

**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, February 25, 2013

*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:**

**1. One Act Play - Cast, Crew and Directors:**

Mr. Hartmann & Mr. Jacobson

**2. Technology Presentation:**

Mr. Tony VonBank & Mr. Ken Wick

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

**4. Consensus Items:**

**1. Previous Board Meeting Minutes:**

**3**

**2. Approve Monthly Expenditures:**

**11**

**3. Student Enrollment:**

**4. Donations:**

**5. Personnel:**

**5. Discussion Items:**

**1. Superintendent Update:**

Dr. Smith

**2. Board Member Reports:**

Board Members

<b>3. <u>Building Administrator Reports:</u></b>	Building Administrators	<b><u>19</u></b>
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**6. Action Items:**

<b>1. <u>Approve Joint Powers and Joint Facility Agreements with City of Belle Plaine:</u></b>	Dr. Smith	<b><u>24</u></b>
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<b>2. <u>Approve Posting for School Age Care Coordinator:</u></b>	Dr. Smith	<b><u>37</u></b>
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<b>3. <u>Approve Proposed Desegregation Grant for 2013-14:</u></b>	Dr. Smith	<b><u>38</u></b>
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<b>4. <u>Approve Superintendent Contract Proposal for 2013-2016:</u></b>	Chair Lenz	<b><u>45</u></b>
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<b>5. <u>Approve Teaching Position Requests for 2013-14:</u></b>	Dr. Smith	<b><u>46</u></b>
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<b>6. <u>Approve Revised Policy #532, 533, 601, 603 and 612.1</u></b>	Dr. Smith	<b><u>47</u></b>
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<b>7. <u>Approve SchoolFinance.com Proposal to Conduct Demographic Study:</u></b>	Dr. Smith	<b><u>67</u></b>
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**7. Upcoming Meetings:**

<b>8. <u>Adjourn:</u></b>		
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Board Clerk

\_\_\_\_\_  
Date

# Minutes of Organizational Board Meeting

## The School Board of Belle Plaine Public Schools

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An Organizational Board Meeting of the School Board of Belle Plaine Public Schools was held Monday, January 7, 2013, beginning at 6:00 PM in the District Service Center.

1. Call to Order:

*The organization school board meeting of the Belle Plaine School Board was called to order by Chairperson Lenz on Monday, January 7, 2013 at 6:02 pm at the District Center Board Meeting Room with the following members present: Lenz, Nagel, Steinhagen, Daly, Bigaouette, Ludvik, Business Manager Keller and Supt. Smith.*

2. Election of 2013 School Board Officials:

Nominations are in order for the following positions: Chairperson, Vice Chairperson, Clerk and Treasurer. Chair Lenz will ask for nominations (3) times from the floor. After the selection of the chairperson, the rest of the meeting will be the responsibility of the newly elected chairperson.

2. 1. Chair

*Nagel nominated Matt Lenz for the position of Chair. After calling three times for nominations, the Chair called for a vote on the nomination (6-0). Lenz was elected as Chair.*

2. 2. Vice-Chair

*Daly nominated Matt Bigaouette for the position of Vice-Chair. After calling three times for nominations, the Chair called for a vote on the nomination (6-0). Bigaouette was elected as Vice-Chair.*

2. 3. Clerk

*Bigaouette nominated Mike Daly for the position of Clerk. After calling three times for nominations, the Chair called for a vote on the nomination (6-0). Daly was elected as Clerk.*

2. 4. Treasurer

*Daly nominated Gary Steinhagen for the position of Treasurer. After calling three times for nominations, the Chair called for a vote on the nomination (6-0). Steinhagen was elected as Treasurer.*

3. Acknowledgment of Visitors:

The newly elected Chairperson asked visitors if any wished to make any comments.

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

Chairperson will ask if there are any items that need to be brought before the board and for consideration of the Agenda.

*Motion by Daly and second by Nagel to approve the agenda as presented. Motion carried unanimously.*

5. Consensus Items:

5. 1. 2013 Official Depository

As per past practice, there is a need to designate an official depository each year. It is recommend that the State Bank of Belle Plaine be named as the official depository of all district funds for the 2013 year. In addition, Corner Stone State Bank and the MN School

District Liquid Asset Fund shall be designated as school district depositories.

5. 2. Official Newspaper

As per past practice, it is recommended to designate the Belle Plaine Herald as the official district newspaper during the 2013 year.

5. 3. ISD #716 Authorization Resolution

As per past practice, it is necessary to officially authorize the district signers as submitted, i.e. Board Chairperson, Clerk, Treasurer, and designees Business Manager and Supt. (Refer to attachment 5.3.)

5. 4. Establish Mileage Reimbursement

Establish mileage reimbursement rate at IRS rate (2013 rate is currently \$.565/mile)

5. 5. Personnel

Accept with regret the resignation of Meghan Skluzacek as an Oak Crest Paraprofessional effective December 4, 2012.

Approve maternity leave for Katie Graff, Chatfield PE Teacher, beginning approximately April 1, 2013 through May 3, 2013.

Approve maternity leave for Amy Endres, Oak Crest Teacher, beginning approximately March 7, 2013 through April 18, 2013.

Approve maternity leave for Lori Robin Banks, Oak Crest Teacher, beginning approximately April 11, 2013 through June 5, 2013.

Approve the hire of Robin Larson as a long term substitute teacher at Chatfield Elementary from February 6, 2013 through March 22, 2013 to cover Laura Nelson's maternity leave.

Approved the hire of Helen Lehtinen as a long term paraprofessional substitute at Oak Crest from December 21, 2012 through June 4, 2013.

5. 6. Student Enrollment

Approve two New Prague residents entering Kindergarten in the fall to enroll in Belle Plaine for the 2013-14 school year.

Approve a Belle Plaine resident entering Kindergarten in the fall to attend Jordan Schools for the 2013-14 school year.

5. 7. Donations

Accepted with sincere thanks and gratitude a donation from Lifetouch in the amount of \$334.00 to benefit programs at Oak Crest.

Accepted with appreciation a grant from MVEC in the amount of \$557.00 to cover busing expenses for the 5th grade trip to Stepping Stones Theater.

Accepted with sincere thanks and gratitude a donation from GiveMN.org (Belle Plaine School's site) a donation in the amount of \$199.06.

Accepted with appreciation a donation in the amount of \$3,675.00 from the Belle Plaine Chamber of Commerce of which \$175.00 will go to the Boys/Girls Cross Country team for their help with the Scenic By-way Half Marathon and the balance to be used by various activity groups.

*Motion by Bigaouette and second by Daly to approve the above consensus items. Motion carried unanimously.*

6. Discussion Items:

6. 1. Superintendent Update

Supt. Smith will update the board on the following: Board Planning Retreat on Monday, January 14, January 16-18 MSBA Conference & SEE's legislative efforts for changes in the general education funding formula. A brief SEE video was shown depicting the differences between high property wealth districts and low property wealth districts such

as Belle Plaine.

7. Action Items:

7. 1. 2013 Regular Board Meeting Dates

Board meeting dates during the current year were on the 4th Mondays. Administration recommends that the board establish two meeting dates per month – the 2nd and 4th Mondays. The first meeting each month is proposed to be a work session dealing with current issues such as curriculum, testing, budget or policy. The second meeting each month would be the full business meeting of the board. Note that no work session is scheduled for July. Board Meetings will begin at 6 p.m. with Finance Committee Meetings starting at 5:30 p.m. all months except June, July and August when they will begin one hour later. Please see attached schedule.

*Motion by Daly and second by Nagel to approve the 2013 Regular Board Meeting Dates. Motion carried unanimously.*

7. 2. Organizational Structure

There is an annual need to adopt the organizational structure for the district. Previously assigned board committees are included. Supt. Smith will discuss the responsibilities of each of the committee assignments and members may request preferences for committee assignments. If changes in committee assignments are desired, approval for all committee assignments will come back for action at the regular meeting on January 28th. Organizational chart is attached for your review.

*Motion by Bigaouette and second by Daly to table the discussion on the Organizational Structure. Motion carried unanimously.*

7. 3. Board Member Compensation

Compensation has remained at the following levels for the past eight years: \$1200 annual stipend for all board members; \$200 for Chair; \$150 for Vice Chair, Clerk & Treasurer; Chief Negotiators \$150; Special Meetings \$50; All Day Meetings \$100. Should these levels be increased and if so, what recommendations are there for new rates?

*Motion by Steinhagen to raise the annual stipend to \$1,500. Motion failed due to lack of a second.*

*Motion by Daly and second by Bigaouette to maintain the Board Member Compensation structure as is. Motion carried unanimously.*

8. Upcoming Meetings:

January 14: 1 p.m. Board and Administration Planning Retreat  
January 16-18: MSBA Leadership Conference  
January 28: 5:30 p.m. Finance Committee  
6:00 p.m. Regular Board Meeting  
February 11: 6:00 p.m. Board Work Session

9. Adjourn:

*Motion by Daly and second by Bigaouette to adjourn at 6:32 pm. Motion carried unanimously.*

# **Preliminary Minutes of Regular Board Meeting**

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

### **The School Board of Belle Plaine Public Schools**

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A Regular Board Meeting of the School Board of Belle Plaine Public Schools was held Monday, January 28, 2013, beginning at 6:00 PM in the District Center - Board Room.

1. Call to Order:

*The regular monthly meeting of the Belle Plaine School Board was called to order by Chairperson Lenz on Monday, January 28, 2013 at 5:58 pm at the District Center Board Room with the following members present: Nagel, Steinhagen, Daly, Ludvik, Lenz, Bigaouette and Supt. Smith.*

2. Acknowledgment of Visitors and Special Presentations:

Chairperson Lenz will ask if visitors wish to be placed on the Agenda.

*District resident and parent, Josh Koepp, addressed the board with concerns about darkness around Chatfield Elementary due to lack of street lights in the area. He requested that the board look at adding some lighting in that area. In addition, dark areas at the JH-SH entrance and at the north end of the building as well. Administration will look into possibility and costs of adding additional lights in appropriate areas.*

*The Belle Plaine Robotics Team made a brief appearance at the meeting by driving their robot into the meeting room and talking about their progress on their project. Their goal is to have the robot climb a tower and throw Frisbees toward a target. As a first year team, they will be concentrating on getting their robot to climb the tower. Good luck to this new team representing our school and community.*

2. 1. Community Services Action Plan Presentation:

Community Services Director, Nelson Ladd, was at the meeting to present the Action Plan for the next six months that he has prepared. This action plan was prepared following the input of city council members, school board members, activity association reps, community services advisory council reps and others at a two evening planning session in late November.

Presenter: Community Services Director Nelson Ladd

2. 2. Principal's Report on Vision Card B - Core Process of Teaching and Learning:

Principals DeWitte, Hanson and Kreft were at the meeting to present baseline information regarding to the measurement areas in Vision Card B - Core Process of Teaching and Learning. This is the most ambitious strategic area that we are tackling as a district. I appreciate the work that our principals have put into preparing this presentation and the work they have done with their respective building staffs to build the skills and competence needed in these areas.

This is the third report we have had on our vision cards with additional reports coming in March (Learning and Work Environment) and in April (Community Engagement and Connection).

Presenter: Principals Kim DeWitte, Liann Hanson, & Dave Kreft

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

Chairperson Lenz will ask if there are any items that need to be brought before the board and for consideration of the Agenda.

*Motion by Ludvik and second by Daly to approve the agenda as presented. Motion carried unanimously.*

#### 4. Consensus Items:

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.

*Motion by Nagel and second by Daly to approve all of the following consensus items. Motion carried unanimously.*

##### 4. 1. Previous Board Meeting Minutes:

Enclosed are the December 17, 2012 Regular Board Meeting Minutes and the January 7, 2013 Organizational Board Meeting Minutes for your review and adoption.

##### 4. 2. Approve Monthly Expenditures:

At the board finance meeting, expenditures for the month of January were reviewed. Administration recommends approval of the January, 2013 disbursements totaling \$4,122,987.11. This includes hand payables of \$2,451,570.83 and electronic payments of \$1,437,874.08.

##### 4. 3. Personnel:

Approve the hire of Lee Sauter as a long-term substitute for Melissa Hanson from January 9, 2013 to February 25, 2013.

Approve lane changes for the following teaching staff: Adrian, Kelly BA to BA10; Audette, Luke BA to BA10; Ranweiler, Christa BA to BA10; Stowe, Timothy MA10 to MA20; Tocko, Kristine MA20 to MA30; Volek, Abbigail BA to BA10.

##### 4. 4. Student Enrollment:

Approve two Belle Plaine residents enrolling in Kindergarten and 1st Grade through IQ Academy Minnesota beginning January 7, 2013.

Approve a Shakopee 1st grader to enroll in Belle Plaine Schools for the remainder of the 2012-13 school year.

##### 4. 5. Donations:

Accepted with appreciation a check in the amount of \$6,068.20 from the Box Tops for Education program to benefit both Chatfield Elementary and Oak Crest Elementary.

Accepted with sincere thanks and gratitude a scholarship from the Target Field Trip Grants Program in the amount of \$700.00 to help cover 6th grade's field trip expenses at Oak Crest Elementary.

Accept with appreciation a check from the PTO in the amount of \$2,005.65 to help pay for playground equipment, an author visit, planners and testing snacks at Oak Crest Elementary.

Accepted with sincere thanks and gratitude a check from the PTO in the amount of \$655.65 to benefit Chatfield Elementary.

#### 5. Discussion Items:

##### 5. 1. Superintendent Update:

Superintendent Smith provided updates on current school activities including one act play, Principal and Teacher Evaluation workshops, MSBA Negotiations workshops and upcoming Affordable Health Care Act workshop.

Presenter: Dr. Smith

##### 5. 2. Board Member Reports:

Director Nagel shared news from the most recent Carver-Scott/MRVSEC board meeting.

The new cooperative name will be SouthWest Metro Cooperative beginning July 1, 2013.

Continued efforts are being made to make the transition to a single cooperative go as smoothly as possible this summer. The cooperative is looking at a food backpack program in the future and has been working on implementing PLCs in various departments.

Directors Nagel and Ludvik talked about the Curriculum Advisory Council and the discussions around our district gifted and talented programs. In particular, there was extensive discussion on the college in the schools programs that are available for our students.

5. 3. Building Administrator Reports:

Building administrators have been asked to submit monthly updates to the school board regarding current happenings and issues within their buildings/areas. Please see attachments for information on what is happening in each of their buildings.

Presenter: Building Administrators

6. Action Items:

6. 1. Approve Board Committee Assignments for 2013:

The committee assignments were reviewed at the Organizational Meeting but no action was taken on them at that time. I have attached a copy of our organizational chart with our current committee assignments noted. If board members request to be changed from their current committee assignments, please contact Chair Lenz or Supt. Smith to indicate your preference.

