

**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, March 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:**

<b>1. <u>Vision Card C - Learning and Work Environment</u></b>	Dr. Smith	<b><u>3</u></b>
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**3. Other Items as Brought Before the Board & Consideration of Agenda:**

**4. Consensus Items:**

<b>1. <u>Previous Board Meeting Minutes:</u></b>		<b><u>4</u></b>
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<b>2. <u>Approve Monthly Expenditures:</u></b>		<b><u>9</u></b>
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**3. Personnel:**

**4. Student Enrollment:**

**5. Donations:**

**6. Contract Renewal:**

<b>7. <u>Approve 2014 New York Band Trip:</u></b>		<b><u>24</u></b>
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**5. Discussion Items:**

<b>1. <u>Superintendent Update:</u></b>	Dr. Smith
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<b>2. <u>Board Member Reports:</u></b>	Board Members
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<b>3. <u>Building Administrator Reports:</u></b>	Building Administrators	<b><u>28</u></b>
<b>6. <u>Action Items:</u></b>		
<b>1. <u>Request to Use Staff Development Reserve for PLC Training:</u></b>	Dr. Smith	
<b>2. <u>Policy Review:</u></b>	Dr. Smith	<b><u>32</u></b>
<b>3. <u>Policy First Reading:</u></b>	Dr. Smith	<b><u>75</u></b>
<b>4. <u>Resolution to Review Programs for Possible Reductions:</u></b>	Dr. Smith	<b><u>79</u></b>
<b>7. <u>Upcoming Meetings:</u></b>		
<b>8. <u>Adjourn:</u></b>		

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Board Clerk

\_\_\_\_\_  
Date

## Strategic Area: Learning and Work Environment

District Vision Card C: *Assure a safe, inspiring and welcoming learning environment for all students, staff and community members.*

MEASURES	LEVEL 1 INTERVENTION 1.0 – 1.9	LEVEL 2 HIGH CONCERN 2.0 – 2.9	LEVEL 3 BASELINE 3.0 – 3.9	LEVEL 4 PROGRESSING 4.0 – 4.9	LEVEL 5 VISION 5.0 +	SCORE	TREND LINE
<b>Perception of Safety by Students</b>	< 70% of students report high or very high perceptions of safety	70-79% of students report high or very high perceptions of safety	2011-12 80-89% of students report high or very high perceptions of safety	90-95% of students report high or very high perceptions of safety	> 95% of students report high or very high perceptions of safety	<b>80%</b>	
<b>Perception of Safety by Parents</b>	< 70% of parents report high or very high perceptions of safety	70-79% of parents report high or very high perceptions of safety	2011-12 80-89% of parents report high or very high perceptions of safety	90-95% of parents report high or very high perceptions of safety	> 95% of parents report high or very high perceptions of safety	<b>83%</b>	
<b>Incidents of Bullying (Self-report)</b>	> 50% of students self-report incidents of bullying	41-50% of students self-report incidents of bullying	2011-12 31-40% of students self-report incidents of bullying	20-30% of students self-report incidents of bullying	< 20% of students self-report incidents of bullying	<b>33%</b> (13% all or most of the time)	
<b>Discipline Referrals</b>	> 20% of students have a reported disciplinary infraction	16-20% of students have a reported disciplinary infraction	2011-12 11-15% of students have a reported disciplinary infraction	5-10% of students have a reported disciplinary infraction	< 5% of students have a reported disciplinary infraction	<b>14%</b> (Chatfield 9% Oak Crest 17% Jr High 35% Sr High 4%)	
<b>Staff Satisfaction in the Workplace</b>	< 70% of staff report workplace satisfaction	2012-13 70-79% of staff report workplace satisfaction	80-89% of staff report workplace satisfaction	90-95% of staff report workplace satisfaction	> 95% of staff report workplace satisfaction	<b>79%</b>	
<b>Student Participation in Co-Curricular Activities</b>	< 50% of students participate in 7-12 co-curricular activities	50-59% of students participate in 7-12 co-curricular activities	60-69% of students participate in 7-12 co-curricular activities	2012-13 70-79% of students participate in 7-12 co-curricular activities	> 80% of students participate in 7-12 co-curricular activities	<b>73%</b> (528 of 724)	
<b>Student Participation in Honors/AP/CE courses (9-12)</b>	< 10% of students involved in at least 1 AP/Honors/CE course prior to graduation	10-19% of students involved in at least 1 AP/Honors/CE course prior to graduation	20-29% of students involved in at least 1 AP/Honors/CE course prior to graduation	30-39% of students involved in at least 1 AP/Honors/CE course prior to graduation	2012-13 > 40% of students involved in at least 1 AP/Honors/CE course prior to graduation	<b>44% of Gr. 11/12</b> <b>47% CE</b> <b>67% Honors</b>	
<b>Student Participation in Enrichment courses (K-8)</b>	2012-13 < 1% increase in student participation each year	2% increase in student participation each year	3% increase in student participation each year	4% increase in student participation each year	5% increase in student participation each year	<b>15.2% to 13.6%</b>	

# **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, February 25, 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, February 25, 2013 at 6:02 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.

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

One Act Play Directors Peter Jacobson and Tony Hartmann, along with members of the cast and crew of "Ridiculis by Proxy" were present at the meeting to discuss their recent season that culminated in a starred performance at the State One Act Play Festival. This year marked the sixth year that Belle Plaine has received a starred rating at State over the past seven years. Congratulations to all the cast, crew, and directors.

Presenter: Mr. Hartmann & Mr. Jacobson

2. 2. Technology Presentation:

Mr. Wick, District Technology Director, and Mr. Jacobson, K-12 Media specialist, presented information on the utilization of our current wireless network and potential limitations of the system as we move toward more devices on the network. In addition, they discussed the utilization of iPads, iPods and laptops across our district.

Presenter: Mr. Ken Wick & Mr. Peter Jacobson

2. 3. Visitor Comments:

Mr. Kyle Iverson, parent and volunteer Robotics assistant, addressed the board thanking them for their volunteer work as board members. He also updated the board on the status of the Robotics team and the upcoming competition at the U of MN on March 28-30.

Lastly, he asked the board to consider the value of investing additional dollars into the District Center building's heating and cooling system if this building is going to be used for the foreseeable future to house students as our enrollment continues to increase.

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

4. 1. Previous Board Meeting Minutes:

Enclosed are the January 7, 2013 Organizational Meeting Minutes and the January 28, 2013 Regular Board Meeting Minutes for your review and adoption.

4. 2. Approve Monthly Expenditures:

At the board finance meeting, expenditures for the month of February were reviewed. Administration recommends approval of the February, 2013 disbursements totaling \$1,289,868.24. This includes hand payables of \$183,379.91 and electronic payments of \$947,810.04.

4. 3. Student Enrollment:

Approve two Belle Plaine residents to enroll in Kindergarten at Eastern Carver County Schools for the 2013-14 school year.

Approve a Belle Plaine resident to enroll in Kindergarten at Prior Lake Schools for the 2013-14 school year.

Approve a Belle Plaine resident to enroll in Kindergarten at Eden Prairie Schools for the 2013-14 school year.

Approve a Minneapolis, grade 11, resident to attend Belle Plaine Schools effective February 8, 2013.

Approve three Lakeville, grade 3, 6 and 9, residents to attend Belle Plaine Schools effective January 31, 2013.

4. 4. Donations:

Accepted with appreciation a donation from Mary Beth Hauser in the amount of \$190.38 to benefit the Chatfield Music Program.

4. 5. Personnel:

Accept with regret the resignation of Daryl Goulson as Jr/Sr High Science Teacher effective June 5, 2013.

Accept with regret the resignation of Dave Beardsley as Sr High Special Education Teacher effective June 5, 2013.

Accept with regret the resignation of Lynn Mollenhauer as Chatfield/Oak Crest Computer Teacher effective June 5, 2013.

Approve the hire of Bernadette Loegering as a long term substitute teacher at Oak Crest from March 5, 2013 through April 15, 2013 to cover Amy Endres's maternity leave.

5. Discussion Items:

5. 1. Superintendent Update:

Superintendent Smith will provide updates on current school activities including recent parent-teacher conferences, spring sports registration night, visit to Watertown-Mayer to review 1 to 1 iPad initiative and ongoing teacher evaluation committee meetings the Robotics team progress and School Board Recognition Week. Dr. Smith presented each board member with a certificate recognizing their service to the district and thanked them for being part of a high functioning board.

Presenter: Dr. Smith

5. 2. Board Member Reports:

Board members will have an opportunity to share information about meetings they have attended over the past month. Director Nagel shared information about the recent MRVSEC/CSEC meeting. The two cooperatives continue to move closer toward a July 1 consolidation of services into the SW Metro Cooperative. Efforts are being focused on combining the contracts for the non-licensed staff at this time. The CSEC board also

approved sale of part of one of their buildings for approximately \$500,000. Sale of this building was part of the plan to help resolve the financial standing of the district. Director Ludvik reported on the recent Curriculum Advisory committee meeting. The topic for this month was a review of our district's language arts curriculum.

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 Joint Powers and Joint Facility Agreements with City of Belle Plaine:

Our Joint Powers and Joint Facility Agreements with the City of Belle Plaine are due for renewal. The copies of the two items are attached for your review. The Joint Powers Agreement is recommended for approval for the next two years and the Joint Facility Agreement is an annual contract. The most significant adjustment in either of the documents is some additional clarification regarding the hockey rink across from the high school that is on school property. The equipment and boards are owned by the City and will be returned to them if the rink is not set up in the future.

Presenter: Dr. Smith

*Motion by Bigaouette and second by Daly to approve the Joint Powers and Joint Facility Agreements with the City of Belle Plaine. Motion carried unanimously.*

6. 2. Approve Posting for School Age Care Coordinator:

Mr. Ladd addressed the board at the February work session about the need for a school age care coordinator. It is recommended that approval be given to post this position and review applicants. The new position would begin as soon as it is filled. A description of duties is attached to the agenda.

Presenter: Dr. Smith

*Motion by Ludvik and second by Nagel to approve the posting for a School Age Care Coordinator. Motion carried unanimously.*

6. 3. Approve Proposed Desegregation Grant for 2013-14:

There is great uncertainty surrounding the desegregation grant and funding for next year and beyond. Currently, the grant funding has been eliminated as the legislature works to determine a new funding formula for this program.

In the meantime, districts have been asked to submit a desegregation budget as in prior years in case the funding mechanism returns to its current format. A copy of our proposal for FY14 is attached to this agenda item. The request is for \$46,400, which is down from last year's program of \$46,900. Approval of this desegregation amount is recommended.

Presenter: Dr. Smith

*Motion by Daly and second by Bigaouette to approve the proposed Desegregation Grant for 2013-14. Motion carried unanimously.*

6. 4. Approve Superintendent Contract Proposal for 2013-2016:

At our recent work session, the superintendent's contract proposal was discussed and general consent was given by the board. It is recommended that the contract proposal that covers the 2013-14, 2014-15 and 2015-16 school years be approved. The proposal calls for an annual salary of \$139,050 in 13-14; \$143,225 in 14-15; and \$147,520 in 15-16. In

addition the district contribution toward a 403b plan is increased from \$2,000 to \$2,400 per year. Two year costing of the proposal is 5.32% for the first two years as calculated by MSBA.

Presenter: Chair Lenz

*Motion by Daly and second by Nagel to approve the Superintendent's Contract Proposal for 2013-2016. Motion carried unanimously.*

6. 5. Approve Teaching Position Requests for 2013-14:

At our board work session, we discussed the superintendent's proposal for additional staffing for the 2013-2014 school year. While the original list requested 6.92 FTE, this has been reduced by 1 as an additional 1st grade teacher has been removed from the request. I believe that the requested personnel will allow us to better meet the academic needs of students in grades K-12 and provide additional support for students who may be struggling academically as well as emotionally. A list of the requested positions is attached to this agenda item.

The 5.92 FTE requested is estimated to have an annual cost of approximately \$308,000.

Approval for all positions is recommended at this time in order to allow administration the appropriate amount of time to advertise positions that may be in high demand.

Presenter: Dr. Smith

*Motion by Nagel and second by Ludvik to approve the teaching position requests for 2013-14 as presented:*

*1 FTE Kindergarten*

*1 FTE 5<sup>th</sup> Grade*

*.75 FTE Elementary Physical Education*

*.17 FTE Elementary Art*

*1.0 FTE Secondary Math*

*1.0 FTE Elementary/Secondary Vocal Music*

*1.0 FTE Media Specialist*

*Motion carried unanimously.*

6. 6. Approve Revised Policy #532, 533, 601, 603 and 612.1

As part of our ongoing review of district policy, the following policies are up for review: 532, 533, 601, 603 and 612.1. Minimal revisions are recommended in any of the policies. The attached policies have incorporated any recommended changes into our current policy. Approval of the revised policies is recommended.

Presenter: Dr. Smith

*Motion by Daly and second by Ludvik to approve revised policies 532, 533, 601, 603 and 612.1. Motion carried unanimously.*

6. 7. Approve SchoolFinance.com Proposal to Conduct Demographic Study:

At the February work session, two proposals from SchoolFinances.com were discussed regarding a proposed demographic study. The first study, along with presentation of findings to the board, was quoted at \$4,000. The second study, essentially all of the first study plus additional research into development and industry growth trends in the community, was quoted at \$6,000.

Administration recommends approval the option two for \$6,000. The information gleaned from this study will help administration and board members better prepare and plan for the district's next building program - a new high school.

Presenter: Dr. Smith

*Motion by Nagel and second by Bigaouette to approve option two (\$6,000) of the SchoolFinance.com proposal to conduct a demographic study to allow administration and*

*board members to better prepare and plan for the district's next building program.  
Motion carried unanimously.*

7. Upcoming Meetings:

March 11 6:00 p.m. School Board Work Session

March 25 5:30 p.m. Finance Committee Meeting

6:00 p.m. School Board Meeting

8. Adjourn:

*Motion by Daly and second by Ludvik to adjourn at 7:32 pm. Motion carried unanimously.*

## February 2013 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
KREFT DAVID	307667912	2/2/2013	2/4/2013	2/27/2013	MARRIOTT 337H7 MINNEAP	172.42
DEWITTE KIMBERLY	308405674	2/11/2013	2/12/2013	2/27/2013	COBORN S SUPERSTORE	169.12
DEWITTE KIMBERLY	308768175	2/14/2013	2/15/2013	2/27/2013	SUBWAY 03164670	205.95
DENZER TRICIA	308405675	2/11/2013	2/12/2013	2/27/2013	SSI*SCHOOL SPECIALTY	35.90
DENZER TRICIA	309333838	2/22/2013	2/22/2013	2/27/2013	SSI*SCHOOL SPECIALTY	32.59
SD BELLE PLAINE	307199553	1/29/2013	1/30/2013	2/27/2013	NORCOSTCO	49.68
SD BELLE PLAINE	308618056	2/13/2013	2/14/2013	2/27/2013	COBORN S SUPERSTORE	7.78
HIGH SCHOOL BELLE PLAINE	306995509	1/25/2013	1/28/2013	2/27/2013	CLUBS CHOICE FUNDRA	3,503.40
HIGH SCHOOL BELLE PLAINE	307199555	1/29/2013	1/30/2013	2/27/2013	MENC	120.00
HIGH SCHOOL BELLE PLAINE	307199556	1/29/2013	1/30/2013	2/27/2013	Amazon.com	16.69
HIGH SCHOOL BELLE PLAINE	307469787	1/31/2013	2/1/2013	2/27/2013	BIO COMPANY INC	703.37
HIGH SCHOOL BELLE PLAINE	307469788	1/31/2013	2/1/2013	2/27/2013	EDUWARE INC	40.00
HIGH SCHOOL BELLE PLAINE	307788439	2/4/2013	2/5/2013	2/27/2013	OFFICEMAX CT*IN#553414	290.70
HIGH SCHOOL BELLE PLAINE	307788440	2/4/2013	2/5/2013	2/27/2013	OFFICEMAX CT*IN#553759	62.29
HIGH SCHOOL BELLE PLAINE	307983948	2/6/2013	2/7/2013	2/27/2013	PACIFIC NW PUBLISHING	65.00
HIGH SCHOOL BELLE PLAINE	308116392	2/8/2013	2/8/2013	2/27/2013	BARNES & NOBLE #2614	36.80
HIGH SCHOOL BELLE PLAINE	308116393	2/7/2013	2/8/2013	2/27/2013	SOLUTION TREE INC	40.95
HIGH SCHOOL BELLE PLAINE	308618058	2/13/2013	2/14/2013	2/27/2013	TRIARCO MAIL ORDER	1,498.24
HIGH SCHOOL BELLE PLAINE	309688305	2/26/2013	2/27/2013	2/27/2013	TRIARCO MAIL ORDER	131.52
HIGH SCHOOL BELLE PLAINE	309688306	2/26/2013	2/27/2013	2/27/2013	PAYPAL *MACMH	330.00
DAVIS KRIS	307199557	1/28/2013	1/30/2013	2/27/2013	METRO SALES INC	2,880.41
DAVIS KRIS	307879861	2/5/2013	2/6/2013	2/27/2013	WM EZPAY	698.07
DAVIS KRIS	307879862	2/5/2013	2/6/2013	2/27/2013	WM EZPAY	164.28
DAVIS KRIS	307879863	2/5/2013	2/6/2013	2/27/2013	WM EZPAY	289.90
DAVIS KRIS	307879864	2/5/2013	2/6/2013	2/27/2013	WM EZPAY	686.00
DAVIS KRIS	307983949	2/5/2013	2/7/2013	2/27/2013	QUILL CORPORATION	319.98
DAVIS KRIS	308768180	2/14/2013	2/15/2013	2/27/2013	QUILL CORPORATION	209.99
DAVIS KRIS	308935260	2/16/2013	2/18/2013	2/27/2013	PAYPAL *SALES	50.00
DAVIS KRIS	309030397	2/15/2013	2/19/2013	2/27/2013	BLINDSTER LLC	325.38
DAVIS KRIS	309107158	2/19/2013	2/20/2013	2/27/2013	OFFICEMAX CT*IN#925855	186.92
HEINE JEFF	307308883	1/29/2013	1/31/2013	2/27/2013	CENEX CONVENIE07038920	49.95
HEINE JEFF	307469789	1/31/2013	2/1/2013	2/27/2013	HILLYARD INC HUTCHINSO	(1,440.00)
HEINE JEFF	307469790	2/1/2013	2/1/2013	2/27/2013	ANDY MARK INC	27.80
HEINE JEFF	307667922	2/2/2013	2/4/2013	2/27/2013	Mills Fleet Farm #3 20	113.97
HEINE JEFF	307983950	2/6/2013	2/7/2013	2/27/2013	UPS*1Z7T951G0397298311	48.61
HEINE JEFF	307983951	2/6/2013	2/7/2013	2/27/2013	ANDY MARK INC	29.80

