ehlers is authorized to solicit proposals for the Bonds in accordance with Minnesota Statutes, Section 475.60, Subdivision 2, paragraph (9). The Board shall meet at the time and place specified in the Official Statement for the Bonds to receive and consider proposals for the

purchase of the Bonds.

SECTION 3. OFFICIAL STATEMENT; PROPOSALS. Ehlers is authorized to prepare and distribute an Official Statement for the Bonds and to open, read, and tabulate the proposals for presentation to the Board.

SECTION 4. STATE CREDIT ENHANCEMENT PROGRAM. (a) The District hereby covenants and obligates itself to notify the Commissioner of the Department of Education of the State of Minnesota (the Commissioner) of a potential default in the payment of principal and interest on the Bonds and to use the provisions of Minnesota Statutes, Section 126C.55 to guarantee payment of the principal and interest on the Bonds when due. The District further covenants to deposit with the Registrar or any successor paying agent three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner that it will be unable to make all or a portion of that payment. The Registrar for the Bonds is authorized and directed to notify the Commissioner if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the date a payment is due on the Bonds, there are insufficient funds to make that payment on deposit with the Registrar. The District understands that as a result of its covenant to be bound by the provision of Minnesota Statutes, Section 126C.55, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding. (b) The District further covenants to comply with all procedures now and hereafter established by the Departments of Management and Budget and Education of the State of Minnesota pursuant to Minnesota Statutes, Section 126C.55, Subdivision 2(c) and otherwise to take such actions as necessary to comply with that section. The chair, clerk, superintendent or business manager is authorized to execute any applicable Minnesota Department of Education forms.

SECTION 5. ESCROW AGREEMENT. The Chairperson and Clerk are hereby authorized to enter into an escrow agreement with Zions Bancorporation, National Association establishing the terms and conditions for the escrow account for the Refunding.

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

X. APPROVE 2026-2027 BUDGET

A motion was made by Sixberry seconded by Schabilion to approve the 2026-2027 revenue budget of $62,407,723 and the expenditure budget of $65,911,638.

The motion carried 5-0.

XI. RECERTIFY DISTRICT POPULATION ESTIMATE

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

CERTIFYING THE POPULATION ESTIMATE FOR THE 2026 PAYABLE 2027 LEVY OF INDEPENDENT SCHOOL DISTRICT 727, BIG LAKE SCHOOLS

WHEREAS, the Independent School District #727 has experienced an increase in population from the 2024 census figure of 20,864, to the current census figure of 21,060 as determined by the State Demographer.

BE IT RESOLVED, by the School Board of Independent School District #727 that the census figure of 21,060 be certified to the State Demographer for approval of use in the 2026 payable 2027 revenue calculations.

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

XII. SECOND READING OF POLICIES

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.

XIII. SCHOOL BOARD COMMITTEE/REPRESENTATIVE UPDATES

a. Finance—reviewed budget

b. Policy-no meeting
c. Buildings and Grounds—Director of Buildings and Grounds, TJ Zerwas gave an update on projects
d. School Board Representatives—WTC-Sixberry

XIV. SUPERINTENDENT REPORT

Superintendent Truebenbach gave his monthly report to the board.

a. Cabinet Department Update—none
b. Safety and Security Update

Mr. Nelson left the meeting at 6:59 PM

XV. TOUR OF THE POOL AREA

Director of Buildings and Grounds, TJ Zerwas led the board members on a tour of the updated pool area.

XVI. ADJOURNMENT

Chair Reasoner adjourned the meeting. The meeting was adjourned at 7:16 PM.

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Clerk, Ashley Schabilion
Approved July 22, 2026

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 108894-2147483647 Payment Date: 06/01/2026-7/31/2026

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	108894	CH	1	13277	JELLYFISH GRAPHICS	06/26/2026	$5,737.82	169648	E 01 300 790 000 699 401	HS APPAREL
						Check Total:		**$5,737.82**		
001	108896	CH	1	10619	4IMPRINT	06/30/2026	$423.00	169727	E 01 300 790 000 699 401	Mood Stadium Cup - 12 oz
001	108896	CH	1	10619	4IMPRINT	06/30/2026	$3,427.20	169727	E 01 300 790 000 699 401	owala FreeSip Vacuum Bottle - 24 oz
001	108896	CH	1	10619	4IMPRINT	06/30/2026	$895.50	169727	E 01 300 790 000 699 401	Bic Intensity Clic Gel Pen - Opaque
001	108896	CH	1	10619	4IMPRINT	06/30/2026	$195.03	169727	E 01 300 790 000 699 401	shipping
						Check Total:		**$4,940.73**		
001	108897	CH	1	14424	FISCHER, PAUL	06/30/2026	$60.90	169695	E 01 300 790 000 699 368	MILEAGE (PCN)
						Check Total:		**$60.90**		
001	108898	CH	1	14430	GREENHAVEN PRINTING	06/30/2026	$302.35	169698	E 01 300 790 000 699 401	SHERBURNE COUNTY WINDOW CLING
001	108898	CH	1	14430	GREENHAVEN PRINTING	06/30/2026	$369.85	169696	E 01 300 790 000 699 401	SHERBURNE COUNTY BOTTLE HANGEI
001	108898	CH	1	14430	GREENHAVEN PRINTING	06/30/2026	$399.85	169697	E 01 300 790 000 699 401	SHERBURNE COUNTY STICKERS
						Check Total:		**$1,072.05**		
001	108899	CH	1	03950	RENAISSANCE LEARNING, INC.	06/30/2026	$1,190.99	169699	E 05 300 211 602 302 406	FASTBRIDGE SUBSCRIPTION
001	108899	CH	1	03950	RENAISSANCE LEARNING, INC.	06/30/2026	$1,190.99	169699	E 05 110 203 602 302 406	FASTBRIDGE SUBSCRIPTION
001	108899	CH	1	03950	RENAISSANCE LEARNING, INC.	06/30/2026	$1,191.00	169699	E 05 201 208 602 302 406	FASTBRIDGE SUBSCRIPTION
001	108899	CH	1	03950	RENAISSANCE LEARNING, INC.	06/30/2026	$1,191.00	169699	E 05 100 203 602 302 406	FASTBRIDGE SUBSCRIPTION
						Check Total:		**$4,763.98**		
001	108900	CH	1	14431	SOUTH DAKOTA MINES	06/30/2026	$500.00	169700	E 01 300 960 000 340 898	FY 26 SCHOLARSHIP #101260348
						Check Total:		**$500.00**		
001	108901	CH	1	06532	THE VISION COMPANIES	06/30/2026	$1,575.69	169729	E 01 005 810 356 000 305	GROUNDS WEEK WORKED 06/21/2026
						Check Total:		**$1,575.69**		
001	108902	CH	1	01134	MESPA	06/30/2026	$150.00	169733	E 01 110 050 000 000 366	TWIN CITIES TIER 1 & 2 MTSS WORKSH
						Check Total:		**$150.00**		
001	108903	CH	1	12109	COR ROBOTICS LLC	06/30/2026	$400.00	169735	E 04 500 585 000 332 305	MERCH LAB 4 STUDENTS
						Check Total:		**$400.00**		
001	108904	CH	1	08228	KIDCREATE STUDIO-NORTH METRO	06/30/2026	$752.00	169736	E 04 500 585 000 332 305	FIZZY, FUN & SLIME 06/16-06/17
						Check Total:		**$752.00**		
001	108905	CH	1	13038	NASP, INC.	06/30/2026	$207.00	169737	E 04 500 560 000 321 305	Easton 1820 Arrows #10940
001	108905	CH	1	13038	NASP, INC.	06/30/2026	$2,832.00	169737	E 04 500 560 000 321 305	Feradyne Block Targets 34"
						Check Total:		**$3,039.00**		
001	108906	CH	1	09210	UNIVERSITY OF MN - ROCHESTER	06/30/2026	$500.00	169738	E 01 300 960 000 340 898	FY 26 SCHOLARSHIP #6161152
						Check Total:		**$500.00**		

Big Lake Public Schools, ISD #727

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	108907	CH	1	01095	MONTICELLO PUBLIC SCHOOLS	06/30/2026	$4,498.49	169742	E 01 110 260 225 000 390	DNR GRANT REIMBURSEMENT
						Check Total:		**$4,498.49**		
001	108908	CH	1	01240	WRIGHT TECHNICAL CENTER	06/30/2026	$24,349.32	169743	E 01 998 211 000 303 390	WRIGHT ACADEMY HIGH SCHOOL & MI
001	108908	CH	1	01240	WRIGHT TECHNICAL CENTER	06/30/2026	$2,185.92	169743	E 01 998 208 000 303 390	WRIGHT ACADEMY HIGH SCHOOL & MI
						Check Total:		**$26,535.24**		
001	108909	CH	1	13876	SPRING LAKE PARK SCHOOLS	06/30/2026	$1,539.72	169744	E 01 998 211 000 000 390	CARE & TREATMENT (C&T BILLINGS)
						Check Total:		**$1,539.72**		
001	108910	CH	1	01644	IND. SCHOOL DISTRICT 877	06/30/2026	$10,830.00	169886	E 01 300 211 000 000 390	WRIGHT CHOICE SERVICE BILLING JAN
						Check Total:		**$10,830.00**		
001	108911	CH	1	13277	JELLYFISH GRAPHICS	06/30/2026	$5,321.40	169885	E 01 300 790 000 699 401	HS APPAREL
						Check Total:		**$5,321.40**		
001	108912	CH	1	04838	CAMBRIDGE-ISANTI ISD #911	06/30/2026	$329.44	169890	E 01 998 211 000 000 390	C&T AS FY 25/26
						Check Total:		**$329.44**		
001	108913	CH	1	13693	ACTIVE INTERNET TECHNOLOGIES LL	07/01/2026	$2,500.00	169705	E 01 005 107 000 000 405	COMMUNICATIONS CORE (MESSAGES)
001	108913	CH	1	13693	ACTIVE INTERNET TECHNOLOGIES LL	07/01/2026	$2,870.00	169706	E 01 005 107 000 000 405	CORE COMMUNICATIONS PLATFORM-B
001	108913	CH	1	13693	ACTIVE INTERNET TECHNOLOGIES LL	07/01/2026	$1,000.00	169707	E 01 005 107 000 000 405	WEGLOT PRO (5 LANGUAGES, 300K W(
						Check Total:		**$6,370.00**		
001	108914	CH	1	05799	AFFINETY SOLUTIONS	07/01/2026	$2,195.00	169701	E 11 300 292 000 000 405	AFFINETY SOFTWARE SPORTS & ACTI
						Check Total:		**$2,195.00**		
001	108915	CH	1	12165	AMPLIFY EDUCATION INC.	07/01/2026	$500.00	169702	E 01 200 205 011 417 430	CKLA G3 set
001	108915	CH	1	12165	AMPLIFY EDUCATION INC.	07/01/2026	$500.00	169702	E 01 200 205 011 417 430	CKLA G4 set
001	108915	CH	1	12165	AMPLIFY EDUCATION INC.	07/01/2026	$625.00	169702	E 01 200 205 011 417 430	CKLA G5 set
001	108915	CH	1	12165	AMPLIFY EDUCATION INC.	07/01/2026	$195.00	169702	E 01 200 205 011 417 430	shipping
						Check Total:		**$1,820.00**		
001	108916	CH	1	01035	CENTRAL MINNESOTA ERDC	07/01/2026	$1,150.00	169888	E 01 005 110 000 000 822	FY 27 MEMBERSHIP
						Check Total:		**$1,150.00**		
001	108917	CH	1	13387	EDCLUB	07/01/2026	$2,842.50	169703	E 01 100 203 602 000 406	INDY Typing Club
						Check Total:		**$2,842.50**		
001	108918	CH	1	13284	EDUCATIONAL BIOMETRIC TECHNOLC	07/01/2026	$900.00	169704	E 02 005 770 000 701 315	SUPPORT/SERVICE AGREEMENT FY 27
						Check Total:		**$900.00**		
001	108919	CH	1	06597	FRONTLINE TECHNOLOGIES GROUP	07/01/2026	$12,331.70	169708	E 01 005 105 000 000 405	FRONTLINE CENTRAL SOLUTION
						Check Total:		**$12,331.70**		

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	108920	CH	1	14363	GRACKLEDOCS INC.	07/01/2026	$2,500.00	169709	E 01 005 107 000 000 305	GRACKLE WORKSPACE LICENSE FOR I
						Check Total:		**$2,500.00**		
001	108921	CH	1	10516	INFINITE CAMPUS, INC.	07/01/2026	$58,813.30	169710	E 05 005 630 000 302 405	FY 27 LICENSE/SUPPORT/HOSTING
						Check Total:		**$58,813.30**		
001	108922	CH	1	01121	MASSP	07/01/2026	$989.00	169713	E 01 201 050 000 000 820	FY 27 MEMBERSHIP #10589 (M ERNST)
						Check Total:		**$989.00**		
001	108923	CH	1	01121	MASSP	07/01/2026	$210.00	169712	E 01 300 050 000 000 366	2026 MASSP ALIGN BUILD. LEAD
001	108923	CH	1	01121	MASSP	07/01/2026	$210.00	169712	E 01 300 605 000 000 366	2026 MASSP ALIGN BUILD. LEAD
						Check Total:		**$420.00**		
001	108924	CH	1	01134	MESPA	07/01/2026	$929.00	169741	E 01 110 605 000 000 820	FY 27 MEMBERSHIP (C YOUNG)
001	108924	CH	1	01134	MESPA	07/01/2026	$969.00	169725	E 01 100 050 000 000 820	FY 27 MEMBERSHIP RENEWAL (J DEAV
001	108924	CH	1	01134	MESPA	07/01/2026	$969.00	169734	E 01 110 050 000 000 820	FY 27 MEMBERSHIP (T SMOCK-POTTER
						Check Total:		**$2,867.00**		
001	108925	CH	1	04410	MN Department of Health	07/01/2026	$180.00	169711	E 01 005 108 000 000 401	FY 27 MONTHLY BIRTH RE3CORD FILES
						Check Total:		**$180.00**		
001	108926	CH	1	01137	MSBA	07/01/2026	$13,102.00	169714	E 01 005 010 000 000 820	FY 27 SUBSCRIPTION/MEMBERSHIP/BC
						Check Total:		**$13,102.00**		
001	108927	CH	1	09757	PROJECT LEAD THE WAY, INC.	07/01/2026	$950.00	169718	E 05 100 630 316 302 406	FY 27 PLTW INDY
001	108927	CH	1	09757	PROJECT LEAD THE WAY, INC.	07/01/2026	$950.00	169715	E 05 110 630 316 302 406	FY 27 PLTW LIBERTY
001	108927	CH	1	09757	PROJECT LEAD THE WAY, INC.	07/01/2026	$950.00	169716	E 05 201 630 316 302 406	FY 27 PLTW MS
001	108927	CH	1	09757	PROJECT LEAD THE WAY, INC.	07/01/2026	$3,200.00	169717	E 05 300 630 316 302 406	FY 27 PLTW HS
						Check Total:		**$6,050.00**		
001	108928	CH	1	14392	RED ROVER TECHNOLOGIES LLC	07/01/2026	$12,000.00	169719	E 01 005 110 000 000 405	FY 27 ABSENSE MANAGMENT SUBSCRI
001	108928	CH	1	14392	RED ROVER TECHNOLOGIES LLC	07/01/2026	$14,300.00	169719	E 01 005 105 000 000 405	FY 27 ABSENSE MANAGMENT SUBSCRI
						Check Total:		**$26,300.00**		
001	108929	CH	1	01034	RESOURCE TRAINING & SOLUTIONS	07/01/2026	$4,075.93	169887	E 01 005 010 000 000 820	FY 27 MEMBERSHIP
						Check Total:		**$4,075.93**		
001	108930	CH	1	03508	SCHOOLS FOR EQUITY IN EDUCATION	07/01/2026	$4,790.00	169720	E 01 005 010 000 000 820	FY 27 MEMBERSHIP
						Check Total:		**$4,790.00**		
001	108931	CH	1	13432	ST CLOUD OFFICIAL'S ASSOCIATION	07/01/2026	$100.00	169721	E 11 300 292 000 000 305	FY 27 SCHEDULING SERVICES
						Check Total:		**$100.00**		

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 108894-2147483647 Payment Date: 06/01/2026-7/31/2026

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	108932	CH	1	13770	VITAMINK12, LLC	07/01/2026	$1,050.00	169722	E 01 005 105 000 000 405	FY 27 MNSCHOOLJOBS.COM
						Check Total:		**$1,050.00**		
001	108933	CH	1	01240	WRIGHT TECHNICAL CENTER	07/01/2026	$13,968.00	169889	E 01 300 399 000 000 391	JULY 2026 WTC ASSESSMENT
001	108933	CH	1	01240	WRIGHT TECHNICAL CENTER	07/01/2026	$3,062.99	169889	E 05 005 865 000 000 390	JULY 2026 LONG TERM FACILITY MAINT
001	108933	CH	1	01240	WRIGHT TECHNICAL CENTER	07/01/2026	$2,466.00	169889	E 01 300 399 000 830 391	JULY 2026 CTE LEVY
001	108933	CH	1	01240	WRIGHT TECHNICAL CENTER	07/01/2026	$13,968.00	169889	E 01 300 399 000 000 391	AUGUST 2026 WTC ASSESSMENT
001	108933	CH	1	01240	WRIGHT TECHNICAL CENTER	07/01/2026	$3,062.99	169889	E 05 005 865 000 000 390	AUGUST 2026 LONG TERM FACILITY MA
001	108933	CH	1	01240	WRIGHT TECHNICAL CENTER	07/01/2026	$2,466.00	169889	E 01 300 399 000 830 391	AUGUST 2026 CTE LEVY
001	108933	CH	1	01240	WRIGHT TECHNICAL CENTER	07/01/2026	$13,968.00	169889	E 01 300 399 000 000 391	SEPTEMBER 2026 WTC ASSESSMENT
001	108933	CH	1	01240	WRIGHT TECHNICAL CENTER	07/01/2026	$3,062.99	169889	E 05 005 865 000 000 390	SEPTEMBER 2026 LONG TERM FACILIT
001	108933	CH	1	01240	WRIGHT TECHNICAL CENTER	07/01/2026	$2,466.00	169889	E 01 300 399 000 000 391	SEPTEMBER 2026 CTE LEVY
						Check Total:		**$58,490.97**		
001	108935	CH	1	12418	USPS	07/06/2026	$370.00	169963	E 01 005 110 000 000 305	PERMIT #9 USPS MARKETING MAIL
						Check Total:		**$370.00**		
001	108936	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	07/06/2026	$293.50	169945	B 01 215 081	Child Support
						Check Total:		**$293.50**		
001	108937	CH	1	04223	MN NCPERS LIFE INSURANCE	07/06/2026	$64.00	169930	B 01 215 033	NCPR Life
						Check Total:		**$64.00**		
001	108938	CH	1	10261	RIVERVIEW LAW OFFICE, PLLC	07/06/2026	$627.69	169916	B 01 215 079	Payroll Deductions-Garnishment
						Check Total:		**$627.69**		
001	108939	CH	1	09213	AQUA ENGINEERING, INC.	07/17/2026	$1,144.40	169987	E 01 005 810 000 000 350	B&G REPAIR
						Check Total:		**$1,144.40**		
001	108940	CH	1	13241	BENEFIT RESOURCE LLC	07/17/2026	$200.00	169988	E 01 005 105 000 000 305	COBRA
						Check Total:		**$200.00**		
001	108941	CH	1	07197	DEGOLIER QUALITY PAINTING, INC.	07/17/2026	$5,100.00	169989	E 01 005 810 000 000 305	Painting of Classrooms at Liberty per quote
001	108941	CH	1	07197	DEGOLIER QUALITY PAINTING, INC.	07/17/2026	$2,370.00	169989	E 01 005 810 000 000 305	Painting of Liberty East end Pod areas per
001	108941	CH	1	07197	DEGOLIER QUALITY PAINTING, INC.	07/17/2026	$850.00	169989	E 01 005 810 000 000 305	repairs
						Check Total:		**$8,320.00**		
001	108942	CH	1	06230	GOPHER STATE ONE-CALL	07/17/2026	$1.35	169990	E 01 005 810 000 000 350	TICKETS
						Check Total:		**$1.35**		
001	108943	CH	1	06539	H & B SPECIALIZED PROD., INC.	07/17/2026	$23,007.00	169991	E 01 300 810 359 000 520	REMOVAL OF 2 ROWS OF BLEACHERS
						Check Total:		**$23,007.00**		
001	108944	CH	1	09217	HORIZON COMMERCIAL POOL SUPPL	07/17/2026	$23,352.30	169992	E 01 300 810 359 000 520	DURAFIRM SHORT DIVING BOARD STAI

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 108894-2147483647 Payment Date: 06/01/2026-7/31/2026

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	108944	CH	1	09217	HORIZON COMMERCIAL POOL SUPPL	07/17/2026	$15,055.20	169992	E 01 300 810 359 000 520	MAXIFLEX MODEL B DIVING BOARD
001	108944	CH	1	09217	HORIZON COMMERCIAL POOL SUPPL	07/17/2026	$3,800.00	169992	E 01 300 810 359 000 520	DELIVERY AND INSTALL
						Check Total:		**$42,207.50**		
001	108945	CH	1	12484	HUBBARD ELECTRIC INC	07/17/2026	$2,972.00	169993	E 01 300 810 000 000 350	BOILER ROOM E-STOP
						Check Total:		**$2,972.00**		
001	108946	CH	1	08465	INNOVATIVE OFFICE SOLUTIONS	07/17/2026	$21,434.00	169994	E 05 100 203 000 302 530	FURNITURE ORDER FOR INDEPENDEN
001	108946	CH	1	08465	INNOVATIVE OFFICE SOLUTIONS	07/17/2026	$0.00	169994	E 05 100 203 000 302 530	PRICING PER CMERDC CONTRACTS
001	108946	CH	1	08465	INNOVATIVE OFFICE SOLUTIONS	07/17/2026	$0.00	169994	E 05 100 203 000 302 530	ERDCWISC.JP.MN.053129
001	108946	CH	1	08465	INNOVATIVE OFFICE SOLUTIONS	07/17/2026	$0.00	169994	E 05 100 203 000 302 530	ERDCHONN.JP.MN.053129
						Check Total:		**$21,434.00**		
001	108947	CH	1	13178	MIDWEST MACHINERY CO	07/17/2026	$1,156.19	169995	E 01 005 810 000 000 350	B&G REPAIRS
						Check Total:		**$1,156.19**		
001	108948	CH	1	01594	MN DEPT OF LABOR AND INDUSTRY	07/17/2026	$225.00	169998	E 01 100 810 000 000 305	INDY B&G BOILERS
001	108948	CH	1	01594	MN DEPT OF LABOR AND INDUSTRY	07/17/2026	$250.00	169996	E 01 201 810 000 000 305	MS B&G BOILERS
001	108948	CH	1	01594	MN DEPT OF LABOR AND INDUSTRY	07/17/2026	$225.00	169997	E 01 300 810 000 000 305	HS B&G BOILERS
001	108948	CH	1	01594	MN DEPT OF LABOR AND INDUSTRY	07/17/2026	$150.00	169999	E 01 110 810 000 000 305	LIBERTY B&G BOILERS
						Check Total:		**$850.00**		
001	108949	CH	1	08850	NEW DOMINION SCHOOL	07/17/2026	$835.38	170002	E 01 998 211 000 000 393	MGS-ESY JUNE 2026
001	108949	CH	1	08850	NEW DOMINION SCHOOL	07/17/2026	$2,987.19	170002	E 12 998 408 000 740 393	MGS-ESY JUNE 2026
001	108949	CH	1	08850	NEW DOMINION SCHOOL	07/17/2026	$371.28	170001	E 01 998 211 000 000 393	MGS-JUNE 2026
001	108949	CH	1	08850	NEW DOMINION SCHOOL	07/17/2026	$1,327.64	170001	E 12 998 408 000 740 393	MGS-JUNE 2026
						Check Total:		**$5,521.49**		
001	108950	CH	1	13016	NORTHLAND REFRIGERATION INCORI	07/17/2026	$1,368.50	170003	E 01 100 810 000 000 350	INDY B&G REPAIRS
						Check Total:		**$1,368.50**		
001	108951	CH	1	12489	NUTRIEN AG SOLUTION 65	07/17/2026	$1,935.00	170000	E 01 005 810 000 000 401	B&G SUPPLIES
						Check Total:		**$1,935.00**		
001	108952	CH	1	12564	RUSSELL SECURITY RESOURCE, INC.	07/17/2026	$26,180.00	170004	E 01 005 810 359 000 555	CARD ACCESS SOFTWARE SYSTEM AN
						Check Total:		**$26,180.00**		
001	108953	CH	1	10026	SAFETYFIRST PLAYGROUND MAINT.	07/17/2026	$112,838.45	170006	E 04 500 505 000 321 520	POURED IN PLACE SURFACE INSTALLA
						Check Total:		**$112,838.45**		
001	108954	CH	1	13642	SOCIAL CLUB SIMPLE	07/17/2026	$20.00	170007	E 04 500 565 090 321 305	CHATGPT POWERHOURSE: ADVANCED
						Check Total:		**$20.00**		

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 108894-2147483647 Payment Date: 06/01/2026-7/31/2026

