

**John Bergs**  
Activities Director  
**Margot Hansen**  
Director of Teaching & Learning  
**Jeff Heine**  
Buildings & Grounds Director



**Chuck Keller**  
Business Director  
**Angie Kahle**  
Student Support Services Director  
**Dorothy Koller**  
Community Education Director

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**REGULAR BOARD MEETING**  
District Office, 130 South Willow Street, Belle Plaine, MN 56011  
6:00 PM Monday, October 22, 2012

*Our mission is to pursue excellence in academics, programming, and the social and emotional development of our students. Fostering a culture of kindness, inclusion, and pride in ourselves, our school, and our community.*

**1. Call to Order:**

**2. Acknowledgment of Visitors and Special Presentations:**

- |   |  |                 |
|---|--|-----------------|
| <b>1. <u>CSEC/MRVSEC Updates:</u></b>                                       | Mr. Darren Kermes                            | <b><u>3</u></b> |
| <b>2. <u>MN Dept. of Education Special Education Monitoring Update:</u></b> | Ms. Tricia Denzer, Special Services Director |                 |

**3. Other Items as Brought Before the Board & Consideration of Agenda:**

**4. Consensus Items:**

- |  |  |                  |
|--|--|------------------|
| <b>1. <u>Previous Board Meeting Minutes:</u></b> |  | <b><u>18</u></b> |
| <b>2. <u>Personnel:</u></b>                      |  |                  |
| <b>3. <u>Donations:</u></b>                      |  |                  |
| <b>4. <u>Contracts:</u></b>                      |  |                  |

**5. Discussion Items:**

- |  |  |                  |
|--|--|------------------|
| <b>1. <u>Superintendent Update:</u></b>          |  |                  |
| <b>2. <u>Board Member Reports:</u></b>           |  |                  |
| <b>3. <u>Building Administrator Reports:</u></b> |  | <b><u>21</u></b> |

**6. Action Items:**

<b>1. <u>Approve Monthly Expenditures:</u></b>		<b><u>29</u></b>
<b>2. <u>Request for Additional .5 FTE ELL Teaching Position:</u></b>	Dr. Smith	
<b>3. <u>Approve Contracts for Principal Group and Community Services Director:</u></b>		
<b>1. <u>Approve Principal Group Contract for 2012-13 &amp; 2013-14:</u></b>	Dr. Smith	<b><u>45</u></b>
<b>2. <u>Approve Contract for Community Services Director for 2012-13 through 2014-15:</u></b>	Dr. Smith	<b><u>47</u></b>
<b>4. <u>Approve Partnership with GiveMN.org:</u></b>	Dr. Smith	<b><u>48</u></b>
<b>5. <u>MN State High School League Related Actions:</u></b>		
<b>1. <u>MSHSL Foundation Grant Request:</u></b>	Dr. Smith	<b><u>50</u></b>
<b>2. <u>Consideration of Robotics as a School Sponsored Activity:</u></b>	Dr. Smith	
<b>6. <u>Approve Assurance of Compliance Submission:</u></b>	Dr. Smith	<b><u>52</u></b>
<b>7. <u>Policy Review:</u></b>	Dr. Smith	<b><u>53</u></b>
<b>7. <u>Upcoming Meetings:</u></b>		
<b>8. <u>Adjourn:</u></b>		

\_\_\_\_\_  
Board Clerk

\_\_\_\_\_  
Date

# MRVSEC AND CSEC: MOVING TOWARD CONSOLIDATED SERVICE DELIVERY

*Darren G. Kermes  
Executive Director  
MRVSEC & CSEC*

**MRVSEC**

**MINNESOTA RIVER VALLEY  
SPECIAL EDUCATION  
COOPERATIVE**

# Origins

- ◆ Founded in 1968- 69 School Year
- ◆ Provides Special Education Services for Scott County and South
- ◆ Original Fiscal Host New Prague
  - ◆ Became Joint Powers Cooperative in 1974
- ◆ Member districts:
  - ◆ Belle Plaine, Jordan, Tri City United (formerly Montgomery-Lonsdale and LeCenter), Prior Lake-Savage, New Prague and Shakopee.

**CSEC**

**CARVER-SCOTT EDUCATIONAL  
COOPERATIVE**

# Origins-MVSEEC

- ◆ Minnesota Valley Special Education Cooperative founded in 1968-69 school year
  - ◆ MVSEEC Member districts:
    - ◆ Chaska, Norwood-Young America, Waconia, and Watertown (and Orono and Eden Prairie.)
- ◆ Provided special education services to member districts (sister cooperative to MRVSEEC)

# Evolution of CSEC

- ◆ 1976 Founded by Chaska, Shakopee, Waconia to Provide CTE
- ◆ 1977 Jordan joins
- ◆ 1977 First ALC
- ◆ 1979 GED Testing
- ◆ 1980 New Beginnings Opens
- ◆ 1983 Special Needs Programming
  - ◆ Transitions and Supported Employment
- ◆ 1985 Merger with MVSEC
- ◆ 1985 Watertown and NYA Join
- ◆ 1988 Belle Plaine Joins
- ◆ 1997 Begin Offering Targeted Services
- ◆ 1998 East Creek Family Center Opens
- ◆ 2000 Spring Lake ALC Opens
- ◆ 2007 Prior Lake Joins
- ◆ 2008 New Prague Joins

**MRVSEC/CSEC**

**CONSOLIDATION/MERGER**

# Steps Taken So Far...

- ◆ 2008
  - ◆ Coordination of Life Skills Transition Programs
  - ◆ Two-County Special Education Director Meetings
- ◆ 2009
  - ◆ Shared Business Manager
  - ◆ Early Childhood PLC Across Both Counties
- ◆ 2010
  - ◆ Shared Special Education Director
  - ◆ Itinerant Staff Serve Both Counties
  - ◆ Common Business Office/Board Room (Valley Green)
  - ◆ Back to Back Superintendent and Board Meetings
- ◆ 2011
  - ◆ Shared Executive Director
  - ◆ Streamlined Special Education Programs
  - ◆ Joint Day Treatment Program
  - ◆ Merge all Administration, Clerical, Custodial-Buildings and Grounds Staff onto CSEC Contract
  - ◆ Select Single Vendors for all Business Functions: Auditor, Student Data, Personnel Data, Financial, Special Education Forms, Web Site Host, Phones

# Actions Completed This Year

- ◆ Branding
  - ◆ Color Scheme Selected
  - ◆ Name Chosen (Revealed November 21<sup>st</sup>)
- ◆ Common Web Site Developed
  - ◆ Exists Behind MRVSEC and CSEC Sites Until July 1, 2013
- ◆ Communications
  - ◆ Single Phone Provider and Common 952-567 phone numbers
  - ◆ Email Merging to Common Address

# Remaining Steps

- ◆ Branding
  - ◆ Request District Number from MDE
  - ◆ Logo To Be Designed by Students
- ◆ Status
  - ◆ Cooperative vs. Intermediate District
    - ◆ To be determined this fall
  - ◆ MRVSEC Vote to Dissolve Effective June 30. 2013
    - ◆ Distribute Fund Balance
    - ◆ Assign Building Ownership Shares
- ◆ Bylaws
  - ◆ Target Date for Revision of Existing CSEC Bylaws: January, 2013
- ◆ Teacher and Support Contracts
  - ◆ Bring Paraprofessionals/Support Staff Under CSEC Contract Mid-Year?
  - ◆ Open Teacher Contract Negotiations Spring 2013

# Barrier to Merger

- ◆ Financial Status of CSEC
  - ◆ End of Year Fund Balances:
    - ◆ 2007-08                 \$1,717,170
    - ◆ 2008-09                 \$1,424,206
    - ◆ 2009-10                 \$-293,649
    - ◆ 2010-11                 \$-1,719,807
  - ◆ Caused by:
    - ◆ Formation of Bridges Program (with no corresponding cuts)
    - ◆ MDE Finding Errors in Special Ed Claiming
      - ◆ Recapture \$600,000
      - ◆ Order no future claiming \$944,000
      - ◆ (Yet no significant budget cuts made)

# Barrier to Merger Resolved

- ◆ \$2,000,000 Reduction in Budget for 2012-13
- ◆ MDE Concerns Addressed and Resolved
- ◆ Core Cost Formula Implemented
  - ◆ “Membership Fee”
  - ◆ Similar to MRVSEC
- ◆ Districts Advance \$1,000,000 to Pay CSEC Debts Owed
  - ◆ To Be Reimbursed Through Sale of Crosby Park Building
    - ◆ Valued at \$1,000,000
- ◆ Fund Balance June 30, 2012 = \$0.00

# THE FUTURE

In the revelation of any truth, there are three stages. In the first, it is ridiculed. In the second, it is resisted and in the third, it is considered self-evident.

*Arthur Schopenhauer*

# Benefits of Single Cooperative

- ◆ Save \$20,000 per year by consolidating to single Board
- ◆ Save over \$500,000 per year (beginning current year) by reducing administration by 3 FTE and office staff by 2 FTE
- ◆ Save over \$100,000 per year by consolidating systems (auditor, phone, TIES, etc.) and memberships (MSBA, etc.)

# Program Stability

- ◆ Programs for Students Already Streamlined
- ◆ ZERO Cuts to Teachers or Paraprofessionals on July 1, 2013 Due to Merger
  - ◆ All Consolidating of Programs Done During Prior Two Years Through Attrition and Growth

# Preliminary Minutes of Regular Board Meeting

***MINUTES WILL NOT BE APPROVED UNTIL THE NEXT BOARD MEETING***

## The School Board of the Belle Plaine Public Schools

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A Regular Board Meeting of the School Board of Belle Plaine Public Schools was held Monday, September 24, 2012, beginning at 6:00 PM in the District Service Center.

1.	<p><u>Call to Order:</u>  <i>The regular monthly meeting of the Belle Plaine School Board was called to order by Chairperson Lenz on Monday, September 24, 2012 at 6:03 pm at the District Center Board Meeting Room with the following members present: Nagel, Steinhagen, Daly, Bigaouette, Ludvik and Supt. Smith.</i></p>
2.	<p><u>Reports:</u></p> <p>2. 1. <u>Updates on School District Test Results:</u>          Carol Lagergren, Curriculum and Assessment Director, will update the school board on our district results on last spring's MCA tests in Reading, Math and Science. Ms. Lagergren will also provide information on the current standing with regard to the benchmarks set forth through our Strategic Planning Session, Vision Card A - Student Learning &amp; Career/College Readiness</p>
2. 2.	<p><u>Update on Teacher Evaluation System:</u>          Dr. Liann Hanson, Oak Crest Elementary Principal, will review the process used for evaluating teachers in our school buildings. This process was put in place last year at Chatfield and Oak Crest Elementary Schools and will now be used at the JH-SH building as well.</p>
3.	<p><u>Other items as Brought before the board &amp; Consideration of Agenda:</u> <input type="checkbox"/> Chairperson will ask if there are any items that need to be brought before the board and for consideration of the Agenda.  <i>Motion by Bigaouette and second by Daly to approve the agenda as presented. Motion carried unanimously.</i></p>
4.	<p><u>Consensus Items:</u>          If any board member has concerns about the adoption of the following consensus items, please acknowledge the chairperson prior to the final vote. If there are no concerns, these items will be voted on as a group.</p>
4. 1.	<p><u>Previous Board Meeting Minutes:</u>          Enclosed are the August 7, 2012 Special Board Meeting minutes and the August 27, 2012 Regular Board Meeting minutes for your review and adoption.</p>
4. 2.	<p><u>Personnel:</u>          Approve lane changes for the following teaching staff: Kalal, Angela MA30/20 to MA60/40, Cantrell, Lori BA15/10 to BA30/20 and Jungwirth, Jennifer BA15/10 to BA30/20.          Approve contract for Sheri Prokosch at \$33,897.22 annually as ECFE/School Readiness Coordinator for the 2012-13 school year.</p>

4. 3.	<p><u>Student Enrollment:</u>          Approve both a Belle Plaine grade 8 and grade 12 resident to attend Houston Public Schools for the 2012-13 school year.          Approve a Jordan grade 10 resident to enroll in Belle Plaine for the 2012-13 school year.          Approve both a Belle Plaine grade 10 and grade 12 resident to attend LeSueur-Henderson Schools for the 2012-13 school year.</p>
4. 4.	<p><u>Donations:</u>          Accepted with sincere thanks and appreciation gifts from Target (\$2,820.39), Mary Beth Hauser (\$190.38) and Joshua Selbrade (\$50) to benefit Chatfield Elementary.</p>
<p><i>Motion by Bigaouette and second by Nagel to approve all of the above consensus items. Motion carried unanimously.</i></p>	
5.	<p><u>Discussion Items:</u></p>
5. 1.	<p><u>Superintendent Update:</u>          Superintendent Smith will provide updates on the beginning of the school year, opening enrollment numbers and a meeting regarding a Robotics program at the JH-SH.</p>
5. 2.	<p><u>Board Member Reports:</u>          Board member Nagel provided an update on CSEC/MRVSEC activities. There will be a programs tour at 9 a.m. on October 11<sup>th</sup> provided to any board members/administrators who wish to learn more about the programs in place at CSEC/MRVSEC. CSEC Foundation will hold a gala fund raising event on Friday evening, October 26<sup>th</sup> at Hazeltine Country Club. Tickets are available through the CSEC website and offices. Board discussions have continued with regard to the merger of the cooperatives and whether the new entity should remain a cooperative organization or if it should become an intermediate district. There are pros/cons to both models, but the overall sentiment is that a final decision should be made on what type of entity we will be prior to any finalizing of the merger.</p>
5. 3.	<p><u>Building Administrator Reports:</u>          Building administrators have submitted monthly reports for the board to review. The monthly reports are available on the BoardBook website for the board and the public.</p>
6.	<p><u>Action Items:</u></p>
6. 1.	<p><u>Approve Monthly Expenditures:</u>          At the board finance meeting, expenditures for the month of September were reviewed. Administration recommends approval of the September, 2012 disbursements totaling \$3,411,048.62. This includes hand payables of \$2,206,047.66 and electronic payments of \$1,005,552.96.  <i>Motion by Daly and second by Ludvik to approve the September bills. Motion carried unanimously.</i></p>
6. 2.	<p><u>Approve Resolution Authorizing Issuance and Awarding Sale of Building Bond Refunding:</u>          Attached is a draft resolution that will need approval at our meeting on Monday provided that interest rates on the bond bids are attractive enough to recommend acceptance. As of Friday, the rates still are favorable and it is estimated that the district will save approximately \$2.1 million through this refunding process. Final sale will occur on Monday and actual results will be brought to the meeting on Monday evening. Administration will make a recommendation as to acceptance or rejection of the bids at that time.  <i>Motion by Nagel and second by Ludvik to approve the resolution authorizing issuance of and awarding the sale of the building bond refunding with the final sale resulting in a \$2.7 million savings to our district taxpayers. Motion carried by a majority roll call.</i></p>

6. 3.	<p><u>Approve Job Descriptions and Job Points System:</u>  All job descriptions in the district have been reviewed by Springsted, Inc and re-written in a common format. It is recommended that the board approve the attached job descriptions and the associated point system that will be used for determining pay equity compliance.  <i>Motion by Ludvik and second by Daly to approve the job descriptions and job points system to be used for determining pay equality compliance. Motion carried unanimously.</i></p>
6. 4.	<p><u>Approve Preliminary 2012 Payable 2013 Levy:</u>  At our work session two weeks ago, we had our first opportunity to look at our district's proposed levy for the 2013-14 school year and for the 2013 tax year. The levy shows an overall increase of \$61,361.83 or 1.39% over last year's levy. One area of increase that is new to the levy is for Other Post Employment Benefits (OPEB) - this line item is for \$169,333. It is recommended that the board approve the maximum levy at this time. We will take final action on the levy at our December meeting on Monday, December 17th following a "Truth in Taxation" meeting on Monday, December 10th at 6 p.m.  <i>Motion by Bigaouette and second by Nagel to approve the Maximum preliminary 2012 payable 2013 levy at this time. Motion carried unanimously.</i></p>
6. 5.	<p><u>Approve Revisions to Policy:</u>  We have reviewed potential revisions to policies #102, 214, 401, 402, 406 and 410 along with a new adoption for a Bring Your Own Device policy. It is recommended that the six current policies be approved as revised and that the board approve the first reading of the District BYOD policy.  <i>Motion by Bigaouette and second by Daly to approve the revisions to policies #102, 214, 401, 402, 406 and 410. Motion carried unanimously.</i>  <i>Motion by Nagel and second by Daly to approve the 1<sup>st</sup> Reading of the District BYOD policy. Motion carried unanimously.</i></p>
6. 6.	<p><u>Approve MSBA Legislative Resolution:</u>  The CSEC &amp; MRVSEC boards have requested that individual member districts approve the attached MSBA Legislative Resolution in an effort to modify existing state statute regarding the discontinuance of programming through cooperatives and the rights/responsibilities of teachers/school districts when that occurs. I agree with the rationale that has been set forth in the resolution and believe that the Belle Plaine District should support this resolution as well. Recommendation is to approve the MSBA Legislative Resolution and to submit this to MSBA prior to September 28, 2012.  <i>Motion by Nagel and second by Daly to approve the MSBA Legislative Resolution. Motion carried unanimously.</i></p>
7.	<p><u>Upcoming Meetings:</u>  Monday, October 8, 2012      6:00 p.m. - School Board Work Session  Monday, October 22, 2012    5:30 p.m. - Finance Committee Meeting  6:00 p.m. - School Board Meeting</p>
8.	<p><u>Adjourn:</u>  <i>Motion by Ludvik and second by Bigaouette to adjourn at 7:23 pm. Motion carried unanimously.</i></p>

**Belle Plaine High School  
School Board Report  
Submitted by Dave Kreft  
October 22, 2012 Board Meeting**

**Appreciation:**

- I have gained a strong appreciation for the hires we have made over the last couple of years. Their unique skills from their undergraduate work and other professional experience match very well with the direction we are going. They have some positive experiences, are willing to learn, and are willing to learn.
- Homecoming week was a strong success, with activities that involved a large number of students and minimized class interruptions. Sandy Fjelde is to be commended for her communication and planning skills.
- I was able to tour the different facilities within the Carver-Scott Education Cooperative and MRVSEC. We are fortunate to have all of the programs and resources available to us. I am thankful they provided the tour, as teachers and administrators were able to gain a better understanding of what they offer.