## February 2013 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
HEINE JEFF	308116394	2/7/2013	2/8/2013	2/27/2013	Mills Fleet Farm #3 20	49.94
HEINE JEFF	308405676	2/11/2013	2/12/2013	2/27/2013	WW GRAINGER	63.73
HEINE JEFF	308519087	2/4/2013	2/13/2013	2/27/2013	WW GRAINGER	(31.10)
HEINE JEFF	308519088	2/4/2013	2/13/2013	2/27/2013	WW GRAINGER	(50.94)
HEINE JEFF	308618059	2/12/2013	2/14/2013	2/27/2013	MASTER MAGNETICS INC	167.91
HEINE JEFF	308768181	2/15/2013	2/15/2013	2/27/2013	MENARDS MANKATO	39.81
HEINE JEFF	308935261	2/16/2013	2/18/2013	2/27/2013	Mills Fleet Farm #3 20	30.63
HEINE JEFF	309333841	2/20/2013	2/22/2013	2/27/2013	NORTHERN TOOL EQUIPMNT	99.84
HEINE JEFF	309333842	2/22/2013	2/22/2013	2/27/2013	WW GRAINGER	108.11
SMITH KELLY	307199545	1/29/2013	1/30/2013	2/27/2013	MN ST IAP ADM PMD PARK	6.00
SMITH KELLY	307308876	1/31/2013	1/31/2013	2/27/2013	MINNESOTA SCHOOL BOARD	135.00
SMITH KELLY	307469774	2/1/2013	2/1/2013	2/27/2013	PAYPAL *MASA	275.00
SMITH KELLY	308405671	2/11/2013	2/12/2013	2/27/2013	PAYPAL	99.08
SMITH KELLY	309513622	2/23/2013	2/25/2013	2/27/2013	MSP AIRPORT PARKING	70.00
SMITH KELLY	309513623	2/23/2013	2/25/2013	2/27/2013	SUPERSHUTTLE EXECUCARL	34.00
SMITH KELLY	309513624	2/24/2013	2/25/2013	2/27/2013	SHERATON LOS ANGELES	620.67
WICK KEN	307788437	2/5/2013	2/5/2013	2/27/2013	AMAZON MKTPLACE PMTS	150.46
WICK KEN	307879855	2/5/2013	2/6/2013	2/27/2013	AMAZON MKTPLACE PMTS	111.16
WICK KEN	307879856	2/5/2013	2/6/2013	2/27/2013	AMAZON MKTPLACE PMTS	33.99
WICK KEN	307879857	2/5/2013	2/6/2013	2/27/2013	APL*APPLEONLINESTOREUS	1,699.00
WICK KEN	307879858	2/5/2013	2/6/2013	2/27/2013	APL*APPLEONLINESTOREUS	239.00
WICK KEN	307879859	2/5/2013	2/6/2013	2/27/2013	APL*APPLEONLINESTOREUS	199.00
WICK KEN	307983942	2/7/2013	2/7/2013	2/27/2013	AMAZON MKTPLACE PMTS	1,255.80
WICK KEN	308116387	2/8/2013	2/8/2013	2/27/2013	AMZ*Other World Comput	477.46
WICK KEN	308299986	2/8/2013	2/11/2013	2/27/2013	IMPACT COMPUTERS	133.28
WICK KEN	309195985	2/20/2013	2/21/2013	2/27/2013	RAKUTEN.COM*BUY.COM	14.99
WICK KEN	309688301	2/26/2013	2/27/2013	2/27/2013	CREATION ENGINE INC	79.98
MATHIOWETZ BRUCE	307199548	1/28/2013	1/30/2013	2/27/2013	PAYPAL *DJSNOWDEN82	109.47
MATHIOWETZ BRUCE	307469779	1/31/2013	2/1/2013	2/27/2013	ONLINE SIGN PURCHASE	304.68
MATHIOWETZ BRUCE	307667900	2/2/2013	2/4/2013	2/27/2013	COBORN S #2038	39.84
MATHIOWETZ BRUCE	307667901	2/2/2013	2/4/2013	2/27/2013	JWJ*JUNG SEED CATALOG	324.75
MATHIOWETZ BRUCE	307879845	2/5/2013	2/6/2013	2/27/2013	NATIONAL FFA	220.00
MATHIOWETZ BRUCE	307879846	2/4/2013	2/6/2013	2/27/2013	THE HOME DEPOT #2841	199.88
MATHIOWETZ BRUCE	307983937	2/6/2013	2/7/2013	2/27/2013	COBORN S #2038	21.05
MATHIOWETZ BRUCE	307983938	2/6/2013	2/7/2013	2/27/2013	MENARDS MANKATO	76.89
MATHIOWETZ BRUCE	308116379	2/6/2013	2/8/2013	2/27/2013	SAMS CLUB#6510	186.38

## February 2013 Pcard

Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
MATHIOWETZ BRUCE	308116380	2/6/2013	2/8/2013	2/27/2013	SAMS CLUB#6510	11.92
MATHIOWETZ BRUCE	308935252	2/16/2013	2/18/2013	2/27/2013	CUB FOODS #31354	70.04
MATHIOWETZ BRUCE	308935253	2/16/2013	2/18/2013	2/27/2013	KOHL S #0520	51.99
MATHIOWETZ BRUCE	308935254	2/16/2013	2/18/2013	2/27/2013	SAMS CLUB#6311	6.09
MATHIOWETZ BRUCE	308935255	2/16/2013	2/18/2013	2/27/2013	SAMS CLUB#6311	159.70
MATHIOWETZ BRUCE	309030391	2/18/2013	2/19/2013	2/27/2013	OFFICE MAX	188.97
MATHIOWETZ BRUCE	309030392	2/18/2013	2/19/2013	2/27/2013	OFFICE MAX	102.28
MATHIOWETZ BRUCE	309333836	2/21/2013	2/22/2013	2/27/2013	COBORN S SUPERSTORE	21.64
MATHIOWETZ BRUCE	309513629	2/24/2013	2/25/2013	2/27/2013	COBORN S #2038	14.56
MATHIOWETZ BRUCE	309688297	2/25/2013	2/27/2013	2/27/2013	MATHESON - C16	596.33
DEUTSCH JOE	307308879	1/30/2013	1/31/2013	2/27/2013	YOUNGBLOOD LUMBER CO	1,958.86
DEUTSCH JOE	308768171	2/15/2013	2/15/2013	2/27/2013	DEWALT SERVICE NET #17	46.22
DEUTSCH JOE	309195980	2/20/2013	2/21/2013	2/27/2013	RECREATION.GOV	38.00
DEUTSCH JOE	309195981	2/20/2013	2/21/2013	2/27/2013	RECREATION.GOV	38.00
DEUTSCH JOE	309195982	2/20/2013	2/21/2013	2/27/2013	RECREATION.GOV	38.00
DEUTSCH JOE	309195983	2/20/2013	2/21/2013	2/27/2013	RECREATION.GOV	38.00
DEUTSCH JOE	309688298	2/25/2013	2/27/2013	2/27/2013	PAYPAL *BACKCOUNTRY	50.70
ANDERSON DOUG	306995503	1/25/2013	1/28/2013	2/27/2013	KWIK TRIP 33000003301	5.94
ANDERSON DOUG	306995504	1/25/2013	1/28/2013	2/27/2013	PIZZA PLUS	33.00
ANDERSON DOUG	306995505	1/25/2013	1/28/2013	2/27/2013	PIZZA PLUS	33.00
ANDERSON DOUG	306995506	1/25/2013	1/28/2013	2/27/2013	PIZZA PLUS	42.00
ANDERSON DOUG	307102369	1/28/2013	1/29/2013	2/27/2013	PIZZA PLUS	33.00
ANDERSON DOUG	307102370	1/28/2013	1/29/2013	2/27/2013	PIZZA PLUS	33.00
ANDERSON DOUG	307102371	1/28/2013	1/29/2013	2/27/2013	BERRY BLENDZ EP	702.00
ANDERSON DOUG	307199549	1/28/2013	1/30/2013	2/27/2013	PIZZA PLUS	33.00
ANDERSON DOUG	307199550	1/28/2013	1/30/2013	2/27/2013	PIZZA PLUS	33.00
ANDERSON DOUG	307199551	1/28/2013	1/30/2013	2/27/2013	RUCKS MEAT PROCESSING	145.89
ANDERSON DOUG	307199552	1/29/2013	1/30/2013	2/27/2013	SAMS CLUB#6311	60.16
ANDERSON DOUG	307308880	1/30/2013	1/31/2013	2/27/2013	H HERMEL CO	221.36
ANDERSON DOUG	307469780	1/31/2013	2/1/2013	2/27/2013	KWIK TRIP 33000003301	17.46
ANDERSON DOUG	307469781	1/28/2013	2/1/2013	2/27/2013	PIZZA PLUS	33.00
ANDERSON DOUG	307469782	1/28/2013	2/1/2013	2/27/2013	PIZZA PLUS	33.00
ANDERSON DOUG	307667904	2/1/2013	2/4/2013	2/27/2013	PIZZA PLUS	47.00
ANDERSON DOUG	307667905	2/1/2013	2/4/2013	2/27/2013	PIZZA PLUS	47.00
ANDERSON DOUG	307879847	2/5/2013	2/6/2013	2/27/2013	PIZZA PLUS	40.00
ANDERSON DOUG	307879848	2/5/2013	2/6/2013	2/27/2013	PIZZA PLUS	40.00

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Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
ANDERSON DOUG	307879849	2/5/2013	2/6/2013	2/27/2013	KERNEL CONCESSION SUPP	33.29
ANDERSON DOUG	307879850	2/5/2013	2/6/2013	2/27/2013	H HERMEL CO	189.98
ANDERSON DOUG	307879851	2/4/2013	2/6/2013	2/27/2013	SAMS INTERNET	328.54
ANDERSON DOUG	307879852	2/5/2013	2/6/2013	2/27/2013	BERRY BLENDZ EP	643.50
ANDERSON DOUG	307983939	2/5/2013	2/7/2013	2/27/2013	KWIK TRIP 33000003301	8.26
ANDERSON DOUG	307983940	2/5/2013	2/7/2013	2/27/2013	RUCKS MEAT PROCESSING	30.70
ANDERSON DOUG	308116381	2/6/2013	2/8/2013	2/27/2013	KERNEL CONCESSION SUPP	(2.00)
ANDERSON DOUG	308116382	2/5/2013	2/8/2013	2/27/2013	PIZZA PLUS	40.00
ANDERSON DOUG	308116383	2/5/2013	2/8/2013	2/27/2013	PIZZA PLUS	40.00
ANDERSON DOUG	308519082	2/12/2013	2/13/2013	2/27/2013	PIZZA PLUS	40.00
ANDERSON DOUG	308519083	2/12/2013	2/13/2013	2/27/2013	PIZZA PLUS	40.00
ANDERSON DOUG	308618052	2/12/2013	2/14/2013	2/27/2013	KWIK TRIP 33000003301	6.87
ANDERSON DOUG	308618053	2/12/2013	2/14/2013	2/27/2013	RUCKS MEAT PROCESSING	31.14
ANDERSON DOUG	308618054	2/13/2013	2/14/2013	2/27/2013	H HERMEL CO	259.60
ANDERSON DOUG	308768172	2/12/2013	2/15/2013	2/27/2013	PIZZA PLUS	40.00
ANDERSON DOUG	308768173	2/12/2013	2/15/2013	2/27/2013	PIZZA PLUS	40.00
ANDERSON DOUG	308768174	2/15/2013	2/15/2013	2/27/2013	KERNEL CONCESSION SUPP	18.00
ANDERSON DOUG	309030393	2/18/2013	2/19/2013	2/27/2013	BERRY BLENDZ EP	1,277.25
ANDERSON DOUG	309107152	2/19/2013	2/20/2013	2/27/2013	PIZZA PLUS	33.00
ANDERSON DOUG	309107153	2/19/2013	2/20/2013	2/27/2013	PIZZA PLUS	30.50
ANDERSON DOUG	309107154	2/19/2013	2/20/2013	2/27/2013	H HERMEL CO	173.10
ANDERSON DOUG	309195984	2/19/2013	2/21/2013	2/27/2013	KWIK TRIP 33000003301	4.58
ANDERSON DOUG	309688299	2/26/2013	2/27/2013	2/27/2013	PIZZA PLUS	33.00
GROTBERG CAREN	307879853	2/5/2013	2/6/2013	2/27/2013	COBORN S SUPERSTORE	24.55
GROTBERG CAREN	307983941	2/5/2013	2/7/2013	2/27/2013	HAAN CRAFTS	333.92
GROTBERG CAREN	309688300	2/26/2013	2/27/2013	2/27/2013	COBORN S SUPERSTORE	13.75
KELLER CHUCK	306995507	1/26/2013	1/28/2013	2/27/2013	VZWRSS*APOCC VISW	579.60
KELLER CHUCK	307469783	2/1/2013	2/1/2013	2/27/2013	OFFICE MAX	44.99
KELLER CHUCK	308116384	2/6/2013	2/8/2013	2/27/2013	MASBO	100.00
KELLER CHUCK	308116385	2/6/2013	2/8/2013	2/27/2013	MASBO	50.00
KELLER CHUCK	308519085	2/11/2013	2/13/2013	2/27/2013	VERIZON WRLS MYACCT VW	585.44
BENSON RACHEL	307469784	1/31/2013	2/1/2013	2/27/2013	COBORN S SUPERSTORE	17.71
BENSON RACHEL	308116386	2/7/2013	2/8/2013	2/27/2013	COBORN S SUPERSTORE	56.92
BENSON RACHEL	309333837	2/21/2013	2/22/2013	2/27/2013	COBORN S SUPERSTORE	18.73
ACTIVITIES BELLE P	307308881	1/30/2013	1/31/2013	2/27/2013	PLN*PRICELINE.COM HTL	198.27
ACTIVITIES BELLE P	307469785	2/2/2013	2/1/2013	2/27/2013	TWINS BALLPARK LLC	1,528.00