Approval of this list of committee assignments is recommended.

Presenter: Dr. Kelly Smith

*Motion by Bigaouette and second by Nagel to approve the Board Committee Assignments for 2013. Motion carried unanimously.*

6. 2. Approve 2013-2014 Calendar:

Several calendar options have been reviewed over the past several months with two options surfacing as final choices. Administration recommends Option B for the 2013-2014 school year and asks that the board approve this calendar. This calendar includes parent-teacher conferences for our K-6 grade students on Tuesday and Wednesday, 9/3 & 4, while our 7-12 grade students begin school on 9/3. Elementary conferences are moved from October to December; last day of school for students is June 5th and graduation is set for Sunday, June 8.

Presenter: Dr. Kelly Smith

*Motion by Ludvik and second by Nagel to approve the "Option B" calendar for the 2013-2014 school year. Motion carried unanimously.*

6. 3. Approve 2012-2013 Seniority List:

Each year we approve the seniority list, which details the seniority status of all licensed teachers. Staff has had the opportunity to review the list and correct any errors that were present. If teaching reductions are necessary, administration will use this approved list to determine the seniority status of affected employees. Administration recommends approval of this seniority list.

Presenter: Dr. Kelly Smith

*Motion by Daly and second by Bigaouette to approve the 2012-2013 Seniority List as presented. Motion carried unanimously.*

6. 4. Approve Pay Equity Report for FY13:

Every five years, governmental entities are required to submit a pay equity report to the MN Dept. of Economic Development. In order to be in compliance, we need to submit our current employee classes, the breakdown of male/female workers in each class and the level of compensation for each class. When the data is entered, our information is evaluated in three areas for pay equity compliance. We meet the criteria in all three areas and are in compliance once again. Board approval of this report is requested and the board chair will need to sign off on this report.

Presenter: Dr. Kelly Smith

*Motion by Nagel and second by Daly to approve the FY13 Pay Equity Report. Motion carried unanimously.*

6. 5. Approve 2013-2014 Budget Assumptions:

Each year, Mr. Keller and I put together a list of budget assumptions that we feel portrays the best reality of our budget year for the next year. I have included a copy of this year's budget assumptions in your packet. There are no significant changes to this document from previous years. We are indicating an expectation that enrollment will be increasing and that we are expecting at least a 1% increase for the next two years in our general education funding formula.

The approval of this list of budget assumptions is the first step in developing our budget for next year. Administration asks for formal approval of this document at this time. If some of our projections are confirmed or altered prior to our approval of the budget, we will bring this document back for revision.

Presenter: Dr. Kelly Smith

*Motion by Daly and second by Bigaouette to approve the 2013-14 Budget Assumptions. Motion carried unanimously.*

6. 6. Staffing Recommendations for 2013-2014:

Administration has met several times over the last month to discuss staffing needs for the upcoming school year. The recommendations that are presented here are made in order to keep class sizes at low and reasonable levels, to address program needs due to increased numbers of sections in the elementary, and to address areas of low performance and/or high student numbers.

The staffing recommendations include:

- 3 FTE Elementary Teachers with 1 at grades K, 5 and 1;
- .92 FTE specialists in physical education and art to address needs of additional prep time needed due to increased number of sections;
- 1 FTE JH-SH math to lower class size in high school math classes and make a concerted effort to improve our state math test scores;
- 1 FTE Vocal Music to be shared between elementary and JH-SH. This will help address increasing enrollment in vocal music programs 7-12 and address section coverage at the elementary;
- 1 FTE Media Specialist to provide additional time for licensed staff to assist K-12 teaching staff with the continued integration of technology into their classrooms.

Administration is not seeking approval for any of these staffing requests at this time. We would like to bring this back for possible action at our February board meeting.

Presenter: Dr. Kelly Smith

6. 7. Proposed Safety/Security Modifications to District Buildings:

We have been reviewing our school district security measures for the past month and recently had Lt. Col. Dave Grossman walk through our buildings to provide his expertise to our discussions. I will be presenting specific recommendations for board approval on Monday evening.

Presenter: Dr. Kelly Smith

*Emphasis is on Exterior Building Security – **Doors will be locked after the school day begins***

1. *Controlled entrance at Chatfield Elementary, Oak Crest Elementary and the Jr/Sr High buildings.*
2. *Update video security system to web based access.*
3. *Evaluate exterior glass to ensure that it is all laminated, safety glass to prevent the glass from shattering upon impact*

4. *Install Raptor Technology Visitor Pass System at the Jr/Sr High building.*  
*Motion by Nagel and second by Daly to approve the above Safety/Security Modifications.*  
*Motion carried unanimously.*

7. Upcoming Meetings:

Monday, February 11: 6:00 p.m. - School Board Work Session

Monday, February 25: 5:30 p.m. - Finance Committee

6:00 p.m. - School Board Regular Meeting

8. Adjourn:

*Motion by Bigaouette and second by Daly to adjourn at 7:38 pm. Motion carried unanimously.*

## 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	V30801	37971	12255	28.00	0.00	28.00	02/18/2013	02/18/2013	02/18/2013
							Check Amount:		\$28.00			
1	3753	N	AG POWER ENTEPRISES INC	V30801	37944	490988	280.89	0.00	280.89	02/18/2013	02/18/2013	02/18/2013
							Check Amount:		\$280.89			
1	4589	N	BANC OF AMERICA LEASING	V30801	37970	45	8,256.74	0.00	8,256.74	02/25/2013	02/25/2013	02/25/2013
							Check Amount:		\$8,256.74			
1	1177	N	BOROUGH BOWL	V30801	37969	1/23/13-2/1/136	3,220.00	0.00	3,220.00	02/18/2013	02/18/2013	02/18/2013
1	1177	N	BOROUGH BOWL	V30801	37968	01/3/13-1/11/13	2,731.75	0.00	2,731.75	02/18/2013	02/18/2013	02/18/2013
							Check Amount:		\$5,951.75			
1	1227	N	CARVER-SCOTT EDUCATIONAL CO	V30801	37986	10816	1,680.00	0.00	1,680.00	02/19/2013	02/19/2013	02/19/2013
1	1227	N	CARVER-SCOTT EDUCATIONAL CO	V30801	37960	10754	17,542.80	0.00	17,542.80	01/21/2013	01/21/2013	01/21/2013
1	1227	N	CARVER-SCOTT EDUCATIONAL CO	V30801	37961	10764	2,147.46	0.00	2,147.46	01/30/2013	01/30/2013	01/30/2013
							Check Amount:		\$21,370.26			
1	3876	N	CENTERPOINT ENERGY SERVICE	V30801	37937	2559172	4,174.89	0.00	4,174.89	02/18/2013	02/18/2013	02/18/2013
1	3876	N	CENTERPOINT ENERGY SERVICE	V30801	37982	2566672	2,527.54	0.00	2,527.54	02/19/2013	02/19/2013	02/19/2013
1	3876	N	CENTERPOINT ENERGY SERVICE	V30801	37938	2559122	8,221.73	0.00	8,221.73	02/18/2013	02/18/2013	02/18/2013
							Check Amount:		\$14,924.16			
1	1274	N	COMMUNITY EDUCATION	V30801	37827	12237	162.40	0.00	162.40	02/12/2013	02/12/2013	02/12/2013
							Check Amount:		\$162.40			
1	1321	N	DANIEL SCHMIDT LIGHTING	V30801	37954	4867	238.00	0.00	238.00	02/18/2013	02/18/2013	02/18/2013
							Check Amount:		\$238.00			
1	4565	N	DE LAGE LANDEN	V30801	37967	16830963	418.00	0.00	418.00	02/09/2013	02/09/2013	02/09/2013
							Check Amount:		\$418.00			
1	1390	N	DR DAN'S REF & ELECT	V30801	37952	11405	654.00	0.00	654.00	02/18/2013	02/18/2013	02/18/2013
							Check Amount:		\$654.00			
1	3249	N	GATCHELL IMAGING PRODUCTS	V30801	37963	20591	4,720.51	0.00	4,720.51	01/24/2013	01/24/2013	01/24/2013
							Check Amount:		\$4,720.51			
1	1528	N	GROTH MUSIC	V30801	37990	2019007	40.49	0.00	40.49	02/19/2013	02/19/2013	02/19/2013
1	1528	N	GROTH MUSIC	V30801	37992	2014549	225.00	0.00	225.00	02/19/2013	02/19/2013	02/19/2013
1	1528	N	GROTH MUSIC	V30801	37989	2018679	21.60	0.00	21.60	02/19/2013	02/19/2013	02/19/2013
1	1528	N	GROTH MUSIC	V30801	37987	2007911	38.65	0.00	38.65	02/19/2013	02/19/2013	02/19/2013
1	1528	N	GROTH MUSIC	V30801	37988	2017304	89.05	0.00	89.05	02/19/2013	02/19/2013	02/19/2013
1	1528	N	GROTH MUSIC	V30801	37993	2021461	(67.50)	0.00	(67.50)	02/19/2013	02/19/2013	02/19/2013

**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	1528	N	GROTH MUSIC	V30801	37991	2015748	109.84	0.00	109.84	02/19/2013	02/19/2013	02/19/2013
							Check Amount:		\$457.13			
1	4112	N	HANOVER INSURANCE GROUP	V30801	37985	WHX 3203632 04	8,788.25	0.00	8,788.25	02/19/2013	02/19/2013	02/19/2013
1	4112	N	HANOVER INSURANCE GROUP	V30801	37984	ZBX 3470516 04	9,476.05	0.00	9,476.05	02/19/2013	02/19/2013	02/19/2013
1	4112	N	HANOVER INSURANCE GROUP	V30801	37983	UHX 3470621 04	332.50	0.00	332.50	02/19/2013	02/19/2013	02/19/2013
							Check Amount:		\$18,596.80			
1	3278	N	HUMERATECH	V30801	37948	130161	425.70	0.00	425.70	02/18/2013	02/18/2013	02/18/2013
1	3278	N	HUMERATECH	V30801	37947	130129	298.80	0.00	298.80	02/18/2013	02/18/2013	02/18/2013
1	3278	N	HUMERATECH	V30801	37946	130055	324.98	0.00	324.98	02/18/2013	02/18/2013	02/18/2013
1	3278	N	HUMERATECH	V30801	37945	130067	6,240.00	0.00	6,240.00	02/18/2013	02/18/2013	02/18/2013
							Check Amount:		\$7,289.48			
1	4043	N	MAKEMUSIC	V30801	37979	1614872	188.10	0.00	188.10	02/19/2013	02/19/2013	02/19/2013
							Check Amount:		\$188.10			
1	5341	N	MCDOWELL AGENCY INC	V30801	37959	39806	97.40	0.00	97.40	01/25/2013	01/25/2013	01/25/2013
1	5341	N	MCDOWELL AGENCY INC	V30801	37966	40147	35.85	0.00	35.85	02/11/2013	02/11/2013	02/11/2013
							Check Amount:		\$133.25			
1	5736	N	MCGRAW-HILL EDUCATION	V30801	37981	72565753001	(1,347.84)	0.00	(1,347.84)	02/19/2013	02/19/2013	02/19/2013
1	5736	N	MCGRAW-HILL EDUCATION	V30801	37980	71661815001	5,926.38	0.00	5,926.38	02/19/2013	02/19/2013	02/19/2013
							Check Amount:		\$4,578.54			
1	1813	N	METRO ATHLETIC SUPPLY	V30801	37826	146232, 10267	205.25	0.00	205.25	02/12/2013	02/12/2013	02/12/2013
							Check Amount:		\$205.25			
1	5505	N	MNIAAA	V30801	37978	04042013	25.00	0.00	25.00	02/19/2013	02/19/2013	02/19/2013
							Check Amount:		\$25.00			
1	2765	N	NEY CENTER	V30801	37964	P226	222.00	0.00	222.00	06/01/2012	06/01/2012	06/01/2012
							Check Amount:		\$222.00			
1	5587	N	PRAIRIE RIVER HOME CARE, INC	V30801	37965	DECEMBER	2,938.00	0.00	2,938.00	02/18/2013	02/18/2013	02/18/2013
							Check Amount:		\$2,938.00			
1	2002	N	PROTECTION SYSTEMS INC	V30801	37943	20010	210.00	0.00	210.00	02/18/2013	02/18/2013	02/18/2013
							Check Amount:		\$210.00			
1	2067	N	SCHMITT MUSIC COMPANY	V30801	37958	124618635	24.95	0.00	24.95	02/18/2013	02/18/2013	02/18/2013
							Check Amount:		\$24.95			

## 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	2137	N	SOUTH CENTRAL ECSU	V30801	37942	13765	1,467.58	0.00	1,467.58	02/18/2013	02/18/2013	02/18/2013
							Check Amount:		\$1,467.58			
1	3287	N	SPARETIME INVESTMENT GROUP	V30801	37957	1340,1341,1345,1347	1,683.75	0.00	1,683.75	02/18/2013	02/18/2013	02/18/2013
							Check Amount:		\$1,683.75			
1	4215	N	STATE of MN DEPT PUB. SAFETY	V30801	37941	7000500132012 M5638	25.00	0.00	25.00	02/18/2013	02/18/2013	02/18/2013
1	4215	N	STATE of MN DEPT PUB. SAFETY	V30801	37940	7000500142012 M5638	25.00	0.00	25.00	02/18/2013	02/18/2013	02/18/2013
1	4215	N	STATE of MN DEPT PUB. SAFETY	V30801	37939	7000500162012 M5639	25.00	0.00	25.00	02/18/2013	02/18/2013	02/18/2013
							Check Amount:		\$75.00			
1	2157	N	STEFFEN HARDWARE	V30801	37953	JANUARY	149.52	0.00	149.52	02/18/2013	02/18/2013	02/18/2013
							Check Amount:		\$149.52			
1	2188	N	TAHER INC	V30801	37962	0036563-IN	61,590.59	0.00	61,590.59	02/04/2013	02/04/2013	02/04/2013
							Check Amount:		\$61,590.59			
1	5669	N	TITAN ENERGY SYSTEMS	V30801	37949	120209-018	600.00	0.00	600.00	02/18/2013	02/18/2013	02/18/2013
1	5669	N	TITAN ENERGY SYSTEMS	V30801	37951	130131-023	313.20	0.00	313.20	02/18/2013	02/18/2013	02/18/2013
1	5669	N	TITAN ENERGY SYSTEMS	V30801	37950	120209-008	600.79	0.00	600.79	02/18/2013	02/18/2013	02/18/2013
							Check Amount:		\$1,513.99			
1	2573	N	WHITEWATER WIRELESS INC	V30801	37956	R12084500	38.70	0.00	38.70	02/18/2013	02/18/2013	02/18/2013
1	2573	N	WHITEWATER WIRELESS INC	V30801	37955	R12084499	285.95	0.00	285.95	02/18/2013	02/18/2013	02/18/2013
							Check Amount:		\$324.65			
							Report Total:		\$158,678.29			