**Acceleration:**

- Our PLC teams are finalizing their SMART goals. Many of the goals are naturally gravitating toward standardized test needs. While identifying areas of growth, teams are also identifying resources or training that are necessary to accomplish the goals.
- On our student half day in October, teachers began the process of identifying Power Standards. The importance of Power Standards and the process to help identify them was shared. This will be a yearlong process, with the expectation that Power Standards are communicated as the year begins next year.
- Within PLC meetings and post observation conferences a need has been identified to assist staff in providing regular group family communication. This will be a training that takes place within the next month.

**Anticipation:**

- The end of the quarter is quickly approaching. Time will be provided on November 5<sup>th</sup> to finalize grades and work on Power Standards.
- With the tentative approval provided by the board, we are gauging interest in FIRST Robotics and completing the necessary paperwork.
- Youth Frontiers will be instructing our 7<sup>th</sup> and 9<sup>th</sup> graders this week on the topics of respect and courage. They always provide a day full of energy and meaningful activity.
- Tentative plans are in place to provide our entire 9-12 student population with CPR and AED training on November 16<sup>th</sup>. The training is provided through Ridgeview and helps fulfill the new graduation requirement for CPR training.
- Please stay in tune to daily developments in our building by following me on Twitter (@HSPrincipal716).

**Dave Kreft**  
*Jr High/Sr High Principal*  
**Liann Hanson Ph.D.**  
*Oak Crest Elementary Principal*  
**Kim DeWitte**  
*Chatfield Elementary Principal*  
**Chuck Keller**  
*Business Manager*  
**Ken Wick**  
*IT Director*



**Kelly D. Smith, Ed.D., Superintendent**

**Tricia Denzer**  
*Special Services Director*  
**Jeff Heine**  
*Buildings & Grounds Director*  
**Nelson Ladd**  
*Community Services Director*  
**Mindy Sparby**  
*Activities Director/Dean of Students*  
**Carol Lagergren**  
*Director of Curriculum & Assessment*

## Board Reports

10/22/12

Mindy Sparby

JH Dean / Activities Director

## Appreciation:

- Thanks to our fall sports coaches and athlete's for all of their hard work this season! Everyone is on to playoffs and Tennis has already completed their season.
  - October 23 - FB @ Fairmont 7pm
  - October 25 - CC @ Battle Creek 4pm
  - October 25 - VB home vs. Holy Family 7pm
- Thanks our Tiger Target Team leaders; Mr. Stauffacher, Mr. Noah, Mrs. Geller and Mrs. Hanson. We have officially identified our TTT students and kicked off another year with the Tiger Target Team!
- Thanks to Mr. Hennen and the JH Student council for a great Activity night. Junior high students who didn't have any missing work were eligible to attend and we had nearly 140 students take part. Thanks to all of our staff members who helped chaperone as well.

## Acceleration:

- Our 7<sup>th</sup> graders will attend Youth Frontiers on Tuesday, October 23<sup>rd</sup>. This is a courage retreat. It works with students to help identify how to advocate for themselves and other students when presented with adversity. There is also a focus on how to handle bullying.
- Our new Scoreboards will be ordered this week! Thanks to State Bank of Belle Plaine, Cornerstone State Bank, Matt Saxe and Basketball Boosters for their donations to the project. Projected date to display is by the first home game: GBB vs. GSL December 4<sup>th</sup>.
- We have grade level meetings this week to finalize our SMART goals and identify students that are doing good things, and those who may need a little extra assistance.

## Anticipation:

- Choir will have a concert on Monday, October 29<sup>th</sup> at 7pm in the North gym. Our students have been working hard this fall and will be ready to put on a great performance.
- Climb Theater will be coming around to present to our 8<sup>th</sup> grade English classes next week about Gateway drugs. Know the Truth will also be presenting next week to our Junior high on building awareness of how past users of chemicals have come through their addictions and how their lives were affected by their use.
- The Winter Eligibility meeting is November 5<sup>th</sup> at 7:00pm for all Winter Activities: Girls Basketball, Boys Basketball, Wrestling, Dance, Speech and One Act play.

**Chuck Keller**  
*Business Manager*  
**Carol Lagergren**  
*Director of Curriculum &  
Assessment*  
**Ken Wick**  
*IT Director*



**Kelly D. Smith, Ed.D.,**  
*Superintendent*

**Tricia Denzer**  
*Special Services Director*  
**Jeff Heine**  
*Buildings & Grounds  
Director*  
**Nelson Ladd**  
*Community Services  
Director*

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## Curriculum Advisory Council Overview

### Mission Statement:

The Curriculum Advisory Council will provide active community participation in:

- reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota Graduation standards;
- identifying annual instruction and curriculum improvement goals for recommendation to the school board;
- making recommendations regarding the evaluation process that will be used to measure school district progress towards its goals;
- making recommendations regarding the development of the "Annual Report on Curriculum, Instruction and Student Achievement".

### Membership:

The basic plan for public input into curricular matters is through the Curriculum Advisory Council, which is composed of the following:

- parents and community members
- School Board members
- Director of Curriculum and Assessment
- staff and district administrators (as needed)

Parents and/or community members shall comprise at least 50% of the membership. Members shall serve a one-year term, but multiple terms are acceptable.

### Meeting Schedule:

This Advisory Council meets monthly on the third Monday (of the month) from 6-7 P.M. in the District Office Board Room.

**Chuck Keller**  
*Business Manager*  
**Carol Lagergren**  
*Director of Curriculum & Assessment*  
**Ken Wick**  
*IT Director*



Kelly D. Smith, Ed.D., *Superintendent*

**Tricia Denzer**  
*Special Services Director*  
**Jeff Heine**  
*Buildings & Grounds Director*  
**Nelson Ladd**  
*Community Services Director*

**Curriculum Advisory Group Work Plan 2012-2013**

Date	Agenda Items
October 15, 2012	Introduce Chairperson Review Purpose and Work of Council Review of MMR (formerly AYP) status Review of Annual Report/Literacy Plan Review of Building Goals
November 19, 2012	Update on Math Textbook Adoption (after 1 year) Update on RtI Math Programs in the District
January 21, 2012	Update on Elementary LEAP Program Update on BPHS CIS and CE Courses
February 18, 2013	Language Arts Self-Study Results Foreign Language Self-Study Results
March 18, 2013	Social Studies Self-Study Results Update on Science Textbook Adoption
April 15, 2013	Update from the Language Arts Curriculum Committee (potential textbook adoption) Update from the Foreign Language Curriculum Committee (potential textbook adoption)
May 6, 2013	Preview of Annual Report

## Multiple Measurement Rating Overview

**Summary:** Multiple Measurement Rating (MMR) is Minnesota's new measurement of school performance. The MMR measures proficiency, student growth, achievement gap reduction, and graduation rates. Schools earn points in each category. The percentage of possible points that a school earns is the school's MMR.

### ***Oak Crest Elementary School:***

	2010	2011	2012
Proficiency	86.2% (59 <sup>th</sup> )	83.1% (25 <sup>th</sup> )	100% (99 <sup>th</sup> )
Average Growth	0.2491 (67 <sup>th</sup> )	0.0056 (25 <sup>th</sup> )	.2477 (66 <sup>th</sup> )
Gap Reduction	-0.0658 (72 <sup>nd</sup> )	0.1072 (42 <sup>nd</sup> )	0.0063 (62 <sup>nd</sup> )

### ***Belle Plaine Junior High:***

	2010	2011	2012
Proficiency	0% (9 <sup>th</sup> )	82.5% (27 <sup>th</sup> )	100% (99 <sup>th</sup> )
Average Growth	0.2040 (73 <sup>rd</sup> )	-0.0737 (21 <sup>st</sup> )	0.2709 (81 <sup>st</sup> )
Gap Reduction	0.1924 (30 <sup>th</sup> )	0.2815 (27 <sup>th</sup> )	-0.1697 (95 <sup>th</sup> )

### ***Belle Plaine High School:***

	2010	2011	2012
Proficiency	49.6% (38 <sup>th</sup> )	78.1% (42 <sup>nd</sup> )	37% (15 <sup>th</sup> )
Average Growth	0.0643 (62 <sup>nd</sup> )	-0.1077 (30 <sup>th</sup> )	-0.3524 (7 <sup>th</sup> )
Gap Reduction	0.4175 (18 <sup>th</sup> )	0.2981 (39 <sup>th</sup> )	0.5016 (16 <sup>th</sup> )
Graduation Rate	100% (99 <sup>th</sup> )	100% (99 <sup>th</sup> )	100% (99 <sup>th</sup> )

## Focus Rating Overview

**Summary:** Focus Rating is Minnesota's newest measurement for identifying Focus Schools. The Focus rating is generated by combining the proficiency and growth of the seven subgroups for which there is an achievement gap (Black, Hispanic, Asian, American Indian, Free/Reduced Price Lunch, Special Education, and English Learners)

### ***Oak Crest Elementary School:***

	2010	2011	2012
Proficiency	54.5% (55 <sup>th</sup> )	100% (99 <sup>th</sup> )	100% (99 <sup>th</sup> )
Gap Reduction	-0.0658 (72 <sup>nd</sup> )	0.1072 (42 <sup>nd</sup> )	0.0063 (62 <sup>nd</sup> )

### ***Belle Plaine Junior High School:***

	2010	2011	2012
Proficiency	0% (34 <sup>th</sup> )	100% (99 <sup>th</sup> )	100% (99 <sup>th</sup> )
Gap Reduction	0.1924 (30 <sup>th</sup> )	0.2815 (27 <sup>th</sup> )	-0.1697 (95 <sup>th</sup> )

### ***Belle Plaine High School:***

	2010	2011	2012
Proficiency		100% (99 <sup>th</sup> )	67.8% (18 <sup>th</sup> )
Gap Reduction		0.2981 (39 <sup>th</sup> )	0.5016 (16 <sup>th</sup> )

Board Report  
October 22<sup>nd</sup>, 2012  
Oak Crest Elementary  
Liann Hanson

**Appreciation:**

- We have added the schoolstore.com link to the Oak Crest home page. This is a wonderful program! If you ever do any online shopping, please go to either the Chatfield or Oak Crest home page, click on the school store link, and start shopping!
- Parent-Teacher conferences were a success. Continuing to build this home/school connection is so important for student achievement.
- Thanks to the Belle Plaine Lions Club for funding 3 scholarships for students to go to Wolf Ridge!
- Students and staff left Oak Crest at 6:00 AM on Monday, October 22<sup>nd</sup> for Wolf Ridge! Thanks to all that helped make sure our students had what they needed to attend.
- Thanks to Sara Bungarden, OC RTI teacher, who has taken on some ELL responsibilities until we get a set process in place!

**Acceleration:**

- PLC: The teams are continuing to create their formative assessments for math and beginning to unwrap the reading standards. Each grade level will be organizing their reading standards into 3 categories: 1. Introducing 2. Developing and 3. Mastery. The teams will then be involved with vertical teaming to talk with other grade levels about their reading standards. This work will ensure that each grade level has specific Power Standards.
- RTI Cohort: Our RTI staff members will be heading over to Jordan for a gathering of RTI teachers. They will share ideas, learn from each other, and bring new ideas back with them!
- Tricia, Carol, Kim, Mindy, and myself continue to work on the district English Language Learner process for the district.

**Anticipation:**

- Formal and informal observations are continuing.
- The November 5<sup>th</sup> in-service topics will be math and reading. Carol L. will be working with the staff on the new reading standards and we will have 2 presenters work with the staff on Guided Math.
- The Halloween Parade will begin at 1:50 in the Oak Crest gym.
- Oak Crest has started the process of becoming a School of Excellence through MESPA.
- Mr. Waller, Ms. Miller, and myself will be attending a Common Core workshop in Mankato. We are excited to learn more about the Common Core.
- Oak Crest is starting a Volunteer Day on the 1<sup>st</sup> Friday of every month (this doesn't mean volunteers can't come in at any time)! We have invited parents to come volunteer on the 1<sup>st</sup> Friday of each month and attend our All School Meeting!

Board Report  
September 24, 2012  
Chatfield Elementary  
Kimberly DeWitte

**Appreciation:**

- We have added the schoolstore.com link to the Chatfield home page. The Chatfield families have done a great job supporting the school. Within the first 5 days, 340 dollars was donated directly to teachers for their use in the classrooms and the school earned over \$170.00. This is a wonderful program! If you ever do any online shopping, please go to either the Chatfield or Oak Crest home page, click on the school store link, and start shopping!
- Parent-Teacher conferences were a success. Continuing to build this home/school connection is so important for student achievement.

**Acceleration:**

- PLC: The teams are continuing to create their formative assessments for math and beginning to unwrap the reading standards. Each grade level will be organizing their reading standards into 3 categories: 1. Introducing 2. Developing and 3. Mastery. The teams will then be involved with vertical teaming to talk with other grade levels about their reading standards. This work will ensure that each grade level has specific Power Standards.
- Interventions: K-2 interventions have started. Now that we have been providing these interventions for a few weeks, some of the students have been switched to different groups based on need, data, and teacher observations
- The Early Childhood PLC invited an early childhood teacher from Sibley East to talk with them about Reading Corp. She answered many of their questions and showed specific data that related to student growth.

**Anticipation:**

- Formal and informal observations are continuing.
- The November 5<sup>th</sup> in-service topics will be math and reading. Carol L. will be working with the staff on the new reading standards and we will have 2 presenters work with the staff on Guided Math.
- Climb Theater will be coming to Chatfield on November 1.
- The Halloween Parade will begin at 2:30 in the Chatfield gym.
- Teatro del Pueblo will be at Chatfield to do performances for Kindergarten and first grade.