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	108955	CH	1	06532	THE VISION COMPANIES	07/17/2026	$1,842.75	170008	E 01 005 810 356 000 305	GROUNDS WEEK WORKED 06/28/2026
						Check Total:		**$1,842.75**		
001	108956	CH	1	13009	TRAFERA HOLDINGS, LLC	07/17/2026	$49,569.00	170005	E 05 005 630 000 795 556	Newline Q Pro 65" Interactive Panels
001	108956	CH	1	13009	TRAFERA HOLDINGS, LLC	07/17/2026	$11,749.00	170005	E 05 005 630 000 795 556	TruTouch Mobile Stand
						Check Total:		**$61,318.00**		
001	108957	CH	1	06408	ALLIED BLACKTOP COMPANY	07/17/2026	$2,883.00	170020	E 05 005 865 000 384 350	MILL PATCHING/SPRAY PATCHING; SEE
001	108957	CH	1	06408	ALLIED BLACKTOP COMPANY	07/17/2026	$4,593.00	170019	E 05 005 865 000 384 350	MILL PATCHING/SPRAY PATCHING; SEE
						Check Total:		**$7,476.00**		
001	108958	CH	1	06412	ANOKA TECHNICAL COLLEGE	07/17/2026	$1,000.00	170018	E 01 300 960 000 340 898	FY 26 SCHOLARSHIP
						Check Total:		**$1,000.00**		
001	108959	CH	1	14400	ARUX SOFTWARE INC	07/17/2026	$2,242.95	170021	E 04 500 596 000 344 405	SOFTWARE FEES
001	108959	CH	1	14400	ARUX SOFTWARE INC	07/17/2026	$2,319.68	170021	E 04 500 590 000 321 405	SOFTWARE FEES
001	108959	CH	1	14400	ARUX SOFTWARE INC	07/17/2026	$214.59	170021	E 04 500 585 000 332 405	SOFTWARE FEES
001	108959	CH	1	14400	ARUX SOFTWARE INC	07/17/2026	$44.36	170021	E 04 500 580 000 325 405	SOFTWARE FEES
001	108959	CH	1	14400	ARUX SOFTWARE INC	07/17/2026	$4,725.66	170021	E 04 500 570 000 321 405	SOFTWARE FEES
001	108959	CH	1	14400	ARUX SOFTWARE INC	07/17/2026	$179.82	170021	E 04 500 565 090 321 405	SOFTWARE FEES
001	108959	CH	1	14400	ARUX SOFTWARE INC	07/17/2026	$20.38	170021	E 04 500 565 080 321 405	SOFTWARE FEES
001	108959	CH	1	14400	ARUX SOFTWARE INC	07/17/2026	$83.92	170021	E 04 500 560 158 321 405	SOFTWARE FEES
001	108959	CH	1	14400	ARUX SOFTWARE INC	07/17/2026	$249.35	170021	E 04 500 560 126 321 405	SOFTWARE FEES
001	108959	CH	1	14400	ARUX SOFTWARE INC	07/17/2026	$1,605.19	170021	E 04 500 560 122 321 405	SOFTWARE FEES
001	108959	CH	1	14400	ARUX SOFTWARE INC	07/17/2026	$2.40	170021	E 04 500 560 112 321 405	SOFTWARE FEES
001	108959	CH	1	14400	ARUX SOFTWARE INC	07/17/2026	$284.12	170021	E 04 500 560 000 321 405	SOFTWARE FEES
001	108959	CH	1	14400	ARUX SOFTWARE INC	07/17/2026	$15.58	170021	E 04 500 505 000 321 405	SOFTWARE FEES
						Check Total:		**$11,988.00**		
001	108960	CH	1	01035	CENTRAL MINNESOTA ERDC	07/17/2026	$5,042.75	170023	E 01 005 110 000 000 316	QUARTERLY SMART
001	108960	CH	1	01035	CENTRAL MINNESOTA ERDC	07/17/2026	$1,559.25	170023	E 01 005 110 000 000 316	QUARTERLY CITRIX
001	108960	CH	1	01035	CENTRAL MINNESOTA ERDC	07/17/2026	$346.00	170023	E 01 005 110 000 000 405	JULY TIMETRACKER
						Check Total:		**$6,948.00**		
001	108961	CH	1	12109	COR ROBOTICS LLC	07/17/2026	$400.00	170024	E 04 500 585 000 332 305	BATTLE DRONES
001	108961	CH	1	12109	COR ROBOTICS LLC	07/17/2026	$640.00	170024	E 04 500 585 000 332 305	BUILD & BATTLE ROBOTICS
001	108961	CH	1	12109	COR ROBOTICS LLC	07/17/2026	$200.00	170024	E 04 500 585 000 332 305	PURCHASED DRONES
						Check Total:		**$1,240.00**		
001	108962	CH	1	13688	DASH SPORTS LLC	07/17/2026	$1,043.00	170026	E 04 500 560 000 321 305	JR NBA CAMP WITH JERSEY

Big Lake Public Schools, ISD #727

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Check Number: 108894-2147483647 Payment Date: 06/01/2026-7/31/2026

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	108962	CH	1	13688	DASH SPORTS LLC	07/17/2026	$476.00	170026	E 04 500 560 000 321 305	JR NBA CAMP NO JERSEY
001	108962	CH	1	13688	DASH SPORTS LLC	07/17/2026	$260.00	170026	E 04 500 560 000 321 305	BASKETBALL TYKES
001	108962	CH	1	13688	DASH SPORTS LLC	07/17/2026	$390.00	170025	E 04 500 560 000 321 305	SOCCER TYKES 272S16
						Check Total:		**$2,169.00**		
001	108963	CH	1	13985	DAY ONE SPORTS PERFORMANCE	07/17/2026	$11,700.00	170027	E 04 500 560 000 321 305	BL HS SUMMER TRAINING PROGRAM
						Check Total:		**$11,700.00**		
001	108964	CH	1	10311	MASMS	07/17/2026	$600.00	170028	E 01 005 810 000 000 820	26/27 MEMBERSHIP X 4
001	108964	CH	1	10311	MASMS	07/17/2026	$300.00	170029	E 01 005 810 000 000 820	26/27 MEMBERSHIP X 2
						Check Total:		**$900.00**		
001	108965	CH	1	06355	MINNESOTA ELEVATOR, INC	07/17/2026	$3,926.03	170030	E 05 005 865 000 347 305	JULY YEARLY SERVICE
						Check Total:		**$3,926.03**		
001	108966	CH	1	01146	MONTICELLO PRINTING	07/17/2026	$415.83	170031	E 01 100 203 290 000 401	HORNET TICKETS Q61460
						Check Total:		**$415.83**		
001	108967	CH	1	06821	PRINCETON INSURANCE AGENCY	07/17/2026	$72,849.28	170032	E 01 005 940 000 000 340	DEDUCTIBLE BUY DOWN 26/27
						Check Total:		**$72,849.28**		
001	108968	CH	1	14431	SOUTH DAKOTA MINES	07/17/2026	$500.00	170033	E 01 300 960 000 340 898	FY 26 SCHOLARSHIP #101281889
						Check Total:		**$500.00**		
001	108969	CH	1	13250	SWANSON, ABBEY	07/17/2026	$661.50	170036	E 04 500 585 000 332 305	CROCHET CAMP
						Check Total:		**$661.50**		
001	108970	CH	1	06532	THE VISION COMPANIES	07/17/2026	$1,226.14	170034	E 01 005 810 356 000 305	GROUNDS WEEK 07/05/2026
						Check Total:		**$1,226.14**		
001	108971	CH	1	13048	WELLNESS FOR LIVING LLC	07/17/2026	$360.00	170037	E 04 500 585 000 332 305	STEM-3 DAY CAMP
001	108971	CH	1	13048	WELLNESS FOR LIVING LLC	07/17/2026	($108.00)	170037	E 04 500 585 000 332 305	DISCOUNT
001	108971	CH	1	13048	WELLNESS FOR LIVING LLC	07/17/2026	$150.00	170037	E 04 500 585 000 332 305	SCIENCE
						Check Total:		**$402.00**		
001	108972	CH	1	08417	AVIBEN	07/17/2026	$437.89	170022	E 01 005 105 000 000 305	403B ADMIN & COMPLIANCE MONTHLY
						Check Total:		**$437.89**		
001	108973	CH	1	07044	EDEN PRAIRIE HIGH SCHOOL	07/17/2026	$300.00	170056	E 11 300 296 125 000 369	GIRLS SOFTBALL INVITATIONAL 03/30/2
						Check Total:		**$300.00**		
001	108975	CH	1	13326	SCOREVISION, LLC	07/17/2026	$5,500.00	170057	E 11 300 292 000 000 305	Annual Software subscription-Indoor July th
						Check Total:		**$5,500.00**		

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 108894-2147483647 Payment Date: 06/01/2026-7/31/2026

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	108976	CH	1	06411	MISSISSIPPI 8 SCHOOLS	07/17/2026	$6,000.00	170055	E 11 300 292 000 000 820	M8 CONFERENCE DUES
						Check Total:		**$6,000.00**		
001	108977	CH	1	04234	MN CHILD SUPPORT PYMT CENTER	07/20/2026	$293.50	170138	B 01 215 081	Child Support
						Check Total:		**$293.50**		
001	108978	CH	1	12504	MN PEIP	07/20/2026	$279,878.89	170146	B 01 215 030	AUGUST 2026 HEALTH
001	108978	CH	1	12504	MN PEIP	07/20/2026	$13,120.44	170146	B 04 215 030	AUGUST 2026 HEALTH
001	108978	CH	1	12504	MN PEIP	07/20/2026	$2,164.96	170146	B 05 215 030	AUGUST 2026 HEALTH
001	108978	CH	1	12504	MN PEIP	07/20/2026	$0.00	170146	B 11 215 030	AUGUST 2026 HEALTH
001	108978	CH	1	12504	MN PEIP	07/20/2026	$60,773.40	170146	B 12 215 030	AUGUST 2026 HEALTH
001	108978	CH	1	12504	MN PEIP	07/20/2026	$74,877.27	170146	B 01 215 051	AUGUST 2026 HEALTH
001	108978	CH	1	12504	MN PEIP	07/20/2026	$404.76	170146	B 04 215 051	AUGUST 2026 HEALTH
001	108978	CH	1	12504	MN PEIP	07/20/2026	$0.00	170146	B 05 215 051	AUGUST 2026 HEALTH
001	108978	CH	1	12504	MN PEIP	07/20/2026	$0.00	170146	B 11 215 051	AUGUST 2026 HEALTH
001	108978	CH	1	12504	MN PEIP	07/20/2026	$4,458.42	170146	B 12 215 051	AUGUST 2026 HEALTH
						Check Total:		**$435,678.14**		
001	108979	CH	1	10261	RIVERVIEW LAW OFFICE, PLLC	07/20/2026	$627.69	170106	B 01 215 079	Payroll Deductions-Garnishment
						Check Total:		**$627.69**		
001	108980	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	07/20/2026	$539.12	170049	B 01 215 040	U Due Nc
001	108980	CH	1	01973	SCHOOL SERVICE EMP LOCAL 284	07/20/2026	$33.38	170049	B 04 215 040	U Dues Nc
						Check Total:		**$572.50**		
						Bank 001 Total:		**$1,166,367.18**		
						Report Total:		**$1,166,367.18**		

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 108981-2147483647 Payment Date: 06/01/2026-7/31/2026

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	108981	CH	1	01475	CONNEXUS ENERGY	07/24/2026	$75.98	170152	E 01 005 810 860 000 331	#416856-237326 SOFTBALL CONCESSIC
001	108981	CH	1	01475	CONNEXUS ENERGY	07/24/2026	$7,754.24	170152	E 01 100 810 000 000 331	#416856-242663 INDY ELECTRICAL MAY
001	108981	CH	1	01475	CONNEXUS ENERGY	07/24/2026	$10,743.99	170152	E 01 110 810 000 000 331	#416856-264923 LIBERTY ELECTRICAL M
001	108981	CH	1	01475	CONNEXUS ENERGY	07/24/2026	$136.38	170152	E 01 005 810 860 000 331	#416856-310758 BASEBALL FIELD LIGHT
001	108981	CH	1	01475	CONNEXUS ENERGY	07/24/2026	$398.52	170152	E 01 005 810 860 000 331	#416856-310759 SOFTBALL FIELD LIGHT
						Check Total:		**$19,109.11**		
001	108982	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	07/24/2026	$5,490.00	170155	E 01 005 505 000 000 281	UNEMPLOYMENT BENEFITS QUARTER
001	108982	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	07/24/2026	$15,440.94	170155	E 01 100 203 000 000 281	UNEMPLOYMENT BENEFITS QUARTER
001	108982	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	07/24/2026	$1,417.47	170155	E 01 110 203 000 000 281	UNEMPLOYMENT BENEFITS QUARTER
001	108982	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	07/24/2026	$17,554.61	170155	E 01 110 400 000 000 281	UNEMPLOYMENT BENEFITS QUARTER
001	108982	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	07/24/2026	$1,338.00	170155	E 01 110 620 000 000 281	UNEMPLOYMENT BENEFITS QUARTER
001	108982	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	07/24/2026	$1,331.00	170155	E 01 110 790 000 000 281	UNEMPLOYMENT BENEFITS QUARTER
001	108982	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	07/24/2026	$825.00	170155	E 01 201 208 000 000 281	UNEMPLOYMENT BENEFITS QUARTER
001	108982	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	07/24/2026	$8,246.23	170155	E 01 201 400 000 000 281	UNEMPLOYMENT BENEFITS QUARTER
001	108982	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	07/24/2026	$866.00	170155	E 01 201 620 000 000 281	UNEMPLOYMENT BENEFITS QUARTER
001	108982	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	07/24/2026	$1,688.00	170155	E 01 300 211 000 000 281	UNEMPLOYMENT BENEFITS QUARTER
001	108982	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	07/24/2026	$14,573.83	170155	E 01 300 400 000 000 281	UNEMPLOYMENT BENEFITS QUARTER
001	108982	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	07/24/2026	$937.58	170155	E 01 300 710 000 000 281	UNEMPLOYMENT BENEFITS QUARTER
001	108982	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	07/24/2026	$624.00	170155	E 01 110 203 000 000 280	UNEMPLOYMENT BENEFITS QUARTER
001	108982	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	07/24/2026	$596.54	170155	E 01 201 208 000 000 280	UNEMPLOYMENT BENEFITS QUARTER
001	108982	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	07/24/2026	$840.78	170155	E 01 300 211 000 000 280	UNEMPLOYMENT BENEFITS QUARTER
001	108982	CH	1	01138	DEPART OF EMPLOYMENT & ECONOM	07/24/2026	$38.21	170155	E 01 005 505 000 000 280	UNEMPLOYMENT BENEFITS QUARTER
						Check Total:		**$71,808.19**		
001	108983	CH	1	08465	INNOVATIVE OFFICE SOLUTIONS	07/24/2026	$4,995.50	170153	E 01 300 211 000 000 530	FURNITURE ORDER FOR HIGH SCHOOI
001	108983	CH	1	08465	INNOVATIVE OFFICE SOLUTIONS	07/24/2026	$8,290.40	170153	E 05 300 211 000 302 530	FURNITURE ORDER FOR HIGH SCHOOI
001	108983	CH	1	08465	INNOVATIVE OFFICE SOLUTIONS	07/24/2026	$0.00	170153	E 05 300 211 000 302 530	PRICING PER CMERDC CONTRACTS
001	108983	CH	1	08465	INNOVATIVE OFFICE SOLUTIONS	07/24/2026	$0.00	170153	E 05 300 211 000 302 530	ERDCWISC.JP.MN.053129
001	108983	CH	1	08465	INNOVATIVE OFFICE SOLUTIONS	07/24/2026	$0.00	170153	E 05 300 211 000 302 530	ERDCHONN.JP.MN.053129
						Check Total:		**$13,285.90**		
001	108984	CH	1	14328	JOHNSON CONTROLS FIRE PROTECT	07/24/2026	$708.75	170154	E 01 300 810 000 000 350	HS FIRE ALARM SYSTEM
						Check Total:		**$708.75**		
001	108985	CH	1	1016	O'REILLY AUTOMOTIVE, INC.	07/24/2026	$32.90	170157	E 01 005 810 000 000 401	B&G SUPPLIES
						Check Total:		**$32.90**		

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 108981-2147483647 Payment Date: 06/01/2026-7/31/2026

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	108986	CH	1	09760	PREMIER LOCATING, INC.	07/24/2026	$70.00	170156	E 01 005 810 000 000 305	TICKETS RECEIVED/HOUR CHARGE
						Check Total:		**$70.00**		
001	108987	CH	1	07890	PTMA	07/24/2026	$635.19	170176	E 45 005 935 000 000 305	ASSETS JUNE 2026
						Check Total:		**$635.19**		
001	108988	CH	1	13212	THREE SONS HARDWARE LLC	07/24/2026	$35.96	170158	E 01 300 810 000 000 401	B&G SUPPLIES
001	108988	CH	1	13212	THREE SONS HARDWARE LLC	07/24/2026	$35.47	170158	E 01 201 810 000 000 401	B&G SUPPLIES
						Check Total:		**$71.43**		
001	108989	CH	1	01240	WRIGHT TECHNICAL CENTER	07/24/2026	$2,422.50	170159	E 01 005 715 000 342 310	FY 26 SRO COSTS-BIG LAKE SHARE
						Check Total:		**$2,422.50**		
001	108991	CH	1	12159	ARVIG	07/24/2026	$137.18	170178	E 01 005 630 000 000 305	INTERNET 07/06/2026-08/05/2026
						Check Total:		**$137.18**		
001	108993	CH	1	14240	DAIKIN APPLIED AMERICAS INC	07/24/2026	$921.25	170165	E 01 300 810 000 000 350	HS B&G INSPECTION 07/01/2026-09/20/2
						Check Total:		**$921.25**		
001	108994	CH	1	13688	DASH SPORTS LLC	07/24/2026	$650.00	170179	E 04 500 560 000 321 305	SPORTS SAMPLER TYKES (SC, BS)
						Check Total:		**$650.00**		
001	108995	CH	1	12110	FITZHARRIS SPORTS	07/24/2026	$327.00	170166	E 11 300 296 183 000 401	
001	108995	CH	1	12110	FITZHARRIS SPORTS	07/24/2026	$327.00	170166	E 11 300 294 120 000 401	
						Check Total:		**$654.00**		
001	108996	CH	1	12222	HALLBERG ENGINEERING	07/24/2026	$1,300.00	170167	E 05 300 866 000 366 305	HS POOL HVAC IMPVTS CX
						Check Total:		**$1,300.00**		
001	108997	CH	1	01121	MASOP	07/24/2026	$230.00	170168	E 01 100 640 000 000 366	2026 MASOP CONFERENCE (J NEUMILL
						Check Total:		**$230.00**		
001	108998	CH	1	13016	NORTHLAND REFRIGERATION INCORI	07/24/2026	$399.00	170170	E 01 300 810 000 000 350	HS B&G PRESSURE RELIEF PORT REPA
001	108998	CH	1	13016	NORTHLAND REFRIGERATION INCORI	07/24/2026	$243.00	170169	E 01 100 810 000 000 350	INDY B&G WALK IN FREEZER REPAIRS
						Check Total:		**$642.00**		
001	108999	CH	1	14253	ST CLOUD ROX BASEBALL CLUB	07/24/2026	$1,305.00	170171	E 04 500 570 000 321 369	GENERAL ADMISSION TICKETS PLUS R
						Check Total:		**$1,305.00**		
001	109000	CH	1	09210	UNIVERSITY OF MN - DULUTH	07/24/2026	$500.00	170174	E 01 300 960 000 340 898	FY 26 SCHOLARSHIP STUDENT ID #611
						Check Total:		**$500.00**		
001	109001	CH	1	13155	VISIONS, INC.	07/24/2026	$58.39	170172	E 11 300 292 000 000 401	Rylie Sternquist 2024 - 1,085 pts
001	109001	CH	1	13155	VISIONS, INC.	07/24/2026	$219.41	170172	E 11 300 292 000 000 401	Volleyball State participant banner - 2025-2
001	109001	CH	1	13155	VISIONS, INC.	07/24/2026	$108.65	170172	E 11 300 292 000 000 401	2024

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 108981-2147483647 Payment Date: 06/01/2026-7/31/2026

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	109001	CH	1	13155	VISIONS, INC.	07/24/2026	$108.65	170172	E 11 300 292 000 000 401	2025
001	109001	CH	1	13155	VISIONS, INC.	07/24/2026	$108.65	170172	E 11 300 292 000 000 401	2023
001	109001	CH	1	13155	VISIONS, INC.	07/24/2026	$12.74	170172	E 11 300 292 000 000 401	Freight
						Check Total:		**$616.49**		
001	109002	CH	1	01240	WRIGHT TECHNICAL CENTER	07/24/2026	$3,028.52	170173	E 01 005 715 000 342 310	FY 27 SRO COSTS FIRST HALF- BIG LAI
						Check Total:		**$3,028.52**		
001	109003	CH	1	02735	EHLERS & ASSOCIATES, INC	07/24/2026	$475.00	170183	E 07 005 910 000 000 790	FACILITIES MAINT BONDS, SERIES 2017
001	109003	CH	1	02735	EHLERS & ASSOCIATES, INC	07/24/2026	$475.00	170184	E 07 005 910 000 000 790	TAX ABATEMENT & FACI MAINT BONDS,
001	109003	CH	1	02735	EHLERS & ASSOCIATES, INC	07/24/2026	$475.00	170185	E 07 005 910 000 000 790	FACILITIES MAINT BONDS, SERIES 202(
001	109003	CH	1	02735	EHLERS & ASSOCIATES, INC	07/24/2026	$475.00	170186	E 07 005 910 000 000 790	FACILITIES MAINT BONDS, SERIES 202
001	109003	CH	1	02735	EHLERS & ASSOCIATES, INC	07/24/2026	$475.00	170187	E 07 005 910 000 000 790	SCHOOL BUILDING BONDS, SERIES 202
001	109003	CH	1	02735	EHLERS & ASSOCIATES, INC	07/24/2026	$475.00	170181	E 07 005 910 000 000 790	FACILITIESE MAINT BONDS, SERIES 20
001	109003	CH	1	02735	EHLERS & ASSOCIATES, INC	07/24/2026	$475.00	170182	E 07 005 910 000 000 790	SCHOOL BUILDING BONDS, SERIES 20
						Check Total:		**$3,325.00**		
001	109004	CH	1	12256	EDINA DANCE TEAM	07/24/2026	$1,000.00	170188	E 11 300 296 121 000 434	CUSTOM COSTUME (DESIGNS BY SHAI
						Check Total:		**$1,000.00**		
001	109005	CH	1	14441	APP PROFESSIONAL PLUMBING	07/24/2026	$4,000.00	170194	E 01 300 255 000 000 305	ALEX PAYROLL REIMBURSEMENT
						Check Total:		**$4,000.00**		
001	109006	CH	1	14446	ARROW COMPONENTS	07/24/2026	$4,000.00	170196	E 01 300 255 000 000 305	PAYROLL REIMBURSEMENT
						Check Total:		**$4,000.00**		
001	109007	CH	1	14445	AUTO WRIGHT REPAIR	07/24/2026	$4,000.00	170197	E 01 300 255 000 000 305	PAYROLL REIMBURSEMENT
						Check Total:		**$4,000.00**		
001	109008	CH	1	14440	BEEHIVE HOMES OF ELK RIVER	07/24/2026	$4,000.00	170198	E 01 300 255 000 000 305	PAYROLL REIMBURSEMENT
001	109008	CH	1	14440	BEEHIVE HOMES OF ELK RIVER	07/24/2026	$4,000.00	170195	E 01 300 255 000 000 305	PAYROLL REIMBURSEMENT
						Check Total:		**$8,000.00**		
001	109009	CH	1	14442	GATR TRUCK CENTER	07/24/2026	$4,000.00	170199	E 01 300 255 000 000 305	PAYROLL REIMBURSEMENT
						Check Total:		**$4,000.00**		
001	109010	CH	1	14443	METAL CRAFT MACHINE & ENGINEERI	07/24/2026	$4,000.00	170200	E 01 300 255 000 000 305	PAYROLL REIMBURSEMENT
001	109010	CH	1	14443	METAL CRAFT MACHINE & ENGINEERI	07/24/2026	$4,000.00	170201	E 01 300 255 000 000 305	PAYROLL REIMBURSEMENT
						Check Total:		**$8,000.00**		
001	109011	CH	1	01333	MINNESOTA EQUIPMENT	07/24/2026	$639.99	170206	E 01 005 810 000 000 401	B&G SUPPLIES
						Check Total:		**$639.99**		

Big Lake Public Schools, ISD #727

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Check Number: 108981-2147483647 Payment Date: 06/01/2026-7/31/2026

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	109012	CH	1	14438	MORRELL OVERSIZE INC	07/24/2026	$4,000.00	170202	E 01 300 255 000 000 305	PAYROLL REIMBURSEMENT
						Check Total:		**$4,000.00**		
001	109013	CH	1	14444	PRECERA MEDICAL	07/24/2026	$4,000.00	170203	E 01 300 255 000 000 305	PAYROLL REIMBURSEMENT
001	109013	CH	1	14444	PRECERA MEDICAL	07/24/2026	$4,000.00	170204	E 01 300 255 000 000 305	PAYROLL REIMBURSEMENT
						Check Total:		**$8,000.00**		
001	109014	CH	1	14271	SYSTEMATIC TECHNOLOGIES, LLC.	07/24/2026	$4,000.00	170205	E 01 300 255 000 000 305	PAYROLL REIMBURSEMENT
						Check Total:		**$4,000.00**		
001	109015	CH	1	14387	VERSACON, INC.	07/24/2026	$115,486.75	170193	E 06 201 870 000 000 520	22L201.01A MS 2026 SPECIAL EDUCATI(
						Check Total:		**$115,486.75**		
001	109017	CH	1	13528	MOBILE RADIO ENGINEERING INC.	07/24/2026	$1,298.70	170190	E 01 300 810 000 000 350	HS B&G SUPPLIES
001	109017	CH	1	13528	MOBILE RADIO ENGINEERING INC.	07/24/2026	$1,133.57	170189	E 01 005 810 000 000 350	B&G SUPPLIES
						Check Total:		**$2,432.27**		
001	109018	CH	1	06532	THE VISION COMPANIES	07/24/2026	$1,691.65	170191	E 01 005 810 356 000 305	GROUNDS WEEK OF 07/12/2026
						Check Total:		**$1,691.65**		
001	109019	CH	1	05103	PRO MAINTENANCE, INC.	07/24/2026	$79,036.65	170208	E 02 300 770 000 701 590	CAFE & CONCESSIONS
						Check Total:		**$79,036.65**		
001	109020	CH	1	14321	KNB CONTRACTING LLC	07/24/2026	$57,275.88	170209	E 05 300 866 000 366 520	BL HS POOL HVAC
						Check Total:		**$57,275.88**		
001	109021	CH	1	06507	ACUNA, SANDRA	07/24/2026	$60.00	170163	E 01 300 219 000 339 358	MAY 2026 INTERPRETING
						Check Total:		**$60.00**		
001	109022	CH	1	03184	CENTERPOINT ENERGY	07/24/2026	$190.99	170164	E 01 201 810 000 000 330	#5769708-8 MS FIRM GAS JUNE 2026
001	109022	CH	1	03184	CENTERPOINT ENERGY	07/24/2026	$356.23	170164	E 01 201 810 000 000 330	#5775439-2 MS INT GAS JUNE 2026
001	109022	CH	1	03184	CENTERPOINT ENERGY	07/24/2026	$373.98	170164	E 01 100 810 000 000 330	#5775443-4 INDY INT GAS JUNE 2026
001	109022	CH	1	03184	CENTERPOINT ENERGY	07/24/2026	$891.38	170164	E 01 300 810 000 000 330	#5793404-4 HS FIRM GAS JUNE 2026
001	109022	CH	1	03184	CENTERPOINT ENERGY	07/24/2026	$106.00	170164	E 01 300 810 000 000 330	#5793464-8 HS INT GAS JUNE 2026
001	109022	CH	1	03184	CENTERPOINT ENERGY	07/24/2026	$21.00	170164	E 01 100 810 000 000 330	#5803273-1 INDY FIRM #2 GAS JUNE 20
001	109022	CH	1	03184	CENTERPOINT ENERGY	07/24/2026	$436.90	170164	E 01 100 810 000 000 330	#5808588-7 INDY FIRM #1 GAS JUNE 20
						Check Total:		**$2,376.48**		
001	109023	CH	1	13166	LRS OF MINNESOTA	07/24/2026	$658.97	170192	E 01 300 810 000 000 333	HS WASTE SERVICES AUGUST 2026
001	109023	CH	1	13166	LRS OF MINNESOTA	07/24/2026	$474.26	170192	E 01 201 810 000 000 333	MS WASTE SERVICES AUGUST 2026
001	109023	CH	1	13166	LRS OF MINNESOTA	07/24/2026	$1,344.35	170192	E 01 100 810 000 000 333	INDY WASTE SERVICES AUGUST 2026
001	109023	CH	1	13166	LRS OF MINNESOTA	07/24/2026	$533.93	170192	E 01 110 810 000 000 333	LIBERTY WASTE SERVICES AUGUST 20
001	109023	CH	1	13166	LRS OF MINNESOTA	07/24/2026	$199.58	170192	E 01 005 810 000 000 333	GROUNDS WASTE SERVICES AUGUST

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 108981-2147483647 Payment Date: 06/01/2026-7/31/2026

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001	109023	CH	1	13166	LRS OF MINNESOTA	07/24/2026	$131.30	170192	E 01 300 810 000 000 333	HS WASTE SERVICES AUGUST 2026
						Check Total:		**$3,342.39**		
001	109024	CH	1	14196	GRANITE CITY ROOFING, INC.	07/24/2026	$548,910.00	170210	E 06 005 868 000 383 520	PAY APP #1 BLDG ENVELOPE
						Check Total:		**$548,910.00**		
						Bank 001 Total:		**$981,705.47**		
						Report Total:		**$981,705.47**		