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Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
ACTIVITIES BELLE P	307788438	2/4/2013	2/5/2013	2/27/2013	BLUE 84 SPIRIT BY LAKE	224.56
ACTIVITIES BELLE P	308935256	2/15/2013	2/18/2013	2/27/2013	AFTON ALPS	684.00
ACTIVITIES BELLE P	308935257	2/15/2013	2/18/2013	2/27/2013	AFTON ALPS TICKETS	318.00
ACTIVITIES BELLE P	309195986	2/20/2013	2/21/2013	2/27/2013	STAGE ACCENTS	79.00
ACTIVITIES BELLE P	309333839	2/21/2013	2/22/2013	2/27/2013	OK CORRAL RESTAURANT	214.18
SPARBY MINDY	306995502	1/25/2013	1/28/2013	2/27/2013	PIONEER DRAMA SERVICE	238.50
SPARBY MINDY	307199547	1/29/2013	1/30/2013	2/27/2013	UNIVERSAL ATHLETIC ADM	38.85
SPARBY MINDY	307983936	2/5/2013	2/7/2013	2/27/2013	METRO ATHLETIC SUPPLY	538.80
SPARBY MINDY	308116375	2/7/2013	2/8/2013	2/27/2013	ST CATHERINE U30034011	111.90
SPARBY MINDY	308116376	2/7/2013	2/8/2013	2/27/2013	ST CATHERINE U30034011	67.95
SPARBY MINDY	308116377	2/8/2013	2/8/2013	2/27/2013	CULVERS OF SHAKOPE	163.48
SPARBY MINDY	308116378	2/7/2013	2/8/2013	2/27/2013	ROMANOS 1278	512.95
SPARBY MINDY	308299981	2/8/2013	2/11/2013	2/27/2013	ST CATHERINE U30034011	182.92
SPARBY MINDY	308299982	2/8/2013	2/11/2013	2/27/2013	ST CATHERINE U30034011	39.41
SPARBY MINDY	308299983	2/8/2013	2/11/2013	2/27/2013	COURTYARD BY MARRIOTT	768.69
SPARBY MINDY	309608758	2/25/2013	2/26/2013	2/27/2013	METRO ATHLETIC	822.45
COMM ED BELLE PLAINE	307102366	1/28/2013	1/29/2013	2/27/2013	COBORN S SUPERSTORE	30.71
COMM ED BELLE PLAINE	307102367	1/28/2013	1/29/2013	2/27/2013	COBORN S SUPERSTORE	16.78
COMM ED BELLE PLAINE	307102368	1/28/2013	1/29/2013	2/27/2013	USPS 26073001733418328	8.40
COMM ED BELLE PLAINE	307199546	1/29/2013	1/30/2013	2/27/2013	SAMS CLUB#6311	151.40
COMM ED BELLE PLAINE	307308877	1/30/2013	1/31/2013	2/27/2013	USPS 26073001733418328	18.44
COMM ED BELLE PLAINE	307308878	1/29/2013	1/31/2013	2/27/2013	WM SUPERCENTER#3513	76.83
COMM ED BELLE PLAINE	307469775	1/31/2013	2/1/2013	2/27/2013	COBORN S SUPERSTORE	12.34
COMM ED BELLE PLAINE	307469776	1/31/2013	2/1/2013	2/27/2013	USPS 26073001733418328	3.04
COMM ED BELLE PLAINE	307469777	2/1/2013	2/1/2013	2/27/2013	ART.COM/ALLPOSTERS.COM	77.86
COMM ED BELLE PLAINE	307469778	2/1/2013	2/1/2013	2/27/2013	WALMART.COM	76.69
COMM ED BELLE PLAINE	307879844	2/5/2013	2/6/2013	2/27/2013	ILP*INSECT LORE	70.96
COMM ED BELLE PLAINE	307983935	2/6/2013	2/7/2013	2/27/2013	USPS 26073001733418328	3.44
COMM ED BELLE PLAINE	308116373	2/7/2013	2/8/2013	2/27/2013	COBORN S SUPERSTORE	22.33
COMM ED BELLE PLAINE	308116374	2/7/2013	2/8/2013	2/27/2013	USPS 26073001733418328	4.64
COMM ED BELLE PLAINE	308405672	2/11/2013	2/12/2013	2/27/2013	COBORN S SUPERSTORE	7.04
COMM ED BELLE PLAINE	308405673	2/11/2013	2/12/2013	2/27/2013	STEFFEN HARDWARE	11.97
COMM ED BELLE PLAINE	308519079	2/12/2013	2/13/2013	2/27/2013	USPS 26073001733418328	1.92
COMM ED BELLE PLAINE	308519080	2/11/2013	2/13/2013	2/27/2013	KWIK TRIP 33000003301	3.25
COMM ED BELLE PLAINE	308519081	2/11/2013	2/13/2013	2/27/2013	LIFE STUDIES LLC	10.47
COMM ED BELLE PLAINE	308618051	2/13/2013	2/14/2013	2/27/2013	USPS 26073001733418328	7.52

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Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
COMM ED BELLE PLAINE	308768170	2/13/2013	2/15/2013	2/27/2013	MCEA	219.00
COMM ED BELLE PLAINE	309107151	2/19/2013	2/20/2013	2/27/2013	USPS 26073001733418328	6.56
COMM ED BELLE PLAINE	309195978	2/21/2013	2/21/2013	2/27/2013	Amazon.com	85.02
COMM ED BELLE PLAINE	309195979	2/19/2013	2/21/2013	2/27/2013	SCHOLASTIC INC. KEY 22	523.10
COMM ED BELLE PLAINE	309333833	2/21/2013	2/22/2013	2/27/2013	TARGET 00012724	104.06
COMM ED BELLE PLAINE	309333834	2/22/2013	2/22/2013	2/27/2013	TARGET 00012724	(104.06)
COMM ED BELLE PLAINE	309333835	2/22/2013	2/22/2013	2/27/2013	TARGET 00012724	97.37
COMM ED BELLE PLAINE	309513625	2/23/2013	2/25/2013	2/27/2013	TARGET CENTER	585.00
COMM ED BELLE PLAINE	309513626	2/22/2013	2/25/2013	2/27/2013	HOLIDAY INNS	97.71
COMM ED BELLE PLAINE	309513627	2/22/2013	2/25/2013	2/27/2013	LAKESHORE LEARNING MAT	293.14
COMM ED BELLE PLAINE	309513628	2/22/2013	2/25/2013	2/27/2013	SHOPTRN*MELISSADOUG	65.16
ELEMENTARY CHATFIELD	306995508	1/26/2013	1/28/2013	2/27/2013	MICHAELS #8608	18.67
ELEMENTARY CHATFIELD	307199554	1/30/2013	1/30/2013	2/27/2013	THE GREAT BOOKS FOUNDA	155.09
ELEMENTARY CHATFIELD	307469786	1/31/2013	2/1/2013	2/27/2013	DOLLAR GENERAL #10811	82.56
ELEMENTARY CHATFIELD	308116389	2/6/2013	2/8/2013	2/27/2013	SUBWAY 03164670	26.51
ELEMENTARY CHATFIELD	308116390	2/8/2013	2/8/2013	2/27/2013	SSI*SCHOOL SPECIALTY	38.53
ELEMENTARY CHATFIELD	308116391	2/8/2013	2/8/2013	2/27/2013	CROWNE PLAZA MPLS A F&	28.67
ELEMENTARY CHATFIELD	308618057	2/13/2013	2/14/2013	2/27/2013	RAPTOR TECHNOLOGIES L	100.00
ELEMENTARY CHATFIELD	308768178	2/15/2013	2/15/2013	2/27/2013	TPC*GOPHER	105.18
ELEMENTARY CHATFIELD	308768179	2/15/2013	2/15/2013	2/27/2013	AMAZON MKTPLACE PMTS	57.98
ELEMENTARY CHATFIELD	308935258	2/16/2013	2/18/2013	2/27/2013	BLICK ART 800-447-1892	10.50
ELEMENTARY CHATFIELD	308935259	2/16/2013	2/18/2013	2/27/2013	JO-ANN STORE #2283	20.96
ELEMENTARY CHATFIELD	309030396	2/19/2013	2/19/2013	2/27/2013	AMAZON MKTPLACE PMTS	120.93
ELEMENTARY CHATFIELD	309107157	2/20/2013	2/20/2013	2/27/2013	LINGUISYSTEMS INC	139.80
ELEMENTARY CHATFIELD	309333840	2/21/2013	2/22/2013	2/27/2013	AUTISMSHOP.COM	13.35
ELEMENTARY CHATFIELD	309688304	2/26/2013	2/27/2013	2/27/2013	OFFICEMAX CT*IN#069146	74.91
ELEMENTARY OAK CREST	307308882	1/30/2013	1/31/2013	2/27/2013	RGS Pay*	90.93
ELEMENTARY OAK CREST	307879860	2/5/2013	2/6/2013	2/27/2013	CRAGUNS LODGE AND GOLF	130.39
ELEMENTARY OAK CREST	307983943	2/6/2013	2/7/2013	2/27/2013	TPC*GOPHER	433.59
ELEMENTARY OAK CREST	307983944	2/5/2013	2/7/2013	2/27/2013	JO-ANN STORE #2283	5.76
ELEMENTARY OAK CREST	307983945	2/5/2013	2/7/2013	2/27/2013	SAMS CLUB#6311	76.90
ELEMENTARY OAK CREST	307983946	2/5/2013	2/7/2013	2/27/2013	SAMS CLUB#6311	12.98
ELEMENTARY OAK CREST	307983947	2/6/2013	2/7/2013	2/27/2013	JOHANS BAR & GRILL	79.25
ELEMENTARY OAK CREST	308116388	2/8/2013	2/8/2013	2/27/2013	COBORN S SUPERSTORE	86.73
ELEMENTARY OAK CREST	308519086	2/12/2013	2/13/2013	2/27/2013	COBORN S SUPERSTORE	47.43
ELEMENTARY OAK CREST	308618055	2/13/2013	2/14/2013	2/27/2013	SSI*SCHOOL SPECIALTY	105.71

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Card Holder	Transaction ID	Transaction Date	Processing Date	Statement Date	Merchant Name	Transaction Amount
ELEMENTARY OAK CREST	308768176	2/15/2013	2/15/2013	2/27/2013	USPS 26073001733418328	45.22
ELEMENTARY OAK CREST	308768177	2/14/2013	2/15/2013	2/27/2013	NATIONAL HISTORY DAY	37.95
ELEMENTARY OAK CREST	309030394	2/18/2013	2/19/2013	2/27/2013	TARGET 00013524	79.16
ELEMENTARY OAK CREST	309030395	2/18/2013	2/19/2013	2/27/2013	SSI*SCHOOL SPECIALTY	102.35
ELEMENTARY OAK CREST	309107155	2/19/2013	2/20/2013	2/27/2013	PAYPAL *SOLUTIONS	1,043.00
ELEMENTARY OAK CREST	309107156	2/19/2013	2/20/2013	2/27/2013	SSI*SCHOOL SPECIALTY	179.42
ELEMENTARY OAK CREST	309688302	2/26/2013	2/27/2013	2/27/2013	TRIARCO MAIL ORDER	131.84
ELEMENTARY OAK CREST	309688303	2/26/2013	2/27/2013	2/27/2013	WAL-MART #3513	28.87
HANSON LIANN	307879854	2/5/2013	2/6/2013	2/27/2013	PAYPAL *MASA	59.00
HANSON LIANN	308299984	2/9/2013	2/11/2013	2/27/2013	SAMS CLUB#6510	110.00
HANSON LIANN	308299985	2/9/2013	2/11/2013	2/27/2013	WM SUPERCENTER#1473	40.74
HANSON LIANN	308519084	2/11/2013	2/13/2013	2/27/2013	SUBWAY 03164670	159.78

<b>Total</b>	<b>43,377.87</b>
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# Wires

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
p30902	0716	30024	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	Y	2/21/2013	C N	USD	746.20
p30902	0716	30024	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	Y	2/21/2013	C N	USD	517.00
p30902	0716	30024	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	Y	2/21/2013	C N	USD	276.38
p30902	0716	30024	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	Y	2/21/2013	C N	USD	123.00
p30902	0716	30024	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	Y	2/21/2013	C N	USD	27.40
p30902	0716	30024	SBC		WX	1	1262	CITY OF BELLE PLAINE	N	Y	2/21/2013	C N	USD	3.00
P30902	0716	30025	SBC		WX	1	1486	FRONTIER	N	Y	2/25/2013	C N	USD	1,760.33
P30902	0716	30025	SBC		WX	1	1486	FRONTIER	N	Y	2/25/2013	C N	USD	136.54
P30902	0716	30025	SBC		WX	1	1486	FRONTIER	N	Y	2/25/2013	C N	USD	95.37
P30902	0716	30025	SBC		WX	1	1486	FRONTIER	N	Y	2/25/2013	C N	USD	89.30
P30902	0716	30045	SBC		WX	1	2800	MII LIFE - SELECT ACCOUNT	N	N	3/4/2013	0 C N	USD	512.40
P309p1	0716	30046	SBC		WX	1	1555	HEALTH PARTNERS	N	N	3/5/2013	0 C N	USD	11,094.48
P309p1	0716	30047	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	3/5/2013	0 C N	USD	36,859.38
P309p1	0716	30048	SBC		WX	1	1977	PERA	N	N	3/5/2013	0 C N	USD	10,993.38
P309p1	0716	30049	SBC		WX	1	2330	FEDERAL	N	N	3/5/2013	0 C N	USD	25,855.43
P309p1	0716	30049	SBC		WX	1	2330	FEDERAL	N	N	3/5/2013	0 C N	USD	9,974.80
P309p1	0716	30049	SBC		WX	1	2330	FEDERAL	N	N	3/5/2013	0 C N	USD	42,650.16
P309p1	0716	30050	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	3/5/2013	0 C N	USD	12,097.36
P309p1	0716	30051	SBC		WX	1	2581	MN CHILD SUPPORT CENTER	N	N	3/5/2013	0 C N	USD	545.00
P309p1	0716	30052	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	3/5/2013	0 C N	USD	1,539.51
P309p1	0716	30053	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	3/5/2013	0 C N	USD	1,197.28
P309p1	0716	30053	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	3/5/2013	0 C N	USD	100.00
P309p1	0716	30053	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	3/5/2013	0 C N	USD	1,608.34
P309p1	0716	30053	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	3/5/2013	0 C N	USD	100.00
P309p1	0716	30053	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	3/5/2013	0 C N	USD	1,565.00
P309p1	0716	30053	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	3/5/2013	0 C N	USD	4,213.54
P309p1	0716	30053	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	3/5/2013	0 C N	USD	512.38
P309p1	0716	30053	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	3/5/2013	0 C N	USD	1,718.18
P30902	0716	30246	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	3/6/2013	0 C N	USD	4,176.92
P30902	0716	30247	SBC		WX	1	2336	XCEL ENERGY	N	N	3/7/2013	0 C N	USD	6,819.23
P30902	0716	30247	SBC		WX	1	2336	XCEL ENERGY	N	N	3/7/2013	0 C N	USD	5,374.10
P30902	0716	30248	SBC		WX	1	2336	XCEL ENERGY	N	N	3/8/2013	0 C N	USD	3,324.11
P30902	0716	30249	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	3/8/2013	0 C N	USD	362.18
P30902	0716	30249	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	3/8/2013	0 C N	USD	202.23
P30902	0716	30249	SBC		WX	1	3414	CENTERPOINT ENERGY	N	N	3/8/2013	0 C N	USD	139.43
P30902	0716	30250	SBC		WX	1	2336	XCEL ENERGY	N	N	3/11/2013	C N	USD	239.00

## Wires

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P30902	0716	30250	SBC		WX	1	2336	XCEL ENERGY	N	N	3/11/2013	C N	USD	12.31
P309p2	0716	30256	SBC		WX	1	1873	MN.TEACHERS RETIRE.ASSOC	N	N	3/20/2013	C N	USD	33,839.18
P309p2	0716	30257	SBC		WX	1	1977	PERA	N	N	3/20/2013	C N	USD	8,574.26
P309p2	0716	30258	SBC		WX	1	2330	FEDERAL	N	N	3/20/2013	C N	USD	23,155.10
P309p2	0716	30258	SBC		WX	1	2330	FEDERAL	N	N	3/20/2013	C N	USD	8,816.84
P309p2	0716	30258	SBC		WX	1	2330	FEDERAL	N	N	3/20/2013	C N	USD	37,700.06
P309p2	0716	30259	SBC		WX	1	2331	STATE OF MINNESOTA	N	N	3/20/2013	C N	USD	10,769.75
P309p2	0716	30260	SBC		WX	1	2581	MN CHILD SUPPORT CENTER	N	N	3/20/2013	C N	USD	545.00
P309p2	0716	30261	SBC		WX	1	2735	MII LIFE - VEBA/HSA	N	N	3/20/2013	C N	USD	1,539.51
P309p2	0716	30262	SBC		WX	1	5277	Preferred One	N	N	3/20/2013	C N	USD	97,174.07
P309p2	0716	30262	SBC		WX	1	5277	Preferred One	N	N	3/20/2013	C N	USD	33,832.74
P309p2	0716	30263	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	3/20/2013	C N	USD	1,197.28
P309p2	0716	30263	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	3/20/2013	C N	USD	100.00
P309p2	0716	30263	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	3/20/2013	C N	USD	1,608.34
P309p2	0716	30263	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	3/20/2013	C N	USD	100.00
P309p2	0716	30263	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	3/20/2013	C N	USD	1,915.00
P309p2	0716	30263	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	3/20/2013	C N	USD	3,963.54
P309p2	0716	30263	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	3/20/2013	C N	USD	512.38
P309p2	0716	30263	SBC		WX	1	5579	EDUCATORS BENEFIT CONSULTANTS	N	N	3/20/2013	C N	USD	1,651.52
PCARD														
Payroll 3/05/2013														
Payroll 3/20/2013														
<b>Total</b>													<b>\$ 953,753.10</b>	