## Belle Plaine Public Schools Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	2649	N	AARP	V30401	36132	12065	326.00	0.00	326.00	10/17/2012	10/17/2012	10/17/2012
							Check Amount:		\$326.00			
1	4872	N	ALEX HARTMAN	V30401	36085	12050	50.00	0.00	50.00	10/10/2012	10/10/2012	10/10/2012
							Check Amount:		\$50.00			
1	4589	N	BANC OF AMERICA LEASING	V30401	36126	41	8,256.74	0.00	8,256.74	10/17/2012	10/17/2012	10/17/2012
							Check Amount:		\$8,256.74			
1	1125	N	BELLE PLAINE HERALD	V30401	36071	12041	26.00	0.00	26.00	10/08/2012	10/08/2012	10/08/2012
							Check Amount:		\$26.00			
1	3876	N	CENTERPOINT ENERGY SERVICE:	V30401	36148	2487472	251.79	0.00	251.79	10/17/2012	10/17/2012	10/17/2012
1	3876	N	CENTERPOINT ENERGY SERVICE:	V30401	36146	2487522	488.89	0.00	488.89	10/17/2012	10/17/2012	10/17/2012
1	3876	N	CENTERPOINT ENERGY SERVICE:	V30401	36147	2487532	71.99	0.00	71.99	10/17/2012	10/17/2012	10/17/2012
							Check Amount:		\$812.67			
1	1262	N	CITY OF BELLE PLAINE	V30401	36127	2745	126.11	0.00	126.11	10/17/2012	10/17/2012	10/17/2012
							Check Amount:		\$126.11			
1	5808	N	COUNTRY TRAIL TREE MOVING	V30401	36212	10152012	4,950.00	0.00	4,950.00	10/18/2012	10/18/2012	10/18/2012
							Check Amount:		\$4,950.00			
1	1321	N	DANIEL SCHMIDT LIGHTING	V30401	36141	4696	551.84	0.00	551.84	10/17/2012	10/17/2012	10/17/2012
							Check Amount:		\$551.84			
1	4565	N	DE LAGE LANDEN	V30401	36157	15405673	418.00	0.00	418.00	10/17/2012	10/17/2012	10/17/2012
							Check Amount:		\$418.00			
1	5579	N	EDUCATORS BENEFIT CONSULTA	V30401	36194	15532	200.00	0.00	200.00	10/17/2012	10/17/2012	10/17/2012
							Check Amount:		\$200.00			
1	1485	N	FREMONT INDUSTRIES INC	V30401	36143	791166	2,000.00	0.00	2,000.00	10/17/2012	10/17/2012	10/17/2012
							Check Amount:		\$2,000.00			
1	4840	N	GENERAL PARTS	V30401	36140	5408995	584.53	0.00	584.53	10/17/2012	10/17/2012	10/17/2012
							Check Amount:		\$584.53			
1	1528	N	GROTH MUSIC	V30401	36162	1954545	1,124.48	0.00	1,124.48	10/17/2012	10/17/2012	10/17/2012
1	1528	N	GROTH MUSIC	V30401	36161	1958330	75.36	0.00	75.36	10/17/2012	10/17/2012	10/17/2012
1	1528	N	GROTH MUSIC	V30401	36158	1964175	632.42	0.00	632.42	10/17/2012	10/17/2012	10/17/2012
							Check Amount:		\$1,832.26			

## Belle Plaine Public Schools Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	2993	N	GWEN KELLER	V30401	36133	09282012	70.44	0.00	70.44	10/17/2012	10/17/2012	10/17/2012
							Check Amount:		\$70.44			
1	5746	N	HOLT MCDUGAL - HM RECEIVAB	V30401	36153	948569269	727.20	0.00	727.20	10/17/2012	10/17/2012	10/17/2012
							Check Amount:		\$727.20			
1	3465	N	HOUGHTON MIFFLIN HARCOURT	V30401	36156	948817918	570.57	0.00	570.57	10/17/2012	10/17/2012	10/17/2012
1	3465	N	HOUGHTON MIFFLIN HARCOURT	V30401	36155	948614310	10,769.22	0.00	10,769.22	10/17/2012	10/17/2012	10/17/2012
							Check Amount:		\$11,339.79			
1	3933	N	INFINITE CAMPUS INC	V30401	36150	ANNUAL006561	825.42	0.00	825.42	10/17/2012	10/17/2012	10/17/2012
							Check Amount:		\$825.42			
1	5796	N	JAMIE READ	V30401	36086	12051	40.00	0.00	40.00	10/10/2012	10/10/2012	10/10/2012
							Check Amount:		\$40.00			
1	1202	N	JANIS BUESGENS	V30401	36135	09302012	28.31	0.00	28.31	10/17/2012	10/17/2012	10/17/2012
							Check Amount:		\$28.31			
1	5322	N	KATELYN ZURN	V30401	36088	12047	60.00	0.00	60.00	10/10/2012	10/10/2012	10/10/2012
							Check Amount:		\$60.00			
1	3120	N	KENNEDY & GRAVEN	V30401	36192	110226	701.10	0.00	701.10	10/17/2012	10/17/2012	10/17/2012
1	3120	N	KENNEDY & GRAVEN	V30401	36166	110177	102.60	0.00	102.60	10/17/2012	10/17/2012	10/17/2012
1	3120	N	KENNEDY & GRAVEN	V30401	36193	110031	6,885.85	0.00	6,885.85	10/17/2012	10/17/2012	10/17/2012
1	3120	N	KENNEDY & GRAVEN	V30401	36191	110030	703.00	0.00	703.00	10/17/2012	10/17/2012	10/17/2012
							Check Amount:		\$8,392.55			
1	4843	N	KRIS ANN KRAUSE	V30401	36092	12058	1,225.00	0.00	1,225.00	10/10/2012	10/10/2012	10/10/2012
							Check Amount:		\$1,225.00			
1	5797	N	LAUREN SCANLON	V30401	36089	12048	60.00	0.00	60.00	10/10/2012	10/10/2012	10/10/2012
							Check Amount:		\$60.00			
1	5806	N	LESUEUR COMMUNITY CENTER	V30401	36131	1787/1778	80.00	0.00	80.00	10/17/2012	10/17/2012	10/17/2012
							Check Amount:		\$80.00			
1	1746	N	LYNN MOLLENHAUER	V30401	36134	09/30/2012	17.32	0.00	17.32	10/17/2012	10/17/2012	10/17/2012
							Check Amount:		\$17.32			
1	2405	N	MARLENE TURMES	V30401	36137	09212012	22.20	0.00	22.20	10/17/2012	10/17/2012	10/17/2012
							Check Amount:		\$22.20			

## Belle Plaine Public Schools Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date	
1	2925	N	MASA REGION 9	V30401	36149	11072012	25.00	0.00	25.00	10/17/2012	10/17/2012	10/17/2012	
							Check Amount:		\$25.00				
1	5341	N	MCDOWELL AGENCY INC	V30401	36163	36701	35.85	0.00	35.85	10/17/2012	10/17/2012	10/17/2012	
							Check Amount:		\$35.85				
1	3069	1	N	MCGRAW Hill Companies	V30401	36154	69884662001	1,023.57	0.00	1,023.57	10/17/2012	10/17/2012	10/17/2012
							Check Amount:		\$1,023.57				
1	4012	N	MEDCO	V30401	36164	22474585-01	27.51	0.00	27.51	10/17/2012	10/17/2012	10/17/2012	
							Check Amount:		\$27.51				
1	4145	N	MEDICAREBLUE RX	V30401	36130	26406810	501.00	0.00	501.00	10/17/2012	10/17/2012	10/17/2012	
							Check Amount:		\$501.00				
1	1813	N	METRO ATHLETIC SUPPLY	V30401	36072	142944	1,240.80	0.00	1,240.80	10/08/2012	10/08/2012	10/08/2012	
1	1813	N	METRO ATHLETIC SUPPLY	V30401	36129	144823	436.00	0.00	436.00	10/17/2012	10/17/2012	10/17/2012	
							Check Amount:		\$1,676.80				
1	4955	N	MINNEAPOLIS SCHOOL DISTRICT	V30401	36152	70484	473.04	0.00	473.04	10/17/2012	10/17/2012	10/17/2012	
							Check Amount:		\$473.04				
1	1884	N	MRVSEC	V30401	36128	05152012	5,439.00	0.00	5,439.00	10/17/2012	10/17/2012	10/17/2012	
							Check Amount:		\$5,439.00				
1	1696	N	NELSON LADD	V30401	36093	12059	11.97	0.00	11.97	10/10/2012	10/10/2012	10/10/2012	
							Check Amount:		\$11.97				
1	5321	N	NICK ZURN	V30401	36087	12046	60.00	0.00	60.00	10/10/2012	10/10/2012	10/10/2012	
							Check Amount:		\$60.00				
1	5587	N	PRAIRIE RIVER HOME CARE, INC	V30401	36195	AUG-SEPT-OCT	5,856.50	0.00	5,856.50	10/17/2012	10/17/2012	10/17/2012	
							Check Amount:		\$5,856.50				
1	2002	N	PROTECTION SYSTEMS INC	V30401	36142	19149	1,338.08	0.00	1,338.08	10/17/2012	10/17/2012	10/17/2012	
							Check Amount:		\$1,338.08				
1	3866	N	RACHELLE KERKOW	V30401	36136	09302012	9.99	0.00	9.99	10/17/2012	10/17/2012	10/17/2012	
							Check Amount:		\$9.99				
1	2030	N	REGION V	V30401	36144	8208	5,071.50	0.00	5,071.50	10/17/2012	10/17/2012	10/17/2012	
							Check Amount:		\$5,071.50				

## Belle Plaine Public Schools Pre Payment Report

GrpCode	Rcd	W9	Vendor	Batch	Voucher	Inv No	Gross Amount	Disc Amt	Net Payment	Inv Date	Due Date	Disc Date
1	2067	N	SCHMITT MUSIC COMPANY	V30401	36138	124377496	71.50	0.00	71.50	10/17/2012	10/17/2012	10/17/2012
							Check Amount:		\$71.50			
1	2068	N	SCHOLASTIC	V30401	36091	109724096	175.65	0.00	175.65	10/10/2012	10/10/2012	10/10/2012
1	2068	N	SCHOLASTIC	V30401	36090	M4750052/M4898384	310.30	0.00	310.30	10/10/2012	10/10/2012	10/10/2012
							Check Amount:		\$485.95			
1	2083	N	SCOTT COUNTY	V30401	36125	728217	4,956.00	0.00	4,956.00	10/17/2012	10/17/2012	10/17/2012
							Check Amount:		\$4,956.00			
1	2124	N	SMALL ENGINE SPECIALTIES	V30401	36139	730316	42.45	0.00	42.45	10/17/2012	10/17/2012	10/17/2012
							Check Amount:		\$42.45			
1	2188	N	TAHER INC	V30401	36073	35490-IN	5,197.11	0.00	5,197.11	10/03/2012	10/03/2012	10/03/2012
1	2188	N	TAHER INC	V30401	36151	0035330-IN	60,000.00	0.00	60,000.00	10/17/2012	10/17/2012	10/17/2012
1	2188	N	TAHER INC	V30401	36145	0035575-IN	77,933.54	0.00	77,933.54	10/17/2012	10/17/2012	10/17/2012
							Check Amount:		\$143,130.65			
1	3832	N	TERESA VINING	V30401	36165	10172012	260.00	0.00	260.00	10/17/2012	10/17/2012	10/17/2012
							Check Amount:		\$260.00			
							Report Total:		\$213,518.74			

\*Does not meet minimum amount  
\*\*Exceeds maximum amount

# Hand Pays

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P30402	0716	28531	SBC	54243	CH	1	3219	CASH	Y	N	9/21/2012	C N	USD	100.00
P30402	0716	28532	SBC	54244	CH	1	1240	CERISSE MURPHY	Y	N	9/24/2012	C N	USD	19.74
P30402	0716	28538	SBC	54245	CH	1	4346	DON ZEYEN	Y	N	9/24/2012	C N	USD	83.00
P30402	0716	28535	SBC	54246	CH	1	2528	DWIGHT KRUEGER	Y	N	9/24/2012	C N	USD	83.00
P30402	0716	28537	SBC	54247	CH	1	4192	HAWKEYE WRESTLING CLUB	Y	N	9/24/2012	C N	USD	55.00
P30402	0716	28533	SBC	54248	CH	1	1658	JONES SCHOOL SUPPLY	Y	N	9/24/2012	C N	USD	15.89
P30402	0716	28536	SBC	54249	CH	1	3501	KELLY TERNES	Y	N	9/24/2012	C N	USD	83.00
P30402	0716	28540	SBC	54250	CH	1	5366	KEVIN MANN	Y	N	9/24/2012	C N	USD	83.00
P30402	0716	28534	SBC	54251	CH	1	1787	MASSP	Y	N	9/24/2012	C N	USD	150.00
P30402	0716	28539	SBC	54252	CH	1	5365	TONY DAHL	Y	N	9/24/2012	C N	USD	83.00
P30402	0716	28720	SBC	54339	CH	1	1238	CENTRAL PUBLIC SCHOOLS	Y	N	9/27/2012	C N	USD	100.00
P30402	0716	28721	SBC	54340	CH	1	1238	CENTRAL PUBLIC SCHOOLS	Y	N	9/27/2012	C N	USD	981.30
P30402	0716	28722	SBC	54341	CH	1	1759	MANKATO EAST HIGH SCHOOL	Y	N	9/27/2012	C N	USD	80.00
P30402	0716	28723	SBC	54342	CH	1	1878	MONTGOMERY-LONSDALE SCHOOLS	Y	N	9/27/2012	C N	USD	125.00
P30402	0716	28724	SBC	54343	CH	1	2651	SECTION 2A	Y	N	9/27/2012	C N	USD	100.00
P30402	0716	28726	SBC	54344	CH	1	5764	SOUTHWEST CHRISTIAN HIGH SCHOOL	Y	N	9/27/2012	C N	USD	185.00
P30402	0716	28725	SBC	54345	CH	1	5763	WILLMAR SENIOR HIGH SCHOOL	Y	N	9/27/2012	C N	USD	90.00
P30402	0716	28732	SBC	54346	CH	1	5795	JENNIFER CARIVEAU	Y	N	10/2/2012	C N	USD	98.37
P30402	0716	28727	SBC	54347	CH	1	1687	KIM STEVENSEN	Y	N	10/2/2012	C N	USD	96.00
P30402	0716	28731	SBC	54348	CH	1	5077	LE SUEUR HENDERSON HS	Y	N	10/2/2012	C N	USD	60.00
P30402	0716	28728	SBC	54349	CH	1	1773	MARK VAN ZEE	Y	N	10/2/2012	C N	USD	96.00
P30402	0716	28729	SBC	54350	CH	1	1970	PAULA VAN ZEE	Y	N	10/2/2012	C N	USD	96.00
P30402	0716	28730	SBC	54351	CH	1	1970	PAULA VAN ZEE	Y	N	10/2/2012	C N	USD	96.00
P30402	0716	28733	SBC	54352	CH	1	1220	CAROL LAGERGREN	Y	N	10/2/2012	C N	USD	49.13
P30402	0716	28734	SBC	54353	CH	1	3335	HEATHER O'CONNOR	Y	N	10/2/2012	C N	USD	94.35
P30402	0716	28735	SBC	54354	CH	1	4502	KELLY ADRIAN	Y	N	10/2/2012	C N	USD	57.95
P304p1	0716	28746	SBC	54355	CH	1	1123	BELLE PLAINE ED ASSOC	Y	N	10/5/2012	C N	USD	4,129.99
P304p1	0716	28747	SBC	54356	CH	1	1134	BELLE PLAINE SCHOOL	Y	N	10/5/2012	C N	USD	3,624.83
P304p1	0716	28748	SBC	54357	CH	1	1178	BPESPA	Y	N	10/5/2012	C N	USD	1,454.15
P304p1	0716	28749	SBC	54358	CH	1	1555	HEALTH PARTNERS	Y	N	10/5/2012	C N	USD	9,842.73
P304p1	0716	28752	SBC	54359	CH	1	4394	LAW OFFICE OF JOE PEZZUTO,LLC	Y	N	10/5/2012	C N	USD	92.84
P304p1	0716	28750	SBC	54360	CH	1	1753	MADISON NATIONAL LIFE	Y	N	10/5/2012	C N	USD	390.00
P304p1	0716	28750	SBC	54360	CH	1	1753	MADISON NATIONAL LIFE	Y	N	10/5/2012	C N	USD	1,345.50
P304p1	0716	28751	SBC	54361	CH	1	1836	NCPERS MINNESOTA	Y	N	10/5/2012	C N	USD	32.00