\*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
p30802	0716	29717	SBC	54770	CH	1	3219	CASH	Y	Y	1/25/2013	C N	USD	1,100.00
P30802	0716	29841	SBC	54823	CH	1	5945	BRADLEY LAWSON	Y	N	2/1/2013	O C N	USD	60.00
P30802	0716	29835	SBC	54824	CH	1	5922	BRANDON RAVENHORST	Y	N	2/1/2013	O C N	USD	107.00
P30802	0716	29826	SBC	54825	CH	1	1257	CHRIS NEISEN	Y	N	2/1/2013	O C N	USD	107.00
P30802	0716	29827	SBC	54826	CH	1	1262	CITY OF BELLE PLAINE	Y	N	2/1/2013	O C N	USD	25.00
P30802	0716	29828	SBC	54827	CH	1	1358	DENNIS LAWSON	Y	N	2/1/2013	O C N	USD	100.00
P30802	0716	29830	SBC	54828	CH	1	5209	JEFF HEWITT	Y	N	2/1/2013	O C N	USD	107.00
P30802	0716	29842	SBC	54829	CH	1	5946	JOSH TERRIO	Y	N	2/1/2013	O C N	USD	40.00
P30802	0716	29840	SBC	54830	CH	1	5944	KRG LLC	Y	N	2/1/2013	O C N	USD	6,000.00
P30802	0716	29832	SBC	54831	CH	1	5468	LEE BORAAS	Y	N	2/1/2013	O C N	USD	107.00
P30802	0716	29834	SBC	54832	CH	1	5592	MARCUS GIESEN	Y	N	2/1/2013	O C N	USD	30.00
P30802	0716	29837	SBC	54833	CH	1	5941	MARK SELNOW	Y	N	2/1/2013	O C N	USD	107.00
P30802	0716	29838	SBC	54834	CH	1	5942	MATT STROBL	Y	N	2/1/2013	O C N	USD	115.00
P30802	0716	29839	SBC	54835	CH	1	5943	NICK HOVICK	Y	N	2/1/2013	O C N	USD	107.00
P30802	0716	29829	SBC	54836	CH	1	2027	REGION 2A	Y	N	2/1/2013	O C N	USD	75.00
P30802	0716	29833	SBC	54837	CH	1	5473	RENE MAES JR	Y	N	2/1/2013	O C N	USD	107.00
P30802	0716	29831	SBC	54838	CH	1	5467	ROB BORAAS	Y	N	2/1/2013	O C N	USD	107.00
P30802	0716	29836	SBC	54839	CH	1	5939	SCOTT WINTERS	Y	N	2/1/2013	O C N	USD	200.00
P308p1	0716	29851	SBC	54840	CH	1	1123	BELLE PLAINE ED ASSOC	Y	N	2/5/2013	O C N	USD	4,129.99
P308p1	0716	29852	SBC	54841	CH	1	1134	BELLE PLAINE SCHOOL	Y	N	2/5/2013	O C N	USD	3,852.11
P308p1	0716	29853	SBC	54842	CH	1	1178	BPESPA	Y	N	2/5/2013	O C N	USD	842.27
P308p1	0716	29858	SBC	54843	CH	1	5721	GISLASON & HUNTER LLP	Y	N	2/5/2013	O C N	USD	70.25
P308p1	0716	29856	SBC	54844	CH	1	4394	LAW OFFICE OF JOE PEZZUTO,LLC	Y	N	2/5/2013	O C N	USD	150.55
P308p1	0716	29854	SBC	54845	CH	1	1753	MADISON NATIONAL LIFE	Y	N	2/5/2013	O C N	USD	390.00
P308p1	0716	29854	SBC	54845	CH	1	1753	MADISON NATIONAL LIFE	Y	N	2/5/2013	O C N	USD	1,352.00
P308p1	0716	29855	SBC	54846	CH	1	1836	NCPERS MINNESOTA	Y	N	2/5/2013	O C N	USD	16.00
P308p1	0716	29857	SBC	54847	CH	1	5360	Reliance Standard Life	Y	N	2/5/2013	O C N	USD	1,095.60
P30802	0716	29866	SBC	54848	CH	1	5398	AIDEN LADD	Y	N	2/6/2013	O C N	USD	50.00
P30802	0716	29866	SBC	54848	CH	1	5398	AIDEN LADD	Y	N	2/6/2013	O C N	USD	30.00
P30802	0716	29876	SBC	54849	CH	1	5951	BILLY BOECKER	Y	N	2/6/2013	O C N	USD	40.00
P30802	0716	29871	SBC	54850	CH	1	5945	BRADLEY LAWSON	Y	N	2/6/2013	O C N	USD	100.00
P30802	0716	29864	SBC	54851	CH	1	2782	BRENT HIMMERICK	Y	N	2/6/2013	O C N	USD	108.00
P30802	0716	29877	SBC	54852	CH	1	5952	CARSEN LADD	Y	N	2/6/2013	O C N	USD	50.00
P30802	0716	29860	SBC	54853	CH	1	1358	DENNIS LAWSON	Y	N	2/6/2013	O C N	USD	100.00

# Hand Pays

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount	
P30802	0716	29867	SBC	54854	CH	1	5579	EDUCATORS BENEFIT CONSULTANTS	Y	N	2/6/2013	0	N	USD	200.00
P30802	0716	29875	SBC	54855	CH	1	5950	GREG MARTIN	Y	N	2/6/2013	0	N	USD	115.00
P30802	0716	29865	SBC	54856	CH	1	3607	GUY TREBESCH	Y	N	2/6/2013	0	N	USD	107.00
P30802	0716	29878	SBC	54857	CH	1	5953	JEFF PETERS	Y	N	2/6/2013	0	N	USD	108.00
P30802	0716	29861	SBC	54858	CH	1	1647	JOE WITTERSCHEIN	Y	N	2/6/2013	0	N	USD	107.00
P30802	0716	29872	SBC	54859	CH	1	5946	JOSH TERRIO	Y	N	2/6/2013	0	N	USD	100.00
P30802	0716	29869	SBC	54860	CH	1	5592	MARCUS GIESEN	Y	N	2/6/2013	0	N	USD	50.00
P30802	0716	29874	SBC	54861	CH	1	5949	MATT LENZ	Y	N	2/6/2013	0	N	USD	40.00
P30802	0716	29873	SBC	54862	CH	1	5948	PAUL NASBY	Y	N	2/6/2013	0	N	USD	40.00
P30802	0716	29862	SBC	54863	CH	1	1992	PRAIRIE TRUCKING INC	Y	N	2/6/2013	0	N	USD	46,573.20
P30802	0716	29863	SBC	54864	CH	1	2164	STIER TRANSPORTATION SERVICES	Y	N	2/6/2013	0	N	USD	84,983.33
P30802	0716	29870	SBC	54865	CH	1	5898	UNIVERSITY OF MINNESOTA	Y	N	2/6/2013	0	N	USD	8,985.62
P30802	0716	29868	SBC	54866	CH	1	5591	WALTER SCHULTZ	Y	N	2/6/2013	0	N	USD	40.00
P30802	0716	29879	SBC	54867	CH	1	5947	MN TRUE TEAM T&F	Y	N	2/6/2013	0	N	USD	160.00
P30802	0716	29945	SBC	54868	CH	1	5544	1ST SEWING CENTERS	Y	N	2/12/2013	0	N	USD	449.10
P30802	0716	29944	SBC	54869	CH	1	4912	APRIL KABES	Y	N	2/12/2013	0	N	USD	108.00
P30802	0716	29943	SBC	54870	CH	1	4572	BEN SCHEFFLER	Y	N	2/12/2013	0	N	USD	108.00
P30802	0716	29946	SBC	54871	CH	1	5962	GINA GIESEN	Y	N	2/12/2013	0	N	USD	45.00
P30802	0716	29941	SBC	54872	CH	1	1809	MELANIE MCDONALD	Y	N	2/12/2013	0	N	USD	57.57
P30802	0716	29947	SBC	54873	CH	1	5963	STACY LAWRENCE	Y	N	2/12/2013	0	N	USD	7.45
P30802	0716	29942	SBC	54874	CH	1	2164	STIER TRANSPORTATION SERVICES	Y	N	2/12/2013	0	N	USD	100.00
P30802	0716	29948	SBC	54875	CH	1	5964	SWMASSP	Y	N	2/12/2013	0	N	USD	15.00
P30802	0716	29958	SBC	54876	CH	1	2329	BLUE CROSS BLUE SHIELD of MN	Y	N	2/14/2013	0	N	USD	285.00
P30802	0716	29955	SBC	54877	CH	1	1262	CITY OF BELLE PLAINE	Y	N	2/14/2013	0	N	USD	50.00
P30802	0716	29959	SBC	54878	CH	1	2765	NEY CENTER	Y	N	2/14/2013	0	N	USD	300.00
P30802	0716	29960	SBC	54879	CH	1	4575	PAUL HIGHAM	Y	N	2/14/2013	0	N	USD	108.00
P30802	0716	29956	SBC	54880	CH	1	2015	RANDY JOHNTSON	Y	N	2/14/2013	0	N	USD	108.00
P30802	0716	29957	SBC	54881	CH	1	2027	REGION 2A	Y	N	2/14/2013	0	N	USD	100.00
P30802	0716	29961	SBC	54882	CH	1	2647	MSU - MANKATO	Y	N	2/14/2013	0	N	USD	8,985.62
P308p2	0716	29970	SBC	54883	CH	1	1123	BELLE PLAINE ED ASSOC	Y	N	2/20/2013	0	N	USD	4,129.99
P308p2	0716	29971	SBC	54884	CH	1	1134	BELLE PLAINE SCHOOL	Y	N	2/20/2013	0	N	USD	3,852.11
P308p2	0716	29972	SBC	54885	CH	1	1178	BPESPA	Y	N	2/20/2013	0	N	USD	978.34
P308p2	0716	29973	SBC	54886	CH	1	4394	LAW OFFICE OF JOE PEZZUTO,LLC	Y	N	2/20/2013	0	N	USD	212.75
P308p2	0716	29974	SBC	54887	CH	1	4924	MESSERLI & KRAMER	Y	N	2/20/2013	0	N	USD	67.06

# Hand Pays

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P30802	0716	29980	SBC	54888	CH	1	2782	BRENT HIMMERICK	Y	N	2/19/2013	C N	USD	108.00
P30802	0716	29981	SBC	54889	CH	1	3268	JASON BAKKE	Y	N	2/19/2013	C N	USD	108.00
P30802	0716	29982	SBC	54890	CH	1	5092	POCKETS FULL OF FUN	Y	N	2/19/2013	C N	USD	350.00
P30802	0716	29984	SBC	54891	CH	1	5973	AARON BIGAQUETTE	Y	N	2/19/2013	C N	USD	80.00
P30802	0716	29983	SBC	54892	CH	1	5972	MITCHELL NELSON	Y	N	2/19/2013	C N	USD	80.00
<b>Total</b>													<b>\$ 183,379.91</b>	

# Wires

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount	
P308p1	0716	29843	SBC		WX	1	1555	HEALTH PARTNERS	N	N	2/5/2013	0	N	USD	10,795.23
P308p1	0716	29844	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	2/5/2013	0	N	USD	33,835.60
P308p1	0716	29845	SBC		WX	1	1977	PERA	N	N	2/5/2013	0	N	USD	10,548.82
P308p1	0716	29846	SBC		WX	1	2330	FEDERAL	N	N	2/5/2013	0	N	USD	23,351.74
P308p1	0716	29846	SBC		WX	1	2330	FEDERAL	N	N	2/5/2013	0	N	USD	9,047.36
P308p1	0716	29846	SBC		WX	1	2330	FEDERAL	N	N	2/5/2013	0	N	USD	38,685.20
P308p1	0716	29847	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	2/5/2013	0	N	USD	10,947.16
P308p1	0716	29848	SBC		WX	1	2581	MN CHILD SUPPORT CENTER	N	N	2/5/2013	0	N	USD	545.00
P308p1	0716	29849	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	2/5/2013	0	N	USD	2,427.01
P308p1	0716	29850	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	2/5/2013	0	N	USD	1,062.28
P308p1	0716	29850	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	2/5/2013	0	N	USD	100.00
P308p1	0716	29850	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	2/5/2013	0	N	USD	1,708.34
P308p1	0716	29850	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	2/5/2013	0	N	USD	100.00
P308p1	0716	29850	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	2/5/2013	0	N	USD	1,565.00
P308p1	0716	29850	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	2/5/2013	0	N	USD	4,603.54
P308p1	0716	29850	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	2/5/2013	0	N	USD	612.38
P308p1	0716	29850	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	2/5/2013	0	N	USD	1,818.18
P30802	0716	29859	SBC		WX	1	1486	FRONTIER	N	Y	1/23/2013	0	N	USD	89.30
P30802	0716	29859	SBC		WX	1	1486	FRONTIER	N	Y	1/23/2013	0	N	USD	95.37
P30802	0716	29859	SBC		WX	1	1486	FRONTIER	N	Y	1/23/2013	0	N	USD	161.99
P30802	0716	29859	SBC		WX	1	1486	FRONTIER	N	Y	1/23/2013	0	N	USD	1,773.98
P308p2	0716	29962	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	2/20/2013	0	N	USD	34,568.78
P308p2	0716	29963	SBC		WX	1	1977	PERA	N	N	2/20/2013	0	N	USD	11,726.47
P308p2	0716	29964	SBC		WX	1	2330	FEDERAL	N	N	2/20/2013	0	N	USD	25,122.30
P308p2	0716	29964	SBC		WX	1	2330	FEDERAL	N	N	2/20/2013	0	N	USD	9,656.40
P308p2	0716	29964	SBC		WX	1	2330	FEDERAL	N	N	2/20/2013	0	N	USD	41,290.28
P308p2	0716	29965	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	2/20/2013	0	N	USD	11,759.15
P308p2	0716	29966	SBC		WX	1	2581	MN CHILD SUPPORT CENTER	N	N	2/20/2013	0	N	USD	545.00
P308p2	0716	29967	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	2/20/2013	0	N	USD	1,489.51
P308p2	0716	29968	SBC		WX	1	5277	Preferred One	N	N	2/20/2013	0	N	USD	97,009.39
P308p2	0716	29968	SBC		WX	1	5277	Preferred One	N	N	2/20/2013	0	N	USD	-102.83
P308p2	0716	29968	SBC		WX	1	5277	Preferred One	N	N	2/20/2013	0	N	USD	30,946.56
P308p2	0716	29969	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	2/20/2013	0	N	USD	1,062.28
P308p2	0716	29969	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	2/20/2013	0	N	USD	100.00
P308p2	0716	29969	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	2/20/2013	0	N	USD	1,708.34
P308p2	0716	29969	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	2/20/2013	0	N	USD	100.00



Board Report  
February 25<sup>th</sup>, 2013  
Oak Crest Elementary  
Liann Hanson

### **Appreciation:**

- **MESPA** I attend the Minnesota Elementary School Principal Association Conference on February 6<sup>th</sup>-8<sup>th</sup>. Great Keynote speakers in Mark Scharenbroich and Dave Weber!
- **5<sup>th</sup> Grade Dance** The 5<sup>th</sup> grade students and staff held a social dance on Thursday, February 7<sup>th</sup>. All students did a nice job in participating!
- **Practice MCA Tests** The 3<sup>rd</sup>-6<sup>th</sup> grade students took their practice MCA Math Tests February 11<sup>th</sup>-22<sup>nd</sup>. Thanks to Carol and Joe for helping out in this process. It went smoothly!
- **District RTI Meeting** Our district RTI group met on Tuesday, February 19<sup>th</sup> for our regularly scheduled meeting. We discussed how to continue communicating with the whole staff as a K-12. I appreciate the staff on this committee being dedicated to helping all students.
- **Writer's Round Table** We had our Writer's Round Table on Wednesday February 20<sup>th</sup> to celebrate our wonderful writers in our building!
- **Teacher Evaluation Workshop** I attended the third session of the Teacher Evaluation Workshop through MESPA on Thursday, February 21<sup>st</sup>, 2013. Great information!