# Hand Pays

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount
P30902	0716	29990	SBC	54893	CH	1	5974	CORY VOGEL	Y	N	2/25/2013	C N	USD	108.00
P30902	0716	29988	SBC	54894	CH	1	3606	MARK TORBLAA	Y	N	2/25/2013	C N	USD	108.00
P30902	0716	29987	SBC	54895	CH	1	3223	METRO ECSU	Y	N	2/25/2013	C N	USD	45.00
P30902	0716	29986	SBC	54896	CH	1	2027	REGION 2A	Y	N	2/25/2013	C N	USD	50.00
P30902	0716	29989	SBC	54897	CH	1	5801	TRI-CITY UNITED PUBLIC SCHOOL	Y	Y	2/25/2013	C N	USD	50.00
P30902	0716	30036	SBC	54928	CH	1	1262	CITY OF BELLE PLAINE	Y	N	2/27/2013	C N	USD	375.00
P30902	0716	30041	SBC	54929	CH	1	5981	DAVE GARTNER	Y	N	2/27/2013	C N	USD	95.00
P30902	0716	30040	SBC	54930	CH	1	5980	JOSH JUNKER	Y	N	2/27/2013	C N	USD	95.00
P30902	0716	30037	SBC	54931	CH	1	1787	MASSP	Y	N	2/27/2013	C N	USD	360.00
P30902	0716	30039	SBC	54932	CH	1	4145	MEDICAREBLUE RX	Y	N	2/27/2013	C N	USD	313.50
P30902	0716	30038	SBC	54933	CH	1	2651	SECTION 2A	Y	N	2/27/2013	C N	USD	968.00
P309p1	0716	30054	SBC	54934	CH	1	1123	BELLE PLAINE ED ASSOC	Y	N	3/5/2013	0 C N	USD	4,129.99
P309p1	0716	30055	SBC	54935	CH	1	1134	BELLE PLAINE SCHOOL	Y	N	3/5/2013	0 C N	USD	3,852.11
P309p1	0716	30056	SBC	54936	CH	1	1178	BPESPA	Y	N	3/5/2013	0 C N	USD	861.34
P309p1	0716	30060	SBC	54937	CH	1	5721	GISLASON & HUNTER LLP	Y	N	3/5/2013	0 C N	USD	100.49
P309p1	0716	30057	SBC	54938	CH	1	1753	MADISON NATIONAL LIFE	Y	N	3/5/2013	0 C N	USD	390.00
P309p1	0716	30057	SBC	54938	CH	1	1753	MADISON NATIONAL LIFE	Y	N	3/5/2013	0 C N	USD	1,313.00
P309p1	0716	30058	SBC	54939	CH	1	1836	NCPERS MINNESOTA	Y	N	3/5/2013	0 C N	USD	16.00
P309p1	0716	30059	SBC	54940	CH	1	5360	Reliance Standard Life	Y	N	3/5/2013	0 C N	USD	1,087.13
P309p1	0716	30061	SBC	54941	CH	1	5961	STEWART, ZLIMEN & JUNGERS, LTD	Y	N	3/5/2013	0 C N	USD	190.08
P30902	0716	30147	SBC	54942	CH	1	2651	SECTION 2A	Y	N	3/7/2013	0 C N	USD	1,266.00
P30902	0716	30166	SBC	54943	CH	1	5188	AMY JOHNSTON	Y	N	3/7/2013	0 C N	USD	25.00
P30902	0716	30148	SBC	54944	CH	1	1184	BRENDA GARDNER	Y	N	3/7/2013	0 C N	USD	285.00
P30902	0716	30149	SBC	54945	CH	1	1219	CAROL KLEIN	Y	N	3/7/2013	0 C N	USD	250.00
P30902	0716	30150	SBC	54946	CH	1	1238	CENTRAL PUBLIC SCHOOLS	Y	N	3/7/2013	0 C N	USD	126.00
P30902	0716	30151	SBC	54947	CH	1	1346	DEBBIE FOGARTY	Y	N	3/7/2013	0 C N	USD	250.00
P30902	0716	30162	SBC	54948	CH	1	4600	DICK STEINHOFF	Y	N	3/7/2013	0 C N	USD	670.00
P30902	0716	30167	SBC	54949	CH	1	5198	JEFF SCHIPULL	Y	N	3/7/2013	0 C N	USD	1,855.00
P30902	0716	30152	SBC	54950	CH	1	1660	JORDAN HIGH SCHOOL	Y	N	3/7/2013	0 C N	USD	150.00
P30902	0716	30159	SBC	54951	CH	1	3566	KRAMER GOLFBALL CO INC	Y	N	3/7/2013	0 C N	USD	310.55
P30902	0716	30153	SBC	54952	CH	1	1748	MAAE	Y	N	3/7/2013	0 C N	USD	462.00
P30902	0716	30169	SBC	54953	CH	1	5571	MAPLE LAKE PUBLIC SCHOOLS	Y	N	3/7/2013	0 C N	USD	55.00
P30902	0716	30154	SBC	54954	CH	1	1781	MARY HEITKAMP	Y	N	3/7/2013	0 C N	USD	150.00
P30902	0716	30164	SBC	54955	CH	1	4918	MARY JANE O'BRIEN	Y	N	3/7/2013	0 C N	USD	285.00

# Hand Pays

Batch	Co	Pmt No	Bank	Check No	Pay Type	Grp	Code	Vendor	Print	Recon	Pay Date	Void	Curr	Amount	
P30902	0716	30161	SBC	54956	CH	1	4584	MARY OTTO	Y	N	3/7/2013	0	N	USD	50.00
P30902	0716	30168	SBC	54957	CH	1	5486	MIKE GEARMAN	Y	N	3/7/2013	0	N	USD	70.00
P30902	0716	30160	SBC	54958	CH	1	3828	MSSA	Y	N	3/7/2013	0	N	USD	175.00
P30902	0716	30163	SBC	54959	CH	1	4773	ORVILLE HEITKAMP	Y	N	3/7/2013	0	N	USD	600.00
P30902	0716	30155	SBC	54960	CH	1	1992	PRAIRIE TRUCKING INC	Y	N	3/7/2013	0	N	USD	42,356.37
P30902	0716	30170	SBC	54961	CH	1	5589	SHAKOPEE HIGH SCHOOL	Y	N	3/7/2013	0	N	USD	150.00
P30902	0716	30171	SBC	54962	CH	1	5762	SHANNON STEINHOFF	Y	N	3/7/2013	0	N	USD	25.00
P30902	0716	30165	SBC	54963	CH	1	5087	ST. PETER PUBLIC SCHOOLS	Y	N	3/7/2013	0	N	USD	42.00
P30902	0716	30156	SBC	54964	CH	1	2164	STIER TRANSPORTATION SERVICES	Y	N	3/7/2013	0	N	USD	69,727.66
P30902	0716	30157	SBC	54965	CH	1	2235	TIM LITFIN	Y	N	3/7/2013	0	N	USD	100.00
P30902	0716	30158	SBC	54966	CH	1	2272	US BANK	Y	N	3/7/2013	0	N	USD	402.50
P30902	0716	30234	SBC	54967	CH	1	1188	BRIAN KELVINGTON	Y	N	3/13/2013	0	N	USD	120.00
P30902	0716	30237	SBC	54968	CH	1	5310	CHUCK KELLER	Y	N	3/13/2013	0	N	USD	192.10
P30902	0716	30239	SBC	54969	CH	1	5975	JAMES N WEGNER	Y	N	3/13/2013	0	N	USD	533.20
P30902	0716	30239	SBC	54969	CH	1	5975	JAMES N WEGNER	Y	N	3/13/2013	0	N	USD	1,066.40
P30902	0716	30235	SBC	54970	CH	1	2424	MAASFEP	Y	N	3/13/2013	0	N	USD	335.00
P30902	0716	30236	SBC	54971	CH	1	2430	MRC	Y	N	3/13/2013	0	N	USD	60.00
P30902	0716	30238	SBC	54972	CH	1	5762	SHANNON STEINHOFF	Y	N	3/13/2013	0	N	USD	25.00
P30902	0716	30252	SBC	54973	CH	1	2736	DOLLARS FOR SCHOLARS	Y	N	3/15/2013	0	N	USD	70.00
P30902	0716	30252	SBC	54973	CH	1	2736	DOLLARS FOR SCHOLARS	Y	N	3/15/2013	0	N	USD	70.00
P30902	0716	30252	SBC	54973	CH	1	2736	DOLLARS FOR SCHOLARS	Y	N	3/15/2013	0	N	USD	112.00
P30902	0716	30251	SBC	54974	CH	1	2027	REGION 2A	Y	N	3/15/2013	0	N	USD	115.00
P309p2	0716	30264	SBC	54975	CH	1	1123	BELLE PLAINE ED ASSOC	Y	N	3/20/2013	0	N	USD	4,129.99
P309p2	0716	30265	SBC	54976	CH	1	1134	BELLE PLAINE SCHOOL	Y	N	3/20/2013	0	N	USD	3,852.11
P309p2	0716	30266	SBC	54977	CH	1	1178	BPESPA	Y	N	3/20/2013	0	N	USD	861.34
P30902	0716	30268	SBC	54978	CH	1	1126	BELLE PLAINE HS ACT FND	Y	N	3/20/2013	0	N	USD	125.00
P30902	0716	30269	SBC	54979	CH	1	1262	CITY OF BELLE PLAINE	Y	N	3/20/2013	0	N	USD	1,829.00
P30902	0716	30271	SBC	54980	CH	1	5999	JULIE SIEGLE	Y	N	3/20/2013	0	N	USD	65.00
P30902	0716	30270	SBC	54981	CH	1	4119	KRIS DAVIS	Y	N	3/20/2013	0	N	USD	98.88
P30902	0716	30272	SBC	54982	CH	1	6000	LYNDSEY KESSLER	Y	N	3/20/2013	0	N	USD	370.00
P30902	0716	30275	SBC	54983	CH	1	2617	MSU	Y	N	3/20/2013	0	N	USD	150.00

**Total**

**\$ 148,525.74**

## 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	4640	N	ABRAKADOODLE	V30901	38379	1666	768.00	0.00	768.00	03/19/2013	03/19/2013	03/19/2013
							Check Amount:		\$768.00			
1	3753	N	AG POWER ENTEPRISES INC	V30901	38278	02016532	2,500.00	0.00	2,500.00	03/12/2013	03/12/2013	03/12/2013
							Check Amount:		\$2,500.00			
1	4585	N	ALEXANDRIA TECHNICAL COLLEGE	V30901	38339	03062013	550.14	0.00	550.14	03/14/2013	03/14/2013	03/14/2013
							Check Amount:		\$550.14			
1	4835	N	ARCTIC ICE	V30901	38271	642090	30.50	0.00	30.50	03/12/2013	03/12/2013	03/12/2013
							Check Amount:		\$30.50			
1	4589	N	BANC OF AMERICA LEASING	V30901	38290	46	8,256.74	0.00	8,256.74	03/12/2013	03/12/2013	03/12/2013
							Check Amount:		\$8,256.74			
1	2329	N	BLUE CROSS BLUE SHIELD of MN	V30901	38318	YR024-PB 2	285.00	0.00	285.00	03/13/2013	03/13/2013	03/13/2013
							Check Amount:		\$285.00			
1	1177	N	BOROUGH BOWL	V30901	38388	918378	321.75	0.00	321.75	03/20/2013	03/20/2013	03/20/2013
							Check Amount:		\$321.75			
1	1227	N	CARVER-SCOTT EDUCATIONAL CO	V30901	38381	10917	13,789.50	0.00	13,789.50	03/20/2013	03/20/2013	03/20/2013
1	1227	N	CARVER-SCOTT EDUCATIONAL CO	V30901	38382	10916	27,579.00	0.00	27,579.00	03/20/2013	03/20/2013	03/20/2013
1	1227	N	CARVER-SCOTT EDUCATIONAL CO	V30901	38383	10924	12,357.36	0.00	12,357.36	03/20/2013	03/20/2013	03/20/2013
1	1227	N	CARVER-SCOTT EDUCATIONAL CO	V30901	38332	10796	4,769.02	0.00	4,769.02	03/14/2013	03/14/2013	03/14/2013
1	1227	N	CARVER-SCOTT EDUCATIONAL CO	V30901	38331	10852	2,384.51	0.00	2,384.51	03/14/2013	03/14/2013	03/14/2013
1	1227	N	CARVER-SCOTT EDUCATIONAL CO	V30901	38384	10890	451.50	0.00	451.50	03/20/2013	03/20/2013	03/20/2013
1	1227	N	CARVER-SCOTT EDUCATIONAL CO	V30901	38335	10861	30,216.88	0.00	30,216.88	03/14/2013	03/14/2013	03/14/2013
1	1227	N	CARVER-SCOTT EDUCATIONAL CO	V30901	38333	10876	7,702.08	0.00	7,702.08	03/14/2013	03/14/2013	03/14/2013
1	1227	N	CARVER-SCOTT EDUCATIONAL CO	V30901	38316	10705	10,370.04	0.00	10,370.04	03/13/2013	03/13/2013	03/13/2013
1	1227	N	CARVER-SCOTT EDUCATIONAL CO	V30901	38317	10809	14,078.04	0.00	14,078.04	03/13/2013	03/13/2013	03/13/2013
							Check Amount:		\$123,697.93			
1	3876	N	CENTERPOINT ENERGY SERVICE	V30901	38393	2584282	2,338.33	0.00	2,338.33	03/20/2013	03/20/2013	03/20/2013
1	3876	N	CENTERPOINT ENERGY SERVICE	V30901	38373	2575192	3,696.60	0.00	3,696.60	03/15/2013	03/15/2013	03/15/2013
1	3876	N	CENTERPOINT ENERGY SERVICE	V30901	38374	2575142	5,773.20	0.00	5,773.20	03/15/2013	03/15/2013	03/15/2013
							Check Amount:		\$11,808.13			
1	4565	N	DE LAGE LANDEN	V30901	38367	17211065	438.90	0.00	438.90	03/15/2013	03/15/2013	03/15/2013
							Check Amount:		\$438.90			
1	5993	N	DOORPRO	V30901	38276	1534	675.00	0.00	675.00	03/12/2013	03/12/2013	03/12/2013
							Check Amount:		\$675.00			

**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	5579	N	EDUCATORS BENEFIT CONSULTA	V30901	38272	17440	200.00	0.00	200.00	03/12/2013	03/12/2013	03/12/2013
							Check Amount:		\$200.00			
1	4840	N	GENERAL PARTS	V30901	38282	5444528	998.49	0.00	998.49	03/12/2013	03/12/2013	03/12/2013
1	4840	N	GENERAL PARTS	V30901	38281	5444526	2,039.69	0.00	2,039.69	03/12/2013	03/12/2013	03/12/2013
							Check Amount:		\$3,038.18			
1	1528	N	GROTH MUSIC	V30901	38370	2025728	18.80	0.00	18.80	03/15/2013	03/15/2013	03/15/2013
1	1528	N	GROTH MUSIC	V30901	38369	2018469	40.00	0.00	40.00	03/15/2013	03/15/2013	03/15/2013
							Check Amount:		\$58.80			
1	1607	N	ISD 287	V30901	38334	70605	899.50	0.00	899.50	03/14/2013	03/14/2013	03/14/2013
							Check Amount:		\$899.50			
1	4843	N	KRIS ANN KRAUSE	V30901	38377	12283	1,032.50	0.00	1,032.50	03/19/2013	03/19/2013	03/19/2013
							Check Amount:		\$1,032.50			
1	1725	N	LESUEUR COMM ED	V30901	38378	12294	368.50	0.00	368.50	03/19/2013	03/19/2013	03/19/2013
							Check Amount:		\$368.50			
1	3964	N	MATH MASTERS OF MN	V30901	38366	04262013	315.00	0.00	315.00	03/15/2013	03/15/2013	03/15/2013
							Check Amount:		\$315.00			
1	5578	N	MAYO CLINIC HEALTH SYSTEMS	V30901	38372	02262013	127.50	0.00	127.50	03/15/2013	03/15/2013	03/15/2013
							Check Amount:		\$127.50			
1	5341	N	MCDOWELL AGENCY INC	V30901	38288	40533	81.40	0.00	81.40	03/12/2013	03/12/2013	03/12/2013
							Check Amount:		\$81.40			
1	1804	N	MDTSEA	V30901	38376	12284	160.00	0.00	160.00	03/19/2013	03/19/2013	03/19/2013
							Check Amount:		\$160.00			
1	3983	N	MN ASCD	V30901	38387	03172013	30.00	0.00	30.00	03/20/2013	03/20/2013	03/20/2013
							Check Amount:		\$30.00			
1	4336	N	MOVIE LICENSING USA	V30901	38319	1786176	1,036.00	0.00	1,036.00	03/13/2013	03/13/2013	03/13/2013
							Check Amount:		\$1,036.00			
1	3212	N	MPCA	V30901	38273	2200088625	269.00	0.00	269.00	03/12/2013	03/12/2013	03/12/2013
							Check Amount:		\$269.00			
1	1884	N	MRVSEC	V30901	38336	69	16,467.06	0.00	16,467.06	03/14/2013	03/14/2013	03/14/2013
1	1884	N	MRVSEC	V30901	38391	67	24,691.72	0.00	24,691.72	03/20/2013	03/20/2013	03/20/2013
1	1884	N	MRVSEC	V30901	38390	68	12,345.86	0.00	12,345.86	03/20/2013	03/20/2013	03/20/2013