# Hand Pays

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P304p1	0716	28753	SBC	54362	CH	1	5360	Reliance Standard Life	Y	N	10/5/2012	C N	USD	1,113.33
P304p1	0716	28754	SBC	54363	CH	1	5419	UNITED STATES TREASURY	Y	N	10/5/2012	C N	USD	65.58
P30402	0716	28738	SBC	54364	CH	1	3553	EIDE BAILLY	Y	N	10/4/2012	C N	USD	4,000.00
P30402	0716	28736	SBC	54365	CH	1	2068	SCHOLASTIC	Y	N	10/4/2012	C N	USD	471.90
P30402	0716	28737	SBC	54366	CH	1	3206	SELECTACCOUNT	Y	N	10/4/2012	C N	USD	259.86
P304p1	0716	28755	SBC	54367	CH	1	1555	HEALTH PARTNERS	Y	N	10/5/2012	C N	USD	1,125.99
P30402	0716	28758	SBC	54368	CH	1	3249	GATCHELL IMAGING PRODUCTS	Y	N	10/11/2012	N	USD	6,601.27
P30402	0716	28759	SBC	54369	CH	1	5237	HOCKENBERGS	Y	N	10/11/2012	N	USD	685.58
P30402	0716	28756	SBC	54370	CH	1	1992	PRAIRIE TRANSPORTATION	Y	N	10/11/2012	N	USD	37,756.81
P30402	0716	28757	SBC	54371	CH	1	2164	STIER BUS CO	Y	N	10/11/2012	N	USD	78,504.21
P30402	0716	28767	SBC	54372	CH	1	2329	BLUE CROSS BLUE SHIELD of MN	Y	N	10/16/2012	N	USD	354.00
P30402	0716	28771	SBC	54373	CH	1	4404	ELISE'S KLOTHES PATCH	Y	N	10/16/2012	N	USD	10.76
P30402	0716	28772	SBC	54374	CH	1	4460	HILDI INC	Y	N	10/16/2012	N	USD	1,750.00
P30402	0716	28775	SBC	54375	CH	1	5803	ISAIAH CONRAD	Y	N	10/16/2012	N	USD	83.00
P30402	0716	28770	SBC	54376	CH	1	4143	JOE WOLLAN	Y	N	10/16/2012	N	USD	83.00
P30402	0716	28776	SBC	54377	CH	1	5804	JOSH KLEM	Y	N	10/16/2012	N	USD	83.00
P30402	0716	28760	SBC	54378	CH	1	1687	KIM STEVENSEN	Y	N	10/16/2012	N	USD	96.00
P30402	0716	28761	SBC	54379	CH	1	1687	KIM STEVENSEN	Y	N	10/16/2012	N	USD	96.00
P30402	0716	28762	SBC	54380	CH	1	1794	MBCA COACHES CLINIC	Y	N	10/16/2012	N	USD	100.00
P30402	0716	28769	SBC	54381	CH	1	3223	METRO ECSU	Y	N	10/16/2012	N	USD	300.00
P30402	0716	28773	SBC	54382	CH	1	5371	MINNESOTA ORFF CHAPTER	Y	N	10/16/2012	N	USD	100.00
P30402	0716	28763	SBC	54383	CH	1	1901	NATE HUETTL	Y	N	10/16/2012	N	USD	96.00
P30402	0716	28764	SBC	54384	CH	1	1970	PAULA VAN ZEE	Y	N	10/16/2012	N	USD	96.00
P30402	0716	28774	SBC	54385	CH	1	5802	SCOTT MALLUEGE	Y	N	10/16/2012	N	USD	83.00
P30402	0716	28768	SBC	54386	CH	1	3206	SELECTACCOUNT	Y	N	10/16/2012	N	USD	256.20
P30402	0716	28765	SBC	54387	CH	1	2122	SKATETIME	Y	N	10/16/2012	N	USD	3,626.00
P30402	0716	28766	SBC	54388	CH	1	2137	SOUTH CENTRAL ECSU	Y	N	10/16/2012	N	USD	1,883.52
P30402	0716	28795	SBC	54389	CH	1	5807	JEFF MOSCA	Y	N	10/17/2012	N	USD	83.00
P30402	0716	28794	SBC	54390	CH	1	2157	STEFFEN HARDWARE	Y	N	10/17/2012	N	USD	34.50
P30402	0716	28796	SBC	54391	CH	1	1126	BELLE PLAINE HS ACT FND	Y	N	10/18/2012	N	USD	135.00
P30402	0716	28800	SBC	54392	CH	1	3003	DON SAUTER	Y	N	10/18/2012	N	USD	245.00
P30402	0716	28797	SBC	54393	CH	1	1687	KIM STEVENSEN	Y	N	10/18/2012	N	USD	96.00
P30402	0716	28798	SBC	54394	CH	1	1794	MBCA COACHES CLINIC	Y	N	10/18/2012	N	USD	100.00
P30402	0716	28799	SBC	54395	CH	1	1970	PAULA VAN ZEE	Y	N	10/18/2012	N	USD	96.00

# Hand Pays

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P30402	0716	28801	SBC	54396	CH	1	2083	SCOTT COUNTY	Y	N	10/18/2012	N	USD	20.00

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**Total** \$ **164,563.28**

# Wires

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P30402	0716	28627	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	9/25/2012	C N	USD	284.83
P30402	0716	28627	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	9/25/2012	C N	USD	254.13
P30402	0716	28627	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	9/25/2012	C N	USD	231.79
P30402	0716	28627	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	9/25/2012	C N	USD	103.20
P30402	0716	28627	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	9/25/2012	C N	USD	26.77
P30402	0716	28627	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	N	9/25/2012	C N	USD	3.00
P30402	0716	28628	SBC		WX	1	1486	FRONTIER	N	N	9/25/2012	C N	USD	1,728.11
P30402	0716	28628	SBC		WX	1	1486	FRONTIER	N	N	9/25/2012	C N	USD	152.85
P30402	0716	28628	SBC		WX	1	1486	FRONTIER	N	N	9/25/2012	C N	USD	95.22
P30402	0716	28628	SBC		WX	1	1486	FRONTIER	N	N	9/25/2012	C N	USD	89.16
P304p1	0716	28739	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	10/5/2012	C N	USD	33,233.92
P304p1	0716	28740	SBC		WX	1	1977	PERA	N	N	10/5/2012	C N	USD	9,427.91
P304p1	0716	28741	SBC		WX	1	2330	FEDERAL	N	N	10/5/2012	C N	USD	23,299.48
P304p1	0716	28741	SBC		WX	1	2330	FEDERAL	N	N	10/5/2012	C N	USD	8,647.66
P304p1	0716	28741	SBC		WX	1	2330	FEDERAL	N	N	10/5/2012	C N	USD	31,012.16
P304p1	0716	28742	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	10/5/2012	C N	USD	10,843.89
P304p1	0716	28743	SBC		WX	1	2581	MN CHILD SUPPORT CENTER	N	N	10/5/2012	C N	USD	545.00
P304p1	0716	28744	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	10/5/2012	C N	USD	1,364.51
P304p1	0716	28745	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	10/5/2012	C N	USD	1,004.30
P304p1	0716	28745	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	10/5/2012	C N	USD	100.00
P304p1	0716	28745	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	10/5/2012	C N	USD	1,558.36
P304p1	0716	28745	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	10/5/2012	C N	USD	100.00
P304p1	0716	28745	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	10/5/2012	C N	USD	1,615.00
P304p1	0716	28745	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	10/5/2012	C N	USD	5,028.54
P304p1	0716	28745	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	10/5/2012	C N	USD	511.12
P304p1	0716	28745	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	10/5/2012	C N	USD	1,818.18
P30402	0716	28810	SBC		WX	1	2336	XCEL ENERGY	N	N	10/18/2012	N	USD	8,521.87
P30402	0716	28810	SBC		WX	1	2336	XCEL ENERGY	N	N	10/18/2012	N	USD	5,847.39
P30402	0716	28810	SBC		WX	1	2336	XCEL ENERGY	N	N	10/18/2012	N	USD	5,409.66
P30402	0716	28810	SBC		WX	1	2336	XCEL ENERGY	N	N	10/18/2012	N	USD	756.26
P30402	0716	28810	SBC		WX	1	2336	XCEL ENERGY	N	N	10/18/2012	N	USD	22.74
P30402	0716	28811	SBC		WX	1	3414	CENTERPOINT ENGERGY	N	N	10/18/2012	N	USD	60.00
P30402	0716	28811	SBC		WX	1	3414	CENTERPOINT ENGERGY	N	N	10/18/2012	N	USD	137.02
P30402	0716	28811	SBC		WX	1	3414	CENTERPOINT ENGERGY	N	N	10/18/2012	N	USD	66.03
P30402	0716	28811	SBC		WX	1	3414	CENTERPOINT ENGERGY	N	N	10/18/2012	N	USD	64.41

# Wires

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
								PCARD						93,954.35
								Payroll 10/05/2012						212,029.74
												<b>Total</b>		<b>\$ 459,948.56</b>

## September 2012 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
KREFT DAVID	295652353	9/14/2012	9/14/2012	9/27/2012	TPC*GOPHER	372.06
DEWITTE KIMBERLY	295215401	9/7/2012	9/10/2012	9/27/2012	THE 2 SISTERS/THE DAILY	69.00
DEWITTE KIMBERLY	295652354	9/13/2012	9/14/2012	9/27/2012	LEVENGER CATALOG&WEB	67.10
DENZER TRICIA	295215402	9/7/2012	9/10/2012	9/27/2012	OLD CHICAGO 32	13.13
DENZER TRICIA	296268956	9/20/2012	9/21/2012	9/27/2012	STAPLES 00118851	24.99
SD BELLE PLAINE	294274234	8/28/2012	8/29/2012	9/27/2012	USPS 26073001733418328	18.70
SD BELLE PLAINE	294527900	8/30/2012	8/31/2012	9/27/2012	USPS 26073001733418328	22.85
SD BELLE PLAINE	294527901	8/31/2012	8/31/2012	9/27/2012	USPS 26073001733418328	1.70
SD BELLE PLAINE	294527902	8/30/2012	8/31/2012	9/27/2012	ANNIE S CATERING	46.71
SD BELLE PLAINE	295934064	9/17/2012	9/18/2012	9/27/2012	NATL NOTARY ASSN ECOMM	47.40
HIGH SCHOOL BELLE PLAINE	294185902	8/27/2012	8/28/2012	9/27/2012	SUPREME GRAPHICS	853.26
HIGH SCHOOL BELLE PLAINE	294274241	8/28/2012	8/29/2012	9/27/2012	THE STAR TRIBUNE CIRCU	1,122.10
HIGH SCHOOL BELLE PLAINE	294274242	8/28/2012	8/29/2012	9/27/2012	COMPANION CORPORATION	2,283.17
HIGH SCHOOL BELLE PLAINE	294274243	8/28/2012	8/29/2012	9/27/2012	MARKERBOARD PEOPLE IN	228.00
HIGH SCHOOL BELLE PLAINE	294384608	8/29/2012	8/30/2012	9/27/2012	OFFICEMAX CT*IN#928768	254.05
HIGH SCHOOL BELLE PLAINE	294384609	8/28/2012	8/30/2012	9/27/2012	MCDONALD PUBLISHING CO	25.45
HIGH SCHOOL BELLE PLAINE	294527906	8/30/2012	8/31/2012	9/27/2012	CARLEX 800-526-3768	23.35
HIGH SCHOOL BELLE PLAINE	294527907	8/30/2012	8/31/2012	9/27/2012	AEI*TEACHERS DISCOVERY	81.25
HIGH SCHOOL BELLE PLAINE	294527908	8/31/2012	8/31/2012	9/27/2012	FLINN SCIENTIFIC I	2,168.29
HIGH SCHOOL BELLE PLAINE	294835803	9/4/2012	9/5/2012	9/27/2012	BARNES&NOBLE*COM	352.05
HIGH SCHOOL BELLE PLAINE	295052403	9/7/2012	9/7/2012	9/27/2012	TPC*GOPHER	2,267.46
HIGH SCHOOL BELLE PLAINE	296119427	9/19/2012	9/20/2012	9/27/2012	J W PEPPER	426.80
HIGH SCHOOL BELLE PLAINE	296268965	9/20/2012	9/21/2012	9/27/2012	1SALEADAY LLC	64.98
HIGH SCHOOL BELLE PLAINE	296640562	9/25/2012	9/26/2012	9/27/2012	STAPLS9232079555000	64.98
DAVIS KRIS	294527913	8/29/2012	8/31/2012	9/27/2012	CAMBIUM EDUCATION	1,410.82
DAVIS KRIS	294918294	9/5/2012	9/6/2012	9/27/2012	WM EZPAY	492.39
DAVIS KRIS	294918295	9/5/2012	9/6/2012	9/27/2012	WM EZPAY	672.18
DAVIS KRIS	294918296	9/5/2012	9/6/2012	9/27/2012	WM EZPAY	730.61
DAVIS KRIS	294918297	9/5/2012	9/6/2012	9/27/2012	WM EZPAY	272.93
DAVIS KRIS	295400546	9/12/2012	9/12/2012	9/27/2012	LEARNING RESOURCES	(5.56)
DAVIS KRIS	295400547	8/30/2012	9/12/2012	9/27/2012	CAMBIUM EDUCATION	2,986.20
DAVIS KRIS	296446220	9/21/2012	9/24/2012	9/27/2012	CAMBIUM EDUCATION	(90.82)
DAVIS KRIS	296550433	9/24/2012	9/25/2012	9/27/2012	SSI*SCHOOL SPECIALTY	902.55
DAVIS KRIS	296742459	9/26/2012	9/27/2012	9/27/2012	MODULARHOSE.COM	168.67
DAVIS KRIS	296742460	9/26/2012	9/27/2012	9/27/2012	MAYER JOHNSON	140.00
HEINE JEFF	294734875	8/31/2012	9/4/2012	9/27/2012	Mills Fleet Farm #2 50	198.49

## September 2012 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
HEINE JEFF	294918275	9/4/2012	9/6/2012	9/27/2012	CENEX CONVENIE07038920	115.31
HEINE JEFF	294918276	9/5/2012	9/6/2012	9/27/2012	WW GRAINGER	166.47
HEINE JEFF	294918277	9/4/2012	9/6/2012	9/27/2012	BERNARD J MULCAHY COMP	1,784.81
HEINE JEFF	295052392	9/7/2012	9/7/2012	9/27/2012	TRI DIM FILTER CORP	1,233.26
HEINE JEFF	295309315	9/10/2012	9/11/2012	9/27/2012	SSI*SCHOOL SPECIALTY	8,539.68
HEINE JEFF	296018415	9/18/2012	9/19/2012	9/27/2012	FREMONT INDUSTRIES	1,223.76
HEINE JEFF	296018416	9/18/2012	9/19/2012	9/27/2012	PROGRESSIVE BUSINESS P	195.50
HEINE JEFF	296119411	9/18/2012	9/20/2012	9/27/2012	BLINDS CHALET LLC	199.03
HEINE JEFF	296268945	9/21/2012	9/21/2012	9/27/2012	SSI*SCHOOL SPECIALTY	6,251.75
HEINE JEFF	296268946	9/20/2012	9/21/2012	9/27/2012	KULLY SUPPLY PC	197.20
HEINE JEFF	296640557	9/24/2012	9/26/2012	9/27/2012	CENEX CONVENIE07038920	634.50
HEINE JEFF	296742445	9/26/2012	9/27/2012	9/27/2012	OFFICE MAX	42.00
HEINE JEFF	296742446	9/26/2012	9/27/2012	9/27/2012	BATTERIES PLUS #23	35.97
HEINE JEFF	296742447	9/26/2012	9/27/2012	9/27/2012	MENARDS MANKATO	288.41
SMITH KELLY	294918278	9/5/2012	9/6/2012	9/27/2012	PAYPAL *MASA	275.00
SMITH KELLY	295652340	9/13/2012	9/14/2012	9/27/2012	MADDENS GULL LAKE	200.00
WICK KEN	294185904	8/27/2012	8/28/2012	9/27/2012	APL*APPLEONLINESTOREUS	(478.00)
WICK KEN	294185905	8/27/2012	8/28/2012	9/27/2012	APL*APPLEONLINESTOREUS	(3,398.00)
WICK KEN	294527915	8/31/2012	8/31/2012	9/27/2012	APL*APPLE ITUNES STORE	5.32
WICK KEN	294527916	9/1/2012	8/31/2012	9/27/2012	AMAZON MKTPLACE PMTS	29.48
WICK KEN	294918298	9/6/2012	9/6/2012	9/27/2012	CDW GOVERNMENT	643.00
WICK KEN	294918299	9/6/2012	9/6/2012	9/27/2012	TIERNEY BROTHERS INC	1,714.00
WICK KEN	295052410	9/7/2012	9/7/2012	9/27/2012	USPS 26073001733418328	12.55
WICK KEN	295309322	9/10/2012	9/11/2012	9/27/2012	SQ *I.MOBILE.REPAIR	162.00
WICK KEN	295400549	9/12/2012	9/12/2012	9/27/2012	CDW GOVERNMENT	1,145.00
WICK KEN	295400550	9/12/2012	9/12/2012	9/27/2012	CDW GOVERNMENT	2,840.00
WICK KEN	295821487	9/15/2012	9/17/2012	9/27/2012	JAMF SOFTWARE LLC	112.50
WICK KEN	296119420	9/20/2012	9/20/2012	9/27/2012	AMAZON MKTPLACE PMTS	206.02
WICK KEN	296268953	9/20/2012	9/21/2012	9/27/2012	AMAZON MKTPLACE PMTS	263.94
WICK KEN	296268954	9/20/2012	9/21/2012	9/27/2012	AMAZON MKTPLACE PMTS	422.04
WICK KEN	296268955	9/20/2012	9/21/2012	9/27/2012	AMAZON MKTPLACE PMTS	760.16
MATHIOWETZ BRUCE	294527909	8/30/2012	8/31/2012	9/27/2012	LETTERS IN VINYL	60.77
MATHIOWETZ BRUCE	295052405	9/6/2012	9/7/2012	9/27/2012	ACE HARDWARE & PAINT	28.93
MATHIOWETZ BRUCE	295309321	9/7/2012	9/11/2012	9/27/2012	DISCOUNTSAFETYGEAR.COM	72.97
MATHIOWETZ BRUCE	295821485	9/16/2012	9/17/2012	9/27/2012	COBORN S SUPERSTORE	41.92
MATHIOWETZ BRUCE	295821486	9/16/2012	9/17/2012	9/27/2012	SAMS CLUB#6311	12.64