### **Acceleration:**

- **SOE** The School of Excellence Committee will share information at our next staff meeting on March 6<sup>th</sup> and looking at areas of strength and areas of growth.
- **Candy Sales** Oak Crest kicked off its Candy Sales on Thursday, February 14<sup>th</sup>. The sales will run through Friday, March 1<sup>st</sup>. Proceeds go into a Wolf Ridge fund.
- **4<sup>th</sup> Grade Presidential Presentations** Our fourth grade students have been busily preparing for their Presidential Presentations on Friday, February 22<sup>nd</sup> at 2:00 PM.
- **I LOVE TO READ Month** During February we have been celebrating I Love to Read month with Stop Drop and Reads, Author visits, Writer visits, etc. There will be a culminating activity on Wednesday, March 6<sup>th</sup> to celebrate all the great reading!
- **End of Trimester** Teachers are busily preparing report cards for end of the trimester on Friday, March 1<sup>st</sup>. Report cards will go home on Friday, March 8<sup>th</sup>.

### **Anticipation:**

- **Fire Drill** We have a fire drill on Thursday, March 7<sup>th</sup> and 19<sup>th</sup> at 2:30 PM and 9:30 AM respectively.
- **6<sup>th</sup> Grade Field Trip** Our 6<sup>th</sup> grade students will be going on a field trip on Wednesday, March 20<sup>th</sup>. They will be going to the Ordway and Capitol.
- **Jump Rope for Heart** Jump Rope for Heart is being planned for Wednesday March 20<sup>th</sup>. 2<sup>nd</sup> graders will come over to Oak Crest to join us for this event.

**Belle Plaine High School  
School Board Report  
Submitted by Dave Kreft  
February, 2013**

**Appreciation:**

- The marriage of successful PLC, curricular, and instructional work is gradually impacting our practice. For example, our English department has been identifying the essential standards across the 7-12 Language Arts continuum. For the most part, the skills at each grade level are the same, with a different level of intensity and rigor. Their work is going hand-in-hand with the Language Arts Common Core requirements. Since this is their year for curriculum review they are identifying the resources that help them best meet the local, state, and national standards. Since this group is farther along in the essential standards process, they are taking the next step by having conversations on how to ensure that students know the information (learning vs. teaching). We are fortunate to have an English department that brings unique experiences with some teachers with many years of tried and true experience and some individuals having been exposed to PLC work before.
- The Principal's Advisory Commission (detailed below) met this month. Mindy Sparby, Tim Stowe, and Kris Tocko all participated in the process by collecting the data. All of them are collecting hours for their administrative degrees. Their assistance in collecting the data allowed for me to navigate the conversation and dig deeper into the topics. In general, we have many teacher leaders that are willing to step forward and join the leadership process.

**Acceleration:**

- The Principal's Advisory Commission was convened for the yearly opportunity to gain insight into our school. Six students from each grade (7-12) were randomly selected and took part in a 30 minute grade alike interview. The questions included various topics, including: what they like about school/classes, what we can do better, safety, the role of the principal, physical condition of the building, and what we should add. The purpose of the PAC was to make our school a better place for our students. Student names have been kept confidential. I promised the students that the information would be shared in the appropriate way with the appropriate people. Staff will be hearing and seeing the information at the next staff meeting. Here are some preliminary findings:
  - Positives/acknowledgements: The students really appreciate teachers who are able to connect with them on a personal level. They really like it when the teacher knows them, not just the curriculum. Students feel very safe in our building. They feel physically safe because of locked classroom doors, visitors being funneled through the office, and having a resource officer in our building. When asked about bullying, students said we have very little of students using their power to make another feel inferior. The groups felt pride in our level of school pride and being able to find activities that match their skills and interests.
  - Concerns/areas for growth: The students say that classes where the students do not

feel connected are the biggest challenges. They also do not like doing the same things in classes everyday. The physical items of concern in every grade level included the drinking fountains and locker room lockers. While we do not have much bullying, sometimes students take joking around a little bit too far and make others uncomfortable. Upperclass students pointed to a desire to have more classes that match their career interests.

**Anticipation:**

- FFA Week is being observed across the district the week of 2/19-/2/22 with a breakfast on 2/24 to raise funds for Camp Courage.
- By spring break, students will be engaged in class registration. The alterations we have made to course offerings will be reflected in the registration handbook.
- After some very authentic conversation and questions raised about a 1-1 technology initiative, representatives from the Technology Committee will be seeing a showcase by Watertown-Mayer schools on March 13th.

**Appreciation:**

- Thank you to our guest readers that have come the past 3 Friday's to read (Dr. Smith, Mr. Pingalore, and Officer Brian Vycital). We are looking forward to the next guest reader on February 22, 2013 (Ben Stier)
- Chatfield's *I love To Read* theme is Presidential. If you walk down the hallway by the media center you will see all of the Presidents. There is a White House moving down the wall over each President as we add up the minutes of reading. As of February 15, 2013, our school has read 43,245 minutes and we are currently between the 19<sup>th</sup> and 20<sup>th</sup> Presidents. Our goal is 100,000 minutes!
- Thank you to all of the classes that invited Mrs. DeWitte to come and read as well!
- Chatfield welcomed over 300 grandparents last week to our school. Each grade level had a specific day and the students invited grandparents to come and eat breakfast. It was wonderful to see how excited the students were to show off their classrooms, lockers, and where they have their special classes.
- Thank you to the PTO for donating funds so that Chatfield could purchase new outside and inside playground equipment.
- Thank you to the staff members who were involved with the Polar Plunge this past weekend in support of Special Olympics.

**Acceleration:**

- PLC: K- This team is continually looking at the best fit for their students and the use of Math Tiger Time. They are trying several different strategies to see how best their students learn. They will then use this knowledge to help form a plan for the 13-14 school year. 1<sup>st</sup>- They are putting their power benchmarks into a template so they can visually see what the students should be able to do, the level of thinking, and vocabulary and questioning concepts needed to be successful. This information will be useful when vertical team takes place in April. 2<sup>nd</sup>-Continuing to look at Reading Standards and organizing them in to categories so that vertical teaming can take place in April. Sped-Continuing to work with grade levels to provide the best quality programming for their students. Specialists-Continuing to work on scope and sequence.
- The Early Childhood PLC members are moving forward with breaking apart the standards for math and deciding which items should be mastered with 3-year-old students and which standards should be mastered with 4-year-old students. Once this information is complete, it will be shared with preschools in the community to create open communication and a system in which all students are entering school with the same knowledge and background.

**Anticipation:**

- On Friday, February 22, 2013, the students at Chatfield will get to visit the FFA Barnyard/Petting Zoo sponsored by the Belle Plaine High School FFA. The students will get to learn about basic care and general knowledge about the animals as well as get to touch them!
- Music Programs: Kindergarten-"Many Colored Days", March 21<sup>st</sup> at 2:15 p.m.; 2<sup>nd</sup> grade-"What Language is this?", April 25<sup>th</sup> at 2:15 p.m.
- The second grade students will have a representative from Strait Smiles visit next week for National Health Month.

**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**

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

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2-20-13

### Appreciation

- Congratulations to the Directors, Cast and Crew of the One Act Play for receiving a star rating at State with the production of, "Ridiculous by Proxy"!
- Thanks to Mr. Hennen and the Junior High Student Council, they raised a total of \$2350 during the Pennies of Patience Drive. The funds go towards the Lymphoma/Leukemia foundation. They also did a winter clothing drive and all clothing was donated to the CAP agency, delivered personally by Mrs. Vourlos!
- Thanks to the Robotics team for delivering the game ball at the Boys basketball game vs. Jordan on February 14<sup>th</sup>! The robot also put on a special half time performance and swept the floor! It was fun to see the students showcase their hard work.
- Thank you to Mr. VonBank and the Senior High Student Council for a great Snow Week! The staff and students all had a great time!

### Acceleration

- Wrestling Individuals are this weekend at Waconia Friday and Saturday. Go Panthers!
- GBB opens up tournament play on February 26<sup>th</sup> at home with a first round home playoff game! 7:00pm start time.
- Boys basketball seeding will be February 27<sup>th</sup>.

### Anticipation

- The Spring Eligibility Meeting is February 25<sup>th</sup> at 7:30pm in the South gym. The meeting will be after conferences on Monday night.
- Junior High Activity Night will be March 8<sup>th</sup> in the High School Commons and South gym. This is a reward night put on by the student council. Students who have no late assignments or missing work are eligible to attend.
- The 8<sup>th</sup> grade class is attending the Anne Frank field trip on March 13<sup>th</sup>. This is always a great opportunity for our students!



**CITY OF BELLE PLAINE, MINNESOTA  
REQUEST FOR COUNCIL ACTION**

**Agenda Item Number:** 8.3

Resolution 13-022 Approving Joint Powers Agreement between the City and Belle Plaine School District.

**Date:** February 19, 2013

**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date:**

- Approved  Denied
- Amended  Tabled
- Other

**Originating Department:** Administration

**Consent Agenda:**  Yes  No

**Action Requested:** Approval of Resolution 13-022 Approving Joint Powers Agreement between the City and Belle Plaine School District.

**Background/Justification:**

The Joint Powers Agreement is up for renewal and has been reviewed by the Community Recreation Committee. The Committee has recommended approval of the Joint Powers Agreement with the same language as the expired agreement. This agreement is for two years.

**Budgeted Item:**  Yes  No  N/A

**Fiscal Impact:**

The 2013 Budget anticipates the expenses that will be incurred by the City in this agreement.

**Council Action Options:**

Approval of the Resolution.

**Staff Recommendation:**

N/A

**Reviewed by:** City Administrator David Murphy, City Attorney Bob Vose.

**Preparer:** David Murphy, City Administrator

**Signature:**

**Comments:**

*PROPOSED*

AGREEMENT BETWEEN THE CITY OF BELLE PLAINE AND  
INDEPENDENT SCHOOL DISTRICT #716 RELATING TO THE ESTABLISHMENT AND  
OPERATION OF A JOINTLY SPONSORED  
COMMUNITY EDUCATION PROGRAM

MARCH 2013 TO MARCH 2015

AGREEMENT, made as of January 17, 1982, and revised February 1, 1988, February 6, 1995, and March 2004 between the CITY OF BELLE PLAINE, a Minnesota municipal corporation ("City") and INDEPENDENT SCHOOL DISTRICT NO. 716, Scott County, Minnesota, ("School District").

WHEREAS, the School District is organized for the purpose of providing public school education, including at its discretion lifelong learning opportunities, continuing education programs and associated recreation programs within its geographic boundaries; and

WHEREAS, the City does provide recreation and civic programs for citizens within its geographic boundaries; and

WHEREAS, the School District and the City ("Sponsors"), within their respective powers, desire to cooperate in the establishment and operation of a Community Education and Recreation Program, as that term is defined herein below in Article 1, within the total area encompassed by the boundaries of the City and the School District.

NOW, THEREFORE, the Sponsors hereby agree as follows:

1. PURPOSE OF AGREEMENT

The Sponsors shall severally, jointly and cooperatively, pursuant to the board and authority of Minnesota Statutes, and other applicable statutes and their respective express and implied powers, establish and operate a Community Education and Recreation Program.

The Community Education and Recreation Program is defined to mean the following:

A program of academic improvement, enrichment, leisure and recreation services, program coordination, and social action utilizing School District facilities, City park and recreation facilities, and private resources for all ages, for all social and for all economic groups residing within the geographic boundaries of the Sponsors.

## 2. COMMUNITY EDUCATION AND RECREATION ADVISORY COUNCIL

A work group committee will meet to discuss any issues arising with Community Ed./Rec. with the following representation.

- \* School Board Representative
- \* City Council Representative
- \* School Board Superintendent
- \* City Administrator
- \* Community Education/Recreation Director

## 3. PERSONNEL

- a). The School District and City Council shall approve qualifications, salary, and personnel hired for the position of Director.
- b). The School District shall approve qualifications, salary and personnel hired for community education staff positions.
- c). The City Council shall approve qualifications, salary, and personnel hired for recreation staff positions.

## 4. FINANCES

Each Sponsor shall make contributions necessary to meet the approved financial needs of the annual budget. Annual budgets shall be submitted to the respective Sponsor for approval. A proposed recreation budget shall be submitted to the School District by requested date. Each proposed budget shall estimate all revenue and expenditures and shall set forth the recommended program of activities including administrative costs and shall be in sufficient detail to provide review.

The City shall fund recreation-orientated activities encompassing all ages. Financing shall be provided through fees, donations and general tax revenue.

The School District shall bill the City on a quarterly basis for its 30% share of administrative costs and services while the ISD/Community Ed. will be responsible for the remaining 70% of the administrative expenses.