## 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	1884	N	MRVSEC	V30901	38289	03122013	3,291.64	0.00	3,291.64	03/12/2013	03/12/2013	03/12/2013
1	1884	N	MRVSEC	V30901	38392	76	5,716.00	0.00	5,716.00	03/20/2013	03/20/2013	03/20/2013
							Check Amount:		\$62,512.28			
1	5995	N	MSU - MANKATO	V30901	38338	00730139	8,435.48	0.00	8,435.48	03/14/2013	03/14/2013	03/14/2013
1	5995	N	MSU - MANKATO	V30901	38337	00730121	2,000.00	0.00	2,000.00	03/14/2013	03/14/2013	03/14/2013
							Check Amount:		\$10,435.48			
1	1889	N	MULTILINGUAL WORD INC	V30901	38389	022813-604	228.80	0.00	228.80	03/20/2013	03/20/2013	03/20/2013
							Check Amount:		\$228.80			
1	1696	N	NELSON LADD	V30901	38380	12257	62.20	0.00	62.20	03/19/2013	03/19/2013	03/19/2013
							Check Amount:		\$62.20			
1	2067	N	SCHMITT MUSIC COMPANY	V30901	38368	124685974	67.45	0.00	67.45	03/15/2013	03/15/2013	03/15/2013
							Check Amount:		\$67.45			
1	3124	N	SCHOOLFINANCES.COM	V30901	38402	4472	400.00	0.00	400.00	03/20/2013	03/20/2013	03/20/2013
							Check Amount:		\$400.00			
1	2137	N	SOUTH CENTRAL ECSU	V30901	38275	13879	1,898.53	0.00	1,898.53	03/12/2013	03/12/2013	03/12/2013
1	2137	N	SOUTH CENTRAL ECSU	V30901	38274	13831	2,374.69	0.00	2,374.69	03/12/2013	03/12/2013	03/12/2013
							Check Amount:		\$4,273.22			
1	3287	N	SPARETIME INVESTMENT GROUP	V30901	38284	1361	1,383.75	0.00	1,383.75	03/12/2013	03/12/2013	03/12/2013
1	3287	N	SPARETIME INVESTMENT GROUP	V30901	38287	1368	2,372.50	0.00	2,372.50	03/12/2013	03/12/2013	03/12/2013
1	3287	N	SPARETIME INVESTMENT GROUP	V30901	38286	1364	1,535.00	0.00	1,535.00	03/12/2013	03/12/2013	03/12/2013
1	3287	N	SPARETIME INVESTMENT GROUP	V30901	38285	1362	325.00	0.00	325.00	03/12/2013	03/12/2013	03/12/2013
							Check Amount:		\$5,616.25			
1	5998	N	ST CLOUD AREA SCHOOL DISTRICT	V30901	38385	02042013	82.96	0.00	82.96	03/20/2013	03/20/2013	03/20/2013
							Check Amount:		\$82.96			
1	2153	N	STASNEY ELECTRIC LLC	V30901	38283	25811	1,586.80	0.00	1,586.80	03/12/2013	03/12/2013	03/12/2013
							Check Amount:		\$1,586.80			
1	2155	N	STATE CHEMICAL MFG.CO.	V30901	38279	96119167	622.50	0.00	622.50	03/12/2013	03/12/2013	03/12/2013
							Check Amount:		\$622.50			
1	2188	N	TAHER INC	V30901	38270	0036812-IN	59,738.38	0.00	59,738.38	03/12/2013	03/12/2013	03/12/2013
							Check Amount:		\$59,738.38			

## 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	5572	N	TAPES PLUS ADVERTISING	V30901	38394	00016317	150.00	0.00	150.00	03/20/2013	03/20/2013	03/20/2013
							Check Amount:		\$150.00			
1	5669	N	TITAN ENERGY SYSTEMS	V30901	38280	130205-013	362.08	0.00	362.08	03/12/2013	03/12/2013	03/12/2013
							Check Amount:		\$362.08			
1	2277	N	VALLEY VIEW GOLF CLUB	V30901	38371	7098	1,100.00	0.00	1,100.00	03/15/2013	03/15/2013	03/15/2013
							Check Amount:		\$1,100.00			
1	2573	N	WHITEWATER WIRELESS INC	V30901	38277	R13091271	8,157.65	0.00	8,157.65	03/12/2013	03/12/2013	03/12/2013
							Check Amount:		\$8,157.65			
1	4335	N	WILLIAM DURBIN	V30901	38365	02152013	843.00	0.00	843.00	03/15/2013	03/15/2013	03/15/2013
							Check Amount:		\$843.00			
1	2326	N	YOUTH FRONTIERS INC	V30901	38386	60446	750.00	0.00	750.00	03/20/2013	03/20/2013	03/20/2013
							Check Amount:		\$750.00			
							Report Total:		\$313,937.52			

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



**Belle Plaine High School Band**  
**Performance Tour of New York City**  
**March 21 – 26, 2014**

**Proposed Itinerary**

**Day One – Friday, March 21, 2014**

**1:00pm Depart** Depart Belle Plaine High School to begin your journey to New York City. (Approximate drive time is 22 hours without stops, 1,235 miles.) You will be traveling through the night to arrive in New York City tomorrow.

**Day Two – Saturday, March 22, 2014**

**Arrival** Welcome to New York City! Upon arrival, meet your Gateway Tour Manager.

**Hotel** Your Gateway Tour Manager will assist with hotel check-in.

**Top of the Rock  
Observation Deck** Visit New York City's, Top of the Rock. Board an elevator taking you to the 70<sup>th</sup> floor observation deck on top of the famous Rockefeller Plaza building, with panoramic views of Central Park, the Chrysler Building, Times Square, the Hudson River, the East River, the Brooklyn Bridge, and the Statue of Liberty.

**Dinner** John's New York Style Pizzeria



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### **Day Three – Sunday, March 23, 2014**

<b>Breakfast</b>	Included
<b>City Tour</b>	A Licensed New York City guide will join you on your motorcoach and narrate your tour as you explore the different neighborhoods and sights of this amazing city. Some sights you are sure to see include St. Patrick's Cathedral, Little Italy, Chinatown, and Battery Park.
<b>Lunch</b>	On your own at South Street Seaport
<b>911 Memorial</b>	Visit the site of the September 11, 2001 terrorist attacks on the United States. The names of the nearly 3,000 victims of the September 11, 2001 and February 26, 1993 terrorist attacks are inscribed on bronze panels lining the two pools. Waterfalls cascade down all four sides of each pool, creating a special place for remembrance and reflection. The surrounding plaza is filled with oak trees and a callery pear known as the Survivor Tree, which was nursed back to health after surviving the 9/11 attacks (subject to availability).
<b>911 Museum</b>	The Memorial Museum, located at the World Trade Center site, is to bear solemn witness to the terrorist attacks of September 11, 2001 and February 26, 1993. The Museum honors the nearly 3,000 victims of these attacks and all those who risked their lives to save others (subject to opening date).
<b>FDNY Memorial Wall</b>	A fifty-six foot long bronze wall of cast bas-relief bronze honors those firefighters who gave their lives in service to the public on September 11, 2001. It contains the names of every active member of the department who perished in the collapse of the Towers. It is comprised of fourteen individual bronze panels brazed together into an artwork weighing over three tons; the monument tribute is set into the west wall of Engine Company 10 – Ladder Company 10 on the corner of Greenwich and Liberty Streets. "Ten House" was damaged in the collapse of the Twin Towers, sitting directly south of the former World Trade Center Plaza.
<b>Exploring or Shopping</b>	Enjoy free time to shop around Chinatown and Little Italy.
<b>Dinner</b>	SPQR in Little Italy



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## **Day Four – Monday, March 24, 2014**

**Breakfast**                      Included

**Statue of Liberty/  
Ellis Island**

Transfer to Liberty Park in New Jersey this morning where you will take the Ferry to Liberty Island. The Statue of Liberty was a gift from France, dedicated on October 28, 1886, was designated as a National Monument in 1924 and restored for her centennial on July 4, 1986. The self-guided audio tour is included for both Liberty Island and Ellis Island.

**🎵 Broadway  
Classroom**

*Your ensemble will work on a piece of prepared music with a musical director, learning techniques of instrumental dynamics and acting through song. Next, you will perform the piece with a working Broadway performer, followed by a question and answer session. The workshop lasts 90 minutes and is held in a Broadway rehearsal studio.*

**Lincoln Center**

Visit the three grand theaters of Lincoln Center: the Metropolitan Opera House, New York State Theater, and Avery Fisher Hall. Learn the history on the world's greatest performing arts center. You might even catch a glimpse of rehearsals-in-progress.

**Dinner**

Dallas Barbeque

**Broadway Show**

Attend a Broadway show. From musicals and comedies to dramas and mysteries, Broadway has a show for everyone (based on a \$65.00 ticket value).



### Day Five – Tuesday, March 25, 2014

<b>Breakfast</b>	Included
<b>Check out</b>	Check out of your hotel. Your Gateway Tour Manager will assist with check out logistics.
<b>Morning Show</b>	Get up early today for a chance to catch a glimpse of the outdoor taping of the “Today Show” or the CBS Morning Show.
<input type="checkbox"/> <b>Performance</b>	Participate in a clinic with a local music professional or a school exchange concert in New York City or the surrounding area. <i>School exchange concerts are held in rehearsal rooms or auditoriums at local schools. Audiences are comprised of students at the local school, ranging from members of one ensemble to larger segments of the student body.</i>
<b>Central Park</b>	Take a walk through Central Park and see many of the popular sights, such as Strawberry Fields, the statue of Balto, the famous sled dog, the many bridges and scenic ponds, or take a horse carriage tour through the park (carriage fee not included).
<b>Shopping or Exploring</b>	Enjoy free time to shop in the many famous areas in Manhattan and Times Square.
<b>Dinner</b>	Hard Rock Cafe
<b>Depart</b>	Board the motorcoach and travel back to Minnesota.

### Day Six – Wednesday, March 26, 2014

<b>Arrive</b>	Arrive at Belle Plaine High School this evening.
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*This is a sample itinerary and is subject to change. Performance venues may be subject to availability and/or acceptance.*

**TOTAL COST PER STUDENT** = \$950.00 - \$1050.00 depending on total numbers and the need for a second bus.

The estimated number of students in high school band next year is 67. I currently have 14 parents who would like to come along as chaperones. *IF* the majority of students travel with us the cost will be at the higher end due to the need for a second bus. There is only 54 seats available if we take only 1 bus.

Board Report  
March 21, 2013  
Chatfield Elementary  
Kimberly DeWitte

**Appreciation:**

- Chatfield's *I love To Read* theme was Presidential. The students surpassed their 100,000 minute goal. They read 105,345 minutes.
- Thank you to the entire staff for the conversations that occurred during the March staff in-service round table. The discussion centered on schedules and math tiger time. This conversation was a great jumping point towards creating math and literacy blocks that are academically sound.
- Thank you to the FFA Barnyard/Petting Zoo sponsored by the Belle Plaine High School FFA.
- Thank you to Strait Smiles for visiting our second grade students for National Dental Health Month.

**Acceleration:**

- PLC: **K-** They are continuing to work on their reading power benchmarks. They have 31 standards to sort through and decide if they are introducing, secure, or developing. They have also been very cognoscente in finding a math Tiger Time that fits the needs of their students and grade level. **1<sup>st</sup>**- They have unwrapped their secure benchmarks for literacy and will now work on the ones they are developing. **2<sup>nd</sup>**-Have had some wonderful conversations revolving the around the need for consistently within their grade level and during content time. They have completed their secure literacy benchmarks **Special Education**-They are going to be reviewing the grade levels literacy benchmarks and creating their scope and sequence. They are also using a very valuable website [corecommonstandards.com](http://corecommonstandards.com) to plan their teaching and learning. **Specialists**-With the changes in the schedule and seeing students everyday in physical education next year, the teachers are going to be looking at their current scope and sequence to adjust as needed. The Physical Education Staff are also researching opportunities to connect their assessments with infinite campus and having those assessments follow student k-12. **Early Childhood**-The members have unwrapped 7 of the 11 standards for math. They are also creating rubrics for the standards as they are unwrapping. The major shift with the Early Childhood PLC is that they are moving from introducing and exposing students to certain concepts to ensuring learning and creating a vertical network with Kindergarten.
- The Literacy Team met earlier this month and we are moving forward with 120-minute literacy block for next school year. We have discussed training staff on Reading Core Interventions that staff can do in their classroom. We have discussed the training that will need to occur to develop a scope and sequence plan for literacy so that all grade levels are moving forward in the same direction. We are continuing to talk about spelling and handwriting and how those two areas will need to be addressed, as we are moving forward towards the 13-14 school year.
- There has been much discussion about our math Tiger Time. There are many comments and feelings on both sides of the subject. We will be discussing the possibility of moving towards a math block that correlates to our literacy block and follows the Daily 5 design.

**Anticipation:**

- 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 kindergarten students will practice on March 20<sup>th</sup> from 8:45-9:15 and again on the 21<sup>st</sup> at the same time. On the 21<sup>st</sup> the other classrooms and students are invited to attend.
- Jump Rope for Heart will take place on March 20<sup>th</sup> at Oak Crest.
- Kindergarten Information Nights are April 16 and 18. Letters will be mailed home to families before spring break with more information.

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

### **Appreciation:**

- **SOE** Thanks to the Oak Crest staff and parents who took our School of Excellence Survey! We went through the data at our March Staff meeting!
- **Candy Sales** Thanks to Janis who spearheaded our candy sales this past month! It went well and the proceeds go to help support Wolf Ridge!
- **4<sup>th</sup> Grade Presidential Presentations** Thanks to our fabulous 4<sup>th</sup> grade team who rescheduled the 4<sup>th</sup> Grade Presidential Presentations and got all of our students prepared to share their learning! It was a great morning!
- **I LOVE TO READ Committee** Thanks to Joe Ploetz, Ann Studer, Sara Bungarden, Gloria Brandt, Amy Fahey, and Amy Endres who were part of this committee and did a fabulous job of making our February filled with reading!
- **Math Masters** We held a regional Math Masters Tournament at Oak Crest. Our 5<sup>th</sup> and 6<sup>th</sup> grade students did excellent! Thanks to Marty Hartmann and Sam Stark for organizing and running the event!

### **Acceleration:**

- **Young Writer's Conference** We had about 115 students and parents attend a Young Writer's Conference in Mankato on March 12<sup>th</sup>!
- **Writer's Round Table** We had our monthly Writer's Round Table on Friday, March 15<sup>th</sup>. Students excitedly shared their writing about what it would be like if they didn't have technology.
- **Terrific Tiger Breakfast** The Terrific Tiger Breakfast was again a success! We had hundreds of parents and students come out to celebrate our wonderful students on Friday, March 15<sup>th</sup>!
- **Jump Rope for Heart** 2<sup>nd</sup> and 3<sup>rd</sup> grade students jumped and jumped on Wednesday, March 20<sup>th</sup>! 2<sup>nd</sup> grade students also got a tour of the building in anticipation of coming to 3<sup>rd</sup> grade next year!

### **Anticipation:**

- **Teacher Workshop** We are getting ready for our Teacher Workshop on Monday, April 1<sup>st</sup>! On the agenda is Workplace Bullying and Language Arts Curriculum.
- **MDE Teacher Evaluation Workshop** The 3<sup>rd</sup> and last Teacher Evaluation Workshop is set for Wednesday, April 3<sup>rd</sup>. We also continue to meet with our district Evaluation Committee to look at impacts for our district next year.
- **PBIS** The Principals and Counselors have a meeting on April 4<sup>th</sup> to discuss the PBIS, which is a positive behavior intervention system.
- **Spring Pictures** Oak Crest will be doing their spring pictures on Tuesday, April 23<sup>rd</sup>.
- **DARE Run/Graduation** Staff and students will be participating in our DARE Run and Graduation on Friday, May 3<sup>rd</sup>!

**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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## March Board Report

### Appreciation

- Thank you to the Junior High Student Council and Mr. Hennen as well as all the chaperones for Activity night March 8<sup>th</sup>. Our students love to come and participate in all of the different activities provided and it's a great way for our staff to connect with kids outside the school day.
- Thank you to Mr. Hennen and the 8<sup>th</sup> grade teachers who chaperoned the 8<sup>th</sup> grade Anne Frank field trip on March 13<sup>th</sup>. This was a great opportunity for our students and our students represented our district well!
- Thanks to our winter participants, coaches, directors and advisors for a great winter season! Bring on the spring (and the warm weather)!

### Acceleration

- Our Tiger Target Team students are doing a set of presentations to our 6<sup>th</sup> grade classes on "Preparing for the Junior High". They will do one more set of presentations Friday, March 22<sup>nd</sup>.
- Our Spring Activities are all underway. Unfortunately most practices are inside, but that's not stopping them from being productive!
- Our Robotics Team will begin Competition on March 28<sup>th</sup> at the U of M. They are looking forward to getting their robot back and seeing how it stacks up against the competition!

### Anticipation

- Solo and Ensemble will be April 3<sup>rd</sup> at GAC in St. Peter. We have both instrumental and vocal music groups/individuals performing.
- We will be hosting Section 4A Speech on April 9<sup>th</sup>. We are working on the best location for that activity and look forward to hosting that level of competition.
- April 19<sup>th</sup> is the Big Band Extravaganza, at 7pm in the High School South gym.
- The 8<sup>th</sup> grade Choir will be going down to MSU on April 17<sup>th</sup> to perform and be judged by the MSU staff and student teachers.

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

**Appreciation:**

- Our counselling department has been raising awareness of student needs during Mental Health Awareness month. Through a short video and presentation in classes and pamphlets available throughout the building, our staff became aware of some student needs that we were not aware of before. The focus on mental health allowed the students to become more comfortable with seeking assistance.
- The Principal's Advisory Commission (documents shared by Dr. Smith) data was shared with various stakeholders, including staff, custodians, law enforcement, superintendent, and school board. Students were promised that their responses would help make this school a better place and would be shared with necessary audiences. Some issues that we were not aware of that we have since addressed include drinking fountains and the lunch line. Staff members at our last meeting found themes that impact them, based on subject area or grade level. We will continue this process every year to gain an understanding of what our school looks like from the student perspective.

**Acceleration:**

- Student registration has been completed. We are now analyzing which classes to offer based on student interest and need. The master schedule will see some rather significant alterations based on the new offerings we have.
- The Watertown-Mayer visit provided a glimpse into what the initiative can be. While not completely altering instruction and learning yet, significant gains have been made to improve their implementation of the technology. Quick "takeaways" from what they are doing include using Schoology and Notability to share information between staff and students. The students pointed to consistent communication and being required to be organized as the pieces they enjoyed the most. The staff members leading the change in instruction were many of the mid-career professionals.

**Anticipation:**

- With bullying being an ongoing nationwide concern, we have two opportunities to become stronger in this area. Staff members are hearing a bullying expert on April 1 and 7-12 students will likely hear a speaker in mid April through Rise Up America.
- Staff employment vacancies are in the process of being filled. We are interviewing for the science position in late March and will be filling math and vocal music by the middle of April. It is exciting to augment a strong staff with new ideas and new skill sets.
- The annual Dollars for Scholars Car Raffle is going on. We are fortunate to have a group of dedicated adults that are so concerned for the well being of our seniors. Their dedication is infectious, as most of our seniors step forward and help the initiative. Our DFS chapter is clearly one of the stronger ones going!