## September 2012 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
MATHIOWETZ BRUCE	295934060	9/17/2012	9/18/2012	9/27/2012	MARATHON PETRO155150	8.57
MATHIOWETZ BRUCE	295934061	9/17/2012	9/18/2012	9/27/2012	PAYPAL *MCCLEARYINC	42.00
MATHIOWETZ BRUCE	296119413	9/19/2012	9/20/2012	9/27/2012	COBORN S SUPERSTORE	11.97
MATHIOWETZ BRUCE	296268948	9/20/2012	9/21/2012	9/27/2012	NAPA AUTO PARTS NEW PR	22.25
DEUTSCH JOE	295052406	9/6/2012	9/7/2012	9/27/2012	MIDCO 800-536-0238	479.00
DEUTSCH JOE	295652349	9/13/2012	9/14/2012	9/27/2012	MIDWEST TECHNOLOGY PRO	212.52
DEUTSCH JOE	296018418	9/18/2012	9/19/2012	9/27/2012	INDUSTRIAL LUMBER	3,817.63
DEUTSCH JOE	296119414	9/19/2012	9/20/2012	9/27/2012	SSI*SCHOOL SPECIALTY	174.98
DEUTSCH JOE	296550432	9/22/2012	9/25/2012	9/27/2012	7 CORNERS ACE HARDWARE	762.99
DEUTSCH JOE	296640558	9/24/2012	9/26/2012	9/27/2012	M & M TOOL & MACHINERY	37.11
ANDERSON DOUG	294384610	8/28/2012	8/30/2012	9/27/2012	KERNEL CONCESSION SUPP	321.44
ANDERSON DOUG	294384611	8/28/2012	8/30/2012	9/27/2012	RUCKS MEAT PROCESSING	70.77
ANDERSON DOUG	294527910	8/30/2012	8/31/2012	9/27/2012	KWIK TRIP 33000003301	15.83
ANDERSON DOUG	294527911	8/30/2012	8/31/2012	9/27/2012	PIZZA PLUS	47.00
ANDERSON DOUG	294527912	8/30/2012	8/31/2012	9/27/2012	PIZZA PLUS	47.00
ANDERSON DOUG	294918288	9/4/2012	9/6/2012	9/27/2012	KWIK TRIP 33000003301	13.54
ANDERSON DOUG	294918289	9/4/2012	9/6/2012	9/27/2012	PIZZA PLUS	26.00
ANDERSON DOUG	294918290	9/4/2012	9/6/2012	9/27/2012	PIZZA PLUS	26.00
ANDERSON DOUG	294918291	9/4/2012	9/6/2012	9/27/2012	KERNEL CONCESSION SUPP	46.14
ANDERSON DOUG	294918292	9/4/2012	9/6/2012	9/27/2012	RUCKS MEAT PROCESSING	95.83
ANDERSON DOUG	294918293	9/5/2012	9/6/2012	9/27/2012	H HERMEL CO	1,371.36
ANDERSON DOUG	295052407	9/6/2012	9/7/2012	9/27/2012	PIZZA PLUS	121.92
ANDERSON DOUG	295052408	9/7/2012	9/7/2012	9/27/2012	STEFFEN HARDWARE	46.74
ANDERSON DOUG	295215399	9/7/2012	9/10/2012	9/27/2012	PIZZA PLUS	47.00
ANDERSON DOUG	295215400	9/7/2012	9/10/2012	9/27/2012	PIZZA PLUS	47.00
ANDERSON DOUG	295400545	9/11/2012	9/12/2012	9/27/2012	H HERMEL CO	133.01
ANDERSON DOUG	296018419	9/18/2012	9/19/2012	9/27/2012	H HERMEL CO	166.33
ANDERSON DOUG	296119415	9/18/2012	9/20/2012	9/27/2012	KWIK TRIP 33000003301	4.58
ANDERSON DOUG	296119416	9/18/2012	9/20/2012	9/27/2012	PIZZA PLUS	26.00
ANDERSON DOUG	296119417	9/18/2012	9/20/2012	9/27/2012	PIZZA PLUS	26.00
ANDERSON DOUG	296119418	9/18/2012	9/20/2012	9/27/2012	RUCKS MEAT PROCESSING	77.00
ANDERSON DOUG	296268949	9/20/2012	9/21/2012	9/27/2012	KWIK TRIP 33000003301	4.58
ANDERSON DOUG	296268950	9/20/2012	9/21/2012	9/27/2012	RUCKS MEAT PROCESSING	53.05
ANDERSON DOUG	296446218	9/21/2012	9/24/2012	9/27/2012	PIZZA PLUS	47.00
ANDERSON DOUG	296446219	9/21/2012	9/24/2012	9/27/2012	PIZZA PLUS	47.00
ANDERSON DOUG	296640559	9/25/2012	9/26/2012	9/27/2012	H HERMEL CO	533.30

## September 2012 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
ANDERSON DOUG	296742450	9/25/2012	9/27/2012	9/27/2012	KWIK TRIP 33000003301	6.87
ANDERSON DOUG	296742451	9/25/2012	9/27/2012	9/27/2012	PIZZA PLUS	33.00
ANDERSON DOUG	296742452	9/25/2012	9/27/2012	9/27/2012	PIZZA PLUS	33.00
ANDERSON DOUG	296742453	9/25/2012	9/27/2012	9/27/2012	RUCKS MEAT PROCESSING	77.37
GROTBERG CAREN	295934062	9/17/2012	9/18/2012	9/27/2012	COBORN S SUPERSTORE	35.45
KELLER CHUCK	294835805	9/4/2012	9/5/2012	9/27/2012	USPS 26073001733418328	45.00
KELLER CHUCK	296119419	9/19/2012	9/20/2012	9/27/2012	COBORN S SUPERSTORE	20.58
KELLER CHUCK	296640560	9/25/2012	9/26/2012	9/27/2012	HILLYARD INC HUTCHINSO	16,886.00
BENSON RACHEL	295052409	9/6/2012	9/7/2012	9/27/2012	COBORN S SUPERSTORE	23.97
BENSON RACHEL	295652352	9/13/2012	9/14/2012	9/27/2012	COBORN S SUPERSTORE	29.49
BENSON RACHEL	296268952	9/20/2012	9/21/2012	9/27/2012	COBORN S SUPERSTORE	18.09
ACTIVITIES BELLE P	294185903	8/27/2012	8/28/2012	9/27/2012	COBORN S SUPERSTORE	72.00
ACTIVITIES BELLE P	294274244	8/27/2012	8/29/2012	9/27/2012	RUCKS MEAT PROCESSING	267.19
ACTIVITIES BELLE P	294527914	8/31/2012	8/31/2012	9/27/2012	ZBIDDY.COM	99.00
ACTIVITIES BELLE P	294734877	9/2/2012	9/4/2012	9/27/2012	WALMART.COM	49.96
ACTIVITIES BELLE P	295652350		9/14/2012	9/27/2012	ZBIDDY.COM	(99.00)
ACTIVITIES BELLE P	295652351		9/14/2012	9/27/2012	WALMART.COM	(49.96)
ACTIVITIES BELLE P	296119421	9/18/2012	9/20/2012	9/27/2012	IMAGEMRKT 800827833	453.25
ACTIVITIES BELLE P	296550434	9/24/2012	9/25/2012	9/27/2012	SFI*PHOTOSBYSHUTTERFLY	8.54
SPARBY MINDY	294918286	9/5/2012	9/6/2012	9/27/2012	GTM SPORTSWEAR	1,040.00
SPARBY MINDY	294918287	9/5/2012	9/6/2012	9/27/2012	GTM SPORTSWEAR	1,113.00
SPARBY MINDY	295652348	9/13/2012	9/14/2012	9/27/2012	RIDDELL ALL AMERICAN	397.12
SPARBY MINDY	295821479	9/14/2012	9/17/2012	9/27/2012	METRO ATHLETIC SUPPLY	5,035.90
SPARBY MINDY	295821480	9/14/2012	9/17/2012	9/27/2012	METRO ATHLETIC SUPPLY	800.55
SPARBY MINDY	295821481	9/14/2012	9/17/2012	9/27/2012	METRO ATHLETIC SUPPLY	394.75
SPARBY MINDY	295821482	9/14/2012	9/17/2012	9/27/2012	METRO ATHLETIC SUPPLY	827.35
SPARBY MINDY	295821483	9/14/2012	9/17/2012	9/27/2012	METRO ATHLETIC SUPPLY	479.90
SPARBY MINDY	295821484	9/14/2012	9/17/2012	9/27/2012	KENMARK INC.	488.00
SPARBY MINDY	296742449	9/26/2012	9/27/2012	9/27/2012	ACT*THRBillSelfBasket	68.00
SD BELLE PLAINE	294274233	8/22/2012	8/29/2012	9/27/2012	CARSON DELLOSA PUBLISH	45.86
SD BELLE PLAINE	294384605	8/29/2012	8/30/2012	9/27/2012	TPC*GOPHER	174.33
SD BELLE PLAINE	294527899	8/28/2012	8/31/2012	9/27/2012	CARSON DELLOSA PUBLISH	5.33
SD BELLE PLAINE	294835799	9/4/2012	9/5/2012	9/27/2012	USPS 26073001733418328	1.90
SD BELLE PLAINE	294918279	9/4/2012	9/6/2012	9/27/2012	CENEX CONVENIE07038920	822.96
SD BELLE PLAINE	295309316	9/10/2012	9/11/2012	9/27/2012	TPC*GOPHER	(149.00)
SD BELLE PLAINE	295652356	9/14/2012	9/14/2012	9/27/2012	USPS 26073001733418328	3.10

## September 2012 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
SD BELLE PLAINE	295821490	9/16/2012	9/17/2012	9/27/2012	WM SUPERCENTER#1577	79.62
SD BELLE PLAINE	296018423	9/18/2012	9/19/2012	9/27/2012	USPS 26073001733418328	6.50
SD BELLE PLAINE	296018424	9/18/2012	9/19/2012	9/27/2012	USPS 26073001733418328	4.00
SD BELLE PLAINE	296268960	9/20/2012	9/21/2012	9/27/2012	USPS 26073001733418328	5.10
SD BELLE PLAINE	296550436	9/24/2012	9/25/2012	9/27/2012	USPS 26073001733418328	2.10
SD BELLE PLAINE	296640561	9/25/2012	9/26/2012	9/27/2012	USPS 26073001733418328	3.40
SD BELLE PLAINE	296742455	9/26/2012	9/27/2012	9/27/2012	USPS 26073001733418328	459.40
COMM ED BELLE PLAINE	294835804	9/4/2012	9/5/2012	9/27/2012	COBORN S SUPERSTORE	71.05
COMM ED BELLE PLAINE	294918285	9/5/2012	9/6/2012	9/27/2012	TARGET 00012724	259.03
COMM ED BELLE PLAINE	295052404	9/7/2012	9/7/2012	9/27/2012	COBORN S SUPERSTORE	190.38
COMM ED BELLE PLAINE	295506579	9/12/2012	9/13/2012	9/27/2012	USPS 26073001733418328	7.00
COMM ED BELLE PLAINE	295506580	9/12/2012	9/13/2012	9/27/2012	WALGREENS #5325	14.06
COMM ED BELLE PLAINE	295506581	9/11/2012	9/13/2012	9/27/2012	THE GRAPHIC EDGE INC	619.51
COMM ED BELLE PLAINE	295506582	9/11/2012	9/13/2012	9/27/2012	THE GRAPHIC EDGE INC	56.49
COMM ED BELLE PLAINE	295506583	9/11/2012	9/13/2012	9/27/2012	THE GRAPHIC EDGE INC	209.29
COMM ED BELLE PLAINE	295652344	9/14/2012	9/14/2012	9/27/2012	COBORN S SUPERSTORE	13.51
COMM ED BELLE PLAINE	295652345	9/13/2012	9/14/2012	9/27/2012	SAMS CLUB#6311	123.39
COMM ED BELLE PLAINE	295652346	9/13/2012	9/14/2012	9/27/2012	STAPLES ADVANTAGE	124.19
COMM ED BELLE PLAINE	295652347	9/12/2012	9/14/2012	9/27/2012	FASTECH OF JACKSONVILL	40.26
COMM ED BELLE PLAINE	295821478	9/16/2012	9/17/2012	9/27/2012	COBORN S SUPERSTORE	5.97
COMM ED BELLE PLAINE	295934059	9/17/2012	9/18/2012	9/27/2012	ECC*DSS-Disc Sch Suppl	27.44
COMM ED BELLE PLAINE	296018417	9/17/2012	9/19/2012	9/27/2012	SCHOLASTIC INC. KEY 22	73.00
COMM ED BELLE PLAINE	296119412	9/18/2012	9/20/2012	9/27/2012	TABLETOPICS INC	88.00
COMM ED BELLE PLAINE	296268947	9/21/2012	9/21/2012	9/27/2012	USPS 26073001733418328	1.90
COMM ED BELLE PLAINE	296742448	9/26/2012	9/27/2012	9/27/2012	ILP*INSECT LORE	70.96
ELEMENTARY CHATFIELD	294274235	8/28/2012	8/29/2012	9/27/2012	DRAPHIX/TEACHER DIRECT	51.78
ELEMENTARY CHATFIELD	294274236	8/28/2012	8/29/2012	9/27/2012	SOLUTION TREE INC	239.60
ELEMENTARY CHATFIELD	294274237	8/28/2012	8/29/2012	9/27/2012	IKEA BLOOMINGTON	43.91
ELEMENTARY CHATFIELD	294274238	8/28/2012	8/29/2012	9/27/2012	WM SUPERCENTER#1855	45.96
ELEMENTARY CHATFIELD	294384606	8/29/2012	8/30/2012	9/27/2012	TARGET 00012724	48.22
ELEMENTARY CHATFIELD	294384607	8/28/2012	8/30/2012	9/27/2012	HOME TO HOME THRIFT ST	12.95
ELEMENTARY CHATFIELD	294527903	8/30/2012	8/31/2012	9/27/2012	GROTH MUSIC	139.22
ELEMENTARY CHATFIELD	294527904	8/30/2012	8/31/2012	9/27/2012	WEST MUSIC	305.15
ELEMENTARY CHATFIELD	294835800	9/4/2012	9/5/2012	9/27/2012	TARGET 00012724	50.48
ELEMENTARY CHATFIELD	294835801	9/4/2012	9/5/2012	9/27/2012	OFFICE MAX	7.49
ELEMENTARY CHATFIELD	294918280	9/5/2012	9/6/2012	9/27/2012	FLAGHOUSE INC	605.98