Other costs of the Community Education Program shall be funded through the Community Service Budget, Community Education/Services Fund, of the School District. Financing shall be provided through fees, donations, state and federal financial aid and special tax levies. The School District will make available to the City monthly financial statements relative to the operation of the Community Education and Recreation Program. Reports shall conform to the principles and standards of public financial reporting as established by Uniform Financial Accounting for Minnesota School Districts, State of Minnesota Department of Education.

## 5. FISCAL AGENTS

- a). The School District through its designee will be the fiscal agent for the following:
  - (1) The majority of revenues and expenditures for the administration of the Community Education/Recreation and this agreement.
  - (2) Revenues and expenditures for School District approved budget, programs, classes, and activities.
- b). The City through its designee will be the fiscal agent for revenues and expenditures for City approved budget and programs.
- c). The fiscal agent(s) shall approve and process bills and claims submitted by the Director.
- d). The Director is responsible for preparing budgets and handling funds.

## 6. FACILITIES

- a). Each Sponsor shall determine which of its lands, buildings and equipment ("public resources") will be made available to the Community Education/Recreation Program.
- b). The School District shall provide office space and operational services to permit the Director to administer the Community Education and Recreation Program.
- c). Each sponsor shall maintain general liability insurance covering those public resources made available to the Community Education and Recreation Program.
- d). Joint Facility Use Agreement.

## 7. SUPERVISION OF PROGRAMS

The responsibility for operation and maintenance of the Community Education Program, except as otherwise set forth within, shall be the School District's. The responsibility for operation and maintenance of the Community Recreation Program, except as otherwise set forth within, shall be the City's.

The Superintendent of Schools shall supervise the Community Education/Recreation Director in community education development and activities, and the City Administrator shall supervise the Director in recreation development activities;

The Superintendent and City Administrator shall conduct a semi-annual review/evaluation of the Director. The evaluation instrument will be mutually agreed upon by the ISD Superintendent and the City Administrator.

## 8. POLICY REVIEW/TERMINATION

This agreement shall be reviewed by the sponsors every 2 years or as requested in writing by either party.

This agreement shall remain in effect and shall govern the jointly-sponsored Community Education and Recreation Program, subject to the right of either party to terminate this agreement at the end of a calendar year. The notice of intent to terminate

shall be in writing and shall be served at least one year before the proposed date of termination. In the event of such termination, the unexpended balances or deficits remaining after satisfaction of all obligations in the Community Education/Services Fund and Trust/Agency Fund, as set forth in section 4 above, will be repaid in direct final fiscal year. Property acquired from the Community Education/Services Fund will be returned to the School District upon completion of the Program's final fiscal year.

#### 9. NONDISCRIMINATION

a). Access to Community Education and Recreation programs shall be available to all residents of the Sponsoring agencies without regard to race, color, creed, religion, national origin, or sex, or as required by the State of Minnesota or the U.S. Government.

b). No applicant for employment or employee hired pursuant to the agreement shall be discriminated against with respect to the person's race, color, creed, religion, national origin, age or sex. Age or sex may be taken into consideration only when required by a bonafide occupational qualification.

IN WITNESS WHEREOF the parties hereto have caused this agreement to be executed by their respective duly authorized officers pursuant to the authority granted by the attached resolutions adopted by the City Council of Belle Plaine and the School Board of Independent School District No. 716.

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Adopted by the INDEPENDENT SCHOOL DISTRICT #716 on \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
School Board Chairperson

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

---

Adopted by the CITY OF BELLE PLAINE on \_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

Attest:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**BELLE PLAINE CITY COUNCIL  
RESOLUTION 13-022**

**RESOLUTION APPROVING THE  
JOINT POWERS AGREEMENT BETWEEN THE  
SCHOOL DISTRICT AND CITY**

WHEREAS, the City and School District have entered into a Joint Powers Agreement in 1982 for the purpose of operating the Community Services Department;

WHEREAS, the Joint Powers Agreement was reviewed by the Community Recreation Committee and the Committee recommends approval;

WHEREAS, it is appropriate for the City Council to approve the two-year renewal of the Joint Powers Agreement.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BELLE PLAINE, SCOTT COUNTY, MINNESOTA, THAT: The Joint Powers Agreement between the City and School District 716 as shown in Attachment A is hereby approved for the period March 2013 through March 2015.

BE IT FURTHER RESOLVED THAT: the Mayor and City Administrator are authorized to execute said Agreement.

The adoption of the foregoing resolution was duly moved by Councilmember \_\_\_\_\_ and seconded by Councilmember \_\_\_\_\_, and after full discussion thereof and upon a vote being taken thereon, the following Councilmembers voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted. Dated this 19th day of February, 2013.

ATTEST:

\_\_\_\_\_  
Michael Pingalore  
Mayor

\_\_\_\_\_  
David Murphy  
City Administrator

**JOINT FACILITY USE AGREEMENT BETWEEN  
THE CITY OF BELLE PLAINE AND  
BELLE PLAINE I.S.D. #716**

**Proposed  
March 2013 – March 2014**

This agreement is to identify the use of the joint facilities between the City of Belle Plaine and Independent School District #716.

Management. In respect to the joint facilities use, the Public Works Superintendent of the City of Belle Plaine and the Building and Grounds Supervisor of I.S.D. #716 shall have the responsibility of carrying out this agreement. Frequent and timely communications is essential between the facility managers.

Community Services Department. The Community Services Director will schedule all recreation activities on the below mentioned facilities and must provide all schedules to the Public Works Superintendent and the Building and Grounds Supervisor.

Liability Insurance. Owners of the facility will provide liability insurance.

**City Fields: Tiger Stadium, Heritage, Fountain, Meadow, Prairie  
School Fields: Chatfield, Oak Crest, Sports Complex (Football/Track/Tennis)**

**1.0. LITTLE LEAGUE BASEBALL/SOFTBALL FIELDS – SCHOOL PROPERTY.**

**School Responsibility.**

1. Backstops and bench area fencing.
2. Mowing and trimming of grass.
3. Care of grass – fertilizing, weed control, etc.
4. All repairs (Pertaining to the facilities)
5. Garbage collection during school year.
6. School to pay for all materials.
7. Maintenance – Building and Grounds Supervisor will initiate the following maintenance items:
  - Red rock – add.
  - Red rock tilling/weed control.
  - Red rock grading.
  - Grounds keeping materials, rakes, etc.

**City Responsibility.**

1. Dragging of fields on a daily basis.
2. Provide garbage containers, minimum of one per field. Garbage will be collected a minimum of once a week during the months of June, July and August.
3. The City providing manpower, trucks and equipment and the school pays for the material.

**Shared School/City Responsibility.**

1. Chalk (allocated to each department and programs will be billed for use).
2. Mound clay (city to purchase and allocate back to department)

### **Community Services Responsibility.**

Reserve and schedule the fields and provide information to Public Works Superintendent and the Building and Grounds Supervisor.

1. Reserve and schedule the fields
2. Chalk lines on all fields – individual programs are responsible.
3. Locate base locations and placed seasonally.
4. Provide equipment (bases, rakes, helmets, balls, etc.

## **2.0. UNION SQUARE BASEBALL FACILITY – CITY PROPERTY.**

### **City Responsibility. Maintain all aspects of the complex**

1. Baseball scoreboard.
2. Baseball press box.
3. Grandstand, dug-outs, fencing, light tower – bulbs.
4. Irrigation.
5. Mowing and bagging.

### **Shared School/City Responsibility.**

1. Chalk (allocated to each department and programs will be billed for use).
2. Mound clay (city to purchase and allocate back to department)  
2012

### **Community Services Responsibility.**

1. Reserve and schedule the fields and provide information to Public Works Superintendent and the Building and Grounds Supervisor.
2. Reserve and schedule the fields
3. Chalk lines on all fields – individual programs are responsible.
4. Locate base locations and placed seasonally.
5. Provide equipment (bases, rakes, helmets, balls, etc.)

## **3.0. TENNIS COURTS – SCHOOL PROPERTY. (SOUTH MARKET STREET & W. COMMERCE DR)**

### **School Responsibility.**

1. Building and Grounds Supervisor initiates repair needs.

### **City Responsibility.**

1. Electric Bill

### **Shared School/City Responsibility.**

1. Cost shared 50/50 School City for Market Street courts, for court surface, lights and towers, electrical service, nets, meter box, security fencing ~~and electric utility bill.~~

### **Community Services/Park Board:**

2. Patch and/or Resurface Courts

#### **4.0. SKATING RINK – CITY PROPERTY. (WEST PARK STREET & HICKORY PARK)**

##### **City Responsibility.**

1. Public Works Superintendent initiates repair needs. Entire city responsibility.
2. Lights.
3. Electric utility bill.
4. Trash removal and portable restrooms.

##### **Community Services Responsibility.**

1. Warming house attendant.

#### **5.0. HOCKEY RINK – SCHOOL PROPERTY. (SOUTH MARKET STREET)**

##### **School Responsibility.**

1. School Building and Grounds Supervisor initiates repair needs. Entire school's responsibility.

##### **City Responsibility.**

1. Lights.
2. Electric utility bill.
3. City to maintain ice.
4. Trash removal and portable restrooms.
5. Dog park (seasonal).
6. Hockey boards - ownership and maintenance.

##### **Community Services Responsibility.**

1. Goals, nets etc. Schedule if necessary.

#### **6.0. FOOTBALL: Flag, Tackle and Intramural Flag**

##### **School Responsibility:**

###### **Sports Complex/Chatfield**

1. Building and Grounds Supervisor initiates repair needs and maintain fields/Courts.

##### **City Fields (Meadow and Prairie):**

1. City Superintendent initiates repairs needs and maintain fields.

##### **Community Services:**

1. Equipment and schedule.
2. Coordinate field set up i.e. chalk/cones/equipment.

**7.0. POOL:**

**City Responsibility:**

- 1. City Superintendent initiates repairs needs and maintain pool property.
- 2. PW Super to manage Pool Manager
- 3. Pool Manager Requirements
  - a. Day to day activities
  - b. Schedule
  - c. Resolve conflicts

**Community Services:**

- 1. Guard License, Training, pool passes and concessions.
- 2. Initiate Winter Training for next year's staff

**8.0. SOCCER**

**Community Services:**

- 1. Maintains program: i.e. Placement and Removal of Goals, nets, balls, uniforms etc.

**City Responsibility:**

- 1. Field Maintenance if program is being played on city fields.

**School Responsibility:**

- 1. Field Maintenance if program is being played on school fields.

**9.0. AGREEMENT REVIEW AND RENEWAL.**

- 1. This agreement will be reviewed annually prior to March 1 of each year by the designated City and School officials. Everyone on the Committee associated with this agreement will coordinate and review of this document annually.

\_\_\_\_\_  
Mayor Date

\_\_\_\_\_  
School Board Chair Date

\_\_\_\_\_  
City Administrator Date

\_\_\_\_\_  
School Superintendent Date

\_\_\_\_\_  
City Public Works Superintendent Date

\_\_\_\_\_  
Bldg & Grounds Supervisor Date



**CITY OF BELLE PLAINE, MINNESOTA  
REQUEST FOR COUNCIL ACTION**

**Agenda Item Number:** 8.3

Resolution 13-020 Approving Joint  
Facilities Agreement between the  
City and Belle Plaine School District.

**Date:** February 19, 2013

**Attachments:**  Yes  No

**CITY COUNCIL ACTION**

**Date:**

- |                                   |                                 |
|-----------------------------------|---------------------------------|
| <input type="checkbox"/> Approved | <input type="checkbox"/> Denied |
| <input type="checkbox"/> Amended  | <input type="checkbox"/> Tabled |
| <input type="checkbox"/> Other    |                                 |

**Originating Department:** Administration

**Consent Agenda:**  Yes  No

**Action Requested:** Approval of Resolution 13-020 Approving Joint Facilities Agreement between the City and Belle Plaine School District.

**Background/Justification:**

The Joint Facilities Agreement is up for renewal and has been reviewed by the Community Recreation Committee. The Committee has recommended approval of the Joint Facilities Agreement with two changes from previous years. The first change is to move to a one year agreement rather than two years in the previous agreements. The second change is the addition of utilizing the outdoor rink as a dog park during the non-winter months. The agreement specifies the responsibilities for that facility and the ownership of the improvements.

**Budgeted Item:**  Yes  No  N/A

**Fiscal Impact:**

The 2013 Budget anticipates the expenses that will be incurred by the City in this agreement.

**Council Action Options:**

Approval of the Resolution.

**Staff Recommendation:**

N/A

**Reviewed by:** City Administrator David Murphy, City Attorney Bob Vose.

**Preparer:** David Murphy, City Administrator

**Signature:**

**Comments:**

**BELLE PLAINE CITY COUNCIL  
RESOLUTION 13-020**

**RESOLUTION APPROVING THE JOINT FACILITIES AGREEMENT BETWEEN THE SCHOOL  
DISTRICT AND CITY AND AUTHORIZING MAYOR, CITY ADMINISTRATOR  
AND PUBLIC WORKS SUPERINTENDENT TO EXECUTE AGREEMENT**

WHEREAS, the City and School District share common facilities;

WHEREAS, the Joint Facilities Agreement has been prepared to outline duties associated with the joint facilities;

WHEREAS, the Joint Facilities Agreement is to be reviewed annually.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BELLE PLAINE, SCOTT COUNTY, MINNESOTA, THAT: The Joint Facilities Agreement between the City and School District as shown as Attachment A is hereby approved.

BE IT FURTHER RESOLVED THAT: The Mayor, Public Works Superintendent and City Administrator are authorized to execute said agreement.

The adoption of the foregoing resolution was duly moved by Councilmember \_\_\_\_\_ and seconded by Councilmember \_\_\_\_\_, and after full discussion thereof and upon a vote being taken thereon, the following Councilmembers voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted. Dated this 19th day of February, 2013.

ATTEST:

\_\_\_\_\_  
Michael Pingalore  
Mayor

\_\_\_\_\_  
David Murphy  
City Administrator

## **Belle Plaine Kids' Company Coordinator**

The Kids Company program offers preschool through 6<sup>th</sup> grade children outstanding enrichment opportunities before and after school. We're looking for a dynamic and engaging coordinator for our Kid's Company Program.