Big Lake Public Schools, ISD #727

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Check Number: 0-2147483647 Payment Date: 7/1/2026-7/31/2026

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1	01229	UNIVERSITY OF MINNESOTA	07/01/2026	$2,250.00	169790	E 12 005 420 000 372 366	FY 27 PO 35661 Functional Phonics Tier 2
001		CC	1	01229	UNIVERSITY OF MINNESOTA	07/01/2026	$625.00	169787	E 01 005 790 000 320 366	FY 27 Native Studies Summer Workshop (
001		CC	1	01908	MINNESOTA HISTORICAL SOCIETY	07/01/2026	$210.00	169795	E 01 201 270 000 000 366	FY 27 PO 35599 Northern Lights Academy
001		CC	1	01908	MINNESOTA HISTORICAL SOCIETY	07/01/2026	$150.00	169794	E 01 201 270 000 000 366	FY 27 PO 35599 Northern Lights Orientatic
001		CC	1	01944	MDE-MCIS ACCT: 621892	07/01/2026	$254.00	169788	E 01 005 610 000 000 366	FY 27 Back to School Conference (Minda a
001		CC	1	01944	MDE-MCIS ACCT: 621892	07/01/2026	$254.00	169788	E 01 005 020 000 000 366	FY 27 Back to School Conference (Minda a
001		CC	1	04336	MASBO	07/01/2026	$25.00	169783	E 01 005 640 000 316 366	FY 27 Tax Levy workshop
001		CC	1	04336	MASBO	07/01/2026	$119.00	169793	E 01 005 110 000 000 820	FY 27 Membership Dues (Angie)
001		CC	1	04336	MASBO	07/01/2026	$25.00	169781	E 01 005 640 000 316 366	FY 27 Tax Levy Workshop (M Brey)
001		CC	1	04336	MASBO	07/01/2026	$60.00	169745	E 01 005 640 000 316 366	Levy Process 2026 (Melanie)
001		CC	1	04336	MASBO	07/01/2026	$119.00	169780	E 01 005 020 000 000 820	FY 27 PO 35674 Tim Truebenbach masbo
001		CC	1	04336	MASBO	07/01/2026	$119.00	169779	E 01 005 110 000 000 820	FY 27 Membership (Melanie Brey)
001		CC	1	06700	B & H FOTO & ELECTRONICS CORP	07/01/2026	$7,707.87	169847	E 05 005 630 000 795 556	Bretford CUBE CArt Mini Pre-wired (4)
001		CC	1	09499	THE WORKS	07/01/2026	$2,250.00	169791	E 04 500 570 000 321 369	FY 27 CE Offsite Group Workshops
001		CC	1	12027	GODADDY.COM	07/01/2026	$239.98	169786	E 01 005 630 000 000 405	Fy 27 2-year renewal
001		CC	1	12726	SEESAW FOR SCHOOLS	07/01/2026	$13,295.44	169792	E 05 005 630 000 795 406	FY 27 PO 35558 Seesaw Access, Instructi
001		CC	1	13651	FORM APPROVALS	07/01/2026	$96.00	169789	E 01 100 050 000 000 405	FY 27 Google Add-on forms approval
001		CC	1	14007	CENTER FOR RESPONSIVE	07/01/2026	$4,345.00	169782	E 01 005 640 000 316 366	FY 27 PO 35614 Responsive Classroom C
001		CC	1	14281	CHARMTECH LABS LLC	07/01/2026	$1,890.00	169784	E 05 300 211 602 302 406	FY 27 PO 35581 Capti ReadBasix 26-27 st
001		CC	1	14281	CHARMTECH LABS LLC	07/01/2026	$1,000.00	169784	E 01 005 640 000 316 366	FY 27 PO 35581 Capti ReadBasix 26-27 st
001		CC	1	14281	CHARMTECH LABS LLC	07/01/2026	$1,400.00	169784	E 05 201 208 602 302 406	FY 27 PO 35581 Capti ReadBasix 26-27 st
001		CC	1	14281	CHARMTECH LABS LLC	07/01/2026	$938.00	169784	E 05 100 203 602 302 406	FY 27 PO 35581 Capti ReadBasix 26-27 st
001		CC	1	14435	SPY POINT	07/01/2026	$336.00	169785	E 01 005 810 000 000 305	FY 27 Subscription -Annual
001		CC	1	01038	CITY OF BIG LAKE	07/01/2026	$49.66	169848	E 01 005 810 000 000 332	Admissions Water/Sewer 04/06/2206-05/0
001		CC	1	01038	CITY OF BIG LAKE	07/01/2026	$1,353.91	169843	E 01 110 810 000 000 332	Liberty Water/Sewer 04/06/2026-05/05/202
001		CC	1	01038	CITY OF BIG LAKE	07/01/2026	$1,200.16	169851	E 01 201 810 000 000 332	MS Water/Sewer 04/06/2026-05/05/2026
001		CC	1	01038	CITY OF BIG LAKE	07/01/2026	$1,187.59	169845	E 01 100 810 000 000 332	Indy Water/Sewer 04/06/2026-05/05/2026
001		CC	1	01038	CITY OF BIG LAKE	07/01/2026	$40.01	169846	E 01 005 810 000 000 332	Bathrooms Water/Sewer 04/06/2026-05/05
001		CC	1	01038	CITY OF BIG LAKE	07/01/2026	$1,726.71	169842	E 01 300 810 000 000 332	HS Water/Sewer 04/06/2026-05/05/2026
001		CC	1	01065	HILLYARD FLOOR CARE	07/01/2026	$656.33	169751	E 01 300 810 000 000 350	HS Deck Actuator Kit
001		CC	1	01065	HILLYARD FLOOR CARE	07/01/2026	$41.28	169839	E 01 100 810 000 000 401	PO 35602 Indy Cleaning Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	07/01/2026	$212.50	169774	E 01 201 810 000 000 350	MS B&G Repairs
001		CC	1	01065	HILLYARD FLOOR CARE	07/01/2026	$581.00	169856	E 01 201 810 000 000 350	MS B&G Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	07/01/2026	$705.87	169855	E 01 300 810 000 000 350	HS B&G Supplies

Big Lake Public Schools, ISD #727

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Check Number: 0-2147483647 Payment Date: 7/1/2026-7/31/2026

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001		CC	1	01065	HILLYARD FLOOR CARE	07/01/2026	$2,404.94	169859	E 01 300 810 000 000 401	PO 35580 HS B&G Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	07/01/2026	$335.00	169775	E 01 201 810 000 000 350	MS B&G Repairs
001		CC	1	01065	HILLYARD FLOOR CARE	07/01/2026	$1,744.84	169840	E 01 100 810 000 000 401	PO 35602 Indy Cleaning Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	07/01/2026	$524.00	169773	E 01 300 810 000 000 350	B&G repairs
001		CC	1	01065	HILLYARD FLOOR CARE	07/01/2026	$246.12	169753	E 01 100 810 000 000 401	PO 35602 Indy Cleaning Supplies
001		CC	1	01065	HILLYARD FLOOR CARE	07/01/2026	$69.13	169752	E 01 300 810 000 000 401	HS Vac Hose
001		CC	1	01107	JOSTENS	07/01/2026	$328.50	169759	E 01 300 211 222 000 401	PO 35243 graduation honor cords (double)
001		CC	1	01107	JOSTENS	07/01/2026	$3,221.60	169769	E 11 300 290 000 000 401	HS Yearbooks
001		CC	1	01840	RATWIK, ROSZAK & MALONEY, P.A.	07/01/2026	$2,676.00	169776	E 01 005 110 305 000 305	May 2026 Legal
001		CC	1	01840	RATWIK, ROSZAK & MALONEY, P.A.	07/01/2026	$253.65	169777	E 01 005 110 305 000 305	May 2026 Legal
001		CC	1	01840	RATWIK, ROSZAK & MALONEY, P.A.	07/01/2026	$10,706.00	169778	E 01 005 110 305 000 305	May 2026 Legal
001		CC	1	01908	MINNESOTA HISTORICAL SOCIETY	07/01/2026	$520.00	169747	E 01 005 203 214 000 369	Indy Oliver Kelley Farm School
001		CC	1	01908	MINNESOTA HISTORICAL SOCIETY	07/01/2026	$432.00	169820	E 01 005 203 214 000 369	Indy Field Trips Oliver Kelley Farm
001		CC	1	01908	MINNESOTA HISTORICAL SOCIETY	07/01/2026	$456.00	169820	E 01 005 203 214 000 369	Indy Field Trips Oliver Kelley Farm
001		CC	1	01908	MINNESOTA HISTORICAL SOCIETY	07/01/2026	$440.00	169820	E 01 005 203 214 000 369	Indy Field Trips Oliver Kelley Farm
001		CC	1	01908	MINNESOTA HISTORICAL SOCIETY	07/01/2026	$296.00	169768	E 01 005 203 214 000 369	Indy Fieldtrip at Oliver Kelley Farm School
001		CC	1	03455	GRAINGER	07/01/2026	$188.36	169761	E 01 005 810 000 000 401	PO 35658 Signs for Liberty and Batteries
001		CC	1	03455	GRAINGER	07/01/2026	$109.35	169762	E 01 100 810 000 000 401	PO 35656 INDY TRANSFORMER - DOOR
001		CC	1	03455	GRAINGER	07/01/2026	$69.36	169760	E 01 005 810 000 000 401	PO 35658 B&G Signs for Liberty Parking L
001		CC	1	03455	GRAINGER	07/01/2026	$402.90	169862	E 01 201 810 000 000 401	PO 35585 MS Moving Boxes
001		CC	1	03455	GRAINGER	07/01/2026	$74.90	169854	E 01 201 810 000 000 401	PO 35584 MS Repair Supply Order
001		CC	1	03566	FOLLETT CONTENT SOLUTIONS, LLC	07/01/2026	$107.17	169746	E 01 100 620 000 000 470	PO 35374 Indy Media Supplies
001		CC	1	04279	MCPETE'S SPORTS BAR & LANES	07/01/2026	$64.14	169863	E 11 300 293 119 000 490	Girls & Boys Golf Banquet
001		CC	1	04279	MCPETE'S SPORTS BAR & LANES	07/01/2026	$64.14	169863	E 11 300 295 189 000 490	Girls & Boys Golf Banquet
001		CC	1	04659	BUNKER HILLS WAVE POOL	07/01/2026	$36.00	169818	E 11 300 292 164 000 366	HS Golf Practice
001		CC	1	05351	HOME DEPOT	07/01/2026	$132.80	169802	E 01 300 810 000 000 401	HS B&G Supplies
001		CC	1	05351	HOME DEPOT	07/01/2026	$66.31	169800	E 01 300 810 000 000 401	HS B&G Supplies
001		CC	1	06051	FINKEN WATER CENTERS	07/01/2026	$95.20	169755	E 01 100 810 000 000 401	Indy Salt Solar Finken 40#
001		CC	1	06051	FINKEN WATER CENTERS	07/01/2026	$57.20	169754	E 01 005 810 000 000 332	Water Drinking 5 Gallon
001		CC	1	06051	FINKEN WATER CENTERS	07/01/2026	$74.70	169756	E 01 300 810 000 000 401	HS Salt Solar Finken 40#
001		CC	1	06051	FINKEN WATER CENTERS	07/01/2026	$37.45	169757	E 01 201 810 000 000 401	MS Salt Solar Finken 40#
001		CC	1	06130	COBORN'S INC.	07/01/2026	$49.04	169828	E 11 300 292 164 000 490	Wrestling Food
001		CC	1	06130	COBORN'S INC.	07/01/2026	$71.17	169824	E 11 300 292 164 000 490	Wrestling Food
001		CC	1	06130	COBORN'S INC.	07/01/2026	$36.84	169872	E 11 300 295 184 000 401	Track & Field Treats

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

Check Number: 0-2147483647 Payment Date: 7/1/2026-7/31/2026

Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1	06130	COBORN'S INC.	07/01/2026	$36.85	169872	E 11 300 293 114 000 401	Track & Field Treats
001		CC	1	06130	COBORN'S INC.	07/01/2026	$75.00	169841	E 01 005 790 319 000 490	MTSS Work
001		CC	1	06130	COBORN'S INC.	07/01/2026	$13.38	169804	E 01 005 790 000 320 490	AIPAC Family Meeting
001		CC	1	06130	COBORN'S INC.	07/01/2026	$14.97	169880	E 11 300 293 114 000 490	Boys & Girls Track
001		CC	1	06130	COBORN'S INC.	07/01/2026	$14.97	169880	E 11 300 295 184 000 490	Boys & Girls Track
001		CC	1	06130	COBORN'S INC.	07/01/2026	$25.96	169817	E 01 300 790 000 699 490	Coalition meeting Snacks
001		CC	1	06130	COBORN'S INC.	07/01/2026	$33.33	169875	E 01 110 203 902 000 401	Shaving cream PBIS reward/ popcorn mac
001		CC	1	06700	B & H FOTO & ELECTRONICS CORP	07/01/2026	$3,780.98	169884	E 01 005 630 000 000 555	PO 35591 Synology 12-Bay Rackstation Di
001		CC	1	08807	WRECK-LESS DRIVING ACADEMY	07/01/2026	$520.00	169758	E 01 300 211 000 320 369	Driver's Education-Arianna Coldebella-Ame
001		CC	1	08894	ALLINA HOSPITALS & CLINICS	07/01/2026	$350.00	169823	E 05 005 865 000 352 401	PO 35570 Philips FRx 1 adult electrode, 18
001		CC	1	08981	SHRED RIGHT	07/01/2026	$54.86	169750	E 01 300 211 000 000 305	HS Shredding 05/28/2026
001		CC	1	09044	MENARDS - ELK RIVER	07/01/2026	$303.44	169838	E 01 005 810 000 000 401	B&G Supplies
001		CC	1	09217	HORIZON COMMERCIAL POOL SUPPLY	07/01/2026	$226.67	169748	E 01 300 810 000 000 404	HS Test Kit Complete FAS_DPD
001		CC	1	09728	FEDERATED CO-OPS	07/01/2026	$927.32	169835	E 01 005 810 000 000 440	B&G Fuel
001		CC	1	09728	FEDERATED CO-OPS	07/01/2026	$1,048.78	169763	E 01 005 810 000 000 440	B&G Fuel
001		CC	1	10338	ADAM'S PEST CONTROL, INC.	07/01/2026	$60.63	169860	E 01 110 810 000 000 305	Liberty Prevention Plus
001		CC	1	10338	ADAM'S PEST CONTROL, INC.	07/01/2026	$55.12	169861	E 01 300 810 000 000 305	HS Prevention Plus
001		CC	1	10338	ADAM'S PEST CONTROL, INC.	07/01/2026	$60.63	169852	E 01 100 810 000 000 305	Indy Prevention Plus
001		CC	1	10338	ADAM'S PEST CONTROL, INC.	07/01/2026	$60.63	169858	E 01 201 810 000 000 305	MS Prevention Plus
001		CC	1	10512	CASEY'S	07/01/2026	$98.17	169813	E 01 005 010 000 000 490	Board Work Session
001		CC	1	10553	VEX ROBOTICS	07/01/2026	$3,172.47	169870	E 01 100 203 312 000 530	PO 35560 228-8658 IQ System Bundle (2
001		CC	1	10586	AUSCO DESIGN &MARKETING	07/01/2026	$318.00	169797	E 04 500 560 000 321 305	CE Basketball tshirts
001		CC	1	10586	AUSCO DESIGN &MARKETING	07/01/2026	$397.50	169836	E 04 500 560 000 321 305	CE Basketball tshirts
001		CC	1	10586	AUSCO DESIGN &MARKETING	07/01/2026	$661.25	169816	E 04 500 570 000 321 401	KC field trip shirts
001		CC	1	10586	AUSCO DESIGN &MARKETING	07/01/2026	$4,575.75	169881	E 04 500 570 000 321 401	Childcare Tshirts
001		CC	1	10619	4IMPRINT	07/01/2026	$844.59	169821	E 01 300 790 000 699 401	umbrellas for coalition thank you
001		CC	1	12031	LANGUAGELINE Solutions	07/01/2026	$47.40	169879	E 01 110 219 000 339 358	Interpreting at Liberty 05.26.2026 (Somali)
001		CC	1	12187	CHIPOLTE MEXICAN RESTURANT	07/01/2026	$177.72	169830	E 11 300 292 164 000 490	Wrestling Lunch
001		CC	1	12187	CHIPOLTE MEXICAN RESTURANT	07/01/2026	$1,267.50	169807	E 01 005 790 000 320 490	AIPAC Parent/Family Meeting
001		CC	1	12304	SAM'S CLUB	07/01/2026	$64.81	169866	E 01 300 790 000 699 490	all night grad party cookies
001		CC	1	12409	FACEBOOK	07/01/2026	$0.40	169829	E 01 005 107 000 000 305	District Communications
001		CC	1	12409	FACEBOOK	07/01/2026	$30.00	169864	E 01 005 107 000 000 305	District Communications
001		CC	1	12409	FACEBOOK	07/01/2026	$3.45	169814	E 01 005 107 000 000 305	District Communications
001		CC	1	12409	FACEBOOK	07/01/2026	$5.50	169825	E 01 005 107 000 000 305	District Communications

Big Lake Public Schools, ISD #727

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1	12464	FLIGHT DECK ATHLETICS	07/01/2026	$455.25	169832	E 11 300 295 184 000 401	HS Track & Field Pacer FX
001		CC	1	12464	FLIGHT DECK ATHLETICS	07/01/2026	$591.00	169833	E 11 300 293 114 000 401	HS Track & Field Pacer FX
001		CC	1	12944	MINNESOTA COMMUNITY ED	07/01/2026	$79.00	169799	E 04 500 505 000 321 401	MCEA Finance Manual
001		CC	1	12944	MINNESOTA COMMUNITY ED	07/01/2026	$48.00	169812	E 04 500 505 000 321 366	MCEA Workshop
001		CC	1	13024	MSHSL.ORG	07/01/2026	$104.00	169853	E 11 300 292 164 000 366	State Track & Field Additional Tickets
001		CC	1	13072	CINTAS CORPORATION NO 2	07/01/2026	$168.08	169811	E 01 300 810 350 000 305	Uniform Services May 2026
001		CC	1	13072	CINTAS CORPORATION NO 2	07/01/2026	$168.07	169811	E 01 100 810 350 000 305	Uniform Services May 2026
001		CC	1	13072	CINTAS CORPORATION NO 2	07/01/2026	$168.03	169811	E 01 201 810 350 000 305	Uniform Services May 2026
001		CC	1	13072	CINTAS CORPORATION NO 2	07/01/2026	$168.03	169811	E 01 110 810 350 000 305	Uniform Services May 2026
001		CC	1	13072	CINTAS CORPORATION NO 2	07/01/2026	($2.54)	169811	E 01 100 810 350 000 305	Uniform Services May 2026
001		CC	1	13141	CANVA	07/01/2026	$405.00	169826	E 01 300 790 000 699 401	canva stickers for ben bonnett
001		CC	1	13185	PATRIOT NEWS MN	07/01/2026	$356.00	169764	E 01 005 010 000 000 305	June 6, Legal (Week `) Board Highlights M
001		CC	1	13185	PATRIOT NEWS MN	07/01/2026	$96.00	169765	E 01 005 010 000 000 305	Jun 6, Legal (Week 1)
001		CC	1	13185	PATRIOT NEWS MN	07/01/2026	$68.00	169849	E 01 005 010 000 000 305	May 23, Legal Week 1 Board Highlights Ma
001		CC	1	13185	PATRIOT NEWS MN	07/01/2026	$100.00	169850	E 01 005 010 000 000 305	May 23, Legal Week 1 Board Highlights Ma
001		CC	1	13185	PATRIOT NEWS MN	07/01/2026	$600.00	169857	E 01 005 110 000 000 305	May 02/09/16 Legal (Wks 1-3) Notice of Pu
001		CC	1	13185	PATRIOT NEWS MN	07/01/2026	$120.00	169770	E 01 005 105 099 000 305	June 20, Legal (Week 1) Notice of Filing D
001		CC	1	13185	PATRIOT NEWS MN	07/01/2026	$76.00	169867	E 01 005 010 000 000 305	MAY 16, LEGAL (WEEK 1) Board Highlight
001		CC	1	13185	PATRIOT NEWS MN	07/01/2026	$72.00	169771	E 01 005 010 000 000 305	June 20, Legal (Week 1) Board Highlights
001		CC	1	13185	PATRIOT NEWS MN	07/01/2026	$220.00	169873	E 02 005 770 000 709 305	SFSP Ad Summer Eats
001		CC	1	13185	PATRIOT NEWS MN	07/01/2026	$104.00	169772	E 01 005 010 000 000 305	June 20, Legal (Week 1) Board Highlights
001		CC	1	13264	BIG SKY RESORT	07/01/2026	$1,478.94	169803	E 01 300 790 000 699 368	11n MSI Resort hotel (PF)
001		CC	1	13264	BIG SKY RESORT	07/01/2026	$472.60	169876	E 01 300 790 000 699 368	Hotel for Montana Institute
001		CC	1	13277	JELLYFISH GRAPHICS	07/01/2026	$14,000.00	169822	E 01 300 790 000 699 401	12a Clothing & metal Signs
001		CC	1	13333	BRAIN FREEZZE ICE	07/01/2026	$585.00	169831	E 04 500 570 000 321 490	KC Food
001		CC	1	13458	RAISING CANES	07/01/2026	$43.31	169815	E 11 300 292 164 000 366	HS Golf Practice state meal
001		CC	1	13598	WILLYS ON THE WATER	07/01/2026	$232.82	169827	E 11 300 292 164 000 490	Wrestling Food
001		CC	1	13598	WILLYS ON THE WATER	07/01/2026	$414.59	169834	E 01 005 640 000 316 490	Admin Meeting Lunch
001		CC	1	13598	WILLYS ON THE WATER	07/01/2026	$45.00	169810	E 11 300 292 164 000 490	Golf Meals
001		CC	1	13687	E&G 1123 ECOMM	07/01/2026	$354.27	169882	E 01 005 790 319 000 490	MTSS Leadership Team
001		CC	1	13690	PROTRAININGS LLC	07/01/2026	$119.85	169766	E 01 005 720 000 000 305	ProFirstAid Certificate
001		CC	1	13690	PROTRAININGS LLC	07/01/2026	$519.35	169767	E 04 500 570 000 321 305	ProFirstAid Certificate
001		CC	1	13982	ASL INTERPRETING SERVICES INC	07/01/2026	$178.00	169749	E 04 500 560 182 321 357	Interpreting Flag FB Practice 06/01/2026
001		CC	1	13993	NASN	07/01/2026	$150.00	169869	E 01 005 720 000 000 820	FY 26 NASN Active Dues

Big Lake Public Schools, ISD #727

Payment Reg by Check-No Voids

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Bank	Check No	Ty	Grp	Code	Vendor	Pay/Void Date	Amount	Voucher #	Account Code	Description
001		CC	1	14213	HERTZ	07/01/2026	$907.76	169801	E 01 300 790 000 699 368	11B MSI Car rental
001		CC	1	14314	1000BULBS.COM	07/01/2026	$283.96	169837	E 01 100 810 000 000 401	Indy B&G Bulbs
001		CC	1	14411	STEPHANIE STOLLAR CONSULTING	07/01/2026	$19.00	169874	E 01 110 203 000 000 401	PO 35596 Dive into reading -Smock-Potter
001		CC	1	14411	STEPHANIE STOLLAR CONSULTING	07/01/2026	$19.00	169878	E 01 110 203 000 000 401	PO 35596 Dive into Reading - Edgar
001		CC	1	14411	STEPHANIE STOLLAR CONSULTING	07/01/2026	$19.00	169883	E 01 110 203 000 000 401	PO 35596 Dive into reading - Young
001		CC	1	14417	UI.COM	07/01/2026	$433.20	169877	E 01 005 630 000 000 555	UNAS 2/Black
001		CC	1	14422	MOSYLE CO	07/01/2026	$20.25	169868	E 01 005 630 000 000 405	Excess Charges
001		CC	1	14433	MSHSCA	07/01/2026	$177.50	169865	E 11 300 293 119 000 369	Boys Golf State Banquet
001		CC	1	14434	SHARPER SERVICE SOLUTION	07/01/2026	$275.00	169796	E 01 201 810 000 000 305	MS B&G Pump
001		CC	1	14436	WAY.COM AIRPORTPARKING	07/01/2026	$61.60	169806	E 01 300 790 000 699 368	11b- Montanta inst. Parking
001		CC	1	08347	WALMART	07/01/2026	$279.00	169809	E 01 005 790 000 320 401	AIPAC Family/Parents Meeting Supplies
001		CC	1	08347	WALMART	07/01/2026	$102.19	169819	E 04 500 585 000 332 401	CE Enrichment
001		CC	1	08347	WALMART	07/01/2026	$192.37	169871	E 01 005 790 319 000 490	MnMTSS Grant Staff Lunch
001		CC	1	08347	WALMART	07/01/2026	($229.00)	169891	E 01 005 790 000 320 490	Refund
001		CC	1	08347	WALMART	07/01/2026	$81.25	169798	E 04 500 585 000 332 401	CE Enrichment
001		CC	1	08347	WALMART	07/01/2026	$414.86	169805	E 01 005 790 000 320 490	AIPAC Family Meeting Food

25

Check Total: **$116,996.74**

Bank 001 Total: **$116,996.74**

Report Total: **$116,996.74**

July 2026 Personnel				
Employee (Last, First Name)	**Position**	**Building**	**Effective Date**	**Action Type**
Wahlberg, Mikayla	Teacher	Liberty	08/24/2026	Rehire
Robertson, Jennifer	Teacher	Liberty	08/24/2026	Rehire
Olson, Merena	Building Sub Teacher	Independence	08/17/2026	New Hire
Sayler, Tiana	Paraeducator	High School	08/24/2026	Transfer
Lidberg, Rene	Paraeducator	Independence	08/24/2026	Transfer
Pallin, Dominic	Custodian	High School	06/03/2026	Transfer
Rieck, Christina	Building Sub Teacher	Independence	08/17/2026	New Hire
Pritchard, Brenda	Building Sub Teacher	Liberty	08/24/2026	Rehire
Minerich-Gardner, Angie	Building Sub Teacher	Liberty	08/24/2026	Rehire
Hensel, Megan	Building Sub Teacher	Liberty	08/24/2026	Rehire
Luebben, Olivia	Building Sub Teacher	Liberty	08/17/2026	New Hire
Classen, Andria	Kids Club Group Leader	Community Ed	07/07/2026	Resignation
Lee, McKenna	Paraeducator	Independence	07/06/2026	Resignation
Brey, Melanie	Director of Business Services	District Wide	07/01/2026	Transfer
Fee, Amy	Payroll Specialist	District Wide	07/23/2026	Resignation

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

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 Minnesota Board Of School Administrators.

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 (Duties of Board of School Administrators)
Minn. Rules Part 3512.0100 (Definitions)
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 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)

Policy 515
Adopted: 2.22.07
Revised: 5.28.15
Reviewed: 4.6.15
Revised: 8.24.17
Revised: 11.17.22
Revised: 11.16.23
Revised: 8.22.24
Revised: 9.24.25
Revised:

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 necessary to protect the health or safety of the student or other individuals (34 Code of Federal Regulations, part 99.36) and for bona fide epidemiologic 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;

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, 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. Redisclosure

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 may use the information, but only for the purposes for which the disclosure was made.