## September 2012 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
ELEMENTARY CHATFIELD	295052393	9/6/2012	9/7/2012	9/27/2012	OFFICEMAX CT*IN#092058	14.30
ELEMENTARY CHATFIELD	295052394	9/6/2012	9/7/2012	9/27/2012	OFFICEMAX CT*IN#096963	20.78
ELEMENTARY CHATFIELD	295052395	9/7/2012	9/7/2012	9/27/2012	CALLOWAY HOUSE INC	71.91
ELEMENTARY CHATFIELD	295309317	9/10/2012	9/11/2012	9/27/2012	SSI*SCHOOL SPECIALTY	76.77
ELEMENTARY CHATFIELD	295309318	9/10/2012	9/11/2012	9/27/2012	SSI*SCHOOL SPECIALTY	22.11
ELEMENTARY CHATFIELD	295309319	9/10/2012	9/11/2012	9/27/2012	SSI*SCHOOL SPECIALTY	19.30
ELEMENTARY CHATFIELD	295652341	9/13/2012	9/14/2012	9/27/2012	NYSTROM E-COMMERCE	(114.87)
ELEMENTARY CHATFIELD	295652342	9/14/2012	9/14/2012	9/27/2012	FLAGHOUSE INC	(38.98)
ELEMENTARY CHATFIELD	295652343	9/14/2012	9/14/2012	9/27/2012	FLAGHOUSE INC	(24.73)
ELEMENTARY CHATFIELD	295934058	9/17/2012	9/18/2012	9/27/2012	GROTH MUSIC	(129.80)
ELEMENTARY CHATFIELD	295821491	9/15/2012	9/17/2012	9/27/2012	OFFICE MAX	49.26
ELEMENTARY CHATFIELD	295934065	9/17/2012	9/18/2012	9/27/2012	OFFICE MAX	19.67
ELEMENTARY CHATFIELD	296018425	9/18/2012	9/19/2012	9/27/2012	GOOGLE *KodalyChMN	85.00
ELEMENTARY CHATFIELD	296018426	9/19/2012	9/19/2012	9/27/2012	AMAZON MKTPLACE PMTS	5.70
ELEMENTARY CHATFIELD	296119425	9/19/2012	9/20/2012	9/27/2012	TARGET 00013524	71.93
ELEMENTARY CHATFIELD	296119426	9/18/2012	9/20/2012	9/27/2012	BELLE PLAINE HERALD	26.00
ELEMENTARY CHATFIELD	296268961	9/20/2012	9/21/2012	9/27/2012	OFFICE MAX	25.47
ELEMENTARY CHATFIELD	296268962	9/21/2012	9/21/2012	9/27/2012	OFFICEMAX CT*IN#436167	6.48
ELEMENTARY CHATFIELD	296268963	9/21/2012	9/21/2012	9/27/2012	OFFICE MAX	24.86
ELEMENTARY CHATFIELD	296268964	9/21/2012	9/21/2012	9/27/2012	SSI*SCHOOL SPECIALTY	54.95
ELEMENTARY CHATFIELD	296446221	9/21/2012	9/24/2012	9/27/2012	OFFICE MAX	(25.47)
ELEMENTARY CHATFIELD	296742456	9/26/2012	9/27/2012	9/27/2012	SSI*SCHOOL SPECIALTY	12.40
ELEMENTARY CHATFIELD	296742457	9/25/2012	9/27/2012	9/27/2012	LAKESHORE LEARNING MAT	14.95
ELEMENTARY CHATFIELD	296742458	9/25/2012	9/27/2012	9/27/2012	FASTECH OF JACKSONVILL	40.26
ELEMENTARY OAK CREST	294274239	8/28/2012	8/29/2012	9/27/2012	CLARY BUS MACHINES	90.00
ELEMENTARY OAK CREST	294274240	8/29/2012	8/29/2012	9/27/2012	SSI*SCHOOL SPECIALTY	76.77
ELEMENTARY OAK CREST	294527905	8/30/2012	8/31/2012	9/27/2012	SOLUTION TREE INC	114.80
ELEMENTARY OAK CREST	294734876	9/2/2012	9/4/2012	9/27/2012	HMCO *BOOKS	796.12
ELEMENTARY OAK CREST	294835802	9/5/2012	9/5/2012	9/27/2012	HMCO *BOOKS	75.82
ELEMENTARY OAK CREST	294918281	9/5/2012	9/6/2012	9/27/2012	AMAZON MKTPLACE PMTS	3.80
ELEMENTARY OAK CREST	294918282	9/6/2012	9/6/2012	9/27/2012	AMAZON MKTPLACE PMTS	1.79
ELEMENTARY OAK CREST	294918283	9/6/2012	9/6/2012	9/27/2012	AMAZON MKTPLACE PMTS	24.93
ELEMENTARY OAK CREST	294918284	9/4/2012	9/6/2012	9/27/2012	SCRIPPS SPELLING BEE	115.00
ELEMENTARY OAK CREST	295052396	9/7/2012	9/7/2012	9/27/2012	OFFICE MAX	115.73
ELEMENTARY OAK CREST	295052397	9/6/2012	9/7/2012	9/27/2012	TWX*TIME FOR KIDS	114.92
ELEMENTARY OAK CREST	295052398	9/6/2012	9/7/2012	9/27/2012	TWX*TIME FOR KIDS	114.92

## September 2012 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
ELEMENTARY OAK CREST	295052399	9/6/2012	9/7/2012	9/27/2012	TWX*TIME FOR KIDS	114.92
ELEMENTARY OAK CREST	295052400	9/6/2012	9/7/2012	9/27/2012	TWX*TIME FOR KIDS	114.92
ELEMENTARY OAK CREST	295052401	9/6/2012	9/7/2012	9/27/2012	TWX*TIME FOR KIDS	114.92
ELEMENTARY OAK CREST	295052402	9/8/2012	9/7/2012	9/27/2012	THE GREAT BOOKS FOUNDA	630.61
ELEMENTARY OAK CREST	295215398	9/8/2012	9/10/2012	9/27/2012	WM SUPERCENTER#1473	18.83
ELEMENTARY OAK CREST	295309320	9/10/2012	9/11/2012	9/27/2012	EVAN MOOR	21.99
ELEMENTARY OAK CREST	295506577	9/12/2012	9/13/2012	9/27/2012	SSI*SCHOOL SPECIALTY	403.26
ELEMENTARY OAK CREST	295506578	9/12/2012	9/13/2012	9/27/2012	SSI*SCHOOL SPECIALTY	172.74
ELEMENTARY OAK CREST	295652355	9/14/2012	9/14/2012	9/27/2012	THE CHILDRENS THEATRE	1,046.00
ELEMENTARY OAK CREST	295821488	9/15/2012	9/17/2012	9/27/2012	Best Buy 00014639	179.94
ELEMENTARY OAK CREST	295821489	9/15/2012	9/17/2012	9/27/2012	OFFICE MAX	63.29
ELEMENTARY OAK CREST	295934063	9/17/2012	9/18/2012	9/27/2012	DISCOUNT MAGAZINE	218.55
ELEMENTARY OAK CREST	296018420	9/18/2012	9/19/2012	9/27/2012	Amazon.com	28.00
ELEMENTARY OAK CREST	296018421	9/18/2012	9/19/2012	9/27/2012	TWX*TIME FOR KIDS	44.20
ELEMENTARY OAK CREST	296018422	9/18/2012	9/19/2012	9/27/2012	Amazon.com	25.25
ELEMENTARY OAK CREST	296119422	9/19/2012	9/20/2012	9/27/2012	TWX*TIME FOR KIDS	525.98
ELEMENTARY OAK CREST	296119423	9/19/2012	9/20/2012	9/27/2012	OTTO DRG EXPRSS & VRIE	17.49
ELEMENTARY OAK CREST	296119424	9/18/2012	9/20/2012	9/27/2012	WILLIAM V MACGILL & CO	93.40
ELEMENTARY OAK CREST	296268957	9/20/2012	9/21/2012	9/27/2012	ORIENTAL TRADING CO	47.25
ELEMENTARY OAK CREST	296268958	9/20/2012	9/21/2012	9/27/2012	SSI*SCHOOL SPECIALTY	51.53
ELEMENTARY OAK CREST	296268959	9/19/2012	9/21/2012	9/27/2012	THREE RIVERS ADMINISTR	75.00
ELEMENTARY OAK CREST	296550435	9/24/2012	9/25/2012	9/27/2012	SSI*SCHOOL SPECIALTY	33.22
HANSON LIANN	295400548	9/10/2012	9/12/2012	9/27/2012	RUTTGER S BAY LAKE LOD	80.16
HANSON LIANN	296268951	9/19/2012	9/21/2012	9/27/2012	AMERICAN LEGACY PUBLIS	15.95
HANSON LIANN	296742454	9/26/2012	9/27/2012	9/27/2012	IMPRINT COM	331.34

<b>Total</b>	<b>93,954.35</b>
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**Tentative Agreement Reached on 10/04/12**

**2012-2013**

1.00%

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
<b>Elementary Principal</b>	\$81,810	\$84,840	\$88,234	\$91,763	\$95,433	\$98,723
220 Days						
<b>7-12 Principal</b>	\$84,335	\$88,375	\$91,910	\$95,586	\$99,410	\$102,495
220 Days						

**Longevity Increases:**

From 7-9 Years:	\$1,000
From 10-14 Years:	\$2,000
From 15-19 Years:	\$3,000
From 20 & More Years:	\$5,000

**Education Stipend: 403b Match:**

Doctorate	\$2,000	\$2,400
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**2013-2014**

1.75%

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
<b>Elementary Principal</b>	\$83,242	\$86,325	\$89,778	\$93,369	\$97,104	\$100,451
220 Days						
<b>7-12 Principal</b>	\$85,811	\$89,922	\$93,518	\$97,259	\$101,150	\$104,288
220 Days						

**Longevity Increases:**

From 7-9 Years:	\$1,000
From 10-14 Years:	\$2,000
From 15-19 Years:	\$3,000
From 20 & More Years:	\$5,000

**Education Stipend: 403b Match:**

Doctorate	\$2,000	\$2,400
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**Cost Analysis**

	11-12	12-13	13-14
Annual Salary	286,188.00	300,361.72	314,190.70
TRA	17,171.28	18,021.70	18,851.44
FICA	21,893.38	22,977.67	24,035.59
Health Insurance *	38,640.00	38,640.00	38,640.00
Single Dental Ins.	1,438.20	1,438.20	1,438.20
LTD Insurance	829.95	871.05	911.15
Life Insurance	270.00	270.00	270.00
403b	6,000.00	7,200.00	7,200.00
Clothing Allowance	0	0	0
<b>Total District Cost</b>	<b>372,430.81</b>	<b>389,780.35</b>	<b>405,537.08</b>
<b>% Increase</b>		<b>4.66%</b>	<b>4.04%</b>
<b>MSBA % Increase</b>			<b>6.77%</b>

\* This is negotiated through the teacher's contract. Currently \$12,880 per year for family coverage.

\*\* Calculations made using 2011-12 principals moving through the schedule

**Community Education**

	11-12	12-13	13-14	14-15
Annual Salary	50,500.00	52,520.00	54,620.00	56,805.00
PERA	3,661.25	3,807.70	3,959.95	4,118.36
FICA	3,863.25	4,017.78	4,178.43	4,345.58
Health Insurance	12,880.00	12,880.00	12,880.00	12,880.00
Single Dental Ins.	479.40	479.40	479.40	479.40
LTD Insurance	146.45	152.31	158.40	164.73
Life Insurance	90.00	90.00	90.00	90.00
403b	2,000.00	2,000.00	2,000.00	2,000.00
Mileage	1200	1200	1200	1200
Total District Cost	74,820.35	77,147.19	79,566.18	82,083.08
% Increase		3.11%	3.14%	3.16%
MSBA % Increase			4.73%	4.77%



## Public School Registration Form

To be completed and signed by the person authorized to oversee fundraising activities for the public school (e.g. Principal, Superintendent, School Administrator, Development Officer).

If your school has a PTO, PTA or Foundation with an active 501c3 status- the form below is not required. You should already be listed on GiveMN.org. Please follow this link to sign up as a nonprofit: [http://givemn.razoo.com/p/for\\_nonprofits](http://givemn.razoo.com/p/for_nonprofits).

### REGISTRATION INSTRUCTIONS

#### (1) Sign up for a GiveMN.org user account.

In order to setup your school on GiveMN.org, we need to give you administrative access to log in to your school's fundraising page. First, you need a GiveMN.org account. Navigate to [www.givemn.org](http://www.givemn.org) and click "Sign up" in the top right corner. In order to link your GiveMN.org account to your school, please tell us

your GiveMN.org account email address: ksmith@bellevplaine.k12.mn.us

#### (2) Register your school to receive donations.

All grant checks will be mailed to the address below.

Name of School: BELLE PLAINE PUBLIC SCHOOLS

Contact Name / Title: SUPT. KELLY SMITH

Contact Email Address: ksmith@bellevplaine.k12.mn.us

Address: 130 S. WILLOW ST

City / State / Zip: BELLE PLAINE, MN 56011

Phone: 952-873-2400

Website (if applicable): www.bellevplaine.k12.mn.us

NCES Schools ID: 2704050

We use this to verify your school's status. Visit <http://nces.ed.gov/ccd/schoolsearch/> to search for your school's NCES ID.

I certify that I, KELLY DAVID SMITH (full name), as SUPERINTENDENT (title) of BELLE PLAINE PUBLIC SCHOOLS (school name), am authorized to oversee and conduct fundraising activities.

Please email or fax completed form to [support@razoo.com](mailto:support@razoo.com) or 866-322-1722.  
For assistance or questions please email [support@razoo.com](mailto:support@razoo.com) or call 866-437-1952.



## Public School Registration Form

**I confirm the following:**

- I will, to the best of my ability, use funds in accordance with donor advisements.
- I understand that the school will have a donations webpage on GiveMN.org, through which donors can make tax-deductible contributions to GiveMN.org's partner, the Razoo Foundation.
- I understand that any funds donated through GiveMN.org are received and receipted by Razoo Foundation, a 501(c)(3) public charity that operates a donor-advised fund to fulfill donor advisements.
- I understand it is Razoo Foundation's normal practice to regrant 97.1% of a donor-advised contribution to the qualifying organization or school advised by the donor, and to retain 2.9% for Razoo Foundation's expenses (including credit card transaction costs).
- I understand that disbursements by Razoo Foundation are made on or around the 10th of the month for advisements made in the previous month.
- I have read and agree to the GiveMN.org Terms of Use at [givemn.razoo.com/p/terms](http://givemn.razoo.com/p/terms)

Signature: Kelly D. Smith Date: 09

**(3) Designate additional persons to have access to the school's fundraising page and access donations report** (if applicable). Persons will be invited to create user accounts on GiveMN.org after registration authorization has been received.

Name	Title/ Role	Email Address
CHUCK KELLER	BUSINESS MANAGER	ckeller@helkeylaine.k12.mn.us

(Use separate sheet for additional users)

**(4) Please email or fax completed form to [support@razoo.com](mailto:support@razoo.com) or 866-322-1722.**

After you have signed up for a user account and submitted your registration form, you will be given a link to your school fundraising page. Your registration application will be processed within 1-2 business days. Thank you again and we look forward to working with you on this exciting new venture!

Please email or fax completed form to [support@razoo.com](mailto:support@razoo.com) or 866-322-1722.  
For assistance or questions please email [support@razoo.com](mailto:support@razoo.com) or call 866-437-1952.

# FORM A

## MSHSL Foundation Application for Grant for Student Participation

**Mission Statement:** Founded in 2007, the Minnesota State High School League Foundation is a nonprofit association, serving both public and private schools, created to complement the Minnesota State High School League by providing support for Minnesota's high school youth to participate in athletics and fine arts. Minnesota State High School League Foundation's goals are to promote the growth of high school students through participation in valuable extra-curricular activities.

**Awarding of Grants:** The primary goal of the Foundation will be to award grants that assist, recognize, promote, and fund extra-curricular participation by high school students in athletic and fine arts programs. These grants will be awarded based upon gender balance, school size and geographic location to the extent possible.

The Minnesota State High School League Foundation Board of Directors has determined that the number of Free and reduced lunch students in grades 9-12 will be used for classification purposes. The MSHSL Foundation wants to encourage each school to seek students whose family income may be limited and encourage them to participate in athletic and fine arts programs in each school community and to recognize the role you play in this endeavor and to assist you in your continued efforts to engage more students.

Please complete the following steps as identified in the FORM A WORKSHEET found on the reverse side of this form.

1. List the number of free/reduced lunch students identified in your schools' **October 1, 2011** report to the Department of Education.

Grade 9:	<u>30</u>	TOTAL	<input type="text" value="101"/>
Grade 10:	<u>28</u>		
Grade 11:	<u>25</u>		
Grade 12:	<u>18</u>		

2. Identify the total UNDUPLICATED number of free or reduced lunch students who participated in your schools' activity programs during the 2011-2012 school year.

TOTAL UNDUPLICATED COUNT

3. Attach an original MSHSL FOUNDATION RESOLUTION to this document and mail both items to:

MSHSL Foundation  
2100 Freeway Blvd.  
Brooklyn Center, MN 55430

OR

Email both documents to [ljohnson@mshsl.org](mailto:ljohnson@mshsl.org)

4. All documentation MUST be submitted by email or postmarked NO LATER than November 1, 2012.

Name of School: Belle Plaine High School Federal Tax ID # 8032069

Street Address: 220 So. Market St

City, State, Zip: Belle Plaine, MN 56011

Mindy Sparby  
Name of Person Completing this Form

\_\_\_\_\_  
Name of School Superintendent

Mindy Sparby  
Signature

\_\_\_\_\_  
Signature

# FORM A

## RESOLUTION OF SCHOOL BOARD SUPPORTING FORM A APPLICATION TO MINNESOTA STATE HIGH SCHOOL LEAGUE FOUNDATION

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the District \_\_\_\_\_ School Board recognizes the value of students participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist school district in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the \_\_\_\_\_ School Board supports the District's application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Clerk - Treasurer

Minnesota Department of <b>Education</b>	Monitoring and Compliance 1500 Highway 36 West Roseville, MN 55113-4266	ASSURANCE OF COMPLIANCE WITH STATE AND FEDERAL LAW PROHIBITING DISCRIMINATION	ED-00199-08
			DUE: 11/15

GENERAL INFORMATION AND INSTRUCTIONS: Pursuant to Minnesota Statutes, section 127A.42, subd. 3, each school board shall annually submit to the Commissioner of Education a statement of compliance with state and federal laws prohibiting discrimination and provide the designated supporting information to assure that statement. Complete this form as directed and return it to the above address by November 15. Retain a copy for your files.