### **Responsibilities:**

- Provide high quality academic, cultural, and active enrichment activities that extend the school day learning in a meaningful and fun context
- Ensure safety and security of children enrolled
- Assist in the implementation of classroom curriculum and weekly lesson plans
- Facilitate communication among teachers, parents, and before and after school staff to improve student motivation and remove barriers to learning. Serve as direct contact to parents during program hours
- Assist with recruiting, training, and managing part-time staff, including their formal evaluation and assessing their needs for ongoing professional development
- Develop and maintain a strong relationship with the School Principal, and other staff
- Develop and implement systems for family involvement/engagement
- Develop and implement weekly program plan to ensure quality programming.
- Determine ongoing needs/interests of students, parents and school staff and review and revise quarterly programs to meet emerging needs/interests
- Include preparation for and support of informal and formal evaluation of program effectiveness
- Communicate regularly with parents through informal daily check-ins as well as bi-monthly newsletters which incorporate photos, videos and podcasts of student work
- Actively participate in staff orientation/training and staff meetings
- Effectively attract and retain students
- Assist families through payment procedures including State assistance as needed
- Lead daily activities and programs
- Complete all required forms, documentation and data entry in a timely manner and perform internal monitoring to ensure accuracy of such
- Establish and maintain positive working relationships with school staff, community agencies and/or partner agencies and establish a one-on-one relationship with students and their families
- Assist the Community Education Director in a variety of capacities with the Youth Recreation /Enrichment Program
- Other duties as assigned

Use this worksheet to provide budget data needed to calculate FY14 integration revenue.  
 Address general questions on Integration Revenue budget submission to the Education Innovation Team,  
 651-582-8280. Return the completed worksheet by March 15th, 2013 to mde.integration@state.mn.us.  
**Electronic submission is required.** Delete additional pages or those that do not pertain to your budget.

**District Name:** Belle Plaine  
**District Number:** 716  
**Superintendent:** Dr. Kelly D. Smith  
**Collaborative:** SEBPNIC  
**District Contact:** Dr. Kelly D. Smith  
**Phone:** 952-873-2400  
**E-mail:** [ksmith@belleplaine.k12.mn.us](mailto:ksmith@belleplaine.k12.mn.us)

**Partner Districts:**

Sibley East	Nicollet	

List all Racially Identifiable school sites in your district:

Integration Revenue	\$ 46,400.00
Alternative Attendance Revenue	
<b>TOTAL REVENUE</b>	<b>\$ 46,400.00</b>
Integration Revenue Contributed to Collaborative	

Notes or Comments:

**CERTIFICATION STATEMENT**

We certify that the budget information submitted for our school district to the Minnesota Department of Education (MDE) is an accurate and complete representation of the fiscal year 2013 Integration Revenue budget that was approved by the school board.

**Board Approval Date** \_\_\_\_\_

<b>School Board Chair</b>	_____	<b>Date</b>	_____
<b>Superintendent</b>	_____	<b>Date</b>	_____

**MDE Approval:** \_\_\_\_\_ **Amount:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Integration Revenue Budget Worksheet**  
**FY14**  
**Inter-District Budget: Goal 1**

**District Number:** 716

**District Name:** Belle Plaine

Goal #1: Promote a multi-cultural environment and integration among our communities (Sibley East, Nicollet and Belle Plaine) through academic and enrichment activities. A - Provide exploratory field trip opportunities for classrooms or grades of different schools. B - provide cross-district experiential opportunities.

Line Item Description	UFARS Code (Required)				Budgeted Amount	Actual Expenditures
	ORG	PROG	FIN	OBJ		
Provide a short description of the expenditure.					Provide the total amount budgeted for this line item	Resubmit this form with the actual FY13 expenditures by 12/1/13.
4th Grade Kindness (YF)	005	219	315	305	\$ 2,400.00	
6th Grade Field Trip	005	219	315	366	\$ 2,200.00	
7th Grade Courage (YF)	005	219	315	305	\$ 2,600.00	
7-8 MN Int'l Center	005	219	315	305	\$ 5,500.00	
9th Grade Respect (YF)	005	219	315	305	\$ 2,600.00	
10th World Lang. Day	005	219	315	366	\$ 500.00	
Food	005	219	315	490	\$ 800.00	
Substitutes	005	219	315	145	\$ 800.00	
<b>TOTAL</b>					<b>\$ - \$ 17,400.00</b>	<b>\$ -</b>

**PARTICIPATION INFORMATION**

Participation from Racially Isolated District (RI):  
Participation from Your District (if not the RI):  
Participation from Other Member Districts:

Total Program Participation:

Projected (7/1/12)		Actual	
Students	Staff	Students	Staff
700	22		
734	24		
<b>1434</b>	<b>46</b>		

*Notes or Comments:*

|

**District Number:**

716

**District Name:**

Belle Plaine

Goal #2: Create a safe, respectful environment for diverse learners of all ages by providing P-12 educational programs to address cultural and language barriers in education through inter and intra district activities. A - Provide language experiences to facilitate inter-racial contact and understanding. B - Provide opportunities for explorations of diverse cultures through theatre productions, displays, etc.

Line Item Description	UFARS Code (Required)				Budgeted Amount	Actual Expenditures
	ORG	PROG	FIN	OBJ		
Provide a short description of the expenditure					Provide the total amount budgeted for this line item	Resubmit this form with the actual FY13 expenditures by 12/1/13.
K-Teatro del Pueblo	005	219	315	305	\$ 750.00	
1st-Teatro del Pueblo	005	219	315	305	\$ 900.00	
5th-Teatro del Pueblo	005	219	315	305	\$ 1,100.00	
Pen Pals-Grades 2&3	005	219	315	329	\$ 300.00	
Meet & Greet/Pool	005	219	315	366	\$ 500.00	
Meet & Greet/Oak Cr.	005	219	315	366	\$ 500.00	
Food/Snacks	005	219	315	490	\$ 600.00	
Lifeguards	005	219	315	305	\$ 150.00	
Mini-Grant Activities	005	219	315	401	\$ 2,500.00	
<b>TOTAL</b>					<b>\$ - \$ 7,300.00</b>	<b>\$ -</b>

**PARTICIPATION INFORMATION**

Participation from Racially Isolated District (RI):  
Participation from Your District (if not the RI):  
Participation from Other Member Districts:

Projected (7/1/12)		Actual	
Students	Staff	Students	Staff
750	30		
860	34		
<b>Total Program Participation:</b>	<b>1610</b>	<b>64</b>	

Notes or Comments:



**District Number:**

716

**District Name**

Belle Plaine

Please insert Inter-District integration goal #3 from your district's desegregation plan: Create a broad base of teachers, administrators, and staff who value a diverse society and are committed to providing integrated learning environments that support high expectations for all learners. A - Provide staff time and materials for collaborative learning between districts to prepare teachers and/or support teachers with issues of language, culture, or other differences. B - Provide quality staff development to teaching and support staff in our schools.

Line Item Description	UFARS Code (Required)				Budgeted Amount	Actual Expenditures
Provide a short description of the expenditure.	ORG	PROG	FIN	OBJ	Provide the total amount budgeted for this line item	Resubmit this form with the actual FY13 expenditures by 12/1/13.
Collaborative Inservice						
Ken Williams	005	219	315	305	\$ 3,500.00	
Food	005	219	315	305	\$ 1,200.00	
Teacher/Staff Pay	005	219	315	305	\$10,000.00	
Supplies	005	219	315	305	\$ 500.00	
Books for PLCs	005	219	315	305	\$ 1,500.00	
Administration	005	219	315	305	\$ 3,500.00	
<b>TOTAL</b>					<b>\$ - \$20,200.00</b>	<b>\$ -</b>

**PARTICIPATION INFORMATION**

Participation from Racially Isolated District (RI):  
Participation from Your District (if not the RI):  
Participation from Other Member Districts:

<u>Projected (7/1/12)</u>		<u>Actual</u>	
Students	Staff	Students	Staff
	165		
	150		
	315		

Total Program Participation:

Notes or Comments:

**District Number:**

716

**District Name:**

Belle Plaine

Goal#4: Increase organization, communication, and visibility between communities and within communities. A - Provide positive ethnic role models through literature in the media centers, classroom novels, guest speakers, etc. B - Provide inter-district recreation between communities.

Line Item Description	UFARS Code (Required)				Budgeted Amount	Actual Expenditures
	ORG	PROG	FIN	OBJ		
Provide a short description of the expenditure.					Provide the total amount budgeted for this line item	Resubmit this form with the actual FY13 expenditures by 12/1/13.
Textbook/Resource Bks	005	219	315	470	\$ 1,500.00	
<b>TOTAL</b>					<b>\$ - \$ 1,500.00</b>	<b>\$ -</b>

**PARTICIPATION INFORMATION**

Participation from Racially Isolated District (RI):  
Participation from Your District (if not the RI):  
Participation from Other Member Districts:

Projected (7/1/12)		Actual	
Student:	Staff	Students	Staff
600	30		
250	12		
<b>Total Program Participation:</b>	<b>850</b>	<b>42</b>	

Notes or Comments: Continued efforts will be made to upgrade the bi-lingual and multi-cultural books that are available through our library systems for students and our community.

**Superintendent Contract Proposal/History**

	<b>09-10</b>	<b>10-11</b>	<b>11-12</b>	<b>12-13</b>
Annual Salary	132,000	132,000	132,000	135,000
TRA	7,260	7,260	7,920	8,775
FICA	7,990	7,990	7,990	7,990
Health Insurance/VEBA	11,885	12,420	12,880	12,880
Family Dental Ins.	1,188	1,188	1,188	1,188
LTD Insurance	383	383	383	392
Life Insurance	225	225	225	225
Civic Club Membership (Full)	500	500	500	550
403b	2,000	2,000	2,000	2,000
Mileage	4,800	4,800	4,800	4,800
Total District Cost	168,231	168,766	169,886	173,799
% Increase	na	0.32%	0.66%	2.30%
MSBA % Calculation	na	na	0.65%	1.82%

**Superintendent Contract Proposal**

	<b>12-13</b>	<b>13-14</b>	<b>14-15</b>	<b>15-16</b>
Annual Salary	135,000	139,050	143,225	147,520
TRA	8,775	9,734	10,742	11,064
FICA	8,423	8,698	9,002	9,318
Health Insurance/VEBA	12,880	13,300	13,750	14,250
Family Dental Ins.	1,188	1,188	1,188	1,188
LTD Insurance	392	403	415	428
Life Insurance	225	225	225	225
Civic Club Membership (Full)	550	550	550	550
403b	2,000	2,400	2,400	2,400
Mileage	4,800	4,800	4,800	4,800
Total District Cost	174,232	180,348	186,298	191,742
% Increase	na	3.51%	3.30%	2.92%
MSBA % Calculation	na	na	5.22%	4.81%

Estimates are used for FICA maximum deductions for 2014 and beyond; as well as for health insurance district contributions beginning in 2013-14.

**Suggestions/Proposals for Staffing Changes for  
2013-2014 by Superintendent**

Hire additional teachers for Kindergarten and grade 5 to address class size issues with larger incoming classes.

Hire additional .17 Art and .75 Physical Education teachers to cover additional prep time needed due to increasing sections and to cover for change in use of counselor for Chatfield Elementary. Chatfield currently uses the counselor as part of the specialist rotation that has significantly limited to the ability to meet with students and families on an individual basis.

Hire additional 1.0 FTE Math teacher for 7-12 to alleviate class size in our area of lowest academic performance at the high school.

Hire additional vocal music teacher to assist with large enrollment at JH-SH and with additional sections at Chatfield/Oak Crest.

Hire additional media specialist to allow further work on technology integration at all schools. Proposal would have one media specialist covering Oak Crest and the second position would cover Chatfield and the JH-SH.

Monitor and adjust para-professional needs throughout the budgeting process.

*1<sup>st</sup> Reading: 04/24/2006*

*2<sup>nd</sup> Reading: 5/22/2006*

*Approved: 6/26/2006*

*Reviewed:*

## **532 USE OF PEACE OFFICERS AND CRISIS TEAMS TO REMOVE STUDENTS WITH IEPs FROM SCHOOL GROUNDS**

### **I. PURPOSE**

The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from school grounds.

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

The school district is committed to promoting learning environments that are safe for all members of the school community. It further believes that students are the first priority and that they should be reasonably protected from physical or emotional harm at all school locations and during all school activities.

In general, all students, including those with IEPs, are subject to the terms of the school district's discipline policy. Building level administrators have the leadership responsibility to maintain a safe, secure, and orderly educational environment within which learning can occur. Corrective action to discipline a student and/or modify a student's behavior will be taken by staff when a student's behavior violates the school district's discipline policy.

If a student with an IEP engages in conduct which, in the judgment of school personnel, endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, that student may be removed from school grounds in accordance with this policy.

### **III. DEFINITIONS**

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

- A. "Student with an IEP" or "the student" means a student who is eligible to receive special education and related services pursuant to the terms of an IEP or an individual interagency intervention plan (IIIP).
- B. "Peace officer" means an employee or an elected or appointed official of a political subdivision or law enforcement agency who is licensed by the Board of Peace Officer Standards and Training, charged with the prevention and detection of crime and the enforcement of general criminal laws of the state and who has the full power of arrest. The term "peace officer" includes a person who serves as a sheriff, a deputy sheriff, a police officer, or a state patrol trooper.
- C. "Police liaison officer" is a peace officer who, pursuant to an agreement between the school district and a political subdivision or law enforcement agency, is assigned to a school building for all or a portion of the school day to provide law

enforcement assistance and support to the building administration and to promote school safety, security, and positive relationships with students.

- D. “Crisis team” means a group of persons, which may include teachers and non-teaching school personnel, selected by the building administrator in each school building who have received crisis intervention training and are responsible for becoming actively involved with resolving crises. The building administrator or designee shall serve as the leader of the crisis team.
- E. The phrase “remove the student from school grounds” is the act of securing the person of a student with an IEP and escorting that student from the school building or school activity at which the student with an IEP is located.
- F. “Emergency” means a situation in which immediate intervention is necessary to protect a child or other individual from physical injury or to prevent serious property damage.
- G. All other terms and phrases used in this policy shall be defined in accordance with applicable state and federal law or ordinary and customary usage.

#### **IV. REMOVAL OF STUDENTS WITH IEPs FROM SCHOOL GROUNDS**

##### **A. Removal By Crisis Team**

If the behavior of a student with an IEP escalates to the point where the student’s behavior endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building’s crisis team may be summoned. The crisis team may attempt to de-escalate the student’s behavior by means including, but not limited to, those described in the student’s IEP and/or behavior intervention plan. When such measures fail, or when the crisis team determines that the student’s behavior continues to endanger or may endanger the health, safety, or property of the student, other students, staff members, or school property, the crisis team may remove the student from school grounds.

If the student’s behavior cannot be safely managed, school personnel may immediately request assistance from the police liaison officer or a peace officer.

##### **B. Removal By Police Liaison Officer or Peace Officer**

If a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, the school building’s crisis team, building administrator, or the building administrator’s designee, may request that the police liaison officer or a peace officer remove the student from school grounds.