1<sup>st</sup> Reading: 12/17/07  
2<sup>nd</sup> Reading: 01/28/08  
Approved: 05/01/08  
Reviewed:

## **616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY**

### **I. PURPOSE**

The purpose of this policy is to focus public education strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota Academic Standards and the No Child Left Behind Act.

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

Implementation of the Minnesota Academic Standards and No Child Left Behind Act will require a new level of accountability for the school district. The school district will establish a system to transition to the graduation requirements of the Minnesota Academic Standards. The school district also will establish a system to review and improve instruction, curriculum and assessment which will include substantial input by students, parents or guardians and local community members. The school district will be accountable to the public and the state through annual reporting.

### **III. DEFINITIONS**

- A. “Course credit” is equivalent to a student successfully completing an academic semester of study or a student mastering the applicable subject matter as determined by the school district.
- B. “Graduation Standards” means the course credit requirements and Profile of Learning content standards or Minnesota Academic Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.

### **IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING**

- A. School District Goals  
The school board has established school district-wide goals which provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota Academic Standards and the No Child Left Behind Act. The broad goals shall be reviewed annually and approved by the school board
- B. System for Reviewing All Instruction and Curriculum.  
Incorporated in the process will be analysis of the school district’s progress toward implementation of the Minnesota Academic Standards.

## Review and Analysis Year

2011-2012	Reading/Language Arts/Foreign Language
2012-2013	Social Studies/Career Tech
2013-2014	Art/Music/Physical Education & Health
2014-2015	Math
2015-2016	Science

### C. Implementation of Graduation Requirements

1. The school board shall appoint a Curriculum Advisory Committee which shall advise the school board on implementation of the state and local graduation requirements, including K-12 curriculum, assessment, student learning opportunities, and other related issues. Recommendations of this committee shall be published annually to the community. The school board shall receive public input and comment and shall adopt or update these policies at least annually.
2. The school board shall annually review and determine if student achievement levels at each school site meet state expectations.
3. The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of achievement growth that show an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or district-wide assessments. The school board will utilize models developed by the Commissioner for measuring individual student progress. The school board must coordinate with the Department of Education in evaluating school sites and continuous improvement plans, consistent with best practices.
4. Each year, the Advisory Committee will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.
5. The Advisory Committee, working in cooperation with other committees of the school district will provide active community participation in:
  - a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing Minnesota Academic Standards;
  - b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;
  - c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals;
  - d. Making recommendations regarding the development of the "Annual Report on Curriculum, Instruction and Student Achievement."

D. Advisory Committee for Comprehensive Continuous Improvement of Student Achievement

1. Each year, the advisory committee will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.
2. The advisory committee, working in cooperation with other committees of the school district will provide active community participation in:
  - a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing Minnesota Graduation Standards;
  - b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;
  - c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals;
  - d. Making recommendations regarding the development of the “Annual Report on Curriculum, Instruction and Student Achievement.”
3. The Advisory Committee shall meet the following criteria:
  - a. The Advisory Committee shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards.
  - b. The Advisory Committee shall make recommendations to the school board on school district-wide standards, assessments and program evaluation.
  - c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.
  - d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.
4. The Advisory Committee shall, when possible, be comprised of two-thirds community representatives and shall reflect the diversity of the community.

5. The advisory committee shall meet four times each year, generally during the months of October, December, February and April.
6. The Advisory Committee shall meet the following criteria:
  - a. The Advisory Committee shall ensure active community participation in all planning for instruction and curriculum affecting Academic Standards.
  - b. The Advisory Committee shall make recommendations to the school board on school district-wide standards, assessments and program evaluation.
  - c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.
  - d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.
  - e. The advisory committee shall, when possible, be comprised of two-thirds community representatives and shall reflect the diversity of the community.
7. The Advisory Committee shall meet a minimum of four times each year, generally during the months of October, December, February and April.

D. Evaluation of Student Progress Committee.

A committee of professional staff shall develop a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.

E. Educational Planning and Assessment System

The school district may elect to participate in the Educational Planning and Assessment System (EPAS) program offered by ACT, Inc., to provide a longitudinal, systematic approach to student educational and career planning, assessment, instructional support, and evaluation.

F. Reporting

An "Annual Report on Curriculum, Instruction and Student Achievement" shall be approved by the school board by October 1 of each year. The school board shall publish the report in the local newspaper with the largest circulation in the

district, by mail, or by electronic means such as the school district website. If electronic means are used, the school district must publish notice of the report in a periodical of general circulation in the school district. The school district must make copies of the report available to the public on request. A copy shall be sent to the Commissioner by October 15 of each year. The public report shall include, but not be limited to, the following:

1. Student achievement goals for meeting the Minnesota Academic Standards;
2. Result of local assessment data and any additional test data, including all data required by Minn. Rules Part 3501.0160;
3. School district improvement plans including staff development goals;
4. Progress on previous improvement plans;
5. Amount and type of revenue attributed to each educational site as defined in Minn. Stat. § 123B.04;
6. Names of advisory committee members, dates their terms expire, method of selection and application dates;
7. Periodic reports on constituencies' satisfaction with schools;
8. Biennial evaluations of the school district testing programs according to the following:
  - a. written objectives of the assessment program;
  - b. names of tests and grade levels tested;
  - c. use of test results; and
  - d. student achievement results compared to previous years.

***Legal References:*** Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)  
Minn. Stat. § 120B.11 (School District Process)  
Minn. Stat. § 120B.35 (Student Achievement Levels)  
Minn. Stat. § 123B.04 (Site Decision Making Agreement)  
Minn. Rules Parts 3501.0010-3501.0180 (Graduation Standards - Mathematics and Reading)  
Minn. Rules Parts 3501.0200-3501.0290 (Graduation Standards - Written Composition)  
Minn. Rules Part 3501.0160 (District Reporting Requirements)  
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 104 (School District Mission Statement)

MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)

MSBA/MASA Model Policy 613 (Graduation Requirements)

MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)

MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)

MSBA/MASA Model Policy 618 (Assessment of Standard Achievement)

MSBA/MASA Model Policy 619 (Staff Development for Standards)

MSBA/MASA Model Policy 620 (Credit for Learning)

*1<sup>st</sup> Reading: 05/22/2006*  
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## **709 STUDENT TRANSPORTATION SAFETY POLICY**

### **I. PURPOSE**

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

### **II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING**

#### **A. School Bus Safety Week**

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

#### **B. Student Training**

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
  - a. transportation by school bus is a privilege, not a right;
  - b. school district policies for student conduct and school bus safety;
  - c. appropriate conduct while on the bus;
  - d. the danger zones surrounding a school bus;
  - e. procedures for safely boarding and leaving a school bus;
  - f. procedures for safe vehicle lane crossing; and
  - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not

received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within four weeks of their first day of attendance.

3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minn. Stat. § 169.446, Subd. 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
9. The school district shall adopt and make available for public review a curriculum for transportation safety education.
10. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

### **III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR**

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.
  
2. Rules at the Bus Stop
  - a. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
  - b. Respect the property of others while waiting at your bus stop.
  - c. Keep your arms, legs, and belongings to yourself.
  - d. Use appropriate language.
  - e. Stay away from the street, road, or highway when waiting for the bus.
  - f. Wait until the bus stops before approaching the bus.
  - g. After getting off the bus, move away from the bus.
  - h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
  - i. No fighting, harassment, intimidation, or horseplay.
  - j. No use of alcohol, tobacco, or drugs.
  
3. Rules on the Bus
  - a. Immediately follow the directions of the driver.
  - b. Sit in your seat facing forward.
  - c. Talk quietly and use appropriate language.
  - d. Keep all parts of your body inside the bus.
  - e. Keep your arms, legs, and belongings to yourself.
  - f. No fighting, harassment, intimidation, or horseplay.

- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.

4. Consequences

- a. A representative from Stier Transportation Service Co. and/or the building principal shall be responsible to determine consequences for misbehaving including suspension or termination of riding privileges.
- b. The first report of an incident involving a student's misbehavior on or near a bus will be sent to the parent (and a phone call) and principal stating the violation and the consequence, deemed as a warning.
- c. The second report of a student's misbehavior on or near the bus may require a meeting with the parents, principal & bus operator. Consequence will be a loss of riding privilege up to a period of five days.
- d. Any future reports on a particular student during one school year will lead to the denial of riding privilege for longer periods of time, up to and including the balance of the school year.
- e. In the event of a grossly flagrant violation, (i.e. physical abuse, sexual abuse, bringing of flammable material on the bus, etc.) it may become necessary to deny riding privileges at the time of the first violation. Any acts which may be construed as criminal shall be referred to the local police or sheriff's department.
- f. For incidents involving damage to a bus, such as broken windows, damage to seats, writing on seats, etc., the student and parents involved will pay for the cost of such damage.

**IV. PARENT AND GUARDIAN INVOLVEMENT**

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop five minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

## **V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES**

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Sections VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Section VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within 30 days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
  1. excessive speeding, involving any single offense for any speed of 15 miles per hour or more above the posted speed limit;
  2. reckless driving;
  3. improper or erratic traffic lane changes;

4. following the vehicle ahead too closely;
  5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
  6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within 30 days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Section VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within ten days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy. This provision does not apply to a school district employee whose normal duties do not include operating a type III vehicle.

## **VI. SCHOOL BUS DRIVER TRAINING**

### **A. Training**

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota

Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. For purposes of this section, “annually” means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver “evaluation certification” form for each school district driver as contained in the Model School Bus Driver Training Manual.

2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Section VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual “school bus driver evaluation form” (road test evaluation) as contained in the Model School Bus Driver Training Manual.

## **VII. OPERATING RULES AND PROCEDURES**

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.
2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers

transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.

3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.
6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion. For purposes of this paragraph, "school bus" has the meaning given in Minn. Stat. § 169.011, Subd. 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. A type III vehicle cannot be older than 12 years old unless excepted by state and federal law.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.

6. A “type III vehicle” must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.
10. Any type III vehicle used to transport students must carry emergency equipment including:
  - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver’s compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
  - b. First aid kit and body fluids cleanup kit. A minimum of a ten-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver’s compartment and must be marked to indicate their identity and location.
  - c. A type III vehicle must contain at least three red reflectorized triangle road warning devices. Liquid burning “pot type” flares are not allowed.
  - d. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a

contract with the district. The school district has no system of inspection for private vehicles.

12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.
13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Class D Driver's License

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:
  - a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.
  - b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:
    - (1) safe operation of a type III vehicle;
    - (2) understanding student behavior, including issues relating to student's with disabilities;
    - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
    - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
    - (5) handling emergency situations;
    - (6) proper use of seat belts and child safety restraints;
    - (7) performance of pretrip vehicle inspections;
    - (8) safe loading and unloading of students, including, but not limited to:
      - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street

loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;

- (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
- (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
- (d) placing the type III vehicle in “park” during loading and unloading;
- (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and

(9) compliance with paragraph V.F. concerning reporting convictions to the employer within ten days of the date of conviction.

- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minn. Stat. § 122A.18, Subd. 8, or Minn. Stat. § 123B.03 for school district employees; Minn. Stat. § 144.057 or Minn. Stat. Ch. 245C for day care employees; or Minn. Stat. § 171.321, Subd. 3, for all other persons operating a type III vehicle under this section.
- d. Operators shall submit to a physical examination as required by Minn. Stat. § 171.321, Subd. 2.
- e. The operator’s employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer’s policy under Minn. Stat. § 181.951, Subds. 2, 4, and 5. Notwithstanding any law to the contrary, the operator’s employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
- f. The operator’s driver’s license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minn. Stat. § 171.321, Subd. 5.

- g. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of violating Minn. Stat. § 169A.25, § 169A.26, § 169A.27 (driving while impaired offenses), or § 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minn. Stat. §§ 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for five years from the date of conviction.
  - h. A person who has ever been convicted of a disqualifying offense as defined in Minn. Stat. § 171.3215, Subd.1(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
  - i. A person who sustains a conviction, as defined under Minn. Stat. § 609.02, of a moving offense in violation of Minn. Stat. Ch. 169 within three years of the first of three other moving offenses is precluded from operating a type III vehicle for one year from the date of the last conviction.
  - j. Students riding the type III vehicle must have training required under Minn. Stat. § 123B.90, Subd. 2 (See Section II.B., above).
  - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
- 2. The type III vehicle must bear a current certificate of inspection issued under Minn. Stat. § 169.451.
  - 3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from paragraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.

D. Type A-I "Activity" Buses Driven by Employees with Class D Driver's License

- 1. The holder of a Class D driver's license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
  - a. The operator is an employee of the school district or an

independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.

- b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
  - c. The operator is prohibited from using the eight-light system if the vehicle is so equipped.
  - d. The operator has submitted to a background check and physical examination as required by Minn. Stat. § 171.321, Subd. 2.
  - e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in Minn. Stat. § 171.02, Subd. 2a(h) - 2a(j).
  - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration's "Guideline for the Safe Transportation of Pre-school Age Children in School Buses," if child safety restraints are used by passengers, in addition to the training required in Section VI., above.
  - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport 15 or fewer passengers, including the driver.
2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
  3. A school bus operated under this section must bear a current certificate of inspection.
  4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

## **VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES**

- A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).

- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within one month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
  - 1. the student's name and address;
  - 2. the nature of the student's disabilities;
  - 3. emergency health care information; and
  - 4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

## **IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS**

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

## **X. SCHOOL TRANSPORTATION SAFETY DIRECTOR**

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board

that each school bus driver meets the school bus driver training competencies required by Minn. Stat. § 171.321, Subd. 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

## **XI. STUDENT TRANSPORTATION SAFETY COMMITTEE**

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

***Legal References:*** Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)  
Minn. Stat. § 123B.03 (Background Check)  
Minn. Stat. § 123B.42 (Textbooks; Individual Instructor or Cooperative Learning Material; Standard Tests)  
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)  
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)  
Minn. Stat. § 123B.90 (School Bus Safety Training)  
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)  
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)  
Minn. Stat. Ch. 169 (Traffic Regulations)  
Minn. Stat. § 169.011, Subds. 15 and 71 (Definitions)  
Minn. Stat. § 169.02 (Scope)  
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)  
Minn. Stat. § 169.446, Subd. 2 (Driver Training Programs)  
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)  
Minn. Stat. § 169.454 (Type III Vehicle Standards)  
Minn. Stat. § 169.4582 (Reportable Offense on School Buses)  
Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)  
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)  
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)  
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types,

Endorsements, Restrictions)  
Minn. Stat. § 171.168 (Notification of Conviction for Violation by a Commercial Driver)  
Minn. Stat. § 171.169 (Notification of Suspension of License of Commercial Driver)  
Minn. Stat. § 171.321 (Qualifications of School Bus Driver)  
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)  
Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)  
Minn. Stat. Ch. 245C (Human Services Background Studies)  
Minn. Stat. § 609.02 (Definitions)  
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)  
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)  
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)  
49 C.F.R. § 383.5 (Transportation Definitions)

***Cross References:*** MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 707 (Transportation of Public Students)  
MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)  
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

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## **806 CRISIS MANAGEMENT POLICY**

### **I. PURPOSE**

The purpose of this Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members as to how to address a wide range of potential crisis situations in the school district. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation in the school district. Please note that, pursuant to this Policy, tailored crisis management plans will be developed for each school building in the school district and sections or procedures may be added or deleted in those crisis management plans based on building needs.

### **II. GENERAL INFORMATION**

#### **A. The Policy and Plans**

The school district's Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups likely to be involved in assisting with a school emergency. It is designed so that each building administrator can tailor a crisis management plan to meet that building's specific situation and needs.

The school district administration and/or the administration of each building shall present tailored crisis management plans to the school board for review and approval. These building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated year to year.

#### **B. Elements of the District Crisis Management Policy**

1. General Crisis Procedures. The Crisis Management Policy includes general crisis procedures for securing the building, classroom evacuation, building evacuation, campus evacuation, and sheltering. It designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating the building-specific crisis management plans. Each building will have access to a copy of the Emergency/Disaster Preparedness Planning Guide. This guide will assist in development of the building-specific crisis management plans.

- a. Lock-Down Procedures. Lock-down procedures will be used in situations that may result in harm to persons inside the school building, such as a shooting, hostage incident, intruder, trespassing, disturbance, or at the discretion of the building administrator or designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Provisions for emergency evacuation should be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.
  - b. Evacuation Procedures. Classroom, building, and campus evacuations may be implemented at the discretion of the building administrator or designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee, as appropriate. Safe areas may change depending on the emergency.
  - c. Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change depending on the emergency. The building administrator or designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for a building as part of the building-specific crisis management plan.
2. Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific procedures for potential crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed so that building administrators can tailor response procedures when creating building-specific crisis management plans.
  3. Additional Procedures. The school district administration will present recommended early school closure, media and grief counseling procedures to the school board for review and approval. Upon approval, such procedures will be an addendum to this policy.
    - a. Early School Closure Procedures. The superintendent will make decisions about closing a school or any school district building. Such decisions will be made by the superintendent as early in the day as possible. The early school closure procedures will describe potential reasons for early school closure (weather-related or a crisis situation), will specify how the decision will be communicated to staff, students, families and the school community (including means such as broadcast media, local authorities, or a phone tree), and will discuss factors to be considered in closing and reopening a school or school district building. The early school closure procedures also will include a

process for reminding parents and guardians to listen to designated radio and TV stations for school closing announcements, where possible.