IDENTIFICATION INFORMATION			
School District Name <b>Belle Plaine</b>		District Number <b>0716-01</b>	
Name of District Contact Person <b>Kelly D. Smith</b>	Title <b>Superintendent</b>	Telephone Number <b>952-873-2400</b>	FAX Number <b>952-873-6909</b>

STATEMENT OF ASSURANCE
------------------------

The undersigned hereby affirm that the above named school district is in compliance with the following state and federal laws prohibiting discrimination:

- Minnesota Statute, section 363.03, Minnesota Human Rights Act, which prohibits discrimination in education programs and activities on grounds of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual orientation, disability or age.
- Title VI of the Civil Rights Act of 1964 (42 USC 2000d., et. seq.; 34 CFR Part 100), which provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the district receives federal financial assistance.
- Title VII of the Civil Rights Act of 1964 (42 USC 2000e., et. seq.; P.L. 88-352), as amended by the Equal Employment Opportunity Act of 1972 (P.L. 92-261), which prohibits discrimination in employment because of an individual's race, color, religion, sex, or national origin.
- Title IX of the Education Amendments of 1972 (20 USC, Section 1681; 34 CFR Part 106), which prohibits discrimination on the basis of sex in education programs and activities receiving or benefitting from federal financial assistance.
- The Age Discrimination in Employment Act of 1967 (29 USC, Section 621; 42 USC Section 6101; 29 CFR Part 860), which prohibits discrimination on the basis of age (over 40 years).
- Minnesota Statute, section 121A.04, which prohibits sex discrimination in athletic programs.
- Minnesota Statute, section 121A.03, which requires school districts to have a policy prohibiting sexual/racial/religion harassment and violence which applies to students, teachers, administrators and other school personnel.
- Minnesota Rules, Chapter 3535, relating to equality of educational opportunity and school desegregation, and prohibition of discriminatory practices.
- Section 504 of the Rehabilitation Act of 1973 34 C.F.R. part 104, prohibiting discrimination on the basis of disability.
- American with Disabilities Act 42 U.S.C. § 12101, et seq., also prohibiting discrimination on the basis of disability.
- Minnesota Rules, part 3500.0550 relating to Inclusive Educational Program Plan.
- Equal Education Opportunities and Transportation of Students (20 U.S.C. § 1703).
- Title VII of the Civil Rights Act of 1964 Pregnancy Discrimination Act (within Title VII) 42 U.S.C. § 2000 e(k).
- Fair Housing Act 42 U.S.C. § 3601 et seq. 24 C.F.R. part 100.
- Age Discrimination Act 42 U.S.C. § 6101, 6102; 45 C.F.R. part 100.
- Prohibition of Discrimination Based on Blindness (20 U.S.C. § 1684).
- May 25, 1970, Office of Civil Rights Memorandum, "Identification of Discrimination and Denial of Service on the Basis of National Origin".
- August 1975, Office of Civil Rights Memorandum, "Identification of Discrimination in the Assignment of Children to Special Education Programs".

This assurance is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts, property, discounts, or other federal and state financial assistance extended after the date hereof to the district by the U.S. Department of Education and the Minnesota Department of Education (MDE), including installment payments after such date of application for federal financial assistance and state aid allotments which were approved before such date. The district recognizes and agrees that such federal and state financial assistance will be extended in reliance on the representations, supporting information required by Minnesota Statute, section 127A.42, subd. 3 and agreements made in this assurance. This assurance is binding on the district and the persons whose signatures appear below and who are authorized to sign on behalf of the district.

Furthermore, the undersigned hereby affirm that there is a copy of each of these laws in each building in the district and that the information given on page two and three of this form is accurate and complete.

\_\_\_\_\_  
Signature - School District Superintendent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature - President or Chairperson of School Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature - Clerk of School Board

\_\_\_\_\_  
Date

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 412

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2006 2008

## **412 EXPENSE REIMBURSEMENT**

***[Note: School districts are required by statute to have a policy addressing these issues.]***

### **I. PURPOSE**

The purpose of this policy is to identify school district business expenses that involve initial payment by an employee and qualify for reimbursement from the school district, and to specify the manner by which the employee seeks reimbursement.

### **II. AUTHORIZATION**

All school district business expenses to be reimbursed must be approved by the supervising administrator. Such expenses to be reimbursed may include transportation, meals, lodging, registration fees, required materials, parking fees, tips, and other reasonable and necessary school district business-related expenses.

### **III. REIMBURSEMENT**

- A. Requests for reimbursement must be itemized on the official school district form and are to be submitted to the designated administrator. Receipts for lodging, commercial transportation, registration, and other reasonable and necessary expenses must be attached to the reimbursement form.
- B. Automobile travel shall be reimbursed at the mileage rate set by the school board. Commercial transportation shall reflect economy fares and shall be reimbursed only for the actual cost of the trip.

### **IV. AIRLINE TRAVEL CREDIT**

- A. Employees utilizing school district funds to pay for airline travel are required to ensure that any credits or other benefits issued by any airline accrue to the benefit of the school district rather than the employee.
  - 1. To the extent an airline will not honor a transfer or assignment of credit or benefit from the employee to the school district, the employee shall report receipt of the credit or benefit to the designated administrator within 90 days of receipt of the credit or benefit.
  - 2. Reports of the receipt of an airline credit or benefit shall be made in writing and shall include verification from the airline as to the credit or benefit received. Reimbursement for airline travel expenses will not be made until such documentation is provided.

- B. Employees who have existing credits or benefits issued by an airline based upon previously reimbursed airline travel for school district purposes will be required to utilize those credits or benefits toward any subsequent airline travel related to school district purposes, prior to reimbursement for such travel, to the extent permitted and/or feasible.
- C. The requirements of this section apply to all airline travel, regardless of where or how the tickets are purchased.

#### **IV V. ESTABLISHMENT OF DIRECTIVES AND GUIDELINES**

The superintendent shall develop a schedule of reimbursement rates for school district business expenses, including those expenses requiring advance approval and specific rates of reimbursement. The superintendent shall also develop directives and guidelines to address methods and times for submission of requests for reimbursement.

**Legal References:** Minn. Stat. § 15.435 (Airline Travel Credit)  
Minn. Stat. § 471.665 (Mileage Allowances)  
Minn. Op. Atty. Gen. 1035 (Aug. 23, 1999) (Retreat Expenses)  
Minn. Op. Atty. Gen. 161b-12 (Aug. 4, 1997) (Transportation Expenses)  
Minn. Op. Atty. Gen. 161B-12 (Jan. 24, 1989) (Operating Expenses of Car)

**Cross References:** MSBA/MASA Model Policy 214 (Out-of-State Travel by School Board Members).

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 413

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2010

## 413 HARASSMENT AND VIOLENCE

*[Note: State law (Minn. Stat. § 121A.03) requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms with the Minnesota Human Rights Act, Minn. Stat. Ch. 363A (MHRA). This policy complies with that statutory requirement and addresses the other classifications protected by the MHRA and/or federal law. While the recommendation is that school districts incorporate the other protected classifications, in addition to sex, religion, and race, into this policy, they are not specifically required to do so by Minn. Stat. § 121A.03. The Minnesota Department of Education (MDE) ~~will~~ is required to maintain and make available a Model Harassment and Violence Policy model sexual, religious, and racial harassment policy in accordance with Minn. Stat. § 121A.03. MDE's policy ~~is different from this Model Policy 413~~ differs from that of MSBA and imposes greater requirements upon school districts than required by law. For that reason, MSBA recommends the adoption of its model policy by school districts. Each school board must submit a copy of the policy the board has adopted to the Commissioner of MDE.]*

### I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

### II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- B. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district harasses a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

- C. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district inflicts, threatens to inflict, or attempts to inflict violence upon any pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

### **III. DEFINITIONS**

- A. "Assault" is:
  - 1. an act done with intent to cause fear in another of immediate bodily harm or death;
  - 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
  - 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:
  - 1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
  - 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
  - 3. otherwise adversely affects an individual's employment or academic opportunities.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions

1. “Age” means the person is over the age of 25 years.
2. “Disability” means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
  - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
  - b. has a record of such an impairment; or
  - c. is regarded as having such an impairment.
3. “Familial status” means the condition of one or more minors being domiciled with:
  - a. their parent or parents or the minor’s legal guardian; or
  - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
4. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
5. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
6. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
7. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
8. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. Sexual Harassment; Definition

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

F. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.

2. Sexual violence may include, but is not limited to:
  - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
  - b. coercing, forcing, or attempting to coerce or force the touching of anyone's intimate parts;
  - c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
  - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

G. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

#### IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a pupil, teacher, administrator, or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.
- B. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. School district personnel who fail to inform the building report taker of a report of

harassment or violence in a timely manner may be subject to disciplinary action.

- C. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- D. In the District. The school board hereby designates \_\_\_\_\_ as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.<sup>1</sup>
- E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- F. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. 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. INVESTIGATION

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

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<sup>1</sup> In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

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

## **VI. SCHOOL DISTRICT ACTION**

- A. Upon completion of the investigation, 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. 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.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

## **VII. REPRISAL**

The school district will discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliates against any person who makes a good faith report of alleged harassment or violence prohibited by this policy or any person who testifies, assists, or participates in an investigation, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

## **VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES**

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

#### **IX. HARASSMENT OR VIOLENCE AS ABUSE**

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

#### **X. DISSEMINATION OF POLICY AND TRAINING**

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

**Legal References:** Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
Minn. Stat. § 609.341 (Definitions)  
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)  
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)  
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)

42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)

42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)

42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

~~*Puller v. Indep. Sch. Dist. No. 701*, 528 N.W.2d 273 (Minn. Ct. App. 1998)~~

***Cross References:***

MSBA/MASA Model Policy 102 (Equal Educational Opportunity)

MSBA/MASA Model Policy 401 (Equal Employment Opportunity)

MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)

MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

MSBA/MASA Model Policy 506 (Student Discipline)

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

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)

MSBA/MASA Model Policy 525 (Violence Prevention)

MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 417

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2003

## **417 CHEMICAL USE AND ABUSE**

*[Note: This policy reflects mandatory provisions of state and federal law and is not discretionary.]*

### **I. PURPOSE**

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

### **II. GENERAL STATEMENT OF POLICY**

- A. Use of controlled substances, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B. It is the policy of this school district to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.
- C. The school district shall establish and maintain in every school a chemical abuse preassessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. It will be the responsibility of the superintendent, with the advice of the school board, to establish a school and community advisory team to address chemical abuse problems in the district.
- E. The school district shall establish and maintain a program to educate and assist employees, students and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

*[Note: Comprehensive drug prevention programs are required to be adopted and carried out by school districts pursuant to the Safe and Drug-Free Schools and Communities Act. In addition, school districts are required by the Drug-Free Workplace Act to establish drug-free awareness programs for school district employees. Further, state law authorizes school districts to provide instructional programs in chemical abuse and the prevention of chemical*

*dependency.]*

### III. DEFINITIONS

- A. “Chemical abuse” means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student’s normal function in academic, school, or social activities is chronically impaired.
- B. “Chemicals” includes but is not limited to alcohol, toxic substances, and controlled substances as defined in the school district’s Drug-Free Workplace/Drug-Free School policy.
- C. “School location” includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

### IV. STUDENTS

#### A. Instruction

- 1. Every school shall provide an instructional program in chemical abuse and the prevention of chemical dependency. The school district may involve parents, students, health care professionals, state department staff, and members of the community in developing the curriculum.

*[Note: The Safe and Drug-Free Schools and Communities Act requires school districts to adopt and carry out a comprehensive drug and violence prevention program with funds received. Since a comprehensive drug prevention program is required and a school district is specifically authorized by state law to provide instructional programs in chemical abuse and the prevention of chemical dependency, this should be a component of each school district’s mandatory program. In addition, the Safe and Drug-Free Schools and Communities Act specifies additional items which may be included as part of the mandatory comprehensive drug prevention program. Some of the suggested items relating to instruction or training are detailed in Paragraphs 2. through 6. below and a school district may wish to adopt one or all of the listed components as part of its mandatory program.]*

- 2. Each school shall have age-appropriate and developmentally based activities that:

- a. address the consequences of violence and the illegal use of drugs, as appropriate;
  - b. promote a sense of individual responsibility;
  - c. teach students that most people do not illegally use drugs;
  - d. teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;
  - e. teach students about the dangers of emerging drugs;
  - f. engage students in the learning process; and
  - g. incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.
3. Each school shall have activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.
  4. Each school shall disseminate drug and violence prevention information within the school and to the community.
  5. Each school shall have professional development and training for, and involvement of, school personnel, student services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.
  6. Each school shall have drug and violence prevention activities that may include the following:
    - a. Community-wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.
    - b. The hiring and mandatory training, based on scientific research, of school security personnel who interact with students in support of youth drug and violence prevention activities under this policy that are implemented in the school.
    - c. Conflict resolution programs, including peer mediation programs that educate and train peer mediators and a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.

- d. Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.
- e. Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal drug use.

B. Reports of Chemical Use and Abuse

- 1. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing or selling chemicals in a school location:
  - a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.
  - b. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.
  - c. The administrator will notify law enforcement officials, the student's counselor, and the chemical preassessment team.
  - d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.
  - e. The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.
- 2. If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing or selling chemicals:
  - a. The employee shall notify the building administrator or a member of the preassessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an

investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.

- b. The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.
3. Students involved in the abuse, possession, transfer, distribution or sale of chemicals shall be suspended in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minn. Stat. §121A.40-121A.56, and proposed for expulsion.
4. Searches by school district officials in connection with the abuse, possession, transfer, distribution or sale of chemicals will be conducted in accordance with school board policies related to search and seizure.

C. Preassessment Team

1. Every school shall have a chemical abuse preassessment team designated by the superintendent or designee. The team will be composed of classroom teachers, administrators, and other appropriate professional staff to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others.
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within forty-five (45) days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

D. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minn. Stat. § 13.32 and applicable federal law and regulations.
2. Destruction of Records

- a. If the preassessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the determination is made.
- b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with such information, records created or maintained by the team about the student shall be destroyed not later than six (6) months after the student is no longer enrolled in the district.
- c. This section shall govern destruction of records notwithstanding provisions of the Records Management Act, Minn. Stat. § 138.163.

E. Consent

Any minor may give effective consent for medical, mental and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

F. School and Community Advisory Team

- 1. The superintendent, with the advice of the school board, shall establish a school and community advisory team to address chemical abuse problems. The advisory team will be composed of representatives from the school preassessment teams to the extent possible, law enforcement agencies, county attorney's office, social service agencies, chemical abuse treatment programs, parents, and the business community.
- 2. The advisory team shall:
  - a. build awareness of the problem within the community, identify available treatment and counseling programs for students and develop good working relationships and enhance communication between the schools and other community agencies; and
  - b. develop a written procedure clarifying the notification process to be used by the chemical abuse preassessment team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student and the student's parents or guardian in the case of a minor student.

**V. EMPLOYEES**

- A. The superintendent or designee shall undertake and maintain a drug-free

awareness and prevention program to inform employees, students and others about:

1. The dangers and health risks of chemical abuse in the workplace/school.
  2. The school district's drug-free workplace/drug-free school policy.
  3. Any available drug or alcohol counseling, treatment, rehabilitation, re-entry and/or assistance programs available to employees and/or students.
- B. The superintendent or designee shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act within ten (10) days after receiving notice of a conviction of an employee for a criminal drug statute violation occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.

*[Note: Notification to the federal granting agency within ten (10) days is required by the Drug Free Workplace Act. 41 U.S.C. §§ 701 and 702.]*

**Legal References:** Minn. Stat. § 13.32 (Educational Data)  
Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)  
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 138.163 (Records Management Act)  
Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)  
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)  
20 U.S.C. §§ 7101-7165 (Safe and Drug-Free Schools and Communities Act)  
41 U.S.C. §§ 701-707 (Drug-Free Workplace Act)  
34 C.F.R. Part ~~85~~ 84 (Government-wide Requirements for Drug-Free Workplace)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)  
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug Free School)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 418

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2000

## **418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL**

*[Note: School districts are required by statute to have a policy addressing these issues.]*

### **I. PURPOSE**

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances and controlled substances without a physician's prescription.

### **II. GENERAL STATEMENT OF POLICY**

- A. Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. It shall be a violation of this policy for any student, teacher, administrator, other school district personnel, or member of the public to use alcohol, toxic substances, or controlled substances in any school location.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

### **III. DEFINITIONS**

- A. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- C. "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- D. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.
- E. "Possess" means to have on one's person, in one's effects, or in an area subject to

one's control.

- F. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

#### IV. EXCEPTIONS

- A. It shall not be a violation of this policy for a person to bring onto a school location, for such person's own use, a controlled substance which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. It shall not be a violation of this policy for a person to possess an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. § 624.701, Subd. 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

#### V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance must comply with the school district's student medication policy.