If a student with an IEP is restrained or removed from a classroom, school building, or school grounds by a peace officer at the request of a school administrator or school staff person during the school day twice in a 30-day period, the student’s IEP team must meet to determine if the student’s IEP is adequate or if additional evaluation is needed.

Whether or not a student with an IEP engages in conduct which endangers or may endanger the health, safety, or property of the student, other students, staff members, or school property, school district personnel may report a crime committed by a student with an IEP to appropriate authorities. If the school district reports a crime committed by a student with an IEP, school personnel shall transmit copies of the special education and disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, and school district's policy, Protection and Privacy of Pupil Records.

The fact that a student with an IEP is covered by special education law does not prevent state law enforcement and judicial authorities from exercising their responsibilities with regard to the application of federal and state law to crimes committed by a student with an IEP.

C. Reasonable Force Permitted

In removing a student with an IEP from school grounds, a building administrator, other crisis team members, or the police liaison officer or other agents of the school district, whether or not members of a crisis team, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

In removing a student with an IEP from school grounds, police liaison officers and school district personnel are further prohibited from engaging in the following conduct:

1. Corporal punishment prohibited by Minn. Stat. § 121A.58;
2. Requiring a child to assume and maintain a specified physical position, activity, or posture that induces physical pain;
3. Totally or partially restricting a child's senses as punishment;
4. Denying or restricting a child's access to equipment and devices such as walkers, wheel chairs, hearing aids and communication boards that facilitate the student's functioning except when temporarily removing the equipment or device is needed to prevent injury to the child or others or serious damage to the equipment or device, in which case the equipment or device shall be returned to the child as soon as possible;
5. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under Minn. Stat. § 626.556;
6. Physical holding (as defined in Minn. Stat. § 125A.0941) that restricts or impairs a child's ability to breathe;
7. Withholding regularly scheduled meals or water; and/or
8. Denying a child access to toilet facilities.

D. Parental Notification

The building administrator or designee shall make reasonable efforts to notify the student's parent or guardian of the student's removal from school grounds as soon as possible following the removal.

E. Continued Removals; Review of IEP

Continued and repeated use of the removal process described herein must be reviewed in the development of the individual student's IEP or IIP.

F. Effect of Policy in an Emergency; Use of Conditional Procedures

A student with an IEP may be removed in accordance with this policy regardless of whether the student's conduct would create an emergency.

If the school district seeks to remove a student with an IEP from school grounds under this policy due to behaviors that constitute an emergency and the student's IEP, IIP, or behavior intervention plan authorizes the use of one or more restrictive procedures, the crisis team may employ those restrictive procedures, in addition to any reasonable force that may be necessary, to facilitate the student's removal from school grounds, as long as the crisis team members who are implementing the restrictive procedures have received the training required by Minn. Stat. § 125A.0942, Subd. 5, and otherwise comply with the requirements of § 125A.0942.

**Legal References:** Minn. Stat. § 13.01, *et seq.* (Minnesota Government Data Practices Act)  
Minn. Stat. §§ 121A.40-121A.56 (Minnesota Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.582 (Student Discipline; Reasonable Force)  
Minn. Stat. § 121A.61 (Discipline and Removal of Students from Class)  
Minn. Stat. § 121A.67, Subd. 2 (Aversive and Deprivation Procedures)  
Minn. Stat. §§ 125A.094-125A.0942 (Restrictive Procedures for Children with Disabilities)  
Minn. Stat. § 609.06 (Authorized Use of Force)  
Minn. Stat. § 609.379 (Permitted Actions)  
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy (FERPA))  
20 U.S.C. § 1415(k)(6) (Individuals with Disabilities Education Improvement Act of 2004 (IDEA))  
34 C.F.R. § 300.535 (IDEA Regulation Regarding Involvement of Law Enforcement)

**Cross References:** MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 507 (Corporal Punishment)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 806 (Crisis Management Policy)

*1<sup>st</sup> Reading: 3/27/2006*

*2<sup>nd</sup> Reading: 4/24/06*

*Approved: 5/23/06*

*Revised: 6/27/11*

*Reviewed:*

## **533 WELLNESS**

### **I. PURPOSE**

The purpose of this policy is to assure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

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

- A. The school board recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and education.
- B. The school environment should promote and protect students' health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The school district encourages the involvement of students, parents, teachers, food service staff, and other interested persons in implementing, monitoring, and reviewing school district nutrition and physical activity policies.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

### **III. GUIDELINES**

#### **A. Foods and Beverages**

- 1. The goal of the Belle Plaine School District is to have foods and beverages made available on campus (including concessions and a la carte cafeteria items) consistent with the current USDA Dietary Guidelines for Americans according to nutrition and portion size standards.
- 2. Food service personnel will ensure that student access to foods and beverages meet or exceed all federal, state, and local laws and guidelines. The school food service staff will:
  - Offer fruits and vegetables daily
  - Limit "seconds" on entrees and encourage consumption of fruits, vegetables and breads

- Offer a variety of choices daily with an emphasis on healthier options
  - Include more whole grain foods
3. The Belle Plaine School District will adhere to the following specific guidelines for foods and beverages sold or provided separately from the reimbursable school lunch program:

Food:

The goal of the Belle Plaine School District is to encourage the consumption of nutrient dense foods, such as whole grains, fresh fruits, vegetables and dairy products. At any school function healthy food choice options should be available to students. Preference will be given to foods that do not list sugar as the first ingredient and do not have more than 35% of its calories from fat.

Foods with a high sugar content (candies, desserts) or with high fat (fatty meats, cheeses) content will be available on a limited basis and will be limited in portion size.

The Belle Plaine School District will limit celebrations that involve food during the school day to no more than one holiday party per class per month. Each party should include no more than one food or beverage that does not meet nutrition standards for food and beverages sold individually.

The Belle Plaine School District will encourage healthy choices as classroom and birthday snacks. A list of healthy snack choices will be made available to all staff and parents through newsletters and the school website.

All school meals will follow federal school lunch guidelines as stated at [http://teamnnutrition.usda.gov/Resources/dgfactsheet\\_hsm.html](http://teamnnutrition.usda.gov/Resources/dgfactsheet_hsm.html).

Beverages (excluding vending):

Only milk (preferably low-fat), flavored milk, water and beverages containing 100% fruit juice with no added artificial or natural sweeteners may be sold or provided on school grounds both immediately prior to and throughout the instructional day.

Concessions:

Concessions are encouraged to review their food choices on a regular basis. Where possible, healthier options will be added to the menu. Concessions will work to:

- Use more whole grain breads (bun, pizza crusts) where available
- Replace fried chips with baked chips
- Minimize the sale of candy by adjusting offerings and price
- Encourage the sale of water by lowering the price
- Add healthier options such as trail mix
- Lower the fat content by adjusting portion size or type of offering

Vending:

Vending sales of beverages during the instructional day will be limited to water. Students may have water at any time during the day. Carbonated beverages are not allowed during the instructional day.

The snack vending machines are turned off during the instructional day (7:00 AM to 3:15 PM).

The goal of the district is to encourage healthier choices and to encourage the use of water. Likewise, foods in the snack machines will gradually be replaced with healthier options. The selection of candy will be reduced and the price increased to encourage the choice of healthier snacks.

Fundraising:

The Belle Plaine School District will encourage the use of non-food items or foods with nutrition value, such as fresh fruits or nuts, as fund-raising choices. Food sold as a fund-raising activity will not be sold during school hours.

4. Food Service personnel will adhere to all federal, state, and local food safety and security guidelines
5. The School district will make every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-price school meals. The use of non-status identifying PINs will be used for all student meal accounts.
6. The school district will provide students with access to hand washing or hand sanitizing before they eat meals or snacks.
7. The school district will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the school day. Each student will be given adequate time to eat. Lunch periods are scheduled as close to the middle of the school day as possible.
8. The school district will discourage tutoring, club, or organizational meetings or activities during mealtimes, unless students may eat during such activities.
9. The use of foods of minimal nutritional value as learning incentives should not be practiced, and healthy food choices or non-food items will be substituted.

B. School Food Service Program/Personnel

1. The school district will provide healthy and safe school meal programs that strictly comply with all federal, state, and local statutes and regulations.
2. The school district shall designate an appropriate person to be responsible for the school district's food service program, whose duties shall include the creation of nutrition guidelines and procedures for the selection of foods and beverages made available on campus to ensure food and beverage choices are consistent with current USDA Dietary Guidelines for Americans.

3. As part of the school district's responsibility to operate a food service program, the school district will provide continuing professional development for all food service personnel in schools.
4. A state certified food manager will present at all times when the school kitchen is used to prepare and/or serve food.

C. Nutrition Education and Promotion

1. The Belle Plaine School District will encourage and support healthy eating by students and engage in nutrition promotion that is:
  - a. offered as part of a comprehensive program designed to provide students with the knowledge and skills necessary to promote and protect their health;
  - b. part of health education classes as well as classroom instruction in subjects such as math, science, language arts, social sciences, and elective subjects, where appropriate; and
  - c. enjoyable, developmentally appropriate, culturally relevant, and includes participatory activities, such as contests, promotions, taste testing, and field trips.
  - d. Classroom education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle.
  - e. Classroom education will promote fruits, vegetables, whole grain products, low-fat and fat-free dairy products and healthy food preparation methods.
2. The Belle Plaine School District follows the Minnesota K-12 Academic Standards and Graduation Requirements for health, physical education and nutrition. All instructional staff will be encouraged to integrate nutritional themes into lesson plans where appropriate. These nutritional themes include, but are not limited to:
 

Knowledge of the USDA My Pyramid	Dietary Guidelines for Americans
Sources & Variety of foods	Reading food labels
Diet and disease	Understanding calories
Healthy snacks	Food safety/sanitation
Major nutrients	Identifying foods of low nutrient density
Serving sizes	Healthy heart choices
3. The Belle Plaine School District will provide the use of nutrition-related posters, cartoons, printed educational materials and multi-media educational materials throughout the school campus to promote and educate students on healthy eating choices.
4. The Belle Plaine School District will encourage all students to make age appropriate, healthy selections of foods and beverages, including those sold individually outside the reimbursable school meal programs through a la carte

[snack] lines, vending machines, fundraising events, concession stands, and student stores.

5. The Belle Plaine School District will not use food or beverages as rewards for academic performance or good behavior and will not withhold food or beverages (including food served through school meals) as a punishment. If an individual student's Individualized Education Plan (IEP) outlines the use of food for behavior modification, a teacher may use food as a reward for that student. But, food shall be used as a last alternative for behavioral modification as part of an IEP, and teachers should minimize classroom use and provide healthy food when available. Teachers shall use physical activity as a reward for academic performance or good behavior, as appropriate.

D. Physical Activity

1. The Belle Plaine School District recognizes that students need opportunities for physical activity and to fully embrace regular physical activity as a personal behavior. Toward that end, health education will reinforce the knowledge and self-management skills needed to maintain a healthy lifestyle and reduce sedentary activities. Physical Education & Health teachers will develop and implement curriculum that connects and demonstrates the interrelationship between physical activity, good nutrition and health according to NASPE standards.
2. Supervised unstructured active play, commonly referred to as recess, is offered daily for all students pre-K-6. Recess is in addition to a student's physical education class and not substituted for physical education class. Recess and other physical activity shall not be taken away on a regular basis as a form of discipline unless doing so is directly related to a student's behavior during recess. Proper equipment and a safe area are designated for recess.
3. Opportunities for physical activity will be incorporated into other subject lessons, where appropriate.
4. Physical Education staff will be encouraged to begin fitness or activity logging to assist students in interpreting their personal attainments and compare them to national physical activity recommendations.
5. Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.
6. Students will be given age-appropriate opportunities for physical activity before and after school by making available the weight/exercise room and the gym as appropriate.
7. The Belle Plaine School District will encourage parents/guardians to support their children's participation in physical activity.

E. Communications with Parents

1. The Belle Plaine School District recognizes that parents and guardians have a primary and fundamental role in promoting and protecting their children's health and well-being.

2. The Belle Plaine School District will support parents' efforts to provide a healthy diet and daily physical activity for their children by providing nutrition educational materials to parents. Materials will be provided in the form of handouts, postings on the district website, articles and information provided in school newsletters, and any other appropriate means available for reaching parents.
3. The Belle Plaine School District will encourage parents to pack healthy lunches and snacks and refrain from including beverages and foods without nutritional value. A copy of the nutritional guidelines developed in this policy will be made available to parents on the district website and in a printed format.
4. The school district will provide information about physical education and other school-based physical activity opportunities and will support parents' efforts to provide their children with opportunities to be physically active outside of school.
5. The school district will post and update the wellness policy on the school district's website.

#### **IV. IMPLEMENTATION AND MONITORING**

- A. After approval by the school board, the wellness policy will be implemented throughout the school district. The Wellness committee will meet at least annually to assist in implementation and review of the policy.
- B. No language in this policy will override a student's individual educational plan (IEP) or individual behavior plan (IBP).
- C. School food service staff, at the high school or district level, will ensure compliance within the school's food service areas and will report to the food service program administrator, the building principal, or the superintendent's designee, as appropriate.
- D. The school district's food service program administrator will provide an annual report to the superintendent setting forth the nutrition guidelines and procedures for selection of all foods made available through the reimbursable school lunch (and breakfast) program on campus.
- E. The superintendent or designee will annually report on the progress made in attaining the desired outcomes of the local school wellness policy.

**Legal References:** 42 U.S.C. § 1751 *et seq.* (Richard B. Russell National School Lunch Act)  
42 U.S.C. § 1771 *et seq.* (Child Nutrition Act of 1966)  
P.L. 108-265 (2004) § 204 (Local Wellness Policy)  
7 U.S.C. § 5341 (Establishment of Dietary Guidelines)  
7 C.F.R. § 210.10 (School Lunch Program Regulations)  
7 C.F.R. § 220.8 (School Breakfast Program Regulations)

**Local Resources:** Minnesota Department of Education, [www.education.state.mn.us](http://www.education.state.mn.us)  
Minnesota Department of Health, [www.health.state.mn.us](http://www.health.state.mn.us)

County Health Departments

Action for Healthy Kids Minnesota, [www.actionforhealthykids.org](http://www.actionforhealthykids.org) and  
[www.actionforhealthykids.org/filelib/toolsforteam/recom/MN-Healthy%20Foods%20for%20Kids%208-2004.pdf](http://www.actionforhealthykids.org/filelib/toolsforteam/recom/MN-Healthy%20Foods%20for%20Kids%208-2004.pdf)

*1<sup>st</sup> Reading: 05/29/2007*

*2<sup>nd</sup> Reading: 9/24/2007*

*Approved: 12/17/2007*

*Reviewed:*

## **601 SCHOOL DISTRICT CURRICULUM AND INSTRUCTION GOALS**

### **I. PURPOSE**

The purpose of this policy is to establish broad curriculum parameters for the school district that encompass the Minnesota Graduation Standards and the federal No Child Left Behind Act and Goals 2000.