B. Redisclosure Not Prohibited
1) Subdivision A. of this Article 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 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 XII.B. of this policy, the record of disclosure required under this Article 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 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 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.

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.

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 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 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 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)

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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 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 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.

C. Communications with Parents
   1. The school district recognizes that parents and guardians have a primary role in promoting 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 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.
   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. 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.

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

Policy 701
Adopted: 2.22.18
Revised: 5.25.23
Revised: 2.26.25

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 commentary as may be necessary for them to be clearly understood. When projected expenditures exceed projected revenues, the school board may consider use of an available fund balance, if one exists.

B. Expenditures shall be reported in compliance with Minnesota Statutes section 123B.76.

C. Prior to July 1 of each year, the school board must approve and adopt its revenue and expenditure budgets for the next school year. The budget document so adopted must be considered an expenditure-authorizing or appropriations document. No funds 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 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 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. 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)

Policy 402
Adopted: 7.28.16
Revised: 5.25.17
Revised: 9.26.19
Revised: 6.16.22
Reviewed: 8.26.25
Revised:

DISABILITY NONDISCRIMINATION POLICY

I. PURPOSE

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law

II. GENERAL STATEMENT OF POLICY

A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.

B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.

C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.

D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact the school district's appointed ADA/Section 504 coordinator. Please refer to the employee handbook for contact information or contact the district office.

E. Failure to engage in the process to determine if a reasonable accommodation exists that would allow people with disabilities as defined in Minnesota Statutes, section 363A.03, subdivision 12, to participate fully in employment may be an unfair discriminatory practice under the Minnesota Human Rights Act.

Legal References:
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
29 U.S.C. 794 *et seq.* (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 12101 (Americans with Disabilities Act)
29 C.F.R. Part 32 (nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)
34 C.F.R. Part 104 (Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance)

Cross References:
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

Policy 423
Adopted: 5.25.17
Revised: 9.26.19
Revised: 8.25.22
Reviewed: 8.26.25

EMPLOYEE-STUDENT RELATIONSHIPS

I. PURPOSE

The school district is committed to an educational environment in which all students are treated with respect and dignity. Every school district employee is to provide students with appropriate guidance, understanding, and direction while maintaining a standard of professionalism and acting within accepted standards of conduct.

II. GENERAL STATEMENT OF POLICY

A. This policy applies to all school district employees at all times, whether on or off duty and on or off of school district locations.

B. At all times, students will be treated by teachers and other school district employees with respect, courtesy, and consideration and in a professional manner. Each school district employee is expected to exercise good judgment and professionalism in all interpersonal relationships with students. Such relationships must be and remain on a teacher-student basis or an employee-student basis.

C. Teachers must be mindful of their inherent positions of authority and influence over students. Similarly, other school district employees also may hold positions of authority over students of the school district and must be mindful of their authority and influence over students.

D. Sexual relationships between school district employees and students, without regard to the age of the student, are strictly forbidden and may subject the employee to criminal liability.

E. Other actions that violate this policy include, but are not limited to, the following:

1. Dating students.
2. Having any interaction/activity of a sexual nature with a student.
3. Committing or attempting to induce students or others to commit an illegal act or act of immoral conduct which may be harmful to others or bring discredit to the school district.
4. Supplying alcohol, tobacco, or any illegal substance to a student, allowing a student access to such substances, or failing to take reasonable steps to prevent such access from occurring.
5. Grooming as prohibited under Minnesota Statutes, section 609.352.

F. School district employees shall, whenever possible, employ safeguards against improper relationships with students and/or claims of such improper relationships. Such safeguards may include the following: avoiding altogether or minimizing physical contact, keeping doors open when talking or meeting with students one-on-one, and/or making sure that such meetings with a student take place in rooms with windows and/or others nearby.

G. Excessive informal and social involvement with individual students is unprofessional, is not compatible with employee-student relationships, and is inappropriate.

H. School district employees will adhere to applicable standards of ethics and professional conduct in Minnesota law.

III. REPORTING AND INVESTIGATION

A. Complaints and/or concerns regarding alleged violations of this policy shall be handled in accordance with the school district's Policy 103 (Complaints – Students, Employees, Parents,

Other Persons) unless other specific complaint procedures are provided within any other policy of the school district.

B. All employees shall cooperate with any investigation of alleged acts, conduct, or communications in violation of this policy.

IV. SCHOOL DISTRICT ACTION

Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. It also may include reporting to appropriate state or federal authorities-including the Minnesota Professional Educator Licensing and Standards Board or the appropriate licensing authority and appropriate agencies responsible for investigating reports of maltreatment of minors and/or vulnerable adults. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and school district policies.

V. SCOPE OF LIABILITY

Employees are placed on notice that if an employee acts outside the performance of the duties of the position for which the employee is employed or is guilty of malfeasance, willful neglect of duty, or bad faith, the school district is not required to defend and indemnify the employee for damages in school-related litigation.

Legal References:
Minn. Stat. § 13.43, Subd. 16 (Personnel Data)
Minn. Stat. § 122A.20, Subd 2 (Suspension or Revocation of Licenses)
Minn. Stat. § 122A.40, Subds. 5(b) and 13(b) (Employment; Contracts; Termination)
Minn. Stat. §§ 609.341-609.352 (Definitions)
Minn. Stat. Ch.260E (Reporting of Maltreatment of Minors)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Rules Part 3512.5200 (Code of Ethics for School Administrators)
Minn. Rules Part 8710.2100 (Code of Ethics for Minnesota Teachers)

Cross References:
MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 306 (Administrator Code of Ethics)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 421 (Gifts to Employees and School Board Members)
MSBA/MASA Model Policy 507 (Corporal Punishment)

Policy 434
Adopted: 10.23.07
Reviewed: 1.5.15
Revised 2.26.15
Reviewed 5.25.17
Revised: 3.1.23
Revised:

CODE OF ETHICS AND BEHAVIORS

I. PURPOSE

The importance of the role of educators, support staff and the Board of Education members to the learning of students is enhanced by the modeling of the highest ethics.

II. GENERAL STATEMENT OF POLICY

A. All staff and elected representatives of Big Lake Schools shall abide by and enforce the codes of ethics that are found in state law, adopted by professional organizations, and supported by district policy. These codes of ethics shall be incorporated in the district employment and evaluation processes.

B. It is the philosophy of Big Lake Schools that staff, students, parents and community members should model appropriate behavior by following the Hornet Way in all aspects of life.

- 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

Legal References: M.S. 122A.14, Subd. 4 (Code of Ethics)
MN Rule Part 3512.5200 (Code of Ethics for School Administrators)
MN Rule 8710.2100 (Teachers' Code of Ethics)

Policy 502
Adopted: 8.23.07
Reviewed: 4.6.15
Revised: 5.28.15
Revised: 8.24.17
Revised: 4/27/23

SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS, AND STUDENT'S PERSON

I. PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

II. GENERAL STATEMENT OF POLICY

A. Lockers and Personal Possessions Within a Locker
Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. Desks
School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

C. Personal Possessions and Student's Person
The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

D. A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions.

III. DEFINITIONS

A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.

B. "Personal possessions" includes, but is not limited to, purses, backpacks, book bags, packages, and clothing.

C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.

D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related

to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

IV. PROCEDURES

A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
B. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.
C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.
F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

V. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

VI. SEIZURE OF CONTRABAND

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

VII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

Legal References:
U. S. Const., amend. IV
Minn. Const., art. I, § 10
Minn. Stat. § 121A.72 (School Locker Policy)
New Jersey v. T.L.O., 469 U.S. 325 (1985)
G.C. v. Owensboro Public Schools, 711 F.3d 623 (6th Cir. 2013)

Cross References:
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 506 (Student Discipline)

ENROLLMENT OF NONRESIDENT STUDENTS

I. PURPOSE

The school district desires to participate in the Enrollment Options Program established by Minnesota Statutes, section 124D.03. The purpose of this policy is to set forth the application and exclusion procedures used by the school district in making said determination.

II. GENERAL STATEMENT OF POLICY

The school board adopts specific standards for acceptance and rejection of Open Enrollment applications.

III. OPEN ENROLLMENT PROCESS

A. Open Enrollment applications will be approved provided that acceptance of the application will not exceed the capacity of a program, excluding special education services; class; or school building as established by school board resolution and provided that:
   1) space is available for the applicant under enrollment cap standards established by school board policy or other directive; and
   2) in considering the capacity of a grade level, the school district may limit the enrollment of nonresident students in its schools or programs to a number not less than the lesser of:
      a. one (1) percent of the total enrollment at each grade level in the school district; or
      b. the number of school district resident students at that grade level enrolled in a nonresident school district according to Minnesota Statutes, section 124D.03.
   3) the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.

B. If the school district limits enrollment of nonresident students pursuant to Paragraph A., the school district shall report to the Commissioner of the Minnesota Department of Education (MDE) by July 15 on the number of nonresident pupils denied admission due to the limitations on the enrollment of nonresident pupils.

C. The parent of a student with a disability not yet enrolled in kindergarten and not open enrolled in a nonresident district may elect, in the same manner as the parent of a resident student with a disability, a school in the nonresident district where the child is enrolled in a Head Start program or a licensed child care setting in the nonresident district, provided the child can be served in the same setting as other children in the nonresident district with the same level of disability.

   Under this paragraph, parents may be required to demonstrate enrollment in a community preschool or childcare setting in a nonresident district.

D. A nonresident preschool aged child with a disability open enrolled in the district may be required to open enroll for kindergarten.

IV. BASIS FOR DECISIONS

A. Standards that may be used for rejection of application.

In addition to the provisions above, the school district may refuse to allow a pupil who is expelled under Minnesota Statutes, section 121A.45 to enroll during the term of the expulsion if the student was expelled for:

1) possessing a dangerous weapon, including a weapon, device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, except that such term does not include a pocket knife with a blade less than two and one-half inches in length, at school or a school function;
2) possessing or using an illegal drug at school or a school function;
3) selling or soliciting the sale of a controlled substance while at school or a school function; or
4) committing a third-degree assault as described in Minnesota Statutes, section 609.223, subdivision 1.

B. Standards that may not be used for rejection of application.
The school district may not use the following standards in determining whether to accept or reject an application for open enrollment:

1) the student's previous academic achievement;
2) the student's athletic or extracurricular ability;
3) the student's disabling conditions;
4) ~~a~~ the student's proficiency in the English language;
5) the student's district of residence except where the district of residence is directly included in an enrollment options strategy included in an approved achievement and integration program; or
6) previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in this policy.

C. Application.
The parent or guardian must complete and submit the "General Statewide Enrollment Options Application for K-12 and Early Childhood Special Education (or the Statewide Enrollment Options Application for State-funded Voluntary Prekindergarten (VPK) Application if applicable) developed by MDE and available on its website. The signed application must be submitted by January 15 for initial enrollment beginning the following school year.

The school district may require a nonresident student enrolled in a program under Minnesota Statutes, section 125A.13, or in a preschool program, except for a program under Minnesota Statutes, section 142D.08 to follow the application procedures under Minnesota Statutes section 124D.03, subdivision 3 to enroll in kindergarten. A school district must allow a nonresident student enrolled in a program under Minnesota Statutes, section 142D.08 or to remain enrolled in the school district when the student enters kindergarten without submitting annual or periodic applications, unless the district terminates the student's enrollment under Minnesota Statutes, section 124D.03, subdivision 12.

The school district shall notify the parent or guardian in writing by February 15 or within ninety (90) days for applications submitted after January 15 in the case of achievement and integration district transfers whether the application has been accepted or rejected. If an application is rejected, the school district must state in the notification the reason for rejection. The parent or guardian must notify the nonresident district by March 1 or within ten (10) business days whether the pupil intends to enroll in the nonresident district.

D. Lotteries.

1) If a school district has more applications than available seats at a specific grade level, it must hold an impartial lottery following the January 15 deadline to determine which students will receive seats. The school district must give priority to enrolling siblings of currently enrolled students, students whose applications are

related to an approved integration and achievement plan, children of the school district's staff, and students residing in that part of a municipality (a statutory or home rule charter city or town) where:

a) the student's resident district does not operate a school building;
b) the municipality is located partially or fully within the boundaries of at least five school districts;
c) the nonresident district in which the student seeks to enroll operates one or more school buildings within the municipality; and
d) no other nonresident, independent, special, or common school district operates a school building within the municipality.

2) The process for the school district lottery must be established by school board policy and posted on the school district's website.

E. Exclusion

1) Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has subjected or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.
2) Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

F. Termination of Enrollment

The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minnesota Statutes, section 124D.03 or 124D.08 at the end of a school year if the student meets the definition of a habitual truant under Minnesota Statutes, section 260C.007, subdivision 19, the student has been provided appropriate services for truancy under Minnesota Statutes, chapter 260A, and the student's case has been referred to juvenile court.

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 (1) or more class periods on seven (7) school days in a 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 in a school year and who has not lawfully withdrawn from school. Pursuant to Minnesota Statutes, section 260C.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.

The school district may also terminate the enrollment of a nonresident student over seventeen (17) years of age if the student is absent without lawful excuse for one (1) or more periods on fifteen (15) school days and has not lawfully withdrawn from school under Minnesota Statutes, section120A.22, subdivision 8.

A student who has not applied for and been accepted for open enrollment pursuant to this policy and if the school district reasonably believes that a student does not otherwise meet the residency requirements of the school district in which the student is attending school, the student may be removed from school only after the school district sends the student's parents written notice of the school district's belief including the facts upon which the belief is based and an opportunity to provide documentary evidence, in person to the superintendent or the superintendent's designee, or , at the option of the parents, by sending the documentary evidence to the superintendent, or a designee, who will a make the final determination as to the residency status of the student.

Notwithstanding the requirement that an application must be approved by the board of the nonresident district, a student who has been enrolled in a district, who is identified as homeless, and whose parent or legal guardian moves to another district, or who is placed in foster care in another school district, may continue to enroll in the nonresident district without the approval of the board of the nonresident district. The approval of the board of the student's resident district is not required.

Legal References:
Minn. Stat. § 120A.22, Subd. 3(e) and Subd. 8 (Compulsory Instruction)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (School Board Approval to Enroll in Nonresident District; Exceptions)
Minn. Stat. § 124D.151 (Voluntary Prekindergarten Program)
Minn. Stat. § 124D.68 (Graduation Incentives Program)
Minn. Stat. § 125A.13 (School of Parents' Choice)
Minn. Stat. § 142D.08 (Voluntary Prekindergarten Program for Eligible Four-Year-Old Children)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. § 260C.007, Subd. 19 (Definitions)
Minn. Stat. § 260C.163, Subd. 11 (Hearing)
Minn. Stat. § 609.223, Subd. 1 (Assault in the Third Degree)
Minn. Op. Atty. Gen. 169-f (Aug. 13, 1986)
Indep. Sch. Dist. No. 623 v. Minn. Dept. of Educ., Co. No. A05-361, 2005 WL 3111963 (Minn. Ct. App. 2005) (unpublished)
18 U.S.C. 930, para. (g) (2) (Definition of weapon)

Cross References:
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 517 (Student Recruiting)

Resources:
Minnesota Department of Education: Open Enrollment (accessed 03/18/26)

Policy 521
Adopted: 7.28.16
Revised: 8.24.17
Revised: 2.24.22
Revised: 4.25.24
Revised: 7.25.24
Revised:

STUDENT DISABILITY NONDISCRIMINATION

I. PURPOSE

This policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973 (Section 504), need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

II. GENERAL STATEMENT OF POLICY

A. Students with disabilities who meet the criteria of Paragraph C. below are protected from discrimination on the basis of a disability.

B. The responsibility of the Big Lake Schools is to identify and evaluate learners who, within the intent of Section 504, need services, accommodations, or programs in order that such learners may receive a free appropriate public education.

C. For this policy, a learner who is protected under Section 504 is one who:
   1) has a physical or mental impairment that substantially limits one or more of such person's major life activities; or
   2) has a record of such an impairment;
   3) is regarded as having such an impairment; or
   4) has an impairment that is episodic or in remission and would materially limit a major life activity when active.

D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

E. Failure to engage in the process to determine if a reasonable accommodation exists that would allow people with disabilities as defined in Minnesota Statutes, section 363A.03, subdivision 12, to participate fully in education may be an unfair discriminatory practice under the Minnesota Human Rights Act.

III. COORDINATOR

Persons who have questions or comments should contact the Superintendent of Big Lake Schools, 701 Minnesota Ave, Big Lake MN 55309, 763-262-2536. This person is the school district's Americans with Disabilities Act/Section 504 coordinator. Persons who wish to make a complaint regarding a disability discrimination matter may use the accompanying Student Disability Discrimination Grievance Report Form. The form should be given to the ADA/Section 504 coordinator.

Legal References: Minn. Stat. § 363A.03, Subd. 12 (Definitions)
Minn. Stat. § 363A.02 Subd. 1 (Public Policy)
42 U.S.C. Ch. 126 (Equal Opportunity for Individuals with Disablities)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. Part 104 (Section 504 Implementing Regulations)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)

INTERNET AND TECHNOLOGY ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. LIMITED EDUCATIONAL PURPOSE

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

IV. USE OF SYSTEM IS A PRIVILEGE

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

V. UNACCEPTABLE USES

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

1) Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:

a. Pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
b. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
c. Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
d. Information or materials that could cause damage or danger of disruption to the educational process;
e. Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

2) Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

3) Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.

4) Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.

5) Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.

6) Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
   a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
   b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
      i. such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
      ii. such information is not classified by the school district as directory information but written consent for release of the information to be

posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515

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

c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "Facebook," "Twitter," "Instagram," "Snapchat," "TikTok," "Reddit," and similar websites or application.

7) Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.

8) Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

9) Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.

10) Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy. This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

11) Users will not access, download, or use a school district website, application, software, program, or other service (1) to nudify an image or video; or (2) nudify an image or video on behalf of a user.

    a. "Identifiable individual" means a person that is identifiable:
        i. from the image itself, by the person depicted in the image or by another person; or
        ii. from personal information displayed in connection with the image.
    b. "Intimate part" has the meaning given in Minnesota Statutes, section 609.341, subdivision 5.
    c. "Nudify or "nudified" means the process by which:
        i. an image or video is altered or generated to depict an intimate part not depicted in an original unaltered image or video of an identifiable individual; and
        ii. the altered or generated image or video is so realistic that a reasonable person would believe that the intimate part belongs to the identifiable individual.

B. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

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

VI. FILTER

A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
   1) Obscene;
   2) Child pornography; or
   3) Harmful to minors;

B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:
   1) Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
   2) Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
   3) Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.

D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

E. The district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms

and cyber bullying awareness and response.

F. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

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

VIII. LIMITED EXPECTATION OF PRIVACY

A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.

B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.

C. An individual investigation or search will be conducted if school authorities have any reasonable suspicion that the search will uncover a violation of law or school district policy.

D. Parents may have the right at any time to investigate or review the contents of their child's files and e-mail files in accordance with the school district's Protection and Privacy of Pupil Records Policy. Parents have the right to request the termination of their child's individual account at any time.

E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure, or discovery under Minnesota Statutes chapter 13 (Minnesota Government Data Practices Act).

F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.

B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.

C. The Internet Use Agreement form for students must be read and signed by the user and the parent or guardian. The Internet Use Agreement form for employees must be signed by the employee.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

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

school district system or the Internet.

XI. USER NOTIFICATION

A. All users shall be notified of the school district policies relating to Internet use.
B. This notification shall include the following:
   1) Notification that Internet use is subject to compliance with school district policies.
   2) Disclaimers limiting the school district's liability relative to:
      a. Information stored on school district diskettes, hard drives, or servers.
      b. Information retrieved through school district computers, networks, or online resources.
      c. Personal property used to access school district computers, networks, or online resources.
      d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
   3) A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
   4) Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
   5) Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
   6) Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Public and Private Personnel Data Policy, and Protection and Privacy of Pupil Records Policy.
   7) Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
   8) Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

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

XIII. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS

A. "Technology provider" means a person who:
   1) contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
   2) creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.

B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.

C. Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:
   1) identify each curriculum, testing, or assessment technology provider with access to educational data;
   2) identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
   3) include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
   1) the technology provider's employees or contractors have access to educational data only if authorized; and
   2) the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.

F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

XIV. SCHOOL-ISSUED DEVICES

A. "School-issued device" means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.

B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:
   1) any location-tracking feature of a school-issued device;
   2) any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
   3) student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.

C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:
   1) the activity is limited to a noncommercial educational purpose for

instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;

2) the activity is permitted under a judicial warrant;
3) the school district is notified or becomes aware that the device is missing or stolen;
4) the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
5) the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or
6) the activity is necessary to participate in federal or state funding programs, including but not limited to the E-Rate program.

D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

XV. MULTI-FACTOR AUTHENTICATION FOR STAFF

A. Multi-Factor Authentication (MFA) is a process that requires that the person attempting to access a computer resource provide a one-time code, or positive approval of the login using an out-of-band verification device such as a cellular telephone, mobile telephone application, or physical token. MFA is used by Big Lake School District as a supplement to strong passwords to authenticate users and authorize their access to resources such as Email, Storage Servers, and the campus Virtual Private Network (VPN) connection. MFA protects against unauthorized access to Big Lake School District accounts and is necessary for appropriate information security measures.

B. It is the responsibility of the Big Lake School District account holder to make appropriate provisions to receive MFA confirmation codes via SMS text message, installation of required software, or using methods deemed appropriate by the Technology Department to ensure verification. If provisions are not made to comply with the Big Lake School District Technology Acceptable Use- Staff policy, the user will not be able to access protected resources until these provisions are made

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

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

XVII. IMPLEMENTATION; POLICY REVIEW

A. The school district administration may develop appropriate user notification forms, guidelines, and procedures.

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

Legal References:
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act
Minn. Stat. § 13.32 (Educational Data)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 124D.166 (Limit on Screen Time for Children in Preschool and Kindergarten)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Minn. Stat. § 325E.91 (Prohibition on Nudification Technology)
Minn. Stat. § 609.341, Subd. 5 (Definitions)
15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Mahanoy Area Sch. Dist. v. B.L., 594 U.S. 180, 141 S. Ct. 2038 (2021)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969)
United States v. Amer. Library Assoc., 539 U.S. 1942003)
Sagehorn v. Indep. Sch. Dist. No. 728, 122 F.Supp.2d 842 (D. Minn. 2015)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, 894 F.Supp.2d 1128 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), aff'd on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

Cross References:
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Grievance Procedures and Process)

MSBA/MASA Model Policy 524.5 (Personal Electronic Communication Devices)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 625 (Responsible Use of Artificial Intelligence)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Policy 526
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Revised:

HAZING PROHIBITION

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.

C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.

E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.

F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

   Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

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

G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.

H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

I. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

B. "Immediately" means as soon as possible but in no event longer than 24 hours.

C. "On school premises or school district property, or at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.

E. "Student" means a student enrolled in a public school or charter school.

F. "Student Organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct, which may constitute hazing, shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However,

the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

   The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

   The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.

D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.

E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.

F. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. SCHOOL DISTRICT ACTION

A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing,

the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.

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

VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district, who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged hazing, who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct.

VII. DISSEMINATION OF POLICY

A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.
B. The school district will develop a method of discussing this policy with students and employees

Legal References: Minn. Stat. § 121A.031 (School Student Bullying Policy)

Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])

LITERACY AND THE READ ACT

I. PURPOSE

This policy aligns with Minnesota law established in the Read Act and on other topics related to reading.

II. GENERAL STATEMENT OF POLICY

The school district recognizes the centrality of reading in a student's educational experience.

III. DEFINITIONS

A. "Evidence-based literacy instruction" means the instruction or item described is based on reliable, trustworthy, and valid evidence and has demonstrated a record of success in increasing students' reading competency in the areas of phonological and phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. Evidence-based literacy instruction is explicit, systematic, and includes phonological and phonemic awareness, phonics and decoding, spelling, fluency, vocabulary, oral language, and comprehension that can be differentiated to meet the needs of individual students. Evidence-based instruction does not include the three-cueing system, as defined in subdivision 16.

B. "Fluency" means the ability of students to read text accurately, automatically, and with proper expression.

C. "Foundational reading skills" includes phonological and phonemic awareness, phonics and decoding, and fluency. Foundational reading skills appropriate to each grade level must be mastered in kindergarten, grade 1, grade 2, and grade 3. Struggling readers in grades 4 and above who do not demonstrate mastery of grade-level foundational reading skills must continue to receive explicit, systematic instruction to reach mastery.

D. "Literacy specialist" means a person licensed by the Professional Educator Licensing and Standards Board, who has completed professional development approved by the Minnesota Department of Education (MDE) in structured literacy.

E. "Literacy lead" means a literacy specialist with expertise in working with educators as adult learners. A district literacy lead must support the district's implementation of the Read Act; provide support to school-based coaches; support the implementation of structured literacy, interventions, curriculum delivery, and teacher training; assist with the development of personal learning plans; and train paraprofessionals and other support staff to support classroom literacy instruction. A literacy lead may be employed by one (1) district, jointly by two (2) or more districts, or may provide services to districts through a partnership with the regional service cooperatives or another district.

F. "Multitiered system of support" or "MTSS" means a systemic, continuous improvement framework for ensuring positive social, emotional, behavioral, developmental, and academic outcomes for every student. The MTSS framework provides access to layered tiers of culturally and linguistically responsive, evidence-based practices and relies on the understanding and belief that every student can learn and thrive. Big Lake Schools will follow MTSS systems as resources allow. Through a MTSS at the core (Tier 1), supplemental (Tier 2), and intensive (Tier 3) levels, educators provide high quality, evidence-based instruction and intervention that is matched to a student's needs; progress is monitored to inform instruction and set goals and data is used for educational decision making.

G. "Oral language," also called " expressive language" and "receptive language" includes speaking and listening, and consists of five (5) components: phonology, morphology, syntax, semantics, and

pragmatics. Oral language also includes sign language, in which speaking and listening skills are defined as expressive and receptive skills, and consists of phonology, including sign language phonological awareness, morphology, syntax, semantics, and pragmatics.

H. "Parent" means a student's parent or legal guardian.

I. "Phonemic awareness" means the ability to notice, think about, and manipulate individual sounds in spoken syllables and words.

J. "Phonics instruction" means the explicit, systematic, and direct instruction of the relationships between letters and the sounds they represent and the application of this knowledge in reading and spelling.

K. "Progress monitoring" means using data collected to inform whether interventions are working. Progress monitoring involves ongoing monitoring of progress that quantifies rates of improvement and informs instructional practice and the development of individualized programs using state-approved screening that is reliable and valid for the intended purpose.

L. "Reading comprehension" means a function of word recognition skills and language comprehension skills. It is an active process that requires intentional thinking during which meaning is constructed through interactions between the text and reader. Comprehension skills are taught explicitly by demonstrating, explaining, modeling, and implementing specific cognitive strategies to help beginning readers derive meaning through intentional, problem-solving thinking processes.

M. "Structured literacy" means an approach to reading instruction in which teachers carefully structure important literacy skills, concepts, and the sequence of instruction to facilitate children's literacy learning and progress. Structured literacy is characterized by the provision of systematic, explicit, sequential, and diagnostic instruction in phonemic awareness, phonics, fluency, vocabulary and oral language development, and reading comprehension. This approach is consistent with the principles identified in the science of reading and is designed to ensure all students develop strong foundational literacy skills.

N. "Three-cueing system," also known as "meaning structure visual (MSV)," means a method that teaches students to use meaning, structure and syntax, and visual cues when attempting to read an unknown word. "Three-cueing system" is not evidence-based instruction.