- b. Media Procedures. The superintendent has the authority and discretion for notifying parents and guardians and the school community in the event of a crisis or early school closure.
- c. Grief-Counseling Procedures. The recommended grief counseling procedures will provide for initiating a grief-counseling plan utilizing available resources such as the school psychologist, counselor, community grief counselors, or others in the community. The grief-counseling procedures will be used whenever determined by the superintendent or the building administrator to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The grief-counseling procedures should include the following steps.
  - (1) Meet with school counseling staff to determine the level of intervention for students and staff (was the crisis on campus, were there student or staff witnesses, etc.).
  - (2) Designate specific rooms as private counseling areas.
  - (3) Escort siblings and close friends of the victim(s) and other highly stressed students and staff to counselors.
  - (4) Prohibit the media from questioning students or staff.
  - (5) Follow-up with students and staff who receive counseling.
  - (6) Resume normal routines as soon as possible.

Upon approval, such grief counseling procedures will be an addendum to this policy.

4. Facility Diagrams and Site Plans. School buildings will have a facility diagram and site plan showing at least the following: the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. The facility diagrams and site plans will be available in the office of the building administrator and in appropriate areas and will be kept on file in the school district office.
5. Emergency Telephone Numbers. Each building will maintain a current list of emergency telephone numbers and the names and addresses of local and county personnel who are likely to be involved in resolving a crisis situation. The list will include numbers for agencies such as the police, fire, ambulance, hospital, the Poison Control Center, local, county, and state emergency management agencies, local public works department,

local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency, so that they may be contacted as appropriate. A copy of the list for each building will be kept on file in the school district office and will be updated annually.

6. Crisis Response Teams

- a. Composition. The building administrator in each school building will select a crisis response team trained to respond in an emergency. All team members will be trained to carry out the building's crisis management plan and have knowledge of procedures, evacuation routes, and safe areas. Team members must be willing to be actively involved with resolving crises and be available to assist when necessary. Each building will maintain a current list of crisis response team members and update it annually. A copy of the list will be kept on file in the school district office.
- b. Leaders. The building administrator or designee serves as the leader of the crisis response team and the principal contact for emergency response officials. When they are present, emergency response agents may elect to take command and control of the situation. It is critical in this situation that school officials assume a resource role and are available to the emergency response personnel.

7. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff should be aware of the District Crisis Management Policy and their own building's crisis management plan. Employees shall receive a copy of the relevant building specific crisis management plan and periodically shall receive training on plan implementation.

8. Students and Parents/Guardians. Students and parents/guardians shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Students shall receive specific instruction on plan implementation and shall participate in a required number of drill and practice sessions throughout the year.

9. Warning Systems

- a. The school district shall maintain a warning system designed to inform students, employees, and visitors in the facilities of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school district buildings.
- b. It shall be the responsibility of the building administrator to inform students and employees of the system and the means by which the

system is used to identify the specific crisis or emergency involved.

### III. CRISIS AREAS COVERED BY THIS POLICY

This Crisis Management Policy provides sample procedures for addressing the following crises:

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Building-specific crisis management plans will include such procedures and any other appropriate procedures.

### IV. CRISIS-SPECIFIC PROCEDURES

These sample procedures are to be used by building administrators when tailoring response procedures in the building-specific crisis management plans. As provided in Section II, A of this policy, tailored crisis management plans for each building will be presented to the school board for review and approval and then will become an addendum to this policy that will be maintained and updated year to year.

#### A. Fire

##### School preparation before the emergency:

1. Designate a safe area away from the building and away from fire lanes. (Minn. Stat. §§ 299F.391 and 299F.011; Minnesota State Fire Code § 408.3.4)
2. Each building's facility diagram and site plan will be available in appropriate areas of the building showing the most direct evacuation routes to the designated safe areas (both inside and outside of the building), and the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.

3. Teachers and staff will be trained regarding the primary emergency evacuation routes and alternate routes from various points in the building. The school district will develop a universal signal to indicate a blocked evacuation route. When this signal is given, the responsible adult must immediately identify an alternate route.
4. Certain employees will be trained to know the locations and proper use of fire extinguishers and protective clothing and equipment required. Minnesota State Fire Code § 406.3.3. Typically, this will only be employees who work in hazardous areas in the school.
5. The school district will conduct fire drills which include practicing how to move safely using both primary and alternative evacuation routes.
6. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances (e.g., lunchtime, recess, and during assemblies). State law requires a minimum of five drills each school year consistent with Minn. Stat. § 299F.30. See Minn. Stat. §121A.035.
7. A record of fire drills conducted at the building will be maintained in the building administrator's office.
8. The school district will have prearranged sites for emergency sheltering and transportation as needed.
9. The school district will determine which staff will remain in the building to perform essential functions as long as it is safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate in advance an administrator or responsible adult to meet with local fire or law enforcement agents upon their arrival.

Procedures at the time of the emergency:

1. Sound the building's fire alarm by pulling the nearest fire alarm station. If no pull station is close, call the switchboard/operator.
2. The first staff person aware of the fire should contact the building administrator.
3. Evacuate students and staff according to the routes posted in the rooms and offices.
4. Close all classroom and office doors; doors should be locked, but not latched by using blocking device such as a magnet. (Minnesota State Fire Code § 408.3.5)
5. The building administrator or designee will call **911** and provide the location or address for the building. The building administrator also will notify the superintendent.

6. The building administrator or superintendent will report the incident (even if it is a false alarm) to the fire service as required by state law. (Minn. Stat. § 299F.452)
7. The building administrator or designee will meet with local fire or law enforcement agents upon arrival and will give them an update, a facility diagram, and a site plan.

Procedures for teachers:

1. During an evacuation, take the class roster. The teacher is responsible for accounting for all students. Make sure all students and adults have left the room. Close the classroom door but leave it unlocked by using blocking device such as a magnet.
2. Lead all students in an orderly and efficient manner to the safe area via the posted evacuation routes. Do not allow students to stop at lockers to get books, sweaters, jackets, or other personal belongings.
3. The first person to reach any door should feel the door to see if it is hot. If it **is not** hot, open it and proceed slowly and low to the floor. If it **is** hot, the teacher will quickly find an alternate route and lead the students in an orderly manner along the alternate route.
4. Follow specialized evacuation procedures for disabled persons as outlined in the building fire safety and evacuation plan or the student's IEP.

At the safe area:

1. When the group arrives at the safe area, check for any missing students and report them to the building administrator.
2. Do not block any door or gate that may be used by emergency response personnel.
3. While at the safe area, teachers supervise the group closely. There may be a great deal of confusion and emergency vehicles will need access to the site.
4. If there was a fire in the building, be alert for students who may smell of smoke. Alert school administrators to any suspicious activities relating to the fire including what may be overheard from students.
5. Do not re-enter any school buildings until fire department officials declare them safe and authorize re-entry.
6. Transport students as needed.

B. Severe Weather

1. Tornado/Severe Thunderstorm/Indoor Shelter. These procedures are for any weather situation in which students and staff should remain in the building and seek shelter.

Procedures before the emergency:

- a. The school district will identify both potential problem areas on the campus and areas with the highest degree of safety for students and staff. *Unsafe* areas include rooms with large unsupported roof spans, large windows, or rooms located where they will receive the full force of the wind such as upper floor gymnasiums and auditoriums. *Safe* areas include small rooms with few windows, on the lowest floor of the building, and at the interior of the building, such as restrooms, locker/shower areas, basement gymnasiums, and closets.
- b. Facility diagrams will be prepared for each classroom/office/work area showing the most direct evacuation route to the safest areas of the building.
- c. Provide training to appropriate staff, including the crisis response team, on how to deal with inoperative communication systems, absence of natural light in a power outage, inoperative devices in a building with students who have special needs, and inoperative refrigeration systems, alarms, heating and cooling systems.
- d. Review “drop and tuck” procedures with students.
- e. Keep a record of all tornado drills performed at the building in the building administrator’s office.

Procedures when a tornado/severe thunderstorm watch has been issued:

A tornado/severe thunderstorm watch is issued when weather conditions are prime for the formation of a tornado or severe thunderstorm, but none have been spotted so far.

- a. Monitor Emergency Alert Stations.
- b. Bring all persons inside the building. Keep students, staff, and visitors inside the building.
- c. Close windows and blinds.
- d. Review tornado drill procedures and the location of the closest safe areas.
- e. Review “drop and tuck” procedures with students.

Procedures when a tornado/severe thunderstorm warning has been issued:

A tornado/severe thunderstorm warning is issued when a tornado or severe thunderstorm has developed and has been spotted in the area. This is a more imminent threat.

- a. Evacuate unsafe classrooms and offices. Teachers take class rosters. Close the classroom door but do not lock it.
- b. Move along inside walls to the safest areas of the building.
- c. Ensure that students are in the “tuck” position.
- d. Account for all students and staff. Report any missing students or staff to the building administrator, when it is safe to do so.
- e. The central office administration will monitor any changes in the weather.
- f. Remain in the safe area in the tuck position until the warning expires or emergency response personnel have issued an all-clear signal.

Procedures after the emergency:

- a. Notify the utility company if a break is suspected in the building gas, water, or electrical lines.
- b. Check utilities and electrical devices for damage due to any outage.

2. Flooding/Evacuation. These procedures are for any weather situation which requires students and staff to evacuate the building.

Procedures for the building administrator if a building is in an area where a flood watch has been issued:

- a. Monitor weather conditions by using weather alert radios, an AM/FM radio, or contact local emergency management officials regarding the emergency condition.
- b. Keep staff posted of changes or emergencies.
- c. Review evacuation procedures with staff and prepare students.
- d. Check relocation centers and secure transportation to them.

Procedures for buildings in an area where a flood warning has been issued:

- a. If advised by local emergency management officials to evacuate, do so immediately.
- b. Follow evacuation procedures; teachers take class rosters.

- c. Turn off utilities in the building and lock the doors.
- d. Take attendance after evacuation to the shelter. Report any missing students to the building administrator.
- e. Notify parents or guardians per school district policies.
- f. Stay with the students until released to a parent or guardian.

C. Assault/Fight

These procedures apply to close contact physical confrontations including fist-fights, knife assaults, and the use of other weapons which require close proximity to result in a significant physical threat.

Procedures:

1. Ensure the safety of all students and staff.
2. Contact the building administrator, police liaison, or **911**, if necessary.
3. Approach in a calm and controlled manner. If possible, address the combatants by name and use a distraction to defuse the situation.
4. Control the scene and demand that the combatants stop; clear onlookers.
5. Contact CPR/first aid certified persons in the school building to handle medical emergencies until local law enforcement agents arrive, if necessary.
6. Escort the combatants to the office keeping them away from each other and other students.
7. Seal off the area where the assault took place.
8. Notify the building administrator. The building administrator will:
  - a. Notify the superintendent and combatants' parent(s) or guardian(s), as appropriate.
  - b. Investigate by means such as obtaining statements from the combatants and witnesses; deal with the situation in accordance with school district discipline and harassment and violence policies, as appropriate.
  - c. Notify law enforcement or school liaison officer, as appropriate, if a weapon was used, the victim has a physical injury causing substantial pain or impairment, or the assault involved sexual contact (intentional touching of anus, breast, buttocks, or genitalia

of another person in a sexual manner without consent, including touching of those areas covered by clothing).

9. Assess counseling needs of victim(s) or witness(es). Initiate the grief-counseling plan, if necessary.
10. Document all activities.

D. Bomb Threat

A bomb threat should always be considered a real and immediate danger to students and staff and requires an immediate response by the person receiving the bomb threat message. Consequently, all staff should be familiar with the bomb threat procedures established by the school district. No bomb threat will be disregarded as being a prank call.

It is important that all staff be knowledgeable in the procedures to initiate evacuation, in the notification of local law enforcement agencies and appropriate personnel, and in the steps to take before the site is cleared for reentry. All staff should be aware of the location of bomb threat procedures.

If the building administrator determines it is necessary to evacuate the campus, the superintendent and local law enforcement agents should be consulted to determine how parents and guardians can be notified, school facilities can be protected, and crowd control can be provided, if needed.

At least one bomb threat drill should be conducted each school year. Because evacuation of the students and staff is the response used for a number of other crises in addition to bomb threats, staff members will probably not be aware they are evacuating because of a bomb threat. Therefore, it is good practice that whenever exiting the classrooms or work areas for any kind of drill, all personnel should quickly inspect their work area for anything unusual or out of place and be aware of any unusual or suspicious persons on the site.

**Never attempt to touch, move, dismantle, or carry any object that is suspicious.**

Procedures for bomb threat recipient:

1. ***If you receive a bomb threat by written message***, preserve the note for the police by touching it as little as possible and placing it in a document protector or plastic bag, if available. Go to Step 2.

***If you receive a bomb threat by telephone:***

- a. Record exactly what the caller says. Activate caller ID where available. Complete the “*Bomb Threat Phone Report*” and the “*Caller Identification Checklist*.”
- b. Remain calm, be firm, keep the caller talking. Listen carefully to the caller’s voice, speech patterns, and to noises in the background.

- c. After hanging up the phone, immediately dial the callback service in your area to trace the call, if possible.
2. Notify the building administrator.
3. Call **911** and report the bomb threat.
4. Call the superintendent to report the incident and any action taken so far.
5. DO NOT activate the fire alarm since the noise may detonate some bombs. A public address announcement should be made to initiate building evacuation; do not mention “bomb threat.”
6. Students and staff may be evacuated from the building and proceed to the designated safe area away from the building. Close the locked classroom door but leave it unlatched by using a blocking device such as a magnet. Teachers take class rosters. Once evacuated, roll call should be taken. Notify the building administrator of any missing students or staff.
7. If the bomb threat message contained a specific time of detonation, the buildings will not be cleared for reentry until a significant period of time has lapsed after that time, no matter how thorough a check was conducted.
8. When reentry is permitted, staff should once again visually inspect their classrooms and work areas for unusual items before allowing students to enter.
9. Notify parents and guardians per school district policies.

E. Demonstration or Disturbance

These procedures are for dealing with anyone causing or participating in a demonstration or disturbance at the building: individual students, student groups, or outside individuals or groups not associated with the building.

Procedures:

1. Notify the building administrator of the disturbance.
2. During the disturbance, the building administrator will take corrective action, such as:
  - a. Ask the demonstrators to disperse.
  - b. Notify the superintendent.
  - c. Notify the local law enforcement agency, if necessary.
  - d. Contain the disturbance by sealing off the area, to the extent possible.

- e. Secure the building, if necessary.
  - f. Shut off bells, if appropriate.
  - g. Relocate people involved in the disturbance to an isolated area, to the greatest extent possible.
3. During the disturbance, teachers should:
- a. Keep students in classrooms and lock the door. Do not allow students out of the classroom until the building administrator gives an all-clear signal.
  - b. Make a list of students absent from the class.

F. Hazardous Materials

If a major chemical accident necessitates student and staff evacuation, the fire department or other appropriate agency will be consulted and may take command and control of the situation.

Procedures for reporting chemical accidents should be posted at key locations (i.e., chemistry labs, art rooms, pool area, janitorial closets). School buildings must maintain Material Safety Data Sheets (M.S.D.S.) for all chemicals on campus. State law, federal law, and OSHA require that pertinent staff are aware of where to access these sheets in the case of a chemical accident.

Procedures for on-site chemical accidents:

1. Determine the name of the chemical, where it is located, and whether or not it is spreading rapidly. Attempt to contain the spill or area around it. Close doors. School personnel should not attempt to clean up or remove the spill – leave that for trained personnel. Refer to the M.S.D.S. for guidance.
2. Notify the building administrator about the accident.
3. Relocate students and staff to safe areas, upwind of the accident. Teachers bring the class roster. Take roll call and immediately report any missing students to the building administrator.
4. Call **911** (the fire department will contact the local hazardous materials team).
5. Seek treatment for any students or staff exposed to the chemical through inhalation, skin exposure, swallowing, or eye exposure.
6. Designate a responsible adult or administrator to meet with fire or law enforcement agents upon arrival. Give them an update, a facility diagram and a site plan when they arrive.

7. Notify the superintendent.

Procedures for off-site chemical accidents:

1. When evacuation of the area is necessary, students and staff will be directed to a specific relocation area by local emergency management officials involved.
2. If students are evacuated, notify parents and guardians per school district policies.
3. Evacuation may be made to a relocation center designated in advance by a building administrator if a specific alternative assignment is not made by response agency officials.

G. Intruder/Hostage

Individuals who pose a possible threat could include a sniper on campus, someone who may attempt to abduct or injure a student, or any unauthorized visitor without a legitimate purpose. It may be a law enforcement agency who notifies the school or school district of the dangerous situation, or it may be school personnel who first recognize the danger.

Procedures before the emergency:

Implement lock-down procedures to secure the school building, to keep students inside and keep the danger outside of the building away from students and staff. A code word should be predetermined to alert staff when the school building will be secured and lock-down procedures initiated.

Procedures for the staff member who sees an unauthorized intruder:

1. If possible, have another staff person accompany you when approaching an intruder that does not indicate a potential for violence.
2. Politely greet the intruder and identify yourself.
3. Ask the intruder to identify himself or herself and to state what is the purpose of his or her visit.
4. Inform the intruder that all visitors must register at the main office.
5. If the intruder's purpose is not legitimate, ask him/her to leave and accompany intruder to exit if possible, or arrange for someone else to accompany the intruder.
6. If the intruder refuses to leave or is a repeat offender, warn him or her of the consequences of staying on school property. Inform him or her that the police will be contacted.