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

The policy of the school district is to establish learner results toward which all learning in the school district should be directed and for which all school district learners should be held accountable.

### **III. DEFINITIONS**

- A. "Instruction" means methods of providing learning experiences that enable students to meet state and district academic standards and graduation requirements.
- B. "Curriculum" means district or school adopted programs and written plans for providing students learning experiences that lead to expected knowledge and skills.

### **IV. STUDENT PERFORMANCE GOALS**

- A. All students will be required to demonstrate essential skills to effectively participate in lifelong learning.\* These skills include:

*(\*Note: The criteria for acceptable performance in basic skills areas may need to be modified for students with unique learning needs. These modifications will be reflected in the Individualized Education Program (IEP) or Section 504 Accommodation plan.)*

1. reading, writing, speaking, listening and viewing in the English language;
2. mathematical and scientific concepts;
3. locating, organizing, communicating and evaluating information and developing methods of inquiry (i.e. problem solving);
4. creative and critical thinking, decision making and study skills;

5. work readiness skills;
  6. global and cultural understanding.
- B. Each student will have the opportunity and will be expected to develop and apply essential knowledge that enables that student to:
1. live as a responsible, productive citizen and consumer within local, state, national and global political, social, and economic systems;
  2. bring many perspectives, including historical, to contemporary issues;
  3. develop an appreciation and respect for democratic institutions;
  4. communicate and relate effectively in languages and with cultures other than the student's own;
  5. practice stewardship of the land, natural resources and environment;
  6. use a variety of tools and technology to gather and use information, enhance learning, solve problems, and increase human productivity.
- C. Students will have the opportunity to develop creativity and self-expression through visual and verbal images, music, literature, world languages, and the performing arts.
- D. School practices and instruction will be directed toward developing within each student a positive self-image and a sense of personal responsibility for:
1. establishing and achieving personal and career goals;
  2. adapting to change;
  3. leading a healthy and fulfilling life, both physically and mentally;
  4. living a life that will contribute to the well-being of society;
  5. becoming a self-directed learner;
  6. exercising ethical behavior.
- E. Students will be given the opportunity to acquire human relations skills necessary to:
1. appreciate, understand, and accept human diversity and interdependence;
  2. address human problems through team effort;

3. resolve conflicts with and among others;
4. function constructively within a family unit;
5. promote a multicultural, gender-fair, disability-sensitive society.

**Legal References:** Minn. Stat § 120B.02 (Educational Expectations for Minnesota Students)  
Minn. Stat § 120B.11 (School District Process)  
20 U.S.C. § 5801, *et seq.* (National Education Goals 2000)  
20 U.S.C. § 6301, *et seq.* (No Child Left Behind Act)

**Cross References:** MSBA/MASA Model Policy 104 (School District Mission Statement)  
MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEP, Section 504 Plans, and LEP Students)  
MSBA/MASA Model Policy 616 (School District System Accountability)

*1<sup>st</sup> Reading: 05/29/2007*

*2<sup>nd</sup> Reading: 9/24/2007*

*Approved: 12/17/2007*

*Reviewed:*

## **603 CURRICULUM DEVELOPMENT**

### **I. PURPOSE**

The purpose of this policy is to provide direction for continuous review and improvement of the school curriculum.

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

Curriculum development shall be directed toward the fulfillment of the goals and objectives of the education program of the school district.

### **III. RESPONSIBILITY**

- A. The curriculum director shall be responsible for curriculum development and for determining the most effective way of conducting research on the school district's curriculum needs and establishing a long range curriculum development program. Timelines shall be determined by the curriculum director that will provide for periodic reviews of each curriculum area.
- B. A district advisory committee shall provide assistance at the request of the curriculum director. The advisory committee membership shall be a reflection of the community and, to the extent possible, shall reflect the diversity of the district and its learning sites, and shall include parent, teacher, support staff, student, community residents and administration representation.
- C. Within the ongoing process of curriculum development, the following needs shall be addressed:
  - 1. Provide for articulation of courses of study from kindergarten through grade twelve.
  - 2. Identify minimum objectives for each course and at each elementary grade level.
  - 3. Provide for continuing evaluation of programs for the purpose of attaining school district objectives.
  - 4. Provide a program for ongoing monitoring of student progress.
  - 5. Provide for specific, particular and special needs of all members of the student community.
  - 6. Integrate required and elective course standards in the scope and sequence of the district curriculum.

7. Meet all requirements of the Minnesota Department of Education and the No Child Left Behind Act.
- D. The curriculum director shall be responsible for keeping the school board informed of all state-mandated curriculum changes, as well as recommended discretionary changes and for periodically presenting recommended modifications for school board review and approval.
  - E. The curriculum director, with the approval of the superintendent, shall have discretionary authority to develop guidelines and directives to implement school board policy relating to curriculum development.

**Legal References:** Minn. Stat. § 120B.10 (Findings; Improving Instruction and Curriculum)  
Minn. Stat. § 120B.11 (School District Process)  
Minn. Rules Part 3500.0550 (Inclusive Educational Program)  
Minn. Rules Parts 3501.0010-3501.0180 (Graduation Standards – Reading and Mathematics)  
Minn. Rules Parts 3501.0200-3501.0290 (Graduation Standards – Written Composition)  
Minn. Rules Parts 3501.0505-3501.0655 (Academic Standards for Language Arts)  
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)  
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)  
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)  
Minn. Rules Parts 3501.1000-3501.1190 (Graduation-Required Assessment for Diploma)  
20 U.S.C. § 6301, *et seq.* (No Child Left Behind Act)

**Cross References:** MSBA/MASA Model Policy 604 (Instructional Curriculum)  
MSBA/MASA Model Policy 605 (Alternative Programs)  
MSBA/MASA Model Policy 613 (Graduation Requirements)  
MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)  
MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEP, Section 504 Plans, and LEP Students)  
MSBA/MASA Model Policy 616 (School District System Accountability)  
MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)  
MSBA/MASA Model Policy 618 (Assessment of Student Achievement)  
MSBA/MASA Model Policy 619 (Staff Development for Standards)  
MSBA/MASA Model Policy 620 (Credit for Learning)  
MSBA/MASA Model Policy 623 (Mandatory Summer School Instruction)

*1<sup>st</sup> Reading: 12/17/07*

*2<sup>nd</sup> Reading: 3/24/08*

*Approved: 5/1/08*

*Reviewed:*

## **612.1 DEVELOPMENT OF PARENTAL INVOLVEMENT POLICIES FOR TITLE I PROGRAMS**

### **I. PURPOSE**

The purpose of this policy is to encourage and facilitate involvement by parents of students participating in Title I in the educational programs and experiences of students. The policy shall provide the framework for organized, systematic, ongoing, informed and timely parental involvement in relation to decisions about the Title I services within the school district. The involvement of parents by the school district shall be directed toward both public or private school children whose parents are school district residents or whose children attend school within the boundaries of the school district.

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

- A. It is the policy of the school district to plan and implement, with meaningful consultation with parents of participating children, programs, activities and procedures for the involvement of those parents in its Title I programs.
- B. It is the policy of the school district to fully comply with 20 U.S.C. § 6318 which requires the school district to develop jointly with, agree upon with, and distribute to parents of children participating in Title I programs written parental involvement policies.

### **III. DEVELOPMENT OF DISTRICT LEVEL POLICY**

The school board will direct the administration to develop jointly with, agree upon with, and distribute to, parents of participating children a written parental involvement policy that will be incorporated into the school district's Title I plan. The policy will establish the expectations for parental involvement and describe how the school district will:

- A. Involve parents in the joint development of the school district's Title I plan and the process of school review and improvement;
- B. Provide the coordination, technical assistance, and other support necessary to assist schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance;
- C. Build the schools' and parents' capacity for strong parental involvement;
- D. Coordinate and integrate parental involvement strategies with similar strategies under other programs, such as Head Start, Early Reading First, Even Start, the Parents as Teachers Program, the Home Instruction Program for Preschool Youngsters, and state-administered preschool programs;
- E. Conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of the parental involvement policy in improving the academic

quality of the schools served, including identifying barriers to greater participation by parents, and, particularly, with parents who are economically disadvantaged, disabled, have limited literacy or English proficiency, or who are of a racial or ethnic minority;

- F. Use the findings of such evaluations to design strategies for more effective parental involvement and to revise, if necessary, the district-level and school-level parental involvement policies; and
- G. Involve parents in the activities of the schools.

#### **IV. DEVELOPMENT OF SCHOOL LEVEL POLICY**

The school board will direct the administration of each school to develop (or amend an existing parental involvement policy) jointly with, and distribute to, parents of participating children a written parental involvement policy, agreed upon by such parents, that shall describe the means for carrying out the federal requirements of parental involvement.

- A. The policy will describe the means by which each school with a Title I program will:
  - 1. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation in Title I programs, and to explain to parents of participating children the program, its requirements, and their right to be involved;
  - 2. Offer a flexible number of meetings, transportation, child care, or home visits, as such services relate to parental involvement;
  - 3. Involve parents in an organized, ongoing, and timely way, in the planning, review, and improvement of the parental involvement programs, including the school parental involvement policy and the joint development of the school-wide program plan, unless the school already has a program for involving parents in the planning and design of its programs that would adequately involve parents of participating children;
  - 4. Provide parents of participating children with: timely information about Title I programs; if requested by parents, opportunities for regular meetings to formulate suggestions, share experiences with other parents and to participate, as appropriate, in decisions relating to their child's education; and to respond to any such suggestions as soon as practicably possible; and
  - 5. If the school-wide program plan is not satisfactory to the parents of participating children, submit any parent's comments on the plan when it is submitted to the school district.
- B. As a component of this policy, each school shall jointly develop with parents a school/parent compact which outlines how parents, staff, and students will share the responsibility for improved student academic achievement and the means by

which the school and parents will build and develop a partnership to help children achieve the state's high standards. The compact shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables participating students to meet state student academic achievement standards;
  2. Describe the ways each parent will be responsible for supporting his or her child's learning by monitoring school attendance and homework completion, monitoring television watching, volunteering in his or her child's classroom, and participating, as appropriate, in decisions relating to his or her child's education and use of extracurricular time.
  3. Address the importance of communication between teachers and parents on an on-going basis through the use of:
    - a. Annual parent-teacher conferences to discuss the compact and the child's achievement;
    - b. Frequent progress reports to the parents; and
    - c. Reasonable access to staff, opportunities to volunteer, participate in the child's class, and observe in the child's classroom.
- C. To ensure effective involvement of parents and to support a partnership among the school, parents, and community to improve student academic achievement, the policy will describe how each school and the school district will:
1. Provide assistance to participating parents in understanding such topics as the state's academic content standards and state academic achievement standards, state and local academic assessments, Title I requirements, and how to monitor a child's progress and work with educators to improve the achievement of their children;
  2. Provide materials and training to assist parents in working with their children to improve their children's achievement, including coordinating necessary literacy training and using technology, as appropriate, to foster parental involvement;
  3. Educate school staff, with the assistance of parents, in the value and utility of contributions of parents and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and school;
  4. Coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool programs, and other programs, to the extent feasible and appropriate;
  5. Ensure, to the extent practicable, that information about school and parent

meetings, programs, and activities is sent home in a format and in a language the parents can understand; and

6. Provide such other reasonable support for parental involvement activities as requested by parents.
- D. The policy will also describe the process to be taken if the school district and school choose to:
1. Involve parents in the development of training for school staff to improve the effectiveness of such training;
  2. Provide necessary literacy training with funds received under Title I programs if all other funding has been exhausted;
  3. Pay reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in meetings and training sessions;
  4. Train and support parents to enhance the involvement of other parents;
  5. Arrange meetings at a variety of times or have in-home conferences between teachers or other educators, who work directly with participating children, and parents who are unable to attend such conferences at school in order to maximize parental opportunities for involvement and participation in school-related activities;
  6. Adopt and implement model approaches to improving parental involvement;
  7. Develop appropriate roles for community-based organizations and business in parental involvement activities; and
  8. Establish a district-wide parent advisory council to provide advice on all matters related to parental involvement in Title I programs.
- E. To carry out the requirements of parental involvement, the school district and schools will provide full opportunities for the participation of parents with limited English proficiency or with disabilities, including providing information and school profiles in a language and form that is understandable by the parents.
- F. The school district and each school shall assist parents and parent organizations by informing such parents and parent organizations of the existence and purpose of such centers.

The policies will be updated periodically to meet the changing needs of parents and the school.

**Legal References:** 20 U.S.C. § 6318 (Parental Involvement)

**Cross References:**



**January 21, 2013**

**To:** Superintendent Kelly Smith

**From:** Ann Thomas  
Jim Sheehan

**Subject:** Demographic Study for Belle Plaine

We are pleased to respond to your request for information about our work in the area of demographic studies. We have completed 16 demographic studies in the past 10 years, most recently Elk River and Prior Lake Savage.

We would welcome the opportunity to do a study for Belle Plaine, and have presented two options for you to consider. We need 6-8 weeks to complete the work. Please review and let me know if you have any questions.

1) **Limited Demographic study**

SchoolFinances.com will use the Enrollment Projection Model (ENPRO), with a review and presentation of the following to make 5 year enrollment projections and prepare a report which includes the following:

- Census Geographic Report which details the population and presents actual data for 2000, estimates for 2012 and projections for 2017. The information includes population by gender, ethnicity, race, age, households and without children, households by age of householder, property information and educational attainment of the population.
- History of enrollment change in neighboring districts
- History of Options in and out of the school district
- History of district enrollments in charter schools by school name and grade.
- Enrollment of Nonpublic schools in the district
- Births in the major zip codes served by the district
- History of Enrollment in the district
- History of total student migration by grade
- History of the variance in leaving grade 12 and entering K enrollments

The cost of this option is \$3500. For an additional \$500 plus travel expenses, SchoolFinances.com will make a presentation in the school district.

2) **Demographic Study and Presentation to the School District**

This option is the most complete method to study enrollments and includes a demographic study of the factors influencing the future enrollment in the district.

This comprehensive study includes:

**All items listed above in the Limited Demographic Study, plus**

- Interviews with community planners and developers
- History of Building Permits for the municipalities/townships within the district
- History of Real Estate Sales including average sales price and length of time homes are on the market

The findings of the study including enrollment projections for the next 5 years will be documented in a report that will be presented to the school district. The cost of this study is \$5500, for an additional \$500 plus travel expenses, SchoolFinances.com will make a presentation in the school district.