O. "Vocabulary development" means the process of acquiring new words. A robust vocabulary improves all areas of communication, including listening, speaking, reading, and writing. Vocabulary growth is directly related to school achievement and is a strong predictor for reading success.

IV. READING SCREENER; PARENT NOTIFICATION AND INVOLVEMENT

A. The school district must administer an approved reading screener to students in kindergarten through grade 3 within the first six (6) weeks of the school year, by February 15 each year, and again within the last six (6) weeks of the school year. A district must provide vendor-approved screening accommodations to students with documented accommodation plans.
A district must administer an approved reading screener to students in grades 4 and above who are not reading at grade level at least once per year until the student reaches grade-level proficiency. The screener must be one of the screening tools approved by MDE.

B. The school district must identify any screener it uses in the district's annual literacy plan, and submit screening data with the annual literacy plan by June 15.

C. Schools, after administering each screener, must follow the language access plan under Minnesota Statutes, section 123B.32 and give the parent of each student who is not reading at or above grade level information from the screener about:
   1) the student's reading proficiency as measured by a screener approved by MDE;
   2) reading-related services currently being provided to the student and the student's progress; and
   3) strategies for parents to use at home in helping their student succeed in becoming grade-level proficient in reading in English and in their native language.

D. For students enrolled in dual language immersion programs, the school district must measure the student's reading proficiency in English or in the program's partner language, if available, according to Article V below. Following its language access plan under Minnesota Statutes, section 123B.32, the school district must notify families with timely information about students' reading proficiency, including how the student's reading proficiency is assessed, any reading-related services or supports provided to the student and the student's progress, and strategies for families to use at home in helping students succeed in becoming grade-level proficient in reading in English or the partner language. The dual language immersion program may provide information about national research on reading proficiency for students in dual language immersion programs in the parent notification.
E. The school district may not use this section to deny a student's right to a special education evaluation.

V. IDENTIFICATION AND REPORT

A. Students enrolled in kindergarten, grade 1, grade 2, and grade 3, including multilingual learners and students receiving special education services, and students enrolled in dual language immersion programs, must be universally screened for mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, oral language, and for characteristics of dyslexia as measured by a screening tool approved by MDE. The screening for characteristics of dyslexia may be integrated with universal screening for mastery of foundational skills and expressive or receptive ~~oral~~ language mastery. The screening tool used must be a valid and reliable universal screener that is highly correlated with foundational reading skills.
B. The school district must submit data on student performance in kindergarten, grade 1, grade 2, and grade 3 on foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language to MDE in the annual local literacy plan submission due on June 15.
C. For students enrolled in dual language immersion programs:
    1) if students are screened in the partner language, they must be screened at the same interval as the screenings in English under Paragraph A above;
    2) if the program provides instruction in foundational reading skills in English, the students receiving that instruction must be screened in English;
    3) if the program provides instruction in foundational reading skills in the partner language, the students receiving that instruction must be screened in the partner language;
    4) if no screener is available in the partner language, the school district must identify how students' reading proficiency is assessed and how the school district determines and provides targeted reading instruction in the partner language and supports to students identified as needing additional support in developing mastery of foundational reading skills; and
    5) the partner language screening tool must be approved by the school district for kindergarten through grade 3 students.
D. Students in grades 4 and above, including multilingual learners and students receiving special education services, who are not reading at grade level must be screened for reading difficulties, including characteristics of dyslexia, using a screening tool approved by MDE and must continue to receive evidence-based instruction, interventions, and progress monitoring until the students achieve grade-level proficiency. A parent, in consultation with a teacher, may opt a student out of the literacy screener if the parent and teacher decide that continuing to screen would not be beneficial to the student. In such limited cases, the student must continue to receive progress monitoring and literacy interventions.
E. Reading screeners in English, and in the predominant languages of school district students where practicable, must identify and evaluate students' areas of academic need related to literacy. The school district also must monitor the progress and provide reading instruction appropriate to the specific needs of multilingual learners. The school district must use an approved, developmentally appropriate, and culturally responsive screener and annually report summary screener results to the

MDE Commissioner ("Commissioner") by June 15 in the form and manner determined by the Commissioner.

F. An English language learner must be screened for characteristics of dyslexia according to the vendor's assessment guidelines.

G. The school district must include in its local literacy plan a summary of the district's efforts to screen, identify, and provide interventions to students who demonstrate characteristics of dyslexia as measured by a screening tool approved by MDE. With respect to students screened or identified under Minnesota Statutes, section 120b.12, subdivision 2, paragraph (a), the report must include:
   1) a summary of the school district's efforts to screen for characteristics of reading difficulties, including dyslexia;
   2) the number of students universally screened for that reporting year;
   3) the number of students demonstrating characteristics of dyslexia for that year; and
   4) an explanation of how students identified under this subdivision are provided with alternate instruction and interventions under Minnesota Statutes, section 125A.56, subdivision 1.

VI. INTERVENTION

A. For each student identified under the screening identification process, the school district shall provide aligned and targeted reading intervention to accelerate student growth and reach the goal of reading at or above grade level by the end of the current grade and school year.

B. The school district must implement progress monitoring, as defined in Minnesota Statutes, section 120B.119, for a student not reading at grade level.

C. The school district must use evidence-based curriculum and intervention materials at each grade level that are designed to ensure student mastery of phonemic awareness, phonics, vocabulary development, reading fluency, and reading comprehension. If the school district purchases new literacy curriculum, or literacy intervention or supplementary materials, the curriculum or materials must be evidence-based as defined in Minnesota Statutes, section 120B.119.

D. If a student does not read at or above grade level by the end of the current school year, the school district must continue to provide aligned and targeted reading intervention as defined by the MTSS framework until the student reads at grade level. School district intervention methods shall encourage family engagement and, where possible, collaboration with appropriate school and community programs that specialize in evidence-based instructional practices and measure mastery of foundational reading skills, including phonemic awareness, phonics, decoding, fluency, and oral language.

E. By the 2025-2026 school year, intervention programs must be taught by an intervention teacher or special education teacher who has successfully completed training in evidence-based reading instruction approved by MDE. Intervention may include but is not limited to requiring student attendance in summer school, intensified reading instruction that may require that the student be removed from the regular classroom for part of the school day, extended-day programs, or programs that strengthen students' cultural connections.

F. A district or charter school is strongly encouraged to provide a personal learning plan for a student who is unable to demonstrate grade-level proficiency, as measured by the statewide reading assessment in grade 3 or a screener identified by the Department of Education under section 120B.123. The school district must determine the format of the personal learning plan in collaboration with the student's educators and other appropriate professionals. The school must develop the learning plan in consultation with the student's parent or guardian. The personal learning plan must include targeted instruction that is evidence-based and ongoing progress monitoring, and address knowledge gaps and skill deficiencies through strategies such as specific exercises and practices during and outside of the regular school day, group interventions, periodic assessments or screeners, and reasonable timelines. The personal learning plan may include grade retention, if it is in the student's best interest; a student may not be retained solely due to delays in literacy or not

demonstrating grade-level proficiency. A school must maintain and regularly update and modify the personal learning plan until the student reads at grade level. This paragraph does not apply to a student under an individualized education program.

VII. LOCAL LITERACY PLAN

A. The school district must adopt a local literacy plan to have every child reading at or above grade level every year beginning in kindergarten and to support multilingual learners and students receiving special education services in achieving their individualized reading goals. The school district must update and submit the plan to the Commissioner by June 15 each year. The plan must be consistent with the Read Act, and include the following:
   1) a process to assess students' foundational reading skills, oral language, and level of reading proficiency and the screeners used, by school site and grade level, under Minnesota Statutes, section 120B.123;
   2) a process to notify and involve parents;
   3) a description of how schools in the school district will determine the targeted reading instruction that is evidence-based and includes an intervention strategy for a student and the process for intensifying or modifying the reading strategy in order to obtain measurable reading progress;
   4) evidence-based intervention methods for students who are not reading at or above grade level and progress monitoring to provide information on the effectiveness of the intervention;
   5) identification of staff development needs, including a plan to meet those needs;
   6) the curricula used by school site and grade level and, if applicable, the district plan and timeline for adopting evidence-based curricula and materials starting in the 2025-2026 school year;
   7) a statement of whether the school district has adopted a MTSS framework;
   8) student data using the measures of foundational literacy skills and mastery identified by MDE for the following students:
      a. students in kindergarten through grade 3;
      b. students who demonstrate characteristics of dyslexia; and
      c. students in grades 4 to 12 who are identified as not reading at grade level.
   9) the number of teachers and other staff that have completed training approved by the department.
   10) the number of teachers and other staff proposed for training in structured literacy;
   11) how the district used funding provided under the Read Act to implement the requirements of the Read Act;
   12) beginning as soon as practicable after the end of fiscal year 2026, how the district used literacy aid funding received under Minnesota Statutes, section 124D.98;
   13) beginning on December 31, 2025, for a district with a dual language immersion program:
      a. the program's partner language;
      b. grade levels included in the program;
      c. the language used to screen students' foundational reading skills;
      d. the percentage of grade 3 students taking the Minnesota Comprehensive Assessments; and
      e. the number of students in the program in grades 4 to 12 who are identified as not reading at grade level
   14) beginning with the 2026-2027 school year, a description of how schools in the district will use the school library media center to complement students' foundational reading skills.

B. Annually by June 15, the school district must post its literacy plan on the official school district website and submit it to the Commissioner using the template developed by the Commissioner.

C. The school district must use a streamlined template developed by the Commissioner for local literacy plans that meets the requirements of Minnesota Statutes, section 120B.12, subdivision 4a, and requires all reading instruction and teacher training in reading instruction to be evidence-based.

VIII. STAFF TRAINING

A. The district must provide training from a menu of approved evidence-based training programs to the following teachers and staff by July 1, 2026:
   1) Reading intervention teachers working with students in kindergarten through grade 12;
   2) all classroom teachers of students in kindergarten through grade 3 and children in prekindergarten programs;
   3) kindergarten through grade 12 special education teachers responsible for foundational reading instruction;
   4) curriculum directors;
   5) instructional support staff, contractors, and volunteers who assist in providing reading interventions under the oversight and monitoring of a trained licensed teacher;
   6) employees who select literacy instructional materials for a district; and
   7) teachers holding English as a second language teaching licenses.

B. The school district must provide training from a menu of approved evidence-based training programs to the following teachers by July 1, 2027:
   1) teachers who provide foundational reading instruction to students in grades 4 to 12;
   2) teachers who provide instruction to students in a state-approved alternative program; and
   3) teachers who provide instruction to students in dual language immersion programs

The Commissioner may grant a school district an extension to these deadlines.

C. By August 30, 2025, the school district must employ or contract with a literacy lead, or be actively supporting a designated literacy specialist through the process of becoming a literacy lead. The school board may satisfy the requirements of this subdivision by contracting with another school board or cooperative unit under Minnesota Statutes, section 123A.24 for the services of a literacy lead by August 30, 2025. The school district literacy lead must collaborate with school district administrators and staff to support the school district's implementation of requirements under the Read Act.

D. Training provided by the following may satisfy the professional development requirements under this Article:
   1) A certified trained facilitator; or
   2) A training program that MDE has determined meets the professional development requirements under the Read Act.

E. Beginning July 1, 2027, an educator required to receive training under Minnesota Statutes, section 120B.123, subdivision 5, paragraph (a), who is new to the state of Minnesota or is a newly licensed teacher who did not receive instruction in the teaching of foundational reading skills based on structured literacy, must complete one (1) of the approved required trainings. Training must be offered through the regional literacy network and facilitated by a local certified trained facilitator. MDE must review district literacy lead waiver requests and grant waivers to educators new to the state or educators who provide reading instruction exclusively using alternatives to sound-based approaches, and who have completed the professional development requirements consistent with this subdivision.

F. For the 2024-2025, 2025-2026, and 2026-2027 school years only, the hours of instruction requirement under Minnesota Statutes, section 120A.41 for students in elementary and secondary school, as defined in Minnesota Statutes, 120A.05, subdivisions 9 and 13, is reduced by 5-1/2 hours for a district that enters into an agreement with the exclusive representative of the teachers that requires teachers to receive at least 5-1/2 hours of approved evidenced-based training required under this subdivision, on a day when other students in the district receive instruction.
   The hours of instruction reduction for secondary school students is applicable only for the 2025-2026 and 2026-2027 school year.

G. An educator who was first enrolled in an elementary, special education, or early childhood education Minnesota-approved teacher preparation program on or after June 1, 2026, does not need to receive additional training according to Minnesota Statutes, section 120B.123, subdivision 5, paragraph (a).
H. All professional development and digital curriculum resources must comply with the accessibility standards developed according to Minnesota Statutes, section 16E.03, subdivision 9. Professional development provided in accordance with the Read Act is subject to the requirements of Minnesota Statutes, section 363A.43.

IX. STAFF DEVELOPMENT

A. The school district must provide training programs on evidence-based reading instruction to teachers and instructional staff in accordance with Minnesota Statutes, section 120B.12, subdivision 1, paragraphs (b) and (c). The training must include teaching in the areas of phonemic awareness, phonics, vocabulary development, reading fluency, reading comprehension, and culturally and linguistically responsive pedagogy.
B. The school district shall use the data under Article V. above to identify the staff development needs so that:
   1) elementary teachers are able to implement explicit, systematic, evidence-based instruction in the five reading areas of phonemic awareness, phonics, fluency, vocabulary, and comprehension with emphasis on mastery of foundational reading skills as defined in Minnesota Statutes, section 120B.1118 and other literacy-related areas including writing until the student achieves grade-level reading and writing proficiency;
   2) elementary teachers have sufficient training to provide students with evidence-based reading and oral language instruction that meets students' developmental, linguistic, and literacy needs using the intervention methods or programs selected by the school district for the identified students;
   3) licensed teachers employed by the school district have regular opportunities to improve reading and writing instruction;
   4) licensed teachers recognize students' diverse needs in cross-cultural settings and are able to serve the oral language and linguistic needs of students who are multilingual learners by maximizing strengths in their native languages in order to cultivate students' English language development, including academic language development, and build academic literacy; and
   5) licensed teachers are well trained in culturally responsive pedagogy that enables students to master content, develop skills to access content, and build relationships.
C. The school district must provide staff in early childhood programs sufficient training to provide children in early childhood programs with explicit, systematic instruction in phonological and phonemic awareness; oral language, including listening comprehension; vocabulary; and letter-sound correspondence.

X. LITERACY INCENTIVE AID USES

The school district must use its literacy incentive aid to meet the requirements and goals adopted in the school district's local literacy plan.

Legal References: Minn. Stat. § 120B.119 (Read Act Definitions)
Minn. Stat. § 120B.12 (Read Act Goal and Interventions)
Minn. Stat. § 120B.123 (Read Act Implementation)
Minn. Stat. § 123A.24 (Withdrawing from a Cooperative Unit; Appealing Denial of Membership)
Minn. Stat. §124D.68 (Graduation Incentives Program)
Minn. Stat. § 124D.98 (Literacy Incentive Aid)
Minn. Stat. § 125A.56 (Alternate Instruction Required before Assessment Referral)
Minn. Stat. § 363A.43 (Continuing Education; Accessibility)

Cross References: None

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)
American Red Cross	$1,000.00	Senior Scholarship
Rhino Inc.	$50.00	Career Fair 2026
Spud Fest	$6,000.00	EPIC

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

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

CASH REPORT FOR SCHOOL BOARD

BIG LAKE PUBLIC SCHOOLS

Independent School District # 727

for month: May 2026

101 - CASH ACCOUNTS

	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	$ 1,654,319	$ 6,003,732	$ (5,923,600)		$ 1,734,451
Food Service	($1,454,351)	3,286	(189,239)		($1,640,304)
Community Service	($240,678)	309,746	(404,843)		($335,775)
Building Fund	$0	1,696	(1,696)		$0
Debt Service	$886,176	-	-		$886,176
Project fund- HVAC (Fund 15)	$0				$0
OPEB Trust Fund	($6,754)	-	(636)		($7,390)
TOTAL PER BOOKS	838,712	6,318,460.00	($6,520,014)	$0	637,158

General Checking Account	$637,158
TOTAL PER BANK	**$637,158**

102 - PETTY CASH ACCOUNT

	Beg Balance	Receipts	Checks	Adjustments	End Balance
General Fund	$2,000	1,217	($1,596)	-	$1,621

Petty Cash Checking Account	$1,621
TOTAL PER BANK	**$1,621**

104 - INVESTMENT ACCOUNTS

	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	($1,205,397)	$ 6,354,211	$ (5,000,000)		$148,814
General Fd Operating Investments	$21,422,341	8,767	(1,501,164)		$19,929,944
Food Service	$2,239,800	232,063	-		$2,471,863
Community Service	$2,125,811	105,640	-		$2,231,451
Debt Service	$2,191,342	891,346	-		$3,082,688
Facilities Investments 2022A (Fd 06)	$812,849	1,603	(1,696)		$812,756
OPEB Trust Equities	$1,526,551	53	(2,143)		$1,524,461
TOTAL PER BOOKS	$29,113,297	$7,593,683	($6,505,003)	$0	$30,201,977

MN Trust	$7,934,816
Operating Investments	$19,929,944
Building Fund Investments	$812,756
OPEB Trust	$1,524,461
TOTAL PER BANK	**$30,201,977**

CASH AND INVESTMENT BALANCE SUMMARY BY FUND

	Beg Balance	Deposits	Withdrawals	Adjustments	End Balance
General Fund	$ 21,873,263	$ 12,367,927	$ (12,426,360)	$ -	$ 21,814,830
Food Service	$785,449	235,349	(189,239)	-	$831,559
Community Service	$1,885,133	415,386	(404,843)	-	$1,895,676
Debt Service	3,077,518	891,346	-	-	3,968,864
Project Fund HVAC- Fund 15	$0	$0	$0	$0	$0
Bond Account Investments (fund 06)	$812,849	$3,299	($3,392)	$0	$812,756
OPEB Trust Fund	($6,754)	-	(636)	-	($7,390)
OPEB Trust Equities	$1,526,551	53	(2,143)	-	$1,524,461
TOTAL PER BOOKS	**29,954,009**	**$13,913,360**	**($13,026,613)**	**$0**	**30,840,756**

Cash	$637,158
Petty Cash	$1,621
Investments	$30,201,977
TOTAL PER BANK	**$30,840,756**

BIG LAKE PUBLIC SCHOOLS ISD #727
Investment Transactions 25-26
June 30, 2026

	Yield	Purchased	Maturity Date	Balance 07/01/25	Purchased	Premium/ Interest Paid	Interest Rec'd	Realized Gain/Loss	Matured	Mark to Market Unrealized Loss	Balance 06/30/26
PMA (Operating Investments):											
Financial Federal Bank CD	4.650%	2/29/2024	1/27/2026	229,450.00					229,450.00		0.00
CIBC Bank USA CD	4.565%	2/29/2024	1/27/2026	229,800.00					229,800.00		0.00
Valley Natl bank Wayne CD	4.905%	3/5/2024	9/5/2025	243,144.54				102.81	243,000.00	(247.35)	(0.00)
Morgan Stanley bank CD	4.905%	3/6/2024	9/8/2025	243,291.19				(47.73)	243,000.00	(243.46)	(0.00)
Bank of America	4.855%	3/7/2024	9/8/2025	243,268.37				(44.47)	243,000.00	(223.90)	(0.00)
Eaglebank CD	4.704%	3/8/2024	12/8/2025	248,585.88				(69.76)	248,000.00	(516.12)	(0.00)
Affinity Bank CD	4.510%	3/8/2024	12/8/2025	249,372.13				(56.25)	249,000.00	(315.88)	0.00
Weastern Alliance bank	4.955%	3/12/2024	9/12/2025	243,195.59				65.80	243,000.00	(261.39)	(0.00)
Community National CD	5.074%	6/10/2024	7/5/2025	236,400.00					236,400.00		0.00
Farmers & Merchants Union Bank CD	5.036%	6/10/2024	7/25/2025	236,500.00					236,500.00		0.00
ServisFirst bank	5.004%	6/10/2024	3/19/2026	229,500.00					229,500.00		0.00
Solera National bank CD	5.039%	6/11/2024	7/25/2025	236,400.00					236,400.00		0.00
Nexbank CD	4.143%	1/29/2025	1/29/2026	240,000.00					240,000.00		0.00
OMB bank CD	4.150%	1/29/2025	1/29/2026	239,900.00					239,900.00		0.00
Royal Business Bank CD	4.004%	3/19/2025	3/19/2026	240,200.00					240,200.00		0.00
T Bank National Asso. CD	4.106%	3/19/2025	3/19/2026	239,900.00					239,900.00		0.00
Live Oak Banking Co CD	4.011%	3/28/2025	1/28/2026	248,910.96				(53.44)	249,000.00	142.48	(0.00)
DMB Community Bank, WI	3.760%	8/20/2025	10/14/2026		$239,500.00						239,500.00
Solera National Bank, CO	4.135%	8/21/2025	10/14/2026		$238,400.00						238,400.00
First Bank of Ohio, OH	3.793%	8/20/2025	1/26/2027		$236,800.00						236,800.00
Mission National Bank, CA	3.843%	8/20/2025	1/26/2027		$236,700.00						236,700.00
GBank, NV	3.982%	8/20/2025	1/26/2027		$236,200.00						236,200.00
Premier Bank, IA	3.793%	8/20/2025	1/26/2027		$236,800.00						236,800.00
Freedom Northwest Credit Union, ID	3.884%	8/20/2025	1/26/2027		$236,500.00						236,500.00
American Commercial Bank & Trust,	3.843%	8/20/2025	4/19/2027		$234,700.00						234,700.00
FirstBank Puerto Rico, PR	3.860%	8/20/2025	4/19/2027		$234,600.00						234,600.00
Prime Security Bank CD	3.453%	2/4/2026	2/18/2027		$241,200.00						241,200.00
Oakwood bank CD	3.460%	2/4/2026	2/18/2027		$241,100.00						241,100.00
Aneca Federal Credit Union	3.460%	2/4/2026	2/18/2027		$241,100.00						241,100.00
Port Washington Fed Credit union	3.460%	2/4/2026	2/18/2027		$241,100.00						241,100.00
Consumers Credit Union	3.668%	2/4/2026	2/18/2027		$240,700.00						240,700.00
Conerstone Bank	3.625%	2/4/2026	7/26/2027		$237,200.00						237,200.00
Financial Federal Bank CD	3.660%	2/4/2026	7/26/2027		$237,100.00						237,100.00
Morgan Stanley pvt bank CD	3.654%	2/11/2026	8/11/2027		$245,515.44					(1,453.77)	244,061.67
City Natl Bank- Bev Hills	3.704%	2/13/2026	8/13/2027		$245,515.00					(1,326.91)	244,188.09
Enterprise Bank & Trust	3.551%	2/18/2026	2/18/2027		$249,486.02					(993.23)	248,492.79
BOM Bank CD	3.766%	3/26/2026	3/18/2027		$240,900.00						240,900.00
Servis Frist Bank CD	3.736%	3/26/2026	3/18/2027		$241,100.00						241,100.00
CFG Bank CD	3.752%	4/30/2026	1/26/2028		$234,600.00						234,600.00
Merrick bank CD	3.751%	4/30/2026	1/26/2028		$234,600.00						234,600.00
Bank of China	3.750%	4/30/2026	1/26/2028		$234,600.00						234,600.00
FlagStar Bank CD	3.874%	5/1/2026	1/26/2028		$234,100.00						234,100.00
Western Alliance Bank CD	3.934%	5/27/2026	10/19/2027		$236,900.00						236,900.00
First Prylority Bank CD	3.841%	5/27/2026	10/19/2027		$237,200.00						237,200.00
Transportation Alliance Bank CD	3.841%	5/27/2026	10/19/2027		$237,200.00						237,200.00
Dcaldwell Bank & Trust CD	3.873%	5/27/2026	10/19/2027		$237,200.00						237,200.00
Treasury # 67127	4.257%	11/15/2024	7/31/2025	1,023,539.40				3,460.60	1,027,000.00		(0.00)
Treasury # 67104	4.190%	11/15/2024	10/15/2025	745,839.73				(0.22)	746,000.00	160.49	0.00
Treasury # 67105	4.170%	11/15/2024	2/15/2026	251,977.50				192.43	256,000.00	3,830.07	(0.00)
Treasury # 67128	4.110%	11/15/2024	11/15/2026	499,775.98						(3,517.21)	496,258.77
MN Trust Term Series- 20260107AA09	4.820%	5/17/2024	1/7/2026	1,500,000.00					1,500,000.00		0.00
MN Trust Term Series- 20260518AA09	4.700%	5/17/2024	5/18/2026	500,000.00					500,000.00		0.00
MN Trust Term Series- 20260727AB 09	3.950%	8/21/2024	7/27/2026	500,000.00							500,000.00
MN Trust Term Series- 2026126AA09437	4.247%	11/15/2024	1/26/2026	1,200,000.00					1,200,000.00		0.00
MN Trust Term Series- 20260618AA09541	4.150%	12/24/2024	6/26/2026	1,500,000.00					1,500,000.00		0.00
MN Trust Term Series- 20250813AA09145	3.962%	3/21/2025	1/20/2026	250,000.00					250,000.00		0.00
MN Trust Term Series- 20260118AA0915	4.090%	8/21/2025	1/23/2026		1,000,000.00				1,000,000.00		0.00
MN Trust Term Series- 20270125AA09521	4.110%	8/26/2025	1/25/2027		1,300,000.00						1,300,000.00
MN Trust Term Series- 20240126AA09454	3.550%	10/30/2025	1/25/2027		2,000,000.00						2,000,000.00
MN Trust Term Series- 20260704AA0960-24	3.680%	10/5/2026	7/24/2026		1,000,000.00						1,000,000.00
MN Trust Term Series- 20280125AA09608	3.980%	5/27/2026	1/25/2028		3,000,000.00						3,000,000.00
Mn Trust Limited Term Duration		6/1/2017		4,557,621.76				161,220.44			4,718,842.20
MN Trust Investment Shares Portfolio	0.920%			11,860,749.05	64,124,483.08		794,146.78		68,844,563.07		7,934,815.84
Subtotal - General Fund				**28,467,322.08**	**79,343,099.54**	**0.00**	**794,146.78**	**164,770.21**	**80,899,613.07**	**(4,966.18)**	**27,864,759.36**
				Ok with SMART Funds 01,02,04,05,07,11,12							Ok with SMART Funds
				104-002/003 and 104-014							104-002/003 and 104
Fund 6											
PMA (2022A Bond Investments):											
Mn Trust Limited Term Duration	1.950%	1/31/2025		3,203,884.42			34,881.37		2,427,434.25		811,331.54
MN Trust Investment Shares Portfolio	0.920%	1/31/2022		1,375.68	153,460.38		49.19		153,460.38		$ 1,424.87
Subtotal - Building Fund 6				**3,205,260.10**	**153,460.38**	**-**	**34,930.56**	**-**	**2,580,894.63**	**-**	**812,756.41**
				B06-104-022							B06-104-022
Fund 15											
PMA (2021A Facility Maintenance Bonds Investments):											
MN Trust Investment Shares Portfolio	0.920%			44,715.12			390.67		45,105.79		(0.00)
				44,715.12	**-**	**-**	**390.67**	**-**	**45,105.79**	**-**	**(0.00)**
				B07,15 104-020							B07,15 104-020
				B07, 15 104-021							B07, 15 104-021
PMA (OPEB Equity Investments):											
Cash & equivelent				14,694.04			778.87			479.08	15,951.99
Bond				800,828.33						(90,111.29)	710,717.04
Mortage Bad Sec.- Vanguard				183,460.06						(1,650.02)	181,810.04
Equity Investments				436,666.47					52,171.61	231,487.51	615,982.37
Subtotal - OPEB Fund 45 Asset				1,435,648.90	-	-	778.87	-	52,171.61	140,205.28	1,524,461.44
				B45-104-016							B45-104-016
Total OPEB Fund 45				**1,435,648.90**	**-**	**-**	**778.87**	**-**	**52,171.61**	**140,205.28**	**1,524,461.44**
TOTAL				**33,152,946.20**	**79,496,559.92**	**-**	**830,246.88**	**164,770.21**	**83,577,785.10**	**135,239.10**	**30,201,977.21**