*[Note: School districts are required by Minn. Stat. § 121A.22 to develop procedures for the administration of drugs and medicine. If the school district does not have a student medication policy such as MSBA/MASA Model Policy 516, this Paragraph A. can be modified to provide: "Students who have a prescription from a physician for medical treatment with a controlled substance must provide a copy of the prescription and the medication to the school nurse, principal or other designated staff member. The school district's licensed school nurse, trained health clerk, principal or teacher will administer the prescribed medication in accordance with school district procedures."]*

- B. Employees who have a prescription from a physician for medical treatment with a controlled substance are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he

or she has received the policy.

*[Note: The Drug-Free Workplace Act requires that school district employees be notified by a published statement of the prohibition of the use of controlled substances and actions that will be taken against employees for violations of such prohibition. 41 U.S.C. §§ 701 and 702; 34 C.F.R. Part 85 84. An acknowledgment will document satisfaction by the school district of this federal requirement.]*

- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.
- F. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

## **VI. ENFORCEMENT**

### **A. Students**

- 1. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.
- 2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.

### **B. Employees**

- 1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction.
- 2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
- 3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse

assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.

4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

***Legal References:*** Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)  
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)  
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)  
Minn. Stat. § 609.684 (Sale of Toxic Substances to Children; Abuse of Toxic Substances)  
Minn. Stat. § 624.701 (Liquor in Certain Buildings or Grounds)  
20 U.S.C. § 7101-7165 (Safe and Drug-Free Schools and Communities Act)  
21 U.S.C. § 812 (Schedules of Controlled Substances)  
41 U.S.C. §§ 701-707 (Drug-Free Workplace Act)  
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)  
34 C.F.R. Part 85 84 (Government-wide Requirements for Drug-Free Workplace)

***Cross References:*** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)  
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 516 (Student Medication)

Adopted: \_\_\_\_\_

MSBA/MASA Model Policy 419

Orig. 1995

Revised: \_\_\_\_\_

Rev. 2009 2010

## 419 TOBACCO-FREE ENVIRONMENT

*[Note: School districts are not required by statute to have a policy addressing these issues. However, Minn. Stat. § 144.416 requires that entities that control public places must make reasonable efforts to prevent smoking in public places, including the posting of signs or any other means which may be appropriate.]*

### I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

### II. GENERAL STATEMENT OF POLICY

- A. ~~It shall be a~~ A violation of this policy ~~for~~ occurs when any student, teacher, administrator, other school personnel of the school district, or person ~~to~~ smokes or uses tobacco, ~~or~~ tobacco-related devices, or electronic cigarettes in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. ~~It shall be a~~ A violation of this policy ~~for~~ occurs when any elementary school, middle school, or secondary school student ~~to~~ possesses any type of tobacco, ~~or~~ tobacco-related device, or electronic cigarette in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

*[Note: The following language is not required by law but is recommended by MSBA for inclusion in this policy.]*

- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, devices, or electronic cigarettes. The***



- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

## **VI. DISSEMINATION OF POLICY**

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

**Legal References:** Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)  
~~Minn. Stat. § 144.413, Subds. 1b and 4 (Definitions)~~  
~~Minn. Stat. § 144.416 (Responsibilities of Proprietors)~~  
~~Minn. Stat. § 144.4165 (Tobacco Products Prohibited in Public Schools)~~  
~~Minn. Stat. § 144.417 (Commissioner of Health, Enforcement, Penalties)~~  
Minn. Stat. § 609.685 (Sale of Tobacco to Children)  
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and Behavior

## **605 Inclusive Education Program**

### **I. PURPOSE**

The purpose of this policy is to inform students, teachers and parents of the District's commitment to provide equal educational opportunities to all students attending District schools regardless of their cultural or socioeconomic background, gender, or disability.

Additionally, Belle Plaine Public Schools affirms the importance of multicultural, gender fair, disability sensitive curriculum and instruction.

### **II. GENERAL STATEMENT OF POLICY**

The School Board of the Belle Plaine Public Schools is committed to providing equal educational opportunities for all students in the District, regardless of gender, disability, cultural, or socio-economic background. Further, the Board is committed to delivering an inclusive educational program that encourages understanding and nondiscriminatory treatment of people of all cultures, socioeconomic background, gender and disabilities. The Superintendent is directed to establish procedures for the implementation of this policy.

### **III. DEFINITIONS**

For the purpose of the policy, the following terms have the meaning given them in this section:

A. Inclusive educational program: one that employs a curriculum that is developed and delivered so that students and staff gain an understanding and appreciation of the cultural diversity of the United States, the historical and contemporary contributions of women and men to society, the historical and contemporary contributions to society by people with disabilities.

B. Instruction: a teacher-led process, which transforms well-planned curriculum into student learning. Instruction is standards-focused teaching for the purpose of providing meaningful learning experiences that enable all students to master academic content and achieve personal goals.

C. Curriculum: a written plan including standards, benchmarks, essential questions, an assessment plan, instructional resources and strategies, and time allocations for emphasis and pacing for the content to be taught.

D. Core Instructional Materials: resources recommended through a District process, approved by the School Board, and used by teachers to provide a required common content for students to achieve intended learning.

E. Supplementary Materials: resources determined by teachers and principals, as monitored by the Superintendent or designee, which supplement the core materials, and provide for different student needs as required to meet the intended student learning.

#### **IV. REGULATIONS**

A. The District's Inclusive Educational Program must be in compliance with Minnesota's Multicultural, Gender-fair Curriculum Rule 3500.0550, adopted by the State in December 1988 and printed in the State Register May 30, 1989. Renamed Inclusive Educational Program, 1995.

#### **V. EDUCATION PROCESS**

A. In an attempt to reduce and/or eliminate stereotyping, prejudice, and discrimination, the curriculum developed shall promote experiences in multicultural gender-fair activities that prepare students to live productively in a multicultural pluralistic society.

B. Development of the District's Inclusive Educational Program will occur as part of the District curriculum review process.

#### **Legal Reference:**

Minnesota Rules Part 3500.0550 Inclusive Education Program

#### **Cross Reference:**

Policy # 603 Instructional and Curricular Program Review and Improvement

Policy # 606 Instructional Material and Selection

# **Belle Plaine Schools ISD 716**

## **Bring Your Own Device (BYOD)**

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### **Why Bring Your Own Device (BYOD) to Belle Plaine Schools?**

Belle Plaine Schools believes that 21st Century instruction is necessary for 21st Century learning. Providing students with an environment that fosters and encourages this belief is part of our core values. All members of our learning community hold the responsibility to value technology and achieve technological proficiency to prepare our students for future jobs, which currently may not exist. Schools must challenge students with rigorous, personalized academic experiences, foster innovation and creativity, and embrace emerging technologies. In a 21st Century learning environment, students actively engage in a cohesively integrated curriculum, access information and apply it in solving authentic problems. Our students are living in a world where they have immediate access to information anytime and anywhere. Many students have personally owned devices in their pockets that can be used to allow them to learn in their own style and at their own pace. With digital learning, every student can access high quality and rigorous instruction in every subject, thereby, maximizing their opportunity for success in school and beyond. A decade ago this was just a dream. Today, it can be a reality.

### **What is the “D” in Bring Your Own Device (BYOD)?**

For the purposes of Bring Your Own Device (BYOD), “Device” means a privately owned wireless and/or portable electronic piece of equipment that includes laptops, netbooks, tablets/slates, iPod Touches, e-Readers, cell and smart phones. No gaming devices are allowed (to include: Nintendo DS, PlayStation Portable PSP, etc.) If you are uncertain whether or not your device meets the criteria to be used for Bring Your Own Device (BYOD), please see your building technology administrator.

### **The following are acceptable uses of BYOD**

#### **The Internet**

A student will be allowed to utilize the Internet on his or her own device per the District Acceptable Use Policy.

If a student does not have parental permission to use the Internet and/or online services, teachers will make a reasonable effort to provide an alternative assignment covering the same content standards contained in the Internet based instruction. In the event that equivalent instruction cannot be reasonably provided, an alternative assignment will be given to the student.

Staff is responsible for providing guidelines for Internet use by students. Staff is responsible for supervising student access to the Internet and ensuring that access is being used for educational purposes and in accordance with Guidelines for Acceptable Use of District Information Systems. This is really no different than staff having been responsible that students were taking notes and not passing notes, or reading texts and not magazines, during class. The vehicle to the knowledge has simply changed.

#### **Email**

Student users shall access or use only Belle Plaine Tiger Apps Gmail email accounts at school. All student email collaboration shall be done through district moderated accounts.

#### **Synchronous and Asynchronous Online Communication and Social Networking Applications**

Student users shall not access or use online synchronous or asynchronous communication applications such as email, chat, blogs, wikis or social networking Web site functions (i.e., discussion threads, document posting, RSS feeds, etc.) while at school. These restrictions apply unless: 1) this access and use takes place within a teacher moderated online environment; 2) the online activities are being used for legitimate instructional purposes; 3) the applications and/or functions are hosted on District servers behind the District firewall.

#### **Communications and Access**

Parents or guardians should instruct their student user(s) if there is material that they think would be inappropriate for them to access (in addition to material already blocked by the District firewall and content

filter). The District fully expects that student users will follow these instructions. Students shall inform a teacher if they mistakenly access inappropriate information or content.

## **Belle Plaine Schools BYOD FAQs – Parents/Guardians**

**My child does not have his/her own electronic communication device to bring to school. Will he/she be penalized or miss out on instruction?**

No, it is not mandatory for students to bring a device, even if they do own one. Use of personal electronic devices will be optional. Keep in mind that learning can be enhanced greatly for the entire class even if only a handful of students have a device!

**What if my child's device is stolen or damaged? What recourse can I take?**

Students bring electronic communication devices to school at their own risk, just like any other personal items. The school will not be held responsible if an electronic device or other item is lost, stolen or misplaced. Some devices have a device locator; it is recommended that you enable this feature if possible.

**Is it required that my child use the School wireless? Can they use their own 3G or 4G service?**

Students with a personally owned device need to use the guest wireless network.

**My child is bringing a device to school for instructional purposes. Will they have access to things they normally do with district equipment?**

Your child will have access to any of the web-based software the school currently uses (databases, library search tools, etc.) Software may run differently on different devices for varying reasons.

**As a parent am I required to add additional software (virus protection, filter, tracking device, etc.) to my child's device?**

**Virus protection for PC's is required.** Device location software is not required but is always a good idea.

**How will my son's/daughter's device be used in the classroom?**

Schools must challenge students with rigorous, personalized academic learning experiences that foster innovation and creativity. Students will engage in a cohesively integrated curriculum, access information, and apply it to solve authentic problems in a collaborative manner.

## **Belle Plaine Schools BYOD FAQs – Students**

**I don't have my own electronic communication device to bring to school. Will I be penalized or miss out on instruction?**

No, it is not mandatory for students to bring a device, even if they do own one. Use of personal electronic devices will be optional. Keep in mind that learning can be enhanced greatly for the entire class even if only a handful of students have a device!

**I have my device with me in class. How do I get on the Internet now?**

Most devices will detect a wireless connection when you are near one. Most of the time devices will ask you if you would like to join the network when prompted, choose "ISD716guest" from the list. Once selected, you will be prompted to enter your email address and click "join."

**My device is not prompting me to choose a wireless network. Is there another way to connect?**

In the settings menu of your device, there is usually an icon for a network, go to this icon and choose "ISD716guest" from the list of available wireless networks or prompt your device to look for wireless networks in range.

**I can't get my device to connect to the network. Can I get some help from someone?**

Resources may be available to help you connect to the guest network in your school; however, you will need to consult with a network administrator (building tech) for these resources. It is not the responsibility of your teacher or other staff to troubleshoot individual devices during the school day.

**I need to print the assignment I just completed, why is there no printer when I try this?**

Printers are networked differently in the school and will not be available when you log in to the ISD716guest network. Some network solutions include creating and sharing an online document (Google Doc), emailing the document to your teacher, saving the document to a flash drive or printing the document from home or another school computer. Keep in mind that using school printers in the classroom or other learning spaces is at the discretion of the teacher or other school administrator.

**My device was stolen when I brought it to school. Who should I contact about this?**

Belle Plaine Schools is not responsible for the theft of a device, nor are they responsible for any damage done to the device while at school. Any time a theft occurs, you should contact a school administrator to make him/her aware of the offense. Bringing your own devices to school can be useful; however, some risks are involved as well. It is always a good idea to record the device's serial number to have in case of theft.

**Why am I filtered on my own computer? Shouldn't I be able to see what I want to on my own device?**

Internet filtering is a requirement of all public schools. The Children's Internet Protection Act (CIPA) requires all network access to be filtered regardless of the device you use to access it while in a public school. You own your device, but the network you're using belongs to the school and Internet access will be filtered.

**Am I still held accountable for the Acceptable Use Policy (AUP) I signed at the beginning of the school year even though this is my personal device?**

Yes, students using a personally owned device must have both the Acceptable Use Policy and the Device User Agreement signed.

# Belle Plaine Schools– BYOD

## Parent/Student User Agreement

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### **Purpose:**

Many students' lives today are filled with media that gives them mobile access to information and resources 24/7. Outside school, students are free to pursue their interest in their own way and at their own pace. The opportunities are limitless, borderless, and instantaneous. In an effort to put students at the center and empower them to take control of their own learning, Belle Plaine Schools will allow students to use personal technology devices. Students wishing to participate must follow the responsibilities stated in the Acceptable Use Policy as well as the following guidelines.

### **Device Types:**

For the purpose of this program, the word "device" means a privately owned wireless and/or portable electronic piece of equipment that includes laptops, netbooks, tablets/slates, iPod Touches, cell and smart phones. No gaming devices are allowed (to include: Nintendo DS, PlayStation Portable PSP, etc.) If you are uncertain whether or not your device meets the criteria to be used for Bring Your Own Device (BYOD), please see your building technology administrator.

### **Guidelines:**

1. Any student who wishes to use a personally owned electronic device within Belle Plaine Schools must:
  - Read and sign with parent/guardian
  - Submit signed agreement to technology department
2. The student takes full responsibility for his or her device and keeps it with himself or herself at all times or locked securely in their locker. The school is not responsible for the security of the device.
3. The student is responsible for the proper care of his or her personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
4. The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated ISD716 School Board policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device.
5. Violations of any ISD716 School Board policies, administrative procedures or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action.
6. The student must comply with a staff request to shut down the device or put the screen to sleep.
7. The student will not be allowed to charge their device while at school.
8. The student may not use the device to record, transmit or post photos or video of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher.
9. During school hours the student should only use their device to access classroom related activities. Accessing classroom related activities on a mobile device looks like:
  - The device is used only for academic purposes
  - The device is on the desk and visible to everyone in the classroom
  - The device is only used when the teacher prompts students
  - When accessing audio content, earbuds are used
  - The device is NOT under the desk or hidden while in use
10. The student will use the "ISD716guest" wireless network while in school. Use of 3G & 4G wireless connections is not allowed.

As a student I understand and will abide by the above policy and guidelines. I further understand and will abide by the above policy and guidelines. I further understand that any violation of the above may result in the loss of my network and/or device privileges as well as other disciplinary action.

As a parent I understand that my child will be responsible for abiding by the above policy and guidelines. I have read and discussed them with her/him and they understand the responsibility they have in the use of their personal device.

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Student Signature

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Device Serial Number

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Parent/Guardian Signature

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Date

*1<sup>st</sup> Reading:*  
*2<sup>nd</sup> Reading:*  
*Approved:*

## **715 FOOD SERVICE ACCOUNT POLICY**

### **I. PURPOSE**

The purpose of this policy is to set fiscal guidelines in food service that are fair to patrons and the School District.

### **II. GENERAL STATEMENT OF POLICY**

In order to purchase meals at Belle Plaine Schools, students and staff must ensure that funds are available in their meal accounts.

### **II. DEFINITION**

#### **A. K-6 (Chatfield Elementary and Oak Crest Elementary)**

1. If a student's account balance is \$10.00 or less, scanners will notify the student of their current balance.
2. If the account balance falls below \$5.00, an e-mail is sent to the student's parents to notify them of the current balance shortfall.
3. If a student's account balance falls to or below \$0, a student is allowed two more meals. If the account balance is still below \$0 after two meals, the student will receive a cheese sandwich and milk until the account has a positive balance. In addition, the account will be referred to the District Office for further review.

#### **B. 7-12 (Jr-Sr High School)**

1. If a student's account balance is \$10.00 or less, scanners will notify the student of their current balance.
2. If the account balance falls below \$5.00, an e-mail is sent to the student's parents to notify them of the current balance shortfall.
1. If the account balance is \$0 or less, the student may **not** charge ala carte items to their accounts.
4. If a student's account balance falls to or below \$0, the student is allowed two more meals. If the account balance is still below \$0 after two meals, the student will receive a cheese sandwich and milk until the account has a positive balance. In addition, the account will be referred to the District Office for further review.