7. If the intruder still refuses to comply, notify building administrator or police liaison and give as complete a description of the person as possible.
8. Walk away from the intruder if the intruder indicates a potential for violence. Do not attempt to disarm anyone with a weapon or physically restrain anyone who may be capable of inflicting bodily harm. Monitor the intruder leaving campus, if possible.
9. Call **911** and provide law enforcement agents with as much identifying information as possible (physical description, location in the school building, where the person is going, if the intruder is armed).

Witness to a hostage situation:

1. If the hostage taker is unaware of your presence, do not intervene.
2. Call **911** immediately, if possible. Give the dispatcher details of the situation, ask for assistance from the hostage negotiation team.
3. Seal off the area near hostage situation, to the extent possible.
4. Notify the building administrator who may elect to evacuate the rest of the building.
5. The police or hostage negotiation team will assume command and control of the situation when they arrive.

If taken hostage:

1. Follow instructions of the hostage taker.
2. Try not to panic. Calm students if they are present.
3. Treat the hostage taker as normally as possible. Be respectful. Ask permission to speak. Do not argue or make suggestions.

Procedures after the emergency:

1. Designate a spokesperson to handle media calls, questions, and contacts.
2. Prepare a news/information release, as appropriate.
3. Prepare a parent and guardian letter, as appropriate.
4. Hold an information meeting with all staff.
5. Initiate the grief-counseling plan, if appropriate.

H. Radiological Incident

Procedures:

1. The building administrator will notify staff if an accident/incident has occurred that affects the ability of students to return to their homes (if they live within the 10-mile radius of an affected nuclear power plant).
2. The building administrator will activate procedures for the release of students to the emergency contact person, as established by the parent(s) and guardian(s) at the beginning of the school year, or keep students at the school building until a parent or guardian or designee picks them up.
3. Teachers stay with the students until an authorized individual picks them up, if they are not going to an alternate (emergency) location.

I. Serious Injury/Death

Procedures:

1. Call **911**, but do not leave the victim unattended.
2. Contact a first aid provider (school nurse) or a member of the crisis response team.
3. Clear onlookers and isolate the victim.
4. Perform preliminary first aid, if trained.
5. Do not move the victim unless an immediate emergency situation dictates evacuation.
6. Notify the building administrator.
7. Designate a staff person to accompany the injured or ill person to the hospital.
8. Administrative follow-up may include the following:
  - a. Notify parent(s) or guardian(s) of an injured or ill student or a family member of an injured or ill employee.
  - b. Notify the superintendent.
  - c. Determine method of informing staff, students, and parents, if appropriate.
  - d. Prepare an accident report.
  - e. Initiate the grief-counseling plan, if appropriate.
  - f. Prepare a news media release with the superintendent, if appropriate.

## J. Shooting

These procedures apply to snipers inside or outside of the school building or any other firearm threat that poses an immediate danger. The threat may also result from an intruder or from participants in a demonstration.

### Procedures for staff and students if a person threatens with a firearm or begins shooting:

1. **If outside**, staff and students should go inside the building as soon as possible. If staff or students cannot get inside, they should make themselves as compact as possible, put something between themselves and the shooter, and not gather in groups.
2. **If inside**, staff, students and visitors should turn off the lights, lock all doors and windows, and close the curtains, if it is safe to do so.
3. Staff, students and visitors should crouch under desks without talking and remain there until an all-clear signal is given by the building administrator.
4. If safe to do so, staff should check the halls for wandering students who are not the threat and bring them immediately into a classroom, even if they are from another classroom. When it is safe to do so, staff should notify the office if students from another class are in their room.
5. Take roll call and notify the building administrator of any missing students or staff, when it is safe to do so.

### Procedures for the building administrator or police liaison if a person threatens with a firearm or begins shooting:

1. Assess the situation as to:
  - a. Shooter's location,
  - b. Injuries, and
  - c. Potential for additional shooting.
2. Call **911** and give them as much detail as possible about the situation.
3. Secure the school building, if appropriate.
4. Assist students and staff in evacuating from immediate danger to a safe area.
5. Care for the injured to the extent practicable until emergency personnel arrive.
6. Refer media calls, contacts, and questions to the school district spokesperson.

7. Meet with the superintendent to prepare a news or information release.
8. Notify parents and guardians per school district policies, if appropriate.
9. Hold an information meeting with all staff, if appropriate.
10. Initiate the grief-counseling plan, if appropriate.

K. Suicide

Procedures for a suicide attempt:

1. Intervene prior to an attempted suicide, as appropriate. Try to calm the suicidal person.
2. Prevent others from witnessing a traumatic event, if possible. Isolate the suicidal person or victim from other persons. Remain calm and reassure students.
3. Call **911** if the person dies, needs medical attention, has a weapon, or needs to be restrained.
4. Notify the school psychologist or counselor, building administrator, or appropriate crisis intervention or mental health hotline.
5. The building administrator will activate the crisis response team.
6. Stay with the person until counselor/suicide intervention arrives. **DO NOT LEAVE A SUICIDAL PERSON ALONE.**
7. Designate a responsible adult to meet with emergency personnel upon arrival.
8. The building administrator will notify the superintendent and the parent(s) or guardian(s) if the suicidal person or victim is a student, or a family member if the person is a staff member.
9. The building administrator may arrange a meeting with parents and the school psychologist or counselor to determine a course of action.
10. Determine method of notifying students, staff and parents, as appropriate.
11. Initiate the grief-counseling plan, if appropriate.

L. Terrorism (Chemical or biological threat)

Upon receiving a chemical or biological threat phone call:

1. Complete the “*Chemical/Biological Threat Phone Report*” and “*Caller Identification Checklist*.”

2. Listen closely to the caller's voice, speech patterns, and to noises in the background.
3. After hanging up the phone, immediately dial the callback service in your area to trace the call, if possible.
4. Notify the building administrator who is responsible for notifying the local law enforcement agency.
5. The building administrator may order an evacuation of all persons inside the school building(s), or other actions, per school district policies.
6. If evacuation occurs, teachers should take the class roster.

Upon receiving a chemical or biological threat letter:

1. Minimize the number of people who come into contact with the letter by immediately limiting access to the area in which the letter was discovered.
2. Seal the letter in a zip-lock bag or another envelope.
3. Call **911** first, then the Minnesota Duty Officer at 1-800-422-0798. The backup number is 651-649-5451.
4. Separate "involved" people from the rest of the students and staff for investigation. Involved people are those who had direct contact with the letter or were in the immediate area when the letter was opened.
5. Remove "uninvolved" people from the immediate area. Uninvolved people had no contact with the letter and were not in the immediate area when the letter was opened.
6. Ask "involved" people to remain calm until emergency response officials arrive.
7. Ask "involved" people to minimize their contact with the letter and the surrounding area; the area should now be considered a crime scene.
8. Get advice of emergency response officials regarding decontamination and change of clothing for persons who opened or handled the letter without gloves.

Evacuation procedures:

1. The building administrator should notify staff and students of evacuation.
2. Lead students calmly to the nearest designated safe area away from the school building.

3. Teachers take roll call after the evacuation. Immediately report any missing students to the building administrator.
4. Students and staff who were “involved” in receiving the threat (by telephone or letter) will be evacuated as a group, separate from “uninvolved” students and staff.
5. The building administrator will announce the termination of the emergency after consulting with emergency response officials.
6. Notify parents and guardians per school district policies.
7. Notify the media per school district policies, if appropriate.

M. Utility Emergency **[TO BE ADDED LATER]**

N. Weapons

If a student or staff member is aware of a weapon brought to school:

1. Immediately notify the building administrator, teacher, or police liaison.
2. Tell them the name of the person suspected of bringing the weapon, where the weapon is located, if the suspect has threatened anyone, or any other details that may prevent the suspect from hurting someone or himself or herself.
3. If a teacher suspects that a weapon is in the classroom, he or she should confidentially notify a neighboring teacher or the building administrator. Do not leave the classroom.

Procedures for the building administrator if a weapon is suspected:

1. Call the local law enforcement agency if a weapon is reasonably suspected to be in the building or on school grounds.
2. Isolate the suspect from the weapon, if possible. If the suspect threatens with the weapon, do not try to disarm the suspect. Back away with arms up. Stay calm.
3. Ask another administrator or police liaison to join in questioning the suspected student or staff member.
4. Accompany the suspect to a private office and wait for local law enforcement agents.
5. Inform the suspect of his or her rights before you conduct a search of their property, if appropriate.
6. Document the incident and report it, if appropriate. (Minn. Stat. § 121A.06 – Reports of dangerous weapon incidents in school zones.)

7. Notify parents or guardians if the suspect is a student and explain to them why a search was conducted and the results of the search.

***Legal References:*** 42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)  
Minn. Stat. Ch. 12 (Emergency Management)  
Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)  
Minn. Stat. § 121A.035 (Crisis Management Policy)  
Minn. Stat. § 299F.011 (Minnesota State Fire Code)  
Minn. Stat. § 299F.30 (Fire Drill in School)  
Minn. Stat. § 299F.391 (Health Care, Education, or Lodging Facility)  
Minn. Stat. § 299F.452 (Reporting Malicious False Fire Alarm)  
Minn. Stat. § 299F.47 (School Inspections)  
Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)  
Minn. Rules Part 7510 (Fire Safety)  
Minnesota State Fire Code

***Cross References:*** MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 501 (School Weapons Policy)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)  
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)

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

## **807 HEALTH AND SAFETY POLICY**

### **I. PURPOSE**

The purpose of this policy is to assist the school district in promoting health and safety, reducing injuries, and complying with federal, state, and local health and safety laws and regulations.

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

- A. The policy of the school district is to implement a health and safety program that includes plans and procedures to protect employees, students, volunteers, and members of the general public who enter school district buildings and grounds. The objective of the health and safety program will be to provide a safe and healthy learning environment; to increase safety awareness; to help prevent accidents, illnesses, and injuries; to reduce liability; to assign duties and responsibilities to school district staff to implement and maintain the health and safety program; to establish written procedures for the identification and management of hazards or potential hazards; to train school district staff on safe work practices; and to comply with all health and safety, environmental, and occupational health laws, rules, and regulations.
  
- B. All school district employees have a responsibility for maintaining a safe and healthy environment within the school district and are expected to be involved in the health and safety program to the extent practicable. For the purpose of implementing this policy, the school district may form a health and safety advisory committee to be appointed by the superintendent. The health and safety advisory committee will be composed of employees and other individuals with specific knowledge of related issues. The advisory committee will provide recommendations to the administration regarding plans and procedures to implement this policy and to establish procedures for identifying, analyzing, and controlling hazards, minimizing risks, and training school district staff on safe work practices. The committee will also recommend procedures for investigating accidents and enforcement of workplace safety rules. Each recommendation shall include estimates of annual costs of implementing and maintaining that proposed recommendation. The superintendent may request that the safety committee established under Minn. Stat. § 182.676 carry out all or part of the duties of the advisory committee or the advisory committee may consider recommendations from a separate safety committee established under Minn. Stat § 182.676.

### **III. PROCEDURES**

- A. Based upon recommendations from the health and safety advisory committee and subject to the budget adopted by the school board to implement or maintain these recommendations, the administration will adopt and implement written plans and procedures for identification and management of hazards or potential hazards

existing within the school district in accordance with federal, state, and local laws, rules, and regulations. Written plans and procedures will be maintained, updated, and reviewed by the school board on an annual basis and shall be an addendum to this policy. The administration shall identify in writing a contact person to oversee compliance with each specific plan or procedure.

- B. To the extent that federal, state, and local laws, rules, and regulations do not exist for identification and management of hazards or potential hazards, the health and safety advisory committee shall evaluate other available resources and generally accepted best practice recommendations. Best practices are techniques or actions which, through experience or research, have consistently proven to lead to specific positive outcomes.
- C. The school district shall monitor and make good faith efforts to comply with any new or amended laws, rules, or regulations to control potential hazards.

#### **IV. PROGRAM AND PLANS**

- A. For the purpose of implementing this policy, the administration will, within the budgetary limitations adopted by the school board, implement a health and safety program that includes specific plan requirements in various areas as identified by the health and safety advisory committee. Areas that may be considered include, but are not limited to, the following:
  - 1. Asbestos
  - 2. Fire and Life Safety
  - 3. Employee Right to Know
  - 4. Emergency Action Planning
  - 5. Combustible and Hazardous Materials Storage
  - 6. Indoor Air Quality
  - 7. Mechanical Ventilation
  - 8. Mold Cleanup and Abatement
  - 9. Accident and Injury Reduction Program: Model AWAIR Program for Minnesota Schools
  - 10. Infectious Waste/Bloodborne Pathogens
  - 11. Community Right to Know
  - 12. Compressed Gas Safety
  - 13. Confined Space Standard
  - 14. Electrical Safety
  - 15. First Aid/CPR/AED
  - 16. Food Safety Inspection
  - 17. Forklift Safety
  - 18. Hazardous Waste
  - 19. Hearing Conservation
  - 20. Hoist/Lift/Elevator Safety
  - 21. Integrated Pest Management
  - 22. Laboratory Safety Standard/Chemical Hygiene Plan
  - 23. Lead
  - 24. Control of Hazardous Energy Sources (Lockout/Tagout)
  - 25. Machine Guarding

26. Safety Committee
27. Personal Protection Equipment (PPE)
28. Playground Safety
29. Radon
30. Respiratory Protection
31. Underground and Above Ground Storage Tanks
32. Welding/Cutting/Brazing
33. Fall Protection
34. Other areas determined to be appropriate by the health and safety advisory committee.

If a risk is not present in the school district, the preparation of a plan or procedure for that risk will not be necessary.

- B. The administration shall establish procedures to ensure, to the extent practicable, that all employees are properly trained and instructed in job procedures, crisis response duties, and emergency response actions where exposure or possible exposure to hazards and potential hazards may occur.
- C. The administration shall conduct or arrange safety inspections and drills. Any identified hazards, unsafe conditions, or unsafe practices will be documented and corrective action taken to the extent practicable to control that hazard, unsafe condition, or unsafe practice.
- D. Communication from employees regarding hazards, unsafe or potentially unsafe working conditions, and unsafe or potentially unsafe practices is encouraged in either written or oral form. No employee will be retaliated against for reporting hazards or unsafe or potentially unsafe working conditions or practices.
- E. The administration shall conduct periodic workplace inspections to identify potential hazards and safety concerns.
- F. In the event of an accident or a near miss, the school district shall promptly cause an accident investigation to be conducted in order to determine the cause of the incident and to take action to prevent a similar incident. All accidents and near misses must be reported to an immediate supervisor as soon as possible.

## **V. BUDGET**

The superintendent shall be responsible to provide for periodic school board review and approval of the various plan requirements of the health and safety program, including current plan requirements and related written plans and procedures and recommendations for additional plan requirements proposed to be adopted. The superintendent, or such other school official as designated by the superintendent, each year shall prepare preliminary revenue and expenditure budgets for the school district's health and safety program. The preliminary budgets shall be accompanied by such written commentary as may be necessary for them to be clearly understood by the members of the school board and the public. The school board shall review the projected revenues and expenditures for this program and make such adjustments within the expenditure budget to carry out the current program and to implement new

recommendations within the revenues projected and appropriated for this purpose. No funds may be expended for the health and safety program in any school year prior to the adoption of the budget document authorizing that expenditure for that year, or prior to the adoption of an amendment to that budget document by the school board to authorize that expenditure for that year. The health and safety program shall be implemented, conducted, and administered within the fiscal restraints of the budget so adopted.

## **VI. ENFORCEMENT**

Enforcement of this policy is necessary for the goals of the school district's health and safety program to be achieved. Within applicable budget limitations, school district employees will be trained and receive periodic reviews of safety practices and procedures, focusing on areas that directly affect the employees' job duties. Employees shall participate in practice drills. Willful violations of safe work practices may result in disciplinary action in accordance with applicable school district policies.

***Legal References:*** Minn. Stat. § 123B.56 (Health, Safety, and Environmental Management)  
Minn. Stat. § 123B.57 (Capital Expenditure; Health and Safety)  
Minn. Stat. § 182.676 (Safety Committees)  
Minn. Rules Part 5208.0010 (Applicability)  
Minn. Rules Part 5208.0070 (Alternative Forms of Committee)

***Cross References:*** MSBA/MASA Model Policy 407 (Employee Right to Know - Exposure to Hazardous Substances)  
MSBA/MASA Model Policy 701 (Establishment and Adoption of School District Budget)  
MSBA/MASA Model Policy 806 (Crisis Management Policy)

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

RESOLUTION DIRECTING THE ADMINISTRATION  
TO MAKE RECOMMENDATIONS FOR REDUCTIONS  
IN PROGRAMS AND POSITIONS AND REASONS  
THEREFOR.

WHEREAS, the financial condition of the school district dictates that the school board must review and possibly reduce expenditures immediately, and

WHEREAS, this reduction in expenditure may include discontinuance of positions and discontinuance or curtailment of programs, and

WHEREAS, a determination must be made as to which teachers' contracts may be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions,

BE IT RESOLVED, by the School Board of Independent School District No. 716, as follows:

That the School Board hereby directs the Superintendent of Schools and administration to consider the discontinuance of programs or positions to effectuate economies in the school district and reduce expenditures and, make recommendations to the school board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

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

\_\_\_\_\_ and upon vote being taken thereon, the

following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.