Percentage of Portfolio - CD's	22.895%
Percentage of Portfolio - Bonds	2.353%
Percentage of Portfolio -MBS	0.602%
Percentage of Portfolio - Liq Asset	0.053%
Percentage of Portfolio - Equities	2.040%
Percentage of Portfolio - US Treasury	1.643%
Percentage of Portfolio - MN Trust Term Serie	25.826%
Percentage of Portfolio - MN Trust Limited Ter	18.311%
Percentage of Portfolio - MN Trust Money Mar	26.277%
	100.00%

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

Date	Ck #	Vendor	Description	Amount
06/03/26	20707	Katherine Kilbirde	Yearbook Refund	$ 41.88
06/03/26	20708	John Murray	Meals Refund	$ 40.70
06/03/26	20709	Cindi Patten	Meals Refund	$ 12.90
06/15/26	20710	Stacy Aderman	Meals Refund	$ 22.15
06/15/26	20711	Michael Akerman	Meals Refund	$ 27.25
06/15/26	20712	Sara Von Wahlde	Meals Refund	$ 21.15
06/15/26	20713	Cyndi Jansons	Meals Refund	$ 64.55
06/15/26	20714	Nicole Kuchera	Meals Refund	$ 29.20
06/15/26	20715	Carrie Hanrahan	Meals Refund	$ 28.11
06/15/26	20716	Thomas Hanson	Meals Refund	$ 35.13
06/15/26	20717	Jessica Hawthorne	Meals Refund	$ 49.25
06/15/26	20718	Chrystal May	Meals Refund	$ 23.35
06/15/26	20719	Vestisha McCrone	Meals Refund	$ 21.25
06/15/26	20720	Lisa Michell	Meals Refund	$ 40.00
06/15/26	20721	James Jr. Taylor	Meals Refund	$ 21.75
06/15/26	20722	Eric Rollof	Meals Refund	$ 200.95
06/15/26	20723	Ray Jr Rondo	Meals Refund	$ 62.80
06/15/26	20724	Kristin Rust	Meals Refund	$ 89.45
06/15/26	20725	Katie Baumann	Meals Refund	$ 21.65
06/15/26	20726	Tessi Avila	Meals Refund	$ 72.70
06/15/26	20727	Christy Hudyma	Meals Refund	$ 32.75
06/15/26	20728	Jennifer Veldhuizen	Meals Refund	$ 49.40
06/15/26	20729	Danielle Schreiner	Meals Refund	$ 94.10
06/15/26	20730	James West	Meals Refund	$ 27.35
06/15/26	20731	Shannon White	Meals Refund	$ 32.85
06/15/26	20732	Tiffany Baxter	Meals Refund	$ 11.95
06/15/26	20733	David Schreiber	Meals Refund	$ 14.60
06/15/26	20734	Holly Menke	Meals Refund	$ 11.10
06/15/26	20735	Deborah Belcher	Meals Refund	$ 16.95
06/15/26	20736	Christa Ramberg	Meals Refund	$ 11.50
06/16/26	20737	Lisa Blackford	CE Refund	$ 9.00
06/16/26	20738	Julane Stachovich	Meals Refund	$ 15.75
06/24/26	20739	Curtis Pargman	CE Refund	$ 140.00
06/24/26	20740	Curtis Pargman	CE Refund	$ 177.00
06/25/26	20741	Sheridan Christianson	CE Refund	$ 26.00
				$ 1,596.47

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

DATE	FROM	TO	AMOUNT	PURPOSE
6/1/2026	Old National-Checking	Neopost	$ 400.00	DO Postage
6/1/2026	Old National-Checking	Heartland Pmt System	$ 473.91	Myschoolbucks Credit Card Fees
6/2/2026	Old National-Checking	SipTrunk	$ 73.14	Phone backup
6/3/2026	Old National-Checking	Amazon	$ 2,931.27	Invoice Payments
6/4/2026	MN Trust-PMA	Old National-Checking	$ 1,500,000.00	Payroll and Payroll AP
6/5/2026	Old National-Checking	United Way	$ 56.00	United Way EE elections
6/5/2026	Old National-Checking	Health Equity	$ 842.84	Health Equity Flex
6/5/2026	Old National-Checking	Trustmark	$ 1,420.38	Insurance Coverage
6/5/2026	Old National-Checking	EYEMED	$ 2,044.83	Insurance Coverage
6/5/2026	Old National-Checking	Card Services	$ 2,466.78	Coborns
6/5/2026	Old National-Checking	SSI MN TRANCHE 2 LLC	$ 6,833.84	Solar Contract
6/5/2026	Old National-Checking	BLEM	$ 9,490.55	Teacher Unions Dues
6/5/2026	Old National-Checking	USS MINNESOTA ONE MT	$ 28,309.68	Solar Contract
6/8/2026	Old National-Checking	Health Equity	$ 443.60	Health Equity Fee
6/8/2026	Old National-Checking	Delta Dental	$ 31,609.70	Dental Insurance
6/8/2026	Old National-Checking	Health Equity	$ 46,428.65	H.S.A Contributions
6/8/2026	Old National-Checking	EBC	$ 60,290.63	403b & 457 contributions
6/9/2026	Old National-Checking	WEX	$ 16.00	Wright express fleet
6/9/2026	Old National-Checking	Old National- Petty Cash	$ 1,217.22	Replenish petty Cash
6/10/2026	Old National-Checking	Transfirst/TSYS	$ 300.37	Affinety Credit Card fees
6/10/2026	Old National-Checking	Amazon	$ 9,695.20	Invoice Payments
6/12/2026	Greater Twin City	Old National-Checking	$ 2,806.00	Pathway I
6/12/2026	Old National-Checking	Health Equity	$ 5,661.71	Health Equity Flex
6/15/2026	Old National-Checking	FleetCor	$ 884.73	Kwik Trip Billing
6/17/2026	Old National-Checking	Old National Bank	$ 686.78	Old National Service Charge
6/17/2026	Old National-Checking	Amazon	$ 12,552.40	Invoice Payments
6/17/2026	MN Trust-PMA	Old National-Checking	$ 3,500,000.00	Payroll and Payroll AP
6/18/2026	Old National-Checking	Old National Bank	$ 82.00	NSF Checks
6/18/2026	Old National-Checking	Quadient	$ 200.00	DO Postage
6/18/2026	Old National-Checking	Vision Transportation	$ 416,948.90	Transportation billing
6/22/2026	Old National-Checking	Health Equity	$ 2,473.21	Health Equity Flex
6/22/2026	Old National-Checking	Health Equity	$ 46,144.14	H.S.A Contributions
6/23/2026	Old National-Checking	United Way	$ 56.00	United Way EE elections
6/23/2026	Old National-Checking	Amazon	$ 450.50	Invoice Payments
6/23/2026	Old National-Checking	BLEM	$ 9,424.99	Teacher Unions Dues
6/23/2026	Old National-Checking	EBC	$ 59,169.62	403b & 457 contributions
6/24/2026	Old National-Checking	NewYork Life	$ 16,882.66	Life & LTD Insurance & suppl. Life
6/25/2026	Old National-Checking	MN PL Fund	$ 64,609.89	Spring Officials
6/26/2026	Old National-Checking	Amazon	$ 422.05	Invoice Payments
6/26/2026	MN Trust-PMA BONDS	Old National-Checking	$ 1,695.71	Bond Draw 2022A
6/26/2026	Old National-Checking	Compass Group	$ 186,226.55	Chartwells
6/29/2026	Old National-Checking	Quadient	$ 200.00	DO Postage
6/29/2026	Old National-Checking	Verizon	$ 957.95	Verizon billing
6/29/2026	Old National-Checking	Windstream	$ 1,557.39	Windstream billing
6/29/2026	Benefit Resource BRI	Old National-Checking	$ 11,014.32	Cobra Payment

School Board Financial Report

July 22, 2026

Presented by Angie Manuel, Director of Business Services

Enrollment Update

- Total 25-26 ADM budget (served + tuition): 3,114
  - 7-2-26 end of year MARSS data per MDE: 3,136.48
  - +22.48 ADM's
    - Increase in ECSE average daily membership
    - Increase in tuition students

- Result: General Education Aid increase

Finance Department Update

- Auditors here August 28th for preliminary test work
  - Final fieldwork week of November 9th
  - Audit presentation at December School Board meeting

- Finance Staffing Update

School Board Action

Approve financial report

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

Big Lake School District #727
Respectfully Submitted at the 07/22/2026 Board Meeting
(Italicized, underlined phrase in parenthesis denotes the source of the data and notes)

COMPLIANCE ISSUES

1)	Preliminary UFARS data loaded to MDE by September 15th, 2025	In compliance
2)	Revenue and Expenditure Budget published by earlier of one week after school board accepts final audit or November 30, 2025	In compliance
3)	Final UFARS data to MDE by November 30, 2025	In compliance
4)	The 2024/2025 audit (electronic copy) received at MDE by December 31st, 2025	In compliance
5)	Board members having received training in financial matters per statute	In compliance

FISCAL HEALTH - INCOME STATEMENT PARAMETERS

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

	REVENUE		*(Calculated)*		EXPENDITURES		*(Calculated)*
	Budget	Actual $ YTD	Actual % YTD		Budget	Actual $ YTD	Actual % YTD
General Fund (01,05,11 &12)	$ 49,804,447	$ 37,941,552	76%		$ 53,987,813	$ 51,850,841	96%
Food Service (02)	$ 2,610,011	$ 2,471,564	95%		$ 2,718,026	$ 2,519,704	93%
Community Service (04)	$ 3,561,224	$ 3,214,330	90%		$ 3,705,621	$ 3,668,568	99%
Building Construction (06)	$ 35,791	$ 35,322	99%		$ 2,530,185	$ 2,117,148	84%
Debt Service (07)	$ 4,865,286	$ 635,852	13%		$ 4,482,775	$ 4,481,975	100%
OPEB Irrevocable Trust Fund (45)	$ 125,000	$ 140,984	113%		$ 138,688	$ 8,412	6%

2) ADM Monitor - *Principals' monthly reporting*

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

NOTES

No budget revisions

MEMO

TO: Big Lake School Board

FROM: Angie Manuel, Director of Business Services

DATE: July 20th, 2026

SUBJECT: Renewal of Food Service Management Contract

The food service contract renewal with Chartwell's is attached for your review. This marks the fifth year of our partnership with Chartwells under the current food service management contract. State law allows the original contract plus 4 renewals for a total of 5 years. At the end of 5 years, the District must solicit proposals for a food service management company using federal procurement standards. Since the District will be at the end of the allowable 5 years of renewals, request for proposals will be solicited this coming winter for the 2027-2028 fiscal year and beyond.

The contract renewal proposes a cost-reimbursable contract, which is the same as prior years, and an increase of 4.0% to the administrative fees. The administrative fee paid to Chartwell's would change to 22.97 cents per meal, from the 25-26 contract of 22.09 cents per meal. This is the maximum increase in administrative fees allowed by the Food and Nutrition division of the Minnesota Department of Education. Last year's increase in administrative fees was 3.1%. The 4.0% increase represents the current inflationary environment.

I have been very pleased with our Chartwells food service director and area manager. They are both an asset to our district and genuine partners who consistently keep our best interests in mind. They especially provide valuable support with ongoing state and federal regulations.

One item to note is the contract renewal template was not released by MDE until June 30th, 2026. MDE has indicated they will accept contracts approved after July 1st, retroactive to July 1st, 2026, due to the late release of the template.

I recommend approval of the 2026-2027 contract renewal with Chartwell's.

District Office | 501 Minnesota Avenue | Big Lake, MN 55309 | biglakeschools.org

School Nutrition Programs
Renewal of Food Service Management Company
Cost Reimbursable Contract
School Year 2026-27

A school food authority that participates in School Nutrition Programs (SNP) and contracts for management of its school food service must use this contract renewal template to meet program requirements.

With the exception of provisions in this renewal template that require information to be inserted (reflected by "blanks"), no changes or additions may be made to the standard provisions of this renewal template ***unless approved by the Minnesota Department of Education (MDE) prior to execution of the renewal****. Instruction text in the template is in italics.*

The federal regulations governing the SNP limit the term of contract with a food service management company to one year, with up to four additional one-year renewal periods (a total of five years). [7 CFR 210.16(d); see also Minn. Stat. 123B.52, subd. 7 (2025)]. As such, FSMC contracts that started with the 2022-23 school year or later are eligible for renewal for the 2026-27 school year, if both parties have mutually agreed to renew.

1. Purpose

School Food Authority (SFA) Big Lake Schools [Cyber-Linked Interactive Child Nutrition Systems (CLiCS)] Identification Number: 1000004014] and Vendor Compass Group USA, Inc., by and through it Chartwells Devision originally entered into a contract for food service management for school year 2022-23 ("the Contract") [insert the school year of the first year of the contract, for example, 2023-24]. The Contract provided for up to four one-year renewal periods, upon mutual agreement of SFA and Vendor.

2. Renewal of the Contract

SFA and Vendor mutually agree to renew the Contract for the additional period indicated below, which does not exceed one year.

This renewal period will be the 5th year of the Contract. *[insert 2nd, 3rd, 4th or 5th]*

Start Date for Renewal Period: 7/1/2026 End Date for Renewal Period: 6/30/2027

3. Adjusted Fixed Administrative Fee & Maximum Direct Costs

The federal regulations which govern the SNP mandate specific meal requirements. For example, the daily required components for a school lunch are at least one fruit; at least one vegetable; grains; meats/meat alternates; and fluid milk. See 7 CFR 210.10(b). The Maximum Direct Cost per meal and Fixed Administrative

Fee per meal is for one full reimbursable meal and accounts for all the meal components as required by the federal regulations.

Vendor may directly invoice the SFA for costs which are allowable pursuant to SNP regulations (see generally 2 CFR Part 200, subpart E) and which may be paid by the SFA from its nonprofit school food service account. The Fixed Administrative Fee compensates Vendor for all other costs (administrative, supervisory, general overhead, and any profit) incurred in the performance of this contract that are not otherwise billed as allowable direct costs. No separate indirect cost rate shall be applied.

The agreed-upon Fixed Administrative Fees and Maximum Direct Costs are identified in the table below and have been calculated by multiplying the previous contract period's [school year 2025-26] Fixed Administrative Fees and Maximum Direct Costs by the percent increase and adding that amount to the previous contract period's Fees and Costs.

The maximum percentage increase is 4.0, based on the Consumer Price Index for the twelve months ending December 2025.

The Maximum Direct Costs under this Contract apply only to reimbursable direct costs incurred in the provision of services and do not include the Fixed Administrative Fee. The administrative fee is a fixed fee and shall be invoiced separately from direct costs.

Meal Service	25-26 Price	Percent Increase	Increase Amount	26-27 Price
Admin Fee (example)	*$ 0.25*	*4.0%*	*$ 0.01*	*$ 0.26*
Max Direct Cost Lunch (example)	*$ 4.00*	*4.0%*	*$ 0.16*	*$ 4.16*
Breakfast Admin Fee	$ .2209	4.0 %	$ 0.0088	$ .2297
Lunch Admin Fee	$ .2209	4.0 %	$ .0088	$ .2297
Ala Carte Admin Fee	$ .2209	4.0 %	$ .0088	$ .2297
Max Direct Cost Lunch	$ 3.184	4.0 %	$ .1273	$ 3.311
Max Direct Cost Breakfast	$ 2.645	4.0 %	$ .1058	$ 2.751
Max Direct Cost Ala Carte Meal Equivalent	$ 3.184	4.0 %	$ .1273	$ 3.311

4. Chargeback

The SFA has the following chargeback rights: If a charge on an invoice is an unallowable charge not provided for in this Contract, the SFA may reject the charge and institute a chargeback. The SFA may institute a chargeback by: withholding the unallowable amount from payment of the invoice with the unallowable charge; recouping the amount from the Vendor's account; or offsetting the amount against future payments to the Vendor.

The SFA will notify vendor of the chargeback; Vendor must perform any required action on its end to complete the chargeback promptly and fully. There is no time limit on the SFA's right to a chargeback. The SFA never waives its chargeback rights and can request a chargeback for unallowable charges at any time during the term of this Contract.

5. Meal Equivalency Factor

The meal equivalency factor for school year 2026-27, used to determine the number of lunches that the à la carte food service revenue is equivalent to for billing purposes, is $5.05.

6. U.S. Department of Agriculture (USDA) Foods

Vendor is responsible for crediting the SFA for the value of all USDA Foods received for use in the nonprofit school food service during the school year, including entitlement and bonus USDA foods. This includes USDA Foods: received at the warehouse or processor during the renewal period and not ultimately used by the SFA; contained in processed end products procured by Vendor on behalf of the SFA; and contained in processed end products when Vendor acts as an intermediary in passing USDA Foods value through to the SFA. [7 CFR 250.51].

The Fixed Administrative Fee and the Maximum Direct Costs agreed to in this Renewal were calculated without considering the value of USDA Foods to be received for the renewal period; receipt of these USDA Foods will reduce food costs to Vendor.

After all USDA Foods for the contract year have been received at the warehouse and/or processor, the SFA will reconcile the total credits for USDA Foods provided by Vendor to the total value of USDA Foods received at the warehouse and/or processor using MDE's published *USDA Foods Received Report for the Auditor* form. This is an "annual reconciliation".

In this cost-reimbursable contract, Vendor charges the SFA for certain specified net costs of conducting the food service, including the cost of food. Since Vendor is only being reimbursed for the actual cost of the food purchased for, and used in the food service, there must be a method in place to track the use and value of USDA Foods that Vendor received on behalf of the SFA. This method is called crediting by disclosure.

The amount owed to Vendor is based on the value of the purchased inventory drawn down to produce the meals. The amount disclosed on the invoice would be the value of USDA Foods drawn down for the billing period and represents the savings resulting from the use of USDA Foods. Vendor must maintain inventory records in order to support the use of USDA Foods.

In the annual reconciliation, the SFA must ensure the amounts disclosed on Vendor invoices for the contract year add up to the amount shown on the *USDA Foods Received Report for the Auditor* report. As part of the annual reconciliation, the SFA should request inventory records from Vendor that demonstrate the receipt and use of USDA Foods for the school year.

If the annual reconciliation shows that the SFA has not received credit (by disclosure) for the value of its USDA Foods for the contract year, Vendor will pay any credit amount due to the SFA within 30 days after the release of the USDA Foods Received Report for the Auditor report. **Renewal of this Contract for any additional renewal year cannot occur until the reconciliation for the prior contract year shows that the SFA has been fully credited by Vendor for USDA Foods.**

7. Program Requirements

Vendor remains obligated to comply with the regulations and guidance of the United States Department of Agriculture and the Minnesota Department of Education that are applicable to the nutrition programs being

administered, including but not limited to 7 CFR Parts 210, 215, 220, 225, 245, 250, and 2 CFR Parts 200 and 400, and additions or amendments thereto.

8. Invoice Requirements

Each invoice submitted by Vendor must contain sufficient detail: to allow the SFA to verify that the direct costs are allowable pursuant to the federal regulations and may be paid by the SFA from its nonprofit school food service account; and all discounts, rebates and other applicable credits (including USDA Foods) have been passed on to the SFA from Vendor.

At a minimum, invoices must include separate line items for the following, broken down by meal type (e.g., breakfast, lunch):

- Direct, allowable costs charged to the SFA (in an amount not to exceed the agreed-upon contract amount of Maximum Direct Costs) and further broken down into:
    - Food costs;
    - Labor costs; and
    - Supplies and other allowable costs (with sufficient detail to determine allowability).
- Fixed Administrative Fee (in an amount not to exceed the agreed-upon contract amount)
- Discounts, rebates and other applicable credits and further broken down into:
    - The value of USDA Foods received during the billing period;
    - Discounts received by Vendor as a result of purchases on behalf of the SFA, prorating discounts as necessary;
    - Rebates received by Vendor as a result of purchases on behalf of the SFA, prorating rebates as necessary; and
    - Other applicable credits (describing the nature of the credit) received by Vendor as a result of purchases on behalf of the SFA, prorating the credits as necessary.

The SFA is not obligated to pay any invoice submitted by Vendor that does not meet the requirements identified in this paragraph.

9. Documentation

Vendor must maintain records that establish the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification. [7 CFR 210.21(f)(1)(ii)(B)]. Vendor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the SFA, MDE, or the USDA. [7 CFR 210.21(f)(1)(vi)]. Vendor will maintain records identifying the types, amounts and cash values of USDA Foods received. [7 CFR 250.54].

10. Termination

If either party commits a material breach, the non-breaching party may terminate this agreement for cause by giving 60 days' written notice. If the breach is remedied prior to the proposed termination date, the non-breaching party may elect to continue this agreement.

The following are all material breaches of this Contract: Vendor failing to produce, within five business days of the SFA's request, documentation of the discounts, rebates and other applicable credits due to the SFA; Vendor charging the SFA in excess of the agreed-upon fixed administrative fee and/or maximum direct costs

per meal on an invoice; and Vendor failing to produce, within five business days of the SFA's request, sufficient documentation to support a direct cost charged to the SFA.

The SFA and Vendor may only terminate the contract without cause or for convenience if both parties mutually agree to terminate the contract.

11. Original Contract Terms

Unless a provision of the original Contract is specifically modified in this renewal document, all terms, provisions and conditions as set forth in the original Contract remain unmodified and in full force and effect. In cases of direct conflict between provisions in the original Contract and provisions in this renewal document, the provisions of this renewal document control.

12. Certifications

By executing this renewal document, Vendor expressly and specifically agrees that: each Certification, Certificate and Assurance attached to the original Contract (or, in the case of the Assurance of Civil Rights, attached to a previous renewal document) remains true and accurate as of the date of Vendor's signature on this renewal document; and Vendor will continue to comply with each and every Certification contained in the "Certifications" section of the original Contract, including those regarding compliance with applicable civil rights laws and Buy American provisions.

13. Other Modifications

☐ If this box is checked, SFA and Vendor have agreed to additional minor modifications to the terms of the original Contract, which have been preapproved by MDE and are attached to this renewal document on a separate sheet labeled "Other Modifications".

[Signature Block Follows on the Next Page]

Signatures

School Food Authority: Big Lake Schools

Address: 701 Minnesota Ave, Big Lake, MN 55309

Authorized Representative: Tonya Reasoner

Title: School Board Chairperson

Signature:

Date: 7/22/2026

Vendor: Compass Group USA, Inc., by and through its Chartwells Division

Address: 2400 Yorkmont Road, Charlotte, NC 28217

Authorized Representative: Amy Shaffer

Title: CEO, Chartwells K-12

Signature:

Date:

School Food Authority Contact: Angie Manuel

Title: Director of Business Services

Phone: (763) 262-5185

Email: a.manuel@biglakeschools.org

Vendor Contact: AmyShaffer

Title: CEO, Chartwells K-12

Phone: (728) 328-4000

Email: amy.shaffer@compass-usa.com

DEPARTMENT OF EDUCATION	Division of School Finance 400 NE Stinson Blvd Minneapolis, MN 55413	**Long-Term Facility Maintenance Ten-Year Expenditure Application (LTFM) - *Fund 01 and Fund 06 Projects Only***	ED - 02478-12

Instructions: Enter estimated, allowable LTFM expenditures ***(Fund 01 and/or Fund 06 only)*** under Minnesota Statutes 2025, section 123B.595, subd. 10. Enter by Uniform Financial and Accounting Reporting Standards (UFARS) finance code and by fiscal year in the cells provided.

District Info.	(REQUIRED) Enter Information	District Info.	(REQUIRED) Enter Information
District Name:	Big Lake	Date:	7/22/2026
District Number:	0727-01	Email:	a.manuel@biglakeschools.org
District Contact Name:	Angie Manuel		
Contact Phone #	763-262-5185		

Expenditure Categories		Fiscal Year (FY) Ending June 30										
		2026 (base year)	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Health and Safety - this section excludes project costs in Category 2 of $100,000 or more for which additional revenue is requested for Finance Codes 358, 363 and 366.												
Finance Code	**Category (1)**											
347	Physical Hazards	$57,958	$35,935	$36,080	$37,400	$32,545	$30,165	$32,960	$31,700	$32,500	$31,750	$16,800
349	Other Hazardous Materials	$19,242	$12,800	$15,250	$6,000	$9,100	$16,200	$15,300	$16,000	$16,000	$9,000	$16,250
352	Environmental Health and Safety Management	$82,927	$78,626	$85,950	$92,213	$93,143	$97,093	$104,019	$104,824	$96,000	$102,992	$105,566
358	Asbestos Removal and Encapsulation	$0	$2,350	$2,350	$1,200	$2,400	$2,400	$1,200	$2,400	$3,000	$1,200	$2,400
363	Fire Safety	$50,538	$38,600	$49,250	$37,050	$39,850	$49,650	$37,800	$39,350	$39,000	$32,200	$34,500
366	Indoor Air Quality	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Health and Safety Capital Projects - Category (1)	$210,665	$168,311	$188,880	$173,863	$177,038	$195,508	$191,279	$194,274	$186,500	$177,142	$175,516
Health and Safety - Projects Costing $100,000 or more per Project/Site/Year - Additional Revenue												
Finance Code	**Category (2)**											
358	Asbestos Removal and Encapsulation	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
363	Fire Safety	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
366	Indoor Air Quality	$1,901,406	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Health and Safety Capital Projects $100,000 or More - Category (2)	$1,901,406	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Remodeling for Approved Voluntary Pre-K under Minnesota Statutes, section 124D.151												
Finance Code	**Category 3 (a)**											
355	Remodeling for prekindergarten (Pre-K) instruction approved by the commissioner.	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Remodeling for Approved Voluntary Pre-K Projects - Category 3(a)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Remodeling for Gender-Neutral Single-User Restrooms												
Finance/Course Codes	***Category 3 (b) LTFM REVENUE EFFECTIVE FY 2025 and Beyond***											
Finance Code 384 and Course Code 684 MUST USE BOTH	Remodeling for gender-neutral single user restroom per site.	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Remodeling for Gender-Neutral Single User Projects - Category 3(b)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Accessibility												
Finance Code	**Category (4)**											
367	Accessibility	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Accessibility Projects - Category (4)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Deferred Capital Expenditures and Maintenance Projects												
Finance Code	**Category (5)**											
368	Building Envelope	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
369	Building Hardware and Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
370	Electrical	$3,978	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
379	Interior Surfaces	$0	$0	$0	$40,000	$0	$58,500	$72,000	$25,000	$20,000	$0	$0
380	Mechanical Systems	$28,046	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
381	Plumbing	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
382	Professional Services and Salary	$34,436	$35,467	$36,531	$37,627	$38,756	$39,918	$41,116	$42,349	$43,620	$0	$0
383	Roof Systems (normally below $100,000 unless the school chooses not to receive additional revenue for $100K or more roofing project/site/year - pending 2025 Legislation)	$165	$2,410,000	$0	$0	$0	$0	$0	$0	$0	$0	$0
384	Site Projects	$32,817	$64,726	$25,000	$0	$25,000	$0	$0	$0	$0	$0	$0
	Total Deferred Capital Expenditures and Maintenance Projects - Category (5)	$99,442	$2,510,193	$61,531	$77,627	$63,756	$98,418	$113,116	$67,349	$63,620	$0	$0
Deferred Capital Expenditures for Roofing Projects - Additional Revenue for $100,000 or more project/site/year			**EFFECTIVE FY 2027**									
Finance Code	**Category (6)**											
383	**Roofing Systems - Additional Revenue**			$0	$0	$0	$0	$0	$0	$0	$0	$0
		$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Total Annual 10-Year Plan Expenditures	$2,211,513	$2,678,504	$250,411	$251,490	$240,794	$293,926	$304,395	$261,623	$250,120	$177,142	$175,516
Fund Balance Section												
	Fund 01	**FY 26 and 27 Revenue Projection Model Revenue**		**FY 28 Revenue Projection Ten-Year Spreadsheet**								
	Beginning Fund Balance 01-467-XX	$44,669	-$610,064	-$529,441	-$598,442	$17,396	$41,133	$12,027	-$26,734	-$24,351	-$11,298	$73,794
	LTFM Fiscal Year Revenue - Levy	$1,568,038	$2,795,883	$181,410	$265,922	$264,531	$264,820	$265,634	$264,006	$263,173	$262,234	$353,965
	LTFM Fiscal Year Revenue - AID if Applicable	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Fiscal Year Revenue Other	$0	$0	$0	$601,406	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer IN from Fund 06 if applicable (see transfer guidance tab)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
LEVY Page 10, Line 422	*LTFM Deduction for applicable Cooperative/Intermediate Member District Levy*	$39,304	$36,756	$0	**$0**	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer OUT from Fund 01 if applicable (see transfer guidance tab)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer OUT if applicable - Special Legislation	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Estimated Fiscal Year Expenditures	$2,183,467	$2,678,504	$250,411	$251,490	$240,794	$293,926	$304,395	$261,623	$250,120	$177,142	$175,516
	Ending Fiscal Year Fund Balance 01-467-XX	-$610,064	-$529,441	-$598,442	$17,396	$41,133	$12,027	-$26,734	-$24,351	-$11,298	$73,794	$252,243
	Fund 06											
	Beginning Fund Balance 06-467-XX	$27,655	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Fiscal Year Bonded Revenue	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Fiscal Year Revenue Other	$391	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer IN from Fund 01 if applicable (see transfer guidance tab)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Transfer OUT from Fund 06 if applicable (see transfer guidance tab)	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Other Transfers	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	LTFM Estimated Fiscal Year Expenditures	$28,046	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
	Ending Fiscal Year Fund Balance 06-467-XX	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**

End of worksheet

EXTRACT OF SCHOOL BOARD MEETING MINUTES

INDEPENDENT SCHOOL DISTRICT NO. 727

BIG LAKE PUBLIC SCHOOLS

STATE OF MINNESOTA

Pursuant to due call and notice thereof, a School Board meeting of Independent School District No. 727, Big Lake, Minnesota, was held on July 22nd, 2026, at 6:00 pm, for the purpose, in part, of approving the Districts FY 28 Long-Term Facility Maintenance Ten-Year Plan as established in Minnesota Statutes 2024, section 123B.595

School Board Member _____introduced the following resolution and moved its adoption.

RESOLUTION ADOPTING INDEPENDENT SCHOOL DISTRICT NO. 727

FY 28 LONG-TERM FACILITIES MAINTENANCE TEN-YEAR PLAN

BE IT RESOLVED that School Board of Independent School District No. 727, State of Minnesota, approves the attached FY 28 Long-Term Facilities Maintenance Plan.

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

_____

_____

And the following voted against:

_____

WHEREUPON the resolution was declared duly passed and adopted on the 22nd day of July 2026.

_____

SCHOOL BOARD CLERK SIGNATURE

ISD #727
BIG LAKE SCHOOLS

2026 LEASE LEVY REVIEW AND COMMENT SUBMITTAL

Presented to:

Minnesota Department of Education

Draft: July 22, 2026

July ##, 2026

Mr. Willie Jett
Commissioner of Education
Minnesota Department of Education
400 NE Stinson Blvd.
Minneapolis, MN 55413

Subject: Proposal for 2026 Review and Comment
Lease Levy
Big Lake Schools, ISD #727

Dear Commissioner Jett:

In accordance with Minnesota Statute 123B.71, Big Lake Schools, ISD #727, hereby submits this proposal for facility improvements for your review and comment.

The School Board of ISD #727 approved submitting this Review and Comment at its July 22, 2026, School Board Meeting.

The proposed plan provides critical improvements to the High School with the replacement of their existing stadium grass field and track with a new multi-purpose turf field and track. This project will provide appropriate multi-use amenities for instruction, activities, and community use.

As detailed in the attached proposal, Big Lake Schools ISD #727 proposes to obtain financing for this project through lease purchase financing pursuant to Minnesota Statutes, Section 465.71. The District anticipates financing approximately $5,000,000 in project costs, which is expected to be repaid over a term of ten (10) years.

Specific details regarding the school district, the facility needs, the project scope and cost, and the plan of finance, are included in the enclosed proposal for your review and comment.

For additional information or for any questions, please contact me at your earliest convenience. We thank you in advance for your cooperation and consideration of this proposal, and we look forward to your response.

Sincerely,

Tim Truebenbach, Superintendent of Schools

cc: Angie Manuel, ISD #727 – Director of Business Services
TJ Zerwas, ISD #727 – Director of Buildings and Grounds

TABLE OF CONTENTS

		Page
	Introduction / Key Information	**1**
___ **1.**	**Geographic Area and Population to be Served**	**2**
	a) PK-12 Enrollment History	
	b) PK-12 Enrollment Projections	
___ **2.**	**List of Existing Facilities**	**4**
	a) Description of Existing Facilities	
	b) Capacity Diagrams and Aerial Maps	
	c) Available Alternate Facilities	
___ **3.**	**Specific Deficiencies of the School Facilities**	**12**
	a) Demonstrating Need	
	b) Process Used to Determine Deficiencies	
	c) List of How Deficiencies will be Addressed.	
	d) Specific Benefits to Students, Teachers, and Community	
___ **4.**	**Description of Proposed Projects**	**15**
	a) Site and Outdoor Acreage	
	b) Square Footage Allocations	
	c) Estimated Expenditures	
	d) Schedule	
___ **5.**	**Description of Single User Facilities**	**17**
___ **6.**	**Financing the Project**	**18**
	a) Applicable Statutory Citations	
	b) Scheduled Date and Required Notice	
	c) Schedule of Bond Payments	
	d) Property Tax Impact	
___ **7.**	**Obligating Documents**	**21**
	a) Governing Municipal Contracts	
	b) Sustainable Design	
	c) Commissioning	
	d) Acoustical Performance	
	e) State Fire Code	
	f) Building Codes	
	g) Consultation with Local Governments on Infrastructure	

In accordance with Minnesota Statue 123B.71, the School Board of Independent School District #727 Big Lake Schools submits the following educational facility proposal for Review and Comment. The project presented is the result of District and community review of facility conditions, program initiatives, surveys, and needs within the district. The specific information is as follows:

Key Information:

- Address: **Independent School District #727**
  Big Lake Schools
  701 Minnesota Avenue
  Big Lake, MN 55309
  Contact: Tim Truebenbach, Superintendent of Schools
  t.truebenbach@biglakeschools.org
  Phone: 763-262-2536

- School Board Tonya Reasoner, Chair
  Ashley Schabilion, Clerk
  Amber Sixberry, Treasurer
  Lenette Brown, Member
  Chelsey Hancock, Member
  Derek Nelson, Member

- Financing: **$5,115,000**, including project and financing costs.

- Architect/Planner: **Wold Architects and Engineers**
  50 South, 6th Street, Suite 2250
  Minneapolis, MN 55402
  Contact: Robert Sehm, AIA, LEED AP
  rsehm@woldae.com
  Phone: (612) 772-9025

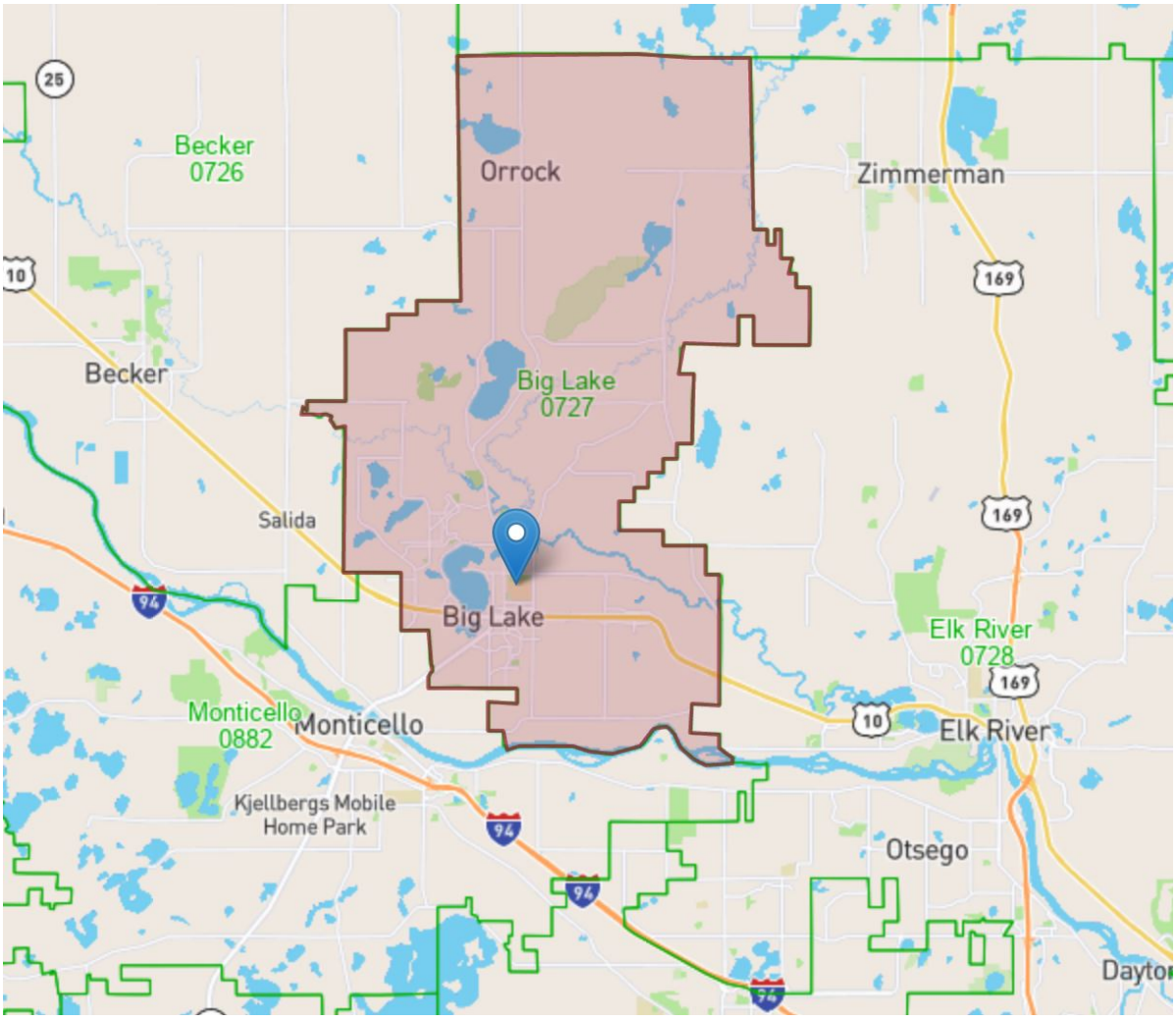
- Fiscal Consultant: **Ehlers**
  3060 Centre Pointe Drive
  Roseville, MN 55113
  Contact: Jodie Zesbaugh
  JZesbaugh@ehlers-inc.com
  Phone: (651) 697-8526

1. ***The Geographic Area and Population to be served***
   a. ***Preschool through Grade 12 - Student enrollments for the past five years,***
   b. ***Current student enrollment and student enrollment projections for the next five years.***

Geographic Area Served

Big Lake Schools, ISD #727 consists of approximately 206 square miles and is home to approximately 3,104 pre-K thru 12 students and families. The district is located approximately 42 miles northwest of the Metro Area. The district serves portions of Sherburne County and has a population of approximately 21,000. The population to be served by these projects are the students, staff, and associated communities in the Big Lake Schools attendance area.

Map of ISD #727



Neighboring School Districts with contiguous borders include:
- ISD #477 Princeton
- ISD #726 Becker
- ISD #728 Elk River
- ISD #882 Monticello

1. The Geographic Area and Population to be served (continued)

Population Served: Enrollment History and Projections

	ADM Served per MDE						
		2020	**2021**	**2022**	**2023**	**2024**	**2025**
K		236	219	278	252	231	235
1		231	217	229	278	226	237
2		215	206	226	231	269	232
3		221	197	216	230	239	284
4		239	206	210	224	240	253
5		234	232	216	219	226	237
6		248	228	239	213	211	220
7		262	236	241	236	223	208
8		236	263	248	245	228	226
9		258	235	273	262	242	227
10		224	250	241	272	265	247
11		214	210	236	230	260	261
12		170	206	198	223	222	241
		2,988	2,905	3,051	3,115	3,082	3,108
		2026	**2027**	**2028**	**2029**	**2030**	
K		219	216	214	213	212	
1		224	214	210	207	207	
2		239	227	215	212	209	
3		234	245	233	221	218	
4		285	241	252	241	228	
5		247	281	237	248	237	
6		229	235	270	227	238	
7		218	225	235	270	227	
8		209	218	224	234	269	
9		217	199	208	214	224	
10		222	209	199	208	214	
11		233	210	200	190	198	
12		243	229	208	197	187	
		3,019	2,949	2,905	2,882	2,868	

Enrollment is declining because incoming kindergarten classes—shrinking due to falling birth rates in Sherburne County—are smaller than graduating 12th-grade classes. Notably, the 2026–2027 5th-grade cohort represents the District's post-pandemic "bubble class."

2. List of Existing School Facilities

- ***a. By Year Constructed***
- ***b. Facility Use***
- ***c. Assessment of the extent to which alternate facilities are available within the School District boundaries and in adjacent School Districts.***

Description of Existing Facilities and Utilization

Big Lake Schools is currently operating two Elementary Schools, one Middle School and one High School. The District Office is located within Independence Elementary School. Community Education and Early Childhood are located within Liberty Elementary School.

Schools	*Grade Org.*	*Original Building*	*Additions*	*Site Size in Acres*	*Adjacent Public Acres*	*Building Area SF*
Liberty School	*EC - 2*	*2002*	*-*	*36.08****	*-*	*172,500*
*Independence School**	*3 - 5*	*1981*	*1987, 1998*	*Shared**	*-*	*153,100*
*Middle School**	*6 - 8*	*1966*	*1974, 1984, 1987, 1998, 2002*	*Shared**	*-*	*150,900*
*High School**	*9 - 12*	*1994*	*1997, 2002*	*Shared**	*-*	*261,681*
*Maintenance Building**	*-*	*1983*	*-*	*Shared**	*-*	*5,750*
*Other District Owned Land***	*-*	*-*	*-*	*40***	*-*	*-*

* Shared: Common Site Total = 129.53 Acres
** Other District Owned Land - Liberty Fields and Open Parcel = 40 Acres
*** Site Size: Liberty School (Building Parcel Only) = 36.08 Acres

Available Alternate Facilities

District facilities struggle to meet demand for physical education, school activities, competitions, and community education and use spaces. The district has reviewed the availability of other facilities both within and outside of the School District. No other facilities of significant size and adequate function have been identified to meet the needs of the district.

2. *List of Existing School Facilities (continued)*

Liberty ES Capacity Diagrams

For reference only

Key:

- Teaching Station
- Potential Station
- SPED
- Cafeteria Seating Area

Student Capacity:

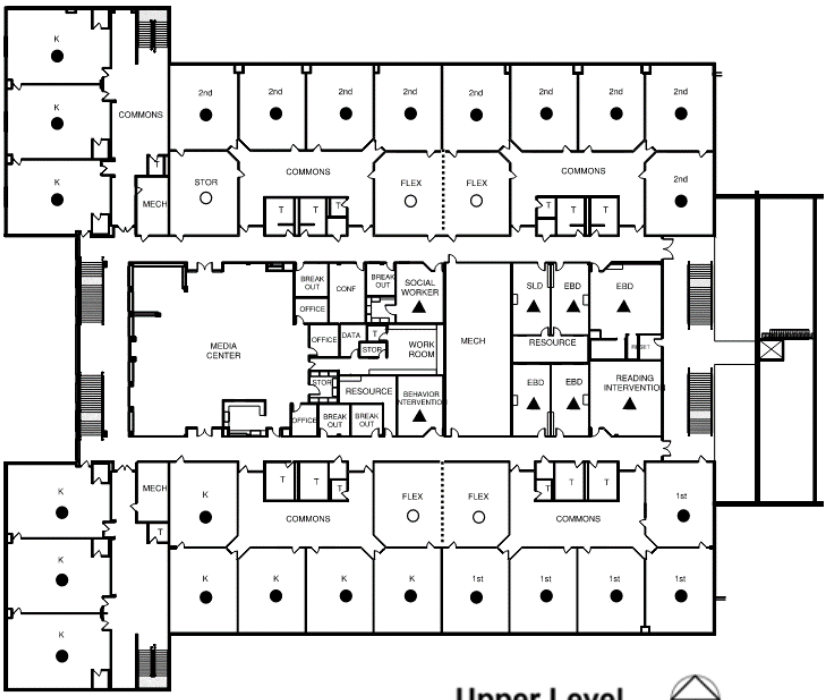
EC:	(13) x 22 =	286
K:	(17) x 22 =	374
1:	(5) x 24 =	120
2:	(9) x 27 =	243
Total EC-2:		**1,023**
Additional Capacity:		
Potential	(6) x 22 =	132
Potential Capacity		**1,155**

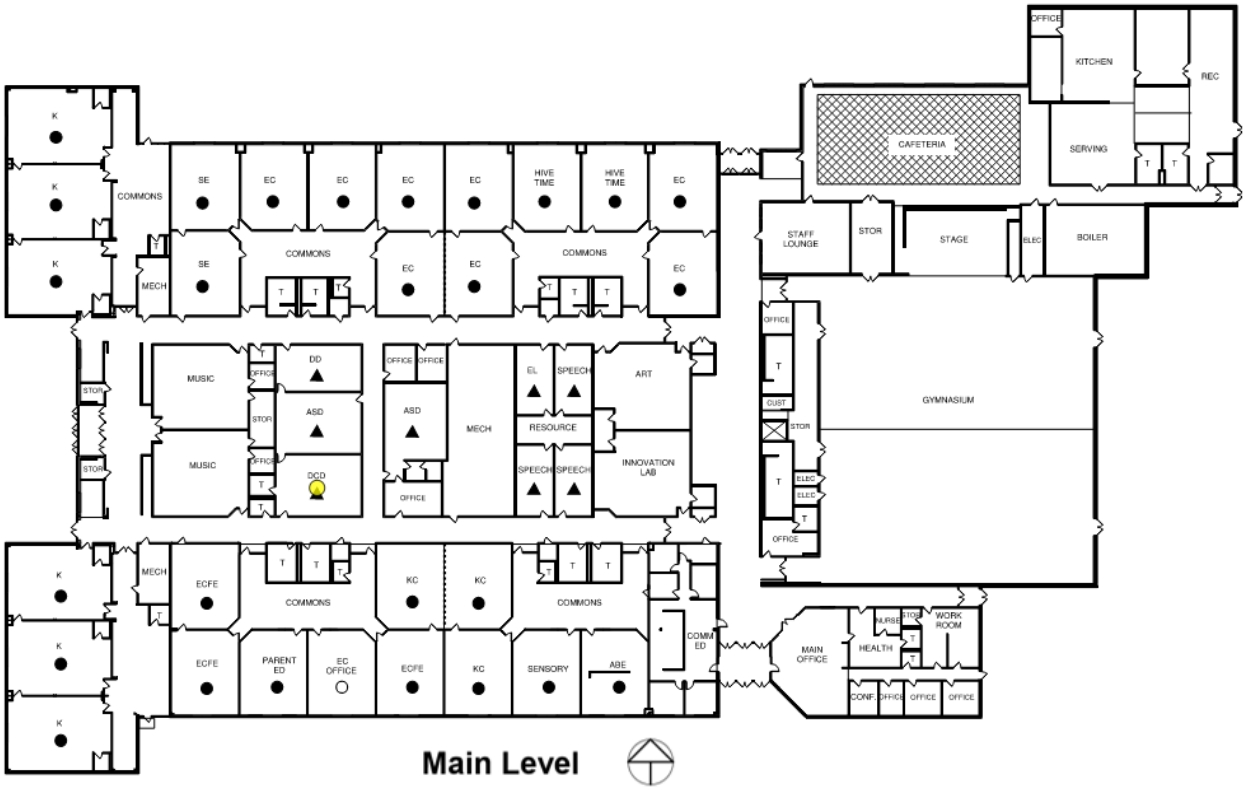
Cafeteria Analysis

2023-24	1,023/10 x 12 = 1,227 SF
Potential	1,155/10 x 12 = 1,386 SF
Existing SF	3,500 SF

Notes:

- 2023 - 2024 Enrollment: 761
- Capacity Analysis does not include Kid's Club, Community Ed, or Hive Time





2. *List of Existing School Facilities (continued)*

Independence ES Capacity Diagrams

For reference only

Key:

- Teaching Station
- Potential Station
- SPED
- Cafeteria Seating Area

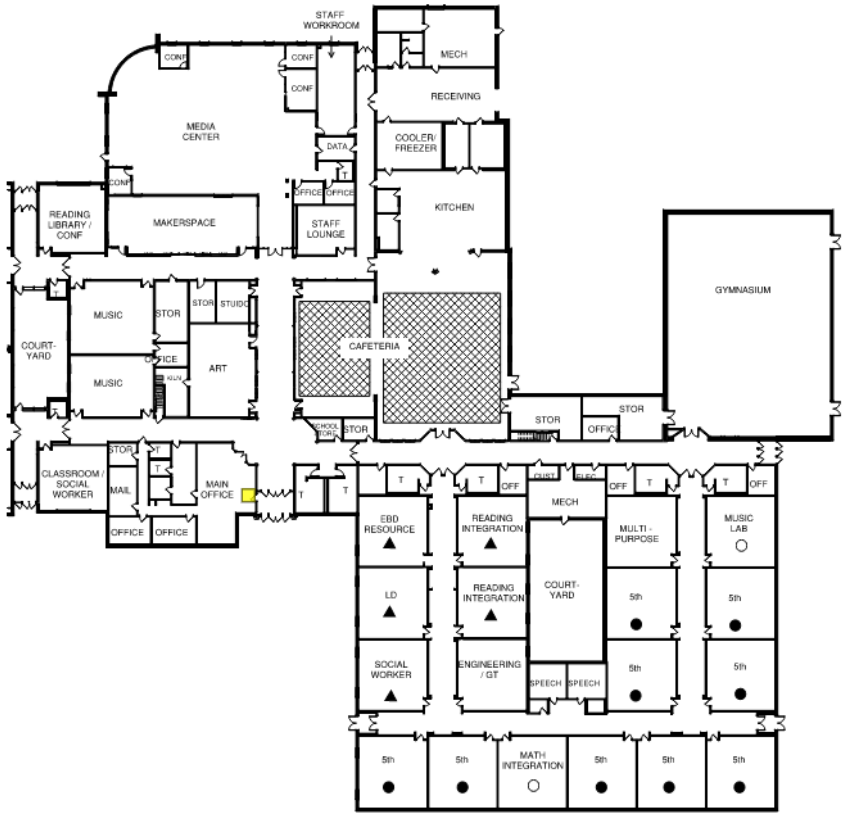
Student Capacity:

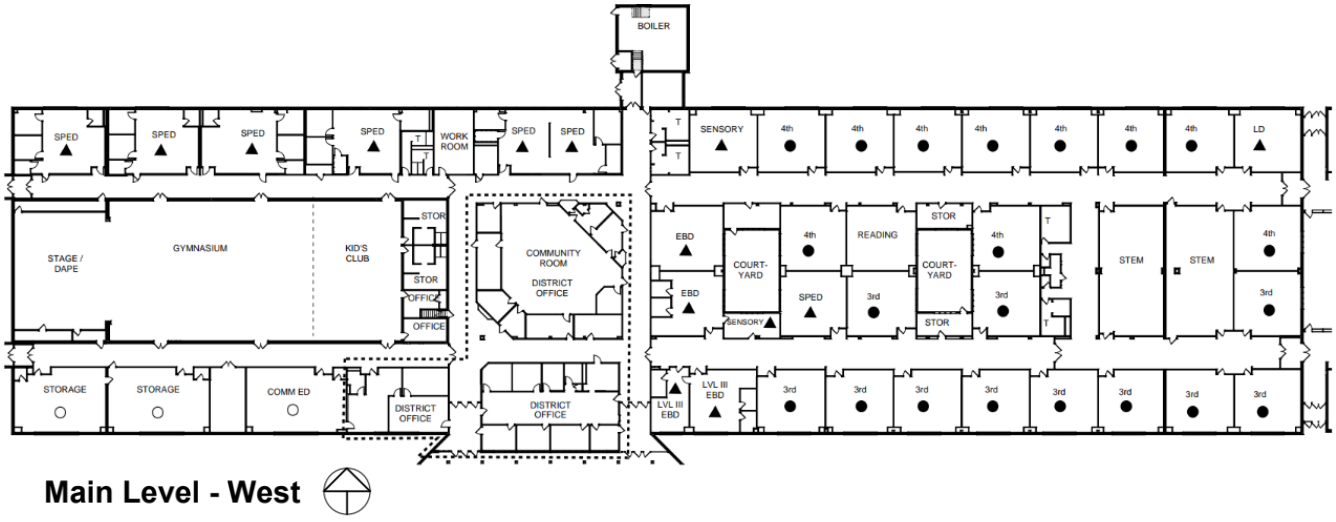
3:	(11) x 27 =	297
4:	(10) x 27 =	270
5:	(9) x 27 =	243
Total 3-5:		**810**
Additional Capacity:		
Potential	(5) x 27 =	135
Potential Capacity		**945**

Cafeteria Analysis

2023-24	810/6 x 12 =	1,620 SF
Potential	945/6 x 12 =	1,890 SF
Existing SF		4,300 SF

Notes:
- 2023 - 2024 Enrollment: 673
- Capacity Analysis doesn't incl. Kid's Club, Community Ed, or Head Start





Main Level - West

2. *List of Existing School Facilities (continued)*

Middle School Capacity Diagrams

For reference only

Key:

- Teaching Station
- Potential Station
- SPED
- Cafeteria Seating Area

Student Capacity:

	(29)	Stations
x	85%	Utilization
x	30	Students
Total 6-8:	740	Students

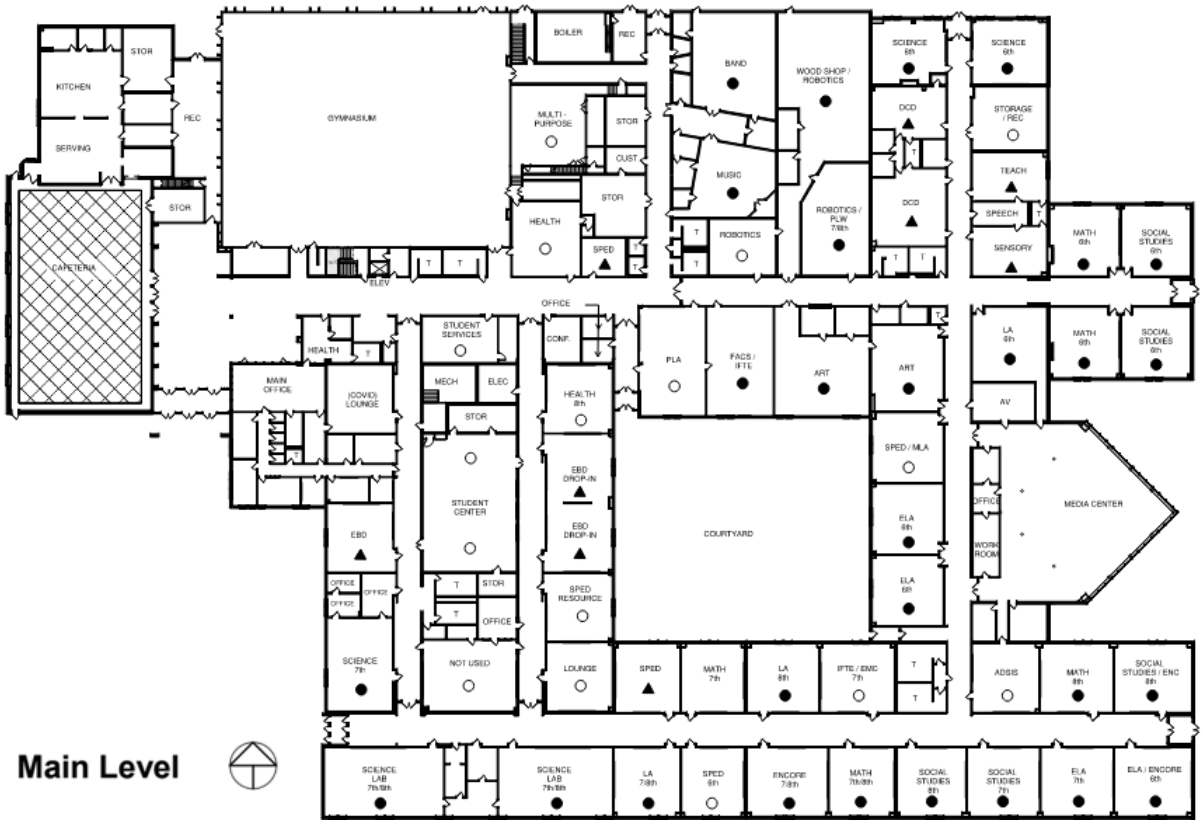
Additional Capacity:

	(15)	Stations
x	85%	Utilization
x	30	Students
	383	Students
Total Potential 6-8:	1,123	Students

Cafeteria Analysis

2023-24	740/3 x 12 =	2,960 SF
Potential	1,123/3 x 12 =	4,492 SF
Existing SF	=	4,300 SF

Notes:
- 2023/2024 Enrollment 661
- 4 Total PE classes



2. *List of Existing School Facilities (continued)*

High School Capacity Diagrams

For reference only

Key:

- Teaching Station
- Potential Station
- SPED
- Cafeteria Seating Area

Student Capacity:

	(42)	Stations
x	85%	Utilization
x	30	Students
Total 9-12:	1,071	Students

Additional Capacity:

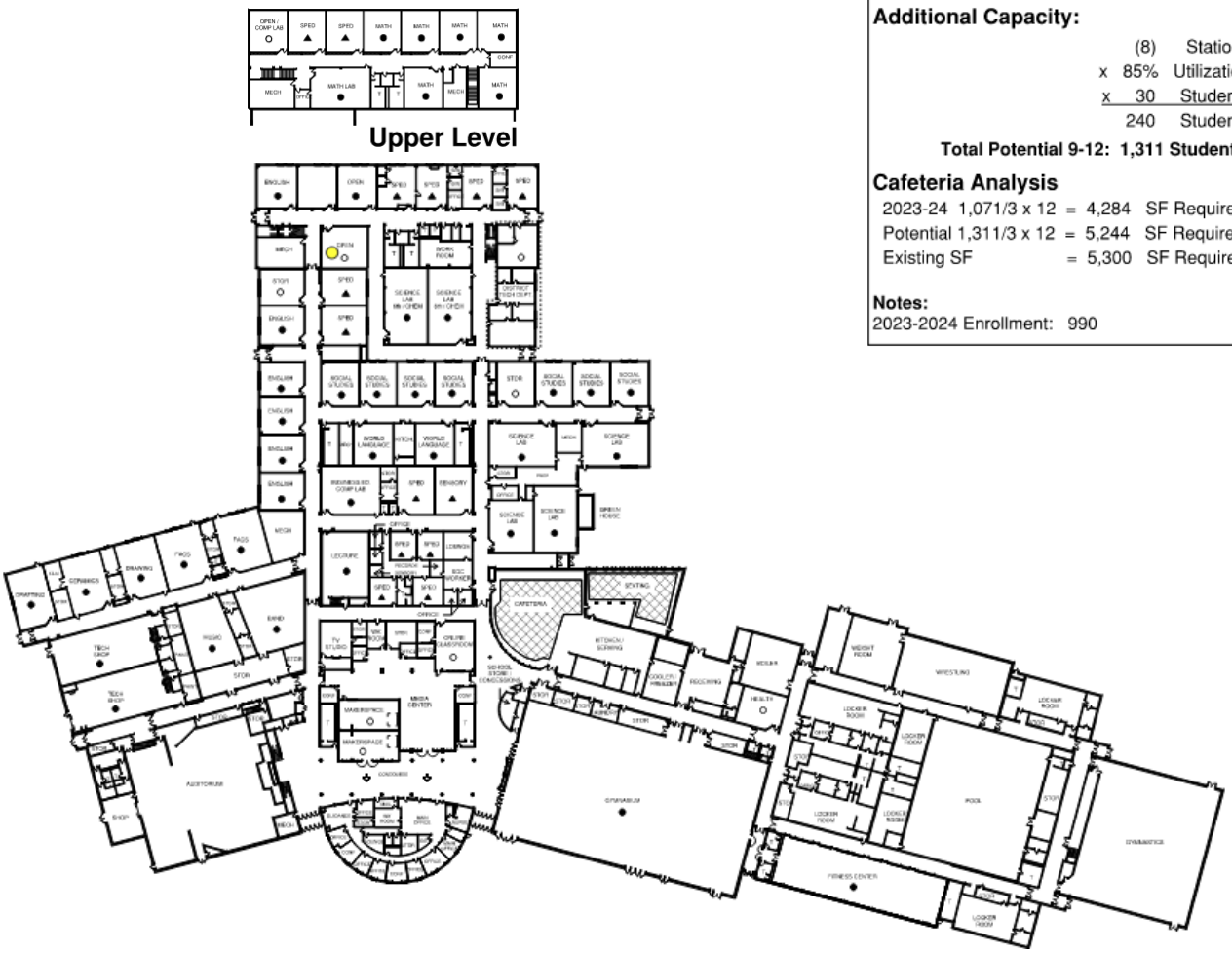
	(8)	Stations
x	85%	Utilization
x	30	Students
	240	Students

Total Potential 9-12: 1,311 Students

Cafeteria Analysis

2023-24	1,071/3 x 12	= 4,284	SF Required
Potential	1,311/3 x 12	= 5,244	SF Required
Existing SF		= 5,300	SF Required

Notes:
2023-2024 Enrollment: 990



2. *List of Existing School Facilities (continued)*

District Aerial Map



High School Aerial Map



2. List of Existing School Facilities (continued)

Liberty ES Aerial Map

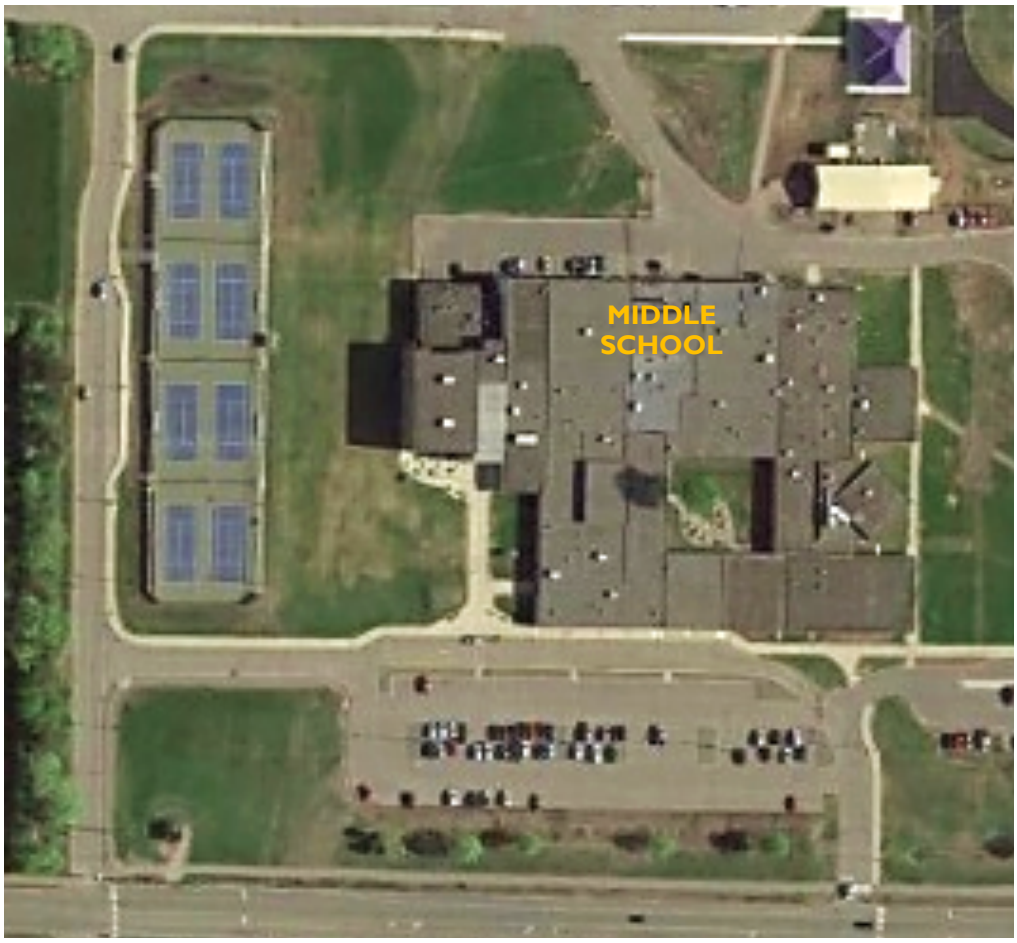


Independence ES Aerial Map



2. List of Existing School Facilities (continued)

Middle School Aerial Map



3. List of the Specific Deficiencies of the Facilities

a) Demonstrating Need
b) Process Used to Determine Deficiencies
c) List of How Deficiencies will be Addressed.
d) Specific Benefits to Students, Teachers, and Community

Process Used to Determine Deficiencies

The district has a history of collaborating with the community and facility committees to assist in determining appropriate strategic direction for their facilities, including several initiatives in 2021 to address curriculum and delivery, site safety, and activities. The district also worked collaboratively with Wold Architects and Engineers to study buildings capacity, physical conditions, and other needs. With data prepared, multiple meetings took place over the last few years.

School leaders and other stakeholders have identified key areas that challenge the district's ability to meet the needs of all students. Some scope of the items reviewed include:

- Physical Conditions *(LTFM vs. additional investment)*
- Educational Adequacy and Criteria *(including enrollment, capacity, functionality for students, specialty programming, 21st Century learning environments etc.)*
- Extra-curricular and Activities
- Community education and use *(amenities and access)*

Meetings

- School Board
- District Administration
- Buildings and Grounds
- Activities, Athletics, and Community Education and Use
- Community
- PTO, Other Associations, and Committee Members

These meetings informed prioritization and focused on developing needs, criteria, and options. The recommendations aim to address these deficiencies and sustain current investments in education.

As a continuation of the 2021-2025 process, the Board had several meetings to discuss the best strategy for implementation. The criteria outlining the deficiencies, and the subsequent prioritizations of the facilities work are included on the following pages.

3. List of the Specific Deficiencies of the Facilities (continued)

PHYSICAL CONDITIONS

General Overview:

- The District and Design Team have reviewed existing physical conditions and a facility analysis.
- Understand and develop criteria and approach to prioritizing addressing the most critical needs.

Givens:

- A long term approach for addressing needs must be developed to assist with future decisions.
- Continue to make an investment in LTFM.
- Accessibility, functionality, and other compounded factors should be considered when developing maintenance approaches, prioritizations, and schedules.
- Protect existing assets. All facilities should be reviewed and considered.
- Work at the facilities should coincide with other District initiatives when feasible.
- It is important to provide all students with a suitable learning environment designed for their needs.

Site Overview:

- There is no need to purchase additional land or to acquire / develop a different site.

High Priority (Must Do):

- The stadium track should provide a quality running surface and be scheduled for replacement.
- New stadium field (artificial turf for multi-purpose and more frequent use)

Medium Priority (Consider If Possible):

- Parking should be provided in proximity to fields, indoor activity spaces, and other programs.

Low Priority (Consider with Future / Long Range Planning):

- District maintenance facilities should meet modern operational standards and contain appropriate maintenance amenities and utilities.

Activities and Extra Curricular

Overview:

- Facilities struggle to meet demand for physical education, school activities, and competition spaces.

District Givens:

- Leverage existing assets and partnerships.
- Provide appropriate spaces to meet the high demand for phy-ed, school activities, and competitions.

High Priority (Must Do):

- Improve / Increase community / District access and use to activity spaces.

Medium Priority (Consider If Possible):

- Address scheduling conflicts for activities, community education and use.

COMMUNITY USE

Overview:

- Facilities struggle to meet demand for community education and events.

Givens:

- Explore partnerships with local businesses and the Community. Consider overlaps of use and other efficiencies.
- Provide sufficient space for community education and events. The facilities are a central hub for community connections and the appropriate space for activities and events that support the community's lifelong learning, well-being, and engagement.

High Priority (Must Do):

- Improve / Increase community access and use to activity spaces.

Deficiencies that will be addressed:

- Physical Conditions will be improved at stadium areas that have seen minimal to no re-investment to this point (the track is original, from 1994).
    - This will also allow the district to allocate future LTFM funds across the district to address additional physical needs.
- District offered programs should also have District supported spaces.
    - Invest in multi-purpose spaces to address accessibility and flexibility for programming.

Benefits to Students, Teachers, and Community:

- Increased and improved instructional space for phy-ed classes.
- Multi-purpose field will allow multiple uses on a regular basis.
- Expanded extra-curricular spaces for all to use (including community).
- Improved physical conditions for users.
- The district will continue to make its facilities and site amenities as accessible as possible to neighboring residential areas as well as other visitors, students, parents, and staff who may visit.

4. Description of the Projects including:

a) Sites and Outdoor Acreage
b) Square Footage Allocations
c) Estimated Expenditures
d) Schedule

a) Sites and Outdoor Acreage

- Site acreage for all District properties are included in Section 2 of this Review and Comment.
- Proposed Site Modifications:
  - Middle / High School - No additional site acreage is needed. The proposed project will replace the existing field and track in their current location. Site plan below.



c) Estimated Expenditures

PROJECT	Totals
Approx. Project Budget	**$ 5,005,000**
Construction	**$ 4,350,000**
Track	$ 1,650,000
Multi-Purpose Field	$ 2,700,000
Fees / Testing / Services	**$ 435,000**
Design, Testing, Prof. Services etc.	$ 435,000
Contingency	**$ 220,000**
Costs of Issuance	*$110,000*

Note: ***It is anticipated by the district that any surplus from the above noted project (if any) will be used for yet unidentified expenditures that may include facility maintenance as the needs may arise.***

Operational Expenditures:

The district does not anticipate any increase in operational expenditures.

d) Schedule

Review and Comment Submittal to MDE	July ##, 2026
Review and Comment MDE Review	August - October 2026
Project Design and CD Preparation	Start November 2026
Project Construction Documents Issue	January 2027
Project Construction	June 2027 – August 2027
Project Completion	September 2027

5. Description of Single User Facilities

a. A description of the project's plans for gender-neutral single-user restrooms, locker room privacy stalls, or other spaces with privacy features, including single-user shower stalls, changing stalls, or other single-user facilities.

N/A. This project does not include any restroom or locker room facilities.

6. Specification of the Source of Project Financing including:

1. Applicable statutory citations,
2. The scheduled date for a bond issue or school board action,
3. A schedule of payments, and
4. The effect of a bond issue on local property taxes by property class and valuation.

Availability and Manner of Financing

Big Lake Public Schools, Independent School District No. 727, proposes to finance improvements to its track and field facilities through a lease purchase financing pursuant to Minnesota Statutes, Section 465.71. The District anticipates financing approximately $5,000,000 of project costs, which is expected to be repaid over a term of ten (10) years.

The District has existing debt that is scheduled to expire with taxes payable in 2027. As a result, the District anticipates that the financing is not expected to result in an increase in the District's overall tax rate for its debt service and capital levies.

Ehlers has prepared the following schedules which have been included in the Appendix of this document:

1) Estimated sources and uses of funds for the proposed financing
2) Estimated payment schedule

Independent School District No. 727 (Big Lake), MN

$4,990,000 Certificates of Participation, Series 2026A
Dated: February 1, 2027

Sources & Uses

Dated 02/01/2027 | Delivered 02/01/2027

Sources Of Funds

Par Amount of Bonds	$4,990,000.00
Reoffering Premium	199,076.80
Total Sources	**$5,189,076.80**

Uses Of Funds

Total Underwriter's Discount (1.500%)	74,850.00
Costs of Issuance	110,000.00
Deposit to the Project Fund	5,004,226.80
Total Uses	**$5,189,076.80**

Independent School District No. 727 (Big Lake), MN

$4,990,000 Certificates of Participation, Series 2026A
Dated: February 1, 2027

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	Fiscal Total
02/01/2027	-	-	-	-	-
10/01/2027	-	-	158,915.00	158,915.00	-
04/01/2028	365,000.00	5.000%	119,186.25	484,186.25	643,101.25
10/01/2028	-	-	110,061.25	110,061.25	-
04/01/2029	420,000.00	5.000%	110,061.25	530,061.25	640,122.50
10/01/2029	-	-	99,561.25	99,561.25	-
04/01/2030	440,000.00	5.000%	99,561.25	539,561.25	639,122.50
10/01/2030	-	-	88,561.25	88,561.25	-
04/01/2031	465,000.00	5.000%	88,561.25	553,561.25	642,122.50
10/01/2031	-	-	76,936.25	76,936.25	-
04/01/2032	485,000.00	5.000%	76,936.25	561,936.25	638,872.50
10/01/2032	-	-	64,811.25	64,811.25	-
04/01/2033	510,000.00	5.000%	64,811.25	574,811.25	639,622.50
10/01/2033	-	-	52,061.25	52,061.25	-
04/01/2034	535,000.00	5.000%	52,061.25	587,061.25	639,122.50
10/01/2034	-	-	38,686.25	38,686.25	-
04/01/2035	565,000.00	5.000%	38,686.25	603,686.25	642,372.50
10/01/2035	-	-	24,561.25	24,561.25	-
04/01/2036	590,000.00	4.000%	24,561.25	614,561.25	639,122.50
10/01/2036	-	-	12,761.25	12,761.25	-
04/01/2037	615,000.00	4.150%	12,761.25	627,761.25	640,522.50
Total	**$4,990,000.00**	-	**$1,414,103.75**	**$6,404,103.75**	-

Yield Statistics

Bond Year Dollars	$30,426.67
Average Life	6.098 Years
Average Coupon	4.6475802%
Net Interest Cost (NIC)	4.2392976%
True Interest Cost (TIC)	4.1827470%
Bond Yield for Arbitrage Purposes	3.9014840%
All Inclusive Cost (AIC)	4.6067125%

IRS Form 8038

Net Interest Cost	3.8499865%
Weighted Average Maturity	6.082 Years

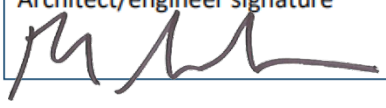
7. Obligating Documents

Attachment 1
Review and Comment
Section #6 Documentation
(as amended by the 2014 Legislature)

Documentation obligating the school district and contractors to comply with items (i) to (vii) in planning and executing the project:

(i) The school district will be in compliance with Minnesota Statutes, section 471.345, governing municipal contracts issued for this project.
(ii) The school district and the architects will include elements of sustainable design for this project.
(iii) If the project installs or modifies facility mechanical systems, the school district, architect/engineers and contractors will be in compliance with school facility commissioning under Minnesota Statutes, section 123B.72, certifying the plans and designs for the heating, ventilating, air conditioning and air filtration for an extensively renovated or new facility meet or exceed current code standards, including the ASHRAE air filtration standard 52.1.
(iv) If the project creates or modifies interior spaces, the district, architects/engineers and relevant contractors have considered the *American National Standards Institute Acoustical Performance Criteria, Design Requirements and Guidelines for Schools* on maximum background noise level and reverberation times.
(v) The project will be in compliance with Minnesota State Fire Code.
(vi) The project will be in compliance with Minnesota Statutes, chapter 326B, governing building codes.
(vii) The school district and the architects/engineers have been in consultation with affected government units about the impact of the project on utilities, roads, sewers, sidewalks, retention ponds, school bus and automobile traffic, access to mass transit and safe access for pedestrians and cyclists.

The school district and architect/engineers will maintain documentation showing compliance with these items upon, and subsequent to, project completion.

Superintendent signature	Date
Board chair signature	Date
Architect/engineer signature 	Date

RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION

WHEREAS, the general election in each Minnesota school district must be held on the first Tuesday after the first Monday in November of either the odd-numbered or the even-numbered year.

WHEREAS, it is necessary for the school district to hold its general election for the purpose of electing three (3) school board members for terms of four (4) years each.

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

The clerk shall include on the ballot the names of the individuals who file or have filed affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 3rd day of November 2026.

Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least eighty-four (84) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election for public inspection. The clerk shall also cause two sample ballots to be posted in each polling place on Election Day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place. The sample may be either in full or reduced size.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on Election Day.

The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.

The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the form below, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.

The motion for adoption of the Resolution was made by Member _____ , duly seconded by Member _____,

The vote on adoption of the Resolution was as follows:

Aye:

Nay:

Absent:

Whereupon, said Resolution was declared duly adopted by Independent School District No. 727,

(Big Lake Schools), State of Minnesota, this 22 day of July, 2026.

By:_____ By:_____

School Board Chair School Board Clerk

Policy 506
Adopted: 8.23.07
Revised: 8.28.14
Reviewed: 10.27.16
Revised: 8.24.17
Revised: 3.28.19
Reviewed: 8.6.20
Revised: 8.25.22
Revised: 1.25.24
Revised: 8.22.24
Revised: 9.24.25
Revised:

STUDENT DISCIPLINE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

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

III. DEFINITIONS

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

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

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

IV. POLICY

A. The school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The policies must include nonexclusionary disciplinary policies and practices consistent with Minnesota Statutes, section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurring.

B. The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.

C. The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, section 120B.02 and help prepare the pupil for readmission in accordance with section Minnesota Statutes, section 121A.46, subdivision 5.

D. For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in Minnesota Statutes, section 121A.41, subdivision 13:

1) for a pupil who remains enrolled in the school district or is awaiting enrollment in a new district, the school district's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. The school district must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in Minnesota Statutes, section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school;

2) a pupil receiving school-based or school-linked mental health services in the school district under Minnesota Statutes, section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district; and

3) the school district must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the school district website.

V. AREAS OF RESPONSIBILITY

A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.

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

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

C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of Behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising their lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent imminent bodily harm or death to the student or another. A principal shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.

D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. A teacher, in exercising their lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent imminent bodily harm or death to the student or another. A teacher shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.

E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising their lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent bodily harm or death to the student or another. A school employee, which does not include a school resource officer, shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso. For the purpose of Minnesota Statutes, section 121A.582 (Student Discipline; Reasonable Force), a school resource officer, as defined in Minnesota Statutes, section 626.8482, subdivision 1, paragraph (c) is not a school employee or agent of the district.

F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.

H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

I. Reasonable Force Reports

1) The school district must report data on its use of any reasonable force used on a student with a disability to correct or restrain the student to prevent imminent

bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).

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

VI. STUDENT RIGHTS

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

VII. STUDENT RESPONSIBILITIES

All students have the responsibility:

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

VIII. CODE OF STUDENT CONDUCT

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

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

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

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

IX. RECESS AND OTHER BREAKS

A. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.

B. The school district is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.

C. The school district must not use recess detention unless:
   1) a student causes or is likely to cause serious physical harm to other students or staff;
   2) the student's parent or guardian specifically consents to the use of recess detention; or
   3) for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.

D. The school district must not withhold recess from a student based on incomplete schoolwork.

E. The school district must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.

F. The school district must compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. The school district is encouraged to use the data in professional development promoting the use of nonexclusionary discipline.

G. The school district must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a district or school's existing responsibilities under Minnesota Statutes, section 124D.111 or other state or federal law.

X. DISCIPLINARY ACTION OPTIONS

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

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

A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
   - Right to Know (Tennessen Warning)
     Administrative conferencing, involving Big Lake Schools' students, will include a reasonable effort to establish an overt awareness on the part of the student regarding:
     - The subject of, purpose for, and intended use of the data collected
     - The student's individual right of refusal to supply, or legal obligation to supply, such data
     - Known consequences of supplying or not supplying the data
     - Known identity of others authorized to review the data

B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
C. Parent/Guardian contact;
D. Parent/Guardian conference;
E. Removal from class;
F. In-school suspension;
G. Suspension from extracurricular activities, as it relates to MSHSL guidelines or bylaws, if applicable;
H. Detention or restriction of privileges;
I. Loss of school privileges e.g., hall passes, library passes, driving privilege;
J. In-school monitoring e.g., noon room, Saturday school, or revised class schedule e.g., MLC the Modified Learning Center;
K. Referral to in-school support services e.g., counseling;
L. Referral to community resources or outside agency services;
M. Restorative measures, including financial, symbolic, or other means of restitution;
N. Referral to police, other law enforcement agencies, or other appropriate authorities;
O. A request for a petition to be filed in district court for juvenile delinquency adjudication i.e. truancy petition;
P. Out-of-school suspension under the Pupil Fair Dismissal Act;
Q. Preparation of an admission or readmission plan;
R. Saturday school;
S. Expulsion under the Pupil Fair Dismissal Act;
T. Exclusion under the Pupil Fair Dismissal Act; and/or
U. Other disciplinary action as deemed appropriate by the school district.

XI. REMOVAL OF STUDENTS FROM CLASS

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

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

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

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

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

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

XII. DISMISSAL

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

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

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

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

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:
   1) Willful violation of any reasonable school board regulation, including those found in this policy;
   2) Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
   3) Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

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

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

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

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

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

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

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

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

XIII. ADMISSION OR READMISSION PLAN

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

XIV. NOTIFICATION OF POLICY VIOLATIONS

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

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

XV. STUDENT DISCIPLINE RECORDS

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

XVI. STUDENTS WITH DISABILITIES

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

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

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

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

XVII. PRESCHOOL AND PREKINDERGARTEN DISCIPLINE

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

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

XVIII. OPEN ENROLLED STUDENTS

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

XIX. DISCIPLINE COMPLAINT PROCEDURE

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

XX. DISTRIBUTION OF POLICY

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

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

XXI. REVIEW OF POLICY

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

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

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

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